



UNCONFIRMED MINUTES

Ordinary Meeting of Council

19 March 2020

ORDINARY MEETING OF COUNCIL

MINUTES

19 March 2020

(REF: D2020/06608)

An Ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 19 March 2020**. The meeting commenced at **6:02pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:02pm, welcomed visitors and acknowledged the traditional custodians of the land.

Kaya Maaman, Kaya Yorga, Kaya Bridia
 Ngalak kaartitj windji ngalak nynininy
 Nagalak kaartitj nidja boodja baal Whadjuk Noongar Boodja ngalak nyininy
 Koorah, Nitja yeyi, Boordahwan

Translation

Greetings everyone

We all understand where we are meeting.

We know that we meet on the lands of the Whadjuk Noongar people

Always was, always will be.

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

EMRC Council Members

Cr Jai Wilson (Chairman)	EMRC Member	Town of Bassendean
Cr Doug Jeans (Deputy Chairman)	EMRC Member	Shire of Mundaring
Cr Giorgia Johnson	EMRC Member	City of Bayswater
Cr Filomena Piffaretti (Deputising for Cr Clarke)	EMRC Deputy Member	City of Bayswater
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Steve Wolff	EMRC Member	City of Belmont
Cr Phil Marks (Deputising for Cr Powell)	EMRC Deputy Member	City of Belmont
Cr Lesley Boyd	EMRC Member	City of Kalamunda
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Mel Congerton	EMRC Member	City of Swan
Cr Charlie Zannino	EMRC Member	City of Swan

Leave of Absence Previously Approved

Cr Clarke, (from 19/03/2020 to 22/03/2020 inclusive)

Apologies

Cr Janet Powell	EMRC Member	City of Belmont
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EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Steve Fitzpatrick	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer
Ms Kathleen Highfield	Acting Personal Assistant to Chief Financial Officer (Minutes)

EMRC Observers

Mr David Schmidt	Manager Information Services
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Observer(s)

Cr Ian Johnson	EMRC Deputy Member	City of Swan
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3 DISCLOSURE OF INTERESTS

3.1 MR MARCUS GEISLER – CEO – INTERESTS AFFECTING IMPARTIALITY

Item: 19.1
 Subject: Confidential Report Item 15.1 of the CEOPRC Minutes
 Selection of Facilitator for the Chief Executive Officer's Performance Review Process
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3.
 Due to the subject matter of the report directly applies to the Chief Executive Officer.

3.2 MR MARCUS GEISLER – CEO – INTERESTS AFFECTING IMPARTIALITY

Item: 19.2
 Subject: Confidential Report Item 15.2 of the CEOPRC Minutes
 Chief Executive Officer Performance Review Process for 2020
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3.
 Due to the subject matter of the report directly applies to the Chief Executive Officer.

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

4.1 CHANGE OF THE ORDER OF BUSINESS

The Chairman announced that there would be a change to the Order of Business to allow Item 17.1 Notice of Motion received from Cr John Daw to be dealt with before Section 14 of the Meeting.

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

7.1 CR MEL CONGERTON - LEAVE OF ABSENCE

COUNCIL RESOLUTION(S)

MOVED CR PIFFARETTI

SECONDED CR ZANNINO

THAT COUNCIL APPROVE APPLICATIONS FOR LEAVE OF ABSENCE FOR CR CONGERTON FROM 23 MARCH 2020 TO 27 MARCH 2020 INCLUSIVE.

CARRIED UNANIMOUSLY

8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil



9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 20 FEBRUARY 2020

REFERENCE: D2020/04913

That the minutes of the Ordinary Meeting of Council held on 20 February 2020 which have been distributed, be confirmed.

COUNCIL RESOLUTION(S)

MOVED CR DAW

SECONDED CR JEANS

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 20 FEBRUARY 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS BY MEMBERS WITHOUT NOTICE

Agenda Bookmarks

Cr Wolfe asked if the bookmarks in the Agenda could be improved as there was some issues using them.

WiFi Connection

Cr Congerton raised that at the last WAC meeting his laptop was running for an hour before he could connect to the portal. Chairman advised that there are two WiFi's and he could have connected to the bad one, and for future meeting to save all documentation to the desktop. The Chairman also advised that the IT Manager is present and he would sort these issues out.



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

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

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

12.1 ITEM 15.1 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES

SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

12.2 ITEM 15.2 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

Item 17.1 was dealt with at this point of the meeting prior to Section 14.



14 REPORTS OF EMPLOYEES

QUESTIONS

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

RECOMMENDATION(S)

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

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT WITH THE EXCEPTION OF ITEM 14.4 WHICH WAS WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

CARRIED 11/1
Cr O'Connor Voted Against



14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF JANUARY 2020

REFERENCE: D2019/04645

PURPOSE OF REPORT

The purpose of this report is to present to Council a list of accounts paid under the Chief Executive Officer's delegated authority during the month of January 2020 for noting.

KEY POINTS AND RECOMMENDATION(S)

- As per the requirements of regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of accounts paid during the month of January 2020 is provided for noting.

Recommendation(s)

That Council notes the CEO's list of accounts for January 2020 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 \$11,320,209.95

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.

REPORT

The table below summarises the payments drawn on the funds during the month of January 2020. A list detailing the payments made is appended as an attachment to this report.



Item 14.1 continued

Municipal Fund	EFT Payments	EFT43353 – EFT43569	
	Cheque Payments	220477– 220482	
	Payroll EFT	PAY 2020-14 & PAY 2020-15	
	Direct Debits		
	- Superannuation	DD19533.1 – DD19533.24, DD19534.1 – DD19534.24, DD19663.1 – DD19663.25 & DD19664.1 – DD19664.25	
	- Bank Charges	1*JAN20	
	- Other	1648 – 1664	\$11,320,209.95
	Less Cancelled EFT's & Cheques		Nil
Trust Fund	Not Applicable		Nil
Total			\$11,320,209.95

Summary of Expenditure for the Month of January 2020	
Payroll	\$622,062.54
Term Deposit Investments	\$4,000,000.00
Capital Expenditure	\$1,403,614.27
Operating Expenditure	
- Landfill Levy *	\$4,124,335.71
- Other	\$1,170,197.43
Total	\$11,320,209.95

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

STRATEGIC/POLICY IMPLICATIONS

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

As contained within the report.

SUSTAINABILITY IMPLICATIONS

Nil



Item 14.1 continued

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

CEO's Delegated Payments List for the month of January 2020 (Ref: D2020/05036)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for January 2020 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 \$11,320,209.95.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR JANUARY 2020 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 \$11,320,209.95.

CARRIED 11/1
Cr O'Connor Voted Against



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF JANUARY 2020

Cheque / EFT No	Date	Payee		Amount
EFT43353	02/01/2020	ACCESS INDUSTRIAL TYRES PTY LTD	TYRE REPLACEMENT & REPAIR	1,003.76
EFT43354	02/01/2020	ADT SECURITY	SECURITY MONITORING & CALL OUT	712.98
EFT43355	02/01/2020	ADVANCED NATIONAL SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	2,682.78
EFT43356	02/01/2020	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	1,004.48
EFT43357	02/01/2020	ALCOLIZER PTY LTD	SIX-MONTHLY CALIBRATION OF BREATH ANALYSERS	125.40
EFT43358	02/01/2020	ALLIGHTSYKES PTY LTD	SIX MONTHLY SERVICE - BACKUP GENERATOR AT ASCOT PLACE & PARTS	782.74
EFT43359	02/01/2020	ANALYTICAL REFERENCE LABORATORY (ARL)	SAMPLE TESTING - CITY OF CANNING	1,364.00
EFT43360	02/01/2020	ARMAGUARD (LINFOX ARMAGUARD PTY LTD)	COURIER SERVICE	345.99
EFT43361	02/01/2020	ASK WASTE MANAGEMENT PTY LTD	CONSULTANCY FEE - CDS	1,859.00
EFT43362	02/01/2020	AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION WA CHAPTER INC	STAFF TRAINING	92.40
EFT43363	02/01/2020	AUSTRALIAN HVAC SERVICES	AIRCONDITIONING MAINTENANCE	880.00
EFT43364	02/01/2020	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	STAFF TRAINING	2,024.00
EFT43365	02/01/2020	AUSTRALIAN TRAINING MANAGEMENT PTY LTD (ATM)	STAFF TRAINING	265.00
EFT43366	02/01/2020	AUTOSWEEP WA (LAMBERT FAMILY TRUST)	SITE SWEEPING - HAZELMERE	2,464.00
EFT43367	02/01/2020	BEDROCK MINE MAINTENANCE SERVICES PTY LTD	PLANT MAINTENANCE	627.00
EFT43368	02/01/2020	BIN BATH AUSTRALIA PTY LTD	BIN CLEANING	124.08
EFT43369	02/01/2020	BLUE DIAMOND MACHINERY PTY LTD	PLANT PARTS	14,300.00
EFT43370	02/01/2020	BRIGHTMARK GROUP PTY LTD	CLEANING SERVICES & CONSUMABLES	2,828.59
EFT43371	02/01/2020	BRING COURIERS	COURIER SERVICE	286.99
EFT43372	02/01/2020	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	427.27
EFT43373	02/01/2020	BURSWOOD TROPHIES	NAME PLATES & HONOUR BOARD	291.50
EFT43374	02/01/2020	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	COURIER SERVICE	663.17
EFT43375	02/01/2020	CHAPEL FARM	END OF YEAR VOLUTEER FUNCTION	897.00
EFT43376	02/01/2020	CHEMCENTRE	WOODCHIP & FINES SAMPLE MONITORING	90.20
EFT43377	02/01/2020	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	6,892.29
EFT43378	02/01/2020	COMMAND-A-COM AUSTRALIA PTY LTD	REPAIR PHONE SYSTEM	605.00
EFT43379	02/01/2020	COMPU-STOR	IT BACKUP DATA SERVICES	692.34
EFT43380	02/01/2020	CPR ELECTRICAL SERVICES	ELECTRICAL UPGRADES & SECURITY CAMERA INSTALLATIONS AT HAZELMERE SITE & RED HIL	22,083.60
EFT43381	02/01/2020	CSE CROSSCOM PTY LTD	TWO-WAY RADIO PURCHASES FOR RED HILL	1,800.63
EFT43382	02/01/2020	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	2,699.78
EFT43383	02/01/2020	DATA 3 PERTH	SOFTWARE LICENCE ANNUAL RENEWAL	78,685.37
EFT43384	02/01/2020	DENSFORD CIVIL PTY LTD	SURVEY SERVICE FOR HAZELMERE	789.40
EFT43385	02/01/2020	DR JOHN HARLOCK	STAFF MEDICAL	591.00
EFT43386	02/01/2020	EFFICIENT REFRIGERATION & ENERGY SAVINGS PTY LTD	AIRCONDITIONING MAINTENANCE & REPAIR AT RED HILL AND PURCHASE OF AIRCONDITIONING UNITS FOR HAZELMERE WEIGHBRIDGE	4,707.76
EFT43387	02/01/2020	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS	628.30
EFT43388	02/01/2020	ELEMENT HYDROGRAPHIC SOLUTIONS	EQUIPMENT MAINTENANCE & SERVICE	308.00
EFT43389	02/01/2020	ENVIRONMENTAL & AIR QUALITY CONSULTING PTY LTD	CONSULTING FEE - FOGO ODOUR MANAGEMENT	940.50
EFT43390	02/01/2020	FILTERS PLUS	PLANT FILTERS	581.63
EFT43391	02/01/2020	FLEXI STAFF PTY LTD	LABOUR HIRE	16,095.76
EFT43392	02/01/2020	FRESH BOOST PTY LTD ATF BANDITS TRUST	STAFF AMENITIES	1,149.18
EFT43393	02/01/2020	GOODCHILD ENTERPRISES	BATTERY PURCHASE	167.20
EFT43394	02/01/2020	GREEN PROMOTIONS PTY LTD	NAME BADGES	493.46
EFT43395	02/01/2020	GREG WOOD TWISTECH	INSTALL TEMPORARY LITTER FENCE AROUND STAGE 15	3,729.00



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF JANUARY 2020

Cheque / EFT No	Date	Payee		Amount
EFT43396	02/01/2020	GROENEVELD AUSTRALIA P/L	PLANT PARTS	5,365.16
EFT43397	02/01/2020	HA HIRE	LINEN HIRE - COUNCIL MEETING	268.58
EFT43398	02/01/2020	HERBERT SMITH FREEHILLS	QUARTERLY LEGISLATIVE REVIEW MANUAL	2,530.00
EFT43399	02/01/2020	HIGHWAY MOTOR TRIMMERS	SHADE SAIL FOR GRINDER	2,447.28
EFT43400	02/01/2020	HIRE A HUBBY ASCOT	BUILDING MAINTENANCE - ASCOT PLACE	888.53
EFT43401	02/01/2020	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	PLANT SERVICE & MAINTENANCE	879.91
EFT43402	02/01/2020	HOSECO (WA) PTY LTD	PLANT PARTS	582.94
EFT43403	02/01/2020	ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET)	ONLINE CREDIT REFERENCE CHECKS	29.70
EFT43404	02/01/2020	INFRA RED SERVICES (CONSULQUAL PTY LTD)	BUILDING MAINTENANCE - TESTING ELECTRICAL EQUIPMENTS AT HAZELMERE WEIGHBRIDGE & HOUSE	1,567.39
EFT43405	02/01/2020	IPING PTY LTD	INTERNET SERVICE	1,128.80
EFT43406	02/01/2020	JCB CONSTRUCTION EQUIPMENT AUSTRALIA (CFC HOLDINGS-CEA; JCB CEA; DYNAPAC CEA)	PLANT SERVICE & MAINTENANCE	1,267.28
EFT43407	02/01/2020	JEM HEALTH (JEM MEDICAL PTY LTD)	HEALTH CHECKS FOR EMPLOYEES	1,194.42
EFT43408	02/01/2020	JJ RICHARDS & SONS P/L	PRODUCT TRANSPORTATION COST	2,595.00
EFT43409	02/01/2020	JWA LOCATING SERVICE	PROVIDE LOCATION SERVEY AT HAZELMERE	467.50
EFT43410	02/01/2020	K2 AUDIOVISUAL PTY LTD	EQUIPMENT PURCHASES	6,066.50
EFT43411	02/01/2020	KENNARDS HIRE	PLANT HIRE	1,834.00
EFT43412	02/01/2020	KOOL KREATIVE	EMRC FOGO RECOVERY STRATEGY DOCUMENT	1,078.00
EFT43413	02/01/2020	KOTT GUNNING LAWYERS	LEGAL ADVICE	19,097.76
EFT43414	02/01/2020	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	15,329.99
EFT43415	02/01/2020	LANDFILL GAS & POWER PTY LTD	ELECTRICITY CHARGES	24,870.27
EFT43416	02/01/2020	LO-GO APPOINTMENTS	LABOUR HIRE	8,390.20
EFT43417	02/01/2020	LUCID CONSULTING ENGINEERS (WA) PTY LTD	CONSULTING FEE - BUILDING BENCHMARKING	5,632.00
EFT43418	02/01/2020	MAIL PLUS PERTH	MAIL EXPENSES	369.60
EFT43419	02/01/2020	MAJOR MOTORS PTY LTD	PLANT PARTS	772.49
EFT43420	02/01/2020	MAJOR SECURITY SERVICES PTY LTD	SECURITY MONITORING	3,663.96
EFT43421	02/01/2020	MARINE CHALLENGE PTY LTD T/AS PERFECT PROJECT PLANNING	CONSULTING FEE - WWtE	9,900.00
EFT43422	02/01/2020	MARKET CREATIONS PTY LTD	IT CONSULTING	1,905.75
EFT43423	02/01/2020	MARSMEN PLUMBING	BUIDLING MAINTENANCE AT ASCOT PLACE	1,894.20
EFT43424	02/01/2020	MACLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	115.65
EFT43425	02/01/2020	MIDWAY FORD (WA)	VEHICLE SERVICES	575.00
EFT43426	02/01/2020	MIKE RITCHIE AND ASSOCIATES PTY LTD T/AS MRA CONSULTING GROUP	CONSULTING FEE - FOGO	28,160.00
EFT43427	02/01/2020	MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD	CONSULTING FEE - WWtE SUPERINTENDENT SERVICES	29,565.80
EFT43428	02/01/2020	MS GROUNDWATER MANAGEMENT	GROUNDWATER MONITORING COSTS - RED HILL	1,650.00
EFT43429	02/01/2020	MUCHEA TREE FARM	END OF YEAR VOLUTEER FUNCTION	258.50
EFT43430	02/01/2020	NEVERFAIL SPRINGWATER	BOTTLED WATER	413.40
EFT43431	02/01/2020	OFFICEWORKS	CERTIFICATE FRAMES	158.40
EFT43432	02/01/2020	ONSITE RENTALS PTY LTD	EQUIPMENT RENTAL	424.66
EFT43433	02/01/2020	PERTH AUTO ALLIANCE P/L T/A LYNFORD MOTORS	VEHICLE PURCHASES (x3)	118,317.13
EFT43434	02/01/2020	PETRO MIN ENGINEERS	CONSULTING FEE - WWtE	8,712.00
EFT43435	02/01/2020	PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD)	HYDRAULIC HOSE SUPPLIES & REPAIRS	1,747.48
EFT43436	02/01/2020	PLASDENE GLASS-PAK PTY LTD	BATTERY COLLECTION PROGRAM MATERIALS	152.17
EFT43437	02/01/2020	PR POWER PTY LTD	PLANT PARTS	860.11
EFT43438	02/01/2020	PRESTIGE ALARMS	SECURITY EQUIPMENT MAINTENANCE AT RED HILL	954.00



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF JANUARY 2020

Cheque / EFT No	Date	Payee		Amount
EFT43439	02/01/2020	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT MAINTENANCE AT RED HILL	1,942.49
EFT43440	02/01/2020	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES	1,959.65
EFT43441	02/01/2020	RANDSTAD PTY LTD	LABOUR HIRE	6,048.88
EFT43442	02/01/2020	RELATIONSHIPS AUSTRALIA WA INC	EAP - COUNSELLING FEES	495.00
EFT43443	02/01/2020	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	11.55
EFT43444	02/01/2020	RICHGRO	MULCH ANALYSIS TO AUSTRALIAN STANDARDS & SOIL TESTING	1,419.00
EFT43445	02/01/2020	ROWE SCIENTIFIC PTY LTD	EQUIPMENT PURCHASE	625.28
EFT43446	02/01/2020	RUDD INDUSTRIAL AND FARM SUPPLIES	HARDWARE SUPPLIES	403.62
EFT43447	02/01/2020	SAFETY SIGNS SERVICE - BRADY AUSTRALIA PTY LTD T/AS	SIGNAGE	342.05
EFT43448	02/01/2020	SCADDEN UNITED PTY LTD T/A TONY SCADDEN DIESEL	PLANT SERVICE & MAINTENANCE	643.50
EFT43449	02/01/2020	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	HARDWARE SUPPLIES	255.20
EFT43450	02/01/2020	SHERRIN RENTALS PTY LTD	PLANT HIRE - TRACK LOADER	102.85
EFT43451	02/01/2020	SHOWCASE CATERING	CATERING COSTS (VARIOUS MEETINGS)	4,776.50
EFT43452	02/01/2020	SIGN SUPERMARKET	SIGNAGE	180.00
EFT43453	02/01/2020	SNAP BELMONT (BELSNAP PTY LTD)	PRINTING COSTS - WORKSHOP WORK CARDS	412.08
EFT43454	02/01/2020	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	546.04
EFT43455	02/01/2020	SPUDS GARDENING SERVICES	GROUND MAINTENANCE, SITE REHABILITATION & WEED CONTROL - RED HILL	17,706.00
EFT43456	02/01/2020	ST JOHN AMBULANCE ASSOCIATION	STAFF TRAINING	49.00
EFT43457	02/01/2020	SWAN FIRE SERVICES	SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM	173.80
EFT43458	02/01/2020	SWAN LOCK SERVICE PTY LTD	LOCK SUPPLIES TO HAZELMERE & NEW SAFE FOR HAZELMERE WEIGHBRIDGE	2,253.00
EFT43459	02/01/2020	TALIS CONSULTANTS	CONSULTING FEE - VARIOUS PROJECTS FOR RED HILL AND HAZELMERE SITES	26,869.33
EFT43460	02/01/2020	TENDERLINK	ADVERTISING COSTS - TENDER	172.70
EFT43461	02/01/2020	THE WATERSHED	SUPPLY FLOATING EVAPORATORS , PUMPS & OTHER FITTINGS TO RED HILL	142,028.69
EFT43462	02/01/2020	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE ASCOT PLACE	1,778.04
EFT43463	02/01/2020	TJ DEPIAZZI & SONS	PRODUCT TRANSPORTATION COSTS	11,661.65
EFT43464	02/01/2020	TOOLMART AUSTRALIA PTY LTD	HARDWARE SUPPLIES	59.95
EFT43465	02/01/2020	TOTAL TOOLS MIDLAND	HARDWARE SUPPLIES	238.00
EFT43466	02/01/2020	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	1,157.95
EFT43467	02/01/2020	TYREPOWER MUNDARING	TYRE REPLACEMENT & REPAIR	664.00
EFT43468	02/01/2020	UNITED CRANE SERVICES PTY LTD	RELOCATE BORE WATER TANK AT HAZELMERE	539.00
EFT43469	02/01/2020	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT43470	02/01/2020	WA HINO SALES AND SERVICE	PLANT SERVICE & MAINTENANCE	3,192.70
EFT43471	02/01/2020	WA MACHINERY GLASS	PLANT REPAIR	462.00
EFT43472	02/01/2020	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL	519.31
EFT43473	02/01/2020	WEST TIP WASTE CONTROL	PRODUCT TRANSPORTING COSTS	2,799.50
EFT43474	02/01/2020	WESTERN MAZE T/A WESTERN EDUCTING SERVICE	DUST EXTRACTION UNIT MAINTENANCE - GRINDER	610.50
EFT43475	02/01/2020	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS & REPAIRS	3,064.05
EFT43476	02/01/2020	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	1,491.94
EFT43477	02/01/2020	WORK CLOBBER	PROTECTIVE CLOTHING	214.15
EFT43478	02/01/2020	WORK HEALTH PROFESSIONALS PTY LTD	NOISE SURVEY AT HAZELMERE	1,270.50
EFT43479	02/01/2020	WREN OIL	WASTE OIL REMOVAL	49.50
EFT43480	02/01/2020	YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST	CONSULTING FEES - EAST ROCKINGHAM RRP	886.60
EFT43481	02/01/2020	CHILD SUPPORT	EMPLOYEE DEDUCTION	601.19



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EFT43482	02/01/2020	CIRCULAR ECONOMY ALLIANCE AUSTRALIA P/L	STAFF TRAINING	5,235.00
EFT43483	02/01/2020	KLB SYSTEMS	PRINTER & PRINTER CONSUMABLES	2,233.00
EFT43484	02/01/2020	PACE PAINTING - TONY PACE	BUILDING MAINTNENANCE AT ASCOT PLACE	1,200.00
EFT43485	02/01/2020	PAYG PAYMENTS	PAYG TAXATION PAYMENT	80,580.31
EFT43486	02/01/2020	SYSTEMS EDGE MANAGEMENT SERVICES P/T T/A PRACSYS	CONSULTANCY FEE - ATTRACTING BUSINESS INVESMENT IN PERTH'S EASTERN REGION	8,745.00
EFT43487	07/01/2020	CHARLIE ZANNINO	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43488	07/01/2020	CITY OF COCKBURN	PLANT PURCHASE - TROMMEL FOR RED HILL	319,000.00
EFT43489	07/01/2020	CPR ELECTRICAL SERVICES	ELECTRICAL MAINTENANCE - GRINDER	2,659.25
EFT43490	07/01/2020	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	HAZELMERE - LICENCE AMENDMENT	306.00
EFT43491	07/01/2020	DOUG JEANS	QUARTERLY COUNCILLORS PAYMENT	3,893.94
EFT43492	07/01/2020	DYLAN O'CONNOR	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43493	07/01/2020	FILOMENA PIFFARETTI	COUNCILLORS ATTENDANCE FEE	238.00
EFT43494	07/01/2020	FOSTER PLUMBING AND GAS	PLUMBING WORKS AT HAZELMERE - WWtE	16,096.96
EFT43495	07/01/2020	IAN JOHNSON	COUNCILLORS ATTENDANCE FEE	238.00
EFT43496	07/01/2020	JAI WILSON	QUARTERLY COUNCILLORS PAYMENT	8,975.50
EFT43497	07/01/2020	JANET POWELL	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43498	07/01/2020	JOHN DAW	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43499	07/01/2020	KATHRYN HAMILTON	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43500	07/01/2020	LESLEY BOYD	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43501	07/01/2020	LORNA CLARKE	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43502	07/01/2020	MEL CONGERTON	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43503	07/01/2020	NEVILLE REFRIGERATION & AIRCONDITIONING	DEGASSING OF FRIDGES & AIRCONDITIONERS - RED HILL	352.00
EFT43504	07/01/2020	STEPHEN K WOLFF	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43505	07/01/2020	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	368.36
EFT43506	10/01/2020	CHILD SUPPORT	EMPLOYEE DEDUCTION	757.06
EFT43507	10/01/2020	CR GIORGIA JOHNSON	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT43508	10/01/2020	FOSTER PLUMBING AND GAS	INSTALL WASTEWATER PUMPING TANK AT HAZELMERE	1,925.00
EFT43509	10/01/2020	JBS&G AUSTRALIA P/L T/A STRATEGEN JBS&G	CONSULTING FEE - LIQUID WASTE & WWtE	5,500.00
EFT43510	10/01/2020	SEEK LIMITED	ADVERTISEMENT - RECRUITMENT	2,530.00
EFT43511	10/01/2020	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	493.33
EFT43512	14/01/2020	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	256.85
EFT43513	14/01/2020	CITY OF BELMONT	COUNCIL RATES - INSTALMENT	2,729.55
EFT43514	14/01/2020	FOSTER PLUMBING AND GAS	PLUMBING WORKS AT HAZELMERE - WWtE	7,157.04
EFT43515	14/01/2020	MARKETFORCE	MARKETING MATERIALS - NBN FORUM & VARIOUS NOTICES	1,467.97
EFT43516	14/01/2020	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,607.85
EFT43517	14/01/2020	PAYG PAYMENTS	PAYG TAXATION PAYMENT	77,462.00
EFT43518	14/01/2020	WESFARMER KLEENHEAT GAS PTY LTD	PURCHASE OF GAS BOTTLES FOR RED HILL	326.70
EFT43519	14/01/2020	YOGA BY LAUREN CATALANO	STAFF HEALTH PROMOTION	270.00
EFT43520	17/01/2020	ANALYTICAL REFERENCE LABORATORY (ARL)	WATER MONITORING FOR HRRP & RED HILL	23,784.20
EFT43521	17/01/2020	BP AUSTRALIA PTY LTD (A/C 50209244)	FUEL PURCHASES	63,893.59
EFT43522	17/01/2020	CARPENTRY, HOUSE AND YARD MAINTENANCE	RED HILL WORHSHOP - MAINTENANCE	1,280.00
EFT43523	17/01/2020	CAVERSHAM HOUSE	VENUE HIRE & CATERING COST - STAFF FUCNTION	1,000.00
EFT43524	17/01/2020	CITY OF SWAN	COUNCIL RATES - HAZELMERE	133,161.35



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EFT43525	17/01/2020	KAREN WARNER	END OF YEAR VOLUTEER FUNCTION VOUCHER	250.00
EFT43526	17/01/2020	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	240.49
EFT43527	20/01/2020	MODA ENGINEERING PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	53,361.00
EFT43528	21/01/2020	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	185,015.00
EFT43529	21/01/2020	KOTT GUNNING LAWYERS	DEED PREPARATION - FOGO PROJECT	4,932.40
EFT43530	21/01/2020	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	966.53
EFT43531	22/01/2020	EES SHIPPING PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	1,014.39
EFT43532	24/01/2020	ADECCO AUSTRALIA PTY LTD	LABOUR HIRE	4,894.85
EFT43533	24/01/2020	AUSCO MODULAR PTY LTD	PLANT HIRE - HAZELMERE	5,089.54
EFT43534	24/01/2020	CHILD SUPPORT	EMPLOYEE DEDUCTION	757.06
EFT43535	24/01/2020	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	QUARTERLY LANDFILL LEVY	4,124,335.71
EFT43536	24/01/2020	HAYS SPECIALIST RECRUITMENT	LABOUR HIRE	31,869.35
EFT43537	24/01/2020	SPUDS GARDENING SERVICES	GROUND MAINTENANCE, SITE REHABILITATION & WEED CONTROL - RED HILL	14,668.00
EFT43538	28/01/2020	ADECCO AUSTRALIA PTY LTD	LABOUR HIRE	8,382.49
EFT43539	28/01/2020	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST T/A IPWEA-WA DIVISION	CORPORATE MEMBERSHIP RENEWAL	990.00
EFT43540	28/01/2020	IONATA DIGITAL	WEBSITE HOSTING FEE - HEALTHY WILDLIFE	1,650.00
EFT43541	28/01/2020	PAYG PAYMENTS	PAYG TAXATION PAYMENT	84,572.00
EFT43542	28/01/2020	PERTH ENERGY PTY LTD	GAS SUPPLY - WWtE	162.49
EFT43543	28/01/2020	SPARTEL PTY LTD	CONSULTANCY - OPERATIONAL ODOUR MANAGEMENT	3,850.00
EFT43544	28/01/2020	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	5,455.13
EFT43545	31/01/2020	ADELAIDE SCAFFOLD SOLUTIONS PTY LTD (OLDFIELDS ADVANCE SCAFFOLD)	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	3,738.46
EFT43546	31/01/2020	AUSCO MODULAR PTY LTD	PLANT HIRE - HAZELMERE	2,544.77
EFT43547	31/01/2020	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	171.27
EFT43548	31/01/2020	BLACKWOODS CANNINGVALE	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	816.35
EFT43549	31/01/2020	CHALLENGER VALVES AND ACTUATORS	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	235.40
EFT43550	31/01/2020	CITY OF CANNING	SPONSORSHIP - CHANGING YOUR WORLD CONFERENCE & FAIR	5,500.00
EFT43551	31/01/2020	ECO PALLETS	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	174.90
EFT43552	31/01/2020	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	562.64
EFT43553	31/01/2020	IBEX AUSTRALIA	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	2,310.29
EFT43554	31/01/2020	ITT BLAKERS PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	2,677.40
EFT43555	31/01/2020	KLINGER LIMITED	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	788.48
EFT43556	31/01/2020	L & H GROUP	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	1,186.76
EFT43557	31/01/2020	MARAWAR PTY LTD	REFUND OF OVERPAID CHARGES	1,000.00
EFT43558	31/01/2020	MIDALIA STEEL (ONESTEEL)	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	304.55
EFT43559	31/01/2020	NV ENGINEERING PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	136.40
EFT43560	31/01/2020	ROLADUCT SPIRAL TUBING (VIC) PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	24,375.12
EFT43561	31/01/2020	SAFERIGHT PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	2,148.16
EFT43562	31/01/2020	SPUDS GARDENING SERVICES	GROUND MAINTENANCE, SITE REHABILITATION & WEED CONTROL - RED HILL	11,567.00
EFT43563	31/01/2020	THE RIGGING SHED	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	20,064.00
EFT43564	31/01/2020	UNIQUE METALS LASER	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	3,241.68
EFT43565	31/01/2020	UNITED EQUIPMENT PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	5,915.91
EFT43566	31/01/2020	VULCAN STEEL PTY LTD (VULCAN STAINLESS)	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	1,710.59
EFT43567	31/01/2020	WBHO INFRASTRUCTURE AUSTRALIA PTY LTD	PROGRESS PAYMENT - LANDFILL CELL CONSTRUCTION COSTS (RED HILL LANDFILL FACILITY)	483,736.35



