

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

THURSDAY 22 FEBRUARY 2024

**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

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer welcomed everyone in attendance and declared the meeting open at 5.03 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."

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT – In-person

Cr Karen Wheatland	City of Melville
Cr Hannah Fitzhardinge	City of Fremantle
Cr Andrew White (<i>attended electronically</i>) joined at 5.17pm	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member)	City of Melville
Mr Nick King (REG Member)	Town of East Fremantle
Mr Peter Kocian	Town of East Fremantle
Mr Brendan Doherty	RRG, Acting Chief Executive Officer
Mr Xabier Urresti	RRG, Executive Manager Operations
Ms Ann Johnson	RRG, Executive Manager Governance & Culture
Ms Pratigya Pandeya	RRG, Manager Finance

APOLOGIES

Nil

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 – 8.6 were adopted by en bloc resolution.

8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 23 NOVEMBER 2023

COUNCIL RESOLUTION

24.02-01 **MOVED:** Cr H Fitzhardinge **SECONDED:** Cr K Wheatland

THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 NOVEMBER 2023 BE RECEIVED AS A TRUE AND CORRECT RECORD

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 23 NOVEMBER 2023

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

8.3 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 18 DECEMBER 2023

COUNCIL RESOLUTION

24.02-02 MOVED: Cr H Fitzhardinge SECONDED: Cr K Wheatland

THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 18 DECEMBER 2023 BE RECEIVED AS A TRUE AND CORRECT RECORD

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 18 DECEMBER 2023

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

8.5 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 17 JANUARY 2024

COUNCIL RESOLUTION

24.02-03 MOVED: Cr H Fitzhardinge SECONDED: Cr K Wheatland

THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 17 JANUARY 2024 BE RECEIVED AS A TRUE AND CORRECT RECORD

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

8.6 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 17 JANUARY 2024

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 - Recycle Right Transition to New Model
- 15.2 - Headline Communications Strategy
- 15.3 - RRG Strategic Plans
- 15.4 - Proportional Equity RRRC Project Loan Assets
- 15.5 - Withdrawal Town of East Fremantle
- 15.6 - FOGO Grant

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING

Nil

Items 11.1, 11.2, 11.4, 11.5 and 11.6 were adopted en bloc, following this item 11.3 was discussed.

REPORT NO	11.1
SUBJECT	CHIEF EXECUTIVE OFFICER DELEGATED AUTHORITY 2024
AUTHOR	T Tafua, Manager Corporate Services
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	29 January 2024
FILE REFERENCE	FD: Corporate Governance/Policy/Corporate Policy
ATTACHMENTS	Delegated Authority Register 2023

COUNCIL RESOLUTION

24.02-04 **MOVED:** Cr H Fitzhardinge **SECONDED:** Cr K Wheatland

CEO RECOMMENDATION:

1. That the following delegations of powers and duties to the Chief Executive Officer for the 2024 calendar year be adopted:
 - a. Tender for goods and services:
 - a. Call and invite tenders for goods and services within the approved budget.
 - b. To accept or reject tenders for goods and services within the approved budget to the value of \$300,000 Ex GST.
 - b. Disposal of regional council assets surplus to council's requirements as follows:
 - a. up to \$100,000 ex gst written down book value without the need to obtain council approval prior to disposal.
 - b. from \$100,000 up to \$500,000 Ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.
 - c. Approval, authorisation and payment of accounts in accordance with council's policy.
 - d. Sign the following certificates on behalf of the Regional Council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the:
 - a. Regional Resource Recovery Centre & Administration Building.
 - i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement.
 - ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement.
 - iii. Notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.
 - e. Disposal of material at the RRG Canning Vale Centre to State and Local Governments and the Private Sector up to \$50,000 Ex GST.
 - f. Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 Ex GST and fifteen years and in consultation with the Chair.
 - g. Negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.

- h. Approve minor variations to contracts up to a total value of 10% of the contract value.
 - i. Sell carbon offset credits at the prevailing market price, including offering FOGO customers an opportunity to receive a percentage return in the Sale of Australian Carbon Credit Units (ACCU).
 - j. Sell/ dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the local government act 1995.
 - k. Dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.
 - l. Award public tenders for the sale of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 Ex GST.
 - m. To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.
 - n. Sign documents on behalf of the Regional Council including the execution of deeds subject to the following conditions:
 - a. Restricted to documents not requiring the common seal.
 - b. Subject to the approvals in DA No 6, restricted to contracts with a value not exceeding the CEO's delegated authority expenditure limit (eg \$300,000 Ex GST).
 - c. Restricted to agreements and contracts with terms not exceeding 10 years.
 - d. Restricted to agreements and contracts requiring Regional Council approval in accordance with the Local Government Act.
 - e. All transactions under this delegation are to be recorded in the delegated authority register.
The delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.
 - o. Exercise the council's option for contract extended terms in accordance with the terms contained in the agreement, for contracts endorsed by Council.
 - p. CEO be authorised as the complaints officer.
 - q. Award panel of pre-approved suppliers in their respective area of expertise for twelve months.
 - r. Authority to Invest in authorised investments in accordance with Council Policy.
2. That the following delegations of powers and duties to the CEO Performance Review Committee be adopted:
- 1) The CEO Performance Review Committee be given delegated authority to appoint a human resources consultant within budget provisions to assist in the CEO's employment appraisals and remuneration reviews.

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

VOTING REQUIREMENT

Requires Absolute Majority of Council. S5.42(1) & S5.45(1)(b)

PURPOSE OF REPORT

The Local Government Act 1995 requires that the local government keep a register of the delegations made and at least once every financial year, all delegations are to be reviewed by the Council.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

Local Government Act 1995 s5.16, s5.42 & s5.44)

IMPLICATIONS TO CONSIDER:

Consultative:

Not Applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy No 4.1 Policy Development and Procedures

Financial:

Delegations requiring expenditure must be in accordance with the Annual Budget.

Legal and statutory:

Section 5.42 of the Local Government Act 1995 provides for delegation of some powers and duties to the CEO.

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"> • Compliance with legislation, • State Govt Legislative updates, • Annual Compliance Audit Return, 	Low 6

REPORT:

Delegated Authority to CEO

All decisions made by the CEO under delegated authority are either reported to the next meeting of Council or reported at the annual review. Refer to the attached register.

Eighteen (18) of the Twenty-four (24) existing Delegations to the CEO are recommended to continue.

DELEGATED AUTHORITY TO COMMITTEES

Section 5.16 of the Local Government Act 1995, allows the Council to delegate any of its delegated powers and duties to a committee, except the power to delegate and any powers referred to in section 5.17 of the LGA.

It is recommended that the delegated Authority continue to the CEO Performance Review Committee:

The CEO Performance Review Committee be given delegated authority to appoint a human resources consultant within budget provisions to assist in the CEO's employment appraisals.

DELEGATED AUTHORITY TO OTHER EMPLOYEES

Section 5.44 of the Local Government Act 1995, allows the CEO to delegate any of the CEO's delegated powers and duties to other employees, unless the Council imposes conditions that only the CEO be given delegated authority.

There are currently no conditions on the CEO delegations and where appropriate the CEO has delegated some powers and duties to employees in accordance with Council policies. (NB: any employee acting in the position of Chief Executive Officer has the same powers delegated to the CEO.)

The following CEO delegations have been delegated to other employees.



DA3 Approval, Authorisation and Payment of Accounts In Accordance With Council's Policy –

Delegated to the following positions: , (dual authorisations as per Policy).

1. Executive Manager Governance & Culture,
2. Manager Corporate Services,
3. Manager Finance.

DA5 Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST

Delegated to Executive Manager Operations

DA11 Dispose materials off-take at the RRG Canning Vale Centre That Do Not Meet Contracted Material Specifications.

Delegated to Executive Manager Operations

DA15 To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.

Delegated to Manager Corporate Services

DA18 Invest in authorised investments in accordance with Council policy.

Delegated to the following positions: , (dual authorisations as per Policy).

1. Manager Finance – Initiate investment
2. Manager Corporate Services – Approve the investment.
3. Accountant – Initiate investment (relief) in the absence of the Manager Finance

UNCONFIRMED

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"> Compliance Calendar/Register State Government Legislative Updates Annual Compliance Audit Return 	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
1.5	Conference and Industry Events Attendance	Sets out guidelines for the attendance at events by council members and the CEO.	Regular 2-yearly review
1.1	CEO Performance Review Committee	Committee is responsible for evaluating the performance & remuneration of the CEO.	Regular 2-yearly review
4.6	Record Keeping	Provides a framework for the management of records related to the RRG.	Regular 2-yearly review

REPORT NO	11.4
SUBJECT	FINANCIAL REPORTS
REPORTING OFFICER	P. Pandeya, Manager Finance
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	07 February 2024
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2023/2024
ATTACHMENTS	#1 Statement of Financial Activity – 31 December 2023 #2 Statement of Financial Activity – 30 November 2023

COUNCIL RESOLUTION

24.02-06 **MOVED:** Cr H Fitzhardinge **SECONDED:** Cr K Wheatland

CEO RECOMMENDATION/S:

1. The statement of financial activity by nature and type of the Resource Recovery Group for the period ended 31 December 2023 be received.
2. The statement of financial activity by nature and type of the Resource Recovery Group for the period ended 30 November 2023 be received.

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

1. To receive the financial statements for the following periods:
 - 1.1 Financial Statements for the period ended 31 December 2023
 - 1.2 Financial Statements for the period ended 30 November 2023

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* 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) Regulations*. The Council resolved at its meeting on 25 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)*. 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
30 November 2023	30 January 2024	22 February 2024
31 December 2023	29 February 2024	22 February 2024

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy No 2.1 - Accounting Policies (Council approved 13/12/2021 and being reviewed by Council on 23 November 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

Financial Audit June 2023 is yet to finalise. Based on the current status of Audit, changes to preliminary financials is expected to occur. The June 2023 figures on the current report are therefore subject to audit adjustments.

1. Financial Statements for the period ended 31 December 2023

The operating results (before depreciation and reserve transfers) reports \$680K operational surplus against the budgeted operational deficits of \$93K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE
	31/12/23	31/12/23	
	(\$M)	(\$M)	
OPERATING REVENUES	\$9.3	\$9.9	\$0.6
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$9.4	-\$9.2	\$0.2
OPERATING SURPLUS/ DEFICIT	-\$0.1	\$0.7	\$0.8
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Dec-23	31/12/23	Jun-23
	(\$M)	(\$M)	
CASH IN BANK	\$6.4	\$8.1	\$10.8
OUTSTANDING LOANS	\$1.7	\$1.7	\$1.8
NET ASSETS	\$25.9	\$25.9	\$28.2

Notes:

- 1) Operating Revenue is \$600k higher than budget.
- 2) Operating Expenses are \$215K lower than the budget due to lower service delivery, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.

2. Financial Statements for the period ended 30 November 2023

The operating results (before depreciation and reserve transfers) reports \$350K operational surplus against the budgeted deficits of \$15K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE
	30/11/23	30/11/23	
	(\$M)	(\$M)	
OPERATING REVENUES	\$7.7	\$7.9	\$0.2
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$7.7	-\$7.6	\$0.1
OPERATING SURPLUS/ DEFICIT	\$0.0	\$0.4	\$0.4
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	30/11/23	30/11/23	Jun-23
	(\$M)	(\$M)	
CASH IN BANK	\$6.2	\$7.3	\$10.8
OUTSTANDING LOANS	\$1.8	\$1.75	\$1.8
NET ASSETS	\$26.0	\$26.0	\$28.2

Notes:

- 1) Operating Revenue is \$216k higher than budget
- 2) Operating Expenses are \$271K lower than the budget due to lower wages, service delivery and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Cash balance is more than budget due to cancellation of WCF capex (budget for capex is due to be amended during mid-year budget review)

REPORT NO	11.5
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	Pratigya Pandeya, Manager Finance
RESPONSIBLE OFFICER	B. Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 February 2024
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2023/2024
ATTACHMENTS	Nil

COUNCIL RESOLUTION

24.02-07 **MOVED:** Cr H Fitzhardinge

SECONDED: Cr K Wheatland

CEO RECOMMENDATION:

The cash investment portfolio report for the months of November 2023, December 2023 and January 2024 be received.

For: Cr K Wheatland, Cr H Fitzhardinge
CARRIED 2/0

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 January 2024.
 - 3.2 Cash investment portfolio report as at 31 December 2023.
 - 3.3 Cash investment portfolio report as at 30 November 2023.

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 25/5/2023)

Manager Corporate Services (CEO approval 26/5/2023)

Manager Finance (CEO Approval 26/5/2023)

	Responsibilities
Council	<ul style="list-style-type: none"> • Governance Financial responsibility. • Approves policy and guidelines.
Audit Committee	<ul style="list-style-type: none"> • Reviews internal control procedures. • Reviews policy and guidelines for investment portfolio. • Makes recommendations to Council.

Chief Executive Officer	<ul style="list-style-type: none"> • Prime responsibility for the control of the investment portfolio. • Has delegation of authority from Council to invest surplus cash funds in accordance with Council approved policy. 												
Manager Corporate Services	<ul style="list-style-type: none"> • Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy 2.2 - Authorisation of Payment. 												
Manager Finance	<ul style="list-style-type: none"> • Has delegation of authority from CEO to invest surplus cash funds in accordance with Council approved policy. • Selection of the appropriate investment in accordance with the council approved policy. • Reviews risk exposure and types of investments. • Selection and disposal of investments with banks and fund managers in accordance with the Council approved policy. • Accounting and reporting of investments. • Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> a) the nature and location of all investments b) the transactions related to each investment • Signs and authorises the payment vouchers for investments. 												
Accountant	<ul style="list-style-type: none"> • Reconciles bank statements and investment documentation for accounting and reporting of investments. • Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> c) the nature and location of all investments d) the transactions related to each investment 												
Internal Control Segregation of Duties	<ul style="list-style-type: none"> • Appropriate segregation of duties as follows: <table border="1"> <thead> <tr> <th>Duties</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Initiates Investment</td> <td>Manager Finance</td> </tr> <tr> <td>Approves Investment</td> <td>Manager Corporate Services or CEO</td> </tr> <tr> <td>Authorises Payment</td> <td>Any two – Manager Corporate Services, Manager Finance, CEO</td> </tr> <tr> <td>Reconciles and records all investment documentation</td> <td>Accountant</td> </tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td> <td>Manager Finance</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Persons that record investments, • Persons that buy and sell investments, and • Persons that reconcile the investment statements 	Duties	Responsibilities	Initiates Investment	Manager Finance	Approves Investment	Manager Corporate Services or CEO	Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO	Reconciles and records all investment documentation	Accountant	Checks the accounting, reporting and recordkeeping of investments	Manager Finance
Duties	Responsibilities												
Initiates Investment	Manager Finance												
Approves Investment	Manager Corporate Services or CEO												
Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO												
Reconciles and records all investment documentation	Accountant												
Checks the accounting, reporting and recordkeeping of investments	Manager Finance												

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

REPORT

1. ESG and Green Term Deposits Update

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.”

We reached out to CBA (February 2024) to have the update on ESG and Green TD products and we are advised following:

“We are currently still working on a refresh of our Green and ESG offering. I can contact you whenever we have a new product up and running.”

