

**RESOURCE RECOVERY GROUP  
MINUTES  
ORDINARY MEETING OF COUNCIL**

**THURSDAY 21 AUGUST 2025**

**RESOURCE RECOVERY GROUP  
9 Aldous Place BOORAGOON**

**Our Purpose:** *We deliver innovative and sustainable waste management solutions*

*On behalf of our Participant Local Government*



***Resource Recovery Group formerly Southern Metropolitan Regional Council***

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b> "I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present".	
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES</b>	
<b>3.</b>	<b>DISCLOSURE OF INTERESTS</b>	
<b>4.</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	
<b>5.</b>	<b>PUBLIC QUESTION TIME</b>	
<b>6.</b>	<b>ANNOUNCEMENTS BY THE CHAIR OR PRESIDING PERSON</b>	
<b>7.</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	
<b>8.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 22 MAY 2025	
8.2	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 22 MAY 2025	
8.3	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 26 JUNE 2025	
8.4	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 26 JUNE 2025	
8.5	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 24 JULY 2025	
8.6	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 24 JULY 2025	
<b>9.</b>	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b> 15.1 – Transitional Planning – Progress Report 15.2 – Member Council Withdrawal – City of Canning 15.3 – Variation to the agreement for the removal and transport of residual wastes	
<b>10.</b>	<b>BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING</b>	
<b>11.</b>	<b>REPORTS OF THE CEO</b>	
11.1	CORPORATE POLICY REVIEW	4
11.2	FINANCIAL REPORTS	6
11.3	CASH INVESTMENT PORTFOLIO	11
11.4	SCHEDULE OF PAYMENTS	21
<b>12.</b>	<b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	
<b>13.</b>	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON PRESIDING OR BY DECISION OF MEETING</b>	
<b>14.</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>	
<b>15.</b>	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	
15.1	TRANSITIONAL PLANNING – PROGRESS REPORT	23
15.2	MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING	31
15.3	VARIATION TO THE AGREEMENT FOR THE REMOVAL AND TRANSPORT OF RESIDUAL WASTES	37
<b>16.</b>	<b>DECLARATION OF CLOSURE OF MEETING</b>	

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chair welcomed everyone in attendance and declared the meeting open at 5.00 pm.

"I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders' past and present and emerging. I would also like to acknowledge that it is reconciliation week coming up and encourage members to attend as many events as they can and note the custodian role that our first nations people play in protecting our land and contributing to waste and their cultural ways of managing waste."

**2. RECORD OF ATTENDANCE / APOLOGIES**

**PRESENT – In-person**

Mayor Hannah Fitzhardinge  
Cr Jane Edinger  
Cr Jenny Archibald  
Mr Graham Tattersall (REG Member)  
Mr Gary Tuffin (REG Member)  
Mr Marten Tieleman  
Mr Brendan Doherty  
Ms Ann Johnson

City of Fremantle  
City of Melville  
City of Fremantle  
City of Fremantle  
City of Melville  
RRG, Acting Chief Executive Officer  
RRG, Executive Manager Strategic Projects  
RRG, Executive Manager Governance & Culture

**APOLOGIES**

Cr Karen Wheatland

City of Melville

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING PERSON**

Nil

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Items 8.1 to 8.5 were moved en bloc

**8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 22 MAY 2025**

**COUNCIL RESOLUTION**

25.08-01 MOVED: Cr J Edinger

SECONDED: Cr J Archibald

**THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 22 MAY 2025 BE RECEIVED  
AS A TRUE AND CORRECT RECORD**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD  
22 MAY 2025**

The CEO informed Council that actions are either completed or ongoing.

**8.3 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 26 JUNE 2025**

**COUNCIL RESOLUTION**

**25.08-02 MOVED: Cr J Edinger**

**SECONDED: Cr J Archibald**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 26 JUNE 2025 BE RECEIVED AS  
A TRUE AND CORRECT RECORD**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD  
26 JUNE 2025**

The CEO informed Council that actions are either completed or ongoing.

**8.5 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 24 JULY 2025**

**COUNCIL RESOLUTION**

**25.08-03 MOVED: Cr J Edinger**

**SECONDED: Cr J Archibald**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 24 JULY 2025 BE RECEIVED AS  
A TRUE AND CORRECT RECORD**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**8.6 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD  
24 JULY 2025**

The CEO informed Council that actions are either completed or ongoing.

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

15.1 – Transitional Planning – Progress Report

15.2 – Member Council Withdrawal – City of Canning

15.3 – variation to the Agreement for the Removal and Transport of Residual Wastes

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

Nil

**11. REPORTS OF THE CEO**

Items 11.1 – 11.4 were moved en bloc

<b>REPORT NO</b>	<b>11.1</b>
<b>SUBJECT</b>	<b>CORPORATE POLICY REVIEW</b>
<b>AUTHOR</b>	A Johnson, Executive Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	A Johnson, Executive Manager Governance & Culture
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 August 2025
<b>FILE REFERENCE</b>	FD: Corporate Governance/Policy/Corporate Policy
<b>ATTACHMENTS</b>	#1 Misconduct Fraud & Corruption Prevention policy 4.3 #2 Risk Management policy 4.2 #3 Record Keeping policy 4.6

**COUNCIL RESOLUTION**

25.08-04

**MOVED:** Cr J Edinger

**SECONDED:** Cr J Archibald

**CEO RECOMMENDATION:**

**The following policies presented for review with amendments be adopted:**

- a. **Misconduct Fraud & Corruption Prevention policy 4.3**
- b. **Risk Management policy 4.2**
- c. **Record Keeping policy 4.6**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

The Regional Council to endorse policy documents that describe the overall intentions of the Regional Council in relation to corporate issues.

**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The role of the Council is to determine the local government's policies (*Local Government Act 1995 s2.7 (2)(b)*)

**Legislative**

*The Local Government Act 1995*

Local Government (Administration) Regulations 1996

Local Government (Administration) Amendment Act 2021

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

Not applicable

**Legal and statutory:**

Not applicable

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	<ul style="list-style-type: none"> <li>• Compliance Calendar/Register</li> <li>• State Government Legislative Updates Annual Compliance Audit Return</li> </ul>	Low 6

**REPORT:**

The table below sets out the summary of policies that are under review, and the proposed amendments where considered appropriate.

No.	Policy Title	Objective	Proposed Amendments
4.3	Misconduct Fraud & Corruption Prevention	Minimise opportunities for misconduct, fraud and corruption Mechanism for detecting and reporting fraud and corruption	Regular 2 yearly review
4.2	Risk Management	Framework to manage risks related to the RRG's business activities	Regular 2 yearly review
4.6	Record Keeping	Provides a framework for the management of records.	Updated to reflect integration of records with City of Melville's procedures

<b>REPORT NO</b>	<b>11.2</b>
<b>SUBJECT</b>	<b>FINANCIAL REPORTS</b>
<b>REPORTING OFFICER</b>	J Hallt, Senior Accountant
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	15 August 2025
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
<b>ATTACHMENTS</b>	#1 Statement of Financial Activity – 31 May 2025 #2 Statement of Financial Activity – 30 June 2025 #3 Statement of Financial Activity – 31 July 2025

**COUNCIL RESOLUTION**

25.08-05

**MOVED:** Cr J Edinger

**SECONDED:** Cr J Archibald

**CEO RECOMMENDATION/S:**

1. The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 May 2025 be received.
2. The statement of financial activity by nature of the Resource Recovery Group for the period ended 30 June 2025 be received.
3. The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 July 2025 be received.

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.1 To receive the financial statements for the period ended 31 May 2025
- 1.2 To receive the financial statements for the period ended 30 June 2025
- 1.3 To receive the financial statements for the period ended 31 July 2025

**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The role of the Council is to have oversight over its financial affairs and receive the regional local government's monthly financial reports.



**Legislative**

- Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the *Local Government (Financial Management)*. The Council resolved at its meeting on 24 August 2023 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the *Local Government (Financial Management) 1996*. The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

The financial statements are to be reported to Council as follows:

Periods Ended	Due for presentation within 2 months	Next Scheduled Ordinary Meeting
31 May 2025	31 July 2025	21 August 2025
30 June 2025	30 August 2025	21 August 2025
31 July 2025	30 September 2025	21 August 2025

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Policy No 2.1 - Accounting Policies (Council approved 23/11/2023)

**Financial:**

Refer to report

**Legal and statutory:**

Not applicable

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	Infringement by relevant authority	3- Compliance with legislation, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6



## REPORT

### 1. Financial Statements for the period ended 31 May 2025

The monthly financial report provides details of the current financial position in relation to the 2024-25 annual budget.

The operating results (before depreciation and reserve transfers) reports a \$1,098K operational surplus against the budgeted operational deficits of \$506K. The surplus is from revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	31/05/2025	31/05/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$18.3	<b>\$19.9</b>	\$1.7
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$18.8	<b>-\$18.8</b>	\$0.0
OPERATING SURPLUS/ DEFICIT	-\$0.6	<b>\$1.2</b>	\$1.7
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	31/05/2025	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	<b>\$6.5</b>	\$9.6
OUTSTANDING LOANS	\$1.61	<b>\$1.6</b>	\$1.7
NET ASSETS	\$8.28	<b>\$9.3</b>	\$11.4

Notes:

1. Operating Revenue is \$1,664K higher than the YTD budget.
2. Operating Expenses are \$60K higher (excluding depreciation) than the budget (excluding depreciation) due to insurance expense being higher than budgeted.

## 2. Financial Statements for the period ended 30 June 2025

The monthly financial report provides details of the current financial position in relation to the 2024-25 annual budget.

The operating results (before depreciation and reserve transfers) reports a \$1,208k operational surplus against the budgeted operational deficit of \$563K. The surplus is the net effect of revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	30/06/2025	30/06/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$19.9	\$21.7	\$1.8
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$20.5	-\$20.4	\$0.1
OPERATING SURPLUS/ DEFICIT	-\$0.5	\$1.3	\$1.8
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	30/06/2025	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.4	\$6.8	\$9.6
OUTSTANDING LOANS	\$1.6	\$1.6	\$1.7
NET ASSETS	\$8.3	\$9.7	\$11.4

Notes:

1. Operating Revenue is \$1,772k higher than the YTD budget. This is due to higher sales income and additional FOGO contract revenue.
2. Operating Expenses are \$1K higher (excluding depreciation) than the budget (excluding depreciation).

### 3. Financial Statements for the period ended 31 July 2025

The monthly financial report provides details of the current financial position in relation to the 2025-26 annual budget.

The operating results (before depreciation and reserve transfers) reports a \$361k operational surplus against the budgeted operational surplus of \$31K. The increase in surplus is due to materials and contracts as well as employee costs being less than budget

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	31/07/2025	31/07/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$1.7	\$1.8	\$0.0
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$1.7	-\$1.4	\$0.3
OPERATING SURPLUS/ DEFICIT	\$0.1	\$0.4	\$0.3
	BUDGET	YTD ACTUAL	LAST YEAR
	Jul-25	31/07/2025	Jun-25
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.4	\$6.8	\$6.8
OUTSTANDING LOANS	\$1.6	\$1.6	\$1.6
NET ASSETS	\$8.3	\$10.0	\$9.9

Notes:

- 1 Operating Revenue is \$10k higher than the YTD budget. This is due to higher interest revenue than budgeted.
- 2 Operating Expenses are \$319K lower (excluding depreciation) than the budget (excluding depreciation), mainly due to lower materials and contracts costs.

REPORT NO	11.3
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	M. Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 August 2025
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025 & 2025/2026
ATTACHMENTS	Nil

**COUNCIL RESOLUTION**

25.08-06

**MOVED:** Cr J Edinger

**SECONDED:** Cr J Archibald

**CEO RECOMMENDATION:**

The cash investment portfolio report for the months of May 2025, June 2025 and July 2025 be received.

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**VOTING REQUIREMENT**

Absolute Majority s5.42(1) CEO Delegation

**PURPOSE OF REPORT**

2. **ESG and Green Term Deposits Update**
3. **To receive the cash investment portfolio report:**
  - 3.1 Cash investment portfolio report as at 31 May 2025.
  - 3.2 Cash investment portfolio report as at 30 June 2025.
  - 3.3 Cash investment portfolio report as at 31 July 2025.



**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The Audit & Risk Committee endorsed the Investment Policy, setting the guidelines for investing surplus cash in its municipal and reserves funds. The Committee requested that the CEO consider "green" investment deposits with authorised banks that meet environmentally friendly and social eligible projects.

**Legislative**

Local Government Financial Regulations 19 requires every local government is to establish and document internal control procedures to be followed by employees to ensure control over investments. The control procedures are to enable the identification of the nature and location of all investments and the transactions related to each investment.

Regulation 19C (FM regs):

- **PROHIBITED INVESTMENTS**
  - 19C. (2) When investing money under section 6.14(1), a local government may not do any of the following —
    - (a) deposit with an institution except an authorised institution;
    - (b) deposit for a fixed term of more than 3 years;
    - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
    - (d) invest in bonds with a term to maturity of more than 3 years;
    - (e) invest in a foreign currency.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Policy No 2.3 - Cash Investments Policy (Approved by Council 25/05/2023 next review Nov 2025)

The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of "A" or higher as defined by Standard & Poor's Aust.

Operational Policy No 2.2 Cash Investment Control Procedures (Approved by SMG May 2023, next review May 2025)

**Employees' Delegations:**

CEO (Council approval 20 February 2025)

Executive Manager Governance & Culture (CEO approval 25 March 2025)

Manager Corporate Services (CEO approval 25 March 2025)

	<b>Responsibilities</b>
Council	<ul style="list-style-type: none"> <li>• Governance Financial responsibility.</li> <li>• Approves policy and guidelines.</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>• Reviews internal control procedures.</li> <li>• Reviews policy and guidelines for investment portfolio.</li> <li>• Makes recommendations to Council.</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Prime responsibility for the control of the investment portfolio.</li> <li>• Has delegation of authority from Council to invest surplus cash funds in accordance with Council approved policy.</li> </ul>



Executive Manager Governance & Culture	<ul style="list-style-type: none"> <li>Has delegation authority from CEO to approve cash investments in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>.</li> </ul>												
Manager Corporate Services	<ul style="list-style-type: none"> <li>Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>.</li> <li>Approves roll over of an investment in the absence of the CEO.</li> </ul>												
Senior Accountant	<ul style="list-style-type: none"> <li>Recommends investment based on cash flow.</li> <li>Accounting and reporting of investments.</li> <li>Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> <li>a) the nature and location of all investments</li> <li>b) the transactions related to each investment</li> </ul> </li> <li>Signs and authorises the payment vouchers in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>.</li> </ul>												
Assistant Accountant	<ul style="list-style-type: none"> <li>Reconciles bank statements and investment documentation for accounting and reporting of investments.</li> <li>Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> <li>c) the nature and location of all investments</li> <li>d) the transactions related to each investment</li> </ul> </li> </ul>												
Internal Control Segregation of Duties	<ul style="list-style-type: none"> <li>Appropriate segregation of duties as follows: <table border="1"> <thead> <tr> <th>Duties</th><th>Responsibilities</th></tr> </thead> <tbody> <tr> <td>Recommends investment based on Cash flow</td><td>Senior Accountant</td></tr> <tr> <td>Approves Investment</td><td>CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i></td></tr> <tr> <td>Authorises Payment</td><td>Any two – Manager Corporate Services, Executive Manager Governance &amp; Culture, Senior Accountant, CEO</td></tr> <tr> <td>Reconciles and records all investment documentation</td><td>Assistant Accountant</td></tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td><td>Senior Accountant</td></tr> </tbody> </table> </li> <li>Persons that record investments,</li> <li>Persons that buy and sell investments, and</li> <li>Persons that reconcile the investment statements</li> </ul>	Duties	Responsibilities	Recommends investment based on Cash flow	Senior Accountant	Approves Investment	CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i>	Authorises Payment	Any two – Manager Corporate Services, Executive Manager Governance & Culture, Senior Accountant, CEO	Reconciles and records all investment documentation	Assistant Accountant	Checks the accounting, reporting and recordkeeping of investments	Senior Accountant
Duties	Responsibilities												
Recommends investment based on Cash flow	Senior Accountant												
Approves Investment	CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i>												
Authorises Payment	Any two – Manager Corporate Services, Executive Manager Governance & Culture, Senior Accountant, CEO												
Reconciles and records all investment documentation	Assistant Accountant												
Checks the accounting, reporting and recordkeeping of investments	Senior Accountant												

**Financial:**

Revenue from interest is included in the annual operating budget.

