

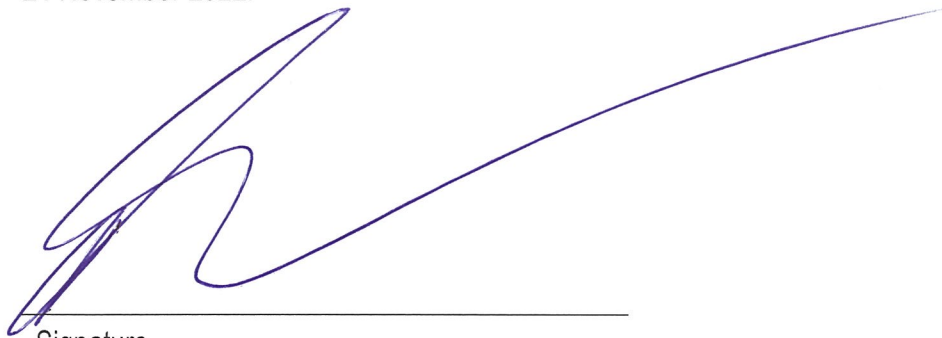
MINUTES

Certification of Confirmation

Ordinary Meeting of Council

27 October 2022

I, Cr Dylan O'Connor, hereby certify that the minutes from the Ordinary Meeting of Council held on 27 October 2022 pages (1) to (182) were confirmed at the Ordinary Meeting of Council held on 24 November 2022.



Signature

Cr Dylan O'Connor
Presiding Member



EMRC Council Members

| | | |
|------------------------|-----------------|--------------------|
| Cr Mel Congerton | Chairman | City of Swan |
| Cr Dylan O'Connor | Deputy Chairman | City of Kalamunda |
| Cr Kathryn Hamilton | EMRC Member | Town of Bassendean |
| Cr Hilary MacWilliam | EMRC Member | Town of Bassendean |
| Cr Steven Ostaszewskyj | EMRC Member | City of Bayswater |
| Cr Michelle Sutherland | EMRC Member | City of Bayswater |
| Cr Margaret Thomas | EMRC Member | City of Kalamunda |
| Cr John Daw | EMRC Member | Shire of Mundaring |
| Cr Doug Jeans | EMRC Member | Shire of Mundaring |
| Cr Charlie Zannino | EMRC Member | City of Swan |

EMRC Council Deputies

| | | |
|--------------------|--------------------|--------------------|
| Cr Emily Wilding | EMRC Deputy Member | Town of Bassendean |
| Cr Giorgia Johnson | EMRC Deputy Member | City of Bayswater |
| Cr Janelle Sewell | EMRC Deputy Member | City of Kalamunda |
| Cr Jo Cicchini | EMRC Deputy Member | Shire of Mundaring |
| Vacant | EMRC Deputy Member | City of Swan |

Ordinary Meeting of Council Minutes

An ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 27 October 2022**. The meeting commenced at **6:00pm**.

Table of Contents

| | | |
|-----------|---------------------------------------------------------------------------------------------------------------|----------|
| 1 | DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS | 5 |
| 2 | ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) | 5 |
| 3 | DISCLOSURE OF INTERESTS | 5 |
| 4 | ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION | 5 |
| 5 | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 5 |
| 6 | PUBLIC QUESTION TIME | 5 |
| 7 | APPLICATIONS FOR LEAVE OF ABSENCE | 5 |
| 8 | PETITIONS, DEPUTATIONS AND PRESENTATIONS | 7 |
| 9 | CONFIRMATION OF MINUTES OF PREVIOUS MEETING | 7 |
| 9.1 | MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 AUGUST 2022 | 7 |
| 10 | QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN | 7 |
| 11 | QUESTIONS BY MEMBERS WITHOUT NOTICE | 7 |
| 12 | ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC | 7 |
| 13 | BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING | 7 |
| 14 | REPORTS OF EMPLOYEES | 8 |
| 14.1 | LIST OF ACCOUNTS PAID DURING THE MONTHS OF AUGUST AND SEPTEMBER 2022 (D2022/17704) | 9 |
| 14.2 | FINANCIAL REPORT FOR PERIOD ENDED 31 AUGUST 2022 (D2022/16763) | 28 |
| 14.3 | FINANCIAL REPORT FOR PERIOD ENDED 30 SEPTEMBER 2022 (D2022/16771) | 47 |
| 14.4 | CLOSURE OF EMRC FACILITIES FOR THE CHRISTMAS NEW YEAR PERIOD 2022-2023 AND PUBLIC HOLIDAYS 2023 (D2022/18545) | 65 |
| 14.5 | MAKING OF THE EMRC MEETING PROCEDURES LOCAL LAW 2023 (D2022/18546) | 69 |
| 14.6 | MEETING DATES FOR 2023 – ELECTION YEAR (D2022/18550) | 152 |

Table of Contents continued

| | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 14.7 | REQUEST FOR QUOTATION RFQ 2022-112 – SUPPLY AND DELIVERY OF ONE MATERIAL HANDLING WHEELED EXCAVATOR FOR THE HAZELMERE RESOURCES RECOVERY PARK (D2022/17717) | 159 |
| 14.8 | ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/17670) | 164 |
| 15 | REPORTS OF COMMITTEES | 165 |
| 15.1 | AUDIT COMMITTEE MEETING HELD 6 OCTOBER 2022 (D2022/18174) | 165 |
| 15.2 | LEGAL COMMITTEE MEETING HELD 6 OCTOBER 2022 (D2022/18181) | 165 |
| 16 | REPORTS OF DELEGATES | 165 |
| 16.1 | MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD 24 AUGUST 2022 | 166 |
| 17 | MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 178 |
| 18 | NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING | 178 |
| 19 | CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC | 178 |
| 19.1 | EMRC REGIONAL WASTE COLLECTION SERVICE UPDATE (D2022/18587) | |
| 19.2 | EXTENSION PROPOSAL, RED HILL POWER FACILITY (D2022/18591) | |
| 19.3 | PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2022/18594) | |
| 19.4 | ESTABLISHMENT AGREEMENT UPDATE (D2022/18507) | |
| 19.5 | ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 6 OCTOBER 2022 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)] (D2022/18612) | |
| 20 | FUTURE MEETINGS OF COUNCIL | 182 |
| 21 | DECLARATION OF CLOSURE OF MEETING | 182 |

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6.00pm.

1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chairman acknowledged the traditional custodians of the land on which we meet today and paid respects to elders past, present and future.

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

Councillor Attendance

| | | |
|----------------------------------------------------|--------------------|--------------------|
| Cr Mel Congerton | Chairman | City of Swan |
| Cr Dylan O'Connor | Deputy Chairman | City of Kalamunda |
| Cr Kathryn Hamilton | EMRC Member | Town of Bassendean |
| Cr Emily Wilding (deputising for Cr MacWilliam) | EMRC Deputy Member | Town of Bassendean |
| Cr Steven Ostaszewskyj | EMRC Member | City of Bayswater |
| Cr Michelle Sutherland | EMRC Member | City of Bayswater |
| Cr Margaret Thomas | EMRC Member | City of Kalamunda |
| Cr John Daw | EMRC Member | Shire of Mundaring |
| Cr Doug Jeans | EMRC Member | Shire of Mundaring |
| Cr Charlie Zannino | EMRC Member | City of Swan |

Apologies

| | | |
|----------------------|-------------|--------------------|
| Cr Hilary MacWilliam | EMRC Member | Town of Bassendean |
|----------------------|-------------|--------------------|

EMRC Officers

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

EMRC Observers

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

Observer

| | | |
|--------------------|--------------------|-------------------|
| Cr Giorgia Johnson | EMRC Deputy Member | City of Bayswater |
|--------------------|--------------------|-------------------|

3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**4.1 WASTE INNOVATION AND RECYCLING AWARDS 2022**

The Chairman announced that both he and the CEO attended the Waste Innovation and Recycling Awards 2022 the previous night.

The EMRC Operations Team was nominated for the Operational Excellence Award. The award recognises individuals or teams that have achieved demonstratable improvements in efficiency, best practice OHS, and impeccable records.

Our CEO Marcus Geisler was nominated for the Leader of the Year Award. The award recognises any leaders who hold senior positions in a private, not-for-profit, or government organisation who have effectively shaped their business' success, delivered financial growth, significantly and positively impacted the business' culture, and championed the industry widely.

There were 12 categories that were recognised at the Awards of which each category had 4 nominations each. Although we did not win either of the awards, it was a privilege and honour to be considered by our peers in the industry and recognising our continued efforts in the waste industry.

The Chairman congratulated all who were nominated.

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 AUGUST 2022

That the minutes of the Ordinary Meeting of Council held on 25 August 2022 which have been distributed, be confirmed.

COUNCIL RESOLUTION

MOVED CR THOMAS

SECONDED CR DAW

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 AUGUST 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

10 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

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

The following confidential reports are covered in Section 19 of this agenda.

- EMRC REGIONAL WASTE COLLECTION SERVICE UPDATE
- EXTENSION PROPOSAL, RED HILL POWER FACILITY
- PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY
- ESTABLISHMENT AGREEMENT REVIEW
- ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 6 OCTOBER 2022 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* s.5.23(2)(d)]

13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

14 REPORTS OF EMPLOYEES

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF AUGUST AND SEPTEMBER 2022 (D2022/17704)
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 AUGUST 2022 (D2022/16763)
- 14.3 FINANCIAL REPORT FOR PERIOD ENDED 30 SEPTEMBER 2022 (D2022/16771)
- 14.4 CLOSURE OF EMRC FACILITIES FOR THE CHRISTMAS NEW YEAR PERIOD 2022-2023 AND PUBLIC HOLIDAYS 2023 (D2022/18545)
- 14.5 MAKING OF THE EMRC MEETING PROCEDURES LOCAL LAW 2023 (D2022/18546)
- 14.6 MEETING DATES FOR 2023 – ELECTION YEAR (D2022/18550)
- 14.7 REQUEST FOR QUOTATION RFQ 2022-112 – SUPPLY AND DELIVERY OF ONE MATERIAL HANDLING WHEELED EXCAVATOR FOR THE HAZELMERE RESOURCES RECOVERY PARK (D2022/17717)
- 14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/17670)

QUESTIONS

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

RECOMMENDATION(S)

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

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

CARRIED UNANIMOUSLY

14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF AUGUST AND SEPTEMBER 2022

D2022/17704

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 months of August and September 2022 for noting.

KEY POINT(S)

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

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for August and September 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$23,965,652.99.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

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

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

| Municipal Fund | EFT Payments | EFT50121 – EFT50635 | |
|----------------|--------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------|
| | Cheque Payments | 220676 - 220684 | |
| | Payroll EFT | PAY 2023-03, PAY 2023-04, PAY 2023-05, PAY 2023-06 & PAY 2023-07 | |
| | Direct Debits | | |
| | ➤ Superannuation | DD24587.1 – DD24587.22 DD24771.1 – DD2477.24 DD24772.1 DD24773.1 – DD24773.24 DD24774.1 – DD24774.22 | |
| | ➤ Bank Charges | 1*AUG22 AND 1*SEP22 | |
| | ➤ Other | 2192 - 2233 | \$23,966,769.40 |
| | Less Cancelled EFT's & Cheques | EFT50377 | \$1,116.41 |
| Trust Fund | EFT Payments | | Nil |
| Total | | | \$23,965,652.99 |

| Summary of Expenditure for the Months of August and September 2022 | | |
|--------------------------------------------------------------------|-----------|----------------------|
| Payroll | \$ | 1,503,792.04 |
| Term Deposit Investments | \$ | 18,000,000.00 |
| Capital Expenditure | \$ | 896,959.11 |
| Operating Expenditure | | |
| ➤ Landfill Levy * | \$ | Nil |
| ➤ Other | \$ | 3,872,394.44 |
| Total | \$ | 23,965,652.99 |

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

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 3 As detailed within the report.

SUSTAINABILITY IMPLICATIONS

4 Nil

RISK MANAGEMENT

| Risk – Adverse credit rating if creditor accounts are not paid when due | | |
|-------------------------------------------------------------------------|---------------|--------|
| Consequence | Likelihood | Rating |
| Possible | Insignificant | Low |
| Action/Strategy | | |
| ➤ Ensure timely payment of creditor accounts when they fall due. | | |

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

CEO's Delegated Payments List for the months of August and September 2022 (D2022/17704)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for August and September 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$23,965,652.99.

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR AUGUST AND SEPTEMBER 2022 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$23,965,652.99.

CARRIED UNANIMOUSLY



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|-----------------|------------|------------------------------------------------------------|--------------------------------------------------------------------------|-----------|
| EFT50121 | 01/08/2022 | ADT SECURITY | SECURITY MONITORING & ALARM RESPONSE | 140.42 |
| EFT50122 | 01/08/2022 | AFGR EQUIPMENT AUSTRALIA PTY LTD | PLANT REPAIR | 127.88 |
| EFT50123 | 01/08/2022 | AIR FILTER DRY CLEAN SYSTEMS WA | CLEAN & SERVICES FILTERS | 919.73 |
| EFT50124 | 01/08/2022 | ALLIGHTSYKES PTY LTD | QUARTERLY SERVICE & MAINTENANCE - GENERATOR AT ASCOT PLACE & WWtE | 3,444.10 |
| EFT50125 | 01/08/2022 | ALLPEST - ROL-WA PTY LTD T/AS | PEST CONTROLS | 2,071.00 |
| EFT50126 | 01/08/2022 | ALLUSED PTY LTD | HIRE OF HYDRAULIC GRAB FOR HAZELMERE | 5,500.00 |
| EFT50127 | 01/08/2022 | ALLWORKS (WA) PTY LTD | PLANT HIRE & SERVICE | 13,155.35 |
| EFT50128 | 01/08/2022 | ATF SERVICES PTY LTD | EQUIPMENT HIRE | 3,542.00 |
| EFT50129 | 01/08/2022 | AUSTRALIA AND NEW ZEALAND RECYCLING PLATFORM LTD | CONTRIBUTION TO TECH COLLECT E WASTE PROGRAM COLLECTION & DISPOSAL COSTS | 1,979.12 |
| EFT50130 | 01/08/2022 | AUSTRALIAN HVAC SERVICES | AIRCONDITIONING SERVICE & REPAIR | 3,788.46 |
| EFT50131 | 01/08/2022 | AVORA PTY LTD | SUPPLY ELECTRICAL PANELS | 44,000.00 |
| EFT50132 | 01/08/2022 | BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L) | PLANT HIRE & SITE REHABILITATION | 27,132.87 |
| EFT50133 | 01/08/2022 | BATTERY WORLD | BATTERY PURCHASES | 1,044.80 |
| EFT50134 | 01/08/2022 | BEE JAYS CANVAS CO - PETER STICKLAND HOLDINGS PTY LTD T/AS | PLANT REPAIR | 474.20 |
| EFT50135 | 01/08/2022 | BIN BATH AUSTRALIA PTY LTD | BIN CLEANING | 93.06 |
| EFT50136 | 01/08/2022 | BIOGAS SYSTEMS AUSTRALIA PTY LTD | CLASS IV DRAINAGE SYSTEM MAINTENANCE | 16,079.03 |
| EFT50137 | 01/08/2022 | BISHOPS BOILYS P/L | PLANT REPAIR | 550.00 |
| EFT50138 | 01/08/2022 | BREATHALYSER SALES AND SERVICE | EQUIPMENT CALIBRATION | 990.00 |
| EFT50139 | 01/08/2022 | BRING COURIERS | COURIER SERVICE | 409.59 |
| EFT50140 | 01/08/2022 | BUNNINGS GROUP LTD | HARDWARE SUPPLIES | 301.98 |
| EFT50141 | 01/08/2022 | BURSON AUTOMOTIVE PTY LTD | PLANT PARTS | 413.75 |
| EFT50142 | 01/08/2022 | CARRINGTONS TRAFFIC SERVICES | TRAFFIC CONTROL AT RED HILL | 9,060.70 |
| EFT50143 | 01/08/2022 | CHARLES SERVICE COMPANY | CLEANING SERVICES - RED HILL | 3,047.74 |
| EFT50144 | 01/08/2022 | CHEMCENTRE | WOOD FINES SAMPLE MONITORING | 1,078.00 |
| EFT50145 | 01/08/2022 | CITY OF SWAN | HIRE OF TRUCK DRIVER | 1,347.53 |
| EFT50146 | 01/08/2022 | CJD EQUIPMENT PTY LTD | PLANT MAINTENANCE, PARTS & SERVICE | 13,367.56 |
| EFT50147 | 01/08/2022 | CLEANAWAY PTY LTD | COLLECTION OF GAS CYLINDERS FROM TRANSFER STATION | 2,609.74 |
| EFT50148 | 01/08/2022 | CME BOILERMAKING PTY LTD | REPAIR TO HAMMEL & OTHER MAINTENANCE | 4,127.20 |
| EFT50149 | 01/08/2022 | COLIN PUMPHREY | CONSULTING FEE - REGIONAL WASTE COLLECTION MODEL | 810.00 |
| EFT50150 | 01/08/2022 | COMPU-STOR | IT BACKUP DATA SERVICES | 959.22 |
| EFT50151 | 01/08/2022 | CPR ELECTRICAL SERVICES | ELECTRICAL MAINTENANCE - HAAS GRINDER & HAZELMERE SITE | 3,019.50 |
| EFT50152 | 01/08/2022 | CROSSLAND & HARDY PTY LTD | QUARTERLY SURVEYING COSTS - LOT 12 BOUNDARY SURVEY & SUPPLY PLAN | 1,889.80 |
| EFT50153 | 01/08/2022 | CSE CROSSCOM PTY LTD | TWO-WAY RADIO PURCHASES | 4,312.00 |
| EFT50154 | 01/08/2022 | CUTTING EDGES REPLACEMENT PARTS PTY LTD | PLANT PARTS | 3,173.79 |
| EFT50155 | 01/08/2022 | DAMSTRA TECHNOLOGY PTY LTD | STAFF ONLINE TRAINING - ANNUAL SUBSCRIPTION | 5,926.80 |
| EFT50156 | 01/08/2022 | DELLA'S ELECTRICAL SERVICES PTY LTD | INSTALLATION OF EVAPORATOR SYSTEM AT RED HILL | 10,992.52 |
| EFT50157 | 01/08/2022 | DORMAKABA AUSTRALIA PTY LTD | FRONT DOOR MAINTENANCE - ASCOT PLACE | 176.00 |
| EFT50158 | 01/08/2022 | DRAKE AUSTRALIA PTY LTD | LABOUR HIRE | 41,650.89 |
| EFT50159 | 01/08/2022 | DRONE SHOP PERTH | EQUIPMENT & BATTERY PURCHASES | 578.00 |
| EFT50160 | 01/08/2022 | ECOLO WA | ODOUR CONTROL SOLUTIONS | 2,288.00 |
| EFT50161 | 01/08/2022 | EFFICIENT REFRIGERATION & ENERGY SAVINGS PTY LTD | QUARTERLY AIRCONDITIONING MAINTENANCE | 770.00 |
| EFT50162 | 01/08/2022 | ELAN ENERGY MATRIX | TYRE DISPOSAL COSTS - TRANSFER STATION & RED HILL | 1,573.66 |
| EFT50163 | 01/08/2022 | ENVIRO SWEEP | SITE SWEEPING - HAZELMERE & RED HILL | 3,293.40 |
| EFT50164 | 01/08/2022 | EUROFINS ARL PTY LTD T/AS EUROFINS | SAMPLE TESTING - WATER, DUST, WOODCHIP & PFAS MATERIALS | 9,466.19 |
| EFT50165 | 01/08/2022 | EVENT AND CONFERENCE CO | WASTE & RECYCLING CONFERENCE 2021 - SPONSORSHIP | 3,500.00 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------|
| EFT50166 | 01/08/2022 | EVERSAFE FIRE PROTECTION | FIRE FIGHTING EQUIPMENT SERVICE | 2,445.92 |
| EFT50167 | 01/08/2022 | FILTERS PLUS | PLANT FILTERS | 727.65 |
| EFT50168 | 01/08/2022 | FLEET DYNAMICS PTY LTD | MONTHLY EQUIPMENT HIRE FEE | 48.40 |
| EFT50169 | 01/08/2022 | FLEXI STAFF PTY LTD | LABOUR HIRE | 2,934.80 |
| EFT50170 | 01/08/2022 | FLICK ANTICIMEX PTY LTD | HYGIENE SERVICES | 321.67 |
| EFT50171 | 01/08/2022 | FLUID MANAGEMENT TECHNOLOGY PTY LTD | PLANT PARTS | 374.00 |
| EFT50172 | 01/08/2022 | FOSTER PLUMBING AND GAS | PLUMBING SERVICE - HAZELMERE ADMINISTRATION BUILDING | 1,650.00 |
| EFT50173 | 01/08/2022 | FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK | STAFF AMENITIES | 596.00 |
| EFT50174 | 01/08/2022 | FUELFIX PTY LTD | EQUIPMENT HIRE | 730.72 |
| EFT50175 | 01/08/2022 | FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD | PHOTOCOPIER MAINTENANCE & SUPPLIES | 782.56 |
| EFT50176 | 01/08/2022 | GHD PTY LTD | CONSULTANCY FEE - PERMANENT FOGO PROCESSING FACILITY, WWtE & CIRCULAR ECONOMY HORIZON SCAN | 33,231.40 |
| EFT50177 | 01/08/2022 | GOODCHILD ENTERPRISES | BATTERY PURCHASES | 154.00 |
| EFT50178 | 01/08/2022 | GREEN PROMOTIONS PTY LTD | NAME BADGES FOR STAFF | 297.00 |
| EFT50179 | 01/08/2022 | GREENGATES GARDENING SERVICES | GARDENING SERVICE AT HAZELMERE | 3,169.75 |
| EFT50180 | 01/08/2022 | GROENEVELD AUSTRALIA P/L | PLANT PARTS | 3,682.80 |
| EFT50181 | 01/08/2022 | HERTZ INSPECTION AND SERVICES PTY LTD TRUSTEE OF HARSIDHII FAMILY TRUST | PLANT MAINTENANCE | 8,000.00 |
| EFT50182 | 01/08/2022 | ID CONSULTING PTY LTD | ANNUAL SUBSCRIPTION RENEWAL | 3,025.00 |
| EFT50183 | 01/08/2022 | ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET) | ONLINE CREDIT REFERENCE CHECKS | 445.17 |
| EFT50184 | 01/08/2022 | INFINITY TRAINING AUSTRALIA | STAFF TRAINING | 2,640.00 |
| EFT50185 | 01/08/2022 | INSTANT WEIGHT PTY LTD T/A INSTANT WEIGHING | PLANT CALIBRATION | 825.00 |
| EFT50186 | 01/08/2022 | INTEGRATED ICT | IT SUPPORT | 4,521.01 |
| EFT50187 | 01/08/2022 | JBS&G AUSTRALIA P/L T/A STRATEGEN JBS&G | ANNUAL COMPLIANCE AUDIT REPORT - WWtE | 980.10 |
| EFT50188 | 01/08/2022 | JCB CONSTRUCTION EQUIPMENT AUSTRALIA (CFC HOLDINGS- CEA; JCB CEA; DYNAPAC CEA) | PLANT PARTS | 583.66 |
| EFT50189 | 01/08/2022 | JOHN HUGHES (ROHANNA PTY LTD) | VEHICLE SERVICE | 469.00 |
| EFT50190 | 01/08/2022 | KEWDALE CAD & DRAFTING SUPPLIES PTY LTD | PRINTER CONSUMABLES | 114.40 |
| EFT50191 | 01/08/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 4,628.01 |
| EFT50192 | 01/08/2022 | LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL | LEGAL ADVICE - WWtE PROJECT | 21,652.05 |
| EFT50193 | 01/08/2022 | LEVEL 5 DESIGN PTY LTD | GDA SUPPORT | 13,200.00 |
| EFT50194 | 01/08/2022 | LGIS INSURANCE BROKING | ANNUAL INSURANCE PREMIUM | 46,983.00 |
| EFT50195 | 01/08/2022 | LIKEABLE CREATIVE | EQUIPMENT PURCHASE | 1,358.50 |
| EFT50196 | 01/08/2022 | M2 TECHNOLOGY GROUP PTY LTD | UPDATE ONLINE PHONE MESSAGES FOR FEES & CHARGES | 385.00 |
| EFT50197 | 01/08/2022 | MA SERVICES GROUP PTY LTD | SECURITY MONITORING | 6,930.00 |
| EFT50198 | 01/08/2022 | MADDERN ELECTRICS | ELECTRICAL MAINTENANCE - ASCOT PLACE | 550.00 |
| EFT50199 | 01/08/2022 | MAIL PLUS PERTH | MAIL EXPENSES | 404.71 |
| EFT50200 | 01/08/2022 | MANDALAY TECHNOLOGIES PTY LTD | NEW WEIGHBRIDGE SYSTEM FOR BAYWASTE - ANNUAL SUBSCRIPTION | 41,212.40 |
| EFT50201 | 01/08/2022 | MARSMEN PLUMBING | BUILDING MAINTENANCE - ASCOT PLACE | 1,156.31 |
| EFT50202 | 01/08/2022 | MCINTOSH & SON | PLANT PARTS | 868.78 |
| EFT50203 | 01/08/2022 | MIDLAND SOLAR & AIR | AIRCOND REPAIR | 159.50 |
| EFT50204 | 01/08/2022 | MORAY & AGNEW | LEGAL ADVICE - FOGO & RED HILL WMF PROPERTY | 3,011.36 |
| EFT50205 | 01/08/2022 | MR POTHOLE | POTHOLE REPAIRS - HAZELMERE | 5,170.00 |
| EFT50206 | 01/08/2022 | MUNDARING TYREPOWER T/A RACADAGE P/L | VEHICLE - PUNCTURE REPAIRS | 280.00 |
| EFT50207 | 01/08/2022 | N D ENGINEERING - N D ENGINEERING PTY LTD T/AS | CONSULTANCY FEE - COOLING WATER TOWER & REVERSE OSMOSYS SYSTEM | 3,135.00 |
| EFT50208 | 01/08/2022 | NESSCO GROUP | AIR COMPRESSOR MAINTENANCE & SERVICE | 1,475.10 |
| EFT50209 | 01/08/2022 | ONSITE RENTALS PTY LTD | EQUIPMENT RENTAL | 666.62 |
| EFT50210 | 01/08/2022 | ORH TRUCK SOLUTIONS PTY LTD | PLANT PART | 204.60 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|--------------------|------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------|
| EFT50211 | 01/08/2022 | OTIS ELEVATOR COMPANY PTY LTD | QUARTERLY SERVICE - LIFT | 1,788.84 |
| EFT50212 | 01/08/2022 | PARK PACKAGING | RED HILL LITTER CONTROL BAGS | 1,543.96 |
| EFT50213 | 01/08/2022 | PERTH BIN HIRE - IWM (PBH) PTY LTD T/A | PRODUCT TRANSPORTATION COSTS | 1,575.00 |
| EFT50214 | 01/08/2022 | PERTH MATTRESS & FURNITURE RECYCLING COMPANY | MATTRESS COLLECTION SERVICE | 57,612.50 |
| EFT50215 | 01/08/2022 | PETRO MIN ENGINEERS | CONSULTING FEE - WWtE | 15,611.75 |
| EFT50216 | 01/08/2022 | PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS | PLANT REPAIRS & MAINTENANCE | 2,160.02 |
| EFT50217 | 01/08/2022 | PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD) | HYDRAULIC HOSE SUPPLIES & REPAIRS | 4,939.11 |
| EFT50218 | 01/08/2022 | POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS | GREASE FOR HAAS GRINDER & HYDRAULIC OIL | 3,744.40 |
| EFT50219 | 01/08/2022 | PR POWER PTY LTD | GENERATOR REPAIR | 1,474.88 |
| EFT50220 | 01/08/2022 | PROTECTOR FIRE SERVICES | FIRE FIGHTING EQUIPMENT INSPECTIONS & REPAIRS | 1,501.51 |
| EFT50221 | 01/08/2022 | PRUDENTIAL INVESTMENT SERVICES CORP P/L | INVESTMENT ADVISORY SERVICES | 2,083.32 |
| EFT50222 | 01/08/2022 | QUAD SERVICES PTY LTD | CLEANING SERVICES & CONSUMABLES - ASCOT PLACE & HAZELMERE | 5,365.66 |
| EFT50223 | 01/08/2022 | RELATIONSHIPS AUSTRALIA WA INC | EAP - COUNSELLING FEES | 170.50 |
| EFT50224 | 01/08/2022 | REMONDIS AUSTRALIA PTY LTD | COLLECTION OF PAPER RECYCLABLES | 63.63 |
| EFT50225 | 01/08/2022 | RENTCO TRANSPORT EQUIPMENT RENTALS | PLANT HIRE TO TRANSPORT WASTE | 9,782.85 |
| EFT50226 | 01/08/2022 | RENTOKIL INITIAL PTY LTD | QUARTERLY PEST CONTROL SERVICE | 1,263.93 |
| EFT50227 | 01/08/2022 | RMS TRAINING & RECRUITMENT | STAFF TRAINING | 990.00 |
| EFT50228 | 01/08/2022 | RUDD INDUSTRIAL AND FARM SUPPLIES | HARDWARE SUPPLIES | 168.07 |
| EFT50229 | 01/08/2022 | S&L ENGINEERING (WA) PTY LTD | PLANT MAINTENANCE | 308.00 |
| EFT50230 | 01/08/2022 | SHOWCASE CATERING | CATERING COSTS | 4,003.00 |
| EFT50231 | 01/08/2022 | SIGN SUPERMARKET | SIGNS & FRAMES | 1,930.00 |
| EFT50232 | 01/08/2022 | SNAP BELMONT (BELSNAP PTY LTD) | PRINTING COSTS - DOCKET BOOK & WORK CARDS | 1,400.30 |
| EFT50233 | 01/08/2022 | SONIC HEALTHPLUS PTY LTD | PRE-EMPLOYMENT MEDICAL | 1,079.36 |
| EFT50234 | 01/08/2022 | SOUTHERN CROSS PROTECTION | COURIER SERVICE | 242.00 |
| EFT50235 | 01/08/2022 | SOUTHERN METROPOLITAN REGIONAL COUNCIL T/AS | FOGO BIN AUDIT | 9,682.20 |
| EFT50236 | 01/08/2022 | RESOURCE RECOVERY GROUP | WOODFIRE PROCESSING | 650.00 |
| EFT50237 | 01/08/2022 | SPUDS GARDENING SERVICES | | |
| EFT50237 | 01/08/2022 | STANLEE HOSPITALITY SUPPLIES - EAE HOLDINGS PTY LTD T/AS | KITCHEN SUPPLIES | 152.90 |
| EFT50238 | 01/08/2022 | STANTONS INTERNATIONAL | INTERNAL AUDIT SERVICES | 5,934.00 |
| EFT50239 | 01/08/2022 | STATEWIDE BEARINGS - PARTOUT PTY LTD T/A | PLANT PARTS | 277.20 |
| EFT50240 | 01/08/2022 | STRATA CORPORATION P/L T/A STRATAGREEN | EQUIPMENT PURCHASES | 3,531.00 |
| EFT50241 | 01/08/2022 | VEOLIA RECYCLING & RECOVERY | FOGO BIN | 47.55 |
| EFT50242 | 01/08/2022 | SWAN FIRE SERVICES | SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM IN C&I BUILDING AT HAZELMERE | 173.80 |
| EFT50243 | 01/08/2022 | SYDNEY TOOLS PTY LTD | EQUIPMENT PURCHASES | 6,893.40 |
| EFT50244 | 01/08/2022 | TALIS CONSULTANTS | CONSULTING FEE - REGIONAL WASTE COLLECTION SERVICE | 12,127.50 |
| EFT50245 | 01/08/2022 | TERRESTRIAL ECOSYSTEMS | FAUNA MANAGEMENT | 11,000.00 |
| EFT50246 | 01/08/2022 | THE WATERSHED | PLANT PARTS & MAINTENANCE | 1,198.57 |
| EFT50247 | 01/08/2022 | TIM DAVIES LANDSCAPING PTY LTD (TDL) | GARDEN MAINTENANCE ASCOT PLACE | 1,014.99 |
| EFT50248 | 01/08/2022 | TJ DEPIAZZI & SONS | PRODUCT TRANSPORTATION COSTS | 3,448.63 |
| EFT50249 | 01/08/2022 | TOTAL ELECTRICAL & MECHANICAL SERVICES PTY LTD | PLANT MAINTENANCE | 242.00 |
| EFT50250 | 01/08/2022 | TOTAL TOOLS MIDLAND | HARDWARE SUPPLIES | 299.00 |
| EFT50251 | 01/08/2022 | TOTALLY WORKWEAR MIDLAND | PROTECTIVE CLOTHING | 4,577.38 |
| EFT50252 | 01/08/2022 | TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS INDUSTRIAL TYRES #3106) | TYRE REPLACEMENTS & REPAIRS | 10,227.80 |
| EFT50253 | 01/08/2022 | TRILLION TREES | PURCHASE OF TUBESTOCK | 6,822.42 |
| EFT50254 | 01/08/2022 | TWISTECH - GREG WOOD | FENCE REPAIRS & SUPPLY & INSTALL A CONTAINER | 1,738.00 |
| EFT50255 | 01/08/2022 | VOLICH WASTE CONTRACTORS PTY LTD | BULK BIN HIRE | 44.00 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|---------------------------------------------------------|-----------------------------------------------------------|---------------|
| EFT50256 | 01/08/2022 | WA BOS SEMI-TRAILER EQUIPMENT PTY LTD | PLANT REPAIR | 2,508.55 |
| EFT50257 | 01/08/2022 | WA HINO SALES AND SERVICE | PLANT PART | 301.47 |
| EFT50258 | 01/08/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | PRODUCT TRANSPORTATION COSTS | 45,302.00 |
| EFT50259 | 01/08/2022 | WATERLOGIC AUSTRALIA PTY LTD | EQUIPMENT RENTAL & SERVICE FEE | 1,823.82 |
| EFT50260 | 01/08/2022 | WEST TIP WASTE CONTROL | SKIP BIN HIRE | 8,184.00 |
| EFT50261 | 01/08/2022 | WESTRAC EQUIPMENT PTY LTD | PLANT SERVICE AGREEMENT & PLANT PARTS | 3,609.65 |
| EFT50262 | 01/08/2022 | WINC AUSTRALIA PTY LTD | STATIONERY & CONSUMABLES | 1,248.81 |
| EFT50263 | 01/08/2022 | WORK CLOBBER | PROTECTIVE CLOTHING | 1,620.00 |
| EFT50264 | 01/08/2022 | WORK REAP VENTURES PTY LTD | WORKSHOP PRESENTATION FEE | 1,650.00 |
| EFT50265 | 01/08/2022 | WORLDWIDE PRINTING SOLUTIONS CANNINGTON | WASTE & RECYCLE GUIDES 2022/23 | 53,999.00 |
| EFT50266 | 01/08/2022 | WREN OIL | WASTE OIL REMOVAL | 33.00 |
| EFT50267 | 01/08/2022 | WURTH AUSTRALIA PTY LTD | HARDWARE SUPPLIES | 1,397.07 |
| EFT50268 | 02/08/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 727.71 |
| EFT50269 | 02/08/2022 | ANV LOGISTICS PTY LTD | PRODUCT TRANSPORTATION COSTS | 1,650.00 |
| EFT50270 | 02/08/2022 | APOLLO FABRICATIONS | HOOK-LIFT BIN REPAIR | 1,155.00 |
| EFT50271 | 02/08/2022 | FLICK ANTICIMEX PTY LTD | HYGIENE SERVICES | 1,800.84 |
| EFT50272 | 02/08/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 4,524.57 |
| EFT50273 | 02/08/2022 | MADDERN ELECTRICS | ELECTRICAL MAINTENANCE - ASCOT PLACE | 330.00 |
| EFT50274 | 02/08/2022 | NATALE GROUP AUSTRALIA PTY LTD | CCTV CAMERA HIRE & MONITORING COST - RED HILL | 264.00 |
| EFT50276 | 05/08/2022 | APOLLO FABRICATIONS | HOOK-LIFT BIN REPAIR | 1,100.00 |
| EFT50277 | 05/08/2022 | BONA & ASSOCIATES | CONSULTING FEE - SWA PRODUCT STEWARDSHIP SCHEME | 2,200.00 |
| EFT50278 | 05/08/2022 | FLEXI STAFF PTY LTD | LABOUR HIRE | 2,820.46 |
| EFT50279 | 05/08/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 1,698.63 |
| EFT50280 | 05/08/2022 | KLB SYSTEMS | COMPUTER HARDWARE PURCHASES & BACKUP SOFTWARE LICENCES | 4,712.40 |
| EFT50281 | 05/08/2022 | LEVEL 5 DESIGN PTY LTD | GDA SUPPORT | 20,669.00 |
| EFT50282 | 05/08/2022 | ODOUR CONTROL SYSTEMS INTERNATIONAL LTD | ALTERNATIVE DAILY COVER MATERIAL | 41,798.00 |
| EFT50283 | 05/08/2022 | QUAD SERVICES PTY LTD | CLEANING SERVICES & CONSUMABLES - ASCOT PLACE & HAZELMERE | 1,035.65 |
| EFT50284 | 05/08/2022 | WILLIAM DENHAAN | STAFF REIMBURSEMENT | 1,413.85 |
| EFT50285 | 09/08/2022 | CHILD SUPPORT | EMPLOYEE DEDUCTION | 352.70 |
| EFT50286 | 09/08/2022 | PAYG PAYMENTS | PAYG TAXATION PAYMENT | 84,074.00 |
| EFT50287 | 09/08/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 1,636.46 |
| EFT50288 | 09/08/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 664.40 |
| EFT50289 | 09/08/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 2,277.26 |
| EFT50290 | 09/08/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 2,718.74 |
| EFT50291 | 09/08/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 3,452.58 |
| EFT50292 | 09/08/2022 | OFFICEWORKS | OFFICE SUPPLIES | 565.00 |
| EFT50293 | 09/08/2022 | SYNERGY | ELECTRICITY CHARGES - RED HILL | 107.88 |
| EFT50294 | 09/08/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 583.39 |
| EFT50295 | 09/08/2022 | WEST TIP WASTE CONTROL | SKIP BIN HIRE | 7,260.00 |
| EFT50296 | 11/08/2022 | ANV LOGISTICS PTY LTD | PRODUCT TRANSPORTATION COSTS | 4,950.00 |
| EFT50297 | 11/08/2022 | CASEY MURPHY | STAFF REIMBURSEMENT | 110.00 |
| EFT50298 | 11/08/2022 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) | CONTROL WASTE TRACKING FORM CHARGES | 396.00 |
| EFT50299 | 11/08/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 1,663.20 |
| EFT50300 | 11/08/2022 | LEVEL 5 DESIGN PTY LTD | GDA SUPPORT | 25,069.00 |
| EFT50301 | 11/08/2022 | MEL CONGERTON | QUARTERLY COUNCILLORS PAYMENT | 683.16 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|------------------------|-------------|---------------------------------------------------------------|---------------------------------------------------|---------------|
| EFT50302 | 11/08/2022 | MOTORCHARGE PTY LTD | FLEET FUEL PURCHASES | 2,501.02 |
| EFT50303 | 11/08/2022 | RMS TRAINING & RECRUITMENT | STAFF TRAINING | 990.00 |
| EFT50304 | 11/08/2022 | SOUTHERN CROSS PROTECTION | COURIER SERVICE | 132.00 |
| EFT50305 | 11/08/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 345.49 |
| EFT50306 | 11/08/2022 | WA BROILER GROWERS ASSOCIATION (INC) | REFUND OF PAYMENT GUARANTEE | 7,050.10 |
| EFT50307 | 16/08/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 1,583.67 |
| EFT50308 | 16/08/2022 | ANDONIS MISSIKOS | REIMBURSEMENT - GDA | 467.75 |
| EFT50309 | 16/08/2022 | CAVALIER PORTABLES & PARK HOMES | PLANT HIRE - WWtE | 1,429.99 |
| EFT50310 | 16/08/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 336.05 |
| EFT50311 | 16/08/2022 | CLEANAWAY PTY LTD | COLLECTION OF GAS CYLINDERS FROM TRANSFER STATION | 2,846.54 |
| EFT50312 | 16/08/2022 | CREDITORWATCH | ONLINE CREDIT REFERENCE CHECKS | 550.00 |
| EFT50313 | 16/08/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 6,172.58 |
| EFT50314 | 16/08/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 1,815.77 |
| EFT50315 | 16/08/2022 | SPUDS GARDENING SERVICES | FIREWOOD PROCESSING | 3,000.00 |
| EFT50316 | 16/08/2022 | SYNERGY | ELECTRICITY CHARGES - RED HILL | 7,524.43 |
| EFT50317 | 19/08/2022 | DEPUTY COMMISSIONER OF TAXATION | GST PAYMENT | 217,394.00 |
| EFT50318 | 19/08/2022 | ADVANCED LIQUID WASTE - ANTHONY WALSH ATF 88 FAMILY TRUST T/A | LIQUID WASTE MANAGEMENT - BAYWASTE | 902.50 |
| EFT50319 | 19/08/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 2,509.10 |
| EFT50320 | 19/08/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 2,301.20 |
| EFT50321 | 19/08/2022 | HEIN VON BENECKE | STAFF REIMBURSEMENT | 1,160.16 |
| EFT50322 | 19/08/2022 | MADDERN ELECTRICS | ELECTRICAL MAINTENANCE - ASCOT PLACE | 1,210.00 |
| EFT50323 | 19/08/2022 | MICHELLE ROCK | STAFF REIMBURSEMENT | 104.00 |
| EFT50324 | 19/08/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | PRODUCT TRANSPORTATION COSTS | 2,854.50 |
| EFT50325 | 23/08/2022 | CHILD SUPPORT | EMPLOYEE DEDUCTION | 352.70 |
| EFT50326 | 23/08/2022 | PAYG PAYMENTS | PAYG TAXATION PAYMENT | 84,036.00 |
| EFT50327 | 23/08/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 4,632.75 |
| EFT50328 | 23/08/2022 | AUSCO MODULAR PTY LTD | PLANT HIRE - HAZELMERE | 2,996.71 |
| EFT50329 | 23/08/2022 | BAYSWATER AUTO DETAILERS | POOL VEHICLE CLEANING | 440.00 |
| EFT50330 | 23/08/2022 | BP AUSTRALIA PTY LTD | FUEL PURCHASES | 115,012.90 |
| EFT50331 | 23/08/2022 | DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT | PRODUCT CERTIFICATION FEE | 47.00 |
| EFT50332 | 23/08/2022 | HERBERT SMITH FREEHILLS LAWYERS | LEGAL ADVICE | 5,787.98 |
| EFT50333 | 23/08/2022 | HOPGOODGANIM LAWYERS | PROBITY SERVICES - PERMANENT FOGO FACILITY | 4,070.00 |
| EFT50334 | 23/08/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 2,399.90 |
| EFT50335 | 23/08/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 4,896.19 |
| EFT50336 | 23/08/2022 | MARKETFORCE | PUBLIC NOTICES & AVON DESCENT FUN DAY 2022 | 2,537.88 |
| EFT50337 | 23/08/2022 | NGIS (AUSTRALIA) PTY LTD | STAFF TRAINING | 3,060.75 |
| EFT50338 | 23/08/2022 | PERTH ENERGY PTY LTD | GAS SUPPLY - WWtE | 144.72 |
| EFT50339 | 23/08/2022 | SYNERGY | ELECTRICITY CHARGES - ASCOT PLACE | 2,701.16 |
| EFT50340 | 23/08/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 17.81 |
| EFT50341 | 23/08/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | PRODUCT TRANSPORTATION COSTS | 1,353.00 |
| EFT50342 | 23/08/2022 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | STAFF TRAINING | 578.00 |
| EFT50343 | 26/08/2022 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) | CONTROL WASTE TRACKING FORM CHARGES | 396.00 |
| EFT50344 | 26/08/2022 | DIAL BEFORE YOU DIG | DIAL BEFORE YOU DIG - HAZELMERE | 110.00 |
| EFT50345 | 26/08/2022 | ECOTECH P/L | EQUIPMENT HIRE | 1,045.00 |
| EFT50346 | 26/08/2022 | ENVIRO SWEEP | SITE SWEEPING - BAYWASTE | 510.40 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|----------------------------------------------------|-----------------------------------------------------------------------------|---------------|
| EFT50347 | 26/08/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 11,195.01 |
| EFT50348 | 26/08/2022 | HIGGS DRILLING AND EXPLORATION | BORE MONITORING - RED HILL | 1,650.00 |
| EFT50349 | 26/08/2022 | MARKETFORCE | PUBLIC NOTICES | 205.14 |
| EFT50350 | 26/08/2022 | SYNERGY | ELECTRICITY CHARGES - HAZELMERE | 9,891.02 |
| EFT50351 | 26/08/2022 | TALIS CONSULTANTS | CONSULTING FEE - WESTERN POWER POLES & CLASS IV STAGE 2 AT RED HILL | 5,070.65 |
| EFT50352 | 26/08/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 8,663.94 |
| EFT50353 | 26/08/2022 | TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD) | PLANT SERVICE & MAINTENANCE | 3,150.40 |
| EFT50354 | 26/08/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | PRODUCT TRANSPORTATION COSTS | 3,763.76 |
| EFT50355 | 31/08/2022 | ADEMA PTY LTD | GDA PROJECT | 858.00 |
| EFT50356 | 31/08/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 8,395.30 |
| EFT50357 | 31/08/2022 | ANV LOGISTICS PTY LTD | PRODUCT TRANSPORTATION COSTS | 5,610.00 |
| EFT50358 | 31/08/2022 | BISTEL CONSTRUCTION PTY LTD | CONSTRUCTION - HAZELMERE WASTE TRANSFER STATION & RED HILL WORKSHOP | 330,430.20 |
| EFT50359 | 31/08/2022 | BRIAN STILL | STAFF REIMBURSEMENT | 103.00 |
| EFT50360 | 31/08/2022 | CAVALIER PORTABLES & PARK HOMES | PLANT HIRE - WWtE | 1,429.99 |
| EFT50361 | 31/08/2022 | CITY OF BELMONT | COUNCIL RATES | 8,599.97 |
| EFT50362 | 31/08/2022 | CREDITORWATCH | ONLINE CREDIT REFERENCE CHECKS | 550.00 |
| EFT50363 | 31/08/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 4,400.66 |
| EFT50364 | 31/08/2022 | FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD | PHOTOCOPIER MAINTENANCE & SUPPLIES | 873.38 |
| EFT50365 | 31/08/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 1,093.73 |
| EFT50366 | 31/08/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 2,050.02 |
| EFT50367 | 31/08/2022 | MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS | LABOUR HIRE | 2,831.68 |
| EFT50368 | 31/08/2022 | RENT A FENCE PTY LTD | HIRING COSTS - TEMPORARY FENCE FOR WWtE | 3,671.25 |
| EFT50369 | 31/08/2022 | SYNERGY | ELECTRICITY CHARGES - HAZELMERE AND C&I PLANT | 1,946.80 |
| EFT50370 | 31/08/2022 | TALIS CONSULTANTS | CONSULTING FEE - REGIONAL WASTE COLLECTION MODEL & FOGO PROCESSING FACILITY | 22,440.00 |
| EFT50371 | 31/08/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 180.92 |
| EFT50372 | 31/08/2022 | WEST COAST WATER FILTER MAN | SERVICE TO WATER FILTER SYSTEM AT HAZELMERE | 170.00 |
| EFT50373 | 01/09/2022 | A NOBLE & SON LTD WA DIVISION | PLANT MAINTENANCE | 516.45 |
| EFT50374 | 01/09/2022 | ABSOLUTE OFFICE COMFORTS | FURNITURE FOR HAZELMERE | 638.00 |
| EFT50375 | 01/09/2022 | ADT SECURITY | ALARM RESPONSE | 63.42 |
| EFT50376 | 01/09/2022 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | PLANT PART | 1,733.38 |
| EFT50377 | 01/09/2022 | AIR FILTER DRY CLEAN SYSTEMS WA | CLEAN & SERVICES FILTERS | 1,116.41 |
| EFT50378 | 01/09/2022 | AJL PLUMBING & GAS | PLUMBING SERVICE - RED HILL ADMINISTRATION BUILDING | 1,430.00 |
| EFT50379 | 01/09/2022 | ALL RUBBER TMH PTY LTD | CHANGE OUT SCREEN CLOTH ON GRINDER | 1,615.90 |
| EFT50380 | 01/09/2022 | ALLPEST - ROL-WA PTY LTD T/AS | PEST CONTROLS | 1,190.00 |
| EFT50381 | 01/09/2022 | ALLUSED PTY LTD | HIRE OF HYDRAULIC GRAB FOR HAZELMERE | 1,732.50 |
| EFT50382 | 01/09/2022 | ALLWORKS (WA) PTY LTD | PLANT HIRE | 8,250.00 |
| EFT50383 | 01/09/2022 | ATM (WA) PTY LTD ADVANCED TRAFFIC MANAGEMENT | HIRE OF TRAFFIC CONTROLLERS | 4,178.90 |
| EFT50384 | 01/09/2022 | AUST-WEIGH | SWAP OVER SCALES TO NEW WEIGHBRIDGE AT BAYWASTE | 200.75 |
| EFT50385 | 01/09/2022 | AUSTRALIA POST - ASCOT PLACE | POSTAL CHARGES | 54.50 |
| EFT50386 | 01/09/2022 | AUSTRALIAN HVAC SERVICES | AIRCONDITIONING MAINTENANCE & REPAIR | 2,781.33 |
| EFT50387 | 01/09/2022 | AVORA PTY LTD | STEP-IN COST - WWtE | 26,621.81 |
| EFT50388 | 01/09/2022 | BEFORE YOU DIG AUSTRALIA LTD | ANNUAL SUBSCRIPTION | 440.00 |
| EFT50389 | 01/09/2022 | BEV'S SAWS & MOWERS (STIHL SHOP MIDLAND) | HARDWARE SUPPLIES | 56.90 |
| EFT50390 | 01/09/2022 | BIN BATH AUSTRALIA PTY LTD | BIN CLEANING | 227.48 |
| EFT50391 | 01/09/2022 | BIOBAGWORLD AUSTRALIA PTY LTD | PURCHASE OF CADDY LINER ROLLS | 203,197.89 |

Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------|
| EFT50392 | 01/09/2022 | BIOGAS SYSTEMS AUSTRALIA PTY LTD | BORE REPAIR & MAINTENANCE | 8,716.09 |
| EFT50393 | 01/09/2022 | BISHOPS BOILYS P/L | PLANT REPAIR | 1,846.00 |
| EFT50394 | 01/09/2022 | BOC LTD | GAS BOTTLE ANNUAL RENTAL | 1,105.63 |
| EFT50395 | 01/09/2022 | BRING COURIERS | COURIER SERVICE | 367.15 |
| EFT50396 | 01/09/2022 | BUG BUSTERS PTY LTD | POST CONTROL | 3,300.00 |
| EFT50397 | 01/09/2022 | BUNNINGS GROUP LTD | HARDWARE SUPPLIES | 457.23 |
| EFT50398 | 01/09/2022 | BURSON AUTOMOTIVE PTY LTD | PLANT PARTS | 243.49 |
| EFT50399 | 01/09/2022 | CAPITAL TRANSPORT SERVICES (WA) PTY LTD | COURIER SERVICE | 78.54 |
| EFT50400 | 01/09/2022 | CEA SPECIALTY EQUIPMENT PTY LTD T/A DITCH WITCH | PLANT PARTS | 1,775.43 |
| EFT50401 | 01/09/2022 | CHARLES SERVICE COMPANY | CLEANING SERVICES - RED HILL | 3,364.49 |
| EFT50402 | 01/09/2022 | CJD EQUIPMENT PTY LTD | PLANT MAINTENANCE, PARTS & SERVICE | 7,999.01 |
| EFT50403 | 01/09/2022 | CME BOILERMAKING PTY LTD | REPAIR TO GRINDER | 2,667.50 |
| EFT50404 | 01/09/2022 | COLIN PUMPHREY | CONSULTING FEE - REGIONAL WASTE COLLECTION MODEL | 1,620.00 |
| EFT50405 | 01/09/2022 | COMPU-STOR | IT BACKUP DATA SERVICES | 920.15 |
| EFT50406 | 01/09/2022 | CONCEPT AUDIO VISUAL | EQUIPMENT MODIFICATION | 5,130.50 |
| EFT50407 | 01/09/2022 | CORE LABORATORIES | GAS & WATER ANALYSIS - WOODSIDE PROJECT | 51,977.84 |
| EFT50408 | 01/09/2022 | COSPAK PTY LTD | HARDWARE PURCHASES | 255.04 |
| EFT50409 | 01/09/2022 | CPR ELECTRICAL SERVICES | ELECTRICAL MAINTENANCE - HAAS GRINDER | 275.00 |
| EFT50410 | 01/09/2022 | CROSSLAND & HARDY PTY LTD | QUARTERLY SURVEYING COSTS - STAGE 14 & 16 , CLASS IV & STOCKTAKE VOLUME | 6,019.75 |
| EFT50411 | 01/09/2022 | CUTTING EDGES REPLACEMENT PARTS PTY LTD | PLANT PARTS | 1,471.23 |
| EFT50412 | 01/09/2022 | DRAKE AUSTRALIA PTY LTD | LABOUR HIRE | 17,598.01 |
| EFT50413 | 01/09/2022 | ECOLO WA | ODOUR CONTROL SOLUTIONS | 2,728.00 |
| EFT50414 | 01/09/2022 | ECOTECH P/L | EQUIPMENT HIRE | 1,540.00 |
| EFT50415 | 01/09/2022 | ELAN ENERGY MATRIX | TYRE DISPOSAL COSTS - TRANSFER STATION | 637.78 |
| EFT50416 | 01/09/2022 | ENVIRO SWEEP | SITE SWEEPING - HAZELMERE | 4,634.43 |
| EFT50417 | 01/09/2022 | EUROFINS ARL PTY LTD T/AS EUROFINS | SAMPLE TESTING - WATER, DUST & WOODCHIP | 3,323.67 |
| EFT50418 | 01/09/2022 | FLEET DYNAMICS PTY LTD | MONTHLY EQUIPMENT HIRE FEE | 48.40 |
| EFT50419 | 01/09/2022 | FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK | STAFF AMENITIES | 603.20 |
| EFT50420 | 01/09/2022 | FUELFIX PTY LTD | EQUIPMENT HIRE | 730.72 |
| EFT50421 | 01/09/2022 | GALLOWAY ELECTRICAL CONTRACTORS | ELECTRICAL MAINTENANCE - BAYWASTE & HAZELMERE SITE | 8,617.05 |
| EFT50422 | 01/09/2022 | GHD PTY LTD | CONSULTANCY FEE - PERMANENT FOGO PROCESSING FACILITY | 1,652.74 |
| EFT50423 | 01/09/2022 | GOODCHILD ENTERPRISES | BATTERY PURCHASES | 402.60 |
| EFT50424 | 01/09/2022 | GREEN PROMOTIONS PTY LTD | NAME BADGES FOR STAFF | 66.00 |
| EFT50425 | 01/09/2022 | GREENS ELECTRICAL SERVICE | ELECTRICAL MAINTENANCE - WWtE | 711.75 |
| EFT50426 | 01/09/2022 | HARDHAT MEDIA & COMMUNICATIONS | CONSTRUCTION TIME-LAPSE FOR WASTE STATION AT HRRP | 698.50 |
| EFT50427 | 01/09/2022 | HARTAC SALES & DISTRIBUTION PTY LTD | PROTECTIVE CLOTHING | 721.55 |
| EFT50428 | 01/09/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 2,457.05 |
| EFT50429 | 01/09/2022 | HERTZ INSPECTION AND SERVICES PTY LTD TRUSTEE OF HARSIDHHI FAMILY TRUST | PLANT MAINTENANCE - WWtE | 29,700.00 |
| EFT50430 | 01/09/2022 | HOSECO (WA) PTY LTD | PLANT PLANTS | 766.35 |
| EFT50431 | 01/09/2022 | ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET) | ONLINE CREDIT REFERENCE CHECKS | 7.48 |
| EFT50432 | 01/09/2022 | INTEGRATED ICT | IT SUPPORT | 5,252.83 |
| EFT50433 | 01/09/2022 | IT VISION AUSTRALIA PTY LTD | SOFTWARE LICENCE ANNUAL RENEWAL | 49,236.35 |
| EFT50434 | 01/09/2022 | IT VISION USER GROUP (INC) | ANNUAL SUBSCRIPTION - IT VISION USER GROUP | 770.00 |
| EFT50435 | 01/09/2022 | J & K HOPKINS | OFFICE EQUIPMENT PURCHASES | 5,423.00 |
| EFT50436 | 01/09/2022 | JCB CONSTRUCTION EQUIPMENT AUSTRALIA (CFC HOLDINGS- CEA; JCB CEA; DYNAPAC CEA) | PLANT FILTERS | 706.58 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------|
| EFT50437 | 01/09/2022 | KOOL KREATIVE | DESIGN COMPOST BAGS & DOCUMENTS FOR SUSTAINABILITY STRATEGY, STICKERS FOR RECYCLING STATION CABINET | 7,177.50 |
| EFT50438 | 01/09/2022 | LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL | LEGAL ADVICE - WWtE PROJECT, HRRP WASTE TRANSFER STATION, REGIONAL WASTE COLLECTION SERVICE AGREEMENT & PERMANET FOGO FACILITY | 16,536.16 |
| EFT50439 | 01/09/2022 | MA SERVICES GROUP PTY LTD | SECURITY MONITORING | 2,163.19 |
| EFT50440 | 01/09/2022 | MAIL PLUS PERTH | MAIL EXPENSES | 404.71 |
| EFT50441 | 01/09/2022 | MANDALAY TECHNOLOGIES PTY LTD | NEW WEIGHBRIDGE SYSTEM FOR BAYWASTE - ANNUAL SUBSCRIPTION | 5,610.00 |
| EFT50442 | 01/09/2022 | MARSHALL BEATTIE PTY LTD | BOOM GATE REPAIR - HAZELMERE | 286.00 |
| EFT50443 | 01/09/2022 | MCINTOSH & SON | PLANT PARTS | 802.12 |
| EFT50444 | 01/09/2022 | MCLEODS BARRISTERS & SOLICITORS | LEGAL ADVICE - DRAFT APCR SUPPLY | 1,953.60 |
| EFT50445 | 01/09/2022 | METRO MOTORS (2010) PTY LTD | VEHICLE SERVICE | 372.35 |
| EFT50446 | 01/09/2022 | METTAMS MUFFLERS MIDLAND | PLANT PART | 165.00 |
| EFT50447 | 01/09/2022 | MIDWAY FORD (WA) | VEHICLE SERVICE | 865.00 |
| EFT50448 | 01/09/2022 | MUNDARING TYREPOWER T/A RACADAGE P/L | TYRE PUNCTURE REPAIR | 225.00 |
| EFT50449 | 01/09/2022 | NEVERFAIL SPRINGWATER | BOTTLED WATER | 397.25 |
| EFT50450 | 01/09/2022 | NOORDEMAN DIESEL | PLANT PART | 161.09 |
| EFT50451 | 01/09/2022 | NORTHAM'S AVON DESCENT ASSOCIATION | SPONSORSHIP AGREEMENT - AVON DESCENT FAMILY FUN DAY | 2,200.00 |
| EFT50452 | 01/09/2022 | OFFICEWORKS | OFFICE SUPPLIES | 258.00 |
| EFT50453 | 01/09/2022 | ONSITE RENTALS PTY LTD | EQUIPMENT RENTAL | 477.46 |
| EFT50454 | 01/09/2022 | PAUL'S AIR CONDITIONING & ELECTRICAL PTY LTD | AIRCONDITIONER REPLACEMENT | 4,404.00 |
| EFT50455 | 01/09/2022 | PERTH MATTRESS & FURNITURE RECYCLING COMPANY | MATTRESS COLLECTION SERVICE | 44,055.00 |
| EFT50456 | 01/09/2022 | PETRO MIN ENGINEERS | CONSULTING FEE - WWtE | 3,669.60 |
| EFT50457 | 01/09/2022 | PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS | PLANT REPAIRS & MAINTENANCE | 620.52 |
| EFT50458 | 01/09/2022 | PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD) | HYDRAULIC HOSE SUPPLIES & REPAIRS | 3,114.46 |
| EFT50459 | 01/09/2022 | POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS | PLANT SOLUTION & POWERUP GREASE | 2,963.40 |
| EFT50460 | 01/09/2022 | PRESTIGE ALARMS | MONITORING & SERVICING OF HAZELMERE SECURITY SYSTEM | 1,777.09 |
| EFT50461 | 01/09/2022 | QUAD SERVICES PTY LTD | CLEANING SERVICES & CONSUMABLES - ASCOT PLACE & HAZELMERE | 5,273.32 |
| EFT50462 | 01/09/2022 | READY INDUSTRIES PTY. LTD. | SECURITY CAMERAS FOR RED HILL | 6,942.32 |
| EFT50463 | 01/09/2022 | RELATIONSHIPS AUSTRALIA WA INC | EAP - COUNSELLING FEES | 517.00 |
| EFT50464 | 01/09/2022 | REMONDIS AUSTRALIA PTY LTD | COLLECTION OF PAPER RECYCLABLES | 18.04 |
| EFT50465 | 01/09/2022 | RENTCO TRANSPORT EQUIPMENT RENTALS | PRODUCT TRANSPORTATION COSTS | 9,338.18 |
| EFT50466 | 01/09/2022 | RMS TRAINING & RECRUITMENT | STAFF TRAINING | 990.00 |
| EFT50467 | 01/09/2022 | RUDD INDUSTRIAL AND FARM SUPPLIES | HARDWARE SUPPLIES | 860.45 |
| EFT50468 | 01/09/2022 | SAI GLOBAL PTY LIMITED | STANDARDS MARK PRIMARY REGISTRATION - MULCH | 5,359.20 |
| EFT50469 | 01/09/2022 | SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS | PROTECTIVE GEARS | 3,690.05 |
| EFT50470 | 01/09/2022 | SIGNS & LINES | SIGNS FOR BAYWASTE | 457.78 |
| EFT50471 | 01/09/2022 | SNAP BELMONT (BELSNAP PTY LTD) | PRINTING COSTS - DOCKET BOOK FOR COPPIN ROAD | 965.80 |
| EFT50472 | 01/09/2022 | SONIC HEALTHPLUS PTY LTD | PRE-EMPLOYMENT MEDICAL | 1,116.50 |
| EFT50473 | 01/09/2022 | SOUTHERN CROSS PROTECTION | COURIER SERVICE | 357.50 |
| EFT50474 | 01/09/2022 | SOUTHERN METROPOLITAN REGIONAL COUNCIL T/AS | ANNUAL MEMBERSHIP - RECYCLE RIGHT | 22,000.00 |
| EFT50475 | 01/09/2022 | RESOURCE RECOVERY GROUP | GARDENING SERVICE AT RED HILL | 3,060.00 |
| EFT50476 | 01/09/2022 | SPUDS GARDENING SERVICES | | |
| EFT50476 | 01/09/2022 | SRG GLOBAL INFRASTRUCTURE PTY LTD | REFUND OF EXCESS PREPAYMENT | 37,199.75 |
| EFT50477 | 01/09/2022 | STANTEC AUSTRALIA PTY LTD | SITE INVESTIGATION & FINDINGS REPORT | 26,950.00 |
| EFT50478 | 01/09/2022 | STATEWIDE BEARINGS - PARTOUT PTY LTD T/A | PLANT PARTS | 407.00 |
| EFT50479 | 01/09/2022 | SWAN FIRE SERVICES | SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM IN C&I BUILDING AT HAZELMERE | 173.80 |
| EFT50480 | 01/09/2022 | SYNERGY | ELECTRICITY CHARGES - RED HILL | 5,310.11 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|-----------------------------------------------------------------------------|------------------------------------------------|---------------|
| EFT50481 | 01/09/2022 | TIM DAVIES LANDSCAPING PTY LTD (TDL) | GARDEN MAINTENANCE ASCOT PLACE | 1,886.19 |
| EFT50482 | 01/09/2022 | TJ DEPIAZZI & SONS | PRODUCT TRANSPORTATION COSTS | 3,572.80 |
| EFT50483 | 01/09/2022 | TOTAL ELECTRICAL & MECHANICAL SERVICES PTY LTD | ELECTRICAL MAINTENANCE - GRINDER & FOGO SYSTEM | 3,228.50 |
| EFT50484 | 01/09/2022 | TOTAL TOOLS MIDLAND | HARDWARE SUPPLIES | 34.95 |
| EFT50485 | 01/09/2022 | TOTALLY WORKWEAR MIDLAND | PROTECTIVE CLOTHING | 2,329.96 |
| EFT50486 | 01/09/2022 | TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS INDUSTRIAL TYRES #3106) | TYRE PUNCTURE REPAIRS | 324.50 |
| EFT50487 | 01/09/2022 | UNITED EQUIPMENT PTY LTD | PLANT PART | 235.93 |
| EFT50488 | 01/09/2022 | VEOLIA RECYCLING & RECOVERY | FOGO BIN | 42.33 |
| EFT50489 | 01/09/2022 | VOLICH WASTE CONTRACTORS PTY LTD | BULK BIN HIRE | 44.00 |
| EFT50490 | 01/09/2022 | WA BOS SEMI-TRAILER EQUIPMENT PTY LTD | PLANT REPAIRS & PARTS | 4,342.83 |
| EFT50491 | 01/09/2022 | WA CEILING FIXERS | FIX FOYER CEILING - ASCOT PLACE | 1,496.00 |
| EFT50492 | 01/09/2022 | WA HINO SALES AND SERVICE | PLANT PART - HOOKLIFT TRUCKS | 3,950.40 |
| EFT50493 | 01/09/2022 | WA MACHINERY GLASS | REPAIR GLASS WINDOW ON PLANT | 1,848.00 |
| EFT50494 | 01/09/2022 | WATERLOGIC AUSTRALIA PTY LTD | EQUIPMENT RENTAL & SERVICE FEE | 799.20 |
| EFT50495 | 01/09/2022 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | WALGA ANNUAL SUBSCRIPTION SERVICES | 47,411.10 |
| EFT50496 | 01/09/2022 | WESTERN TREE RECYCLERS | SHREDDING OF GREENWASTE | 92,735.78 |
| EFT50497 | 01/09/2022 | WESTRAC EQUIPMENT PTY LTD | PLANT SERVICE AGREEMENT & PLANT PARTS | 4,261.93 |
| EFT50498 | 01/09/2022 | WINC AUSTRALIA PTY LTD | STATIONERY & CONSUMABLES | 1,332.54 |
| EFT50499 | 01/09/2022 | WORK CLOBBER | PROTECTIVE CLOTHING | 378.00 |
| EFT50500 | 01/09/2022 | WREN OIL | WASTE OIL REMOVAL | 33.00 |
| EFT50501 | 01/09/2022 | YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST | CONSULTING FEES - WWtE | 1,650.00 |
| EFT50502 | 05/09/2022 | CHILD SUPPORT | EMPLOYEE DEDUCTION | 352.70 |
| EFT50503 | 05/09/2022 | PAYG PAYMENTS | PAYG TAXATION PAYMENT | 99,466.00 |
| EFT50504 | 05/09/2022 | ADVANCED LIQUID WASTE - ANTHONY WALSH ATF 88 FAMILY TRUST T/A | PUMP OUT WHEEL WASH SUMP AT RED HILL | 962.50 |
| EFT50505 | 05/09/2022 | AIR FILTER DRY CLEAN SYSTEMS WA | CLEAN & SERVICES FILTERS | 1,116.40 |
| EFT50506 | 05/09/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 7,346.77 |
| EFT50507 | 05/09/2022 | AMER SAABI | STAFF REIMBURSEMENT | 15.50 |
| EFT50508 | 05/09/2022 | ATF SERVICES PTY LTD | EQUIPMENT HIRE | 759.00 |
| EFT50509 | 05/09/2022 | BATTERY RESCUE AUSTRALIA | REFUND OF INCORRECT PAYMENT | 680.68 |
| EFT50510 | 05/09/2022 | BIOBAGWORLD AUSTRALIA PTY LTD | PURCHASE OF CADDY LINER ROLLS | 2,973.72 |
| EFT50511 | 05/09/2022 | CITY OF SWAN | COUNCIL RATES | 139,757.19 |
| EFT50512 | 05/09/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 3,103.54 |
| EFT50513 | 05/09/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 10,097.87 |
| EFT50514 | 05/09/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 2,626.09 |
| EFT50515 | 05/09/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 3,275.70 |
| EFT50516 | 05/09/2022 | MARKETFORCE | PUBLIC NOTICES | 2,807.71 |
| EFT50517 | 05/09/2022 | OZ HARVEST LIMITED | DONATION - IMPLEMENT CIRCULAR ECONOMY | 1,000.00 |
| EFT50518 | 05/09/2022 | PERTH EXPOHIRE & FURNITURE GROUP | EXHIBITION BOOTH FOR LGA EXHIBITION EVENT | 2,740.62 |
| EFT50519 | 05/09/2022 | POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS | PLANT SOLUTION | 982.30 |
| EFT50520 | 05/09/2022 | PRUDENTIAL INVESTMENT SERVICES CORP P/L | INVESTMENT ADVISORY SERVICES | 2,083.32 |
| EFT50521 | 05/09/2022 | TWISTECH - GREG WOOD | REPAIR DAMAGED BOLLARDS - HAZELMERE | 2,398.00 |
| EFT50522 | 05/09/2022 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | STAFF TRAINING | 1,155.99 |
| EFT50523 | 09/09/2022 | ANNETTE NORTH (RAKICH) | STAFF REIMBURSEMENT | 145.99 |
| EFT50524 | 09/09/2022 | AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM | STAFF TRAINING | 1,053.00 |
| EFT50525 | 09/09/2022 | AVORA PTY LTD | STEP-IN COST - WWtE | 43,263.38 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|--------------------|------------|------------------------------------------------------------------|----------------------------------------------------------|------------|
| EFT50526 | 09/09/2022 | BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L) | PLANT HIRE | 23,540.00 |
| EFT50527 | 09/09/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 3,218.05 |
| EFT50528 | 09/09/2022 | DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY | APPLICATION FOR BIOSECURITY APPROVED ARRANGEMENT | 240.00 |
| EFT50529 | 09/09/2022 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) | APPLICATION ASSESSMENT FEE | 220.00 |
| EFT50530 | 09/09/2022 | DINGO BUS CHARTER | CONTROL WASTE TRACKING FORM CHARGES | 660.00 |
| EFT50531 | 09/09/2022 | ECO ENVIRONMENTAL (BENFOSTER PTY LTD) | BUS HIRE | 1,023.00 |
| EFT50532 | 09/09/2022 | EVENT AND CONFERENCE CO | SERVICE & CALIBRATION OF EQUIPMENTS | 9,930.00 |
| EFT50533 | 09/09/2022 | JBS&G AUSTRALIA P/L T/A STRATEGEN JBS&G | WASTE & RECYCLING CONFERENCE 2021 - REGISTRATION | 2,649.90 |
| EFT50534 | 09/09/2022 | KLB SYSTEMS | PREPARE ANNUAL COMPLIANCE AUDIT REPORT - WWtE | 5,010.50 |
| EFT50535 | 09/09/2022 | LABOURFORCE IMPEX PERSONNEL P/L | COMPUTER HARDWARE PURCHASES | 3,016.62 |
| EFT50536 | 09/09/2022 | MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS | LABOUR HIRE | 4,264.57 |
| EFT50537 | 09/09/2022 | ODOUR CONTROL SYSTEMS INTERNATIONAL LTD | LABOUR HIRE | 16,821.66 |
| EFT50538 | 09/09/2022 | SONIC HEALTHPLUS PTY LTD | ALTERNATIVE DAILY COVER MATERIAL | 737.00 |
| EFT50539 | 09/09/2022 | TELSTRA CORPORATION LTD | PRE-EMPLOYMENT MEDICAL | 500.34 |
| EFT50540 | 09/09/2022 | TOTALLY WORKWEAR MIDLAND | TELEPHONE CHARGES | 552.89 |
| EFT50541 | 09/09/2022 | TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD) | PROTECTIVE CLOTHING | 1,177.43 |
| EFT50542 | 09/09/2022 | WEST COAST GUTTER CLEAN | PLANT SERVICE & MAINTENANCE | 197.00 |
| EFT50543 | 09/09/2022 | WEST TIP WASTE CONTROL | CLEAN CARPARK & SHED GUTTERS | 1,596.00 |
| EFT50544 | 09/09/2022 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | SKIP BIN HIRE | 3,950.00 |
| EFT50545 | 09/09/2022 | WESTRAC EQUIPMENT PTY LTD | 2022 WA LOCAL GOVERNMENT CONVENTION - BOOTH | 2,302.76 |
| EFT50546 | 13/09/2022 | AMALGAM RECRUITMENT | PLANT SERVICE AGREEMENT & PLANT PARTS | 10,131.09 |
| EFT50547 | 13/09/2022 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) | LABOUR HIRE | 7,929.81 |
| EFT50548 | 13/09/2022 | FLEXI STAFF GROUP PTY LTD | ANNUAL LICENCE RENEWAL - HRRP | 3,083.41 |
| EFT50549 | 13/09/2022 | FOSTER PLUMBING AND GAS | LABOUR HIRE | 2,752.20 |
| EFT50550 | 13/09/2022 | GREENGATES GARDENING SERVICES | PLUMBING SERVICE - HAZELMERE SITE | 1,440.00 |
| EFT50551 | 13/09/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | GARDENING SERVICE AT HAZELMERE | 4,314.82 |
| EFT50552 | 13/09/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 2,639.84 |
| EFT50553 | 13/09/2022 | JAMIE BEANEY | LABOUR HIRE | 184.76 |
| EFT50554 | 13/09/2022 | JBS&G AUSTRALIA P/L T/A STRATEGEN JBS&G | STAFF REIMBURSEMENT | 9,964.35 |
| EFT50555 | 13/09/2022 | LGIS | CONSULTING FEE - WWtE STEP-IN COSTS | 2,400.33 |
| EFT50556 | 13/09/2022 | MOTORCHARGE PTY LTD | WORKERS COMPENSATION PREMIUM ADJUSTMENT 2021/2022 | 3,303.61 |
| EFT50557 | 13/09/2022 | PERTH BIN HIRE - IWM (PBH) PTY LTD T/A | FLEET FUEL PURCHASES | 1,350.00 |
| EFT50558 | 13/09/2022 | TELSTRA CORPORATION LTD | PRODUCT TRANSPORTATION COSTS | 345.49 |
| EFT50559 | 16/09/2022 | ADVANCED LIQUID WASTE - ANTHONY WALSH ATF 88 FAMILY TRUST T/A | TELEPHONE CHARGES | 1,117.00 |
| EFT50560 | 16/09/2022 | ANV LOGISTICS PTY LTD | PUMP OUT WHEEL WASH SUMP AT HAZELMERE | 2,830.00 |
| EFT50561 | 16/09/2022 | BISHOPS BOILYS P/L | PRODUCT TRANSPORTATION COSTS | 4,499.00 |
| EFT50562 | 16/09/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIR | 850.00 |
| EFT50563 | 16/09/2022 | GHD PTY LTD | PLANT REPAIRS | 695.13 |
| EFT50564 | 16/09/2022 | MANDALAY TECHNOLOGIES PTY LTD | CONSULTANCY FEE - PERMANENT FOGO PROCESSING FACILITY | 4,336.00 |
| EFT50565 | 16/09/2022 | PROTECTOR FIRE SERVICES | NEW WEIGHBRIDGE SYSTEM FOR BAYWASTE | 973.50 |
| EFT50566 | 16/09/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | FIRE FIGHTING EQUIPMENT INSPECTION & SERVICE - HAZELMERE | 30,993.80 |
| EFT50567 | 20/09/2022 | CHILD SUPPORT | PRODUCT TRANSPORTATION COSTS | 352.70 |
| EFT50568 | 20/09/2022 | DEPUTY COMMISSIONER OF TAXATION | EMPLOYEE DEDUCTION | 277,869.00 |
| EFT50569 | 20/09/2022 | PAYG PAYMENTS | GST PAYMENT | 89,912.00 |
| EFT50570 | 20/09/2022 | AMALGAM RECRUITMENT | PAYG TAXATION PAYMENT | 9,880.64 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|----------------------------|-------------|-------------------------------------------------------------------|-------------------------------------------------|---------------|
| EFT50571 | 20/09/2022 | ANV LOGISTICS PTY LTD | PRODUCT TRANSPORTATION COSTS | 2,310.00 |
| EFT50572 | 20/09/2022 | BAYSWATER AUTO DETAILERS | POOL VEHICLE CLEANING | 264.00 |
| EFT50573 | 20/09/2022 | BOXEN HOLDINGS PTY LTD | DEGAS OF FRIDGES - RED HILL & TRANSFER STATIONS | 4,185.00 |
| EFT50574 | 20/09/2022 | BP AUSTRALIA PTY LTD | FUEL PURCHASES | 130,126.49 |
| EFT50575 | 20/09/2022 | BROOKS HIRE SERVICE PTY LTD | PLANT HIRE - EXCAVATOR | 3,703.69 |
| EFT50576 | 20/09/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 347.05 |
| EFT50577 | 20/09/2022 | DAVID WILLS & ASSOCIATES - DWA CONSULTING PTY LTD T/AS | HRRP CONSULTING | 1,306.25 |
| EFT50578 | 20/09/2022 | DELAY EXTINCTION PTY LTD T/A TRUSTEE FOR THE PAPER GO ROUND TRUST | INFO CARD - CONFERENCES | 413.00 |
| EFT50579 | 20/09/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 2,881.78 |
| EFT50580 | 20/09/2022 | GLOBAL SPILL & SAFETY | EQUIPMENT PURCHASE | 810.79 |
| EFT50581 | 20/09/2022 | GREENGATES GARDENING SERVICES | GARDENING SERVICE AT HAZELMERE | 1,308.00 |
| EFT50582 | 20/09/2022 | GRESLEY ABAS PTY LTD | CONTRACTUAL ADVICE - HRRP TRANSFER STATION | 616.00 |
| EFT50583 | 20/09/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 4,789.31 |
| EFT50584 | 20/09/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 1,042.25 |
| EFT50585 | 20/09/2022 | LEVEL 5 DESIGN PTY LTD | GDA SUPPORT | 15,400.00 |
| EFT50586 | 20/09/2022 | MA SERVICES GROUP PTY LTD | SECURITY MONITORING | 1,976.59 |
| EFT50587 | 20/09/2022 | MARKETFORCE | VARIOUS PUBLIC NOTICES | 2,228.35 |
| EFT50588 | 20/09/2022 | MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS | LABOUR HIRE | 2,490.51 |
| EFT50589 | 20/09/2022 | PERTH ENERGY PTY LTD | GAS SUPPLY - WWtE | 170.57 |
| EFT50590 | 20/09/2022 | PETRO MIN ENGINEERS | CONSULTING FEE - WWtE | 21,598.50 |
| EFT50591 | 20/09/2022 | SITEVISUALS - THE TRUSTEE FOR THE iviz MEDIA UNIT TRUST T/AS | INSTALL CAMERAS - STAGE 16 | 621.50 |
| EFT50592 | 20/09/2022 | SYNERGY | ELECTRICITY CHARGES - ASCOT PLACE | 2,865.26 |
| EFT50593 | 20/09/2022 | TANGIBILITY PTY LTD | MARKETING MATERIALS | 539.00 |
| EFT50594 | 20/09/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 17.81 |
| EFT50595 | 20/09/2022 | WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS | PRODUCT TRANSPORTATION COSTS | 44,675.00 |
| EFT50596 | 27/09/2022 | AMALGAM RECRUITMENT | LABOUR HIRE | 9,150.00 |
| EFT50597 | 27/09/2022 | ANAM SAEED | CONSULTING FEE - WWtE | 2,860.00 |
| EFT50598 | 27/09/2022 | ARNWOOD PTY LTD ATF THE WATTS FAMILY TRUST | PLANT PART | 682.00 |
| EFT50599 | 27/09/2022 | AUSCO MODULAR PTY LTD | PLANT HIRE - HAZELMERE | 2,996.71 |
| EFT50600 | 27/09/2022 | BROOKS HIRE SERVICE PTY LTD | PLANT REPAIR | 7,609.21 |
| EFT50601 | 27/09/2022 | CASTROL AUSTRALIA PTY LTD | OIL PURCHASES | 4,689.00 |
| EFT50602 | 27/09/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 1,246.85 |
| EFT50603 | 27/09/2022 | FLEXI STAFF GROUP PTY LTD | LABOUR HIRE | 3,132.47 |
| EFT50604 | 27/09/2022 | FOSTER PLUMBING AND GAS | PLUMBING SERVICE - BAYWASTE | 9,033.16 |
| EFT50605 | 27/09/2022 | GILLIAN SIRL | STAFF REIMBURSEMENT | 7.50 |
| EFT50606 | 27/09/2022 | INDUSTRIAL RECRUITMENT PARTNERS | LABOUR HIRE | 2,629.06 |
| EFT50607 | 27/09/2022 | LABOURFORCE IMPEX PERSONNEL P/L | LABOUR HIRE | 4,565.17 |
| EFT50608 | 27/09/2022 | MADDERN ELECTRICS | ELECTRICAL MAINTENANCE - ASCOT PLACE | 638.00 |
| EFT50609 | 27/09/2022 | MARKETFORCE | PUBLIC NOTICE | 248.16 |
| EFT50610 | 27/09/2022 | SGS AUSTRALIA PTY LTD | ANNUAL SURVEILLANCE AUDIT FOR RED HILL | 4,408.80 |
| EFT50611 | 27/09/2022 | SIGNWAVE BELMONT T/A GENIVO PTY LTD | PRODUCT DISPLAY BOX | 375.91 |
| EFT50612 | 27/09/2022 | SPUDS GARDENING SERVICES | FIREWOOD PROCESSING | 880.00 |
| EFT50613 | 27/09/2022 | TELSTRA CORPORATION LTD | TELEPHONE CHARGES | 8,555.20 |
| EFT50614 | 27/09/2022 | TOWN OF VICTORIA PARK | LSL PORTIBILITY PAYMENT | 292.34 |
| EFT50615 | 27/09/2022 | WDIS.WA.PTY.LTD | REPLACE FILTERS IN BAGHOUSE - GRINDER | 7,425.00 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|--------------------|------------|-----------------------------------------------------------------------------------|--------------------------------------------------------|------------|
| EFT50616 | 30/09/2022 | ABIGAIL JONES | STAFF REIMBURSEMENT | 327.94 |
| EFT50617 | 30/09/2022 | ANV LOGISTICS PTY LTD | PRODUCT TRANSPORTATION COSTS | 1,650.00 |
| EFT50618 | 30/09/2022 | AUSCO MODULAR PTY LTD | PLANT HIRE - HAZELMERE | 2,996.71 |
| EFT50619 | 30/09/2022 | AUSTRALIA POST - ASCOT PLACE | POSTAL CHARGES | 28.34 |
| EFT50620 | 30/09/2022 | AVORA PTY LTD | STEP-IN COST - WWtE | 179,244.40 |
| EFT50621 | 30/09/2022 | BISHOPS BOILYS P/L | PLANT PART | 1,419.00 |
| EFT50622 | 30/09/2022 | BISTEL CONSTRUCTION PTY LTD | CONSTRUCTION - RED HILL WORKSHOP | 85,676.02 |
| EFT50623 | 30/09/2022 | BREATHALYSER SALES AND SERVICE | STAFF TRAINING | 655.60 |
| EFT50624 | 30/09/2022 | BROOKS HIRE SERVICE PTY LTD | PLANT HIRE - EXCAVATOR | 14,940.30 |
| EFT50625 | 30/09/2022 | CIVIL AUTO ELECTRICS PTY LTD | PLANT REPAIRS | 1,837.00 |
| EFT50626 | 30/09/2022 | DATA 3 PERTH | SOFTWARE LICENCE ANNUAL RENEWAL | 3,954.50 |
| EFT50627 | 30/09/2022 | DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) | CONTROL WASTE TRACKING FORM CHARGES | 396.00 |
| EFT50628 | 30/09/2022 | DRAKE AUSTRALIA PTY LTD | LABOUR HIRE | 4,441.16 |
| EFT50629 | 30/09/2022 | GILCO BUILDING SERVICES PTY LTD | REPAIR DAMAGED ROOF SHEETS | 4,185.50 |
| EFT50630 | 30/09/2022 | GILLIAN SIRL | STAFF REIMBURSEMENT | 350.00 |
| EFT50631 | 30/09/2022 | HELENE P/L T/AS LO-GO APPOINTMENTS WA | LABOUR HIRE | 6,532.15 |
| EFT50632 | 30/09/2022 | JAPANESE TRUCK & BUS SPARES PTY LTD | PLANT PART | 672.25 |
| EFT50633 | 30/09/2022 | SEEK LIMITED | ADVERTISEMENT - RECRUITMENT | 2,750.00 |
| EFT50634 | 30/09/2022 | SPUDS GARDENING SERVICES | GARDENING SERVICE AT RED HILL & REHABILITATION OF SITE | 9,509.00 |
| EFT50635 | 30/09/2022 | SYNERGY | ELECTRICITY CHARGES - HAZELMERE | 10,310.36 |
| 220676 | 04/08/2022 | EMRC PETTY CASH - BELMONT | PETTY CASH RECOUP | 438.75 |
| 220677 | 04/08/2022 | EMRC PETTY CASH - COPPIN ROAD | PETTY CASH RECOUP | 141.70 |
| 220678 | 04/08/2022 | EMRC PETTY CASH - MATHIESON ROAD | PETTY CASH RECOUP | 17.55 |
| 220679 | 04/08/2022 | EMRC PETTY CASH - RED HILL | PETTY CASH RECOUP | 40.70 |
| 220680 | 18/08/2022 | WATER CORPORATION | WATER RATES & USAGE - ASCOT PLACE & HAZELMERE | 567.77 |
| 220681 | 05/09/2022 | EMRC PETTY CASH - BELMONT | PETTY CASH RECOUP | 339.55 |
| 220682 | 05/09/2022 | EMRC PETTY CASH - COPPIN ROAD | PETTY CASH RECOUP | 132.70 |
| 220683 | 05/09/2022 | EMRC PETTY CASH - MATHIESON ROAD | PETTY CASH RECOUP | 29.65 |
| 220684 | 05/09/2022 | EMRC PETTY CASH - RED HILL | PETTY CASH RECOUP | 55.10 |
| PAY 2023-03 | 03/08/2022 | PAYROLL FE 31/7/22 | NET PAYROLL | 246,926.03 |
| PAY 2023-04 | 17/08/2022 | PAYROLL FE 14/8/22 | NET PAYROLL | 247,973.31 |
| PAY 2023-05 | 31/08/2022 | PAYROLL FE 28/8/22 | NET PAYROLL | 275,577.08 |
| PAY 2023-06 | 14/09/2022 | PAYROLL FE 11/9/22 | NET PAYROLL | 260,134.03 |
| PAY 2023-07 | 28/09/2022 | PAYROLL FE 25/9/22 | NET PAYROLL | 260,118.15 |
| 1*AUG22 | 01/08/2022 | BANK CHARGES (Ref: 1994 - 1998) | BANK FEES AND CHARGES | 1,787.88 |
| 1*SEP22 | 01/09/2022 | BANK CHARGES (Ref: 1998 - 2002) | BANK FEES AND CHARGES | 2,107.72 |
| DD24587.1 | 14/08/2022 | AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER) | SUPERANNUATION | 25,809.22 |
| DD24587.2 | 14/08/2022 | HUB24 SUPER FUND | SUPERANNUATION | 245.43 |
| DD24587.3 | 14/08/2022 | MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND) | SUPERANNUATION | 1,808.42 |
| DD24587.4 | 14/08/2022 | PLUM SUPERANNUATION FUND (MLC) | SUPERANNUATION | 1,355.21 |
| DD24587.5 | 14/08/2022 | CBUS INDUSTRY SUPER | SUPERANNUATION | 964.81 |
| DD24587.6 | 14/08/2022 | AUSTRALIAN ETHICAL SUPER | SUPERANNUATION | 620.77 |
| DD24587.7 | 14/08/2022 | MLC SUPER FUND | SUPERANNUATION | 499.18 |
| DD24587.8 | 14/08/2022 | IOOF EMPLOYER SUPER | SUPERANNUATION | 121.18 |
| DD24587.9 | 14/08/2022 | RETIREMENT PORTFOLIO SERVICE (ANZ SMART CHOICE SUPER) | SUPERANNUATION | 677.95 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | Amount |
|--------------------|------------|--------------------------------------------------------------------------------|-----------|
| DD24587.10 | 14/08/2022 | BT SUPER FOR LIFE | 822.65 |
| DD24587.11 | 14/08/2022 | COMMONWEALTH ESSENTIAL SUPER | 326.40 |
| DD24587.12 | 14/08/2022 | AMP FLEXIBLE LIFETIME SUPER | 1,004.23 |
| DD24587.13 | 14/08/2022 | COLONIAL FIRST STATE FIRSTCHOICE | 439.41 |
| DD24587.14 | 14/08/2022 | PRIME SUPER | 249.02 |
| DD24587.15 | 14/08/2022 | EQUIPSUPER SUPERANNUATION FUND | 290.57 |
| DD24587.16 | 14/08/2022 | LEGALSUPER | 465.57 |
| DD24587.17 | 14/08/2022 | HOSTPLUS SUPERANNUATION FUND | 3,526.33 |
| DD24587.18 | 14/08/2022 | AUSTRALIAN SUPER | 7,153.00 |
| DD24587.19 | 14/08/2022 | RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER) | 2,037.95 |
| DD24587.20 | 14/08/2022 | AUSTRALIAN RETIREMENT TRUST | 282.69 |
| DD24587.21 | 14/08/2022 | ONEPATH MASTERFUND (ANZ) | 132.67 |
| DD24587.22 | 14/08/2022 | MARANI SUPER FUND | 1,182.69 |
| DD24771.1 | 01/09/2022 | AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER) | 29,579.59 |
| DD24771.2 | 01/09/2022 | HUB24 SUPER FUND | 287.27 |
| DD24771.3 | 01/09/2022 | MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND) | 2,097.39 |
| DD24771.4 | 01/09/2022 | PLUM SUPERANNUATION FUND (MLC) | 1,568.12 |
| DD24771.5 | 01/09/2022 | CBUS INDUSTRY SUPER | 1,098.85 |
| DD24771.6 | 01/09/2022 | AUSTRALIAN ETHICAL SUPER | 687.47 |
| DD24771.7 | 01/09/2022 | MLC SUPER FUND | 569.07 |
| DD24771.8 | 01/09/2022 | IOOF EMPLOYER SUPER | 121.18 |
| DD24771.9 | 01/09/2022 | RETIREMENT PORTFOLIO SERVICE (ANZ SMART CHOICE SUPER) | 724.31 |
| DD24771.10 | 01/09/2022 | BT SUPER FOR LIFE | 924.60 |
| DD24771.11 | 01/09/2022 | COMMONWEALTH ESSENTIAL SUPER | 367.37 |
| DD24771.12 | 01/09/2022 | AMP FLEXIBLE LIFETIME SUPER | 1,169.86 |
| DD24771.13 | 01/09/2022 | VISION SUPER PTY LTD | 45.60 |
| DD24771.14 | 01/09/2022 | COLONIAL FIRST STATE FIRSTCHOICE | 410.04 |
| DD24771.15 | 01/09/2022 | PRIME SUPER | 347.79 |
| DD24771.16 | 01/09/2022 | EQUIPSUPER SUPERANNUATION FUND | 316.29 |
| DD24771.17 | 01/09/2022 | TELSTRA SUPERANNUATION SCHEME | 400.98 |
| DD24771.18 | 01/09/2022 | LEGALSUPER | 550.81 |
| DD24771.19 | 01/09/2022 | HOSTPLUS SUPERANNUATION FUND | 4,133.33 |
| DD24771.20 | 01/09/2022 | AUSTRALIAN SUPER | 7,826.34 |
| DD24771.21 | 01/09/2022 | RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER) | 2,594.46 |
| DD24771.22 | 01/09/2022 | AUSTRALIAN RETIREMENT TRUST | 323.40 |
| DD24771.23 | 01/09/2022 | ONEPATH MASTERFUND (ANZ) | 162.56 |
| DD24771.24 | 01/09/2022 | MARANI SUPER FUND | 1,182.69 |
| DD24772.1 | 01/09/2022 | VISION SUPER PTY LTD | -45.60 |
| DD24773.1 | 11/09/2022 | AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER) | 27,030.73 |
| DD24773.2 | 11/09/2022 | HUB24 SUPER FUND | 255.74 |
| DD24773.3 | 11/09/2022 | MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND) | 1,887.64 |
| DD24773.4 | 11/09/2022 | PLUM SUPERANNUATION FUND (MLC) | 1,406.36 |
| DD24773.5 | 11/09/2022 | CBUS INDUSTRY SUPER | 995.57 |
| DD24773.6 | 11/09/2022 | AUSTRALIAN ETHICAL SUPER | 568.20 |
| DD24773.7 | 11/09/2022 | MLC SUPER FUND | 516.65 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | Amount |
|--------------------|------------|--------------------------------------------------------------------------------|--------------|
| DD24773.8 | 11/09/2022 | IOOF EMPLOYER SUPER | 60.59 |
| DD24773.9 | 11/09/2022 | RETIREMENT PORTFOLIO SERVICE (ANZ SMART CHOICE SUPER) | 689.08 |
| DD24773.10 | 11/09/2022 | BT SUPER FOR LIFE | 896.39 |
| DD24773.11 | 11/09/2022 | COMMONWEALTH ESSENTIAL SUPER | 309.33 |
| DD24773.12 | 11/09/2022 | AMP FLEXIBLE LIFETIME SUPER | 1,024.66 |
| DD24773.13 | 11/09/2022 | COLONIAL FIRST STATE FIRSTCHOICE | 471.80 |
| DD24773.14 | 11/09/2022 | PRIME SUPER | 273.69 |
| DD24773.15 | 11/09/2022 | EQUIPSUPER SUPERANNUATION FUND | 296.86 |
| DD24773.16 | 11/09/2022 | TELSTRA SUPERANNUATION SCHEME | 268.54 |
| DD24773.17 | 11/09/2022 | LEGALSUPER | 480.44 |
| DD24773.18 | 11/09/2022 | HOSTPLUS SUPERANNUATION FUND | 3,735.89 |
| DD24773.19 | 11/09/2022 | AUSTRALIAN SUPER | 7,625.24 |
| DD24773.20 | 11/09/2022 | RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER) | 2,214.19 |
| DD24773.21 | 11/09/2022 | AUSTRALIAN RETIREMENT TRUST | 338.46 |
| DD24773.22 | 11/09/2022 | ONEPATH MASTERFUND (ANZ) | 153.18 |
| DD24773.23 | 11/09/2022 | MARANI SUPER FUND | 1,182.69 |
| DD24774.1 | 25/09/2022 | AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER) | 27,347.78 |
| DD24774.2 | 25/09/2022 | HUB24 SUPER FUND | 256.33 |
| DD24774.3 | 25/09/2022 | MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND) | 1,906.12 |
| DD24774.4 | 25/09/2022 | PLUM SUPERANNUATION FUND (MLC) | 1,406.36 |
| DD24774.5 | 25/09/2022 | CBUS INDUSTRY SUPER | 1,009.68 |
| DD24774.6 | 25/09/2022 | MLC SUPER FUND | 516.65 |
| DD24774.7 | 25/09/2022 | RETIREMENT PORTFOLIO SERVICE (ANZ SMART CHOICE SUPER) | 694.04 |
| DD24774.8 | 25/09/2022 | BT SUPER FOR LIFE | 742.57 |
| DD24774.9 | 25/09/2022 | COMMONWEALTH ESSENTIAL SUPER | 324.77 |
| DD24774.10 | 25/09/2022 | COLONIAL FIRST STATE FIRSTCHOICE | 477.81 |
| DD24774.11 | 25/09/2022 | PRIME SUPER | 273.43 |
| DD24774.12 | 25/09/2022 | AMP FLEXIBLE LIFETIME SUPER | 1,024.66 |
| DD24774.13 | 25/09/2022 | EQUIPSUPER SUPERANNUATION FUND | 338.08 |
| DD24774.14 | 25/09/2022 | AUSTRALIAN ETHICAL SUPER | 343.36 |
| DD24774.15 | 25/09/2022 | TELSTRA SUPERANNUATION SCHEME | 304.49 |
| DD24774.16 | 25/09/2022 | LEGALSUPER | 488.84 |
| DD24774.17 | 25/09/2022 | HOSTPLUS SUPERANNUATION FUND | 3,684.45 |
| DD24774.18 | 25/09/2022 | AUSTRALIAN SUPER | 8,011.60 |
| DD24774.19 | 25/09/2022 | RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER) | 1,931.45 |
| DD24774.20 | 25/09/2022 | AUSTRALIAN RETIREMENT TRUST | 390.68 |
| DD24774.21 | 25/09/2022 | ONEPATH MASTERFUND (ANZ) | 175.36 |
| DD24774.22 | 25/09/2022 | MARANI SUPER FUND | 1,182.69 |
| 2192 | 02/08/2022 | BLOEMSIERKUNST ROSAMIE | 1,027.71 |
| 2193 | 04/08/2022 | COMMONWEALTH BANK OF AUSTRALIA | 2,000,000.00 |
| 2194 | 22/08/2022 | AUSTRACLEAR LIMITED (ASX) | 18.70 |
| 2195 | 31/08/2022 | WESTPAC BANKING CORPORATION | 2,000,000.00 |
| 2196 | 31/08/2022 | WESTPAC BANKING CORPORATION | 1,000,000.00 |
| 2197 | 16/08/2022 | WBC - CORPORATE MASTERCARD - BRADLEY LACEY | 60.00 |
| 2198 | 16/08/2022 | WBC - CORPORATE MASTERCARD - D AMEDURI | 336.09 |