“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:

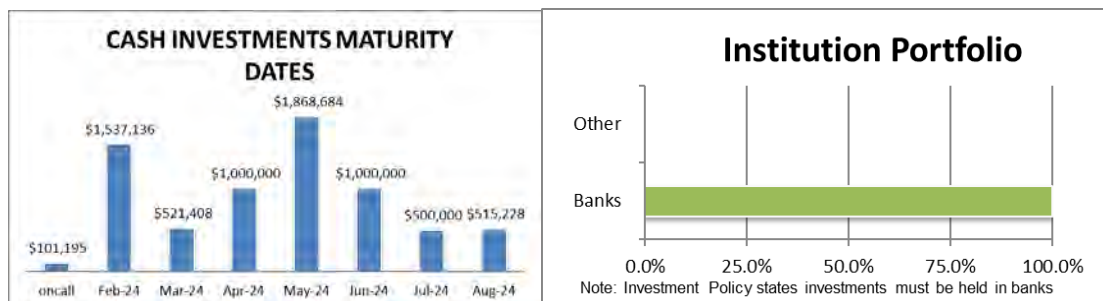
1. An authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

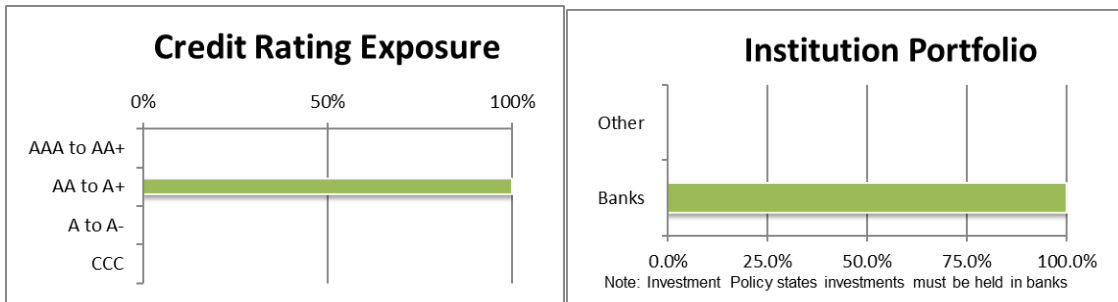
2. To receive the cash investment portfolio report:

a. Cash Investment Portfolio as at 31 January 2024 as follows

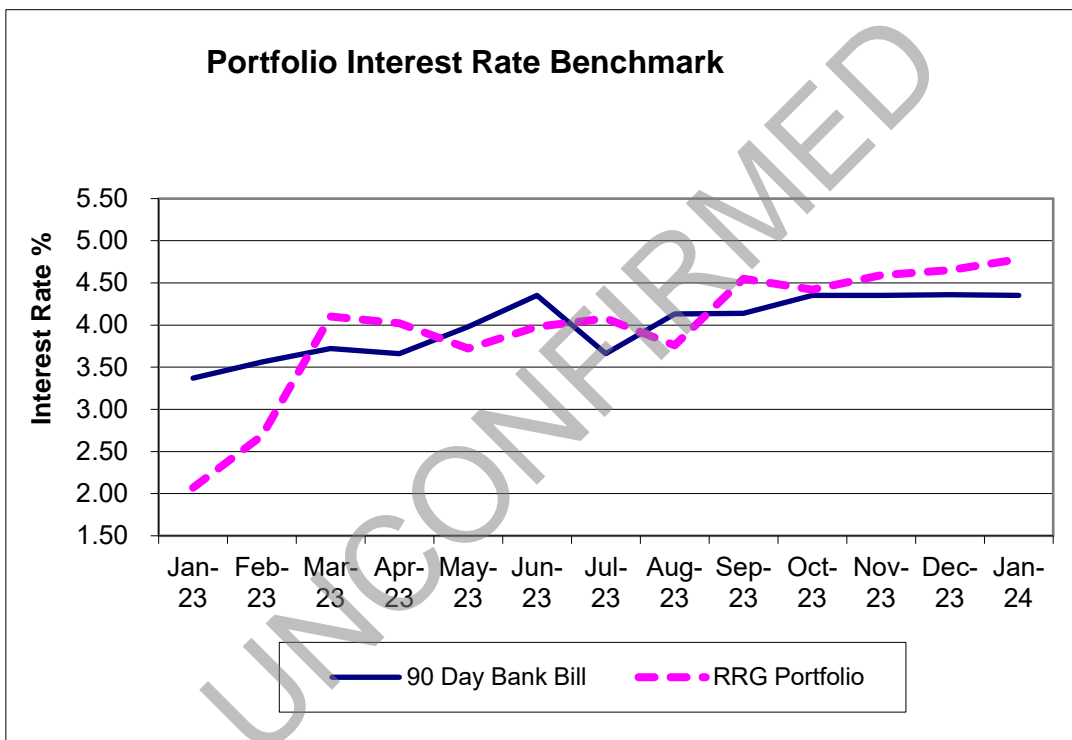
RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at January 2024									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.35%	\$ 101,195	oncall	BWA Oncall	AA	Bank	100%	\$	101,195
73	4.60%	\$ 521,408	12/03/2024	CBA	AA	Bank	100%	\$	521,408
75	5.05%	\$ 515,779	27/05/2024	CBA	AA	Bank	100%	\$	515,779
80	4.75%	\$ 515,228	12/08/2024	CBA	AA	Bank	100%	\$	515,228
86	4.69%	\$ 500,000	13/02/2024	CBA	AA	Bank	100%	\$	500,000
87	4.69%	\$ 537,136	13/02/2024	CBA	AA	Bank	100%	\$	537,136
88	4.75%	\$ 500,000	15/02/2024	CBA	AA	Bank	100%	\$	500,000
89	5.06%	\$ 500,000	17/07/2024	CBA	AA	Bank	100%	\$	500,000
90	4.88%	\$ 500,000	11/06/2024	CBA	AA	Bank	100%	\$	500,000
91	4.88%	\$ 500,000	11/06/2024	CBA	AA	Bank	100%	\$	500,000
92	4.86%	\$ 500,000	2/04/2024	CBA	AA	Bank	100%	\$	500,000
93	4.86%	\$ 552,905	13/05/2024	CBA	AA	Bank	100%	\$	552,905
94	4.88%	\$ 800,000	17/05/2024	CBA	AA	Bank	100%	\$	800,000
95	4.85%	\$ 500,000	2/04/2024	CBA	AA	Bank	100%	\$	500,000
Total		\$ 7,043,651						\$	7,043,651
Weighted Average		4.78%							100.00%
90 day bank bill		4.35%							

The Cash Investment Portfolio exposure for January 2024 is shown in the following graphs:





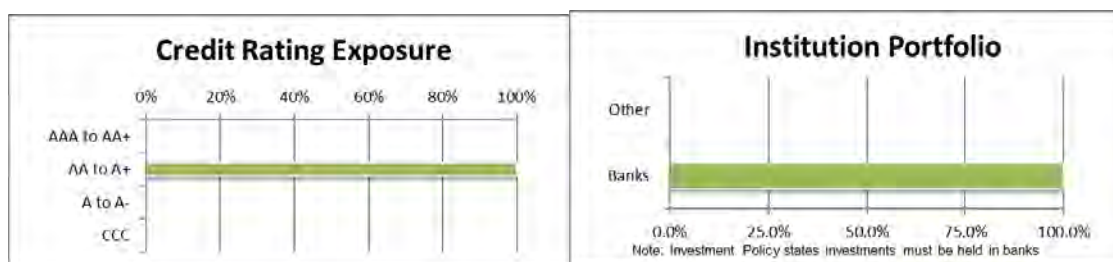
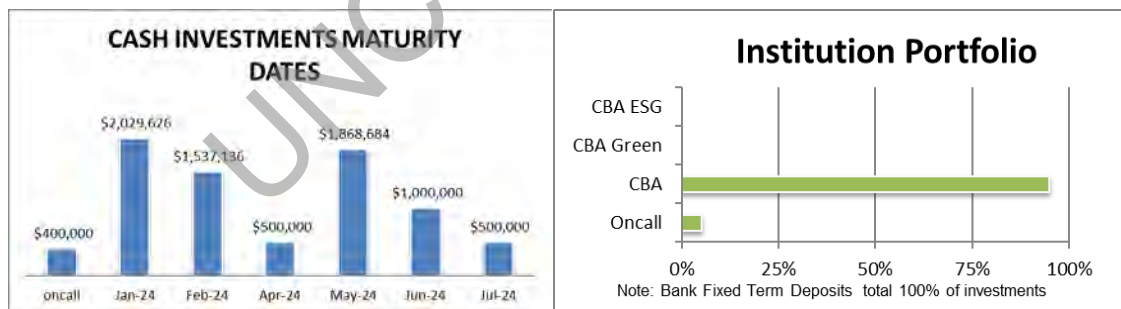
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated with higher rates.



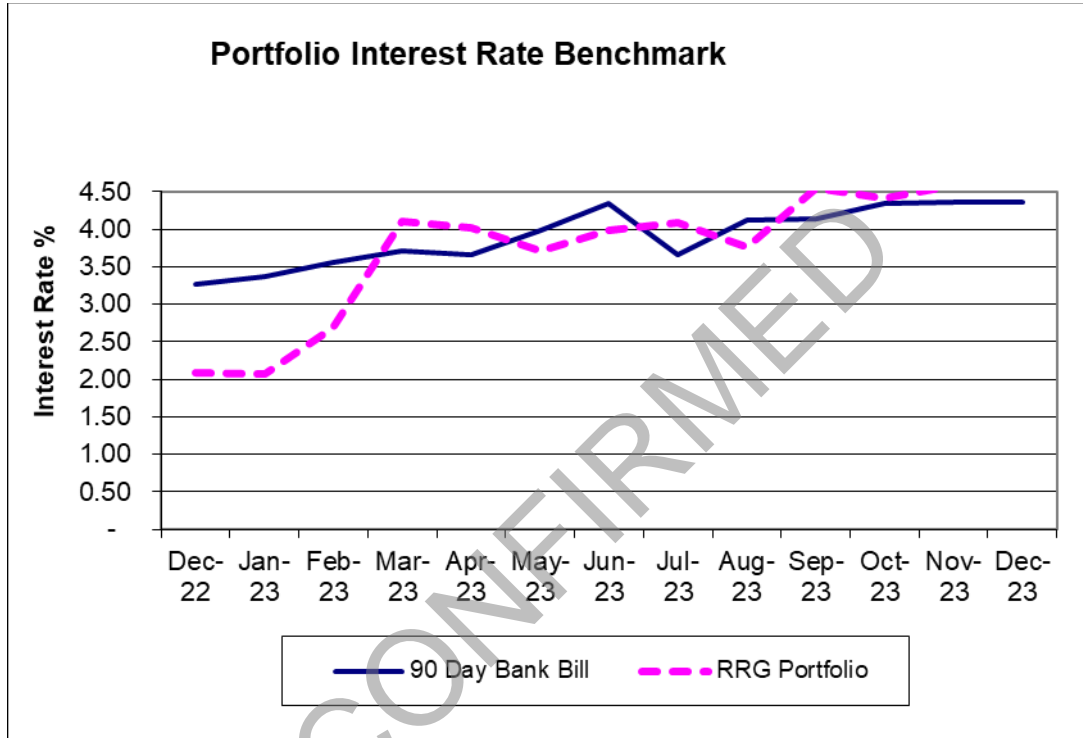
b. Cash Investment Portfolio as at 31 December 2023 is as follows:

RESOURCE RECOVERY GROUP									
CASH INVESTMENT PORTFOLIO									
As at December 2023									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.25%	\$ 400,000	oncall	BWA Oncall	AA	Bank	100%	\$	400,000
73	4.75%	\$ 513,391	11/01/2024	CBA	AA	Bank	100%	\$	513,391
75	5.05%	\$ 515,779	27/05/2024	CBA	AA	Bank	100%	\$	515,779
77	4.81%	\$ 508,937	29/01/2024	CBA	AA	Bank	100%	\$	508,937
80	4.75%	\$ 507,299	11/01/2024	CBA	AA	Bank	100%	\$	507,299
84	4.75%	\$ 500,000	3/01/2024	CBA	AA	Bank	100%	\$	500,000
86	4.69%	\$ 500,000	13/02/2024	CBA	AA	Bank	100%	\$	500,000
87	4.69%	\$ 537,136	13/02/2024	CBA	AA	Bank	100%	\$	537,136
88	4.75%	\$ 500,000	15/02/2024	CBA	AA	Bank	100%	\$	500,000
89	5.06%	\$ 500,000	17/07/2024	CBA	AA	Bank	100%	\$	500,000
90	4.88%	\$ 500,000	11/06/2024	CBA	AA	Bank	100%	\$	500,000
91	4.88%	\$ 500,000	11/06/2024	CBA	AA	Bank	100%	\$	500,000
92	4.86%	\$ 500,000	2/04/2024	CBA	AA	Bank	100%	\$	500,000
93	4.86%	\$ 552,905	13/05/2024	CBA	AA	Bank	100%	\$	552,905
94	4.88%	\$ 800,000	17/05/2024	CBA	AA	Bank	100%	\$	800,000
Total		\$ 7,835,446						\$	7,835,446
Weighted Average		4.65%							100.00%
90 day bank bill		4.36%							

The Cash Investment Portfolio exposure for December 2023 is shown in the following graphs:



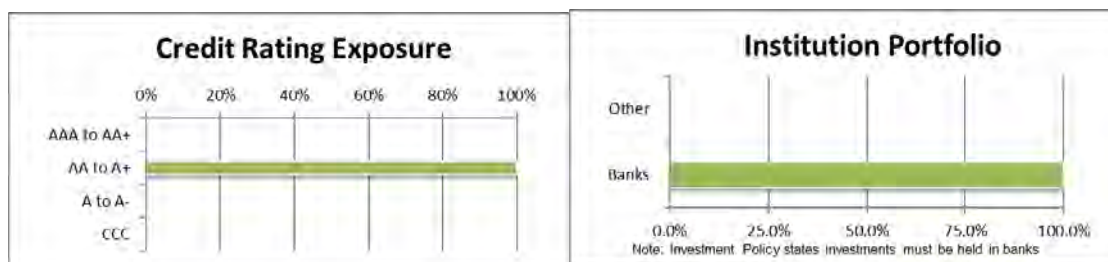
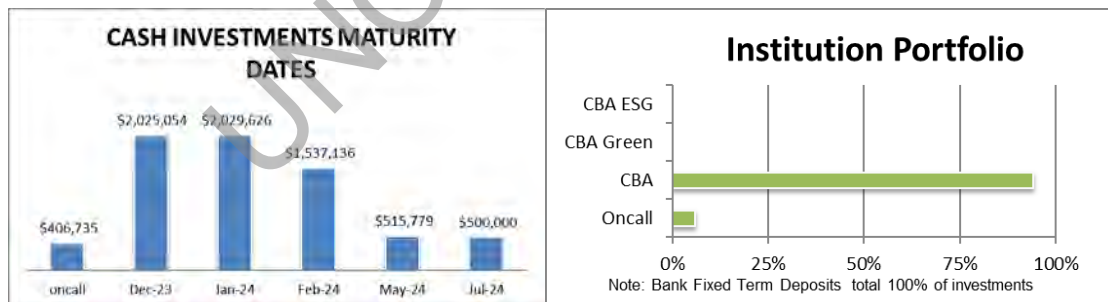
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are renegotiated at higher rates.



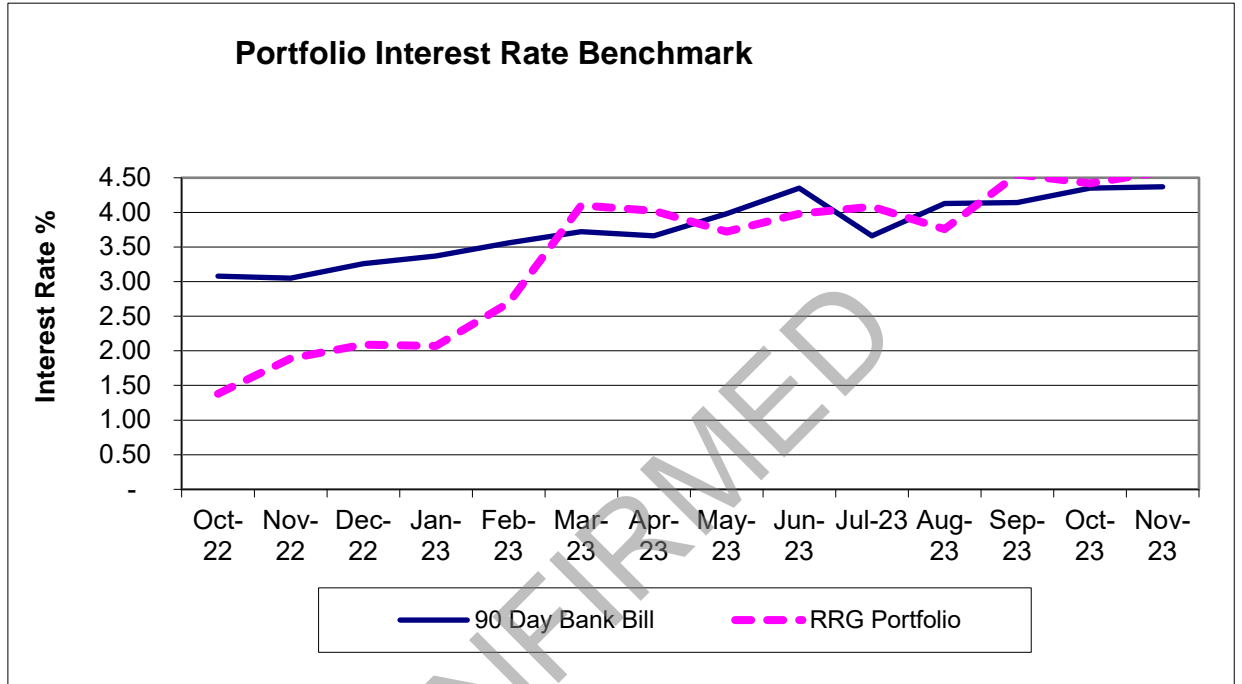
c. Cash Investment Portfolio as at 30 November 2023 is as follows:

RESOURCE RECOVERY GROUP									
CASH INVESTMENT PORTFOLIO									
As at November 2023									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating			Valuation	
1	1.25%	\$ 406,735	oncall	BWA Oncall	AA	Bank	100%	\$	406,735
69	4.84%	\$ 519,714	13/12/2023	CBA	AA	Bank	100%	\$	519,714
73	4.75%	\$ 513,391	11/01/2024	CBA	AA	Bank	100%	\$	513,391
75	5.05%	\$ 515,779	27/05/2024	CBA	AA	Bank	100%	\$	515,779
77	4.81%	\$ 508,937	29/01/2024	CBA	AA	Bank	100%	\$	508,937
79	4.84%	\$ 505,340	13/12/2023	CBA	AA	Bank	100%	\$	505,340
80	4.75%	\$ 507,299	11/01/2024	CBA	AA	Bank	100%	\$	507,299
84	4.75%	\$ 500,000	3/01/2024	CBA	AA	Bank	100%	\$	500,000
85	4.68%	\$ 1,000,000	14/12/2023	CBA	AA	Bank	100%	\$	1,000,000
86	4.69%	\$ 500,000	13/02/2024	CBA	AA	Bank	100%	\$	500,000
87	4.69%	\$ 537,136	13/02/2024	CBA	AA	Bank	100%	\$	537,136
88	4.75%	\$ 500,000	15/02/2024	CBA	AA	Bank	100%	\$	500,000
89	5.06%	\$ 500,000	17/07/2024	CBA	AA	Bank	100%	\$	500,000
Total		\$ 7,014,330						\$	7,014,330
Weighted Average		4.59%							100.00%
90 day bank bill		4.37%							

The Cash Investment Portfolio exposure for November 2023 is shown in the following graphs:



The RRG's investment portfolio is above the 90-day bill rate benchmark.