**Legal and statutory:**

As noted under legislative



**Risk related:**

Investments are identified and evaluated in the Risk Register as follows:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
FA05	Poor Investment Decisions	Loss of income	1 - Investment Policy sets out the guidelines under which RRG can invest funds, 2 - Minimum credit rating is B+	Low 4

	The Risk: what can happen and how it can happen	Existing controls	Adequacy of existing controls	Total Level of Risk Evaluation Likelihood x Consequence
FA 02	Failing market value of investments	Investment policy guidelines	Adequate	2 x 2 = 4 (Low)

**REPORT**

**1. ESG and Green Term Deposits Update**

In November 2024 CBA provided the below update on ESG and Green TD products:

*“Unfortunately we do not have Green TDs available at this time. They have been working for some time on how we are able to report accurately on the investment to ensure no ‘green washing’ however this is still being worked on sorry.”*

In March 2023 CBA advised there is no ability to roll any Green/ESG TDs over for the time being.

*“Due to the ever-evolving ESG frameworks, clearer regulatory guidance and investor needs, we are working on a new design for ESG and Green Term Deposits which segregates deposits more clearly, strengthens the link to sustainability funding provided and enables them to be as impactful as possible.*

*We are aiming to bring updated ESG and Green TD products to market as soon as possible and I will let you know when this information is to hand.”*

“Green Investments” are authorised investment products made only with authorised institutions that respect the environment and not invested in fossil fuel industries.

**Currently we have no funds invested in ESG/Green due to unavailability of ESG and Green TD products.**

The deposit meets our Investment Policy:

1. An authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

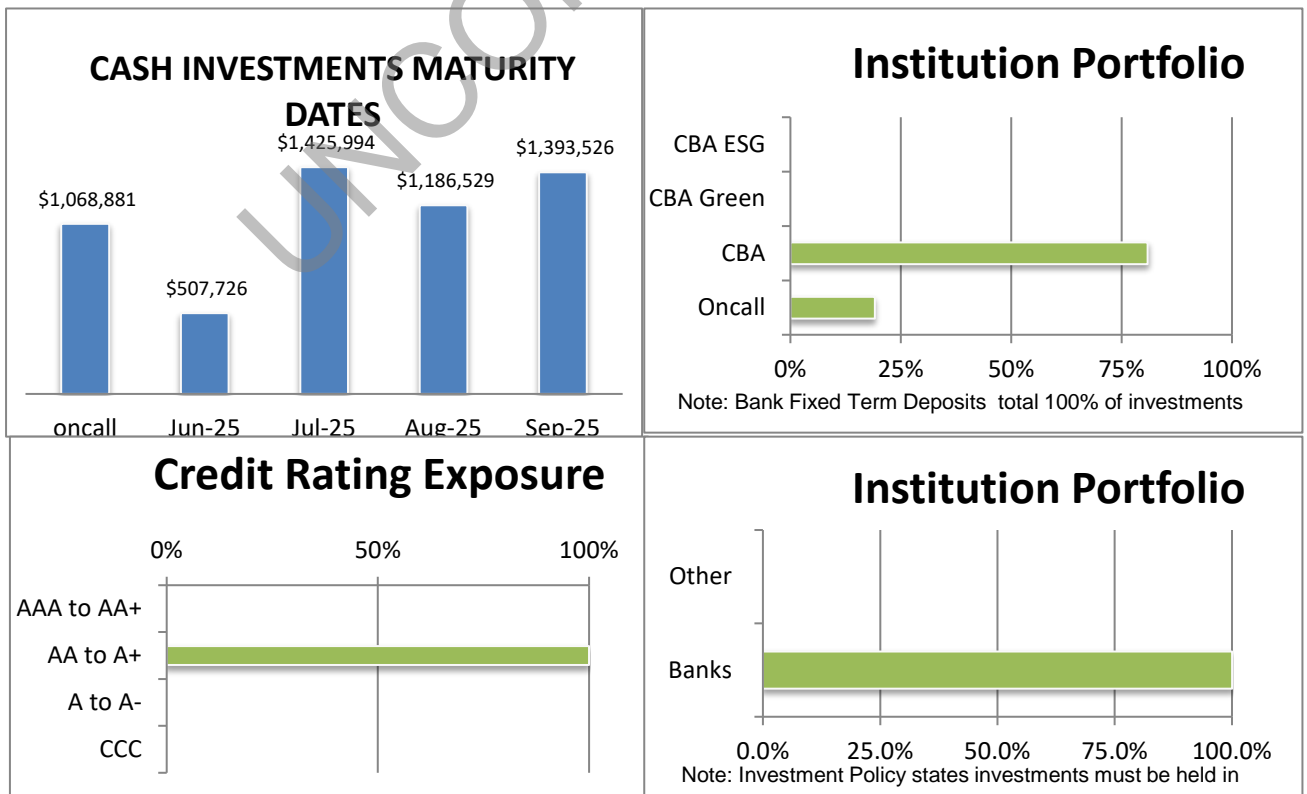
**2. Current investment strategy**

The current strategy is to continue to roll over term deposits for short-term investment i.e. at call, one month or up to six months depending on forecast cash flow requirements over the following month and the rates on offer at the time of reinvestment.

**a. Cash Investment Portfolio as at 31 May 2025 is as follows**

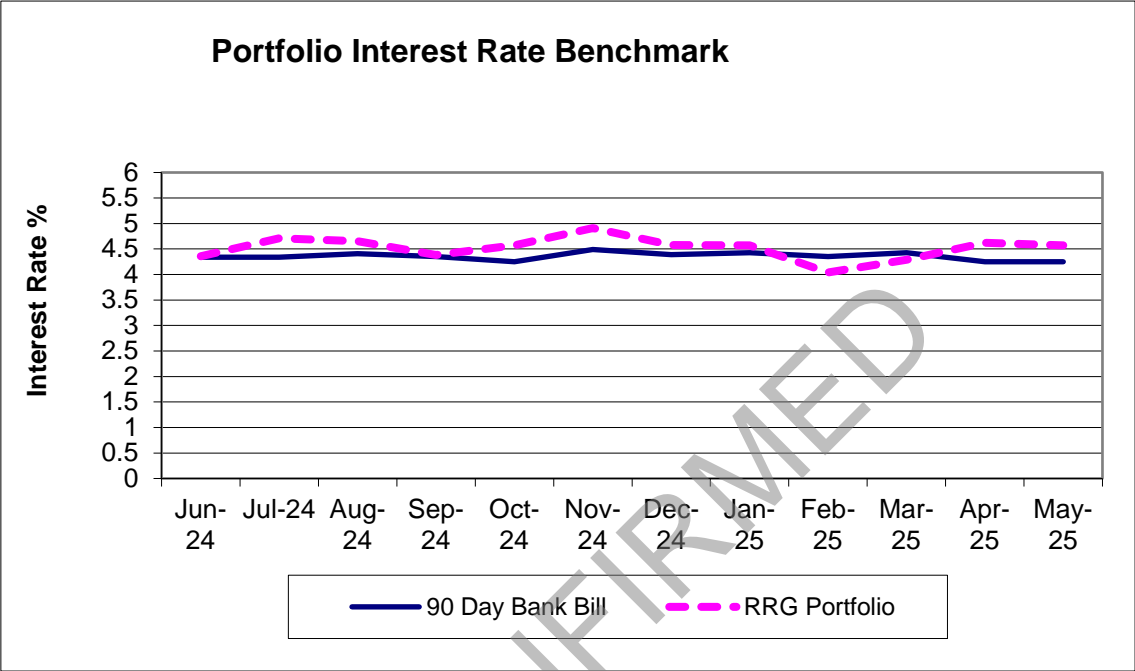
RESOURCE RECOVERY GROUP									
CASH INVESTMENT PORTFOLIO									
As at May 2025									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$ 1,068,881	oncall	BWA CALL+C	AA	Bank	100%	\$	1,068,881
75	4.14%	\$ 554,894	23/09/2025	CBA	AA	Bank	100%	\$	554,894
87	4.62%	\$ 572,415	6/08/2025	CBA	AA	Bank	100%	\$	572,415
96	4.56%	\$ 838,632	1/09/2025	CBA	AA	Bank	100%	\$	838,632
97	4.77%	\$ 925,994	22/07/2025	CBA	AA	Bank	100%	\$	925,994
98	4.85%	\$ 507,726	18/06/2025	CBA	AA	Bank	100%	\$	507,726
99	4.60%	\$ 614,114	25/08/2025	CBA	AA	Bank	100%	\$	614,114
101	4.67%	\$ 500,000	29/07/2025	CBA	AA	Bank	100%	\$	500,000
Total		\$ 5,582,656						\$	5,582,656
Weighted Average		4.35%							100.00%
90 day bank bill		3.73%							

The Cash Investment Portfolio exposure for May 2025 is shown in the following graphs:

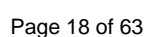




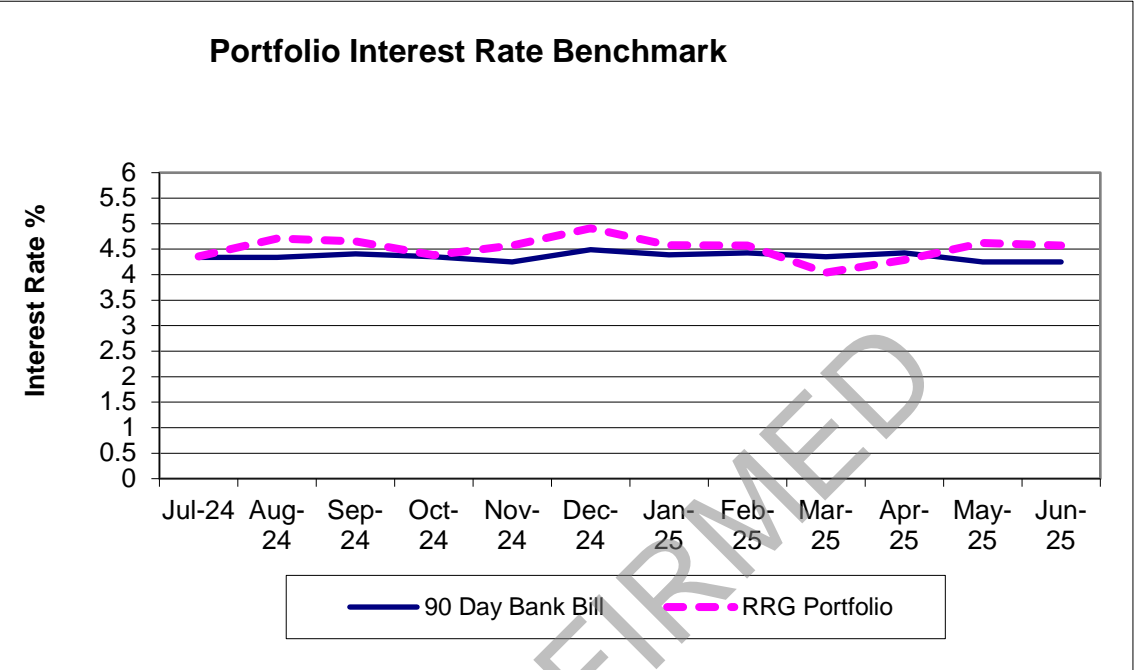
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.



The Cash Investment Portfolio exposure for June is shown in the following graphs:



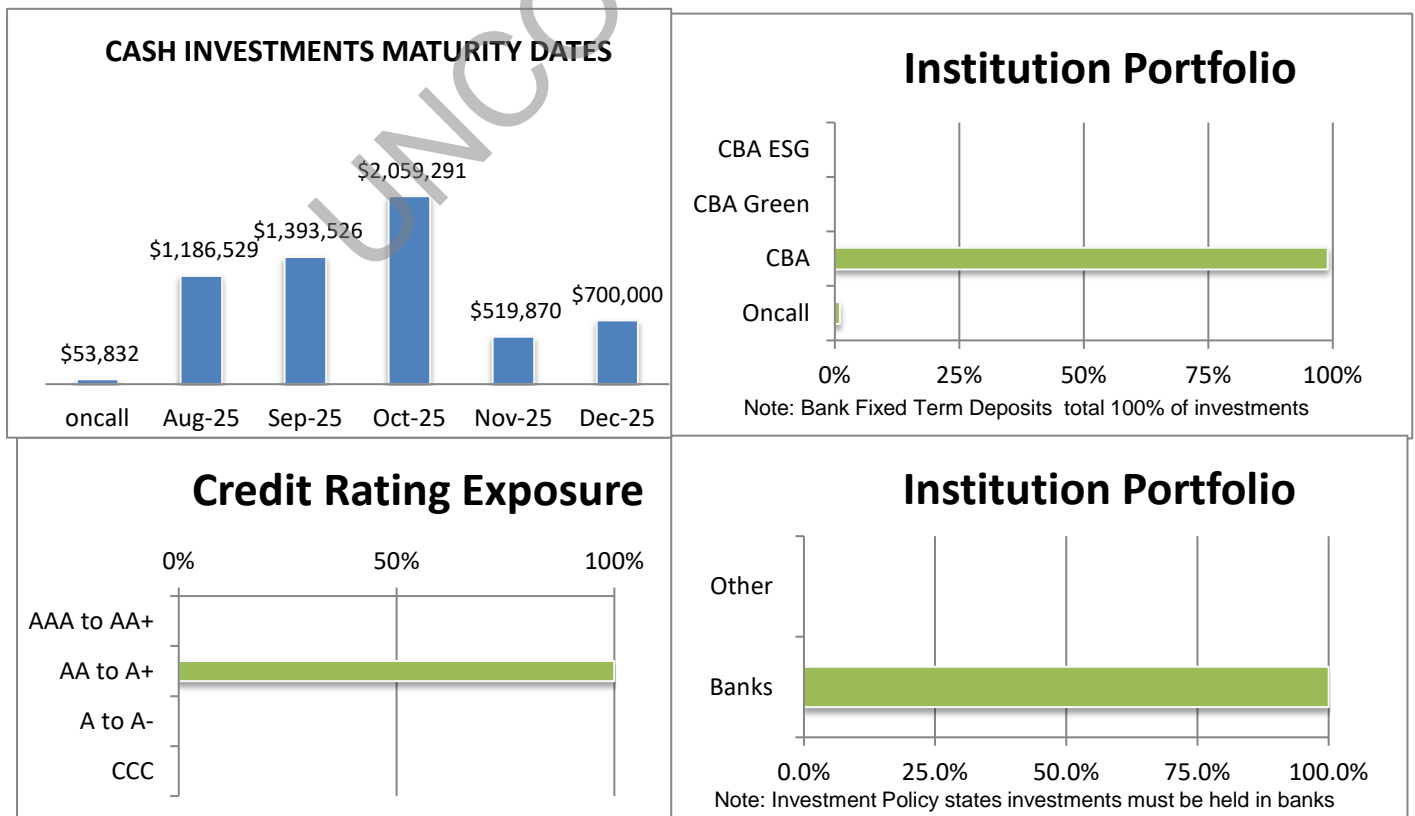
The RRG’s investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.



