

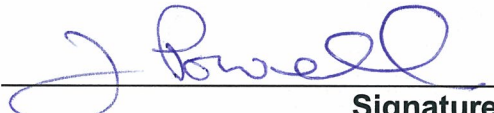


## MINUTES

### CERTIFICATION OF CONFIRMATION OF COUNCIL MEETING MINUTES

**21 JUNE 2012**

I, Cr Janet Powell, hereby certify that the following minutes [pages 1 to 120] of the Meeting of Council held on 21 June 2012 were confirmed at a meeting of the Council held on 19 July 2012.



**Signature**

Cr Janet Powell  
**Name**

**Person presiding at the Council Meeting held on 19 July 2012**



# **MINUTES**

Ordinary Meeting of Council

**21 June 2012**

## ORDINARY MEETING OF COUNCIL

### MINUTES

21 June 2012

(REF: COMMITTEES-14150)

An Ordinary Meeting of Council was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 21 June 2012**. The meeting commenced at **6:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:00pm.

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

### Councillor Attendance

Cr Alan Pilgrim ( <b>Chairman</b> )	EMRC Member	Shire of Mundaring
Cr Janet Powell ( <b>Deputy Chairman</b> )	EMRC Member	City of Belmont
Cr Jennie Carter	EMRC Member	Town of Bassendean
Cr Gerry Pule	EMRC Member	Town of Bassendean
Cr Alan Radford	EMRC Member	City of Bayswater
Cr Graham Pittaway OAM	EMRC Member	City of Bayswater
Cr Glenys Godfrey	EMRC Member	City of Belmont
Cr Bob Emery	EMRC Member	Shire of Kalamunda
Cr Frank Lindsey	EMRC Member	Shire of Kalamunda
Cr Tony Cuccaro	EMRC Member	Shire of Mundaring
Cr David Färdig	EMRC Member	City of Swan
Cr Charlie Zannino	EMRC Member	City of Swan

### EMRC Officers

Mr Peter Schneider	Chief Executive Officer
Mr Hua Jer Liew	Director Corporate Services
Mr Brian Jones	Director Waste Services
Mrs Marilyn Horgan	Director Regional Services
Mrs Prapti Mehta	Manager Human Resources
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer
Ms Mary-Ann Winnett	Personal Assistant to Director Corporate Services (Minutes)

### EMRC Observers

Mr Steve Fitzpatrick	Manager Project Development
Mr David Ameduri	Manager Financial Services
Ms Naomi Rakela	Manager Environmental Services
Ms Tania Wells	Waste Education Coordinator
Mr Brendan Nock	Environmental Consultant
Mr Ben Perkins	Environment and Sustainability Coordinator
Ms Joanne Woodbridge	Environmental Projects Officer

### Observers

Mr Bob Jarvis	Chief Executive Officer	Town of Bassendean
Ms Francesca Lefante	Chief Executive Officer	City of Bayswater
Mr Ric Lutey	Director Technical Services	City of Belmont

### Visitors

Mr Ian Walters  
Mr Ron Snelgar



### **3 DISCLOSURE OF INTERESTS**

#### **3.1 MRS PRAPTI MEHTA – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY:**

Item: 19.1  
Subject: Item 13.1 of the Chief Executive Officer Performance Review Committee – Performance Review, Salary Review and Objective Setting for 2012/2013  
Nature of Interest: Reporting relationship to the CEO.

#### **3.2 MR PETER SCHNEIDER – CEO – INTERESTS AFFECTING IMPARTIALITY:**

Item: 19.1  
Subject: Item 13.1 of the Chief Executive Officer Performance Review Committee – Performance Review, Salary Review and Objective Setting for 2012/2013  
Nature of Interest: Subject matter of the Report directly relates to the Chief Executive Officer.

### **4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION**

#### **4.1 CHAIRMAN AND DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE**

Cr Gerry Pule was declared Chairman and Cr Janet Powell was declared Deputy Chairman of the Chief Executive Officer Performance Review Committee at the meeting held on 7 June 2012.

#### **4.2 RESOURCE RECOVERY FACILITY – PUBLIC ENVIRONMENTAL REVIEW**

The redrafted PER for the Resource Recovery Facility has been resubmitted to the EPA for final approval. If approved, the 8 week public comments period will commence around 16 July 2012.

#### **4.3 NATIONAL MOBILE MUSTER AWARD FOR WORKING WITH SCHOOLS**

On Tuesday, 19 June 2012, the Chairman accepted the National Mobile Muster Award for Working With Schools on behalf of the EMRC waste education team. The award was presented at the National General Assembly of Local Government in Canberra and was presented by Senator Christine Milne, Leader of The Greens. This is the second time that the EMRC has received this award, the first was in 2009. The Chairman congratulated Tania Wells and the waste education team and invited Tania to receive the award and summarise the program.

#### **4.4 COMMUNITY ENERGY EFFICIENCY PROGRAM**

The EMRC has been successful in its first round application for \$647,000 in regional funding through the Australian Government's Community Energy Efficiency Program (CEEP), one of only seven WA recipients from 63 across Australia.

The Hon Greg Combet, Minister for Climate Change and Energy Efficiency, visited Bayswater Waves Aquatic Centre on Thursday, 14 June 2012, to make the announcement.

The Chairman congratulated EMRC's Environmental Services staff members Joanne Woodbridge, Brendan Nock, Naomi Rakela and Ben Perkins who were responsible for developing the grant application in partnership with officers from the Town of Bassendean, City of Bayswater and Shire of Mundaring.

The Chairman invited Joanne Woodbridge to summarise the program.

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## 5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

### 5.1 QUESTIONS FROM MR IAN WALTERS

The following questions were taken on notice at the Council meeting held on 24 May 2012 and a written response was supplied to Mr Walters as follows:

Question 1: I refer to my question number 2 raised at Council Meeting 19 April 2012 and Council response under date 20 April 2012. Unfortunately response supplied has no relevance to question. Would you please revisit question and respond?

*Response: The CEO advised that the EMRC was not involved in the legal proceedings relative to Lehman Bros and therefore it was suggested that Mr Walters should make his own private enquiries on this matter.*

Question 2: Mr Chairman my question relates to EMRC – Management of Investments Policy and in particular Policy Statement No 1. Ethics and Conflicts of Interest and I quote “Officers shall refrain from personal activities that would conflict with proper execution and management of EMRC’s investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO”. Policy provides delegation of authority to CEO. In the event of conflict of interest by CEO who does the CEO report to? This Policy matter requires further attention.

*Response: The Local Government Act 1995 Part 5 Division 6 – Disclosure of financial interests details how such conflict of interest may be handled:*

- *Subdivision 1 – disclosure of financial interests in matters affecting local government decisions.*
- *Subdivision 2 – disclosure of financial interest in returns.*
- *Subdivision 3 – including a register of financial interests.*

*The register of financial interests includes the returns under section 5.75 and 5.76 and the record of disclosures made under 5.65, 5.70 and 5.71.*

*The Investment Committee has sufficient delegated authority to deal with such a hypothetical situation, in the event it did arise.*

Question 3: My questions relate to Investment Ratings whereby international ratings are required to be reviewed periodically by the CEO. The wording “periodically” is vague – does it mean weekly, monthly, quarterly and so on? What internal controls are in place to ensure adequate monitoring takes place?

*Response: The EMRC receives monthly reports on its investments from its external independent advisors as well as regular email updates on any credit ratings affecting any of its investments. The EMRC has an investment policy that details the various controls such as counterparty credit limits and these are reported in its monthly financial reports to Council.*

Question 4: As you are aware the Investment Committee met on 10 May 2012 and among other items adopted update on Management of Investments Policy as a confidential item.

I enquire as to why it is treated as a confidential item especially as Investment Committee Agenda included it as draft and notation of proposed amendments?

*Response: The CEO advised that the Management of Investment Policy was not treated as a confidential item and was not adopted at the meeting and would be brought back to a future meeting of the Investment Committee for consideration.*

Question 5: Minutes provided for tonight two members of the public attended Investment Committee until item 18.

*Response: The Investment Committee minutes are unconfirmed and will be amended to reflect attendance by members of the public prior to confirmation.*



## 6 PUBLIC QUESTION TIME

### 6.1 QUESTIONS FROM MR IAN WALTERS

Question 1: Please advise in dollar terms what will be the first year cost to the EMRC relative to the 'Carbon Tax' legislation.

*Response: Question was taken on notice.*

Question 2: EMRC earlier advised it is considering the ramifications of the carbon tax pricing legislation and options available to it, particularly in relation to the methodology for converting waste to CO<sub>2</sub>.

Has the EMRC fully assessed and modeled the methodologies and what are its findings and appropriate mitigation strategy adopted?

*Response: The CEO advised that the EMRC had been working on Carbon Price modelling and would provide a written response to the question.*

Question 3: Does the EMRC have any legal action current relative to investments in CDO's?

*Response: The CEO advised that Council had been dealing with this on a confidential basis and was therefore not able to discuss the matter.*

Question 4: Please advise the name of the liquidator handling insurance claims.

*Response: The CEO advised that the name of the Lehman Australia liquidators would be provided.*

Question 5: Please advise whether or not proof of debt has been accepted and if so, the acceptance date.

*Response: The CEO provided a preliminary response stating that there had been no acceptance to his knowledge at this stage, however a formal response would be provided.*

Question 6: Mr Chairman you will be aware I have attended previous Council meetings and raised questions regarding the non-compliance by the EMRC of the requirements of the Australian Accounting Standards – in particular AASB 110 Events After the Reporting Period. EMRC replies to questions raised revealed a lack of understanding hence following receipt of your last response I wrote to the Australian Accounting Standards Board asking clarification of the application (including interpretation) of the Accounting Standard AASB Events after the Reporting Period.

On the strength of correspondence received from Mr Robert Keys, Technical Director, Australian Accounting Standards Board I have to again advise EMRC financial statements for the year ended 30/06/2011 are incorrect despite the fact accounts are signed off as being in accordance with Australian Accounting Standards by the Chief Executive Officer and Auditor. Clearly this is not the case.

Mr Chairman would you now please take the necessary action to rectify this matter. Please advise outcome.

*Response: Question was taken on notice.*







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

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

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

### **12.1 ITEM 13.1 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE**

**CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW, SALARY REVIEW AND OBJECTIVE SETTING FOR 2012/2013**

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

Nil

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## **14 REPORTS OF OFFICERS**

### **QUESTIONS**

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

### **RECOMMENDATION**

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

### **COUNCIL RESOLUTION**

MOVED CR ZANNINO

SECONDED CR PULE

THAT WITH THE EXCEPTION OF ITEMS 14.2, 14.3, 14.4 AND 14.5, WHICH ARE TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE OFFICERS REPORTS (SECTION 14).

**CARRIED UNANIMOUSLY**

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## 14 REPORTS OF OFFICERS

### 14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF MAY 2012

**REFERENCE: COMMITTEES-14323**

#### 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 May 2012 for noting.

#### KEY ISSUES AND RECOMMENDATION(S)

- As per the requirements of the Local Government (Financial Management) Regulations 1996 (Regulation 13(1)), the list of accounts paid during the month of May 2012 is provided for noting.

#### Recommendation(s)

That Council notes the CEO's list of accounts for May 2012 paid under delegated power in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as attached to this report totalling \$15,110,124.06.

#### SOURCE OF REPORT

Director Corporate Services  
 Manager Financial Services

#### BACKGROUND

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

#### REPORT

The table below summarises the payments drawn on the funds during the month of May 2012. A list detailing the payments made is appended as an attachment to this report.

<b>Municipal Fund</b>	EFT Payments:	23144 – 23428	
	Cheque Payments:	219294– 219313	
	Payroll EFT:	PAY-23 & PAY-24	
	DIRECT DEBITS		
	- Bank Charges:	1*MAY12	
	- Other:	601 - 610	\$15,111,244.06
	<b>LESS</b>		
	Cancelled EFTs and Cheques	EFT23295	(1,120.00)
<b>Trust Fund</b>	Not Applicable		Nil
<b>Total</b>			<b>\$15,110,124.06</b>



*Item 14.1 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 4 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

As contained within the report.

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

CEO's Delegated Payments List for the month of May 2012 (Ref: Committees-14326)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That Council notes the CEO's list of accounts for May 2012 paid under delegated power in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as attached to this report totalling \$15,110,124.06.

## **COUNCIL RESOLUTION(S)**

MOVED CR ZANNINO

SECONDED CR PULE

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR MAY 2012 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996, AS ATTACHED TO THIS REPORT TOTALLING \$15,110,124.06.

**CARRIED UNANIMOUSLY**



**Eastern Metropolitan Regional Council**  
**CEO's DELEGATED PAYMENTS LIST**  
**FOR THE MONTH OF MAY 2012**

**Print** 06/06/2012  
**Print** 9:14:13 AM

**User:** Le Truong

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT23144	01/05/2012	PAYG PAYMENTS	73,902.76
EFT23145	01/05/2012	ADT SECURITY	368.50
EFT23146	01/05/2012	INTEWORK INC	853.78
EFT23147	01/05/2012	ADCORP	18,462.36
EFT23148	01/05/2012	ALL DAY CONTRACTING	1,237.50
EFT23149	01/05/2012	ASSOCIATION WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA)	434.50
EFT23150	01/05/2012	AUSTRACLEAR LIMITED (ASX)	32.81
EFT23151	01/05/2012	BELMONT - REDCLIFFE NEWSROUND	102.40
EFT23152	01/05/2012	BRING COURIERS	528.44
EFT23153	01/05/2012	BT EQUIPMENT PTY LTD T/A TUTT BRYANT EQUIPMENT	4,605.10
EFT23154	01/05/2012	BULLANT SECURITY PTY LTD	34.00
EFT23155	01/05/2012	CHAMBERLAIN AUTO ELECTRICS	445.69
EFT23156	01/05/2012	CJD EQUIPMENT PTY LTD	2,924.64
EFT23157	01/05/2012	COATES HIRE OPERATIONS PTY LTD	572.25
EFT23158	01/05/2012	COLONIAL PRINT & PROMOTIONS	252.45
EFT23159	01/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	134.66
EFT23160	01/05/2012	COVS PARTS PTY LTD	21.30
EFT23161	01/05/2012	CPR ELECTRICAL SERVICES	300.00
EFT23162	01/05/2012	DJURIC CONSTRUCTION P/L T/A OPTIMUM CONSTRUCTION GROUP	1,500.00
EFT23163	01/05/2012	FAIRFAX RADIO NETWORK PTY LTD	15,246.00
EFT23164	01/05/2012	FRUIT BOOST PTY LTD ATF BANDITS TRUST	688.30
EFT23165	01/05/2012	FUELFIX T/AS TANKS2GO	580.80
EFT23166	01/05/2012	FUJI XEROX AUSTRALIA PTY LTD	934.32
EFT23167	01/05/2012	HILLS FRESH	80.38
EFT23168	01/05/2012	ISS WASHROOM SERVICES	57.39
EFT23169	01/05/2012	KELLY SERVICES (AUSTRALIA) LTD	169.18
EFT23170	01/05/2012	KORDT ENGINEERING	24,664.09
EFT23171	01/05/2012	LYONS AIRCONDITIONING SERVICES	156.97
EFT23172	01/05/2012	MACHINERY WAREHOUSE	331.85
EFT23173	01/05/2012	MAJOR MOTORS PTY LTD	1,066.41
EFT23174	01/05/2012	MUNDARING CONCRETE PTY LTD	781.66
EFT23175	01/05/2012	ON SITE RENTALS PTY LTD	618.20
EFT23176	01/05/2012	PERRY ENVIRONMENTAL CONTRACTING	341.00
EFT23177	01/05/2012	PRECISION PANEL & PAINT	1,131.46
EFT23178	01/05/2012	PROTECTOR ALSAFE PTY LTD	280.94
EFT23179	01/05/2012	ROSS HUMAN DIRECTIONS	7,392.83
EFT23180	01/05/2012	TOTAL GREEN RECYCLING	2,372.87
EFT23181	01/05/2012	TYRE RECYCLERS WA	369.64
EFT23182	01/05/2012	UNITED CRANE HIRE PTY LTD	1,452.00
EFT23183	01/05/2012	VISY RECYCLING	73.18
EFT23184	01/05/2012	VOLICH WASTE CONTRACTORS PTY LTD	44.00
EFT23185	01/05/2012	WESTERN TREE RECYCLERS	28,943.53
EFT23186	01/05/2012	WREN OIL	18.15
EFT23187	01/05/2012	WURTH AUSTRALIA PTY LTD	200.65
EFT23188	01/05/2012	YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST	742.50
EFT23189	04/05/2012	ACCESS INDUSTRIAL TYRES PTY LTD	140.25
EFT23190	04/05/2012	KLB SYSTEMS	77.00
EFT23191	04/05/2012	PERTH SECURITY SERVICES - MCW CORPORATION PTY LTD	4,741.66
EFT23192	04/05/2012	AIR FILTER DRY CLEAN SYSTEMS PTY LTD	201.44
EFT23193	04/05/2012	BENFOSTER PTY LTD T/A ECO ENVIRONMENTAL	907.50



**Eastern Metropolitan Regional Council**  
**CEO's DELEGATED PAYMENTS LIST**  
**FOR THE MONTH OF MAY 2012**

**Print** 06/06/2012  
**Print** 9:14:13 AM

**User:** Le Truong

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT23194	04/05/2012	BIN BATH AUSTRALIA PTY LTD	287.98
EFT23195	04/05/2012	BUNNINGS BUILDING SUPPLIES PTY LTD	285.66
EFT23196	04/05/2012	COATES HIRE OPERATIONS PTY LTD	440.00
EFT23197	04/05/2012	COMSYNC CONSULTING PTY LTD	2,574.00
EFT23198	04/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	363.40
EFT23199	04/05/2012	ENVIRON	635.25
EFT23200	04/05/2012	LIZ PATTISON PTY LTD	3,987.50
EFT23201	04/05/2012	M & M TRUST - HANDYMAN	180.24
EFT23202	04/05/2012	MCINERNEY FORD	479.90
EFT23203	04/05/2012	MICHELLE YEOMANS	234.00
EFT23204	04/05/2012	NEVERFAIL SPRINGWATER	167.45
EFT23205	04/05/2012	PIRTEK	188.18
EFT23206	04/05/2012	SPUDS GARDENING SERVICES	13,589.00
EFT23207	04/05/2012	STEVENSON CONSULTING	4,818.00
EFT23208	04/05/2012	SYNERGETICS ENVIRONMENTAL ENGINEERING	24,282.39
EFT23209	04/05/2012	TELSTRA	470.41
EFT23210	04/05/2012	THE COMPOST TEA COMPANY	513.18
EFT23211	04/05/2012	TOTALLY WORKWEAR MIDLAND	125.96
EFT23212	04/05/2012	TYRE RECYCLERS WA	759.16
EFT23213	04/05/2012	WESTRAC EQUIPMENT PTY LTD	2,533.22
EFT23214	04/05/2012	WORK CLOBBER	105.00
EFT23215	04/05/2012	WORKPAC PTY LTD	2,158.37
EFT23216	08/05/2012	AUSTRALIAN HVAC SERVICES	550.00
EFT23217	08/05/2012	TANIA WELLS	350.51
EFT23218	08/05/2012	AINSBURY HOLDINGS PTY LTD T/AS BARCLAY	7,128.00
EFT23219	08/05/2012	ASTRA METAL PRODUCTS	524.45
EFT23220	08/05/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	960.00
EFT23221	08/05/2012	BEAUMONDE CATERING	2,340.36
EFT23222	08/05/2012	BUDGET ELECTRICS	1,533.73
EFT23223	08/05/2012	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	48.38
EFT23224	08/05/2012	CMS EVENTS	2,372.00
EFT23225	08/05/2012	COMPELLING ECONOMICS PTY LTD	24,970.00
EFT23226	08/05/2012	CROSSLAND & HARDY PTY LTD	2,684.73
EFT23227	08/05/2012	DEERING AUTRONICS	2,772.19
EFT23228	08/05/2012	HILLS FRESH	68.58
EFT23229	08/05/2012	MR DAVID SCHMIDT	290.00
EFT23230	08/05/2012	MUNDARING ROOFING & PATIOS	4,290.00
EFT23231	08/05/2012	PIRTEK	444.81
EFT23232	08/05/2012	Q3 PTY LTD TRADING AS Q3 ARCHITECTURE	412.50
EFT23233	08/05/2012	SEME ELECTRICAL ENGINEERING	3,795.55
EFT23234	08/05/2012	SLR CONSULTING AUSTRALIA PTY LTD	4,400.00
EFT23235	08/05/2012	ST JOHN AMBULANCE ASSOCIATION	452.37
EFT23236	08/05/2012	TELSTRA	171.12
EFT23237	08/05/2012	TENDERLINK.COM. PTY LTD	330.00
EFT23238	08/05/2012	TIM DAVIES LANDSCAPING PTY LTD	858.00
EFT23239	08/05/2012	TOLL PRIORITY	56.20
EFT23240	11/05/2012	MOTORCHARGE PTY LTD	6,065.18
EFT23241	11/05/2012	SYNERGY	17,777.70
EFT23242	11/05/2012	ACCESS INDUSTRIAL TYRES PTY LTD	1,025.20
EFT23243	11/05/2012	AUSTRALIAN HVAC SERVICES	176.00
EFT23244	11/05/2012	LOCAL GOVERNMENT MANAGERS OF AUSTRALIA ( WA)	1,287.00
EFT23245	11/05/2012	AIR FILTER DRY CLEAN SYSTEMS PTY LTD	233.39
EFT23246	11/05/2012	AIRWELL GROUP PTY LTD	13,259.07



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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT23247	11/05/2012	CJD EQUIPMENT PTY LTD	130.09
EFT23248	11/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	486.72
EFT23249	11/05/2012	COVS PARTS PTY LTD	73.60
EFT23250	11/05/2012	KELLY SERVICES (AUSTRALIA) LTD	169.18
EFT23251	11/05/2012	LEFKAPHA P/L T/A CENTRE FORD	385.95
EFT23252	11/05/2012	MIDWAY FORD (WA)	360.00
EFT23253	11/05/2012	NEVERFAIL SPRINGWATER	145.00
EFT23254	11/05/2012	NEVERFAIL SPRINGWATER LTD - HAZELMERE	180.75
EFT23255	11/05/2012	PERRY ENVIRONMENTAL CONTRACTING	396.00
EFT23256	11/05/2012	ROSS HUMAN DIRECTIONS	7,880.47
EFT23257	11/05/2012	TELSTRA	1,059.60
EFT23258	11/05/2012	THE UTESHED	573.00
EFT23259	11/05/2012	UNIQUE WASTE MANAGEMENT SERVICES	590.04
EFT23260	11/05/2012	WASHINGTON'S EARTHMOVING PTY LTD	4,400.00
EFT23261	11/05/2012	WORKPAC PTY LTD	1,746.53
EFT23262	15/05/2012	PAYG PAYMENTS	58,212.22
EFT23263	15/05/2012	INTEWORK INC	664.05
EFT23264	15/05/2012	IPING PTY LTD	1,128.80
EFT23265	15/05/2012	MARSMEN PLUMBING	915.20
EFT23266	15/05/2012	MORLEY GENERAL CLEANING SERVICE	96.25
EFT23267	15/05/2012	OAKVALE TREASURY	2,492.60
EFT23268	15/05/2012	ALL DAY CONTRACTING	30,976.83
EFT23269	15/05/2012	ASSOCIATION WESTERN AUSTRALIAN LOCAL GOVERNMENT (WALGA)	434.50
EFT23270	15/05/2012	BLACKWOODS ATKINS	45.14
EFT23271	15/05/2012	BP GIDGEGANNUP	16.90
EFT23272	15/05/2012	COMPU-STOR	628.93
EFT23273	15/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	63.25
EFT23274	15/05/2012	CROSSLAND & HARDY PTY LTD	2,723.31
EFT23275	15/05/2012	DUN & BRADSTREET PTY LTD	53.99
EFT23276	15/05/2012	EMBROID ME MALAGA	520.30
EFT23277	15/05/2012	LAZZA'S HIAB & TILT TRAY SERVICES PTY LTD	314.60
EFT23278	15/05/2012	LINFOX ARMAGUARD PTY LTD	345.64
EFT23279	15/05/2012	LIQUOR TRADERS AUSTRALIA	358.38
EFT23280	15/05/2012	MAIL PLUS PERTH	277.20
EFT23281	15/05/2012	MUNDARING TYRE CENTRE	366.00
EFT23282	15/05/2012	PINELLI WINES PTY LTD	280.00
EFT23283	15/05/2012	RELIABLE PROCESS MAINTENANCE PTY LTD	339.07
EFT23284	15/05/2012	ROSS HUMAN DIRECTIONS	3,975.31
EFT23285	15/05/2012	TELSTRA	178.00
EFT23286	15/05/2012	UNISON INTERACTIVE PTY LTD	1,360.00
EFT23287	15/05/2012	WREN OIL	18.15
EFT23288	18/05/2012	EARTHWEST - EQUIPMENT GROUP AUSTRALIA T/S LIFTWEST (WA)	44.75
EFT23289	18/05/2012	PERTH SECURITY SERVICES - MCW CORPORATION PTY LTD	4,741.66
EFT23290	18/05/2012	AIR FILTER DRY CLEAN SYSTEMS PTY LTD	133.35
EFT23291	18/05/2012	AIRWELL GROUP PTY LTD	17,790.96
EFT23292	18/05/2012	ANALYTICAL REFERENCE LABORATORY	148.50
EFT23293	18/05/2012	AUSTRALIA POST - ASCOT PLACE	85.00
EFT23294	18/05/2012	AUSTRALIA POST - RED HILL	274.05
EFT23295	18/05/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	1,120.00
EFT23296	18/05/2012	BALSHAWS FLORIST	85.00
EFT23297	18/05/2012	BEAUMONDE CATERING	2,367.80