Cr A White entered the meeting electronically at 5.15pm.

REPORT NO	11.3
SUBJECT	MID-YEAR 2023-24 BUDGET REVIEW
REPORTING OFFICER	P Pandeya, Manager Finance
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	19 February 2024
FILE REFERENCE	FD: Corporate/Finance/Budgeting
ATTACHMENTS	Mid-Year Budget Review Report dated 19 February 2024

COUNCIL RESOLUTION

24.02-09 **MOVED:** Cr H Fitzhardinge **SECONDED:** Cr K Wheatland

CEO RECOMMENDATION:

That the mid-year 2023/2024 Budget Review report dated 19 February 2024 be adopted.

For: Cr K Wheatland, Cr H Fitzhardinge, CR A White
CARRIED 3/0

VOTING REQUIREMENT

Absolute Majority

PURPOSE OF REPORT

To report to Council on the mid-year 2023/24 budget review.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

Local Governments are required to conduct a budget review between January and March each financial year in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 (FM).

The results of the budget review are to be submitted to Council within 30 days of the review (FM Reg 33A(2) & (3)). A copy of the review and council's recommended resolutions are to be forwarded to the Department of Local Government within 30 days of the council meeting (FM Reg 33A(4)).

IMPLICATIONS TO CONSIDER:

Consultative:

The report was presented and discussed at the Regional Executive Group meeting.

Strategic relevance:

Business Sustainability
Our governance model supports an effective and efficient business model.

Policy related:

Not applicable

Financial:

Refer to the attached report.

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-compliance (Corporate)	Infringement by relevant authority Legislative Compliance under the Local Government Act s7.13(1)(i)	1- CEO Review of Statutory legislation & Compliance Report 2018, 2- code of conduct, 3- Compliance Calendar/Register, 4- State Govt Legislative updates, 5- Annual Compliance Audit Return,	Low 6
FA08	Unplanned expenditure of funds	Financial loss;	1- Regular financial reporting to managers and Council; 2- Regular KPI reporting; 3- Regular budget reviews; 4- Staff training on financial management; 5- Amend Business Plans ; 6- Long Term Financial Plan	Medium 9

REPORT

BUDGET 2023-24 REVISION SUMMARY

The mid-year budget review has the following key changes:

The mid-year budget review has the following key changes:

Resource Recovery Group's (RRG) operating revenue is expected to increase to \$19.3M (original Budget \$18.9M) and operating expenses is expected to be \$24.4M (original Budget \$24.2M) due to the following results. We are expecting to deliver a closing fund of \$487K in FY2023-24

FAVOURABLE

- Fees and charges income is expected to increase by \$612K mainly due to the increase in the sale of material.
- Green Waste Gate fee from commercial customers has increased (16% more than the budgeted up to Dec 23).
- We are likely to achieve a reasonable saving in employee and utility expense (\$85K).

UNFAVOURABLE

Revenue Related

- Due to the discontinuation of WCF repurposing works, the anticipated lease rental income of \$141K has not been materialised.
- Income from FOGO commercial customers is less than budgeted.
- MRF Gate fee is less than the budgeted due to tonnages being less than the budgeted However, due to the increase in sales income, this has offset the loss on gate fee.
- Green waste gate fee from member council is less than budgeted which is due to decreased tonnages of green waste from the councils.
- CDS income is less than budgeted by \$104K due to the continuous reduction in CDS eligible products in our recycling tonnages.

Expenses related.

- We have experienced increased upward cost pressures particularly on transport and disposal. The costs have also increased due to the increased income.
- Extended hire of shredder resulted in increased plant hire costs by \$120K (due to delay in repair work on our shredder)
- Legal and advisory costs have increased substantially due to the ongoing restructuring of the business.
- Total material & contract costs are expected to be increased by \$279k due to above reasons.

Despite above unfavourable circumstances, we are expecting to minimise the budgeted operating deficits and deliver a closing fund balance of \$487k (Vs. Nil as budgeted)

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

24.02-10 MOVED: Cr H Fitzhardinge SECONDED: Cr A White

THAT THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEMS 15.1, 15.2, 15.3, 15.4, 15.5 AND 15.6 IN ACCORDANCE WITH SECTION 5.23 (2) (C), A CONTRACT/S ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND SECTION (A), A MATTER AFFECTING AN EMPLOYEE OR EMPLOYEES.

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
CARRIED 3/0

15.1 RECYCLE RIGHT TRANSITION TO NEW MODEL

COUNCIL RESOLUTION

24.02-11 **MOVED: Cr H Fitzhardinge** **SECONDED: Cr A White**

Council gives the CEO delegated authority to negotiate a transition of ownership of Recycle Right to an alternate organisation as outlined in the report.

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
CARRIED 3/0

15.2 COMMUNICATIONS WORKING GROUP STRATEGY

COUNCIL RESOLUTION

24.02-12 **MOVED: Cr H Fitzhardinge** **SECONDED: Cr A White**

CEO RECOMMENDATION

Council endorse the Communications Strategy regarding the review and transition of RRG as outlined in the report.

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
CARRIED 3/0

15.3 RRG STRATEGIC PLANS

COUNCIL RESOLUTION:

24.02-13 **MOVED: Cr H Fitzhardinge** **SECONDED: Cr A White**

- 1. Council notes that the RRG's strategic and business plans are no longer reflective of the strategic direction provided by Member Participants.**
- 2. That the annual strategic planning process and stakeholder and community surveys be suspended in favour of transition planning in conjunction with a minor revision of the corporate business plan.**
- 3. That the CEO seek advice regarding compliance requirements regarding the maintenance of strategic and business plans during the wind up process and report back to the next Ordinary meeting of Council.**

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
CARRIED 3/0

15.6 FOGO GRANT

COUNCIL RESOLUTION

24.02-16 **MOVED: Cr A White** **SECONDED: Cr H Fitzhardinge**

CEO RECOMMENDATION

1) THAT COUNCIL RESCIND THE FOLLOWING RESOLUTIONS OR PARTS THEREOF:

23.11-03 *Moved: Cr K Wheatland* *Seconded: Cr A White*

COUNCIL RESOLUTION:

2. THAT COUNCIL TERMINATE THE FOLLOWING PROJECTS:

- FOGO PROCESSING FACILITY ODOUR UPGRADES PROJECT AND RELATED DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) GRANT FUNDING;

4. THAT THE CEO ADVISE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) REGARDING THE TERMINATION OF THE SCIPHER TECHNOLOGIES, CHAIRAY PLASTICS AND FOGO ODOUR UPGRADES PROJECTS AND DECLINE OF THE RELATED \$700,000.00 DWER FUNDING GRANTS AWARDED FOR THE PROJECTS.

2) THAT, SUBJECT TO THE SUPPORT OF 1) ABOVE, THE CEO BE AUTHORISED TO PROCEED WITH THE FOGO ODOUR UPGRADES PROJECT AMENDED SCOPE AS DESCRIBED IN THE REPORT.

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
CARRIED 3/0

COUNCIL RESOLUTION

24.02-17 **MOVED: Cr A White** **SECONDED: Cr H Fitzhardinge**

THAT THE MEETING COME OUT FROM BEHIND CLOSED DOORS.

For Cr K Wheatland, Cr A White, Cr H Fitzhardinge
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 6.24 pm.

**ORDINARY MEETING OF COUNCIL 23 NOVEMBER 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
6.	ELECTION OF CHAIR & DEPUTY CHAIR	1. Update Councillor fees	EMGC	Complete
		2. Update website	COMMS	Correspondence sent to HF and KW
8.1	Signed minutes Council Mtg 24 Aug 2023	3. Publish on Website	OA	Complete
		4. Upload to FD	OA	Complete
8.3	Signed minutes Council Mtg 2 Nov 2023	1. Publish on Website	OA	Complete
		2. Upload to FD	OA	Complete
11.1	COMMITTEE MEMBER APPOINTMENTS	1. Update website	COMMS	Correspondence sent to HF and KW
11.2	ENVIRONMENTAL SERVICES AND SOLUTIONS EXPO	Nil	CEO	n/a
11.3	CORPORATE POLICY REVIEW	1. All staff advised of updated policies	EMGC	
		2. All new policies updated in FD and uploaded to website	OA	Complete
11.4	COUNCIL MEETING DATES 2024	Advertise meetings for 2024: <ul style="list-style-type: none"> • West Australian • RRG Website 	OA	Complete
11.5	ICT STRATEGIC PLAN	Provide Council with a further update in relation to the Plant Servers at the next meeting of Council	EMGC	
11.6	FINANCIAL REPORTS	Nil	FM	n/a
11.7	CASH INVESTMENT PORTFOLIO	Nil	FM	n/a
11.8	SCHEDULE OF PAYMENTS	Nil	FM	n/a
15.1	WASTE SUPPLY AGREEMENT PROJECT CO - Confidential	Update delegation register	MCS	
15.2	TENDER T2023-06 REMOVAL & TRANSPORT OF RECYCLABLE MATERIALS - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	
15.3	TENDER T2023-07 RECEIVAL & DISPOSAL OF RECOVERED GLASS - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	

**ORDINARY MEETING OF COUNCIL 23 NOVEMBER 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
15.4	TENDER T2023-08 RECEIVAL & DISPOSAL OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	
15.5	TENDER T2023-09 REMOVAL & TRANSPORT OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	
15.6	EQUITY VALUE RRRC LOAN ASSETS - Confidential	Gather further information for Special meeting of Council on 18 Dec 2023	EMGC	

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: <ol style="list-style-type: none"> a. Chairay b. Scipher + decline grant funding c. Aust Carbon Credits d. DWER + grant money for fogo upgrade 	EMSP	
		Review organisational plans: <ul style="list-style-type: none"> • Corporate Business Plan • Long Term Financial Plan • Asset Management Plan • Strategic Community Plan • Risk Register • Waste Plan (WARR Act) 	EMGC	
		3. CEO to facilitate Special Meeting of Council on receipt of Members preferred strategic direction	CEO	
9.3	Withdrawal Town of East Fremantle	Write to Members reminding them of their obligations to request amended business plans – after 30 November.	CEO	

Ordinary Council Meeting- 24 August 2023 Outstanding Actions				
15.2	Waste Supply Agreement Project Co	Provide a further report to the November Council Meeting	CEO	Complete
15.3	CEO Performance Review	Review and adjust KPI's if required	Chair	

**ORDINARY MEETING OF COUNCIL 23 NOVEMBER 2023
ACTION LIST**

Special Council Meeting- 19 July 2023 Outstanding Actions		
10.1 CAPITAL EXPENDITURE APPROVAL FOR FIRE SYSTEM & CIVIL WORKS & ADDITIONAL SUBLEASE OPPORTUNITIES		
1. Advertise Scipher Technologies lease	EMGC	n/a
2. Negotiate Scipher Technologies lease	CEO	n/a
3. On completion of advertising period – comments on the Business Case and details of the negotiated lease to be brought back to Council for consideration	CEO	n/a
Special Council Meeting- 15 December 2022 Outstanding Actions		
9.4 SUBLEASE PLASTICS REPROCESSING Coordinate drafting of lease		
	EMSP	n/a
Ordinary Council Meeting- 27 May 2021 Outstanding Actions		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS		
1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS.	CEO	Complete
2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING		
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 18 DECEMBER 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	ESTABLISHMENT AGREEMENT	1. Minter Ellison to update draft Establishment Agreement	EMGC	Complete
		2. Write to Member Participants requesting Councils endorse Agreement	EMGC	Complete
		3. On endorsement forward to Minister for Approval	EMGC	
9.2	TRANSITIONAL PLANNING – REVIEW OF RRG BY MEMBERS	1. CEO to provide further information and advice at a future date	CEO	
		2. Obtain legal advice regarding confidentiality, probity in regards to sharing operational & contractual arrangement referred to in the MOU	CEO	
		3. Provide information to support Due Diligence process outlined in MOU	CEO	
		4. Report back to Council to clarify proposed way forward once the collective model is established	CEO	
		5. Update Media Statements Policy	EMGC	Complete
		6. Publish updated Media Statement Policy on Website	OA	Complete
		7. Formation of a communications working group	MCM	Complete
		8. Interim statement published by RRG before 22 nd December	MCM	Complete

Ordinary Meeting of Council - 23 November 2023 Outstanding Actions				
11.3	CORPORATE POLICY REVIEW	All staff advised of updated policies	EMGC	
11.5	ICT STRATEGIC PLAN	Provide Council with a further update in relation to the Plant Servers at the next meeting of Council	EMGC	
15.1	WASTE SUPPLY AGREEMENT PROJECT CO - Confidential	Update delegation register	MCS	
15.2	TENDER T2023-06 REMOVAL & TRANSPORT OF RECYCLABLE MATERIALS - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	Complete
15.3	TENDER T2023-07 RECEIVAL & DISPOSAL OF RECOVERED GLASS - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	Complete
15.4	TENDER T2023-08 RECEIVAL & DISPOSAL OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	In progress

**SPECIAL MEETING OF COUNCIL 18 DECEMBER 2023
ACTION LIST**

15.5	TENDER T2023-09 REMOVAL & TRANSPORT OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	In progress
15.6	EQUITY VALUE RRRR LOAN ASSETS - Confidential	Gather further information for Special meeting of Council on 18 Dec 2023	EMGC	In progress

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: a. Chairay b. Scipher + decline grant funding c. Aust Carbon Credits d. DWER + grant money for fogo upgrade 2. Reverse DWER licence amendments	EMSP	a. Complete b. Complete c. Complete d. In progress
		Review organisational plans: • Corporate Business Plan • Long Term Financial Plan • Asset Management Plan • Strategic Community Plan • Risk Register • Waste Plan (WARR Act)	EMGC	In progress
		3. CEO to facilitate Special Meeting of Council on receipt of Members preferred strategic direction	CEO	Complete
9.3	Withdrawal Town of East Fremantle	Write to Members reminding them of their obligations to request amended business plans – after 30 November.	CEO	

Ordinary Council Meeting- 24 August 2023 Outstanding Actions				
15.3	CEO Performance Review	Review and adjust KPI's if required	Chair	n/a

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 RRRR project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.		CEO	Ongoing

**SPECIAL MEETING OF COUNCIL 17 JANUARY 2024
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	RESIGNATION OF CEO	Accept CEO's resignation	Chair	Complete
		Negotiate salary package and KPI's for Acting CEO, appoint Consultant to assist	EMGC	

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

Ordinary Meeting of Council 23 November 2023				
11.3	CORPORATE POLICY REVIEW	All staff advised of updated policies	EMGC	
11.5	ICT STRATEGIC PLAN	Provide Council with a further update in relation to the Plant Servers at the next meeting of Council	EMGC	
15.1	WASTE SUPPLY AGREEMENT PROJECT CO - Confidential	Update delegation register	MCS	
15.4	TENDER T2023-08 RECEIVAL & DISPOSAL OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	In progress
15.5	TENDER T2023-09 REMOVAL & TRANSPORT OF RESIDUAL WASTE - Confidential	Tender to be awarded, Negotiate terms of agreement. Update CEO delegation register. Complete Tender Register & Update Website	MCS	In progress
15.6	EQUITY VALUE RRRC LOAN ASSETS - Confidential	Gather further information for Special meeting of Council on 18 Dec 2023	EMGC	In progress

**SPECIAL MEETING OF COUNCIL 17 JANUARY 2024
ACTION LIST**

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	EMSP	In progress
		2. Reverse DWER licence amendments		
		Review organisational plans: <ul style="list-style-type: none"> • Corporate Business Plan • Long Term Financial Plan • Asset Management Plan • Strategic Community Plan • Risk Register • Waste Plan (WARR Act) 	EMGC	In progress
9.3	Withdrawal Town of East Fremantle	Write to Members reminding them of their obligations to request amended business plans – after 30 November.	CEO	

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



**Resource
Recovery
Group**

Recycle. Innovate. Educate.

