

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

THURSDAY 23 FEBRUARY 2023

**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 Chair welcomed everyone in attendance and declared the meeting open at 4.00pm.

“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 Doug Thompson (Chairperson)	City of Fremantle
Cr Karen Wheatland (Deputy Chairperson)	City of Melville
Cr Andrew White	Town of East Fremantle
Mr Peter Kocian (Deputy REG Member)	Town of East Fremantle
Mr Nick King (Deputy REG Member)	Town of East Fremantle
Mr Mick McCarthy (REG Member) entered at 4.01pm	City of Melville
Mr Tim Youé	RRG, Chief Executive Officer
Mr Chris Wiggins	RRG, Executive Manager Corporate Services
Mr Brendan Doherty	RRG, Executive Manager Strategic Projects
Ms Ann Johnson	RRG, Manager Governance & Culture

APOLOGIES

Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Matt Hammond (REG Member)	City of Fremantle
Mr Keith Swift	RRG Executive Manager Operations

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

The Chair noted that there is a late item 13.1 for consideration.

Their Chair advised that a regional MWAC meeting is scheduled for 11 and 12 May, Cr Wheatland has indicated an interest in attending.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 24 NOVEMBER 2022

COUNCIL RESOLUTION

23.02-01 **MOVED:** CR K Wheatland **SECONDED:** Cr A White

THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 NOVEMBER 2022 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 3/0

8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 24 NOVEMBER 2022

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

8.3 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 15 DECEMBER 2022

COUNCIL RESOLUTION

23.03-02 MOVED: CR K Wheatland SECONDED: CR A White

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 15 DECEMBER 2022 BE
RECEIVED AS A TRUE AND CORRECT RECORD**

CARRIED 3/0

8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 15 DECEMBER 2022

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 – RESIDUAL WASTE TRANSFER STATION

15.2 – MARKETING PLAN 2020-2024

13.1 – WASTE SUPPLY AGREEMENT PROJECT CO

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING

Nil

REPORT NO	11.1
SUBJECT	CHIEF EXECUTIVE OFFICER DELEGATED AUTHORITY 2023
AUTHOR	T Tafua, Manager Corporate Services
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	3 February 2023
FILE REFERENCE	FD: Corporate Governance\Reporting\CEO Delegations
ATTACHMENTS	Delegated Authority Register 2022

COUNCIL RESOLUTION

23.02-03

MOVED: Cr K Wheatland

SECONDED: Cr A White

CEO RECOMMENDATION/S:

1. THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER FOR THE 2023 CALENDAR YEAR BE ADOPTED:
 - 1) **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.
 - 2) **DISPOSAL OF REGIONAL COUNCIL ASSETS SURPLUS TO COUNCIL'S REQUIREMENTS AS FOLLOWS:**
 - a) BELOW \$100,000 EX GST WRITTEN DOWN BOOK VALUE WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.
 - 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.
 - 3) **APPROVAL, AUTHORISATION AND PAYMENT OF ACCOUNTS IN ACCORDANCE WITH COUNCIL'S POLICY.**
 - 4) **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.
- 5) DISPOSAL OF MATERIAL AT THE RRG CANNING VALE CENTRE TO STATE AND LOCAL GOVERNMENTS AND THE PRIVATE SECTOR UP TO \$50,000 EX GST.
 - 6) 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.
 - 7) NEGOTIATE A PERCENTAGE WITHIN THE ADOPTED FEE STRUCTURE FOR RECEIVING PRE-SORTED RECYCLABLE MATERIAL.
 - 8) APPROVE MINOR VARIATIONS TO CONTRACTS UP TO A TOTAL VALUE OF 10% OF THE CONTRACT VALUE.
 - 9) 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).
 - 10) 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.
 - 11) DISPOSE MATERIALS OFF-TAKE AT THE RRG CANNING VALE CENTRE THAT DO NOT MEET CONTRACTED MATERIAL SPECIFICATIONS.
 - 12) 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.
 - 13) TO NEGOTIATE AN AGREED FINANCIAL CONTRIBUTION FEE WITH PARTICIPANTS WHERE ANY WASTE IS DIVERTED FROM THE RRG CANNING VALE CENTRE.
 - 14) SIGN DOCUMENTS ON BEHALF OF THE REGIONAL COUNCIL INCLUDING THE EXECUTION OF DEEDS SUBJECT TO THE FOLLOWING CONDITIONS:
 1. RESTRICTED TO DOCUMENTS NOT REQUIRING THE COMMON SEAL
 2. SUBJECT TO THE APPROVALS IN DA NO 6, RESTRICTED TO CONTRACTS WITH A VALUE NOT EXCEEDING THE CEO'S DELEGATED AUTHORITY EXPENDITURE LIMIT (EG \$300,000EX GST)
 3. RESTRICTED TO AGREEMENTS AND CONTRACTS WITH TERMS NOT EXCEEDING 10 YEARS
 4. RESTRICTED TO AGREEMENTS AND CONTRACTS REQUIRING REGIONAL COUNCIL APPROVAL IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT
 5. 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.
 - 15) EXERCISE THE COUNCIL'S OPTION FOR CONTRACT EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT, FOR CONTRACTS ENDORSED BY COUNCIL.
 - 16) CEO BE AUTHORISED AS THE COMPLAINTS OFFICER.
 - 17) NEGOTIATE AND ENTER INTO AGREEMENTS FOR PLASTIC REPROCESSING OPPORTUNITIES.

- 18) **AWARD CONTRACTS FOR COMPOSTING FACILITY CIVIL WORKS.**
- 19) **AWARD PANEL OF PRE-APPROVED SUPPLIERS IN THEIR RESPECTIVE AREA OF EXPERTISE FOR TWELVE MONTHS.**
- 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.**

CARRIED 3/0

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)	Infringement by relevant authority	1- Compliance with legislation, 2- State Govt Legislative updates,	Low 6

			3- Annual Compliance Audit Return,	
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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 Nineteen (19) existing Delegations to the CEO are recommended to continue.

Proposed new DA19 Award panel of pre-approved suppliers

The purpose of this delegation is to allow the CEO to award contracts to Panels of Pre-qualified suppliers in accordance with *Part 4 Division 3 -- Panels of pre-qualified suppliers of the Local Government (Functions & General) Regulations..*

RRG manages a business activity that requires regular goods and services from a multidisciplinary resource of experienced and skilled contractors and consultants and requires a panel of suppliers on hand to immediately respond to its business needs.

The panel will consist of contractors experienced in delivering the services required and with knowledge of the CVC plant and its operations.

A public tender process must be undertaken.

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.

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 Corporate Services,
2. Executive Manager Strategic Projects,
3. Manager Corporate Services,
4. 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

DA8 Approve Minor Variations to Contracts Up to a Total Value of 10% of the Contract Value, But Not Exceeding \$150,000 or the Approved Annual Budget.

Delegated to Executive Manager Strategic Projects

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 Award a contract/s for Composting Facility Civil Works.

Delegated to Executive Manager Strategic Projects

REPORT NO	11.2
SUBJECT	STRATEGIC PLANS
AUTHOR	Tim Youé, Chief Executive Officer
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	16 February 2023
FILE REFERENCE	
ATTACHMENTS	

COUNCIL RESOLUTION

23.02-04 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

RECOMMENDATION:

THE DRAFT PLANS FOLLOWING THE STRATEGIC PLAN REVIEW WORKSHOP TO BE HELD ON TUESDAY 7 MARCH 2023 BE PROVIDED TO PARTICIPANTS FOR FEEDBACK AND A REPORT BE PRESENTED TO THE NEXT MEETING OF COUNCIL.

CARRIED 3/0

REPORT

A strategic plan review workshop is planned for Tuesday 7 March 2023.

Following the workshop, the plans listed below be provided to participants for feedback and a report be presented to the next meeting of council:

1. Strategic Plan Review Notes and updated draft plan.
2. Draft Long Tern Financial Plan
3. Draft Asset Management Plan
4. Draft ICT Strategic Plan
5. Other plans as required.

REPORT NO	11.3
SUBJECT	LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2022
AUTHOR	A Johnson, Manager Governance & Culture
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	14 February 2023
FILE REFERENCE	FD: Corporate/Governance/Reporting/Compliance Returns
ATTACHMENTS	Compliance Audit Return 2022

COUNCIL RESOLUTION

23.02-05 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION:

1. THAT THE REASONS AND ACTIONS TAKEN FOR NON-COMPLIANCE MATTERS RAISED IN THE RETURN BE NOTED.
2. THAT THE LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2022 TO 31 DECEMBER 2022 BE ADOPTED AND FORWARDED TO THE DEPARTMENT OF LOCAL GOVERNMENT FOLLOWING CERTIFICATION BY THE CHAIRMAN AND THE CHIEF EXECUTIVE OFFICER.

CARRIED 3/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To review the Local Government compliance Audit Return for the period 1 January 2022 to 31 December 2022.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The role of the Council is to ensure compliance with section 7.13(1)(i) of the Local Government Act 1995 and Regulations 13, 14 and 15 of the Local Government (Audit) Regulations 1996, local governments are required to carry out an audit of compliance for the period 1 January to 31 December each year.

Legislative

Regulation 14 of the Local Government (Audit) Regulations 1996 requires:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
- (a) Presented to the council at a meeting of the council; and
 - (b) Adopted by the council; and
 - (c) Recorded in the minutes of the meeting at which it is adopted.

IMPLICATIONS TO CONSIDER:

Consultative:
Not Applicable

Strategic relevance:
Compliance requirement

Policy related:
Nil

Financial:
Nil – audit undertaken in-house

Legal and statutory:

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	1- CEO Review of Statutory legislation & Compliance Report 2018 2- code of conduct 3- Compliance Calendar/Register 4 - State Govt Legislative updates 8- Annual Compliance Audit Return,	Low 6

BACKGROUND:

Local Governments are required to complete a self-assessment Compliance Audit Return for submission to the Department of Local Government.

The Audit & Risk Committee reviews the Compliance Audit Return and recommends to Council any remedial action taken or proposed to be taken regarding instances of non-compliance.

The Compliance Audit Return will be presented to Council and the Chair and the Chief Executive Officer are to complete a joint certification as to the contents of the return and submit to the Department of Local Government by 31 March 2023, together with any comments of non-compliance.

REPORT:

The Compliance Audit Return was undertaken by the Manager Governance & Culture.

The below two (2) matters of non-compliance were identified in the Compliance Audit Return.

Tenders for Providing Goods & Services

Compliance Question	Reason for non-compliance	Actions Taken
6. Did the local government's procedure for receiving and opening tenders comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	14 days notice was provided however tenders were not advertised in 3 ways as described. Regulation 15 requires that the tender is: a) Published on the LG official website, and b) Published in at least 3 of the ways prescribed in Admin Reg 3A(2)	1) Dedicated public notice section has been added to RRG website. 2) In addition to Statewide newspaper advertisements, all tender notices to appear on social media and RRG noticeboard.
15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	<ul style="list-style-type: none"> Complied with 24AD(4) in full. Complied with 24AE by giving 14 days notice but did not publish in 3 ways as described, in addition to on our website 	As above

REPORT NO	11.4
SUBJECT	CORPORATE POLICY REVIEW
AUTHOR	A Johnson, Manager Governance & Culture
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 February 2023
FILE REFERENCE	FD: Corporate Governance/Policy/Corporate Policy
ATTACHMENTS	1# Audit & Risk Committee 1.4 2# Related Party Disclosure 4.5 3# Business Development 4.8 4# Business Continuity Management 4.9 5# Asset Management 4.10

COUNCIL RESOLUTION

23.02-06 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION/S:

1. **THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
 - a. **AUDIT & RISK COMMITTEE 1.4**
 - b. **RELATED PARTY DISCLOSURE 4.5**
 - c. **BUSINESS DEVELOPMENT 4.8**
 - d. **BUSINESS CONTINUITY MANAGEMENT 4.9**
 - e. **ASSET MANAGEMENT 4.10**

CARRIED 3/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

The Local Government Act 1995 s2.7 (2)(b)
The Local Government Act 1995 s5.51A, s5.57, s5.87A, s5.87B, s5.87C & 5.89A
LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

IMPLICATIONS TO CONSIDER:

Consultative:

Not Applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy No 4.1 Policy Development and Procedures

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	<ul style="list-style-type: none"> 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 due for review, and the proposed amendments where considered appropriate:

No.	Policy Title	Objective	Proposed Amendments
1.4	Audit & Risk Committee	Establishes a committee for the purpose of reviewing the organisations audit, risk and compliance functions.	Updated to reflect change of name. Note: Retains the provision that the committee will consist of 3 Councillors.
4.5	Related Party Disclosure	Defines a related party for the purposes of financial transactions and the mechanisms for detection and notification.	Updated to reflect the change of name.
4.8	Business Development	Provides guidelines for establishing and managing plans, strategies and objectives and ensures they are linked to the strategic plan	Updated to reflect change of name.
4.9	Business Continuity Management	To minimise disruption of critical business functions for stakeholders and customers due to a crisis or emergency situation ensuring full functionality is re-established as swiftly as possible.	Updated to reflect change of name.

No.	Policy Title	Objective	Proposed Amendments
4.10	Asset Management	Provides a framework to ensure optimal management of assets and meet the requirements of the Local Government Act.	Updated to reflect change of name and ISO standard.

REPORT NO	11.5
SUBJECT	MID-YEAR 2022-23 BUDGET REVIEW
REPORTING OFFICER	L Vuckovic, Manager Finance
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	31 January 2023
FILE REFERENCE	FD: Corporate/Finance/Budgeting
ATTACHMENTS	Mid-Year Budget Review Report dated 16 February 2023

COUNCIL RESOLUTION

23.02-07 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION:

THAT THE MID YEAR 2022/23 BUDGET REVIEW AND BUDGET AMENDMENTS REPORT DATED 16 FEBRAURY 2023 BE ADOPTED.