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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT23298	18/05/2012	BP AUSTRALIA LIMITED	28,831.90
EFT23299	18/05/2012	BP AUSTRALIA PTY LTD	2,923.98
EFT23300	18/05/2012	BUNNINGS BUILDING SUPPLIES PTY LTD	15.82
EFT23301	18/05/2012	CITY OF BAYSWATER	429.00
EFT23302	18/05/2012	CJD EQUIPMENT PTY LTD	83.64
EFT23303	18/05/2012	COLONIAL PRINT & PROMOTIONS	841.50
EFT23304	18/05/2012	COOL CLEAR WATER GROUP LTD	290.40
EFT23305	18/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	641.65
EFT23306	18/05/2012	DEPT OF AGRICULTURE, FISHERIES & FORESTRY AUST QUARANTINE &	260.00
EFT23307	18/05/2012	FREEHILLS	2,530.00
EFT23308	18/05/2012	HARVEY NORMAN ELECTRICS MIDLAND	1,044.00
EFT23309	18/05/2012	HAWKEYE EDITING SERVICES	2,400.00
EFT23310	18/05/2012	HILLS FRESH	78.53
EFT23311	18/05/2012	JOHN HUGHES MITSUBISHI	299.81
EFT23312	18/05/2012	KELLY SERVICES (AUSTRALIA) LTD	169.18
EFT23313	18/05/2012	MS GROUNDWATER MANAGEMENT	4,119.50
EFT23314	18/05/2012	NEVERFAIL SPRINGWATER	75.00
EFT23315	18/05/2012	NEVERFAIL SPRINGWATER LTD - HAZELMERE	168.25
EFT23316	18/05/2012	NINDETHANA SEEDS SERVICES PTY LTD	2,798.67
EFT23317	18/05/2012	O'BRIEN GLASS	471.63
EFT23318	18/05/2012	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	12,530.76
EFT23319	18/05/2012	PIRTEK	21.62
EFT23320	18/05/2012	SIMS METAL MANAGEMENT WA	806.08
EFT23321	18/05/2012	STIRLING LOWLOADER SERVICES	396.00
EFT23322	18/05/2012	SYNERGETICS ENVIRONMENTAL ENGINEERING	20,718.00
EFT23323	18/05/2012	TEAM MANAGEMENT SYSTEMS	259.60
EFT23324	18/05/2012	TOTALLY WORKWEAR MIDLAND	377.43
EFT23325	18/05/2012	TRANSPACIFIC CLEANAWAY LTD	118.29
EFT23326	18/05/2012	VALLEY ROAD PTY T/A CHICA CATERING	5,535.75
EFT23327	18/05/2012	VERTICAL TELECOM WA PTY LTD (VERTEL)	3,442.33
EFT23328	18/05/2012	WINDWARD ADVENTURES PTY LTD	540.00
EFT23329	18/05/2012	WORKPAC PTY LTD	4,309.81
EFT23330	18/05/2012	WREN OIL	18.15
EFT23331	18/05/2012	AQUA PUMP AND IRRIGATION	54.00
EFT23332	18/05/2012	G & S FURNITURE SALES (WA) PTY LTD	1,525.70
EFT23333	18/05/2012	HUGHMARK QUALITY FURNITURE	695.00
EFT23334	22/05/2012	LIEBHERR AUSTRALIA PTY LTD	473,440.00
EFT23335	22/05/2012	ECL GROUP AUSTRALIA PTY LTD TRADING AS FUELQUIP (AUSTRALIA) PTY LTD	561.00
EFT23336	22/05/2012	MARSMEN PLUMBING	1,610.55
EFT23337	22/05/2012	MORLEY GENERAL CLEANING SERVICE	8,470.20
EFT23338	22/05/2012	PRESTIGE ALARMS	132.00
EFT23339	22/05/2012	BG&E PTY LTD	26,193.79
EFT23340	22/05/2012	BUNNINGS BUILDING SUPPLIES PTY LTD	27.44
EFT23341	22/05/2012	COMSYNC CONSULTING PTY LTD	3,880.25
EFT23342	22/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	734.55
EFT23343	22/05/2012	ELEMENT HYDROGRAPHIC SOLUTIONS	1,210.00
EFT23344	22/05/2012	ETIKO PTY LTD	1,129.70
EFT23345	22/05/2012	JAYCOURT NOMINEES P/L T/A BARFIELD EARTHMOVING	1,287.00
EFT23346	22/05/2012	KALAMUNDA TOYOTA	44,671.10
EFT23347	22/05/2012	KOTT GUNNING LAWYERS	87.12
EFT23348	22/05/2012	LYONS AIRCONDITIONING SERVICES	902.00



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EFT23349	22/05/2012	MACHINERY WAREHOUSE	93.00
EFT23350	22/05/2012	MAJOR MOTORS PTY LTD	55.21
EFT23351	22/05/2012	MINI-TANKERS AUSTRALIA PTY LTD	3,597.00
EFT23352	22/05/2012	NEXUS (AUST) PTY LTD	5,500.00
EFT23353	22/05/2012	OTEK AUSTRALIA	3,038.75
EFT23354	22/05/2012	PIRTEK	227.55
EFT23355	22/05/2012	ROSS HUMAN DIRECTIONS	12,698.42
EFT23356	22/05/2012	SNAP PRINTING	378.07
EFT23357	22/05/2012	SYNERGY	23.60
EFT23358	22/05/2012	UNISON INTERACTIVE PTY LTD	396.00
EFT23359	22/05/2012	UPPER REACH WINERY	438.40
EFT23360	22/05/2012	WINDWARD ADVENTURES PTY LTD	270.00
EFT23361	25/05/2012	WALGS PLAN	72,862.29
EFT23362	25/05/2012	PACCOM FLEXIBLE PACKAGING	85.80
EFT23363	25/05/2012	STAMP-IT RUBBER STAMPS	81.17
EFT23364	25/05/2012	AIR FILTER DRY CLEAN SYSTEMS PTY LTD	404.36
EFT23365	25/05/2012	AMBIUS	987.42
EFT23366	25/05/2012	AUST-WEIGH	3,918.20
EFT23367	25/05/2012	BOBCAT ATTACH	445.50
EFT23368	25/05/2012	C & H SWEEPING	880.00
EFT23369	25/05/2012	CABCHARGE	6.00
EFT23370	25/05/2012	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	294.78
EFT23371	25/05/2012	CARDNO (WA) PTY LTD	2,642.08
EFT23372	25/05/2012	CJD EQUIPMENT PTY LTD	4,547.08
EFT23373	25/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	40.76
EFT23374	25/05/2012	HILLS FRESH	78.72
EFT23375	25/05/2012	JOHN HUGHES MITSUBISHI	238.00
EFT23376	25/05/2012	KELLY SERVICES (AUSTRALIA) LTD	246.07
EFT23377	25/05/2012	KONICA MINOLTA BUSINESS SOLUTIONS AUSTRALIA P/L	938.60
EFT23378	25/05/2012	LANDFILL GAS & POWER PTY LTD	4,882.22
EFT23379	25/05/2012	LANDMARK OPERATIONS LIMITED	205.92
EFT23380	25/05/2012	MAJOR MOTORS PTY LTD	842.44
EFT23381	25/05/2012	MELTWATER AUSTRALIA PTY LTD	11,550.00
EFT23382	25/05/2012	MUNDARING GLASS & SECURITY	484.00
EFT23383	25/05/2012	NINDETHANA SEEDS SERVICES PTY LTD	4,687.37
EFT23384	25/05/2012	REMIDA PERTH INC	143.00
EFT23385	25/05/2012	ROSS HUMAN DIRECTIONS	327.86
EFT23386	25/05/2012	RUDD INDUSTRIAL AND FARM SUPPLIES	604.33
EFT23387	25/05/2012	STATEWEST PLANNING	770.00
EFT23388	25/05/2012	SYNERGY	4,233.40
EFT23389	25/05/2012	TELSTRA	130.08
EFT23390	25/05/2012	TELSTRA	38.50
EFT23391	25/05/2012	TELSTRA	19.25
EFT23392	25/05/2012	TOTALLY WORKWEAR MIDLAND	98.96
EFT23393	25/05/2012	UNIQUE WASTE MANAGEMENT SERVICES	233.75
EFT23394	25/05/2012	VERTICAL TELECOM WA PTY LTD (VERTEL)	1,833.85
EFT23395	25/05/2012	WESTERN RESOURCE RECOVERY PTY LTD	794.64
EFT23396	25/05/2012	WORKPAC PTY LTD	5,141.22
EFT23397	29/05/2012	HAYDN ROBINSON STATUTORY TRUST ACCOUNT	225,000.00
EFT23398	29/05/2012	HOSECO (WA) PTY LTD	264.22
EFT23399	29/05/2012	KLB SYSTEMS	2,244.00
EFT23400	29/05/2012	ADCORP	3,060.70
EFT23401	29/05/2012	AURORA ENVIRONMENTAL	1,056.00



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EFT23402	29/05/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	2,240.00
EFT23403	29/05/2012	BIG BUBBLE RETAIL	43.33
EFT23404	29/05/2012	BUNNINGS BUILDING SUPPLIES PTY LTD	14.33
EFT23405	29/05/2012	C4 CONCEPTS PTY LTD	1,501.50
EFT23406	29/05/2012	CHRIS KERSHAW PHOTOGRPHY	1,125.00
EFT23407	29/05/2012	CJD EQUIPMENT PTY LTD	694.52
EFT23408	29/05/2012	CORPORATE EXPRESS AUSTRALIA LTD	1,290.12
EFT23409	29/05/2012	FRUIT BOOST PTY LTD ATF BANDITS TRUST	696.10
EFT23410	29/05/2012	FUJI XEROX AUSTRALIA PTY LTD	933.20
EFT23411	29/05/2012	GREY GOLD CONSTRUCTIONS	4,840.00
EFT23412	29/05/2012	JANE COFFEY AND ASSOCIATES	132.00
EFT23413	29/05/2012	JOANNE WOODBRIDGE	212.76
EFT23414	29/05/2012	KORDT ENGINEERING	4,675.00
EFT23415	29/05/2012	MUNDARING TYRE CENTRE	30.00
EFT23416	29/05/2012	NATIONAL LUBRICATION SYSTEMS	279.50
EFT23417	29/05/2012	NEVERFAIL SPRINGWATER	164.90
EFT23418	29/05/2012	NEVERFAIL SPRINGWATER LTD - MATHIESON ROAD	46.25
EFT23419	29/05/2012	PAYG PAYMENTS	54,742.10
EFT23420	29/05/2012	PIRTEK	188.56
EFT23421	29/05/2012	PITNEY BOWES AUSTRALIA (WA)	333.64
EFT23422	29/05/2012	PRESTIGE PUMP RENTALS	9,075.00
EFT23423	29/05/2012	ROSS HUMAN DIRECTIONS	1,227.04
EFT23424	29/05/2012	SYNERGY	6,152.15
EFT23425	29/05/2012	TEMPTATIONS CATERING	400.20
EFT23426	29/05/2012	UNISON INTERACTIVE PTY LTD	594.00
EFT23427	29/05/2012	WICKED LITTLE CUPCAKES	157.50
EFT23428	29/05/2012	WORK CLOBBER	209.50
219294	01/05/2012	EMRC PETTY CASH - REDHILL	309.45
219295	01/05/2012	MELBOURNE IT LTD	44.00
219296	01/05/2012	S SMITH	320.00
219297	04/05/2012	EMRC PETTY CASH - BELMONT	731.50
219298	04/05/2012	EMRC PETTY CASH - HAZELMERE	16.00
219299	22/05/2012	EMRC PETTY CASH - REDHILL	345.70
219300	25/05/2012	AMP SUPER LEADER	706.15
219301	25/05/2012	GENERATIONS PERSONAL SUPERANNUATION PLAN	420.87
219302	25/05/2012	MEDIA SUPER	322.12
219303	25/05/2012	AMP LIFE LTD	1,718.26
219304	25/05/2012	AUSTRALIAN SUPER	2,600.16
219305	25/05/2012	BT BUSINESS SUPER	970.60
219306	25/05/2012	BT LIFETIME - PERSONAL SUPER	424.79
219307	25/05/2012	CBUS INDUSTRY SUPER	464.08
219308	25/05/2012	COLONIAL FIRST STATE	102.60
219309	25/05/2012	MCAA SUPERANNUATION FUND	356.01
219310	25/05/2012	NORWICH UNION LIFE INSURANCE SOCIETY	515.04
219311	25/05/2012	ONEPATH LIFE LTD	92.07
219312	25/05/2012	RETAIL EMPLOYEES SUPERANNUATION TRUST	294.72
219313	25/05/2012	ZURICH AUSTRALIAN SUPERANNUATION	420.62
601	14/05/2012	ANZ BANKING GROUP	2,000,000.00
602	14/05/2012	ANERGY LIMITED	42,969.65
603	16/05/2012	ANZ BANKING GROUP	8,850,000.00
604	21/05/2012	DEPUTY COMMISSIONER OF TAXATION	17,299.12
605	22/05/2012	NATIONAL AUSTRALIA BANK	2,150,000.00
606	29/05/2012	WBC - CORPORATE MASTERCARD - RYAN HURST	5,673.35



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607	29/05/2012	WBC - CORPORATE MASTER CARD - B JONES	1,986.50
608	29/05/2012	WBC - CORPORATE MASTER CARD - D AMEDURI	66.83
609	29/05/2012	WBC - CORPORATE MASTER CARD - MARILYNN HORGAN	1,215.00
610	29/05/2012	WBC - CORPORATE MASTERCARD - H LIEW	304.85
PAY-23	08/05/2012	PAYROLL FE 8/5/12	191,217.57
PAY-24	22/05/2012	PAYROLL FE 22/5/12	183,302.71
1*MAY12	01/05/2012	BANK CHARGES 1457 - 1461	1,342.14
<b>SUB TOTAL</b>			<b>15,111,244.06</b>
<b>LESS CANCELLED CHEQUES &amp; EFTs</b>			
EFT23295	18/05/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	-1,120.00
<b>TOTAL</b>			<b><u>15,110,124.06</u></b>

**REPORT TOTALS**

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## **14.2 FINANCIAL REPORT FOR PERIOD ENDED 30 APRIL 2012**

**REFERENCE: COMMITTEES-14234**

### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with an overview of the Eastern Metropolitan Regional Council's (EMRC's) financial performance for the period ended 30 April 2012.

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

- Significant year to date budget variances greater than 10% or \$10,000, whichever is the greater, within each nature and type category on the Statement of Financial Activity as at 30 April 2012 have been identified and are reported on in the body of the report.

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

That the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position and the Statement of Cash and Investments for the period ended 30 April 2012 be received.

### **SOURCE OF REPORT**

Director Corporate Services  
Manager Financial Services

### **BACKGROUND**

It is a requirement of the Local Government (Financial Management) Regulations 1996 (Clause 34) that a Local Government is to prepare and present to Council financial reports in such a form as the Local Government considers to be appropriate.

The 2011/2012 Budget was presented in a format that separated operating income and expenditure from other revenue and expenses to provide improved disclosure of Council's underlying operating result.

The financial summaries attached to this report provide an overview of year to date budget performance for operating activities and capital works.

The initial forecast review for 2011/2012 was undertaken during November 2011 and is reflected in the financial reports for the period ended 30 April 2012.

A Statement of Financial Position is also provided with year to date actual balances compared with budget provisions and end of year forecasts for all balance sheet items.

### **REPORT**

Outlined below are financial summaries for the period ended 30 April 2012. Where possible the year to date monthly budget allocations have been 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.



Item 14.2 continued

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

The operating result from normal activities as at 30 April 2012 is a favourable variance of \$3,421,039. The following information is provided on key aspects of Council's financial performance:

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<b><u>Operating Income</u></b>	<i>Year to Date</i>	A favourable variance of \$1,189,754 (4.34%).
	<i>End of Year Forecast</i>	A favourable variance of \$3,116,185 (9.53%).

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#### Operating Income variances previously reported to Council:

1. Year to date Operating Grants of \$575,180 is \$69,590 (10.79%) below the year to date budget due to the timing of invoicing for various projects, namely the Eastern Hills Catchment Management Project (EHCMP) grant totalling \$11,250 and the grant funding of \$57,180 for the Perth Solar City Project.
2. Interest Earnings on Municipal Cash and Investments of \$912,182 is \$585,702 above the year to date budget of \$326,480. This is partially offset by the Interest Earnings on Restricted Cash Investments which is \$362,164 below the year to date budget of \$1,592,610.

The variance between the two categories of income is a result of the accounting treatment of accrued interest applicable to the Municipal and Reserve funds (Refer also Interest Restricted Cash Investments). Interest earnings income is allocated to the appropriate funds when received.

3. Year to date Reimbursements income of \$648,586 is \$91,785 (16.48%) above the year to date budget of \$556,801. This variation relates principally to the reimbursement of unbudgeted Workers Compensation payments totalling \$60,966 as well as other Corporate Services reimbursements totalling \$30,395.

There were no further significant Operating Income variances as at 30 April 2012.

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<b><u>Operating Expenditure</u></b>	<i>Year to Date</i>	A favourable variance of \$2,231,285 (9.13%).
	<i>End of Year Forecast</i>	An unfavourable variance of \$1,058,503 (3.56%).

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#### Operating Expenditure variances previously reported to Council:

1. Contract Expenses of \$3,336,125 is \$972,138 (22.56%) lower than budget due predominantly to the timing of various projects. Major variations below the year to date budget include Red Hill Administration (\$161,002), Operate and Maintain Stormwater System (\$94,872), Operate and Maintain Plant (\$38,161), Red Hill Ground Water Remediation Project (\$56,147), other Environmental Impact Monitoring projects at Red Hill (\$83,615), Regional Development projects (\$120,997), Environmental Service projects (\$30,751) and various Corporate Services activities (\$386,517).
  2. Year to date Material Expenses is \$394,070 (37.23%) below the year to date budget provisions. The major variance relates to Operating and Maintaining the Class III Waste Disposal Cell (\$142,294). This is dependent on the timing of the purchase of cover for the Class III cell. Other projects from Waste Services contribute (\$109,790) to the variance. Other variances include Corporate Services activities (\$97,759), Regional Development projects (\$21,062) and Environmental Services projects (\$23,154).
  3. Utility Expenses is \$16,324 (10.46%) above the year to date budget provision of \$156,040. The increase is mainly attributable to the increase in electricity usage to commission the air compressor at the Red Hill Waste Facility. Other factors contributing to the increased cost include the increase in electricity price in recent months.
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*Item 14.2 continued*

4. Depreciation Expenses of \$3,461,645 is \$472,205 (12.00%) below the year to date budget. The variance is attributable to the timing of the capital expenditure to date. Capital expenditure as at 30 April 2012 totalled \$4,009,485 compared to a full year forecast of \$8,986,259.

There were no further significant Operating Expenditure variances as at 30 April 2012.

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<b>*Other</b>	<i>Year to Date</i>	A favourable variance of \$1,213,871 (22.68%).
<b><u>Revenues and Expenses (Net)</u></b>	<i>End of Year Forecast</i>	A favourable variance of \$479,242 (7.77%).

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*\* Note: This section also includes Unrealised Gain/Loss from change in fair value of Investments*

Other Revenues and Expenses variances previously reported to Council:

1. Interest Earnings on Restricted Cash Investments of \$1,230,446 is \$362,164 (22.74%) below the year to date budget of \$1,592,610. This is offset by the Interest Earnings on Municipal Cash and Investments which is \$585,702 above the year to date budget of \$326,480.

The variance between the two categories of income is a result of the accounting treatment of accrued interest applicable to the Municipal and Reserve funds (Refer also Interest Municipal Cash and Investments). Interest earnings income is allocated to the appropriate funds when received.

2. Proceeds from the Sale of Assets of \$1,639,143 is \$785,051 (91.92%) above the year to date budget of \$854,092. This relates to the unbudgeted proceeds from the sale of land at Ascot Place associated with the Great Eastern Highway extension. This is also reflected at year end with the forecast being \$701,181 above the annual budget provision.
3. Salary Expenses is \$39,644 (16.99%) below the budget provision of \$233,378. This is attributable to the timing of recruiting a new budgeted staff member (Project Development Officer) for Resource Recovery project.
4. Year to date Contract Expenses is \$126,478 (25.64%) below the year to date budget provision of \$493,212. This relates to the timing of Resource Recovery project consultancy contracts.
5. Miscellaneous Expenses is \$60,543 (75.02%) below the year to date budget provision of \$80,700. This principally relates to the Resource Recovery Project Study Tour (budget provision \$46,000) yet to be undertaken.
6. Year to date Carrying Amount of Assets Disposed Of is \$156,143 (46.05%) below the year to date budget provision of \$339,040. This relates specifically to the timing on the disposal by auction of fleet vehicles due for change over.
7. The total change in Fair Value of Investments for the period ending 30 April 2012 is a net gain of \$315,608. This is made up of Unrealised Gains of \$9,183 and Realised Gains of \$306,425.

The Unrealised Gains from the change in fair value of investments is due to the change in value of ADI's since 30 June 2011. Unrealised Gains or Losses represent a fair market value measurement of the financial instruments during the period in which they are held, i.e. marked to market. It should be noted that actual gains or losses on financial instruments will not be realised until such time as the individual investments are sold.

Other Revenues and Expenses variances not previously reported to Council:

Material Expenses of \$10,312 is \$11,202 (52.07%) below the year to date budget provision of \$21,514. This principally relates to printing expenses associated with the Resource Recovery Project environmental approvals (Task 15).

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*Item 14.2 continued*

There were no further significant Other Revenues and Expenses variances as 30 April 2012.

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

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<b><u>Capital Expenditure</u></b>	<i>Year to Date</i>	A favourable variance of \$2,825,982.
	<i>End of Year Forecast</i>	An unfavourable variance of \$113,902.

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#### Capital Expenditure variances:

A favourable variance of \$2,825,982 exists as at 30 April 2012 when compared to the year to date budget provision. The year to date budget provisions are used as a guide only as expenditure of a capital nature is undertaken as and when required.

Year to date capital expenditure totals \$4,009,485. Significant capital expenditure items to 30 April 2012 include progress work undertaken on the construction of the Waste Management Facility Administration Building at the Red Hill Waste Disposal Site (year to date expenditure of \$252,734 compared to an annual budget of \$334,000), purchase of plant totalling \$2,451,601 at the Red Hill Landfill Facility (including \$1,190,00 for the purchase of a Bomag refuse compactor, \$875,914 for the purchase of two Volvo A30F Articulated Haulers and \$296,120 for the purchase a Volvo EC 290CLC Excavator), purchase of plant for Hazelmere \$99,871, capital improvements to the Ascot Place administration building of \$272,755 (year to date) compared to an annual budget of \$305,000, and year to date expenditure of \$253,214 compared to a total annual budget of \$275,238 relating to the purchase of Ascot Place vehicles.

Capital expenditure has been forecast to be above the annual budget provisions by \$113,902 (1.28%) at year end as outlined to Council at its April 2012 meeting.

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

The Balance Sheet shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.

It has been forecast that Total Equity as at 30 June 2012 will be above the original budget estimate of \$71,729,172 by \$2,536,924.

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

The level of cash and investments in the Municipal fund as at 30 April 2012 is \$16,826,638 and Restricted Assets amount to \$29,100,474. This figure is net of cumulative unrealised losses of \$3,183,688 which have been provided for in this amount.

The net movement for the month is a decrease of \$1,536,605.

The year to date actual Municipal Cash and Investments reflects the current balance to date and is dependent on the timing of payments made and income received. It should also be noted that the transfers to and from the Reserve funds are undertaken at the end of the financial year.

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

Part of the term deposits which matured in the month of April 2012 were re-invested into further term deposits.

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*Item 14.2 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 4 - Good Governance

- 4.6 To provide responsible and accountable governance and management of the EMRC
- 4.7 To continue to improve financial and asset management practices.

## **FINANCIAL IMPLICATIONS**

As outlined in the attached financial reports.

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **ATTACHMENT(S)**

1. Statement of Comprehensive Income by Nature and Type (Ref: Committees-14239)
2. Capital Expenditure Statement (Ref: Committees-14235)
3. Statement of Financial Position (Ref: Committees-14236)
4. Statement of Cash and Investments (Ref: Committees-14237)
5. Investment Report (Ref: Committees-14238)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position and the Statement of Cash and Investments for the period ended 30 April 2012 be received.

Cr Pule referred to page 16 of the Agenda and congratulated EMRC's financial staff and Director on a commendable performance.

## **COUNCIL RESOLUTION(S)**

MOVED CR PULE

SECONDED CR GODFREY

THAT THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION AND THE STATEMENT OF CASH AND INVESTMENTS FOR THE PERIOD ENDED 30 APRIL 2012 BE RECEIVED.

**CARRIED UNANIMOUSLY**



## STATEMENT OF COMPREHENSIVE INCOME Nature and Type

Year to Date			April 2012				Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance		
<b>Operating Income</b>									
(\$24,493,913)	(\$24,022,326)	\$471,587	(F)	User Charges	(\$30,830,920)	(\$28,754,116)	\$2,076,804	(F)	
(\$332,308)	(\$329,509)	\$2,799	(F)	Special Charges	(\$404,202)	(\$390,849)	\$13,353	(F)	
(\$509,653)	(\$489,448)	\$20,205	(F)	Contributions	(\$509,210)	(\$527,121)	(\$17,911)	(U)	
(\$575,180)	(\$644,770)	(\$69,590)	(U)	Operating Grants	(\$1,265,345)	(\$698,695)	\$566,650	(F)	
(\$912,182)	(\$326,480)	\$585,702	(F)	Interest Municipal Cash Investments	(\$578,200)	(\$391,786)	\$186,414	(F)	
(\$648,586)	(\$556,801)	\$91,785	(F)	Reimbursements	(\$1,020,740)	(\$676,194)	\$344,546	(F)	
(\$1,114,696)	(\$1,027,430)	\$87,266	(F)	Other	(\$1,194,894)	(\$1,248,565)	(\$53,671)	(U)	
<b>(\$28,586,518)</b>	<b>(\$27,396,764)</b>	<b>\$1,189,754</b>	<b>(F)</b>	<b>Total Operating Income</b>	<b>(\$35,803,511)</b>	<b>(\$32,687,326)</b>	<b>\$3,116,185</b>	<b>(F)</b>	
<b>Operating Expenditure</b>									
\$5,856,762	\$6,190,625	\$333,863	(F)	Salary Expenses	\$7,361,578	\$7,731,805	\$370,227	(F)	
\$3,336,125	\$4,308,263	\$972,138	(F)	Contract Expenses	\$6,205,563	\$5,219,223	(\$986,340)	(U)	
\$664,381	\$1,058,451	\$394,070	(F)	Material Expenses	\$1,295,230	\$1,257,363	(\$37,867)	(U)	
\$172,364	\$156,040	(\$16,324)	(U)	Utility Expenses	\$196,132	\$187,359	(\$8,773)	(U)	
\$614,082	\$598,700	(\$15,382)	(U)	Fuel Expenses	\$709,089	\$718,520	\$9,431	(F)	
\$13,366	\$12,330	(\$1,036)	(U)	Finance Fees and Interest Expenses	\$14,800	\$14,800	\$0	(F)	
\$191,184	\$184,795	(\$6,389)	(U)	Insurance Expenses	\$216,443	\$216,782	\$339	(F)	
\$3,461,645	\$3,933,850	\$472,205	(F)	Depreciation Expenses	\$4,561,923	\$4,720,972	\$159,049	(F)	
\$8,034,552	\$8,125,548	\$90,996	(F)	Miscellaneous Expenses	\$10,318,604	\$9,747,671	(\$570,933)	(U)	
\$61,986	\$57,191	(\$4,795)	(U)	Provision Expenses	\$120,555	\$114,384	(\$6,171)	(U)	
(\$193,872)	(\$181,933)	\$11,939	(F)	Costs Allocated	(\$230,715)	(\$218,180)	\$12,535	(F)	
<b>\$22,212,575</b>	<b>\$24,443,860</b>	<b>\$2,231,285</b>	<b>(F)</b>	<b>Total Operating Expenditure</b>	<b>\$30,769,202</b>	<b>\$29,710,699</b>	<b>(\$1,058,503)</b>	<b>(U)</b>	
<b>(\$6,373,943)</b>	<b>(\$2,952,904)</b>	<b>\$3,421,039</b>	<b>(F)</b>	<b>OPERATING RESULT FROM NORMAL ACTIVITIES</b>	<b>(\$5,034,309)</b>	<b>(\$2,976,627)</b>	<b>\$2,057,682</b>	<b>(F)</b>	
Surplus	Surplus				Surplus	Surplus			

Notes:

1. User Charges - include member Councils, WMRC 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 predominatly from government agencies; and
5. Miscellaneous Expenses - includes the Landfill Levy expense of \$7,460,691 as at 30 April 2012.

Operating Income and Expenditure relates to the ordinary operations of the organisation.