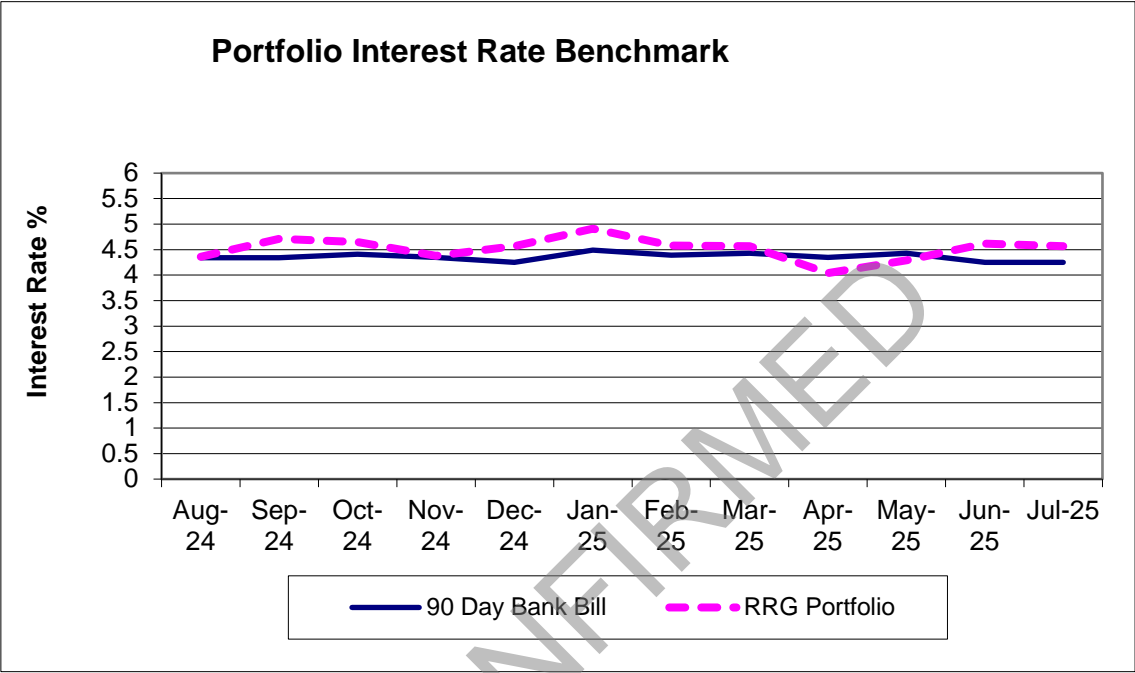
c. Cash Investment Portfolio as at 31 July 2025 is as follows: ‘

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at July 2025									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$ 53,832	oncall	BWA CALL+C	AA	Bank	100%	\$	53,832
75	4.14%	\$ 554,894	23/09/2025	CBA	AA	Bank	100%	\$	554,894
87	4.62%	\$ 572,415	6/08/2025	CBA	AA	Bank	100%	\$	572,415
96	4.56%	\$ 838,632	1/09/2025	CBA	AA	Bank	100%	\$	838,632
97	4.20%	\$ 947,776	20/10/2025	CBA	AA	Bank	100%	\$	947,776
98	4.08%	\$ 519,870	17/11/2025	CBA	AA	Bank	100%	\$	519,870
99	4.60%	\$ 614,114	25/08/2025	CBA	AA	Bank	100%	\$	614,114
101	4.21%	\$ 511,515	27/10/2025	CBA	AA	Bank	100%	\$	511,515
102	4.12%	\$ 600,000	16/10/2025	CBA	AA	Bank	100%	\$	600,000
Total		\$ 5,213,048						\$	5,213,048
Weighted Average			4.31%						100.00%
90 day bank bill			3.68%						

The Cash Investment Portfolio exposure for July 2025 is shown in the following graphs:



The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates



<b>REPORT NO</b>	<b>11.4</b>
<b>SUBJECT</b>	<b>SCHEDULE OF PAYMENTS</b>
<b>REPORTING OFFICER</b>	J Hallt, Senior Accountant
<b>RESPONSIBLE OFFICER</b>	A Johnson, Executive Manager Governance & Culture
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 August 2025
<b>FILE REFERENCE</b>	FD: Corporate Finance\Monthly Financial Reporting\2024-2025
<b>ATTACHMENTS</b>	#1 Payment Schedule May 2025 #2 Payment Schedule June 2025 #3 Payment Schedule July 2025

**COUNCIL RESOLUTION**

25.08-07

**MOVED:** Cr J Edinger

**SECONDED:** Cr J Archibald

**CEO RECOMMENDATION:**

The schedule of payments as listed in the attachments for the municipal fund; for the months of May 2025 of \$1,608,513, June 2025 of \$2,963,887, & July 2025 of \$1,939,001.18 be received.

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

To report the delegated authority of payments for the months noted above.

**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

In accordance with the *Local Government Act* s2.7 Role of Council  
Role of council –

- 1) The Council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

**Legislative**

*Local Government Act 1995* Part 6 Financial Management

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Nil

**Strategic relevance:**

Corporate Governance

**Policy related:**

Council Policy No 2.2 Authorisation & Payment of Accounts.

**Financial:**

The 2024/2025 Budget provides approved funds for the payments made.

**Legal and statutory:**

*Local Government Act 1995* Section 6.10(d).

Local Government (Financial Management) Regulations 1996 Part 2 – General Financial Management Regulations 11, 12 and 13

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	Infringement by relevant authority	1- CEO Review of Statutory legislation & Compliance Report 2- code of conduct 3- Compliance Calendar/Register 4 - State Govt Legislative updates 5- Annual Compliance Audit Return	Low 6

**BACKGROUND**

Delegated Authority has been granted to the Chief Executive Officer to make payments from the Regional Council banking Account. In accordance with Regulation 13(2) and (3) of the Local Government (Financial Administration) Regulations 1996 where this power has been delegated, a list is to be compiled for each month and presented to the Council which shows each payment, payee's name, amount and date of payment, and sufficient information to identify the transaction.

Regulation 13A of the Local Government (Financial Administration) Regulations 1996 requires that an employee authorised to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared.

**REPORT:**

The payment schedules attached provide the necessary details in relation to payments made under Councils delegated authority for the months of May, June and July 2025.



12. **ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil
13. **NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRPERSON OR PERSON PRESIDING OR BY DECISION OF MEETING**  
Nil
14. **QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**  
Nil
15. **CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

The Chairperson announced that the meeting would now be closed to the public to discuss confidential matters and noted that no members of the public were in attendance.

**COUNCIL RESOLUTION**

25.08-08                      **MOVED: Cr J Archibald**                      **SECONDED: Cr J Edinger**

**THAT THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEMS 15.1, 15.2 AND 15.3 IN ACCORDANCE WITH SECTION 5.23 (2) (C), A CONTRACT/S ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT, SECTION (A), A MATTER AFFECTING AN EMPLOYEE OR EMPLOYEES AND (D) LEGAL ADVICE OBTAINED OR WHICH MAY BE OBTAINED.**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**15.1 TRANSITIONAL PLANNING – PROGRESS REPORT**

25.08-09                      **MOVED: Cr J Edinger**                      **SECONDED: Cr J Archibald**

**COUNCIL RESOLUTION**

**That the Chief Executive Officer be given delegated authority, in the event of Scenario 2 as outlined in the report being realised, to invite Tenders for the Decommissioning, Demolition & Salvage Works of the Canning Vale Centre.**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**



**15.2 MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING**

25.08-10      **MOVED:** Cr J Edinger

**SECONDED:** Cr J Archibald

**COUNCIL RESOLUTION**

1. That Council defer payment of the proportional share of equity owed to the City of Canning from the RRRC loan funded assets until a determination of Scenario 1 or Scenario 2 is made as detailed in the report.
2. The CEO provide a further report to the Council in November 2025 in relation to the equity payment and litigation status.

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

Cr Edinger exited the room at 5.40pm and returned at 5.41pm.

**15.3 VARIATION TO THE AGREEMENT FOR THE REMOVAL AND TRANSPORT OF RESIDUAL WASTES**

25.08-11      **MOVED:**

Cr J Edinger

**SECONDED:** Cr J Archibald

**COUNCIL RESOLUTION**

That the CEO be given delegated authority to negotiate the terms of a contract variation with Wastetrans WA for services provided for the historical removal and transport of residual wastes up to the value stated in the report.

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**COUNCIL RESOLUTION**

25.08-12

**MOVED:** Cr J Archibald    **SECONDED:** Cr J Edinger

**THAT THE MEETING COME OUT FROM BEHIND CLOSED DOORS.**

For: Mayor H Fitzhardinge, Cr J Archibald, Cr J Edinger  
**CARRIED 3/0**

**16. DECLARATION OF CLOSURE OF MEETING**

There being no further business, the Chairperson thanked those present for their attendance and the meeting was declared closed at 5.48 pm.

## ORDINARY MEETING OF COUNCIL 22 MAY 2025 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
8.1	Minutes of previous meeting	Publish on Website	OA	COMPLETE
		Upload to FD	OA	COMPLETE
11.1	2025-2026 Draft Annual Budget	A copy of the report be provided to Participants for comment prior to adoption in June 2025.	EMGC	COMPLETE
11.2	Performance Indicators	No further action	CEO	N/A
11.3	Corporate Policy Review	1. All staff advised of updated policies	EMGC	COMPLETE
		2. All new policies updated in FD and uploaded to website	OA	COMPLETE
11.4	Financial Reports	No further action	MF	N/A
11.5	Cash Investment Portfolio	No further action	MF	N/A
11.6	Schedule of Payments	No further action	MF	N/A
15.1	Wind Up of Projects	1. Give the CEO delegated authority to take all necessary actions including to negotiate and execute all documentation to effect wind up of each of the above projects.	CEO	
		Note above delegation	MCS	NOTED
		2. Request that the CEO write to the City of Canning to determine their requirement for the continuation of Industrial Specialised Risk insurance and electrical power requirements at the Canning Vale Centre.	CEO	
15.2	Transitional Planning – Progress Report	N/A		N/A
15.3	Member Council Withdrawal – City of Canning	1. Council defer payment of the proportional share of equity owed to the City of Canning from the RRRC loan funded assets to allow the negotiations of the Waste Management Collective to continue.	CEO	N/A
		2. The CEO provide a further report to the Council in August 2025 in relation to the equity payment and litigation status.	CEO	

## ORDINARY MEETING OF COUNCIL 22 MAY 2025 ACTION LIST

Ordinary Council Meeting – 20 February 2025 Outstanding Actions				
11.1	Canning Vale Centre (CVC) Environmental Licensing	Request to withdraw the Ministerial Statement under Section 47A of Environmental Protection Act (EPA); and	EMSP	
		Apply for Ministerial Statement and Environmental License amendments as required for the transition of the site to a new operator.	EMSP	
		Note CEO delegations	MCS	NOTED
11.3	Mid-Year Budget Review 2024-2025	Update Accounting Software and Financial Reports	MF	COMPLETE
		Lodge electronically with Dept of Local Government	MF	COMPLETE
13.2	Application For Compliance Exemptions	Forward council endorsement to Dept of Local Government	EMGC	IN PROGRESS

Special Council Meeting – 14 November 2024 Outstanding Actions				
9.3	Office Accom Project Lending Facility	1. Write to Members re resolutions required & updated Exhibit B certificate	CEO	COMPLETE
		2. Notify treasury of RRG and member resolutions once received	MCS	IN PROGRESS
		3. Note use of delegated authority of CEO	MCS	COMPLETE

Ordinary Council Meeting – 23 May 2024 Outstanding Actions				
11.6	ICT STRATEGIC PLAN	Proceed with MRF Plant Servers upgrade as per SAGE quote	EMO	IN PROGRESS
15.3	RECYCLE RIGHT	1. Negotiate transition of ownership to DWER	CEO	IN PROGRESS
		2. Write to Members to confirm support for funding of RR if required	EMGC	COMPLETE
		3. Note Delegation of authority to negotiation transfer to DWER	MCS	NOTED
15.8	EXPRESSION OF INTEREST PROPOSAL	1. Collaborate with City of Canning to facilitate approach to market for O&M	CEO	IN PROGRESS
		2. Note Delegated authority to enter into procurement process for O&M	MCS	NOTED

Ordinary Council Meeting – 22 February 2024 Outstanding Actions				
15.6	FOGO GRANT	Proceed with FOGO odour upgrade project	CEO	IN PROGRESS

## ORDINARY MEETING OF COUNCIL 22 MAY 2025 ACTION LIST

Special Council Meeting- 18 Dec 2023 Outstanding Actions				
9.2	TRANSITIONAL PLANNING – REVIEW OF RRG BY MEMBERS	1. CEO to provide further information and advice at a future date	CEO	Ongoing – quarterly report
		2. Obtain legal advice regarding confidentiality, probity in regard to sharing operational & contractual arrangement referred to in the MOU	CEO	COMPLETE
		3. Provide information to support Due Diligence process outlined in MOU	CEO	COMPLETE
		4. Report back to Council to clarify proposed way forward once the collective model is established	CEO	
Special Council Meeting- 2 Nov 2023 Outstanding Actions				
9.1	Capital Expenditure Approval for Fire System & Civil Works	1. Notify third parties of termination of Project: DWER + grant money for fogo upgrade 2. Reverse DWER licence amendments	EMSP	In progress
Ordinary Council Meeting- 25 November 2021 Outstanding Actions				
15.1	CITY OF CANNING The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.		CEO	Ongoing

## SPECIAL MEETING OF COUNCIL 26 JUNE 2025 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	2025-2026 Annual Budget	1. Upload into SAP B1	SA	
		2. Lodge with the Department of Local Government	SA	
		3. Update Fees and Charges as detailed in budget report	SA	
		4. Upload budget on Staff Intranet and advise Managers	SA	
		5. Upload fees & charges & budget report to external website (SA to provide)	OA	COMPLETE
		6. Write to members re budget adopted	EMGC	
		Amend the proposed budget document to combine all reserve funds and update all associated reserve policies to reflect only one reserve fund for 2025-2026.	EMGC	
9.2	Corporate Business Plan 2025-2029	Publish on website (EMGC to provide)	OA	COMPLETE
9.3	Report by the A/CEO on Audit Regulation 17	No further action	CEO	N/A
11.1	Insurance 2025-2026	1. Notify LGIS re discontinuation	CEO	COMPLETE
		2. Notify key Customers	MCS	
		3. Notify Suppliers	MCS	
11.2	Transitional Planning – Progress Report	Update Council Resolutions	EMGC	COMPLETE