CARRIED 3/0

VOTING REQUIREMENT

Absolute Majority

PURPOSE OF REPORT

To report to Council on the mid-year 2022/23 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 2022-23 REVISION SUMMARY

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

Resource Recovery Group's (RRG) operating revenue has decreased to \$16.6M (original Budget \$16.8M) and operating expenses has increased to \$22.3M (original Budget \$22.2M) due to the following results.

FAVOURABLE

- Final dividend deposit of \$53K from the Lehman Brothers (Australia) liquidation for a CDO investment in 2007. The funds will assist RRG's IT development plan eg, accounting software, SharePoint, and cloud backup.

UNFAVOURABLE

- The financial impact to RRG'S Material Recovery Facility is a reduction in tonnes and therefore revenue of 12% on previous year tonnages. (Net financial revenue loss: \$300K). One of the factors for a reduction is the uptake of the Containers for Change program by the community exceeding the projected 40% diversion of eligible CDS containers from the kerbside recycling bin rising to a 60% diversion from the kerbside recycling bin for the 6 months actual. This has reduced tonnes and the associated gate fees, product sales and container redemption income.

- As a result of the end-of-life of the assets in the green waste facility, an operational review has changed from on-site to off-site processing. (Net financial loss: \$60K).
- The shredder in the FOGO Production Facility required an unplanned major engine overhaul (Net financial revenue loss: \$40K)
- Transportation and disposal costs have increased due to a high annual CPI indexation rate of 8.3% from January 2023 (Net financial revenue loss: \$50K).

REPORT NO	11.6
SUBJECT	FINANCIAL REPORTS
REPORTING OFFICER	L Vuckovic, Manager Finance
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 February 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	#1 Statement of Financial Activity – 31 January 2023 #2 Statement of Financial Activity – 31 December 2022 #3 Statement of Financial Activity – 30 November 2022

COUNCIL RESOLUTION

23.02-08

MOVED: Cr K Wheatland

SECONDED: Cr A White

CEO RECOMMENDATION/S:

1. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE RESOURCE RECOVERY GROUP FOR THE PERIOD ENDED 31 JANUARY 2023 BE RECEIVED.**
2. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE RESOURCE RECOVERY GROUP FOR THE PERIOD ENDED 31 DECEMBER 2022 BE RECEIVED.**
3. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE RESOURCE RECOVERY GROUP FOR THE PERIOD ENDED 30 NOVEMBER 2022 BE RECEIVED.**

CARRIED 3/0

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 January 2023
 - 1.2 Financial Statements for the period ended 31 December 2022
 - 1.3 Financial Statements for the period ended 30 November 2022

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). The Council resolved at its meeting on 25 August 2021 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 2022	31 January 2023	23 February 2023
31 December 2022	28 February 2023	23 February 2023
31 January 2023	31 March 2023	23 February 2023
28 February 2023	30 April 2023	25 May 2023

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Not applicable

Policy related:

Policy No 2.1 Accounting Policies (Council approved 13/12/2021)

Value to be used when reporting material variances in financial reports

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations (no2) 2005, each financial year, a local government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards (AAS) to be used in statements of financial activity for reporting material variances.

Council resolved on 25 August 2022 that an amount of \$20,000 be the value used to report any variances between budget and actual line items in the monthly financial statements.

Financial:

Refer to report

Legal and statutory:

Not applicable

Risk related:

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

REPORT

1. Financial Statements for the period ended 31 January 2023

	YTD BUDGET	YTD ACTUAL	CHANGE
	Jan-23	Jan-23	
	(\$M)	(\$M)	
OPERATING REVENUES	\$9.8	\$9.5	-\$0.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$10.4	-\$9.4	\$1.0
OPERATING SURPLUS/ DEFICIT	-\$0.6	\$0.1	\$0.7
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Jan-23	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	\$9.1	\$12.0
OUTSTANDING LOANS	\$1.8	\$3.3	\$5.1
NET ASSETS	\$27.7	\$28.2	\$32.9

Notes:

- 1) Operating Revenue is lower than budget due to lower tonnes being received across all business units.
- 2) Operating Expenses are lower than the budget as a result of lower tonnes processed and operational efficiencies.
- 3) This has resulted in an almost break-even Operating Surplus/Deficit without the need to utilise prior years brought forward surpluses.

2. Financial Statements for the period ended 31 December 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	Dec-22	Dec-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$8.3	\$8.2	-\$0.1
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$8.9	-\$8.3	\$0.6
OPERATING SURPLUS/ DEFICIT	-\$0.6	-\$0.1	\$0.5
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Dec-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	\$9.1	\$12.0
OUTSTANDING LOANS	\$1.8	\$3.3	\$5.1
NET ASSETS	\$27.7	\$30.3	\$32.9

Notes:

- 4) Operating Revenue is lower than budget due to lower tonnes being received across all business units.
- 5) Operating Expenses are lower than the budget as a result of lower tonnes processed and operational efficiencies.
- 6) This has resulted in an almost break-even Operating Surplus/Deficit without the need to utilise prior years brought forward surpluses.

3. Financial Statements for the period ended 30 November 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	Nov-22	Nov-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$6.8	\$6.8	\$0.0
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$7.5	-\$6.7	\$0.8
OPERATING SURPLUS/ DEFICIT	-\$0.7	\$0.1	\$0.8
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Nov-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	\$8.9	\$12.0
OUTSTANDING LOANS	\$1.8	\$3.3	\$5.1
NET ASSETS	\$27.7	\$29.0	\$32.9

Notes:

- 1) Operating Expenses are lower than the budget due to lower maintenance, wages, insurance and disposal costs than estimated.
- 2) This has resulted in a surplus Operating Result without the need to utilise prior years brought forward surpluses.

REPORT NO	11.7
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	L Vuckovic, Manager Finance
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 February 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	Nil

COUNCIL RESOLUTION

23.02-09 **MOVED: Cr K Wheatland SECONDED: Cr A White**

CEO RECOMMENDATION:

1. **THE CASH INVESTMENT PORTFOLIO REPORT FOR THE MONTHS OF NOVEMBER 2022 DECEMBER 2022 BE RECEIVED.**

AMENDMENT:

1. **THE CASH INVESTMENT PORTFOLIO REPORT FOR THE MONTHS OF NOVEMBER 2022, DECEMBER 2022 AND JANUARY 2022 BE RECEIVED.**

CARRIED 3/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

- 1.5 To receive the cash investment portfolio report as at 31 January 2023.
- 1.6 To receive the cash investment portfolio report as at 31 December 2022.
- 1.7 To receive the cash investment portfolio report as at 30 November 2022.

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:

Key Focus Area Business Sustainability
Objective 2.1 Our Business is financially viable and sustainable

Policy related:

Policy No 2.3 Cash Investments Policy (Approved by Council 25/11/2021 next review Nov 2023)
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.

Standard No 2.2 Cash Investment Control Procedures (Approved by CEO Oct2021 next review Oct 2023)

Employees’ Delegations:

CEO (Council approval 24/02/2022)
Executive Manager Corporate Services (CEO approval 25/02/2022)

	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 authority from Council to invest surplus cash funds in accordance with Council approved policy.
Executive Manager Corporate Services	<ul style="list-style-type: none"> • Has delegation 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.
Internal Control Segregation of Duties	<ul style="list-style-type: none"> • Appropriate segregation of duties for: <ul style="list-style-type: none"> • Persons that record investments, • Persons that buy and sell investments, and • Persons that reconcile the investment statements

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 SMRC 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 SMRC can invest funds, 2 - Minimum credit rating is A-	Low 4

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

REPORT

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

52% (\$4.5m) of funds are currently invested in “green” investments.

The deposit meets our Investment Policy:

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

Lehman Brothers Australia Ltd (In liquidation)

On the 29 November 2006 the council purchased a CDO investment bond (Scarborough AA \$500,000) with Grange Securities (WALGA preferred panel for cash investment managers/advisors).

To-date, with the recent final dividend receipt, we have been reimbursed after costs from the scheme administrators an amount of \$236,623 representing approx. 47% of the total investment cost.

Distribution	Amount Received
06/01/2023 Final Payment of Dividends received (14.844 cents on \$357,380)	53,049.51
10/02/2017 Second Dividend for unsecured creditors (2.5 cents on \$357,380)	8,934.50
19/05/2016 First distribution claim against Class Action Standard & Poors Rating Agency \$174,638.88 after costs.	174,638.88
	\$236,622.89

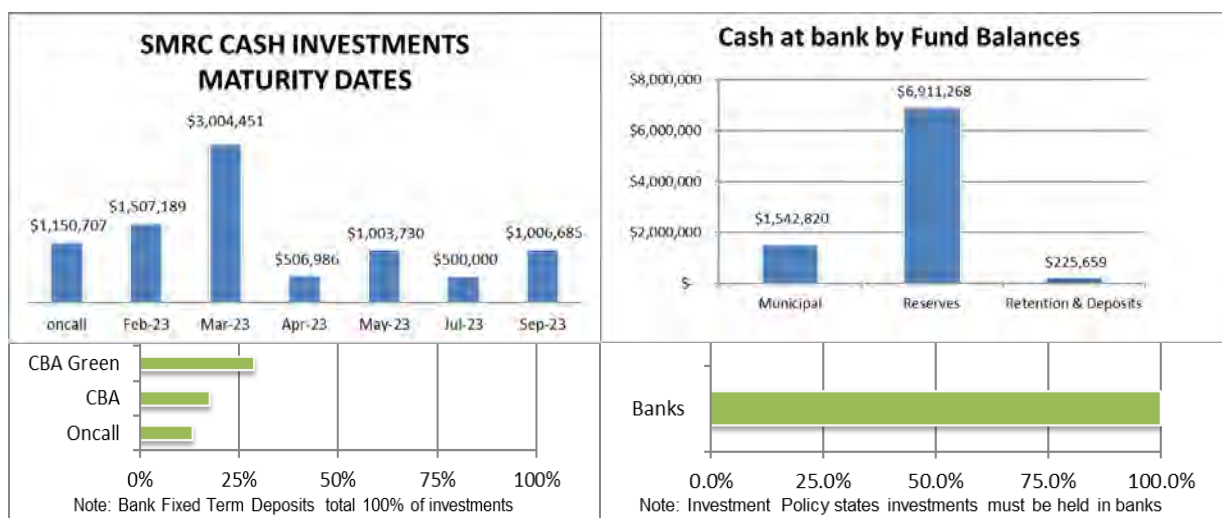
The Cash Investment portfolio as at 31 January 2023 is as follows:

**RESOURCE RECOVERY GROUP
CASH INVESTMENT PORTFOLIO
As at January 2023**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	1.05%	\$ 1,150,707	oncall	BWA Oncall	AA Bank	100% \$ 1,150,707
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
60	0.29%	\$ 1,003,730	16/05/2023	CBA Green	AA Bank	100% \$ 1,003,730
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA Bank	100% \$ 1,002,992
66	3.90%	\$ 506,986	11/04/2023	CBA	AA Bank	100% \$ 506,986
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	3.97%	\$ 1,006,685	14/09/2023	CBA ESG	AA Bank	100% \$ 1,006,685
69	3.60%	\$ 504,197	13/02/2023	CBA	AA Bank	100% \$ 504,197
70	3.50%	\$ 504,451	6/03/2023	CBA	AA Bank	100% \$ 504,451
72	3.82%	\$ 500,000	24/07/2023	CBA Green	AA Bank	100% \$ 500,000

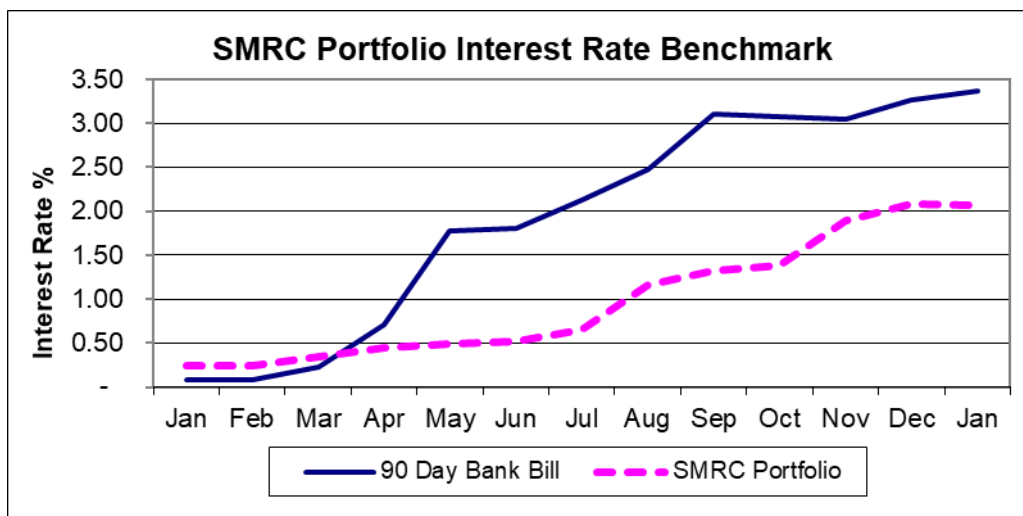
Total	\$ 8,679,747	\$ 8,679,747
Weighted Average	2.07%	100.00%
90 day bank bill	0.00%	
As at January 2023		

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



Institution	Portfolio	S&P Rating	Weighted Avg	% share
Oncall	\$ 1,150,707	AA-	1.05%	13%
CBA	\$ 1,515,633	AA-	3.67%	17%
CBA Green	\$ 2,506,722	AA-	1.42%	29%
CBA ESG	\$ 2,006,685	AA-	2.46%	23%
Westpac	\$ 1,500,000	AA-	0.53%	17%
Total	\$ 8,679,747		2.07%	100%

The SMRC's investment portfolio is below the 90-day bill rate benchmark. This will change as soon as the funds mature and are renegotiated in a higher interest rate environment.