Other Revenues and Exepenses relates to the Resource Recovery Project, interest from cash reserves and disposal of assets.

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



## STATEMENT OF COMPREHENSIVE INCOME

### Nature and Type

Year to Date			April 2012			Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance		
<b>Other Revenues</b>								
(\$4,359,766)	(\$4,268,850)	\$90,916	(F)	Secondary Waste Charge	(\$5,386,416)	(\$5,086,092)	\$300,324	(F)
(\$1,230,446)	(\$1,592,610)	(\$362,164)	(U)	Interest Restricted Cash Investments	(\$1,918,022)	(\$1,911,190)	\$6,832	(F)
(\$581)	(\$1,290)	(\$709)	(U)	Reimbursements	(\$1,550)	(\$1,550)	\$0	(F)
(\$1,639,143)	(\$854,092)	\$785,051	(F)	Proceeds from Sale of Assets	(\$1,613,954)	(\$912,773)	\$701,181	(F)
<b>(\$7,229,936)</b>	<b>(\$6,716,842)</b>	<b>\$513,094</b>	(F)	<b>Total Other Revenues</b>	<b>(\$8,919,942)</b>	<b>(\$7,911,605)</b>	<b>\$1,008,337</b>	(F)
<b>Other Expenses</b>								
\$193,734	\$233,378	\$39,644	(F)	Salary Expenses	\$238,363	\$292,815	\$54,452	(F)
\$366,734	\$493,212	\$126,478	(F)	Contract Expenses	\$645,160	\$600,100	(\$45,060)	(U)
\$10,312	\$21,514	\$11,202	(F)	Material Expenses	\$23,820	\$26,050	\$2,230	(F)
\$1,660	\$2,660	\$1,000	(F)	Utility Expenses	\$3,200	\$3,200	\$0	(F)
\$1,770	\$1,880	\$110	(F)	Insurance Expenses	\$2,261	\$2,261	\$0	(F)
\$8,453	\$9,780	\$1,327	(F)	Depreciation Expenses	\$11,200	\$11,745	\$545	(F)
\$20,157	\$80,700	\$60,543	(F)	Miscellaneous Expenses	\$53,175	\$87,150	\$33,975	(F)
\$182,897	\$339,040	\$156,143	(F)	Carrying Amount of Assets Disposed Of	\$1,088,268	\$501,566	(\$586,702)	(U)
\$193,272	\$181,994	(\$11,278)	(U)	Costs Allocated	\$206,715	\$218,180	\$11,465	(F)
<b>\$978,989</b>	<b>\$1,364,158</b>	<b>\$385,169</b>	(F)	<b>Total Other Expenses</b>	<b>\$2,272,162</b>	<b>\$1,743,067</b>	<b>(\$529,095)</b>	(U)
<b>Realised/Unrealised (Gain)/Loss From Change in Fair Value of Investments</b>								
(\$9,183)	\$0	\$9,183	(F)	Unrealised (Gain)/Loss	\$0	\$0	\$0	(F)
(\$306,425)	\$0	\$306,425	(F)	Realised (Gain)/Loss	\$0	\$0	\$0	(F)
<b>(\$315,608)</b>	<b>\$0</b>	<b>\$315,608</b>	(F)	<b>Total (Gain)/Loss from change in Fair Value of Investments</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	(F)
<b>(\$6,566,555)</b>	<b>(\$5,352,684)</b>	<b>\$1,213,871</b>	(F)	<b>OPERATING RESULT FROM OTHER ACTIVITIES</b>	<b>(\$6,647,780)</b>	<b>(\$6,168,538)</b>	<b>\$479,242</b>	(F)
Surplus	Surplus				Surplus	Surplus		
<b>(\$12,940,498)</b>	<b>(\$8,305,588)</b>	<b>\$4,634,910</b>	(F)	<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>(\$11,682,089)</b>	<b>(\$9,145,165)</b>	<b>\$2,536,924</b>	(F)
Surplus	Surplus				Surplus	Surplus		



# CAPITAL EXPENDITURE STATEMENT

APRIL 2012

Year to Date			On Order	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
Actual	Budget	Variance			Forecast	Budget	Variance	
<b>Governance and Corporate Services</b>								
\$0	\$0	\$0	(F)	\$0	<b>Purchase / Replace Minor Plant and Equipment - Ascot Place ( 24420/01 )</b>	\$1,920	\$0	(\$1,920) (U)
\$253,214	\$221,466	(\$31,748)	(U)	\$151,000	<b>Purchase Vehicles - Ascot Place ( 24440/00 )</b>	\$326,176	\$275,238	(\$50,938) (U)
\$17,512	\$70,960	\$53,448	(F)	\$4,287	<b>Purchase Furniture Fittings &amp; Equipment - Corporate Services ( 24510/01 )</b>	\$86,094	\$91,440	\$5,346 (F)
\$82,596	\$253,332	\$170,736	(F)	\$61,235	<b>Purchase Information Technology &amp; Communication Equipment ( 24550/00 )</b>	\$405,000	\$425,000	\$20,000 (F)
\$17,273	\$11,332	(\$5,941)	(U)	\$0	<b>Purchase Art Works ( 24620/00 )</b>	\$17,273	\$17,000	(\$273) (U)
\$272,755	\$305,000	\$32,245	(F)	\$0	<b>Capital Improvement Administration Building - Ascot Place ( 25240/01 )</b>	\$305,000	\$305,000	\$0 (F)
<b>\$643,349</b>	<b>\$862,090</b>	<b>\$218,741</b>	<b>(F)</b>	<b>\$216,522</b>		<b>\$1,141,463</b>	<b>\$1,113,678</b>	<b>(\$27,785) (U)</b>



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**CAPITAL EXPENDITURE STATEMENT**

**APRIL 2012**

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

**Environmental Services**

\$0	\$1,332	\$1,332	(F)	\$0	Purchase Office Equipment - Environmental Services ( 24510/05 )	\$2,000	\$2,000	\$0	(F)
\$0	\$1,000	\$1,000	(F)	\$0	Purchase Office Furniture and Fittings - Environmental Services ( 24610/05 )	\$1,500	\$1,500	\$0	(F)
<b>\$0</b>	<b>\$2,332</b>	<b>\$2,332</b>	<b>(F)</b>	<b>\$0</b>		<b>\$3,500</b>	<b>\$3,500</b>	<b>\$0</b>	<b>(F)</b>

**Regional Development**

\$0	\$666	\$666	(F)	\$0	Purchase Office Equipment - Regional Development ( 24510/04 )	\$1,000	\$1,000	\$0	(F)
\$0	\$1,000	\$1,000	(F)	\$1,261	Purchase Office Furniture and Fittings - Regional Development ( 24610/04 )	\$1,500	\$1,500	\$0	(F)
<b>\$0</b>	<b>\$1,666</b>	<b>\$1,666</b>	<b>(F)</b>	<b>\$1,261</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>(F)</b>

**Risk Management**

\$5,347	\$332	(\$5,015)	(U)	\$0	Purchase Office Equipment - Risk Management ( 24510/06 )	\$5,846	\$500	(\$5,346)	(U)
\$0	\$332	\$332	(F)	\$0	Purchase Office Furniture and Fittings - Risk Management ( 24610/06 )	\$500	\$500	\$0	(F)
<b>\$5,347</b>	<b>\$664</b>	<b>(\$4,683)</b>	<b>(U)</b>	<b>\$0</b>		<b>\$6,346</b>	<b>\$1,000</b>	<b>(\$5,346)</b>	<b>(U)</b>

**Resource Recovery**

\$0	\$143,668	\$143,668	(F)	\$0	Construct and Commission Resource Recovery Park ( 24399/01 )	\$30,000	\$215,500	\$185,500	(F)
\$0	\$666	\$666	(F)	\$0	Purchase Office Equipment - Resource Recovery ( 24510/07 )	\$1,000	\$1,000	\$0	(F)



# CAPITAL EXPENDITURE STATEMENT

APRIL 2012

Year to Date			On Order	(F) = Favourable variation (U) = Unfavourable variation	Full Year				
Actual	Budget	Variance			Forecast	Budget	Variance		
<b>Resource Recovery</b>									
\$0	\$3,166	\$3,166	(F)	\$0	<b>Purchase Other Equipment - Resource Recovery ( 24590/07 )</b>	\$4,000	\$4,000	\$0	(F)
\$0	\$2,000	\$2,000	(F)	\$0	<b>Purchase Office Furniture and Fittings - Resource Recovery ( 24610/07 )</b>	\$3,000	\$3,000	\$0	(F)
<b>\$0</b>	<b>\$149,500</b>	<b>\$149,500</b>	<b>(F)</b>	<b>\$0</b>		<b>\$38,000</b>	<b>\$223,500</b>	<b>\$185,500</b>	<b>(F)</b>

## Waste Management

\$271,297	\$440,560	\$169,263	(F)	\$700	<b>Purchase Waste Management Land - Midland Brick ( 24150/02 )</b>	\$500,000	\$570,000	\$70,000	(F)
\$0	\$0	\$0	(F)	\$0	<b>Purchase Waste Management Land - Hazelmere ( 24150/04 )</b>	\$10,000	\$0	(\$10,000)	(U)
\$252,734	\$334,000	\$81,266	(F)	\$5,434	<b>Construct Waste Management Facility Buildings - Red Hill Landfill Facility ( 24250/01 )</b>	\$328,780	\$334,000	\$5,220	(F)
\$0	\$42,784	\$42,784	(F)	\$0	<b>Construct Waste Management Facility Buildings - Hazelmere ( 24250/02 )</b>	\$55,000	\$55,000	\$0	(F)
\$38,669	\$33,320	(\$5,349)	(U)	\$7,809	<b>Construct Weighbridge Office - Hazelmere ( 24250/03 )</b>	\$40,000	\$40,000	\$0	(F)
\$9,800	\$16,660	\$6,860	(F)	\$0	<b>Construct Amenities and Ablution Building - Hazelmere ( 24250/04 )</b>	\$20,000	\$20,000	\$0	(F)
\$15,591	\$21,662	\$6,071	(F)	\$0	<b>Construct Storage Shed for Mattresses - Hazelmere ( 24250/05 )</b>	\$30,000	\$30,000	\$0	(F)
\$3,460	\$0	(\$3,460)	(U)	\$0	<b>Construct Waste Management Facility Buildings - Other - Hazelmere ( 24259/02 )</b>	\$3,460	\$0	(\$3,460)	(U)
\$18,731	\$26,310	\$7,579	(F)	\$0	<b>Upgrade Power - Redhill Landfill Facility ( 24259/03 )</b>	\$31,578	\$31,578	\$0	(F)



# CAPITAL EXPENDITURE STATEMENT

APRIL 2012

Year to Date			On Order	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
Actual	Budget	Variance			Forecast	Budget	Variance	
<b>Waste Management</b>								
\$200	\$16,660	\$16,460	(F)	\$15,764	<b>Construct Class III Cell Farm Stage 2 - Red Hill Landfill Facility ( 24310/11 )</b>	\$140,000	\$20,000	(\$120,000) (U)
\$0	\$0	\$0	(F)	\$0	<b>Leachate Project - Red Hill Landfill Facility ( 24320/02 )</b>	\$400,000	\$0	(\$400,000) (U)
\$0	\$100,000	\$100,000	(F)	\$0	<b>Construct Siltation Ponds - Red Hill Landfill Facility ( 24350/00 )</b>	\$0	\$120,000	\$120,000 (F)
\$5,280	\$41,650	\$36,370	(F)	\$0	<b>Construct Nutrient Stripping Pond - Red Hill Landfill Facility ( 24360/00 )</b>	\$5,280	\$50,000	\$44,720 (F)
\$0	\$116,650	\$116,650	(F)	\$0	<b>Construct Roads / Carparks - Red Hill Landfill Facility ( 24370/00 )</b>	\$50,000	\$140,000	\$90,000 (F)
\$0	\$750,000	\$750,000	(F)	\$0	<b>Construct Water Storage Dams - Red Hill Landfill Facility ( 24393/00 )</b>	\$514,000	\$960,000	\$446,000 (F)
\$2,700	\$0	(\$2,700)	(U)	\$0	<b>Construct Perimeter Fencing - Hazelmere ( 24394/03 )</b>	\$0	\$0	\$0 (F)
\$0	\$0	\$0	(F)	\$0	<b>Construct Greenwaste Processing Area - Red Hill Landfill Facility ( 24395/00 )</b>	\$100,000	\$0	(\$100,000) (U)
\$825	\$30,820	\$29,995	(F)	\$0	<b>Construct Hardstand and Road - Hazelmere ( 24395/01 )</b>	\$137,000	\$37,000	(\$100,000) (U)
\$0	\$36,000	\$36,000	(F)	\$0	<b>Construct LABC Blending Area - Red Hill Landfill Facility ( 24395/03 )</b>	\$0	\$43,200	\$43,200 (F)
\$0	\$25,000	\$25,000	(F)	\$0	<b>Construct Monitoring Bores - Red Hill Landfill Facility ( 24396/00 )</b>	\$30,000	\$30,000	\$0 (F)
\$0	\$100,000	\$100,000	(F)	\$0	<b>Construct Perimeter Bunds - Red Hill Landfill Facility ( 24397/00 )</b>	\$120,000	\$120,000	\$0 (F)
\$0	\$17,644	\$17,644	(F)	\$0	<b>Construct Solar PV Tracking System - Red Hill Landfill Facility ( 24399/02 )</b>	\$0	\$24,606	\$24,606 (F)
\$0	\$12,080	\$12,080	(F)	\$0	<b>Hazelmere Site Development ( 24399/03 )</b>	\$14,500	\$14,500	\$0 (F)



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**CAPITAL EXPENDITURE STATEMENT**

**APRIL 2012**

Year to Date			On Order	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
Actual	Budget	Variance			Forecast	Budget	Variance	
<b>Waste Management</b>								
\$2,451,601	\$2,364,000	(\$87,601)	(U)	\$1,267,900	<b>Purchase / Replace Plant - Red Hill Landfill Facility ( 24410/00 )</b>	\$3,727,000	\$3,071,000	(\$656,000) (U)
\$99,871	\$369,332	\$269,461	(F)	\$0	<b>Purchase / Replace Plant - Hazelmere ( 24410/01 )</b>	\$179,650	\$539,000	\$359,350 (F)
\$0	\$23,332	\$23,332	(F)	\$0	<b>Purchase Bagging Plant for Mulch/Compost ( 24410/02 )</b>	\$35,000	\$35,000	\$0 (F)
\$69,940	\$313,666	\$243,726	(F)	\$58,008	<b>Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility ( 24420/00 )</b>	\$211,350	\$388,000	\$176,650 (F)
\$13,857	\$12,500	(\$1,357)	(U)	\$1,000	<b>Purchase / Replace Minor Plant and Equipment - Hazelmere ( 24420/02 )</b>	\$15,000	\$15,000	\$0 (F)
\$0	\$0	\$0	(F)	\$0	<b>Purchase / Replace Minor Plant and Equipment-Cardboard Recycling Project (Regional Funding Program) ( 24420/03 )</b>	\$142,100	\$0	(\$142,100) (U)
(\$104)	\$97,415	\$97,519	(F)	\$78,409	<b>Purchase / Replace Vehicles - Red Hill Landfill Facility ( 24430/00 )</b>	\$221,041	\$132,369	(\$88,672) (U)
\$0	\$366	\$366	(F)	\$0	<b>Purchase / Replace Office Equipment - Engineering / Waste Management ( 24510/02 )</b>	\$550	\$550	\$0 (F)
\$0	\$25,120	\$25,120	(F)	\$6,538	<b>Purchase / Replace Office Equipment - Red Hill Landfill Facility ( 24510/08 )</b>	\$37,680	\$37,680	\$0 (F)
\$4,240	\$133,732	\$129,492	(F)	\$4,405	<b>Purchase Fire Fighting System/Equipment - Hazelmere ( 24520/07 )</b>	\$200,600	\$200,600	\$0 (F)
\$0	\$666	\$666	(F)	\$0	<b>Purchase / Replace Fire Fighting Equipment - Red Hill Landfill Facility ( 24520/08 )</b>	\$1,000	\$1,000	\$0 (F)
\$26,425	\$103,332	\$76,907	(F)	\$15,322	<b>Purchase / Replace Security System - Red Hill Waste Management Facility ( 24530/08 )</b>	\$155,000	\$155,000	\$0 (F)





# CAPITAL EXPENDITURE STATEMENT

APRIL 2012

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

## Waste Management

\$8,150	\$14,162	\$6,012	(F)	\$0	Purchase / Replace Security System - Hazelmere ( 24530/10 )	\$21,000	\$21,000	\$0	(F)
\$16,680	\$86,100	\$69,420	(F)	\$29,176	Purchase / Replace Other Equipment - Red Hill Landfill Facility ( 24590/00 )	\$129,150	\$129,150	\$0	(F)
\$34,812	\$666	(\$34,146)	(U)	\$0	Purchase / Replace Miscellaneous Plant & Equipment - Hazelmere ( 24590/02 )	\$35,000	\$1,000	(\$34,000)	(U)
\$395	\$3,666	\$3,271	(F)	\$0	Purchase/Replace Other Equipment - Engineering and Waste Management ( 24590/03 )	\$5,500	\$5,500	\$0	(F)
\$0	\$1,666	\$1,666	(F)	\$0	Purchase Office Furniture and Fittings-Engineering and Waste Management ( 24610/03 )	\$2,500	\$2,500	\$0	(F)
\$10,922	\$26,630	\$15,708	(F)	\$3,138	Purchase / Replace Office Furniture and Fittings - Red Hill Landfill Facility ( 24610/08 )	\$39,946	\$39,946	\$0	(F)
\$3,749	\$1,666	(\$2,083)	(U)	\$0	Purchase Office Furniture and Fittings-Hazelmere ( 24610/10 )	\$3,285	\$2,500	(\$785)	(U)
\$963	\$2,080	\$1,117	(F)	\$0	Purchase Miscellaneous Furniture and Fittings - Red Hill Education Programme ( 24690/01 )	\$2,500	\$2,500	\$0	(F)
\$0	\$7,326	\$7,326	(F)	\$0	Refurbish Environmental Education Centre - Redhill Landfill Facility ( 25253/00 )	\$0	\$9,000	\$9,000	(F)
\$0	\$53,332	\$53,332	(F)	\$0	Refurbish Waste Transfer Station Building - Red Hill Landfill Facility ( 25259/01 )	\$80,000	\$80,000	\$0	(F)
\$0	\$16,660	\$16,660	(F)	\$0	Refurbish Plant - Red Hill Landfill Facility ( 25410/00 )	\$20,000	\$20,000	\$0	(F)
<b>\$3,360,789</b>	<b>\$5,819,215</b>	<b>\$2,458,426</b>	<b>(F)</b>	<b>\$1,493,604</b>		<b>\$7,794,450</b>	<b>\$7,528,179</b>	<b>(\$266,271)</b>	<b>(U)</b>

<b>\$4,009,485</b>	<b>\$6,835,467</b>	<b>\$2,825,982</b>	<b>(F)</b>	<b>\$1,711,386</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$8,986,259</b>	<b>\$8,872,357</b>	<b>(\$113,902)</b>	<b>(U)</b>
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**STATEMENT OF FINANCIAL POSITION**  
**APRIL 2012**

Actual 2010/2011	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
		(F) = Favourable variation (U) = Unfavourable variation			
<b>Current Assets</b>					
\$3,728,566	\$3,258,128	Cash and Cash Equivalents	\$2,960,725	\$109,849	\$2,850,876 (F)
\$33,497,403	\$42,668,984	Investments	\$42,777,602	\$42,772,179	\$5,423 (F)
\$2,598,670	\$3,154,402	Trade and Other Receivables	\$2,598,670	\$2,598,670	\$0 (F)
\$46,105	\$40,869	Inventories	\$46,105	\$46,105	\$0 (F)
\$105,194	\$216,004	Other Assets	\$105,194	\$105,194	\$0 (F)
<b>\$39,975,938</b>	<b>\$49,338,387</b>	<b>Total Current Assets</b>	<b>\$48,488,296</b>	<b>\$45,631,997</b>	<b>\$2,856,299 (F)</b>
<b>Current Liabilities</b>					
\$4,970,223	\$1,900,752	Trade and Other Payables	\$4,970,223	\$4,970,223	\$0 (F)
\$1,046,241	\$1,046,241	Provisions	\$1,080,824	\$1,080,824	\$0 (F)
<b>\$6,016,464</b>	<b>\$2,946,993</b>	<b>Total Current Liabilities</b>	<b>\$6,051,047</b>	<b>\$6,051,047</b>	<b>\$0 (F)</b>
<b>\$33,959,474</b>	<b>\$46,391,394</b>	<b>Net Current Assets</b>	<b>\$42,437,249</b>	<b>\$39,580,950</b>	<b>\$2,856,299 (F)</b>



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**STATEMENT OF FINANCIAL POSITION**  
**APRIL 2012**

Actual 2010/2011	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
		(F) = Favourable variation (U) = Unfavourable variation			
<b>Non Current Assets</b>					
\$7,639,917	\$7,639,917	Property Plant and Equipment	\$7,482,214	\$8,209,917	(\$727,703) (U)
\$4,374,432	\$4,879,878	Buildings	\$5,010,127	\$5,016,944	(\$6,817) (U)
\$10,580,017	\$9,062,694	Structures	\$10,076,433	\$10,402,117	(\$325,684) (U)
\$6,742,728	\$6,978,310	Plant	\$9,203,962	\$8,582,934	\$621,029 (F)
\$397,379	\$401,074	Equipment	\$1,228,313	\$1,114,062	\$114,252 (F)
\$133,638	\$149,509	Furniture and Fittings	\$191,930	\$180,211	\$11,719 (F)
\$272,020	\$1,599,311	Work in Progress	\$272,020	\$272,020	\$0 (F)
<b>\$30,140,129</b>	<b>\$30,710,693</b>	<b>Total Non Current Assets</b>	<b>\$33,464,999</b>	<b>\$33,778,203</b>	<b>(\$313,204) (U)</b>
<b>Non Current Liabilities</b>					
\$1,515,597	\$1,577,583	Provisions	\$1,636,152	\$1,629,981	(\$6,171) (U)
<b>\$1,515,597</b>	<b>\$1,577,583</b>	<b>Total Non Current Liabilities</b>	<b>\$1,636,152</b>	<b>\$1,629,981</b>	<b>(\$6,171) (U)</b>
<b>\$62,584,006</b>	<b>\$75,524,504</b>	<b>Net Assets</b>	<b>\$74,266,096</b>	<b>\$71,729,172</b>	<b>\$2,536,924 (F)</b>
<b>Equity</b>					
\$32,133,863	\$32,133,863	Accumulated Surplus/Deficit	\$32,133,863	\$32,133,863	\$0 (F)
\$30,450,144	\$30,450,144	Cash Backed Reserves	\$30,450,144	\$30,450,144	\$0 (F)
<b>\$0</b>	<b>\$12,940,498</b>	<b>Net change in assets from operations</b>	<b>\$11,682,089</b>	<b>\$9,145,165</b>	<b>(\$2,536,924) (F)</b>
<b>\$62,584,006</b>	<b>\$75,524,504</b>	<b>Total Equity</b>	<b>\$74,266,096</b>	<b>\$71,729,172</b>	<b>(\$2,536,924) (F)</b>



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**CASH AND INVESTMENTS**  
**APRIL 2012**

Actual 2010/2011	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
<b>Municipal Cash and Investments</b>					
3,724,916	3,254,878	Cash at Bank - Municipal Fund 01001/00	2,957,075	106,199	2,850,876 (F)
1,250	1,250	Cash on Hand - Ascot Place 01019/00	1,250	1,250	0 (F)
600	200	Cash on Hand - Walliston/Mathieson & Coppin Road Transfer Stations 01019/01	600	600	0 (F)
1,800	1,800	Cash on Hand - Red Hill / Hazelmere 01019/02	1,800	1,800	0 (F)
6,638,110	13,568,511	Investments - Municipal Fund 02021/00	1,066,043	4,516,305	(3,450,262) (U)
<b>10,366,677</b>	<b>16,826,638</b>	<b>Total Municipal Cash</b>	<b>4,026,769</b>	<b>4,626,155</b>	<b>(599,386) (U)</b>
<b>Restricted Cash and Investments</b>					
38,811	40,348	Restricted Investments - Plant and Equipment 02022/01	17,408	98,086	(80,678) (U)
3,023,037	3,142,819	Restricted Investments - Site Rehabilitation Red Hill 02022/02	3,183,622	3,183,622	0 (F)
1,505,552	1,565,206	Restricted Investments - Future Development 02022/03	1,662,222	192,222	1,470,000 (F)
306,803	318,960	Restricted Investments - Environmental Monitoring Red Hill 02022/04	325,892	325,892	0 (F)
211,328	219,701	Restricted Investments - Environmental Insurance Red Hill 02022/05	198,047	198,047	0 (F)
11,471	11,926	Restricted Investments - Risk Management 02022/06	12,185	12,185	0 (F)
289,265	300,726	Restricted Investments - Class IV Cells Red Hill 02022/07	365,695	365,695	0 (F)
23,807	24,750	Restricted Investments - Regional Development 02022/08	17,234	31,672	(14,438) (U)
23,083,322	23,997,955	Restricted Investments - Secondary Waste Processing 02022/09	35,853,744	33,744,553	2,109,191 (F)
1,898,829	1,974,067	Restricted Investments - Class III Cells 02022/10	3,535,822	3,569,635	(33,813) (U)
57,920	60,215	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	61,524	61,524	0 (F)
(4,194,424)	(3,183,688)	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	(4,189,001)	(4,194,424)	5,423 (F)
603,573	627,488	Restricted Investments - Long Service Leave 02022/90	667,166	667,166	0 (F)
<b>26,859,292</b>	<b>29,100,474</b>	<b>Total Restricted Cash</b>	<b>41,711,558</b>	<b>38,255,873</b>	<b>3,455,685 (F)</b>
<b>37,225,969</b>	<b>45,927,112</b>	<b>TOTAL CASH AND INVESTMENTS</b>	<b>45,738,327</b>	<b>42,882,028</b>	<b>2,856,299 (F)</b>

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

EMRC Investment Report

April 2012

Investment Report Including CDOs

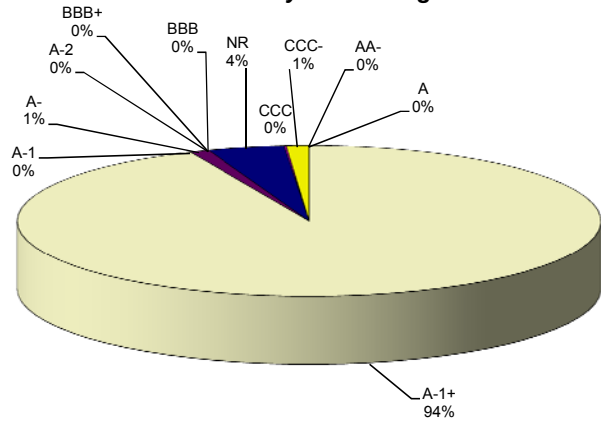
I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %	Comments
AAA	A-1+	92.26%	100%	
A	A-2	1.06%	60%	
CCC and less		6.68%	0%	Policy Breached <sup>1</sup>
		<u>100.00%</u>		

Notes

1. Policy breach above relates to the \$4.23m Lehman Brothers CDOs investment

Investment by S&P Rating

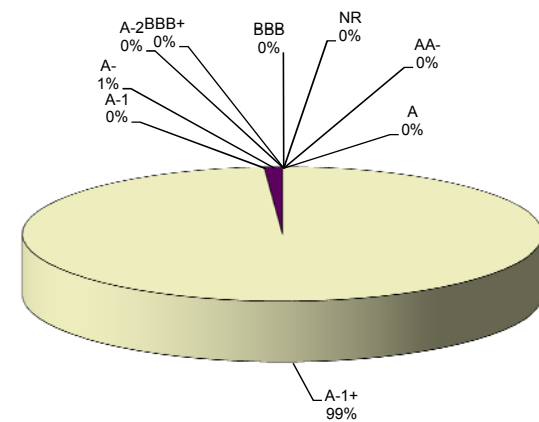


Investment Report Excluding CDOs

I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %	Comments
AAA	A-1+	98.87%	100%	
A	A-2	1.13%	60%	
CCC and less		0.00%	0%	
		<u>100.00%</u>		

Investment by S&P Rating (excluding CDOs)



## EMRC Investment Report

April 2012

## Investment Report Including CDOs

## II. Counterparty Credit Framework

	% Portfolio	Comments
ANZ Banking Group	16.55%	
Bankwest	11.07%	
Macquarie Bank	1.06%	
NAB	23.79%	
Westpac / St. George Bank	40.86%	
Lehman Brothers	6.68%	Policy breached <sup>2</sup>

## Notes

2. Policy breach above relates to the Lehman Bros CDOs investment

## III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines			Comments
	% Portfolio	% Min	% Max	
Less Than 1 Year	93.42%	40.00%	100.00%	
Greater Than 1 year	2.17%	0.00%	60.00%	
Greater Than 2 years	3.00%	0.00%	60.00%	
Greater Than 3 Years	1.24%	0.00%	35.00%	
Greater Than 5 Years	0.17%	0.00%	25.00%	Policy Breached <sup>3</sup>
	<u>100.00%</u>			

## Notes

3. Policy breach above relates to a \$80,000 Lehman Brothers CDO with a term to March 2017

## Investment Report Excluding CDOs

## II. Counterparty Credit Framework

	% Portfolio	Comments
ANZ Banking Group	17.73%	
Bankwest	11.86%	
Macquarie Bank	1.13%	
NAB	25.49%	
Westpac / St. George Bank	43.79%	

## III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines			Comments
	% Portfolio	% Min	% Max	
Less Than 1 Year	100.00%	40.00%	100.00%	
Greater Than 1 year	0.00%	0.00%	60.00%	
Greater Than 2 years	0.00%	0.00%	60.00%	
Greater Than 3 Years	0.00%	0.00%	35.00%	
Greater Than 5 Years	0.00%	0.00%	25.00%	
	<u>100.00%</u>			

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



### 14.3 COMMITTEE MEMBERSHIP – CHANGE OF DEPUTY MEMBER

**REFERENCE: COMMITTEES-14318**

#### PURPOSE OF REPORT

To seek the appointment of a deputy member to the Technical Advisory Committee (TAC) and Resource Recovery Committee (RRC) for the Shire of Kalamunda.