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EFT43568	31/01/2020	WELDLOK INDUSTRIES PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	27,879.66
EFT43569	31/01/2020	WEST COAST WATER FILTER MAN	SERVICE TO WATER FILTER SYSTEM AT HAZELMERE	359.00
220477	06/01/2020	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	520.35
220478	06/01/2020	EMRC PETTY CASH - COPPIN ROAD	PETTY CASH RECOUP	24.80
220479	06/01/2020	EMRC PETTY CASH - MATHIESON ROAD	PETTY CASH RECOUP	19.40
220480	06/01/2020	EMRC PETTY CASH - RED HILL	PETTY CASH RECOUP	34.90
220481	09/01/2020	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	1,500.00
220482	23/01/2020	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	1,100.00
PAY 2020-14	07/01/2020	PAYROLL FE 7/1/2020	PAYROLL	214417.86
PAY 2020-15	21/01/2020	PAYROLL FE 21/1/2020	PAYROLL	227460.53
1*JAN20	01/01/2020	BANK CHARGES 1859- 1863	BANK FEES & CHARGES	1420.27
DD19533.1	03/01/2020	WALGS PLAN	SUPERANNUATION	27,218.04
DD19533.2	03/01/2020	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	296.52
DD19533.3	03/01/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	1,546.78
DD19533.4	03/01/2020	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	255.07
DD19533.5	03/01/2020	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	209.02
DD19533.6	03/01/2020	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	838.02
DD19533.7	03/01/2020	MARANI SUPER FUND	SUPERANNUATION	997.11
DD19533.8	03/01/2020	AMP - SIGNATURESUPER	SUPERANNUATION	1,081.52
DD19533.9	03/01/2020	HUB24 SUPER FUND	SUPERANNUATION	197.39
DD19533.10	03/01/2020	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	539.92
DD19533.11	03/01/2020	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	335.82
DD19533.12	03/01/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	621.16
DD19533.13	03/01/2020	CBUS INDUSTRY SUPER	SUPERANNUATION	1,025.82
DD19533.14	03/01/2020	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	241.56
DD19533.15	03/01/2020	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	264.36
DD19533.16	03/01/2020	MY NORTH SUPER A/T WEALTH PERSONAL SUPERANNUATION & PENSION FUN	SUPERANNUATION	448.49
DD19533.17	03/01/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION	218.44
DD19533.18	03/01/2020	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	668.26
DD19533.19	03/01/2020	A&S HUGHES-D'AETH PTY LTD ATF A&S HUGHES-D'AETH SUPERANNUATION FUND	SUPERANNUATION	533.68
DD19533.20	03/01/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	2,289.87
DD19533.21	03/01/2020	AUSTRALIAN SUPER	SUPERANNUATION	3,036.50
DD19533.22	03/01/2020	SUNSUPER	SUPERANNUATION	677.26
DD19533.23	03/01/2020	LEGALSUPER	SUPERANNUATION	401.92
DD19533.24	03/01/2020	MLC SUPER FUND	SUPERANNUATION	557.21
DD19534.1	03/01/2020	WALGS PLAN	SUPERANNUATION	28,122.70
DD19534.2	03/01/2020	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	306.90
DD19534.3	03/01/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	1,566.35
DD19534.4	03/01/2020	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	261.69
DD19534.5	03/01/2020	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	192.25
DD19534.6	03/01/2020	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	859.40
DD19534.7	03/01/2020	MARANI SUPER FUND	SUPERANNUATION	997.11
DD19534.8	03/01/2020	AMP - SIGNATURESUPER	SUPERANNUATION	1,094.79



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DD19534.9	03/01/2020	HUB24 SUPER FUND	197.39
DD19534.10	03/01/2020	NORTH PERSONAL SUPERANNUATION	539.92
DD19534.11	03/01/2020	BT LIFETIME SUPER - EMPLOYER PLAN	320.08
DD19534.12	03/01/2020	AMP FLEXIBLE LIFETIME SUPER	621.16
DD19534.13	03/01/2020	CBUS INDUSTRY SUPER	1,134.62
DD19534.14	03/01/2020	TELSTRA SUPERANNUATION SCHEME	233.44
DD19534.15	03/01/2020	COMMONWEALTH ESSENTIAL SUPER	263.73
DD19534.16	03/01/2020	MY NORTH SUPER A/T WEALTH PERSONAL SUPERANNUATION & PENSION FUN	450.10
DD19534.17	03/01/2020	MTAA SUPERANNUATION FUND	103.85
DD19534.18	03/01/2020	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	657.82
DD19534.19	03/01/2020	A&S HUGHES-D'AETH PTY LTD ATF A&S HUGHES-D'AETH SUPERANNUATION FUND	533.68
DD19534.20	03/01/2020	HOSTPLUS SUPERANNUATION FUND	2,239.90
DD19534.21	03/01/2020	AUSTRALIAN SUPER	3,155.95
DD19534.22	03/01/2020	SUNSUPER	689.14
DD19534.23	03/01/2020	LEGALSUPER	401.92
DD19534.24	03/01/2020	MLC SUPER FUND	556.72
DD19663.1	07/01/2020	WALGS PLAN	27,436.17
DD19663.2	07/01/2020	ZURICH MASTER SUPERANNUATION FUND	322.47
DD19663.3	07/01/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	1,637.78
DD19663.4	07/01/2020	AUSTRALIAN ETHICAL SUPER	274.97
DD19663.5	07/01/2020	ONEPATH MASTERFUND (ANZ)	220.71
DD19663.6	07/01/2020	PLUM SUPERANNUATION FUND (MLC)	675.58
DD19663.7	07/01/2020	MARANI SUPER FUND	997.11
DD19663.8	07/01/2020	AMP - SIGNATURESUPER	1,166.99
DD19663.9	07/01/2020	UNISUPER	56.87
DD19663.10	07/01/2020	HUB24 SUPER FUND	207.75
DD19663.11	07/01/2020	NORTH PERSONAL SUPERANNUATION	535.82
DD19663.12	07/01/2020	AMP FLEXIBLE LIFETIME SUPER	621.15
DD19663.13	07/01/2020	BT LIFETIME SUPER - EMPLOYER PLAN	343.34
DD19663.14	07/01/2020	CBUS INDUSTRY SUPER	1,112.11
DD19663.15	07/01/2020	TELSTRA SUPERANNUATION SCHEME	230.84
DD19663.16	07/01/2020	COMMONWEALTH ESSENTIAL SUPER	269.59
DD19663.17	07/01/2020	MY NORTH SUPER A/T WEALTH PERSONAL SUPERANNUATION & PENSION FUN	458.87
DD19663.18	07/01/2020	MTAA SUPERANNUATION FUND	107.62
DD19663.19	07/01/2020	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	617.02
DD19663.20	07/01/2020	A&S HUGHES-D'AETH PTY LTD ATF A&S HUGHES-D'AETH SUPERANNUATION FUND	580.36
DD19663.21	07/01/2020	HOSTPLUS SUPERANNUATION FUND	2,190.04
DD19663.22	07/01/2020	AUSTRALIAN SUPER	3,433.61
DD19663.23	07/01/2020	SUNSUPER	713.50
DD19663.24	07/01/2020	LEGALSUPER	401.92
DD19663.25	07/01/2020	MLC SUPER FUND	556.67
DD19664.1	21/01/2020	WALGS PLAN	26,617.38
DD19664.2	21/01/2020	ZURICH MASTER SUPERANNUATION FUND	296.53



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FOR THE MONTH OF JANUARY 2020

Cheque / EFT No	Date	Payee		Amount
DD19664.3	21/01/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	1,530.48
DD19664.4	21/01/2020	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	252.84
DD19664.5	21/01/2020	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	181.52
DD19664.6	21/01/2020	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	838.03
DD19664.7	21/01/2020	MARANI SUPER FUND	SUPERANNUATION	997.11
DD19664.8	21/01/2020	AMP - SIGNATURESUPER	SUPERANNUATION	1,081.52
DD19664.9	21/01/2020	UNISUPER	SUPERANNUATION	227.51
DD19664.10	21/01/2020	HUB24 SUPER FUND	SUPERANNUATION	197.39
DD19664.11	21/01/2020	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	538.43
DD19664.12	21/01/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	621.15
DD19664.13	21/01/2020	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	301.00
DD19664.14	21/01/2020	CBUS INDUSTRY SUPER	SUPERANNUATION	1,104.24
DD19664.15	21/01/2020	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	232.47
DD19664.16	21/01/2020	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	276.71
DD19664.17	21/01/2020	MY NORTH SUPER A/T WEALTH PERSONAL SUPERANNUATION & PENSION FUN	SUPERANNUATION	448.43
DD19664.18	21/01/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION	217.52
DD19664.19	21/01/2020	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	732.47
DD19664.20	21/01/2020	A&S HUGHES-D'AETH PTY LTD ATF A&S HUGHES-D'AETH SUPERANNUATION FUND	SUPERANNUATION	533.67
DD19664.21	21/01/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	2,864.31
DD19664.22	21/01/2020	AUSTRALIAN SUPER	SUPERANNUATION	3,259.48
DD19664.23	21/01/2020	SUNSUPER	SUPERANNUATION	677.26
DD19664.24	21/01/2020	LEGALSUPER	SUPERANNUATION	430.06
DD19664.25	21/01/2020	MLC SUPER FUND	SUPERANNUATION	557.43
1648	24/01/2020	MACQUARIE BANK LIMITED - SYDNEY	TERM DEPOSIT INVESTMENT	1,500,000.00
1649	17/01/2020	HAAS HOLZZERKLEINERUNGS - UND FORDERTECHNIK GMBH	PARTS FOR WOODWASTE GRINDER	1,954.10
1650	14/01/2020	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	285.19
1651	14/01/2020	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	403.18
1652	14/01/2020	WBC - CORPORATE MASTERCARD - DOUGLAS DARMAGO	CREDIT CARD PURCHASES	748.14
1653	14/01/2020	WBC - CORPORATE MASTERCARD - FRANK HUA HIM KUA	CREDIT CARD PURCHASES	17.00
1654	14/01/2020	WBC - CORPORATE MASTERCARD - H LIEW	CREDIT CARD PURCHASES	17.00
1655	14/01/2020	WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO	CREDIT CARD PURCHASES	17.00
1656	14/01/2020	WBC - CORPORATE MASTERCARD - MARCUS GEISLER	CREDIT CARD PURCHASES	23.30
1657	14/01/2020	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	699.99
1658	14/01/2020	WBC - CORPORATE MASTERCARD - T BEINHAEUER	CREDIT CARD PURCHASES	764.12
1659	14/01/2020	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	566.02
1660	14/01/2020	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	100.50
1661	14/01/2020	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	148.58
1662	29/01/2020	BLUE ENGINEERING S.R.L	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	11,273.41
1663	29/01/2020	KATHIRAVAN METAL BELLOWS INDIA PTY LTD	WWtE PAYMENT RE EMRC / ANERGY AGREEMENT	3,200.00
1664	29/01/2020	RURAL BANK	TERM DEPOSIT INVESTMENT	2,500,000.00
SUB TOTAL				11,320,209.95
LESS CANCELLED EFTs & CHEQUES				Nil



Eastern Metropolitan Regional Council

**CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF JANUARY 2020**

Cheque / EFT No	Date	Payee	Amount
TOTAL			11,320,209.95
REPORT			
Bank Code	Bank	EMRC - Municipal Fund	11,320,209.95

All Employee Superannuation obligations for the period January 2020 have been paid by the EMRC.



14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 JANUARY 2020

REFERENCE: D2020/04668

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 January 2020.

KEY POINTS AND RECOMMENDATION(S)

- 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 Financial Activity as at 31 January 2020 have been identified and are reported on in the body of the report.

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 January 2020.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

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.

The 2019/2020 Budget was presented in a format that separated operating income and expenditure from other revenue and expenses to provide improved disclosure of Council's underlying operating result.

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.

The half year budget review was undertaken during January/February 2020 and is reflected in this report.

REPORT

Outlined below are financial statements for the period ended 31 January 2020. 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.



Item 14.2 continued

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

The year to date operating result from normal activities as at 31 January 2020 is a favourable variance of \$1,160,413 (59.93%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

<u>Operating Income</u>	<i>Actuals for the Year</i>	A favourable variance of \$2,637 (0.02%).
	<i>End of Year Forecast</i>	An unfavourable variance of \$78,059 (0.32%).

Operating Income variances previously reported to Council:

1. Year to date Reimbursements of \$408,175 is \$52,782 (11.45%) below the budget of \$460,957. This is attributable to a lower level of reimbursements compared to budget relating to the Coppin & Mathieson Transfer Stations.

The full year forecast for Reimbursements is \$311,630 (39.43%) above the budget of \$790,259. This is primarily attributable to a forecast insurance reimbursement of \$300,000 relating to an insurance claim for plant damaged as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding expenditure in Insurance Expenses.

Other Operating Income variances not previously reported to Council:

2. The full year forecast for Operating Grants is above the annual budget by \$39,813 (13.97%). The variance is due to a carried forward of unspent grant funds from the 2018/2019 financial year relating to the Community Capability Project brought to account as required by changes in *AASB 15 (Revenue from Contracts with Customers)* and *AASB 1058 (Income of Not-for-Profit Entities)*.
3. The full year for Other Income has been forecast to be below the annual budget by \$896,791 (33.52%). The variance is mainly attributable to lower ferricrete sales (\$400,000 compared to a budget of \$780,000), a lower level of Greenwaste products sales (\$63,000 compared to a budget of \$280,904) and the timing of royalty payments and Large Scale Generation Certificate (LGC) sales relating to the sale of electricity generated from landfill gas (\$225,000 compared to a budget of \$780,000).

This is offset by additional income from the sale of products from the Hazelmere timber recycling plant (\$677,000 compared to a budget of \$577,436), the sale of products from the Coppin & Mathieson Transfer Stations (\$114,886 compared to a budget of \$83,000) and addition diesel fuel rebate income (\$240,000 compared to a budget of \$201,000).

There were no further significant Operating Income variances as at 31 January 2020.

<u>Operating Expenditure</u>	<i>Actuals for the Year</i>	A favourable variance of \$1,157,776 (9.48%).
	<i>End of Year Forecast</i>	An unfavourable variance of \$734,150 (3.56%).

Operating Expenditure variances previously reported to Council:

1. Year to date Salary Expenses of \$4,715,335 is \$620,272 (11.63%) below the budget of \$5,335,607. The variance is attributable to the timing of filling of vacant positions and budgeted positions that are yet to be filled.



Item 14.2 continued

2. Year to date Contract Expenses of \$1,847,481 is \$806,092 (30.38%) below the budget of \$2,653,573 due to the timing of various projects from different business units.

Projects where the expenditures are lower than budget for various directorates/business units include: Waste Services projects (\$521,548), Corporate Services (\$195,526) and Environmental Services (\$101,205). This is offset by expenditure greater than budget in the Regional Development directorate/business unit (\$13,298).

3. Year to date Material Expenses of \$650,505 is \$95,095 (17.12%) above the budget of \$555,410. This is primarily due to the purchase of binding material required as part of waste acceptance approval requirements which has resulted in an unfavourable variance of \$113,913 for Waste Services. This is offset by an increase in income for commercial tonnages at the Red Hill Waste Management Facility. The full year for Material Expenses has been forecast to be above the annual budget by \$194,985 (17.50%).
4. Year to date Cost Allocated Expenses of \$367,120 is \$267,762 (42.18%) below the budget of \$634,882. This variance relates to internal costs allocated between the Hazelmere C&I Plant and the Red Hill Landfill Facility Class III cell as a result of lower activity at the C & I Plant, as well as the low level of capital works undertaken to-date involving internal resources. The full year for Cost Allocated Expenses has been forecast to be below the annual budget by \$832,040 (37.94%).

Operating Expenditure variances previously reported to Council:

5. The full year forecast for Fuel Expenses is above the annual budget by \$86,500 (11.77%). The variance is attributable to the on-going use of leachate evaporators and generators on the new leachate evaporation ponds not previously provided for.
6. The full year forecast for Insurance Expenses is \$307,130 (118.79%) above the budget of \$258,545. This is primarily attributable to a forecast expenditure of \$300,000 relating to an insurance claim for plant damaged as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding insurance income in Reimbursement Income.
7. The full year forecast for Miscellaneous Expenses (excluding the Landfill Levy expenses) is \$98,650 (10.54%) above the budget of \$1,034,956. This variance is attributable to the Hazelmere site being now classified as a commercial site for rating purposes (\$136,800 compared to a budget of \$3,590).

There were no further significant Operating Expenditure variances as at 31 January 2020.

***Other Revenues
and Expenses (Net)**

Actuals for the Year

A favourable variance of \$371,691 (11.75%).

End of Year Forecast

An unfavourable variance of \$384,909 (7.75%).

Other Revenues and Expenses variances previously reported to Council:

1. The full year forecast for User Charges (Other Revenues) is below the annual budget by \$770,500 (94.48%). The variance is due to the lower level of tonnages forecast to be received at the Hazelmere C&I facility. This is offset by a forecast reduction in expenditure relating to this project.
2. Year to date Interest Restricted Cash Investments of \$1,270,765 is \$194,763 (18.10%) above the budget of \$1,076,002. This is attributable to the higher level of funds available for investment as at 31 January 2020, and a higher average interest rate expected to be received for the 2019/2020 financial year (2.30% as at 31 January 2020 compared to the budgeted rate of 1.78%). The full year for Interest Restricted Cash Investments has been forecast to be above the annual budget by \$255,610 (15.93%).



Item 14.2 continued

3. Proceeds from Sale of Assets of \$243,409 is \$38,409 (18.74%) above the budget of \$205,000. The variance relates specifically to the timing of various items of plant and vehicles previously budgeted for change over during the 2018/2019 financial that did not attain the specified change over criteria.

The full year forecast for Proceeds from Sale of Assets (Other Revenues) is \$201,795 above the budget of \$205,000 due to the timing of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria.

4. Year to date Costs Allocated of \$295,601 is \$99,163 (25.12%) below the budget of \$394,764. This variance relates specifically to internal costs allocated between the Hazelmere C&I Plant and the Red Hill Landfill Facility Class III cell due to lower than budget levels of activity at the C & I Plant.

Other Revenues and Expenses variances not previously reported to Council:

5. The full year forecast for Operating Grants (Other Revenues) is below the annual budget by \$240,000 (100.00%). The variance is due to unsuccessful grant applications applicable to the FOGO project.
6. The full year forecast for Reimbursements (Other Revenues) is \$35,000 above the budget of \$50. This is attributable to a forecast reimbursement of \$35,000 relating to an insurance claim for damage to the C&I building as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding expenditure in Insurance Expenses (Other Expenses).
7. The full year forecast for Other Revenues is below the annual budget by \$948,262 (99.16%). This variance relates to the forecast low sale of products (\$8,000 compared to a budget of \$204,434) from the Hazelmere C&I Project due to the lower level of tonnages forecast to be received through the facility and resulting recoverable material available for sale, as well as a \$0 forecast for electricity sales (compared to a budget of \$751,828) due to the delay in the commissioning of the Wood Waste to Energy (WWtE) facility.
8. The full year forecast for Salary Expenses (Other Expenses) is below the annual budget by \$302,195 (29.06%). The variance is primarily attributable to the low level of activity in the Hazelmere C&I facility (\$81,874 compared to a budget of \$486,837) due to the lower level of tonnages forecast to be received through the facility.
9. The full year forecast for Contract Expenses (Other Expenses) is \$231,058 (25.95%) below the budget of \$890,463. The variance relates primarily to the timing of contract/management expenses for the WWtE Project (\$225,600 compared to a budget of \$556,000) which is not due to be commissioned until approximately May/June 2020.
10. The full year forecast for Material Expenses (Other Expenses) is \$36,823 (48.79%) below the budget of \$75,475. The variance relates principally to the timing of the WWtE Project (\$23,600 compared to a budget of \$53,500) which is not due to be commissioned until approximately May/June 2020 together with the lower level of expenditure at the Hazelmere C&I facility (\$7,000 compared to a budget of \$13,225) due to the lower level of tonnages forecast to be received through the facility.
11. The full year forecast for Insurance Expenses (Other Expenses) is \$22,539 (40.68%) above the budget of \$55,406. This is primarily attributable to a forecast expenditure of \$35,000 relating to an insurance claim for damage to the C&I building as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding insurance income in Reimbursement Income (Other Income).
12. The full year forecast for Depreciation Expenses (Other Expenses) is \$314,138 (62.42%) below the budget of \$503,290. The variance is due to the timing of the WWtE Project (\$27,300 compared to a budget of \$163,670) which is not due to be commissioned until approximately May/June 2020 as well as the timing and/or carry forward of capital expenditure associated with the Hazelmere Resource Recovery Park projects.



Item 14.2 continued

13. The full year forecast for Miscellaneous Expenses (Other Expenses) is \$45,295 (33.97%) below the budget of \$133,350. The variance relates to miscellaneous expenses for the Hazelmere C&I Project (\$15,000 compared to a budget of \$30,000) and is attributable to the lower level of tonnages forecast to be received through the facility and the timing of the WWtE Project (\$20,000 compared to a budget of \$56,300) which is not due to be commissioned until approximately May/June 2020.
14. The full year forecast for Carrying Amount of Assets Disposed Of (Other Expenses) is \$115,677 (75.12%) above the budget of \$153,999. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria.

There were no further significant Other Revenues and Expenses variances as at 31 January 2020.

Capital Expenditure Statement (refer Attachment 2)

<u>Capital Expenditure</u>	<i>Actuals for the Year</i>	A favourable variance of \$1,421,156.
	<i>End of Year Forecast</i>	A favourable variance of \$6,784,461.

Capital Expenditure variances:

A favourable variance of \$1,421,156 existed as at 31 January 2020 when compared to the budget of \$7,543,356. The year to date budget provisions are used as a guide only as expenditure of a capital nature is undertaken as and when required.

Major capital expenditures to 31 January 2020 include:

- Construct Class III Cell - Stage 14 - Red Hill Landfill Facility - \$2,313,365;
- Construct and Commission Resource Recovery Park - WWtE Building - \$1,176,707;
- Purchase / Replace Plant - Red Hill Landfill Facility - \$1,176,475;
- Purchase Vehicles - Ascot Place and Red Hill Landfill Facility - \$321,186;
- Construct and Commission Resource Recovery Park - Site Infrastructure - \$313,665;
- Purchase Resource Recovery Park - WWtE Plant and Equipment - \$268,104; and
- Purchase / Replace Minor Plant and Equipment Plant - Red Hill Landfill Facility - \$179,923.

The Capital Expenditure budgets as at year end were reviewed as part of the half year budget review undertaken during January/February 2020 in order to reflect the actual timing of various projects and match expenditure requirements in relation to tonnage forecasts.

Full Year Capital Expenditure has been forecast to be \$6,784,461 (25.18%) below the budget of \$26,940,712.

Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:

- Construct Resource Recovery Park - Site Infrastructure - \$1,550,000 (c/fwd);
- Liquid Waste Project - Red Hill Landfill Facility - \$1,550,000 (c/fwd);
- Construct Resource Recovery Park - Site/Administration Office - \$800,000 (c/fwd);
- Construct Resource Recovery Park - Site Workshop - \$600,000 (c/fwd);
- Construct Resource Recovery Park - Community Transfer Station - \$530,000 (c/fwd);
- Construct Resource Recovery Park - Community Reuse Store - \$500,000 (c/fwd);
- Purchase Resource Recovery Park - C&I Building, Plant and Equipment - \$500,000;
- Liquid Waste Project Plant - Red Hill Landfill Facility \$450,000 (c/fwd);



Item 14.2 continued

- Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility - \$420,000 (\$30,000 c/fwd);
- Purchase Resource Recovery Park Transfer Station, Plant & Equipment - \$300,000 (c/fwd);
- Construct Resource Recovery Park - Reuse Store Infrastructure - \$250,000 (c/fwd);
- Construct Drainage Diversion & Infrastructures - Red Hill Landfill Facility - \$250,000 (c/fwd).
- Construct Stormwater Infrastructure/Siltation Ponds - Red Hill Landfill Facility - \$200,000 (c/fwd);
- Capital Improvement - Ascot Place Administration Building - \$155,750 (c/fwd);
- Construct Litter Fence - Red Hill Landfill Facility - \$100,000 (\$50,000 c/fwd); and
- Purchase / Replace Plant - Hazelmere - \$100,000 (c/fwd).

This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:

- Resource Recovery Park - WWtE, Building, Plant & Infrastructure - \$1,015,702;
 This was subject to a confidential report submitted to Council and approved by Council at its meeting held on 19 September 2019.
- Purchase / Replace Plant - Red Hill Landfill Facility - \$551,475;
 This relates to committed capital expenditure for the purchase of a loader and a truck at the Red Hill Landfill Facility which were ordered and expected to be received in the 2018/2019 financial year. The plant items were however not received until early 2019/2020 and as the 2019/2020 Annual Budget had been finalised and adopted a carried forward provision for these purchases was not able to be undertaken. This has been previously raised and explained to Council at its meeting on 5 December 2019.
- Purchase Vehicles - Red Hill Landfill Facility - \$215,000.
 As outlined earlier in this report, this relates specifically to the timing of the replacement of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria as per the EMRC Fleet Policy and 10 Year Plant Replacement Schedule.

Statement of Financial Position (refer Attachment 3)

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.

Total Equity as at 31 January 2020 totals \$202,144,286. This is an increase of \$6,630,684 from the 30 June 2019 equity of \$195,513,602 and represents the net change in assets from operations.

It has been forecast that Total Equity as at 30 June 2020 will be below the original budget of \$204,640,131 by \$1,197,118.

Statement of Cash and Investments (refer Attachment 4)

The level of cash and investments in the Municipal Fund as at 31 January 2020 is \$11,333,932 and Restricted Cash amount to 93,463,925.

The net movement for the month is a decrease of \$1,333,600.

It has been forecast that Total Cash and Investments as at 30 June 2020 will be above the original budget of \$90,373,880 by \$5,205,948. This is primarily as a result of the lower level of forecast capital expenditure compared to budget that has been forecast for 2019/2020.



Item 14.2 continued

Investment Report (refer Attachment 5)

Term deposits valued at \$7,000,000 matured during January 2020. Of this amount \$4,000,000 was reinvested into further term deposits.

STRATEGIC/POLICY IMPLICATIONS

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

As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (Ref: D2020/05030)
2. Capital Expenditure Statement (Ref: D2020/05031)
3. Statement of Financial Position (Ref: D2020/05032)
4. Statement of Cash and Investments (Ref: D2020/05033)
5. Investment Report (Ref: D2020/05034)

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 January 2020.



Item 14.2 continued

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

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 JANUARY 2020.

CARRIED 11/1
Cr O'Connor Voted Against



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Operating Income							
\$20,583,431	\$20,127,810	\$455,621	(F)	User Charges	\$34,684,070	\$34,022,683	\$661,387 (F)
(\$8,888,878)	(\$8,521,170)	(\$367,708)	(U)	<i>Less Landfill Levy Charges</i>	(\$14,770,011)	(\$14,607,723)	(\$162,288) (U)
\$11,694,553	\$11,606,640	\$87,913	(F)	Net User Charges	\$19,914,059	\$19,414,960	\$499,099 (F)
\$267,290	\$265,175	\$2,115	(F)	Special Charges	\$460,285	\$442,603	\$17,682 (F)
\$385,867	\$376,810	\$9,057	(F)	Contributions	\$521,955	\$563,447	(\$41,492) (U)
\$174,538	\$180,000	(\$5,462)	(U)	Operating Grants	\$324,813	\$285,000	\$39,813 (F)
\$138,283	\$157,493	(\$19,210)	(U)	Interest Municipal Cash Investments	\$262,000	\$270,000	(\$8,000) (U)
\$408,175	\$460,957	(\$52,782)	(U)	Reimbursements	\$1,101,889	\$790,259	\$311,630 (F)
\$1,081,886	\$1,100,880	(\$18,994)	(U)	Other	\$1,778,806	\$2,675,597	(\$896,791) (U)
\$14,150,592	\$14,147,955	\$2,637	(F)	Total Operating Income	\$24,363,807	\$24,441,866	(\$78,059) (U)
Operating Expenditure							
\$4,715,335	\$5,335,607	\$620,272	(F)	Salary Expenses	\$8,696,446	\$9,645,073	\$948,627 (F)
\$1,847,481	\$2,653,573	\$806,092	(F)	Contract Expenses	\$4,995,756	\$4,666,382	(\$329,374) (U)
\$650,505	\$555,410	(\$95,095)	(U)	Material Expenses	\$1,309,254	\$1,114,269	(\$194,985) (U)
\$185,586	\$181,995	(\$3,591)	(U)	Utility Expenses	\$332,144	\$327,525	(\$4,619) (U)
\$448,922	\$428,484	(\$20,438)	(U)	Fuel Expenses	\$821,188	\$734,688	(\$86,500) (U)
\$154,468	\$150,640	(\$3,828)	(U)	Insurance Expenses	\$565,675	\$258,545	(\$307,130) (U)
\$2,693,279	\$2,849,343	\$156,064	(F)	Depreciation Expenses	\$4,749,975	\$4,923,631	\$173,656 (F)
\$582,494	\$553,435	(\$29,059)	(U)	Miscellaneous Expenses	\$1,034,956	\$936,306	(\$98,650) (U)
\$143,017	\$138,138	(\$4,879)	(U)	Provision Expenses	\$239,956	\$236,821	(\$3,135) (U)
(\$367,120)	(\$634,882)	(\$267,762)	(U)	Costs Allocated	(\$1,360,765)	(\$2,192,805)	(\$832,040) (U)
\$11,053,967	\$12,211,743	\$1,157,776	(F)	Total Operating Expenditure	\$21,384,585	\$20,650,435	(\$734,150) (U)
\$3,096,625	\$1,936,212	\$1,160,413	(F)	OPERATING RESULT FROM NORMAL ACTIVITIES	\$2,979,222	\$3,791,431	(\$812,209) (U)
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