Register of Delegated Authority

2023

Adopted 23 February 2023

RESOURCE RECOVERY GROUP
REGISTER OF DELEGATED AUTHORITY
JANUARY TO DECEMBER 2023

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PART 1

Delegations to the Chief Executive Officer

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.1	<p>Tender for goods and services: a) Call and Invite tenders for goods and services within the approved Budget. b) To accept or reject tenders for goods and services within the approved budget to the value of \$300,000. Ex GST</p> <p>S5.43(b) Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To expedite procurement of goods and services up to \$300,000 ex GST without the necessity to seek council approval.</p> <p>All purchases are to be within approved budget limits.</p>	Nil	It is proposed that the delegation continue

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<p>1.2</p>	<p>CEO may dispose of assets up to the value of \$500,000 ex GST.</p> <p>S5.43(d) Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To authorise the CEO to dispose of Regional Council assets surplus to council's requirements as follows:</p> <p>a) Below \$100,000 ex GST written down book value without the need to obtain council approval prior to disposal.</p> <p>b) Between \$100,001 and \$500,000 ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.</p>	<p>Low Value Asset disposals (below \$100,000 ex GST book value):</p> <p>22/01/2024 – the following assets were gifted to departing employee:</p> <ul style="list-style-type: none"> - Apple MacBook Air, 2023 - Apple Iphone 12, 2021 <p>22/09/2023 - Volvo L60 Front End Loader, 2008 internal ref: FEL06 – sold at auction</p> <p>07/09/2023 - Volvo L60 Front End Loader, 2009 internal ref: FEL08 – sold at auction</p> <p>23/05/2023 – the following assets were gifted to departing employee:</p> <ul style="list-style-type: none"> - Microsoft Surface Laptop, 2020 - Apple Iphone 11, 2020 <p>30/04/2023 – the following assets were decommissioned:</p> <ul style="list-style-type: none"> - B61 Domed Canvas Shelter mounted on 2 containers - FP2 Aeration floor ducting 	<p>It is proposed that the delegation continue</p>
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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
			<ul style="list-style-type: none"> - FP27 Aeration Building Fan Discharge 3&4 - FP32 Trommel Screen – primary trommel - FP34 Trommel Screen – primary trommel - FP37 Trommel Screen – Vibrating dock screen - FP225 Gas Scrubber – Flow Detector - FP245 Mister Pump Aeration Floor - FP258 EPN Odour Improvements FY09-10 - FP281 Centrigugal Feed Supply pump set system with sand filter - FP283 6 x valves pipework 	

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.3	<p>Approval, authorisation and payment of accounts in accordance with Council's policy are delegated to the CEO.</p> <p>S5.42 Local Government Act 1995 Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 Last Reviewed - Feb 2023</p>	<p>To manage the day to day financial operations of the regional council. Refer Council Policy.</p> <p>The CEO has delegated this power to: Executive Manager Corporate Services Executive Manager Governance Culture Executive Manager Strategic Projects Manager Corporate Services Manager Finance</p>	<p>Schedule of Payments are reported at each Ordinary Council meeting.</p>	<p>It is proposed that the delegation continue</p>
1.4	<p>CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRR Project and Office Accommodation Project</p> <p>Last Reviewed - Feb 2023</p>	<p>To sign the following certificates on behalf of the regional council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the:</p> <p>a) Regional Resource Recovery Centre & Administration Building</p> <p>i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement.</p> <p>ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement.</p> <p>iii. To notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.5	<p>Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST S3.58(5)(b) Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.</p> <p>CEO has delegated this power to: Executive Manager Operations</p>	Nil	It is proposed that the delegation continue
1.6	<p>Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 ex GST and fifteen years and in consultation with the chair. S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To respond to requests for tenders and quotes within deadlines.</p> <p>Rates are within the Adopted Fees and Charges as per the Adopted Budget and subsequent new or amended adopted fees and charges during the year.</p> <ul style="list-style-type: none"> - Restricted to a total value not exceeding \$20,000,000 ex GST and; - Restricted to terms not exceeding fifteen years and; - In consultation with the Chair. 	<p>April 2023 – City of Kalamunda – Recyclables Processing– 7 years + 3 x 12 month extension options.</p> <p>June 2023 – City of Wanneroo – Recyclables Processing – 18 months + 2 x 12 month extension options.</p> <p>– City of Kalamunda – Green Waste Disposal Services – 3 years + 2 x 12 month extension options.</p>	It is proposed that the delegation continue
1.7	<p>To negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.</p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>A fee structure for pre-sorted recyclable material of between 5% and 45% of the total sale price was approved by Council</p>	Nil	It is proposed that the delegation continue

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.8	<p>To approve minor variations to contracts up to a total value of 10% of the contract value.</p> <p>Last Reviewed – Feb 2023</p>	<p>Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.</p> <p>CEO has delegated this power to: Executive Manager Strategic Projects</p>	Nil	It is proposed that the delegation continue
1.9	<p>To sell Carbon Offset Credits at the Prevailing Market Price</p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To maximise any opportunities to liquidate holdings of Carbon offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.</p> <p>Offering FOGO customers an opportunity to receive a percentage return in the sale of Aust Carbon Credit Units ACCU.</p>	<p>April 2023 Sale ACCU's – 31,573</p>	It is proposed that the delegation continue

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.10	<p>To sell/dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995. S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>To sell recyclables to take advantage of prevailing global market conditions and prices where customers are hesitant to submit tenders for long term contracts. This gives the CEO ability to sell small quantities of product without a public tender process.</p> <p>S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p>	<p>Recycling Plastics Australia – Mixed Plastic approx.. 20 Tonnes per week – ongoing in 2023</p> <p>Recycling Plastics Australia – Mixed Rigid Plastic approx.. 20 Tonnes per month – ongoing in 2023</p> <p>Quarterly RfQ for Scrap Metal (Mar-May, Jun-Aug, Sep-Nov, Dec23-Feb24)</p> <p>Ad-hoc RfQ when stock is available in 2023 for Aluminium Cans, PET & HDPE plastics</p>	<p>It is proposed that the delegation continue</p>
1.11	<p>To dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.</p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>So as not to unnecessarily encumber the facility site with stockpiled material which may occur due to some unforeseen operational or technical failure, S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p> <p>The CEO has delegated this power to: Executive Manager Operations</p>		<p>It is proposed that the delegation continue</p>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.12	<p>To award tenders and quotations for the sale/cost of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 ex GST.</p> <p>S5.42 Local Government Act 1995 S5.43(b) Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>To enable the CEO to sell recyclables and allow a practical timeframe between the tender/quote award and the new contract start date. This is for the successful contractor to put in place new logistics arrangements.</p>	<p>T2023-S01 Purchase and Removal of Recovered Recyclables (March)</p> <p>Monthly RfQ for Mixed Paper, Old Newspaper (ONP), Cardboard (OCC), Steel Cans (SC)</p>	<p>It is proposed that the delegation continue</p>
1.13	<p>To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.</p> <p>Last Reviewed – Feb 2023</p>	<p>Where participants' waste is diverted to landfills or processing facilities the RRG seeks financial assistance by way of a net contribution fee being the difference between the adopted gate fee and the fee payable by the participant's nominated landfill or processing facility to meet its fixed operating costs.</p>	<p>T2019-05 Receive and Dispose Residual Waste (FOGO - Red Bin) – Member councils pay adopted WCF Gate Fees – July 2023 to Jan 2024</p> <p>T2023-08 Receive and Dispose Residual Waste (FOGO - Red Bin) – Member councils pay adopted WCF Gate Fees – Jan 2024 to Jan 2025</p>	<p>It is proposed that the delegation continue</p>

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<p>1.14</p>	<p>To execute documents regarded as Deeds.</p> <p>S9.49A (1b), (4) & (5) Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>Restricted to documents not requiring the common seal</p> <p>Restricted to contracts with a value not exceeding the CEO’s delegated authority for Procurement expenditure limit (e.g. \$300,000 ex GST), with the exception of the approval referred to DA No6.</p> <p>Restricted to agreements and contracts with terms not exceeding 10 years.</p> <p>Restricted to agreements and contracts requiring regional council approval in accordance with the local government act</p> <p>All transactions under this delegation are to be recorded in the delegated authority register, the delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.</p>	<p>January 2023</p> <ul style="list-style-type: none"> - RFQ2022-02 Agreement for Coating Repairs in Discharge Buildings <p>March 2023</p> <ul style="list-style-type: none"> - Heads of Agreement Lease – Scipher Technologies Pty Ltd - Memorandum of Understanding – Scipher Technologies Pty Ltd <p>Apr 2023</p> <ul style="list-style-type: none"> - Waste Services – Recyclables Agreement <p>May 2023</p> <ul style="list-style-type: none"> - Funding Agreement – FOGO Facility Odour Upgrades <p>June 2023</p> <ul style="list-style-type: none"> - Provision of Commingled Recyclables Processing - Provision of Green Waste Disposal Services <p>December 2023</p> <ul style="list-style-type: none"> - T2023-06 Removal & Transport of Recyclable Materials - T2023-07 Receival & Disposal of Recovered Glass - T2023-08 Receival & Disposal of Residual Waste 	<p>It is proposed that the delegation continue.</p>
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REGISTER OF DELEGATED AUTHORITY

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.15	<p>To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.</p> <p>S5.42 Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>Authorised to exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement. Resolved by Council - December 2020 T2020-05 T2020-06 Resolved by Council – May 2021 T2020-01 Resolved by Council – April 2022 T2022-02 Resolved by Council – November 2023 T2023-06 T2023-07 T2023-08 T2023-09</p> <p>CEO has delegated this power to: Manager Corporate Services</p>	<p>January 2023 - T2020/06 Reveal and Disposal of Residual Waste</p> <p>February 2023 - T2020/05 Removal and Transport of Residual Waste</p> <p>October 2023 - T2020/01 Consultancy Services for Odour Assessment</p>	<p>It is proposed that the delegation continue for:</p> <p>T2022-02 T2023-06 T2023-07 T2023-08 T2023-09</p>
1.16	<p>CEO be authorised as the complaints officer.</p> <p>S5.103 of the Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>The complaints officer is responsible for processing of complaints in regard to breach of the Code of Conduct. The CEO will prepare a report for council determination.</p>	<p>Nil</p>	<p>It is proposed that the delegation continue.</p>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.17	<p>To negotiate agreements with Chairay Sustainable Plastic Co Pty Ltd</p> <p>S9.49A (1b), (4) & (5) Local Government Act 1995</p> <p>Last Reviewed – Feb 2023</p>	<p>To authorise the CEO to negotiate and enter into agreements for the Plastic Reprocessing opportunities as follows:</p> <p>a) in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval.</p> <p>b) Chair and CEO affix and sign agreements under the Common Seal.</p>	Nil	Delegation no longer required.
1.18	<p>To award a contract/s for Composting Facility Civil Works</p> <p>Last Reviewed – Feb 2023</p>	<p>Construction of Concrete Floor Slab as part of Stage 2 Composting Facility Civil Works. Award a contract/s up to the lump sum value of \$480,000.00 ex GST.</p> <p>CEO has delegated this power to: Executive Manager Strategic Projects</p>	Nil	Delegation no longer required.
1.19	<p>Award panel of pre-approved suppliers</p> <p>Part 4 Division 3 -- Panels of pre-qualified suppliers of the Local Government (Functions & General) Regulations</p> <p>Last Reviewed – Feb 2023</p>	<p>Allow the CEO to award contracts to Panels of Pre-qualified suppliers. The panel will consist of contractors experienced in delivering the services required of the RRG.</p> <p>A public tender process must be undertaken.</p> <p>Contracts are for a maximum period of 12 months, will not contain an option to renew or extend and the contract value shall not exceed \$500,000 ex GST.</p>	<p>May 2023 T2023-01 Fixed Plant Maintenance & Services Panel</p>	It is proposed that the delegation continue.

REGISTER OF DELEGATED AUTHORITY

JANUARY TO DECEMBER 2023

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.20	<p>Cash Investments</p> <p>S6.14 Local Government Act 1995</p> <p>The Trustees Act 1962 – Part III Investments;</p> <p>Local Government (Financial Management)</p> <p>Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49</p> <p>Australian Accounting Standards</p> <p>Last Reviewed – May 2023</p>	<p>Authority to invest in authorised investments in accordance with RRG Cash Investments Council Policy.</p> <p>All decisions made by the CEO under delegated authority are either reported to the next meeting of Council or reported at the annual review.</p> <p>CEO has delegated this power to:</p> <p>Manager – Finance: Initiate the investment</p> <p>Manager - Corporate Services: Approve the investment</p> <p>Accountant: Initiate the investment (relief) in the absence of the Manage – Finance</p>	<p>Cash Investment Portfolio is reported at each Ordinary Council meeting.</p>	<p>It is proposed that the delegation continue.</p>
1.21	<p>To sign and affix the common seal to the Landgate document to execute the change of name on the certificate of title for 9 Aldous Place Booragoon.</p> <p>Last Reviewed – May 2023</p>	<p>Authority to sign and affix the common seal to the appropriate Landgate form in order to effect the change of name from Southern Metropolitan Regional Council to Resources Recovery, in relation to the certificate of title for the property at 9 Aldous Place Booragoon.</p>	<p>Completed in May 2023</p>	<p>Complete. Delegation no longer required.</p>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.22	<p>To negotiate agreements with Scipher Technologies</p> <p>S9.49A (1b), (4) & (5) Local Government Act 1995</p> <p>Last Reviewed – July 2023</p>	<p>To authorise the CEO to negotiate details and enter into agreements for sub-lease and solar panel recycling.</p>	<p>March 2023 -Memorandum of Understanding (MoU) -Heads of Agreement Lease</p>	<p>Delegation no longer required.</p>
1.23	<p>To negotiate terms and where required definition of an amended Sunset date with Project Co</p> <p>S9.49A (1b), (4) & (5) Local Government Act 1995</p> <p>Last Reviewed – August 2023</p>	<p>To authorise the CEO to negotiate terms of new proposed sunset date and report the outcome to the next Ordinary Council meeting.</p>	<p>Reported to Council in November 2023.</p>	<p>Delegation no longer required.</p>
1.24	<p>To negotiate and enter into agreements with the awarded tenderer.</p> <p>Last Reviewed – November 2023</p>	<p>Authority to negotiate minor terms and enter into an agreement with the awarded tenderer for T2023-06, T2023-07, T2023-08, T2023-09.</p>	<p>Complete</p>	<p>Delegation no longer required.</p>

RESOURCE RECOVERY GROUP
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PART 2

Delegations to Committees of Council

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RESOURCE RECOVERY GROUP

REGISTER OF DELEGATED AUTHORITY

JANUARY TO DECEMBER 2023

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
2.1	<p>CEO Performance Review Committee has authority to appoint a Human Resources Consultant within Budget provisions to assist in the CEO's employment appraisal and remuneration review.</p> <p>S5.16 Local Government Act 1995 Last Reviewed – Feb 2023</p>	<p>To conduct a professional review of the CEO's performance over the last 12 months and review the remuneration of the CEO annually.</p>	<p>Learning Horizons - Facilitate CEO Performance Review, August 2023</p>	<p>It is proposed that the delegation continue</p>

UNCONFIRMED

STATEMENT

Section 5.90A of the Local Government Act requires that local governments have an Attendance at Events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

This policy is made in accordance with the provisions of Section 5.90A of the Local Government Act 1995.

SCOPE

This Policy applies to Regional Councillors and employees of the Resource Recovery Group.

OBJECTIVE

To develop the knowledge and experience of Regional Council Members and Resource Recovery Group employees to promote representation and make well-informed decisions on behalf of the region.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

ROLES & RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors and employees are given appropriate access to conferences, seminars, workshops or industry events, that the due processes are followed, and that funding is made available for this to happen.