#### KEY ISSUES AND RECOMMENDATION(S)

- The EMRC has received a request from the Shire of Kalamunda that the Manager Infrastructure Services be nominated to the position of deputy member to the TAC and RRC.
- It is a requirement of section 5.10 of the Local Government Act 1995 that appointment of a person to a committee be made by an Absolute Majority decision of Council.

#### Recommendation(s)

That Council by absolute majority:

1. Cancel the appointment of the Manager Technical Services, from the Shire of Kalamunda as deputy member to the Technical Advisory Committee and Resource Recovery Committee in accordance with section 5.11(2)(b) of the Local Government Act 1995.
2. In accordance with section 5.10 of the Local Government Act 1995 appoints the Manager Infrastructure Services, Shire of Kalamunda, as a deputy member on the Technical Advisory Committee and Resource Recovery Committee.

#### SOURCE OF REPORT

Director Corporate Services

#### BACKGROUND

At the Council meeting held on 22 March 2012 (Ref: Committees-13906), the Manager Technical Services, Shire of Kalamunda was appointed as the TAC/RRC deputy member for the Shire of Kalamunda.

#### REPORT

Section 5.11(2)(b) of the Local Government Act 1995 provides that membership of a committee continues until the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant.

The EMRC has received a request from the Shire of Kalamunda that the Manager Infrastructure Services be nominated to the position of deputy member to the TAC and RRC.

It is proposed that appointment of the position of Manager Technical Services from the Shire of Kalamunda as deputy member of the TAC and RRC be cancelled and replaced by the Manager Infrastructure Services.

It is a requirement of section 5.10 of the Local Government Act 1995 that appointment of a person to a committee is to be made by an Absolute Majority decision of Council.



*Item 14.3 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 4 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
Shire of Kalamunda	The Shire of Kalamunda will have a new deputy officer committee member on the TAC and RRC.
Shire of Mundaring	} Nil
City of Swan	

## **ATTACHMENT(S)**

Nil

## **VOTING REQUIREMENT**

Absolute Majority

## **RECOMMENDATION(S)**

That Council by absolute majority:

1. Cancel the appointment of the Manager Technical Services, from the Shire of Kalamunda as deputy member to the Technical Advisory Committee and Resource Recovery Committee in accordance with section 5.11(2)(b) of the Local Government Act 1995.
2. In accordance with section 5.10 of the Local Government Act 1995 appoints the Manager Infrastructure Services, Shire of Kalamunda, as a deputy member on the Technical Advisory Committee and Resource Recovery Committee.





*Item 14.3 continued*

**COUNCIL RESOLUTION(S)**

MOVED CR GODFREY                      SECONDED CR ZANNINO

THAT COUNCIL BY ABSOLUTE MAJORITY:

1. CANCEL THE APPOINTMENT OF THE MANAGER TECHNICAL SERVICES, FROM THE SHIRE OF KALAMUNDA AS DEPUTY MEMBER TO THE TECHNICAL ADVISORY COMMITTEE AND RESOURCE RECOVERY COMMITTEE IN ACCORDANCE WITH SECTION 5.11(2)(B) OF THE LOCAL GOVERNMENT ACT 1995.
2. IN ACCORDANCE WITH SECTION 5.10 OF THE LOCAL GOVERNMENT ACT 1995 APPOINTS THE MANAGER INFRASTRUCTURE SERVICES, SHIRE OF KALAMUNDA, AS A DEPUTY MEMBER ON THE TECHNICAL ADVISORY COMMITTEE AND RESOURCE RECOVERY COMMITTEE.

**CARRIED BY ABSOLUTE MAJORITY 12/0**

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#### 14.4 SUNDRY DEBTOR WRITE-OFF

**REFERENCE: COMMITTEES-14215**

#### PURPOSE OF REPORT

The purpose of this report is to seek Council approval to write off one (1) outstanding sundry debtor.

#### KEY ISSUES AND RECOMMENDATION(S)

- A provision of \$31,599.68 was made in the 2010/2011 financial accounts for a doubtful debt relating to a customer, Xcel Civil Contracting which went into liquidation.
- On 29 May 2012, notification was received from the liquidator that a dividend would be distributed to priority creditors but there is a shortfall between the amount distributed and the amount paid to priority creditors.
- As the EMRC is not a priority creditor, it is unlikely that the EMRC will receive any distribution.
- As a result, approval is sought from Council for the write off of an amount totalling \$31,599.68 outstanding from a sundry debtor following notification received from the liquidator of the client advising the dividend to be distributed which, as a general unsecured trade creditor, will result in the EMRC not receiving any distribution.

#### Recommendation(s)

That Council, by an absolute majority in accordance with section 6.12(1)(c) of the *Local Government Act 1995*, authorises the write off of the amount of \$31,599.68 from Xcel Civil Contracting.

#### SOURCE OF REPORT

Director Corporate Services  
Manager Financial Services

#### BACKGROUND

Section 6.12(1)(c) of the *Local Government Act 1995* states that subject to subsection (2) and any other written law, a local government may write off any amount of money which is owed to the local government.

An absolute majority of Council is required for the write off of any outstanding sundry debtor.

Prior to the setting up of an account for credit for potential clients, reference checks are undertaken together with online checks via the Dunn & Bradstreet website in order to ensure the credit worthiness of the client.

For cash customers who wish to pay by credit card, a credit card authorisation form is completed and duly signed before the charge is processed. Once the payment has been transacted, the form is destroyed for security purposes.

Efforts are constantly being undertaken to reduce the amount of outstanding sundry debtors. This includes mailing of a monthly statement, weekly reminder calls, ongoing correspondence by mail and e-mail, and, as a last resort, the threat of legal action.



*Item 14.4 continued*

## **REPORT**

The outstanding amount owed by the customer Xcel Civil Contracting relates to the disposal of demolition waste and sale of ferricrete at the Red Hill Waste Management Facility during the period between November and December 2010.

Xcel Civil had been transacting with the EMRC since September 2010. \$63,034.46 was received promptly from the customer on 6 December 2010 for November 2010 invoices. However, the invoices for the following month, December 2010 totalling \$63,599.68 fell into arrears. \$32,000.00 was received as part payment on 15 February 2011 after significant efforts were undertaken by EMRC staff via a debt collection agency. An outstanding balance of \$31,599.68 remained unpaid.

In March 2011 correspondence was received advising that Xcel Civil Contracting had gone into receivership. A provision of \$31,599.68 was made in the 2010/2011 financial accounts for the doubtful debt.

On 29 May 2012 the EMRC received further notification from the Liquidator advising that they estimate a dividend totalling \$28,000 will be distributed to the priority creditors of the company within the next 6 to 12 months. There remains a shortfall between the \$28,000 distribution and the total amounts owed to priority creditors.

As the EMRC is not listed as a priority creditor, it will not receive any distribution. Consequently, approval is sought from Council for the write off of the aforementioned outstanding amount.

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 4 - Good Governance

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

## **FINANCIAL IMPLICATIONS**

The write off of one (1) outstanding sundry debtor (Xcel Civil Contracting) to the value of \$31,599.68.

A Provision for Impairment was made for this outstanding amount in the financial accounts in the year ending 30 June 2011. As a result, the write-off of this amount will not impact the Statement of Comprehensive Income for the current financial year (2011/2012).

## **SUSTAINABILITY IMPLICATIONS**

Nil

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*Item 14.4 continued*

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

Nil

## **VOTING REQUIREMENT**

Absolute Majority

## **RECOMMENDATION(S)**

That Council, by an absolute majority in accordance with section 6.12(1)(c) of the *Local Government Act 1995*, authorises the write off of the amount of \$31,599.68 from Xcel Civil Contracting.

## **COUNCIL RESOLUTION(S)**

MOVED CR FÄRDIG

SECONDED CR RADFORD

THAT COUNCIL, BY AN ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 6.12(1)(C) OF THE *LOCAL GOVERNMENT ACT 1995*, AUTHORISES THE WRITE OFF OF THE AMOUNT OF \$31,599.68 FROM XCEL CIVIL CONTRACTING.

**CARRIED BY ABSOLUTE MAJORITY 12/0**



## **14.5 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

### **REFERENCE: COMMITTEES-14275**

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

#### **1 REGIONAL SERVICES**

1.1 REGIONAL SERVICES ACTIVITY REPORT APRIL – JUNE 2012 (Ref: Committees-14232)

#### **2 WASTE SERVICES**

2.1 RED HILL DEVELOPMENT PLAN – JUNE 2012 (Ref: Committees-14330)

### **RECOMMENDATION**

That Council notes the items contained in the Information Bulletin.

### **COUNCIL RESOLUTION**

MOVED CR PULE

SECONDED CR FÄRDIG

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN.

**CARRIED UNANIMOUSLY**



# **INFORMATION BULLETIN**

Accompanying the

**Ordinary Meeting of Council Agenda**

21 June 2012

**COUNCIL INFORMATION BULLETIN****21 June 2012****(REF: COMMITTEES-14275)****TABLE OF CONTENTS**

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## **1 REGIONAL SERVICES**

### **1.1 ENVIRONMENTAL SERVICES ACTIVITY REPORT APRIL TO JUNE 2012**

**REFERENCE: COMMITTEES-14232**

#### **PURPOSE OF REPORT**

To provide Council and member Councils with a quarterly progress report against strategies and activities being achieved by the EMRC Environmental Services.

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

- A graduation was held for the Green Jobs Corp on 30 April 2012.
- Assistance has been provided to member Councils and Catchment Groups preparing funding applications under the Swan Alcoa Landcare Program.
- Water audit quotes were provided to the Shire of Kalamunda and the City of Melville.
- Subject to budget approval, EMRC will be undertaking energy audits for the Shire of Kalamunda across several high consuming facilities.
- A Submission was lodged on State Planning Policy 2.6 - State Coastal Planning Policy.
- EMRC and member Councils attended the WALGA signing ceremony for the local government Climate Change Declaration.
- EMRC staff attended and manned a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May, 2012.
- Officers from the EMRC and Regional Environmental Advisory Group members will be provided with a one day cross-cultural awareness training course in June 2012.

#### **SOURCE OF REPORT**

Director Regional Services  
Manager Environmental Services

#### **BACKGROUND**

The EMRC Environmental Services business unit reports on key strategies and activities on an ongoing basis. The Strategic Plan 2010/2011-2013/2014 provides the framework for reporting under the objectives "to contribute towards improved regional air, water and land quality and regional biodiversity conservation" and "to address climate change issues within the region".

The projects relevant to Environmental Services primary activities include:

- Develop and implement regional environmental projects including:
  - Eastern Hills Catchment Management Program (EHCMP);
  - Water Campaign™;
  - Perth Solar City Project;
  - Achieving Carbon Emissions Reduction Program (ACER);
  - Future Proofing Project (Regional Climate Change Adaptation Action Plan); and
  - Swan and Helena Rivers Management Framework.
- Provide environmental consultancy services; and
- Regional environmental advice and advocacy.





Item 1.1 continued

## REPORT

Activities of the Environmental Services business unit focus on a number of key strategies and projects that are agreed as regional priorities by member Councils as part of the annual consultation and budget development processes.

All of the Environmental Services strategies emanate from the EMRC's *Strategic Plan for the Future* and all activities and projects are listed in the *Regional Environment Strategy 2011-2016* and annual Business Unit Plan which becomes the source document for guiding the work of the business unit throughout the year.

The following report represents the Environmental Services business unit progress report for the period April to June 2012.

**Strategy: 1.5.1 Continue the Eastern Hills Catchment Management Program (EHCMP)**

The Eastern Hills Catchment Management Program (EHCMP) is a highly successful partnership between the Shires of Kalamunda and Mundaring, City of Swan, EMRC, Perth Region NRM and Swan River Trust. Eastern Hills Natural Resource Management (NRM) Officers work in partnership to support a large, active and diverse community network. The network comprises of over 130 friends of groups and four catchment groups throughout the Shire of Kalamunda, Shire of Mundaring and the City of Swan.

**Action 1.5.1.1 Coordinate and Implement Community Led Projects (Swan River Trust project).**

The Natural Resource Management (NRM) team have been working with community groups to assess potential landcare projects in Mundaring, Kalamunda and the City of Swan. NRM officers assisted in the development of projects and completion of Swan Alcoa Landcare Program (SALP) grant applications. Assistance included undertaking site visits, assessment of sites for grant applications, technical advice on NRM issues, project planning, budgeting, obtaining quotes for plants and services, provision of maps.

Site visits were made to Treetops School and Swan View Primary School assessing sites for SALP grant applications and advice for a weed control action plan. Creekline assessment for potential rehabilitation and weed assessment were made at sites in Wooroloo and Mundaring.

The Lower Helena Association was assisted with the preparation for a site tour of their project sites in the Lower Helena. Maps, brochures and handouts were prepared and officer assistance was provided on the day of the tour.

Photo monitoring (progress photos) has occurred on sites in the "Lower Helena Restoration Project", and project management has included meeting contractors onsite and arranging quotes, organising purchase orders for plants and review of budget.

EMRC will be applying for a State NRM grant for \$50,000 to undertake research into native tree decline specifically related to marri canker in partnership with Murdoch University. If successful Murdoch will undertake field studies in the region and conduct workshops with the community on the subject.

Work is continuing on the State NRM funded project at Kadina Brook, Coulston Road Reserve and Harridean Wetland. 11,000 plants have been ordered in readiness for the winter planting season.

*Grant Applications Update*

Organisation	Project	Amount
Clean Energy Future Biodiversity Fund	Private land holder consultation incentives	\$500,000 over 5 years (Unsuccessful)
DEC	Helping the Helena – establishing a baseline of water quality pollutants for linkages in fish and mussel decline	\$37,500 (Pending)



*Item 1.1 continued*

The EMRC has recruited an Environmental Projects officer on a fixed term contract to undertake the preparation of the Eastern Hills Catchment Management individual catchment group action plans. The project is progressing well and on schedule.

*Bush Skills for the Hills*

Bush Skills for the Hills (BSFTH) is a partnership program delivered to the community by the EHCMP NRM Officers and Local Government Bushcare Officers.

**Workshops Completed**

<b>Bush Skills for the Hills Workshops</b>	<b>Dates</b>
Applying for Grants	11 March
Bushcare Basics – Safety	28 April
Bushcare Basics – The good the bad and the ugly	20 May

**Action 1.5.1.2 Implement Native Freshwater Fish Fauna Survey of the Helena River/Helena River Environmental Flow Trials**

EMRC has commenced a project in collaboration with the Swan River Trust (SRT) stemming from the Helena Freshwater Fish project. A project plan for potential grant applications is being prepared for the SRT. Eleven permanent pools between the Pumpback Dam and the picnic grounds have had a vegetation assessment undertaken. A project plan will be developed which will address improving the habitat for freshwater fish in the Helena River within the project site.

**Action 1.5.1.3 Undertake Eastern Hills Catchment Management Program Marketing and Promotion Activities**

The 2012 Bush Skills for the Hills program of events was distributed to the City of Swan, Shire of Mundaring and Kalamunda council officers and local libraries in addition to universities, local schools and to Greenpage newsletter recipients. A blurb and a hyperlink to the Greenpage newsletter were placed in the Hills Gazette May 2012 and will be advertised in this publication on a regular basis.

The Greenpage newsletter (Landcare information newsletter) was distributed in March, April and May in this reporting period.

**Action 1.5.1.4 Implement Eastern Tributaries Restoration Project**

Work on the Eastern Tributaries Restoration Project continues with the following activities undertaken or planned in the reporting period. Lesmurdie Falls has had a significant stand of *Arundo donax* removed. The manual removal will be followed by mulching and spreading of the biomass onsite. The removal of *Arundo* will permit the regeneration of natural bushland at that site made possible by the good quality surrounding vegetation.

Weed control has been completed at Whistlepipe Gully, Hacketts Gully and Christmas Tree Creek freeing up the area for the native bushland to regenerate naturally. The project will be further enhanced by the commitment of Department of Environment and Conservation (DEC) to provide additional funds to continue with the weed management.

Mahogany Creek nutrient stripping species will be planted in-stream at this site in September. Bushland restoration and maintenance is occurring on a total of approximately 22 hectares. This work is predominantly in tributaries of the Swan River with a priority rating of 1, 2 or 3. This work will further enhance water quality improvements in the Swan River in addition to improving the habitat of native freshwater fish in the tributaries.



*Item 1.1 continued*

Site visits were conducted at Kadina Brook and Lower Lesmurdie with Shire officers and contractors to inspect weed management works and discuss further weed management. Photo monitoring was undertaken. Manual removal of cottonbush was completed.

**Action 1.5.1.5 Develop and Implement Youth Programs (Environmental)**

Green Jobs Corp (GJC) have completed their work with EMRC due to funding withdrawal from the Australian Government. The team had a graduation lunch and ceremony on the 30 April 2012. GJC have been working predominantly with the City of Swan on various weeding projects, such as woody weed removal, manual removal of herbaceous weeds and clearing areas as fire breaks, in addition to fence repairs and tree pruning.

At the conclusion of the program there had been a total of 5 graduations, 4 people entered further education or training and 10 participants gained employment as a direct result of participation in the program.

<b>Strategy: 1.5.2 Implement Water Campaign Program</b>
---

The Water Campaign is a sustainability program developed by the International Council for Local Environmental Initiatives (ICLEI) and the Australian Government, aimed at providing local governments with a framework and structured approach to actively assess and manage their water resources.

**Action 1.5.2.1 Assist the Town of Victoria Park in implementation of Milestones 2 and 3 of the ICLEI Water Campaign**

Comments by staff from the Town of Victoria Park on the proposed water actions have been reviewed and incorporated. Two meetings were held with the Parks Coordinator and the Town's Environmental Officer to go through the corporate and community water actions. The draft Milestone 2 and 3 Report has been developed including the goal and target statement and will be sent to all relevant staff for final review and comment by the end of this quarter, prior to being sent to ICLEI to review and approve, before it goes to Council.

**Action 1.5.2.2 Assist the City of Bayswater in implementation of Milestones 2 and 3 of the ICLEI Water Campaign**

The Environmental Consultant has been placed at the City once a fortnight to progress Milestone 3. Meetings have been held with relevant business units within the City to discuss possible actions that form the draft Water Action Plan. Further meetings with relevant staff are scheduled. It is anticipated that a complete draft Water Action Plan will be available in the coming months.

**Action 1.5.2.3 Assist the Shire of Mundaring in implementation of Milestone 5 of the ICLEI Water Campaign**

The Inventory Tool with the updated groundwater data has been sent to ICLEI to review and approve. Review and re-assessment of the Shire's Water Quality priority areas has commenced with the water quality checklists sent to staff to review and provide comments. Updating on the water conservation and water quality actions undertaken since Milestone 4 has commenced through liaising with the relevant staff and is ongoing.

**Action 1.5.2.4 Assist the Town of Bassendean in implementation of Community Module of Milestone 4, and Stage One of Milestone 5**

The Inventory Tool with updated groundwater data has been sent to ICLEI to review and approve. Review and re-assessment of the Shire's Water Quality priority areas has commenced with the water quality checklists sent to staff to review and provide comments. Updating on the water conservation and water quality actions undertaken since Milestone 4 has commenced through liaising with the relevant staff and is ongoing.



*Item 1.1 continued*

**Action 1.5.2.5 Assist the City of Belmont in implementation of post Milestone 5 Re - inventory program of the ICLEI Water Campaign**

The draft the 2012/2013 Water Consumption/Re-inventory Report Card was completed and sent to City staff to update and report any water actions undertaken within last 12 months. Staff comments were incorporated and the Re-inventory Report Card for 2011/2012 financial year was completed.

**Action 1.5.2.6 Assist the City of Swan in implementation of Milestone 2 of the ICLEI Water Campaign**

Staff comments on the proposed water actions table were sought and received. As a result a meeting was held with the main City contact for Water Campaign and subsequently a new water actions table has been developed to meet the needs of the Council and to align with the Council's strategic planning. The draft actions table has been completed and sent to staff for comment. The draft Milestone 2 and 3 Report has been completed and sent to staff for comment.

**Action 1.5.2.7 Water Auditing Service**

Water audit quotes were provided to the Shire of Kalamunda and the City of Melville. Subject to budget approval, the EMRC will undertake water audits for the Shire of Kalamunda Administration building and Hartfield Park next financial year.

**Action 1.5.2.8 Assist the City of South Perth in implementation of Milestone 5 of the Water Campaign**

A data logging exercise at the City's Civic Centre has been undertaken as a follow up on the recommended actions resulting from the 2010/2011 Water Efficiency Audit. After retrieving data from electronic data logging devices, data has been analysed and presented as graphs and tables within a report along with further recommendations. Corporate and community data has been analysed and incorporated into Milestone 5 Report. A final draft of the Milestone 5 Report has been completed with two sections outstanding: Statement from Mayor or CEO, and the Water Actions Undertaken since Milestone 4.

<b>Strategy: 1.5.3 Develop and implement Regional Environmental Projects and Services</b>
---

**Action 1.5.3.1 Develop Regional Environmental Strategy**

The Environmental Services team and the Regional Environmental Advisory Group (REAG) has commenced prioritising key focus areas and projects from the Regional Environmental Strategy (RES) for future years.

A meeting was held with Edith Cowan University to discuss the potential for collaboration on projects identified in the RES, including alternative weed management.

**Action 1.5.3.2 Develop Local Environment Strategy for the City of Bayswater**

Due to City of Bayswater budget constraints, this project has been deferred until the 2012/2013 financial year.

**Action 1.5.3.4 Update and Maintain the Environmental Services Web Pages**

Updates to the Environmental Services web pages include:

- The April, May and June editions of Greenpage newsletter have replaced the January, February and March editions;
- The ACER page was updated and the link to 'What's your carbon price?' was added;
- The Water Campaign page was updated with information regarding the Shire of Mundaring;
- The Future Proofing page was completely revamped; and
- The Perth Solar City page has been updated to include a link to watch the level of power generation at the Hazelmere Recycling Plant.



*Item 1.1 continued*

<b>Strategy: 1.6.1 Implement the Perth Solar City Project</b>
---

**Action 1.6.1.1 Implement Perth Solar City Project for the City of Swan**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.

**Action 1.6.1.2 Implement Perth Solar City Project for the Shire of Kalamunda**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.

**Action 1.6.1.3 Implement Perth Solar City Project for the Shire of Mundaring**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.



*Item 1.1 continued*

**Action 1.6.1.4 Implement Perth Solar City Project for the City of Belmont**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.

**Action 1.6.1.5 Implement Perth Solar City Project for the City of Bayswater**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.

**Action 1.6.1.6 Implement Perth Solar City Project for the Town of Bassendean**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.



*Item 1.1 continued*

**Action 1.6.1.7 Implement Perth Solar City Demonstration Project at Red Hill Waste Management Facility**

During the April to June reporting period the actions implemented or progressed included:

- Attending and manning a stall at the Perth Solar City Eco-House Open Day on Sunday 20 May 2012;
- Review of promotional flyers that member Councils have developed or are thinking of developing (ongoing);
- Review of interpretive and static display (ongoing);
- Development of an Information Kit (work has commenced and is progressing – draft complete);
- Data Management (ongoing);
- Attendance at the EMRC Perth Solar City Local Government Working Group Meeting (REAG);
- Monthly Progress Reports and consortium meetings; and
- Quarterly Milestone Reports.

<b>Strategy: 1.6.2 Implement the ACER Program</b>
---

**Action 1.6.2.1 Coordinate Shire of Mundaring's ACER Project**

During this reporting period, the Shire of Mundaring's Draft Carbon Reduction Strategy (CRS) was presented to the Shire for final revision. The CRS provides strategic context, background and a framework for achieving corporate emissions reduction together with an Action Plan for implementation. A background report has also been prepared outlining the achievements of the Shire under the Cities for Climate Protection (CCP) and Achieving Carbon Emissions Reduction (ACER) programs, including successes, limitations and the way forward. Implementation of the Shire's WALGA (Greensense) Emissions Reporting Platform has continued. Automatic upload of electricity data has occurred and data collection for manual entry begun. Progress towards a full emissions profile is ongoing.

**Action 1.6.2.2 Coordinate City of Belmont's ACER Project**

During this reporting period, implementation of actions under the City's Environment Plan, Climate Change Chapter has been ongoing. A background report has also been prepared outlining the achievements of the City under the Cities for Climate Protection (CCP) and Achieving Carbon Emissions Reduction (ACER) programs, including successes, limitations and the way forward. Implementation of the City's WALGA (Greensense) Emissions Reporting Platform has continued. Automatic upload, data collection and manual entry has continued. Progress towards reporting of a full emissions profile is ongoing.