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

Year to Date			JANUARY 2020			Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance		
Other Revenues								
\$25,540	\$26,257	(\$717)	(U)	User Charges	\$45,000	\$815,500	(\$770,500)	(U)
\$2,902,005	\$2,855,628	\$46,377	(F)	Secondary Waste Charge	\$4,997,380	\$4,756,004	\$241,376	(F)
\$0	\$0	\$0	(F)	Operating Grants	\$0	\$240,000	(\$240,000)	(U)
\$1,270,765	\$1,076,002	\$194,763	(F)	Interest Restricted Cash Investments	\$1,860,569	\$1,604,959	\$255,610	(F)
\$0	\$28	(\$28)	(U)	Reimbursements	\$35,050	\$50	\$35,000	(F)
\$243,409	\$205,000	\$38,409	(F)	Proceeds from Sale of Assets	\$406,795	\$205,000	\$201,795	(F)
\$5,507	\$6,000	(\$493)	(U)	Other	\$8,000	\$956,262	(\$948,262)	(U)
\$4,447,226	\$4,168,915	\$278,311	(F)	Total Other Revenues	\$7,352,794	\$8,577,775	(\$1,224,981)	(U)
Other Expenses								
\$258,966	\$240,242	(\$18,724)	(U)	Salary Expenses	\$737,880	\$1,040,075	\$302,195	(F)
\$137,047	\$155,550	\$18,503	(F)	Contract Expenses	\$659,405	\$890,463	\$231,058	(F)
\$5,066	\$14,798	\$9,732	(F)	Material Expenses	\$38,652	\$75,475	\$36,823	(F)
\$7,085	\$10,374	\$3,289	(F)	Utility Expenses	\$17,670	\$28,700	\$11,030	(F)
\$0	\$0	\$0	(F)	Fuel Expenses	\$500	\$1,000	\$500	(F)
\$12,234	\$13,559	\$1,325	(F)	Insurance Expenses	\$77,945	\$55,406	(\$22,539)	(U)
\$45,358	\$46,354	\$996	(F)	Depreciation Expenses	\$189,152	\$503,290	\$314,138	(F)
\$32,548	\$26,881	(\$5,667)	(U)	Miscellaneous Expenses	\$88,055	\$133,350	\$45,295	(F)
\$119,262	\$104,025	(\$15,237)	(U)	Carrying Amount of Assets Disposed Of	\$269,676	\$153,999	(\$115,677)	(U)
\$295,601	\$394,764	\$99,163	(F)	Costs Allocated	\$691,866	\$729,115	\$37,249	(F)
\$913,167	\$1,006,547	\$93,380	(F)	Total Other Expenses	\$2,770,801	\$3,610,873	\$840,072	(F)
\$3,534,059	\$3,162,368	\$371,691	(F)	OPERATING RESULT FROM OTHER ACTIVITIES	\$4,581,993	\$4,966,902	(\$384,909)	(U)
Surplus	Surplus				Surplus	Surplus		
\$6,630,684	\$5,098,580	\$1,532,104	(F)	NET RESULT	\$7,561,215	\$8,758,333	(\$1,197,118)	(U)
Surplus	Surplus				Surplus	Surplus		
Realised/Unrealised (Gain)/Loss From Change in Fair Value of Investments								
\$0	\$0	\$0	(F)	Unrealised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Realised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Total (Gain)/Loss from change in Fair Value of Investments	\$0	\$0	\$0	(F)
Other Comprehensive Income								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Other Comprehensive Income	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Total Other Comprehensive Income	\$0	\$0	\$0	(F)
\$6,630,684	\$5,098,580	\$1,532,104	(F)	CHANGE IN NET ASSETS FROM OPERATIONS	\$7,561,215	\$8,758,333	(\$1,197,118)	(U)
Surplus	Surplus				Surplus	Surplus		



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date						Full Year		
Actual	Budget	Variance		On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Governance and Corporate Services								
\$158,399	\$196,581	\$38,182 (F)	\$0		Purchase Vehicles - Ascot Place (24440/00)	\$337,000	\$337,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0		Purchase Furniture Fittings & Equipment - Corporate Services (24510/01)	\$0	\$25,000	\$25,000 (F)
\$19,620	\$196,000	\$176,380 (F)	\$32,211		Purchase Information Technology & Communication Equipment (24550/00)	\$256,000	\$336,000	\$80,000 (F)
\$0	\$0	\$0 (F)	\$0		Purchase Art Works (24620/00)	\$20,000	\$20,000	\$0 (F)
\$4,250	\$4,500	\$250 (F)	\$0		Capital Improvement Administration Building - Ascot Place (25240/01)	\$4,250	\$160,000	\$155,750 (F)
\$0	\$0	\$0 (F)	\$0		Upgrade Security Equipment - Ascot Place (25530/01)	\$0	\$4,500	\$4,500 (F)
\$182,269	\$397,081	\$214,812 (F)	\$32,211			\$617,250	\$882,500	\$265,250 (F)



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Resource Recovery							
\$1,176,707	\$0	(\$1,176,707) (U)	\$0		\$1,495,000	\$0	(\$1,495,000) (U)
				Construct and Commission Resource Recovery Park - Wood Waste to Energy Building (24259/05)			
\$4,603	\$20,000	\$15,398 (F)	\$7,183		\$20,000	\$550,000	\$530,000 (F)
				Construct and Commission Resource Recovery Park - Community Transfer Station (24259/06)			
\$0	\$0	\$0 (F)	\$0		\$0	\$800,000	\$800,000 (F)
				Construct and Commission Resource Recovery Park - Site/Administration Office (24259/07)			
\$0	\$0	\$0 (F)	\$0		\$0	\$500,000	\$500,000 (F)
				Construct and Commission Resource Recovery Park - Community Reuse Store (24259/08)			
\$0	\$0	\$0 (F)	\$0		\$0	\$10,000	\$10,000 (F)
				Construct and Commission Resource Recovery Park - MRF Building - Hazelmere (24259/09)			
\$76,227	\$122,500	\$46,273 (F)	\$365		\$210,000	\$210,000	\$0 (F)
				Construct and Commission Resource Recovery Commercial Transfer Station - Hazelmere (24259/10)			
\$65,127	\$66,000	\$873 (F)	\$28,328		\$78,055	\$78,055	\$0 (F)
				Construct and Commission Resource Recovery Park - Weighbridge Office (24259/12)			
\$0	\$0	\$0 (F)	\$0		\$0	\$600,000	\$600,000 (F)
				Construct and Commission Resource Recovery Park - Site Workshop (24259/13)			
\$9,204	\$10,000	\$796 (F)	\$1,160		\$115,337	\$115,337	\$0 (F)
				Construct and Commission Resource Recovery Park - Weighbridges (x2) (24392/02)			
\$35,327	\$58,331	\$23,004 (F)	\$2,345		\$100,000	\$100,000	\$0 (F)
				Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05)			



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Resource Recovery							
\$313,665	\$320,000	\$6,335 (F)	\$96,754		\$1,000,000	\$2,550,000	\$1,550,000 (F)
				Construct and Commission Resource Recovery Park - Site Infrastructure (24399/01)			
\$0	\$0	\$0 (F)	\$0		\$0	\$250,000	\$250,000 (F)
				Construct Resource Recovery Park - Reuse Store Infrastructure (Car Park) (24399/07)			
\$5,206	\$5,500	\$294 (F)	\$6,514		\$50,000	\$123,685	\$73,685 (F)
				Wood Waste to Energy Utilities/Infrastructure - Resource Recovery Park (24399/11)			
\$268,104	\$723,681	\$455,577 (F)	\$570,410		\$835,000	\$1,240,613	\$405,613 (F)
				Purchase Resource Recovery Park - Wood Waste to Energy Plant & Equipment (24410/03)			
\$0	\$0	\$0 (F)	\$0		\$0	\$500,000	\$500,000 (F)
				Purchase Resource Recovery Park C & I Building - Plant & Equipment (24410/04)			
\$0	\$0	\$0 (F)	\$0		\$0	\$300,000	\$300,000 (F)
				Purchase Resource Recovery Park Transfer Station - Plant & Equipment (24410/05)			
\$0	\$0	\$0 (F)	\$447,800		\$600,000	\$600,000	\$0 (F)
				Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10)			
\$1,954,170	\$1,326,012	(\$628,158) (U)	\$1,160,859		\$4,503,392	\$8,527,690	\$4,024,298 (F)

Waste Management

\$0	\$0	\$0 (F)	\$0		\$110,000	\$110,000	\$0 (F)
				Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01)			
\$0	\$0	\$0 (F)	\$0		\$63,000	\$63,000	\$0 (F)
				Construct Storage Shed - Hazelmere (24250/05)			
\$6,018	\$10,000	\$3,982 (F)	\$0		\$80,000	\$80,000	\$0 (F)
				Upgrade Power Supply to Transfer Station - Red Hill Landfill Facility (24259/14)			



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Waste Management							
\$0	\$0	\$0 (F)	\$0	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$80,000	\$80,000	\$0 (F)
\$2,313,365	\$2,899,709	\$586,344 (F)	\$1,302,504	Construct Class III Cell Stage 14 - Red Hill Landfill Facility (24310/12)	\$4,974,352	\$4,974,352	\$0 (F)
\$12,370	\$48,412	\$36,042 (F)	\$0	Leachate Project - Red Hill Landfill Facility (24320/02)	\$83,000	\$83,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility (24330/04)	\$30,000	\$450,000	\$420,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Stormwater Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01)	\$0	\$200,000	\$200,000 (F)
\$7,945	\$10,000	\$2,055 (F)	\$0	Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$123,690	\$123,690	\$0 (F)
\$3,420	\$10,000	\$6,580 (F)	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$450,000	\$500,000	\$50,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00)	\$0	\$250,000	\$250,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Litter Fence - Redhill Landfill Facility (24394/05)	\$0	\$100,000	\$100,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Hardstand and Road - Hazelmere (24395/01)	\$0	\$55,000	\$55,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$40,000	\$40,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10)	\$0	\$75,000	\$75,000 (F)
\$0	\$0	\$0 (F)	\$0	Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$0	\$1,550,000	\$1,550,000 (F)



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date						Full Year			
Actual	Budget	Variance		On (F) = Favourable variation Order (U) = Unfavourable variation		Forecast	Budget	Variance	
Waste Management									
\$55,262	\$872,311	\$817,049 (F)	\$7,373		Develop Lots 8 9 & 10 For Future Waste Activities - Red Hill Landfill Facility (24399/19)	\$1,500,000	\$1,500,000	\$0 (F)	
\$1,176,475	\$1,300,000	\$123,525 (F)	\$763,000		Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$4,146,475	\$3,595,000	(\$551,475) (U)	
\$13,000	\$13,000	\$0 (F)	\$59,134		Purchase / Replace Plant - Hazelmere (24410/01)	\$1,975,000	\$2,075,000	\$100,000 (F)	
\$0	\$0	\$0 (F)	\$0		Liquid Waste Project Plant - Red Hill Landfill Facility (24410/11)	\$0	\$450,000	\$450,000 (F)	
\$179,923	\$513,331	\$333,408 (F)	\$0		Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$880,000	\$880,000	\$0 (F)	
\$9,080	\$10,000	\$920 (F)	\$0		Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$27,502	\$14,000	(\$13,502) (U)	
\$162,787	\$86,000	(\$76,787) (U)	\$0		Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$301,000	\$86,000	(\$215,000) (U)	
\$0	\$0	\$0 (F)	\$0		Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08)	\$100,000	\$100,000	\$0 (F)	
\$22,250	\$22,500	\$250 (F)	\$0		Purchase / Replace Security System - Hazelmere (24530/10)	\$36,480	\$36,480	\$0 (F)	
\$15,294	\$16,000	\$706 (F)	\$7,400		Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$20,000	\$20,000	\$0 (F)	
\$8,572	\$0	(\$8,572) (U)	\$0		Purchase / Replace Miscellaneous Equipment - Hazelmere (24590/02)	\$8,572	\$0	(\$8,572) (U)	
\$0	\$9,000	\$9,000 (F)	\$0		Purchase Office Furniture and Fittings-Hazelmere (24610/10)	\$6,538	\$20,000	\$13,462 (F)	
\$0	\$0	\$0 (F)	\$0		Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$0	\$20,000	\$20,000 (F)	
\$3,985,761	\$5,820,263	\$1,834,502 (F)	\$2,139,411			\$15,035,609	\$17,530,522	\$2,494,913 (F)	



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date			On (F) = Favourable variation Order (U) = Unfavourable variation	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
\$6,122,200	\$7,543,356	\$1,421,156 (F)	\$3,332,481	\$20,156,251	\$26,940,712	\$6,784,461 (F)
			TOTAL CAPITAL EXPENDITURE			



STATEMENT OF FINANCIAL POSITION

JANUARY 2020

Actual June 2019	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Current Assets					
\$1,498,764	\$4,695,130	Cash and Cash Equivalents	\$4,007,914	\$4,277,914	(\$270,000) (U)
\$103,399,001	\$100,102,727	Investments	\$91,571,914	\$86,095,966	\$5,475,948 (F)
\$2,716,470	\$3,358,280	Trade and Other Receivables	\$2,426,402	\$2,426,402	\$0 (F)
\$54,739	\$34,177	Inventories	\$29,845	\$29,845	\$0 (F)
\$42,555	\$222,453	Other Assets	\$21,377	\$21,377	\$0 (F)
\$107,711,529	\$108,412,767	Total Current Assets	\$98,057,452	\$92,851,504	\$5,205,948 (F)
Current Liabilities					
\$5,541,725	\$2,733,563	Trade and Other Payables	\$3,604,991	\$3,604,991	\$0 (F)
\$1,629,324	\$1,629,324	Provisions	\$1,587,746	\$1,600,159	\$12,413 (F)
\$7,171,049	\$4,362,887	Total Current Liabilities	\$5,192,737	\$5,205,150	\$12,413 (F)
\$100,540,480	\$104,049,880	Net Current Assets	\$92,864,715	\$87,646,354	\$5,218,361 (F)
Non Current Assets					
\$50,570,000	\$50,570,000	Land	\$50,570,000	\$50,570,000	\$0 (F)
\$7,282,047	\$7,333,020	Buildings	\$10,733,576	\$10,683,789	\$49,787 (F)
\$17,270,648	\$16,133,352	Structures	\$27,611,242	\$27,371,536	\$239,706 (F)
\$10,479,107	\$10,937,406	Plant	\$19,402,433	\$19,411,090	(\$8,657) (U)
\$310,204	\$296,202	Equipment	\$1,011,492	\$918,978	\$92,514 (F)
\$143,201	\$138,883	Furniture and Fittings	\$123,208	\$124,441	(\$1,233) (U)
\$13,411,331	\$17,321,977	Work in Progress	\$5,169,591	\$11,954,052	(\$6,784,461) (U)
\$99,466,539	\$102,730,840	Total Non Current Assets	\$114,621,542	\$121,033,886	(\$6,412,344) (U)
Non Current Liabilities					
\$4,493,417	\$4,636,434	Provisions	\$4,043,244	\$4,040,109	(\$3,135) (U)
\$4,493,417	\$4,636,434	Total Non Current Liabilities	\$4,043,244	\$4,040,109	(\$3,135) (U)
\$195,513,602	\$202,144,286	Net Assets	\$203,443,013	\$204,640,131	(\$1,197,118) (U)
Equity					
\$54,062,507	\$62,308,230	Accumulated Surplus/Deficit	\$69,541,479	\$69,541,479	\$0 (F)
\$91,958,292	\$91,958,292	Cash Backed Reserves	\$85,093,239	\$85,093,239	\$0 (F)
\$41,247,080	\$41,247,080	Asset Revaluation Reserve	\$41,247,080	\$41,247,080	\$0 (F)
\$8,245,723	\$6,630,684	Net change in assets from operations	\$7,561,215	\$8,758,333	(\$1,197,118) (U)
\$195,513,602	\$202,144,286	Total Equity	\$203,443,013	\$204,640,131	\$1,197,118 (U)



CASH AND INVESTMENTS JANUARY 2020

Actual June 2019	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
1,495,314	4,691,680	Cash at Bank - Municipal Fund 01001/00	1,607,113	1,590,113	17,000 (F)
3,450	3,450	Cash on Hand 01019/00 - 02	3,450	3,450	0 (F)
11,251,348	6,638,802	Investments - Municipal Fund 02021/00	7,617,689	2,684,351	4,933,338 (F)
12,750,112	11,333,932	Total Municipal Cash	9,228,252	4,277,914	4,950,338 (F)
Restricted Cash and Investments					
1,937,863	1,960,349	Restricted Investments - Plant and Equipment 02022/01	575,863	564,514	11,349 (F)
2,709,862	2,741,306	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	2,905,284	2,900,531	4,753 (F)
20,180,980	20,415,150	Restricted Investments - Future Development 02022/03	21,884,694	21,861,282	23,412 (F)
1,098,527	1,111,274	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,205,157	1,203,445	1,712 (F)
37,510	37,945	Restricted Investments - Environmental Insurance Red Hill 02022/05	62,568	62,696	(128) (F)
15,192	15,368	Restricted Investments - Risk Management 02022/06	15,494	15,461	33 (F)
602,871	609,866	Restricted Investments - Class IV Cells Red Hill 02022/07	225,477	220,591	4,886 (F)
312,586	316,213	Restricted Investments - Regional Development 02022/08	476,060	476,800	(740) (F)
57,994,036	58,666,971	Restricted Investments - Secondary Waste Processing 02022/09	54,847,559	54,682,074	165,485 (F)
6,031,536	6,101,523	Restricted Investments - Class III Cells 02022/10	2,796,355	2,753,548	42,807 (F)
76,706	77,596	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	78,463	78,297	166 (F)
189,362	438,596	Restricted Investments - Accrued Interest 02022/19	274,000	274,000	0 (F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0 (F)
960,622	971,768	Restricted Investments - Long Service Leave 02022/90	1,004,602	1,002,727	1,875 (F)
92,147,653	93,463,925	Total Restricted Cash	86,351,576	86,095,966	255,610 (F)
104,897,765	104,797,857	TOTAL CASH AND INVESTMENTS	95,579,828	90,373,880	5,205,948 (F)

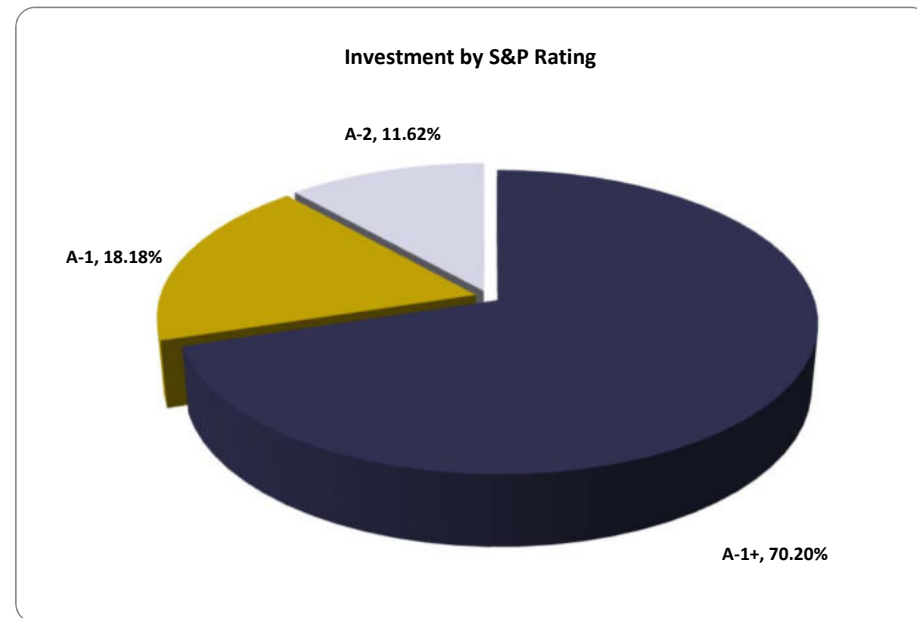
The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest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

EMRC Investment Report

January 2020

I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %
AAA	A-1+	70.20%	100.00%
AA	A-1	18.18%	100.00%
BBB	A-2	11.62%	15.00%
		<u>100.00%</u>	



II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	% Portfolio	
AMP	BBB	A-2	4.55%	
ANZ Banking Group	AAA	A-1+	15.66%	
ME Bank	BBB	A-2	4.55%	*
NAB	AAA	A-1+	24.74%	
Rural Bank	BBB	A-2	2.53%	*
Westpac / St. George Bank	AAA	A-1+	29.79%	
Macquarie Bank	AA	A-1	18.18%	
			<u>100.00%</u>	

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

III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines		
	% 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	7.08%
Fossil Fuel ADI's	92.92%
<u>100.00%</u>	

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



14.3 MANAGEMENT OF AGENDAS AND MINUTES

REFERENCE: D2020/05037

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the investigation into the implementation of an electronic distribution platform for the delivery of agenda items, minutes, recommendations and attachments for Council, and to request for approval of unbudgeted funds to implement the identified solution.

KEY POINTS AND RECOMMENDATION(S)

- Council at its 5 December 2019 meeting requested EMRC officers investigate the options for the delivery of agenda items, minutes and attachments.
- An assessment of the current platform and investigation of the options has been undertaken.
- A solution that will meet the requirements of usability, multi-operating system platform and fully featured solution has been identified.
- The cost of the procuring of this solution is not budgeted, Council approval is sought for the unbudgeted funds.

Recommendation(s)

That Council:

1. Receives the outcome of the investigation detailed in this report.
2. By absolute majority in accordance with Section 6.8(1)(b) of the *Local Government Act 1995* authorises an expenditure up to the amount specified in this report for the procurement of an electronic agenda, minutes and attachments distribution platform from Quote ■
3. The identity of the successful quote and the quoted amount be redacted for commercial reasons and remain confidential until such time that the procurement of the product and service has been completed.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

At the Ordinary Meeting of Council on 5 December 2019, Council resolved that (Ref: D2019/18244):

1. *COUNCIL REQUESTS EMRC OFFICERS INVESTIGATE THE OPTIONS FOR THE DELIVERY AND ACCESS OF AGENDA ITEMS, MINUTES, RECOMMENDATIONS AND ATTACHMENTS.*
2. *A REPORT ON THE OUTCOME OF THE INVESTIGATION BE SUBMITTED TO COUNCIL FOR ITS REVIEW AND ENDORSEMENT AT A FUTURE MEETING.*



Item 14.3 continued

REPORT

Prior to mid-2019, the EMRC has distributed the physical copies of agendas and minutes to Councillors, Deputy Councillors, members and deputy members of Committees such as CEO Advisory Committee (CEOAC) and Waste Advisory Committee (WAC).

With the continued progress of digital platforms including improvements in record management and security, the physical distribution of paper-based agendas and minutes is seen as archaic, more expensive and environmentally unsound.

At the Ordinary Meeting of Council on 6 December 2018, Council resolved that (Ref: D2018/14131):

THAT COUNCIL CHANGES ITS POLICY TO ALLOW DEPUTY EMRC COUNCIL MEMBERS TO RECEIVE CONFIDENTIAL PAPERS IN ADVANCE OF EACH COUNCIL MEETING ALONG WITH THE AGENDA PAPERS.

As a result, a greater need for a secure and auditable method of distribution was required.

In July 2019, following a review of the various options against a limited budget (\$16,500 ex GST), the EMRC implemented the Council Portal which is currently in use.

To assist with the investigation with other options for the delivery and access of agenda items and minutes, a review of the current system's limitation is warranted to ensure the new solution will address the shortfalls.

A number of issues were identified with the current Council Portal:

- The layout in its current design is not intuitive;
- Security and file access methodology applied to confidential items added complexity to the site – especially with 18 Councillors and Deputy Councillors and member Council Officers for Committees;
- Current users access the portal on diverse platforms, resulting in slight different user experience and support;
- Current users require additional helper applications to fully access the pdf functionality as well the ability to annotate (write notes) and set bookmarks;
- Current users use diverse helper applications resulting again in a slightly different user experience depending on the available features in the helper application chosen; and
- With greater use, there is also a greater expectation resulting in an expanded design scope beyond the original specifications of the design.

Three different solutions were identified and quotations were sought, consistent with the EMRC's Purchasing Policy, 3 quotes from three different solutions.

Quotes have been obtained for:

- Quote 1: Diligent Boards
 - Quote 2: Docs on Tap
 - Quote 3: LG Hub
-



Item 14.3 continued

Officers assessed the functionalities and the comparison is detailed below:

Comparison of Functionality

Item	Quote 1	Quote 2	Quote 3
Functionality			
Document Annotation	Yes	Yes	Yes for mobile devices
Document Highlighting	Yes	Yes	Yes
Document Searching	Yes	Yes	Yes
Index/Bookmark Navigation	Yes	Yes	Yes
Dedicated Application	Yes – all platforms	Yes for iPad – browser based recommended for Android	Yes
Can open Multiple Documents	Yes	No	Yes
Email Notification of Updates	Yes	Yes, separate email per document	Yes
Collaboration on Documents / Share Annotations	Yes	No	Yes
Documents Available Offline	Yes	Yes	Yes
Document updates to latest version	Yes	Yes	Yes
Handle Multiple Document Types	Yes, but are converted to PDF	Yes	Yes
Electronic Voting Supported	Yes	Yes	No
Security			
Individual document security	Yes	Yes	Yes
Data Encryption Used	Yes	Unknown	Yes
Notes Private to the User	Yes		Yes, but can be shared
Australian Data Centre	Yes	Yes	Yes
Support			
Cross Platform Support	Yes	Yes	Yes
Support Availability	24x7		24x7 Online Helpdesk, phone support 8am – 6pm AEST
User Training	Yes	Yes	Yes

Based on functionality and ease of use, Quote ■ ranked the highest. While Quote ■ is the most expensive at ■ per annum with ■ in implementation costs, those other solutions rank behind in terms of specifications and usability.

The solution offered by Quote ■ offers Councillors and officers fully featured functionalities within a self-contained operating environment to better manage the distribution and usage of agendas and minutes.



Item 14.3 continued

The product is used in some Councils as well as a number of publicly listed organisations. Some of the highlighted features include:

- Easily manage agendas, annotations, documents, discussions of Council and Committee meetings, and Council or committee meeting minutes quickly;
- Securely provide real-time updates to agenda materials anywhere on-the-go from phone, tablets, computers, or even offline; and
- Collaborate in a secure environment so Councillors can easily make annotations and share them with the whole Council or just individual members or officers before, during or after a Council meeting

A further alternative is for the EMRC officers to work with the IT contractors to re-develop the existing platform. This is not recommended due to cost, officer time, and that the resultant outcome is not a fully self-contained solution.

As the cost of this solution is unbudgeted, Council approval is also sought.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

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

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

Cost

The cost of purchasing and implementing the recommendation is unbudgeted and Council approval is sought.

The half year review of the 2019/2020 Annual Budget which is before Council for approval at this meeting has included a forecast for the cost.

It is anticipated that the cost of a distribution platform will be partially offset by savings in paper, photocopy and administration costs.

SUSTAINABILITY IMPLICATIONS

An electronic distribution platform will contribute to the EMRC's environmental sustainability objectives by reducing the use of paper.



Item 14.3 continued

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That Council:

1. Receives the outcome of the investigation detailed in this report.
2. By absolute majority in accordance with Section 6.8(1)(b) of the *Local Government Act 1995* authorises an expenditure up to the amount specified in this report for the procurement of an electronic agenda, minutes and attachments distribution platform from Quote ■.
3. The identity of the successful quote and the quoted amount be redacted for commercial reasons and remain confidential until such time that the procurement of the product and service has been completed.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL:

1. RECEIVES THE OUTCOME OF THE INVESTIGATION DETAILED IN THIS REPORT.
2. BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 6.8(1)(B) OF THE *LOCAL GOVERNMENT ACT 1995* AUTHORIZES AN EXPENDITURE UP TO THE AMOUNT SPECIFIED IN THIS REPORT FOR THE PROCUREMENT OF AN ELECTRONIC AGENDA, MINUTES AND ATTACHMENTS DISTRIBUTION PLATFORM FROM QUOTE ■.
3. THE IDENTITY OF THE SUCCESSFUL QUOTE AND THE QUOTED AMOUNT BE REDACTED FOR COMMERCIAL REASONS AND REMAIN CONFIDENTIAL UNTIL SUCH TIME THAT THE PROCUREMENT OF THE PRODUCT AND SERVICE HAS BEEN COMPLETED.

CARRIED 11/1
Cr O'Connor Voted Against



14.4 AUDIO RECORDING OF COUNCIL AND COMMITTEE MEETINGS

REFERENCE: D2020/05029

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the investigation into the implementation of an audio recording system to enable audio recording of and public access to Council and Committee meetings, and request Council to resolve to permit the audio recording of Council meetings only.

KEY POINTS AND RECOMMENDATION(S)

- At the 20 February 2020 ordinary meeting, Council requested the CEO investigate the necessary arrangements and costs to enable audio recording of Council and Committee meetings open to the public.
- An investigation and assessment of the necessary arrangements and costs has been undertaken.
- A solution to allow for the audio recording of Council meetings including public access to these audio recordings has been identified.
- The audio recording should be limited to Council meetings only as some Committee meetings are held externally and therefore audio recording may not be an option.

Recommendation(s)

That Council:

1. Receives the outcome of the investigation undertaken as detailed in this report.
2. In accordance with clause 5.14(2) of the *EMRC Standing Orders 2013* resolves to audio record all Council meetings that are open to the public.
3. Authorises public access to audio recordings of each of the Council meetings that are open to the public and be placed on the Council's website.
4. Adopts the Council Policy 2.2 Audio Recording of Council Meetings policy, forming the attachment to this report.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

At the Ordinary Meeting of Council on 20 February 2020, Council resolved that (Ref: D2019/18481):

THAT COUNCIL REQUEST THE CHIEF EXECUTIVE OFFICER INVESTIGATE THE NECESSARY ARRANGEMENTS AND COSTS TO ENABLE AUDIO RECORDINGS OF COUNCIL AND COMMITTEE MEETINGS OPEN TO THE PUBLIC AND THAT THE AUDIO RECORDINGS OF EACH OF THE MEETINGS OPEN TO THE PUBLIC BE PLACED ON THE COUNCIL'S WEBSITE TO ENABLE PUBLIC ACCESS AND FOR A REPORT TO BE BROUGHT BACK TO COUNCIL AT THE NEXT MEETING OF COUNCIL.



Item 14.4 continued

REPORT

While the usual practice has been that the official record of the meeting are the written minutes prepared in accordance with the requirements of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996*, audio recording of meetings may assist in the preparation of the minutes of the meeting and ensure the minutes are a complete and accurate record, consistent with the requirement of the Act and regulations.

The purpose of audio recording is to ensure that a true and accurate account of the debate and discussions at meetings are available for review.

In addition, Council identified the following reasons for making audio recordings of Council meetings available and open to the public:

- Improved accessibility of Council meetings by the public and broader community;
- Improved recording of the participation and interaction in Council meetings;
- Improved communication of the Council's forthcoming plans and projects to the public;
- Improved transparency and accountability in the decision-making process of Council by the increased focus on comments made in debate by individuals;
- Reduce negative perceptions (if any);
- To provide a complementary resource in addition to the formal minutes of the meeting;
- Potential to maintain a record of a meeting for future reference; and
- To maintain a more historical and accurate record of meetings than traditional written minutes.

The recordings will confirm comments made by Councillors, Deputy Councillors and EMRC Officers and will assist in clarifying any resolutions adopted at the meeting as well as the votes made. This will assist in confirming and clarifying any actions requested or agreed to be undertaken by Council, Deputy Councillors and EMRC Officers.

Risks

There are risk considerations involved in implementing audio recording and public access to audio recordings of Council meetings. Public Council meetings are an open forum of statements, questions, answers and debates. Occasionally, some things that are said may be regarded as offensive, defamatory or contrary to law. When such statements occur during a meeting that is not recorded, the potential for damage is generally confined to the audience in attendance. In contrast, when a recording of a meeting is published the audience is potentially far greater, increasing the likelihood and/or severity of potential liability.

In a paper written by Denis McLeod from McLeods Barristers & Solicitors on the topic of recording of local government council and committee meetings, he expressed the view that any recording of meetings should be used for the purpose of confirming the correctness of the Minutes of meetings but should not otherwise be published.

He argues that a possible effect of introducing that kind of scrutiny would be "...that the detailed thinking of Council member would underground....rather than giving the benefit of their deliberations to the members of the public who care to attend a meeting, they may make their decisions for their own private reasons and not attempt to explain or discuss those reasons in the public forum."

Introducing audio recording may have the opposite effect by reducing debate as Councillors and officers may be concerned about exposure to legal liabilities to express their opinions while being recorded with the view of the audio recording is to be published electronically. There will also be an increased likelihood of deferral motions to allow Councillors to consider and review all available facts and as well as time to seek additional consultation.



Item 14.4 continued

Implementation Process and Costs

The recently introduced Bosch Dicontis sound system in the Council Chambers has an audio output functionality that can be utilised for recording without further more sophisticated system that will be significantly cost accretive.

From an Information Technology perspective this would involve:

- The procurement of recording equipment. This would have an extra cost of up to \$2,000 plus GST;
- Officer time in preparing the recording. This would include adjusting the volume of individual speakers and editing the leading and trailing gaps. This would vary on the length of the meeting;
- Editing out any confidential items;
- The average editing time is estimated to be one hour;
- Uploading the recording to the Council's website and ensuring that it is accessible.