The Cash Investment portfolio as at 31 December 2022 is as follows:

**RESOURCE RECOVERY GROUP
CASH INVESTMENT PORTFOLIO
As at December 2022**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	1.05%	\$ 100,372	oncall	BWA Oncall	AA Bank	100% \$ 100,372
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA Bank	100% \$ 533,113
60	0.29%	\$ 1,003,730	16/05/2023	CBA Green	AA Bank	100% \$ 1,003,730
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA Bank	100% \$ 1,002,992
66	3.90%	\$ 506,986	11/04/2023	CBA	AA Bank	100% \$ 506,986
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	3.97%	\$ 1,006,685	14/09/2023	CBA ESG	AA Bank	100% \$ 1,006,685
69	3.60%	\$ 504,197	13/02/2023	CBA	AA Bank	100% \$ 504,197
70	2.00%	\$ 502,038	31/01/2023	CBA	AA Bank	100% \$ 502,038
71	3.70%	\$ 500,000	27/01/2023	CBA	AA Bank	100% \$ 500,000
72	3.82%	\$ 500,000	24/07/2023	CBA Green	AA Bank	100% \$ 500,000

Total	\$ 8,660,113	\$ 8,660,113
Weighted Average	2.09%	100.00%
90 day bank bill	0.00%	
As at 31 December 2022		

The Cash Investment portfolio as at 30 November 2022 is as follows:

**RESOURCE RECOVERY GROUP
CASH INVESTMENT PORTFOLIO
As at November 2022**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.85%	\$ 260,841	oncall	BWA Oncall	AA Bank	100% \$ 260,841
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA Bank	100% \$ 533,113
60	0.29%	\$ 1,003,730	16/05/2023	CBA Green	AA Bank	100% \$ 1,003,730
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA Bank	100% \$ 1,002,992
66	1.70%	\$ 503,214	8/12/2022	CBA	AA Bank	100% \$ 503,214
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	2.79%	\$ 504,197	13/02/2023	CBA	AA Bank	100% \$ 504,197
70	3.61%	\$ 502,038	31/01/2023	CBA	AA Bank	100% \$ 502,038
71	3.70%	\$ 500,000	27/01/2023	CBA	AA Bank	100% \$ 500,000
72	3.82%	\$ 500,000	24/07/2023	CBA Green	AA Bank	100% \$ 500,000

Total	\$ 8,810,126	\$ 8,810,126
Weighted Average	1.64%	100.00%
90 day bank bill	0.00%	
As at 30 November 2022		

REPORT NO	11.8
SUBJECT	SCHEDULE OF PAYMENTS
REPORTING OFFICER	L Vuckovic, Manager Finance
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 February 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	#1 Payment Schedule January 2023 #2 Payment Schedule December 2022 #3 Payment Schedule November 2022

COUNCIL RESOLUTION

23.02-10 MOVED: Cr K Wheatland SECONDED: Cr A White

GEO RECOMMENDATION:

- 1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF JANUARY 2023 FOR \$1,569,756.90, DECEMBER 2022 FOR \$2,321,950.98 AND NOVEMBER 2022 FOR \$1,710,834.35 BE RECEIVED.**

CARRIED 3/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

BACKGROUND

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

12. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

13.1 – Late item to be discussed with confidential matters.

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

23.02-11 **MOVED: Cr K Wheatland SECONDED: Cr A White**

THAT THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEMS 13.1, 15.1 AND 15.2, IN ACCORDANCE WITH SECTION 5.23 (2) (c), (d) and (e)(iii), DEALING WITH CONTRACTS, LEGAL ADVICE WHICH MAY BE OBTAINED, THIRD PARTY COMMERCIAL VALUES AND A MATTER THAT IF DISCLOSED, WOULD REVEAL INFORMATION ABOUT THE BUSINESS, PROFESSIONAL COMMERCIAL OR FINANCIAL AFFAIRS OF A PERSON AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

CARRIED 3/0

13.1 WASTE SUPPLY AGREEMENT PROJECT CO

23.02-12 **MOVED: Cr K Wheatland SECONDED: Cr A White**

THAT THE CEO BE GIVEN DELEGATED AUTHORITY TO SIGN A CONFIDENTIALITY AGREEMENT WITH ACCIONA AND PROVIDE A COPY OF THE WASTE SUPPLY AGREEMENT TO ACCIONA ONCE THE CONFIDENTIALITY AGREEMENT IS AGREED TO THE SATISFACTION OF THE CEO AND EXECUTED ACCORDINGLY.

CARRIED 3/0

15.1 RESIDUAL WASTE TRANSFER STATION

COUNCIL RESOLUTION

23.02-13 **MOVED: Cr K Wheatland SECONDED: Cr A White**

CEO RECOMMENDATION

THE PROPOSED RESIDUAL WASTE TRANSFER STATION BUSINESS CASE DATED 6 FEBRUARY 2023 BE RECEIVED AND FORWARDED TO PARTICIPANTS FOR CONSULTATION AND COMMENT.

CARRIED 3/0

15.2 MARKETING PLAN 2020-2024

COUNCIL RESOLUTION

23.02-14 MOVED: Cr K Wheatland SECONDED: Cr A White

CEO RECOMMENDATION/S:

THE COUNCIL ADOPT THE REVIEWED 2020-2024 MARKETING PLAN.

CARRIED 3/0

COUNCIL RESOLUTION

23.02-15 MOVED: Cr K Wheatland SECONDED: Cr A White

THAT THE MEETING NO LONGER BE HELD BEHIND CLOSED DOORS.

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 4.48 pm.

I hereby certify that the Minutes of the Ordinary Council Meeting held on 23 February 2023 were confirmed on 25 May 2023.

Cr Doug Thompson
Presiding Member


Signature

**ORDINARY COUNCIL MEETING 24 NOVEMBER 2022
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
7.1	Presentation Waste & Energy Expo and Study Tour	Distribute presentation to Councillors and REG members	EMSP	
11.1	Establishment Agreement	1. Instruct MinterEllison to update agreement as resolved 2. Write to members seeking endorsement	MGC	Complete
11.2	Flying Minute	No further action	-	-
11.3	Melbourne Waste Expo and site visits	No further action	-	-
11.4	Strategic Plan Review	Update measures in Corporate Business Plan	MC	Complete
11.5	Corporate Policy Review	1. All staff advised of updated policies	MGC	Complete
		2. All new policies updated in FD and uploaded to intranet/website	OA	Complete
11.6	Council Meeting Dates	Publish in the West Australian and on noticeboard	OA	Complete
11.7	Office Accommodation Project	1. Borrowings be rolled over with Treasury as resolved	EMCS	
		2. Office accommodation be considered at 2023 Strategic Planning Workshop	MGC	
11.8	Ministerial Statement 517	No further action	-	-
11.9	Financial Reports	No further action	-	-
11.10	Cash Investment Portfolio	No further action	-	-
11.11	Schedule of Payments	No further action	-	-
11.7	Appointment to Waste Authority	No further action	-	-
15.1	T2022-07 Accounting Software	Tender be awarded to Solutions Plus Partnership	MCS	Complete
15.2	Tender T2020-05 Removal & Transport of Residual Waste	Variation to contract for Appala Holdings Pty Ltd approved - "3.6a variable fuel payment adjustment"	MCS	Complete
15.3	CEO LSL Deferment Request	The CEO's request to defer the taking of long service leave be approved	MGC	Complete

**ORDINARY COUNCIL MEETING 24 NOVEMBER 2022
ACTION LIST**

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
2.	THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	Ongoing
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 COUNCIL MEETING 15 DECEMBER 2022
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	Auditors Report Year ended 30 June 2022	Statutory reporting requirements:		N/A
		1. Submit to dept of local government within 30 days via Smarthub	MF	Complete
		2. Forward audited & final Members Equity Report	MF	Complete
		3. Auditors Opinion inserted in Annual Report	MCS	Complete
		4. Audit findings & assurance program for A&R Committee	MCS	Complete
9.2	Annual Report	Statutory reporting requirements: 1. CEO to give local public notice of availability of annual report: a. Newspaper – 14.1.23 b. Noticeboard c. Posted on website & Social Media – 22.12.22 2. Annual report to be published on RRG website no later than 29.12.22	MGC	1. Complete a. Complete b. Complete c. Complete 2. Complete
9.3	RFQ Purchase Front End Loader	Award tender to CJD Equipment in accordance with evaluation report	MCS	Complete
9.4	Sublease Plastics Reprocessing	Coordinate drafting of lease	EMSP	ongoing

Ordinary Council Meeting- 24 November Outstanding Actions			
7.1	PRESENTATION WASTE & ENERGY EXPO & STUDY TOUR Distribute presentation to Councillors and REG Members	EMSP	Complete
11.7	OFFICE ACCOMODATION PROJECT Borrowings to be rolled over with Treasury as resolved	EMCS	Complete
11.7	OFFICE ACCOMODATION PROJECT Office accommodation to be considered at 2023 Strategic Planning Workshop	MGC	Ongoing

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. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing

**SPECIAL COUNCIL MEETING 15 DECEMBER 2022
ACTION LIST**

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



**Resource
Recovery
Group**

Recycle. Innovate. Educate.

Register of Delegated Authority

2022

Adopted 24 February 2022

RESOURCE RECOVERY GROUP
REGISTER OF DELEGATED AUTHORITY
JANUARY TO DECEMBER 2022

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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 2022</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>	<p>T2022-03 WCF Decommissioning & Civil Works – May 2022</p> <p>RFQ2022-01 Aeration Building Slab Reconstruction Works – July 2022</p>	<p>It is proposed that the delegation continue</p>
1.2	<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 2022</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. 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>Green Waste Facility – June 2022 Due to structural integrity of the building.</p>	<p>It is proposed that the delegation continue</p>
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 2022</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 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>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
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 RRRG Project and Office Accommodation Project</p> <p>Last Reviewed - Feb 2022</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>Existing Loans Re-financed Project Loan 2-7 \$1,800,000 refinanced to June 2028, New Loan 2-8 commencing 30 December 2022</p> <p>CEO Delegated authority to sign as authorised signatory to: Executive Manager Strategic Projects, during Acting Chief Executive Officer duties in December 2022</p>	<p>It is proposed that the delegation continue</p>
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</p> <p>S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2022</p>	<p>To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.</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
1.6	<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.</p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – July 2022</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. 	Nil	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 2022</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
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 2022</p>	<p>Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.</p> <p>The CEO has delegated this power to: Executive Manager Strategic Projects</p>	<p>T2022-03 Delta Pty Ltd - Removal of cable tray on internal back wall in Aeration Building</p> <p>T2022-03 Delta Pty Ltd - Retaining compactor 3 (as required for RRG's operations)</p>	It is proposed that the delegation continue

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
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 2022</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>May 2022 Sale of 31,573 ACCUs</p>	<p>It is proposed that the delegation continue</p>
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.</p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2022</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 2022</p> <p>Recycling Plastics Australia – Mixed Rigid Plastic approx.. 20 Tonnes per month – ongoing in 2022</p> <p>Q2022/S01 Purchase of Aluminium Cans & PET Plastics (March)</p> <p>Q2022/S02 Purchase of Scrap steel (March-May)</p> <p>Q2022/S04 Aluminium Cans & HDPE Plastics (April)</p> <p>Q2022/S04 Purchase of PET Plastics (April-June)</p>	<p>It is proposed that the delegation continue</p>

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	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
			<p>Q2022/S05 Purchase of Scrap steel (June–August)</p> <p>Q2022/S05 Purchase of HDPE Plastics (June)</p> <p>Q2022/S06 Aluminium Cans (August–September)</p> <p>Q2022/S06 Purchase of Scrap steel (September–November)</p> <p>Q2022/S08 Aluminium Cans (November)</p> <p>Q2022/S09 Purchase of Old Newspaper (ONP) (November)</p> <p>Q2022/S10 Purchase of Scrap steel (December 2022 –February 2023)</p> <p>Q2022/S11 Purchase of Mixed Paper, Old Newspaper (ONP), Cardboard (OCC) - December for month of January 2023</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 2022</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 RRRRC Operations</p>	Nil	It is proposed that the delegation continue

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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 2022</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>T2022-S01 Purchase and Removal of Recovered Recyclables (March-May)</p> <p>T2022-S02 Purchase and Removal of Recovered Recyclables (June-August)</p> <p>T2022-S03 Purchase and Removal of Recovered Recyclables (September-November)</p> <p>T2022-S04 Purchase and Removal of Recovered Recyclables (December)</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 2022</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>Nil</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 2022</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>February 2022</p> <ul style="list-style-type: none"> - PSP007 Preferred Supplier Panel Contract (WALGA) - Variation Deed Establishment Agreement <p>March 2022</p> <ul style="list-style-type: none"> - T2022-S01 Purchase and Removal of Recovered Recyclables <p>Apr 2022</p> <ul style="list-style-type: none"> - Storage Licence (Chairay) - Service Agreement (Mandalay Technologies Pty Ltd) <p>May 2022</p> <ul style="list-style-type: none"> - T2022-S02 Purchase and Removal of Recovered Recyclables - Heads of Agreement, Mixed Plastic Recycling Facility – Canning Vale - Master Service Agreement – Volvo Group <p>July 2022</p> <ul style="list-style-type: none"> - RFQ2022-01 Aeration Building Slab Reconstruction Works <p>August 2022</p> <ul style="list-style-type: none"> - T2022-S03 Purchase and Removal of Recovered Recyclables <p>October 2022</p> <ul style="list-style-type: none"> - T2022-02 Beneficial re-use of FOGO – Purearth <p>November 2022</p> <ul style="list-style-type: none"> - T2022-02 Beneficial re-use of FOGO – GO Organics 	<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"> - T2022-06 Removal and Processing Green Waste Offsite - T2022-S04 Purchase and Removal of Recovered Recyclables <p>December 2022</p> <ul style="list-style-type: none"> - Service Agreement - Solutions+ SAP Business One 	