## SPECIAL MEETING OF COUNCIL 26 JUNE 2025 ACTION LIST

Ordinary Council Meeting – 22 May 2025 Outstanding Actions				
15.1	Wind Up of Projects	Give the CEO delegated authority to take all necessary actions including to negotiate and execute all documentation to effect wind up of each of the above projects.	CEO	
		Note above delegation	MCS	NOTED
		Request that the CEO write to the City of Canning to determine their requirement for the continuation of Industrial Specialised Risk insurance and electrical power requirements at the Canning Vale Centre.	CEO	COMPLETE
15.3	Member Council Withdrawal – City of Canning	Council defer payment of the proportional share of equity owed to the City of Canning from the RRRC loan funded assets to allow the negotiations of the Waste Management Collective to continue.	CEO	N/A
		The CEO provide a further report to the Council in August 2025 in relation to the equity payment and litigation status.	CEO	

Ordinary Council Meeting – 20 February 2025 Outstanding Actions				
11.1	Canning Vale Centre (CVC) Environmental Licensing	Request to withdraw the Ministerial Statement under Section 47A of Environmental Protection Act (EPA); and	EMSP	
		Apply for Ministerial Statement and Environmental License amendments as required for the transition of the site to a new operator.	EMSP	
		Note CEO delegations	MCS	NOTED
13.2	Application For Compliance Exemptions	Forward council endorsement to Dept of Local Government	EMGC	COMPLETE

Special Council Meeting – 14 November 2024 Outstanding Actions				
9.3	Office Accom Project Lending Facility	1. Write to Members re resolutions required & updated Exhibit B certificate	CEO	COMPLETE
		2. Notify treasury of RRG and member resolutions once received	MCS	IN PROGRESS
		3. Note use of delegated authority of CEO	MCS	COMPLETE

## SPECIAL MEETING OF COUNCIL 26 JUNE 2025 ACTION LIST

Ordinary Council Meeting – 23 May 2024 Outstanding Actions				
11.6	ICT STRATEGIC PLAN	Proceed with MRF Plant Servers upgrade as per SAGE quote	EMO	IN PROGRESS
15.3	RECYCLE RIGHT	1. Negotiate transition of ownership to DWER	CEO	COMPLETE
		2. Write to Members to confirm support for funding of RR if required	EMGC	COMPLETE
		3. Note Delegation of authority to negotiation transfer to DWER	MCS	NOTED
15.8	EXPRESSION OF INTEREST PROPOSAL	1. Collaborate with City of Canning to facilitate approach to market for O&M	CEO	IN PROGRESS
		2. Note Delegated authority to enter into procurement process for O&M	MCS	NOTED

Ordinary Council Meeting – 22 February 2024 Outstanding Actions				
15.6	FOGO GRANT	Proceed with FOGO odour upgrade project	CEO	IN PROGRESS

Special Council Meeting- 18 Dec 2023 Outstanding Actions				
9.2	TRANSITIONAL PLANNING – REVIEW OF RRG BY MEMBERS	1. CEO to provide further information and advice at a future date	CEO	Ongoing – quarterly report
		2. Obtain legal advice regarding confidentiality, probity in regard to sharing operational & contractual arrangement referred to in the MOU	CEO	COMPLETE
		3. Provide information to support Due Diligence process outlined in MOU	CEO	COMPLETE
		4. Report back to Council to clarify proposed way forward once the collective model is established	CEO	COMPLETE

Special Council Meeting- 2 Nov 2023 Outstanding Actions				
9.1	Capital Expenditure Approval for Fire System & Civil Works	1. Notify third parties of termination of Project: DWER + grant money for fogo upgrade 2. Reverse DWER licence amendments	EMSP	In progress

## SPECIAL MEETING OF COUNCIL 26 JUNE 2025 ACTION LIST

Ordinary Council Meeting- 25 November 2021 Outstanding Actions		
15.1 CITY OF CANNING The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO	Ongoing

UNCONFIRMED



## SPECIAL MEETING OF COUNCIL 24 JULY 2025 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
11.1	Transitional Planning – Progress Report	1. The CEO write to City of Canning to inform them of confidential resolution 25.07-02	CEO	COMPLETE
		2. Note delegation to CEO to sign the Settlement and surrender Deeds	MCS	
		3. Budget amendment for payment of End of Lease obligations	SA	

Special meeting of Council 26 June 2025 - Outstanding Actions				
9.1	2025-2026 Annual Budget	1. Upload into SAP B1	SA	
		2. Lodge with the Department of Local Government	SA	
		3. Update Fees and Charges as detailed in budget report	SA	
		4. Upload budget on Staff Intranet and advise Managers	SA	
		5. Upload fees & charges & budget report to external website (SA to provide)	OA	COMPLETE
		6. Write to members re budget adopted	EMGC	COMPLETE
		Amend the proposed budget document to combine all reserve funds and update all associated reserve policies to reflect only one reserve fund for 2025-2026.	EMGC	COMPLETE
11.1	Insurance 2025-2026	1. Notify LGIS re discontinuation	CEO	COMPLETE
		2. Notify key Customers	MCS	
		3. Notify Suppliers	MCS	

## SPECIAL MEETING OF COUNCIL 24 JULY 2025 ACTION LIST

Ordinary Council Meeting – 22 May 2025 Outstanding Actions				
15.1	Wind Up of Projects	Give the CEO delegated authority to take all necessary actions including to negotiate and execute all documentation to effect wind up of each of the above projects.	CEO	
		Note above delegation	MCS	NOTED
		Request that the CEO write to the City of Canning to determine their requirement for the continuation of Industrial Specialised Risk insurance and electrical power requirements at the Canning Vale Centre.	CEO	COMPLETE
15.3	Member Council Withdrawal – City of Canning	Council defer payment of the proportional share of equity owed to the City of Canning from the RRRC loan funded assets to allow the negotiations of the Waste Management Collective to continue.	CEO	N/A
		The CEO provide a further report to the Council in August 2025 in relation to the equity payment and litigation status.	CEO	

Ordinary Council Meeting – 20 February 2025 Outstanding Actions				
11.1	Canning Vale Centre (CVC) Environmental Licensing	Request to withdraw the Ministerial Statement under Section 47A of Environmental Protection Act (EPA); and	EMSP	
		Apply for Ministerial Statement and Environmental License amendments as required for the transition of the site to a new operator.	EMSP	
		Note CEO delegations	MCS	NOTED
13.2	Application For Compliance Exemptions	Forward council endorsement to Dept of Local Government	EMGC	COMPLETE

Special Council Meeting – 14 November 2024 Outstanding Actions				
9.3	Office Accom Project Lending Facility	1. Write to Members re resolutions required & updated Exhibit B certificate	CEO	COMPLETE
		2. Notify treasury of RRG and member resolutions once received	MCS	IN PROGRESS
		3. Note use of delegated authority of CEO	MCS	COMPLETE

## SPECIAL MEETING OF COUNCIL 24 JULY 2025 ACTION LIST

Ordinary Council Meeting – 23 May 2024 Outstanding Actions				
11.6	ICT STRATEGIC PLAN	Proceed with MRF Plant Servers upgrade as per SAGE quote	EMO	IN PROGRESS
15.3	RECYCLE RIGHT	1. Negotiate transition of ownership to DWER	CEO	COMPLETE
		2. Write to Members to confirm support for funding of RR if required	EMGC	COMPLETE
		3. Note Delegation of authority to negotiation transfer to DWER	MCS	NOTED
15.8	EXPRESSION OF INTEREST PROPOSAL	1. Collaborate with City of Canning to facilitate approach to market for O&M	CEO	IN PROGRESS
		2. Note Delegated authority to enter into procurement process for O&M	MCS	NOTED

Ordinary Council Meeting – 22 February 2024 Outstanding Actions				
15.6	FOGO GRANT	Proceed with FOGO odour upgrade project	CEO	IN PROGRESS

Special Council Meeting- 18 Dec 2023 Outstanding Actions				
9.2	TRANSITIONAL PLANNING – REVIEW OF RRG BY MEMBERS	1. CEO to provide further information and advice at a future date	CEO	Ongoing – quarterly report
		2. Obtain legal advice regarding confidentiality, probity in regard to sharing operational & contractual arrangement referred to in the MOU	CEO	COMPLETE
		3. Provide information to support Due Diligence process outlined in MOU	CEO	COMPLETE
		4. Report back to Council to clarify proposed way forward once the collective model is established	CEO	COMPLETE

Special Council Meeting- 2 Nov 2023 Outstanding Actions				
9.1	Capital Expenditure Approval for Fire System & Civil Works	1. Notify third parties of termination of Project: DWER + grant money for fogo upgrade 2. Reverse DWER licence amendments	EMSP	In progress

## SPECIAL MEETING OF COUNCIL 24 JULY 2025 ACTION LIST

Ordinary Council Meeting- 25 November 2021 Outstanding Actions		
15.1 CITY OF CANNING The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO	Ongoing

UNCONFIRMED

## **COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION**

### **STATEMENT**

Resource Recovery Group expects Employees, Council & Committee members to act in compliance with the Code of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other and our stakeholders.

Resource Recovery Group does not tolerate misconduct, fraud or corruption. We are committed to minimising opportunities for misconduct, fraud and corruption to occur through robust systems and procedures and policies, implementing systems for detecting and investigating any instances of misconduct, fraud and corruption and reporting suspected instances to the appropriate authorities.

### **SCOPE**

This Policy applies to Elected Members, Committee Members and all Workers including employees, volunteers, stakeholders and any external party providing goods and services such as contractors and consultants.

### **OBJECTIVE**

The Resource Recovery Group is committed to:

- Minimising the opportunities for misconduct, fraud and corruption and ensuring that we protect our assets, interests and reputation from harmful events.
- Detecting, investigating and disciplining or prosecuting any instances of misconduct, fraud and corruption.
- Reporting suspected misconduct, fraud and corruption to the Public Sector Commission or serious misconduct matters to the Corruption & Crime Commission and, where appropriate, the WA Police.
- Meeting our reporting obligations under section 28 of the *Corruption, Crime & Misconduct Act 2003*.
- Ensuring that a coordinated approach is utilised in dealing with all suspected acts of misconduct, fraud and corruption.

### **DEFINITIONS**

Term	Definition
CCM Act	<i>Corruption, Crime &amp; Misconduct Act 2003.</i>
CCC/Commission	The Corruption and Crime Commission established under Section 8 of the <i>CCM Act</i> .

## COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

Term	Definition
Corrupt Conduct	<p>Is taken from s4 of the <i>CCM Act</i> to describe where a public officer has:</p> <ul style="list-style-type: none"> <li>Engaged in the dishonest or preferential use of power or position;</li> <li>Committed a breach of public trust;</li> <li>Misused information or material acquired in the course of official functions;</li> <li>Acted corruptly or failed to act honourably in the performance of functions of his or her office or employment; or</li> <li>Corruptly taken advantage of his or her office or employment as a public officer to obtain any benefit for himself or herself or for another person.</li> </ul>
Corruption	<p>As defined in section 83 of the <i>Criminal Code (WA)</i>:</p> <p>Any public officer who, without lawful authority or a reasonable excuse -</p> <ol style="list-style-type: none"> <li>acts upon any knowledge or information obtained by reason of his or her office or employment; or</li> <li>acts in any matter, in the performance or discharge of the functions of his or her office or employment, for which he or she has, directly or indirectly, any pecuniary interest; or</li> <li>acts corruptly in the performance or discharge of the functions of his or her office or employment,</li> </ol> <p>so as to gain a benefit, whether pecuniary or otherwise, for any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person, is guilty of a crime and is liable to imprisonment for 7 years.</p>
Fraud	<p>Is defined by Australian Standard AS 8001-2021 (Fraud and Corruption Control) as: Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.</p> <p>Property also includes intellectual property and other intangibles such as information.</p> <p>Fraud also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit.</p>
Minor Misconduct	<p>As defined in the <i>CCM Act</i>, occurs if a public officer engages in conduct that:</p> <ol style="list-style-type: none"> <li>Adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or</li> <li>Involves the performance of functions in a manner that is not honest or impartial; or</li> <li>Involves a breach of the trust placed in the public officer; or</li> <li>Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person;</li> </ol> <p>And</p> <p>Constitutes or could constitute a disciplinary offence providing reasonable grounds for termination of a person's office or employment.</p>

Issued: August 2025 <sup>53</sup>	Review Date: August 2027 <sup>75</sup>	Title: CORPORATE POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION	Version 8 <sup>7</sup>
Prepared: <u>EMCSEMGC</u>	Reviewed by: <u>EMCSA/CEO</u>	Approved: CEO	Page 2 of 6
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

Term	Definition
Public Officer	All employees of Resource Recovery Group are considered Public Officers, section 1 of the Criminal Code (WA) defines a Public Officer as: <ul style="list-style-type: none"> <li>(a) A member, officer or employee of any authority, board, corporation, commission, local government. Council of a local government, council or committee or similar body established under a written law.</li> <li>(b) Any other person holding office under, or employed by, the State of Western Australia, whether for remuneration or not.</li> </ul>
Principal Officer	At Resource Recovery Group the Principal Officer is the Chief Executive Officer.
Public Sector Commission (PSC)	Incidents of Minor Misconduct are reported to the Public Sector Commission.
Public Interest Information	As defined in the <i>Public Interest Disclosure Act 2003</i> , means: Information that tends to show, in relation to its performance of a public function, a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in: <ul style="list-style-type: none"> <li>(a) Improper conduct, or</li> <li>(b) An act or omission that constitutes an offence under a written law; or</li> <li>(c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or</li> <li>(d) An act done or omission that involves a substantial and specific risk of: <ul style="list-style-type: none"> <li>i. Injury to public health; or</li> <li>ii. Prejudice to public safety; or</li> <li>iii. Harm to the environment;</li> </ul> Or</li> <li>(e) A matter of administration that can be investigated under section 14 of the <i>Parliamentary Commission Act 1971</i>.</li> </ul>
Public Interest Disclosure Officer	Person nominated to receive Public Interest Disclosures.
Serious Misconduct	As defined in the CCM Act occurs when: <ul style="list-style-type: none"> <li>(c) A public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or</li> <li>(d) A public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or</li> <li>(e) A public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment.</li> </ul>
Suspicion on reasonable grounds	Means a Principal Officer has made an assessment that their suspicion about the alleged serious misconduct is well-founded. Information about the alleged serious misconduct does not have to be in the direct knowledge of the Principal Officer but should be obtained from reliable sources.  Suspicion on reasonable grounds requires some factual basis, and a stronger level of knowledge than mere speculation, rumour, gossip or innuendo. (CCC Guidelines for Notification of Serious Misconduct July 2015)

## ROLES & RESPONSIBILITIES

### Council

Council are responsible for adhering to the Code of Conduct for Councillors, Committee Members and Group Members. All instances of alleged misconduct, fraud and corruption will be reported to the Audit & Risk Committee.