Governance

Per clause 5.14(2) of the *EMRC Standing Orders Local Law 2013* Council can resolve to allow for the recording of meetings.

Council vs Committee meetings

As part of the review, audio recording of Committee meetings has been considered.

The current setup of the sound system and any recording system can only be conducted in the Council Chambers as the system is not mobile. If audio recording is required for Committees, then all of the meeting must be held in the Council Chambers. It is noted that as Committee meetings are not always held at the EMRC then audio recording of Committee meetings may not be possible. Similarly there is no uniform agreement about recording for committee meetings in local government.

Most of the Committees do not have delegated authority. Where the Committees have delegated authority such as the GEORC and the Investment Committee, the matters dealt with by these Committees are behind closed doors and will not be made publicly available in any case.

Therefore, it is recommended that the proposed draft audio recording policy for Council adoption, included as an attachment to this report, shall only apply to the recording of Council meetings.

Meetings not open to the public

Section 5.23(2) of the Act, 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.

Per 5.2 of the *EMRC Standing Orders Local Law*, a meeting or part of a meeting may be closed to members of the public. Council may choose to resolve to record the proceedings behind closed doors but the audio recordings will not be accessible to the public due to the confidential restrictions per s.5.23(2) of the Act.



Item 14.4 continued

Policy

In accordance with s.2.7(2)(a) of the Act, one of the roles of Council is to determine the local government's policies. With the proposed adoption of audio recording, it is prudent for the EMRC Council to adopt a policy, stipulating the objectives and defining the scope of recording, the public access to the recordings as well as the adherence to the *State Records Act 2000* with respect to retention and disposal. A draft policy is attached for Council review and adoption.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

The total cost of audio recording of meetings including the microphone system is estimated at \$56,000:

- cost to date = \$32K; and
- estimated additional cost = \$24K,

as well as ongoing staff costs to manage and publish the audio recordings.

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Draft Audio Recording of Council Meetings Policy for Council adoption (Ref: D2020/05114)

VOTING REQUIREMENT

Simple Majority



Item 14.4 continued

RECOMMENDATION(S)

That Council:

1. Receives the outcome of the investigation undertaken as detailed in this report.
2. In accordance with clause 5.14(2) of the *EMRC Standing Orders 2013* resolves to audio record all Council meetings that are open to the public.
3. Authorises public access to audio recordings of each of the Council meetings that are open to the public and be placed on the Council's website.
4. Adopts the Council Policy 2.2 Audio Recording of Council Meetings policy, forming the attachment to this report.

Cr O'Connor moved an Amended Motion to ensure that recording did not occur during confidential items where the meeting is required to go behind closed doors.

AMENDED MOTION(S)

That Council:

1. Receives the outcome of the investigation undertaken as detailed in this report.
2. In accordance with clause 5.14(2) of the *EMRC Standing Orders 2013* resolves to audio record all Council meetings that are open to the public.
3. Resolved that recording does not occur behind closed doors.
4. Authorises public access to audio recordings of each of the Council meetings that are open to the public and be placed on the Council's website.
5. Adopts the Council Policy 2.2 Audio Recording of Council Meetings policy as amended as at 19 march 2020, forming the attachment to this report.

COUNCIL RESOLUTION(S)

MOVED CR O'CONNOR

SECONDED CR PIFFARETTI

THAT COUNCIL:

1. RECEIVES THE OUTCOME OF THE INVESTIGATION UNDERTAKEN AS DETAILED IN THIS REPORT.
2. IN ACCORDANCE WITH CLAUSE 5.14(2) OF THE *EMRC STANDING ORDERS 2013* RESOLVES TO AUDIO RECORD ALL COUNCIL MEETINGS THAT ARE OPEN TO THE PUBLIC.
3. RESOLVED THAT RECORDING DOES NOT OCCUR BEHIND CLOSED DOORS.
4. AUTHORISES PUBLIC ACCESS TO AUDIO RECORDINGS OF EACH OF THE COUNCIL MEETINGS THAT ARE OPEN TO THE PUBLIC AND BE PLACED ON THE COUNCIL'S WEBSITE.
5. ADOPTS THE COUNCIL POLICY 2.2 AUDIO RECORDING OF COUNCIL MEETINGS POLICY AS AMENDED AS AT 19 MARCH 2020, FORMING THE ATTACHMENT TO THIS REPORT.

CARRIED 11/1
Cr Jeans Voted Against



2.2 Audio Recording of Council Meetings

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To ensure open, transparent and accountable decision making and access to Council meetings.

To emphasise that the reason for the recording of Council Meetings is to ensure the accuracy of Council meeting minutes and that any reproduction of these minutes are for the sole purpose of Council business.

To ensure that there is a process in place to outline the access to recorded Council meetings.

LEGISLATION

Local Government Act 1995
Local Government (Administration) Regulations 1996
State Records Act 2000
Standing Orders Local Law 2013

POLICY STATEMENT

Recording of Proceedings

1. All Ordinary and Special meetings of Council will, wherever technically possible, be audio recorded by the EMRC in their entirety, excluding where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the *Local Government Act 1995* and the EMRC's *Standing Orders Local Law 2013*.
2. Clear signage will be placed in the Council Chamber advising members of the public that the meeting will be audio recorded.
3. At the commencement of each Council meeting the Chairman will publicly announce that the meeting will be audio recorded.



4. Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of Council without the written permission of the Chairman or Chief Executive Officer.
5. Opinions expressed or statements made by persons during the course of a Council meeting, and contained within the audio recording, are the opinions or statements of those individual persons and do not represent opinions or statements of the EMRC. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates or may appear to relate.
6. The recording of Council meetings shall assist in the preparation of the minutes of Council consistent with the objectives of section 1.3(2)(c) of the *Local Government Act 1995*.
7. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, which require confirmation by Council resolution and must be signed by the person presiding at the meeting.

Access to and Permitted Use of Recordings

8. The audio recording excluding those parts of the meeting that were closed to the public by resolution of Council shall be made available on the EMRC's website following the Council meeting.
9. For the avoidance of doubt any confidential items that have been closed to the public will not be recorded.
10. The Chief Executive Officer is to determine whether to release or withhold all or part of the audio recordings of any Council meeting, including deputations, if the recording contains inappropriate, offensive or inaccurate comments.
11. The EMRC prohibits any reproduction, distribution, republication and/or retransmission of Council meeting audio recordings without the prior written consent of the EMRC.

Retention and Disposal of Audio Recordings

12. Audio recordings will be retained in accordance with the *State Records Act 2000*.
13. Disposal will be in accordance with the General Disposal Authority for Local Government Records which allow for the destruction of the audio recordings of Council meetings one (1) year after confirmation of the minutes of meeting.

Dispute Resolution

14. All disputes in regard to this Policy will be referred to the Chief Financial Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for determination.



FINANCIAL CONSIDERATIONS

The costs of implementing the audio recording and making it publicly accessible will be budgeted for.

Adopted/Reviewed by Council

1. 19 March 2020

Next Review

Following the Ordinary Elections in 2021

Responsible Directorate

Business Support Team



14.5 ITEMS CONTAINED IN THE INFORMATION BULLETIN

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

- 1.1 REGISTER OF COUNCIL RESOLUTIONS (Ref: D2020/05057)
- 1.2 CEO EXERCISE OF DELEGATED POWERS AND DUTIES (Ref: D2020/02127)
- 1.3 COUNCIL TONNAGE COMPARISONS AS AT 31 JANUARY 2020 (Ref: D2020/05056)

RECOMMENDATION(S)

That Council notes the items contained in the Information Bulletin accompanying the 19 March 2020 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR DAW

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 19 MARCH 2020 ORDINARY MEETING OF COUNCIL AGENDA.

CARRIED 11/1
Cr O'Connor Voted Against



INFORMATION BULLETIN

Accompanying the
Ordinary Meeting of Council

19 March 2020

COUNCIL INFORMATION BULLETIN**19 MARCH 2020****(REF: D2020/05259)****TABLE OF CONTENTS**

1.	REGISTER OF COUNCIL RESOLUTIONS 2020 (REF: D2020/05057)	1
2	CEO EXERCISE OF DELEGATED POWERS AND DUTIES (REF: D2020/02127)	7
3	COUNCIL TONNAGE COMPARISONS AS AT 31 JANUARY 2020 (REF: D2020/05056)	9



1.1 REGISTER OF COUNCIL RESOLUTIONS 2020

REFERENCE: D2020/05057

PURPOSE OF REPORT

The purpose of this report is to present to Council a list of Council resolutions for the calendar year and update Council on their progress.

KEY POINT(S)

- Historical review of Council's decisions throughout a calendar year.
- Enable current and new Councillors to review previous decisions made.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

One of the characteristics often associated with transparency in local government is to keep Council and members of the public informed. This can be achieved by providing knowledge regarding Council resolutions in a useful manner and readily accessible manner. As a local government, the EMRC will actively seek methods to do its business in a transparent and accountable manner where everyone can see what is happening.

With this in mind, the EMRC seeks to build the faith of its stakeholders and build trust with those we serve in the community.

REPORT

The attachment provides a list of Council resolutions made during the calendar year to improve transparency and accountability. It is intended that the register is reported back to Council at each ordinary meeting of Council going forward.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 - Good Governance

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

FINANCIAL IMPLICATIONS

As reported.

SUSTAINABILITY IMPLICATIONS

The implementation of Council's resolutions were exercised in accordance with Council's direction for the benefit and sustainability of the EMRC and Perth's Eastern Region.



Item 1.1 continued

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Register of Council Resolutions 2020 (Ref: D2020/05121)

RECOMMENDATION(S)

That Council notes the items contained in the Information Bulletin accompanying the 19 March 2020 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR DAW

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 19 MARCH 2020 ORDINARY MEETING OF COUNCIL AGENDA.

CARRIED 11/1
Cr O'Connor Voted Against



COUNCIL RESOLUTIONS REGISTER 2020

DATE		RESOLUTIONS	STATUS
1.	20 FEBRUARY 2020	<p>9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</p> <p>9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 5 DECEMBER 2019</p> <p>THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 5 DECEMBER 2019 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.</p>	NOTED
2.	20 FEBRUARY 2020	<p>9.2 MINUTES OF SPECIAL MEETING OF COUNCIL HELD ON 23 JANUARY 2020</p> <p>THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 23 JANUARY 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.</p>	NOTED
3.	20 FEBRUARY 2020	<p>9.3 MINUTES OF SPECIAL MEETING OF COUNCIL HELD ON 6 FEBRUARY 2020</p> <p>THAT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 6 FEBRUARY 2020 WHICH HAVE BEEN DISTRIBUTED BE CONFIRMED, SUBJECT TO AMENDMENT OF:</p> <p style="padding-left: 40px;"><i>ITEM 19.1 THE FOLLOWING RESOLUTION IS TO BE ADDED FIRST:</i></p> <p style="padding-left: 40px;"><i>MOVED CR O'CONNOR SECONDED CR BOYD</i></p> <p style="padding-left: 40px;"><i>THAT THE DIRECTOR ASSET SERVICES OF THE CITY OF KALAMUNDA BE ALLOWED TO ADDRESS THE MEETING.</i></p>	NOTED
4.	20 FEBRUARY 2020	<p>14 REPORTS OF EMPLOYEES</p> <p>14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF NOVEMBER AND DECEMBER 2019 (D2019/18490)</p> <p>THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR NOVEMBER AND DECEMBER 2019 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE <i>LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996</i>, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$22,623,589.15.</p>	NOTED
5.	20 FEBRUARY 2020	<p>14.2 FINANCIAL REPORT FOR PERIOD ENDED 30 NOVEMBER 2019 (D2019/18491)</p> <p>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 NOVEMBER 2019.</p>	NOTED
6.	20 FEBRUARY 2020	<p>14.3 FINANCIAL REPORT FOR PERIOD ENDED 31 DECEMBER 2019 (D2019/18491)</p> <p>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 DECEMBER 2019.</p>	NOTED
7.	20 FEBRUARY 2020	<p>14.4 REVIEW OF DELEGATED POWERS AND DUTIES (D2019/00720)</p> <p>THAT COUNCIL RE-AFFIRMS THE DELEGATED POWERS AND DUTIES AS LISTED IN THE REPORT.</p>	NOTED

DATE		RESOLUTIONS	STATUS
8.	20 FEBRUARY 2020	<p>14.5 LAND ALLOCATION FOR PROPOSED PEPPERCORN LEASE(S) OF A PORTION OF RED HILL WASTE MANAGEMENT FACILITY AND HAZELMERE RESOURCE RECOVERY PARK (D2020/02321)</p> <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. APPROVES IN-PRINCIPLE SUPPORT FOR A PEPPERCORN LEASE OF APPROXIMATELY 0.4 HECTARES OF UNIMPROVED LAND WITHIN LOT 2 TOODYAY ROAD, RED HILL AND LOT 301, LAKES ROAD HAZELMERE FOR THE ESTABLISHMENT OF CDS REFUND POINT AND AGGREGATION POINTS. 2. AUTHORISES THE CEO TO ENTER INTO NEGOTIATIONS WITH A NOT-FOR-PROFIT ORGANISATION(S) THAT HAS BEEN RECOMMENDED BY WARRRL, FOR THE PURPOSE OF OPERATING A CDS REFUND AND AGGREGATION POINT AT EACH OF ABOVE LOCATIONS. 	IN PROGRESS
9.	20 FEBRUARY 2020	<p>14.6 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2019/02338)</p> <p>THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 20 FEBRUARY 2020 ORDINARY MEETING OF COUNCIL AGENDA.</p>	NOTED

DATE	RESOLUTIONS	STATUS
10. 20 FEBRUARY 2020	<p>15 REPORTS OF COMMITTEES</p> <p>15.1 WASTE ADVISORY COMMITTEE MEETING HELD 13 FEBRUARY 2020 (REFER TO MINUTES OF COMMITTEE) (D2020/00688 (WAC) – D2020/01091)</p> <p>THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE WASTE ADVISORY COMMITTEE REPORTS (SECTION 15.1).</p> <p>11 REPORTS OF EMPLOYEES</p> <p>11.1 2019 WASTE AUDIT RESULTS (D2020/00720 (WAC) – D2020/02378)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. THE REPORT BE RECEIVED. 2. THE RESULTS FROM THE 2019 WASTE AUDIT BE USED IN THE TENDER PROCESS FOR A FOGO PROCESSING FACILITY AND IN THE FOGO MODELLING STUDY. <p>11.2 EXPRESSION OF INTEREST – EOI2019-007 EMRC FOOD ORGANICS, GARDEN ORGANICS (FOGO) PROCESSING REFERENCE: D2020/00713 (WAC) – D2020/02381</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. THE FOLLOWING RESPONDENTS TO THE EXPRESSION OF INTEREST ARE LISTED AS ACCEPTABLE TENDERERS: <ol style="list-style-type: none"> a. BARPA PTY LTD; b. HITACHI ZOSEN INOVA AUSTRALIA PTY LTD; c. PINDAN CONTRACTING PTY LTD; d. SACYR ENVIRONMENT AUSTRALIA PTY LTD; AND e. VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD. 2. THE FOLLOWING RESPONDENTS TO THE EXPRESSION OF INTEREST ARE NOT LISTED AS ACCEPTABLE TENDERERS: <ol style="list-style-type: none"> a. AURIGEN GROUP b. BIOGASS RENEWABLES PTY LTD; c. CLEANAWAY PTY LTD; d. FOCUS ENVIRO (EMER PTY LTD) e. RE.GROUP PTY LTD; AND f. SKALA AUSTRALASIA PTY LTD. 3. THE RESPONDENTS TO EXPRESSION OF INTEREST 2019 -007 BE ADVISED OF THE OUTCOME OF THE ASSESSMENT. 4. THAT A FEASABILITY STUDY IS PREPARED AND ADOPTED BY COUNCIL PRIOR TO TENDERS BEING CALLED. 5. THE ATTACHMENT(S) REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO. 	<p>NOTED</p> <p>NOTED</p> <p>IN PROGRESS</p>
11. 20 FEBRUARY 2020	<p>17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</p> <p>17.1 NOTICE OF MOTION RECEIVED FROM CR FILOMENA PIFFARETTI</p> <p>THAT COUNCIL REQUEST THE CHIEF EXECUTIVE OFFICER INVESTIGATE THE NECESSARY ARRANGEMENTS AND COSTS TO ENABLE AUDIO RECORDINGS OF COUNCIL AND COMMITTEE MEETINGS OPEN TO THE PUBLIC AND THAT THE AUDIO RECORDINGS OF EACH OF THE MEETINGS OPEN TO THE PUBLIC BE PLACED ON THE COUNCIL'S WEBSITE TO ENABLE PUBLIC ACCESS FOR A REPORT TO BE BROUGHT BACK TO COUNCIL AT THE NEXT MEETING OF COUNCIL.</p>	IN PROGRESS

DATE	RESOLUTIONS	STATUS
12. 6 FEBRUARY 2020	<p>CONFIDENTIAL REPORT</p> <p>15.1 CONTAINER DEPOSIT SCHEME (CDS) REFUND AND AGGREGATION POINTS (D2020/01257)</p> <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. APPROVES THE ATTACHED CONTAINER DEPOSIT SCHEME (CDS) REFUND AND AGGREGATION POINTS BUSINESS PLAN 2020 FORMING A CONFIDENTIAL ATTACHMENT TO THIS REPORT. 2. BY ABSOLUTE MAJORITY, APPROVES UNBUDGETED EXPENDITURE FROM THE SECONDARY WASTE RESERVE, TO THE MAXIMUM VALUE OF \$3,570,000 EX GST FOR RELEVANT CDS PLANT, EQUIPMENT AND INFRASTRUCTURE. 3. AUTHORISES THE CEO TO ENTER INTO THE REFUND POINT AGREEMENT WITH WARRRL FOR THE NOMINATED REFUND/AGGREGATION POINTS AS OUTLINED IN THE BUSINESS PLAN. 4. AUTHORISES THE CEO TO ENTER INTO ANY LAND USE AGREEMENT(S) AS REQUIRED AS PART OF THE BUSINESS PLAN. 5. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO. 	NOTED
13. 23 JANUARY 2020	<p>13 REPORTS OF EMPLOYEES</p> <p>13.1 CONTAINER DEPOSIT SCHEME (CDS) REFUND AND AGGREGATION POINTS (D2020/00064)</p> <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. APPROVES THE ATTACHED CONTAINER DEPOSIT SCHEME (CDS) REFUND AND AGGREGATION POINTS BUSINESS PLAN 2020 FORMING A CONFIDENTIAL ATTACHMENT TO THIS REPORT. 2. BY ABSOLUTE MAJORITY, APPROVES UNBUDGETED EXPENDITURE FROM THE SECONDARY WASTE RESERVE, TO THE MAXIMUM VALUE OF \$3,570,000 EX GST FOR RELEVANT CDS PLANT, EQUIPMENT AND INFRASTRUCTURE. 3. AUTHORISES THE CEO TO ENTER INTO THE REFUND POINT AGREEMENT WITH WARRRL FOR THE NOMINATED REFUND/AGGREGATION POINTS AS OUTLINED IN THE BUSINESS PLAN. 4. AUTHORISES THE CEO TO ENTER INTO ANY LAND USE AGREEMENT(S) AS REQUIRED AS PART OF THE BUSINESS PLAN. 5. REQUESTS THAT THE CEO CONTINUES TO EXPLORE OPPORTUNITIES TO DEVELOP FURTHER REFUND AND AGGREGATION POINTS THROUGHOUT THE EMRC REGION, ESPECIALLY IN MEMBER COUNCIL AREAS THAT DO NOT HAVE EMRC CDS REFUND OR AGGREGATION POINTS IN THIS FIRST STAGE OF THE ROLLOUT. <p style="text-align: right;">MOTION LOST 6/6</p>	NOTED



1.2 CEO EXERCISE OF DELEGATED POWERS AND DUTIES

REFERENCE: D2020/02127

PURPOSE OF REPORT

The purpose of this report is to present to Council a list of delegations exercised by the Chief Executive Officer (CEO) in accordance with Council's resolution of 24 March 2016.

KEY POINT(S)

- Council reaffirmed delegations to the CEO and Committees at its meeting of 24 March 2016 and requested a periodic report listing the items approved since the last Ordinary Council meeting.
- The delegations exercised since last reported to Council are detailed within this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

At the Council meeting held on 24 March 2016 Council conducted its annual review of powers and/or discharge of its duties as delegated to the CEO and Committees, in accordance within s.5.46 of the *Local Government Act 1995*. (Ref: D2016/03708)

As part of that review Council resolved inter alia:

"THAT COUNCIL RECEIVES A REPORT DETAILING THE LIST OF ITEMS APPROVED UNDER DELEGATED AUTHORITY AS THEY ARISE AT THE NEXT ORDINARY MEETING OF COUNCIL."

REPORT

The following delegated powers or discharge of duties were exercised by the CEO.

Delegation Number	Date of Original Delegation	Description of Delegation	Details of Delegated Powers and Discharge of Duties
C3/2017	18/05/2017	Grant the CEO delegated authority to accept quotations from HAAS or its authorised suppliers for the supply of spare parts and periodic equipment repairs of the HAAS timber grinder.	Purchase of spare parts for the HAAS Grinder, February 2020.
C5/2016	24/03/2016	By absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to exercise the option to extend any contract awarded under a tender with further extension periods following the initial contract period, subject to satisfactory performance.	The Ascot Place cleaning contract (reference no. D2014-004) has been extended by up to 12 months to 24 March 2021 (additional 1 year extension)



Item 1.2 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 - Good Governance

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

FINANCIAL IMPLICATIONS

As reflected in monthly financial reports.

SUSTAINABILITY IMPLICATIONS

The delegations exercised were in accordance with Council's resolution for the benefit and sustainability of the EMRC and Perth's Eastern Region.

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

RECOMMENDATION(S)

That Council notes the items contained in the Information Bulletin accompanying the 19 March 2020 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 19 MARCH 2020 ORDINARY MEETING OF COUNCIL AGENDA.

**CARRIED 11/1
 Cr O'Connor Voted Against**



1.3 COUNCIL TONNAGE COMPARISONS AS AT 31 JANUARY 2020

REFERENCE: D2020/03983

PURPOSE OF REPORT

The purpose of this report is to provide Council with tonnages and quantities at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park for the reporting period of 1 July 2019 to 31 January 2020.

REPORT

Attachment 1 of this report indicates that member Council tonnages totaling 82,048.05 tonnes were received at the Red Hill Waste Management Facility during the reporting period, compared to 83,579.43 tonnes received during the same period in 2018/2019.

Attachment 2 outlines "other" waste that was received at the Red Hill Waste Management Facility being 63,760.54 tonnes compared to 57,213.37 tonnes received during the same period in 2018/2019. The combined tonnages for the reporting period totalled 145,808.59 tonnes compared to 140,792.80 tonnes received in the same period in 2018/2019. This is an increase of 5,015.79 tonnes, or 3.4% due to the increase in Class III contaminated waste.

Attachment 3 outlines the tonnages of various materials that have been exported from the Red Hill Waste Management Facility during the reporting period, compared to the same period in 2018/2019.

Attachment 4 outlines the tonnages and quantities received of waste timber, C&I material and mattresses, plus sales of woodchip/fines at the Hazelmere Resource Recovery Park for the above reporting period.

- Incoming Waste Timber totalled 9,497.97 tonnes compared to 7,445.96 tonnes for the same period in 2018/2019.
- The sale of fines and woodchip totalled 7,556.63 tonnes, compared to 7,519.28 tonnes for the same period in 2018/2019.
- Incoming Commercial and Industrial (C&I) Waste totalled 166.40 tonnes, compared to 338.74 tonnes for the same period in 2018/2019.
- Mattresses incoming totalled 8,524 units compared to 7,903 for the same period in 2018/2019. Note that from 11 December 2019, mattresses received are now being processed off-site by Soft Landing Mattress Recycling.

ATTACHMENT(S)

1. Council Tonnages - 1 July 2019 to 31 January 2020 (Ref: D2020/04033)
2. Other Tonnages - 1 July 2019 to 31 January 2020 (Ref: D2020/04034)
3. Tonnages Exported from Red Hill - 1 July 2019 to 31 January 2020 (Ref: D2020/04032)
4. Hazelmere Resource Recovery Park – Incoming Materials and Product Sales - 1 July 2019 to 31 January 2020 (Ref: D2020/04035)



Item 1.3 continued

RECOMMENDATION(S)

That Council notes the items contained in the Information Bulletin accompanying the 19 March 2020 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 19 MARCH 2020 ORDINARY MEETING OF COUNCIL AGENDA.

CARRIED 11/1
Cr O'Connor Voted Against

EASTERN METROPOLITAN REGIONAL COUNCIL

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2019/2020 YTD COUNCIL TONNAGES DISPOSED OF AT RED HILL WASTE MANAGEMENT FACILITY

Week Ending	BAYSWATER				BELMONT			BASSENDEAN			SWAN		KALAMUNDA		MUNDARING		Total
	Waste	MRF	MGB Greenwaste	Uncont G/W	Waste	Residual	Uncont G/W	Waste	FOGO	Uncont G/W	Waste	Uncont G/W	Waste	Uncont G/W	Waste	Uncont G/W	
09-Jul-19	575.32	71.30	128.05	0.00	297.65	37.95	19.85	145.45	0.00	0.00	1,259.56	9.00	619.88	56.00	297.45	0.00	3,517.46
16-Jul-19	399.17	51.00	83.80	0.00	240.20	69.45	17.75	111.15	0.00	0.00	922.18	9.00	455.08	42.50	215.57	0.00	2,616.85
23-Jul-19	314.15	57.10	124.30	0.00	242.25	74.00	18.60	97.05	0.00	0.00	910.97	7.40	448.08	36.40	229.07	0.00	2,559.37
31-Jul-19	382.85	58.96	110.80	0.00	284.70	74.50	15.40	123.90	0.00	2.75	1,094.15	9.60	493.67	43.25	269.01	0.00	2,963.54
06-Aug-19	249.40	88.68	96.18	0.00	195.35	31.55	3.70	92.90	0.00	0.00	742.48	4.20	345.73	32.05	189.18	0.00	2,071.40
13-Aug-19	312.65	76.66	89.25	0.00	235.15	31.85	24.75	109.85	0.00	0.00	914.60	5.00	434.75	35.35	235.87	0.00	2,505.73
20-Aug-19	315.88	92.68	130.90	0.00	253.15	0.00	14.45	112.65	0.00	1.25	933.12	6.50	437.93	40.95	231.12	0.00	2,570.58
31-Aug-19	487.35	61.27	78.60	0.00	400.40	216.20	46.55	175.55	0.00	0.00	1,502.00	12.80	710.78	69.85	547.62	114.58	4,423.55
10-Sep-19	455.54	63.30	140.70	0.00	321.45	0.00	19.70	153.65	0.00	0.00	1,335.25	8.60	630.52	49.55	388.27	154.65	3,721.18
17-Sep-19	326.65	43.90	146.40	0.00	266.10	106.35	21.55	122.75	0.00	1.50	994.74	8.80	464.36	47.64	371.74	87.27	3,009.75
24-Sep-19	322.74	43.90	123.35	0.00	253.00	120.25	21.95	109.70	0.00	0.00	979.43	9.00	456.86	47.05	329.20	80.81	2,897.24
30-Sep-19	239.10	19.40	124.75	0.00	195.85	34.75	14.50	87.50	0.00	0.00	756.16	9.40	319.49	22.45	238.24	21.20	2,082.79
08-Oct-19	527.97	47.40	138.55	0.00	310.90	0.00	12.05	139.00	0.00	1.45	1,189.40	16.20	585.49	58.40	419.27	0.00	3,446.08
15-Oct-19	319.67	26.00	148.69	0.00	261.15	63.45	14.15	119.75	0.00	0.00	984.53	20.00	468.08	45.15	309.79	0.00	2,780.41
22-Oct-19	330.95	52.97	98.45	0.00	216.45	102.00	18.80	107.80	0.00	0.80	965.87	21.40	455.74	43.35	204.56	0.00	2,619.14
31-Oct-19	734.79	80.13	161.30	0.00	223.25	158.35	18.85	155.05	0.00	0.00	1,305.02	16.00	592.68	59.25	279.60	0.00	3,784.27
05-Nov-19	196.68	30.60	55.35	0.00	101.50	0.00	19.95	94.35	0.00	0.00	549.23	8.80	294.17	29.15	137.88	0.00	1,517.66
12-Nov-19	317.00	53.22	123.50	0.00	177.70	114.80	18.85	156.40	0.00	0.00	946.55	10.60	474.46	37.20	198.46	0.00	2,628.74
19-Nov-19	307.75	70.29	83.40	0.00	237.40	374.06	12.75	164.80	0.00	0.00	918.46	12.40	438.63	35.85	203.40	0.00	2,859.19
30-Nov-19	503.13	305.05	171.65	0.00	345.60	70.10	31.80	276.05	0.00	1.30	1,481.32	22.80	713.27	64.60	326.75	0.00	4,313.42
10-Dec-19	451.16	200.51	151.52	0.00	250.80	36.90	3.20	229.75	0.00	0.00	1,323.08	17.60	652.68	51.99	304.40	0.00	3,673.59
17-Dec-19	314.09	185.29	72.10	0.00	147.85	33.20	12.75	105.90	0.00	1.85	960.22	9.00	394.44	39.30	211.01	0.00	2,487.00
24-Dec-19	315.21	66.56	106.60	0.00	185.65	357.45	9.60	115.75	0.00	0.00	956.55	13.20	500.95	31.90	221.93	0.00	2,881.35
31-Dec-19	369.50	55.32	74.75	0.00	152.85	106.15	9.10	116.40	0.00	0.55	1,010.57	12.40	456.91	12.50	241.82	0.00	2,618.82
Sub-total	9,068.70	1,901.49	2,762.94	0.00	5,796.35	2,213.31	420.60	3,223.10	0.00	11.45	24,935.44	279.70	11,844.63	1,031.68	6,601.21	458.51	70,549.11

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2019-2020 YTD COUNCIL TONNAGES DISPOSED OF AT RED HILL WASTE MANAGEMENT FACILITY

Week Ending	Bayswater				Belmont			Bassendean			Swan		Kalamunda		Mundaring		Total
	Waste	MRF	MGB Greenwaste	Uncont G/W	Waste	Residual	Uncont G/W	Waste	FOGO	Uncont G/W	Waste	Uncont G/W	Waste	Uncont G/W	Waste	Uncont G/W	
07-Jan-20	350.37	60.32	126.20	0.00	176.60	0.00	9.45	110.35	0.00	0.00	1,016.89	12.20	465.73	20.50	249.27	0.00	2,597.88
14-Jan-20	305.65	43.42	86.05	0.00	170.40	35.60	8.60	103.15	0.00	1.15	914.21	13.40	420.20	34.80	208.47	0.00	2,345.10
21-Jan-20	318.39	29.90	107.65	0.00	184.15	102.25	12.20	101.45	0.00	0.00	932.02	13.00	437.03	30.25	212.87	0.00	2,481.16
31-Jan-20	487.53	56.67	145.20	0.00	247.35	478.80	28.10	161.05	0.00	0.00	1,417.64	18.20	673.16	47.70	313.40	0.00	4,074.80
Sub-total	1,461.94	190.31	465.10	0.00	778.50	616.65	58.35	476.00	0.00	1.15	4,280.76	56.80	1,996.12	133.25	984.01	0.00	11,498.94
Year to Date	10,530.64	2,091.80	3,228.04	0.00	6,574.85	2,829.96	478.95	3,699.10	0.00	12.60	29,216.20	336.50	13,840.75	1,164.93	7,585.22	458.51	82,048.05
31-Jan-20	15,850.48				9,883.76			3,711.70			29,552.70		15,005.68		8,043.73		82,048.05
Year to date	10,847.19	3,456.41	3,509.37	0.00	7,659.98	806.60	130.60	3,851.41	0.00	11.65	29,090.78	408.60	13,928.85	1,302.55	7,865.27	710.17	83,579.43
31-Jan-19	17,812.97				8,597.18			3,863.06			29,499.38		15,231.40		8,575.44		83,579.43