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1.15	<p>Power to act on behalf of the council to resolve the matter at a mediation conference in consultation with the Chair. S5.42 Local Government Act 1995</p> <p>Last Reviewed – Feb 2022</p>	<p>Mediation with reference to the confidential report dated 15 November 2019. Contractor dispute - Alloy Pipe</p>	<p>Case dismissed – June 2022</p>	<p>Complete</p>
1.16	<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 2022</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 T2020-07 Resolved by Council – May 2021 T2020-01 Resolved by Council – April 2022 T2022-02</p>	<p>January 2022 - T2020/06 Reveal and Disposal of Residual Waste</p> <p>February 2022 - T2020/05 Removal and Transport of Residual Waste</p> <p>September 2022 - T2020/01 Provision of Consultancy Services for Odour Assessment</p>	<p>It is proposed that the delegation continue.</p>
1.17	<p>CEO be authorised as the complaints officer.</p> <p>S5.103 of the Local Government Act 1995</p> <p>Last Reviewed – Feb 2022</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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1.18	<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 – Apr 2022</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>	<p>April 2022: Storage Licence</p> <p>May 2022: Heads of Agreement, Mixed Plastic Recycling Facility – Canning Vale</p>	<p>It is proposed that the delegation continue.</p>
1.19	<p>To award a contract/s for Composting Facility Civil Works</p> <p>Last Reviewed – June 2022</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>RFQ2022-01 Aeration Building Slab Reconstruction Works</p>	<p>It is proposed that the delegation continue.</p>

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PART 2

Delegations to Committees of Council

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	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.</p> <p>S5.16 Local Government Act 1995 Last Reviewed – Feb 2022</p>	<p>To conduct a professional review of the CEO's performance over the last 12 months.</p>	<p>Learning Horizons - Facilitate CEO Performance Review, August 2022</p>	<p>It is proposed that the delegation continue</p>



Southern Metropolitan Regional Council – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Minutes of Council meeting 24 Feb 2022
2	s5.16	Were all delegations to committees in writing?	Yes	Minutes of Council meeting 24 Feb 2022
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	No delegations were made regarding something that requires absolute majority or matters in relation to extraordinary meetings
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	F:\S.M.R.C\Administration\A11 - Statutory Requirements\A11 CEO Delegations\2022 CEO Delegations\2022 CEO DELEGATED AUTHORITY REGISTER.docx



5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	Minutes of Council Meeting 24 Feb 2022
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Minutes of Council meeting 24 Feb 2022
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Minutes of Council Meeting 24 Feb 2022 Tender Register 2022
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	FD\Corporate\Corporate Governance\Reporting\Staff Delegations by CEO
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	none occurred
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Letters to staff - FD\Corporate\Corporate Governance\Reporting\Staff Delegations by CEO also Tender Register
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Letters issued to all staff - see FD\Corporate\Corporate Governance\Reporting\Staff Delegations by CEO also Tender Register
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	No disclosures of interest were made in 2022, refer minutes of all Council Meetings held.



2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	N/A	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	N/A	No new Councillors commenced in 2022
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	F:\S.M.R.C\Administration\A11 - Statutory Requirements\A11-01 Primary & Annual Returns\2022
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	As above
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	Register of primary and annual returns on website
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	No disclosures were made
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	N/A	No Councillors ceased during 2022
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	N/A	As above
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	FD\Corporate\Corporate Governance\Reporting\Gift Register
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.resourcerecoverygroup.com.au/registers/gifts



13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	N/A	No Councillors ceased during 2022
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	As above
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	See minutes of Council Meetings held during 2022
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	No additional requirements added to model code of conduct
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Code of Conduct for Councillors & Committee members - March 2021 & reviewed November 2022 https://www.resourcerecoverygroup.com.au/documents/103/corporate-policy-11-code-of-conduct-for-councillors
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-	Yes	https://www.resourcerecoverygroup.com.au/documents/109/council-policy-112-code-of-conduct-for-employees



		date version of the code of conduct for employees on the local government's website?		
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Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	No property was disposed of
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	

Elections

No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at	N/A	



		least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?		
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	See minutes of Council Meeting 25 November 2021
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	As above
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	See minutes of Council Meeting 15 December 2022
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	See report no. 7.1 to Audit Committee - 15 Dec 2022 F:\S.M.R.C\Committees\C13 - Audit Committee\2022\3. 15 Dec 2022\Reports\7.1 Auditor Report for the year ended 30 June 2022.docx
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant matters were reported
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	



7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	See minutes of Council meeting 15 December 2022
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Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	Nil occurred
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO - see minutes of Council meeting 24 February 2022 - report 11.3 item 17
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	FD\Corporate\Corporate Governance\Reporting\Complaints Major Minor Breaches
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	N/A	No complaints were received in 2022
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No complaints received https://www.resourcerecoverygroup.com.au/



				corporate-information/key-documents/registers.aspx
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Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Procurement policy no 2.5 - updated August 2021 http://wp.smrc.com.au/wp-content/uploads/Documents/Corporate%20Policies/2.5%20Purchasing%20Policy.pdf
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	See Tender Register https://www.resourcerecoverygroup.com.au/Profiles/rrg/Assets/ClientData/Documents/2022_Tender_Register.pdf
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	See Tender Register https://www.resourcerecoverygroup.com.au/Profiles/rrg/Assets/ClientData/Documents/2022_Tender_Register.pdf
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	https://www.resourcerecoverygroup.com.au/Profiles/rrg/Assets/ClientData/Documents/2022_Tender_Register.pdf
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	Additional information is automatically provided to all parties through Tenderlink
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	No	14 days notice was provided however tenders were not advertised in all of the 3 ways described. In addition to advertising in the West Australian and on Tenderlink RRG will in future also advertise on social media, the RRG



				noticeboard and under Public Notices on the RRG website.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	https://www.resourcerecoverygroup.com.au/Profiles/rrg/Assets/ClientData/Documents/2022_Tender_Register.pdf
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	See Submissions folders - F:\S.M.R.C\Tenders\Tender 2022 One application was rejected for T2022-07 due to being submitted late
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	See Evaluation folder for each tender - F:\S.M.R.C\Tenders\Tender 2022
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	see correspondence folders - F:\S.M.R.C\Tenders\Tender 2022
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	None occurred
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	None received
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	No	Complied with 24AD(4) by providing full description and complied with 24AE of providing 14 days notice but did not publish in



				all of three ways as described in addition to on our website. In future in addition to advertising in the West Australian and on Tenderlink, RRG will also advertise on social media, the RRG noticeboard and under Public Notices on the RRG website.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	One process only conducted, no variations occurred
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	All tenders are managed in Tenderlink to prevent access prior to closing date
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	See Tender Register - F:\smrc-fs\Data\S.M.R.C\Tenders\Tender 2022\Tender Register 2022
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	All tenders for pre-qualified supplier panel were submitted on time
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	See evaluation reports - F:\S.M.R.C\Tenders\Tender 2022\T2022-05 Fixed Plant Maintenance & Electrical Services\7. Reports
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	see correspondence folders - F:\S.M.R.C\Tenders\Tender 2022
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	No regional price preference was undertaken



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/08/2022
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/08/2022
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	Is for 4 years Sets out the priorities and objectives, internal business planning, operations & resources

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	Yes	29/10/2020 Minutes of Council meeting 24 Feb 2022 - resolution 22.02-08
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	24/02/2022 Minutes of Audit & Risk Committee 14 Feb 2022 - report 7.6
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	https://www.resourcerecoverygroup.com.au/registers/gifts



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	https://www.resourcerecoverygroup.com.au/documents/337/corporate-policy-15-conference-and-industry-events-attendance
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	See Annual Report, Strategic Plans, Minutes of Council Meetings
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	https://www.resourcerecoverygroup.com.au/documents/342/council-policy-115-council-member-professional-development
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	N/A	Councillors complete this through their member Council
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	Minutes of Audit & Risk Committee meeting 14 Jul 22 and letter from OAG to Chair shows records were lodged on 19 Sep 22
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Minutes of Council meeting 5 July 2022

 Chief Executive Officer

 Date

 Mayor/President

 Date



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

OBJECTIVES

To establish a Committee of the Regional Council for purposes of reviewing its audit, risk and compliance functions.

POLICY

1. Role of the Audit & Risk Committee

- a) To review the scope of the internal and external audit function and review audit plans and performance.
- b) To recommend to the Council the appointment of internal auditors.
- c) To appraise the effectiveness of the audit by discussing the audit with the internal and external auditors as necessary.
- d) To review the management letter provided by the External Auditor on any weaknesses in internal accounting, organisation and operating controls, and consider the recommendations made by the auditor and the action taken by management in response to the auditor's suggestions.
- e) To review independent audit reports and/or initiate any other act necessary to ensure:
 - i. Compliance with policies, plans, procedures, laws and regulations.
 - ii. Safeguarding of Council Assets
 - iii. Fraud and misconduct processes
 - iv. Economic and efficient use of resources
 - v. Accomplishment of established objectives and goals for operations or programs
 - vi. To draw attention to any failure, and to take prompt remedial action relating to the previously identified shortcomings
 - vii. To advise Council on matters relating to its findings
- f) To ensure the evaluation of high strategic risks are in accordance with the Council's Risk Management processes.

2. Powers of the Committee

The Committee is a formally appointed committee of Council and is responsible to the Council. The Committee does not have executive powers or the authority to implement actions in areas over which the CEO has legislative responsibility and does not have any management functions and cannot involve itself in the management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference, 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.

3. Committee Membership

The Audit & Risk Committee shall meet at least twice a year with additional meetings as required.

The Audit & Risk Committee shall consist of the following members:

A minimum of Three (3) Regional Councillors.

All members shall have full voting rights

- a) Membership requires an absolute majority decision of the Council.

Issued: Feb 2023 ⁴	Review Date: Feb 2025 ³	Title: <u>CORPORATE COUNCIL</u> POLICY NO 1.4 AUDIT & RISK COMMITTEE	Version 12 ⁴
Prepared: <u>EMGSMGC</u>	Reviewed by: <u>EMGSMCS</u>	Approved: <u>GEOSMG</u>	Page 1 of 3
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- b) The CEO and other employees may only attend as observers or at the discretion of the presiding person.
- c) The Committee shall have no delegated powers unless expressly given by the Council.

4. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of Council.

REFERENCES & REVIEW

Statutory Compliance	Part 5 of the Local Government Act 1995, Local Govt (Administration) Regulations 1996 , Local Govt (Financial Management) Regulations 1996 , Local Govt (Audit) Regulations 1996 SMRC Standing Orders Amendment Local Law 2009	
Organisational Compliance	SMRC-RRG Code of Conduct for Councillors and Committee Members and Advisory Group Members SMRC-RRG Internal Audit Charter	
Approved by	Regional Council	
Next Revision Date	February 2025 3	
Related Documents	Dept of Local Gov't Operational Guidelines No 9 (September 2013) – Audit in Local Government – The appointment, function and responsibilities of Audit Committees	
Policy Administration	Responsible Officer	Review Cycle
Corporate Services	Executive Manager Corporate Services	Biennial
Risk Rating	High	
Location of document	SMRC -Website Members Area Staff Intranet SMRC , 9 Aldous Place, Booragoon – Corporate Services	

DOCUMENT CONTROL REGISTER

Date	Review		Author	Resp Officer	Audit Ctee	Council
2004	Original	1	MAF	MAF		25/11/04
2005	Review	2	MAF	MAF		22/09/05
2006	Review	3	MAF	MAF	22/05/06	25/05/06
2006	Review	4	MAF	MAF	22/05/06	28/09/06
2008	Review	5	MAF	MAF	21/11/08	27/11/08
2011	Review	6	DCS	DCS	20/06/11	25/08/11
2013	Review	7	EMCS	EMCS	12/08/13	22/08/13
2015	Review	8	EMCS	EMCS	08/06/15	25/06/15
2017	Review	9	EMCS	EMCS	21/08/17	24/08/17
2019	Review	10	EMCS	EMCS	18/02/19	28/02/19
2021	Review	11	EMCS	EMCS	15/02/21	25/02/21
2023	Review	12	MGC	MCS		

MAF – Manager Administration & Finance

DCS – Director Corporate Services

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EMCS – Executive Manager Corporate Services

[MCS – Manager Corporate Services](#)

[MGC – Manager Governance & Culture](#)

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1.0 STATEMENT

The ~~Southern Metropolitan Regional Council's (SMRC)~~ Resource Recovery Group is a regional local government organisation constituted under the Local Government Act 1995. It was formed in recognition of the fact that some services and facilities can be provided in a more efficient and responsive way through joint venture arrangements.

This Policy outlines the required mechanisms to meet the disclosure requirements of Australian Accounting Standards Board AASB 124- Related Party Disclosures.

2.0 SCOPE

The Related Party Disclosure Policy applies to Related Parties of the ~~SMRC-RRG~~ and their Related Party Transactions with ~~SMRC-RRG~~ (as defined in the policy definition section of this policy).

The scope of AASB 124 was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017.