**Action 1.6.2.3 Coordinate City of Bayswater's ACER Project**

A decision has been taken to remain with the previous naming of the document which has been revised, rather than introduce a new strategy. As such, during this reporting period, the EMRC presented the City of Bayswater's Draft Greenhouse gas Action Plan (GAP) for final revision. The GAP provides strategic context, background and a framework for achieving corporate emissions reduction together with prioritised actions for implementation. A background report has also been prepared outlining the achievements of the City under the Cities for Climate Protection (CCP) and Achieving Carbon Emissions Reduction (ACER) programs, including successes, limitations and the way forward. Implementation of the City's WALGA (Greensense) Emissions Reporting Platform has continued. The City's corporate structure has been entered onto the software platform. Data collection for manual entry has begun. Progress towards a full emissions profile is ongoing.



*Item 1.1 continued*

**Action 1.6.2.4 Coordinate EMRC's ACER Project**

During this reporting period, the EMRC completed negotiations and signing of the WALGA preferred supplier contract with the EMRC's electricity supplier. Negotiation with WALGA towards sourcing a proportion of electricity from an accredited renewable supplier is ongoing. The ACER Officer has also collected electricity use data for Ascot Place to advise projected budget costs for the upcoming financial year. Implementation of the EMRC's WALGA (Greensense) Emissions Reporting Platform has continued. Automatic data upload has now occurred and data collection and manual entry has been ongoing. Progress towards reporting a full emissions profile is ongoing.

**Action 1.6.2.5 Investigate an Energy Auditing /Accounting Service**

Subject to budget approval, EMRC will be undertaking energy audits for the Shire of Kalamunda across several high consuming facilities. The EMRC is developing a plan for the delivery of the service to Member Councils and other clients.

**Action 1.6.2.6 Promote ACER to Small Businesses, member Councils, Client Councils and external Environmental Services Organisations**

The ACER Officer has attended a number of meetings with organisations such as WALGA, Landfill Gas and Power, Mojarra and the Alternative Technology Association (ATA) on a range of topics including voltage optimisation, accredited renewable power, contestable energy supply in local government and solar panel technology and impact. The EMRC's corporate website has also been maintained and updated to promote ACER and the EMRC's new Energy Audit Service.

**Action 1.6.2.7 Coordinate Town of Bassendean's ACER Project**

During this reporting period, the EMRC presented the Town of Bassendean's Draft Carbon Reduction Strategy (CRS) for final revision. The CRS provides strategic context, background and a framework for achieving corporate emissions reduction together with an Action Plan for implementation. A background report has also been prepared outlining the achievements of the Town under the Cities for Climate Protection (CCP) and Achieving Carbon Emissions Reduction (ACER) programs, including successes, limitations and the way forward. Implementation of the Town's WALGA (Greensense) Emissions Reporting Platform has continued. The organisation structure is being entered onto the platform to enable automatic data upload and manual data entry.

<b>Strategy: 1.6.3 Implement the Regional Climate Change Adaptation Action Plan 2009-2013</b>
---

**Action 1.6.3.1 Implement immediate and short term actions from the Regional Climate Change Adaptation Action Plan (RCCAAP) 2009-2013**

During this quarter, EMRC has undertaken the following in relation to the Regional Climate Change Adaptation Action Plan (RCCAAP):

- Highlighted required areas for climate change advocacy at the EMRC Council Strategic Workshop;
- Met with officers from the Department of Environment and Conservation (DEC) Climate Change Adaptation Team to discuss how best to address many of the RCCAAP actions across multiple government departments;
- Advocated to WALGA for assistance in developing local government staff climate change education information/programs;
- Attended a Greensense seminar on building energy efficiency, in order to investigate possible energy monitoring software for member Councils;
- Gathered information from UWA, the Department of Planning, and the WA Marine Science Institute (WAMSI) in relation to current research and possible implications of sea level rise for our river-based member Councils;





*Item 1.1 continued*

- Lodged a Submission on State Planning Policy 2.6 - State Coastal Planning Policy, especially regarding the possible effects of sea level rise on EMRC's four river-based Councils;
- Attended WALGA signing ceremony re Climate Change Declaration;
- Completed a National Climate Change Adaptation Research Facility (NCCARF) online survey to address end-user needs in dealing with the uncertainties in future climate scenarios, and advocated for more specific regional and local information on impacts;
- Further development of EMRC's energy auditing service;
- Participated in a field trip to 3 local geothermal energy projects;
- Attended a Conservation, Environment and Climate Change Policy Committee Panel on 'The future of our rivers'; and
- Attended ACCARNSI Climate Change Adaptation Workshop regarding local government experiences with various adaptation tools.

Promotion of member Councils work in adapting to climate change has been through the following avenues:

- A 3 page fact sheet on the RCCAAP and LCCAAP's highlighted on the DEC Climate Change Unit's website;
- A newsletter article on member Council's signing of Climate Change Declarations;
- Updates to EMRC's 'Future Proofing' webpage. Relevant officers from EMRC's member Councils were provided with the following information:
  - The Planning Institute of Australia's (PIA) research and development of innovative and effective climate change training and resources for local government planners;
  - NCCARF discussion paper on 'Ageing, the built environment and adaptation to climate change';
  - The Bureau of Meteorology (BoM) 'State of the Climate 2012' summary;
  - Information on geothermal energy and projects underway in the Perth region;
  - Newsletter on acid sulfate soil;
  - Changes to Western Power's Vegetation Management Program;
  - Information from the Department of Water re groundwater allocations;
  - The Role of Regulation in Facilitating or Constraining Adaptation to Climate Change for Australian Infrastructure' report for the Department of Climate Change and Energy Efficiency;
  - Draft Guidelines for Incorporating Climate Change Impacts into the Local Government Planning Framework' (WALGA);
  - Productivity Commission draft report on 'Barriers to Effective Climate Change Adaptation'; and
  - Planning Institute of Australia (PIA) seminar on recent Australian cases which deal with sea-level rise, falling water tables and other environmental matters in the context of planning decisions.

**Action 1.6.3.2 Implement the Future Proofing project for the Shire of Kalamunda**

EMRC has worked with Kalamunda's Environmental Sustainability Projects Officer (ESPO) to finalise the Shire's Local Climate Change Adaptation Action Plan (LCCAAP). After discussion, key Shire staff agreed that further actions were required before the LCCAAP is presented to Council, namely:

- Reword/update the LCCAAP actions, so they include mention of existing programs; and
- Organise a meeting of relevant staff to review the updated LCCAAP, identify any gaps in delivery and any actions already happening that have not yet been recorded, as well as discuss what it will take to implement the actions.



*Item 1.1 continued*

Such action will make the Plan more suitable to implement, and will assist in gaining the required backing from staff throughout the Shire's service areas who will be executing the Plan. It is envisaged that the E&SC will then work with the ESPO and other individual Kalamunda officers, as necessary, to implement the LCCAAP actions.

In other news:

- A Future Proofing Project Plan for 2012-2013 has been submitted and approved by the Shire;
- Work has begun on assisting the Shire to consider adoption and implementation of environmentally aware fleet management principles;
- The EMRC have provided quotes to the Shire for water and energy auditing at selected sites; and
- Work has begun on the development of best practice guidelines for the maintenance of roadside verges that reconciles biodiversity and bushfire safety objectives. As it comes to hand, relevant information on climate change adaptation is forwarded to the ESPO in a timely manner.

**Action 1.6.3.3 Implement the Future Proofing project for the City of Belmont**

EMRC's Environment and Sustainability Coordinator (E&SC) has worked with the City Environment Coordinator (EC) and other officers to progress implementation of the six key actions from the LCCAAP in which the City has indicated it requires the assistance of the EMRC.

The E&SC is continuing discussions with the City TravelSmart Assistant (TSA) to discuss the Workplace Program, in particular the development and distribution of a TravelSmart survey for Belmont Forum businesses. Also discussed was the E&SC providing assistance to the TSA on the City Bike Plan and in updating the City's TravelSmart Guide.

The E&SC has assisted the City's Environmental Officer to develop a schedule for reviewing and upgrading sumps and compensating basins. Detailed information on this issue has been fed back from the experiences of the Swan River Trust, SERCUL, CSIRO, City of Joondalup, City of Bayswater, City of Swan, Essential Environmental, Water Corporation and the Department of Water.

The E&SC has also:

- Provided feedback on the City Risk Register in relation to climate change;
- Advocated to WALGA for climate change risk awareness education programs for City staff;
- Provided some information on the safe use of recycled water (including stormwater) for irrigation; and
- Suggested a contact in relation to Ibis management.

The City endorsed the (WALGA) Climate Change Declaration and attended the signing ceremony on 15 May 2012. A Future Proofing Project Plan for 2012-2013 has been approved and signed. As it comes to hand, relevant information on climate change adaptation is forwarded to the City's EC in a timely manner.

**Action 1.6.3.4 Implement the Future Proofing project for the Town of Bassendean**

EMRC's Environment and Sustainability Coordinator (E&SC) has continued to work on the LCCAAP actions which the Town has indicated it requires the assistance of the EMRC. Updates have been provided to the Town on the progress of such actions, including via Quarterly Reports and the EMRC GANTT Chart. Quarterly meetings of the Town LCCAAP Project Team are planned. The City endorsed the (WALGA) Climate Change Declaration and attended the signing ceremony on 15 May 2012.

A Future Proofing Project Plan for 2012-2013 has been submitted for Town endorsement. The Plan included an update on the status of all 82 actions from the Regional Climate Change Adaptation Action Plan (RCCAAP). A Federal Government 'Clean Energy Future' regional grant application was submitted on behalf of the Town to improve energy efficiency of street lighting on Old Perth Road. As it comes to hand, relevant information on climate change adaptation is forwarded to the Town's Environment Officer (EO) in a timely manner.



*Item 1.1 continued*

**Action 1.6.3.5 Implement the Future Proofing project for the City of Bayswater**

The EMRC's Environmental Consultant has been placed at the City once/fortnight to progress the Future Proofing project and has been regularly meeting with relevant business units within the City to discuss possible actions that form the draft Regional Climate Change Adaptation Action Plan. Further meetings with relevant staff are scheduled. It is anticipated that a complete draft Regional Climate Change Adaptation Action Plan will be available in the coming months.

The City endorsed the (WALGA) Climate Change Declaration and attended the signing ceremony on 15 May 2012. A Federal Government 'Clean Energy Future' regional grant application was submitted on behalf of the City to improve the energy efficiency of Bayswater Wave's Aquatic Centre and the Bayswater Library.

**Action 1.6.3.6 Implement the Future Proofing project for the Shire of Mundaring**

EMRC's Environment and Sustainability Coordinator (E&SC) has worked with Mundaring's Coordinator Environment and Sustainability (CE&S) and other Shire staff to finalise the Local Climate Change Adaptation Action Plan (LCCAAP). The LCCAAP was approved by the Shire's Council in April 2012. Information was provided to the Shire for a planned media release. A Future Proofing Project Plan for 2012-2013 has been submitted and approved by the Shire.

The Shire endorsed the (WALGA) Climate Change Declaration and attended the signing ceremony on 15 May 2012. A Federal Government 'Clean Energy Future' regional grant application was submitted on behalf of the Town to improve the energy efficiency of Bilgoman Aquatic Centre. As it comes to hand, relevant information on climate change adaptation is forwarded to the Coordinator Environment and Sustainability (CE&S) in a timely manner.

**Strategy: 2.2.1 Facilitate initiatives to enhance Aboriginal reconciliation**

**Action 2.2.1.1 Continue to identify opportunities to enhance Aboriginal Training and Employment Services in the Environment.**

The Environmental Consultant attended an Indigenous Workplace Forum in May 2012 to look at ways of identifying training and employment opportunities for Aboriginals in the local government environment.

**Strategy: 3.3.3 Facilitate implementation of Swan and Helena River Management Framework (SHRMF)**

The Swan and Helena Rivers Management Framework project was initiated by the EMRC in collaboration with four of its member Councils, the Swan River Trust, the Western Australian Planning Commission and other government and non-government agencies. The framework provides an overarching plan and management framework for government to implement strategies for the Swan and Helena Rivers in the areas of:

- Social benefits;
- Environmental values;
- Cultural and natural heritage;
- Design and development; and
- Planning and management.

It is aimed at ensuring the long term preservation of a river corridor for the benefit of the environment, users, managers, the local community and future generations and provides a vision for the future protection and development of the Swan and Helena Rivers as regional assets.



*Item 1.1 continued*

**Action 3.3.3.1 Develop Regional Aboriginal Consultation Guidelines  
(Swan and Helena Rivers Management Framework)**

Feedback and comments on the Draft Regional Aboriginal Consultation Guidelines has been received from Perth Region NRM; Department of Indigenous Affairs, Swan River Trust and the National Trust of Australia (WA). An extension of time has been granted to the Southwest Aboriginal Land and Sea Council until the end of May. A meeting was held with the Department of Premier and Cabinet Native Title Unit to discuss the work being undertaken by the interagency reference group on Native Title on standardised procedures for Heritage Consultation to inform the Draft Regional Aboriginal Consultation Guidelines.

The EMRC has engaged Kooya Consultancy to provide officers from the EMRC and Regional Environmental Advisory Group members with a one day cross-cultural awareness training course. The training is scheduled to be held on Thursday 21 June 2012.

The EMRC is developing a submission to the State government on the Review of the Aboriginal Heritage Act 1972 Discussion Paper.

**Action 3.3.3.2 Develop and implement Swan and Helena Rivers Foreshore Trail Interpretation Plan**

Investigations have commenced into scoping out Stage 2 of the project. No funding has been sourced during this period for Stage 2 of the project.

**Action 3.3.3.3 Promote and support the use of the Swan River Trust Best Practice Approaches to  
Foreshore Stabilisation Manual to member Councils**

Officers from the EMRC attended a Swan River Trust workshop on suitable plant selection for foreshore restoration projects. No regional funding has been sourced during this period to assist with foreshore stabilisation in the Swan and Helena River Management Framework project area.

**Action 3.3.3.4 Implement Swan and Helena Rivers Regional Recreational Path Development Plan**

A meeting is currently being arranged to bring together member Council stakeholders to discuss how to progress the implementation of the recreational path development plan. A representative from the Western Australian Planning Commission (WAPC) and Swan River Trust will present on WAPC projects and land acquisition and the Trust will provide an update on the Swan River Trust Swan Canning Riverpark Iconic Trails Project. The Swan River Trust Swan Canning Riverpark Iconic Trails Project Steering Group has not convened during this period. The EMRC will be represented at the State Trails conference on 25 May 2012. Topics will include trail interpretation and Aboriginal engagement. A submission is being developed by the EMRC on the Department of Transport Western Australian Bicycle Network Plan 2012-2021 – Draft for consultation document. No funding opportunities have been identified during this period.

**Action 3.3.3.5 Develop and implement the Foreshore Funding Strategy**

A submission was forwarded by the EMRC to the Swan River Trust and WALGA on behalf of the EMRC, City of Bayswater and the Shires of Kalamunda and Mundaring on the Swan River Trust's Draft River Protection Strategy and associated documents.

**Action 3.3.3.6 Develop and implement the Regional Conservation and Habitat Restoration  
Implementation Strategy**

This project has been deferred for this financial year as it was not considered a priority for development but may be considered at a later stage.



*Item 1.1 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Environmental Services activities align with the following objectives in the EMRC Strategic Plan for the Future 2010/11 to 2013/14:

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water & land quality and regional biodiversity conservation
- 1.6 To address climate change issues within the region

Key Result Area 3 – Economic Development

- 3.3 To facilitate regional economic development activities

## **FINANCIAL IMPLICATIONS**

The funding to facilitate Environmental Services projects and activities is developed and agreed with member Councils as part of the annual budget and review process.

## **SUSTAINABILITY IMPLICATIONS**

The environmental management activities support sustainability principles and contribute towards the environmental, social, and economic benefits through water and energy savings, conservation and management of biodiversity and natural areas and community education and engagement.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} Ongoing officer time is required to provide advice and information to the EMRC to ensure projects are being delivered in accordance with member Council expectations.
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

## **ATTACHMENT(S)**

Nil



## **2 WASTE SERVICES**

### **2.1 RED HILL DEVELOPMENT PLAN**

**REFERENCE: COMMITTEES-14330**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with a progress report on the Red Hill Waste Management Facility (RHWMF) Development Plan.

#### **KEY ISSUE(S)**

- The 2003 Master Plan for Red Hill, developed between 2000 and 2003, and updated in 2004, considered the development of the site, identified the approvals that were required and provided timelines and schedules.
- A major review of the Master Plan, in the form of a Development Plan for 2010 to 2020, was due to be finalised by 31 December 2011 however, it has had to be deferred due to a number of uncertainties including the acquisition of Lots 8, 9 and 10, the relocation of the proposed Hills Spine Road and the development of the Hazelmere Resource Recovery Park.

#### **SOURCE OF REPORT**

Director Waste Services

#### **BACKGROUND**

The first Red Hill Development Plan was prepared in 1993. The information in the Plan was updated when the 1995 Development Plan was issued.

Further internal updates were undertaken in 1998 and, in 2000, a new Development Plan was produced.

Substantial work was undertaken between 2000 and 2002 collecting detailed information on member Council population, projected population growth, projected rates of waste generation, State Government policies with respect to waste management, identifying constraints and potential opportunities culminating in the release of the Red Hill Master Plan adopted by Council in April 2003 and reviewed in March 2004.

#### **REPORT**

There are a number of uncertainties that have had a material impact on the review of the Development Plan as outlined below:

1. The acquisition of Lots 8, 9 and 10.

There has been substantial progress regarding the acquisition of Lots 8, 9 and 10 to the extent that the rezoning, a pre-requisite to exercising the Deed of Call option to purchase the land, is being advertised. As the acquisition of Lots 8, 9 and 10 would significantly alter the way in which Red Hill could develop, it has not been possible to progress the Red Hill Development Plan until now.

It is anticipated the re-zoning process will be completed within the next two or three months. The programme of additional landfill cell construction within Lot 12 can be re-arranged subject to the area, being set aside for the Resource Recovery Facility (RRF) within Lot 12, being utilised for landfill and an area within Lot 8 earmarked for the RRF.



*Item 2.1 continued*

2. Hills Spine Road Re-alignment.

It is anticipated that, within the next four months, Main Roads WA will have made a decision regarding the re-alignment of the proposed Hills Spine Road. If the current options being proposed are adopted a further 20 hectares of land that is beyond the 500 metre buffer distance from the Barbarich Estate residential subdivision could become available for use as Class II / III landfill. The availability of the additional land will have a major impact on the programme of cell construction as the preferred arrangement would be to undertake landfilling at the buffer boundary and progressively move away from the nearby residential properties. Until there is greater certainty on the boundaries the programme of works that needs to be included within the Development Plan cannot be finalised.

3. Commercial and Non member Council Local Government Tonnages.

From 1995 waste tonnages delivered to Red Hill have increased year on year with the exception of 2008/2009 and 2009/2010. The tonnages for 2010/2011 are likely to be similar to those of 2007/2008 at about 360,000 tonnes. Opportunistic disposals that give rise to the variability in the tonnages received at Red Hill, whilst providing increased revenue, generate problems in planning cell construction to ensure there is sufficient airspace available when required since cells can only be constructed during the dry summer months. If the City of Stirling withdraws from the Mindarie Regional Council and a long term agreement is finalised with the EMRC, allowing the City of Stirling to deposit its waste at EMRC facilities, there will be greater certainty with regards to future waste disposal tonnages. In addition, within the next 5 – 10 years, it appears likely that at least two or three landfills, within the Perth Metropolitan Area, will close and the Development Plan needs to consider the impact those closures will have on the volumes of waste that could be directed to Red Hill or Hazelmere from non member Council local governments other than the City of Stirling and other commercial entities.

4. Carbon Price Legislation.

The impact of the recently introduced Carbon Price legislation on landfill costs and disposal charges is still being ascertained and, with the prospect of increases in the State Government Landfill Levy, is likely to provide an incentive to undertake additional recycling/resource recovery. Each tonne of material diverted from landfill will impact on the development of Red Hill and is being considered in the Development Plan.

The Development Plan will be completed as soon as some of these uncertainties are resolved and it is hoped that this will be by 31 December 2012 so the information can provide the basis for future budgets.

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1: Environmental Sustainability:

- 1.1 To provide sustainable waste disposal operations.
- 1.2 To improve regional waste management.

Key Result Area 3: Economic Development:

- 3.3 To facilitate regional economic development activities.
- 3.4 To improve member Council and EMRC financial viability

Key Result Area 4: Good Governance:

- 4.1 To provide advice, lobbying and advocacy.
- 4.6 To continue to improve financial and asset management practices.



*Item 2.1 continued*

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

The Development Plan will ensure that waste management activities are undertaken in a sustainable manner in that the financial, environmental and social impacts are taken into consideration.

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

Nil





## **15 REPORTS OF COMMITTEES**

### **15.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 7 JUNE 2012**

**(REFER TO MINUTES OF COMMITTEE – COMMENCING AT MAUVE INSERT PAGE)**

**REFERENCE: COMMITTEES-14105**

The minutes of the Chief Executive Officer Performance Review Committee meeting held on **7 June 2012** accompany and form part of this agenda – (refer to 'Minutes of Committees' for Council accompanying this Agenda, commencing at the mauve insert page).

### **QUESTIONS**

The Chairman invited general questions from members on the report of the Chief Executive Officer Performance Review Committee. Any questions relating to the confidential report will be dealt with under section 19.1 of the agenda "Confidential Items."

### **RECOMMENDATION(S)**

That Council notes the minutes of the Chief Executive Officer Performance Review Committee meeting held on 7 June 2012.

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

MOVED CR POWELL

SECONDED CR GODFREY

THAT COUNCIL NOTES THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 7 JUNE 2012.

**CARRIED UNANIMOUSLY**

**CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)****MINUTES****7 June 2012****(Ref: COMMITTEES-14105)**

A meeting of the Chief Executive Officer Performance Review Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **7 June 2012**. The meeting commenced at **6:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at 6:00pm.

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

### Committee Members

Cr Gerry Pule ( <b>Chairman</b> )	EMRC Member	Town of Bassendean
Cr Janet Powell ( <b>Deputy Chairman</b> )	EMRC Member	City of Belmont
Cr Graham Pittaway OAM	EMRC Member	City of Bayswater
Cr Bob Emery	EMRC Member	Shire of Kalamunda
Cr Alan Pilgrim	EMRC Member	Shire of Mundaring
Cr David Färdig	EMRC Member	City of Swan

### EMRC Officers

Mr Peter Schneider	Chief Executive Officer
Mrs Prapti Mehta	Manager Human Resources
Ms Theresa Eckstein	Executive Assistant to CEO (Minutes)

## 3 DISCLOSURE OF INTERESTS

The Chief Executive Officer advised the following disclosures of interest.

### 3.1 PRAPTI MEHTA – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY:

Item:	13.1
Subject:	Confidential Item 13.1 - Chief Executive Officer Performance Review, Salary Review and Objective Setting for 2012/2013
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 1.3(a). Due to reporting relationship to the CEO

### 3.2 PETER B. SCHNEIDER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING IMPARTIALITY:

Item:	13.1
Subject:	Confidential Item 13.1 - Chief Executive Officer Performance Review, Salary Review and Objective Setting for 2012/2013
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 1.3(a). Subject matter of the report directly relates to the Chief Executive Officer.



#### **4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)**

##### **4.1 ELECTION OF A CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)**

**REFERENCE: COMMITTEES-14141**

#### **PURPOSE OF REPORT**

To provide for an election to be conducted for the office of Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

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

- It is a statutory requirement that a Committee elects a Chairman at the first meeting of the CEOPRC after an Ordinary Council elections day.

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

That the members of the Chief Executive Officer Performance Review Committee elect a Chairman by secret ballot.

#### **SOURCE OF REPORT**

Director Corporate Services  
Manager Administration & Compliance

#### **BACKGROUND**

An Ordinary Meeting of Council was held on Thursday 3 November 2011, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

#### **CEOPRC MEMBERS 2011-2013**

The following CEOPRC members were appointed to the CEOPRC at the Ordinary Meeting of Council held on 3 November 2011:

EMRC Member	Cr Gerry Pule	Town of Bassendean
EMRC Member	Cr Graham Pittaway	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Bob Emery	Shire of Kalamunda
EMRC Member	Cr Alan Pilgrim	Shire of Mundaring
EMRC Member	Cr David Färdig	City of Swan

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

It is a requirement of Schedule 2.3 of the Local Government Act 1995, (the Act) that the election is conducted by the Chief Executive Officer and the nominations for the Office are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the Chief Executive Officer is not to accept the nomination unless the nominee has advised the Chief Executive Officer, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

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



*Item 4.1 continued*

## **REPORT**

The Chief Executive Officer will preside at the meeting until the office of Chairman is filled.

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

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

Ballot papers will be made available prior to voting.

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

## **STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 provides for the establishment of the Chief Executive Officer Performance Review Committee.

Key Result Area 4 – Good Governance

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


## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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



*Item 4.1 continued*

#### ATTACHMENT(S)

1. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself (Ref: Committees-14146)
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another (Ref: Committees-14146)
3. Ballot Paper – Election of CEOPRC Chairman (Ref: Committees-14148)

#### VOTING REQUIREMENT

Secret Ballot

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

That the members of the Chief Executive Officer Performance Review Committee elect a Chairman.

The Chief Executive Officer advised that one (1) nomination for the Office of Chairman of the Chief Executive Officers Performance Review Committee had been received, from Cr Powell nominating Cr Pule, who accepted the nomination.

The Chief Executive Officer called for further nominations.

No further nominations were received.

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

There being no further nominations Cr Pule was declared Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 7 June 2012 until 2013.

The Chief Executive Officer congratulated Cr Pule and vacated the Chair.

Cr Pule took the Chair.



## Nomination for Chairman

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

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



## Nomination for Chairman

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

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

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

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee.

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

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

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





**Eastern Metropolitan Regional Council  
CEOPRC Thursday 7 June 2012**

**BALLOT PAPER FOR THE  
ELECTION OF THE CEOPRC CHAIRMAN**

***HOW TO VOTE***

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

Do not make any other marks on the ballot paper.

**Lastname, Firstname**

**Lastname, Firstname**

**Lastname, Firstname**



## 4.2 ELECTION OF A DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

**REFERENCE: COMMITTEES-14142**

### PURPOSE OF REPORT

To provide for an election to be conducted for the office of Deputy Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

### KEY ISSUES AND RECOMMENDATION(S)

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

#### Recommendation(s)

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman by secret ballot.

### SOURCE OF REPORT

Director Corporate Services  
Manager Administration & Compliance

### BACKGROUND

An Ordinary Meeting of Council was held on Thursday 3 November 2011, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

### CEOPRC MEMBERS 2011-2013

The following CEOPRC members were appointed to the CEOPRC at the Ordinary Meeting of Council held on 3 November 2011:

EMRC Member	Cr Gerry Pule	Town of Bassendean
EMRC Member	Cr Graham Pittaway	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Bob Emery	Shire of Kalamunda
EMRC Member	Cr Alan Pilgrim	Shire of Mundaring
EMRC Member	Cr David Färdig	City of Swan

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

It is a requirement of Schedule 2.3 of the Local Government Act 1995, (the Act) that the election is conducted by the Chairman and the nominations for the Office are to be given to the Chairman in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

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



*Item 4.2 continued*

## REPORT

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

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

Ballot papers will be made available prior to voting.