### Chief Executive Officer

The Chief Executive Officer has ultimate responsibility for managing corruption risks. The Chief Executive Officer, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission and/or Public Sector Commission if misconduct is suspected or found.

### Senior Management

Model and promote an ethical culture ensuring an environment where all employees are aware of their responsibilities in relation to fraudulent and corrupt activity. Respond proactively to any behaviour that may indicate fraudulent or corrupt activity and ensure that any such instances are proactively reported and investigated.

### Line Managers

Support and maintain effective internal controls and ensure compliance with the policy.

### Employees

All employees are considered Public Officers and are responsible for reporting any instance, or suspected instance, of misconduct, fraud or corruption.

## CONTENT

### 1. Prevention and Detection

RRG is committed to preventing misconduct, fraud and corruption through internal controls, sound governance and effective recruitment strategies.

Systems and processes ensure segregation of duties which are designed to help prevent fraud occurring and to detect it if it does occur. Our purchasing policy and procedures form an integral part of this system.

The Annual Internal Audit process includes a review of high-risk areas to ensure controls are adequate and are working as intended. Audits are carried out by independent Auditors external to the organisation.

Policies integral to prevention include:

- Code of Conduct - Elected Members
- Code of Conduct – Employees
- Risk Management
- Procurement Policy
- Purchasing Card Policy
- Recruitment and Selection Policy

In accordance with the *Local Government Act 1995* and associated regulations, RRG maintain a number of Registers which make information publicly available via our website.

Issued: August 202 <sup>53</sup>	Review Date: August 202 <sup>75</sup>	Title: CORPORATE POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION	Version 8 <sup>7</sup>
Prepared: <u>EMCSEMGC</u>	Reviewed by: <u>EMCSA/CEO</u>	Approved: CEO	Page 4 of 6
Printed documents are not controlled. Please refer to the electronic version for the latest version			



## 2. Staff Training and Awareness

RRG undertakes a range of training to ensure that staff are aware of their responsibilities. Training includes:

- Employee Induction
- Misconduct Training
- Purchasing & Budgeting Induction
- Code of Ethics Training
- ICT Training

## 3. Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (includes a local government). The legislation which governs such disclosures is the Public Interest Disclosure Act 2003.

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The Act requires local governments to appoint a person, known as the Public Interest Disclosure Officer (PID Officer), to whom disclosures may properly be made.

More information about making a Public Interest Disclosure is available on our website.

## 4. Response and Reporting

All incidents of misconduct, or suspected misconduct, will be thoroughly investigated and whenever necessary the appropriate reporting and notification lines followed.

Serious or Minor Misconduct of a public officer will be reported to the Public Sector Commission or the Corruption & Crime Commission. The *Corruption, Crime and Misconduct Act 2003* which requires that the Chief Executive Officer notifies the Corruption and Crime Commission or the Public Sector Commission in writing of any matter that they suspect, on reasonable grounds, of either serious or minor misconduct by a public officer.

The outcome of any investigation may result in disciplinary action and will be managed in accordance with our policies and Industrial instruments.

Issued: August 2025 <sup>53</sup>	Review Date: August 2027 <sup>75</sup>	Title: CORPORATE POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION	Version <sup>87</sup>
Prepared: <u>EMCSEMGC</u>	Reviewed by: <u>EMCSA/CEO</u>	Approved: CEO	Page <b>5</b> of <b>6</b>
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<i>Public Interest Disclosure Act 2003</i> <i>Corruption, Crime and Misconduct Act 2003</i>	
<b>Organisational Compliance</b>	Misconduct, Fraud & Corruption Investigation Policy 1.3 Risk Management Policy 4.2 Code of Conduct's Grievance Management Policy 9.10 Managing Poor Performance Policy 6.10	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August 202 <del>7</del> <sup>5</sup>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Governance & Culture	Biennial
<b>Risk Rating</b>	High – A02 Employee Fraud or Corruption	
<b>Location of document</b>	RRG Website Staff Intranet 9 Aldous Place, Booragoon 350 Bannister Road, Canning Vale	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2011/03	Original	1	CSM	DCS	27/10/2011
2013/08	Review	2	EMCS	EMCS	22/08/2013
2015	Review	3	EMCS	EMCS	27/08/2015
2017	Review	4	EMCS	EMCS	24/08/2017
2020	Review	5	EMCS	EMCS	26/11/2020
2021	Review	6	EMCS	EMCS	26/08/2021
2023	Review	7	EMGC	SMG	24/08/2023
<u>2025</u>	<u>Review</u>	<u>8</u>	<u>EMGC</u>	<u>CEO</u>	<u>21/08/2025</u>

Issued: August 202 <del>5</del> <sup>3</sup>	Review Date: August 202 <del>7</del> <sup>5</sup>	Title: CORPORATE POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION	Version <u>8</u> <sup>7</sup>
Prepared: <u>EMCSEMG</u>	Reviewed by: <u>EMCSA/CEO</u>	Approved: CEO	Page <b>6</b> of <b>6</b>
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## **COUNCIL POLICY NO 4.2 RISK MANAGEMENT**

### **1.0 RISK APPETITE STATEMENT**

Resource Recovery Group (RRG) is a leading provider and innovator in the waste recovery industry and has a strong focus on maintaining a competitive advantage.

At times, this involves the taking of risk – RRG is not averse to accepting considered and structured risk and has a framework to investigate potential risks by identifying and understanding those risks, documenting them and, where necessary, putting in place robust controls to minimise risk exposure.

Business risks of all categories are to be actively managed using the RRG Risk Management Strategy.

### **2.0 SCOPE**

This Policy applies to all employees of RRG.

### **3.0 OBJECTIVE**

- 3.1 To provide a framework to manage risks related to the RRG's business activities.
- 3.2 To outline the Regional Council's approach to Risk Management;
- 3.3 To improve the accountability, decision making process and outcomes through the efficient use of risk management; and
- 3.4 To consolidate risk management into the daily planning of the RRG and its' operations.

### **4.0 DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Risk	The chance of something happening that will have a negative impact on how the RRG pursues its' strategic priorities. Risk is measured in terms of consequence and likelihood.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Management	The culture, processes, strategies and structures that are directed towards realising potential opportunities whilst managing adverse effects in the <b>SMRC-RRG</b> environment.
Risk Management Process	The systematic application of policies, processes and procedures to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk Register	The documented evidence arising from the application of the Risk Management Process.
Risk Treatment (or Control)	The specific procedure or process developed to mitigate or minimise risk at the operational level.

### **5.0 ROLES & RESPONSIBILITIES**

#### **5.1 Regional Council**

The Councillors are accountable for ensuring that a risk management system is established, implemented and maintained in accordance with this Policy.

Issued: August 2025 <sup>53</sup>	Review Date: August 2027 <sup>75</sup>	Title: COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 11 <sup>19</sup>
Prepared: EMGC	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

### 5.2 Audit Committee

The Audit & Risk Committee is accountable for the oversight of the Risk Management Process and reviewing the high risks to advise Council as necessary.

### 5.3 Chief Executive Officer / Senior Management Group

The Chief Executive Officer is accountable for implementing the strategic risk management strategy and this Policy framework.

The Senior Management Group is responsible for:

- ~~Weekly-Quarterly~~ reviews of all risks including high risk evaluations of 15 and above;
- Identifying strategic risks;
- Ensure business unit managers and supervisors undertake a full risk management process for inclusion in the Operational Risk Register; and
- Quarterly reviews of the status of the Operational Risk Register and reporting to the Audit & Risk Committee.

### 5.4 Manager Corporate Services

The Manager Corporate Services is responsible for:

- Maintaining/updating Risk Register;
- Receiving reviewed and/or new Risk Plans;
- Informing about Risks to SMG, Audit & Risk Committee and Regional Council through 'Information Bulletins'; and
- Disseminating determinations to Business Unit Managers and Supervisors

### 5.5 Business Unit Managers and Supervisors

Each Business Unit Risk Register identifies the responsible employee who shall:

1. Identify, assess and evaluate risks within work area and include in risk register;
2. Ongoing reviews of the risk register and risk treatment plan; and
3. Identify and implement treatment actions.

### 5.6 ~~SMRC-RRG~~ Employees

All employees should be aware of the need for the effective management of risk in their own business unit activities. All employees have a role to play in the identification and management of risks within their work area.

## 6.0 CONTENT

Risk is the chance of something happening that will have an impact on the achievement of the ~~SMRC's~~ RRG's objective. Risk is measured in terms of consequences and likelihood of it happening.

### 5.1 Risk Management Strategy

The Risk Management Strategy is an integral part of the organisational processes and decision making. The risk management framework should be systematic and structured and the process to be dynamic and responsive to change and improvement.

An effective risk management strategy for the RRG is recognising and supporting its accountability to its stakeholders, in particular its business.

Issued: August 202 <del>5</del> <sup>3</sup>	Review Date: August 202 <del>5</del> <sup>6</sup>	Title: COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 1 <del>0</del> <sup>9</sup>
Prepared: EMGC	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

The Risk Management Strategy of the RRG follows the ISO 31000:2018– Risk Management Standard.

The policy is an effective approach for the identification, assessment, monitoring and management of risks.

### 5.2 Risk Management Framework

The Risk Management Framework includes the goals, objectives, strategies, scope and parameters of the business to which the risk management process is being applied.

1. Strategic Plan Key Result Areas
2. Function/Activity Business Unit Areas
3. Accountability – responsible employees for each business area
4. Primary Risk issues
5. Risk Management Process – record risks under each business area in Risk Register and Treatment Plan using the ~~SMRG~~-RRG risk rating matrix

### 5.3 Accountability and Reporting

Risks rated 'Extreme' will have a management plan and regular reporting.

High Risks have an evaluation factor of 15 and above.

Issued: August 202 <del>5</del> <sup>3</sup>	Review Date: August 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 1 <del>0</del> <sup>9</sup>
Prepared: EMGC	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

## COUNCIL POLICY NO 4.2 RISK MANAGEMENT

### 7.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	ISO 31000:2018 – Risk Management	
<b>Organisational Compliance</b>	Reg 17 Risk Management Reviews	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August 202 <del>7</del> <sup>3</sup>	
<b>Related Documents</b>	Risk Management Procedures / Risk Management Manual RRG Risk Registers Reg 17 Risk Management Review	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Manager Corporate Services	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of document</b>	RRG website Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

### 8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2008	Original	1	MAF	MAF	31/07/08
2008	Original	2	MAF	MAF	11/2008
2010	Revised	3	CO	CO	25/02/2010
2012	Review	4	DCS	DCS	26/07/2012
2014	Review	5	EMCS	EMCS	28/08/2014
2015	Review	6	EMCS	EMCS	27/08/2015
2017	Review	7	EMCS	EMCS	24/08/2017
2019	Review	8	EMCS	EMCS	28/11/2019
2021	Review	9	EMCS	EMCS	26/08/2021
2023	Review	10	EMGC	SMG	24/08/2023
<u>2025</u>	<u>Review</u>	<u>11</u>	<u>EMGC</u>	<u>SMG</u>	

Issued: August 202 <del>5</del> <sup>3</sup>	Review Date: August 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version <u>1</u> <sup>0</sup>
Prepared: EMGC	Reviewed by: SMG	Approved: COUNCIL	Page <b>4</b> of <b>4</b>
Printed documents are not controlled. Check the electronic version for the latest version			

## **COUNCIL POLICY NO 4.6 RECORD KEEPING**

### **1.0 STATEMENT**

The purpose of this policy is to define the principles of the Resource Recovery Group's records management function and to document an orderly and efficient approach to the proper management of records. The policy integrates with the City of Melville's Record Management Operational policy OP-015. It also incorporates applicable legislative requirements into standard Resource Recovery Group practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law.

Records are recognised as an important information resource by the Resource Recovery Group Council, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Resource Recovery Group is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

### **2.0 SCOPE**

This policy applies to all external and internal records, which are handled, received or generated by the Resource Recovery Group, regardless of their physical format or media type.

The Resource Recovery Group's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Resource Recovery Groups records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements and integrated with the City of Melville's Records Management Operational Policy OP-015 and the System Procedure Records Management SP-020.

### **3.0 OBJECTIVE**

1. To provide a framework to manage records related to the Resource Recovery Group's business activities;
2. To outline the Resource Recovery Group's approach to Records Management;
3. To improve the accountability, decision making process and outcomes through the efficient use of records management; and
4. To consolidate records management into the daily planning of the Resource Recovery Group and its operations.

### **4.0 ROLES & RESPONSIBILITIES**

#### **Regional Council**

Regional Councillors are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office General Disposal Authority for Local Government Records (GDALGR).

#### **Chief Executive Officer**

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the Local Government Act 1995.

Issued: <del>February-August 2025</del> <sup>4</sup>	Review Date: <del>February-August 2027</del> <sup>2026</sup>	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <del>7</del> <sup>6</sup>
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



### Managers

Managers are to ensure that employees are familiar ~~with, and with, and~~ adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

### Employees

All employees are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records (GDALGR).

## 5.0 CONTENT

### Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing the Resource Recovery Group's records:

- *Local Government Act 1995*
- *Evidence Act 1906*
- *Limitation Act 2005*
- *Freedom of Information 1992*
- *Criminal Code 1913 (Section 85)*
- *Electronic Transactions Act 2011*
- *Privacy Act 1988*
- *Corruption and Crime Commission Act 2003*

### Custodianship

The Resource Recovery Group's records are a government-owned asset. The records created during the course of business belong to the Resource Recovery Group by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member of the Resource Recovery Group Council. Employees or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Resource Recovery Group. All significant and State records will be transferred to the City of Melville on wind up of the organisation.