3.0 OBJECTIVE

The purpose of this Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the *Australian Accounting Standard AASB 124 – Related Party Disclosures*:

The objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

4.0 DEFINITIONS

AASB 124	Australian Accounting Standards Board, Related Party Disclosures Standard.
Close family members or close members of the family	<p>– In relation to a key management Personnel family members who may be expected to influence, or be influenced by, that key management personnel in their dealings with council and include:</p> <ol style="list-style-type: none"> that person's children and spouse or domestic partner; children of that person's spouse or domestic partner; dependants of that person or that person's spouse or domestic partner. <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with council.</p>
Entity	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control	Control of an entity is present when there is: <ol style="list-style-type: none"> power over the entity; and

Issued: Feb 2023 ¹	Review Date: Feb 2025 ³	Title: CORPORATE COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version 4 ³
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COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURE

	<ul style="list-style-type: none"> b. exposure or rights to variable returns from involvement with the entity; and c. the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Joint Control	the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	<p>defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.</p> <p>For the purposes of determining the application of the standard, the SMRC-RRG has identified the following persons as meeting the definition of Related Party:</p> <ul style="list-style-type: none"> a. A Member Local Government b. A Council member c. Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Executive Managers. d. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. e. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs). <p>The Council will therefore be required to assess all transactions made with these persons or entities.</p>
Materiality	<p>Management will apply professional judgement in consultation with council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.</p> <p>In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.</p>
Ordinary Citizen Transactions (OCTs)	<p>Transactions that an ordinary citizen would undertake with council, which is undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include:</p> <ul style="list-style-type: none"> a. fees and charges approved by council that are on terms and conditions to the general public and by their nature or amount are not material; b. using council's public facilities after paying the corresponding fees.
Related Party	<p>a person or entity that is related to council as defined in AASB124, paragraph 9. Examples of related parties are:</p> <ul style="list-style-type: none"> a. council subsidiaries; b. key management personnel; c. close family members of key management personnel;

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COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURE

	d. entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions	Is a transfer of resources, services or obligations between the council and a related party, regardless of whether a price is charged.

5.0 ROLES AND RESPONSIBILITIES

5.1 Key Management Personnel (KMP)

- a. All councillors, CEO and Senior Executive Managers are responsible for ensuring that this policy is understood and complied with.
- b. Responsible for identifying their related party relationships and notifying any related party transactions to [SMRCRRG](#).
- c. Responsible for completing an Annual Related Party Disclosures - Declaration form.

5.2 Chief Executive Officer

- a. Ensure the commitment made within this Policy is met and that the Policy is communicated, implemented and reviewed.
- b. Ensure the commitment made within this Policy is met and that the Policy is communicated, implemented and reviewed.

5.3 Financial Services

- a. Responsible for maintaining a register of Related Party Transactions.
- b. Responsible for preparing disclosure requirements in order to comply with the Standards.

6.0 CONTENT

6.1 Identification of Related Parties

AASB 124 provides that [the SMRCRRG](#) will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances.

Related parties include a person or entity who has significant influence over the reporting entity:

Refer to Key Management Personnel (KMP) definition in this Policy.

~~The SMRCRRG~~ will therefore be required to assess all transactions made with these persons or entities.

6.2 Review of Related Parties

The CEO will regularly review Key Management Personnel where changes are made to existing persons.

6.3 Identification of Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Council and the related party, regardless of whether a price is charged.

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COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURE

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying fees and charges or any other amount to the Council
- Use of Council owned or operated facilities (whether charged a fee or not)
- Attending Council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Lease agreements for properties (whether for a Council owned property or property sub-leased by the Council)
- Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Council
- Sale or purchase of any property owned by the Council to a person identified above
- Sale or purchase of any property owned by a person identified above to the Council
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Council and are referred to as an Ordinary Citizen Transaction (OCT). Where the SMRCRRG can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

6.4 Required Disclosures & Reporting

For the purposes of determining relevant transactions, Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to Financial Services.

The notification requirement above does not apply to:

- a. related party transactions that are ordinary citizen transactions not assessed as being material; and
- b. for councillors, allowances and expenses incurred that are provided to a councillor during the financial year, under the Local Government Act 1995 and Council Expenses Reimbursement Policy, the particulars of which are contained in council's annual report pursuant to the Local Government Act and Regulations.

6.5 Register of Related Party Transactions

SMRC-RRG will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

7.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> • AASB 124 Related Party Disclosures • AASB10 Consolidated Financial Statements • Local Government Act 1995 S5.36 • Local Government (Financial Management) Regulations
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Issued: Feb 202 3 ⁴	Review Date: Feb 202 5 ³	Title: <u>CORPORATE COUNCIL</u> POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version 4 ³
Prepared: <u>EMGSMGC</u>	Reviewed by: <u>EMGSMCS</u>	Approved: <u>GEOEMCS</u>	Page 4 of 5
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COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURE

	<ul style="list-style-type: none"> Privacy Act 1988 	
Organisational Compliance	<ul style="list-style-type: none"> Related Party Disclosures - Declaration form 	
Approved by	Regional Council	
Next Revision Date	February 202 5 ³	
Related Documents	<ul style="list-style-type: none"> Related Party Disclosures - Declaration form 	
Policy Administration	Responsible Officer	Review Cycle
	Chief Executive Officer	Biennial
Risk Rating	High	
Location of Document	SMRC-RRG Website – Key Documents\Policies SMRC Website – Members Area Staff Intranet	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2017	Original	1	FM/EMCS	CEO	29/06/2017
2019	Review	2	EMCS	CEO	28/02/2019
2021	Review	3	EMCS	CEO	25/02/2021
2023	Review	3	MGC	CEO	

FM – Finance Manager

EMCS – Executive Manager Corporate Services

~~MCS- Manager Corporate Services~~

~~MGC – Manager Governance & Culture~~

Issued: Feb 202 3 ⁴	Review Date: Feb 202 5 ³	Title: CORPORATE COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version 4 ³
Prepared: EMCS ^{MGC}	Reviewed by: EMCS ^{MCS}	Approved: CEO ^{EMCS}	Page 5 of 5
Printed documents are not controlled. Check the electronic version for the latest version			

1.0 STATEMENT

This policy provides guidelines for best practice business development strategies for ~~the Southern Metropolitan Regional Council~~. Resource Recovery Group.

2.0 SCOPE

The Policy applies to ~~SMRC~~ regional councillors and employees responsible for business development, marketing and sales.

3.0 OBJECTIVE

- To provide guidelines for establishing and managing plans, strategies and objectives
- To maintain a clear linkage between the relevant goals and strategies detailed in the ~~SMRC~~ RRG's Strategic Plan.

4.0 DEFINITIONS

5.0 ROLES & RESPONSIBILITIES

Council

The Regional Council is to set strategic direction for the existing and future development. It may delegate powers and duties associated with business activity to the Chief Executive Officer.

Chief Executive Officer

The Chief Executive Officer is to ensure business development strategies established by the ~~SMRC~~ RRG complies with the Local Government Act, regulations and all legal obligations. Any delegate powers and duties granted by the Council may be delegated to other employees at the direction of the CEO.

The Chief Executive Officer is to ensure a marketing plan is developed and reviewed annually, employees understand their responsibilities and obligations to customers and clients.

6.0 CONTENT

6.1 Establish and maintain a Marketing Plan

The Plan is to include as a minimum:

- Be aligned with the Council Strategic Plan and strategies
- Strategic key performance indicators for the evaluation of effectiveness
- Annual reviews of the plan

6.2 Managing a coordinated approach to business development

- Establishing marketing campaigns
- Identification of business opportunities

Issued: February 2023 4	Review Date: February 2025 3	Title: CORPORATE COUNCIL POLICY NO 4.8 1 BUSINESS DEVELOPMENT	Version 7 6
Prepared: CEO	Reviewed by: CEO	Approved: CEO	Page 1 of 2
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- c. How each is assessed
- d. Assessing business opportunities
- e. Progress of new business proposals

6.3 Managing legal obligations and principles

- a. Compliance with legislation
- b. Adhering to the CEO Delegated Authority Register
- c. Good practice in business and customer relations
- d. Sales agreements and contracts
- e. Public tender process allowing opportunity for all customers to participate
- f. Customer credit controls
- g. Risk mitigation controls

6.4 Increase customer and client satisfaction

- a. Provide a high quality of goods and service
- b. Follow quality assurance procedures
- c. Respond to customer complaints

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ Local Government (Functions) Regulations ▪ Trade Practices Act and Regulations 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ SMRC Strategic Community Plan 20220²⁹-20302⁰² ▪ SMRC Corporate Business Plan 20220²⁹-20264⁶⁴ ▪ Annual Adopted Budget ▪ CEO Delegated Authority Register ▪ SMRC Pricing Policy 	
Approved by	Regional Council	
Next Revision Date	February 202 53 ⁵³	
Related Documents	SMRC RRG Pricing Policy	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Low	
Location of document	Members Area on the SMRC RRG website Staff Intranet	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	DBD	06/09/2012
2014	Review	2	CEO	CEO	06/11/2014
2015	Review	3	CEO	CEO	26/02/2015
2017	Review	4	CEO	CEO	23/02/2017
2019	Review	5	CEO	CEO	28/02/2019
2021	Review	6	CEO	CEO	25/02/2021
2023	Review	7	CEO	CEO	

Issued: February 202 34 ³⁴	Review Date: February 202 53 ⁵³	Title: CORPORATE COUNCIL POLICY NO 4.8 - BUSINESS DEVELOPMENT	Version 76 ⁷⁶
Prepared: CEO	Reviewed by: CEO	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

1.0 STATEMENT

FEBRUARY 2023 POLICY REVIEW

As waste management and resource recovery activities are crucial to its Member Councils and residents in the region, ~~the as~~ ultimate users of our facilities, ~~SMRC-Resource Recovery Group~~ is committed to preventing interruption of critical business functions to its customers in a crisis or an emergency situation and to re-establishing full functionality as swiftly and smoothly as possible.

~~SMRC-RRG~~ will maintain ~~p~~Plans and procedures for all major business units to demonstrate to Council its ability to provide critical business functions to its stakeholders in the event of any crisis or an emergency.

The performance against this Policy will be reviewed by the Audit & Risk Committee on an annual basis using a combination of appropriate business continuity outcome and process attributes.

2.0 SCOPE

This Policy shall apply to all staff, Regional Councillors and Regional Executive Group Members and areas governed by ~~SMRC-RRG~~ Policies and procedures.

3.0 OBJECTIVE

~~SMRC-RRG~~ shall conduct Business Continuity Planning to prevent or minimise any interruption of critical business functions to its stakeholders and customers, due to a crisis or an emergency situation (also referred to as disruption-related risk).

~~SMRC-RRG~~ shall take the necessary steps to re-establish full functionality as swiftly and smoothly as possible following an emergency or critical incident.

~~SMRC-RRG~~ shall provide the necessary resources required for implementation of Business Continuity activities.

4.0 DEFINITIONS

The Key definitions of Business Continuity terms are given below. The Risk and related terms used in this Policy have same meaning as defined in Risk Management Policy. The terms defined in AS/NZS 5050:2010 Business continuity - Managing disruption-related risk are used with the same meaning when used in this Policy.

Issued: February 2023 3 4	Review Date: February 2025 3	Title: CORPORATE COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version 5 4
Prepared: EMCS MGCC	Reviewed by: EMCS	Approved: CEO	Page 1 of 5
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Term	Definition
Business Continuity	The ability of an organisation to provide service and support for its customers and to maintain its viability and reputation during or after a crisis or an emergency situation.
Business Continuity Management Plans	Identifying, developing, documenting, testing, communicating and reviewing the plans and procedures that will ensure continuity of critical business functions to customers during or after a crisis or an emergency situation.
Business Impact Analysis	Detailed risk analysis that examines the nature and extent of disruptions and the likelihood of the resulting consequences.
Contingency Plan	Any plan of action that allows an organization to respond to events should they occur.
Contingent Capability	Supplementary resources provided specifically to enable an organization to respond to events should they occur.
Crisis	Situation that is beyond the capacity of normal management structures and processes to deal with effectively. A crisis may require significant diversion of management time, attention and resources away from normal, routine operations to respond to the situation.
Critical Business Function	A business function or part thereof identified as essential for survival of the organization and achievement of its critical objectives. A business function which has the effect of protecting critical interests of the community or another stakeholder to which a duty is owed, may qualify as a critical business function
Disruption-related Risk	Risk arising from the possibility of disruptive events.
<u>Major Business Unit</u>	<u>Booragoon Office</u> <u>Information & Communication Technology</u> <u>Canning Vale Operations</u>

5.0 — ROLES & RESPONSIBILITIES

Audit & Risk Committee

The Committee is accountable for the oversight of the Risk Management process, which includes the Business Continuity Management Policy.

Chief Executive Officer

The CEO is accountable for ensuring the:

Senior Management Group

- Implement the strategic risk management strategy and policy framework
- Develop and review Business Continuity Plans (BCP)
- Develop and review Business Impact Analyses for the particular business unit
- Implement a Contingency Plan (CP) with Contingent Capability for the Business Unit in the event of a business disruption.
- Establish and appoint a Crisis Management Team (CMT) assigned to a CP.

Issued: February 2023 ³⁴	Review Date: February 2025 ³	Title: CORPORATE COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version <u>54</u>
Prepared: <u>EMCSMGC</u>	Reviewed by: EMCS	Approved: CEO	Page 2 of 5
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- Adhere to appropriate procedures and risk management controls to minimise and mitigate any potential business disruption.

6.0 — **CONTENT**

Business Continuity is a fundamental concept in the risk management process and addresses risks that could impact on the continuity of the Council's core business functions.

The Business Continuity Management Plan, Business Impact Analyses, and Contingency Plans are to be managed in accordance with this Policy.