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

## STRATEGIC/POLICY IMPLICATIONS

Council Policy 2.1 provides for the establishment of the Chief Executive Officer Performance Review Committee.

Key Result Area 4 – Good Governance

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

## FINANCIAL IMPLICATIONS

Nil

## SUSTAINABILITY IMPLICATIONS

Nil

## MEMBER COUNCIL IMPLICATIONS

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

## ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself (Ref: Committees-14172)
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another (Ref: Committees-14172)
3. Ballot Paper – Election of CEOPRC Deputy Chairman (Ref: Committees-14149)



*Item 4.2 continued*

#### VOTING REQUIREMENT

Secret Ballot

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

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman by secret ballot.

The Chairman advised that one (1) nomination for the Office of Deputy Chairman of the Chief Executive Officers Performance Review Committee had been received, from Cr Pule nominating Cr Powell, who accepted the nomination.

The Chairman called for further nominations.

No further nominations were received.

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

There being no further nominations Cr Powell was declared Deputy Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 7 June 2012 until 2013.

The Chairman congratulated Cr Powell.



## Nomination for Deputy Chairman

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and until terminated in accordance with the provisions of the Local Government Act 1995.

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

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



## Nomination for Deputy Chairman

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until terminated in accordance with the provisions of the Local Government Act 1995.

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

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

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee.

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

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

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



**Eastern Metropolitan Regional Council  
CEOPRC Thursday 7 June 2012**

**BALLOT PAPER FOR THE  
ELECTION OF THE CEOPRC DEPUTY CHAIRMAN**

***HOW TO VOTE***

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

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

**Lastname, Firstname**

**Lastname, Firstname**

**Lastname, Firstname**



**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**5.1 MINUTES OF THE CEOPRC MEETING HELD 28 JULY 2011**

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 28 July 2011 which have been distributed, be confirmed.

**CEOPRC RESOLUTION(S)**

MOVED CR POWELL

SECONDED CR FÄRDIG

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 28 JULY 2011 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

**6 PRESENTATIONS**

Nil

**7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8 QUESTIONS WITHOUT NOTICE**

Nil

**9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

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

The following report item is covered in section 13 of this agenda.

9.1 CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW, SALARY REVIEW AND OBJECTIVE SETTING FOR 2012/2013

(REFERENCE: COMMITTEES-14104)

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

**11 REPORTS OF OFFICERS**

Nil





## **12 REPORTS OF DELEGATES**

Nil

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

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

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

### **CEOPRC RESOLUTION(S)**

MOVED CR PILGRIM

SECONDED CR EMERY

THAT WITH THE EXCEPTION OF THE MANAGER HUMAN RESOURCES AND THE EXECUTIVE ASSISTANT TO THE CEO, THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) (A), (B), (C) AND (E) OF THE LOCAL GOVERNMENT ACT FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The meeting was closed to the public at 6:03pm.

The Chief Executive Officer departed the meeting at 6:05pm.

### **13.1 CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW, SALARY REVIEW AND OBJECTIVE SETTING FOR 2012/2013**

#### **REFERENCE: COMMITTEES-14104**

See Confidential Item circulated with the Agenda under Separate Cover.

Item 13.1 was discussed by the Committee.

Cr Färdig left the meeting room at 6:55pm.

At the invitation of the Committee, the Chief Executive Officer re-entered the meeting room at 6:56pm.

Cr Färdig re-entered the meeting room at 6:58pm.

### **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.

### **CEOPRC RESOLUTION(S)**

MOVED CR FÄRDIG

SECONDED CR PILGRIM

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 meeting was reopened to the public at 7:00pm.

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Recording of the recommendations passed behind closed doors, namely:

**13.1 CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW, SALARY REVIEW AND OBJECTIVE SETTING FOR 2012/2013**

**REFERENCE: COMMITTEES-14104**

**CEOPRC RESOLUTION(S)**

MOVED CR FÄRDIG

SECONDED CR PILGRIM

THAT:

1. COUNCIL ENDORSE THE METHODOLOGY AND TIMETABLE FOR UNDERTAKING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS FOR 2011 AS OUTLINED WITHIN THIS REPORT.
2. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHIEF EXECUTIVE OFFICER AND CHAIRMAN.

**CARRIED UNANIMOUSLY**

**14 GENERAL BUSINESS**

Nil

**15 FUTURE MEETINGS OF THE CEOPRC**

The next meeting of the Chief Executive Officer Performance Review Committee will be held on **Thursday, 2 August 2012** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6.00pm.

**16 DECLARATION OF CLOSURE OF MEETING**

There being no further business the meeting was closed at 7:10pm.



**15.2 CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD 12 JUNE 2012  
(REFER TO MINUTES OF COMMITTEE – COMMENCING AT BLUE INSERT PAGE)  
REFERENCE: COMMITTEES-14096**

The minutes of the Chief Executive Officers Advisory Committee meeting held on **12 June 2012** accompany and form part of this agenda – (refer to 'Minutes of Committees' for Council accompanying this Agenda, commencing at the blue insert page).

**QUESTIONS**

The Chairman invited general questions from members on the report of the Chief Executive Officers Advisory Committee.

**RECOMMENDATION**

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

**COUNCIL RESOLUTION**

MOVED CR FÄRDIG

SECONDED CR ZANNINO

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE REPORT (SECTION 15.2).

**CARRIED UNANIMOUSLY**

**CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE**

**MINUTES**

**12 June 2012**

**(REF: COMMITTEES-14096)**

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 12 June 2012**. The meeting commenced at **12:30pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 12:30pm.

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

### Committee Members

Ms Francesca Lefante ( <b>Chairman</b> )	Chief Executive Officer	City of Bayswater
Mr Bob Jarvis ( <b>Deputy Chairman</b> )	Chief Executive Officer	Town of Bassendean
Mr Stuart Cole	Chief Executive Officer	City of Belmont
Mr James Trail	Chief Executive Officer	Shire of Kalamunda
Mr Jonathan Throssell	Chief Executive Officer	Shire of Mundaring
Mr Mike Foley	Chief Executive Officer	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

### EMRC Officers

Mrs Marilynn Horgan	Director Regional Services
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION

Nil

## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 5.1 MINUTES OF CEOAC COMMITTEE MEETING HELD ON 10 APRIL 2012

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 10 April 2012, which have been distributed, be confirmed.

### CEOAC RESOLUTION(S)

MOVED MR THROSSELL                      SECONDED MR JARVIS

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 10 APRIL 2012 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**



**6 PRESENTATIONS**

Nil

**7 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**8 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## **9 REPORTS OF OFFICERS**

### **9.1 REGIONAL YOUTH AND EDUCATION DISCUSSION PAPER**

**REFERENCE: COMMITTEES-14177**

#### **PURPOSE OF REPORT**

To provide Council with an update on the release of the Regional Youth and Education Discussion Paper to member Councils for consultation.

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

- The Regional Youth and Education Discussion Paper was prepared to establish the need for and feasibility of developing a Regional Youth and Education Strategy. Input was sought from member Council community development officers; community service providers based in the region and relevant government agencies.
- It is recognised that State Government agencies and community organisations are the principal providers of education and employment services to youth, often with funding from the Federal Government.
- The Discussion Paper identifies that the region already has a wide range of agencies delivering services in the area of youth and education and that member Councils are actively involved in the delivery of a range of youth initiatives in their communities. Member Councils actively support youth development through community capacity building, direct service provision and/or financial and in-kind support to community based providers.
- Feedback from consultation confirmed that member Councils have committed considerable resources to youth services and are actively involved in the delivery of a range of youth initiatives in their communities.
- Member Council feedback did not articulate the need for the development of a Regional Youth and Education Strategy, rather a refocusing of resources within existing EMRC projects and a collaborative approach to strategic regional youth initiatives that will address gaps in service provision and support those delivered by member Councils, the community sector and government.
- It is proposed that the EMRC uses the information in the Regional Youth and Education Discussion Paper and provided from member Council feedback, to prioritise relevant youth projects for the region in partnership with member Councils and key stakeholders. These regional activities will support those underway or proposed by member Councils, the community sector and government.
- It is proposed that the EMRC will facilitate agreed youth projects that complement the direction, projects and initiatives already outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy.

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

That:

1. Council notes that the development of a Regional Youth and Education Strategy has not been supported by member Councils.
2. Council notes that a workshop will be undertaken to identify and prioritise relevant regional youth projects for incorporation into existing EMRC strategies in partnership with member Councils and key stakeholders.
3. Council approves that agreed youth projects that complement the direction, projects and initiatives outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy be scoped and developed for consideration by the Chief Executive Officers Advisory Committee.



*Item 9.1 continued*

## **SOURCE OF REPORT**

Director Regional Services

## **BACKGROUND**

At its meeting of 18 February 2010, Council discussed the development of a Regional Youth and Education Strategy to guide the delivery of agreed EMRC activities for the period 2010 to 2015. (Ref: Committees-10423) It was requested that a scoping document be produced that included an environmental scan of the services already provided by member Councils and other agencies before the consideration of the development of a strategy so that any agreed role would add value across the Region and not duplicate the activities already being delivered by member Councils. It was not intended that regional collaboration would replace member Councils' existing programs and services but rather value-add, address gaps and support member Councils.

The Regional Youth and Education Discussion Paper was provided to Council at its meeting of 16 February 2012 (Ref: Committees-13540). The Paper provided a description of youth related programs and services within the region and identified a potential coordination role for the EMRC. The Paper was developed from desktop research and also interviews with Youth and Community Development Officers from member Councils and formed the basis of consultation with member Councils and relevant key stakeholders.

## **REPORT**

At a meeting of Council held on 16 February, 2012 it was resolved: (Ref: Committees – 13540)

*“THAT:*

- 1. COUNCIL NOTES THE CONTENT IN THE REGIONAL YOUTH AND EDUCATION DISCUSSION PAPER.*
- 2. COUNCIL APPROVES THE RELEASE OF THE REGIONAL YOUTH AND EDUCATION DISCUSSION PAPER TO MEMBER COUNCILS FOR A SIX WEEK CONSULTATION PERIOD.”*

The purpose of the six week comment period was to focus member Council officers on the findings in the Discussion Paper and to seek confirmation of project themes and the level of support for the further development of proposed project ideas that have been generated for consideration as regional projects. Feedback has been received from all member Councils and is summarised below:

### **Town of Bassendean**

The Town supports the initiatives in the Regional Youth and Education Discussion Paper as being positive contributions to the lives of young people in the region and those working in youth related services. The Town provided specific feedback on youth funding alerts, Regional Youth Advocacy Forum, Regional Youth and Education Advocacy Group, Communicating with Our Youth, regional youth funding submissions, regional graffiti program, Regional Youth Advisory Program and Regional Youth Forum.

### **City of Bayswater**

The City supports youth development through community capacity building, direct service provision and financial support to community based providers. Officers look forward to further discussion in the establishment of a regional youth and education strategy and support facilitated sessions to explore a regional approach.

### **City of Belmont**

The City supports a collaborative approach to enhance services and address trends, issues and gaps in service provision and stated that a Regional Youth Officer coordinating major events, training and strategies will bring the benefits of a more collaborative focus and a larger voice at local, state and federal levels.





*Item 9.1 continued*

**Shire of Kalamunda**

The Shire has recently adopted a Youth Services Plan and is recruiting an officer to oversee the youth portfolio. The youth transportation and a regional youth asset plan were projects of particular relevance to the Shire of Kalamunda.

**Shire of Mundaring**

The Shire feedback sought clarification on the age ranges to be addressed by the Discussion Paper and provided suggestions for editing the document. A meeting with the Shire President suggested that research and trend analysis to provide an evidence based approach to youth services and regional project development and funding could be considered as part of the facilitated workshops.

**City of Swan**

The City of Swan acknowledged the work done by the EMRC to prepare the discussion paper, and noted that it was useful to see the level of 'service' being provided across the region. The City of Swan supports the general intent of the paper but also notes much of this work is already being undertaken by Swan. The Discussion Paper suggests five possible project areas for consideration:

- Youth Capacity Building and Leadership;
- Regional Collaboration;
- Youth in Environmental Management;
- Creative and Engaged Youth; and
- Supporting Youth.

Of the proposed projects suggested under these project areas, the City of Swan is already successfully delivering or developing programs in most and commits significant resources to enhance youth services and improve outcomes for young people in Swan.

The City of Swan would not support the funding of a specific youth position within the EMRC, rather would suggest a refocusing of existing resources to allow specific youth emphasis in some existing programs, such as environmental management, employment/business development and regional networking.

Therefore the proposal to "facilitate agreed youth projects that complement the direction, projects and initiatives already outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy" is sound.

It was noted by some member Councils that some level of consultation with youth to ascertain whether projects put forward in the Regional Youth and Education Discussion Paper are actually wanted by the client group would be beneficial.

**The Way Forward**

Feedback received confirmed that member Councils have committed considerable resources to youth services and are actively involved in the delivery of a range of youth initiatives in their communities. Member Council feedback did not articulate the need for the development of a Regional Youth and Education Strategy, rather a refocusing of resources within existing EMRC projects and a collaborative approach to strategic regional youth initiatives that will address gaps in service provision and support those delivered by member Councils, the community sector and government.

It is proposed that to seek confirmation of project themes and gaps in youth service activities, that the EMRC will undertake a stakeholder workshop with member Council officers and key stakeholders, including youth representatives.

Information from the Workshop will establish the level of support for the further development of proposed project ideas for consideration as regional projects that complement the direction, projects and initiatives already outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy.



*Item 9.1 continued*

The proposed regional coordination approach will be undertaken by the EMRC in accordance with the following revised program:

<b>Action Required</b>		<b>Timeframe</b>
1.	Map current youth employment, education and related service provision and capacity building activities in the Region. Investigate State and Federal Government frameworks, youth policies and funding programme objectives.	Discussion Paper (Completed)
2.	Consult with member Councils' Officers on current strategic youth priorities, youth development activities, gaps and potential regional focus areas.	Discussion Paper (Completed)
3.	Present Discussion Paper for proposed Regional Youth and Education Strategy (RYES) to CEOAC - February 2012.	Complete
4.	Issue the Discussion Paper to member Councils for a six week comment period: February – April 2012.	Complete
5.	Present a report to CEOAC incorporating member Council feedback.	June 2012
6.	Employ a Regional Youth Coordinator to undertake workshops and facilitate development of identified project plans.	July 2012
7.	Assess and prioritise potential focus areas and projects for regional youth activities (identified by Action 4) through a workshop with member Council officers and key stakeholders.	August 2012
8.	Undertake detailed scoping, costing and investment opportunities of agreed regional projects.	September 2012
9.	Present proposed regional projects to CEOAC.	October 2012
10.	Agreed projects will be integrated into budget proposals under the existing Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy for member Council consideration.	February 2013
11.	Facilitate delivery of agreed regional projects in partnership with member Councils and key stakeholders.	July 2013 - June 2014

Detailed scoping and costing of any agreed regional projects will be undertaken and any proposed regional projects will be presented to the CEOAC for endorsement. Agreed projects will be integrated into budget proposals under the existing Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy for member Council consideration.



*Item 9.1 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

EMRC Strategic Plan for the Future 2010/11 to 2013/14

Key Result Area 3 – Economic Development

3.2 To support the development of regional education and training opportunities.

3.2.1 Investigate the need for a Regional Youth Employment and Education Strategy.

The proposed regional coordination approach will complement the direction, projects and initiatives already outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy.

## **FINANCIAL IMPLICATIONS**

The cost of fixed term part time officer to facilitate the development of regional youth initiatives will be funded within the draft 2012/2013 EMRC budget (72762/00 JH).

Any financial implications for member Councils arising from the proposed Regional Youth and Education projects will be developed and integrated into future budget proposals under the existing Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy for member Council consideration.

## **SUSTAINABILITY IMPLICATIONS**

The development and subsequent implementation of regional youth projects will enhance youth engagement in vocational education and training activities leading to increased employment participation and greater employment self sufficiency for youth in Perth's Eastern region.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean City of Bayswater City of Belmont Shire of Kalamunda Shire of Mundaring City of Swan	Activities within the Regional Youth and Education projects will align and complement with member Council youth development priorities.  Any financial implications for member Councils arising from the Regional Youth and Education projects will be developed and integrated into future budget proposals for member Council consideration.

## ATTACHMENT(S)

Nil

## VOTING REQUIREMENT

Simple Majority



*Item 9.1 continued*

### **RECOMMENDATION(S)**

That:

1. Council notes that the development of Regional Youth and Education Strategy has not been supported by member Councils.
2. Council notes that a workshop will be undertaken to identify and prioritise relevant regional youth projects for incorporation into existing EMRC strategies in partnership with member Councils and key stakeholders.
3. Council approves that agreed youth projects that complement the direction, projects and initiatives outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy be scoped and developed for consideration by the Chief Executive Officers Advisory Committee.

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

MOVED MR THROSSELL

SECONDED MR JARVIS

That:

1. Council notes that the development of Regional Youth and Education Strategy has not been supported by member Councils.
2. Council notes that a workshop will be undertaken to identify and prioritise relevant regional youth projects for incorporation into existing EMRC strategies in partnership with member Councils and key stakeholders.
3. Council approves that agreed youth projects that complement the direction, projects and initiatives outlined in the Regional Economic Development Strategy, the Regional Environment Strategy and Regional Advocacy Strategy be scoped and developed for consideration by the Chief Executive Officers Advisory Committee.

**CARRIED UNANIMOUSLY**

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

MOVED CR FÄRDIG

SECONDED CR ZANNINO

THAT:

1. COUNCIL NOTES THAT THE DEVELOPMENT OF REGIONAL YOUTH AND EDUCATION STRATEGY HAS NOT BEEN SUPPORTED BY MEMBER COUNCILS.
2. COUNCIL NOTES THAT A WORKSHOP WILL BE UNDERTAKEN TO IDENTIFY AND PRIORITISE RELEVANT REGIONAL YOUTH PROJECTS FOR INCORPORATION INTO EXISTING EMRC STRATEGIES IN PARTNERSHIP WITH MEMBER COUNCILS AND KEY STAKEHOLDERS.
3. COUNCIL APPROVES THAT AGREED YOUTH PROJECTS THAT COMPLEMENT THE DIRECTION, PROJECTS AND INITIATIVES OUTLINED IN THE REGIONAL ECONOMIC DEVELOPMENT STRATEGY, THE REGIONAL ENVIRONMENT STRATEGY AND REGIONAL ADVOCACY STRATEGY BE SCOPED AND DEVELOPED FOR CONSIDERATION BY THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE.

**CARRIED UNANIMOUSLY**



## **9.2 REGIONAL INTEGRATED TRANSPORT STRATEGY ACTION PLAN 2010-2013 – MINOR REVIEW (APRIL 2012)**

**REFERENCE: COMMITTEES-14274**

### **PURPOSE OF REPORT**

To provide Council with an overview of the process and outcomes of the Regional Integrated Transport Strategy Action Plan 2010-2013 minor review concluded in April 2012.

### **KEY ISSUE(S)**

- All actions in the Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013 have been progressed.
- Four actions have been completed in full and one has been partially completed.
- The RITS has been updated to incorporate the name change of Westralia Airports Corporation to Perth Airport Pty Ltd.
- Actions 4.3, 4.7 and 4.9 of the Strategy have been slightly altered to be more detailed and clear in their meaning.
- Several issues and points of interest were raised for consideration for the major review to be conducted in 2013. These points are:
  - The stated timeframes in the Strategy do not adequately fit into State and Federal Government Department budget cycles.
  - The length of the Strategy itself, 2010-2013, may be too short to adequately address the infrastructure goals stated in the Strategy.
  - The Strategy needs to have stronger and more specific aims in regards to public transport infrastructure investment.
  - The Strategy's Key Performance Indicators are incomplete and do not provide an adequate measure of performance. In their current form, some can be used to provide an indicative evaluation of movement towards the completion of actions.

### **Recommendation(s)**

That Council notes the minor review of the Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013 forming an attachment to this report.

### **SOURCE OF REPORT**

Director Regional Services  
Strategic Projects Officer (Planning and Transport)

### **BACKGROUND**

The Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013 states that a minor review of the Strategy itself should be undertaken annually. This minor review focused on the updating of actions and a review of progress towards the Strategy's goals. The minor review incorporated a workshop style meeting with the RITS Implementation Advisory Group (IAG), and member Council Planning and TravelSmart Officers.



*Item 9.2 continued*

## REPORT

### Details

This minor review included a desktop based study of past RITS IAG minutes and Regional Development resources. It culminated with a presentation of the minor review findings and recommendations at the RITS IAG meeting on the 28 March 2012. Open discussion at the RITS IAG aided the finalisation of the minor review. A final review document was sent out with the RITS IAG minutes for comment, which were incorporated where necessary (see attachment 1).

### Issues

All fifty one actions (100%) in the RITS Action Plan 2010-2013 have been addressed in some capacity, and four (7.8%) have been completed in full.

Westralia Airports Corporation has undergone a name change and is now know as Perth Airport Pty Ltd. Actions 1.7, 2.5, 2.6, 2.7 and 5.7 have been updated to reflect this and it is noted that future versions of the RITS will incorporate the change.

Actions 4.3, 4.7 and 4.9 have been updated to better reflect the current infrastructure requirements and advocacy aims. Updates are as follows:

Action	Past	Update
4.3	Advocate to the State Government for Midland to receive the highest priority status under Directions 2031 to ensure an appropriate level of future transport related infrastructure investment for the region (EMRC and Local Governments) [RITS 2007, action 3.1].	Advocate to the State Government for Midland to receive the highest priority status under Directions 2031 to ensure an appropriate level of future road transport related infrastructure investment for the region (EMRC and Local Governments) [RITS 2007,action 3.1].
4.7 (c)	Advocate for planning from Roe Hwy to Mundaring (EMRC and Shire of Mundaring).	(c) Advocate for funding for the identified road safety improvements between Bilgoman Road, Greenmount and Mann Street, Mundaring (EMRC and Shire of Mundaring).
4.9	Advocate for Perth-Adelaide Highway (EMRC and Local Governments) [RITS 2007, action 7.1].	Advocate for a works staging plan and cost estimates funding for Perth- Adelaide Highway between Roe Hwy and Shire of Northam (EMRC and Local Governments) [RITS 2007, action 7.1].



*Item 9.2 continued*

The Key Performance Indicators (KPIs) were noted as largely ineffective in their purpose of reflecting progress towards achievement of the Strategy's goals. It was decided that where possible, the KPI's would be used as indicative measurements instead. A summary of agreed KPI monitoring methods is provided below.

<b>KPI</b>	<b>Current Monitoring</b>	<b>Future Monitoring</b>
1.1	Level of resources and funding provided by the State Government to build capacity of member Councils in the planning of activity centres.	
	Nil.	Nil – No effective measure exists to monitor this KPI.
2.1	Number of bus routes servicing the Region, frequency time to commute to activity and employment centres and links.	
	Nil.	Relevant Transperth Bus Service updates will be provided at RITS meetings. Possibility of utilising Public Transport Authority SmartRider data to develop reports.
3.1	Number of barriers to walking and cycling connectivity that are corrected.	
	Nil.	The Regional Cycle Network Masterplan: Appendix G; 20 Year Program by Council (see attachment 1) will be used as a reporting method by RITS IAG Council Members, similar to the way the Priority Roads List is used.
3.2	Amount of expenditure on cycle path and footpath maintenance, upgrade and construction of new path.	
	Nil.	Nil – Although possible to measure, this KPI is seen as ineffective in measuring the progress towards the achievement of the Strategy's goals.
4.1	Amount of expenditure on road and freight rail infrastructure at priority locations as per RITS Priority Roads Projects (listed in Appendix 1 of RITS Action Plan).	
	The RITS IAG report on the relevant Priority Road Project items at RITS IAG meetings. The amount of expenditure is not used as a measure, instead updates on funding, planning, design and construction are provided.	Continue in current form.
5.1	Community engagement is demonstrated in targeted transport planning projects.	
	The EMRC has reported to the RITS IAG on community consultation projects it has conducted.	Continue in current form.
5.2	Improved level of community awareness about the use of alternative transport options.	
	Nil.	Nil – An annual community survey was discussed. It was agreed that this was not a priority.



*Item 9.2 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

This report relates to the achievement of EMRC's Strategic Plan for the Future 2010/11 – 2013/14 as follows:

Key Result Area 3 - Economic Development

Objective 3.1 To facilitate increased investment in regional infrastructure;

3.1.1 Facilitate implementation of the Regional Integrated Transport Strategy 2010-2015.

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

The aim of the Regional Integrated Transport Strategy Action Plan 2010-2013 is to provide a coherent framework for the management and development of the Region's transport system that integrates all transport modes and contributes to making the Perth Eastern Region a great place to live, work, play and do business. The Strategy lists actions in the following Key Focus Areas to achieve this aim:

- Integrated Transport and Land Use and Planning;
- Public Transport Service Provision;
- Connectivity and Accessibility of Walking and Cycling ;
- Road and Freight Rail Infrastructure; and
- Community Engagement, Education and Behaviour Change.

This Minor review is a monitoring tool that enables Regional Development to measure the completion of the listed actions and thus track the progress towards Perth's Eastern Region becoming more sustainable.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean City of Bayswater City of Belmont Shire of Kalamunda Shire of Mundaring City of Swan	Member Council representatives will need to provide updates on the implementation of the Regional Cycle Network Masterplan during Regional Integrated Transport Strategy Implementation Advisory Group meetings.





*Item 9.2 continued*

**ATTACHMENT(S)**

Regional Integrated Transport Strategy Action Plan 2010-2013: Minor Review-Outcomes and Notes, 5 April 2012 (Ref: Committees-14276)

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION(S)**

That Council notes the minor review of the Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013 forming an attachment to this report.

CEOAC members discussed the review of the Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013.

The Director Regional Services advised that a major review will take place to determine activities that have been completed and to update all outstanding projects. This major review would be completed at the end of the 2012/ 2013 financial year.

Discussion took place on the merits of identifying key regional projects and their funding requirements at the next CEOAC meeting. The outcomes of this process could underpin advocacy activities ahead of the State Government elections.

**CEOAC RECOMMENDATION(S)**

MOVED MR THROSSELL                      SECONDED MR COLE

That Council notes the minor review of the Regional Integrated Transport Strategy (RITS) Action Plan 2010-2013 forming an attachment to this report.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR FÄRDIG                              SECONDED CR ZANNINO

THAT COUNCIL NOTES THE MINOR REVIEW OF THE REGIONAL INTEGRATED TRANSPORT STRATEGY (RITS) ACTION PLAN 2010-2013 FORMING AN ATTACHMENT TO THIS REPORT.

**CARRIED UNANIMOUSLY**



## **Regional Integrated Transport Strategy Action Plan 2010-2013**

### **Minor Review**

– Outcomes and Notes –

5 April 2012



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### Attachments:

Attachment 1	Specific Changes to Key Performance Areas
Attachment 2	Cycle Network Master Plan: Appendix G; 20 Year Program by Council



## **1.0 Introduction**

The purpose of this paper is to present the findings of the Regional Integrated Transport Strategy Action Plan 2012-2013 (RITS) minor review and the associated RITS Implementation Advisory Group (IAG) meeting.

The Minor review involved a desktop based study of past RITS IAG minutes and available information to determine progress towards the completion of actions.