EASTERN METROPOLITAN REGIONAL COUNCIL

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2019/2020 YTD OTHER TONNAGES DISPOSED AT RED HILL WASTE MANAGEMENT FACILITY

Week Ending	Transfer Station	Class III Contaminated	Class IV Contaminated	Clean Green Transfer St	Clean Green Commercial	Other Commercials	Asbestos (Wrapped)	Hazelmere C&I, Mattress, Woodwaste	Total	TOTAL TONNAGES (Council & Other)
09-Jul-19	127.45	141.80	0.00	12.65	12.55	1,305.79	58.15	69.05	1,727.44	5,244.90
16-Jul-19	99.90	224.10	0.00	13.85	3.95	1,063.76	41.95	0.00	1,447.51	4,064.36
23-Jul-19	84.65	1,063.90	0.00	9.90	6.40	880.01	34.25	67.93	2,147.04	4,706.41
31-Jul-19	114.45	1,598.35	0.00	15.05	13.40	1,098.66	40.75	67.68	2,948.34	5,911.88
06-Aug-19	54.75	354.15	0.00	12.60	12.85	745.53	28.70	11.60	1,220.18	3,291.58
13-Aug-19	72.20	0.00	0.00	17.00	7.80	867.66	38.95	0.00	1,003.61	3,509.34
20-Aug-19	79.90	64.35	0.00	8.95	7.50	857.65	38.90	33.90	1,091.15	3,661.73
31-Aug-19	154.35	93.25	0.00	25.85	17.10	1,455.46	63.75	130.35	1,940.11	6,363.66
10-Sep-19	103.40	380.60	0.00	22.90	4.75	1,645.84	60.75	32.90	2,251.14	5,972.32
17-Sep-19	119.45	518.05	0.00	13.25	16.10	1,484.20	40.30	45.60	2,236.95	5,246.70
24-Sep-19	79.25	2,512.00	0.00	16.05	8.00	1,439.90	45.05	16.10	4,116.35	7,013.59
30-Sep-19	105.10	2,202.80	0.00	16.60	3.75	1,037.44	28.10	73.15	3,466.94	5,549.73
08-Oct-19	102.65	4,808.75	0.00	7.60	22.20	1,462.24	60.55	52.75	6,516.74	9,962.82
15-Oct-19	96.85	4,045.40	0.00	6.25	21.30	1,009.81	58.60	61.25	5,299.46	8,079.87
22-Oct-19	113.15	225.20	0.00	4.15	22.25	923.31	65.75	26.80	1,380.61	3,999.75
31-Oct-19	114.25	63.75	0.00	3.95	23.10	1,301.94	71.40	45.45	1,623.84	5,408.11
05-Nov-19	82.70	732.80	0.00	3.30	10.30	692.48	33.20	39.25	1,594.03	3,111.69
12-Nov-19	85.35	742.20	0.00	4.50	27.65	968.06	44.95	22.90	1,895.61	4,524.35
19-Nov-19	100.65	1,033.90	0.00	6.90	29.25	893.71	54.45	23.90	2,142.76	5,001.95
30-Nov-19	157.30	2,565.15	0.00	10.60	42.80	2,201.68	66.00	34.10	5,077.63	9,391.05
10-Dec-19	151.10	82.45	48.65	7.35	27.10	1,819.39	59.00	54.75	2,249.79	5,923.38
17-Dec-19	85.15	40.05	0.00	6.25	23.65	1,112.24	47.20	56.55	1,371.09	3,858.09
24-Dec-19	133.50	25.30	0.00	11.40	24.00	1,177.53	25.55	10.65	1,407.93	4,289.28
31-Dec-19	92.35	0.00	0.00	5.90	3.95	976.17	52.75	0.00	1,131.12	3,749.94
Sub-total	2,509.85	23,518.30	48.65	262.80	391.70	28,420.46	1,159.00	976.61	57,287.37	127,836.48

EASTERN METROPOLITAN REGIONAL COUNCIL

2019/2020 YTD OTHER TONNAGES & TOTAL TONNAGES DISPOSED OF AT RED HILL WASTE MANAGEMENT FACILITY

Week Ending	Transfer Station	Class III Contaminated	Class IV Contaminated	Clean Green Transfer St	Clean Green Commercial	Other Commercials	Asbestos (Wrapped)	Hazelmere C&I, Mattress, Woodwaste	Total	TOTAL TONNAGES (Council & Other)
07-Jan-20	108.80	65.30	0.00	3.35	8.65	1,050.83	24.15	0.00	1,261.08	3,858.96
14-Jan-20	93.20	107.10	0.00	7.70	29.30	1,152.63	36.80	68.70	1,495.43	3,840.53
21-Jan-20	82.95	222.65	0.00	4.40	21.00	1,095.56	52.35	16.15	1,495.06	3,976.22
31-Jan-20	106.45	93.45	0.00	6.65	38.90	1,896.50	56.25	23.40	2,221.60	6,296.40
Sub-total	391.40	488.50	0.00	22.10	97.85	5,195.52	169.55	108.25	6,473.17	17,972.11
Year to date 31-Jan-20	2,901.25	24,006.80	48.65	284.90	489.55	33,615.98	1,328.55	1,084.86	63,760.54	145,808.59
31-Jan-19	2,912.28	2,129.90	191.45	437.55	380.85	48,287.94	1,436.05	1,437.35	57,213.37	140,792.80

EASTERN METROPOLITAN REGIONAL COUNCIL

Page 1 of 1

2019/2020 YTD TONNAGES EXPORTED FROM RED HILL WASTE MANAGEMENT FACILITY

Week	Clay	Ferricrete	Filter / Laterite Rock	Recycled Material from Transfer St.	Mulch	Soil Improver	Total
09-Jul-19	0.00	538.85	95.12	13.35	0.00	17.10	664.42
16-Jul-19	0.00	37.75	114.05	5.93	27.75	21.25	206.73
23-Jul-19	0.00	670.10	51.10	8.70	22.20	38.20	790.30
31-Jul-19	0.00	347.62	16.16	15.55	0.00	20.55	399.88
06-Aug-19	0.00	83.20	39.45	6.18	0.00	30.10	158.93
13-Aug-19	0.00	412.75	33.25	12.15	7.95	56.50	522.60
20-Aug-19	0.00	263.60	0.00	5.43	23.20	11.20	303.43
31-Aug-19	0.00	1,013.20	54.10	17.05	45.65	96.60	1,226.60
10-Sep-19	0.00	528.15	8.15	15.70	14.85	28.30	595.15
17-Sep-19	0.00	576.45	11.30	10.35	19.60	26.90	644.60
24-Sep-19	221.20	597.05	5.85	7.75	0.00	46.10	877.95
30-Sep-19	26.00	0.00	0.00	2.30	18.80	46.40	93.50
08-Oct-19	0.00	26.20	0.00	15.40	21.55	51.80	114.95
15-Oct-19	0.00	240.55	28.95	7.60	9.40	31.05	317.55
22-Oct-19	0.00	272.80	38.40	4.85	18.40	26.35	360.80
31-Oct-19	0.00	88.30	0.00	14.10	21.45	40.95	164.80
05-Nov-19	0.00	11.60	15.25	3.20	4.05	9.60	43.70
12-Nov-19	0.00	81.10	11.40	12.75	16.10	46.40	167.75
19-Nov-19	0.00	54.75	5.55	7.40	3.75	19.05	90.50
30-Nov-19	0.00	60.15	9.75	16.30	41.65	51.90	179.75
10-Dec-19	0.00	197.55	5.35	7.00	32.05	60.90	302.85
17-Dec-19	0.00	100.20	0.00	11.05	21.30	27.95	160.50
24-Dec-19	0.00	21.95	28.25	13.35	20.65	17.50	101.70
31-Dec-19	0.00	4.90	0.00	3.15	39.65	10.95	58.65
Sub Total	247.20	6,228.77	571.43	236.59	430.00	833.60	8,547.59

EASTERN METROPOLITAN REGIONAL COUNCIL

Page 2 of 2

2019/2020 YTD TONNAGES EXPORTED FROM RED HILL WASTE MANAGEMENT FACILITY

Week	Clay	Ferricrete	Filter / Laterite Rock	Recycled Material from Transfer St.	Mulch	Soil Improver	Total
07-Jan-20	0.00	271.30	5.55	7.80	4.60	4.70	293.95
14-Jan-20	0.00	20.25	10.40	11.15	55.35	126.15	223.30
21-Jan-20	0.00	117.95	33.80	14.45	29.95	20.40	216.55
31-Jan-20	0.00	678.45	0.00	20.40	63.55	23.75	786.15
Sub Total	0.00	1,087.95	49.75	53.80	153.45	175.00	1,519.95
Year to date 31-Jan-20	247.20	7,316.72	621.18	290.39	583.45	1,008.60	10,067.54
Year to date 31-Jan-19	85.80	18,073.20	152.30	236.89	3,961.38	857.82	23,367.39

EASTERN METROPOLITAN REGIONAL COUNCIL
2019/2020 YTD - COUNCIL TONNAGES
Hazelmere Resource Recovery Park - Incoming Materials & Product Sales

Month	Timber Recycling			C & I	Mattress Processing
	2019-2020 Incoming Waste Timber	Sale of Fines 58888/05	Sale of Woodchip 58888/01	Incoming C & I Material	Total Incoming Mattresses
	Tonne	Tonne	Tonne	Tonne	Number
Jul-2019	1,342.13	992.22	12.22	27.74	959
Aug-2019	1,434.12	1,071.56	26.89	8.28	1,437
Sep-2019	1,455.19	984.89	43.11	69.70	1,250
Oct-2019	1,641.94	1,105.11	50.67	8.50	1,113
Nov-2019	1,384.41	927.78	54.44	15.10	1,175
Dec-2019	1,120.28	933.33	67.67	13.98	1,097
Jan-2020	1,119.88	1,248.36	38.38	23.10	1,493
Feb-2020	-	-	-	-	-
Mar-2020	-	-	-	-	-
Apr-2020	-	-	-	-	-
May-2020	-	-	-	-	-
Jun-2020	-	-	-	-	-
Year to Date	9,497.97	7,263.25	293.38	166.40	8,524
YTD Comparison previous year (January)	7,445.96	7,334.22	185.06	338.74	7,903
Previous Yr total 2018/2019	12,333.87	15,358.67	290.24	2,566.14	12,806



15 REPORTS OF COMMITTEES

15.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 27 FEBRUARY 2020

(REFER TO MINUTES OF COMMITTEE)

REFERENCE: D2020/00465 (CEOPRC) – D2020/04766

The minutes of the Chief Executive Officer Performance Review Committee meeting held on **5 March 2020** accompany and form part of this agenda – (refer to mauve section of ‘Minutes of Committees’ for Council accompanying this Agenda).

QUESTIONS

The Chairman invited general questions from members on the minutes of the Chief Executive Officers Advisory Committee. Any questions relating to the confidential report will be dealt with under section 19 of the agenda “Confidential Items.”

RECOMMENDATION(S)

That Council notes the minutes of the Chief Executive Officer Performance Review Committee Meeting held on 27 February 2020 (Section 15.1).

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL NOTES THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 27 FEBRUARY 2020 (SECTION 15.1).

CARRIED 11/1
Cr O’Connor Voted Against

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)**MINUTES****27 February 2020****(Ref: D2020/05272 (CEOPRC) - D2020/04766)**

A meeting of the Chief Executive Officer Performance Review Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **27 February 2020**. The meeting commenced at **6:00pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at 6:00pm, welcomed visitors and acknowledged the traditional custodians of the land on which the meeting was held and paid respects to the elders past, present and future.

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

Committee Members

Cr Jai Wilson	EMRC Member	Town of Bassendean
Cr Lorna Clarke (from 6:07pm)	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring

Apologies

Cr Mel Congerton	EMRC Member	City of Swan
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3 DISCLOSURE OF INTERESTS

3.1 ANGELA WOLSTENCROFT – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY

Item: 15.1
 Subject: Confidential Item 15.1 - Selection of Facilitator for the Chief Executive Officer's Performance Review Process
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Due to reporting relationship to the CEO

Item: 15.2
 Subject: Confidential Item 15.2 - Chief Executive Officer Performance Review Process for 2020
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Due to reporting relationship to the CEO

3.2 MARCUS GEISLER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING IMPARTIALITY

Item: 15.1
 Subject: Confidential Item 15.1 - Selection of Facilitator for the Chief Executive Officer's Performance Review Process
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Subject matter of the Report directly applies to the Chief Executive Officer

Item: 15.2
 Subject: Confidential Item 15.2 - Chief Executive Officer Performance Review Process for 2020
 Nature of Interest: Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Subject matter of the Report directly applies to the Chief Executive Officer

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil



5 ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

5.1 ELECTION OF A CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

REFERENCE: D2020/00893 (CEOPRC) - D2020/04768

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY POINTS AND RECOMMENDATION(S)

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

Recommendation(s)

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

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

At the Special Meeting of Council held on Thursday 4 November 2019, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

CEOPRC MEMBERS 2019 - 2021

The following members were appointed to the CEOPRC at the Special Meeting of Council held on 4 November 2019:

EMRC Member	Cr Jai Wilson	Town of Bassendean
EMRC Member	Cr Lorna Clarke	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Dylan O'Connor	City of Kalamunda
EMRC Member	Cr John Daw	Shire of Mundaring
EMRC Member	Cr Mel Congerton	City of Swan

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

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

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



Item 5.1 continued

REPORT

The CEO will preside at the meeting until the Office of Chairman of the CEOPRC is filled.

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

1. Chief Executive Officer Performance Review Committee Terms of Reference
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself
3. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another
4. A blank ballot paper for Election of Chairman of the CEOPRC

Ballot papers will be made available prior to voting.

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

STRATEGIC/POLICY IMPLICATIONS

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

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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



Item 5.1 continued

ATTACHMENT(S)

1. Chief Executive Officer Performance Review Committee Terms of Reference (Ref: D2020/04769)
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself (Ref: D2020/04770)
3. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another (Ref: D2020/04770)
4. Ballot Paper – Election of CEOPRC Chairman (Ref: D2020/04772)

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

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

The Chief Executive Officer advised that no nominations for the Office of Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chief Executive Officer called for nominations. Cr Daw nominated Cr Wilson.

The Chief Executive Officer ask for any further nominations. There were none.

Cr Wilson accepted the nomination.

The Chief Executive Officer

ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN

There being no further nominations Cr Wilson was declared Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 27 February 2020 until 2021.

The Chief Executive Officer congratulated Cr Wilson and vacated the Chair at 6:03pm.

At 6:03pm Cr Wilson took the Chair.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT THE MEMBERS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE ELECT A CHAIRMAN.

**CARRIED 11/1
 Cr O'Connor Voted Against**

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW COMMITTEE

1. OBJECTIVES OF COMMITTEE

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

2. RESPONSIBILITIES

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

3. DUTIES

The duties of the Committee will include the following:

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

4. MEMBERSHIP

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

5. MEETINGS

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

6. OPERATING PROCEDURES

- 6.1. All meetings of the Committee are to be conducted in accordance with the *Local Government Act 1995*, associated Regulations and the *EMRC Standing Orders Local Law 2013*.
- 6.2. A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of member of the Committee.
- 6.3. Voting
- (a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present or, if another kind of majority has been prescribed by regulations for the particular kind of decision, by that kind of majority.
 - (b) If the decision results in a tied vote, the person presiding is to cast a second vote.
 - (c) Persons other than Committee members are not entitled to cast a vote.
 - (d) All other aspects related to voting procedure shall be consistent with relevant sections of the *EMRC Standing Orders Local Law 2013*.
- 6.4 Other EMRC staff may attend meetings, at the discretion of the Chief Executive Officer, to provide advice and information when required.

7. REPORTING

- 7.1. The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes.
- 7.2. The item of Council business referred to in relation to this is to be treated as confidential in accordance with s5.23(2) of the *Local Government Act 1995*, r14(2) of the *Local Government (Administration) Regulations 1996*, Standing Orders Bylaw 5.3 and Council's Policy for dealing with confidential items.

8. DELEGATED POWER

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

Related Documentation:

Policy 2.1 Committees of Council

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

Policy 1.5 Council Meeting Agenda/Minutes Confidential/Late Items

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council:	23 September 2010 18 September 2014 06 December 2018
Next Review:	Following the Ordinary Elections in 2021
Responsible Directorate	Corporate Services



Nomination for Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____



Nomination for Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____

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

Signed: _____

Date: _____

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



**Eastern Metropolitan Regional Council
CEOPRC
Thursday 27 February 2020**

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

HOW TO VOTE

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

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



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

REFERENCE: D2020/00900 (CEOPRC) - D2020/04773

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY POINTS AND RECOMMENDATION(S)

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

Recommendation(s)

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

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

At the Special Meeting of Council held on Thursday 4 November 2019, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

CEOPRC MEMBERS 2019 - 2021

The following members were appointed to the CEOPRC at the Special Meeting of Council held on 4 November 2019:

EMRC Member	Cr Jai Wilson	Town of Bassendean
EMRC Member	Cr Lorna Clarke	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Dylan O'Connor	City of Kalamunda
EMRC Member	Cr John Daw	Shire of Mundaring
EMRC Member	Cr Mel Congerton	City of Swan

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

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

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



Item 5.2 continued

REPORT

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

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

Ballot papers will be made available prior to voting.

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

STRATEGIC/POLICY IMPLICATIONS

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

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself (Ref: D2020/04774)
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another (Ref: D2020/04774)
3. Ballot Paper – Election of CEOPRC Deputy Chairman (Ref: D2020/04775)



Item 5.2 continued

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

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

The Chairman advised no nominations for the Office of Deputy Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chairman called for nominations. Cr Daw nominated himself. No further nominations were received.

ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN

There being no further nominations Cr Daw was declared Deputy Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 27 February 2020 until 2021.

The Chairman congratulated Cr Daw.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR DAW

THAT THE MEMBERS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE ELECT A DEPUTY CHAIRMAN.

**CARRIED 11/1
Cr O'Connor Voted Against**



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____

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

Signed: _____

Date: _____

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



**Eastern Metropolitan Regional Council
CEOPRC
Thursday 27 February 2020**

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

HOW TO VOTE

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

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



6 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 17 OCTOBER 2019

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 17 October 2019 which have been distributed, be confirmed.

Cr Clarke entered the meeting room at 6:07pm.

CEOPRC RESOLUTION(S)

MOVED CR O'CONNOR SECONDED CR DAW

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 17 OCTOBER 2019 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

8 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

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

The following report items are covered in Section 15 of this agenda.

10.1 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

10.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



12 REPORTS OF EMPLOYEES

Nil

13 REPORTS OF DELEGATES

Nil

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

Nil

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

RECOMMENDATION (Closing meeting to the public)

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

CEOPRC RESOLUTION

MOVED CR POWELL

SECONDED CR DAW

THAT WITH THE EXCEPTION OF THE CEO, MANAGER HUMAN RESOURCES AND THE EXECUTIVE ASSISTANT TO THE CEO THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2)(A), (B), (C) AND (E) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The meeting was closed to the public at 6:08pm.

The Chief Financial Officer and the Manager Procurement and Governance departed the meeting at 6:08pm.

15.1 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/00467

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

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

15.2 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/00467

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

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



RECOMMENDATION [Meeting re-opened to the public]

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

CEOPRC RESOLUTION

MOVED CR CLARKE SECONDED CR DAW

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

CARRIED UNANIMOUSLY

The meeting was reopened to the public at 6:28pm.

Recording of the recommendations passed behind closed doors, namely:

15.1 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/00467

CEOPRC RECOMMENDATION(S)

MOVED CR O'CONNOR SECONDED CR DAW

That:

1. Council award the consultancy for facilitating the Chief Executive Officer's Performance Review 2019/2020 to Doctor Jude Balm of Infinity Training Australia.
2. The report remains confidential and be certified by the Chairman and Chief Executive Officer.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR O'CONNOR

THAT:

1. COUNCIL AWARD THE CONSULTANCY FOR FACILITATING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW 2019/2020 TO DOCTOR JUDE BALM OF INFINITY TRAINING AUSTRALIA.
2. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY



15.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

REFERENCE: D2020/01385

CEOPRC RECOMMENDATION(S)

MOVED CR POWELL SECONDED CR DAW

That:

1. Council endorse the timetable for undertaking the Chief Executive Officer's Performance Review Process for 2020 as outlined within this report.
2. The report and attachment remain confidential and be certified by the Chairman and Chief Executive Officer.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR O'CONNOR

THAT:

1. COUNCIL ENDORSE THE TIMETABLE FOR UNDERTAKING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS FOR 2020 AS OUTLINED WITHIN THIS REPORT.
2. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY



16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

The next meeting of the Chief Executive Officer Performance Review Committee will be held on **Thursday, 25 June 2020** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 6:29pm.



**15.2 WASTE ADVISORY COMMITTEE MEETING HELD 5 MARCH 2020
 (REFER TO MINUTES OF COMMITTEE)**

REFERENCE: D2020/03981 (WAC) – D2020/05021

The minutes of the Waste Advisory Committee meeting held on **5 March 2020** accompany and form part of this agenda – (refer to yellow section of 'Minutes of Committees' for Council accompanying this Agenda).

QUESTIONS

The Chairman invited general questions from members on the minutes of the Waste Advisory Committee.

RECOMMENDATION(S)

That with the exception of item, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Waste Advisory Committee report held on (Section 15.2).

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT WITH THE EXCEPTION OF ITEM 11.2 WHICH ARE TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE WASTE ADVISORY COMMITTEE REPORT HELD ON (SECTION 15.2).

**CARRIED 11/1
 Cr O'Connor Voted Against**

WASTE ADVISORY COMMITTEE

MINUTES

5 March 2020

(REF: D2020/03981 (WAC) – D2020/05021)

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 5:00pm and acknowledged the traditional custodians of the land on which we meet today and to pay my respects to elders past, present and future.

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

The Chairman welcomed Melanie Reid from City of Belmont to her first WAC meeting.

WAC Committee Members

Cr Steve Wolff (Chairman)	EMRC Member	City of Belmont
Cr Mel Congerton (Deputy Chairman)	EMRC Member	City of Swan
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Member	City of Bayswater
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Mr Doug Pearson	Director Works and Infrastructure	City of Bayswater
Ms Melanie Reid	Director Infrastructure Services	City of Belmont
Mr Brett Jackson	Director Asset Services	City of Kalamunda
Mr Shane Purdy (from 5:02pm)	Director Infrastructure Services	Shire of Mundaring
Mr Jim Coten	Executive Manager Operations	City of Swan
Mr Marcus Geisler	Chief Executive Officer	EMRC

EMRC Officers

Mr Stephen Fitzpatrick	Chief Project Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Stephen Conway	Manager Engineering
Mr David Ameduri	Manager Financial Services
Ms Izabella Krzysko	Manager Procurement and Governance
Mr David Schmidt	Manager Information Technology
Ms Theresa Eckstein	Executive Assistant to the CEO

WAC Committee Deputies

Cr Lorna Clarke (from 5:45pm)	EMRC Member	City of Bayswater
Cr Lesley Boyd (from 5:58pm)	EMRC Member	City of Kalamunda
Mr Colin Pumphrey	Manager Fleet & Waste Services	City of Swan

3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil



5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Mr Purdy entered the meeting at 5:02pm.

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE WASTE ADVISORY COMMITTEE MEETING HELD ON 13 FEBRUARY 2020

That the Minutes of the Waste Advisory Committee meeting held on 13 February 2020 which have been distributed, be confirmed.

WAC RESOLUTION(S)

MOVED CR CONGERTON SECONDED CR JEANS

THAT THE MINUTES OF THE WASTE ADVISORY COMMITTEE MEETING HELD ON 13 FEBRUARY 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

8 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

Nil

10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



11 REPORTS OF EMPLOYEES

11.1 REQUEST FOR TENDER 2020-001 EARTHWORKS FOR DEVELOPMENT OF LOTS 8, 9 & 10

REFERENCE: D2020/03984 (WAC) – D2020/05263

PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender RFT 2020-001 for Earthworks for Development of Lots 8, 9 & 10 and recommend acceptance of the Tender from Tenderer B.

KEY POINTS AND RECOMMENDATION(S)

- A tender for the Earthworks for Development of Lots 8, 9 & 10 was advertised on 25 January 2020.
- Tenders closed on 11 February 2020 with three (3) submissions being received.
- The tender called for the preliminary Earthworks for the Development of Lots 8, 9 & 10 in preparation for the proposed FOGO and Liquid Waste Facilities.

Recommendation(s)

That:

1. Council award Tender RFT 2020-001 – Earthworks for Development of Lots 8, 9 & 10 to Tenderer B for \$2,537,960.85 (ex GST) based on a schedule of rates.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Tenderer B in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Tenderer B.
3. Council authorise a 20% contingency based on the tendered price schedule for any contract variations that may arise for Tender RFT 2020-001.
4. The identity of the successful tenderer and the awarded amount be redacted for legal reasons and remain confidential until such time that the resultant contract has been formed.

SOURCE OF REPORT

Chief Project Officer

BACKGROUND

As part of the development of Lots 8, 9 & 10 at the Red Hill Waste Management Facility, preliminary earthworks are required to prepare the hardstands in readiness for the Proposed FOGO and Liquid Waste Facilities. The works are expected to be completed by the end of 2020 in readiness for the construction of the new FOGO facility in early 2021 and the Liquid Waste Facility when approvals have been obtained.

The preliminary earthworks required to be carried out to provide a relatively level construction hardstand for the future waste treatment facilities, under this Contract include, but are not limited, to the following:

- Clearing of unsuitable materials from previously ponded areas;
- Exposing, removal and crushing of Laterite Cap Rock for use in the works;
- General earthworks to form construction pad;
- Ferricrete Erosion Protection Sheeting to Cut Slopes;
- Ferricrete Sub-base placement to construction pad; and
- Temporary Surface Water Management Controls & Safety Edge Bunding.



Item 11.1 continued

It is intended to award a contract to carry out the required works and perform all construction quality assurances as per the Tender Specification. The contract includes all labour, plant, materials, supervision, survey and everything else required for the Earthworks for the Development of Lots 8, 9 & 10.

REPORT

Tender RFT 2020-001 for the Earthworks for Development of Lots 8, 9 & 10 was advertised on 25 January 2020. Tenders closed on 11 February 2020 and three (3) submissions were received from:

Tenderer A BJ Catalano Pty Ltd;
 Tenderer B Raubex Construction; and
 Tenderer C WBHO Infrastructutre Pty Ltd.

A detailed bill of quantities was submitted by each tenderer under four (4) main tasks:

- Preliminary and Special Requirements;
- Lots 8, 9 & 10 Construction Pad Works;
- Surface Water Management; and
- Edge Bunding.

An evaluation panel of EMRC officers assessed the submissions on the following criteria:

Assessment Criteria	Weighting
(a) Previous experience in bulk excavation and backfilling	40%
(b) Safety Management Plan and previous safety record	10%
(c) Environmental Management Plan	10%
(d) Tendered price	40%

After combining the weighted scores for both the qualitative criteria and price, Tenderer B represented the highest rated overall assessment due mainly to their competitive pricing schedule.

Based on the panel's evaluation, the submission from Tenderer B demonstrated the most advantageous submission and is considered to offer the best value for money. The Schedule of Rates against the specified Bill of Quantities submitted by Tenderer B amounted to an estimated total value of \$2,537,960.85 (ex GST). The construction period is estimated to be twenty-six (26) weeks.

A contingency allowance of 20% of the contract sum is recommended to allow for any unforeseen circumstances that may arise during the contract works. This is mainly due to the site being worked by the previous owner (Boral/Midland Brick) and the unknown methodologies on how the stockpiles were managed and left. Investigations were held on the site prior to the Tender and all relative information provided to the tenderers.

A drawing is attached showing the proposed Works. The final prepared hardstands will be ready for the construction of the proposed FOGO and Liquid Waste Facilities.



Item 11.1 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

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

FINANCIAL IMPLICATIONS

The adopted 2019/2020 Annual Budget covers the cost of implementing the works under this tender to 30 June 2020 with the proposed budget for 2020/2021 will cover the balance as the program will be undertaken over two successive financial years.

SUSTAINABILITY IMPLICATIONS

In order to provide sustainable waste management, the provision of engineered hardstand in advance of it being required, is essential.

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Drawing – Preliminary Earthworks – Lots 8, 9 & 10 Development (Ref: D2020/05264)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council award Tender RFT 2020-001 – Earthworks for Development of Lots 8, 9 & 10 to Tenderer B for \$2,537,960.85 (ex GST) based on a schedule of rates.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Tenderer B in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Tenderer B.
3. Council authorise a 20% contingency based on the tendered price schedule for any contract variations that may arise for Tender RFT 2020-001.
4. The identity of the successful tenderer and the awarded amount be redacted for legal reasons and remain confidential until such time that the resultant contract has been formed.



EMRC
 Eastern Metropolitan Regional Council
 1st Floor Ascot Place, 226 Great Eastern Hwy
 Belmont, Western Australia 6104
 PO Box 234 Belmont Western Australia 6984

DESIGNED	MT 02/2020
DRAWN	AS 02/2020
CHECKED	SF 02/2020
APPROVED	SC
	MANAGER, ENG. & WASTE OPERATIONS
A NO.	MT INT.
26/02/2020	DATE
WAC MEETING ITEM NO. 11.1 - TENDER	

SITE RED HILL WASTE MANAGEMENT FACILITY
ADDRESS 1094 TOODYAY ROAD RED HILL

PROJECT NAME LOTS 8, 9 & 10
TITLE 2013-07-16 LOTS 8, 9 & 10 - TALIS DRAWING TW19110-C-101 AMENDED

DRAWING NO. 2013-07-16
SHEET NO. 1 OF 1
SCALE AS SHOWN

O:\Projects\2013-07-16 Lots 8, 9 & 10\Drawings\Tender\2013-07-16 Lots 8, 9 & 10 - Talis Drawing TW19110-C-101 Amended.dwg



11.2 MEMBER COUNCIL REQUIREMENTS FOR BINS AND CADDIES FOR THE IMPLEMENTATION OF FOOD ORGANICS AND GARDEN ORGANICS (FOGO)

REFERENCE: D2020/04228 (WAC) – D2020/05271

PURPOSE OF REPORT

The purpose of this report is to provide an update on the implementation of the Food Organics and Garden Organics (FOGO) Recovery Strategy and in particular the implementation timeline for a permanent facility and the procurement of bins and caddies for the member Councils.

KEY POINTS AND RECOMMENDATION(S)

- The centralised education component is well underway for the Town of Bassendean and City of Bayswater in readiness for a June /July 2020 commencement of FOGO collection from their third bin.
- Member Councils have provided details of their Better Bins rollout for a third waste collection bin for FOGO waste.
- A methodology for the funding of bins and caddies has been proposed by the EMRC.
- There are opportunities for savings in the procurement of bins and caddies through a joint approach.
- The timeline for the implementation of a tender process for a permanent FOGO processing facility has been updated.
- A draft Participants Agreement for FOGO Supply is being prepared by Council's lawyers.

Recommendation(s)

That Council:

1. Receives the report.
2. Endorses the methodology proposed for the funding of bin assets required by member Councils under the Better Bins Program.
3. Subject to acceptance of recommendation 2, requests a report be prepared for future Council endorsement with a fully costed proposal of the amounts of funding proposed.
4. Notes the updated timeline for the tender implementation.