The Policy endeavours to:

- a. Identify the importance of core business unit functions
 - Provide a framework and authority for ~~SMRC-RRG~~ staff to prepare for and manage any disruption to ~~SMRC's-RRG's~~ core business functions and operations due to any crisis or emergency situation using the Australian Standard AS/NZS 5050:2010 Business Continuity – managing disruption-related risk.
 - Ensure that the Council is ready with Business Continuity Management Plans for each major business unit to provide services to Member Councils and other customers during and after a crisis or emergency situation.
 - Each **Major** Business Unit has a responsibility for the development, communication and ongoing maintenance of the BCP associated with their areas of responsibility. BCPs:
 - are and remain relevant to organisational requirements
 - are developed to anticipate, prevent, respond to and recover from disruptions based on the Business Impact Analysis for each major business unit; and
 - clearly define the accountability, structure, roles and responsibilities.
- b. Identify the relevance of events that have the potential to impact upon core functions to cause a business disruption
 - Ensure that a Business Impact Analysis has been conducted for each major business unit in order to measure the level of impact to organisational activities, is reviewed annually or following a significant change in organisational structure or operational capability.
- c. Support the development of procedures to re-establish business functionality quickly and efficiently
 - Ensure that appropriate Contingency Plans and procedures for each major business unit are developed, tested, communicated and reviewed periodically for every probable and significant business interruption in each of its facilities.
- d. Approve and support the development of procedures to mitigate the impact of business disruption to stakeholders, customers and staff

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Prepared: EMCS MG C	Reviewed by: EMCS	Approved: CEO	Page 3 of 5
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COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT

- Integrate Business Continuity Management into the Strategic and Operational Risk Management and control framework to ensure that appropriate procedures are in place to minimise and mitigate any potential disruption.
- e. Testing of the BCPs within each Major Business Unit is to be conducted annually. Testing may be undertaken in one of the following ways:
- Hypothetical – theoretic exercise
 - Component – exercising individual components
 - Module – exercising a combination of the BCP components
 - ~~Full – exercising all BCP components~~

Testing is to be reported to the Audit & Risk Committee and managed and co-ordinated by the relevant Business Unit Manager and the Corporate Support team.

7.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> • AS/NZS 5050:2010 Business Continuity – managing disruption-related risk 	
Organisational Compliance	<ul style="list-style-type: none"> • Business Continuity Management Plan • <u>Business Continuity Framework</u> • Business Impact Analysis for each Business Unit • Contingency Plan for each Business Unit • Risk Management Policy – Policy No 4.2 • <u>SMRC-RRG</u> Policies & Procedures 	
Approved by	Regional Council	
Next Revision Date	February 2025 3	
Related Documents	<ul style="list-style-type: none"> • Business Continuity Management Plan – Booragoon Office • <u>Business Continuity Management Plan – ICT</u> • <u>Business Continuity Management Plan – Canning Vale Operations</u> • <u>Infectious Diseases Response Plan</u> • Business Impact Analysis for each Business Unit • <u>Risk Rating Tables</u> • Contingency Plan for each Business Unit • Strategic and Operational Risk Registers 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk High	
Location of document	Staff Intranet SMRC , 9 Aldous Place, Booragoon – Corporate Services RRRC , 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Original	1	EMCS	CEO	28/08/2014
2017	Review	2	EMCS	CEO	24/08/2017
2019	Review	3	EMCS	CEO	28/02/2019
2021	Review	4	EMCS	CEO	25/02/2021

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COUNCIL POLICY NO 4.9
BUSINESS CONTINUITY MANAGEMENT

2023	Review	5	MGC	CEO	
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Issued: February 202 3 ⁴	Review Date: February 202 5 ³	Title: CORPORATE COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version 5 ⁴
Prepared: EMCS ^{MGC}	Reviewed by: EMCS	Approved: CEO	Page 5 of 5
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1.0 — STATEMENT

~~The Southern Metropolitan Regional Council (SMRC) Resource Recovery Group's vision is to lead the community in sustainable waste management through the provision of progressive solutions to resource recovery and greenhouse gas abatement. a circular economy with less waste and lower carbon emissions.~~

The Asset Management policy provides the framework to allow ~~SMRC-RRG~~ to coordinate activities and practices to optimally manage its asset, and their associated performance, risk and expenditures over their lifecycle.

2.0 — SCOPE

The Asset Management Policy is to ensure that assets are protected and maintained to reach their maximum useful life.

3.0 — OBJECTIVE

- The Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced.
- The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.

4.0 — DEFINITIONS

5.0 — ROLES & RESPONSIBILITIES

5.1 Council

- a. The Regional Council adopts the Asset Management policy and vision with linkage to the Community Strategic Plan.
- b. To ensure appropriate resources and funding for Asset Management activities are made available for total Asset Management into the corporate governance framework.

5.2 Executive Management Team

- a. To continue to refine the "overarching" Asset Management Policy and the initial Asset Management Strategy with linkage to the ~~Community Strategic~~ Corporate Business Plan for consideration by Council.
- b. To foster and support the principles of Total Asset Management.
- c. To implement and continuously review the corporate Asset Management Policy and Strategy with agreed resources.
- d. To ensure that timely, accurate and reliable information is presented to council for decision-making.
- e. ~~Support Executive Manager Strategic Projects to Chair and attend as required, meetings of the Engineering Change Management Team.~~

Issued: February 2023 4	Review Date: February 2025 3	Title: CORPORATE <u>COUNCIL</u> -POLICY NO 4.10 ASSET MANAGEMENT	Version 4 <u>3</u>
Prepared: <u>EMCS</u> MGCC	Reviewed by: <u>EMCS</u>	Approved: <u>CEO</u>	Page 1 of 5
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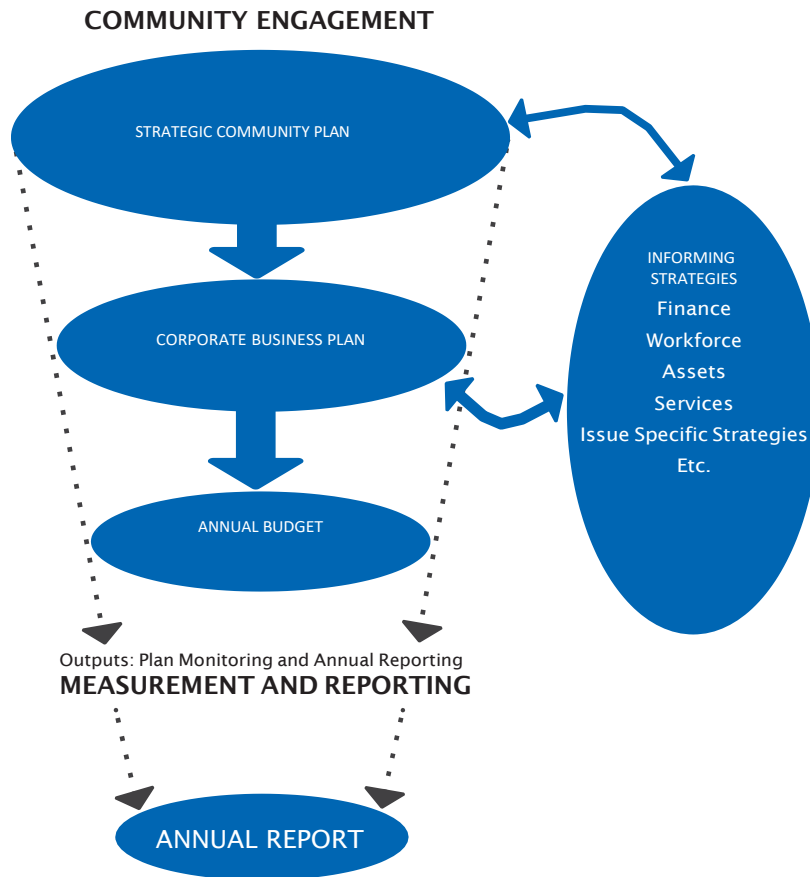
5.3 Maintenance & Production Manager

- a. To implement the asset management framework as identified in this Policy.
- b. To ~~provide reports to organise and chair meetings of~~ the Engineering Change Management Team.
- c. To manage and improvement asset management practices;
 - Maintain all plant and equipment in a safe operating condition
 - Ensure all plant and equipment is operating at peak efficiency
 - Maximize plant and equipment life
 - Minimize plant and equipment service failures
 - Minimize loss of accessibility due to equipment failure
 - Meet or exceed manufacturers' maintenance requirements
 - Maintain facility, plant and equipment exterior and interior appearance
 - Meet or exceed all environmental licencing requirements
 - Maintain a system of permanent facility, plant and equipment maintenance records
 - Adhere to a strict preventive maintenance schedule
 - Administer an equipment warranty recovery program as and when required
 - Preserve all business investments in the facility.
 - Help the facility function as intended and operate at peak efficiency, including —minimizing energy consumption.
 - Prevent failures of building systems that would interrupt occupants' activities and the continuation of site operations
 - Sustain a safe and healthful environment by keeping the facility and its components in good repair and structurally sound.
 - Provide maintenance in ways that are cost-effective and value adding to the business.

6.0 ~~CONTENT~~

All local governments in Western Australia, including Regional Councils, are required to plan for the future in accordance with Section 5.56(1) of the *Local Government Act 1995* and adopt an Integrated Planning and Reporting Framework. The diagram below, incorporated in the RRG Corporate Business Plan, depicts this framework:

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Prepared: EMCS MGCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 5
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Source: Department of Local Government, Integrated Planning and Reporting Guidelines, 2013.

To effectively and sustainably manage assets, all local governments are required to:

- Develop an Asset Management Policy.
- Develop an Asset Management Strategy including:
 - Asset Management Plans for major asset classes.
 - Processes that link Asset Management Plans to Long Term Financial Plans.
 - Defined levels of service and affordability.
 - Governance and management arrangements.
 - Data and systems to support asset management.
 - Improvement of skills and processes.
- Develop a process for evaluating Asset Management Plans, processes and asset sustainability.
- Link Asset Management to the Annual Report.

The Asset Management Framework will be used to inform proposals for future legislative requirements and should be referred to when addressing the legislative requirements regarding integrated planning (plan for the future) and reporting, and financial management.

Issued: February 2023 ³⁴	Review Date: February 2025 ⁵³	Title: CORPORATE COUNCIL POLICY NO 4.10 ASSET MANAGEMENT	Version 43
Prepared: EMCS MGCC	Reviewed by: EMCS	Approved: CEO	Page 3 of 5
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The SMRCRRG will maintain the following documents associated with Assets Management:

Asset Management Plan

A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

Asset Management Strategy

Outlines how the local government’s asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government’s asset management policies to be achieved and ensuring that asset management is established as part of the local government’s Integrated Plan.

Asset Register

A record of asset information considered worthy of separate identification including date of acquisition and or disposal, financial values, depreciation, re-valuations and other technical and financial information, including maintenance costings for whole of life management.

SMRC-RRG is committed to:

1. investing in, maintain, and operate assets to:
 - a. Meet reliability standards, availability requirements, efficiency needs, environmental requirements, safety and security standards, and other requirements; and
 - b. Minimize the life cycle costs of assets.

2. Implementing asset management systems to govern the planning, investing, operating, maintaining, and disposing of assets. The systems will meet the Council’s objectives for internal operations by:
 - a. Evaluating and applying leading asset management practices;
 - b. Follow best practicethe principles and practises in the British Standards Institute “ Public Available Specification 55 – Asset Management” (PAS 55) such as ISO552014.
 - c. Establishing long-term asset management strategies and asset objectives directed at achieving the Council’s vision and strategic objectives;
 - d. Developing asset management plans to implement the strategies and achieve the asset objectives and targets;
 - e. Monitoring and ensuring delivery of the asset objectives and targets;
 - f. Collection and evaluation of Asset Management data using Asset Management Information System (AMIS) and Computerised Maintenance Management System (CMMS).
 - g. Employing SMRCRRG’s risk management policy an approach;
 - h. Employing SMRCRRG’s WOH&S Policies and procedures
 - i. Providing ready access to necessary asset and financial information;
 - j. Establishing clear roles, responsibilities and accountabilities;
 - k. Incorporating structured reviews directed at continuously improving the systems.

Issued: February 2023 ³⁴	Review Date: February 2025 ⁵³	Title: <u>CORPORATE COUNCIL</u> -POLICY NO 4.10 ASSET MANAGEMENT	Version <u>43</u>
Prepared: <u>EMCSMGCC</u>	Reviewed by: <u>EMCS</u>	Approved: <u>CEO</u>	Page 4 of 5
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7.0 — REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ Local Government (Functions) Regulations 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ SMRC Community Strategic Plan 20220-20320 ▪ SMRC Corporate Business Plan 20220-20264 ▪ SMRC Long Term Financial Plan ▪ Annual Adopted Budget 	
Approved by	Regional Council	
Next Revision Date	February 202 53	
Related Documents	<ul style="list-style-type: none"> ▪ PAS-55 Asset Management – Parts 1 and 2 <u>ISO 552014</u> ▪ Asset Management Plan ▪ Asset Management Strategy ▪ Asset Register 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager RRRC Operations	Biennial
Risk Rating	Operational Risk Register – Risk High	
Location of document	Members Area – SMRCRRG website Staff Intranet SMRC , 9 Aldous Place, Booragoon – Corporate Services RRRC , 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2016	Original	1	EMCS	EMO	23/02/2017
2019	Review	2	EMCS	EMO	28/02/2019
2021	Review	3	EMCS	EMO	25/02/2021
2023	Review	4	MGC		

Issued: February 202 31	Review Date: February 202 53	Title: CORPORATE COUNCIL -POLICY NO 4.10 ASSET MANAGEMENT	Version 43
Prepared: EMCS <u>MGC</u>	Reviewed by: EMCS	Approved: CEO	Page 5 of 5
Printed documents are not controlled. Check the electronic version for the latest version			



**Resource
Recovery
Group**

Recycle. Innovate. Educate.