The relevant findings were presented at the RITS IAG meeting held on Wednesday 28 March and were updated where necessary. Detailed findings of the review have been included as an attachment to this Report.

This paper is a summation of the progress towards the completion of RITS Actions and the associated points of discussion towards the Strategy's improvement in future versions.



## 2.0 Action Monitoring

The actions of the Strategy are displayed under their associated Key Performance Areas. Further, they are displayed in tabled format and are represented as number boxes. The numbers in the boxes represent the same number action as defined in the RITS Action Plan 2010-2013. The boxes in the tables are coloured either yellow or green. Yellow indicates that the action is in progress or occurring, and green indicates that the action has been completed.

### 2.1 Key Performance Area 1 - Integrated Transport and Land Use Planning

KPA 1 Actions								
1.7	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9

As shown above, all actions in Key Focus Area 1 are being progressed towards and action 1.7 has been completed.

### 2.2 Key Performance Area 2 – Public Transport Service Provision

KPA 2 Actions										
2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10.	2.11

As shown above, all actions in Key Focus Area 2 are being progressed towards and action 2.5 has been completed.

### 2.3 Key Performance Area 3 – Connectivity and Accessibility for Walking and Cycling

KPA 3 Actions								
3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9
	a)							
	b)							
	c)							
d)								

As shown above, all actions in Key Focus Area 3 are being progressed towards and two have been completed, actions 3.2 and 3.6



## 2.4 Key Performance Area 4 – Road and Freight Rail Infrastructure

KPA 4 Actions										
4.1	4.2 a)	4.3	4.4	4.5	4.6 a)	4.7 a)	4.8	4.9	4.10.	4.11.
	b)					b)				
						c)				
						d)				
	c)					e)				

As shown above all actions in Key Focus Area 4 are being progressed towards and two sub-actions of action 4.7 have been completed.

## 2.5 Key Performance Area 5 – Community Engagement, Education and Behaviour Change

KPA 5 Actions										
5.1	5.2	5.3	5.4	5.5	5.6	5.7 a)	5.8	5.9	5.10.	5.11.
						b)				
						c)				

As shown above all actions in Key Focus Area 5 are being progressed towards.

## 2.6 Conclusion

Of the 51 actions in the Regional Integrated Transport Strategy Action Plan 2010-2013, all (100%) have been addressed in some capacity. While four (7.8%) of the actions have been completed in full and one has been partially completed.



### 3.0 Changes to Actions and Suggestions for Future Major Review

The following points were highlighted by the RITS IAG in regards to specific actions. The specific details of the changes in Actions are detailed in the Attachment.

#### 3.1 Westralia Airports Corporation Name Change

Westralia Airports Corporation has had its name changed to Perth Airport Pty Ltd. The RITS will be updated to incorporate this change when the document undergoes a major review.

**Within the scope of this minor review all relevant Actions have been updated to reflect the change of name. These Actions are: 1.7, 2.5, 2.6, 2.7 and 5.7.**

#### 3.2 Action 4.3

In regards to Action 4.3, it was suggested that advocacy should be targeted for Morley and Midland to receive the highest priority status under Directions 2031 to ensure an appropriate level of transport related infrastructure in the region. Further, a distinction should be made between commuter road, freight road and rail, and public transport related infrastructure.

**Within the scope of this minor review Action 4.3 was updated to clarify the importance of “...future road transport related infrastructure...”.**

#### 3.3 Actions 4.7 and 4.9

In regards to Action 4.7 and 4.9, these actions were updated to better reflect current advocacy actions and priorities as identified by the Shire of Mundaring.

**Within the scope of this minor review Actions 4.7 and 4.9 were updated with more specific and detailed information.**

#### 3.4 Timeframes

Timeframe definitions should be updated. Currently they are:

- Short (2010-2011)
- Medium (2011-2012)
- Long (2012-2013)
- Ongoing

The point was raised that these timeframes do not adequately fit into State and Federal Budget and election cycles. Discussion on the timeframe of the Strategy (2010-2013) was also suggested.

#### 3.5 Further Comments and Suggestions

It was noted that the RITS needs to incorporate stronger and more specific aims in regards to public transport infrastructure investment such as bus priority and light rail. Currently the actions are rather broad and uncommitted in this regard. A “sharper edge” is required to attain the required transport infrastructure and overall outcomes of the Strategy.



## 4.0 Key Performance Indicators

Minimal monitoring of the Strategy has occurred through the use of the Key Performance Indicators (KPIs) to date. In most instances the KPIs do not define a tangible or quantitative measure that can be used for monitoring. Where a quantitative measure is defined, for example “*KPI 3.2 – Amount of expenditure on cycle path and footpath maintenance, upgrade and construction of new path.*”, a measure of expenditure would not give a clear indication of achievement towards the specified goals.

It was suggested that the KPIs instead act as *measurements* or *evaluations*.

### 4.1 Goal 1

*Create and enhance existing activity centres, employment centres and education locations through effective integrated transport and land use planning.*

#### KPI 1.1-

Level of resources and funding provided by the State Government to build capacity of member Councils in the planning of activity centres.

Current Monitoring:

Nil.

Comment:

It was agreed that this KPI cannot be measured in any meaningful way.

### 4.2 Goal 2

*Expand and support the Region’s public transport network to increase its share of mode trips.*

#### KPI 2.1-

Number of bus routes servicing the Region, frequency time to commute to activity and employment centres and links.

Current Monitoring:

Nil.

Comment:

Relevant Transperth Bus Service updates can be provided to the RITS at meetings. Further, the EMRC is currently liaising with the City of Swan and the Public Transport Authority in regards to acquiring Smartrider patron travel data. This data may prove useful to developing KPIs for goal two.





### **4.3 Goal 3**

*Improve connectivity and accessibility by creating and improving opportunities for walking and cycling as a transport mode.*

#### **KPI 3.1**

Number of barriers to walking and cycling connectivity that are corrected.

#### **KPI 3.2**

Amount of expenditure on cycle path and footpath maintenance, upgrade and construction of new path.

Current Monitoring:

Nil.

Comment:

It was agreed that the Regional Cycle Network Master Plan: Appendix G; 20 Year Program by Council (see attachment 2), would be used as a method of reporting by member Council representatives on cycling related infrastructure upgrades, similar to the reporting of items on the Priority Roads List. This will form a separate regular agenda item at RITS IAG meetings.

### **4.4 Goal 4**

*Provide efficient road and freight rail infrastructure that is appropriate for the significance of the Region as a major transport hub.*

#### **KPI 4.1**

Amount of expenditure on road and freight rail infrastructure at priority locations as per RITS Priority Roads Projects (listed in Appendix 1 of the RITS).

Current monitoring:

Information gathered during IAG meetings, inputted into table with updated progress on each Priority Roads List Item.

Comment:

Continue in current form.



#### **4.5 Goal 5**

*Foster a community that participates in all modes of transport and is engaged in the transport planning process.*

##### **KPI 5.1**

Community engagement is demonstrated in targeted transport planning projects.

##### **KPI 5.2**

Improved level of community awareness about the use of alternative transport options.

Current Monitoring:

Nil.

Comment:

Occurring through project specific member Council community consultation. The EMRC will provide a list of their community participation/consultation actions.

## **5.0 Conclusion**

The updates to actions as mentioned in this paper will be incorporated into the Regional Integrated Transport Strategy Action Plan 2010-2013 as an attachment.

Further, the discussion that occurred in the process of this minor review will provide a platform for the major review of the Strategy to be completed at the end of the 2012-2013 year.

## Attachment 1

Key Focus Area 1 - Integrated Transport and Land Use Planning					
Objective 1 Integrate <i>Directions 2031</i> into the region's transport and land use planning.					
Objective 1 Create a planning and regulatory framework that supports the integration of alternative transport modes at the region's activity centres					
Objective 1 Foster local business and community support for the development of the region's activity centres, with an emphasis on improving access and integrating alternative transport modes.					
Action		Stated:			Revised wording/change
		Timeframe	Priority	Status	
1.1	Advocate to the State Government for funding support and resources to build capacity of member Councils in the planning of activity centres <b>(EMRC and Local Governments)</b>	Ongoing	High	Occurring	N/A
1.2	Plan and implement activity centres in Perth's Eastern Region using <i>Directions 2031</i> <sup>6</sup> as a guide, ensuring integration between transport and land use <b>(Local Governments)</b>	Short	High	Occurring, nearing completion	N/A
1.3	Encourage and enhance opportunities for Transit Oriented Development throughout the region and ensure integrated land use and transport planning is incorporated through Local and State Government involvement <b>(Local Governments, Departments of Transport and Planning)</b>	Ongoing	Medium	Occurring, see 1.2	N/A
1.4	Reconsider current zoning for each activity centre to allow for higher density while conserving the local character, sense of place, existing activity generators, and landscape values <b>(Local Governments)</b>	Medium	Medium	Occurring, see 1.2	N/A
1.5	Work with the Departments of Planning and Transport to develop private/public alliances to provide the land and infrastructure required at activity and employment centres to support alternative modes of transport <b>(EMRC, Local Governments and Departments of Planning and Transport)</b>	Ongoing	Medium	Occurring	N/A
1.6	Develop, or if established, network with activity centre working groups in the region to engage business and community in planning and development of these centres <b>(Local Governments)</b>	Short	High	Occurring, see 1.2	N/A
1.7	Monitor and participate in the development of Westralia Airports Corporation proposed access plans to ensure that there is alignment with Local Government access planning and <i>Directions 2031</i> and related policy and planning documents <b>(EMRC and Local Governments)</b> .	Short	High	Complete	Monitor and participate in the development of Perth Airports Pty Ltd's proposed access plans to ensure that there is alignment with Local Government access planning and <i>Directions 2031</i> and related policy and planning documents <b>(EMRC and Local Governments)</b> .
1.8	Advocate, giving consideration to Local Government biodiversity strategies, to resolve delays in securing environmental approval for priority transport related infrastructure projects due to land clearing objections <b>(EMRC and Local Governments)</b>	Short	Medium	Occurring/ Project Specific	N/A
1.9	Monitor and participate in development of the State government Metropolitan Parking Strategy and its implementation in the region's activity and employment centres <b>(EMRC and Local Governments)</b> .	Ongoing	High	Occurring	N/A

## Attachment 1 (continued)

Key Focus Area 2 - Public Transport Service Provision					
Objective 2 Improve public transport services to, from and between the region's activity and employment centres.					
Objective 2 Increase the number and frequency of public transport services provided in the region to, from and between activity and employment centres.					
Objective 2 Improve connectivity between public transport services and other modes of transport.					
Action		Stated: Timeframe	Priority	Status	Revised wording/Change
2.1	Advocate for service funding and collaborative solutions to increase Public Transport in the region ( <b>EMRC and Local Governments</b> ) [RITS 2007, action 16.1].	Ongoing	High	Occurring	N/A
2.2	Advocate for increased public transport services to the Region's activity and employment centres. The mode of high speed public transport not being fixed to allow for all as well as emergent technologies to be considered ( <b>EMRC</b> ) [RITS 2007, action 14.1 and 7.3].	Ongoing	Medium	Occurring	N/A
2.3	Advocate for an increase in feeder services in peak times to provide a more viable option for outer suburb residents and to reduce impact on park and ride capacity at public transport stations ( <b>EMRC and Local Governments</b> ) [RITS 2007, action 14.1].	Ongoing	Medium	Occurring	N/A
2.4	Work with the Departments of Planning and Transport to plan for and implement efficient integration between bus and rail services at key activity and employment centres to ensure efficient transfer, thereby encouraging an increase in the use of public transport ( <b>Departments of Planning and Transport and Local Governments</b> ) [RITS 2007, action 14.1].	Ongoing	Medium	Occurring	N/A
2.5	Develop a public/private alliance to enable alternative transport modes to be offered to and at Perth Airport ( <b>Westralia Airports Corporation and their tenants, EMRC, City of Belmont and Public Transport Authority</b> ) [RITS 2007, action 13.2].	Short	Medium	Complete	Develop a public/private alliance to enable alternative transport modes to be offered to and at Perth Airport ( <b>Perth Airport Pty Ltd and their tenants, EMRC, City of Belmont and Public Transport Authority</b> ) [RITS 2007, action 13.2].
2.6	Advocate for public transport service between the domestic and international airports and surrounding employment and activity centres ( <b>EMRC, Westralia Airports Corporation, Local Governments and Public Transport Authority</b> ) [RITS 2007, action 13.1].	Medium	Medium	Occurring	Advocate for public transport service between the domestic and international airports and surrounding employment and activity centres ( <b>EMRC, Perth Airport Pty Ltd, Local Governments and Public</b>
2.7	Ensure the current level of bus service to the Perth Airport does not deteriorate any further ( <b>Westralia Airports Corporation, EMRC, City of Belmont and Public Transport Authority</b> ) [RITS 2007, action 13.1].	Short	High	Occurring/Advocating	Ensure the current level of bus service to the Perth Airport does not deteriorate any further ( <b>Perth Airport Pty Ltd, EMRC, City of Belmont and Public Transport Authority</b> ) [RITS 2007, action 13.1].
2.8	Encourage commuters travelling to key public transport stations to use alternative modes of transport to alleviate pressure on park and ride facilities ( <b>Public Transport Authority and EMRC and Local Governments</b> ) [RITS 2007, action 14.1].	Ongoing	High	Occurring	N/A
2.9	Advocate for increased infrastructure to support alternate modes of transport at public transport stations and at key bus stops in activity and employment centres. For example, secure bike parking/storage ( <b>Local Governments and EMRC</b> ) [RITS 2007, action 14.1].	Ongoing	High	Occurring	N/A
2.10.	Identify and advocate for innovative solutions to make public transport more attractive and efficient for users. For example, 'real time information' at key public transport stops that digitally display when the next bus is due to arrive ( <b>EMRC and Public Transport Authority</b> ) [RITS 2007, action 15.1].	Long	Medium	Occurring	N/A
2.11.	Assist the Public Transport Authority in identifying public transport usage and barriers ( <b>Public Transport Authority, Local Governments and EMRC</b> ) [RITS 2007, action 15.1].	Ongoing	High	Complete	N/A

## Attachment 1 (continued)

Key Focus Area 3 - Connectivity and Accessibility for Walking and Cycling					
Objective Improve the walking and cycling network to provide convenient linkages to activity and employment centres, public transport, and other destinations.					
Objective Improve local and regional planning and implementation of walking and cycling routes and infrastructure and ensure it is aligned with State Government planning.					
Objective Ensure walking and cycling routes are safe, attractive and easy to find and follow for users.					
Action		Stated:			Revised wording/Change
		Timeframe	Priority	Status	
3.1	Plan activity and employment centres to integrate walking and cycling requirements to enhance and increase opportunities for travel by walking and cycling ( <b>Local Governments and Departments of Planning and Transport</b> ) [RITS 2007, action 4.1 and 10.3].	Ongoing	High	Occurring, see 1.2	N/A
3.2	Develop best practice guidelines/models for 'walkability audits' to be carried out across the region. This may include: a) Targeting activity generating land uses including shopping precincts, tourist, community and sporting facilities, Public Transport stops and residential precincts. b) Listing priorities for implementation and advocacy for funding. c) Listing the matching resources required to conduct the audit either internally or through funding opportunities. d) Allowing flexibility of the individual environments at Local Centres. ( <b>EMRC and Local Governments</b> ) [RITS 2007, action 10.4].	Short	High	Complete	N/A
3.3	Build upon and link regional mapping for walking and cycling that identifies linkages to and within activity and employment centres and list any barriers. For example, Midland Railway Line Principal Shared Path ( <b>EMRC, Local Governments and Department of Transport</b> ) [RITS 2007, action 10.2, 11.1 and 11.2].	Short	High	Occurring, Cycling complete 'Regional Cycle Masterplan'	N/A
3.4	From mapping (refer Action 3.3), develop walking and cycling master plans that identify issues in developing the network, (infrastructure and land requirements), listing of actions required to address the issues and estimated costs ( <b>EMRC, Local Governments, Department of Transport</b> ) [RITS 2007, action 11.1 and 11.2].	Medium	High	Regional Cycle Masterplan complete. Walking master plans yet to occur	N/A
3.5	From the master plans (refer Action 3.4), extract the infrastructure requirements, priority actions and develop a regional walk and cycle infrastructure program that shows potential for cooperation between Local Government areas and advocacy activities ( <b>Local Governments and EMRC</b> ) [RITS 2007, action 11.1 and 11.2].	Medium	High	Complete for Cycling, incomplete for walking	N/A
3.6	Conduct accessibility audits of major Public Transport stops within the region and use this information to advocate for funding to improve access points and alleviate pressure on park and ride by encouraging use of alternative modes of transport ( <b>Public Transport Authority, EMRC and Local Governments</b> ) [RITS 2007, action 11.1].	Medium	High	Complete	N/A
3.7	Update or develop local bicycle plans to reflect the revised Perth Bicycle Network to ensure compatibility and accessibility to local and regional destinations ( <b>Local Governments</b> ) [RITS 2007, action 10.1 and 11.1].	Medium	High	Occurring	N/A
3.8	Advocate to Department of Transport for development of a set of standards for walking and cycling facilities and for adoption by Councils ( <b>EMRC, Department of Transport and Local Governments</b> ) [RITS 2007, action 10.1].	Short	Medium	Occurring	N/A
3.9	Coordinate interested parties in the walking and cycling infrastructure field to develop collaborative approaches to securing funding for priority regional infrastructure projects ( <b>EMRC and Local Governments</b> ) [RITS 2007, action	Medium	Medium	Occurring	N/A

## Attachment 1 (continued)

Key Focus Area 4 - Road and Freight Rail Infrastructure					
Objective 2 Protect regionally significant corridors and freight routes in the region from encroachment from urban activities and incompatible land uses.					
Objective 4 Ensure efficient and safe road access to the areas' key industrial activity centres.					
Action	Stated: Timeframe	Priority	Status	Revised wording/Change	
4.1	Support the Western Australia Planning Commission's review of the freight rail realignment through Midland, monitor planning and advocate for the freight realignment <b>(EMRC and City of Swan)</b> [RITS 2007, action 7.2].	Medium	High	Occurring	N/A
4.2	Hazelmere Industrial Centre a) Advocate for a tunnel grade separation intersection at Lloyd Street to facilitate future development including the Midland Health Campus; b) Advocate extension of Lloyd Street through Hazelmere and resolution of land use issues; and c) Support member Councils involved with Hazelmere structure planning by advocating for infrastructure to support this development <b>(EMRC and City of Swan)</b> [RITS 2007, action 7.2].	Short	High	Occurring	N/A
4.3	Advocate to the State Government for Midland to receive the highest priority status under Directions 2031 to ensure an appropriate level of future transport related infrastructure investment for the region <b>(EMRC and Local Governments)</b> [RITS 2007, action 3.1].	Short	High	Occurring	Advocate to the State Government for Midland to receive the highest priority status under Directions 2031 to ensure an appropriate level of future road transport related infrastructure investment for the region <b>(EMRC and Local Governments)</b> [RITS 2007, action 3.1].
4.4	Work with the Departments of Planning and Transport to develop public/private alliances to fund the high cost infrastructure. For example, developer contributions to industrial estates <b>(EMRC, Local Governments, Departments of Planning and Transport)</b> [RITS 2007, action 1.1 and 18.1].	Ongoing	High	Occurring	N/A
4.5	Align Local Government Planning Schemes to State Government policy and planning (when reviews are undertaken) to aid in the protection of freight routes from urban encroachment and inappropriate abutting land uses <b>(Department of Planning and Local Governments)</b> [RITS 2007, action 2.1].	Ongoing	High	Occurring	N/A
4.6	Urban Roads around Perth Airport: a) Advocate to the Federal and State Governments for funding to upgrade urban roads around Perth Airport (EMRC, City of Belmont and Shire of Kalamunda); b) Participate in planning for the urban roads around Perth Airport <b>(EMRC, City of Belmont and Shire of Kalamunda)</b> [RITS 2007, action 1.1 and 13.1].	Short	High	Occurring	N/A
4.7	Great Eastern Highway: (a) Advocate for funding to upgrade between Hardey Road and Tonkin Highway <b>(EMRC and City of Belmont)</b> ;	Short	High	Complete	N/A
	(b) Advocate for funding to upgrade beyond Tonkin Highway to the Great Eastern Highway Bypass <b>(EMRC, City of Belmont and City of Swan)</b> ;	Short	Medium	Occurring	N/A
	(c) Advocate for planning from Roe Hwy to Mundaring <b>(EMRC and Shire of Mundaring)</b> ;	Short	High	Occurring	(c) Advocate for funding for the identified road safety improvements between Bilgoman Road, Greenmount and Mann Street, Mundaring <b>(EMRC and Shire of Mundaring)</b> ;
	(d) Contribute to the planning and implementation processes for the upgrade of Kooyong Road to Tonkin Highway <b>(City of Belmont and EMRC)</b> ; and	Short	High	Complete	N/A
	(e) Reflect planning along Great Eastern Highway in Local Government Planning Schemes and conditions on development applications <b>(City of Belmont, City of Swan and Shire of Kalamunda)</b> [RITS 2007, action 5.1].	Ongoing	High	Occurring	N/A
4.8	Advocate for the Perth-Darwin Highway to be gazetted in the Metropolitan Region Scheme and funding by Federal and State Governments <b>(EMRC and Local Governments)</b> [RITS 2007, action 6.1].	Short	High	Occurring	N/A
4.9	Advocate for Perth-Adelaide Highway <b>(EMRC and Local Governments)</b> [RITS 2007, action 7.1].	Long	High	Occurring	Advocate for a works staging plan and cost estimates funding for Perth- Adelaide Highway between Roe Hwy and Shire of Northam <b>(EMRC and Local Governments)</b> [RITS 2007, action 7.1].
4.10.	Revise the priority roads projects listed at Appendix A, giving consideration to the original priority list and prioritisation methodology; emergent road priorities and any revisions to Metropolitan Transport Planning for roads <b>(EMRC, Main Roads WA and Local Governments)</b> [RITS 2007, action 6.2, 8.1 and 12.2].	Short	High	Occurring	N/A
4.11.	Advocate on revised road priorities <b>(EMRC and Local Governments)</b> [RITS 2007, action 9.1].	Ongoing	High	Occurring	N/A

## Attachment 1 (continued)

Key Focus Area 5 - Community Engagement, Education and Behaviour Change					
Objective 5 Deliver targeted behavior change programs, including TravelSmart, in Perth's Eastern Region.					
Objective 5 Encourage residents, employees and visitors to travel to, from and within the region by alternative modes of travel.					
Objective 5 Engage the community in the delivery of the Regional Integrated Transport Strategy Action Plan as well as specific planning projects.					
Action		Stated:			Revised wording/Change
		Timeframe	Priority	Status	
5.1	Develop information materials and programs to increase and support community use of alternative transport modes. For example, cycling maps, public transport information and displays and education programs (Department of Transport, EMRC and Local Governments).	Ongoing	High	Occurring	N/A
5.2	Develop TravelSmart activities for events or promotional occasions such as Walk Week, Bike Week, Walk to Work Day or Ride to Work day (Local Governments and EMRC).	Ongoing	High	Occurring	N/A
5.3	Advocate for increased funding of the State Government TravelSmart program including extension of Local Government TravelSmart Officer contracts beyond two years (EMRC and Local Government) [RITS 2007, action 17.1].	Short	High	Occurring	N/A
5.4	Advocate for funding to employ a regional TravelSmart officer to target educational programmes and development of Travel Demand Management Plans at employment and activity centres, including Perth Airport, Malaga, Kewdale/Welshpool, Forrestfield, Bassendean/Bayswater (EMRC and Local Governments) [RITS 2007, action 17.1].	Short	High	Occurring, outcome of submission of grant for funding to employ Regional Travelsmart Officer due in late April.	N/A
5.5	Conduct Travel Demand Management educational forums to encourage businesses to develop programs such as Employee TravelSmart Plans (EMRC, Local Governments and Department of Transport).	Short	High	Occurring	N/A
5.6	Advocate for funding and encourage large employers and employment centres to establish dedicated TravelSmart officer positions to address travel demand management (EMRC, Department of Transport and Local Governments) [RITS 2007, action 1.1, 13.1 and 13.2].	Long	High	Occurring	N/A
5.7	Improve passenger and employee access to Perth Airport by: a) Assisting Westralia Airports Corporation to undertake a travel survey to understand the travel behaviour of its employees and businesses and develop a plan to promote a change in travel behaviour to alternate modes of transport;	Medium	High	Occurring	Improve passenger and employee access to Perth Airport by: a) Assisting Perth Airport Pty Ltd to undertake a travel survey to understand the travel behaviour of its employees and businesses and develop a plan to promote a change in travel behaviour to alternate modes of transport;
	b) Assisting Westralia Airports Corporation to promote an alternate travel program to businesses operating on leased land and to future business so that their staff have access to information on travel choices; and	Medium	High	Occurring	b) Assisting Perth Airport Pty Ltd to promote an alternate travel program to businesses operating on leased land and to future business so that their staff have access to information on travel choices; and
	c) Building stronger links between Westralia Airports Corporation and Local Government to encourage effective information and to facilitate achievement of common transport and sustainability goals (Westralia Airports Corporation, Local Governments and EMRC) [RITS 2007, action 1.1 and 13.1].	Ongoing	High	Occurring	c) Building stronger links between Perth Airport Pty Ltd and Local Government to encourage effective information and to facilitate achievement of common transport and sustainability goals (Perth Airport Pty Ltd, Local Governments and EMRC) [RITS 2007, action 1.1 and 13.1].
5.8	Incorporate targeted community engagement strategies into established networks or key transport planning projects and infrastructure developments (EMRC and Local Government).	Ongoing	Medium	Occurring	N/A
5.9	Advocate to Public Transport Authority to conduct surveys to obtain information on community opinion and transport needs that will enable identification of appropriate projects and provide support to funding submissions i.e. survey of Kewdale business area to test the need for a bus (EMRC and Local Governments).	Ongoing	Medium	Occurring	N/A
5.10.	Seek partnerships with organisations also interested in sustainable transport planning and research i.e. Universities to deliver community engagement activities (EMRC and Local Government).	Medium	Medium	Occurring	N/A
5.11.	Develop and implement Regional and Local Government walking/cycling strategies that facilitate and promote increased walking and cycling activity within the Region <sup>4</sup> (EMRC, Department of Transport, and Local Governments).	Short	High	Occurring, linked to actions 3.3, 3.4 and 3.5	N/A