SOURCE OF REPORT

Chief Project Officer

BACKGROUND

In February 2018 the Town of Bassendean advised the EMRC that, inter alia *"the Town would like to work with the EMRC to explore alternative options to the incineration of the Town's residual waste, including a trial/scalable anaerobic digester facility at the EMRC's Red Hill Facility for the Town's residual waste"*. The EMRC acknowledged this advice at their March 2018 Council meeting.

In October 2018, the City of Bayswater advised of their intention to introduce FOGO and requested that the EMRC undertake investigations in relation to best practice FOGO processing for the City of Bayswater and other interested parties collaboratively with the City of Bayswater to enable the implementation of FOGO in a timely manner. A meeting was held with the City of Bayswater on 6 November 2018 to gather a fuller understanding of their proposal and future requirements.



Item 11.2 continued

Further at its 6 December 2018 Council meeting it was resolved (Ref: D2018/17076):

“THAT COUNCIL:

1. *ACKNOWLEDGE THE REQUESTS FROM THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER FOR THE INVESTIGATION OF THE PROCESSING OF FOOD AND GARDEN ORGANIC WASTE (FOGO) AT THE RED HILL WASTE MANAGEMENT FACILITY.*
2. *NOTES THE OPTIONS BEING CONSIDERED FOR THE PROCESSING OF FOGO WASTE AT THE RED HILL WASTE MANAGEMENT FACILITY.*
3. *AS PART OF THE VARIOUS OPTIONS BEING CONSIDERED, THAT INVESTIGATIONS AND COST MODELLING BE UNDERTAKEN ON OPTIONS TO ESTABLISH AN INTERIM FINANCIAL ARRANGEMENT ON BEHALF OF MEMBER COUNCILS, WITH SOUTHERN METROPOLITAN REGIONAL COUNCIL OR OTHER APPROPRIATE THIRD PARTIES FOR THE PROCESSING OF FOGO COMMENCING 1 JULY 2019 UNTIL THE RED HILL WASTE MANAGEMENT FACILITY IS ABLE TO RECEIVE AND PROCESS FOGO WASTE.*
4. *REQUEST THE OUTCOME FROM THE REVIEW OF THE VARIOUS OPTIONS INCLUDING COST MODELLING BE PRESENTED TO THE MARCH 2019 ORDINARY COUNCIL MEETING.”*

At its 21 March 2019 meeting of Council, it was resolved (D2019/05266):

“THAT:

1. *THE EMRC BEGIN THE PROCESS OF DEVELOPING A LONG-TERM FOOD ORGANIC & GARDEN ORGANIC (FOGO) STRATEGY INCLUDING, IF REQUIRED, SEEKING EXPRESSIONS OF INTEREST FOR THE APPROPRIATE TECHNOLOGY TO IMPLEMENT LONG-TERM FOGO PROCESSING SOLUTIONS TO CATER FOR ALL MEMBER COUNCIL WASTE STREAMS.*
2. *IN THE INTERIM, THE EMRC PROCEEDS WITH THE PROCUREMENT PROCESS AND LICENCE APPROVAL FOR THE ADDITION OF A TRIAL MOBILE AERATOR FLOOR (MAF) COMPOSTING SYSTEM FOR THE PROCESSING OF UP TO 10,000 TPA OF FOGO WASTE AT THE RED HILL WASTE MANAGEMENT FACILITY.*
3. *APPROVES THE EXPENDITURE OF UP TO \$400,000 EX GST FOR THE PURCHASE AND INSTALLATION OF A SUITABLE MAF SYSTEM, INCLUDING HARDSTAND INSTALLATION AND THAT THE FUNDS BE ALLOCATED FROM THE SECONDARY WASTE RESERVE.*
4. *NOTES THAT INTERIM ARRANGEMENTS ARE AVAILABLE WITH SEVERAL THIRD PARTY PROCESSORS OF FOGO WASTE IF THE INSTALLATION OF A PROCESSING FACILITY OR THE LICENCE APPROVAL IS DELAYED FOR WHATEVER REASON BEYOND PLANNED START DATES FOR FOGO COLLECTIONS BY MEMBER COUNCILS.*
5. *ADVISE THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER OF THE COUNCIL RESOLUTION AND AUTHORISE THE CEO TO ENTER INTO NEGOTIATIONS WITH THESE MEMBER COUNCILS FOR A SUITABLE PROCESSING ARRANGEMENT.*
6. *SEEK FUNDING SUPPORT FROM THE WASTE AUTHORITY FOR THE FOGO TRIAL AT THE RED HILL WASTE MANAGEMENT FACILITY.*
7. *THAT THE EMRC EXPLORE ALL MARKETING OPPORTUNITIES FOR THE COMPOST PRODUCT DURING THE FOGO TRIAL PERIOD.”*



Item 11.2 continued

Following the draft Food Organics and Garden Organics (FOGO) Waste Strategy (Ref: D2019/14024) being presented to WAC on 5 September 2019 it was subsequently endorsed by Council at its 19 September 2019 meeting (Ref: D2019/14022):

At its 19 September 2019 meeting of Council, it was resolved (D2019/14022):

“THAT COUNCIL ENDORSES THE DRAFT FOOD ORGANICS AND GARDEN ORGANICS (FOGO) RECOVERY STRATEGY SUBJECT TO THE LAST DOT POINT UNDER ‘PRINCIPLES’ ON PAGE 9 BEING AMENDED TO STATE “THE FUNDING OF BINS, CADDIES AND INITIAL EDUCATION/PRODUCT MARKETING FOR MEMBER COUNCILS WILL BE FUNDED THROUGH THE SECONDARY WASTE RESERVE.”

At its 20 February 2020 meeting of Council, it was resolved:

“That:

- 1. The following respondents to the Expression of Interest are listed as Acceptable Tenderers:*
 - a. Barpa Pty Ltd;*
 - b. Hitachi Zosen Inova Australia Pty Ltd;*
 - c. Pindan Contracting Pty Ltd;*
 - d. Sacyr Environment Australia Pty Ltd; and*
 - e. Veolia Environmental Services (Australia) Pty Ltd.*
- 2. The following respondents to the Expression of Interest are not listed as Acceptable Tenderers:*
 - a. Aurigen Group*
 - b. Biogass Renewables Pty Ltd;*
 - c. Cleanaway Pty Ltd;*
 - d. FOCUS Enviro (EMER Pty Ltd)*
 - e. Re.Group Pty Ltd; and*
 - f. Skala Australasia Pty Ltd.*
- 3. The respondents to Expression of Interest 2019 -007 be advised of the outcome of the assessment.*
- 4. That a feasibility study is prepared and adopted by council prior to tenders being called.*
- 5. The attachment(s) remain confidential and be certified by the Chairman and CEO.”*

REPORT

Following Council endorsement of the draft FOGO Strategy at its 19 September 2019 meeting, the EMRC has been making preparation for implementation of FOGO at the Town of Bassendean and the City of Bayswater in mid-2020, including the marketing and education components.

In addition to this, the EMRC has been working closely with the Department of Water, Environmental Regulation (DWER) on the various components of the FOGO marketing and education materials to ensure a consistent approach with DWER's Waste Sorted materials. The draft FOGO marketing and education material being developed includes: Cinema advertising; bus shelters/bus back; shopalite panels; newsletter and social media material; fridge magnets and Frequently Asked Questions (FAQs). This work includes ongoing communication with officers from the Town of Bassendean and the City of Bayswater to ensure there is a full suite of marketing and education material that can be used generically and/or tailored messaging to suit the needs of respective Councils.

To gain a better understanding of the likely costs associated with the funding of bins and caddies in accordance with the September 2019 Council resolution, member Councils were requested to provide details of their Better Bins rollout for a third waste collection bin for FOGO waste. These details are attached (Attachment 1).



Item 11.2 continued

There are two costing options for bins and caddies required by member Councils under the Better Bin program to be considered:

Option 1:

- New 140 litre red lid bin for residual waste;
- Existing 240 litre rubbish bin with a new lime green lid for FOGO waste; and
- Kitchen caddies and biodegradable liners.

Option 2:

- New 140 litre red lid bin for residual waste;
- New 240 litre bin with lime green lid for FOGO waste; and
- Kitchen caddies and biodegradable liners.

To support member Councils to roll out bins and caddies, the EMRC will develop a funding methodology on the bins of "fair and equitable". A fully costed proposal will be presented to the 19 March 2020 Ordinary meeting of Council based around the above two options.

There are opportunities for savings in the procurement of bins and caddies by a consolidated approach and the EMRC will be pleased to facilitate this process.

The timeline for the implementation of a tender process for a permanent FOGO processing facility has been updated as per Attachment 2.

A draft Participants Agreement for FOGO Supply is being drafted by Council's lawyers.

The key tasks have been updated as follows:

	Key activities	Estimated Date	Important individual components and key decision points
1	EMRC Council approval for the interim facility	21 March 2019	Completed
2	DWER approvals for FOGO interim facility at Red Hill	Conclude by 31 March 2020	<ul style="list-style-type: none"> • Licence amendment for the interim facility area submitted 21 March 2019 • Licence amendment issued March 2020
3	EPA approval for Lots 9 and 10 to be part of the approved footprint for Red Hill	November 2020	<ul style="list-style-type: none"> • Prepare and lodge Section 45C amendment application for Lots 9,10 FOGO processing November 2019 • Consultation process (if required) concludes 30 June 2020 • EPA decision August 2020 • Ministerial approval November 2020



Item 11.2 continued

4	Infrastructure development for interim facility	MAF commissioned April/May 2020	<ul style="list-style-type: none"> • RFT re-issued 26 October 2019 • Evaluation undertaken and recommendation prepared for WAC on 21 November 2019 • Council approval 5 December 2019 • Contract issued January 2020 and installation commences March 2020 • MAF commissioning completed 30 May 2020 • Procurement of caddies for member Councils - Bassendean and Bayswater • Trial ready to commence 1 July 2020 and conclude Dec 2021 • Report on interim facility completed thereafter
5	Contract with City of Bayswater and the Town of Bassendean to process FOGO waste	By April 2020	<ul style="list-style-type: none"> • Under development and to commence deliveries of FOGO by 1 July 2020
6	Research and community education – source separation and contamination management	Ongoing	<ul style="list-style-type: none"> • Pre-trial survey in Town of Bassendean and City of Bayswater to be undertaken • Bin audit with all member Councils • Commence with generic ‘teaser’ information about what FOGO is from September 2019 • The EMRC has recruited two (2) EMRC FOGO Educators, with plans to recruit to 6 to cater for the needs of all member Councils • Run intensive communication / education campaign for all member Councils • Bin tagging undertaken in March/April 2020 • Second bin audit to be undertaken if required • Additional bin tagging undertaken February and June 2021 • Final report on trial December 2021
7	Development and assessment of markets for compost	Commencing August 2019	<ul style="list-style-type: none"> • Product certification • Conduct field trials across the agriculture sector • Research markets; test feasibility



Item 11.2 continued

8	Determine long term FOGO solution for the region	Facility operational by 1 July 2022	<ul style="list-style-type: none"> • Identify options • Facility inspections and report on findings 28 November 2019 • Review results of MAF interim facility • EOI process conducted between November 2019 and January 2020 • Council approval of acceptable tenderers February 2020 • Prepare RFT documents by May 2020 • Issue RFT May 2020 • Finalise tender evaluation October 2020 • Council decision January 2021 • Contract finalised 28 February 2021 • Construction February 2021 – July 2022 • Joint tender bins/caddies procurement for four (4) remaining member Councils • Commissioning 1 July 2022 – 31 September 2022 • Facility ready for operation October 2022 • Contingency allowance of 3 months to December 2022
9	Authority approvals for long term FOGO solution	Lodge November 2020	<ul style="list-style-type: none"> • Works approval and referral to EPA June 2020 • Approvals received December 2020
10	Member Council FOGO implementation	All Councils participating by 1 July 2022	<ul style="list-style-type: none"> • With an estimated 60,000 tonnes of FOGO from member Councils and an additional 40,000 tonnes to be secured from elsewhere, all suppliers to be locked in via a Participation Agreement for FOGO Supply • Town of Bassendean 1 July 2020 • City of Bayswater 1 July 2020 • City of Swan by 1 July 2022 • City of Belmont by 1 July 2022 • City of Kalamunda by 1 July 2022 • Shire of Mundaring by 1 July 2022



Item 11.2 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations

FINANCIAL IMPLICATIONS

There is provision in the adopted 2019/2020 Annual Budget and the ten (10) year financial plan for capital expenditure on food organics and garden organics (FOGO) processing.

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Member Council Better Bins Rollout Survey (Ref: D2020/05266)
2. Draft Implementation Timeline for Permanent FOGO Facility (Ref: D2020/05265)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council:

1. Receives the report.
2. Endorses the methodology proposed for the funding of bin assets required by member Councils under the Better Bins Program.
3. Subject to acceptance of recommendation 2, requests a report be prepared for future Council endorsement with a fully costed proposal of the amounts of funding proposed.
4. Notes the updated timeline for the tender implementation.



Item 11.2 continued

Discussion ensued.

Mr Coten moved an alternate recommendation and the motion was seconded by Mr Purdy.

Alternate Recommendation

That Council:

1. Request a report be prepared for a future Waste Advisory Committee meeting that details the proposed methodology for the funding of bins and caddies for the proposed FOGO service. The report should include a fully costed proposal of the amounts of funding proposed.
2. Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining Council approval prior to tenders being called.
3. Note that the reasons for changing the Officer's recommendation are that the Waste Advisory Committee should be aware of the financial implications of funding bins and caddies prior to endorsing a methodology, and that the Council has previously resolved to prepare a feasibility study and obtain Council approval prior to calling tenders for a FOGO solution.

Debate ensued.

WAC RECOMMENDATION(S)

MOVED MR COTEN

SECONDED MR PURDY

That Council:

1. Request a report be prepared for a future Waste Advisory Committee meeting that details the proposed methodology for the funding of bins and caddies for the proposed FOGO service. The report should include a fully costed proposal of the amounts of funding proposed.
2. Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining Council approval prior to tenders being called.
3. Note that the reasons for changing the Officer's recommendation are that the Waste Advisory Committee should be aware of the financial implications of funding bins and caddies prior to endorsing a methodology, and that the Council has previously resolved to prepare a feasibility study and obtain Council approval prior to calling tenders for a FOGO solution.

CARRIED 8/3



Item 11.2 continued

In accordance with Clause 9.1 of the *EMRC Standing Orders Local Law 2013*, Cr Piffaretti gave her notice of her intention to move the following motion at the Ordinary Meeting of Council to be held on 19 March 2020:

Amended Motion(s)

That Council:

1. *Declares on this day 19 March 2020, a distribution totalling \$13,789,200 from the Secondary Waste Reserve.*
2. *Authorises the distribution to the respective Participants of the EMRC:*
 - a. *be based on \$100 per household; and*
 - b. *following the next Census in 2021 an adjustment distribution be made based on revised number of households per member Council.*
3. *Agrees the distribution of funds to the respective member Councils is to assist and support the implementation of FOGO recovery program including the cost of bins, kitchen caddies and first year caddy liners in line with the Secondary Waste treatment of household municipal waste. Should a member Council decide not to proceed with the FOGO program, distributed funds are to be refunded to the Secondary Waste Reserve.*
4. *Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining Council approval prior to tenders being called.*

Rationale provided by Cr Piffaretti

At the September 2019 Ordinary Meeting of Council, Council endorsed the implementation of the Food Organics and Garden Organics Recovery Strategy. It also endorsed “the funding of bins, caddies and initial education/product marketing for member Councils will be funded through the Secondary Waste Reserve”.

FOGO education and the marketing campaign is already well underway with the community preparedness for the implementation very far advanced.

However, this timing may be significantly impacted by the WAC Recommendation from its 5 March 2020 meeting which has requested that a report be prepared for a future WAC meeting. The timing poses a serious

issue for the FOGO trial, specifically for the Town of Bassendean and the City of Bayswater as they prepare to proceed with the FOGO collection from around 1 July 2020.

There is a serious concern that if the funding is not agreed to at this meeting, the success of the trial will be compromised.

It is recommended that funding of bins, kitchen caddies and caddy liners for the implementation of FOGO at member Councils be approved as a distribution of funds from the Secondary Waste Reserve.

Officer Comments

We recognise the significance of a timely decision by Council to ensure funding is provided to the member Councils to fund the implementation of FOGO at the household level. The bin assets and kitchen caddies are critical to the community to collect FOGO waste correctly. The procuring of the bin assets requires time and any delays in ordering them will compound the issues with a coordinated roll out to the community.



Item 11.2 continued

The FOGO collection infrastructure upgrade is assumed to consist of a new 140 litre red lid bin, a new 240 litre with new lime green lid bin, a kitchen caddy, two rolls of caddy liners, old bin removal, distribution and assembly charge, delivery of caddy and liners.

Market testing shows a total cost range of approximately \$91 to \$111 per package (detailed costing available).

For modelling EMRC officers used \$100 per unit dwelling. How the \$100 allocation per household will be spent will obviously be determined by each Council, as to whether they upgrade two bins, or one bin and one lid, or some other scenario.

Consistent with funding the bins, caddies and liners for the first year, it is anticipated the cost will be approximately \$13,789,200 based on the \$100 cost of FOGO assets upgrade per unit dwelling household (this includes single (SUD) and multi-unit dwellings (MUD)). It is noted that only SUDs will be implementing FOGO consistent with the Better Bins Program initially.

Based on the number of dwelling figures sourced from "Potential FOGO recovery estimates" provided to the Minister of LG in DWERME2620/19, a \$13.78 million distribution will be apportioned as follows:

<u>Participant Council</u>	<u>(SUD and MUD) Distribution</u>
Town of Bassendean	\$ 648,100
City of Bayswater	\$ 2,867,500
City of Belmont	\$ 1,720,400
City of Kalamunda	\$ 2,193,700
Shire of Mundaring	\$ 1,455,200
City of Swan	\$ 4,904,300
	<u>\$ 13,789,200</u>

Following feedback from WAC Officers, they have expressed the "fair and equitable" method of distribution should be based on population rather than by households. This is consistent with the Establishment Agreement's recognition of equity based on "the same proportions as the Population of each Participant bears to the total of the Populations of all Participants."

Based on the population figures utilised in the latest set of audited Annual Report ending 30 June 2019, a \$13.78 million distribution would be apportioned as follows (column B):

<u>Participant Council</u>	<u>PER H/HOLD @ \$100.00 (A)</u>	<u>EQUITY \$ (B)</u>	<u>DIFFERENCE (B) - (A)</u>	<u>EQUITY PER H/HOLD \$</u>
Town of Bassendean	\$648,100	\$591,454	-\$56,646	\$91
City of Bayswater	\$2,867,500	\$2,564,083	-\$303,417	\$89
City of Belmont	\$1,720,400	\$1,559,900	-\$160,500	\$91
City of Kalamunda	\$2,193,700	\$2,215,126	\$21,426	\$101
Shire of Mundaring	\$1,455,200	\$1,470,800	\$15,600	\$101
City of Swan	\$4,904,300	\$5,387,837	\$483,537	\$110
	\$13,789,200	\$13,789,200	\$0	\$100

In case an equity-based approach was taken, the distribution would range between \$89 and \$110 per dwelling.



Item 11.2 continued

SECONDARY WASTE RESERVE

The Secondary Waste Reserve was established in accordance with s.6.11 of the *Local Government Act 1995* for the specific purpose to accumulate and to make provision for Secondary Waste Treatment Technology in the future. The use of the funds must be consistent for this purpose. To that end, Council has reaffirmed the use of the funds from the Secondary Waste Reserve at its September 2019 meeting.

The proposed distribution of funds is to ensure funds are available to member Councils for the cost of the FOGO assets. The Town of Bassendean and City of Bayswater are committed to the interim FOGO trial commencing in July 2020. They will join the remaining four member Councils in working with the EMRC officers towards implementing the permanent FOGO facility solution.

AMENDED MOTION(S)

That Council:

1. Declares on this day 19 March 2020, a distribution totalling \$13,789,200 from the Secondary Waste Reserve.
2. Authorises the distribution to the respective Participants of the EMRC:
 - a. be based on \$100 per household; and
 - b. following the next Census in 2021 an adjustment distribution be made based on revised number of households per member Council.
3. Agrees the distribution of funds to the respective member Councils is to assist and support the implementation of FOGO recovery program including the cost of bins, kitchen caddies and first year caddy liners in line with the Secondary Waste treatment of household municipal waste. Should a member Council decide not to proceed with the FOGO program, distributed funds are to be refunded to the Secondary Waste Reserve.
4. Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining Council approval prior to tenders being called.

The amended motion was moved by Cr Piffaretti and seconded by Cr Jeans. Following discussion, a further amendment is proposed to reflect the distribution to be made on or before 30 June 2020.

Responding to a clarification regarding the third point of the motion about the repayment of the funds in the event that a member Council does not proceed with the FOGO program, it was confirmed by the CEO that a Deed of Release will be prepared to formalise the obligations of each member Council the use of the funds as well as any repayment in the event that a member Council does not proceed with the FOGO program. This Deed of Release will be distributed to the respective member Council CEOs to finalise and implement.

Cr Pifaretti and Cr Jeans agreed to the amendment.

The agreed amended motion is as follows:



Item 11.2 continued

AMENDED MOTION(S)

That Council:

1. Declares on this day 19 March 2020, a distribution totalling \$13,789,200 from the Secondary Waste Reserve to be distributed to all member Councils on or before 30 June 2020.
2. Authorises the distribution to the respective Participants of the EMRC:
 - a. be based on \$100 per household; and
 - b. following the next Census in 2021 an adjustment distribution be made based on revised number of households per member Council.
3. Agrees the distribution of funds to the respective member Councils is to assist and support the implementation of FOGO recovery program including the cost of bins, kitchen caddies and first year caddy liners in line with the Secondary Waste treatment of household municipal waste. Should a member Council decide not to proceed with the FOGO program, distributed funds are to be refunded to the Secondary Waste Reserve.
4. Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining Council approval prior to tenders being called.

COUNCIL RESOLUTION(S)

MOVED CR PIFFARETTI

SECONDED CR JEANS

THAT COUNCIL:

1. DECLARES ON THIS DAY 19 MARCH 2020, A DISTRIBUTION TOTALLING \$13,789,200 FROM THE SECONDARY WASTE RESERVE TO BE DISTRIBUTED TO ALL MEMBER COUNCILS ON OR BEFORE 30 JUNE 2020.
2. AUTHORISES THE DISTRIBUTION TO THE RESPECTIVE PARTICIPANTS OF THE EMRC:
 - a. BE BASED ON \$100 PER HOUSEHOLD; AND
 - b. FOLLOWING THE NEXT CENSUS IN 2021 AN ADJUSTMENT DISTRIBUTION BE MADE BASED ON REVISED NUMBER OF HOUSEHOLDS PER MEMBER COUNCIL.
3. AGREES THE DISTRIBUTION OF FUNDS TO THE RESPECTIVE MEMBER COUNCILS IS TO ASSIST AND SUPPORT THE IMPLEMENTATION OF FOGO RECOVERY PROGRAM INCLUDING THE COST OF BINS, KITCHEN CADDIES AND FIRST YEAR CADDY LINERS IN LINE WITH THE SECONDARY WASTE TREATMENT OF HOUSEHOLD MUNICIPAL WASTE. SHOULD A MEMBER COUNCIL DECIDE NOT TO PROCEED WITH THE FOGO PROGRAM, DISTRIBUTED FUNDS ARE TO BE REFUNDED TO THE SECONDARY WASTE RESERVE.
4. REQUEST AN UPDATED TIMELINE FOR TENDER IMPLEMENTATION OF A PERMANENT FOGO PROCESSING SOLUTION THAT INCLUDES THE TASKS OF PREPARING A FEASIBILITY STUDY AND OBTAINING COUNCIL APPROVAL PRIOR TO TENDERS BEING CALLED.

CARRIED 9/3

Cr. O'Connor; Cr Wolff; Cr Boyd Voted Against

Please detail what you applied for in the Better Bins Program						
	Kalamunda	Bayswater	Bassendean	Belmont	Mundaring	Swan
Amount of funding granted and timing of when funding will be received	\$691,500; \$474,000 by 30/05/2021 Balance by 30/03/2022	Nil – grant funding was previously obtained for a bin lid changeover. The City was unsuccessful in obtaining any further funding.	Total Grant funding - \$232,500 Milestone 1 – \$93,000 Milestone 2 - \$116,20 Completion of rollout Final Payment - \$23,250 final report	The CoB has been granted a total of \$583,298 which will be made in two payments. Preliminary (first) payment of \$350,298 at any time after the Project Commencement Date and no later than 30 May 2021. The City will claim this payment in August 2020. The final payment of \$233,532 will be claimed on 1 March 2022.	Nil at this time awaiting new program to apply	1st July 2020 – 30th June 2026 \$1,930,500 (\$772,200 initially, \$1,158,300 final payment)
Number of bins applied for?	23,050	N/A	7,750 households	19,461 This includes 3,153 for Medium Density Unit Developments each of which will require discussion on participation.	Around 14250	64,350
Size of bins (Litres) applied for?	Possible new 140L MGB for Red lid	N/A	140L general waste, 240L recycling and 240L greenwaste	240 Litre MGB's for FOGO.	New FOGO bin 240L	240 L
Please confirm bin lid colours being deployed		Existing bin lids comply with Australian Standards (Red, Yellow and lime green)	General waste – red Greenwaste (FOGO) – lime green Recycling – yellow (no change)	Lime Green – FOGO Yellow – Recycling Red – General or residual waste.	As per new better bins program	Red, Green, Yellow
What bin assets are you replacing?	Possible re-lid of existing dark green MGB 240L	N/A	Approx 7,750 240L general waste bins (green lid)	The current condition of the City's waste bins (green lid) is poor and rather than replace just the lids the funding will be used to replace those bins in their entirety. The City will also require the purchase of new 140 Litre red lid bins, approx. 19,461.	Lid colour on 140L general waste	Dark Green Lids
Any other relevant information included in your Better Bins Program application?	Audit will identify further replacments	N/A			Don't know until the new program comes out	The City will be going straight to a FOGO system. -Rollout the program across the whole City together. -Education program will begin 12 months prior. -All collection will be in-house.
Other comments	Upgrade requests process/policy to be determined	N/A	Recycling – yellow (no change)			

Other information to be determined in order to progress with costing the roll out of bins/caddies						
	Kalamunda	Bayswater	Bassendean	Belmont	Mundaring	Swan
Number of kitchen caddies required?	23,050	There are currently 32,746 services however there should also be an additional contingency of ~1,000 for new services, or to replace caddies that go missing (i.e. rental properties)	7,750 plus 200-300 spares	Kitchen caddies to match FOGO bins at 19,461, assuming 100% participation rate. Is there any information or recommended % for the uptake?	One per household	64,350
Quantity of caddy liners e.g. 1 or 2 rolls provided or ongoing that can be replenished by going to Council admin or libraries for example	supply 2 rolls initially	Would expect there to be at least 365 bags provided to cover a year. The number of rolls is dependent on the roll size. It is expected that residents will be able to obtain additional rolls from the libraries and admin.	1 roll of 100 liners delivered with bin. Replacements through library or admin	2 rolls of liners to be distributed initially (TBC). Further distribution is likely to follow the common model of collection from Admin Building or Library, however a delivery system could be considered, perhaps annually along with the	Ongoing	Ongoing Available from Libraries & Community Centres
Note that we have assumed that the removal of old bins will be at each Council's own cost, not EMRC's cost.		N/A		Agreed, this needs to be part of the roll out methodology using the same contractor for delivery and retrieval.	If EMRC or better bins program doesn't pay for 140L bin lid change then we may leave dark green or change to red on	Bin lid replacement will be completed by City of Swan staff.
Other issues raised		Is the rollout of compostable dog bags in all parks/ reserves being considered at the same time?	Better Bins v2 FOGO to be applied for when available			

Draft Implementation Timeline for Permanent FOGO Facility

Item	EMRC FOGO Processing Tender Timeline	Commencement	Completion
1	Sourcing of engineering service provider for specification and scope development, probity advisor and legal advisor	7-Feb-20	9-Mar-20
2	Council endorsement of Acceptable Tenderer list	3-Feb-20	21-Feb-20
3	Formation of tender evaluation team (WAC Officers or delegates, others)		5-Mar-20
4	Specification and scope development workshop	12-Mar-20	13-Mar-20
5	Invite potential tenderers to provide the technology options and lesson learnt	10-Mar-20	12-Mar-20
6	Drafting of specification and scope development	13-Mar-20	3-Apr-20
7	Management of change process for high risk issues, review and completion	13-Mar-20	3-Apr-20
8	Drafting of commercial requirements ie pricing model and table for tender documentation	20-Mar-20	3-Apr-20
9	Drafting of tender criteria (compliance and qualitative) for tender documentation	3-Apr-20	14-Apr-20
10	Drafting of contract documentation	3-Apr-20	21-Apr-20
11	Draft full tender documentation which includes Specification and Scope, commercial requirements and evaluation criteria for review	20-Apr-20	27-Apr-20
12	Tender Documentation workshop to review, amend and endorse documentation		30-Apr-20
13	Tender documentation preparation and compilation process	1-May-20	7-May-20
14	Tender documentation approval sign off by relevant EMRC officers	8-May-20	12-May-20
15	Tender Go Live		16-May-20
16	Mandatory site briefing/visit		21-May-20
17	Tender Closed (15 weeks)		29-Aug-20
18	Tender opening and tender compliance review process	31-Aug-20	4-Sep-20
19	Tender Evaluation Committee briefing workshop		10-Sep-20
20	Tender evaluation process	7-Sep-20	25-Sep-20
21	Compilation of the evaluation scoring	28-Sep-20	2-Oct-20
22	Collective bid and draft recommendation report review and finalisation workshop		9-Oct-20
23	Evaluation and Recommendation Report completed		14-Oct-20
24	Shortlisting Recommendation Report to CEO for approval	14-Oct-20	21-Oct-20
25	Member Council Briefings	19-Oct-20	4-Nov-20
26	Preparation of site visits to short listed Reference Facilities	21-Oct-20	26-Oct-20
27	Visits to short listed Contractor reference sites – maximum of 2	5-Nov-20	16-Nov-20

Item	EMRC FOGO Processing Tender Timeline	Commencement	Completion
28	Commence contract negotiation with potential shortlisted Contractor as required	14-Oct-20	27-Nov-20
29	Finalise Recommendation Report to award contract		27-Nov-20
30	Finalised Recommendation Report to CEO for approval	27-Nov-20	30-Nov-20
30	WAC Agenda deadline		30-Nov-20
31	WAC Agenda Review Meeting		5-Dec-20
32	WAC Meeting (Special)		10-Dec-20
33	Council Agenda deadline		6-Jan-21
34	Council Agenda Review Meeting		13-Jan-21
35	Council Meeting (Special Meeting)		21-Jan-21
36	Contract Award - Approval date		26-Jan-21
37	Contract approved by both parties		8-Feb-21
38	Contract kick off meeting		9-Feb-21



11.3 ITEMS CONTAINED IN THE INFORMATION BULLETIN

REFERENCE: D2020/03982

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

1. WASTE SERVICES

- 1.1 COUNCIL TONNAGE COMPARISONS AS AT 31 JANUARY 2020 (Ref: D2020/03983)

RECOMMENDATION

That the Waste Advisory Committee notes the items contained in the Information Bulletin accompanying the 5 March 2020 Waste Advisory Committee Agenda.

WAC RESOLUTION(S)

MOVED MR PEARSON

SECONDED CR JOHNSON

THAT THE WASTE ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 5 MARCH 2020 WASTE ADVISORY COMMITTEE AGENDA.

CARRIED UNANIMOUSLY



12 REPORTS OF DELEGATES

Nil

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

Nil

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

Nil

15 FUTURE MEETINGS OF THE WASTE ADVISORY COMMITTEE

The next meeting of the Waste Advisory Committee will be held on **Thursday, 2 April 2020 (if required)** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 5:00pm.