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | | Amount |
|------------------------------------------|-------------|-------------------------------------------------|----------------------------------------|----------------------|
| 2199 | 16/08/2022 | WBC - CORPORATE MASTERCARD - DAVID SCHMIDT | CREDIT CARD PURCHASES | 3,623.17 |
| 2200 | 16/08/2022 | WBC - CORPORATE MASTERCARD - DOUGLAS BRUCE | CREDIT CARD PURCHASES | 764.24 |
| 2201 | 16/08/2022 | WBC - CORPORATE MASTERCARD - H LIEW | CREDIT CARD PURCHASES | 111.30 |
| 2202 | 16/08/2022 | WBC - CORPORATE MASTERCARD - HEIN VON BENECKE | CREDIT CARD PURCHASES | 1,803.37 |
| 2203 | 16/08/2022 | WBC - CORPORATE MASTERCARD - JUAN-MARI DAVIES | CREDIT CARD PURCHASES | 403.04 |
| 2204 | 16/08/2022 | WBC - CORPORATE MASTERCARD - MARCUS GEISLER | CREDIT CARD PURCHASES | 1,249.75 |
| 2205 | 16/08/2022 | WBC - CORPORATE MASTERCARD - MARINDA ROUX | CREDIT CARD PURCHASES | 1,264.23 |
| 2206 | 16/08/2022 | WBC - CORPORATE MASTERCARD - S FITZPATRICK | CREDIT CARD PURCHASES | 2,238.50 |
| 2207 | 16/08/2022 | WBC - CORPORATE MASTERCARD - T BEINHAEUER | CREDIT CARD PURCHASES | 255.80 |
| 2208 | 16/08/2022 | WBC - CORPORATE MASTERCARD - T ECKSTEIN | CREDIT CARD PURCHASES | 1,624.62 |
| 2209 | 16/08/2022 | WBC - CORPORATE MASTERCARD - W HARRIS | CREDIT CARD PURCHASES | 1,612.12 |
| 2210 | 16/08/2022 | WBC - CORPORATE MASTERCARD - Z WILLIAMSON | CREDIT CARD PURCHASES | 475.37 |
| 2211 | 13/09/2022 | WESTPAC BANKING CORPORATION | TERM DEPOSIT INVESMTNET | 2,000,000.00 |
| 2212 | 21/09/2022 | AUSTRACLEAR LIMITED (ASX) | FINANCIAL SERVICES FEE | 8.25 |
| 2213 | 28/09/2022 | NATIONAL AUSTRALIA BANK | TERM DEPOSIT INVESMTNET | 1,000,000.00 |
| 2214 | 29/09/2022 | SUNCORP BANK | TERM DEPOSIT INVESMTNET | 2,000,000.00 |
| 2215 | 27/09/2022 | GOCANVAS T/A CANVAS SOLUTIONS AUSTRALIA PTY LTD | SOFTWARE LICENCE - ANNUAL SUBSCRIPTION | 23,139.96 |
| 2216 | 29/09/2022 | BANK OF QUEENSLAND | TERM DEPOSIT INVESMTNET | 2,000,000.00 |
| 2217 | 29/09/2022 | NATIONAL AUSTRALIA BANK | TERM DEPOSIT INVESMTNET | 4,000,000.00 |
| 2218 | 29/09/2022 | SUNCORP BANK | TERM DEPOSIT INVESMTNET | 1,000,000.00 |
| 2219 | 28/09/2022 | AMP BANK | TERM DEPOSIT INVESMTNET | 1,000,000.00 |
| 2220 | 16/09/2022 | WBC - CORPORATE MASTERCARD - BRADLEY LACEY | CREDIT CARD PURCHASES | 711.20 |
| 2221 | 16/09/2022 | WBC - CORPORATE MASTERCARD - D AMEDURI | CREDIT CARD PURCHASES | 3,294.16 |
| 2222 | 16/09/2022 | WBC - CORPORATE MASTERCARD - DAVID SCHMIDT | CREDIT CARD PURCHASES | 393.10 |
| 2223 | 16/09/2022 | WBC - CORPORATE MASTERCARD - DOUGLAS BRUCE | CREDIT CARD PURCHASES | 96.80 |
| 2224 | 16/09/2022 | WBC - CORPORATE MASTERCARD - H LIEW | CREDIT CARD PURCHASES | 80.70 |
| 2225 | 16/09/2022 | WBC - CORPORATE MASTERCARD - HEIN VON BENECKE | CREDIT CARD PURCHASES | 673.32 |
| 2226 | 16/09/2022 | WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO | CREDIT CARD PURCHASES | 824.00 |
| 2227 | 16/09/2022 | WBC - CORPORATE MASTERCARD - JUAN-MARI DAVIES | CREDIT CARD PURCHASES | 629.92 |
| 2228 | 16/09/2022 | WBC - CORPORATE MASTERCARD - MARCUS GEISLER | CREDIT CARD PURCHASES | 13.33 |
| 2229 | 16/09/2022 | WBC - CORPORATE MASTERCARD - MARINDA ROUX | CREDIT CARD PURCHASES | 3,018.50 |
| 2230 | 16/09/2022 | WBC - CORPORATE MASTERCARD - T BEINHAEUER | CREDIT CARD PURCHASES | 853.45 |
| 2231 | 16/09/2022 | WBC - CORPORATE MASTERCARD - T ECKSTEIN | CREDIT CARD PURCHASES | 1,034.64 |
| 2232 | 16/09/2022 | WBC - CORPORATE MASTERCARD - W HARRIS | CREDIT CARD PURCHASES | 1,565.10 |
| 2233 | 16/09/2022 | WBC - CORPORATE MASTERCARD - Z WILLIAMSON | CREDIT CARD PURCHASES | 129.21 |
| SUB TOTAL | | | | 23,966,769.40 |
| LESS CANCELLED EFTs & CHEQUES | | | | |
| EFT50377 | 01/09/2022 | AIR FILTER DRY CLEAN SYSTEMS WA | CLEAN & SERVICES FILTERS | -1,116.41 |
| SUB TOTAL | | | | -1,116.41 |
| TOTAL | | | | 23,965,652.99 |

Bank Code Bank



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF AUGUST & SEPTEMBER 2022

| Cheque / EFT No | Date | Payee | Amount |
|--------------------|------|-----------------------|---------------|
| | | EMRC - Municipal Fund | 23,965,652.99 |

All Employee Superannuation obligations for the period August to September 2022 have been paid by the EMRC.

14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 AUGUST 2022

D2022/16763

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 31 August 2022.

KEY POINTS

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 31 August 2022 have been identified and are reported on in the body of the report.

RECOMMENDATIONS

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 August 2022.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

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

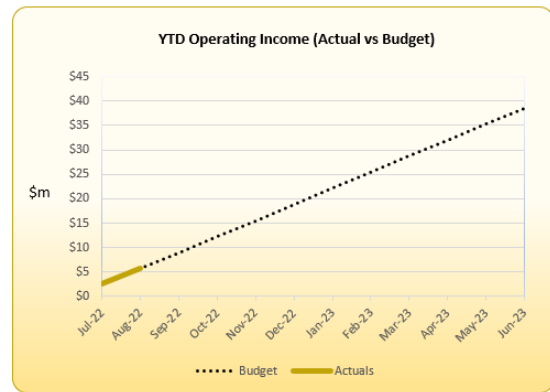
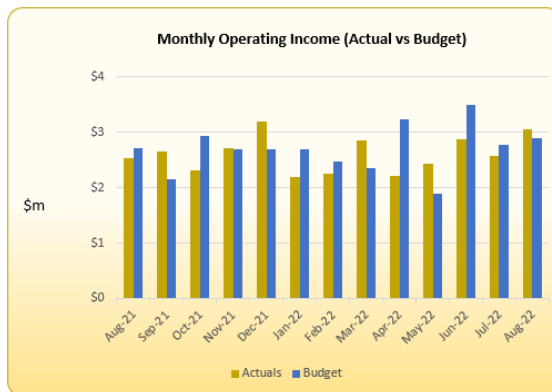
REPORT

- 3 Outlined below are financial statements for the period ended 31 August 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

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

- 4 The net operating result as at 31 August 2022 is a favourable variance of \$169,900 (12.09%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

| | | | |
|---|-------------------------|-----------------------|----------------------------------------------|
| 5 | Operating Income | Actuals for the Year | An unfavourable variance of \$35,314 (0.62%) |
| | | End of Year Forecasts | As per budget - not yet due to be reviewed. |

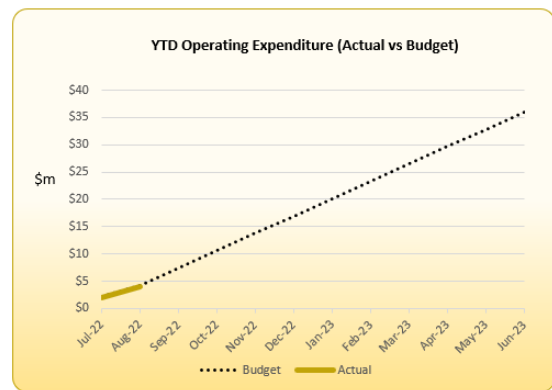
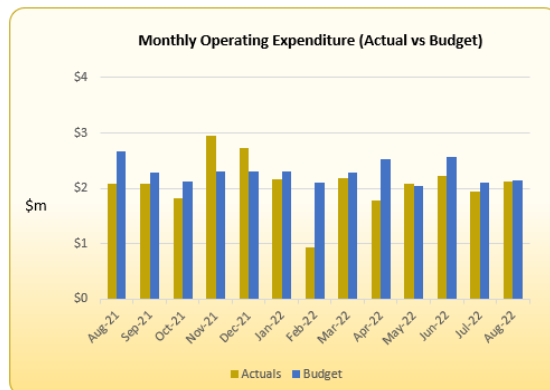


Operating Income Variances previously reported to Council

- 6 Year to date Reimbursements is above the budget by \$218,730 (81.45%). The variance relates to a reimbursement of costs totalling \$60,560 associated with the Woodside Project together with the reimbursement of costs totalling \$185,854 associated with the purchase of FOGO caddys and liners for the City of Bayswater. This is partially offset by lower than budgeted reimbursements from the Coppin, Mathieson and Baywaste transfer stations.

- 7 There were no further significant Operating Income variances as at 31 August 2022.

| | | | |
|---|------------------------------|-----------------------|---------------------------------------------|
| 8 | Operating Expenditure | Actuals for the Year | An underspend variance of \$205,304 (4.82%) |
| | | End of Year Forecasts | As per budget - not yet due to be reviewed. |



Operating Expenditure Variances previously reported to Council

- 9 Year to date Salary Expenses of \$1,581,826 is below the budget by \$312,732 (16.51%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions.
- 10 Year to date Material Expenses of \$315,646 is above the budget by \$89,612 (39.65%) due to the additional expenditure relating to the purchase of FOGO caddys and liners for the City of Bayswater (\$185,854) and the timing of various projects from different business units. The additional expenditure is offset in the following areas where the expenditures are lower than budget for various directorates/business units: CEO's (\$25,016), Business Support (\$18,289), Sustainability (\$11,037), Operations (\$35,894) and Projects (\$6,006).
- 11 Year to date Fuel Expenses of \$213,201 is above the budget by \$43,993 (26.00%). The variance is attributable to the higher purchase price of diesel fuel compared to budget.
- 12 Year to date Cost Allocations of \$19,150 is below the budget by \$151,890 (87.39%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour as well as the timing of various projects.

Operating Expenditure Variances not previously reported to Council

- 13 Year to date Contract Expenses of \$786,698 is below the budget by \$192,853 (19.69%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$24,690), Business Support (\$82,630), Sustainability (\$26,582), and Projects (\$79,985). This is off-set by expenditure higher than budget in the Operations directorate/business unit of \$21,034.
- 14 Year to date Miscellaneous Expenses of \$290,975 is above the budget by \$117,477 (67.71%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: Sustainability (\$438), and Projects (\$12,684). This is off-set by expenditure higher than budget in the following directorate/business units: CEO's (\$28,793), Business Support (\$1,831), and Operations (\$99,975).
- 15 There were no further significant Operating Expenditure variances as at 31 August 2022.

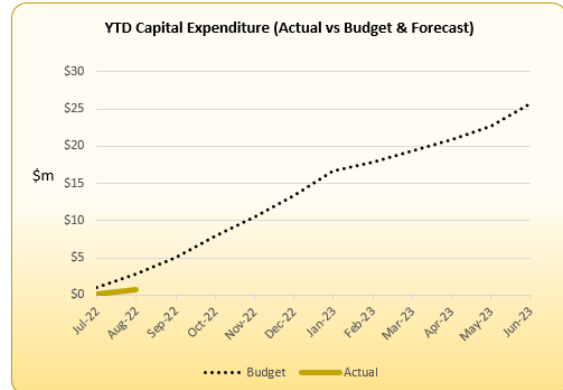
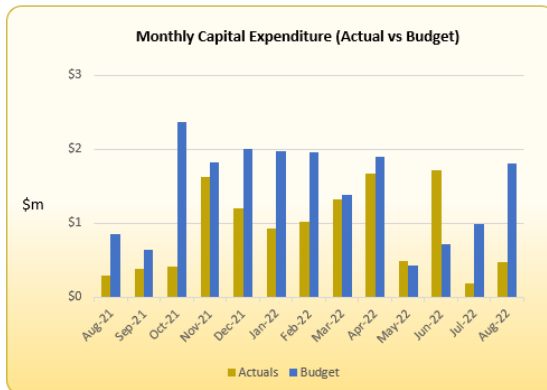
| | | |
|-----------------------------------|-----------------------|-----|
| Other Comprehensive Income | Actuals for the Year | Nil |
| | End of Year Forecasts | Nil |

- 16 There were no significant Other Comprehensive Income variances as at 31 August 2022.

17

Capital Expenditure Statement (refer Attachment 2)

| | | |
|----------------------------|-----------------------|---------------------------------------------|
| Capital Expenditure | Actuals for the Year | An underspend variance of \$2,125,184 |
| | End of Year Forecasts | As per budget - not yet due to be reviewed. |



Capital Expenditure Variances

- 18 An underspend variance of \$2,125,184 existed as at 31 August 2022 when compared to the budget of \$2,789,913.
- 19 Minimal capital expenditure has been undertaken to 31 August 2022 with the major capital expenditure being undertaken on the following:
- Construct Workshop No 3 - RHWMF - \$180,848;
 - Construct Commercial Transfer Station - HRRP - \$163,517;
 - WWtE Project - HRRP - \$126,896;
 - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$103,629; and
 - Purchase/Replace Minor Plant & Equipment - HRRP - \$36,200;
- 20 As end of year forecasts are yet to be reviewed, the forecast balances as at 31 August 2022 are as per the budget estimates.

Statement of Financial Position (refer Attachment 3)

- 21 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 22 Total Equity as at 31 August 2022 totals \$172,335,939. This is an increase of \$1,576,586 from the 30 June 2022 equity of \$170,759,353.
- 23 As end of year forecasts are yet to be reviewed, the forecast balances as at 31 August 2022 are as per the budget estimates.

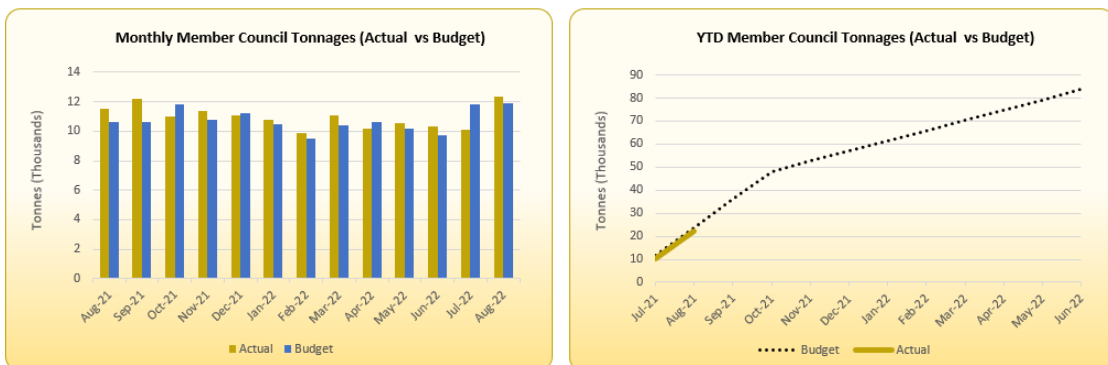
Statement of Cash and Investments (refer Attachment 4)

- 24 The level of cash and investments in the Municipal Fund as at 31 August 2022 is \$22,516,887 and Restricted Cash amount to \$57,119,886.
- 25 The net movement for the month is an increase of \$333,247.
- 26 As end of year forecasts are yet to be reviewed, the forecast balances as at 31 August 2022 are as per the budget estimates.

Investment Report (refer Attachment 5)

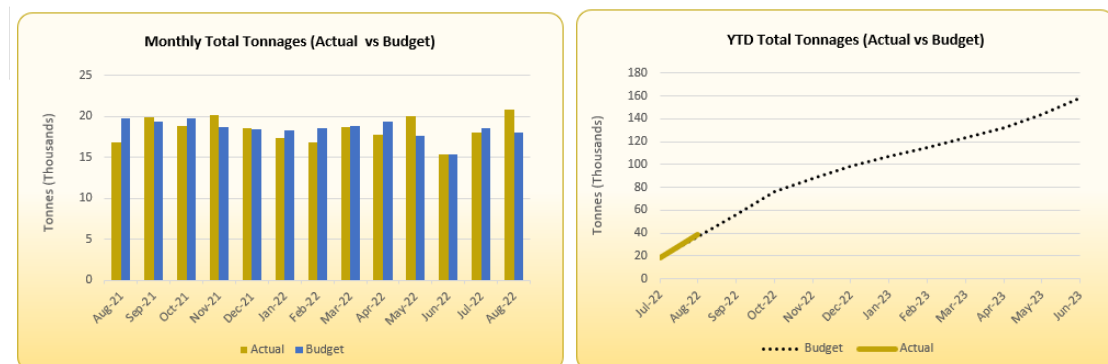
- 27 Term deposits valued at \$2,000,000 matured during August 2022. These funds were reinvested into further term deposits together with additional funds of \$3,000,000.
- 28 Due to the ME Bank being acquired by the BOQ in February/March of 2022 the combined portfolio percentage of the two ADI's of 20.19% exceeds the policy limit of 20%. This will not be reduced until such time that either additional funds are invested in other banks and the portfolio total is increased or until the redemption of the next BOQ TD maturity in September 2022. It should be noted that the EMRC have not invested with BOQ or ME Bank since December 2021. As a consequence, the policy breach has been unavoidable.

Tonnages – Member Councils



- 29 YTD tonnages received from member Councils total 22,385 tonnes compared to the budget of 23,713 tonnes. As at the same period in 2021/2022 tonnages from member Councils totalled 22,274 tonnes.

Tonnages – Total Tonnages



- 30 YTD total tonnages received from all sources total 38,867 tonnes compared to the budget of 36,633 tonnes. As at the same period in 2021/2022 tonnages received from all sources totalled 34,417 tonnes

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 32 As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

- 33 Nil

RISK MANAGEMENT

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

MEMBER COUNCIL IMPLICATIONS

| Member Council | Implication Details |
|----------------------------------------------------------------------------------------------------|----------------------------|
| Town of Bassendean City of Bayswater City of Kalamunda Shire of Mundaring City of Swan | As outlined in the report. |

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (D2022/16764)
2. Capital Expenditure Statement (D2022/16765)
3. Statement of Financial Position (D2022/16766)
4. Statement of Cash and Investments (D2022/16767)
5. Investment Report (D2022/16768)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 August 2022.

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2022.