**Attachment 2:**  
Regional Cycle Network Masterplan – Appendix G: 20 Year Program by Council

Project	2011 - 2016	2016 - 2021	2021 - 2026	2026 - 2031	Partner Local Government
<b>Town of Bassendean</b>					
1a	extend PSP between Tonkin Highway and Bassendean	√			
1b	extend PSP between Bassendean and Guildford	√			City of Swan
1c	extend PSP between Guildford and Midland	√			City of Swan
36	improve cycle facilities and visibility at the Midland Railway crossing of Guildford Rd and Railway Pde	√			
38	improve cycle facilities on Midland Railway overpass of Lord St and at the crossing with the Railway Pde	√			
39	improve cycle facilities on Collier Rd at crossing of the Midland Railway (shared path on west side or on-road bicycle lanes /space)	√			
32	improve cycle facilities / path on Guildford Rd Bridge (pavement and connectivity to shared paths)	√			City of Swan
4	complete Swan River foreshore path at Ashfield		√		City of Bayswater
91	improve connectivity to future Ashfield precinct		√		City of Bayswater
100	additional river crossing at Success Hill Reserve			√	
30	construct additional cycle bridge, inclusive cycle paths between Ascot and Ashfield			√	City of Belmont
<b>City of Bayswater</b>					
12	extend cycle facilities on Wellington Rd between Morley Dr and Smith Street improves connectivity to Morley Centre	√			
17	extend shared paths (both sides of road) along Garratt Rd between Whatley Cr and Guildford Rd	√			
85	improve connectivity to Morley centre	√			
2	complete PSP at Bayswater Station	√			
59	install cycle facilities (pedestrian / cyclists traffic lights and bicycle lanes) at intersection of Tonkin Hwy and Reid Hwy	√			
60	install bicycle lanes at Tonkin Hwy - Collier Rd intersection and provide access for cyclists to enter the kerb waiting areas of the traffic lights	√			
21	construct cycle facilities on Garratt Rd Bridge and connect to shared paths along Grandstand Rd and Garratt Rd	√			City of Belmont
25	construct shared path along Walter Rd West between Grand Promenade and Wood St		√		City of Stirling
26	extend shared paths (both sides of road) along Grand Promenade between Walter Rd west and Alexander Dr improves connectivity to/from Dianella and Mirrabooka		√		City of Stirling
4	complete Swan River foreshore path at Ashfield		√		Town of Bassendean
73	improve bicycle lanes along Tonkin Highway (between Collier Rd and Reid Hwy)		√		City of Swan
94	connectivity across Alexander Dr		√		City of Stirling
88	improve connectivity to Malaga industrial area		√		City of Swan
35	improve railway crossing connectivity around Meltham Station		√		
34	construct cycle facilities on Midland Railway crossing of Seventh Avenue (Maylands) and connect PSP to crossing		√		
91	improve connectivity to future Ashfield precinct		√		Town of Bassendean
31	construct two additional cycle bridges, inclusive cycle paths between Belmont - Maylands - Belmont Park (Swan River Drive)			√	City of Belmont
82	construct PSP along Tonkin Highway (between Collier Rd and Reid Hwy)			√	City of Swan
<b>City of Belmont</b>					
15	continue shared path along Kewdale Rd on one side of the road	√			
18	improve cycle facilities between Garratt Rd Bridge and Great Eastern Highway	√			
21	construct cycle facilities on Garratt Rd Bridge and connect to shared paths along Grandstand Rd and Garratt Rd	√			City of Bayswater
10b	extend Good RRE and/or shared path on Fauntleroy Ave between Great Eastern Hwy and Redcliff Rd	√			
10c	connect bicycle lanes on Great Eastern Hwy Bypass to good RRE on Ivy St and Hay St	√			
10d	connect bicycle lanes on Great Eastern Hwy Bypass to shared path along Great Eastern Hwy	√			
22	improve cycling facilities on Orrong Rd between Leach Hwy and PSP along Graham Farmer Fwy		√		
87	improve connectivity to Belmont forum		√		
3	complete Swan River foreshore path at Ascot		√		
10a	extend Swan River foreshore path along Hay Rd between Fauntleroy Ave and shared path along Great Eastern Hwy		√		
92	improve connectivity to Kewdale / Welshpool / Forrestfield		√		Shire of Kalamunda
90	improve connectivity to Belmont mixed business centre		√		
65	improve bicycle lanes along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)		√		Shire of Kalamunda
89	improve connectivity to Perth Airport precinct		√		



**Attachment 2: (continued)****Regional Cycle Network Masterplan – Appendix G: 20 Year Program by Council**

#	Project	2011 - 2016	2016 - 2021	2021 - 2026	2026 - 2031	Partner Local Government
<b>City of Belmont</b>						
75	improve cycle facilities along Great Eastern Hwy (between Graham Farmer Fwy and Guildford)	√				City of Swan
47	install traffic lights at Great Eastern Hwy and Abernethy Rd intersection	√				
48	install pedestrian / cyclist traffic lights at signalised intersection of Great Eastern Hwy and Hardey Rd	√				
49	install pedestrian / cyclist traffic lights at signalised intersection of Great Eastern Hwy and Fauntleroy Ave	√				
50	install traffic lights at Great Eastern Hwy and Ivy St intersection, or upgrade Fauntleroy Ave intersection and road and direct cyclists to this intersection	√				
66	improve bicycle lanes along Roe Hwy (between Orrong Rd and Tonkin Hwy)		√			Shire of Kalamunda
61	install bicycle facilities (pedestrian / cyclists traffic lights and bicycle lanes) at Tonkin Hwy - Horrie Miller Dr intersection		√			
92	improve connectivity to Kewdale / Welshpool / Forrestfield		√			Shire of Kalamunda
65	improve bicycle lanes along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)		√			Shire of Kalamunda
66	improve bicycle lanes along Roe Hwy (between Orrong Rd and Tonkin Hwy)		√			Shire of Kalamunda
93	connectivity across Orrong Rd			√		City of Canning
95	connectivity around Graham Farmer Freeway			√		Town of Victoria Park
76	construct PSP along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)				√	Shire of Kalamunda
77	construct PSP along Roe Hwy (between Orrong Rd and Tonkin Hwy)				√	Shire of Kalamunda
76	construct PSP along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)				√	Shire of Kalamunda
77	construct PSP along Roe Hwy (between Orrong Rd and Tonkin Hwy)				√	Shire of Kalamunda
30	construct additional cycle bridge, inclusive cycle paths between Ascot and Ashfield				√	Town of Bassendean
31	construct two additional cycle bridges, inclusive cycle paths between Belmont - Maylands - Belmont Park (Swan River Drive)				√	City of Bayswater
<b>Shire of Kalamunda</b>						
5	extend bicycle lanes on Kalamunda Rd between Stirling Cr and Roe Hwy	√				
19	improve cycle facilities (construct shared path) on Kalamunda Dr between Scenic Dr West and Kalamunda Centre - improves connectivity of Kalamunda Centre	√				
20	extend bicycle lanes on Tonkin Hwy between Roe Highway and Welshpool Rd East	√				
8a	improve cycling facilities on Welshpool Rd East between Brentwood Rd and Lewis Rd	√				
8b	improve cycling facilities on Welshpool Rd East between Cristal Brook Rd and Lesmurdie Rd	√				
8c	extend shared path along Welshpool Rd East between Roe Hwy and Coldwell Rd	√				
41	improve cycle facilities (construct shared path) on Welshpool Rd at crossing of freight railway	√				City of Canning
55	improve cyclists safety at Roe Hwy - Tonkin Hwy intersection	√				
56	improve cyclists safety at Roe Hwy - Maide Vale Rd intersection (install bicycle lanes at intersection)	√				
42	improve cycle facilities (widen bicycle lanes) on Kalamunda Rd at crossing of freight railway	√				City of Swan
67	improve bicycle lanes along Roe Hwy (between Tonkin Hwy and Kalamunda Rd)		√			
68	improve bicycle lanes along Roe Hwy (between Kalamunda Rd and Military Rd exit)		√			City of Swan
92	improve connectivity to Kewdale / Welshpool / Forrestfield		√			City of Belmont
65	improve bicycle lanes along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)		√			City of Belmont
66	improve bicycle lanes along Roe Hwy (between Orrong Rd and Tonkin Hwy)		√			City of Belmont
71	improve bicycle lanes along Kalamunda Rd (between Great Eastern Hwy Bypass and Roe Hwy)		√			City of Swan
99	Improve cycle facilities on SE4			√		Shire of Mundaring
40	improve cycle facilities on Roe Hwy at crossing of freight railway			√		City of Canning
63	install bicycle facilities (bicycle lanes) at Tonkin Hwy - Hale Rd intersection			√		
78	construct PSP along Roe Hwy (between Tonkin Hwy and Kalamunda Rd)				√	
79	construct PSP along Roe Hwy (between Kalamunda Rd and Great Eastern Hwy)				√	City of Swan
76	construct PSP along Tonkin Hwy (between Great Eastern Highway and Roe Hwy)				√	City of Belmont
77	construct PSP along Roe Hwy (between Orrong Rd and Tonkin Hwy)				√	City of Belmont
<b>Shire of Mundaring</b>						
6a	upgrade cycle facilities on Great Eastern Hwy in Greenmount (between Scott Rd and Old York Rd) improves connectivity to John Forrest NP	√				
6b	upgrade cycle facilities on Great Eastern Hwy in Greenmount (between Old York Rd and Park Rd) improves connectivity to John Forrest NP	√				
14	extend shared path along Scott St between Great Eastern Hwy and Coulston Rd	√				City of Swan
98	connectivity to John Forrest National Park and Mundaring Weir			√		
99	Improve cycle facilities on SE4			√		Shire of Kalamunda

## Attachment 2: (continued)

## Regional Cycle Network Masterplan – Appendix G: 20 Year Program by Council

#	Project	2011 - 2016	2016 - 2021	2021 - 2026	2026 - 2031	Partner Local Government
<b>City of Swan</b>						
7	upgrade cycle facilities on Great Northern Highway between Roe Highway and Midland CBD	√				
9	complete shared path along Great Eastern Highway between Ferguson St and Roe Hwy	√				
11	extend shared path on Johnson St (Great Eastern Hwy) between Helena St and James St	√				
13	improve cycle facilities in Midland CBD (on Great Eastern Hwy and Victoria St)	√				
14	extend shared path along Scott St between Great Eastern Hwy and Coulston Rd	√				Shire of Mundaring
16	extend cycle facilities (shared path and bicycle lane) along Gnangara Rd between West Swan Rd and Egerton Dr	√				
32	improve cycle facilities / path on Guildford Rd Bridge (pavement and connectivity to shared paths)	√				Town of Bassendean
84	improve connectivity to Midland CBD	√				
37	improve connectivity from Market St to Midland Railway crossing at Market Street - James St intersection	√				
42	improve cycle facilities (widen bicycle lanes) on Kalamunda Rd at crossing of freight railway	√				Shire of Kalamunda
57	install bicycle lanes at Roe Hwy - Great Eastern Hwy Bypass intersection	√				
58	improve cyclists safety at Roe Hwy - Great Eastern Hwy intersection	√				
1b	extend PSP between Bassendean and Guildford	√				Town of Bassendean
1c	extend PSP between Guildford and Midland	√				Town of Bassendean
75	improve cycle facilities along Great Eastern Hwy (between Graham Farmer Fwy and Guildford)	√				City of Belmont
23	improve cycling facilities on Bushmead Rd		√			
24	improve cycling facilities on West Pde		√			
28	construct bicycle facilities (bicycle lanes) on Military Rd Bridge		√			
86	improve connectivity to Ellenbrook centre		√			
88	improve connectivity to Malaga industrial area		√			City of Bayswater
69	improve bicycle lanes along Roe Hwy (between Great Eastern Hwy and Great Northern Hwy)		√			
70	improve bicycle lanes along Great Eastern Hwy Bypass		√			
71	improve bicycle lanes along Kalamunda Rd (between Great Eastern Hwy Bypass and Roe Hwy)		√			Shire of Kalamunda
72	improve bicycle lanes along Reid Hwy (between West Swan Rd and Tonkin Hwy)		√			
74	improve bicycle lanes along Reid Hwy (between Tonkin Hwy and Alexander Dr)		√			
73	improve bicycle lanes along Tonkin Highway (between Collier Rd and Reid Hwy)		√			City of Bayswater
68	improve bicycle lanes along Roe Hwy (between Kalamunda Rd and Military Rd exit)		√			Shire of Kalamunda
44	provide sufficient space for on-road cycle facilities on Robinson Rd at the crossing of the freight railway			√		
45	construct bicycle facilities (bicycle lanes / space) on Lloyd Street between Clayton Rd and Railway Pde			√		
46	construct additional railway crossing point at Herne Hill (Argyle St)			√		
51	install traffic lights at Great Eastern Hwy and Gemco Rd intersection			√		
52	install pedestrian / cyclists traffic lights at Great Eastern Hwy Bypass and Kalamunda Rd			√		
53	improve cyclists safety at unsignalised cyclist/pedestrian crossing of Great Eastern Hwy Bypass at Vale Rd			√		
54	install pedestrian / cyclists traffic lights at Great Eastern Hwy Bypass and Stirling Cr			√		
62	install bicycle facilities (pedestrian / cyclists traffic lights) and access to shared path along Great Eastern Hwy at Great Eastern Hwy - Kalamunda Rd intersection			√		
64	install bicycle facilities (pedestrian / cyclists traffic lights and bicycle lanes) at Reid Hwy - Lord St intersection			√		
43	improve cycle facilities (widen bicycle lanes) on Great Eastern Hwy Bypass at crossing of freight railway			√		
96	connectivity to Swan Valley			√		
97	connectivity to Whiteman Park			√		
29	construct additional cycle bridge, inclusive cycle paths between Woodbridge / Viveash and Caversham				√	
32	construct additional cycle bridge, inclusive cycle paths between South Guildford and Guildford				√	
33	upgrade unpaved pedestrian path and bridge to a cycle bridge, inclusive cycle paths between Helena Valley and Koongamia				√	
82	construct PSP along Tonkin Highway (between Collier Rd and Reid Hwy)				√	City of Bayswater
79	construct PSP along Roe Hwy (between Kalamunda Rd and Great Eastern Hwy)				√	Shire of Kalamunda
80	construct PSP along Roe Hwy (between Great Eastern Hwy and Great Northern Hwy)				√	
81	construct PSP along Reid Hwy (between Swan Rd and Tonkin Hwy)				√	
83	construct PSP along Reid Hwy (between Tonkin Hwy and Alexander Dr)				√	
<b>Perth CBD</b>						
27	improve cycle facilities on Causeway Bridge on Heirisson Island			√		Town of Victoria Park



### 9.3 REGIONAL SERVICES PROJECT FUNDING PROGRAM

**REFERENCE: COMMITTEES-14277**

#### **PURPOSE OF REPORT**

To provide Council with an update on the commitment to funding for Regional Services projects for 2012/2013.

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

- The Regional Services Directorate provides services that are targeted directly at enhancing the region's sustainability.
- Projects are diverse to ensure they address key regional issues which fall under each of the broad areas of social, economic and environmental development and meet the outcomes of the Regional Economy Development Strategy, the Regional Environment Strategy, the Regional Advocacy Strategy and the Regional Integrated Transport Strategy.
- Delivery of services is driven through an annual process aligned to the business planning and budget processes of all member Councils. The process provides clarity to elected members and member Council officers about the EMRC's direction in delivering regional services and seeks agreement by all parties involved.
- The EMRC outlines major project areas, develops a set of proposals and associated funding requirements through Regional Services Project Funding Summary 2012/2013 - 2016/2017.
- During February and March 2012, the EMRC met with officers from all member Councils to discuss the proposed Regional Services projects and seek commitment to funding required for their delivery. This annual process also provides information for member Councils to include in their own budget process for 2012/2013.
- All member Councils (Town of Bassendean commitment is subject to Council approval 26 June 2012) have supported the delivery of the Environmental Services projects, the Regional Tourism Program, the ongoing subscription to REMPLAN, profile id and atlas id economic and demographic profiling tools and the Regional Transport Planning and Development TravelSmart initiative for 2012/2013. These projects will be delivered by EMRC for 2012/2013.
- The development of a Regional Digital Strategy has been supported by all member Councils except the Shire of Kalamunda. The Town of Bassendean's commitment is subject to Council budget approval.
- The undertaking of independent research to inform the delivery of industry engagement initiative has been supported by the City of Bayswater, the City of Belmont and has been included in the Town of Bassendean's budget subject to Council approval. The Shires of Kalamunda and Mundaring have advised that they will not support this initiative for 2012/2013 and the City of Swan has confirmed in principle support subject to assessment by City officers and endorsement by the City.

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

For Discussion.

#### **SOURCE OF REPORT**

Director Regional Services



*Item 9.3 continued*

## **BACKGROUND**

Regional Services delivers regionally based projects to member Councils in the areas of environmental protection, economic development (including tourism related programs) and transport planning. Projects and programs have varied over time in response to the needs of member Councils and regional issues that emerge and are deemed to be better dealt with on a regional basis.

The EMRC Establishment Agreement 1998 allows for the EMRC to provide a wide range of services to member Councils. Delivery of services is driven through an annual process aligned to the business planning and budget processes of all member Councils. This annual process provides for the EMRC to develop a set of proposals and associated funding models in order to provide clarity to elected members and member Council officers about what the EMRC's direction should be in delivering regional services and projects and to seek agreement by all parties involved.

The total EMRC net contribution to Regional Services in 2011/2012 was a total of \$2,316,280 being \$1,387,644 for Regional Development and \$928,636<sup>1</sup> for Environmental Services projects and services. This amount is derived from surplus revenue from the commercial operations (this includes member Councils as well as all other revenue) of the Red Hill Waste Management Facility. This social and financial benefit is provided to all member Councils participating in Regional Services projects.

Under the EMRC's Establishment Agreement, notice of withdrawal by a member Council under clause 9.6 is required to be given at any time between 1 July and 31 December in any year, becoming effective as at 30 June in the following year. For example, if notice of withdrawal was given on 1 July 2012, it will not take effect until 30 June 2013.

## **REPORT**

The Regional Services Project Funding Summary 2012/2013 - 2016/2017 outlines major project areas that will require a level of direct financial support and/or member Councils' officer time to provide input, advice, and the provision of data as required.

At a meeting of Council held on 16 February 2012 (Ref: Committees-13587), it was resolved:

*"THAT COUNCIL APPROVES IN PRINCIPLE SUPPORT TO THE PROJECT PROPOSALS AS OUTLINED IN THE REGIONAL SERVICES PROJECT FUNDING SUMMARY 2012/2013 - 2016/2017 FOR USE IN INITIATING DISCUSSION WITH MEMBER COUNCILS FOR CONSIDERATION IN THE 2012/2013 DRAFT BUDGET."*

During February and March 2012, the EMRC met with officers from all member Councils to discuss the proposed Regional Services projects and seek commitment to funding required for their delivery. This annual process also provides information for member Councils to include in their own budget process for 2012/2013.

Project delivery plans are developed once the overarching strategic intent of the project proposals outlined in the Project Funding Summary have been agreed upon, in the first instance, by the EMRC Council via the Chief Executive Officers Advisory Committee and then through presentations to member Councils' Executive Officers and Executive staff in the first quarter of 2012 and written confirmation of funding.

In April 2012, letters were sent to the Chief Executive Officers of all member Councils seeking confirmation of the levels of funding that each member Council would be providing to the EMRC Regional Services projects for 2012/2013. Confirmation of the funding commitment for Regional Services Projects for 2012/2013 has been received from all member Councils with exception of the Town of Bassendean who have advised that the funding allocation for all EMRC Regional Services projects will be listed in Councils draft 2012/2013 operational budget to be presented at the 26 June 2012 meeting.

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<sup>1</sup> EMRC Annual Budget- Synergy Soft Reports - August 2011



*Item 9.3 continued*

All member Councils have supported the Environmental Services projects.

All member Councils have supported the Regional Tourism Program and the Regional Transport Planning and Development TravelSmart initiative. The TravelSmart initiative for Perth's Eastern Region has been funded by the Department of Transport and the project will commence in July 2012 for a three year period. This project and ongoing member Council commitments for 2013/2014 and 2014/2015, has been included in the projected financial summary the Regional Services Funding Project Funding Summary 2012/2013 - 2016/2017.

The Cities of Belmont and Bayswater have confirmed their commitment to the full amount requested for the Regional Economic Development Program as outlined in the Regional Services Funding Project Funding Summary 2012/2013-2016/2017 and summarised below:

1. The development a Regional Digital Strategy as endorsed by Council 19 April 2012 (Ref: Committees-13451). This will be developed externally to EMRC and in consultation with the Economic Development Officers Group (EDOG) to establish parameters and scope of the strategy. It is estimated that the cost will be in the vicinity of \$80,000.
2. The ongoing subscription to REMPLAN, *profile id* and *atlas id* economic and demographic profiling tools (\$2,000 per annum per Member Council).
3. Undertake independent research to inform delivery of industry engagement. The scope of these projects (outlined Regional Services Project Funding Summary) will be discussed with EDOG to ensure that the research provides the basis to support local outcomes. It is estimated that this cost will be in the vicinity of \$68,000.

The City of Swan has confirmed in principle support for the Regional Economic Development projects and the amount of \$45,727 will be included in the draft 2012/2013 Council Budget as contributions to these projects are subject to assessment by City of Swan officers and final endorsement by the City.

The Town of Bassendean has included support for all Regional Services projects in its Operational Budget subject to Council approval on 26 June 2012.

The Shire of Mundaring contribution to the Regional Economic Development program is less than the full funding requested and the proposed contribution of \$11,953 is designed to support the development of a Regional Digital Strategy and the provision of the regional profiling tools of REMPLAN, *profile id* and *atlas id*.

The Shire of Kalamunda has advised that it will support only the REMPLAN, *profile id* and *atlas id* regional profiling tools component of the Regional Economic Development program.

**Implications for Project Delivery**

All member Councils (Town of Bassendean - subject to Council approval 26 June 2012) have supported the delivery of the Environmental Services projects, the Regional Tourism Program, the ongoing subscription to REMPLAN, *profile id* and *atlas id* economic and demographic profiling tools and the Regional Transport Planning and Development TravelSmart initiative for 2012/2013. These projects will be delivered by EMRC for 2012/2013.

Regular reports will be provided to member Councils on the progress of these projects through CEOAC Information Bulletins, the Economic Development Officers Group, the Regional Environmental Advisory Group and the Regional Integrated Transport Strategy Implementation Advisory Group.

The development of a Regional Digital Strategy as endorsed by Council 19 April 2012 (Ref: Committees-13451) has been supported by all member Councils except the Shire of Kalamunda. The Town of Bassendean commitment is subject to Council approval 26 June 2012.



*Item 9.3 continued*

The undertaking of independent research to inform the delivery of the industry engagement initiative has been supported by the City of Bayswater, the City of Belmont and has been included in the Town of Bassendean's budget subject to Council approval. The Shires of Kalamunda and Mundaring have advised that they will not support this initiative for 2012/2013 and the City of Swan has confirmed in principle support subject to assessment by City officers and endorsement by the City.

As can be seen from the above information, the Regional Digital Strategy and the Industry Engagement Initiative are supported by some member Councils but not all. This creates a challenge in terms of what can be provided and a summary of potential options is listed below.

**Project Options for Discussion**

**1. Regional Digital Strategy**

That the development a Regional Digital Strategy be scoped and costed as a project plan for delivery in the 2012/2013 financial year for the areas covered by the Town of Bassendean, City of Bayswater, City of Belmont, Shire of Mundaring and City of Swan. As the resulting actions emanating from the strategy will be member Council specific, the absence of the Shire of Kalamunda as a participant will mean that:

- a) They will not contribute to the funding; and
- b) They will not have any actions developed relating to their district.

**2. Industry Engagement Initiative**

That the undertaking of independent research to inform the delivery of the industry engagement initiative be scoped and costed as a project plan for delivery to the City of Bayswater, the City of Belmont, the Town of Bassendean and the City of Swan in the 2012/2013 financial year. Any resultant Industry Engagement Initiatives will be limited to the districts of the participating member Councils.

**3. Alternatively**

The undertaking of independent research to inform the delivery of the industry engagement initiative be scoped and costed as a project plan for approval by CEOAC and included for all member Council consideration in the 2013/2014 budget discussion process.

Should member Councils support the above initiatives being limited to the member Councils who have committed funding in their 2012/2013 budgets, the next step will be for the EMRC to recast their draft budget to ensure that the projects can be adequately delivered based on the revised member Council funding committed in 2012/2013.

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water & land quality and regional biodiversity conservation

Key Result Area 2 – Social Opportunities

- 2.1 To facilitate regional tourism development

Key Result Area 3 – Economic Development

- 3.1 To facilitate increased investment in regional infrastructure



*Item 9.3 continued*

Key Result Area 4 – Good Governance

- 4.4 To manage partnerships and relationships with stakeholders
- 4.5 To Improve marketing and communications

**FINANCIAL IMPLICATIONS**

Following the consultative process and final agreement of the projects, funding will be integrated into future annual and long-term budgets as outlined. It is anticipated that member Councils will be invoiced for their agreed project contributions in the third quarter of 2012.

**SUSTAINABILITY IMPLICATIONS**

The Regional Services Directorate provides services that are targeted directly at enhancing the region's sustainability. Projects are diverse to ensure they address key regional issues which fall under each of the broad areas of social, economic and environmental development and meet the outcomes of the Regional Economy Development Strategy, the Regional Environment Strategy, the Regional Advocacy Strategy and the Regional Integrated Transport Strategy.

**MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	\$69,200
City of Bayswater	\$91,849
City of Belmont	\$85,018
Shire of Kalamunda	\$68, 433 plus \$2,000 for regional profiling tools
Shire of Mundaring	\$99,700
City of Swan	\$119,311 (\$45,727 in principle)

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

**RECOMMENDATION(S)**

For discussion.



*Item 9.3 continued*

**CEOAC RECOMMENDATION(S)**

MOVED MR COLE

SECONDED MR JARVIS

That Council progresses with the Regional Digital Strategy and Industry Engagement Initiative with the member Councils who have given their support for the project in the 2012/2013 Budget.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR FÄRDIG

SECONDED CR ZANNINO

THAT COUNCIL PROGRESSES WITH THE REGIONAL DIGITAL STRATEGY AND INDUSTRY ENGAGEMENT INITIATIVE WITH THE MEMBER COUNCILS WHO HAVE GIVEN THEIR SUPPORT FOR THE PROJECT IN THE 2012/2013 BUDGET.

**CARRIED UNANIMOUSLY**







## **12 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE**

The next meeting of the Chief Executive Officers Advisory Committee will be held on **10 July 2012 (informal)** at the Town of Bassendean, 48 Old Perth Road, Bassendean WA 6054 commencing at 12:30pm with lunch at 12noon.

### **Chief Executive Officers' Advisory Committee (CEOAC) meetings commencing at 12noon:**

Tuesday	10	July (informal)	at	Town of Bassendean
Tuesday	14	August	at	EMRC Administration Office
Tuesday	11	September (informal)	at	City of Belmont
Tuesday	9	October	at	EMRC Administration Office
Tuesday	27	November (informal)	at	City of Swan

Mr Foley, CEO of the City of Swan and Mr Cole, CEO of City of Belmont will be apologies at the next CEOAC meeting being held on 10 July 2012.

## **13 DECLARATION OF CLOSURE OF MEETING**

There being no further business the meeting was closed at 12:55pm.



**16 REPORTS OF DELEGATES**

Nil

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

Nil

**18 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON PRESIDING 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) (c) of the Local Government Act for the purpose of dealing with matters of a confidential nature.

**COUNCIL RESOLUTION**

MOVED CR FÄRDIG

SECONDED CR CARTER

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, THE MANAGER HUMAN RESOURCES AND THE PERSONAL ASSISTANT TO THE DIRECTOR CORPORATE SERVICES, THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) (A) (B) (C) AND (E) OF THE LOCAL GOVERNMENT ACT FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 6:26pm and members of the public departed the Council Chambers.

**19.1 ITEM 13.1 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES - PERFORMANCE REVIEW, SALARY REVIEW AND OBJECTIVE SETTING FOR 2012/2013**

**REFERENCE: COMMITTEES-14332**

The Council considered the Confidential Item circulated with the Agenda under Separate Cover.

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

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