Future Meetings 2020

Thursday	2 April	(if required)	at	EMRC Administration Office
Thursday	7 May	(if required)	at	EMRC Administration Office
Thursday	4 June	(if required)	at	EMRC Administration Office
Thursday	9 July	(if required)	at	EMRC Administration Office
Thursday	6 August	(if required)	at	EMRC Administration Office
Thursday	3 September	(if required)	at	EMRC Administration Office
Thursday	8 October	(if required)	at	EMRC Administration Office
Thursday	19 November	(if required)	at	EMRC Administration Office

16 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 6:32pm.



15.3 AUDIT COMMITTEE MEETING HELD 5 MARCH 2020

(REFER TO MINUTES OF COMMITTEE)

REFERENCE: D2020/00412 (AC) – D2020/01088

The minutes of the Audit Committee meeting held on **5 March 2020** accompany and form part of this agenda – (refer to pink section of 'Minutes of Committees' for Council accompanying this Agenda).

QUESTIONS

The Chairman invited general questions from members on the 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 15.3)

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORT (SECTION 15.3).

CARRIED 11/1
Cr O'Connor Voted Against

AUDIT COMMITTEE

MINUTES

5 March 2020

(REF: D2020/05261) (AUDIT) - D2020/05194)

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:40pm and acknowledged the traditional custodians of the land on which we meet and to pay his respects to elders past, present and future.

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

Councillor Attendance

Cr Mel Congerton (Chairman)	EMRC Member	City of Swan
Cr Lesley Boyd (Deputy Chairman)	EMRC Member	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Lorna Clarke	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Doug Jeans	EMRC Member	Shire of Mundaring

EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr David Ameduri	Manager Financial Services
Ms Izabella Krzysko	Manager Procurement and Governance
Ms Theresa Eckstein	Executive Assistant to the CEO

Observer(s)

Cr Giorgia Johnson	City of Bayswater
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3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

The Chairman said that he assumed that everyone had read the documents pertaining to the Audit Committee meeting and if there were any questions to be advise then the item would be withdrawn. However, if there were no questions he would move the items on bloc.

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF AUDIT COMMITTEE MEETING HELD ON 21 NOVEMBER 2019

That the Minutes of the Audit Committee meeting held on 21 November 2019 which have been distributed, be confirmed.

AC RESOLUTION(S)

MOVED CR JEANS

SECONDED CR BOYD

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 21 NOVEMBER 2019 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY



7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

8 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

Nil

10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



11 REPORTS OF EMPLOYEES

11.1 HALF YEAR BUDGET REVIEW 2019/2020

REFERENCE: D2020/00413

PURPOSE OF REPORT

The purpose of this report is to provide Council, via the Audit Committee, with details of the Eastern Metropolitan Regional Council's (EMRC's) 2019/2020 budget review for adoption and subsequent submission to the Department of Local Government, Sport and Cultural Industries.

KEY POINTS AND RECOMMENDATION(S)

- It is a requirement of the *Local Government (Financial Management) Regulations 1996* r.33A that a Local Government, between 1 January and 31 March in each year, is to carry out a review of its annual budget for that year.
- Council receives monthly financial reports inclusive of end of year forecasts. Forecasts have been constantly monitored and reviewed based on current information and circumstances available to provide a more accurate forecast of the year end result.

Recommendation(s)

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2019/2020 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

It is a requirement of the *Local Government (Financial Management) Regulations 1996* r.33A that a Local Government, between 1 January and 31 March in each year, is to carry out a review of its annual budget for that year.

Regulation 33A also states that within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council who is to consider the review submitted to it and is to determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendation made to the review.

The EMRC's budget is presented in a format that separates operating income and expenditure from other revenue and expenses to provide improved disclosure of Council's underlying operating result.

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.

The half year budget review was undertaken during January/February 2020 and is reflected in this report.



Item 11.1 continued

REPORT

Whilst the budget review is a statutory requirement, due to the commercial nature of the EMRC's waste operations, forecasts are conducted throughout the year in order to adjust costs (where possible) in relation to available tonnage throughput.

Format of Budget Review

The format of the statutory review undertaken is based on an examination by officers of all EMRC accounts (operating income, operating expenditure and capital expenditure accounts) within their area of responsibility.

A review of the tonnages budgeted to be received at the Red Hill Waste Management Facility is also undertaken. Tonnage budgets are reviewed to provide a forecast of volumes expected to be received by 30 June 2020. These forecasts, when calculated against the previously adopted disposal rates, provide financial forecasts relating to the following:

- Income from normal operations (including landfill levy);
- Secondary Waste Income;
- Landfill Levy Expenditure;
- Waste Education Levy Income; and
- Cell usage and depreciation.

All forecasts, which are an actual review of the budgets set against each account, are input into the financial management system in order to provide a more accurate forecast of the end of year result.

The year to date monthly budget allocations are also reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. A review is undertaken to ensure that the year to date budget allocations best reflect the timing applicable either to expenditure expected to be incurred or income to be received. This process commences immediately following adoption of the budget and is constantly being monitored and reviewed based on current information and circumstances available. This process provides a better comparison between the year to date actual and year to date budget figures.

Adjustments resulting from Budget Review

EMRC officers undertook the latest review based on the actual financial data provided for the period ended 31 December 2019. The financial report relating to the period ended 31 January 2020 will be submitted to Council at its meeting to be held on 19 March 2020. Variances reported in that report will be based on the budget review as specified within the body of this report. This is undertaken as part of the EMRC's ongoing budget and forecast review process and in accordance with Council's adopted criteria.

In accordance with the process followed in previous years, the original budget is not updated with the revised forecasts, as relevant regulations require the end of year results to be compared to the original adopted annual budget, rather than the reviewed budget.

Whilst it is accepted that many costs are incurred generally within a specific pattern, many are not. These include significant costs incurred relating to operating and capital projects, which depend solely on the timing of when the project is undertaken.



Item 11.1 continued

The following is a summary of the forecast changes to budget provisions resulting from the half year budget review:

Changes In	Operating	Other	Total
Increase / (Decrease) in Operating Income/Other Revenues	(\$78,059)	(\$1,224,981)	(\$1,303,040)
(Increase) / Decrease in Operating Expenditure/Other Expenses	(\$734,150)	\$840,072	\$105,922
Increase / (Decrease) in Net Assets from Operations	(\$812,209)	(\$384,909)	(\$1,197,118)
(Increase) / Decrease in Capital Expenditure	\$2,760,163	\$4,024,298	\$6,784,461
Increase / (Decrease) in Overall Expenditure	(\$1,947,954)	(\$3,639,389)	(\$5,587,343)

Provided below is a summary of changes between the original budget and the forecast for the financial year ending 30 June 2020. Comments are provided for significant variances using Council's adopted criteria of 10% or \$20,000, whichever is the greater, as a guide:

Operating Income/Other Revenues

User Charges

- Current Budget: \$34,022,683 Forecast Budget: \$34,684,070 Variance: \$661,387; 1.94%

Net User Charges (User Charges less Landfill Levy charges)

- Current Budget: \$19,414,960 Forecast Budget: \$19,914,059 Variance: \$499,099; 2.57%

Special Charges

- Current Budget: \$442,603 Forecast Budget: \$460,285 Variance: \$17,682; 4.00%

Contributions

- Current Budget: \$563,447 Forecast Budget: \$521,955 Variance: (\$41,492); (7.36%)

Operating Grants

- Current Budget: \$285,000 Forecast Budget: \$324,813 Variance: \$39,813; 13.97%

The full year forecast for Operating Grants is above the annual budget by \$39,813 (13.97%). The variance is due to a carried forward of unspent grant funds from the 2018/2019 financial year relating to the Community Capability Project brought to account as required by changes in AASB 15 (Revenue from Contracts with Customers) and AASB 1058 (Income of Not-for-Profit Entities).

Interest Municipal Cash & Investments

- Current Budget: \$270,000 Forecast Budget: \$262,000 Variance: (\$8,000); (2.96%)



Item 11.1 continued

Reimbursements

- Current Budget: \$790,259 Forecast Budget: \$1,101,889 Variance: \$311,630; 39.43%

The full year forecast for Reimbursements is \$311,630 (39.43%) above the budget of \$790,259. This is primarily attributable to a forecast insurance reimbursement of \$300,000 relating to an insurance claim for plant damaged as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding expenditure in Insurance Expenses.

Other Income

- Current Budget: \$2,675,597 Forecast Budget: \$1,778,806 Variance: (\$896,791); (33.52%)

The full year forecast for Other Income is below the annual budget by \$896,791 (33.52%). The variance is mainly attributable to lower ferricrete sales (\$400,000 compared to a budget of \$780,000), a lower level of Greenwaste products sales (\$63,000 compared to a budget of \$280,904) and the timing of royalty payments and Large Scale Generation Certificate (LGC) sales relating to the sale of electricity generated from landfill gas (\$225,000 compared to a budget of \$780,000).

This is offset by additional income from the sale of products from the Hazelmere timber recycling plant (\$677,000 compared to a budget of \$577,436), the sale of products from the Coppin & Mathieson Transfer Stations (\$114,886 compared to a budget of \$83,000) and addition diesel fuel rebate income (\$240,000 compared to a budget of \$201,000).

User Charges (Other Revenues)

- Current Budget: \$815,500 Forecast Budget: \$45,000 Variance: (\$770,500); (94.48%)

The full year forecast for User Charges (Other Revenues) is below the annual budget by \$770,500 (94.48%). The variance is due to the lower level of tonnages forecast to be received at the Hazelmere C&I facility. This is offset by a forecast reduction in expenditure relating to this project.

Secondary Waste Charge (Other Revenues)

- Current Budget: \$4,756,004 Forecast Budget: \$4,997,380 Variance: \$241,376; 5.08%

Operating Grants (Other Revenues)

- Current Budget: \$240,000 Forecast Budget: \$0 Variance: (\$240,000); (100.00%)

The full year forecast for User Charges (Other Revenues) is below the annual budget by \$240,000 (100.00%). The variance is due to unsuccessful grant applications applicable to the FOGO project.

Interest Restricted Cash Investments (Other Revenues)

- Current Budget: \$1,604,959 Forecast Budget: \$1,860,569 Variance: \$255,610; 15.93%

The full year forecast for Interest on Restricted Cash Investments is \$255,610 (15.93%) above the budget of \$1,604,959. This is attributable to the higher level of funds available for investment as at 30 June 2019, additional funds invested during 2019/2020 compared to budget and a higher average interest rate expected to be received for the 2019/2020 financial year (2.30% as at 31 January 2020 compared to the budgeted rate of 1.78%).

Reimbursements (Other Revenues)

- Current Budget: \$50 Forecast Budget: \$35,050 Variance: \$35,000; N/A

The full year forecast for Reimbursements (Other Revenues) is \$35,000 above the budget of \$50. This is attributable to a forecast reimbursement of \$35,000 relating to an insurance claim for damage to the C&I building as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding expenditure in Insurance Expenses (Other Expenses).



Item 11.1 continued

Proceeds from Sale of Assets (Other Revenues)

- Current Budget: \$205,000 Forecast Budget: \$406,795 Variance: 201,795; 98.44%

The full year forecast for Proceeds from Sale of Assets (Other Revenues) is \$201,795 above the budget of \$205,000. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria.

Other (Other Revenues)

- Current Budget: \$956,262 Forecast Budget: \$8,000 Variance: (\$948,262); (99.16%)

The full year forecast for Other Revenues is below the annual budget by \$948,262 (99.16%). This variance relates to the forecast low sale of products (\$8,000 compared to a budget of \$204,434) from the Hazelmere C&I Project due to the lower level of tonnages forecast to be received through the facility and resulting recoverable material available for sale, as well as a \$0 forecast for electricity sales (compared to a budget of \$751,828) due to the delay in the commissioning of the Wood Waste to Energy (WWtE) facility.

Operating Expenditure/Other Expenses

Salary Expenses

- Current Budget: \$9,645,073 Forecast Budget: \$8,696,446 Variance: (\$948,627); (9.84%)

Contract Expenses

- Current Budget: \$4,666,382 Forecast Budget: \$4,995,756 Variance: \$329,374; 7.06%

Material Expenses

- Current Budget: \$1,114,269 Forecast Budget: \$1,309,254 Variance: \$194,985; 17.50%

The full year forecast for Material Expenses is above the annual budget by \$194,985 (17.50%). This variance is primarily due to the purchase of a binding material (RemBind) required as part of waste acceptance approval requirements which has resulted in an unfavourable variance of \$186,964 for Waste Services. This is offset by an increase in income for commercial tonnages at the Red Hill Waste Management Facility.

Utility Expenses

- Current Budget: \$327,525 Forecast Budget: \$332,144 Variance: \$4,619; 1.41%

Fuel Expenses

- Current Budget: \$734,688 Forecast Budget: \$821,188 Variance: \$86,500; 11.77%

The full year forecast for Fuel Expenses is above the annual budget by \$86,500 (11.77%). The variance is attributable to the on-going use of leachate evaporators and generators on the new leachate evaporation ponds not previously provided for.

Insurance Expenses

- Current Budget: \$258,545 Forecast Budget: \$565,675 Variance: \$307,130; 118.79%

The full year forecast for Insurance Expenses is \$307,130 (118.79%) above the budget of \$258,545. This is primarily attributable to a forecast expenditure of \$300,000 relating to an insurance claim for plant damaged as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding insurance income in Reimbursement Income.



Item 11.1 continued

Depreciation Expenses

- Current Budget: \$4,923,631 Forecast Budget: \$4,749,975 Variance: (\$173,656); (3.53%)

Miscellaneous Expenses (excluding Landfill Levy expenses)

- Current Budget: \$936,306 Forecast Budget: \$1,034,956 Variance: \$98,650; 10.54%

The full year forecast for Miscellaneous Expenses (excluding the Landfill Levy expenses) is \$98,650 (10.54%) above the budget of \$1,034,956. This variance is attributable to the Hazelmere site being now classified as a commercial site for rating purposes (\$136,800 compared to a budget of \$3,590).

Provision Expenses

- Current Budget: \$236,821 Forecast Budget: \$239,956 Variance: \$3,135; 1.32%

Costs Allocated

- Current Budget: (\$2,192,805) Forecast Budget: (\$1,360,765) Variance: \$832,040; 37.94%

The full year forecast for Cost Allocations is \$832,040 (37.94%) below the budget of \$2,192,805. This variance relates specifically to the internal costs allocated between the Resource Recovery C&I Project and various capital expenditure projects that have been carried forward into the 2020/2021 financial year that were budgeted to utilise the EMRC's plant.

Salary Expenses (Other Expenses)

- Current Budget: \$1,040,075 Forecast Budget: \$737,880 Variance: (\$302,195); (29.06%)

The full year forecast for Salary Expenses (Other Expenses) is below the annual budget by \$302,195 (29.06%). The variance is primarily attributable to the low level of activity in the Hazelmere C&I facility (\$81,874 compared to a budget of \$486,837) due to the lower level of tonnages forecast to be received through the facility.

Contract Expenses (Other Expenses)

- Current Budget: \$890,463 Forecast Budget: \$659,405 Variance: (\$231,058); (25.95%)

The full year forecast for Contract Expenses (Other Expenses) is \$231,058 (25.95%) below the budget of \$890,463. The variance relates primarily to the timing of contract/management expenses for the WWtE Project (\$225,600 compared to a budget of \$556,000) which is not due to be commissioned until approximately May/June 2020.

Material Expenses (Other Expenses)

- Current Budget: \$75,475 Forecast Budget: \$38,652 Variance: (\$36,823); (48.79%)

The full year forecast for Material Expenses (Other Expenses) is \$36,823 (48.79%) below the budget of \$75,475. The variance relates principally to the timing of the WWtE Project (\$23,600 compared to a budget of \$53,500) which is not due to be commissioned until approximately May/June 2020 together with the lower level of expenditure at the Hazelmere C&I facility (\$7,000 compared to a budget of \$13,225) due to the lower level of tonnages forecast to be received through the facility.

Utility Expenses (Other Expenses)

- Current Budget: \$28,700 Forecast Budget: \$17,670 Variance: (\$11,030); (38.43%)

Fuel Expenses (Other Expenses)

- Current Budget: \$1,000 Forecast Budget: \$500 Variance: (\$500); (50.00%)



Item 11.1 continued

Insurance Expenses (Other Expenses)

- Current Budget: \$55,406 Forecast Budget: \$77,945 Variance: \$22,539; 40.68%

The full year forecast for Insurance Expenses (Other Expenses) is \$22,539 (40.68%) above the budget of \$55,406. This is primarily attributable to a forecast expenditure of \$35,000 relating to an insurance claim for damage to the C&I building as a result of a fire at the Hazelmere Resource Recovery facility. This is off-set by a corresponding insurance income in Reimbursement Income (Other Income).

Depreciation Expenses (Other Expenses)

- Current Budget: \$503,290 Forecast Budget: \$189,152 Variance: (\$314,138); (62.42%)

The full year forecast for Depreciation Expenses (Other Expenses) is \$314,138 (62.42%) below the budget of \$503,290. The variance is due to the timing of the WWtE Project (\$27,300 compared to a budget of \$163,670) which is not due to be commissioned until approximately May/June 2020 as well as the timing and/or carry forward of capital expenditure associated with the Hazelmere Resource Recovery Park projects.

Miscellaneous Expenses (Other Expenses)

- Current Budget: \$133,350 Forecast Budget: \$88,055 Variance: (\$45,295); (33.97%)

The full year forecast for Miscellaneous Expenses (Other Expenses) is \$45,295 (33.97%) below the budget of \$133,350. The variance relates to miscellaneous expenses for the Hazelmere C&I Project (\$15,000 compared to a budget of \$30,000) and is attributable to the lower level of tonnages forecast to be received through the facility and the timing of the WWtE Project (\$20,000 compared to a budget of \$56,300) which is not due to be commissioned until approximately May/June 2020.

Carrying Amount of Assets Disposed Of (Other Expenses)

- Current Budget: \$153,999 Forecast Budget: \$269,676 Variance: \$115,677; 75.12%

The full year forecast for Carrying Amount of Assets Disposed Of (Other Expenses) is \$115,677 (75.12%) above the budget of \$153,999. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria.

Costs Allocated (Other Expenses)

- Current Budget: \$729,115 Forecast Budget: \$691,866 Variance: (\$37,249); (5.11%)

Capital Expenditure

- Current Budget: \$26,940,712 Forecast Budget: \$20,156,251 Variance: (\$6,784,461); (25.18%)

The Capital Expenditure budgets as at year end were reviewed as part of the half year budget review undertaken during January/February 2020 in order to reflect the actual timing of various projects and match expenditure requirements in relation to tonnage forecasts.

Full Year Capital Expenditure has been forecast to be \$6,784,461 (25.18%) below the budget of \$26,940,712.



Item 11.1 continued

Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:

- Construct Resource Recovery Park - Site Infrastructure - \$1,550,000 (c/fwd);
- Liquid Waste Project - Red Hill Landfill Facility - \$1,550,000 (c/fwd);
- Construct Resource Recovery Park - Site/Administration Office - \$800,000 (c/fwd);
- Construct Resource Recovery Park - Site Workshop - \$600,000 (c/fwd);
- Construct Resource Recovery Park - Community Transfer Station - \$530,000 (c/fwd);
- Construct Resource Recovery Park - Community Reuse Store - \$500,000 (c/fwd);
- Purchase Resource Recovery Park - C&I Building, Plant and Equipment - \$500,000;
- Liquid Waste Project Plant - Red Hill Landfill Facility \$450,000 (c/fwd);
- Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility - \$420,000 (\$30,000 c/fwd);
- Purchase Resource Recovery Park Transfer Station, Plant & Equipment - \$300,000 (c/fwd);
- Construct Resource Recovery Park - Reuse Store Infrastructure - \$250,000 (c/fwd);
- Construct Drainage Diversion & Infrastructures - Red Hill Landfill Facility - \$250,000 (c/fwd).
- Construct Stormwater Infrastructure/Siltation Ponds - Red Hill Landfill Facility - \$200,000 (c/fwd);
- Capital Improvement - Ascot Place Administration Building - \$155,750 (c/fwd);
- Construct Litter Fence - Red Hill Landfill Facility - \$100,000 (\$50,000 c/fwd); and
- Purchase / Replace Plant - Hazelmere - \$100,000 (c/fwd).

This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:

- Resource Recovery Park - WWtE, Building, Plant & Infrastructure - \$1,015,702;
 This was subject to a confidential report submitted to Council and approved by Council at its meeting held on 19 September 2019.
- Purchase / Replace Plant - Red Hill Landfill Facility - \$551,475;
 This relates to committed capital expenditure for the purchase of a loader and a truck at the Red Hill Landfill Facility which were ordered and expected to be received in the 2018/2019 financial year. The plant items were however not received until early 2019/2020 and as the 2019/2020 Annual Budget had been finalised and adopted a carried forward provision for these purchases was not able to be undertaken. This has been previously raised and explained to Council at its meeting on 5 December 2019.
- Purchase Vehicles - Red Hill Landfill Facility - \$215,000.
 As outlined earlier in this report, this relates specifically to the timing of the replacement of various items of plant and vehicles not previously budgeted for change over during the 2019/2020 financial year that have now been forecast to be changed over as they will have attained the specified change over criteria as per the EMRC Fleet Policy and 10 Year Plant Replacement Schedule.

STRATEGIC/POLICY IMPLICATIONS

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



Item 11.1 continued

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (Ref: D2020/04258)
2. Capital Expenditure Statement (Ref: D2020/04259)
3. Statement of Financial Position (Ref: D2020/04260)
4. Statement of Cash and Investments (Ref: D2020/04262)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2019/2020 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

Discussion ensued

Cr Johnson entered the room at 6:52pm. Cr Johnson left the room at 7:05pm and returned at 7:08pm.

AC RECOMMENDATION(S)

MOVED CR POWELL

SECONDED CR BOYD

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2019/2020 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

CARRIED UNANIMOUSLY



Item 11.1 continued

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL, BY AN ABSOLUTE MAJORITY IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 R.33A, ADOPTS THE REVIEW OF THE 2019/2020 BUDGET AND APPROVES ITS SUBMISSION TO THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES WITHIN 30 DAYS.

CARRIED 11/1
Cr O'Connor Voted Against



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

JANUARY 2020

Year to Date			Full Year				
Actual	Budget	Variance			Forecast	Budget	Variance
Operating Income							
\$20,583,431	\$20,127,810	\$455,621	(F)	User Charges	\$34,684,070	\$34,022,683	\$661,387 (F)
(\$8,888,878)	(\$8,521,170)	(\$367,708)	(U)	<i>Less Landfill Levy Charges</i>	(\$14,770,011)	(\$14,607,723)	(\$162,288) (U)
\$11,694,553	\$11,606,640	\$87,913	(F)	Net User Charges	\$19,914,059	\$19,414,960	\$499,099 (F)
\$267,290	\$265,175	\$2,115	(F)	Special Charges	\$460,285	\$442,603	\$17,682 (F)
\$385,867	\$376,810	\$9,057	(F)	Contributions	\$521,955	\$563,447	(\$41,492) (U)
\$174,538	\$180,000	(\$5,462)	(U)	Operating Grants	\$324,813	\$285,000	\$39,813 (F)
\$138,283	\$157,493	(\$19,210)	(U)	Interest Municipal Cash Investments	\$262,000	\$270,000	(\$8,000) (U)
\$408,175	\$460,957	(\$52,782)	(U)	Reimbursements	\$1,101,889	\$790,259	\$311,630 (F)
\$1,081,886	\$1,100,880	(\$18,994)	(U)	Other	\$1,778,806	\$2,675,597	(\$896,791) (U)
\$14,150,592	\$14,147,955	\$2,637	(F)	Total Operating Income	\$24,363,807	\$24,441,866	(\$78,059) (U)
Operating Expenditure							
\$4,715,335	\$5,335,607	\$620,272	(F)	Salary Expenses	\$8,696,446	\$9,645,073	\$948,627 (F)
\$1,847,481	\$2,653,573	\$806,092	(F)	Contract Expenses	\$4,995,756	\$4,666,382	(\$329,374) (U)
\$650,505	\$555,410	(\$95,095)	(U)	Material Expenses	\$1,309,254	\$1,114,269	(\$194,985) (U)
\$185,586	\$181,995	(\$3,591)	(U)	Utility Expenses	\$332,144	\$327,525	(\$4,619) (U)
\$448,922	\$428,484	(\$20,438)	(U)	Fuel Expenses	\$821,188	\$734,688	(\$86,500) (U)
\$154,468	\$150,640	(\$3,828)	(U)	Insurance Expenses	\$565,675	\$258,545	(\$307,130) (U)
\$2,693,279	\$2,849,343	\$156,064	(F)	Depreciation Expenses	\$4,749,975	\$4,923,631	\$173,656 (F)
\$582,494	\$553,435	(\$29,059)	(U)	Miscellaneous Expenses	\$1,034,956	\$936,306	(\$98,650) (U)
\$143,017	\$138,138	(\$4,879)	(U)	Provision Expenses	\$239,956	\$236,821	(\$3,135) (U)
(\$367,120)	(\$634,882)	(\$267,762)	(U)	Costs Allocated	(\$1,360,765)	(\$2,192,805)	(\$832,040) (U)
\$11,053,967	\$12,211,743	\$1,157,776	(F)	Total Operating Expenditure	\$21,384,585	\$20,650,435	(\$734,150) (U)
\$3,096,625	\$1,936,212	\$1,160,413	(F)	OPERATING RESULT FROM NORMAL ACTIVITIES	\$2,979,222	\$3,791,431	(\$812,209) (U)
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



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

Year to Date			JANUARY 2020			Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance		
Other Revenues								
\$25,540	\$26,257	(\$717)	(U)	User Charges	\$45,000	\$815,500	(\$770,500)	(U)
\$2,902,005	\$2,855,628	\$46,377	(F)	Secondary Waste Charge	\$4,997,380	\$4,756,004	\$241,376	(F)
\$0	\$0	\$0	(F)	Operating Grants	\$0	\$240,000	(\$240,000)	(U)
\$1,270,765	\$1,076,002	\$194,763	(F)	Interest Restricted Cash Investments	\$1,860,569	\$1,604,959	\$255,610	(F)
\$0	\$28	(\$28)	(U)	Reimbursements	\$35,050	\$50	\$35,000	(F)
\$243,409	\$205,000	\$38,409	(F)	Proceeds from Sale of Assets	\$406,795	\$205,000	\$201,795	(F)
\$5,507	\$6,000	(\$493)	(U)	Other	\$8,000	\$956,262	(\$948,262)	(U)
\$4,447,226	\$4,168,915	\$278,311	(F)	Total Other Revenues	\$7,352,794	\$8,577,775	(\$1,224,981)	(U)
Other Expenses								
\$258,966	\$240,242	(\$18,724)	(U)	Salary Expenses	\$737,880	\$1,040,075	\$302,195	(F)
\$137,047	\$155,550	\$18,503	(F)	Contract Expenses	\$659,405	\$890,463	\$231,058	(F)
\$5,066	\$14,798	\$9,732	(F)	Material Expenses	\$38,652	\$75,475	\$36,823	(F)
\$7,085	\$10,374	\$3,289	(F)	Utility Expenses	\$17,670	\$28,700	\$11,030	(F)
\$0	\$0	\$0	(F)	Fuel Expenses	\$500	\$1,000	\$500	(F)
\$12,234	\$13,559	\$1,325	(F)	Insurance Expenses	\$77,945	\$55,406	(\$22,539)	(U)
\$45,358	\$46,354	\$996	(F)	Depreciation Expenses	\$189,152	\$503,290	\$314,138	(F)
\$32,548	\$26,881	(\$5,667)	(U)	Miscellaneous Expenses	\$88,055	\$133,350	\$45,295	(F)
\$119,262	\$104,025	(\$15,237)	(U)	Carrying Amount of Assets Disposed Of	\$269,676	\$153,999	(\$115,677)	(U)
\$295,601	\$394,764	\$99,163	(F)	Costs Allocated	\$691,866	\$729,115	\$37,249	(F)
\$913,167	\$1,006,547	\$93,380	(F)	Total Other Expenses	\$2,770,801	\$3,610,873	\$840,072	(F)
\$3,534,059	\$3,162,368	\$371,691	(F)	OPERATING RESULT FROM OTHER ACTIVITIES	\$4,581,993	\$4,966,902	(\$384,909)	(U)
Surplus	Surplus				Surplus	Surplus		
\$6,630,684	\$5,098,580	\$1,532,104	(F)	NET RESULT	\$7,561,215	\$8,758,333	(\$1,197,118)	(U)
Surplus	Surplus				Surplus	Surplus		
Realised/Unrealised (Gain)/Loss From Change in Fair Value of Investments								
\$0	\$0	\$0	(F)	Unrealised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Realised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Total (Gain)/Loss from change in Fair Value of Investments	\$0	\$0	\$0	(F)
Other Comprehensive Income								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Other Comprehensive Income	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Total Other Comprehensive Income	\$0	\$0	\$0	(F)
\$6,630,684	\$5,098,580	\$1,532,104	(F)	CHANGE IN NET ASSETS FROM OPERATIONS	\$7,561,215	\$8,758,333	(\$1,197,118)	(U)
Surplus	Surplus				Surplus	Surplus		



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date						Full Year		
Actual	Budget	Variance		On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Governance and Corporate Services								
\$158,399	\$196,581	\$38,182	(F)	\$0	Purchase Vehicles - Ascot Place (24440/00)	\$337,000	\$337,000	\$0 (F)
\$0	\$0	\$0	(F)	\$0	Purchase Furniture Fittings & Equipment - Corporate Services (24510/01)	\$0	\$25,000	\$25,000 (F)
\$19,620	\$196,000	\$176,380	(F)	\$32,211	Purchase Information Technology & Communication Equipment (24550/00)	\$256,000	\$336,000	\$80,000 (F)
\$0	\$0	\$0	(F)	\$0	Purchase Art Works (24620/00)	\$20,000	\$20,000	\$0 (F)
\$4,250	\$4,500	\$250	(F)	\$0	Capital Improvement Administration Building - Ascot Place (25240/01)	\$4,250	\$160,000	\$155,750 (F)
\$0	\$0	\$0	(F)	\$0	Upgrade Security Equipment - Ascot Place (25530/01)	\$0	\$4,500	\$4,500 (F)
\$182,269	\$397,081	\$214,812	(F)	\$32,211		\$617,250	\$882,500	\$265,250 (F)



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Resource Recovery							
\$1,176,707	\$0	(\$1,176,707) (U)	\$0		\$1,495,000	\$0	(\$1,495,000) (U)
				Construct and Commission Resource Recovery Park - Wood Waste to Energy Building (24259/05)			
\$4,603	\$20,000	\$15,398 (F)	\$7,183		\$20,000	\$550,000	\$530,000 (F)
				Construct and Commission Resource Recovery Park - Community Transfer Station (24259/06)			
\$0	\$0	\$0 (F)	\$0		\$0	\$800,000	\$800,000 (F)
				Construct and Commission Resource Recovery Park - Site/Administration Office (24259/07)			
\$0	\$0	\$0 (F)	\$0		\$0	\$500,000	\$500,000 (F)
				Construct and Commission Resource Recovery Park - Community Reuse Store (24259/08)			
\$0	\$0	\$0 (F)	\$0		\$0	\$10,000	\$10,000 (F)
				Construct and Commission Resource Recovery Park - MRF Building - Hazelmere (24259/09)			
\$76,227	\$122,500	\$46,273 (F)	\$365		\$210,000	\$210,000	\$0 (F)
				Construct and Commission Resource Recovery Commercial Transfer Station - Hazelmere (24259/10)			
\$65,127	\$66,000	\$873 (F)	\$28,328		\$78,055	\$78,055	\$0 (F)
				Construct and Commission Resource Recovery Park - Weighbridge Office (24259/12)			
\$0	\$0	\$0 (F)	\$0		\$0	\$600,000	\$600,000 (F)
				Construct and Commission Resource Recovery Park - Site Workshop (24259/13)			
\$9,204	\$10,000	\$796 (F)	\$1,160		\$115,337	\$115,337	\$0 (F)
				Construct and Commission Resource Recovery Park - Weighbridges (x2) (24392/02)			
\$35,327	\$58,331	\$23,004 (F)	\$2,345		\$100,000	\$100,000	\$0 (F)
				Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05)			