CARRIED UNANIMOUSLY



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

| Year to Date | | | | AUGUST 2022 | | Full Year | | |
|-----------------------------------|--------------------|-------------------|------------|---------------------------------------------------------|---------------------|---------------------|------------|------------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance | |
| Operating Income | | | | | | | | |
| \$5,997,440 | \$6,053,507 | (\$56,067) | (U) | User Charges | \$38,358,338 | \$38,358,338 | \$0 | (F) |
| (\$2,232,035) | (\$2,099,523) | (\$132,512) | (U) | <u>Less</u> Landfill Levy Charges | (\$8,573,043) | (\$8,573,043) | \$0 | (F) |
| \$3,765,405 | \$3,953,984 | (\$188,579) | (U) | Net User Charges | \$29,785,295 | \$29,785,295 | \$0 | (F) |
| \$106,756 | \$115,095 | (\$8,339) | (U) | Special Charges | \$690,614 | \$690,614 | \$0 | (F) |
| \$716,900 | \$757,430 | (\$40,530) | (U) | Secondary Waste Charge | \$2,435,450 | \$2,435,450 | \$0 | (F) |
| \$40,220 | \$36,932 | \$3,288 | (F) | Contributions | \$117,730 | \$117,730 | \$0 | (F) |
| \$14,447 | \$27,166 | (\$12,719) | (U) | Operating Grants | \$163,000 | \$163,000 | \$0 | (F) |
| \$24,765 | \$11,664 | \$13,101 | (F) | Interest Municipal Cash Investments | \$70,000 | \$70,000 | \$0 | (F) |
| \$137,103 | \$134,900 | \$2,203 | (F) | Interest Restricted Cash Investments | \$809,453 | \$809,453 | \$0 | (F) |
| \$487,268 | \$268,538 | \$218,730 | (F) | Reimbursements | \$1,611,291 | \$1,611,291 | \$0 | (F) |
| \$338,243 | \$360,712 | (\$22,469) | (U) | Other | \$2,558,840 | \$2,558,840 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Proceeds from Sale of Assets | \$360,000 | \$360,000 | \$0 | (F) |
| \$5,631,107 | \$5,666,421 | (\$35,314) | (U) | Total Operating Income | \$38,601,673 | \$38,601,673 | \$0 | (F) |
| Operating Expenditure | | | | | | | | |
| \$1,581,826 | \$1,894,558 | \$312,732 | (F) | Salary Expenses | \$11,862,596 | \$11,862,596 | \$0 | (F) |
| \$786,698 | \$979,551 | \$192,853 | (F) | Contract Expenses | \$9,117,051 | \$9,117,051 | \$0 | (F) |
| \$315,646 | \$226,034 | (\$89,612) | (U) | Material Expenses | \$1,939,704 | \$1,939,704 | \$0 | (F) |
| \$52,366 | \$58,588 | \$6,222 | (F) | Utility Expenses | \$364,023 | \$364,023 | \$0 | (F) |
| \$213,201 | \$169,208 | (\$43,993) | (U) | Fuel Expenses | \$1,016,373 | \$1,016,373 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Interest Expenses | \$0 | \$0 | \$0 | (F) |
| \$61,778 | \$62,824 | \$1,046 | (F) | Insurance Expenses | \$377,272 | \$377,272 | \$0 | (F) |
| \$580,520 | \$643,892 | \$63,372 | (F) | Depreciation Expenses | \$4,286,463 | \$4,286,463 | \$0 | (F) |
| \$290,975 | \$173,498 | (\$117,477) | (U) | Miscellaneous Expenses | \$6,267,356 | \$6,267,356 | \$0 | (F) |
| \$190,661 | \$195,696 | \$5,035 | (F) | Provision Expenses | \$737,674 | \$737,674 | \$0 | (F) |
| (\$19,150) | (\$151,890) | (\$132,740) | (U) | Costs Allocated | (\$188,696) | (\$188,696) | \$0 | (F) |
| \$0 | \$7,866 | \$7,866 | (F) | Carrying Amount of Assets Disposed Of | \$244,487 | \$244,487 | \$0 | (F) |
| \$4,054,521 | \$4,259,825 | \$205,304 | (F) | Total Operating Expenditure | \$36,024,303 | \$36,024,303 | \$0 | (F) |
| \$1,576,586 | \$1,406,596 | \$169,990 | (F) | NET RESULT BEFORE OTHER COMPREHENSIVE INCOME | \$2,577,370 | \$2,577,370 | \$0 | (F) |
| Surplus | Surplus | | | | Surplus | Surplus | | |
| Other Comprehensive Income | | | | | | | | |
| \$0 | \$0 | \$0 | (F) | Revaluation of Assets/Accumulated Depreciation Reversal | \$0 | \$0 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Total Other Comprehensive Income | \$0 | \$0 | \$0 | (F) |
| \$1,576,586 | \$1,406,596 | \$169,990 | (F) | CHANGE IN NET ASSETS FROM OPERATIONS | \$2,577,370 | \$2,577,370 | \$0 | (F) |
| Surplus | Surplus | | | | Surplus | Surplus | | |

Notes:

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

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



CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | Full Year | | | |
|--------------|--------|----------|----------|--------------------------------------------------------------------------------------|----------|----------|-----|
| Actual | Budget | Variance | | Forecast | Budget | Variance | |
| | | | | | | | |
| CEO's Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Councillors (24550/01) | \$35,000 | \$35,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Art Works (24620/00) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | | \$45,000 | \$45,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | | Full Year | | |
|------------------|----------|----------|-------------|------------------------------------------------------------------------------|-----------|-----------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| | | | | | | | |
| Business Support | | | | | | | |
| \$0 | \$70,000 | \$70,000 | \$45,445 | Purchase Vehicles - Ascot Place (24440/00) | \$186,000 | \$186,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Furniture Fittings & Equipment - Corporate Services (24510/01) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment (24550/00) | \$105,000 | \$105,000 | \$0 |
| \$0 | \$3,000 | \$3,000 | \$0 | Capital Improvement Administration Building - Ascot Place (25240/01) | \$458,000 | \$458,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Upgrade Security Equipment - Ascot Place (25530/01) | \$5,000 | \$5,000 | \$0 |
| \$0 | \$73,000 | \$73,000 | \$45,445 | | \$764,000 | \$764,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | | Full Year | | |
|-----------------|-----------|-----------|-------------|----------------------------------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| Operations Team | | | | | | | |
| \$1,417 | \$10,000 | \$8,583 | \$0 | Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01) | \$68,700 | \$68,700 | \$0 |
| \$0 | \$10,000 | \$10,000 | \$0 | Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01) | \$70,222 | \$70,222 | \$0 |
| \$0 | \$20,000 | \$20,000 | \$0 | Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00) | \$75,000 | \$75,000 | \$0 |
| \$0 | \$10,000 | \$10,000 | \$0 | Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10) | \$50,000 | \$50,000 | \$0 |
| \$0 | \$20,000 | \$20,000 | \$0 | Gas Extraction System Wells - Red Hill Landfill Facility (24399/20) | \$50,000 | \$50,000 | \$0 |
| \$0 | \$0 | \$0 | \$473,905 | Purchase / Replace Plant - Red Hill Landfill Facility (24410/00) | \$950,000 | \$950,000 | \$0 |
| \$0 | \$400,000 | \$400,000 | \$0 | Purchase / Replace Plant - Hazelmere (24410/01) | \$2,445,000 | \$2,445,000 | \$0 |
| \$0 | \$82,500 | \$82,500 | \$0 | Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00) | \$495,000 | \$495,000 | \$0 |
| \$36,200 | \$35,000 | (\$1,200) | \$23,413 | Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02) | \$299,000 | \$299,000 | \$0 |
| \$0 | \$47,500 | \$47,500 | \$49,416 | Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00) | \$307,000 | \$307,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Fire Fighting System/Equipment - Hazelmere (24520/07) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$30,000 | \$30,000 | \$0 | Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08) | \$60,000 | \$60,000 | \$0 |

CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | Full Year | | | |
|-----------------|-----------|-----------|-------------|------------------------------------------------------------------------------------|-------------|-------------|-----|
| Actual | Budget | Variance | | Forecast | Budget | Variance | |
| | | | | | | | |
| Operations Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Hazelmere (24550/03) | \$30,000 | \$30,000 | \$0 |
| \$7,290 | \$3,666 | (\$3,624) | \$7,182 | Purchase Information Technology & Communication Equipment - Baywaste (24550/04) | \$22,000 | \$22,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Red Hill (24550/05) | \$22,000 | \$22,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00) | \$120,000 | \$120,000 | \$0 |
| \$0 | \$0 | \$0 | \$2,230 | Purchase Office Furniture and Fittings - Hazelmere Office (24610/10) | \$20,000 | \$20,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Furniture and Fittings - Hazelmere Workshop (24610/11) | \$55,000 | \$55,000 | \$0 |
| \$0 | \$0 | \$0 | \$625,591 | Refurbish Plant - Red Hill Landfill Facility (25410/00) | \$1,200,000 | \$1,200,000 | \$0 |
| \$44,907 | \$668,666 | \$623,759 | \$1,181,737 | | \$6,348,922 | \$6,348,922 | \$0 |

CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | | Full Year | | |
|---------------|-----------|-------------|-------------|--------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| Projects Team | | | | | | | |
| \$180,848 | \$617,257 | \$436,409 | \$26,237 | Construct Workshop No 3 - Red Hill Landfill Facility (24250/08) | \$617,257 | \$617,257 | \$0 |
| \$0 | \$150,000 | \$150,000 | \$114,591 | Construct Wood Waste to Energy Building - HRRP (24259/05) | \$459,459 | \$459,459 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Community Recycling Centre (CRC) - HRRP (24259/06) | \$129,906 | \$129,906 | \$0 |
| \$163,517 | \$768,000 | \$604,483 | \$8,802 | Construct Commercial Transfer Station - HRRP (24259/10) | \$2,668,372 | \$2,668,372 | \$0 |
| \$404 | \$0 | (\$404) | \$0 | Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15) | \$249,976 | \$249,976 | \$0 |
| \$0 | \$0 | \$0 | \$29,702 | Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16) | \$538,326 | \$538,326 | \$0 |
| \$103,629 | \$280,136 | \$176,507 | \$0 | Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18) | \$1,680,869 | \$1,680,869 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Wood Waste to Energy Dry Char Storage Facility - HRRP (24259/19) | \$91,000 | \$91,000 | \$0 |
| \$124,817 | \$0 | (\$124,817) | \$34,405 | Construct Wood Waste to Energy Project (EMRC WWtE Step-In) - HRRP (24259/21) | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Wood Waste to Energy Plant - Fire Protection - HRRP (24259/22) | \$200,000 | \$200,000 | \$0 |
| \$1,047 | \$0 | (\$1,047) | \$0 | Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21) | \$1,068,677 | \$1,068,677 | \$0 |
| \$589 | \$0 | (\$589) | \$0 | Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05) | \$1,297,003 | \$1,297,003 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Roads / Carparks - Red Hill Landfill Facility (24370/00) | \$248,319 | \$248,319 | \$0 |

CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | | Full Year | | |
|---------------|----------|-----------|-------------|-----------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| Projects Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02) | \$682,751 | \$682,751 | \$0 |
| \$0 | \$8,500 | \$8,500 | \$0 | Construct Litter Fence - Redhill Landfill Facility (24394/05) | \$50,000 | \$50,000 | \$0 |
| \$1,380 | \$0 | (\$1,380) | \$0 | Resource Recovery Park - Noise Control Fencing (24394/06) | \$198,842 | \$198,842 | \$0 |
| \$10,047 | \$90,000 | \$79,953 | \$0 | Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05) | \$90,000 | \$90,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Undertake FOGO Reference Site Tours (24395/06) | \$37,500 | \$37,500 | \$0 |
| \$13,038 | \$59,354 | \$46,316 | \$4,545 | Implementation of the FOGO Recovery Strategy (24395/07) | \$356,144 | \$356,144 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Monitoring Bores - Red Hill Landfill Facility (24396/00) | \$150,000 | \$150,000 | \$0 |
| \$891 | \$55,000 | \$54,109 | \$0 | Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11) | \$335,327 | \$335,327 | \$0 |
| \$124 | \$0 | (\$124) | \$0 | Liquid Waste Project - Red Hill Landfill Facility (24399/16) | \$1,775,931 | \$1,775,931 | \$0 |
| \$9,811 | \$0 | (\$9,811) | \$5,724 | Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21) | \$2,850,000 | \$2,850,000 | \$0 |
| \$1,188 | \$0 | (\$1,188) | \$0 | Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23) | \$180,000 | \$180,000 | \$0 |
| \$1,055 | \$0 | (\$1,055) | \$0 | Sewer Line from Lakes Rd to Mary St - HRRP (24399/24) | \$294,405 | \$294,405 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Noise Barrier for Hammer Mill - HRRP (24399/26) | \$99,900 | \$99,900 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Digital Sign (DWER Requirement) - HRRP (24399/27) | \$50,000 | \$50,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | Full Year | | | |
|---------------|-------------|-------------|-------------|-----------------------------------------------------------------------------------------------------------|--------------|--------------|-----|
| Actual | Budget | Variance | | Forecast | Budget | Variance | |
| | | | | | | | |
| Projects Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Wood Waste to Energy Plant & Equipment - HRRP (24410/03) | \$24,020 | \$24,020 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Liquid Waste Project Plant - Red Hill Landfill Facility (24410/11) | \$550,000 | \$550,000 | \$0 |
| \$7,438 | \$20,000 | \$12,562 | \$0 | Regional Waste Collection Project (24410/14) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Air Pollution Control Residue Facility (APCR) Plant & Equipment - Red Hill Landfill Facility (24410/15) | \$964,000 | \$964,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Commercial Transfer Station - CCTV and Network - HRRP (24530/11) | \$250,000 | \$250,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Commercial Transfer Station - Thermal Cameras - HRRP (24530/12) | \$150,000 | \$150,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Projects (24550/02) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Wood Fines Sampling Equipment - Waste Environment (24590/09) | \$60,000 | \$60,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase of Fume Hood at HRRP - Waste Environment (24590/10) | \$30,000 | \$30,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase of Equipment for Testing of Basic Parameters - Waste Environment (24590/11) | \$30,000 | \$30,000 | \$0 |
| \$619,822 | \$2,048,247 | \$1,428,425 | \$224,006 | | \$18,532,984 | \$18,532,984 | \$0 |



CAPITAL EXPENDITURE STATEMENT

AUGUST 2022

| Year to Date | | | On Order | | | Full Year | | |
|--------------|-------------|-------------|-------------|------------------------------|--|--------------|--------------|----------|
| Actual | Budget | Variance | | | | Forecast | Budget | Variance |
| \$664,729 | \$2,789,913 | \$2,125,184 | \$1,451,189 | TOTAL CAPITAL EXPENDITURE | | \$25,690,906 | \$25,690,906 | \$0 |



STATEMENT OF FINANCIAL POSITION

AUGUST 2022

| Actual June 2022 | Actual Year to Date | (F) = Favourable variation (U) = Unfavourable variation | Full Year | | |
|-------------------------|------------------------|------------------------------------------------------------|---------------|---------------|----------|
| | | | Forecast | Budget | Variance |
| | | | | | |
| Current Assets | | | | | |
| \$5,820,110 | \$2,262,207 | Cash and Cash Equivalents | \$3,147,244 | \$3,147,244 | \$0 (F) |
| \$75,253,152 | \$77,374,566 | Investments | \$68,000,000 | \$68,000,000 | \$0 (F) |
| \$4,089,645 | \$5,094,425 | Trade and Other Receivables | \$2,987,058 | \$2,987,058 | \$0 (F) |
| \$16,301 | \$31,459 | Inventories | \$39,035 | \$39,035 | \$0 (F) |
| \$28,039 | \$314,526 | Other Assets | \$67,382 | \$67,382 | \$0 (F) |
| \$85,207,247 | \$85,077,183 | Total Current Assets | \$74,240,719 | \$74,240,719 | \$0 (F) |
| Current Liabilities | | | | | |
| \$6,148,741 | \$4,335,638 | Trade and Other Payables | \$6,201,968 | \$6,201,968 | \$0 (F) |
| \$1,929,017 | \$1,929,017 | Provisions | \$1,920,181 | \$1,920,181 | \$0 (F) |
| \$8,077,758 | \$6,264,655 | Total Current Liabilities | \$8,122,149 | \$8,122,149 | \$0 (F) |
| \$77,129,489 | \$78,812,528 | Net Current Assets | \$66,118,570 | \$66,118,570 | \$0 (F) |
| Non Current Assets | | | | | |
| \$47,850,257 | \$47,850,257 | Land | \$52,586,164 | \$52,586,164 | \$0 (F) |
| \$7,813,771 | \$7,771,409 | Buildings | \$23,363,403 | \$23,363,403 | \$0 (F) |
| \$22,308,519 | \$22,159,811 | Structures | \$35,130,271 | \$35,130,271 | \$0 (F) |
| \$12,431,581 | \$12,128,739 | Plant | \$19,079,688 | \$19,079,688 | \$0 (F) |
| \$547,031 | \$505,353 | Equipment | \$1,689,881 | \$1,689,881 | \$0 (F) |
| \$178,276 | \$174,546 | Furniture and Fittings | \$230,507 | \$230,507 | \$0 (F) |
| \$30,210,173 | \$30,833,701 | Work in Progress | \$17,536,763 | \$17,536,763 | \$0 (F) |
| \$121,339,608 | \$121,423,816 | Total Non Current Assets | \$149,616,677 | \$149,616,677 | \$0 (F) |
| Non Current Liabilities | | | | | |
| \$27,709,744 | \$27,900,405 | Provisions | \$31,838,528 | \$31,838,528 | \$0 (F) |
| \$27,709,744 | \$27,900,405 | Total Non Current Liabilities | \$31,838,528 | \$31,838,528 | \$0 (F) |
| \$170,759,353 | \$172,335,939 | Net Assets | \$183,896,719 | \$183,896,719 | \$0 (F) |
| Equity | | | | | |
| \$71,139,293 | \$77,146,185 | Accumulated Surplus/Deficit | \$98,771,185 | \$98,771,185 | \$0 (F) |
| \$36,883,537 | \$36,883,537 | Asset Revaluation Reserve | \$37,157,892 | \$37,157,892 | \$0 (F) |
| \$56,729,631 | \$56,729,631 | Cash Backed Reserves | \$45,390,272 | \$45,390,272 | \$0 (F) |
| \$6,006,892 | \$1,576,586 | Net change in assets from operations | \$2,577,370 | \$2,577,370 | \$0 (F) |
| \$170,759,353 | \$172,335,939 | Total Equity | \$183,896,719 | \$183,896,719 | \$0 (F) |



CASH AND INVESTMENTS AUGUST 2022

| Actual June 2022 | Actual Year to Date | (F) = Favourable variation (U) = Unfavourable variation | Full Year | | |
|---------------------------------|------------------------|-----------------------------------------------------------------------------------|------------|------------|----------|
| | | | Forecast | Budget | Variance |
| Municipal Cash and Investments | | | | | |
| 5,816,060 | 2,258,157 | Cash at Bank - Municipal Fund 01001/00 | 2,006,230 | 2,006,230 | 0 (F) |
| 4,050 | 4,050 | Cash on Hand 01019/00 - 02 | 4,050 | 4,050 | 0 (F) |
| 18,270,369 | 20,254,680 | Investments - Municipal Fund 02021/00 | 22,660,078 | 22,660,078 | 0 (F) |
| 24,090,479 | 22,516,887 | Total Municipal Cash | 24,670,358 | 24,670,358 | 0 (F) |
| Restricted Cash and Investments | | | | | |
| 2,207,861 | 2,208,471 | Restricted Investments - Plant and Equipment 02022/01 | 10,681 | 10,681 | 0 (F) |
| 4,509,687 | 4,510,934 | Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02 | 4,964,929 | 4,964,929 | 0 (F) |
| 20,460,811 | 20,466,469 | Restricted Investments - Future Development 02022/03 | 13,134,832 | 13,134,832 | 0 (F) |
| 2,107,483 | 2,108,066 | Restricted Investments - Environmental Monitoring Red Hill 02022/04 | 2,300,936 | 2,300,936 | 0 (F) |
| 742,057 | 742,262 | Restricted Investments - Class IV Cells Red Hill 02022/07 | 879,352 | 879,352 | 0 (F) |
| 17,764,498 | 17,769,411 | Restricted Investments - Secondary Waste Processing 02022/09 | 16,286,784 | 16,286,784 | 0 (F) |
| 2,535,771 | 2,536,472 | Restricted Investments - Class III Cells 02022/10 | 2,120,087 | 2,120,087 | 0 (F) |
| 5,345,394 | 5,346,873 | Restricted Investments - EastLink Relocation 02022/13 | 5,343,168 | 5,343,168 | 0 (F) |
| 253,152 | 374,566 | Restricted Investments - Accrued Interest 02022/19 | 349,503 | 349,503 | 0 (F) |
| 1,056,069 | 1,056,361 | Restricted Investments - Long Service Leave 02022/90 | 1,086,614 | 1,086,614 | 0 (F) |
| 56,982,783 | 57,119,886 | Total Restricted Cash | 46,476,886 | 46,476,886 | 0 (F) |
| 81,073,262 | 79,636,773 | TOTAL CASH AND INVESTMENTS | 71,147,244 | 71,147,244 | 0 (F) |

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

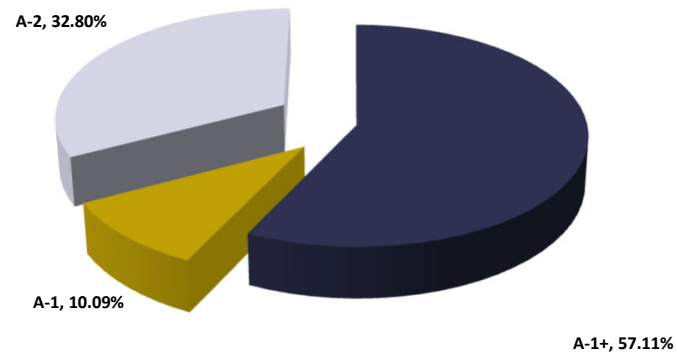
EMRC Investment Report

August 2022

I. Overall Portfolio Limits

| S&P Long Term Rating | S&P Short Term Rating | Short Term % Portfolio | Investment Maximum % |
|-------------------------|--------------------------|---------------------------|-------------------------|
| AA- | A-1+ | 57.11% | 100.00% |
| A | A-1 | 10.09% | 100.00% |
| BBB | A-2 | 32.80% | 40.00% |
| | | 100.00% | |

Investment by S&P Rating



II. Single Entity Exposure

| | S&P Long Term Rating | S&P Short Term Rating | Short Term % Portfolio | |
|---------------------------|-------------------------|--------------------------|---------------------------|----|
| ANZ Banking Group | AA- | A-1+ | 2.52% | |
| AMP | BBB | A-2 | 12.62% | |
| NAB | AA- | A-1+ | 18.29% | |
| Westpac / St. George Bank | AA- | A-1+ | 21.77% | |
| Suncorp | A+ | A-1 | 3.79% | * |
| BOQ / ME Bank | BBB+ | A-2 | 20.19% | ** |
| Commonwealth Bank | AA- | A-1+ | 14.51% | |
| ING | A | A-1 | 2.52% | |
| Macquarie Bank | A+ | A-1 | 3.79% | |
| | | | 100.00% | |

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

** BOQ/ME Bank: Policy breach

III. Term to Maturity Framework

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

IV. Fossil Fuel Divestment

| | % Portfolio |
|-----------------------|-------------|
| Non-Fossil Fuel ADI's | 3.79% |
| Fossil Fuel ADI's | 96.21% |
| | 100.00% |

14.3 FINANCIAL REPORT FOR PERIOD ENDED 30 SEPTEMBER 2022

D2022/16771

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 30 September 2022.

KEY POINTS

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 30 September 2022 have been identified and are reported on in the body of the report.

RECOMMENDATIONS

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 30 September 2022.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

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

REPORT

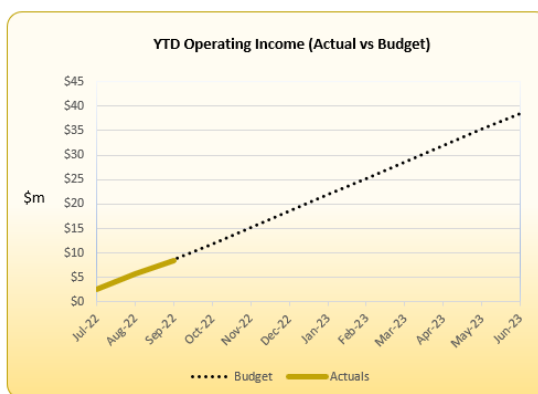
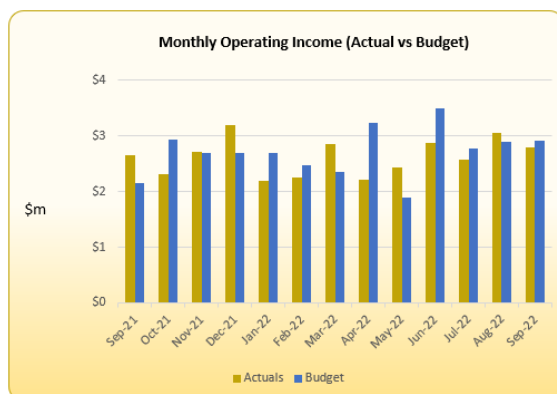
- 3 Outlined below are financial statements for the period ended 30 September 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

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

- 4 The net operating result as at 30 September 2022 is a favourable variance of \$110,493 (5.34%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

5

| | | |
|-------------------------|-----------------------|-----------------------------------------------|
| Operating Income | Actuals for the Year | An unfavourable variance of \$153,441 (1.79%) |
| | End of Year Forecasts | As per budget - not yet due to be reviewed. |



Operating Income Variances previously reported to Council

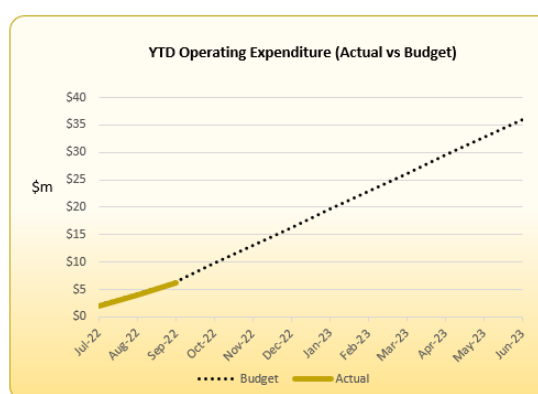
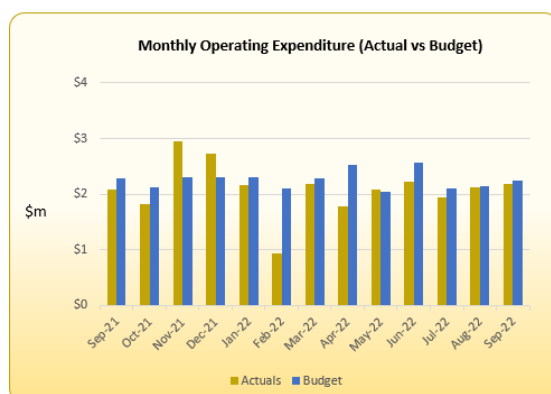
- 6 Year to date Reimbursements is above the budget by \$250,279 (62.13%). The variance relates to a reimbursement of costs totalling \$60,560 associated with the Woodside Project together with the reimbursement of costs totalling \$185,854 associated with the purchase of FOGO caddys and liners for the City of Bayswater. This is partially offset by lower than budgeted reimbursements from the Coppin and Mathieson transfer stations.

Operating Income Variances not previously reported to Council

- 7 Year to date Other Income of \$479,436 is below the budget by \$58,632 (10.90%). The variance relates to the sales of products income of \$443,290 lower than budget by \$63,707 (12.57%).
- 8 There were no further significant Operating Income variances as at 30 September 2022.

9

| | | |
|------------------------------|-----------------------|---------------------------------------------|
| Operating Expenditure | Actuals for the Year | An underspend variance of \$263,934 (4.06%) |
| | End of Year Forecasts | As per budget - not yet due to be reviewed. |



Operating Expenditure Variances previously reported to Council

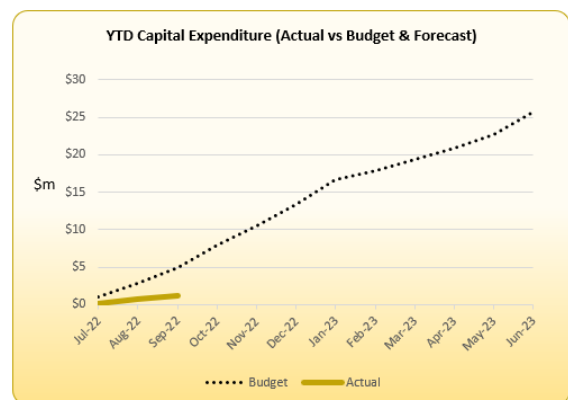
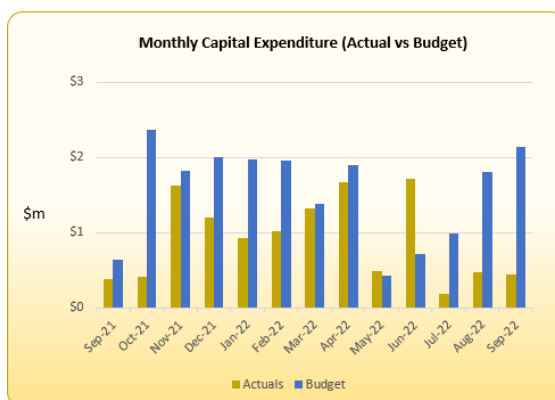
- 10 Year to date Salary Expenses of \$2,431,168 is below the budget by \$401,162 (14.16%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions.
- 11 Year to date Material Expenses of \$401,571 is above the budget by \$62,520 (18.44%) due to the additional expenditure relating to the purchase of FOGO caddys and liners for the City of Bayswater (\$185,854) and the timing of various projects from different business units. The additional expenditure is offset in the following areas where the expenditures are lower than budget for various directorates/business units: CEO's (\$36,813), Business Support (\$30,991), Sustainability (\$16,923), Operations (\$29,922) and Projects (\$8,685).
- 12 Year to date Fuel Expenses of \$326,412 is above the budget by \$72,600 (28.60%). The variance is attributable to the higher purchase price of diesel fuel compared to budget.
- 13 Year to date Miscellaneous Expenses of \$361,549 is below the budget by \$54,737 (13.15%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: Business Support (\$18,314), Sustainability (\$13,048), Operations (\$15,328) and Projects (\$21,007). This is off-set by expenditure higher than budget in the following directorate/business units: CEO's (\$12,960).
- 14 Year to date Cost Allocations of \$26,908 is below the budget by \$200,927 (88.19%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour as well as the timing of various projects.
- 15 There were no further significant Operating Expenditure variances as at 30 September 2022.

| | | |
|-----------------------------------|-----------------------|-----|
| Other Comprehensive Income | Actuals for the Year | Nil |
| | End of Year Forecasts | Nil |

- 16 There were no significant Other Comprehensive Income variances as at 30 September 2022.

17 Capital Expenditure Statement (refer Attachment 2)

| | | |
|----------------------------|-----------------------|---------------------------------------------|
| Capital Expenditure | Actuals for the Year | An underspend variance of \$3,823,565 |
| | End of Year Forecasts | As per budget - not yet due to be reviewed. |



Capital Expenditure Variances

- 18 An underspent variance of \$3,823,565 existed as at 30 September 2022 when compared to the budget of \$4,934,241.
- 19 Minimal capital expenditure has been undertaken to 30 September 2022 with the major capital expenditure being undertaken on the following:
- WWtE Project - HRRP - \$377,515;
 - Construct Workshop No 3 - RHWMF - \$258,735;
 - Construct Commercial Transfer Station - HRRP - \$169,939;
 - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$162,223; and
 - Purchase/Replace Minor Plant & Equipment - HRRP - \$59,613;
- 20 As end of year forecasts are yet to be reviewed, the forecast balances as at 30 September 2022 are as per the budget estimates.

Statement of Financial Position (refer Attachment 3)

- 21 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 22 Total Equity as at 30 September 2022 totals \$172,938,288. This is an increase of \$2,178,935 from the 30 June 2022 equity of \$170,759,353.
- 23 As end of year forecasts are yet to be reviewed, the forecast balances as at 30 September 2022 are as per the budget estimates.

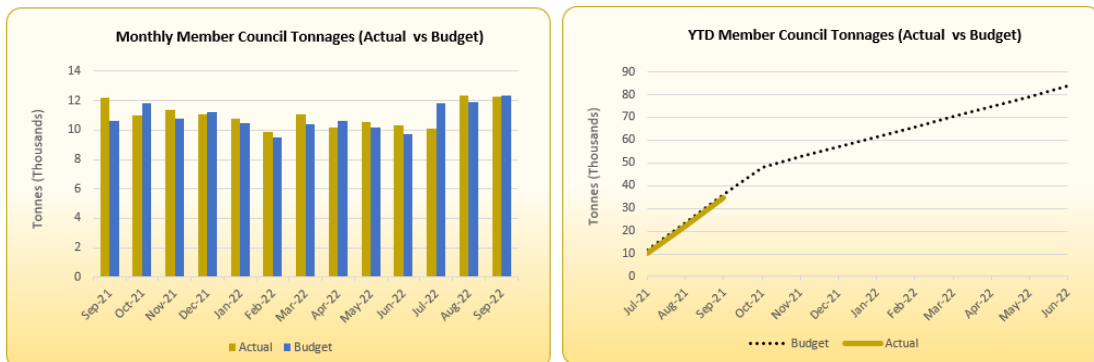
Statement of Cash and Investments (refer Attachment 4)

- 24 The level of cash and investments in the Municipal Fund as at 30 September 2022 is \$24,380,304 and Restricted Cash amount to \$57,189,470.
- 25 The net movement for the month is an increase of \$1,933,001.
- 26 As end of year forecasts are yet to be reviewed, the forecast balances as at 30 September 2022 are as per the budget estimates.

Investment Report (refer Attachment 5)

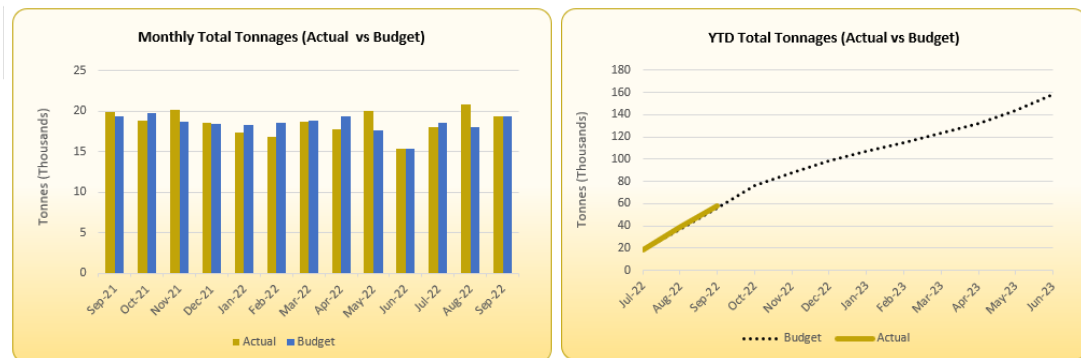
- 27 Term deposits valued at \$15,500,000 matured during September 2022. Of this amount \$14,000,000 was reinvested into further term deposits.

Tonnages – Member Councils



- 28 YTD tonnages received from member Councils total 34,684 tonnes compared to the budget of 36,049 tonnes. As at the same period in 2021/2022 tonnages from member Councils totalled 34,324 tonnes.

Tonnages – Total Tonnages



- 29 YTD total tonnages received from all sources total 58,265 tonnes compared to the budget of 55,973 tonnes. As at the same period in 2021/2022 tonnages received from all sources totalled 54,292 tonnes

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 31 As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

- 32 Nil

Risk – Non-Compliance with Financial Regulations

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

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

As outlined in the report.

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (D2022/18457)
2. Capital Expenditure Statement (D2022/18458)
3. Statement of Financial Position (D2022/18460)
4. Statement of Cash and Investments (D2022/18461)
5. Investment Report (D2022/18462)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 30 September 2022.

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2022.

CARRIED UNANIMOUSLY



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

| Year to Date | | | | SEPTEMBER 2022 | | Full Year | | |
|----------------------------|---------------|-------------|-----|---------------------------------------------------------|---------------|---------------|----------|-----|
| Actual | Budget | Variance | | | Forecast | Budget | Variance | |
| | | | | | | | | |
| Operating Income | | | | | | | | |
| \$9,023,174 | \$9,154,564 | (\$131,390) | (U) | User Charges | \$38,358,338 | \$38,358,338 | \$0 | (F) |
| (\$3,319,729) | (\$3,179,558) | (\$140,171) | (U) | <u>Less</u> Landfill Levy Charges | (\$8,573,043) | (\$8,573,043) | \$0 | (F) |
| \$5,703,445 | \$5,975,006 | (\$271,561) | (U) | Net User Charges | \$29,785,295 | \$29,785,295 | \$0 | (F) |
| \$164,575 | \$173,794 | (\$9,219) | (U) | Special Charges | \$690,614 | \$690,614 | \$0 | (F) |
| \$1,100,552 | \$1,165,969 | (\$65,417) | (U) | Secondary Waste Charge | \$2,435,450 | \$2,435,450 | \$0 | (F) |
| \$72,430 | \$72,430 | \$0 | (F) | Contributions | \$117,730 | \$117,730 | \$0 | (F) |
| \$14,447 | \$27,166 | (\$12,719) | (U) | Operating Grants | \$163,000 | \$163,000 | \$0 | (F) |
| \$26,988 | \$17,496 | \$9,492 | (F) | Interest Municipal Cash Investments | \$70,000 | \$70,000 | \$0 | (F) |
| \$206,687 | \$202,350 | \$4,337 | (F) | Interest Restricted Cash Investments | \$809,453 | \$809,453 | \$0 | (F) |
| \$653,086 | \$402,807 | \$250,279 | (F) | Reimbursements | \$1,611,291 | \$1,611,291 | \$0 | (F) |
| \$479,436 | \$538,068 | (\$58,632) | (U) | Other | \$2,558,840 | \$2,558,840 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Proceeds from Sale of Assets | \$360,000 | \$360,000 | \$0 | (F) |
| \$8,421,645 | \$8,575,086 | (\$153,441) | (U) | Total Operating Income | \$38,601,673 | \$38,601,673 | \$0 | (F) |
| Operating Expenditure | | | | | | | | |
| \$2,431,168 | \$2,832,330 | \$401,162 | (F) | Salary Expenses | \$11,862,596 | \$11,862,596 | \$0 | (F) |
| \$1,442,094 | \$1,491,033 | \$48,939 | (F) | Contract Expenses | \$9,117,051 | \$9,117,051 | \$0 | (F) |
| \$401,571 | \$339,051 | (\$62,520) | (U) | Material Expenses | \$1,939,704 | \$1,939,704 | \$0 | (F) |
| \$70,048 | \$87,882 | \$17,834 | (F) | Utility Expenses | \$364,023 | \$364,023 | \$0 | (F) |
| \$326,412 | \$253,812 | (\$72,600) | (U) | Fuel Expenses | \$1,016,373 | \$1,016,373 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Interest Expenses | \$0 | \$0 | \$0 | (F) |
| \$96,070 | \$94,236 | (\$1,834) | (U) | Insurance Expenses | \$377,272 | \$377,272 | \$0 | (F) |
| \$857,312 | \$926,305 | \$68,993 | (F) | Depreciation Expenses | \$4,286,463 | \$4,286,463 | \$0 | (F) |
| \$361,549 | \$416,286 | \$54,737 | (F) | Miscellaneous Expenses | \$6,267,356 | \$6,267,356 | \$0 | (F) |
| \$283,394 | \$293,544 | \$10,150 | (F) | Provision Expenses | \$737,674 | \$737,674 | \$0 | (F) |
| (\$26,908) | (\$227,835) | (\$200,927) | (U) | Costs Allocated | (\$188,696) | (\$188,696) | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Carrying Amount of Assets Disposed Of | \$244,487 | \$244,487 | \$0 | (F) |
| \$6,242,710 | \$6,506,644 | \$263,934 | (F) | Total Operating Expenditure | \$36,024,303 | \$36,024,303 | \$0 | (F) |
| \$2,178,935 | \$2,068,442 | \$110,493 | (F) | NET RESULT BEFORE OTHER COMPREHENSIVE INCOME | \$2,577,370 | \$2,577,370 | \$0 | (F) |
| Surplus | Surplus | | | | Surplus | Surplus | | |
| Other Comprehensive Income | | | | | | | | |
| \$0 | \$0 | \$0 | (F) | Revaluation of Assets/Accumulated Depreciation Reversal | \$0 | \$0 | \$0 | (F) |
| \$0 | \$0 | \$0 | (F) | Total Other Comprehensive Income | \$0 | \$0 | \$0 | (F) |
| \$2,178,935 | \$2,068,442 | \$110,493 | (F) | CHANGE IN NET ASSETS FROM OPERATIONS | \$2,577,370 | \$2,577,370 | \$0 | (F) |
| Surplus | Surplus | | | | Surplus | Surplus | | |

Notes:

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

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



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | Full Year | | | |
|--------------|--------|----------|-------------|--------------------------------------------------------------------------------------|----------|----------|-----|
| Actual | Budget | Variance | | Forecast | Budget | Variance | |
| | | | | | | | |
| CEO's Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Councillors (24550/01) | \$35,000 | \$35,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Art Works (24620/00) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | | \$45,000 | \$45,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | Full Year | | |
|------------------|----------|----------|-------------|------------------------------------------------------------------------------|-----------|-----------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| | | | | | | | |
| Business Support | | | | | | | |
| \$0 | \$70,000 | \$70,000 | \$45,445 | Purchase Vehicles - Ascot Place (24440/00) | \$186,000 | \$186,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Furniture Fittings & Equipment - Corporate Services (24510/01) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$7,000 | \$7,000 | \$0 | Purchase Information Technology & Communication Equipment (24550/00) | \$105,000 | \$105,000 | \$0 |
| \$0 | \$13,500 | \$13,500 | \$0 | Capital Improvement Administration Building - Ascot Place (25240/01) | \$458,000 | \$458,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Upgrade Security Equipment - Ascot Place (25530/01) | \$5,000 | \$5,000 | \$0 |
| \$0 | \$90,500 | \$90,500 | \$45,445 | | \$764,000 | \$764,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | Full Year | | |
|-----------------|-----------|-----------|-------------|----------------------------------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| Operations Team | | | | | | | |
| \$1,807 | \$20,000 | \$18,193 | \$0 | Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01) | \$68,700 | \$68,700 | \$0 |
| \$0 | \$30,000 | \$30,000 | \$0 | Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01) | \$70,222 | \$70,222 | \$0 |
| \$268 | \$20,000 | \$19,732 | \$0 | Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00) | \$75,000 | \$75,000 | \$0 |
| \$0 | \$10,000 | \$10,000 | \$0 | Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10) | \$50,000 | \$50,000 | \$0 |
| \$0 | \$20,000 | \$20,000 | \$0 | Gas Extraction System Wells - Red Hill Landfill Facility (24399/20) | \$50,000 | \$50,000 | \$0 |
| \$0 | \$50,000 | \$50,000 | \$473,905 | Purchase / Replace Plant - Red Hill Landfill Facility (24410/00) | \$950,000 | \$950,000 | \$0 |
| \$0 | \$400,000 | \$400,000 | \$0 | Purchase / Replace Plant - Hazelmere (24410/01) | \$2,445,000 | \$2,445,000 | \$0 |
| \$0 | \$123,750 | \$123,750 | \$40,560 | Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00) | \$495,000 | \$495,000 | \$0 |
| \$59,613 | \$60,000 | \$387 | \$0 | Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02) | \$299,000 | \$299,000 | \$0 |
| \$0 | \$142,500 | \$142,500 | \$78,015 | Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00) | \$307,000 | \$307,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Fire Fighting System/Equipment - Hazelmere (24520/07) | \$10,000 | \$10,000 | \$0 |
| \$0 | \$60,000 | \$60,000 | \$1,377 | Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08) | \$60,000 | \$60,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | Full Year | | | |
|-----------------|-------------|-------------|-------------|------------------------------------------------------------------------------------|-------------|-------------|-----|
| Actual | Budget | Variance | | Forecast | Budget | Variance | |
| | | | | | | | |
| Operations Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Hazelmere (24550/03) | \$30,000 | \$30,000 | \$0 |
| \$18,122 | \$5,499 | (\$12,623) | \$545 | Purchase Information Technology & Communication Equipment - Baywaste (24550/04) | \$22,000 | \$22,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Red Hill (24550/05) | \$22,000 | \$22,000 | \$0 |
| \$0 | \$80,000 | \$80,000 | \$0 | Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00) | \$120,000 | \$120,000 | \$0 |
| \$0 | \$5,000 | \$5,000 | \$1,550 | Purchase Office Furniture and Fittings - Hazelmere Office (24610/10) | \$20,000 | \$20,000 | \$0 |
| \$0 | \$11,000 | \$11,000 | \$0 | Purchase Furniture and Fittings - Hazelmere Workshop (24610/11) | \$55,000 | \$55,000 | \$0 |
| \$0 | \$300,000 | \$300,000 | \$633,710 | Refurbish Plant - Red Hill Landfill Facility (25410/00) | \$1,200,000 | \$1,200,000 | \$0 |
| \$79,811 | \$1,337,749 | \$1,257,938 | \$1,229,662 | | \$6,348,922 | \$6,348,922 | \$0 |

CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | Full Year | | |
|---------------|-------------|-------------|-------------|--------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| Projects Team | | | | | | | |
| \$258,735 | \$617,257 | \$358,522 | \$26,237 | Construct Workshop No 3 - Red Hill Landfill Facility (24250/08) | \$617,257 | \$617,257 | \$0 |
| \$132,026 | \$310,000 | \$177,974 | \$526,378 | Construct Wood Waste to Energy Building - HRRP (24259/05) | \$459,459 | \$459,459 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Community Recycling Centre (CRC) - HRRP (24259/06) | \$129,906 | \$129,906 | \$0 |
| \$169,939 | \$1,152,000 | \$982,061 | \$7,822 | Construct Commercial Transfer Station - HRRP (24259/10) | \$2,668,372 | \$2,668,372 | \$0 |
| \$1,257 | \$0 | (\$1,257) | \$0 | Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15) | \$249,976 | \$249,976 | \$0 |
| \$498 | \$0 | (\$498) | \$29,702 | Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16) | \$538,326 | \$538,326 | \$0 |
| \$162,223 | \$420,204 | \$257,981 | \$0 | Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18) | \$1,680,869 | \$1,680,869 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Wood Waste to Energy Dry Char Storage Facility - HRRP (24259/19) | \$91,000 | \$91,000 | \$0 |
| \$227,051 | \$0 | (\$227,051) | \$9,163 | Construct Wood Waste to Energy Project (EMRC WWtE Step-In) - HRRP (24259/21) | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Wood Waste to Energy Plant - Fire Protection - HRRP (24259/22) | \$200,000 | \$200,000 | \$0 |
| \$1,661 | \$75,000 | \$73,339 | \$630,035 | Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21) | \$1,068,677 | \$1,068,677 | \$0 |
| \$589 | \$0 | (\$589) | \$0 | Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05) | \$1,297,003 | \$1,297,003 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Roads / Carparks - Red Hill Landfill Facility (24370/00) | \$248,319 | \$248,319 | \$0 |

CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | Full Year | | |
|---------------|-----------|-----------|-------------|-----------------------------------------------------------------------------------------|-------------|-------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| | | | | | | | |
| Projects Team | | | | | | | |
| \$254 | \$0 | (\$254) | \$0 | Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02) | \$682,751 | \$682,751 | \$0 |
| \$0 | \$12,500 | \$12,500 | \$0 | Construct Litter Fence - Redhill Landfill Facility (24394/05) | \$50,000 | \$50,000 | \$0 |
| \$1,648 | \$0 | (\$1,648) | \$0 | Resource Recovery Park - Noise Control Fencing (24394/06) | \$198,842 | \$198,842 | \$0 |
| \$13,106 | \$90,000 | \$76,894 | \$0 | Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05) | \$90,000 | \$90,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Undertake FOGO Reference Site Tours (24395/06) | \$37,500 | \$37,500 | \$0 |
| \$17,753 | \$89,031 | \$71,278 | \$4,545 | Implementation of the FOGO Recovery Strategy (24395/07) | \$356,144 | \$356,144 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Construct Monitoring Bores - Red Hill Landfill Facility (24396/00) | \$150,000 | \$150,000 | \$0 |
| \$17,250 | \$115,000 | \$97,750 | \$0 | Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11) | \$335,327 | \$335,327 | \$0 |
| \$124 | \$0 | (\$124) | \$0 | Liquid Waste Project - Red Hill Landfill Facility (24399/16) | \$1,775,931 | \$1,775,931 | \$0 |
| \$11,525 | \$570,000 | \$558,475 | \$5,724 | Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21) | \$2,850,000 | \$2,850,000 | \$0 |
| \$1,188 | \$0 | (\$1,188) | \$0 | Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23) | \$180,000 | \$180,000 | \$0 |
| \$2,291 | \$0 | (\$2,291) | \$0 | Sewer Line from Lakes Rd to Mary St - HRRP (24399/24) | \$294,405 | \$294,405 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Noise Barrier for Hammer Mill - HRRP (24399/26) | \$99,900 | \$99,900 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Digital Sign (DWER Requirement) - HRRP (24399/27) | \$50,000 | \$50,000 | \$0 |



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | Full Year | | |
|---------------|-------------|-------------|-------------|--------------------------------------------------------------------------------------------------------------|--------------|--------------|----------|
| Actual | Budget | Variance | | | Forecast | Budget | Variance |
| | | | | | | | |
| Projects Team | | | | | | | |
| \$0 | \$0 | \$0 | \$0 | Purchase Wood Waste to Energy Plant & Equipment - HRRP (24410/03) | \$24,020 | \$24,020 | \$0 |
| \$1,392 | \$0 | (\$1,392) | \$0 | Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Liquid Waste Project Plant - Red Hill Landfill Facility (24410/11) | \$550,000 | \$550,000 | \$0 |
| \$10,357 | \$25,000 | \$14,643 | \$0 | Regional Waste Collection Project (24410/14) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Air Pollution Control Residue Facility (APCR) Plant & Equipment - Red Hill Landfill Facility (24410/15) | \$964,000 | \$964,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Commercial Transfer Station - CCTV and Network - HRRP (24530/11) | \$250,000 | \$250,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Commercial Transfer Station - Thermal Cameras - HRRP (24530/12) | \$150,000 | \$150,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Information Technology & Communication Equipment - Projects (24550/02) | \$25,000 | \$25,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase Wood Fines Sampling Equipment - Waste Environment (24590/09) | \$60,000 | \$60,000 | \$0 |
| \$0 | \$30,000 | \$30,000 | \$0 | Purchase of Fume Hood at HRRP - Waste Environment (24590/10) | \$30,000 | \$30,000 | \$0 |
| \$0 | \$0 | \$0 | \$0 | Purchase of Equipment for Testing of Basic Parameters - Waste Environment (24590/11) | \$30,000 | \$30,000 | \$0 |
| \$1,030,865 | \$3,505,992 | \$2,475,127 | \$1,239,607 | | \$18,532,984 | \$18,532,984 | \$0 |



CAPITAL EXPENDITURE STATEMENT

SEPTEMBER 2022

| Year to Date | | | On Order | | | Full Year | | |
|--------------|-------------|-------------|-------------|------------------------------|--|--------------|--------------|----------|
| Actual | Budget | Variance | | | | Forecast | Budget | Variance |
| \$1,110,676 | \$4,934,241 | \$3,823,565 | \$2,514,714 | TOTAL CAPITAL EXPENDITURE | | \$25,690,906 | \$25,690,906 | \$0 |



STATEMENT OF FINANCIAL POSITION

SEPTEMBER 2022

| Actual June 2022 | Actual Year to Date | (F) = Favourable variation (U) = Unfavourable variation | Full Year | | |
|-------------------------|------------------------|------------------------------------------------------------|---------------|---------------|----------|
| | | | Forecast | Budget | Variance |
| | | | | | |
| Current Assets | | | | | |
| \$5,820,110 | \$5,678,957 | Cash and Cash Equivalents | \$3,147,244 | \$3,147,244 | \$0 (F) |
| \$75,253,152 | \$75,890,817 | Investments | \$68,000,000 | \$68,000,000 | \$0 (F) |
| \$4,089,645 | \$4,304,765 | Trade and Other Receivables | \$2,987,058 | \$2,987,058 | \$0 (F) |
| \$16,301 | \$11,362 | Inventories | \$39,035 | \$39,035 | \$0 (F) |
| \$28,039 | \$268,092 | Other Assets | \$67,382 | \$67,382 | \$0 (F) |
| \$85,207,247 | \$86,153,993 | Total Current Assets | \$74,240,719 | \$74,240,719 | \$0 (F) |
| Current Liabilities | | | | | |
| \$6,148,741 | \$4,886,524 | Trade and Other Payables | \$6,201,968 | \$6,201,968 | \$0 (F) |
| \$1,929,017 | \$1,929,017 | Provisions | \$1,920,181 | \$1,920,181 | \$0 (F) |
| \$8,077,758 | \$6,815,541 | Total Current Liabilities | \$8,122,149 | \$8,122,149 | \$0 (F) |
| \$77,129,489 | \$79,338,452 | Net Current Assets | \$66,118,570 | \$66,118,570 | \$0 (F) |
| Non Current Assets | | | | | |
| \$47,850,257 | \$47,850,257 | Land | \$52,586,164 | \$52,586,164 | \$0 (F) |
| \$7,813,771 | \$7,750,911 | Buildings | \$23,363,403 | \$23,363,403 | \$0 (F) |
| \$22,308,519 | \$22,092,929 | Structures | \$35,130,271 | \$35,130,271 | \$0 (F) |
| \$12,431,581 | \$11,985,296 | Plant | \$19,079,688 | \$19,079,688 | \$0 (F) |
| \$547,031 | \$516,388 | Equipment | \$1,689,881 | \$1,689,881 | \$0 (F) |
| \$178,276 | \$172,742 | Furniture and Fittings | \$230,507 | \$230,507 | \$0 (F) |
| \$30,210,173 | \$31,224,451 | Work in Progress | \$17,536,763 | \$17,536,763 | \$0 (F) |
| \$121,339,608 | \$121,592,974 | Total Non Current Assets | \$149,616,677 | \$149,616,677 | \$0 (F) |
| Non Current Liabilities | | | | | |
| \$27,709,744 | \$27,993,138 | Provisions | \$31,838,528 | \$31,838,528 | \$0 (F) |
| \$27,709,744 | \$27,993,138 | Total Non Current Liabilities | \$31,838,528 | \$31,838,528 | \$0 (F) |
| \$170,759,353 | \$172,938,288 | Net Assets | \$183,896,719 | \$183,896,719 | \$0 (F) |
| Equity | | | | | |
| \$71,139,293 | \$77,146,185 | Accumulated Surplus/Deficit | \$98,771,185 | \$98,771,185 | \$0 (F) |
| \$36,883,537 | \$36,883,537 | Asset Revaluation Reserve | \$37,157,892 | \$37,157,892 | \$0 (F) |
| \$56,729,631 | \$56,729,631 | Cash Backed Reserves | \$45,390,272 | \$45,390,272 | \$0 (F) |
| \$6,006,892 | \$2,178,935 | Net change in assets from operations | \$2,577,370 | \$2,577,370 | \$0 (F) |
| \$170,759,353 | \$172,938,288 | Total Equity | \$183,896,719 | \$183,896,719 | \$0 (F) |



CASH AND INVESTMENTS

SEPTEMBER 2022

| Actual June 2022 | Actual Year to Date | (F) = Favourable variation (U) = Unfavourable variation | Full Year | | |
|---------------------------------|------------------------|-----------------------------------------------------------------------------------|------------|------------|----------|
| | | | Forecast | Budget | Variance |
| Municipal Cash and Investments | | | | | |
| 5,816,060 | 5,674,907 | Cash at Bank - Municipal Fund 01001/00 | 2,006,230 | 2,006,230 | 0 (F) |
| 4,050 | 4,050 | Cash on Hand 01019/00 - 02 | 4,050 | 4,050 | 0 (F) |
| 18,270,369 | 18,701,347 | Investments - Municipal Fund 02021/00 | 22,660,078 | 22,660,078 | 0 (F) |
| 24,090,479 | 24,380,304 | Total Municipal Cash | 24,670,358 | 24,670,358 | 0 (F) |
| Restricted Cash and Investments | | | | | |
| 2,207,861 | 2,210,547 | Restricted Investments - Plant and Equipment 02022/01 | 10,681 | 10,681 | 0 (F) |
| 4,509,687 | 4,515,174 | Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02 | 4,964,929 | 4,964,929 | 0 (F) |
| 20,460,811 | 20,485,705 | Restricted Investments - Future Development 02022/03 | 13,134,832 | 13,134,832 | 0 (F) |
| 2,107,483 | 2,110,047 | Restricted Investments - Environmental Monitoring Red Hill 02022/04 | 2,300,936 | 2,300,936 | 0 (F) |
| 742,057 | 742,960 | Restricted Investments - Class IV Cells Red Hill 02022/07 | 879,352 | 879,352 | 0 (F) |
| 17,764,498 | 17,786,112 | Restricted Investments - Secondary Waste Processing 02022/09 | 16,286,784 | 16,286,784 | 0 (F) |
| 2,535,771 | 2,538,856 | Restricted Investments - Class III Cells 02022/10 | 2,120,087 | 2,120,087 | 0 (F) |
| 5,345,394 | 5,351,898 | Restricted Investments - EastLink Relocation 02022/13 | 5,343,168 | 5,343,168 | 0 (F) |
| 253,152 | 390,817 | Restricted Investments - Accrued Interest 02022/19 | 349,503 | 349,503 | 0 (F) |
| 1,056,069 | 1,057,354 | Restricted Investments - Long Service Leave 02022/90 | 1,086,614 | 1,086,614 | 0 (F) |
| 56,982,783 | 57,189,470 | Total Restricted Cash | 46,476,886 | 46,476,886 | 0 (F) |
| 81,073,262 | 81,569,774 | TOTAL CASH AND INVESTMENTS | 71,147,244 | 71,147,244 | 0 (F) |

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

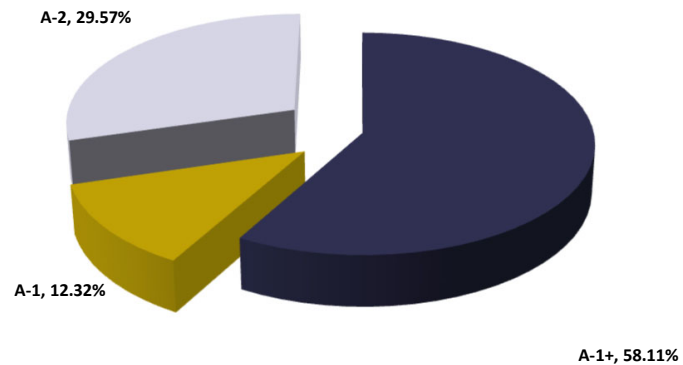
EMRC Investment Report

September 2022

I. Overall Portfolio Limits

| S&P Long Term Rating | S&P Short Term Rating | Short Term % Portfolio | Investment Maximum % |
|-------------------------|--------------------------|---------------------------|-------------------------|
| AA- | A-1+ | 58.11% | 100.00% |
| A | A-1 | 12.32% | 100.00% |
| BBB | A-2 | 29.57% | 40.00% |
| | | <u>100.00%</u> | |

Investment by S&P Rating



II. Single Entity Exposure

| | S&P Long Term Rating | S&P Short Term Rating | Short Term % Portfolio |
|---------------------------|-------------------------|--------------------------|---------------------------|
| ANZ Banking Group | AA- | A-1+ | 0.00% |
| AMP | BBB | A-2 | 12.32% |
| NAB | AA- | A-1+ | 16.01% |
| Westpac / St. George Bank | AA- | A-1+ | 27.94% |
| Suncorp | A+ | A-1 | 7.39% |
| BOQ / ME Bank | BBB+ | A-2 | 17.25% |
| Commonwealth Bank | AA- | A-1+ | 14.17% |
| ING | A | A-1 | 2.46% |
| Macquarie Bank | A+ | A-1 | 2.46% |
| | | | <u>100.00%</u> |

*

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

III. Term to Maturity Framework

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

IV. Fossil Fuel Divestment

| | % Portfolio |
|-----------------------|----------------|
| Non-Fossil Fuel ADI's | 7.39% |
| Fossil Fuel ADI's | 92.61% |
| | <u>100.00%</u> |

14.4 CLOSURE OF THE EMRC FACILITIES FOR THE UPCOMING CHRISTMAS/NEW YEAR 2022-2023 AND PUBLIC HOLIDAYS FOR 2023

D2022/18545

PURPOSE OF REPORT

The purpose of this report is to seek approval from Council for the closure of the EMRC facilities over the 2022/2023 Christmas/New Year period and Public Holidays for 2023.

KEY POINT(S)

- It is the standard practice for the EMRC Administration Office to close over the Christmas/New Year period.
- Closure of the waste management facilities open to the community is limited over the Christmas/New Year period and all public holidays.

RECOMMENDATION(S)

That Council approves:

1. The EMRC Administration Office being closed from 5:00pm Friday, 23 December 2022, and on each day thereafter, including all Public Holidays in 2023 until it re-opens on Tuesday, 3 January 2023.
2. The Hazelmere Resource Recovery Park being closed from 3:00pm Friday, 23 December 2022 and on each day thereafter, including all Public Holidays in 2023 until it re-opens on Tuesday, 3 January 2023.
3. The Red Hill Waste Management Facility being closed on Christmas Day (Sunday, 25 December 2022), Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
4. The Mathieson Road Transfer Station (Shire of Mundaring) being closed on Christmas Day (Sunday, 25 December 2022), New Year Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
5. The Coppin Road Transfer Station (Shire of Mundaring) will be closed on Christmas Day (Sunday, 25 December 2022) Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
6. The Baywaste Transfer Station (City of Bayswater) will be closed on Christmas Day (Sunday, 25 December 2022), Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

- 1 Council at its meeting on 8 December 1994 resolved that the Red Hill Waste Management Facility (Red Hill) close on Christmas Day, New Year's Day, and Good Friday of each year. Consequently, over the Christmas/New Year period, Red Hill was closed on Christmas Day and New Year's Day. (Ref: DMDOC/148557).
- 2 It has been standard practice in the past to close the EMRC Administration Office during the Christmas and New Year period and to close the Hazelmere Resource Recovery Park (Hazelmere) between Christmas Day and New Year's Day (subject to operational requirements assessed closer to the Christmas/New Year closure period).

- 3 In 2021/2022, the EMRC Administration Office was closed from Friday, 24 December 2021, and re-opened on Tuesday, 4 January 2022. Hazelmere was also closed during the same period. In consultation with the Shire of Mundaring, the Mathieson Road, and Coppin Road Transfer Stations were closed on Christmas Day (Saturday, 25 December 2021) and Boxing Day (Sunday, 26 December 2021).
- 4 In July 2020, the EMRC began operating the Baywaste Transfer Station on behalf of the City of Bayswater. The Site Agreement states that the facility will close on Good Friday and Christmas Day, or as directed by the City of Bayswater

REPORT

- 5 It is proposed that the EMRC Administration Office be closed from 5:00pm Friday, 23 December 2022 and re-open on Tuesday, 3 January 2023. As most enquiries during this period of closure would relate to waste disposal and can be handled at Red Hill, it is considered that customers and/or the general public will not be inconvenienced by this arrangement.
- 6 There may be a requirement for the Hazelmere Commercial and Industrial (C&I) facility to operate over the Christmas/New Year period. It is also possible that contracted customers may require supply of wood fines during this period. An assessment regarding the closure of Hazelmere over the Christmas and New Year period will therefore be made closer to the Christmas/New Year closure period. If the assessment concludes that there is no operational requirement for Hazelmere to remain open, then the proposal is to close that facility from 3:00pm Friday, 23 December 2022, and re-open on Tuesday, 3 January 2023.
- 7 The EMRC Council previously resolved that the Red Hill Waste Management Facility close on Christmas Day, New Year's Day, and Good Friday of each year. It is proposed that this arrangement now includes Boxing Day. Therefore, the Red Hill Waste Management will now close on Christmas Day, Boxing Day, New Year's Day, and Good Friday ongoing Annually.
- 8 The EMRC operates the Coppin Road and Mathieson Road Transfer Stations on behalf of the Shire of Mundaring. In consultation with the Shire of Mundaring and in accordance with the Site Management Agreement, the Mathieson Road and Coppin Road Transfer Stations will be closed on Christmas Day, Boxing Day and New Year's Day for the 2022/2023 Christmas and New Year period. Both transfer stations will be closed on Good Friday 2023 (non-trading day for Coppin Road).
- 9 The EMRC operates the Baywaste Transfer Station on behalf of the City of Bayswater. In consultation with the City of Bayswater and in accordance with the Site Management Agreement, the Baywaste Transfer Station will be closed on Christmas Day, with the addition of Boxing Day and New Year's Day. The Facility will be closed on Good Friday (Friday, 7 April 2023).

STRATEGIC/POLICY IMPLICATIONS

- 10 Key Result Area 3 – Good Governance
 - 3.2 To manage partnerships and relationships with stakeholders
 - 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

- 11 Reduction of accrued leave balances and overtime

SUSTAINABILITY IMPLICATIONS

- 12 Nil

Risk – Ineffective management of customer expectations

| Consequence | Likelihood | Rating |
|---------------------------------------------------------------------------------|------------|----------|
| Minor | Possible | Moderate |
| Action/Strategy | | |
| ➤ Ensure that the closure of the sites is gazetted and communicated adequately. | | |

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

Member Councils to note closure dates within the report for the following sites:

- Ascot Administration Office
- Red Hill Waste Management Facility
- Hazelmere Resource Recovery Park
- Mathieson and Coppin Road Transfer Stations
- Baywaste Transfer Station

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council approves:

1. The EMRC Administration Office being closed from 5:00pm Friday, 23 December 2022, and on each day thereafter, including all Public Holidays in 2023 until it re-opens on Tuesday, 3 January 2023.
2. The Hazelmere Resource Recovery Park being closed from 3:00pm Friday, 23 December 2022 and on each day thereafter, including all Public Holidays in 2023 until it re-opens on Tuesday, 3 January 2023.
3. The Red Hill Waste Management Facility being closed on Christmas Day (Sunday, 25 December 2022), Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
4. The Mathieson Road Transfer Station (Shire of Mundaring) being closed on Christmas Day (Sunday, 25 December 2022), New Year Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
5. The Coppin Road Transfer Station (Shire of Mundaring) will be closed on Christmas Day (Sunday, 25 December 2022) Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).
6. The Baywaste Transfer Station (City of Bayswater) will be closed on Christmas Day (Sunday, 25 December 2022), Boxing Day (Monday, 26 December 2022), New Year's Day (Sunday, 1 January 2023) and Good Friday (Friday, 7 April 2023).

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL APPROVES:

1. THE EMRC ADMINISTRATION OFFICE BEING CLOSED FROM 5:00PM FRIDAY, 23 DECEMBER 2022, AND ON EACH DAY THEREAFTER, INCLUDING ALL PUBLIC HOLIDAYS IN 2023 UNTIL IT RE-OPENS ON TUESDAY, 3 JANUARY 2023.
2. THE HAZELMERE RESOURCE RECOVERY PARK BEING CLOSED FROM 3:00PM FRIDAY, 23 DECEMBER 2022 AND ON EACH DAY THEREAFTER, INCLUDING ALL PUBLIC HOLIDAYS IN 2023 UNTIL IT RE-OPENS ON TUESDAY, 3 JANUARY 2023.
3. THE RED HILL WASTE MANAGEMENT FACILITY BEING CLOSED ON CHRISTMAS DAY (SUNDAY, 25 DECEMBER 2022), BOXING DAY (MONDAY, 26 DECEMBER 2022), NEW YEAR'S DAY (SUNDAY, 1 JANUARY 2023) AND GOOD FRIDAY (FRIDAY, 7 APRIL 2023).
4. THE MATHIESON ROAD TRANSFER STATION (SHIRE OF MUNDARING) BEING CLOSED ON CHRISTMAS DAY (SUNDAY, 25 DECEMBER 2022), NEW YEAR DAY (SUNDAY, 1 JANUARY 2023) AND GOOD FRIDAY (FRIDAY, 7 APRIL 2023).
5. THE COPPIN ROAD TRANSFER STATION (SHIRE OF MUNDARING) WILL BE CLOSED ON CHRISTMAS DAY (SUNDAY, 25 DECEMBER 2022) BOXING DAY (MONDAY, 26 DECEMBER 2022), NEW YEAR'S DAY (SUNDAY, 1 JANUARY 2023) AND GOOD FRIDAY (FRIDAY, 7 APRIL 2023).
6. THE BAYWASTE TRANSFER STATION (CITY OF BAYSWATER) WILL BE CLOSED ON CHRISTMAS DAY (SUNDAY, 25 DECEMBER 2022), BOXING DAY (MONDAY, 26 DECEMBER 2022), NEW YEAR'S DAY (SUNDAY, 1 JANUARY 2023) AND GOOD FRIDAY. (FRIDAY, 7 APRIL 2023).

CARRIED UNANIMOUSLY

14.5 MAKING OF THE EMRC MEETING PROCEDURES LOCAL LAW 2023

D2022/18546

PURPOSE OF REPORT

To seek Council approval to make *Eastern Metropolitan Regional Council Meeting Procedures Local Law 2023* (Local Law 2023) as a result of the review of the existing *Eastern Metropolitan Regional Council Standing Orders Local Law 2013* (Local Law 2013) in accordance with the requirements of the *Local Government Act 1995* (the Act).

KEY POINT(S)

- Local laws are required to be reviewed within a period of eight years from the day they commenced.
- Following a review of the existing Local Law 2013, it was recommended that they be repealed and a new Local Law 2023 be adopted.
- To facilitate this, the statutory process in accordance with section 3.12 of the Act is to be followed.

RECOMMENDATION(S)

That:

1. Council, by absolute majority in accordance with section 3.16 of the *Local Government Act 1995*, repeal the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.
2. Council commence the process required by section 3.12 of the *Local Government Act 1995*, to make the *Eastern Metropolitan Regional Council Meeting Procedures Local Law 2023*.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 Section 3.16 of the Act 'Periodic review of local laws' states:

"(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended."

- 2 Under the powers conferred by the Act, the EMRC Council resolved on 21 March 2013 to adopt the *EMRC Standing Orders Local Law 2013* which was published in the Government Gazette on 26 June 2013.

- 3 Section 3.16 of the Act stipulates the review process which incorporates the following:

- | | |
|-----------------|------------------------------------------------------------------------------------------------------------------|
| S. 3.16 (2) (a) | Giving statewide public notice that the Local Government proposes to review the local law |
| S. 3.16 (2) (b) | Permitting copies of the local law to be inspected or obtained |
| S. 3.16 (2) (c) | Allowing 6 weeks from printing of public notice for submissions to be made |
| S. 3.16 (2a) | Notice to be published and exhibited as though it were a local public notice |
| S. 3.16 (3) | Local Government to consider any public submissions and prepare a report of the review for Council consideration |
| S. 3.16 (4) | Any determination to repeal or amend the local law to be made by absolute majority |

4 At the Ordinary Meeting of Council 25 November 2021 (Ref: D2021/23182), it was resolved:

“THAT:

1. *IN ACCORDANCE WITH SECTION 3.16(1) OF THE LOCAL GOVERNMENT ACT 1995, COUNCIL COMMENCES A REVIEW OF THE EASTERN METROPOLITAN REGIONAL COUNCIL STANDING ORDERS LOCAL LAW 2013.*
2. *IN ACCORDANCE WITH SECTION 3.16(2) OF THE LOCAL GOVERNMENT ACT 1995, LOCAL PUBLIC NOTICE BE GIVEN OF THE EMRC PROPOSING TO REVIEW THE EASTERN METROPOLITAN REGIONAL COUNCIL STANDING ORDERS LOCAL LAW 2013.”*

REPORT

- 5 On Wednesday 8 December 2021 an advertisement was placed in the West Australian newspaper informing members of the public of a review of the Local Law 2013 to determine whether it should be repealed or amended. The information was available for public comment for a period of six weeks (submissions closed on 21 January 2022).
- 6 By the closing date, the EMRC had not received any public submissions.
- 7 An e-mail was sent to all Councillors on 9 May 2022 seeking feedback in respect of the review of the EMRC Standing Orders Local Law 2013. No major feedback was received from Councillors except for a couple of queries which were answered by EMRC staff.
- 8 An initial review of the Local Law 2013 by EMRC’s legal representative, McLeods noted that the current structure was sound and only minor amendments are required to ensure consistency with the current provisions of the Act and Regulations and the requirements of the Joint Standing Committee on Delegated Legislation. However, McLeods recommended amending the existing Local Law 2013 by making a new local law rather than by making an amendment local law. The same process is required to make an amendment local law as is required to make a new local law but the outcome of making an amendment local law is two documents (the existing local law plus the amendment local law), whereas the outcome of making a new local law is one document (a new local law which will effectively be the existing Local Law 2013 with the required amendments).
- 9 McLeods has provided a reviewed copy (with tracked changes) of the Local Law 2013 forming attachment 1 to this report.
- 10 At the Agenda Briefing Forum on 13 October 2022 Council discussed the draft Meeting Procedures Local Law 2023 and the followings requested amendments have now been incorporated in the tabled Local Law 2023 forming attachments 1 and 2:
 - Names of all votes are recorded in the minutes [Clause 13.2(2)]
 - All council meetings are recorded [Clause 5.14(1)]
 - Recordings of all council meetings are publicly available (on the EMRC website) [Clause 5.14(1)]
 - Removal of time limitation on the announcements by the chairperson or presiding member [Clause 4.5(c)]; and
 - Attendance at a Committee meeting as an observer for members and deputy members [Clause 5.11(2)]
- 11 The proposed new Local Law 2023 recommended for adoption forms attachment 2 to this report. Section 3.12 of the Act requires the following process to be carried out before the proposed new Local Law 2023 can be made.

- 12 Notice of the purpose and effect of the proposed local law must be included in both the agenda and minutes of the meeting at which it is proposed. The purpose and effect of the proposed new Local Law 2023 is included in this agenda by its inclusion in clause 1.3 of the proposed local law in attachment 2.
- 13 If Council resolves to commence the process required to make new Local Law 2023 the EMRC will be required to:
- give local public notice of that proposal stating the purpose and effect of the proposed local law, that copies of it may be inspected or obtained and submissions made by a date that is not less than 6 weeks after the notice is given;
 - give a copy of the proposed local law to the Minister, with a copy of the local public notice; and
 - consider any submissions made in response to the local public notice before Council may (by an absolute majority decision) make the proposed local law or one that is not significantly different from what was proposed.
- 14 If Council resolves to make the proposed new Local Law 2023 (or one that is not significantly different to that local law) the EMRC will be required to publish it in the *Government Gazette*, give a copy of the Gazetted local law to the Minister, give local public notice of the making of the local law and provide the local law to the Joint Standing Committee on Delegated Legislation along with the Explanatory Memorandum and other material required by the Minister's *Local Laws Explanatory Memoranda Directions 2010*.

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 16 Nil

SUSTAINABILITY IMPLICATIONS

- 17 Nil

RISK MANAGEMENT

Risk – Failure to comply with section 3.16 of the *Local Government Act 1995* by not conducting the required periodic review of local laws

| Consequence | Likelihood | Rating |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| Moderate | Unlikely | Moderate |
| Action/Strategy | | |
| Council to resolve to repeal the <i>Eastern Metropolitan Regional Council Standing Orders Local Law 2013</i> pursuant to section 3.16 of the <i>Local Government Act 1995</i> and commence the process to replace it with the proposed new <i>Eastern Metropolitan Regional Council Meeting Procedures Local Law 2023</i> | | |

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Draft Eastern Metropolitan Regional Council *Meeting Procedures Local Law 2013* – Tracked Changes (D2022/18548)
2. Draft Eastern Metropolitan Regional Council *Meeting Procedures Local Law 2013* – Final (D2022/18549)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That:

1. Council, by absolute majority in accordance with section 3.16 of the *Local Government Act 1995*, repeal the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.
2. Council, commence the process required by section 3.12 of the *Local Government Act 1995*, to make the *Eastern Metropolitan Regional Council Meeting Procedures Local Law 2023*

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT:

1. COUNCIL, BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 3.16 OF THE *LOCAL GOVERNMENT ACT 1995*, REPEAL THE *EASTERN METROPOLITAN REGIONAL COUNCIL STANDING ORDERS LOCAL LAW 2013*.
2. COUNCIL, COMMENCE THE PROCESS REQUIRED BY SECTION 3.12 OF THE *LOCAL GOVERNMENT ACT 1995*, TO MAKE THE *EASTERN METROPOLITAN REGIONAL COUNCIL MEETING PROCEDURES LOCAL LAW 2023*

CARRIED UNANIMOUSLY

Draft 14/9/22

EMRC

STANDING ORDERS MEETING PROCEDURES
LOCAL LAW 20213

Local Government Act 1995
Eastern Metropolitan Regional Council

Meeting Procedures ~~Standing Orders~~ Local Law 2012²³

CONTENTS

| | |
|-----------------------------------------------------------------|------------|
| Part 1 - Preliminary | 8 |
| 1.1 Short title | 8 |
| 1.2 Commencement | 8 |
| 1.3 Application and intent | 8 |
| 1.4 Defined terms | 8 |
| 1.5 Interpretation | 9 |
| 1.6 Deputy member | <u>109</u> |
| 1.7 Repeal | 10 |
| Part 2 - Meetings of the Council and committees..... | 10 |
| 2.1 Ordinary and special Council meetings | 10 |
| 2.2 Calling Council meetings | 10 |
| 2.3 Convening Council meetings | 10 |
| 2.4 Calling committee meetings..... | 10 |
| 2.5 Public notice of meetings..... | 11 |
| 2.6 Minor irregularity..... | 11 |
| Part 3 - Presiding member and quorum | 11 |
| 3.1 Who presides..... | 11 |
| 3.2 When the Deputy Chairperson can act..... | 11 |
| 3.3 Who acts if no Chairperson or Deputy Chairperson | 11 |
| 3.4 Election of presiding members of committees | 11 |
| 3.5 Election of deputy presiding members of committees | 11 |
| 3.6 Functions of deputy presiding members..... | 11 |
| 3.7 Who acts if no presiding member | 11 |
| 3.8 Quorum for meetings | 11 |
| 3.9 Attendance by means of instantaneous communication..... | 11 |

| | | |
|------|----------------------------------------------------------|-----------------------------|
| 3.10 | Reduction of quorum for Council meetings..... | 11 |
| 3.11 | Reduction of quorum for committee meetings | 12 ¹⁴ |
| 3.12 | Procedure where no quorum to begin a meeting..... | 12 |
| 3.13 | Procedure where quorum not present during a meeting..... | 12 |
| 3.14 | Names to be recorded | 12 |

Part 4 - Business of a meeting.....12

| | | |
|------|-------------------------------------------------------------------------------------------|-----------------------------|
| 4.1 | Business to be specified | 12 |
| 4.2 | Order of business | 13 |
| 4.3 | Change to the order of business..... | 13 |
| 4.4 | Disclosure of Interest..... | 14 ¹³ |
| 4.5 | Announcements by the Chairperson or presiding member..... | 14 |
| 4.6 | Response to previous questions taken on notice | 14 |
| 4.7 | Public question time | 14 |
| 4.8 | Application for leave of absence..... | 14 |
| 4.9 | Petitions, deputations and presentations | 14 |
| 4.10 | Confirmation of minutes of previous meetings..... | 14 |
| 4.11 | Questions by members of which due notice has been given | 15 ¹⁴ |
| 4.12 | Questions without notice | 15 |
| 4.13 | Announcement of confidential matters for which meetings may be closed to the public | 16 ¹⁵ |
| 4.14 | Business not dealt with from a previous meeting..... | 16 |
| 4.15 | Employee reports | 16 |
| 4.16 | Reports of committees..... | 16 |
| 4.17 | Reports of delegates | 16 |
| 4.18 | Members' motions of which previous notice has been given | 16 |
| 4.19 | New business of an urgent nature | 17 |
| 4.20 | Confidential matters for which the meeting may be closed to the public . | 18 ¹⁷ |
| 4.21 | Future meetings of Council..... | 18 ¹⁷ |
| 4.22 | Adoption by exception resolution..... | 18 |
| 4.23 | Closure – time limits for meetings..... | 18 |

Part 5 - Public participation.....19

| | | |
|-----|---------------------------------------------|----|
| 5.1 | Meetings generally open to the public | 19 |
| 5.2 | Meetings not open to the public..... | 19 |
| 5.3 | Question time for the public..... | 19 |

| | | |
|-----------------------------------------------|--------------------------------------------------------------------|----------------------|
| 5.4 | Question time for the public at certain meetings..... | 2049 |
| 5.5 | Minimum question time for the public | 20 |
| 5.6 | Procedures for question time for the public | 20 |
| 5.7 | Other procedures for question time for the public..... | 20 |
| 5.8 | Distinguished visitor..... | 21 |
| 5.9 | Petitions..... | 21 |
| 5.10 | Deputations | 22 |
| 5.11 | Participation at committee meetings..... | 23 |
| 5.12 | Public inspection of agenda material | 23 |
| 5.13 | Confidentiality of information withheld | 23 |
| 5.14 | Recording of proceedings..... | 24 |
| 5.15 | Prevention of disturbance | 24 |
| Part 6 - Disclosure of interests | | 25 |
| 6.1 | Disclosure of interests | 25 |
| 6.2 | Separation of committee recommendations | 25 |
| Part 7 - Conduct of members | | 25 |
| 7.1 | Official titles to be used | 25 |
| 7.2 | Members to occupy own seats | 25 |
| 7.3 | Entering or leaving a meeting | 25 |
| 7.4 | Members who wish to speak | 2625 |
| 7.5 | Priority of speaking | 26 |
| 7.6 | The Chairperson or presiding member may take part in debates | 26 |
| 7.7 | Relevance..... | 26 |
| 7.8 | Speaking twice | 26 |
| 7.9 | Duration of speeches..... | 27 |
| 7.10 | No speaking after conclusion of debate..... | 27 |
| 7.11 | No interruption | 27 |
| 7.12 | Respect for the Chairperson or presiding member and speaker | 27 |
| 7.13 | No re-opening of discussion | 27 |
| 7.14 | Offensive language..... | 27 |
| 7.15 | Withdrawal of offensive language..... | 28 |
| 7.16 | Personal explanation | 28 |
| Part 8 - Preserving Order | | 28 |

| | | |
|-----|-------------------------------------------------------------|------------------|
| 8.1 | The Chairperson or presiding member to preserve order | 28 |
| 8.2 | Point of order | 28 |
| 8.3 | Procedures on a point of order | 29 |
| 8.4 | Ruling by the Chairperson or presiding member | 29 |
| 8.5 | Continued breach of order | 29 |
| 8.6 | Presiding member may adjourn meeting | 30 29 |

Part 9 - Debate of substantive motions30

| | | |
|------|---------------------------------------------------|------------------|
| 9.1 | Motions to be stated and in writing | 30 |
| 9.2 | Motions to be supported | 30 |
| 9.3 | Unopposed business | 30 |
| 9.4 | Only one substantive motion at a time..... | 30 |
| 9.5 | Complex motions..... | 31 30 |
| 9.6 | Call of order in debate | 31 |
| 9.7 | Limit of debate | 31 |
| 9.8 | Members may require motion to be read | 31 |
| 9.9 | Consent of seconder required to amend motion..... | 31 |
| 9.10 | Order of amendments..... | 31 |
| 9.11 | Amendments must not negate original motion..... | 31 |
| 9.12 | Relevance of amendments | 31 |
| 9.13 | Mover of motion may speak on amendment..... | 32 31 |
| 9.14 | Effect of an amendment..... | 32 |
| 9.15 | Withdrawal of motion and amendments | 32 |
| 9.16 | Right of reply | 32 |

Part 10 - Procedural motions~~33~~32

| | | |
|-------|-----------------------------------------------------------------------|------------------|
| 10.1 | Permissible procedural motions..... | 33 32 |
| 10.2 | No debate on procedural motion | 33 |
| 10.3 | Who may move..... | 33 |
| 10.4 | Right of reply on substantive motion..... | 33 |
| 10.5 | Meeting to proceed to next item of business | 33 |
| 10.6 | Item to be referred or adjourned | 34 33 |
| 10.7 | Meeting now adjourn | 34 |
| 10.8 | Motion to be put..... | 34 |
| 10.9 | Member to be no longer heard | 34 |
| 10.10 | Ruling of the Chairperson or presiding member be disagreed with | 34 |

| | |
|----------------------------------------------------------------------------|-------------------------------|
| Part 11 - Voting | <u>35</u>34 |
| 11.1 Motion – when put | <u>35</u> 34 |
| 11.2 Voting | 35 |
| 11.3 Majorities required for decisions | 35 |
| 11.4 Method of taking vote | 35 |
| Part 12 - Adjournment of meeting..... | 35 |
| 12.1 Meeting may be adjourned | 35 |
| 12.2 Limit to moving adjournment..... | 35 |
| 12.3 Unopposed business – motion for adjournment | 35 |
| 12.4 Withdrawal of motion for adjournment | <u>36</u> 35 |
| 12.5 Time to which adjourned..... | <u>36</u> 35 |
| Part 13 - Minutes | 36 |
| 13.1 Keeping of minutes | 36 |
| 13.2 Content of minutes | 36 |
| 13.3 Public inspection of unconfirmed minutes | 36 |
| 13.4 Confirmation of minutes..... | 36 |
| Part 14 - Revoking or changing a decision | 36 |
| 14.1 Requirements to revoke or change a decision..... | 36 |
| 14.2 Limitations on powers to revoke or change a decision | 36 |
| Part 15 - Committees | 37 |
| 15.1 Establishment and appointment of committees | 37 |
| 15.2 Types of committees | 37 |
| 15.3 Delegation of some powers and duties to certain committees..... | 37 |
| 15.4 Limits on delegation of powers and duties to certain committees | <u>38</u> 37 |
| 15.5 Appointment of committee members | <u>38</u> 37 |
| 15.6 Tenure of committee membership | <u>38</u> 37 |
| 15.7 Appointment of deputies | 38 |
| 15.8 Resignation of committee members | 38 |
| 15.9 Register of delegations to committees..... | 38 |
| 15.10 Appointment of Participant members to committees | 38 |
| 15.11 Reports of committees – questions | 38 |
| 15.12 Permissible motions on committee recommendations..... | 38 |

| | | |
|-------|--------------------------|-------------|
| 15.13 | Local Law to apply | <u>3938</u> |
|-------|--------------------------|-------------|

| | |
|-----------------------------------------------|--------------------|
| Part 16 - Administrative matters | <u>3938</u> |
|-----------------------------------------------|--------------------|

| | | |
|------|-----------------------------------------------------|-------------|
| 16.1 | Suspension of any provision of this Local Law | <u>3938</u> |
| 16.2 | Cases not provided for in this Local Law | 39 |
| 16.3 | Representation of public bodies | 39 |

| | |
|-----------------------------------|-----------|
| Part 17 - Enforcement..... | 39 |
|-----------------------------------|-----------|

| | | |
|------|--------------------------|----|
| 17.1 | Penalty for breach | 39 |
| 17.2 | Who can prosecute | 39 |

| | |
|------------------------------------|--------------------|
| Part 18 - Common seal | <u>4039</u> |
|------------------------------------|--------------------|

| | | |
|------|-------------------------------------|-------------|
| 18.1 | Custody of the common seal | <u>4039</u> |
| 18.2 | Use of the common seal | <u>4039</u> |
| 18.3 | Recording of common seal uses | <u>4039</u> |

Local Government Act 1995
Eastern Metropolitan Regional Council

Standing OrdersMeeting Procedures Local Law 20213

Under the powers conferred by the Local Government Act 1995 and all other enabling powers, the Council of the Eastern Metropolitan Regional Council resolved on 21 March 2013 to make the following local law.