Issued: <del>February–August 2025</del> <sup>4</sup>	Review Date: <del>February–August 2027</del> <sup>2026</sup>	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <del>7</del> <sup>6</sup>
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



### 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>State Records Act 2000</li> <li>Local Government Act 1995</li> <li>Evidence Act 1906</li> <li>Limitation Act 2005</li> <li>Freedom of Information 1992</li> <li>Criminal Code 1913 (Section 85)</li> <li>Electronic Transactions Act 2011</li> <li>Privacy Act 1988</li> </ul>	
<b>Organisational Compliance</b>	General Disposal Authority for Local Government Records (GDALGR) -Record Keeping Plan Record Keeping Procedures	
<b>Approved by</b>	<u>Executive Manager Governance &amp; Culture</u>	
<b>Next Revision Date</b>	<u>February 2026</u> <del>August 2027</del>	
<b>Related Documents</b>	<u>City of Melville Records Management Operational Policy OP-015</u> <u>City of Melville System Procedure Records Management SP-020</u>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Governance & Culture	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of document</b>	Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

### 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Review	1	EA	EMCS	27/02/2014
2016	Review	2	EMCS	EMCS	26/02/2016
2018	Review	3	EMCS	EMCS	15/02/2018
2020	Review	4	CSM	EMCS	27/02/2020
2022	Review	5	MGC	EMCS	24/02/2022
2024	Review	6	EMGC	EMGC	22/02/2024
<u>2025</u>	<u>Review</u>	<u>7</u>	<u>EMGC</u>	<u>CEO</u>	

Issued: <u>February–August 2025</u> <del>2024</del>	Review Date: <u>February–August 2027</u> <del>2026</del>	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <u>7</u> <del>6</del>
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page <b>3</b> of <b>3</b>
Printed documents are not controlled. Check the electronic version for the latest version			

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

	<b>AUDITED</b>	
	<b>30 June 2025</b>	<b>31 May 2025</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,705,332	1,959,979
Trade and other receivables	1,702,415	2,813,095
Other financial assets	5,983,672	4,527,275
Inventories	1,239,930	1,344,063
Other assets	805,391	1,363,230
<b>TOTAL CURRENT ASSETS</b>	<b>13,436,740</b>	<b>12,007,642</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,179,248
Right-of-use assets	2,885,403	2,342,417
<b>TOTAL NON-CURRENT ASSETS</b>	<b>16,532,226</b>	<b>14,133,865</b>
<b>TOTAL ASSETS</b>	<b>29,968,966</b>	<b>26,141,507</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,796,366	4,569,177
Lease liabilities	637,613	835,396
Borrowings	95,824	(0)
Employee related provisions	389,026	483,078
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,918,829</b>	<b>5,887,650</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	4,331,334	3,564,663
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	86,690
Other provisions	5,614,260	5,642,840
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,633,177</b>	<b>10,906,393</b>
<b>TOTAL LIABILITIES</b>	<b>18,552,006</b>	<b>16,794,043</b>
<b>NET ASSETS</b>	<b>11,416,960</b>	<b>9,347,464</b>
<b>EQUITY</b>		
Retained surplus	(6,139,995)	(5,945,116)
Reserve accounts	9,085,223	6,820,845
Revaluation surplus	8,471,731	8,471,731
<b>TOTAL EQUITY</b>	<b>11,416,960</b>	<b>9,347,461</b>

This statement is to be read in conjunction with the accompanying notes.

**RESOURCE RECOVERY GROUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$20,000.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	51,117	2.29%	▲
Increased overhead contribution due to increase in tonnes			
<b>Fees and charges</b>	1,674,791	11.88%	▲
Better sales price of products(MRF), additional coustomer contract (FOGO)			
<b>Interest revenue</b>	29,330	14.77%	▲
Higher rates of interest than budgeted			
<b>Other revenue</b>	(92,196)	(5.29%)	▼
Timing difference in CDS income			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	645,985	11.75%	▲
Employee efficiency, costs savings			
<b>Materials and contracts</b>	(602,809)	(5.84%)	▼
Expenses relating to extra business not budgeted (refer fees and charges income)			
<b>Utility charges</b>	25,530	3.79%	▲
<b>Finance costs</b>	41,750	15.28%	▲

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Reso to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Reso controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 03 July 2025

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 JUNE 2025**

	<b>AUDITED</b>	
	<b>30 June 2024</b>	<b>30 June 2025</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,705,332	1,639,356
Trade and other receivables	1,702,415	2,112,344
Other financial assets	5,983,672	5,139,418
Inventories	1,239,930	1,278,030
Other assets	805,391	615,364
<b>TOTAL CURRENT ASSETS</b>	<b>13,436,740</b>	<b>10,784,512</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,515,729
Right-of-use assets	2,885,403	2,293,791
<b>TOTAL NON-CURRENT ASSETS</b>	<b>16,532,226</b>	<b>14,421,720</b>
<b>TOTAL ASSETS</b>	<b>29,968,966</b>	<b>25,206,232</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,796,366	3,419,006
Lease liabilities	637,613	837,695
Borrowings	95,824	(0)
Employee related provisions	389,026	418,082
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,918,829</b>	<b>4,674,782</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	4,331,334	3,493,639
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	92,686
Other provisions	5,614,260	5,645,438
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,633,177</b>	<b>10,843,963</b>
<b>TOTAL LIABILITIES</b>	<b>18,552,006</b>	<b>15,518,745</b>
<b>NET ASSETS</b>	<b>11,416,960</b>	<b>9,687,487</b>
<b>EQUITY</b>		
Retained surplus	(6,139,995)	(6,185,154)
Reserve accounts	9,085,223	6,747,430
Revaluation surplus	8,471,731	9,125,210
<b>TOTAL EQUITY</b>	<b>11,416,960</b>	<b>9,687,487</b>

This statement is to be read in conjunction with the accompanying notes.

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 JULY 2025**

	UNAUDITED 30 June 2025	31 July 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	1,639,356	949,391
Trade and other receivables	2,112,344	1,710,131
Other financial assets	5,239,250	5,972,548
Inventories	1,260,744	1,282,687
Other assets	683,440	1,157,326
<b>TOTAL CURRENT ASSETS</b>	<b>10,935,134</b>	<b>11,072,083</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	1,512,368	1,512,368
Property, plant and equipment	10,531,739	10,206,334
Right-of-use assets	2,293,791	2,293,791
<b>TOTAL NON-CURRENT ASSETS</b>	<b>14,337,898</b>	<b>14,012,493</b>
<b>TOTAL ASSETS</b>	<b>25,273,032</b>	<b>25,084,576</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	3,255,902	3,061,835
Lease liabilities	837,695	840,077
Borrowings	99,832	99,832
Employee related provisions	418,082	425,812
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,611,511</b>	<b>4,427,555</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	3,493,639	3,440,262
Borrowings	1,512,368	1,512,368
Employee related provisions	92,686	102,050
Other provisions	5,645,438	5,648,022
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>10,744,131</b>	<b>10,702,702</b>
<b>TOTAL LIABILITIES</b>	<b>15,355,642</b>	<b>15,130,257</b>
<b>NET ASSETS</b>	<b>9,917,390</b>	<b>9,954,319</b>
<b>EQUITY</b>		
Retained surplus	(5,955,251)	(5,901,942)
Reserve accounts	6,747,430	6,731,050
Revaluation surplus	9,125,210	9,125,210
<b>TOTAL EQUITY</b>	<b>9,917,390</b>	<b>9,954,319</b>

This statement is to be read in conjunction with the accompanying notes.

Schedule of Payments made in May 2025				
EFTNumber	Payment Date	Customer/Vendor Name	Description	Total Payment Amount
4802303	01.05.25	National Australia Bank (NAB)	Credit card expenses	\$ 10,910.90
4802288	01.05.25	Wastetrans Wa	Disposal Transport Cost	\$ 122,659.29
4802287	01.05.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	\$ 105,951.38
4802286	01.05.25	Purearth	FOGO Fines	\$ 66,870.76
4802285	01.05.25	JD Organics Pty Ltd T/A Go Organics	Processing of Greenwaste	\$ 42,366.48
4802290	02.05.25	City of Canning	Accommodation Lease Fees	\$ 69,643.75
4802284	06.05.25	Ignite Limited	Relief Staff	\$ 5,110.65
4802283	06.05.25	LKEA Pty Ltd	Mobile Plant Maintenance	\$ 5,247.00
4802282	06.05.25	Hitachi Global Air Power Australia Pty Ltd	Fixed Plant Maintenance	\$ 91,344.00
4802281	06.05.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 26,910.06
4802280	06.05.25	Alliance Automation Pty Ltd.	Fixed Plant Maintenance	\$ 2,681.25
4802279	06.05.25	Hoseright	Mobile Plant Maintenance	\$ 12,721.06
4802278	06.05.25	Red Ant Design Pty Ltd	RecycleRight Website	\$ 2,530.00
4802277	06.05.25	Wurth Australia Pty Ltd	Process Consumables	\$ 1,129.65
4802276	06.05.25	Kangaroo Plastics	Reuse/disposal Expenses	\$ 18,827.16
4802275	06.05.25	High Energy Service Pty Ltd	Accommodation/Site Maintenance	\$ 11,275.62
4802274	06.05.25	Lincom WA Pty Ltd	Mobile Plant Maintenance	\$ 4,554.44
4802273	06.05.25	Work Clobber	OH & S	\$ 1,363.80
4802272	06.05.25	United Equipment Pty Ltd	Mobile Plant Hire Fees	\$ 5,372.73
4802271	06.05.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$ 4,433.47
4802270	06.05.25	Selectro Services P/L	Accommodation/Site Maintenance	\$ 2,462.46
4802269	06.05.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$ 1,148.40
4802268	06.05.25	Network-IT(WA) PTY LTD	IT Expenses	\$ 5,000.00
4802267	06.05.25	MM Electrical Merchandising	Fixed Plant Maintenance	\$ 1,473.29
4802266	06.05.25	Material Recovery Solutions Pty Ltd	Postage & Courier	\$ 1,177.00
4802265	06.05.25	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	\$ 3,894.00
4802264	06.05.25	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	\$ 3,730.38
4802263	06.05.25	Hinco Instruments Pty Ltd	Accommodation/Site Maintenance	\$ 5,060.00
4802262	06.05.25	Haz-Ed Services	Accommodation/Site Maintenance - Staff Wages	\$ 1,058.75
4802261	06.05.25	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	\$ 4,292.94
4802260	06.05.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	\$ 8,477.70
4802259	06.05.25	E Fire & Safety (WA)	Accommodation/Site Maintenance	\$ 2,227.50
4802258	06.05.25	Cutting Edges Equipment Parts	Parts and Services	\$ 2,422.55
4802257	06.05.25	Concept Wire Industries	Parts and Services	\$ 9,463.08
4802256	06.05.25	Cleveland Compressed Air Services	Fixed Plant Maintenance	\$ 4,560.60
4802255	06.05.25	CEA Specialty Equipment Pty Ltd	Parts and Services	\$ 6,933.87
4802254	06.05.25	BP Australia PL	Fuel	\$ 6,536.73
4802253	06.05.25	Arbon Equipment Pty Ltd	Accommodation/Site Maintenance	\$ 18,615.30
4802252	06.05.25	Eurofins ARL Pty Ltd	Quality Assurance	\$ 1,474.00
4802251	06.05.25	Allclean Property Services Plus	Cleaning	\$ 3,898.79
4802295	07.05.25	RRG Payroll Net Clearing	Payroll	\$ 125,141.70
4802289	07.05.25	Mainfreight Distribution Pty Ltd	Product Transport Costs	\$ 16,009.26
4802336	13.05.25	Precision (Beam)	Superannuation	\$ 25,488.80
4802302	13.05.25	Synergy - Electricity Retail Corporation	Electricity	\$ 79,509.21
4802301	13.05.25	Telstra Limited - BPAY	Telephone	\$ 6,956.74
4802300	13.05.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$ 71,080.92
4802299	13.05.25	Cr Jane Edinger*	Councillor Sitting Fees	\$ 952.50
4802298	13.05.25	Cr Jenny Archibald*	Councillor Sitting Fees	\$ 952.50
4802297	13.05.25	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	\$ 1,404.83
4802296	13.05.25	Cr Karen Wheatland*	Councillor Sitting Fees	\$ 3,237.42
4802334	14.05.25	CJD Equipment Pty Ltd	Fixed Plant Maintenance	\$ 30,016.42
4802333	14.05.25	Knight Pneumatics Pty Ltd	Process Consumables	\$ 84.07
4802332	14.05.25	Vector Line Marking	Accommodation/Site Maintenance	\$ 649.00
4802331	14.05.25	Radio Communications Technology Pty Ltd	Process Consumables	\$ 55.00
4802330	14.05.25	Water2Water Pty Ltd	Accommodation/Site Maintenance	\$ 148.40
4802329	14.05.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying Expenses	\$ 229.56
4802328	19.05.25	Kangaroo Plastics	Reuse/disposal Expenses	\$ 3,907.20
4802327	19.05.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$ 16,697.58
4802326	19.05.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning Expenses	\$ 1,394.84
4802325	19.05.25	Super Sweep	Accommodation/Site Maintenance	\$ 9,483.38
4802324	19.05.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$ 6,528.15
4802323	19.05.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 9,068.19
4802322	19.05.25	OTR Tyres	Mobile Plant Maintenance	\$ 1,639.83
4802321	19.05.25	Network-IT(WA) PTY LTD	IT expenses	\$ 9,742.81
4802320	19.05.25	Minter Ellison Lawyers	Legal Fees	\$ 5,100.26
4802319	19.05.25	Hands-On Infection Control	OH & S	\$ 1,008.44
4802318	19.05.25	BP Australia PL	Fuel	\$ 9,492.65
4802317	19.05.25	Arbon Equipment Pty Ltd	Accommodation/Site Maintenance	\$ 9,168.50
4802447	21.05.25	RRG Payroll Net Clearing	Payroll	\$ 107,471.81
4802338	22.05.25	Vocus Pty Ltd	IT Expenses	\$ 1,757.80

4802335	22.05.25	Australian Taxation Office (ATO)	PAYG & FBT	\$	40,320.58
4802455	27.05.25	Precision (Beam)	Superannuation	\$	24,087.03
4802372	29.05.25	Telstra Limited - BPAY	Telephone Expenses	\$	257.00
4802371	29.05.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$	30,007.96
4802370	29.05.25	Xelflex Pty Ltd	Fixed Plant Maintenance	\$	30,176.18
4802369	29.05.25	WA Haulage Repairs	Mobile Plant Maintenance	\$	733.99
4802368	29.05.25	Hitachi Global Air Power Australia Pty Ltd	Accommodation/Site Maintenance	\$	501.60
4802367	29.05.25	Associated Laundry Services	Laundry Expenses	\$	876.71
4802366	29.05.25	Motion Australia Pty Ltd	Mobile Plant Maintenance	\$	693.03
4802365	29.05.25	Coregas Pty Ltd	Process Consumables	\$	274.16
4802364	29.05.25	Work Clobber	OH & S	\$	615.34
4802363	29.05.25	Winc Australia Pty Limited	Other office expenses	\$	679.72
4802362	29.05.25	St John Ambulance Australia	OH & S	\$	352.75
4802361	29.05.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	\$	65.93
4802360	29.05.25	OTR Tyres	Workshop expenses	\$	198.00
4802359	29.05.25	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	\$	909.45
4802358	29.05.25	Industrial Protective Products (WA)	OH & S	\$	142.56
4802357	29.05.25	Hoisting Equipment Specialist (HESWA)	OH & S	\$	931.70
4802356	29.05.25	Hands-On Infection Control	OH & S	\$	79.90
4802355	29.05.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying Expenses	\$	311.74
4802354	29.05.25	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	\$	741.84
4802353	29.05.25	Flick Anticimex Pty Ltd	Accommodation/Site Maintenance	\$	937.00
4802352	29.05.25	Ecocycle Pty Ltd	Reuse/disposal Expenses	\$	602.25
4802351	29.05.25	Bunnings Group Limited	Process Consumables	\$	228.22
4802350	29.05.25	Blackwoods Atkins	Process Consumables	\$	624.80
4802349	29.05.25	Eurofins ARL Pty Ltd	Quality Assurance	\$	884.40
4802348	29.05.25	Kwinana WTE Project Co P/L	WTE Disposal	\$	181,845.88
4802347	29.05.25	WALGA-Western Australian Local Government Association	Process Consumables	\$	8,796.26
4802346	29.05.25	Network-IT(WA) PTY LTD	IT Expenses	\$	203.50
4802345	29.05.25	Horizon West Landscape & Irrigation Pty Ltd	Accommodation/Site Maintenance	\$	605.00
4802344	29.05.25	DLA Piper Australia	Legal Fees	\$	941.60
4802456	30.05.25	National Australia Bank (NAB)	Credit card expenses	\$	9,849.25
Total Payments				\$	1,598,663.89