Issued: February 2024 ⁴²	Review Date: February 2026 ⁶⁴	Title: <u>CORPORATE COUNCIL</u> POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS	Version <u>109</u>
Prepared: <u>EMGSEMGC</u>	Reviewed by: <u>EMGSEMGC</u>	Approved: <u>CEO COUNCIL</u>	Page 1 of 9
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In accordance with section 5.90A(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Councillors

Regional Councillors are responsible for adhering to appropriate processes as stated in this Policy.

Employees

Employees are responsible for ensuring that the appropriate processes are followed to request and comply with the terms of this Policy.

CONTENT

Other Criteria's for Council

1. Attendance of Conferences, seminars or industry events for Regional Councillors and CEO

- a. Regional Council members and the CEO may request to attend conferences, seminars or industry events that have a relevance to the regional purpose.

Provision of tickets to events

1. Invitations
 - 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.
 - 1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
 - 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.
2. Approval of attendance
 - 2.1 In making a decision on attendance at an event, the council will consider:
 - a) who is providing the invitation or ticket to the event,
 - b) the location of the event in relation to the local government (within the district or out of the district),
 - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - d) whether the event is sponsored by the local government,
 - e) the benefit of local government representation at the event,
 - f) the number of invitations / tickets received, and

Issued: February 2024 ²	Review Date: February 2026 ⁴	Title: CORPORATE COUNCIL POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS	Version 109
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g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

a. The CEO will prepare a report to the next Ordinary meeting of the Regional Council or where an urgent decision is required, a decision can be dealt with by a 'Flying Minute' detailing the request. 'Flying minutes' must be signed by all Regional Councillors. The decision shall be decided by an absolute majority of Councillors. The 'Flying Minute' is to be presented to the next ordinary meeting for endorsement.

UNCONFIRMED

Issued: February 2024 ²	Review Date: February 2026 ⁴	Title: <u>CORPORATE COUNCIL</u> POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS	Version <u>109</u>
Prepared: <u>EMCSEMGC</u>	Reviewed by: <u>EMCSEMGC</u>	Approved: <u>CEO COUNCIL</u>	Page <u>3</u> of <u>9</u>
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3. Payments in respect of attendance
 - 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.
 - 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
 - 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
 - 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.
 - a) “Piggy backing” on other funding arrangements (e.g.) financial assistance from member councils or where council members are attending other local government business and the CEO deems there is merit in attending or extending time to attend specific industry business the council shall consider paying for conference/accommodation/out of pocket expenses.
 - b) Budgeted Funds being available.
 - c) The CEO to report any relevant conferences, seminars and industry events to the Regional Council for information or recommendation.
 - d) Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by council members at local, interstate or international conferences, seminars and courses.
2. **Regional Councillor’s Annual Conference/Travel Allowance**
 - a. An annual provision shall be included in the budget as determined by the Regional Council.
 - b. A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Councillor requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.
3. **Reimbursement of Costs to council members**
 - a. Reimbursements of expenses are referred to in Council Policy – “Reimbursement of Expenses for council members”.

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- b. An amount of up to \$50 per day for interstate, and \$100 per day for international may be provided as cash advance for incidental expenses and acquitted with actual receipts upon return.
- c. Economy Class Travel is covered under this policy. Council members may upgrade to a higher class travel by meeting the difference in cost. As far as practicable, advantage is taken of any available discount fares.
- d. General Duty of Care as defined in section 19 of the **WHSOSH** Act is also applicable to extended travel arrangements. When making travel arrangements consideration must be given to long periods without rest, cramped or uncomfortable seating, refreshments and any known hazards likely to cause a risk of injury. Council members who may be at risk of injury must obtain a medical certificate from a Physician advising any medical condition and the appropriate method and/or length of travel. The certificate shall be given to the CEO who should ensure the risk of injury is minimised by provided more space through business class travel and/or breaking up longer journeys into shorter ones.
- e. Accompanying person costs is limited to an accompanying person's conference/event dinner only.

4. Attendance of Conferences, industry events or courses for Resource Recovery Group Employees

- a. Employees may request to attend local and interstate conferences, industry events or courses that have a relevance to their position and duties. The CEO has authority to arrange the registration for local and interstate conferences, events and courses subject to budget funds being available.
- b. The CEO to report to the Regional Council any relevant international conferences, industry events and study tours recommending an employee or the CEO to attend.
- c. Requests for international travel and conferences shall provide a detailed report for the next Regional Council Meeting and recommendation for a Council decision.
- d. Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by Employees at local, interstate or international conferences, events and courses.
- e. A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Employee requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.
- f. Reimbursement for incidental expenses will be paid on acquittal of actual receipts or the use of Resource Recovery Group's Corporate Purchasing Card is authorised for this purpose.
- g. Economy Class Travel is covered under this policy. Employees may upgrade to a higher class travel by meeting the difference in cost. As far as practicable, advantage is taken of any available discount fares.

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- h. General Duty of Care as defined in section 19 of the OSH Act is also applicable to extended travel arrangements. When making travel arrangements, consideration must be given to long periods without rest, cramped or uncomfortable seating, refreshments and any known hazards likely to cause a risk of injury. Employees must advise the CEO, or in the case of the CEO, the Chairman of any likelihood of injury from known hazards. Employees must obtain a medical certificate from a Physician advising any medical condition and the appropriate method and/or length of travel. The Resource Recovery Group should then ensure the risk of injury is minimised by provided more space through business class travel and/or breaking up longer journeys into shorter ones.
- i. Accompanying person costs is limited to an accompanying person's conference/event dinner only.

5. Reporting Requirements

- a) Regional Councillors and Resource Recovery Group executive employees attending conferences and industry events shall provide a written report and may provide a brief presentation, either verbal or visual at the next available Agenda Briefing Session or Ordinary Meeting of Council.
- b) Regional Councillors wishing to present a report longer than 5 minutes or with the use of visual display shall advise the CEO at least three days prior to the meeting.
- c) A Travel diary must be obtained from an employee where:
 - a. Employee travels within Australia for more than 5 nights and travel is not exclusively for performing employment duties; or
 - b. Employee travels outside of Australia for more than 5 nights.
 - c. Travel diary must show where activity took place, the date and time activity commenced, and duration and nature of the activity.
 - d. Where an employee contributes towards 'private use', a declaration form is to be completed.

6. Legislative Requirements

Section 5.90A Local Government Act 1995 - Policy for attendance at events

(1) In this section —

event includes the following —

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;

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(e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

* Absolute majority required.

(3) A local government may amend* the policy.

* Absolute majority required.

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 Section 5.90A ▪ Occupational Safety & Health Act 1984 ▪ OSH Regulations 1996 <i>Work Health & Safety Act 2020</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Annual Budget ▪ Decision-making processes ▪ Council Reporting requirements ▪ Gift and Travel Register 	
Approved by	Regional Council – Resolution	
Next Revision Date	February 2023 ⁴	
Related Documents	Reimbursement of Expenses for Regional Councillors Gifts and Travel Disclosure Form	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager <i>Corporate Services Governance & Culture</i>	Biennial
Risk Rating	Operational Risk Register – Risk HIGH	
Location of document	Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

Issued: February 202 ⁴ ₂	Review Date: February 202 ⁶ ₄	Title: <u>CORPORATE COUNCIL</u> POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS	Version <u>10</u> ₉
Prepared: <u>EMGSEMGC</u>	Reviewed by: <u>EMGSEMGC</u>	Approved: <u>CEO COUNCIL</u>	Page 7 of 9
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DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	23/02/2006
2009	Review	2	CO	MAF	28/05/2009
2011/1	Review	3	MAF	MAF	24/02/2011
2012	Review	4	DCS	DCS	25/10/2012
2014	Review	5	EMCS	CEO	28/08/2014
2016	Review	6	EMCS	CEO	30/06/2016
2018	Review	7	EMCS	CEO	21/06/2018
2020	Review	8	EMCS	CEO	27/08/2020
2022	Review	9	MGC	CEO	24/02/2022
2024	Review	10	EMGC	CEO	

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Attachment A - events authorised in advance

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: State Waste and Recycling Conference & Dinner	October 2022	Chair Cr Thompson and partner Deputy Chair Cr Wheatland and partner Cr White and partner CEO and partner	4 Conference Tickets @ \$1,000 each 8 Dinner Tickets @ \$100 each Total Cost \$4,800	Ordinary Council Meeting 24/02/2022

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1.0 STATEMENT

Section 5.38 of the Local Government Act 1995 states that an annual review of the CEO is to be conducted at least once in relation to every year of employment.

Section 5.39A(1) of the Local Government Act 1995 sets out the Model standards for CEO recruitment, performance and termination.

2.0 SCOPE

This Policy applies to the CEO and Council Members and those Council Members appointed to the Committee at any given time.

3.0 OBJECTIVE

- The Chief Executive Officer's Performance Review Committee is responsible for evaluating the CEO performance and remuneration.
- The Performance Appraisal and Remuneration Review Committee meet as required.
- The CEO's Contract of Employment specifies the performance criteria for the purpose of reviewing the CEO's performance.

4.0 ROLES & RESPONSIBILITIES

- To perform the functions of a selection panel for appointing a CEO pursuant to section 5.36 of the Act.
- To appraise the performance of Council's CEO.
- To review the remuneration of the CEO annually.

5.0 CONTENT

1. Committee Membership

- a. The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995;
- b. Membership requires an absolute majority decision of the Council;
- c. All members shall have full voting rights; and
- d. Committee membership shall have a term of two years.

2. Advisors to the Committee

- a. External consultants experienced in human resource relations may be engaged to advise the Committee as required.

3. Powers of the Committee

- a. The Committee is to report to Council and provide appropriate advice and recommendations, on matters relevant to its objectives, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.
- b. The Committee has delegated authority to appoint external consultant(s) experienced in human resource relations to facilitate in performance reviews and give advice to the committee.

Issued: February 2024 ²	Review Date: February 2026 ⁴	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version 6 ⁵
Prepared: EMCSEMgc	Reviewed by: EMCSEMgc	Approved: CEO	Page 1 of 3
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4. Meeting Requirements

- a. The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the RRG CEO.
- b. The meetings are closed to the public.
- c. The Agenda and reports are confidential in accordance with section 5.23(2)(a)
- d. The Minutes are to be available for public inspection five days after the meeting.

5. Code of Conduct

- a. All Members of the Committee shall abide by the Regional Council's adopted Code of Conduct for Councillors.

6. STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

1. Overview

Standards to be observed by the local government in relation to the review of the performance of the CEO.

2. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 3, 4 and 5.

(3) The matters referred to in subclause (1) must be set out in a written document.

3. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

4. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

5. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

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6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ RRG Standing Orders Local Law 2008 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Code of Conduct for Councillors ▪ CEO Contract of Employment 	
Approved by	Regional Council	
Next Revision Date	Feb 2026 ⁴	
Related Documents	CEO Recruitment, Performance and Termination Policy 1.16	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager <i>Corporate Services Governance & Culture</i>	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	<i>Staff Intranet RRG Website</i> Head Office, 9 Aldous Place, Booragoon – Corporate Services	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2013	Original	1	DCS	HRM	28/02/2013
2015	Review	2	DCS	DCS	26/02/2015
2017	Review	3	DCS	EMCS	23/02/2017
2020	Review	4	EMCS	EMCS	27/02/2020
2022	Review	5	CSM	EMCS	24/02/2022
2024	Review	6	EMGC	EMGC	

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Prepared: EMCS ^{EMgc}	Reviewed by: EMCS ^{EMgc}	Approved: CEO	Page 3 of 3
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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 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.

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.

Managers

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

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Prepared: EMGC	Reviewed by: EMGCS	Approved: CEO	Page 1 of 3
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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.

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Prepared: EMGC	Reviewed by: EMGCS	Approved: CEO	Page 2 of 3
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6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ State Records Act 2000 ▪ 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 	
Organisational Compliance	General Disposal Authority for Local Government Records Record Keeping Plan Record Keeping Procedures	
Approved by		
Next Revision Date	February 202 6 ⁴	
Related Documents		
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services Governance & Culture	Biennial
Risk Rating	Risk Register – High	
Location of document	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	

Issued: February 202 4 ²	Review Date: February 202 6 ⁴	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version 5 ⁶
Prepared: EMGC	Reviewed by: EMGC ^{CS}	Approved: CEO	Page 3 of 3
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**Resource
Recovery
Group**

Recycle. Innovate. Educate.

Date: 19 February 2024

RESOURCE RECOVERY GROUP

2023/24 MID YEAR BUDGET REVIEW REPORT

For the Year ending 30 June 2024

Our Mission:

We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.

On behalf of our Participant Local Government



P (08) 9329 2700 E admin@resourcerecoverygroup.com.au
9 Aldous Place, Booragoon WA 6154 • PO Box 1501, Booragoon WA 6954

resourcerecoverygroup.com.au

Southern Metropolitan Regional Council (SMRC) trading as Resource Recovery Group

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- 3. WHO ARE WE 4
- 4. NET RESULTS BY BUSINESS UNIT 4
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- 6. CAPITAL EXPENDITURE BUDGET 7
- 7. RESERVES BUDGET 8

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1. STATEMENT BY ACTING CHIEF EXECUTIVE OFFICER

Local Governments are required to conduct a budget review between January and March each financial year in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 (FM).

The results of the budget review are to be submitted to Council within 30 days of the review (FM Reg 33A(2) & (3)). A copy of the review and council's recommended resolutions are to be forwarded to the Department of Local Government within 30 days of the council meeting (FM Reg 33A(4)).

This report considers the half yearly actual results (to 31 Dec 2023) and the projected estimates for the next 6 months to 30 June 2024. As the audit of FY 2023 is not concluded at the time of writing this report, the financial information carried forward from FY2023 are subject to change.

Brendan Doherty
Acting Chief Executive Officer

2. KEY CHANGES SINCE THE ADOPTED BUDGET

The mid-year budget review has the following key changes:

Resource Recovery Group's (RRG) operating revenue is expected to increase to \$19.3M (original Budget \$18.9M) and operating expenses is expected to be \$24.4M (original Budget \$24.2M) due to the following results. We are expecting to deliver a closing fund of \$487K in FY2023-24

FAVOURABLE

- Fees and charges income is expected to increase by \$612K mainly due to the increase in the sale of material.
- Green Waste Gate fee from commercial customers has increased (16% more than the budgeted up to Dec 23).
- We are likely to achieve a reasonable saving in employee and utility expense (\$85K).

UNFAVOURABLE

Revenue Related

- Due to the discontinuation of WCF repurposing works, the anticipated lease rental income of \$141K has not been materialised.
- Income from FOGO commercial customers is less than budgeted.
- MRF Gate fee is less than the budgeted due to tonnages being less than the budgeted. However, due to the increase in sales income, this has offset any loss on the gate fee.
- Green waste gate fee from member councils is less than budgeted which is due to decreased tonnages of green waste from the councils.
- CDS income is less than budgeted by \$104K due to the continuous reduction in CDS eligible products in our recycling tonnages.

Expenses related.

- We have experienced increased upward cost pressures particularly on transport and disposal. The costs have also increased due to the increased income.
- Extended hire of shredder resulted in increased plant hire costs by \$120K (due to delay in repair work on our shredder)
- Legal and advisory costs have increased substantially due to the ongoing restructuring of the business.
- Total material & contract costs are expected to be increased by \$279k due to the above reasons.

Despite above unfavourable circumstances, we are expecting to minimise the budgeted operating deficits and deliver a closing fund balance of \$487K (Vs. Nil as budgeted).

3. WHO ARE WE

Resource Recovery Group (formerly Southern Metropolitan Regional Council) is a statutory local government authority, constituted under the Local Government Act, established by its current participant local governments with a proven track record of providing efficient and sustainable resource recovery and recycling services to the local government sector since 2001.

The participant local governments have jointly agreed to establish Resource Recovery Group under an Establishment Agreement and participate in regional projects that are governed by a Participants' Project Agreement.

Resource Recovery Group (RRG) operates the Canning Vale Centre as a waste recovery precinct located at 350 Bannister Road, Canning Vale, WA 6155.

The centre has a material recovery facility for recycling the contents from yellow lid bins, a FOGO processing facility (lime lid bins) and green waste shredding from bulk collections and public entry.

We provide waste audit services and educational toolkits and programs to change residents recycling behaviour in material separation for the benefits of a circular economy and climate change impact.

The WA State Government strategies include the requirement that a consistent three bin kerbside collection system, including separation of food organics and garden organics (FOGO) from other waste categories, is provided by all local governments in the Perth and Peel region by 2025. It also introduces challenging targets for material recovery of 70% by 2025 and a target of only 15% of waste generated in Perth and Peel is landfilled by 2030.