Date: 16 February 2023

RESOURCE RECOVERY GROUP

2022/23 MID YEAR BUDGET REVIEW REPORT

For the Year ending 30 June 2023

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



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resourcerecoverygroup.com.au

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

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3. THE RRG AT A GLANCE	4
4. NET RESULTS BY BUSINESS UNIT	5
5. STATEMENT OF FINANCIAL ACTIVITY	6
6. CAPITAL EXPENDITURE BUDGET	8
7. RESERVES BUDGET	9





1. STATEMENT BY 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 2022) and the projected estimates for the next 6 months to 30 June 2023.

Tim Youé
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 has decreased to \$16.6M (original Budget \$16.8M) and operating expenses has increased to \$22.3M (original Budget \$22.2M) due to the following results.

FAVOURABLE

- Final dividend deposit of \$53K from the Lehman Brothers (Australia) liquidation for a CDO investment in 2007. The funds will assist RRG's IT development plan eg, accounting software, SharePoint, and cloud backup.

UNFAVOURABLE

- The financial impact to RRG'S Material Recovery Facility is a reduction in tonnes and therefore revenue of 12% on previous year tonnages. (Net financial revenue loss: \$300K). One of the factors for a reduction is the uptake of the Containers for Change program by the community exceeding the projected 40% diversion of eligible CDS containers from the kerbside recycling bin rising to 60% diversion from the kerbside recycling bin for the 6 months actual. This has reduced tonnes and the associated gate fees, product sales and container redemption income.
- As a result of the end-of-life of the assets in the green waste facility, an operational review has changed from on-site to off-site processing. (Net financial loss : \$60K).
- The shredder in the FOGO Production Facility required an unplanned major engine overhaul (Net financial revenue loss: \$40K)
- Transportation and disposal costs have increased due to a high annual CPI indexation rate of 8.3% from January 2023 (Net financial revenue loss: \$50K).

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 2022/23 annual budget is reporting an operating deficit of \$288,000 for the reasons referred in the Key changes since the adopted budget. This will be funded from adopted closing balance.

FY 2022/23							
	Tonnes	Opening Funds			Revised Budget 22/23	Adopted Budget 22/23	
		Used	Revenue	Expenditure			
Material Recovery Facility	23,500	-	\$ 5,849,934	\$ 4,534,086	\$ 1,320,000	\$ 1,600,000	
Green Waste Facility	9,500	-	\$ 738,520	\$ 400,460	\$ 340,000	\$ 400,000	
WCF Fixed Costs	-	-	\$ -	\$ 1,284,500	\$ (1,280,000)	\$ (1,277,000)	
FOGO Operations	28,000	40,000	\$ 4,217,346	\$ 3,477,829	\$ 780,000	\$ 780,000	
Overheads	-	296,000	\$ 2,307,127	\$ 4,487,291	\$ (1,884,000)	\$ (1,900,000)	
Red Bin Waste	13,000	-	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	
RRRC Right-of-Use Lease (Capital Component)	-	-	\$ -	\$ 563,566	\$ (564,000)	\$ (563,000)	
B/Forward Surplus Yr 2 (\$3M / 3 years)	-	1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	
Total	-	\$ 1,336,000	\$ 15,112,928	\$ 16,747,732	\$ (288,000)	\$ -	
Admin	-	150,000	\$ 167,278	\$ 317,278	\$ -	\$ -	
Education	-	94,529	\$ 482,950	\$ 577,479	\$ -	\$ -	
Waste Audit	-	-	\$ 210,000	\$ 210,000	\$ -	\$ -	
MUD R&D	-	7,301	\$ -	\$ 7,301	\$ -	\$ -	
Loan Interest	-	-	\$ 227,867	\$ 227,867	\$ -	\$ -	
Bus. Development/Carbon Credit	-	-	\$ 312,000	\$ 22,000	\$ 290,000	\$ 290,000	
FOGO Education	-	-	\$ 43,936	\$ 43,936	\$ -	\$ -	
Transfers (to)/from Reserves	-	-	\$ -	\$ 290,000	\$ (290,000)	\$ (290,000)	
Total	-	\$ 1,587,830	\$ 16,556,959	\$ 18,443,594	\$ (288,000)	\$ -	





5. STATEMENT OF FINANCIAL ACTIVITY

RESOURCE RECOVERY GROUP STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 30 JUNE 2023

BY NATURE OR TYPE

	2021/22 Audited Actual \$	2022/23 Budget \$	2022/23 Rev. Budget \$	Variance \$
REVENUE				
Operating grants, subsidies and contributions	3,138,795	3,159,364	3,210,460	51,096
Fees and Charges	12,579,007	12,138,541	11,822,541	(316,000)
Interest Earnings	20,805	17,649	17,649	-
Other Revenues	2,452,818	1,500,500	1,553,809	53,309
	18,191,425	16,816,054	16,604,459	(211,595)
EXPENSES				
Employee Costs	5,368,726	5,484,398	5,193,889	(290,509)
Materials and Contracts	8,434,337	8,765,475	9,147,939	382,464
Utility Charges	688,509	770,664	748,966	(21,698)
Depreciation on Non-current Assets	4,613,630	4,609,461	4,609,461	-
Interest Expenses	543,876	523,137	523,137	-
Insurance Expenses	1,834,064	2,064,272	2,070,576	6,304
	21,483,142	22,217,407	22,293,968	76,561
NET OPERATING SURPLUS / (DEFICIT)	(3,291,717)	(5,401,353)	(5,689,509)	(288,156)
Add:				
Depreciation on Non-current Assets	4,613,630	4,609,461	4,609,461	-
Loss on disposal	(35,334)	-	-	-
Interest for Make Good Provision	80,706	79,086	79,086	-
NET OPERATING POSITION	1,367,286	(712,806)	(1,000,962)	(288,156)
Capital Expenditure				
Less : Capital Expenditure	(1,439,476)	(5,040,000)	(4,990,000)	50,000
Funding/Other Capital Items				
Add: Non-operating Grants	-	250,000	250,000	-
Less: Loan Repayments	(3,398,802)	(3,230,389)	(3,230,389)	-
Add :Loan Contributions from Members	3,398,802	3,230,389	3,230,389	-
Less: Lease Repayments	(545,035)	(563,566)	(563,566)	-
Add : Transfer from Reserves	500,000	4,790,000	4,740,000	(50,000)
Less: Transfer to Reserves	(758,174)	(290,000)	(290,000)	-
NET CAPITAL POSITION	(2,242,685)	(853,566)	(853,566)	-
NET OPERATING & CAPITAL POSITION	(875,399)	(1,566,372)	(1,854,528)	(288,156)
Add: OPENING FUNDS	3,183,123	2,556,765	2,307,724	(249,042)
CLOSING FUNDS	2,307,724	990,394	453,196	(537,198)



5.1 Reasons for Variations

EXPLANATION FOR VARIANCES		
REVENUE		
Operating Grants, Subsidies and Bin Tagging Program Contributions and Grants		51,096
Contributions		
Fees and Charges	Decrease in tonnages and commodity prices in the MRF	(316,000)
Interest Earnings		-
Other	Lehman Brothers Dividend	53,309
Total Revenue Variance		(211,595)
EXPENDITURE		
Employee Costs	Reduced requirement for Agency Staff	(290,509)
Materials and Contracts	Increase in Transport and Maintenance expenses	382,464
Utility Charges	Utility costs savings	(21,698)
Depreciation		-
Interest Expenses		-
Insurance Expenses		6,304
Total Expenditure Variance		76,561
Net Operating Surplus/(Deficit) Variance		(288,156)
NON CASH EXPENDITURE		
Depreciation		-
ROU Interest		-
Total Non Cash Expenditure Variance		-
Net Operating Deficit Variance		(288,156)
Add: Non-operating Grants		-
Less: Capital Expenditure	Removal of Recycle Right App development costs	50,000
Add: Capital Lease Repayments		-
Add: Transfer from Reserve	Removal of Recycle Right App development costs	(50,000)
Add: Transfer to Reserve		-
Increase in Capital Budgets		-
Increase/(Decrease) in Opening Funds		(249,042)
Increase/(Decrease) in Closing Funds		(537,198)

- The actual opening funds was lower than budgeted due to \$750k of funds being transferred to reserves at the end of the 2021/2022 financial year.

Employee Costs	\$ (300,000)	Cost Savings
Materials and Contracts	\$ 400,000	Additional Allocated Spending
Difference	\$ 100,000	Total Additional Spending
FOGO Shredder Repairs	\$ (100,000)	
Net Difference	\$ -	

Funds earmarked in the original budget for Labour Hire under Employee Costs have been diverted to the maintenance program under Materials and Contracts for the outsourcing of maintenance services.



6. CAPITAL EXPENDITURE BUDGET

CAPITAL EXPENDITURE				
Facility	2021/22	2022/23	2022/23	Variance
	Audited Actual	Budget	Rev. Budget	
BOORAGOON OFFICE				
Security Alarm - 9 Aldous Place	13,438	-	-	-
Solar Panels	-	10,000	10,000	-
Recycle Right App	-	50,000	-	(50,000)
Sub Total	13,438	60,000	10,000	(50,000)
RRRC ADMIN				
Utility Vehicle	22,980	-	-	-
Sub Total	22,980	-	-	-
MRF				
Baling Line				
Baler - Godswill - Repair floor	36,154	25,000	-	(25,000)
Baler - Conveyor BFC1 & BF1-4	187,774	55,000	55,000	-
C2 Conveyor Chains & Guards	9,969	-	-	-
Replacement Dust Collector and ducting – MRF Baghouse	71,567	45,000	-	(45,000)
Plastic Bottle perforator	-	60,000	-	(60,000)
Waste compactors	47,448	-	-	-
MRF Wall Repair	-	20,000	-	(20,000)
Bed Replacements (based on 10 conveyors)	50,146	70,000	-	(70,000)
MRF Roof Works	-	-	15,000	15,000
MRF Solar Panels	-	-	20,000	20,000
MRF Airconditioning System	-	-	50,000	50,000
Sub Total	403,058	275,000	140,000	(135,000)
WCF				
Loader Bucket	-	50,000	-	(50,000)
WCF - Variable Drive Speed Fans	23,430	150,000	150,000	-
WCF Civil Works (Aeratrion Building)	501,321	600,000	800,000	200,000
WCF Civil Works (Refurbishment)	314,622	920,000	1,005,000	85,000
HookLift Truck	-	-	-	-
Front End Loader	-	350,000	350,000	-
New FOGO Trommel	-	800,000	650,000	(150,000)
Bio Filter 2022 Works	160,627	10,000	-	(10,000)
Bio Filter 2023 Works	-	150,000	160,000	10,000
Fire Suppression System	-	1,600,000	1,650,000	50,000
Sub Total	1,000,000	4,630,000	4,765,000	135,000
MAINTENANCE				
Forklift	-	60,000	60,000	-
Scissor Lift	-	15,000	15,000	-
Sub Total	-	75,000	75,000	-
Total Capital Expenditure	1,439,476	5,040,000	4,990,000	(50,000)
Funded from Operations	1,439,476	-	-	-
Funded from B/Fwd	-	-	-	-
Funded from Reserves	-	4,790,000	4,740,000	(50,000)
Funded from Grant	-	250,000	250,000	-
Total Capital Expenditure	1,439,476	5,040,000	4,990,000	(50,000)
Buildings	815,943	1,610,000	1,850,000	240,000
Mobile Plant	22,980	475,000	425,000	(50,000)
Fixed Plant & equipment	587,115	2,905,000	2,715,000	(190,000)
IT Equipment	13,438	50,000	-	(50,000)
Total Capital Expenditure	1,439,476	5,040,000	4,990,000	(50,000)



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.

The opening cash balance was lower than budgeted due to \$750k of funds being transferred to reserves.

Any additional funds will also be utilised to fund the additional \$300k expected deficit.