Part 1 - Preliminary

1.1 Short title

- (1) This is the Eastern Metropolitan Regional Council Standing OrdersMeeting Procedures Local Law 20213.
- (2) In the clauses that follow, this local law is referred to as "these Standing Orders"this Local Law.

1.2 Commencement

This local law commences 14 days after it is published in the Government Gazette.

1.3 Application and intent

- (1) These Standing OrdersThis Local Law contains the rules that apply to the conduct of meetings of the Council and its committees.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) These Standing Orders areThis Local Law is intended to result in –
 - (a) better decision making by the Council and its committees;
 - (b) the orderly conduct of meetings;
 - (c) better understanding of the process of conducting meetings; and
 - (d) more efficient and effective use of time at meetings.

1.4 Defined terms

In these Standing Ordersthis Local Law unless the context otherwise requires -

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the EMRC;

Chairperson means the Chairperson of the EMRC elected under clause 7.3 of the Establishment Agreement;

Code of Conduct means the EMRC's Code of Conduct ~~for Council Members, Committee Members and Candidates~~;

committee means a committee of the Council established under section 5.8 of the Act;

Council means the Council of the EMRC;

Deputy Chair~~person~~**man** means the Deputy Chair~~person~~**man** of the EMRC elected under ~~clause 7.3 of~~ the Establishment Agreement;

deputy member means a member of the council of a Participant appointed by the Participant under ~~clause 7.1 (5) of~~ the Establishment Agreement to act temporarily in place of a member appointed by that Participant;

employee has the same meaning as is given to it in the Act;

EMRC means the Eastern Metropolitan Regional Council;

Establishment Agreement means the establishment agreement ~~entered into by~~**between** the Participants ~~in or about June 1998~~;

meeting means a meeting of the Council, or a meeting of a committee, as the context requires;

member means a member of the council of a Participant appointed by the Participant under ~~clause 7.1 of~~ the Establishment Agreement to be a member of the Council;

Participant means a party to the Establishment Agreement;

presiding member means -

- (a) in respect of the Council, the ~~Chairman~~**Chairperson** or other person presiding under section 5.6 of the Act (see clause 3.1); and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

Regulations means the *Local Government (Administration) Regulations 1996*;

~~**Rules of Conduct Regulations** means the *Local Government (Rules of Conduct) Regulations 2007*;~~

simple majority means more than 50% of the members present and voting;

special majority has the meaning given to it in the Act; and

substantive motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

1.5 Interpretation

Unless otherwise defined, the terms used in ~~these Standing Orders~~**this Local Law** have the meaning given to them in the Act and Regulations.

1.6 Deputy member

- (1) If a member is unable to attend a meeting or part of a meeting, a deputy member may attend in place of that member provided that –
 - (a) the deputy member has been appointed by the Participant which appointed the absent member.
 - (b) the deputy member has made a declaration in the prescribed form (under section 2.29 of the Act) before acting in the office.
- (2) While attending a meeting in place of a member, a deputy member has all the powers of that member.

1.7 Repeal

The Eastern Metropolitan Regional Council Standing Orders Local Law ~~2013~~1998, published in the Government Gazette on ~~26 June 2013~~ September 1999, is repealed.

Part 2 - Meetings of the Council and committees

2.1 Ordinary and special Council meetings

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

2.3 Convening Council meetings

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 48 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the ~~Chairman~~Chairperson or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting

2.4 Calling committee meetings

A meeting of a committee is to be held –

- (a) if called for in a verbal or written request to the CEO by the ~~Chairman~~Chairperson or by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting;

- (c) if called for by the CEO; or
- (d) in accordance with a decision of the Council or the committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

2.6 Minor irregularity

The legal effect of a minor irregularity on the validity of a meeting is dealt with in the *Interpretation Act 1984*.

Part 3 - Presiding member and quorum

3.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

3.2 When the Deputy ~~Chairman~~Chairperson can act

When the Deputy ~~Chairman~~Chairperson can act is dealt with in the Act.

3.3 Who acts if no ~~Chairman~~Chairperson or Deputy ~~Chairman~~Chairperson

Who acts if there is no ~~Chairman~~Chairperson is dealt with in the Act.

3.4 Election of presiding members of committees

The election of presiding members of committees is dealt with in the Act.

3.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

3.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

3.7 Who acts if no presiding member

Who acts if there is no presiding member is dealt with in the Act

3.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

3.9 Attendance by means of instantaneous communication

The circumstances in which a person who is not physically present at a meeting of the Council or a committee is taken to be present at the meeting are dealt with in the Regulations.

3.10 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

3.11 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

3.12 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.13 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present –

- (a) the ~~Chairman~~Chairperson or presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the ~~Chairman~~Chairperson or presiding member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the ~~Chairman~~Chairperson or presiding member is to adjourn the meeting to a later time on the same day or to another day.

3.14 Names to be recorded

At any meeting –

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned under clause 3.13,

the names of the members then present are to be recorded in the minutes.

Part 4 - Business of a meeting

4.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or given in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or a decision of the committee.
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be dealt with under item 13 of clause 4.2 at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.

- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclauses (4) or (5), no business is to be transacted at that later meeting other than that -
- (a) specified in the notice of the meeting that is adjourned; and
 - (b) which remains unresolved.

4.2 Order of business

- (1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -
1. Declaration of opening and announcement of visitors
 2. Record of attendance, apologies and leave of absence (previously approved)
 3. Disclosure of interests
 4. Announcements by the ~~Chairman~~Chairperson or presiding member without discussion
 5. Response to previous public questions taken on notice
 6. Public question time
 7. Applications for leave of absence
 8. Petitions, deputations and presentations
 9. Confirmation of minutes of previous meetings
 10. Questions by members of which due notice has been given
 11. Questions by members without notice
 12. Announcement of confidential matters for which meetings may be closed to the public ~~may be~~
 13. Business not dealt with from a previous meeting
 14. Reports of employees
 15. Reports of committees
 16. Reports of delegates
 17. Members' motions of which previous notice has been given
 18. New business of an urgent nature approved by the ~~Chairman~~Chairperson or presiding member or by decision of ~~the~~ meeting
 19. Confidential matters for which the meeting may be closed to the public
 20. Future meetings of Council
 21. Declaration of closure of meeting
- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.
- (3) Notwithstanding subclauses (1) and (2), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

4.3 Change to the order of business

- (1) The ~~Chairman~~Chairperson or presiding member may propose a change to the order of business.
- (2) Any member may move that a change in order of business proposed by the ~~Chairman~~Chairperson or presiding member not be accepted and, if carried by a majority of members present, the proposed change in order is not to take place.

4.4 Disclosure of Interest

Written notices of disclosure of interests are to be announced –

- (a) at item 3 of clause 4.2(1); and
- (b) immediately before the matter to which the disclosure relates is discussed.

4.5 Announcements by the ~~Chairman~~Chairperson or presiding member

Announcements by the ~~Chairman~~Chairperson or presiding member under item 4 of clause 4.2(1) are –

- (a) to inform the Council or the committee of any matter of interest or relevance to the business of the Council or a committee; and
- (b) to be brief and concise; and
- ~~(c) to be completed within 10 minutes.~~

4.6 Response to previous questions taken on notice

Where a question is taken on notice, the CEO is to ensure that -

- (a) a written answer is forwarded to the questioner as soon as practicable; and
- (b) a summary of the answer is recorded in the minutes of the following meeting of the Council or committee under item 5 of clause 4.2(1).

4.7 Public question time

Provisions relating to public question time are set out in Part 5 of ~~these Standing Order~~this Local Law.

4.8 Application for leave of absence

- (1) A request for leave of absence may be made by a member –
 - (a) verbally at the meeting; or
 - (b) in writing to the CEO before the meeting.
- (2) The grant of leave of absence is dealt with in the Act.

4.9 Petitions, deputations and presentations

Provisions relating to petitions, deputations and presentations are set out in Part 5 of ~~these Standing Order~~this Local Law.

4.10 Confirmation of minutes of previous meetings

Provisions relating to minutes are set out in Part ~~7~~13 of ~~these Standing Order~~this Local Law.

4.11 Questions by members of which due notice has been given

- (1) A question on notice is to be given by a member in writing to the CEO at least 48 hours before the meeting at which it is to be asked.
- (2) If the CEO considers that the question breaches or may breach ~~these Standing Orders~~ this Local Law or any other law –
 - (a) the CEO is to refer the question to the ChairmanChairperson;
 - (b) the ChairmanChairperson is to exclude the question if he or she concurs with the view of the CEO; and
 - (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (2), together with the answer to that question, are –
 - (a) where practicable, to be included in the agenda of the meeting; or
 - (b) otherwise, to be tabled at the meeting.
- (4) Each question and answer is to be submitted as briefly and concisely as possible and, unless with the consent of the ChairmanChairperson or presiding member, there is to be no discussion on the question or answer.

4.12 Questions without notice

- (1) In this clause, question includes a request for information.
- (2) At any time during the debate on a motion, before the motion is put, a member may ask a question and, with the consent of the ChairmanChairperson or the presiding member, may ask one or more further questions.
- (3) A question asked by a member, and a response given by a member or an employee –
 - (a) is to be brief and concise; and
 - (b) is not to be accompanied by –
 - (i) expressions of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
 - (ii) any discussion or further question, except with the consent of the ChairmanChairperson or presiding member.
- (4) Where a question requests information from an employee who is present at the meeting, the employee may ask that –
 - (a) the question be placed on notice for the next meeting of the Council; or
 - (b) the answer to the question be given to the member who asked it prior to the next ordinary meeting of the Council.

- (5) If the answer to the question without notice cannot be given at the meeting at which it is asked, the member asking the question may request that the answer be given to the appropriate committee or Council meeting and the ~~Chairman~~Chairperson or presiding member may, if he or she thinks fit, so direct.

4.13 Announcement of confidential matters for which meetings may be closed to the public

Any confidential matters for which the meeting may be closed to the public are to be announced under item 12 of clause 4.2(1).

4.14 Business not dealt with from a previous meeting

The Council is to deal, under item 13 of clause 4.2(1), with any business that was listed on the agenda of a previous meeting and has not been dealt with.

4.15 Employee reports

The Council is to deal, under item 14 of clause 4.2(1), with any employee reports included in the agenda under this item by the CEO.

4.16 Reports of committees

The Council is to deal, under item 15 of clause 4.2(1), with reports of committees.

4.17 Reports of delegates

- (1) Under item 16 of clause 4.2(1) a member may give a written or oral report on an activity undertaken by the member on behalf of the EMRC.
- (2) Unless the Council decides otherwise on the grounds of urgency, a report which requires a decision of the Council must be the subject of a written report by or on behalf of the CEO.
- (3) The ~~Chairman~~Chairperson or presiding member may declare any report by a member to be out of order and, if he or she does so, the member must immediately cease speaking.

4.18 Members' motions of which previous notice has been given

- (1) Unless the Act, Regulations or ~~these Standing Orders~~this Local Law otherwise provide, a member may raise at a meeting such business of the EMRC as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least 4 clear working days before the meeting at which the motion is proposed to be moved.
- (3) A notice of motion must relate to the regional purposes for which the EMRC is established under the Establishment Agreement.
- (4) The CEO -
- (a) with the concurrence of the ~~Chairman~~Chairperson or presiding member, may exclude from the notice paper any notice of motion that he or she considers to be out of order; or
- (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.

- (5) A notice of motion is not out of order because its subject is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (7) The CEO may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law.
- (8) A motion of which notice has been given is to lapse unless -
 - (a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or
 - (b) the Council or committee on a motion decides to defer consideration of the motion to a later stage or date.
- (9) If a notice of motion is given and lapses in the circumstances referred to in subclause (8), a notice of motion in substantially the same terms, or to substantially the same effect, is not to be given again for at least 3 months from the date of the lapse.

4.19 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstance, matters may, on the initiative of the ~~Chairman~~Chairperson or presiding member or by way of a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), "cases of extreme urgency or other special circumstances" means matters –
 - (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the EMRC and must be considered and dealt with by the Council before the next meeting; and
 - (b) that, if not dealt with at the meeting, are likely to –
 - (i) have a significant adverse effect (financially or otherwise) on the EMRC; or
 - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –
 - (a) the ~~Chairman~~Chairperson or presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.
- (4) The minutes of the meeting are to include –
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

4.20 Confidential matters for which the meeting may be closed to the public

Provisions relating to the closure of all or part of the meeting to the public are set out in Part 5 of ~~this Local Law~~these Standing Orders.

4.21 Future meetings of Council

Under item 20 of clause 4.2(1), future meeting dates as previously resolved or amended (in accordance ~~to~~with the Act and Regulations) are to be listed.

4.22 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means –
- (a) a resolution of the Council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and
 - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) Subject to subclause (3), the Council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter –
- (a) that requires an absolute majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

4.23 Closure – time limits for meetings

- (1) If a meeting of the Council is in progress 3 hours after its commencement –
- (a) the ~~Chairman~~Chairperson or presiding member is to give the Council the opportunity to decide whether the meeting should continue;
 - (b) the meeting may continue –
 - (i) for up to 1 more hour;
 - (ii) only if a motion that the meeting continue is carried; and
 - (iii) only for the time (up to 1 more hour) specified in that motion; and
 - (c) the ~~Chairman~~Chairperson or presiding member is to adjourn the meeting –
 - (i) if the motion under paragraph (b) is not carried; or

- (ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).
- (2) Subject to subclause (1), each Council and committee meeting is to be closed not later than 11.00pm.

Part 5 - Public participation

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried –
 - (a) the presiding member is to direct everyone to leave the meeting except –
 - (i) the members;
 - (ii) the CEO;
 - (iii) any other employee of the EMRC specified in a resolution; and
 - (iv) any other person specified in a resolution; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) The CEO may require any person, other than a member or employee, to sign a confidentiality agreement relating to the disclosure of information acquired at a meeting closed to members of the public.
- (7) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that –
 - (a) any resolution of the Council or committee made while the meeting was closed is to be read out; and
 - (b) the vote of a member or members is recorded in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must –
 - (a) first state his or her name and address;
 - (b) direct the question to the presiding member;
 - (c) ask the question briefly and concisely;
 - (d) limit any preamble to matters directly relevant to the question; and
 - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that –
 - (a) a written response is given to the person who asked the question; and
 - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to –
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.

- (9) A response to a question –
- (a) is to be brief and concise; and
 - (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The presiding member may decide that a question is not to be responded to where –
- (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
 - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
 - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of ~~these Meeting Procedures~~this Local Law or any other law.
- (12) The Council or committee, by resolution, may agree to extend public question time.

5.8 Distinguished visitor

If a distinguished visitor is present at a meeting of the Council or a committee, the ~~Chairman~~Chairperson or presiding member –

- (a) may invite the distinguished visitor to sit beside the ~~Chairman~~Chairperson or presiding member or at the Council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

5.9 Petitions

- (1) A petition must -
- (a) be addressed to the ~~Chairman~~Chairperson;
 - (b) be made by electors of the Participants;
 - (c) state the request on each page;
 - (d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request;

- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
 - (g) be respectful and temperate in its language; and
 - (h) comply with any form prescribed by the Act or any other written law.
- (2) On the presentation of a petition –
- (a) the member presenting it is confined to reading the petition; and
 - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (3) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
- (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council or committee has considered the issues raised in the petition.

5.10 Deputations

- (1) A deputation may be made to the Council or a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by the Council or a committee must –
 - (a) apply in writing to the CEO for approval; and
 - (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer a copy of a summary of the application –
 - (a) to the ~~Chairman~~Chairperson – if the request is to attend a Council meeting; or
 - (b) the presiding member – if the request is to attend a committee meeting.
- (4) The ~~Chairman~~Chairperson or presiding member (as the case may be) –
 - (a) may approve the request, in which case the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be; or
 - (b) may ask the CEO to refer the request to the Council or committee to decide whether or not to receive the deputation.
- (5) Unless the meeting resolves otherwise -
 - (a) a deputation is not to exceed 5 people, only 2 of whom may address the meeting, although others may respond to specific questions from the members; and
 - (b) the deputation may address the meeting for up to 15 minutes.

- (6) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (7) A matter which is the subject of a deputation to the committee is not to be decided by the committee until the deputation has completed its presentation.
- (8) Where a deputation is to be received by the committee, the person or group comprising of the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 4.2(2).
- (9) Any item of business to be discussed at a committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

5.11 Participation at committee meetings

- (1) In this clause a reference to a "person" is to a person who –
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) A member or deputy may attend, as an observer, any meeting of a committee, ~~of which he or she is not a member or the deputy of a member (acting in place of the member).~~
- (3) Without the consent of the presiding member, a person must not address a committee meeting.
- (4) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (5) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.
- (6) A person who fails to comply with a direction of the presiding member under subclause (5) may, by order of the presiding member, be removed from the committee room.
- (7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.12 Public inspection of agenda material

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

5.13 Confidentiality of information withheld

- (1) Information withheld by the CEO from members of the public under regulation 14(2) of the Regulations is to be –
 - (a) identified in the agenda of a Council or committee meeting under item 19 of clause 4.2(1) (ie "Confidential matters for which the meeting may be closed to the public");
 - (b) marked "confidential" in the agenda; and

- (c) kept confidential by members and employees until the Council or committee resolves otherwise.

(2) A member or an employee who has –

- (a) confidential information under subclause (1); or
- (b) information that is provided or disclosed for the purposes of, or during, a meeting or part of a meeting that is closed to the public,

must not disclose any part of that information to any person other than another member or an employee of the Council to the extent necessary for the purpose of carrying out his or her functions.

(3) Subclause (2) does not prevent a member or employee from disclosing information –

- (a) at a closed meeting;
- (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
- (c) that is already in the public domain;
- (d) to an officer of the Department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

5.14 Recording of proceedings

(1) An audio recording is to be taken of the proceedings of each meeting and is to be published on the official Website of the EMRC.

(+)(2) With the exception of the audio recording referred to in subclause (1), a person must not use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the permission of the Council.

(2)(3) Subclause (24) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

5.15 Prevention of disturbance

- (1) A reference in this clause to a “person” is to a person other than a member.
- (2) A person must ensure that his or her electronic communication or information device is not switched on or used during any meeting of the Council or a committee.
- (3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If –
- (a) after being warned, the person again acts contrary to this clause, or to ~~these Standing Orders~~this Local Law; or
 - (b) a person refuses or fails to comply with a direction by the presiding member,
- the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 6 - Disclosure of interests

6.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters, are dealt with in the Act, the Regulations, ~~the Rules of Conduct~~ and the Code of Conduct.

6.2 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial or proximity interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or to another committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or relevant part of the recommendations) from other recommendations of the committee.

Part 7 - Conduct of members

7.1 Official titles to be used

A speaker, when speaking or referring to the ~~Chairman~~Chairperson or Deputy ~~Chairman~~Chairperson, or to a member or employee, must use the title of that person's office.

7.2 Members to occupy own seats

- (1) At Council meetings, members must be seated in the positions determined by the Council.
- (2) At committee meetings, committee members must be seated in those positions, if any, that are determined by the relevant committee.

7.3 Entering or leaving a meeting

During the course of a meeting, a member must not enter or leave the meeting without giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

7.4 Members who wish to speak

A member who wishes to speak at a Council meeting –

- (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
- (b) when invited by the ChairmanChairperson or presiding member to speak, must address the meeting through the ChairmanChairperson or presiding member and, unless otherwise determined by the Council, may either rise or remain seated while speaking.

7.5 Priority of speaking

- (1) At a Council meeting where 2 or more members indicate, at the same time, their intention to speak, the ChairmanChairperson or presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed by, at the discretion of the presiding member, other members and attendees.
- (3) A decision of the ChairmanChairperson or presiding member under this clause is not open to discussion or dissent.

7.6 The ChairmanChairperson or presiding member may take part in debates

- (1) Subject to compliance with the procedures for the debate of motions contained in these Standing Orders~~this Local Law~~, the ChairmanChairperson or presiding member, without vacating the chair, may take part in a discussion of any matter before the meeting.
- (2) Before the ChairmanChairperson or presiding member moves a motion or amendment, he or she must first vacate the chair and the Deputy ChairmanChairperson or other person elected for the purpose is to preside over the meeting while the motion or amendment is being debated and voted upon.

7.7 Relevance

- (1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The ChairmanChairperson or presiding member, at any time, may –
 - (a) draw the attention of the meeting to any irrelevant or repetitious remarks by a member; or
 - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

7.8 Speaking twice

- (1) A member must not address the Council more than once on any motion or amendment except –
 - (a) as the mover of a substantive motion, to exercise a right of reply;

(b) to raise a point of order; or

(c) to make a personal explanation.

- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.9 Duration of speeches

A member must not speak on any matter for more than 5 minutes without the consent of the meeting which, if given, is to be given without discussion.

7.10 No speaking after conclusion of debate

A member must not speak on any motion or amendment –

(a) after the ~~mover~~member has replied; or

(b) after the question has been put.

7.11 No interruption

A member must not interrupt another member who is speaking unless –

(a) to raise a point of order;

(b) to call attention to the absence of a quorum;

(c) to make a personal explanation under clause 7.16; or

(d) to move a procedural motion that the member be no longer heard (see clause 10.1(e)).

7.12 Respect for the ~~Chairman~~Chairperson or presiding member and speaker

A member must not –

(a) while a motion is being voted on, walk out of or across the [meeting room](#) Chamber; and

(b) while any other member is speaking, pass between the speaker and the ~~Chairman~~Chairperson or presiding member.

7.13 No re-opening of discussion

A member must not re-open a discussion on any decision of the Council or committee, except to move that the decision be revoked or changed (see Part 14).

7.14 Offensive language

- (1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 14).

- (2) A member must not –

(a) reflect adversely on the character or actions of another member or employee;

- (b) impute any motive to a member or employee; or
- (c) use an expression that is offensive or objectionable.

- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.

7.15 Withdrawal of offensive language

A member who, in the opinion of the ~~Chairman~~Chairperson or presiding member –

- (a) reflects adversely on the character or actions of another member or employee;
- (b) imputes any motive to a member or employee; or
- (c) uses an expression that is offensive or objectionable,

must, when directed by the ~~Chairman~~Chairperson or presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.

7.16 Personal explanation

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the ~~Chairman~~Chairperson or presiding member his or her intention to make a personal explanation.
- (2) The ~~Chairman~~Chairperson or presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

Part 8 - Preserving Order

8.1 The ~~Chairman~~Chairperson or presiding member to preserve order

The ~~Chairman~~Chairperson or presiding member is to preserve order and, whenever he or she considers it necessary, may –

- (a) call a member to order; or
- (b) may direct a member to cease breaching, or to comply with, any provision of ~~any of these Standing Orders~~this Local Law.

8.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of –
 - (a) aAny provision of ~~these Standing Orders~~this Local Law; or
 - (b) any other written law.
- (2) Examples of valid points of order are –

- (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.7); and
- (b) a speaker's use of offensive or objectionable expressions (see clause 7.14).
- (3) Despite anything in ~~these Standing Orders~~this Local Law to the contrary, a point of order –
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

- (1) A member who is addressing the ~~Chairman~~Chairperson or presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must resume his or her seat until –
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order,
 and, if permitted, the member who has been interrupted may then proceed.

8.4 Ruling by the ~~Chairman~~Chairperson or presiding member

- (1) The ~~Chairman~~Chairperson or presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

8.5 Continued breach of order

If a member –

- (a) persists in any conduct that the ~~Chairman~~Chairperson or presiding member ~~has~~has ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.7(2)(b), 7.15 or 8.4),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member must comply with that direction.

8.6 Presiding member may adjourn meeting

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 9 - Debate of substantive motions

9.1 Motions to be stated and in writing

- (1) A member who wishes to move a substantive motion, or an amendment to a substantive motion –
 - (a) is to state the substance of the motion before speaking to it; and
 - (b) if required by the ~~Chairman~~Chairperson or presiding member, is to put the motion or amendment in writing.
- (2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

9.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 14.1).

9.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the ~~Chairman~~Chairperson or presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the ~~Chairman~~Chairperson or presiding member may put the motion directly to the vote.
- (3) If a member opposes the motion, the motion is to be dealt under this Part.
- (4) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a meeting (see Part 14).

9.4 Only one substantive motion at a time

The Council or committee –

- (a) is not to accept a substantive motion while another substantive motion is being debated; and
- (b) is not to consider more than one substantive motion at any time.

9.5 Complex motions

The ~~Chairman~~Chairperson or presiding member may require that ~~order~~ a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.6 Call of order in debate

The ~~Chairman~~Chairperson or presiding member is to call speakers to a substantive motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers, alternating between those against and for the motion; and
- (h) the mover invited to take the right of reply which closes debate.

9.7 Limit of debate

The ~~Chairman~~Chairperson or presiding member may offer the right of reply and put a substantive motion to the vote if he or she considers that sufficient discussion has taken place even though all members may not have spoken.

9.8 Members may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.9 Consent of seconder required to amend motion

The mover of a substantive motion may not amend the motion without the consent of the seconder.

9.10 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.11 Amendments must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

9.12 Relevance of amendments

An amendment must be relevant to the substantive motion in respect of which it is moved.

9.13 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

9.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

9.15 Withdrawal of motion and amendments

- (1) The Council or a committee may, without debate, grant leave to withdraw a substantive motion or amendment on the request of the mover of the motion or amendment if –
 - (a) it has the approval of the seconder; and
 - (b) there is no voice expressed to the contrary by any member, ~~in which case discussion on the motion or amendment is to continue.~~
- (2) If either paragraph (a) or (b) of subclause (1) ~~applies~~does not apply, the discussion on the motion or amendment is to continue.
- (3) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The right of the reply may be exercised only –
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced the reply –
 - (a) no other member is to speak on the motion; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 10 - Procedural motions

10.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move any of the following procedural motions -

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned to a Council or committee meeting;
- (c) that the meeting now adjourn;
- (d) that the motion be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the ~~Chairman~~Chairperson or presiding member be disagreed with; and
- (g) that the meeting be closed to members of the public (see clause 5.2).

10.2 No debate on procedural motion

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraphs (d) and (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move

A person who has moved, seconded, or spoken for or against a substantive motion, or any amendment to a substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

10.4 Right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

10.5 Meeting to proceed to next item of business

A motion "that the meeting proceed to the next item of business", if carried, has the effect that –

- (a) the debate on the substantive motion or amendment ceases immediately; and
- (b) no decision is made on the substantive motion;
- (c) the meeting moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

10.6 Item to be referred or adjourned

A motion "that the item be adjourned" -

- (a) is to state the time to which the debate is to be adjourned (and the reasons for the motion); and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the meeting, and at the time, stated in the motion.

10.7 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting a motion for the adjournment, the ~~Chairman~~Chairperson or presiding member may seek leave of the meeting to deal first with matters that may be the subject of an adoption by exception resolution (see clause 4.22);
- (3) a motion "that the meeting now adjourn" -
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the ~~Chairman~~Chairperson or presiding member, or the meeting, determines otherwise.

10.8 Motion to be put

- (1) If a motion "that the motion be now put", is carried during discussion on a substantive motion without amendment, the ~~Chairman~~Chairperson or presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion, "that the motion be now put" is carried during debate of ~~the an~~ amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) If the motion, "that the motion be now put" is lost, debate is to continue.

10.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

10.10 Ruling of the ~~Chairman~~Chairperson or presiding member be disagreed with

If the motion "that the ruling of the ~~Chairman~~Chairperson or presiding member be disagreed with" is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 11 - Voting

11.1 Motion – when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the ~~Chairman~~Chairperson or presiding member –
 - (a) is to put the motion to the meeting; and ,
 - (b) if requested by any member, is again to state the terms of the motion.
- (2) A member must not leave a meeting when the ~~Chairman~~Chairperson or the presiding member is putting any motion.

11.2 Voting

Voting is dealt with in the Act and the Regulations.

11.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

11.4 Method of taking vote

In taking the vote on any motion, the presiding member –

- (a) is to put the motion, first in the affirmative, and then in the negative;
- (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
- (d) subject to this clause, is to declare the result.

Part 12 - Adjournment of meeting

12.1 Meeting may be adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

12.2 Limit to moving adjournment

No member is to move or second more than one motion of adjournment during the same meeting of the Council or committee.

12.3 Unopposed business – motion for adjournment

On a motion for the adjournment of the Council or committee, the ~~Chairman~~Chairperson or presiding member, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

12.4 Withdrawal of motion for adjournment

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

12.5 Time to which adjourned

The time to which a meeting is adjourned for want of a quorum, by the ~~Chairman~~Chairperson or presiding member to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

Part 13 - Minutes

13.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

13.2 Content of minutes

(1) The content of minutes is dealt with in the Regulations.

(2) The votes of all members voting on a motion are to be recorded in the minutes.

Formatted: Heading 3

13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

13.4 Confirmation of minutes

- (1) If a member is dissatisfied with the accuracy of the unconfirmed minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the unconfirmed minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.
- (2) At that meeting, the member who provided the alternative wording shall, at the time for confirmation of minutes –
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

Part 14 - Revoking or changing a decision

14.1 Requirements to revoke or change a decision

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

14.2 Limitations on powers to revoke or change a decision

- (1) In this clause –

authorisation means a licence, permit, approval, or other means of authorising a person to do anything; and

implement, in relation to a decision, includes –

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (b) take any other action to give effect to the decision.
- (2) Subject to subclause (3), the Council or a committee is not to consider a motion to revoke or change a decision –
- (a) where, at the time the motion is moved or notice is given, any action has been taken ~~under clause 12.4~~ 14.2 to implement the decision;
 - (b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the EMRC to the applicant; or
 - (c) where the decision is procedural in its form or effect.
- (3) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (2)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

Part 15 - Committees

15.1 Establishment and appointment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include -
 - (a) the terms of reference or functions of the committee;
 - (b) either –
 - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
 - (ii) the number of members, employees and other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
 - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

15.2 Types of committees

The types of committees are dealt with in the Act.

15.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

15.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

15.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

15.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

15.7 Appointment of deputies

The appointment of a person to be a deputy of a member of a committee is dealt with in the Act.

15.8 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

15.9 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

15.10 Appointment of Participant members to committees

- (1) Where the Council establishes a committee with a member from a Participant, the appointment of that member must be made according to the wishes of the Participant.
- (2) Where the members of a committee established by the Council is to include an employee of a Participant, that employee is to be the CEO of the Participant, or an employee appointed by the CEO of the Participant.

15.11 Reports of committees – questions

Where a recommendation of a committee is submitted for adoption by the Council, any member of the Council may direct a question directly relating to the recommendation, through the ~~Chairman~~Chairperson or presiding member, to the presiding member of the committee or to any member of the committee in attendance.

15.12 Permissible motions on committee recommendations

A recommendation made by a committee may -

- (a) be adopted by the Council without amendment;
- (b) be rejected by the Council and replaced by an alternative decision;
- (c) be amended, and adopted as amended, by the Council; or
- (d) be referred back to the committee for further consideration.

15.13 **Standing Orders** ~~This Local Law~~ to apply

~~These Standing Orders~~ This Local Law apply^{ies} generally to the proceedings of committees except for clause 7.8, in relation to the limit on the number of speeches.

-

(a) ~~clause 7.2, in relation to seating; and~~

(b) ~~clause 7.8, in relation to the limit on the number of speeches.~~

Formatted: No bullets or numbering

Part 16 - Administrative matters

16.1 **Suspension of** any provision of this Local Law ~~Standing Orders~~

- (1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the ~~Standing Orders~~ provisions of this Local Law.
- (2) The mover of a motion to suspend temporarily any one or more of the provisions of this Local Law ~~Standing Orders~~ is to state the clause or clauses to be suspended, and the purpose of the suspension.
- (3) A provision of this Local Law ~~Standing Order~~ so suspended is to remain suspended until decided otherwise by the Council or the committee.

16.2 **Cases not provided for in** ~~Standing Orders~~ this Local Law

- (1) The ~~Chairman~~ Chairperson or presiding member is to decide questions of procedure in cases where ~~these Standing Orders~~ this Local Law and the Act and Regulations are silent.
- (2) The decision of the ~~Chairman~~ Chairperson or presiding member in these cases is final, except where a motion is moved and carried under clause 10.1(f).

16.3 **Representation** one ~~f~~ public bodies

Wherever it becomes necessary to nominate a member of the Council to represent the Council on a public body or State agency, that nomination must be made by the Council.

Part 17 - Enforcement

17.1 **Penalty for breach**

A person who breaches a provision of ~~these Standing Orders~~ this Local Law commits an offence.

Penalty: \$1,000 and a daily penalty of \$500.

17.2 **Who can prosecute**

Who can prosecute is dealt with in the Act.

Part 18 - Common seal

18.1 Custody of the common seal

The CEO is to have charge of the common seal of the EMRC, and is responsible for the safe custody and proper use of it.

18.2 Use of the common seal

The use of the common seal is dealt with in the Act.

18.3 Recording of common seal uses

The CEO is to record in a register each instance where the common seal of the EMRC was affixed to a document including -

- (a) the date on which it was affixed;
- (b) the nature of the document; and
- (c) where the document is an agreement, the parties to that agreement.

This local law was made by the EMRC at an Ordinary Meeting held on ~~21 March 2013~~.