Credit Card Transactions for May 2025				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4802456	27/05/2025	Woolworths/Cnr Warton & A	Meeting Expenses	15.00
4802456	27/05/2025	Adobe	IT Expenses	285.93
4802456	26/05/2025	Coles 0332	Other office expenses	21.75
4802456	21/05/2025	Coles Online	Other Employment Costs	139.37
4802456	21/05/2025	Coles Online	Other Employment Costs	184.78
4802456	22/05/2025	Post Booragoon Post Sh	Postage & Courier	8.80
4802456	23/05/2025	Market Creations Agenc	IT Expenses	165.00
4802456	22/05/2025	Allclean Property Serv	Cleaning	2606.45
4802456	23/05/2025	Lucky Charm Bull Creek	Other office expenses	29.98
4802456	21/05/2025	Boc Limited	Process Consumables	708.35
4802456	21/05/2025	Boc Limited	Process Consumables	938.28
4802456	21/05/2025	Boc Limited	Process Consumables	20.98
4802456	22/05/2025	Officeworks	OH & S	94.08
4802456	22/05/2025	Liquorland 3374	Meeting Expenses	48.00
4802456	21/05/2025	Zlr*fingerfood Catering	Meeting Expenses	298.07
4802456	19/05/2025	Boc Limited	Process Consumables	40.08
4802456	21/05/2025	Sq *bollinger The Automat	Accommodation/Site Maintenance	311.00
4802456	19/05/2025	Sq *cockburn Community Me	Other office expenses	40.00
4802456	19/05/2025	Coles 0332	Other office expenses	17.25
4802456	19/05/2025	Coles 0332	Other office expenses	59.75
4802456	16/05/2025	Alwaysawinner Pty Lt	Other office expenses	60.00
4802456	14/05/2025	Totaltoolsonlineptyltd	Minor Capital Equipment/Tools	339.00
4802456	15/05/2025	Coles 0358	Other office expenses	17.60
4802456	15/05/2025	Coles 0358	Other office expenses	15.00
4802456	12/05/2025	Post Booragoon Post Sh	Postage & Courier	0.30
4802456	12/05/2025	Coles 0332	Other office expenses	40.60
4802456	12/05/2025	Coles 0332	Other office expenses	5.35
4802456	9/05/2025	Redimed Pty Ltd	Other Employment Costs	374.00
4802456	7/05/2025	Ati Mirage Training	Conferences/Seminars/Training	387.00
4802456	7/05/2025	Wilson Parking	Security Expenses	1204.29
4802456	7/05/2025	Wilson Parking	Security Expenses	55.00



4802456	7/05/2025	Teamflect.Com	IT Expenses	112.20
4802456	5/05/2025	Coles 0332	Other office expenses	17.25
4802456	5/05/2025	Coles 0332	Other office expenses	58.50
4802456	1/05/2025	Truflo Hydraulic Hose	Accommodation/Site Maintenance	296.56
4802456	2/05/2025	Amazon Web Services	RecycleRight Website & App Development	299.95
4802456	30/04/2025	Total Tools Canning	Minor Capital Equipment/Tools	185.00
4802456	29/04/2025	Paypal *twocracksco	Other office expenses	156.00
4802456	28/04/2025	Insight Call Centre	Telephone	171.00
4802456	28/04/2025	Adobe	IT Expenses	21.75
			Credit Card Purchases - May 2025	\$ 9,849.25

UNCONFIRMED

Schedule of Payments made in June 2025				
EFTNumber	Payment Date	Customer/Vendor Name	Description	Total Payment Amount
4802444	04.06.25	LKEA Pty Ltd	Mobile Plant Maintenance	\$ 2,904.67
4802439	04.06.25	Wurth Australia Pty Ltd	OH & S	\$ 1,952.37
4802434	04.06.25	Snap Canning Vale	Stationery	\$ 1,055.46
4802423	04.06.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	\$ 33,055.96
4802430	04.06.25	Perth Contract Hydraulics	Fixed Plant Maintenance	\$ 4,142.04
4802424	04.06.25	Cleanaway Co Pty Ltd	Reuse/disposal	\$ 31,084.20
4802427	04.06.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	\$ 8,477.70
4802422	04.06.25	Allclean Property Services Plus	Cleaning	\$ 3,898.79
4802437	04.06.25	AMG Pump Rentals	Accommodation/Site Maintenance	\$ 3,461.96
4802425	04.06.25	Cleveland Compressed Air Services	Fixed Plant Maintenance	\$ 11,605.00
4802441	04.06.25	Hoseright	Mobile Plant Maintenance	\$ 10,621.28
4802429	04.06.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$ 3,242.33
4802433	04.06.25	SAGE Automation Pty Ltd	Fixed Plant Maintenance	\$ 7,363.95
4802436	04.06.25	United Equipment Pty Ltd	Mobile Plant Hire Fees	\$ 5,520.19
4802418	04.06.25	Remondis Go Organics Pty Ltd	Processing of Greenwaste	\$ 133,410.37
4802419	04.06.25	Purearth	FOGO Fines	\$ 60,765.57
4802426	04.06.25	E Fire & Safety (WA)	Accommodation/Site Maintenance	\$ 2,880.90
4802440	04.06.25	Red Ant Design Pty Ltd	RecycleRight Website	\$ 2,530.00
4802432	04.06.25	Colliers International Engineering & Design (WA) Pty Limited	Contracted Services	\$ 20,724.00
4802428	04.06.25	Natsync Environmental	Accommodation/Site Maintenance	\$ 1,080.00
4802435	04.06.25	Totalenergies Marketing Australia Pty Ltd	Process Consumables	\$ 1,513.82
4802420	04.06.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	\$ 53,244.36
4802450	04.06.25	Ignite Limited	Relief Staff	\$ 8,517.75
4802431	04.06.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 5,883.57
4802438	04.06.25	Kangaroo Plastics	Reuse/disposal	\$ 3,791.04
4802443	04.06.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 23,507.64
4802547	04.06.25	RRG Payroll Net Clearing	Payroll	\$ 139,833.47
4802421	04.06.25	Wastetrans Wa	Product Transport Costs	\$ 147,710.33
4802454	05.06.25	Ignite Limited	Relief Staff	\$ 1,703.55
4802452	05.06.25	Sonic Health Plus	Other Employment Costs	\$ 280.50
4802451	05.06.25	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	\$ 2,214.96
4802453	05.06.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$ 7,442.90
4802457	05.06.25	Precision (Beam)	Superannuation	\$ 24,759.04
4802449	05.06.25	Mainfreight Distribution Pty Ltd	Product Transport Costs	\$ 31,777.17
4802552	06.06.25	City of Canning	Accommodation Lease Fees	\$ 69,643.75
4802458	11.06.25	Kwinana WTE Project Co P/L	WTE Disposal	\$ 337,697.77
4802473	12.06.25	MMM (WA) Pty Ltd	Accommodation/Site Maintenance	\$ 9,831.86
4802464	12.06.25	Synergy - Electricity Retail Corporation	Electricity	\$ 482.14
4802460	12.06.25	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	\$ 1,404.83
4802462	12.06.25	Cr Jane Edinger*	Councillor Sitting Fees	\$ 952.50
4802461	12.06.25	Cr Jenny Archibald*	Councillor Sitting Fees	\$ 952.50
4802459	12.06.25	Cr Karen Wheatland*	Councillor Sitting Fees	\$ 3,237.42
4802470	12.06.25	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	\$ 5,500.48
4802471	12.06.25	Industrial Protective Products (WA)	OH & S	\$ 996.60
4802463	12.06.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$ 53,101.96
4802465	12.06.25	Solo Resource Recovery	General Provision	\$ 6,573.67
4802466	12.06.25	City of Wanneroo	General Provision	\$ 114,028.01
4802467	12.06.25	City of Kalamunda	General Provision	\$ 33,263.70
4802468	12.06.25	BP Australia PL	Fuel	\$ 14,182.43
4802469	12.06.25	Tetra Tech Coffey Pty Ltd	Consultants	\$ 29,151.10
4802472	12.06.25	Network-IT(WA) PTY LTD	IT Expenses	\$ 9,620.20
4802549	18.06.25	RRG Payroll Net Clearing	Payroll	\$ 116,037.75
4802475	19.06.25	Arbon Equipment Pty Ltd	Accommodation Expense	\$ 5,225.00
4802476	19.06.25	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	\$ 3,730.38
4802477	19.06.25	Minter Ellison Lawyers	Legal Fees	\$ 600.16
4802478	19.06.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 3,035.02
4802479	19.06.25	Super Sweep	Accommodation/Site Maintenance	\$ 4,673.63
4802548	19.06.25	Precision (Beam)	Superannuation	\$ 24,194.32
4802480	19.06.25	Kangaroo Plastics	Reuse/disposal	\$ 10,998.24
4802481	19.06.25	Kwinana WTE Project Co P/L	WTE Disposal	\$ 396,128.20
4802546	23.06.25	Vocus Pty Ltd	IT Expenses	\$ 1,757.80
4802485	23.06.25	Water Corporation* BPAY	Water Charges	\$ 2,635.84
4802483	23.06.25	Australian Taxation Office (ATO)	GST	\$ 73,197.00
4802484	23.06.25	Telstra Limited - BPAY	Telephone	\$ 7,050.51
4802488	25.06.25	Blue Force Pty Ltd	Accommodation/Site Maintenance	\$ 181.91
4802505	25.06.25	Doors Doors Doors Pty Ltd	Accommodation/Site Maintenance	\$ 884.40
4802501	25.06.25	Coregas Pty Ltd	Process Consumables	\$ 382.65
4802496	25.06.25	OTR Tyres	Mobile Plant Maintenance	\$ 334.40
4802497	25.06.25	Safety Signs Service	Accommodation/Site Maintenance	\$ 116.12
4802503	25.06.25	Satellite Security Services Pty Ltd	Security Expenses	\$ 379.54
4802486	25.06.25	Applied Industrial Technologies Pty Ltd	Fixed Plant Maintenance	\$ 195.02
4802487	25.06.25	Blackwoods Atkins	OH & S	\$ 439.12
4802492	25.06.25	Industrial Power Tool Services	Process Consumables	\$ 93.50
4802489	25.06.25	Cal Lab Australia	Contracted Services	\$ 831.60
4802510	25.06.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 13,659.53
4802491	25.06.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying Expenses	\$ 365.23

4802494	25.06.25	Netelec Pty Ltd T/A Netelec Electrical Supplies	Fixed Plant Maintenance	\$	721.06
4802498	25.06.25	Sonic Health Plus	Other Employment Costs	\$	280.50
4802499	25.06.25	Truck Centre WA	Mobile Plant Maintenance	\$	327.49
4802500	25.06.25	Wren Oil	Workshop expenses	\$	181.50
4802504	25.06.25	Hitachi Global Air Power Australia Pty Ltd	Fixed Plant Maintenance	\$	805.57
4802490	25.06.25	DC Test & Tag	Accommodation/Site Maintenance	\$	660.00
4802506	25.06.25	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	\$	7,211.17
4802493	25.06.25	Industrial Protective Products (WA)	OH & S	\$	685.08
4802502	25.06.25	Motion Australia Pty Ltd	Postage & Courier	\$	928.71
4802495	25.06.25	Octagon Lifts	Accommodation/Site Maintenance	\$	640.35
4802507	25.06.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$	9,502.36
4802509	25.06.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$	10,478.82
4802508	25.06.25	Xelflex Pty Ltd	Fixed Plant Maintenance	\$	80,736.08
4802525	26.06.25	Hydrodynamic Pumps Pty Ltd	Mobile Plant Maintenance	\$	8,241.20
4802532	26.06.25	Polyurethane Processors (PUP)	Fixed Plant Maintenance	\$	3,025.00
4802516	26.06.25	Allclean Property Services Plus	Cleaning	\$	3,898.79
4802544	26.06.25	Associated Laundry Services	Laundry Expenses	\$	1,158.83
4802519	26.06.25	Cleveland Compressed Air Services	Fixed Plant Maintenance	\$	4,076.60
4802520	26.06.25	Concept Wire Industries	Postage & Courier	\$	9,120.10
4802529	26.06.25	Network-IT(WA) PTY LTD	IT Expenses	\$	5,195.98
4802518	26.06.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	\$	27,219.80
4802522	26.06.25	E Fire & Safety (WA)	Accommodation/Site Maintenance	\$	10,309.75
4802523	26.06.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	\$	10,540.20
4802517	26.06.25	Eurofins ARL Pty Ltd	Quality Assurance	\$	1,474.00
4802543	26.06.25	Hoseright	Mobile Plant Maintenance	\$	4,611.12
4802550	26.06.25	Ignite Limited	Relief Staff	\$	5,110.65
4802526	26.06.25	Lonsdale Merchants	Mobile Plant Maintenance	\$	1,749.00
4802527	26.06.25	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	\$	3,667.40
4802530	26.06.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$	5,525.68
4802531	26.06.25	Perth Contract Hydraulics	Postage & Courier	\$	2,114.07
4802511	26.06.25	Purearth	FOGO Overs	\$	105,797.84
4802542	26.06.25	Red Ant Design Pty Ltd	RecycleRight Website	\$	2,530.00
4802536	26.06.25	Synergy - Electricity Retail Corporation	Electricity	\$	85,873.16
4802537	26.06.25	United Equipment Pty Ltd	Mobile Plant Maintenance	\$	3,119.85
4802539	26.06.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	\$	1,123.52
4802513	26.06.25	Wastetrans Wa	Glass Reuse	\$	128,011.47
4802538	26.06.25	Winc Australia Pty Limited	Office expenses	\$	1,078.84
4802541	26.06.25	Wurth Australia Pty Ltd	Process Consumables	\$	2,691.60
4802515	26.06.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$	33,890.96
4802521	26.06.25	DLA Piper Australia	Legal Fees	\$	4,700.85
4802540	26.06.25	Kangaroo Plastics	Reuse/disposal	\$	14,380.08
4802528	26.06.25	Minter Ellison Lawyers	Legal Fees	\$	1,875.50
4802514	26.06.25	Mainfreight Distribution Pty Ltd	Product Transport Costs	\$	25,156.05
4802534	26.06.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$	6,545.20
4802535	26.06.25	Spielberg Solutions Australia Pty Ltd	IT Expenses	\$	14,659.70
4802533	26.06.25	SAGE Automation Pty Ltd	Fixed Plant Maintenance	\$	4,957.70
4802512	26.06.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	\$	74,951.25
4802524	26.06.25	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	\$	4,241.38
4802545	26.06.25	Kwinana WTE Project Co P/L	WTE Disposal	\$	13,860.32
4802554	30.06.25	WA Treasury Corporation	Loan interest and principal repayment	\$	41,178.27
4802557	30.06.25	National Australia Bank (NAB)	Credit card expenses	\$	6,675.76
Total Payments				\$	2,957,200.79