The RRG's member local governments currently divert 65% of household waste from landfill achieving the State Government's 2020 target.

4. NET RESULTS BY BUSINESS UNIT

Table 3

The table below summarizes the financial activities of the various business units of the RRG.

The revised 2023/24 annual budget is reporting an operating deficit of \$151K against budgeted deficits of \$380K. This will be funded from closing balance.

Confidential Table not included

5. STATEMENT OF FINANCIAL ACTIVITY

RESOURCE RECOVERY GROUP STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 30 JUNE 2024

BY NATURE			
	2023/24 Budget \$	2023/24 Rev. Budget \$	Variance \$
REVENUE			
Operating grants, subsidies and contributions	2,439,309	2,455,333	16,025
Others:	176,800	36,000	(140,800)
Fees and Charges	13,909,545	14,522,270	612,725
Interest Earnings	271,000	281,211	10,211
Other Revenues	2,161,352	2,057,181	(104,171)
	18,958,006	19,351,996	393,990
EXPENSES			
Employee Costs	5,849,482	5,810,734	(38,749)
Materials and Contracts	10,337,476	10,616,598	279,122
Utility Charges	789,424	742,300	(47,124)
Depreciation on Non-current Assets	4,815,819	4,776,228	(39,591)
Interest Expenses	340,345	340,370	25
Insurance Expenses	2,099,335	2,097,535	(1,800)
Provision for employee redundancies	-	-	-
	24,231,882	24,383,764	151,882
NET OPERATING SURPLUS / (DEFICIT)	(5,273,876)	(5,031,768)	242,107
Add:			
Depreciation on Non-current Assets	4,815,819	4,776,228	(39,591)
Loss on disposal	-	26,541	26,541
Interest for Make Good Provision	77,500	77,500	-
NET OPERATING POSITION	(380,556)	(151,499)	229,057
Capital Expenditure			
Less : Capital Expenditure	(5,327,611)	(1,923,799)	3,403,812
Funding/Other Capital Items			
Add: Non-operating Grants	450,000	400,000	(50,000)
Add: Proceeds on asset disposal			-
Less: Loan Repayments	(91,977)	(91,977)	-
Add :Loan Contributions from Members	91,977	91,977	-
Add: Past Participants Contribution			-
Less: RRRC loan funded assets equity distribution		-	-
Less: Lease Repayments	(582,243)	(582,243)	-
Add : Transfer from Reserves	4,807,410	1,602,784	(3,204,626)
Less: Transfer to Reserves	(390,000)	(290,000)	100,000
NET CAPITAL POSITION	(1,042,444)	(793,258)	249,186
NET OPERATING & CAPITAL POSITION	(1,423,000)	(944,757)	478,243
Add: OPENING FUNDS	1,423,000	1,423,000	-
CLOSING FUNDS	(0)	478,243	478,243

5.1 Reasons for Variations

EXPLANATION FOR VARIANCES		
REVENUE		
Operating Grants, Subsidies and Contributions	Increase in red bin tonnages leading to increased overhead contribution	16,025
Others	Loss of expected income from lease	(140,800)
Fees and Charges	Higher sales price of the MRF products despite reduction in recycling tonnages	612,725
Other	Less CDS income than budgeted	(104,171)
Interest Earnings	Higher interest rate	10,211
Total Revenue Variance		393,990
EXPENDITURE		
Employee Costs	Cost savings	(38,749)
Materials and Contracts	New customer contract & increase in variable costs, Increase in transport and product disposal costs, increased legal costs	279,122
Utility Charges	Savings in utilities	(47,124)
Depreciation	Assets not added as per budgeted	(39,591)
Interest Expenses	Difference in WATC loan guarantee fee	25
Insurance Expenses	Market changes	(1,800)
Total Expenditure Variance		151,882
Net Operating Surplus/(Deficit) Variance		242,107
NON CASH EXPENDITURE		
Depreciation		(39,591)
Loss on disposal of assets		26,541
Total Non Cash Expenditure Variance		(13,050)
Net Operating Deficit Variance		229,057
Add: Non-operating Grants	Full amount of waste sorted grant may not be materialised	(50,000)
Less: Capital Expenditure	Capital expenses program not carried out as budgeted.	3,403,812
Add: Transfer from Reserve	Less transfer from reserve than budgeted (-Lower capex)	(3,204,626)
Add: Transfer to Reserve	Loss of expected income from lease	100,000
Increase in Capital Budgets		249,186
Increase/(Decrease) in Opening Funds		-
Increase/(Decrease) in Closing Funds		478,243

6. CAPITAL EXPENDITURE BUDGET

CAPITAL EXPENDITURE				
Facility	2022/23	2023/24	2023/24	Variance
	Estimated Actual	Budget	Rev. Budget	
BOORAGOON OFFICE				
Solar Panels		10,000	-	-10,000
Sub Total	-	10,000	-	-10,000
RRRC ADMIN				
Waste Audit				
Bin Lifter		12,000	12,815	815
Sub Total	0	12,000	12,815	815
RRRC ADMIN				
CCTV		58,200	58,200	0
PLC Upgrade (MRF and Fogo)		70,000	70,000	0
Sub Total	-	128,200	128,200	0
Mobile Plant				
New FOGO Trommel		650,000	662,740	12,740
Front End Loader (budgeted in FY23)			411,500	411,500
Sub Total	-	650,000	1,074,240	424,240
MRF				
Primary Sorting Line				
C1 Pan feeder chain conveyor approximately 24000mm long		40000	40,000	0
C2 Inclined cleated steel belt chain conveyor		25640	25,640	0
C3 Horizontal belt conveyor 1525mm wide x 13200mm long		35000	35,000	0
OCCS1 separator screen - 3 section inclined friction disc		24160	24,160	0
C4 Horizontal belt conveyor 1850mm wide x 8000mm long		17500	17,500	0
C5 Inclined belt conveyor 1850mm wide x 8000mm long		17500	17,500	0
Glass breaker screen - 3 tier under OCC1, 72-15/15		120000	120,000	0
Mixed glass qc trommel 2000/5		116000	116,000	0
Glass line vibratory feeders (GC8/GC9)		17000	17,000	0
Plant air compressor with wall vent duct - 75 kW		40000	40,000	0
BNC1 Inclined belt conveyor 1850mm wide x 4000mm long		24000	24,000	0
CL6 Horizontal belt conveyor 500mm wide x 3500mm long		17500	17,500	0
CL7 Horizontal belt conveyor 700mm wide x 5800mm long		17500	17,500	0
Plant control system and MCC panel - 4 section		25000	25,000	0
Baler - Conveyor BFC1 & BF1-4	22,151			0
MRF Roof Works	6,595			0
MRF Solar Panels	13,245			0
MRF Airconditioning System	28,413			0
Sub Total	70,404	536,800	536,800	0
WCF				
WCF - Variable Drive Speed Fans	58,753	44244	44,244	0
Demolition amd Salvage Works - Stage 2	245,226	0	-	0
WCF Civil Works Plastic Processing	482,834	0	-	0
Plastic Processing Electrical Works	192,687	0	-	0
Coating Repair Work	134,167	0	-	0
Bio Filter 2023 Works - Bio Filter 3	99,384	80000	80,000	0
Fire Supression System	102,529	2314874	-	-2,314,874
Fogo Upgrades (Waste Sorted Grant)		348980	-	-348,980
WCF Civil Works (Aeratrion Building)		352000	-	-352,000
WCF Civil Works (Refurbishment)		803013	-	-803,013
HUMIDIFIER / GAS SCRUBBER GS111		27500	27,500	0
15kw screw air compressor		20000	20,000	0
Sub Total	1,315,580	3,990,611	171,744	-3,818,867
MAINTENANCE				
Forklift	53,925	-	-	0
Scissor Lift	18,881	0	-	0
Sub Total	72,806	0	0	0
Total Capital Expenditure	1,458,790	5,327,611	1,923,799	-3,403,812
Funded from Operations	117,166	70,200	71,015	815
Funded from B/Fwd	-	-	-	0
Funded from Contingency Reserve	1,341,624	4,797,411	1,602,784	-3,194,627
Funded from Office Project Reserve	-	10,000	-	-10,000
Funded from Grant	-	450,000	250,000	-200,000
Total Capital Expenditure	1,458,790	5,327,611	1,923,799	-3,403,812
Buildings	-	10,000	-	-10,000
Leasehold Improvements	1,315,580	3,990,611	171,744	-3,818,867
Mobile Plant	72,806	662,000	1,087,055	425,055
Fixed Plant & equipment	70,404	536,800	536,800	0
IT Equipment	-	128,200	128,200	0
Total Capital Expenditure	1,458,790	5,327,611	1,923,799	-3,403,812

7. RESERVES BUDGET

The RRG maintains cash-backed reserve accounts for future planned expenditure.

1. **Conference** – to be used to fund the requirements for staff and Councillors' travel and conference attendance.
2. **Office Project** - to be used for funding capital renewal expenditure and non-recurrent maintenance expenditure for the RRG property located at 9 Aldous Place Booragoon.
3. **RRRC Contingency** - To fund shortfalls in operating expenditure, asset renewals and disposals, employment termination provisions and Insurance claims below the excess for the Canning Vale RRRC Project.
4. **RRRC Restoration** – to be used to meet lease obligations resulting from an early termination of the Ground Lease or at the expiry of the Ground Lease.

Due to the cancellation of WCF civil works, transfer from capital works from reserves is less than budget.

CASH BACKED RESERVES				
Summary	2022/23	2023/24	2023/24	Variance
	Estimated Actual	Budget	Rev. Budget	
	\$	\$	\$	\$
Opening Balance	10,974,949	9,510,040	10,133,325	623,285
Transfer to Reserves				-
WCF (Contingency Reserve)	0	0	0	-
MRF (Contingency Reserve)	500,000	0	0	-
GWF (Plant Replacement Reserve)	0	0	0	-
Business Development (Contingency Reserves)	0	100,000	0	(100,000)
RRRC Resoration Reserve	473,972	290,000	290,000	-
Office Project				-
	973,972	390,000	290,000	523,285
Transfer from Reserves				-
MRF (Contingency Reserve)	(70,404)	(536,800)	(536,800)	-
Mtce (Contingency Reserve)	(72,806)			-
FOGO (Contingency Reserve)		(200,000)	(412,740)	(212,740)
WCF (Contingency Reserve)	(1,672,386)	(4,060,610)	(653,244)	3,407,366
Payout to City of Canning & City of Cockburn			0	-
Office Project	0	(10,000)	0	10,000
Gov (Conference)				-
RRRC Operations				-
	(1,815,596)	(4,807,410)	(1,602,784)	3,204,626
				-
Closing Balance	10,133,325	5,092,630	8,820,541	366,624

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,616,109	1,163,580	1,220,784	57,204	4.92%	▲
Fees and charges	13,909,545	6,801,773	7,194,983	393,210	5.78%	▲
Interest revenue	271,000	135,500	112,212	(23,288)	(17.19%)	▼
Other revenue	2,161,352	1,222,600	1,357,418	134,818	11.03%	▲
	18,958,006	9,323,453	9,924,264	600,811	6.44%	
Expenditure from operating activities						
Employee costs	(5,849,482)	(2,813,921)	(2,592,751)	221,170	7.86%	▲
Materials and contracts	(10,337,476)	(5,001,520)	(5,054,536)	(53,016)	(1.06%)	▼
Utility charges	(789,424)	(394,712)	(351,918)	42,794	10.84%	▲
Depreciation	(4,815,819)	(2,401,856)	(2,390,337)	11,519	0.48%	▲
Finance costs	(340,345)	(170,172)	(173,582)	(3,410)	(2.00%)	▼
Insurance	(2,099,335)	(1,049,667)	(1,041,534)	8,133	0.77%	▲
	(24,231,881)	(11,831,848)	(11,604,658)	227,190	1.92%	
Non-cash amounts excluded from operating activities	5,537,833	2,414,923	2,360,790	(54,133)	(2.24%)	▼
Amount attributable to operating activities	263,958	(93,472)	680,396	773,868	827.92%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	450,000	250,000	250,000	0	0.00%	
Proceeds from disposal of assets	0	0	27,510	27,510	0.00%	▲
	450,000	250,000	277,510	27,510	11.00%	
Outflows from investing activities						
Payments for property, plant and equipment	(5,340,351)	(2,994,432)	(1,146,583)	1,847,849	61.71%	▲
	(5,340,351)	(2,994,432)	(1,146,583)	1,847,849	61.71%	
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(869,073)	1,875,359	68.33%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	4,577,300	972,685	972,685	0	0.00%	
	4,577,300	972,685	972,685	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(242,601)	(288,194)	(288,194)	0	0.00%	
Transfer to reserves	(390,000)	0	(135,630)	(135,630)	0.00%	▼
	(632,601)	(288,194)	(423,824)	(135,630)	(47.06%)	
Amount attributable to financing activities	3,944,699	684,491	548,861	(135,630)	(19.81%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2,307,724	2,307,724	986,139	(1,321,585)	(57.27%)	▼
Amount attributable to operating activities	263,958	(93,472)	680,396	773,868	827.92%	▲
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(869,073)	1,875,359	68.33%	▲
Amount attributable to financing activities	3,944,699	684,491	548,861	(135,630)	(19.81%)	▼
Surplus or deficit after imposition of general rate	1,626,030	154,312	1,346,324	1,192,012	772.47%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**RESOURCE RECOVERY GROUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

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 2023-24 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	393,210	5.78%	▲
Gate fee, Sals income & Red Bin Waste income higher than budget			
Interest revenue	(23,288)	(17.19%)	▼
Reversal accrued interest income due to year end adjustment			
Other revenue	134,818	11.03%	▲
CDS income exceeding the budget			
Expenditure from operating activities			
Materials and contracts	(53,016)	(1.06%)	▼
Lower service delivery, contract and disposal costs			
Utility charges	42,794	10.84%	▲
Cost savings			
Finance costs	(3,410)	(2.00%)	▼

UNCONFIRMED

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2023

	Unaudited	
	30 June 2023	31 December 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,814,151	8,129,565
Trade and other receivables	1,349,836	1,485,130
Other financial assets	105,476	46,459
Inventories	1,463,477	1,493,993
Other assets	541,800	1,980,914
TOTAL CURRENT ASSETS	14,274,739	13,136,061
NON-CURRENT ASSETS		
Other financial assets	1,708,024	1,721,524
Property, plant and equipment	22,615,407	21,309,859
Right-of-use assets	4,599,755	4,250,047
TOTAL NON-CURRENT ASSETS	28,923,186	27,281,430
TOTAL ASSETS	43,197,925	40,417,491
CURRENT LIABILITIES		
Trade and other payables	3,235,201	2,978,761
Lease liabilities	582,243	582,243
Borrowings	91,976	46,459
Employee related provisions	467,024	534,870
TOTAL CURRENT LIABILITIES	4,376,444	4,142,333
NON-CURRENT LIABILITIES		
Lease liabilities	4,968,948	4,680,755
Borrowings	1,708,024	1,708,024
Employee related provisions	98,181	68,751
Other provisions	3,848,763	3,887,514
TOTAL NON-CURRENT LIABILITIES	10,623,917	10,345,043
TOTAL LIABILITIES	15,000,361	14,487,376
NET ASSETS	28,197,564	25,930,115
EQUITY		
Retained surplus	2,629,217	1,198,823
Reserve accounts	10,133,325	9,296,270
Revaluation surplus	15,435,022	15,435,022
TOTAL EQUITY	28,197,564	25,930,115

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 DECEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Adopted Budget Opening 30 June 2023	Unaudited Last Year Closing 30 June 2023	Year to Date 31 December 2023
Current assets	\$	\$	\$
Cash and cash equivalents	8,335,809	10,814,151	8,129,565
Trade and other receivables	2,000,000	1,349,836	1,485,130
Other financial assets		105,476	46,459
Inventories	500,000	1,463,477	1,493,993
Other assets	350,000	541,800	1,980,914
	11,185,809	14,274,739	13,136,061
Less: current liabilities			
Trade and other payables	(2,910,000)	(3,235,201)	(2,978,761)
Lease liabilities	(582,243)	(582,243)	(582,243)
Borrowings		(91,976)	(46,459)
Employee related provisions	(712,992)	(467,024)	(534,870)
	(4,205,235)	(4,376,444)	(4,142,333)
Net current assets	6,980,574	9,898,295	8,993,728
Less: Total adjustments to net current assets	(8,214,805)	(8,912,156)	(8,132,698)
Closing funding surplus / (deficit)	(1,234,231)	986,139	861,030

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Add: Depreciation	4,815,819	2,401,856	2,390,337
- Employee provisions	722,014	13,067	(29,430)
- Other provisions			38,750
Total non-cash amounts excluded from operating activities	5,537,833	2,414,923	2,360,790