Signature: _____
PRINTED NAME: ~~CR ALAN PILGRIM~~ ~~PETER B. SCHNEIDER~~
Public Office: ~~Chairman~~ ~~Chief~~ ~~Executive~~ ~~Officer~~ ~~Administering~~ ~~Authority:~~
~~Eastern Metropolitan Regional Council~~

Gazetted Wednesday 26 June 2013 Number 103

Formatted: Indent: Left: 0 cm, Space Before: 0.45 pt, Line spacing: single, Tab stops: Not at 5.25 cm + 9.13 cm + 10.34 cm + 15.15 cm

Formatted: Indent: Left: 0 cm, Space Before: 0.45 pt, Tab stops: Not at 5.25 cm + 10.33 cm

Formatted: Indent: Left: 0 cm, Right: 0 cm, Space Before: 0.45 pt, Tab stops: Not at 5.25 cm + 10.33 cm

Formatted: Space Before: 0.45 pt

Formatted: Indent: Left: 0 cm, Space Before: 0.45 pt

Draft 14/9/22

EMRC

MEETING PROCEDURES LOCAL LAW 2023

Meeting Procedures Local Law 2023

CONTENTS

| | |
|--------------------------------------------------------------|-----------|
| Part 1 - Preliminary | 8 |
| 1.1 Short title | 8 |
| 1.2 Commencement | 8 |
| 1.3 Application and intent | 8 |
| 1.4 Defined terms | 8 |
| 1.5 Interpretation | 9 |
| 1.6 Deputy member | 9 |
| 1.7 Repeal | 10 |
| Part 2 - Meetings of the Council and committees..... | 10 |
| 2.1 Ordinary and special Council meetings | 10 |
| 2.2 Calling Council meetings | 10 |
| 2.3 Convening Council meetings | 10 |
| 2.4 Calling committee meetings..... | 10 |
| 2.5 Public notice of meetings..... | 10 |
| 2.6 Minor irregularity | 11 |
| Part 3 - Presiding member and quorum | 11 |
| 3.1 Who presides..... | 11 |
| 3.2 When the Deputy Chairperson can act..... | 11 |
| 3.3 Who acts if no Chairperson or Deputy Chairperson | 11 |
| 3.4 Election of presiding members of committees | 11 |
| 3.5 Election of deputy presiding members of committees | 11 |
| 3.6 Functions of deputy presiding members | 11 |
| 3.7 Who acts if no presiding member | 11 |
| 3.8 Quorum for meetings | 11 |
| 3.9 Attendance by means of instantaneous communication..... | 11 |

| | | |
|------|----------------------------------------------------------|----|
| 3.10 | Reduction of quorum for Council meetings..... | 11 |
| 3.11 | Reduction of quorum for committee meetings | 11 |
| 3.12 | Procedure where no quorum to begin a meeting..... | 12 |
| 3.13 | Procedure where quorum not present during a meeting..... | 12 |
| 3.14 | Names to be recorded | 12 |

Part 4 - Business of a meeting.....12

| | | |
|------|-------------------------------------------------------------------------------------------|----|
| 4.1 | Business to be specified | 12 |
| 4.2 | Order of business | 13 |
| 4.3 | Change to the order of business..... | 13 |
| 4.4 | Disclosure of Interest..... | 13 |
| 4.5 | Announcements by the Chairperson or presiding member..... | 14 |
| 4.6 | Response to previous questions taken on notice | 14 |
| 4.7 | Public question time | 14 |
| 4.8 | Application for leave of absence..... | 14 |
| 4.9 | Petitions, deputations and presentations | 14 |
| 4.10 | Confirmation of minutes of previous meetings..... | 14 |
| 4.11 | Questions by members of which due notice has been given | 14 |
| 4.12 | Questions without notice | 15 |
| 4.13 | Announcement of confidential matters for which meetings may be closed to the public | 15 |
| 4.14 | Business not dealt with from a previous meeting..... | 16 |
| 4.15 | Employee reports | 16 |
| 4.16 | Reports of committees..... | 16 |
| 4.17 | Reports of delegates | 16 |
| 4.18 | Members' motions of which previous notice has been given | 16 |
| 4.19 | New business of an urgent nature | 17 |
| 4.20 | Confidential matters for which the meeting may be closed to the public | 17 |
| 4.21 | Future meetings of Council..... | 17 |
| 4.22 | Adoption by exception resolution..... | 18 |
| 4.23 | Closure – time limits for meetings..... | 18 |

Part 5 - Public participation.....19

| | | |
|-----|---------------------------------------------|----|
| 5.1 | Meetings generally open to the public | 19 |
| 5.2 | Meetings not open to the public..... | 19 |
| 5.3 | Question time for the public..... | 19 |

| | | |
|------|--------------------------------------------------------|----|
| 5.4 | Question time for the public at certain meetings..... | 19 |
| 5.5 | Minimum question time for the public | 20 |
| 5.6 | Procedures for question time for the public | 20 |
| 5.7 | Other procedures for question time for the public..... | 20 |
| 5.8 | Distinguished visitor..... | 21 |
| 5.9 | Petitions..... | 21 |
| 5.10 | Deputations | 22 |
| 5.11 | Participation at committee meetings..... | 23 |
| 5.12 | Public inspection of agenda material | 23 |
| 5.13 | Confidentiality of information withheld | 23 |
| 5.14 | Recording of proceedings..... | 24 |
| 5.15 | Prevention of disturbance | 24 |

Part 6 - Disclosure of interests25

| | | |
|-----|-----------------------------------------------|----|
| 6.1 | Disclosure of interests | 25 |
| 6.2 | Separation of committee recommendations | 25 |

Part 7 - Conduct of members25

| | | |
|------|-------------------------------------------------------------------|----|
| 7.1 | Official titles to be used | 25 |
| 7.2 | Members to occupy own seats | 25 |
| 7.3 | Entering or leaving a meeting | 25 |
| 7.4 | Members who wish to speak | 25 |
| 7.5 | Priority of speaking..... | 26 |
| 7.6 | The Chairperson or presiding member may take part in debates..... | 26 |
| 7.7 | Relevance..... | 26 |
| 7.8 | Speaking twice | 26 |
| 7.9 | Duration of speeches..... | 27 |
| 7.10 | No speaking after conclusion of debate..... | 27 |
| 7.11 | No interruption | 27 |
| 7.12 | Respect for the Chairperson or presiding member and speaker | 27 |
| 7.13 | No re-opening of discussion | 27 |
| 7.14 | Offensive language..... | 27 |
| 7.15 | Withdrawal of offensive language..... | 28 |
| 7.16 | Personal explanation | 28 |

Part 8 - Preserving Order28

| | | |
|-----|-------------------------------------------------------------|----|
| 8.1 | The Chairperson or presiding member to preserve order | 28 |
| 8.2 | Point of order | 28 |
| 8.3 | Procedures on a point of order | 29 |
| 8.4 | Ruling by the Chairperson or presiding member | 29 |
| 8.5 | Continued breach of order | 29 |
| 8.6 | Presiding member may adjourn meeting | 29 |

Part 9 - Debate of substantive motions30

| | | |
|------|---------------------------------------------------|----|
| 9.1 | Motions to be stated and in writing | 30 |
| 9.2 | Motions to be supported | 30 |
| 9.3 | Unopposed business | 30 |
| 9.4 | Only one substantive motion at a time..... | 30 |
| 9.5 | Complex motions..... | 30 |
| 9.6 | Call of order in debate | 30 |
| 9.7 | Limit of debate | 31 |
| 9.8 | Members may require motion to be read | 31 |
| 9.9 | Consent of seconder required to amend motion..... | 31 |
| 9.10 | Order of amendments..... | 31 |
| 9.11 | Amendments must not negate original motion..... | 31 |
| 9.12 | Relevance of amendments | 31 |
| 9.13 | Mover of motion may speak on amendment..... | 31 |
| 9.14 | Effect of an amendment..... | 31 |
| 9.15 | Withdrawal of motion and amendments | 32 |
| 9.16 | Right of reply | 32 |

Part 10 - Procedural motions32

| | | |
|-------|-----------------------------------------------------------------------|----|
| 10.1 | Permissible procedural motions..... | 32 |
| 10.2 | No debate on procedural motion | 33 |
| 10.3 | Who may move..... | 33 |
| 10.4 | Right of reply on substantive motion..... | 33 |
| 10.5 | Meeting to proceed to next item of business | 33 |
| 10.6 | Item to be referred or adjourned | 33 |
| 10.7 | Meeting now adjourn | 33 |
| 10.8 | Motion to be put..... | 34 |
| 10.9 | Member to be no longer heard | 34 |
| 10.10 | Ruling of the Chairperson or presiding member be disagreed with | 34 |

| | |
|---------------------------------------------------------------------------|-----------|
| Part 11 - Voting | 34 |
| 11.1 Motion – when put | 34 |
| 11.2 Voting | 34 |
| 11.3 Majorities required for decisions | 35 |
| 11.4 Method of taking vote | 35 |
| Part 12 - Adjournment of meeting..... | 35 |
| 12.1 Meeting may be adjourned | 35 |
| 12.2 Limit to moving adjournment..... | 35 |
| 12.3 Unopposed business – motion for adjournment | 35 |
| 12.4 Withdrawal of motion for adjournment | 35 |
| 12.5 Time to which adjourned..... | 35 |
| Part 13 - Minutes | 35 |
| 13.1 Keeping of minutes..... | 35 |
| 13.2 Content of minutes | 36 |
| 13.3 Public inspection of unconfirmed minutes | 36 |
| 13.4 Confirmation of minutes..... | 36 |
| Part 14 - Revoking or changing a decision | 36 |
| 14.1 Requirements to revoke or change a decision..... | 36 |
| 14.2 Limitations on powers to revoke or change a decision | 36 |
| Part 15 - Committees | 37 |
| 15.1 Establishment and appointment of committees | 37 |
| 15.2 Types of committees | 37 |
| 15.3 Delegation of some powers and duties to certain committees..... | 37 |
| 15.4 Limits on delegation of powers and duties to certain committees..... | 37 |
| 15.5 Appointment of committee members | 37 |
| 15.6 Tenure of committee membership | 37 |
| 15.7 Appointment of deputies | 37 |
| 15.8 Resignation of committee members | 37 |
| 15.9 Register of delegations to committees..... | 38 |
| 15.10 Appointment of Participant members to committees | 38 |
| 15.11 Reports of committees – questions | 38 |
| 15.12 Permissible motions on committee recommendations..... | 38 |

| | | |
|-----------------------------------------------|-----------------------------------------------------|-----------|
| 15.13 | Local Law to apply | 38 |
| Part 16 - Administrative matters | | 38 |
| 16.1 | Suspension of any provision of this Local Law | 38 |
| 16.2 | Cases not provided for in this Local Law | 38 |
| 16.3 | Representation of public bodies | 39 |
| Part 17 - Enforcement..... | | 39 |
| 17.1 | Penalty for breach | 39 |
| 17.2 | Who can prosecute..... | 39 |
| Part 18 - Common seal | | 39 |
| 18.1 | Custody of the common seal | 39 |
| 18.2 | Use of the common seal..... | 39 |
| 18.3 | Recording of common seal uses | 39 |

Local Government Act 1995

Eastern Metropolitan Regional Council

Meeting Procedures Local Law 2023

Under the powers conferred by the Local Government Act 1995 and all other enabling powers, the Council of the Eastern Metropolitan Regional Council resolved on _____ to make the following local law.

Part 1 - Preliminary

1.1 Short title

- (1) This is the Eastern Metropolitan Regional Council Meeting Procedures Local Law 2023.
- (2) In the clauses that follow, this local law is referred to as 'this Local Law'.

1.2 Commencement

This local law commences 14 days after it is published in the Government Gazette.

1.3 Application and intent

- (1) This Local Law contains the rules that apply to the conduct of meetings of the Council and its committees.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This Local Law is intended to result in –
 - (a) better decision making by the Council and its committees;
 - (b) the orderly conduct of meetings;
 - (c) better understanding of the process of conducting meetings; and
 - (d) more efficient and effective use of time at meetings.

1.4 Defined terms

In this Local Law unless the context otherwise requires -

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the EMRC;

Chairperson means the Chairperson of the EMRC elected under the Establishment Agreement;

Code of Conduct means the EMRC Code of Conduct for Council Members, Committee Members and Candidates;

committee means a committee of the Council established under section 5.8 of the Act;

Council means the Council of the EMRC;.

Deputy Chairperson means the Deputy Chairperson of the EMRC elected under the Establishment Agreement;

deputy member means a member of the council of a Participant appointed by the Participant under the Establishment Agreement to act temporarily in place of a member appointed by that Participant;

employee has the same meaning as is given to it in the Act;

EMRC means the Eastern Metropolitan Regional Council;

Establishment Agreement means the establishment agreement between the Participants ;

meeting means a meeting of the Council, or a meeting of a committee, as the context requires;

member means a member of the council of a Participant appointed by the Participant under the Establishment Agreement to be a member of the Council;

Participant means a party to the Establishment Agreement;

presiding member means -

- (a) in respect of the Council, the Chairperson or other person presiding under section 5.6 of the Act (see clause 3.1); and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting;

special majority has the meaning given to it in the Act; and

substantive motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

1.5 Interpretation

Unless otherwise defined, the terms used in this Local Law have the meaning given to them in the Act and Regulations.

1.6 Deputy member

- (1) If a member is unable to attend a meeting or part of a meeting, a deputy member may attend in place of that member provided that –
 - (a) the deputy member has been appointed by the Participant which appointed the absent member.

- (b) the deputy member has made a declaration in the prescribed form (under section 2.29 of the Act) before acting in the office.
- (2) While attending a meeting in place of a member, a deputy member has all the powers of that member.

1.7 Repeal

The Eastern Metropolitan Regional Council Standing Orders Local Law 2013, published in the Government Gazette on 26 June 2013, is repealed.

Part 2 - Meetings of the Council and committees

2.1 Ordinary and special Council meetings

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

2.3 Convening Council meetings

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 48 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the Chairperson or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting

2.4 Calling committee meetings

A meeting of a committee is to be held –

- (a) if called for in a verbal or written request to the CEO by the Chairperson or by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting;
- (c) if called for by the CEO; or
- (d) in accordance with a decision of the Council or the committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

2.6 Minor irregularity

The legal effect of a minor irregularity on the validity of a meeting is dealt with in the *Interpretation Act 1984*.

Part 3 - Presiding member and quorum

3.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

3.2 When the Deputy Chairperson can act

When the Deputy Chairperson can act is dealt with in the Act.

3.3 Who acts if no Chairperson or Deputy Chairperson

Who acts if there is no Chairperson is dealt with in the Act.

3.4 Election of presiding members of committees

The election of presiding members of committees is dealt with in the Act.

3.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

3.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

3.7 Who acts if no presiding member

Who acts if there is no presiding member is dealt with in the Act

3.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

3.9 Attendance by means of instantaneous communication

The circumstances in which a person who is not physically present at a meeting of the Council or a committee is taken to be present at the meeting are dealt with in the Regulations.

3.10 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

3.11 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

3.12 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.13 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present –

- (a) the Chairperson or presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the Chairperson or presiding member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the Chairperson or presiding member is to adjourn the meeting to a later time on the same day or to another day.

3.14 Names to be recorded

At any meeting –

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned under clause 3.13,

the names of the members then present are to be recorded in the minutes.

Part 4 - Business of a meeting

4.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or given in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or a decision of the committee.
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be dealt with under item 13 of clause 4.2 at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclauses (4) or (5), no business is to be transacted at that later meeting other than that –

- (a) specified in the notice of the meeting that is adjourned; and
- (b) which remains unresolved.

4.2 Order of business

- (1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -
 - 1. Declaration of opening and announcement of visitors
 - 2. Record of attendance, apologies and leave of absence (previously approved)
 - 3. Disclosure of interests
 - 4. Announcements by the Chairperson or presiding member without discussion
 - 5. Response to previous public questions taken on notice
 - 6. Public question time
 - 7. Applications for leave of absence
 - 8. Petitions, deputations and presentations
 - 9. Confirmation of minutes of previous meetings
 - 10. Questions by members of which due notice has been given
 - 11. Questions by members without notice
 - 12. Announcement of confidential matters for which meetings may be closed to the public
 - 13. Business not dealt with from a previous meeting
 - 14. Reports of employees
 - 15. Reports of committees
 - 16. Reports of delegates
 - 17. Members' motions of which previous notice has been given
 - 18. New business of an urgent nature approved by the Chairperson or presiding member or by decision of the meeting
 - 19. Confidential matters for which the meeting may be closed to the public
 - 20. Future meetings of Council
 - 21. Declaration of closure of meeting
- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.
- (3) Notwithstanding subclauses (1) and (2), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

4.3 Change to the order of business

- (1) The Chairperson or presiding member may propose a change to the order of business.
- (2) Any member may move that a change in order of business proposed by the Chairperson or presiding member not be accepted and, if carried by a majority of members present, the proposed change in order is not to take place.

4.4 Disclosure of Interest

Written notices of disclosure of interests are to be announced –

- (a) at item 3 of clause 4.2(1); and
- (b) immediately before the matter to which the disclosure relates is discussed.

4.5 Announcements by the Chairperson or presiding member

Announcements by the Chairperson or presiding member under item 4 of clause 4.2(1) are –

- (a) to inform the Council or the committee of any matter of interest or relevance to the business of the Council or a committee; and
- (b) to be brief and concise;

4.6 Response to previous questions taken on notice

Where a question is taken on notice, the CEO is to ensure that -

- (a) a written answer is forwarded to the questioner as soon as practicable; and
- (b) a summary of the answer is recorded in the minutes of the following meeting of the Council or committee under item 5 of clause 4.2(1).

4.7 Public question time

Provisions relating to public question time are set out in Part 5 of this Local Law.

4.8 Application for leave of absence

(1) A request for leave of absence may be made by a member –

- (a) verbally at the meeting; or
- (b) in writing to the CEO before the meeting.

(2) The grant of leave of absence is dealt with in the Act.

4.9 Petitions, deputations and presentations

Provisions relating to petitions, deputations and presentations are set out in Part 5 of this Local Law.

4.10 Confirmation of minutes of previous meetings

Provisions relating to minutes are set out in Part 13 of this Local Law.

4.11 Questions by members of which due notice has been given

(1) A question on notice is to be given by a member in writing to the CEO at least 48 hours before the meeting at which it is to be asked.

(2) If the CEO considers that the question breaches or may breach this Local Law or any other law –

- (a) the CEO is to refer the question to the Chairperson;
- (b) the Chairperson is to exclude the question if he or she concurs with the view of the CEO; and

- (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (2), together with the answer to that question, are -
 - (a) where practicable, to be included in the agenda of the meeting; or
 - (b) otherwise, to be tabled at the meeting.
- (4) Each question and answer is to be submitted as briefly and concisely as possible and, unless with the consent of the Chairperson or presiding member, there is to be no discussion on the question or answer.

4.12 Questions without notice

- (1) In this clause, question includes a request for information.
- (2) At any time during the debate on a motion, before the motion is put, a member may ask a question and, with the consent of the Chairperson or the presiding member, may ask one or more further questions.
- (3) A question asked by a member, and a response given by a member or an employee –
 - (a) is to be brief and concise; and
 - (b) is not to be accompanied by –
 - (i) expressions of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
 - (ii) any discussion or further question, except with the consent of the Chairperson or presiding member.
- (4) Where a question requests information from an employee who is present at the meeting, the employee may ask that -
 - (a) the question be placed on notice for the next meeting of the Council; or
 - (b) the answer to the question be given to the member who asked it prior to the next ordinary meeting of the Council.
- (5) If the answer to the question without notice cannot be given at the meeting at which it is asked, the member asking the question may request that the answer be given to the appropriate committee or Council meeting and the Chairperson or presiding member may, if he or she thinks fit, so direct.

4.13 Announcement of confidential matters for which meetings may be closed to the public

Any confidential matters for which the meeting may be closed to the public are to be announced under item 12 of clause 4.2(1).

4.14 Business not dealt with from a previous meeting

The Council is to deal, under item 13 of clause 4.2(1), with any business that was listed on the agenda of a previous meeting and has not been dealt with.

4.15 Employee reports

The Council is to deal, under item 14 of clause 4.2(1), with any employee reports included in the agenda under this item by the CEO.

4.16 Reports of committees

The Council is to deal, under item 15 of clause 4.2(1), with reports of committees.

4.17 Reports of delegates

- (1) Under item 16 of clause 4.2(1) a member may give a written or oral report on an activity undertaken by the member on behalf of the EMRC.
- (2) Unless the Council decides otherwise on the grounds of urgency, a report which requires a decision of the Council must be the subject of a written report by or on behalf of the CEO.
- (3) The Chairperson or presiding member may declare any report by a member to be out of order and, if he or she does so, the member must immediately cease speaking.

4.18 Members' motions of which previous notice has been given

- (1) Unless the Act, Regulations or this Local Law otherwise provide, a member may raise at a meeting such business of the EMRC as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least 4 clear working days before the meeting at which the motion is proposed to be moved.
- (3) A notice of motion must relate to the regional purposes for which the EMRC is established under the Establishment Agreement.
- (4) The CEO -
 - (a) with the concurrence of the Chairperson or presiding member, may exclude from the notice paper any notice of motion that he or she considers to be out of order; or
 - (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.
- (5) A notice of motion is not out of order because its subject is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (7) The CEO may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law.

- (8) A motion of which notice has been given is to lapse unless -
 - (a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or
 - (b) the Council or committee on a motion decides to defer consideration of the motion to a later stage or date.
- (9) If a notice of motion is given and lapses in the circumstances referred to in subclause (8), a notice of motion in substantially the same terms, or to substantially the same effect, is not to be given again for at least 3 months from the date of the lapse.

4.19 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstance, matters may, on the initiative of the Chairperson or presiding member or by way of a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), “cases of extreme urgency or other special circumstances” means matters –
 - (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the EMRC and must be considered and dealt with by the Council before the next meeting; and
 - (b) that, if not dealt with at the meeting, are likely to –
 - (i) have a significant adverse effect (financially or otherwise) on the EMRC; or
 - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –
 - (a) the Chairperson or presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.
- (4) The minutes of the meeting are to include –
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

4.20 Confidential matters for which the meeting may be closed to the public

Provisions relating to the closure of all or part of the meeting to the public are set out in Part 5 of this Local Law.

4.21 Future meetings of Council

Under item 20 of clause 4.2(1), future meeting dates as previously resolved or amended (in accordance with the Act and Regulations) are to be listed.

4.22 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means –
 - (a) a resolution of the Council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and
 - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) Subject to subclause (3), the Council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter –
 - (a) that requires an absolute majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

4.23 Closure – time limits for meetings

- (1) If a meeting of the Council is in progress 3 hours after its commencement –
 - (a) the Chairperson or presiding member is to give the Council the opportunity to decide whether the meeting should continue;
 - (b) the meeting may continue –
 - (i) for up to 1 more hour;
 - (ii) only if a motion that the meeting continue is carried; and
 - (iii) only for the time (up to 1 more hour) specified in that motion; and
 - (c) the Chairperson or presiding member is to adjourn the meeting –
 - (i) if the motion under paragraph (b) is not carried; or
 - (ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).
- (2) Subject to subclause (1), each Council and committee meeting is to be closed not later than 11.00pm.

Part 5 - Public participation

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried –
 - (a) the presiding member is to direct everyone to leave the meeting except –
 - (i) the members;
 - (ii) the CEO;
 - (iii) any other employee of the EMRC specified in a resolution; and
 - (iv) any other person specified in a resolution; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) The CEO may require any person, other than a member or employee, to sign a confidentiality agreement relating to the disclosure of information acquired at a meeting closed to members of the public.
- (7) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that –
 - (a) any resolution of the Council or committee made while the meeting was closed is to be read out; and
 - (b) the vote of a member or members is recorded in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must –
 - (a) first state his or her name and address;
 - (b) direct the question to the presiding member;
 - (c) ask the question briefly and concisely;
 - (d) limit any preamble to matters directly relevant to the question; and
 - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that –
 - (a) a written response is given to the person who asked the question; and
 - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to –
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (9) A response to a question –
 - (a) is to be brief and concise; and

- (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The presiding member may decide that a question is not to be responded to where –
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
 - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
 - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of this Local Law or any other law.
- (12) The Council or committee, by resolution, may agree to extend public question time.

5.8 Distinguished visitor

If a distinguished visitor is present at a meeting of the Council or a committee, the Chairperson or presiding member –

- (a) may invite the distinguished visitor to sit beside the Chairperson or presiding member or at the Council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

5.9 Petitions

- (1) A petition must -
 - (a) be addressed to the Chairperson;
 - (b) be made by electors of the Participants;
 - (c) state the request on each page;
 - (d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request;
 - (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
 - (g) be respectful and temperate in its language; and
 - (h) comply with any form prescribed by the Act or any other written law.

- (2) On the presentation of a petition –
 - (a) the member presenting it is confined to reading the petition; and
 - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (3) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council or committee has considered the issues raised in the petition.

5.10 Deputations

- (1) A deputation may be made to the Council or a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by the Council or a committee must –
 - (a) apply in writing to the CEO for approval; and
 - (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer a copy of a summary of the application –
 - (a) to the Chairperson – if the request is to attend a Council meeting; or
 - (b) the presiding member – if the request is to attend a committee meeting.
- (4) The Chairperson or presiding member (as the case may be) –
 - (a) may approve the request, in which case the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be; or
 - (b) may ask the CEO to refer the request to the Council or committee to decide whether or not to receive the deputation.
- (5) Unless the meeting resolves otherwise -
 - (a) a deputation is not to exceed 5 people, only 2 of whom may address the meeting, although others may respond to specific questions from the members; and
 - (b) the deputation may address the meeting for up to 15 minutes.
- (6) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (7) A matter which is the subject of a deputation to the committee is not to be decided by the committee until the deputation has completed its presentation.

- (8) Where a deputation is to be received by the committee, the person or group comprising of the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 4.2(2).
- (9) Any item of business to be discussed at a committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

5.11 Participation at committee meetings

- (1) In this clause a reference to a “person” is to a person who –
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) A member or deputy may attend, as an observer, any meeting of a committee.
- (3) Without the consent of the presiding member, a person must not address a committee meeting.
- (4) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (5) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.
- (6) A person who fails to comply with a direction of the presiding member under subclause (5) may, by order of the presiding member, be removed from the committee room.
- (7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.12 Public inspection of agenda material

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

5.13 Confidentiality of information withheld

- (1) Information withheld by the CEO from members of the public under regulation 14(2) of the Regulations is to be -
 - (a) identified in the agenda of a Council or committee meeting under item 19 of clause 4.2(1) (ie “Confidential matters for which the meeting may be closed to the public”);
 - (b) marked “confidential” in the agenda; and
 - (c) kept confidential by members and employees until the Council or committee resolves otherwise.
- (2) A member or an employee who has –
 - (a) confidential information under subclause (1); or

- (b) information that is provided or disclosed for the purposes of, or during, a meeting or part of a meeting that is closed to the public,

must not disclose any part of that information to any person other than another member or an employee of the Council to the extent necessary for the purpose of carrying out his or her functions.

- (3) Subclause (2) does not prevent a member or employee from disclosing information –
 - (a) at a closed meeting;
 - (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
 - (c) that is already in the public domain;
 - (d) to an officer of the Department;
 - (e) to the Minister;
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

5.14 Recording of proceedings

- (1) An audio recording is to be taken of the proceedings of each meeting and is to be published on the official Website of the EMRC.
- (2) With the exception of the audio recording referred to in subclause (1), a person must not use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the permission of the Council.
- (3) Subclause (2) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

5.15 Prevention of disturbance

- (1) A reference in this clause to a “person” is to a person other than a member.
- (2) A person must ensure that his or her electronic communication or information device is not switched on or used during any meeting of the Council or a committee.
- (3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If –
 - (a) after being warned, the person again acts contrary to this clause, or to this Local Law; or

(b) a person refuses or fails to comply with a direction by the presiding member,

the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.

- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 6 - Disclosure of interests

6.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters, are dealt with in the Act, the Regulations and the Code of Conduct.

6.2 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial or proximity interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or to another committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or relevant part of the recommendations) from other recommendations of the committee.

Part 7 - Conduct of members

7.1 Official titles to be used

A speaker, when speaking or referring to the Chairperson or Deputy Chairperson, or to a member or employee, must use the title of that person's office.

7.2 Members to occupy own seats

- (1) At Council meetings, members must be seated in the positions determined by the Council.
- (2) At committee meetings, committee members must be seated in those positions, if any, that are determined by the relevant committee.

7.3 Entering or leaving a meeting

During the course of a meeting, a member must not enter or leave the meeting without giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

7.4 Members who wish to speak

A member who wishes to speak at a Council meeting –

- (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
- (b) when invited by the Chairperson or presiding member to speak, must address the meeting through the Chairperson or presiding member and, unless

otherwise determined by the Council, may either rise or remain seated while speaking.

7.5 Priority of speaking

- (1) At a Council meeting where 2 or more members indicate, at the same time, their intention to speak, the Chairperson or presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed by, at the discretion of the presiding member, other members and attendees.
- (3) A decision of the Chairperson or presiding member under this clause is not open to discussion or dissent.

7.6 The Chairperson or presiding member may take part in debates

- (1) Subject to compliance with the procedures for the debate of motions contained in this Local Law, the Chairperson or presiding member, without vacating the chair, may take part in a discussion of any matter before the meeting.
- (2) Before the Chairperson or presiding member moves a motion or amendment, he or she must first vacate the chair and the Deputy Chairperson or other person elected for the purpose is to preside over the meeting while the motion or amendment is being debated and voted upon.

7.7 Relevance

- (1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Chairperson or presiding member, at any time, may –
 - (a) draw the attention of the meeting to any irrelevant or repetitious remarks by a member; or
 - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

7.8 Speaking twice

- (1) A member must not address the Council more than once on any motion or amendment except –
 - (a) as the mover of a substantive motion, to exercise a right of reply;
 - (b) to raise a point of order; or
 - (c) to make a personal explanation.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.9 Duration of speeches

A member must not speak on any matter for more than 5 minutes without the consent of the meeting which, if given, is to be given without discussion.

7.10 No speaking after conclusion of debate

A member must not speak on any motion or amendment –

- (a) after the mover has replied; or
- (b) after the question has been put.

7.11 No interruption

A member must not interrupt another member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.16; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10.1(e)).

7.12 Respect for the Chairperson or presiding member and speaker

A member must not –

- (a) while a motion is being voted on, walk out of or across the meeting room ; and
- (b) while any other member is speaking, pass between the speaker and the Chairperson or presiding member.

7.13 No re-opening of discussion

A member must not re-open a discussion on any decision of the Council or committee, except to move that the decision be revoked or changed (see Part 14).

7.14 Offensive language

- (1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 14).
- (2) A member must not –
 - (a) reflect adversely on the character or actions of another member or employee;
 - (b) impute any motive to a member or employee; or
 - (c) use an expression that is offensive or objectionable.
- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.

7.15 Withdrawal of offensive language

A member who, in the opinion of the Chairperson or presiding member –

- (a) reflects adversely on the character or actions of another member or employee;
- (b) imputes any motive to a member or employee; or
- (c) uses an expression that is offensive or objectionable,

must, when directed by the Chairperson or presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.

7.16 Personal explanation

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the Chairperson or presiding member his or her intention to make a personal explanation.
- (2) The Chairperson or presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

Part 8 - Preserving Order

8.1 The Chairperson or presiding member to preserve order

The Chairperson or presiding member is to preserve order and, whenever he or she considers it necessary, may –

- (a) call a member to order; or
- (b) may direct a member to cease breaching, or to comply with, any provision of this Local Law.

8.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of –
 - (a) any provision of this Local Law; or
 - (b) any other written law.
- (2) Examples of valid points of order are –
 - (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.7); and
 - (b) a speaker's use of offensive or objectionable expressions (see clause 7.14).
- (3) Despite anything in this Local Law to the contrary, a point of order –
 - (a) takes precedence over any discussion; and

- (b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

- (1) A member who is addressing the Chairperson or presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must resume his or her seat until –
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order,and, if permitted, the member who has been interrupted may then proceed.

8.4 Ruling by the Chairperson or presiding member

- (1) The Chairperson or presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

8.5 Continued breach of order

If a member –

- (a) persists in any conduct that the Chairperson or presiding member has ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.7(2)(b), 7.15 or 8.4),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member must comply with that direction.

8.6 Presiding member may adjourn meeting

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 9 - Debate of substantive motions

9.1 Motions to be stated and in writing

- (1) A member who wishes to move a substantive motion, or an amendment to a substantive motion –
 - (a) is to state the substance of the motion before speaking to it; and
 - (b) if required by the Chairperson or presiding member, is to put the motion or amendment in writing.
- (2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

9.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 14.1).

9.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Chairperson or presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the Chairperson or presiding member may put the motion directly to the vote.
- (3) If a member opposes the motion, the motion is to be dealt under this Part.
- (4) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a meeting (see Part 14).

9.4 Only one substantive motion at a time

The Council or committee –

- (a) is not to accept a substantive motion while another substantive motion is being debated; and
- (b) is not to consider more than one substantive motion at any time.

9.5 Complex motions

The Chairperson or presiding member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.6 Call of order in debate

The Chairperson or presiding member is to call speakers to a substantive motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers, alternating between those against and for the motion; and
- (h) the mover invited to take the right of reply which closes debate.

9.7 Limit of debate

The Chairperson or presiding member may offer the right of reply and put a substantive motion to the vote if he or she considers that sufficient discussion has taken place even though all members may not have spoken.

9.8 Members may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.9 Consent of seconder required to amend motion

The mover of a substantive motion may not amend the motion without the consent of the seconder.

9.10 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.11 Amendments must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

9.12 Relevance of amendments

An amendment must be relevant to the substantive motion in respect of which it is moved.

9.13 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

9.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

9.15 Withdrawal of motion and amendments

- (1) The Council or a committee may, without debate, grant leave to withdraw a substantive motion or amendment on the request of the mover of the motion or amendment if –
 - (a) it has the approval of the seconder; and
 - (b) there is no voice expressed to the contrary by any member.
- (2) If either paragraph (a) or (b) of subclause (1) does not apply, the discussion on the motion or amendment is to continue.
- (3) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The right of the reply may be exercised only –
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced the reply –
 - (a) no other member is to speak on the motion; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 10 - Procedural motions

10.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move any of the following procedural motions -

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned to a Council or committee meeting;
- (c) that the meeting now adjourn;
- (d) that the motion be now put;
- (e) that the member be no longer heard;

- (f) that the ruling of the Chairperson or presiding member be disagreed with; and
- (g) that the meeting be closed to members of the public (see clause 5.2).

10.2 No debate on procedural motion

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraphs (d) and (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move

A person who has moved, seconded, or spoken for or against a substantive motion, or any amendment to a substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

10.4 Right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

10.5 Meeting to proceed to next item of business

A motion “that the meeting proceed to the next item of business”, if carried, has the effect that –

- (a) the debate on the substantive motion or amendment ceases immediately; and
- (b) no decision is made on the substantive motion;
- (c) the meeting moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

10.6 Item to be referred or adjourned

A motion “that the item be adjourned” -

- (a) is to state the time to which the debate is to be adjourned (and the reasons for the motion); and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the meeting, and at the time, stated in the motion.

10.7 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.

- (2) Before putting a motion for the adjournment, the Chairperson or presiding member may seek leave of the meeting to deal first with matters that may be the subject of an adoption by exception resolution (see clause 4.22);
- (3) a motion “that the meeting now adjourn” -
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Chairperson or presiding member, or the meeting, determines otherwise.

10.8 Motion to be put

- (1) If a motion “that the motion be now put”, is carried during discussion on a substantive motion without amendment, the Chairperson or presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion, “that the motion be now put” is carried during debate of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) If the motion, “that the motion be now put” is lost, debate is to continue.

10.9 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

10.10 Ruling of the Chairperson or presiding member be disagreed with

If the motion “that the ruling of the Chairperson or presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 11 - Voting

11.1 Motion – when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Chairperson or presiding member –
 - (a) is to put the motion to the meeting; and ,
 - (b) if requested by any member, is again to state the terms of the motion.
- (2) A member must not leave a meeting when the Chairperson or the presiding member is putting any motion.

11.2 Voting

Voting is dealt with in the Act and the Regulations.

11.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

11.4 Method of taking vote

In taking the vote on any motion, the presiding member –

- (a) is to put the motion, first in the affirmative, and then in the negative;
- (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
- (d) subject to this clause, is to declare the result.

Part 12 - Adjournment of meeting

12.1 Meeting may be adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

12.2 Limit to moving adjournment

No member is to move or second more than one motion of adjournment during the same meeting of the Council or committee.

12.3 Unopposed business – motion for adjournment

On a motion for the adjournment of the Council or committee, the Chairperson or presiding member, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

12.4 Withdrawal of motion for adjournment

A motion or an amendment relating to the adjournment of the Council or committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

12.5 Time to which adjourned

The time to which a meeting is adjourned for want of a quorum, by the Chairperson or presiding member to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

Part 13 - Minutes

13.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

13.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) The votes of all members voting on a motion are to be recorded in the minutes.

13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

13.4 Confirmation of minutes

- (1) If a member is dissatisfied with the accuracy of the unconfirmed minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the unconfirmed minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.
- (2) At that meeting, the member who provided the alternative wording shall, at the time for confirmation of minutes –
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

Part 14 - Revoking or changing a decision

14.1 Requirements to revoke or change a decision

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

14.2 Limitations on powers to revoke or change a decision

- (1) In this clause –

authorisation means a licence, permit, approval, or other means of authorising a person to do anything; and

implement, in relation to a decision, includes –

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (b) take any other action to give effect to the decision.
- (2) Subject to subclause (3), the Council or a committee is not to consider a motion to revoke or change a decision –
 - (a) where, at the time the motion is moved or notice is given, any action has been taken to implement the decision;
 - (b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the EMRC to the applicant; or
 - (c) where the decision is procedural in its form or effect.

- (3) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (2)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

Part 15 - Committees

15.1 Establishment and appointment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include -
- (a) the terms of reference or functions of the committee;
 - (b) either –
 - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
 - (ii) the number of members, employees and other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
 - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

15.2 Types of committees

The types of committees are dealt with in the Act.

15.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

15.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

15.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

15.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

15.7 Appointment of deputies

The appointment of a person to be a deputy of a member of a committee is dealt with in the Act.

15.8 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

15.9 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

15.10 Appointment of Participant members to committees

- (1) Where the Council establishes a committee with a member from a Participant, the appointment of that member must be made according to the wishes of the Participant.
- (2) Where the members of a committee established by the Council is to include an employee of a Participant, that employee is to be the CEO of the Participant, or an employee appointed by the CEO of the Participant.

15.11 Reports of committees – questions

Where a recommendation of a committee is submitted for adoption by the Council, any member of the Council may direct a question directly relating to the recommendation, through the Chairperson or presiding member, to the presiding member of the committee or to any member of the committee in attendance.

15.12 Permissible motions on committee recommendations

A recommendation made by a committee may -

- (a) be adopted by the Council without amendment;
- (b) be rejected by the Council and replaced by an alternative decision;
- (c) be amended, and adopted as amended, by the Council; or
- (d) be referred back to the committee for further consideration.

15.13 This Local Law to apply

This Local Law applies generally to the proceedings of committees except for clause 7.8, in relation to the limit on the number of speeches.

Part 16 - Administrative matters

16.1 Suspension of any provision of this Local Law

- (1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the provisions of this Local Law.
- (2) The mover of a motion to suspend temporarily any one or more of the provisions of this Local Law is to state the clause or clauses to be suspended, and the purpose of the suspension.
- (3) A provision of this Local Law so suspended is to remain suspended until decided otherwise by the Council or the committee.

16.2 Cases not provided for in this Local Law

- (1) The Chairperson or presiding member is to decide questions of procedure in cases where this Local Law and the Act and Regulations are silent.

- (2) The decision of the Chairperson or presiding member in these cases is final, except where a motion is moved and carried under clause 10.1(f).

16.3 Representation on public bodies

Wherever it becomes necessary to nominate a member of the Council to represent the Council on a public body or State agency, that nomination must be made by the Council.

Part 17 - Enforcement

17.1 Penalty for breach

A person who breaches a provision of this Local Law commits an offence.

Penalty: \$1,000 and a daily penalty of \$500.

17.2 Who can prosecute

Who can prosecute is dealt with in the Act.

Part 18 - Common seal

18.1 Custody of the common seal

The CEO is to have charge of the common seal of the EMRC, and is responsible for the safe custody and proper use of it.

18.2 Use of the common seal

The use of the common seal is dealt with in the Act.

18.3 Recording of common seal uses

The CEO is to record in a register each instance where the common seal of the EMRC was affixed to a document including -

- (a) the date on which it was affixed;
- (b) the nature of the document; and
- (c) where the document is an agreement, the parties to that agreement.

This local law was made by the EMRC at an Ordinary Meeting held on.

14.6 MEETING DATES FOR 2023 – ELECTION YEAR

D2022/18550

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt the dates for the Eastern Metropolitan Regional Council (EMRC) Ordinary Council and Committee meetings for 2023.

KEY POINT(S)

- Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996* requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.
- Proposed dates for the EMRC's Ordinary Council, Agenda Briefing Sessions, Information Sessions, Audit Committee, Legal Committee and Chief Executive Officer Performance Review Committee for the 2023 calendar year are as detailed within this report.
- Chief Executive Officer Performance Review Committee and Legal Committee meeting dates will be arranged and convened as required.
- Following the Western Australian Local Government elections to be held the third Saturday in October 2023, member Councils will be appointing their representatives to the EMRC Council.
- A Special Meeting of Council is proposed to be held on Thursday 2 November 2023 to elect the Chairperson and Deputy Chairperson and appoint members to the various EMRC Committees.
- Immediately prior to the Special Council meeting, councillors will make their declarations in accordance with section 2.29 of the *Local Government Act 1995*.

RECOMMENDATION(S)

That:

1. Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2023 as outlined in the report.
2. Council, in accordance with s.5.4 of the *Local Government Act 1995* approves a Special Meeting of Council to be held on Thursday 2 November 2023 at 5:00pm for the purpose of electing a Chairperson and Deputy Chairperson, and to appoint members and deputy members to Committees.
3. Notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The EMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member Councils' meetings.

REPORT

Council's Governance Framework

- 2 Council historically sets a number of fixed meeting dates a year with the remaining meetings scheduled as "if required".
- 3 Following the decision by Council at its 22 October 2020 meeting, Council has two remaining Committees to assist in its decision-making. The role of the Committees is to consider matters within their terms of reference and provide advice to the Council. The Legal Committee was established subsequently in February 2021.
- 4 The Ordinary Meeting of Council will be held on the fourth Thursday as required.
- 5 The Agenda Briefing Forums and the Information Sessions will be held on the second Thursday as required.
- 6 The Audit Committee meetings are to be held on the first Thursday as required except for November 2023 due to the nomination of the members to the Audit Committee at the Special Council Meeting held on the first Thursday in November following the Local Government elections.
- 7 The Chief Executive Officer Performance Review Committee and Legal Committee meeting dates will be arranged and convened as required.

2023 Meeting Schedule

- 8 The schedule below sets out the proposed meeting dates for the 2023 calendar year. January is a recess period when EMRC Council and Committee meetings are not held. December is also a recess period due to the Christmas festive season. Meeting dates are therefore set for February through to November. Per s.5.3(2) of the *Local Government Act 1995*, Ordinary meetings are to be held not more than three months apart. Consequently, the February meeting is a required meeting.
- 9 The March meeting will be required for the Half Year Review and the Annual Compliance Order Return, while the June meeting is required to consider the Annual Budget.
- 10 As with prior years, the proposed meeting dates have taken into consideration the normal meeting calendar of member Councils.

Ordinary Council Meetings commencing at 6:00pm:

- 11 Ordinary Council meetings will be held on the fourth Thursday of each month for February to November, except for October due to the Local Government elections.

| | | | | |
|----------|--------------|---------------|----|----------------------------|
| Thursday | 23 February | | at | EMRC Administration Office |
| Thursday | 23 March | | at | EMRC Administration Office |
| Thursday | 27 April | (if required) | at | EMRC Administration Office |
| Thursday | 25 May | (if required) | at | EMRC Administration Office |
| Thursday | 22 June | | at | EMRC Administration Office |
| Thursday | 27 July | (if required) | at | EMRC Administration Office |
| Thursday | 24 August | (if required) | at | EMRC Administration Office |
| Thursday | 28 September | (if required) | at | EMRC Administration Office |
| Thursday | 23 November | (if required) | at | EMRC Administration Office |

Special Council Meetings commencing at 5:00pm

- 12 The Western Australian Local Government elections will be held on the third Saturday in October. Following the elections, the EMRC member Councils will be appointing their representatives to the EMRC Council at their respective first meeting of Council. To ensure sufficient time is given to member Councils to appoint their representatives following the local government elections, a Special Meeting of Council is proposed to be convened on Thursday, 2 November 2023, commencing at 5:00pm at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104.
- 13 The purpose of the meeting is for the:
- Election of the Chairperson of the EMRC;
 - Election of the Deputy Chairperson of the EMRC;
 - Appointment of Members to the Chief Executive Officer Performance Review Committee (CEOPRC);
 - Appointment of Members to the Audit Committee (AC);
 - Appointment of Members to the Legal Committee (LC); and
 - Appointment of a Delegate and Deputy Delegate to the Municipal Waste Advisory Committee (MWAC).
- 14 An agenda will be distributed to all newly elected EMRC Councillors, Deputy Councillors and member Council CEOs on Monday, 30 October 2023.
- | | | | | |
|----------|------------|--|----|----------------------------|
| Thursday | 2 November | | at | EMRC Administration Office |
|----------|------------|--|----|----------------------------|
- 15 Immediately prior to the Special Council meeting, councillors will make their declarations in accordance with section 2.29 of the *Local Government Act 1995*.