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Resource Recovery							
\$313,665	\$320,000	\$6,335 (F)	\$96,754		\$1,000,000	\$2,550,000	\$1,550,000 (F)
				Construct and Commission Resource Recovery Park - Site Infrastructure (24399/01)			
\$0	\$0	\$0 (F)	\$0		\$0	\$250,000	\$250,000 (F)
				Construct Resource Recovery Park - Reuse Store Infrastructure (Car Park) (24399/07)			
\$5,206	\$5,500	\$294 (F)	\$6,514		\$50,000	\$123,685	\$73,685 (F)
				Wood Waste to Energy Utilities/Infrastructure - Resource Recovery Park (24399/11)			
\$268,104	\$723,681	\$455,577 (F)	\$570,410		\$835,000	\$1,240,613	\$405,613 (F)
				Purchase Resource Recovery Park - Wood Waste to Energy Plant & Equipment (24410/03)			
\$0	\$0	\$0 (F)	\$0		\$0	\$500,000	\$500,000 (F)
				Purchase Resource Recovery Park C & I Building - Plant & Equipment (24410/04)			
\$0	\$0	\$0 (F)	\$0		\$0	\$300,000	\$300,000 (F)
				Purchase Resource Recovery Park Transfer Station - Plant & Equipment (24410/05)			
\$0	\$0	\$0 (F)	\$447,800		\$600,000	\$600,000	\$0 (F)
				Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10)			
\$1,954,170	\$1,326,012	(\$628,158) (U)	\$1,160,859		\$4,503,392	\$8,527,690	\$4,024,298 (F)

Waste Management

\$0	\$0	\$0 (F)	\$0		\$110,000	\$110,000	\$0 (F)
				Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01)			
\$0	\$0	\$0 (F)	\$0		\$63,000	\$63,000	\$0 (F)
				Construct Storage Shed - Hazelmere (24250/05)			
\$6,018	\$10,000	\$3,982 (F)	\$0		\$80,000	\$80,000	\$0 (F)
				Upgrade Power Supply to Transfer Station - Red Hill Landfill Facility (24259/14)			



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
Waste Management							
\$0	\$0	\$0 (F)	\$0	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$80,000	\$80,000	\$0 (F)
\$2,313,365	\$2,899,709	\$586,344 (F)	\$1,302,504	Construct Class III Cell Stage 14 - Red Hill Landfill Facility (24310/12)	\$4,974,352	\$4,974,352	\$0 (F)
\$12,370	\$48,412	\$36,042 (F)	\$0	Leachate Project - Red Hill Landfill Facility (24320/02)	\$83,000	\$83,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility (24330/04)	\$30,000	\$450,000	\$420,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Stormwater Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01)	\$0	\$200,000	\$200,000 (F)
\$7,945	\$10,000	\$2,055 (F)	\$0	Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$123,690	\$123,690	\$0 (F)
\$3,420	\$10,000	\$6,580 (F)	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$450,000	\$500,000	\$50,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00)	\$0	\$250,000	\$250,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Litter Fence - Redhill Landfill Facility (24394/05)	\$0	\$100,000	\$100,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Hardstand and Road - Hazelmere (24395/01)	\$0	\$55,000	\$55,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$40,000	\$40,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10)	\$0	\$75,000	\$75,000 (F)
\$0	\$0	\$0 (F)	\$0	Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$0	\$1,550,000	\$1,550,000 (F)



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date						Full Year			
Actual	Budget	Variance		On (F) = Favourable variation Order (U) = Unfavourable variation		Forecast	Budget	Variance	
Waste Management									
\$55,262	\$872,311	\$817,049 (F)	\$7,373		Develop Lots 8 9 & 10 For Future Waste Activities - Red Hill Landfill Facility (24399/19)	\$1,500,000	\$1,500,000	\$0 (F)	
\$1,176,475	\$1,300,000	\$123,525 (F)	\$763,000		Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$4,146,475	\$3,595,000	(\$551,475) (U)	
\$13,000	\$13,000	\$0 (F)	\$59,134		Purchase / Replace Plant - Hazelmere (24410/01)	\$1,975,000	\$2,075,000	\$100,000 (F)	
\$0	\$0	\$0 (F)	\$0		Liquid Waste Project Plant - Red Hill Landfill Facility (24410/11)	\$0	\$450,000	\$450,000 (F)	
\$179,923	\$513,331	\$333,408 (F)	\$0		Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$880,000	\$880,000	\$0 (F)	
\$9,080	\$10,000	\$920 (F)	\$0		Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$27,502	\$14,000	(\$13,502) (U)	
\$162,787	\$86,000	(\$76,787) (U)	\$0		Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$301,000	\$86,000	(\$215,000) (U)	
\$0	\$0	\$0 (F)	\$0		Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08)	\$100,000	\$100,000	\$0 (F)	
\$22,250	\$22,500	\$250 (F)	\$0		Purchase / Replace Security System - Hazelmere (24530/10)	\$36,480	\$36,480	\$0 (F)	
\$15,294	\$16,000	\$706 (F)	\$7,400		Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$20,000	\$20,000	\$0 (F)	
\$8,572	\$0	(\$8,572) (U)	\$0		Purchase / Replace Miscellaneous Equipment - Hazelmere (24590/02)	\$8,572	\$0	(\$8,572) (U)	
\$0	\$9,000	\$9,000 (F)	\$0		Purchase Office Furniture and Fittings-Hazelmere (24610/10)	\$6,538	\$20,000	\$13,462 (F)	
\$0	\$0	\$0 (F)	\$0		Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$0	\$20,000	\$20,000 (F)	
\$3,985,761	\$5,820,263	\$1,834,502 (F)	\$2,139,411			\$15,035,609	\$17,530,522	\$2,494,913 (F)	



CAPITAL EXPENDITURE STATEMENT

JANUARY 2020

Year to Date			On (F) = Favourable variation Order (U) = Unfavourable variation	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
\$6,122,200	\$7,543,356	\$1,421,156 (F)	\$3,332,481	\$20,156,251	\$26,940,712	\$6,784,461 (F)
			TOTAL CAPITAL EXPENDITURE			



STATEMENT OF FINANCIAL POSITION

JANUARY 2020

Actual June 2019	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
		(F) = Favourable variation (U) = Unfavourable variation			
Current Assets					
\$1,498,764	\$4,695,130	Cash and Cash Equivalents	\$4,007,914	\$4,277,914	(\$270,000) (U)
\$103,399,001	\$100,102,727	Investments	\$91,571,914	\$86,095,966	\$5,475,948 (F)
\$2,716,470	\$3,358,280	Trade and Other Receivables	\$2,426,402	\$2,426,402	\$0 (F)
\$54,739	\$34,177	Inventories	\$29,845	\$29,845	\$0 (F)
\$42,555	\$222,453	Other Assets	\$21,377	\$21,377	\$0 (F)
\$107,711,529	\$108,412,767	Total Current Assets	\$98,057,452	\$92,851,504	\$5,205,948 (F)
Current Liabilities					
\$5,541,725	\$2,733,563	Trade and Other Payables	\$3,604,991	\$3,604,991	\$0 (F)
\$1,629,324	\$1,629,324	Provisions	\$1,587,746	\$1,600,159	\$12,413 (F)
\$7,171,049	\$4,362,887	Total Current Liabilities	\$5,192,737	\$5,205,150	\$12,413 (F)
\$100,540,480	\$104,049,880	Net Current Assets	\$92,864,715	\$87,646,354	\$5,218,361 (F)
Non Current Assets					
\$50,570,000	\$50,570,000	Land	\$50,570,000	\$50,570,000	\$0 (F)
\$7,282,047	\$7,333,020	Buildings	\$10,733,576	\$10,683,789	\$49,787 (F)
\$17,270,648	\$16,133,352	Structures	\$27,611,242	\$27,371,536	\$239,706 (F)
\$10,479,107	\$10,937,406	Plant	\$19,402,433	\$19,411,090	(\$8,657) (U)
\$310,204	\$296,202	Equipment	\$1,011,492	\$918,978	\$92,514 (F)
\$143,201	\$138,883	Furniture and Fittings	\$123,208	\$124,441	(\$1,233) (U)
\$13,411,331	\$17,321,977	Work in Progress	\$5,169,591	\$11,954,052	(\$6,784,461) (U)
\$99,466,539	\$102,730,840	Total Non Current Assets	\$114,621,542	\$121,033,886	(\$6,412,344) (U)
Non Current Liabilities					
\$4,493,417	\$4,636,434	Provisions	\$4,043,244	\$4,040,109	(\$3,135) (U)
\$4,493,417	\$4,636,434	Total Non Current Liabilities	\$4,043,244	\$4,040,109	(\$3,135) (U)
\$195,513,602	\$202,144,286	Net Assets	\$203,443,013	\$204,640,131	(\$1,197,118) (U)
Equity					
\$54,062,507	\$62,308,230	Accumulated Surplus/Deficit	\$69,541,479	\$69,541,479	\$0 (F)
\$91,958,292	\$91,958,292	Cash Backed Reserves	\$85,093,239	\$85,093,239	\$0 (F)
\$41,247,080	\$41,247,080	Asset Revaluation Reserve	\$41,247,080	\$41,247,080	\$0 (F)
\$8,245,723	\$6,630,684	Net change in assets from operations	\$7,561,215	\$8,758,333	(\$1,197,118) (U)
\$195,513,602	\$202,144,286	Total Equity	\$203,443,013	\$204,640,131	\$1,197,118 (U)



CASH AND INVESTMENTS JANUARY 2020

Actual June 2019	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
1,495,314	4,691,680	Cash at Bank - Municipal Fund 01001/00	1,607,113	1,590,113	17,000 (F)
3,450	3,450	Cash on Hand 01019/00 - 02	3,450	3,450	0 (F)
11,251,348	6,638,802	Investments - Municipal Fund 02021/00	7,617,689	2,684,351	4,933,338 (F)
12,750,112	11,333,932	Total Municipal Cash	9,228,252	4,277,914	4,950,338 (F)
Restricted Cash and Investments					
1,937,863	1,960,349	Restricted Investments - Plant and Equipment 02022/01	575,863	564,514	11,349 (F)
2,709,862	2,741,306	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	2,905,284	2,900,531	4,753 (F)
20,180,980	20,415,150	Restricted Investments - Future Development 02022/03	21,884,694	21,861,282	23,412 (F)
1,098,527	1,111,274	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,205,157	1,203,445	1,712 (F)
37,510	37,945	Restricted Investments - Environmental Insurance Red Hill 02022/05	62,568	62,696	(128) (F)
15,192	15,368	Restricted Investments - Risk Management 02022/06	15,494	15,461	33 (F)
602,871	609,866	Restricted Investments - Class IV Cells Red Hill 02022/07	225,477	220,591	4,886 (F)
312,586	316,213	Restricted Investments - Regional Development 02022/08	476,060	476,800	(740) (F)
57,994,036	58,666,971	Restricted Investments - Secondary Waste Processing 02022/09	54,847,559	54,682,074	165,485 (F)
6,031,536	6,101,523	Restricted Investments - Class III Cells 02022/10	2,796,355	2,753,548	42,807 (F)
76,706	77,596	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	78,463	78,297	166 (F)
189,362	438,596	Restricted Investments - Accrued Interest 02022/19	274,000	274,000	0 (F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0 (F)
960,622	971,768	Restricted Investments - Long Service Leave 02022/90	1,004,602	1,002,727	1,875 (F)
92,147,653	93,463,925	Total Restricted Cash	86,351,576	86,095,966	255,610 (F)
104,897,765	104,797,857	TOTAL CASH AND INVESTMENTS	95,579,828	90,373,880	5,205,948 (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.

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11.2 COMPLIANCE AUDIT RETURN 2019

REFERENCE: D2020/00414

PURPOSE OF REPORT

The purpose of this report is to present to Council for adoption the Compliance Audit Return (CAR) for the year ending 31 December 2019.

KEY POINTS AND RECOMMENDATION(S)

- Each local government is required to complete a CAR at the end of each calendar year.
- The CAR is required to be reviewed by the Audit Committee (AC) before being adopted by Council, certified by the Chairman and Chief Executive Officer (CEO) and uploaded to the Department of Local Government, Sport and Cultural Industries Smart Hub portal by 31 March 2020.

Recommendation(s)

That Council adopts the draft Compliance Audit Return 2019, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

The audit and applicable return is completed in accordance with the requirements of Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*. It is a compliance audit for the period 1 January to 31 December 2019 against the requirements included in the Compliance Audit Return for that period.

Regulation 14 requires the Audit Committee to review the CAR and to report the results of the review to Council prior to adoption by Council.

REPORT

The CAR, as required by the *Local Government Act 1995* (the Act) and relevant Regulations, is now completed and submitted via the Department of Local Government, Sport and Cultural Industries Smart Hub portal.

The CAR sought advice on the extent of compliance by the EMRC to a range of sections of the Act and the local government regulations.

The review process includes a rigorous assessment being undertaken by responsible officers for each section. It is then input by the Manager Financial Services and Manager Procurement & Governance which is why their names appear on the "respondent" column of the CAR document.

A high level of compliance was achieved. Where applicable, the details and explanations relating to the completion of the return appear in the relevant comment sections of the CAR.

After the CAR has been adopted by Council a certified copy of the Return along with the relevant section of the minutes and additional information explaining or qualifying the compliance audit, is to be uploaded to the Department of Local Government, Sport and Cultural Industries Smart Hub portal by 31 March 2020.



Item 11.2 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

EMRC - Compliance Audit Return Regional Local Government 2019 (Ref: D2020/04010)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council adopts the draft Compliance Audit Return 2019, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

Discussion ensued.

AC RECOMMENDATION(S)

MOVED CR JEANS

SECONDED CR BOYD

That Council adopts the draft Compliance Audit Return 2019, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

CARRIED UNANIMOUSLY



Item 11.2 continued

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR DAW

THAT COUNCIL ADOPTS THE DRAFT COMPLIANCE AUDIT RETURN 2019, FORMING AN ATTACHMENT TO THIS REPORT, THAT IT BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER AND SUBMITTED TO THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES BY 31 MARCH 2020.

CARRIED 11/1
Cr O'Connor Voted Against

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Eastern Metropolitan Regional Council - Compliance Audit Return Regional Local Government 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Izabella Krzysko
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Izabella Krzysko
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Izabella Krzysko
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Izabella Krzysko
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Izabella Krzysko

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes		Izabella Krzysko
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	Yes		Izabella Krzysko
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	Yes		Izabella Krzysko
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Izabella Krzysko
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		Izabella Krzysko
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Izabella Krzysko
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Izabella Krzysko
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Izabella Krzysko
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Izabella Krzysko
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A		Izabella Krzysko
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Izabella Krzysko
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Izabella Krzysko
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Izabella Krzysko

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Izabella Krzysko
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Izabella Krzysko



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Izabella Krzysko
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Izabella Krzysko
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Izabella Krzysko
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	N/A	The Primary Returns lodged by all newly elected members are due in February 2020	Izabella Krzysko
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Izabella Krzysko
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Izabella Krzysko
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Izabella Krzysko
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Izabella Krzysko
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Izabella Krzysko
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Izabella Krzysko
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	N/A		Izabella Krzysko
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Izabella Krzysko
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Izabella Krzysko



No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Izabella Krzysko
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Izabella Krzysko
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Izabella Krzysko
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Izabella Krzysko

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		David Ameduri
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		David Ameduri

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		David Ameduri
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		David Ameduri
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	N/A	Audit was undertaken by the OAG	David Ameduri
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	Audit was undertaken by the OAG	David Ameduri

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		David Ameduri
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		David Ameduri
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes	Matter raised in the 2018 Audit Report has been dealt with. No matter was raised in the 2019 Audit Report.	David Ameduri
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes	Matter raised in the 2018 Audit Report has been dealt with. No matter was raised in the 2019 Audit Report.	David Ameduri
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes	Matter raised in the 2018 Audit Report has been dealt with. No matter was raised in the 2019 Audit Report.	David Ameduri
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	N/A		David Ameduri
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	N/A		David Ameduri
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	N/A		David Ameduri
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes	Remuneration of the cost of the audit to be paid to the OAG was communicated to the EMRC by the OAG.	David Ameduri
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	N/A		David Ameduri

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	The Corporate Business Plan was adopted on 20 June 2019.	David Ameduri
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No		David Ameduri
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Council adopted the 10 Year Strategic Plan 2017 - 2027 on 18 August 2016 for implementation.	David Ameduri
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	No	Council adopted the 10 Year Strategic Plan 2017 - 2027 on 18 August 2016 for implementation.	David Ameduri
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	The Asset Management Plan was updated and compiled as part of the 2019/2020 Annual Budget deliberation process.	David Ameduri
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	An update of the Long Term Financial Plan was undertaken as part of the 2019/2020 Budget process.	David Ameduri
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	The Workforce Plan was developed as part of the Corporate Business Plan which was adopted on 20 June 2019.	David Ameduri



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	A new process was approved for the recruitment of a new CEO in 2019.	Izabella Krzysko
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes	For the recruitment of a new CEO in 2019.	Izabella Krzysko
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	Yes		Izabella Krzysko
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	Yes		Izabella Krzysko
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A	There was no employment or dismissal of a designated senior employee in 2019.	Izabella Krzysko



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Izabella Krzysko
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Izabella Krzysko
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Izabella Krzysko
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Izabella Krzysko
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Izabella Krzysko
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Izabella Krzysko



Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Was put to Council at its meeting held on 20 June 2019.	David Ameduri
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	N/A	Was last reviewed by Council at its meeting held 18 October 2018.	David Ameduri
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	Information was provided in the Annual Report. As a Regional Local Government the EMRC does not hold electors meetings.	David Ameduri
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		David Ameduri

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Izabella Krzysko
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	Yes		Izabella Krzysko
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Izabella Krzysko

No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Izabella Krzysko
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Izabella Krzysko
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Izabella Krzysko
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A	The EMRC did not have any tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Izabella Krzysko
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Izabella Krzysko
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Izabella Krzysko
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Izabella Krzysko
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Izabella Krzysko
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Izabella Krzysko
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Izabella Krzysko
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Izabella Krzysko
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	The EMRC uses the WALGA preferred supplier panel.	Izabella Krzysko

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	No	The EMRC uses the WALGA preferred supplier panel.	Izabella Krzysko
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Izabella Krzysko
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Izabella Krzysko
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Izabella Krzysko
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Izabella Krzysko
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Izabella Krzysko
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Izabella Krzysko
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Izabella Krzysko
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		Izabella Krzysko
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	N/A		Izabella Krzysko



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Izabella Krzysko
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Izabella Krzysko

I certify this Compliance Audit return has been adopted by Council at its meeting on

19th day of March 2020

Signed Mayor / President, Eastern Metropolitan Regional Council

Signed CEO, Eastern Metropolitan Regional Council



12 REPORTS OF STRATEGIC RISK STEERING GROUP

Nil

13 REPORTS OF DELEGATES

Nil

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

Nil

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

Nil

16 FUTURE MEETINGS OF THE AUDIT COMMITTEE

Meetings of the Audit Committee are covered under the Audit Committee Terms of Reference as follows.

“4 Meetings

4.1 *The Audit Committee will meet as required at the discretion of the chairperson of the committee and at least three times per year to coincide with:*

- a. *Approval of strategic and annual plans;*
- b. *Approval of the annual budget; and*
- c. *The auditor’s report on the annual financial report.”*

Future Meetings 2020

Thursday	2 April	(if required)	at	EMRC Administration Office
Thursday	7 May	(if required)	at	EMRC Administration Office
Thursday	4 June		at	EMRC Administration Office
Thursday	9 July	(if required)	at	EMRC Administration Office
Thursday	6 August	(if required)	at	EMRC Administration Office
Thursday	3 September	(if required)	at	EMRC Administration Office
Thursday	8 October	(if required)	at	EMRC Administration Office
Thursday	19 November	(if required)	at	EMRC Administration Office

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 7:14pm.



16 REPORTS OF DELEGATES

Nil



The following Section 17 - Item 17.1 was dealt with prior to Section 14 Reports of Employees.

17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17.1 NOTICE OF MOTION RECEIVED FROM CR JOHN DAW

In accordance with Clause 4.18 of the *EMRC Standing Orders Local Law 2013*, Cr Daw has given notice of his intention to move the following motion at the Ordinary Meeting of Council to be held on 19 March 2020:

Motion(s)

That Council:

1. *In accordance with s.5.21(4)(b) of the Local Government Act 1995, resolves to record the vote of all members present on all matters voted at a meeting of Council or committees of Council, unless the vote is carried unanimously or by secret ballot or otherwise prohibited by the Local Government Act 1995 and associated regulations.*
2. *Instructs the Presiding Member to cause the vote or votes to be recorded in the minutes.*

Rationale provided by Cr Daw

One of the roles of Councillors and Committee Members is to participate in decision making processes at meetings. An EMRC Councillor has both a duty to present the views of member Councils as well as to consider the good of the Region as a whole when making a decision. The community looks to Councillors and Committee Members to provide leadership and guidance.

As part of good governance and high ethical standards, a local government Councillor is expected to promote and support open and transparent government. This also applies to being held accountable for how each Councillor votes. Decisions by Council are not made by individual members but by the whole Council. This democratic process means that a Councillor must accept the majority decision when the council votes upon a motion. If the result of the vote is against the wishes of an individual Councillor, he or she should accept that result.

Each council member also has the right to have the vote recorded in the minutes. The *Local Government Act 1995* allows for a member of Council or a Committee to request that there be recorded the votes of all members present on a matter voted on at a meeting of Council or a meeting of a Committee.

At present, the practice at the EMRC has been such that, a request must be made for there to be recorded the vote of all members present after each matter has been voted on.

For expediency and efficiency in the meeting process, and to prevent lapses in the opportunity to request for the vote to be recorded, a standing instruction should be that the vote on all matters voted on should be recorded. The exception to this are where:

- The vote is carried unanimously;
- The vote is by secret ballot; and
- The recording of the votes is prohibited by the *Local Government Act 1995* and regulations as amended from time to time.

This motion is seeking to set in place an automatic and efficient process for the recording of votes in the minutes, for what is already allowed under the *Local Government Act 1995*.



Item 17.1 continued

MOTION(S)

That Council:

1. In accordance with s.5.21(4)(b) of the *Local Government Act 1995*, resolves to record the vote of all members present on all matters voted at a meeting of Council or committees of Council, unless the vote is carried unanimously or by secret ballot or otherwise prohibited by the *Local Government Act 1995* and associated regulations.
2. Instructs the Presiding Member to cause the vote or votes to be recorded in the minutes.

COUNCIL RESOLUTION(S)

MOVED CR DAW

SECONDED CR CONGERTON

THAT COUNCIL:

1. IN ACCORDANCE WITH S.5.21(4)(B) OF THE *LOCAL GOVERNMENT ACT 1995*, RESOLVES TO RECORD THE VOTE OF ALL MEMBERS PRESENT ON ALL MATTERS VOTED AT A MEETING OF COUNCIL OR COMMITTEES OF COUNCIL, UNLESS THE VOTE IS CARRIED UNANIMOUSLY OR BY SECRET BALLOT OR OTHERWISE PROHIBITED BY THE *LOCAL GOVERNMENT ACT 1995* AND ASSOCIATED REGULATIONS.
2. INSTRUCTS THE PRESIDING MEMBER TO CAUSE THE VOTE OR VOTES TO BE RECORDED IN THE MINUTES.

CARRIED UNANIMOUSLY



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

18.1 QUARANTINE ARRANGEMENTS IN RESPONSE TO COVID-19

REFERENCE: D2020/05444

On 11 March 2020, the World Health Organisation (WHO) declared the COVID-19 (also known as novel coronavirus) outbreak a pandemic as the virus continued to spread across the world. As countries struggle to contain the spread of the disease, more than 124,000 people in at least 114 countries have been infected with COVID-19.

In Australia, the Emergency Response Plan for Communicable Disease Incidents of National Significance: National Arrangements (National CD Plan) outlines how agencies across Australian, state, territory and local governments will work together to protect Australia from the threat of a major communicable disease incident.

In Western Australian, Emergency Management is coordinated by the State Emergency Management Committee. Roles and responsibilities are designated to various agencies as gazetted under the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

Throughout the emerging situation, organisations remain responsible for providing a safe working environment. Organisations have been encouraged to take a pragmatic and precautionary approach to managing their workplaces related to COVID-19, with a view to promoting health and safety for employees and others in the workplace, and the public generally.

Given the current COVID-19 pandemic, EMRC officers are mindful that EMRC's business continuity as an essential service may be impacted by the COVID-19 pandemic such as but not limited to the banning of large gatherings as well as imposition of self-quarantine arrangements. EMRC's officers felt at this time it is prudent to put in place emergency arrangement should a quarantine be imposed that may impact on Council continuing to function with the Red Hill Waste Management Facility's role as an essential service to the community. While the EMRC has in place a COVID-19 response plan, some matters regarding how Council and Committees meetings may be held as well as situations dealing with decision making may need to be made during this pandemic.

Council Meetings

At this time some flexibility may be required in order to conduct the Council's business with the utmost caution in response to the COVID-19 pandemic. In the event the COVID-19 pandemic affect holding the Council and Committee meetings physically on-site, alternative arrangement will need to be organised.

Given the above limitations, it is apparent that Council should make specific provisions for dealing with a situation where, in the case of a pandemic, all meetings of Council and Committees should be held via instantaneous communication or electronic means.

Clause 3.9 of the *EMRC Standing Orders Local Law 2013* provide that the circumstances in which a person who is not physically present at a meeting of the council or committee is taken to be present at the meeting is dealt with in the Regulations. Per r.14A(1)(a) of the *Local Government (Administration) Regulations 1996*, this is envisaged as "contact, by telephone or other means of instantaneous communications".

Regulation 14B of the *Local Government (Administration) Regulations 1996*, provides the instructions of attendance by telephone or other means of instantaneous communications after a natural disaster. Advice is being sought from the Department of Local Government, Sport and Cultural Industries whether the COVID-19 pandemic meets the definition for the operation of this r.14B.

Further advice is also sought with regards to a reduced quorum as well as the Council is to be held by teleconference entirely.



Item 18.1 continued

Delegation of Authority

In the event that advice from the Department that COVID-19 pandemic does not meet the definition of natural disaster under r.14B, or the EMRC Council does not have quorum for a meeting, an alternate solution is required.

Under the *Local Government Act 1995* (the Act) Council has a broad discretion to delegate authority to permit decisions to be made.

Under the developing situation with COVID-19, it would be prudent to afford the CEO the delegations to exercise any of its powers or duties allowed under the Act to ensure business continuity in the wake of a global pandemic. The Act allows for a local government to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s.5.43 which includes any decision that requires an absolute majority decision.

One of the decisions that requires an absolute majority decision is the adoption of the Annual Budget per s.6.2(1) of the Act. Council will be unable to delegate this to the CEO. As this will have an impact on all local governments, this will subject to a directive and guidance from the Department of Local Government, Sport and Cultural Industries.

One of the limits on delegations to the CEO that can be addressed is the ability to accept a tender which exceed an amount determined by the local government. At the Ordinary Meeting of Council on 20 February 2020, Council re-affirmed its delegation that the authority limit of the CEO to accept tenders at \$400,000.

In the event that Council is unable to hold a meeting and given the above limitations, some flexibility is requested in order to conduct the council's business with the utmost caution in response to the COVID-19 pandemic. It would be prudent to increase the authority limit to \$3,000,000 in line with the value of a tender currently in progress.

RECOMMENDATION(S)

That:

1. By absolute majority in accordance with r.14B of the *Local Government (Administration) Regulations 1996* resolves that for the duration of any pandemic episode all Council and Committee meetings are to be held, where required, by instantaneous communication methods such as e-mail, telephone or video conference or by other electronic means.
 2. During the duration of any pandemic episode, and where a Council meeting is unable to be held, Council resolves by absolute majority in accordance with s.5.42 of the *Local Government Act 1995* delegate to the Chief Executive Officer of the EMRC its power and the discharge of any of its duties under this Act other than those excluded under s.5.43 of the *Local Government Act 1995*.
 3. During the duration of any pandemic episode, and where a Council meeting is unable to be held, Council resolves by absolute majority in accordance with s.5.45 of the *Local Government Act 1995* to amend Delegation C1/2014, temporarily increasing the authority limit of the Chief Executive Officer to accept tenders to \$3,000,000.
-



Item 18.1 continued

Cr Daw moved the Officer recommendation and Cr Johnson seconded the motion.

Debate ensued.

The Chairman proposed a suspension of standing orders and it was seconded by the Deputy Chairman to allow open discussion, given the importance of the topic.

Discussion ensued.

During discussions:

Cr Congerton departed the chambers at 7.23pm and returned at 7.25pm.

Cr Hamilton departed the chambers at 8.07pm and returned at 8.10pm.

Following discussion, Cr Daw moved that Standing Orders were re-instated and Cr Daw withdrew his support for the motion and the motion lapsed for want of a mover.



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

RECOMMENDATION(S) (closing meeting to the public)

That with the exception of the Personal Assistant to the Chief Executive Officer, the meeting be closed to staff and 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(S)

MOVED CR O'CONNOR SECONDED CR JEANS

THAT WITH THE EXCEPTION OF THE PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER, THE MEETING BE CLOSED TO STAFF AND MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The doors of the meeting were closed at 8.15pm staff and members of the public departed the Council Chambers.

The Personal Assistant to the Chief Executive Officer remained in the Council Chambers.

19.1 ITEM 15.1 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES – SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/04781

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer Appointment, Performance Assessment and Review Policy.

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

19.2 ITEM 15.2 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES - CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

REFERENCE: D2020/04784

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer Appointment, Performance Assessment and Review Policy.

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

RECOMMENDATION [Meeting re-opened to the public]

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



COUNCIL RESOLUTION(S)

MOVED CR CONGERTON SECONDED CR PIFFARETTI

THAT THE MEETING BE RE-OPENED, THE STAFF AND 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 8.17pm staff and members of the public returned to the Council Chambers.

Recording of the resolutions passed behind closed doors, namely:

19.1 ITEM 15.1 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES – SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/04781

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR O'CONNOR

THAT:

1. COUNCIL AWARD THE CONSULTANCY FOR FACILITATING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW TO DOCTOR JUDE BALM OF INFINITY TRAINING AUSTRALIA.
2. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY

19.2 ITEM 15.2 OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES - CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

REFERENCE: D2020/04784

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR O'CONNOR

THAT:

1. COUNCIL ENDORSE THE TIMETABLE FOR UNDERTAKING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS FOR 2020 AS OUTLINED WITHIN THIS REPORT.
2. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY



20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on **Thursday 23 April 2020 (if required)** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

Future Meetings 2020

Thursday	23 April (if required)	at	EMRC Administration Office
Thursday	21 May (if required)	at	EMRC Administration Office
Thursday	18 June	at	EMRC Administration Office
Thursday	23 July (if required)	at	EMRC Administration Office
Thursday	20 August (if required)	at	EMRC Administration Office
Thursday	17 September	at	EMRC Administration Office
Thursday	22 October (if required)	at	EMRC Administration Office
Thursday	3 December	at	EMRC Administration Office
January 2021 (recess)			

21 DECLARATION OF CLOSURE OF MEETING

There being no further business, the meeting was closed at 8.20pm.