Credit Card Transactions for June 2025				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4802557	26/06/2025	Blue Horse Wa Pty Ltd	Conferences/Seminars/Training	\$ 290.00
4802557	24/06/2025	Reddy Express 6936	Mobile Plant Fuel & Lubricants	\$ 104.69
4802557	23/06/2025	Post Booragoon Post Sh	Postage & Courier	\$ 13.80
4802557	23/06/2025	Coles 0332	Office expenses	\$ 18.95
4802557	23/06/2025	Walga Events	Conferences/Seminars/Training	\$ 300.00
4802557	19/06/2025	Woolworths/Nicholson Rd &	Office expenses	\$ 19.40
4802557	19/06/2025	Source Separation Systems	Office expenses	\$ 49.95
4802557	17/06/2025	Alphaweld Supply Group	Process Consumables	\$ 16.72
4802557	17/06/2025	Alphaweld Supply Group	Process Consumables	\$ 16.72
4802557	16/06/2025	Joy Mail Oriental Mark	Other office expenses	\$ 9.99
4802557	17/06/2025	Work Clobber	OH & S	\$ 11.00
4802557	16/06/2025	Coles 0332	Office expenses	\$ 18.95
4802557	16/06/2025	Coles 0332	Office expenses	\$ 34.00
4802557	16/06/2025	Coles 0358	Office expenses	\$ 11.80
4802557	16/06/2025	Coles 0358	Office expenses	\$ 6.00
4802557	13/06/2025	Paypal *twocracksco	Office expenses	\$ 156.00
4802557	12/06/2025	Subway Bannister Road	Other office expenses	\$ 122.00
4802557	11/06/2025	Super Cheap Auto	Mobile Plant MaintenanceParts & Services	\$ 69.98
4802557	11/06/2025	Boc Limited	Process Consumables	\$ 18.04

4802557	11/06/2025	Boc Limited	Process Consumables	\$	18.04
4802557	11/06/2025	Officeworks 0616	Office expenses	\$	1.90
4802557	11/06/2025	Sitech Wa Pty Ltd	Mobile Plant Maintenance	\$	154.00
4802557	9/06/2025	Aust Institute Of Mana	Conferences/Seminars/Training	\$	1,567.00
4802557	10/06/2025	Wanewsdti	Publications & Subscriptions	\$	96.00
4802557	9/06/2025	Foodbank Of Western	Meeting Expenses	\$	520.52
4802557	9/06/2025	Coles 0332	Office expenses	\$	28.60
4802557	3/06/2025	Coles 0332	Office expenses	\$	26.95
4802557	2/06/2025	Amazon Web Services	RecycleRight Website	\$	298.60
4802557	28/05/2025	Department Of Transpor	Mobile Plant Maintenance	\$	213.05
4802557	28/05/2025	Department Of Transpor	Mobile Plant Maintenance	\$	8.25
4802557	28/05/2025	Department Of Transpor	Mobile Plant Maintenance	\$	138.10
4802557	28/05/2025	Department Of Transpor	Mobile Plant Maintenance	\$	8.25
4802557	28/05/2025	Insight Call Centre	Telephone	\$	171.00
4802557	28/05/2025	Pinnacle Height Safety Pl	Conferences/Seminars/Training	\$	350.00
4802557	27/05/2025	Smp*southern River Mea	Meeting Expenses	\$	21.42
4802557	28/05/2025	Volvo Group Australia	Mobile Plant Maintenance	\$	561.80
4802557	28/05/2025	Wilson Parking	Security Expenses	\$	1,204.29
Credit Card Purchases - June 2025				\$	6,675.76

Schedule of Payments made in July 2025				
EFTNumber	Payment Date	Customer/Vendor Name	Description	Total Payment Amount
4802555	02.07.25	Remondis Go Organics Pty Ltd	Processing of Greenwaste	\$ 34,701.36
4802560	02.07.25	RRG Payroll Net Clearing	Payroll	\$ 115,377.17
4802561	03.07.25	Precision (Beam)	Superannuation	\$ 26,141.84
4802562	04.07.25	City of Canning	Accommodation Lease Fees	\$ 69,643.75
4802559	07.07.25	Water Corporation* BPAY	Water Charges	\$ 8,439.03
4802558	07.07.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$ 32,299.96
4802569	16.07.25	DLA Piper Australia	Legal Fees	\$ 529.65
4802567	16.07.25	Blue Force Pty Ltd	Accommodation/Site Maintenance	\$ 104.50
4802587	16.07.25	Coregas Pty Ltd	Process Consumables	\$ 274.16
4802591	16.07.25	Ignite Limited	Relief Staff	\$ 3,407.10
4802564	16.07.25	Allclean Property Services Plus	Cleaning	\$ 3,898.79
4802571	16.07.25	Ecocycle Pty Ltd	Reuse/disposal	\$ 518.10
4802574	16.07.25	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	\$ 2,774.61
4802566	16.07.25	Aust-Weigh Pty Ltd	Contracted Services	\$ 907.50
4802568	16.07.25	BP Australia PL	Fuel	\$ 12,498.93
4802573	16.07.25	Hands-On Infection Control	OH & S	\$ 50.20
4802583	16.07.25	Synergy - Electricity Retail Corporation	Electricity	\$ 726.46
4802580	16.07.25	Petro Industrial (BNE) Pty Ltd	Mobile Plant Maintenance	\$ 869.00
4802581	16.07.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	\$ 131.86
4802565	16.07.25	Arbon Equipment Pty Ltd	Accommodation/Site Maintenance	\$ 1,711.60
4802570	16.07.25	E Fire & Safety (WA)	Mobile Plant Maintenance	\$ 1,024.10
4802588	16.07.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$ 11,164.35
4802592	16.07.25	McLeods Lawyers Pty Ltd	Legal Fees	\$ 4,428.60
4802589	16.07.25	Asset Valuation Advisory	Consultancy Fees	\$ 5,390.00
4802586	16.07.25	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertising & Promotion	\$ 550.25
4802579	16.07.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 840.51
4802582	16.07.25	Sonic Health Plus	Other Employment Costs	\$ 1,559.80
4802572	16.07.25	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	\$ 1,220.02
4802578	16.07.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$ 598.95
4802584	16.07.25	WD Installation Services	Fixed Plant Maintenance	\$ 3,257.10
4802585	16.07.25	Xelflex Pty Ltd	Fixed Plant Maintenance	\$ 9,521.60
4802576	16.07.25	Minter Ellison Lawyers	Legal Fees	\$ 3,768.71
4802577	16.07.25	Network-IT(WA) PTY LTD	IT Expenses	\$ 7,281.25
4802575	16.07.25	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	\$ 4,032.88
4802602	16.07.25	RRG Payroll Net Clearing	Payroll	\$ 117,779.33
4802590	16.07.25	Kwinana WTE Project Co P/L	WtE Disposal	\$ 285,499.82
4802596	17.07.25	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	\$ 1,454.00
4802599	17.07.25	Cr Jane Edinger*	Councillor Sitting Fees	\$ 985.83
4802598	17.07.25	Cr Jenny Archibald*	Councillor Sitting Fees	\$ 985.83
4802595	17.07.25	Water2Water Pty Ltd	Accommodation/Site Maintenance	\$ 148.40
4802594	17.07.25	Super Sweep	Accommodation/Site Maintenance	\$ 4,864.20
4802593	17.07.25	Cr Karen Wheatland*	Councillor Sitting Fees	\$ 3,350.83
4802597	17.07.25	Hoseright	Mobile Plant Maintenance	\$ 1,097.86
4802609	17.07.25	Precision (Beam)	Superannuation	\$ 24,872.50
4802600	21.07.25	Australian Taxation Office (ATO)	GST	\$ 84,774.00
4802601	22.07.25	Vocus Pty Ltd	IT Expenses	\$ 1,757.80
4802608	23.07.25	Ignite Limited	Relief Staff	\$ 3,414.52
4802604	23.07.25	Xelflex Pty Ltd	Mobile Plant Maintenance	\$ 79,992.76
4802603	23.07.25	Rapid Global	IT Expenses	\$ 733.70
4802605	23.07.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	\$ 1,303.59
4802607	23.07.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 13,069.14
4802606	23.07.25	Mainfreight Distribution Pty Ltd	Transport Costs	\$ 5,230.98
4802653	23.07.25	WA Treasury Corporation	Bank Guarantee Fees	\$ 5,721.39
4802616	28.07.25	Department of Fire & Emergency Services	OH & S	\$ 1,881.00
4802642	28.07.25	Blackwoods Atkins	Process Consumables	\$ 369.60
4802652	28.07.25	Sitcraft Materials Handling Equipment	Accommodation/Site Maintenance	\$ 646.25
4802650	28.07.25	Winc Australia Pty Limited	Other office expenses	\$ 451.88
4802651	28.07.25	Work Clobber	OH & S	\$ 739.60
4802614	28.07.25	Eurofins ARL Pty Ltd	Quality Assurance	\$ 1,179.20
4802619	28.07.25	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	\$ 3,730.38
4802628	28.07.25	Associated Laundry Services	Laundry Expenses	\$ 1,073.35
4802643	28.07.25	Bunnings Group Limited	Accommodation/Site Maintenance	\$ 96.01
4802615	28.07.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	\$ 19,704.47
4802617	28.07.25	E Fire & Safety (WA)	Mobile Plant Maintenance	\$ 6,683.27
4802646	28.07.25	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	\$ 242.00
4802647	28.07.25	MM Electrical Merchandising	Fixed Plant Maintenance	\$ 665.04
4802631	28.07.25	OTR Tyres	Mobile Plant Maintenance	\$ 1,317.27
4802639	28.07.25	Radio Communications Technology Pty Ltd	Minor Capital Equipment/Tools	\$ 3,498.00
4802627	28.07.25	Hoseright	Mobile Plant Maintenance	\$ 4,911.35

4802637	28.07.25	WA Fasteners Pty Ltd	Process Consumables	\$	1,973.40
4802640	28.07.25	Wurth Australia Pty Ltd	Process Consumables	\$	775.05
4802623	28.07.25	Material Recovery Solutions Pty Ltd	Fixed Plant Maintenance	\$	16,621.01
4802630	28.07.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$	1,867.24
4802632	28.07.25	Purearth	FOGO Fines	\$	105,468.72
4802648	28.07.25	Sonic Health Plus	Other Employment Costs	\$	529.10
4802636	28.07.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Transport Costs	\$	65,432.95
4802638	28.07.25	Wastetrans Wa	WtE Transport	\$	126,821.22
4802611	28.07.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$	32,710.00
4802645	28.07.25	Lighthouse Locksmiths	Accommodation/Site Maintenance	\$	143.00
4802625	28.07.25	Lincom WA Pty Ltd	Mobile Plant Maintenance	\$	17,084.82
4802624	28.07.25	Natsync Environmental	Accommodation/Site Maintenance	\$	9,742.00
4802635	28.07.25	United Equipment Pty Ltd	Fixed Plant Maintenance	\$	8,280.58
4802649	28.07.25	Water2Water Pty Ltd	Accommodation/Site Maintenance	\$	148.40
4802620	28.07.25	Instant Weighing	Mobile Plant Maintenance	\$	2,654.30
4802618	28.07.25	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	\$	7,712.06
4802621	28.07.25	LGIS Insurance Broking	Insurance Expense	\$	27,500.00
4802633	28.07.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$	7,560.07
4802634	28.07.25	Synergy - Electricity Retail Corporation	Electricity	\$	84,456.10
4802612	28.07.25	Telstra Limited - BPAY	Telephone	\$	7,143.65
4802641	28.07.25	Red Ant Design Pty Ltd	RecycleRight Website	\$	2,530.00
4802629	28.07.25	Network-IT(WA) PTY LTD	IT Expenses	\$	1,658.50
4802613	28.07.25	Water Corporation* BPAY	Water Charges	\$	258.62
4802622	28.07.25	LGISWA -Scheme membership	Other Employment Costs	\$	168,485.20
4802626	28.07.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$	10,460.19
4802644	28.07.25	Flick Anticimex Pty Ltd	Accommodation/Site Maintenance	\$	94.50
4802656	30.07.25	RRG Payroll Net Clearing	Payroll	\$	128,170.95
4802655	30.07.25	Precision (Beam)	Superannuation	\$	25,862.87
4802659	31.07.25	National Australia Bank (NAB)	Credit card expenses	\$	11,493.92
Total Payments				\$	1,927,507.26

Credit Card Transactions for July 2025					
EFT Ref	Date	Supplier Name	Expense Description	Amount	
4802659	28/07/2025	Coles	Other office expenses	\$	18.30
4802659	28/07/2025	Just Careers Training Pty	Conferences/Seminars/Training	\$	236.55
4802659	28/07/2025	Just Careers Training Pty	Conferences/Seminars/Training	\$	236.55
4802659	26/07/2025	Adobe	IT Expenses	\$	285.93
4802659	25/07/2025	7-Eleven 3065 Boorag	Other office expenses	\$	5.00
4802659	24/07/2025	Just Careers Training Pty	Conferences/Seminars/Training	\$	249.00
4802659	24/07/2025	Coles	Meeting Expenses	\$	57.32
4802659	24/07/2025	Coles	Meeting Expenses	\$	4.25
4802659	22/07/2025	Acco Airconditioning	Accommodation/Site Maintenance	\$	380.00
4802659	23/07/2025	Rheem Australia	Accommodation/Site Maintenance	\$	1,620.85
4802659	21/07/2025	Coles	Other office expenses	\$	17.50
4802659	21/07/2025	Redimed Pty Ltd	Other Employment Costs	\$	297.00
4802659	16/07/2025	Totaltoolsonlineptyltd	Minor Capital Equipment/Tools	\$	158.00
4802659	18/07/2025	Coles	Other office expenses	\$	5.00
4802659	18/07/2025	Dominos Estore Southern R	Other office expenses	\$	88.00
4802659	17/07/2025	Volvo Group Australia	Mobile Plant Maintenance	\$	1,123.60
4802659	17/07/2025	Sitech Wa Pty Ltd	Mobile Plant Maintenance	\$	154.00
4802659	15/07/2025	Woolworths/Bullcreek S/C	Other office expenses	\$	6.00
4802659	11/07/2025	Myo*twinside Retaining	Accommodation/Site Maintenance	\$	1,278.50
4802659	11/07/2025	Total Tools Canning	Minor Capital Equipment/Tools	\$	400.95
4802659	10/07/2025	Blue Horse Wa Pty Ltd	Conferences/Seminars/Training	\$	330.00
4802659	07/07/2025	Coles	Other office expenses	\$	18.30
4802659	07/07/2025	Inventium	Conferences/Seminars/Training	\$	890.00
4802659	04/07/2025	Wilson Parking	Security Expenses	\$	1,204.29
4802659	04/07/2025	Sitech Wa Pty Ltd	Mobile Plant Maintenance	\$	154.00
4802659	04/07/2025	Boc Limited	Process Consumables	\$	20.04
4802659	04/07/2025	Boc Limited	Process Consumables	\$	20.04
4802659	03/07/2025	Blue Horse Wa Pty Ltd	Conferences/Seminars/Training	\$	900.00
4802659	03/07/2025	Local Governement Mana	Conferences/Seminars/Training	\$	560.00
4802659	02/07/2025	Amazon Web Services	RecycleRight Website	\$	290.37
4802659	01/07/2025	Coles	Other office expenses	\$	27.65
4802659	30/06/2025	Insight Call Centre	Telephone	\$	171.00
4802659	27/06/2025	Adobe	IT Expenses	\$	285.93

Credit Card Purchases - July 2025				\$ 11,493.92

UNCONFIRMED