Agenda Briefing Forums commencing at 6:00pm:

- 16 The Agenda Briefing Forums will be held on the second Thursday of each month for February to November, [except for October].

| | | | | |
|----------|--------------|---------------|----|----------------------------|
| Thursday | 9 February | | at | EMRC Administration Office |
| Thursday | 9 March | | at | EMRC Administration Office |
| Thursday | 13 April | (if required) | at | EMRC Administration Office |
| Thursday | 11 May | (if required) | at | EMRC Administration Office |
| Thursday | 8 June | | at | EMRC Administration Office |
| Thursday | 13 July | (if required) | at | EMRC Administration Office |
| Thursday | 10 August | (if required) | at | EMRC Administration Office |
| Thursday | 14 September | (if required) | at | EMRC Administration Office |
| Thursday | 9 November | (if required) | at | EMRC Administration Office |

Information Sessions commencing following the Agenda Briefing Forums:

- 17 The Information Sessions will be held on the second Thursday of each month for February to November, [except for October].

| | | | | |
|----------|--------------|---------------|----|----------------------------|
| Thursday | 9 February | | at | EMRC Administration Office |
| Thursday | 9 March | | at | EMRC Administration Office |
| Thursday | 13 April | (if required) | at | EMRC Administration Office |
| Thursday | 11 May | (if required) | at | EMRC Administration Office |
| Thursday | 8 June | | at | EMRC Administration Office |
| Thursday | 13 July | (if required) | at | EMRC Administration Office |
| Thursday | 10 August | (if required) | at | EMRC Administration Office |
| Thursday | 14 September | (if required) | at | EMRC Administration Office |
| Thursday | 9 November | (if required) | at | EMRC Administration Office |

Audit Committee (AC) meetings commencing at 6:00pm:

- 18 AC meetings are generally held on the first Thursday of each month from March to November. The March meeting will be required for the Half Year Review and the Annual Compliance Audit Return, while the June meeting is required to consider the Annual Budget, [except for November, commencing at 5.00pm].

| | | | | |
|----------|-------------|---------------|----|----------------------------|
| Thursday | 2 March | | at | EMRC Administration Office |
| Thursday | 6 April | (if required) | at | EMRC Administration Office |
| Thursday | 4 May | (if required) | at | EMRC Administration Office |
| Thursday | 1 June | | at | EMRC Administration Office |
| Thursday | 6 July | (if required) | at | EMRC Administration Office |
| Thursday | 3 August | (if required) | at | EMRC Administration Office |
| Thursday | 7 September | (if required) | at | EMRC Administration Office |
| Thursday | 5 October | (if required) | at | EMRC Administration Office |
| Thursday | 9 November* | (if required) | at | EMRC Administration Office |

*starting at 5:00pm

Chief Executive Officer Performance Review Committee (CEOPRC) commencing following the Council Meeting

- 19 The CEOPRC and Legal Committee will be arranged and convened as required.

STRATEGIC/POLICY IMPLICATIONS

- 20 Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996* requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.

FINANCIAL IMPLICATIONS

- 21 The costs of running the meetings have been included in the adopted budget.

SUSTAINABILITY IMPLICATIONS

- 22 Nil

RISK MANAGEMENT

Risk – Non Compliance with the EMRC's responsibility to maintain responsible and accountable governance and management of the organization.

| Consequence | Likelihood | Rating |
|-----------------------------------------------------------------------------------------------|------------|----------|
| Moderate | Unlikely | Moderate |
| Action/Strategy | | |
| ➤ Council to adopt the proposed 2023 meeting dates and advertising of the 2023 meeting dates. | | |

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

EMRC 2023 Meeting Dates Calendar (D2022/18552)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2023 as outlined in the report.
2. Council, in accordance with s.5.4 of the *Local Government Act 1995* approves a Special Meeting of Council to be held on Thursday 2 November 2023 at 5:00pm for the purpose of electing a Chairperson and Deputy Chairperson, and to appoint members and deputy members to Committees.
3. Notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT:

1. COUNCIL ADOPTS THE ORDINARY COUNCIL MEETING AND COMMITTEE MEETING DATES, TIMES AND PLACES FOR 2023 AS OUTLINED IN THE REPORT.
2. COUNCIL, IN ACCORDANCE WITH S.5.4 OF THE *LOCAL GOVERNMENT ACT 1995* APPROVES A SPECIAL MEETING OF COUNCIL TO BE HELD ON THURSDAY 2 NOVEMBER 2023 AT 5:00PM FOR THE PURPOSE OF ELECTING A CHAIRPERSON AND DEPUTY CHAIRPERSON, AND TO APPOINT MEMBERS AND DEPUTY MEMBERS TO COMMITTEES.
3. NOTICE BE GIVEN IN ACCORDANCE WITH R.12 OF THE *LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996*.

CARRIED UNANIMOUSLY



ELECTION YEAR

EMRC MEETING DATES 2023

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| | |
|--|------------------------------------------------|
| | Council Meeting |
| | Audit Committee Meeting |
| | Agenda Briefing Forum and Information Sessions |
| | Special Council Meeting |
| | Audit Committee and Agenda Briefing Forum |
| | Local Government Elections |
| | WA Public Holidays |

WA Public Holidays 2023

| | | |
|----------|--------------|-----------------|
| Monday | 2 January | New Year's Day |
| Thursday | 26 January | Australia Day |
| Monday | 6 March | Labour Day |
| Friday | 7 April | Good Friday |
| Monday | 10 April | Easter Monday |
| Tuesday | 25 April | ANZAC Day |
| Monday | 5 June | WA Day |
| Monday | 25 September | King's Birthday |
| Monday | 25 December | Christmas Day |
| Tuesday | 26 December | Boxing Day |

All meetings are held at 226 Great Eastern Highway, Ascot unless otherwise notified

14.7 REQUEST FOR QUOTATION RFQ 2022-112 – SUPPLY AND DELIVERY OF ONE MATERIAL HANDLING WHEELED EXCAVATOR FOR THE HAZELMERE RESOURCE RECOVERY PARK

D2022/17717

PURPOSE OF REPORT

The purpose of this report is to recommend acceptance of RFQ 2022-112 for the supply and delivery of one (1) CJD Volvo 20 tonne Materials Handling Wheeled Excavator (P3254) to be located at the Hazelmere Resource Recovery Park (HRRP) from CJD Equipment Pty Ltd.

KEY POINT(S)

- The current 20 tonne JCB Materials Handling Wheeled Excavator (P3254) located at the HRRP will continue to service the Wood Waste area, whilst the new CJD Volvo unit will work in the Hazelmere Transfer Station, currently under construction.
- Quotations were sought for a 20-tonne Materials Wheeled Excavator including warranty and a maintenance service agreement via the WALGA vendor panel.
- The request for quotation closed on 14 September 2022 with one submission from CJD Pty Ltd.

RECOMMENDATION(S)

That Council accept:

1. The quotation for the supply and delivery to the Hazelmere Resource Recovery Park of one (1) CJD Volvo 20 tonne Materials Handling Wheeled Excavator including a five (5) year/8,000 hours extended warranty and additional extras submitted by CJD Pty Ltd, for the sum of \$552,000.00 (ex GST).
2. The offer to undertake a fixed price preventative maintenance agreement for the CJD Volvo 20 tonne Material Handling Wheeled Excavator to be located at the Hazelmere Resource Recovery Facility for a one (1) year/2,000 hours period submitted by CJD Pty Ltd at a total cost of \$7,793.44 (ex GST), equating to \$3.90/operating hour (ex GST).

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

- 1 The current 20 tonne Materials Handling Wheeled Excavator (P3254) utilised at the Hazelmere Resource Recovery Park is to remain working in the Wood Waste area. The HRRP requires a new 20 tonne Materials Handling Wheeled Excavator to be utilised for works within the new Hazelmere Transfer Station, which includes the following:
 - ⇒ Loading all internal and contractor trailers;
 - ⇒ Relocation of materials in the Transfer Station;
 - ⇒ Loading and unloading of materials onto customer trucks;
 - ⇒ Turning and processing of FOGO; and
 - ⇒ Supporting the Wood Waste area when required.

REPORT

2 RFQ 2022–112 for the supply and delivery of one (1) 20 tonne Materials Handling Wheeled Excavator to be located at the HRRP was issued on WALGA’s vendor panel on 31 August 2022 with a submissions closing date of 14 September 2022.

3 One (1) quote was received for the new 20 tonne Materials Handling Wheeled Excavator from the following supplier:

⇒ CJD Pty Ltd

4 An evaluation panel of EMRC officers assessed and scored the submission on the following qualitative criteria:

| Description of Qualitative Criteria | Weighting |
|-------------------------------------|-----------|
| a) Specifications | 40% |
| b) Critical Parts Availability | 10% |
| c) Delivery | 5% |
| d) Extended Warranty | 5% |

5 Price was weighted at 40% of the evaluation.

6 The evaluation process determined that the submission from CJD Pty Ltd for the Volvo 20 tonne Materials Handling Wheeled Excavator included all the items in the specification, including an extended warranty for five (5) years/8,000 hours, a preventative maintenance agreement for one (1) year/2,000 hours, which meets the EMRC’s requirements.

7 The quotation from CJD Pty Ltd for a total cost of \$552,000.00 (ex GST) including extended warranty, plus the cost of the preventative maintenance agreement and additional extras is recommended for acceptance as the preferred supplier.

8 The anticipated delivery date is approximately 6 months from placement of order with the preferred supplier.

STRATEGIC/POLICY IMPLICATIONS

9 Key Result Area 1 – Environmental Sustainability

1.1 To provide sustainable waste disposal operations

1.2 To improve regional waste recovery management

FINANCIAL IMPLICATIONS

10 The adopted 2022/2023 Annual Budget provides for proposed capital expenditure for plant replacement.

SUSTAINABILITY IMPLICATIONS

11 Nil

Risk – Request for Quotes that are over the Chief Executive Officer's delegated authority limit must be approved by Council prior to the award of the contract.

| Consequence | Likelihood | Rating |
|-------------------------------------------------------------------------------------------------------------------|------------|----------|
| Moderate | Possible | Moderate |
| Action/Strategy | | |
| ➤ Council to authorise the CEO to enter into a contract with the recommended supplier the subject of this report. | | |

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

Nil Direct Impact

ATTACHMENT(S)

Supplier Company Details (D2022/18426)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council accept:

1. The quotation for the supply and delivery to the Hazelmere Resource Recovery Park of one (1) CJD Volvo 20 tonne Materials Handling Wheeled Excavator including a five (5) year/8,000 hours extended warranty and additional extras submitted by CJD Pty Ltd, for the sum of \$552,000.00 (ex GST).
2. The offer to undertake a fixed price preventative maintenance agreement for the CJD Volvo 20 tonne Material Handling Wheeled Excavator to be located at the Hazelmere Recourse Recovery Facility for a one (1) year/2,000 hours period submitted by CJD Pty Ltd at a total cost of \$7,793.44 (ex GST), equating to \$3.90/operating hour (ex GST).

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL ACCEPT:

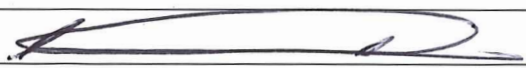
1. THE QUOTATION FOR THE SUPPLY AND DELIVERY TO THE HAZELMERE RESOURCE RECOVERY PARK OF ONE (1) CJD VOLVO 20 TONNE MATERIALS HANDLING WHEELED EXCAVATOR INCLUDING A FIVE (5) YEAR/8,000 HOURS EXTENDED WARRANTY AND ADDITIONAL EXTRAS SUBMITTED BY CJD PTY LTD, FOR THE SUM OF \$552,000.00 (EX GST).
2. THE OFFER TO UNDERTAKE A FIXED PRICE PREVENTATIVE MAINTENANCE AGREEMENT FOR THE CJD VOLVO 20 TONNE MATERIAL HANDLING WHEELED EXCAVATOR TO BE LOCATED AT THE HAZELMERE RECOUSE RECOVERY FACILITY FOR A ONE (1) YEAR/2,000 HOURS PERIOD SUBMITTED BY CJD PTY LTD AT A TOTAL COST OF \$7,793.44 (EX GST), EQUATING TO \$3.90/OPERATING HOUR (EX GST).

CARRIED UNANIMOUSLY



Eastern Metropolitan Regional Council
 226 Great Eastern Highway, Ascot WA 6104
 PO Box 234, Belmont WA 6984
 T (08) 9424 2222
 E mail@emrc.org.au
www.emrc.org.au

COMPANY DIRECTOR DETAILS FORM

| COMPANY PARTICULARS | |
|--------------------------------------------------------|--------------------------------------------------------------------------------------|
| Company Name in Full: | CJD Equipment Pty Ltd |
| ABN / ACN: | 63 008 754 523 |
| Address of Registered Office: | 52-54 Great Eastern Highway South Guildford 6055 |
| Principal Place of Business: | Western Australia |
| Information on previous company names (if applicable): | |
| DIRECTOR PARTICULARS | |
| Title: | Mr |
| Full Forename(s): | Alan Scott Patrick |
| Surname: | Barnett |
| Former Name(s): | |
| Country / State of Residence: | Western Australia |
| Nationality: | Australian |
| Date of Birth: | 23/10/1973 |
| Date of Appointment: | 24/01/2006 |
| Telephone: | 08 9478 0000 |
| Email: | abarnett@cjd.com.au |
| LIST OF CONTRACTORS | |
| Contractor 1: | Machine Security Covers Fabrication |
| Contractor 2: | Groeneveld Lubrication Solutions Pty Ltd |
| Contractor 3: | Guildford Signs Pty Ltd |
| Contractor 4: | Total Rock Breaking Solutions |
| Contractor 5: | |
| Contractor 6: | |
| Contractor 7: | |
| Director's Signature: |  |
| Date: | 7/10/2022 |

Please complete and return this form with your tender submission

14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/17670)

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

1. REGISTER OF COUNCIL RESOLUTIONS 2022 (D2022/17700)
2. CEO EXERCISE OF DELEGATED POWERS AND DUTIES (D2022/17702)
3. 2021/2022 COUNCIL TONNAGE COMPARISONS AS AT 30 SEPTEMBER 2022 (D2022/17671)
4. CIRCULAR ECONOMY REGIONAL HORIZON SCAN 2022 (D2022/18582)
5. REPORT ON THE WA 2022 WASTE AND RECYCLE CONFERENCE (D2022/18585)

RECOMMENDATION

That the Council notes the items contained in the Information Bulletin accompanying the 27 October 2022 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT THE COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 27 OCTOBER 2022 ORDINARY MEETING OF COUNCIL AGENDA.

CARRIED UNANIMOUSLY

15 REPORTS OF COMMITTEES

15.1 AUDIT COMMITTEE MEETING HELD 6 OCTOBER 2022 (D2022/18174)

The minutes of the Audit Committee meeting held on 6 October 2022 accompany and form part of this agenda – (refer to section of 'Minutes of Committees' for Council accompanying this Agenda).

QUESTIONS

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

RECOMMENDATION(S)

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

COUNCIL RESOLUTION(S)

MOVED CR O'CONNOR

SECONDED CR JEANS

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORT (SECTION 15.1).

CARRIED UNANIMOUSLY

15.2 LEGAL COMMITTEE MEETING HELD 6 OCTOBER 2022 (D2022/18181)

The minutes of the Legal Committee meeting held on 6 October 2022 accompany and form part of this agenda – (refer to section of 'Minutes of Committees' for Council accompanying this Agenda).

QUESTIONS

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

RECOMMENDATION(S)

That Council notes the recommendation(s) in the Legal Committee report (Section 15.2).

COUNCIL RESOLUTION(S)

MOVED CR JEANS

SECONDED CR OSTASZEWSKYJ

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

CARRIED UNANIMOUSLY

16 REPORTS OF DELEGATES

16.1 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD 24 AUGUST 2022

Council noted the MWAC minutes held 24 August 2022.



MUNICIPAL WASTE ADVISORY COUNCIL
"Getting the Environment Right"

Municipal Waste Advisory Council

Minutes

4:00pm Wednesday, 24 August 2022

Online

Contents

| | | |
|----------|-------------------------------------------------------|-----------|
| 1 | Procedural Matters..... | 4 |
| 1.1 | MWAC Minutes tabled at WALGA State Council..... | 4 |
| 1.2 | Confirmation of the Previous MWAC Minutes | 4 |
| 2 | Business Arising | 4 |
| 3 | Decision Items | 4 |
| 4 | Discussion Items | 5 |
| 4.1 | Consultation on Implementation of EP Act Changes..... | 5 |
| 4.2 | Waste Export Ban Process and Implications..... | 6 |
| 5 | Information Items..... | 6 |
| 5.1 | Program Update | 6 |
| 5.2 | HHW Program Update..... | 8 |
| 5.3 | Landfills and Transfer Stations | 8 |
| 5.4 | State Infrastructure Strategy | 8 |
| 5.5 | Container Deposit Scheme Update | 9 |
| 5.6 | Waste & Recycle Conference Update..... | 10 |
| 5.7 | COVID 19 Update | 10 |
| 6 | Reports..... | 10 |
| 6.1 | MWAC Groups..... | 10 |
| 6.2 | External Committees & Working Groups | 10 |
| 7 | Other General Business..... | 11 |
| 7.1 | Waste Authority Update | 11 |
| 8 | Next Meeting..... | 12 |

Attendance

| | | |
|----------------------------------------|---------------------------------------|---------------------|
| Cr Doug Thompson (Fremantle) | WALGA State Council | <i>Chair</i> |
| Cr Georgia Johnson (City of Bayswater) | Eastern Metropolitan Regional Council | <i>Deputy Chair</i> |
| Mayor Ruth Butterfield (Armadale) | WALGA State Council | |
| Cr Tresslyn Smith | Bunbury Harvey Regional Council | |
| Cr Bob Hall | City of Greater Geraldton | |
| Cr Karen Vernon (Victoria Park) | Mindarie Regional Council | |
| Cr Andrew Maurice (Mosman Park) | Western Metropolitan Regional Council | |
| Mr Tim Youé | Resource Recovery Group | <i>OAG Chair</i> |
| Mr Marcus Geisler | Eastern Metropolitan Regional Council | |
| Ms Hayley Williamson | City of Greater Geraldton | |
| Mr Scott Cairns | Mindarie Regional Council | |
| Mr Stefan Frodsham | Western Metropolitan Regional Council | |
| Mr Brett Jackson (Kalamunda) | Metropolitan Local Government | |
| Ms Josephine Taylor (Joondalup) | Metropolitan Local Government | |
| Mr Kevin Ketterer (Kalgoorlie-Boulder) | Non-Metropolitan Local Government | |
| Mr Peter Klein (Wyalkatchem) | Non-Metropolitan Local Government | |
| Ms Rebecca Brown | Municipal Waste Advisory Council | |
| Ms Tazra Hawkins | Municipal Waste Advisory Council | |
| Ms Gráinne Whelan | Municipal Waste Advisory Council | |
| Ms Candy Wong | Municipal Waste Advisory Council | |
| Ms Nicole Matthews | WALGA | |
| Mr Phil Melling | City of Greater Geraldton | <i>Observer</i> |

Apologies

| | | |
|------------------------|-----------------------------------|-------------------|
| Ms Ruth March (Albany) | Non-Metropolitan Local Government | <i>OAG Deputy</i> |
| Cr Karen Chappel JP | WALGA President | <i>Observer</i> |
| Cr Peter Abetz | City of Gosnells | |

Acknowledgement of Country

We acknowledge the Australian Aboriginal and Torres Strait Islander peoples of the lands on which we work throughout Western Australia, recognising their unique cultural and spiritual relationships to the land, waters and seas. We pay our respects to their ancestors and Elders, past and present.

1 Procedural Matters

1.1 MWAC Minutes tabled at WALGA State Council

A summary of the Minutes of the Municipal Waste Advisory Council meeting held on Wednesday, 29 June 2022 will be noted at the next WA Local Government Association State Council meeting.

1.2 Confirmation of the Previous MWAC Minutes

MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR THOMPSON/MAYOR BUTTERFIELD)

The Minutes of the meeting of the Municipal Waste Advisory Council held on Wednesday, 29 June 2022 were confirmed as a true and accurate record of the proceedings.

2 Business Arising

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

| | | | | |
|---|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------|
| B | Issue | June 2022 MWAC Item 7.1 Rivers Regional Council FOGO/NOGO Feasibility Report | | |
| | Action | <ol style="list-style-type: none">That the Municipal Waste Advisory Council request that members have access to the Rivers Regional Council <i>FOGO Feasibility Report</i> as soon as it is cleared for publication. | | |
| | Timeframe | | Status | <ol style="list-style-type: none">Complete, this has been requested from the RRC CEO. |

3 Decision Items

No Decision Items for consideration.

4 Discussion Items

4.1 Consultation on Implementation of EP Act Changes

In Brief

- WALGA anticipates the DWER will soon release a Discussion Paper on Regulatory Reforms relating to the changes to the Environment Protection Act.
- Consideration is requested on the scope and process for consulting on this Paper.

For Discussion

- Process and input for the Consultation Paper.

Background

The amendments to the *Environmental Protection Act 1986* (EP Act) passed in November 2020. The amendments are being implemented in a staged way with provisions for compliance and enforcement commencing in February 2021, and changes to environmental impact assessments and clearing provisions commencing in October 2021. The third stage is the regulation of emissions and discharges under Part V Division 3 of the EP Act. The three main reforms from the amendment to this section of the EP Act are:

1. Regulation of prescribed activities rather than prescribed premises under a licence
2. Removal of the requirement for a separate works approval
3. Removal of categories currently requiring registration.

There are a range of changes which will be required to implement these reforms. WALGA anticipates a Discussion Paper will soon be released.

Timeframe for Consultation

It is anticipated the Discussion Paper will be released for a 12-week consultation period. The proposed process for engagement with the sector:

- Week 1 – 2: MWAC team review Discussion Paper and engage internally with WALGA to seek feedback.
- Week 2 – 4: Hold Workshop with Local Government to gather feedback on Discussion Paper.
- Week 4 – 6: Develop Draft Submission for consideration by the sector. MWAC team engage with industry bodies, e.g. WMRR, WRIWA to ensure a consistent approach.
- Week 6 – 9: Feedback from Local Government on Draft Submission (including engagement with MWAC and OAG).
- Week 10: WALGA Environment Policy Team review Submission* .
- Week 11: WALGA State Council review Submission.

*As the reforms are broader than waste management, the WALGA approval process for Submissions will be used, which requires consideration by the Policy Team and State Council.

Discussion at the Municipal Waste Advisory Council

WALGA will seek to engage with the Waste Management and Resource Recovery Association of Australia (WMRR), and Waste and Recycling Industry of Western Australia (WRIWA) which are both waste industry bodies. It is important for Local Government and private industry to discuss a consistent approach so that the outcome of this consultation will result in a more streamlined process that is risk based and beneficial for the whole sector.

4.2 Waste Export Ban Process and Implications

In Brief

- The Federal Export Ban on plastics (mixed and single resin/polymer) is now in place, however reprocessing infrastructure for these materials has yet to be developed.
- To provide an update to the sector, a Waste Export Ban Webinar is being held on Tuesday, 30 August.
- As the bans progress, there is the potential for community concern regarding the end destination of these materials. There is also a high likelihood of cost increases for recycling.

For Discussion

- MWAC member concerns on this issue and any resources needed.

Background

Export bans for [plastics \(mixed and single resin/polymer\)](#) are now in place, however the reprocessing infrastructure for these materials, funded by the [Recycling Modernisation Fund](#), have yet to be completed. This means to recycle these products material recovery facilities either have to send them interstate for further processing or receive an export ban exemption. It is understood several of the material recovery facilities have export ban exemption requests with the Federal Environment Minister.

Research by the Australian Council of Recyclers (ACOR) indicates that even with the proposed facilities there will still be a shortfall of material processing capacity.

A Webinar to provide the sector with an update on this matter has been developed (scheduled for Tuesday, **30 August** – register [here](#)). Speakers will include the Department of Water and Environmental Regulation, ACOR, and recyclers dealing with the current ban and developing infrastructure.

Discussion at the Municipal Waste Advisory Council

Resource Recovery Group (RRG) are currently sending mixed and single stream plastics by train to South Australia for reprocessing and distribution into domestic and international markets. RRG are also preparing to host a plastics processing facility within their Canning Vale site. This new facility is scheduled to be operational in 2023 and will have the capacity to process mixed plastics from other material recovery facilities.

5 Information Items

5.1 Program Update

Bin Tagging Program

- WALGA worked with Resource Recovery Group, Western Metropolitan Regional Council, Town of Bassendean, City of Wanneroo and City of Vincent to implement the Program.
- Pre and post bin tagging audit of waste, recycling and FOGO from City of Vincent have been completed by Resource Recovery Group as part of the Program.
- WALGA has provided feedback on the Bin Tagging App to the developers and anticipates the App will be updated by the end of 2022.

- WALGA has released an [Expression of Interest](#) for the final year of the Program (deadline Friday, **16 September**). An information session is being held on Tuesday, 23 August regarding the Program.
- This Program will be completed in the 2022-23 financial year.

Discussion at the Municipal Waste Advisory Council

It was suggested that the Executive Officer provide a presentation at the next MWAC meeting on the outcomes from the most recent Bin Tagging Programs, including the use of the Bin Tagging App and waste audits.

Better Practice Guidelines for Multiple-Dwelling Developments (MDDs)

- The draft Better Practice Guideline is currently being finalised.
- The Better Practice Pilot Project has been completed and the Better Practice Guideline, including the result from the pilot, is being completed.
- An MDD and Commercial Development waste generation rates calculator has been developed to assist architects, planners and Local Governments in implementing Better Practice Waste Management.
- It is anticipated this project will be completed by the end of August 2022, with all resources being available via the WasteNet website.

E-waste Recycling Program

- WALGA is currently working on the final report for this Program. Over the Program, material recovered included:
 - 39,216 kgs of electronic waste, 22,159kg material covered by the TV and Computer Product Stewardship Scheme and 16,807kgs of material outside the Scheme.
 - 3,974 items were collected.
- The Program is now complete.

Discussion at the Municipal Waste Advisory Council

This Program was an \$80,000 grant for WALGA to implement e-waste collection days in non-metropolitan areas. As the State Government is progressing their strategy to ban e-waste from landfill, it is understood that there will be significant investment in recycling infrastructure however this will not address the cost of recycling e-waste.

WALGA will be seeking to advocate for the Federal Government to expand the scope of the [National Television and Computer Recycling Scheme](#) (NTCRS) to include all e-waste and to ensure that the Scheme covers the full cost of recycling. At the moment it costs \$300 per tonne, plus transport, for Local Governments to recycle televisions, computers and some peripherals covered under the Scheme. E-waste items outside the Scheme cost \$700 per tonne for recycling, plus transport.

Community Sharps Program

- Sharp containers have now been delivered to Local Governments
- Installation of the sharps units is underway, and WALGA is compiling GPS locations for all units
- This Program will be completed by the end of 2022.

5.2 HHW Program Update

- For the 2021-22 financial year a total of \$1,914,114 was expended.
- A total of 480,585 kg of HHW was collected from the 15 Permanent facilities.
- The main materials collected through the Program in 2021-22 were LPG gas cylinders, household batteries and flammable liquids.
- Ten HHW training sessions were delivered (online and in-person), training 52 attendees, from 12 HHW facilities.
- Two HHW Operators meetings were held on 18 November 2021 and 16 March 2022, to provide updates on the Program activities, budget expenditure and the opportunity to discuss operational issues or share information.
- Local Product Stewardship arrangement with Kleenheat saved the Program \$35K in 2021-22 and has put 8,153 LPG cylinders back into the market to be reused.

5.3 Landfills and Transfer Stations

- WALGA has continued discussions with DWER regarding the next steps for better practice approaches for landfills and transfer stations and the potential for a webinar series. As agreed at the April OAG.
- It is anticipated that the webinar series will be organised in September/October, following Waste Authority/Ministerial consideration of the DWER report.

5.4 State Infrastructure Strategy

- The WA first 20-year State Infrastructure Strategy *[‘Foundations for a stronger tomorrow’](#)* was tabled in Parliament on 3 August. It sets out a long-term infrastructure outlook to guide planning and investment decisions to 2042. The State Government has 6 months to develop its formal response to the Strategy’s recommendations.
- The Strategy has a number of recommendations relating to waste management:
Recommendation 9: Clarifying the roles and responsibilities of entities providing municipal infrastructure and services including roads, waste management and sport and recreation facilities.
Recommendation 54: Achieve the vision of a sustainable, low-waste circular economy by accelerating implementation of the Waste Avoidance and Resource Recovery Strategy 2030, including:
 - a. prioritising and expediting legislative and regulatory reforms, including:
 - i. reviewing the Waste Avoidance and Resource Recovery Act 2007 to reposition waste as a resource
 - ii. developing a waste-derived materials framework that enables the recovery of materials derived from waste and provide for their safe use in products with recycled content
 - iii. reviewing the Waste Levy, including the rate and geographical application to regional areas where feasible and practical
 - iv. reducing Waste Levy avoidance and evasion practices
 - v. implementing the Waste Data Strategy to improve waste data collection and reporting to provide a more detailed understanding of WA’s waste streams
 - b. preparing a waste-derived materials market development plan that sets out actions required to grow demand for products with recycled content

- c. strengthening the role of the WA public sector in supporting the circular economy through government procurement policies that set ambitious and progressively increasing targets to avoid and reduce waste generation, increase recovery and reuse of materials and purchase products with recycled content
- d. presenting a clear roadmap and time frames for the implementation of waste legislative and regulatory reforms (see Recommendation 54a) and market development (see Recommendations 54b and 54c), and increasing the use of the Waste Levy funds to fast-track implementation
- e. investigating opportunities to improve the way mining and resources sector site waste is regulated and managed to increase recovery
- f. investigating the potential for more local governments to participate in collective arrangements to enhance the provision of waste services and infrastructure, and whether local governments not participating in collective arrangements undermines the provision of cost-effective waste.

Recommendation 55: Guide long-term planning and development of waste infrastructure by prioritising finalisation of a state waste infrastructure plan. The plan should include:

- i. identifying infrastructure required by material type and geographic location (at regional and sub-regional level, including remote areas and Aboriginal communities) and considering population growth and commercial and industry development trends
 - ii. considering the infrastructure required to manage and recover site waste from the mining and resources sector, in collaboration with the sector
 - iii. identifying infrastructure required to manage hazardous wastes and clinical-related wastes that are feasible to process and recycle in WA
 - iv. developing a clear implementation plan and public reporting framework that:
 - o prioritises implementation findings to inform infrastructure decision-making
 - o includes actions for government and industry to work together to identify and secure strategic sites and separation distances to protect existing and future waste infrastructure facilities and
 - v. support opportunities for co-location.
- Waste Infrastructure – at the Waste Reform Advisory Group meeting an update was provided on the State waste infrastructure plan. A draft infrastructure plan is being developed. There will be webinars, an online survey and written submissions invited during a 12-week consultation period on the draft plan.

5.5 Container Deposit Scheme Update

- The Container Deposit Scheme is progressing, with a 60% recovery rate achieved for the 2021-22 financial year. Reports on the Scheme's progress are available [online](#).
- It is anticipated that DWER will consult on the scope of the containers covered by the Scheme this calendar year, with a national consultation on the deposit amount following.

Discussion at the Municipal Waste Advisory Council

Since the commencement of the Container Deposit Scheme in Western Australia, the amount of containers recovered has almost doubled. WA Return Recycle Renew Limited (WARRRL) must achieve the legislated 85% redemption target by the end of the 2023-24 financial year.

5.6 Waste & Recycle Conference Update

- The [Waste & Recycle Conference](#), hosted by the Waste Management and Resource Recovery Association of Australia (WMRR), Department of Water and Environmental Regulation (DWER), and WALGA, will be held at Crown Towers Perth on **14 and 15 September**, with tours on 13 September.
- Earlybird registration ends on Friday, 26 August. [Register now](#).
- Speakers include **Dr Karl Kruszelnicki**, **Hon Reece Whitby MLA** Minister for Environment; Climate Action, **Michelle Andrews** Director General Department of Water and Environmental Regulation, and **Professor Peter Newman AO**.

5.7 COVID-19 Update

- WALGA are members of the Waste Reform Advisory Group COVID-19 Sub Committee, which has been meeting fortnightly to ensure any issues which arise are immediately addressed.
- To date there has been minimal disruptions to waste services.
- Any information on impacts on Local Government waste services are welcomed.

6 Reports

6.1 MWAC Groups

1. **Metropolitan Regional Council Working Group**
Delegates/Nominees: Mr Tim Youé, Working Group Chair
This Group has not met since the previous MWAC Meeting.
2. **Reducing Illegal Dumping Working Group**
Delegates/Nominees: n/a
This Group has not met since the previous MWAC Meeting and will be removed from the list.
3. **Consistent Communications Collective**
Delegates/Nominees: n/a
The CCC met on Wednesday, 10 August and discussed the issues with FOGO and PFAS.
4. **Industry Training Reference Group**
Delegates/Nominees: n/a
This Group has not met since the previous MWAC Meeting.
5. **Household Hazardous Waste Advisory Group/Operators Meeting**
This Group has not met since the previous MWAC Meeting.

6.2 External Committees & Working Groups

1. **DWER Waste Reform Advisory Group**
Representative: MWAC Chair, MWAC Executive Officer and CEO of RRG
This Group has not met since the previous MWAC meeting and is scheduled to meet on Wednesday, 16 November.

- 2. DWER Regulatory Reference Group**
Representative: WALGA Executive Manager, Strategy Policy and Planning
This Group met on Friday, 17 June.
- 3. DWER FOGO Reference Group**
Representative: MWAC Executive Officer, SMRC, EMRC, WMRC,
This Group meet on Thursday, 7 July and will meet again on Thursday, 13 October.
- 4. DWER Single-use Plastic Working Group**
Representative: MWAC Executive Officer
This Group is scheduled to meet on Monday, 12 September.
- 5. Australasian Packaging Label Working Group**
Representative: MWAC Executive Officer
This Group met on Wednesday, 13 July.
- 6. Hazard Coordinating Committee**
Representative: MWAC Executive Officer
This Group has not met since the previous MWAC meeting.
- 7. Across Agency Asbestos Group**
Representative: MWAC Executive Officer
This Group has not met since the previous MWAC meeting.
- 8. Waste Authority C&D Working Group**
Representative: Waste Management Specialist
This Group has not met since the previous MWAC Meeting.
- 9. Waste Management and Resource Recovery Association**
Representative: MWAC Executive Officer, CEO of SMRC
This Group will meet on Thursday, 25 August.
- 10. Charitable Recyclers Australia**
Representative: MWAC Executive Officer
This Group has not met since the previous MWAC Meeting.
- 11. Keep Australia Beautiful Council**
Representative: MWAC Executive Officer
This Group met on Thursday, 11 August and will meet again on Thursday, 25 August.

7 Other General Business

7.1 Waste Authority Update

Elizabeth Carr AM has been appointed the new Chair of the Waste Authority. Deputy Chair Lee Broomhall, CEO of Workpower, and Tim Youé, CEO of the Resource Recovery Group, have been reappointed for five-year terms. Members Dr Joshua Byrne, Director of Josh Byrne & Associates, and Kelly Howlett, CEO of Bloodwood Tree Association, have been reappointed for four-year terms. The next meeting of the Waste Authority is scheduled for Tuesday, 20 September.

The meeting closed at 4:21pm.

8 Next Meeting

The next meeting of the Municipal Waste Advisory Council will be held online at 4:00pm on Wednesday, **26 October 2022**.

17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

RECOMMENDATION (Closing Meeting to the Public)

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

COUNCIL RESOLUTION

MOVED CR JEANS

SECONDED CR ZANNINO

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

MOTION CARRIED 8/2

**For: Crs Congerton, O'Connor, Wilding, Sutherland
Thomas, Daw, Jeans, Zannino**

Against: Crs Ostaszewskyj, Hamilton

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

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Project Officer, Chief Sustainability Officer, Manager Financial Services, Manager Procurement and Governance, Waste and Resources Recovery Specialist, Information Services Support Officer, Executive Assistant to the Chief Executive Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

19.1 EMRC REGIONAL COLLECTION SERVICE UPDATE (D2022/18587)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.2 EXTENSION PROPOSAL, RED HILL POWER FACILITY (D2022/18591)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.3 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2022/18594)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.4 ESTABLISHMENT AGREEMENT REVIEW (2022/18597)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.5 ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 23 JUNE 2022 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)*] (D2022/18612)

This item is recommended to be confidential because it contains matters of a legal nature.

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION [Meeting re-opened to the Public]

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

COUNCIL RESOLUTION

MOVED CR OSTASZEWSKYJ SECONDED CR THOMAS

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

CARRIED UNANIMOUSLY

The doors of the meeting were re-opened at 6:41pm.

Recording of the resolutions passed behind closed doors, namely:

19.1 EMRC REGIONAL WASTE COLLECTION SERVICE UPDATE (D2022/18587)

COUNCIL RESOLUTION(S)

MOVED CR DAW

SECONDED CR THOMAS

THAT:

1. THE REPORT BE RECEIVED.
2. COUNCIL ENDORSES THE DRAFT BUSINESS PLAN FOR A MAJOR TRADING UNDERTAKING FORMING THE ATTACHMENT TO THIS REPORT.
3. IN ACCORDANCE WITH S.3.59(4) OF THE LOCAL GOVERNMENT ACT 1995, THAT PUBLIC NOTICE BE GIVEN TO SEEK PUBLIC CONSULTATION OF THE EMRC PROPOSAL TO COMMENCE THE MAJOR TRADING UNDERTAKING.
4. THE REPORT REMAINS CONFIDENTIAL AND IS CERTIFIED BY THE EMRC CHAIRMAN AND THE CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY

19.2 EXTENSION PROPOSAL, RED HILL POWER FACILITY (D2022/18591)

COUNCIL RESOLUTION(S)

MOVED CR JEANS

SECONDED CR THOMAS

THAT:

1. COUNCIL, BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH R11(2)(F) OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996, ACKNOWLEDGE THAT IT IS UNLIKELY THAT THERE IS MORE THAN ONE POTENTIAL SUPPLIER FOR THE TWO-YEAR EXTENSION TERM REQUIRED.
2. COUNCIL, BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH SECTION 5.42 OF THE LOCAL GOVERNMENT ACT 1995 AUTHORISE THE CEO TO FINALISE AND SIGN THE DEED OF EXTENSION BETWEEN LANDFILL GAS AND POWER PTY LTD AND THE EMRC TO EXTEND THE CONTRACT DATE TO 25 JANUARY 2025 AND AMEND THE CONTRACT TERMS AS DISCUSSED WITHIN THE REPORT, SUBJECT TO MINOR VARIATIONS.
3. THE REPORT REMAINS CONFIDENTIAL AND IS CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY

19.3 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2022/18594)

COUNCIL RESOLUTION(S)

MOVED CR DAW

SECONDED CR ZANNINO

THAT:

1. COUNCIL ADOPTS THE REPORT.
2. THE REPORT REMAINS CONFIDENTIAL AND IS CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY

19.4 ESTABLISHMENT AGREEMENT REVIEW (D2022/18507)

COUNCIL RESOLUTION(S)

MOVED CR ZANNINO

SECONDED CR O'CONNOR

THAT:

1. COUNCIL ENDORSES THE DRAFT REPLACEMENT ESTABLISHMENT AGREEMENT FORMING ATTACHMENT 2 TO THIS REPORT.
2. COUNCIL REQUESTS THAT ALL MEMBER COUNCILS AS PARTICIPANTS OF THE EMRC REVIEW AND ENDORSE THE REPLACEMENT ESTABLISHMENT AGREEMENT.
3. THE REPORT AND THE ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

MOTION CARRIED 8/2

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

Against: Crs Hamilton, Wilding

19.5 ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 6 OCTOBER 2022 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)*] (D2022/18612)

COUNCIL RESOLUTION(S)

MOVED CR O'CONNOR

SECONDED CR DAW

THAT COUNCIL NOTES THE LEGAL COMMITTEE RESOLUTIONS OF ITEM 14.1 OF THE LEGAL COMMITTEE MEETING HELD 6 OCTOBER 2022 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995 S.5.23(2)(D)*].

CARRIED UNANIMOUSLY

20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on Thursday 24 November 2022 (if required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Future Meetings 2022

Thursday 24 November (If Required) at EMRC Administration Office

21 DECLARATION OF CLOSURE OF MEETING

The Chairman declared the meeting closed at 6:42pm.