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2023	Unaudited Last Year Closing 30 June 2023	Year to Date 31 December 2023
	\$	\$	\$
Adjustments to net current assets			
Less: Reserve accounts	(9,510,040)	(10,133,325)	(9,296,270)
- Current financial assets at amortised cost - self supporting loans			
- Other liabilities [describe]		79,926	
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings		91,976	46,459
- Current portion of lease liabilities	582,243	582,243	582,243
- Current portion of employee benefit provisions held in reserve	712,992	467,024	534,870
Total adjustments to net current assets	(8,214,805)	(8,912,156)	(8,132,698)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2023

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 31 January 2024

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,616,109	969,650	1,018,420	48,770	5.03%	▲
Fees and charges	13,909,545	5,668,144	6,077,109	408,965	7.22%	▲
Interest revenue	271,000	112,917	83,773	(29,144)	(25.81%)	▼
Other revenue	2,161,352	972,104	720,812	(251,292)	(25.85%)	▼
	18,958,006	7,722,815	7,938,981	216,166	2.80%	
Expenditure from operating activities						
Employee costs	(5,849,482)	(2,344,934)	(1,999,949)	344,985	14.71%	▲
Materials and contracts	(10,337,476)	(4,126,267)	(4,266,522)	(140,255)	(3.40%)	▼
Utility charges	(789,424)	(328,927)	(289,578)	39,349	11.96%	▲
Depreciation	(4,815,819)	(2,001,547)	(1,978,199)	23,348	1.17%	▲
Finance costs	(340,345)	(141,810)	(145,708)	(3,898)	(2.75%)	▼
Insurance	(2,099,335)	(874,723)	(866,457)	8,266	0.94%	▲
	(24,231,881)	(9,818,208)	(9,546,413)	271,795	2.77%	
Non-cash amounts excluded from operating activities	5,537,833	2,079,952	1,957,743	(122,209)	(5.88%)	▼
Amount attributable to operating activities	263,958	(15,442)	350,311	365,753	2368.63%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	450,000	250,000	250,000	0	0.00%	
Proceeds from disposal of assets	0	0	27,510	27,510	0.00%	▲
	450,000	250,000	277,510	27,510	11.00%	
Outflows from investing activities						
Payments for property, plant and equipment	(5,340,351)	(2,676,193)	(1,146,583)	1,529,610	57.16%	▲
	(5,340,351)	(2,676,193)	(1,146,583)	1,529,610	57.16%	
Amount attributable to investing activities	(4,890,351)	(2,426,193)	(869,073)	1,557,120	64.18%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	4,577,300	972,685	972,685	0	0.00%	
	4,577,300	972,685	972,685	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(242,601)	(239,985)	(239,985)	0	0.00%	
Transfer to reserves	(390,000)	0	(135,630)	(135,630)	0.00%	▼
	(632,601)	(239,985)	(375,615)	(135,630)	(56.52%)	
Amount attributable to financing activities	3,944,699	732,700	597,070	(135,630)	(18.51%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2,307,724	2,307,724	986,139	(1,321,585)	(57.27%)	▼
Amount attributable to operating activities	263,958	(15,442)	350,311	365,753	2368.63%	▲
Amount attributable to investing activities	(4,890,351)	(2,426,193)	(869,073)	1,557,120	64.18%	▲
Amount attributable to financing activities	3,944,699	732,700	597,070	(135,630)	(18.51%)	▼
Surplus or deficit after imposition of general rate	1,626,030	598,790	1,064,448	465,658	77.77%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Unaudited 30 June 2023	30 November 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,814,151	7,331,721
Trade and other receivables	1,349,836	2,378,916
Other financial assets	105,476	46,459
Inventories	1,463,477	1,483,809
Other assets	541,800	1,978,937
TOTAL CURRENT ASSETS	14,274,739	13,219,842
NON-CURRENT ASSETS		
Other financial assets	1,708,024	1,721,524
Property, plant and equipment	22,615,407	21,663,080
Right-of-use assets	4,599,755	4,308,965
TOTAL NON-CURRENT ASSETS	28,923,186	27,693,569
TOTAL ASSETS	43,197,925	40,913,411
CURRENT LIABILITIES		
Trade and other payables	3,235,201	3,339,068
Lease liabilities	582,243	582,243
Borrowings	91,976	46,459
Employee related provisions	467,024	540,223
TOTAL CURRENT LIABILITIES	4,376,444	4,507,993
NON-CURRENT LIABILITIES		
Lease liabilities	4,968,948	4,728,963
Borrowings	1,708,024	1,708,024
Employee related provisions	98,181	84,301
Other provisions	3,848,763	3,881,055
TOTAL NON-CURRENT LIABILITIES	10,623,917	10,402,341
TOTAL LIABILITIES	15,000,361	14,910,334
NET ASSETS	28,197,564	26,003,077
EQUITY		
Retained surplus	2,629,217	1,271,785
Reserve accounts	10,133,325	9,296,270
Revaluation surplus	15,435,022	15,435,022
TOTAL EQUITY	28,197,564	26,003,077

This statement is to be read in conjunction with the accompanying r

**RESOURCE RECOVERY GROUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

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 2023-24 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	408,965	7.22%	▲
Gate fee, Product sales income, Audit consultancy & Red Bin Waste higher than budget			
Interest revenue	(29,144)	(25.81%)	▼
Reversal accrued interest income due to year end adjustment			
Other revenue	(251,292)	(25.85%)	▼
CDS income lower than budget			
Expenditure from operating activities			
Materials and contracts	(140,255)	(3.40%)	▼
Lower service delivery, contract and disposal costs			
Utility charges	39,349	11.96%	▲
Cost savings			

UNCONFIRMED

RESOURCE RECOVERY GROUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Adopted Budget Opening 30 June 2023	Unaudited Last Year Closing 30 June 2023	Year to Date 30 November 2023
(a) Net current assets used in the Statement of Financial Activity			
Current assets	\$	\$	\$
Cash and cash equivalents	8,335,809	10,814,151	7,331,721
Trade and other receivables	2,000,000	1,349,836	2,378,916
Other financial assets		105,476	46,459
Inventories	500,000	1,463,477	1,483,809
Other assets	350,000	541,800	1,978,937
	11,185,809	14,274,739	13,219,842
Less: current liabilities			
Trade and other payables	(2,910,000)	(3,235,201)	(3,339,068)
Lease liabilities	(582,243)	(582,243)	(582,243)
Borrowings		(91,976)	(46,459)
Employee related provisions	(712,992)	(467,024)	(540,223)
	(4,205,235)	(4,376,444)	(4,507,993)
Net current assets	6,980,574	9,898,295	8,711,849
Less: Total adjustments to net current assets	(8,214,805)	(8,912,156)	(8,127,345)
Closing funding surplus / (deficit)	(1,234,231)	986,139	584,504

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Add: Depreciation	4,815,819	2,001,547	1,978,199
- Employee provisions	722,014	78,405	(13,880)
- Other provisions			32,291
Total non-cash amounts excluded from operating activities	5,537,833	2,079,952	1,957,743

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2023	Unaudited Last Year Closing 30 June 2023	Year to Date 30 November 2023
Adjustments to net current assets	\$	\$	\$
Less: Reserve accounts	(9,510,040)	(10,133,325)	(9,296,270)
- Current financial assets at amortised cost - self supporting loans		79,926	
- Other liabilities [describe]			
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings		91,976	46,459
- Current portion of lease liabilities	582,243	582,243	582,243
- Current portion of employee benefit provisions held in reserve	712,992	467,024	540,223
Total adjustments to net current assets	(8,214,805)	(8,912,156)	(8,127,345)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2023

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 31 January 2024

Schedule of Payments made in November 2023

Chq/EFT	Date	Name	Description	Amount
4800382	07.11.23	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal Costs	281,182.07
4800392	07.11.23	Fleetcare Pty Ltd	Novated Lease	1,955.35
4800394	08.11.23	RRG Payroll Net Clearing	Payroll	122,396.72
4800395	09.11.23	Precision (Beam)	Superannuation	24,858.92
4800396	13.11.23	City of Wanneroo	Quarterly CDS Sharing	5,607.54
4800397	13.11.23	DLA Piper Australia	Licensing Fees	91.11
4800398	13.11.23	Hands-On Infection Control	Occupational health and safety cost	29.70
4800399	13.11.23	Industrial Protective Products (WA)	Safety Equipment	714.89
4800400	13.11.23	LGISWA	Health Assessments	619.00
4800401	13.11.23	Octagon-BKG Lifts	Quarterly service of lift	619.30
4800402	13.11.23	Safety Signs Service	Occupational health and safety cost	110.31
4800403	13.11.23	Totalenergies Marketing Australia Pty Ltd	Mobile Plant costs	439.56
4800404	13.11.23	VIP Lawns and Gardens (The Trustee for Brad Hill Family	Gardening Services	143.00
4800405	13.11.23	Wastetrans Wa	Hook truck hire and service	990.00
4800406	13.11.23	PAYG - Australian Taxation Office (ATO)	PAYG	39,076.00
4800407	13.11.23	BP Australia P/L	Diesel Fuel	19,136.71
4800408	13.11.23	Environmental & Air Quality Consulting Pty Ltd	Odour Field Assessment	2,062.02
4800409	13.11.23	Minter Ellison Lawyers	Legal Advice	19,916.16
4800410	13.11.23	Network-IT(WA) PTY LTD	IT/ ICT/ Support	7,752.45
4800411	13.11.23	Perth Recruitment Services Pty Ltd	Labour hire staff	7,756.61
4800412	13.11.23	Selectro Services P/L	New Trommel power supply	15,191.00
4800413	13.11.23	Solutions Plus Partnership Pty Ltd	SAP Support	1,045.00
4800414	13.11.23	Tema Services Pty Ltd	Laundry expenses	1,447.60
4800415	13.11.23	United Equipment Pty Ltd	Mobile Plant parts	4,555.91
4800416	13.11.23	Dapper Apps Pty Ltd	RecycleRight Website & App Development	3,300.00
4800417	13.11.23	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertisement	1,467.80
4800418	13.11.23	PAYG - Australian Taxation Office (ATO)	PAYG	38,620.00
4800419	13.11.23	BAS - Australian Taxation Office (ATO)	BAS - September 2023	49,390.00
4800422	23.11.23	BAS - Australian Taxation Office (ATO)	BAS - October 2023	40,538.00
4800423	23.11.23	Applied Industrial Technologies Pty Ltd	MRF Equipment	131.92
4800424	23.11.23	Blackwoods Atkins	Safety Equipment	542.41
4800425	23.11.23	Bunnings Group Limited	Workshop expenses	492.06
4800426	23.11.23	Di Candilo Steel City	Fixed Plant Maintenance Parts	473.00
4800427	23.11.23	Flick Anticimex Pty Ltd	CVC Cleaning	807.21
4800428	23.11.23	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier expenses	244.07
4800429	23.11.23	Haz-Ed Services	Other Employment Costs	297.00
4800430	23.11.23	Hoisting Equipment Specialist (HESWA)	Occupational health and safety cost	691.90
4800431	23.11.23	Industrial Power Tool Services	Accommodation/Site Maintenance	129.25
4800432	23.11.23	Instant Weighing	Mobile Plant parts	853.60
4800433	23.11.23	Material Recovery Solutions Pty Ltd	CVC Freight and Couriers	106.04
4800434	23.11.23	Network-IT(WA) PTY LTD	IT/ ICT/ Support	693.00
4800435	23.11.23	Octagon-BKG Lifts	Accommodation/Site Maintenance	495.00
4800436	23.11.23	Rentokil Initial Pty Ltd (ambius)	Accommodation/Site Maintenance	58.85
4800437	23.11.23	Sonic Health Plus	Other Employment Costs	327.80
4800438	23.11.23	Southern Cross Cleaning Services	Office Cleaning	949.09
4800439	23.11.23	Water2Water Pty Ltd	Inspect and repair of water fountain	823.60
4800440	23.11.23	Work Clobber	Safety Equipment	266.85
4800441	23.11.23	Advance Press	Recycling Calendars	5,885.00
4800442	23.11.23	All Fire and Electrical WA	Mobile Plant costs	7,767.10
4800443	23.11.23	All Rubber TMH Pty Ltd	Fixed Plant Maintenance	8,128.45
4800444	23.11.23	Allclean Property Services Plus	CVC Cleaning	3,739.18
4800445	23.11.23	Eurofins ARL Pty Ltd	FOGO Fines Sample	1,474.00
4800446	23.11.23	Aveling	Training	1,240.00
4800447	23.11.23	Blue Force Pty Ltd	CVC Security	3,416.60
4800448	23.11.23	CJD Equipment Pty Ltd	Mobile Plant costs	4,957.71
4800449	23.11.23	Cleveland Compressed Air Services	Fixed Plant Maintenance	4,250.40
4800450	23.11.23	CTI Logistics Interstate	transport costs	27,902.80
4800451	23.11.23	DBC Waste Management Pty Ltd	Accommodation/Site Maintenance	7,272.80
4800452	23.11.23	Department of Water and Environmental Regulation	Licensing Fees	3,500.00
4800453	23.11.23	E Fire & Safety (WA)	Accommodation/Site Maintenance	14,841.20
4800454	23.11.23	Fox Refrigeration and Air-Conditioning	Fixed Plant Maintenance	4,047.80
4800455	23.11.23	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance Services	3,730.38
4800456	23.11.23	Hydraulink Australia Pty Ltd	Mobile Plant costs	3,696.17
4800457	23.11.23	Industrial Protective Products (WA)	Safety Equipment	2,581.54

4800458	23.11.23	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	2,816.00
4800459	23.11.23	Minter Ellison Lawyers	Legal advice	18,975.88
4800460	23.11.23	MM Electrical Merchandising	MNT Part	4,301.61
4800461	23.11.23	Natsync Environmental	Quarterly pest management	5,326.00
4800462	23.11.23	OTR Tyres	Mobile Plant costs	2,108.72
4800463	23.11.23	Perth Recruitment Services Pty Ltd	labour hire staff	11,806.26
4800464	23.11.23	SAGE Automation Pty Ltd	Fixed Plant Maintenance	22,590.68
4800465	23.11.23	Snap Printing Canning Vale	Stationery	1,186.36
4800466	23.11.23	Solutions Plus Partnership Pty Ltd	SAP B1 Licence	10,113.25
4800467	23.11.23	Super Sweep	Sweeping	4,312.00
4800468	23.11.23	Tema Services Pty Ltd	Laundry expenses	1,014.88
4800469	23.11.23	Toyota Material Handling WA Pty Ltd	Mobile Plant costs	2,525.84
4800470	23.11.23	United Equipment Pty Ltd	Mobile Plant costs	2,364.01
4800471	23.11.23	Western Australian Local Government Association	MProcessing Costs	18,425.12
4800472	23.11.23	Winc Australia Pty Limited	Stationery	1,464.15
4800473	23.11.23	Lece Pty Ltd	Accommodation/Site Maintenance	2,935.55
4800474	23.11.23	Napier & Blakeley Pty Ltd ATF Napier & Blakeley Unit	Contracted Services	5,500.00
4800475	23.11.23	Oatley Resources Australia Pty Ltd	transport costs	4,992.24
4800476	23.11.23	Synergy - Electricity Retail Corporation	Electricity	60,461.70
4800477	23.11.23	Xelflex Pty Ltd	Fixed Plant Maintenance	63,894.67
4800478	23.11.23	Lincom WA Pty Ltd	Mobile Plant costs	35,805.00
4800483	22.11.23	RRG Payroll Net Clearing	Payroll	122,325.80
4800484	22.11.23	Vocus Pty Ltd	IT/ ICT/ Support	1,097.80
4800485	23.11.23	Precision (Beam)	Super	24,997.99
4800497	30.11.23	National Australia Bank (NAB)	Credit Card Repayment Nov 23	14,528.34
4800479	30.11.23	Cr Andrew White* (V00074)	Councillor sitting fees	686.92
4800481	30.11.23	Cr Karen Wheatland* (V00076)	Councillor sitting fees	1,365.50
4800482	30.11.23	Cr Hannah Fitzhardinge* (V00313)	Councillor sitting fees	270.15
4800480	30.11.23	Cr Doug Thompson* (V00075)	Councillor sitting fees	544.76
			TOTAL PAYMENTS	1,256,563.69

4800497	01/11/2023		Credit Card Transactions for November 2023	
4800497	27/11/2023	Tool Kit Depot	MRF tool supplier	738.00
4800497	27/11/2023	Adobe Creative Cloud	Licence fees	121.99
4800497	27/11/2023	Adobe Creative Cloud	Licence fees	506.89
4800497	27/11/2023	Lighthouse Locksmith	Spare keys cut	77.00
4800497	27/11/2023	Sq *reinol Wa	maintenance workshop expense	187.44
4800497	23/11/2023	Adobe Creative Cloud	Monthly software subscription	79.99
4800497	24/11/2023	Kmart	Christmas Party Raffle	105.00
4800497	24/11/2023	Woolworths	Christmas Party Raffle	61.25
4800497	24/11/2023	The Body Shop Boorag	Christmas Party Raffle	21.00
4800497	24/11/2023	T2 - Booragoon	Christmas Party Raffle	36.40
4800497	24/11/2023	Dusk Australasia Pty	Christmas Party Raffle	29.97
4800497	24/11/2023	Facebk	FB Promo	40.00
4800497	22/11/2023	Finger Food Catering	Council Meeting	551.82
4800497	23/11/2023	V/Cellars	council meeting	136.80
4800497	23/11/2023	Sms Broadcast Pty Ltd	phone expense	38.50
4800497	22/11/2023	7-Eleven	Milk	6.00
4800497	22/11/2023	Advance Press 2013 Pty	Incursion/events	537.24
4800497	22/11/2023	Sitech Wa Pty Ltd	IHQ Scale license	154.00
4800497	22/11/2023	Posmarket	Other office expense	247.50
4800497	22/11/2023	Kee Transport Austr	Transport Cost	96.25
4800497	22/11/2023	Volvo Group Australia	Service Agreement for hook truck	511.70
4800497	22/11/2023	Facebk	Social Media Facebook	88.14
4800497	20/11/2023	Gilberts Fresh Mark	Fruit	31.20
4800497	20/11/2023	Coles	Kitchen supplies	66.80
4800497	15/11/2023	Aldi Stores	QHSE Meeting expense	37.72
4800497	17/11/2023	Kee Transport Austr	Transport Cost	577.50
4800497	16/11/2023	Zoom Us	Video Conference Premium service	22.39
4800497	15/11/2023	City Of Perth Parking-Ons	Parking	9.09
4800497	13/11/2023	Gilberts Fresh Mark	Weekly Fruit & Milk	34.11
4800497	13/11/2023	Woolworths	Milk & Kitchen supplies	39.80
4800497	13/11/2023	Woolworths	Milk & Kitchen supplies	0.99
4800497	9/11/2023	Ezi*wanneroo Trophy Sh	Christmas Party	18.75
4800497	12/11/2023	Mailchimp *misc	Monthly subscription	62.95
4800497	10/11/2023	Myaree Lunch Bar	REG Lunch Meeting	123.00
4800497	9/11/2023	Sq *melville Retic	Accommodation/Site Maintenance	344.00
4800497	9/11/2023	lpy*janisseelectric	Accommodation/Site Maintenance	272.66
4800497	9/11/2023	Facebk	Advertising & Promotion	27.32

4800497	6/11/2023	Bunnings	Christmas Party	28.00
4800497	7/11/2023	Coles	Melbourne Cup	41.45
4800497	6/11/2023	Subway Bannister Road	Melbourne Cup	52.00
4800497	7/11/2023	Dynamic Web Training	Staff Training	440.00
4800497	6/11/2023	Gilberts Fresh Mark	Weekly Fruit & Milk	38.62
4800497	7/11/2023	Stratco Wa	Fixed Plant Maintenance	200.60
4800497	5/11/2023	Bunnings	Melbourne Cup	24.00
4800497	6/11/2023	Woolworths	Milk & Kitchen supplies	50.75
4800497	6/11/2023	Woolworths	Milk & Kitchen supplies	6.50
4800497	6/11/2023	Facebk	Advertising & Promotion	6.30
4800497	2/11/2023	Paypal	Office supply	96.00
4800497	3/11/2023	Hello Visitor Pty Lt	Visitor Management System	30.75
4800497	3/11/2023	Amazon Web Services	Recycle Right web and app hosting	205.20
4800497	2/11/2023	Adobe Systems Pty Ltd	AdobePro licence	28.00
4800497	3/11/2023	Wanewsdti	Newspaper Subscription	84.00
4800497	2/11/2023	Sq *teksal Safety	MNT Workshop	340.73
4800497	1/11/2023	Coles	Christmas Party	2,900.00
4800497	1/11/2023	Coles	Christmas Party	14.85
4800497	2/11/2023	Wilson Parking	Mobile Patrol Services	1,182.04
4800497	2/11/2023	Volvo Group Australia	Service Agreement for hook truck	511.70
4800497	2/11/2023	Sp Ledlenser	Goods supply	231.90
4800497	1/11/2023	Adobe Systems Pty Ltd	royalty free subscription	39.59
4800497	31/10/2023	Charcos The Flaming Ch	Melbourne Cup lunch	635.08
4800497	30/10/2023	Gilberts Fresh Mark	Weekly Fruit	26.83
4800497	30/10/2023	Insight Call Centre	Community Feedback hotline answering services	171.00
4800497	30/10/2023	Coles	Milk	8.00
4800497	27/10/2023	Dangelo Cafe	Meeting Chair	16.73
4800497	27/10/2023	Adobe Systems Pty Ltd	Monthly Licence fees	121.99
4800497	27/10/2023	Adobe Systems Pty Ltd	Monthly Licence fees	471.90
4800497	27/10/2023	City Of Fremantle	Meeting Chair	7.80
4800497	27/10/2023	Repco	MNT workshop	253.50
4800497	28/10/2023	Dropbox 4f1h2vsthpr1	software	184.67
4800497	26/10/2023	Parkwood Hardware	Fixed Plant Maintenance	36.70
Credit Card Purchases - November 2023				14,528.34

Schedule of Payments made in December 2023

Chq/EFT	Date	Name	Description	Amount
4800486	01.12.23	JD Organics Pty Ltd T/A Garden Organics	Processing Costs	83,742.32
4800487	01.12.23	Purearth	FOGO Fines	56,359.60
4800488	01.12.23	Veolia Recycling & Recovery (Perth) Pty Ltd	Red Bin Disposal Costs	231,710.95
4800489	01.12.23	Wastetrans Wa	Transport cost	106,616.19
4800490	01.12.23	Empire Sons Pty Ltd	Refund duplicate payment	44,045.36
4800491	01.12.23	PAYG - Australian Taxation Office (ATO)	PAYG	38,818.00
4800496	01.12.23	City of Canning	CVC Lease	69,643.75
4800498	07.12.23	Fleetcare Pty Ltd	Novated Lease	1,955.35
4800499	07.12.23	Precision (Beam)	Superannuation	25,323.53
4800500	06.12.23	RRG Payroll Net Clearing	Payroll	128,651.35
4800501	14.12.23	BAS - Australian Taxation Office (ATO)	BAS - November 2023	42,126.00
4800502	14.12.23	PAYG - Australian Taxation Office (ATO)	PAYG	40,426.00
4800503	14.12.23	Telstra Limited	Phone	4,770.81
4800504	14.12.23	Water Corporation*	Water charges	742.70
4800505	14.12.23	Cr Andrew White*	Councillor sitting fees	686.92
4800506	14.12.23	Cr Karen Wheatland*	Councillor sitting fees	2,334.67
4800507	14.12.23	Cr Hannah Fitzhardinge*	Councillor sitting fees	1,013.08
4800508	14.12.23	Australian Bale Press Company	Goods received	478.50
4800509	14.12.23	Bunnings Group Limited	Accommodation/Site Maintenance	168.30
4800510	14.12.23	Con - Mech Pty Ltd	Goods received	413.00
4800511	14.12.23	E Fire & Safety (WA)	Accommodation/Site Maintenance	588.50
4800512	14.12.23	Ecocycle Pty Ltd	Other Reuse/disposal	230.78
4800513	14.12.23	Hose Mania	Fixed Plant Maintenance Parts	40.17
4800514	14.12.23	Industrial Power Tool Services	Accommodation/Site Maintenance	110.00
4800515	14.12.23	MM Electrical Merchandising	Minor Capital Equipment/Tools	484.00
4800516	14.12.23	Natsync Environmental	Pest control management	930.00
4800517	14.12.23	Netelec Pty Ltd T/A Netelec Electrical Supplies	Goods received	642.40
4800518	14.12.23	PEP Transport	Courier services	101.62
4800519	14.12.23	Perth Contract Hydraulics	Fixed Plant Maintenance	910.12
4800520	14.12.23	Rentokil Initial Pty Ltd (ambius)	Accommodation/Site Maintenance	58.85
4800521	14.12.23	Sonic Health Plus	Other Employment Costs	739.20
4800522	14.12.23	Tema Services Pty Ltd	Laundry expenses	824.75
4800523	14.12.23	Winc Australia Pty Limited	Stationery	824.20
4800524	14.12.23	Work Clobber	Occupational health and safety cost	729.33
4800525	14.12.23	Urban Clean 1 Pty Ltd	Office Cleaning	396.54
4800526	14.12.23	Allclean Property Services Plus	CVC Cleaning	3,739.18
4800527	14.12.23	Eurofins ARL Pty Ltd	Quality Assurance	1,179.20
4800528	14.12.23	Applied Industrial Technologies Pty Ltd	Parallel Shaft MRF Belt Magnet 1 (BMT1)	4,697.99
4800529	14.12.23	Arbon Equipment Pty Ltd	Goods received	15,301.00
4800530	14.12.23	Aurora environmental	Contracted Services	9,190.50
4800531	14.12.23	Blue Force Pty Ltd	Security Monitoring Services	1,563.53
4800532	14.12.23	BP Australia P/L	Diesel Fuel	12,896.72
4800533	14.12.23	Cleanaway Co Pty Ltd	Other Reuse/disposal	4,529.53
4800534	14.12.23	Cleveland Compressed Air Services	Fixed Plant Maintenance Parts	2,553.93
4800535	14.12.23	CTI Logistics Interstate	Product transport costs	28,638.56
4800536	14.12.23	Di Candilo Steel City	Fixed Plant Maintenance Parts	3,751.00
4800537	14.12.23	Eftsure Pty Ltd	IT/ ICT/ Support exp	5,190.57
4800538	14.12.23	Environmental & Air Quality Consulting Pty Ltd	Contracted Services	7,760.02
4800539	14.12.23	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	9,789.80
4800540	14.12.23	Hoisting Equipment Specialist (HESWA)	Fixed Plant Maintenance Parts	1,746.80
4800541	14.12.23	Horizon West Landscape & Irrigation Pty Ltd	Accommodation/Site Maintenance	3,730.38
4800542	14.12.23	Hydraulink Australia Pty Ltd	Mobile Plant Maintenance	6,857.74
4800543	14.12.23	Hydrodynamic Pumps Pty Ltd	Goods received	5,423.00
4800544	14.12.23	Instant Weighing	Mobile Plant Maintenance	1,106.60
4800545	14.12.23	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	2,488.75
4800546	14.12.23	Material Recovery Solutions Pty Ltd	Goods received	1,078.22
4800547	14.12.23	Moore Australia	Consultants	6,050.00
4800548	14.12.23	Network-IT(WA) PTY LTD	IT/ ICT/ Support exp	6,877.16
4800549	14.12.23	OTR Tyres	Mobile Plant Maintenance	2,423.30
4800550	14.12.23	Perth Recruitment Services Pty Ltd	Labour Hire	5,710.52
4800551	14.12.23	SAGE Automation Pty Ltd	Fixed Plant Maintenance Parts	2,648.80
4800552	14.12.23	Total Electrical & Mechanical Services Pty Ltd	Fixed Plant Maintenance Parts	2,514.14
4800553	14.12.23	Toyota Material Handling WA Pty Ltd	Mobile Plant Maintenance	4,544.07
4800554	14.12.23	WA Fasteners Pty Ltd	Occupational health and safety cost	4,557.85

Schedule of Payments made in January 2024

Chq/EFT	Date	Name	Description	Amount
4800576	02.01.24	WA Treasury Corporation	Office Project Loan	41,178.27
4800578	04.01.24	Precision (Beam)	Superannuation	26,346.63
4800579	09.01.24	Eurofins ARL Pty Ltd	Quality Assurance	294.80
4800580	09.01.24	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier	268.85
4800581	09.01.24	Octagon-BKG Lifts	service of lift at the MRF	619.30
4800582	09.01.24	Sonic Health Plus	Other Employment Costs	404.80
4800583	09.01.24	Southern Cross Cleaning Services	Office Cleaning	537.82
4800584	09.01.24	Synergy - Electricity Retail Corporation	Electricity charges	884.22
4800585	09.01.24	Tema Services Pty Ltd	Laundry expenses	90.48
4800586	09.01.24	Toyota Material Handling WA Pty Ltd	MNT forklift	169.87
4800587	09.01.24	Aurora environmental	Contracted Services	4,840.00
4800588	09.01.24	BP Australia P/L	Diesel Fuel	13,816.55
4800589	09.01.24	Environmental & Air Quality Consulting Pty Ltd	Contracted Services	9,201.02
4800590	09.01.24	Industrial Protective Products (WA)	Occupational health and safety cost	2,004.64
4800591	09.01.24	Minter Ellison Lawyers	Legal Matter	11,027.94
4800592	09.01.24	Network-IT(WA) PTY LTD	IT/ ICT/ Support exp	1,851.00
4800593	09.01.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	4,424.16
4800594	09.01.24	Perth Recruitment Services Pty Ltd	Labour Hire	10,279.22
4800595	09.01.24	Recycling Plastics Australia Pty Ltd (RPA)	Other Reuse/disposal	19,432.60
4800596	09.01.24	Solutions Plus Partnership Pty Ltd	SAP B1 Support	1,045.00
4800597	09.01.24	Super Sweep	Sweeping	4,136.00
4800598	09.01.24	Waste Management and Resource Recovery Association	Membership	1,866.00
4800599	09.01.24	City of Wanneroo	Quarterly CDS Sharing	84,319.17
4800600	09.01.24	PAYG - Australian Taxation Office (ATO)	PAYG	42,468.00
4800601	09.01.24	PAYG - Australian Taxation Office (ATO)	PAYG	45,592.00
4800602	09.01.24	Telstra Limited	Landline	1,730.47
4800603	09.01.24	Water Corporation*	Water charges	453.43
4800604	03.01.24	RRG Payroll Net Clearing	Payroll	144,794.78
4800607	17.01.24	RRG Payroll Net Clearing	Payroll	141,262.78
4800608	17.01.24	Precision (Beam)	Superannuation	26,253.63
4800609	02.01.24	National Australia Bank (NAB)	Credit Card Repayment Dec 23	8,547.59
4800610	05.01.24	Fleetcare Pty Ltd	Novated Lease	1,955.35
4800611	22.01.24	Eurofins ARL Pty Ltd	Quality Assurance	884.40
4800612	22.01.24	Blackwoods Atkins	Occupational health and safety cost	313.28
4800613	22.01.24	Bunnings Group Limited	Accommodation/Site Maintenance	99.54
4800614	22.01.24	Ecocycle Pty Ltd	Other Reuse/disposal	684.38
4800615	22.01.24	Fox Refrigeration and Air-Conditioning	Fixed Plant Maintenance	540.00
4800616	22.01.24	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier	232.77
4800617	22.01.24	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	530.75
4800618	22.01.24	Mandalay Technologies Pty Ltd	IT/ ICT/ Support exp	506.00
4800619	22.01.24	MM Electrical Merchandising	Fixed Plant Maintenance	649.11
4800620	22.01.24	Rentokil Initial Pty Ltd (ambius)	Accommodation/Site Maintenance	58.85
4800621	22.01.24	Safety Signs Service	Accommodation/Site Maintenance	176.40
4800622	22.01.24	Sonic Health Plus	Occupational health and safety cost	595.10
4800623	22.01.24	St John Ambulance Australia	Occupational health and safety cost	642.34
4800624	22.01.24	Tema Services Pty Ltd	Laundry expenses	633.33
4800625	22.01.24	Toyota Material Handling WA Pty Ltd	Mobile Plant Maintenance	169.87
4800626	22.01.24	VIP Lawns and Gardens	Gardening Services	143.00
4800627	22.01.24	Water2Water Pty Ltd	Accommodation/Site Maintenance	700.00
4800628	22.01.24	Cr Andrew White*	Councillor sitting fees	686.92
4800629	22.01.24	Cr Karen Wheatland*	Councillor sitting fees	2,334.67
4800630	22.01.24	Cr Hannah Fitzhardinge*	Councillor sitting fees	1,013.08
4800631	22.01.24	PAYG - Australian Taxation Office (ATO)	PAYG	44,944.00
4800632	22.01.24	Water Corporation*	Water & service charges	5,830.05
4800633	22.01.24	BAS - Australian Taxation Office (ATO)	BAS - December 2023	58,718.00