CASH BACKED RESERVES				
Summary	2021/22 Audited Actual \$	2022/23 Budget \$	2022/23 Rev. Budget \$	Variance \$
Opening Balance	10,716,775	10,598,784	10,974,949	376,165
Transfer to Reserves				
WCF (Contingency Reserve)	739,214	-	-	-
RRRC Resoration Reserve		290,000	290,000	-
Office Project	18,960			-
	758,174	290,000	290,000	376,165
Transfer from Reserves				
MRF (Contingency Reserve)	-	(275,000)	(140,000)	135,000
WCF (Contingency Reserve)	(500,000)	(4,505,000)	(4,590,000)	(85,000)
Office Project	-	(10,000)	(10,000)	-
	(500,000)	(4,790,000)	(4,740,000)	50,000
				-
Closing Balance	10,974,949	6,098,784	6,524,949	426,165

SOUTHERN METROPOLITAN REGIONAL COUNCIL
Trading as **RESOURCE RECOVERY GROUP**
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2023

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
3,147,364	Contributions, Donations & Reimbursements	1,848,364	1,847,560	(803)
12,138,541	Fees & Charges	7,061,422	6,792,379	(269,044)
17,649	Interest Received	10,295	46,667	36,371
1,512,500	Other Revenue	882,292	847,843	(34,448)
16,816,054	Total Operating Revenue	9,802,373	9,534,449	(267,924)
	Expenditure from operating activities			
(5,496,398)	Employee Costs	(3,266,809)	(2,805,948)	460,862
(8,753,475)	Materials & Contracts	(5,311,757)	(4,870,723)	441,034
(770,664)	Utilities	(419,897)	(389,019)	30,877
(2,064,272)	Insurance	(1,204,159)	(1,181,752)	22,407
(523,137)	Interest	(288,124)	(234,777)	53,346
(4,609,461)	Depreciation	(2,688,852)	(2,845,258)	(156,406)
(22,217,406)	Total Operating Expenses	(13,179,597)	(12,327,477)	852,120
(5,401,352)	Operating Surplus / (Deficit)	(3,377,224)	(2,793,028)	584,196
	Non-cash items			
4,609,461	Depreciation	2,688,852	2,845,258	156,406
79,086	Interest - Unwinding Of Provisions	46,134	46,134	-
4,688,547	Total Non-cash items	2,734,986	2,891,391	156,406
(17,528,859)	Total Operating Expenses (Before Non-cash items)	(10,444,612)	(9,436,086)	1,008,526
(712,805)	Operating Surplus / (Deficit) (Before Non-cash Items)	(642,239)	98,363	740,602
	Capital Expenditure			
(3,130,000)	Buildings	(1,825,833)	(1,001,463)	824,370
(1,860,000)	Plant & Equipment	(1,085,000)	(82,582)	1,002,418
(50,000)	Information Technology	-	-	-
-	Transfer FROM/(TO) Assets	-	(5,689)	(5,689)
(5,040,000)	Total Capital Expenditure	(2,910,833)	(1,089,734)	1,821,099
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	(1,743,754)	(1,743,754)	-
3,230,389	Reimbursement of Loan Repayments	1,743,754	1,743,754	-
(563,566)	RRRC Lease Principal Paid	(328,747)	(325,331)	3,416
4,790,000	Capital Expenditure Funded by Reserves	2,910,833	1,089,734	(1,821,099)
(290,000)	Transfers FROM/(TO) Reserves	2,910,833	1,089,734	(1,821,099)
4,186,434	Total Funding / Other Capital Items	5,492,920	1,854,138	(3,638,782)
(1,566,371)	CHANGES IN NET ASSETS	1,939,848	862,767	(1,077,081)
2,556,765	Opening Funds Surplus(Deficit)	1,125,357	2,307,724	1,182,367
990,394	Closing Funds Surplus(Deficit)	3,065,205	3,170,491	105,286



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SOUTHERN METROPOLITAN REGIONAL COUNCIL
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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 budget materially. The material variance adopted by Council for the 2022/23 year is \$20,000.

Particulars	YTD Variance \$	Variance	Explanation of Variance with +/- \$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	(803)	Negative	Gate Fee losses due to lower tonnages received across all business units Benefits from higher interest rate environment CDS income loss
Fees & Charges	(269,044)	Negative	
Interest Received	36,371	Positive	
Other Revenue	(34,448)	Negative	
<u>Expenditure from operating activities</u>			
Employee Costs	460,862	Positive	Lower wage costs on Agency Staff for the period Lower plant maintenance and disposal costs Electricity cost savings Insurance premium savings Timing difference Higher depreciation than budgeted
Materials & Contracts	441,034	Positive	
Utilities	30,877	Positive	
Insurance	22,407	Positive	
Interest	53,346	Positive	
Depreciation	(156,406)	Negative	
<u>Capital Expenditure</u>			
Buildings	824,370	Positive	Timing difference
Plant & Equipment	1,002,418	Positive	Timing difference
<u>Funding / Other Capital Items</u>			
Lease Principal repayments	3,416	Positive	



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NET CURRENT ASSETS

	As at 31/01/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	9,146,458	11,974,442
Receivables	3,026,758	6,643,873
Prepayments	910,115	43,728
Accrued Income	854,839	397,720
Inventories	1,315,866	1,341,439
TOTAL CURRENT ASSETS	15,254,035	20,401,202
CURRENT LIABILITIES		
Payables	374,779	314,059
Accrued Expenses	620,753	1,172,788
Income Rec'd in Advance	250,000	250,000
GST Liability	119,316	49,068
Payroll Liabilities	1,753	-
Retentions & Bonds	225,659	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	238,235	563,566
TOTAL CURRENT LIABILITIES	3,967,131	8,373,725
NET CURRENT ASSETS	11,286,904	12,027,477
Adjustments		
Less: Restricted Cash - Reserves	(8,116,413)	(10,974,949)
Add: Increase in Non-Current Provisions	-	72,829
Adjusted Net Current Assets	3,170,491	1,125,357

SOUTHERN METROPOLITAN REGIONAL COUNCIL
Trading as **RESOURCE RECOVERY GROUP**
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2023

STATEMENT OF FINANCIAL POSITION

	As at 31/01/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	9,146,458	11,974,442
Receivables	3,026,758	6,643,873
Prepayments	910,115	43,728
Accrued Income	854,839	397,720
Inventories	1,315,866	1,341,439
TOTAL CURRENT ASSETS	15,254,035	20,401,202
CURRENT LIABILITIES		
Payables	374,779	314,059
Accrued Expenses	620,753	1,172,788
Income Rec'd in Advance	250,000	250,000
GST Liability	119,316	49,068
Payroll Liabilities	1,753	-
Retentions & Bonds	225,659	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	238,235	563,566
TOTAL CURRENT LIABILITIES	3,967,131	8,373,725
NET CURRENT ASSETS	11,286,904	12,027,477
NON-CURRENT ASSETS		
Buildings	1,769,918	1,780,523
Information Technology	8,579	11,217
Fixed Plant & Equipment	3,871,077	4,820,200
Mobile Plant & Equipment	390,837	551,659
RRRC Leasehold Improvements	17,004,064	17,323,987
RRRC Other	222,128	235,138
Capital Work in Progress	51,647	314,622
Right of Use Assets	4,885,516	5,295,107
TOTAL NON-CURRENT ASSETS	28,203,765	30,332,453
NON-CURRENT LIABILITIES		
Provisions	3,931,780	3,885,646
Borrowings	1,800,000	-
Lease Liabilities	5,551,191	5,551,192
TOTAL NON-CURRENT LIABILITIES	11,282,970	9,436,838
NET ASSETS	28,207,699	32,923,092



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SOUTHERN METROPOLITAN REGIONAL COUNCIL
 Trading as **RESOURCE RECOVERY GROUP**
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2023

STATEMENT OF CASH FLOW

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
	<u>Receipts</u>			
4,612,573	Operating grants, subsidies and contributions	2,690,668	1,847,560	(843,107)
11,564,783	Fees and charges	6,746,123	6,792,379	46,255
17,649	Interest received	10,295	46,667	36,371
1,608,555	Goods and Services Tax received	945,604	948,778	3,174
33,000	Other revenue	19,250	847,843	828,593
17,836,560	Total Receipts for Operations	10,411,940	10,483,227	71,287
	<u>Payments</u>			
(5,348,932)	Employee costs	(3,120,210)	(2,805,948)	314,263
(6,621,474)	Materials and contracts	(5,487,158)	(5,405,965)	81,193
(770,664)	Utility charges	(449,554)	(389,019)	60,535
(2,064,272)	Insurance paid	(1,917,394)	(2,000,418)	(83,024)
(444,049)	Interest expenses	(259,029)	(234,777)	24,251
(1,090,772)	Goods and Services Tax paid	(1,097,432)	(1,060,018)	37,413
(16,340,163)	Total Payments for Operations	(12,330,777)	(11,896,146)	434,631
1,496,397	Net cash provided by (used in) operating activities	(1,918,837)	(1,412,919)	505,918
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
(5,040,000)	Purchase of property, plant & equipment	(2,940,000)	(1,089,734)	1,850,266
250,000	Non-operating grants, subsidies and contributions	-	-	-
(4,790,000)	Net cash provided by (used in) investment activities	(2,940,000)	(1,089,734)	1,850,266
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
(3,230,389)	Repayment of borrowings	(1,743,754)	(1,743,754)	-
(563,566)	Lease principal payments	(328,747)	(325,331)	3,416
3,230,389	Member contributions to loan repayments	1,743,754	1,743,754	-
(563,566)	Net cash provided by (used in) financing activities	(328,747)	(325,331)	3,416
(3,857,169)	Net increase (decrease) in cash held	(5,187,583)	(2,827,984)	2,359,600
12,192,978	Cash at beginning of year	12,192,978	11,974,442	(218,536)
8,335,809	Cash and cash equivalents at the end of the year	7,005,395	9,146,458	2,141,064

SOUTHERN METROPOLITAN REGIONAL COUNCIL
Trading as **RESOURCE RECOVERY GROUP**
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 December 2022

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
3,147,364	Contributions, Donations & Reimbursements	1,607,180	1,597,492	(9,689)
12,138,541	Fees & Charges	5,960,281	5,794,480	(165,801)
17,649	Interest Received	8,825	37,151	28,327
1,512,500	Other Revenue	756,250	765,580	9,330
16,816,054	Total Operating Revenue	8,332,536	8,194,703	(137,833)
	Expenditure from operating activities			
(5,496,398)	Employee Costs	(2,799,110)	(2,431,259)	367,850
(8,753,475)	Materials & Contracts	(4,490,560)	(4,355,011)	135,548
(770,664)	Utilities	(355,675)	(337,015)	18,660
(2,064,272)	Insurance	(1,032,136)	(1,018,040)	14,096
(523,137)	Interest	(263,518)	(191,330)	72,187
(4,609,461)	Depreciation	(2,304,730)	(2,411,806)	(107,076)
(22,217,406)	Total Operating Expenses	(11,245,728)	(10,744,462)	501,266
(5,401,352)	Operating Surplus / (Deficit)	(2,913,193)	(2,549,759)	363,434
	Non-cash items			
4,609,461	Depreciation	2,304,730	2,411,806	107,076
79,086	Interest - Unwinding Of Provisions	39,543	39,543	-
4,688,547	Total Non-cash items	2,344,273	2,451,349	107,076
(17,528,859)	Total Operating Expenses (Before Non-cash items)	(8,901,455)	(8,293,113)	608,342
(712,805)	Operating Surplus / (Deficit) (Before Non-cash Items)	(568,919)	(98,410)	470,509
	Capital Expenditure			
(3,130,000)	Buildings	(1,050,000)	(1,003,133)	46,867
(1,860,000)	Plant & Equipment	(260,000)	(82,582)	177,418
(50,000)	Information Technology	-	-	-
(5,040,000)	Total Capital Expenditure	(1,310,000)	(1,085,715)	224,285
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	(1,743,754)	(1,743,754)	-
3,230,389	Reimbursement of Loan Repayments	1,743,754	1,743,754	-
(563,566)	RRRC Lease Principal Paid	(281,783)	(278,614)	3,169
4,790,000	Capital Expenditure Funded by Reserves	1,310,000	1,085,715	(224,285)
(290,000)	Transfers FROM/(TO) Reserves	-	-	-
4,186,434	Total Funding / Other Capital Items	1,028,217	807,101	(221,116)
(1,566,371)	CHANGES IN NET ASSETS	(850,702)	(377,024)	473,678
2,556,765	Opening Funds Surplus(Deficit)	1,125,357	2,307,724	1,182,367
990,394	Closing Funds Surplus(Deficit)	274,655	1,930,700	1,656,045



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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 budget materially. The material variance adopted by Council for the 2022/23 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +-\$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	(9,689)	Negative	Gate Fee losses due to lower tonnages received across all business units Benefits from higher interest rate environment
Fees & Charges	(165,801)	Negative	
Interest Received	28,327	Positive	
Other Revenue	9,330	Positive	
<u>Expenditure from operating activities</u>			
Employee Costs	367,850	Positive	Lower wage costs on Agency Staff for the period Lower plant maintenance and disposal costs Electricity cost savings Insurance premium savings Timing difference Higher depreciation than budgeted
Materials & Contracts	135,548	Positive	
Utilities	18,660	Positive	
Insurance	14,096	Positive	
Interest	72,187	Positive	
Depreciation	(107,076)	Negative	
<u>Capital Expenditure</u>			
Buildings	46,867	Positive	Timing difference
Plant & Equipment	177,418	Positive	Timing difference
<u>Funding / Other Capital Items</u>			
Lease Principal repayments	3,169	Positive	

SOUTHERN METROPOLITAN REGIONAL COUNCIL
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NET CURRENT ASSETS

	As at 31/12/2022	As at 30/06/2022
CURRENT ASSETS		
Cash	9,114,983	11,974,442
Receivables	3,163,946	6,643,873
Prepayments	1,083,575	43,728
Accrued Income	782,300	397,720
GST Asset	5,338	-
Inventories	1,254,567	1,341,439
TOTAL CURRENT ASSETS	15,404,709	20,401,202
CURRENT LIABILITIES		
Payables	895,333	314,059
Accrued Expenses	492,561	1,172,788
Income Rec'd in Advance	250,000	250,000
GST Liability	-	49,068
Payroll Liabilities	1,899	-
Retentions & Bonds	254,867	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	284,952	563,566
TOTAL CURRENT LIABILITIES	4,316,248	8,373,725
NET CURRENT ASSETS	11,088,461	12,027,477
Adjustments		
Less: Restricted Cash - Reserves	(9,157,761)	(10,974,949)
Add: Increase in Non-Current Provisions	-	72,829
Adjusted Net Current Assets	1,930,700	1,125,357



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SOUTHERN METROPOLITAN REGIONAL COUNCIL
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STATEMENT OF FINANCIAL POSITION

	As at 31/12/2022	As at 30/06/2022
CURRENT ASSETS		
Cash	9,114,983	11,974,442
Receivables	3,163,946	6,643,873
Prepayments	1,083,575	43,728
Accrued Income	782,300	397,720
GST Asset	5,338	-
Inventories	1,254,567	1,341,439
TOTAL CURRENT ASSETS	15,404,709	20,401,202
CURRENT LIABILITIES		
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Income Rec'd in Advance	250,000	250,000
GST Liability	-	49,068
Payroll Liabilities	1,899	-
Retentions & Bonds	254,867	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	284,952	563,566
TOTAL CURRENT LIABILITIES	4,316,248	8,373,725
NET CURRENT ASSETS	11,088,461	12,027,477
NON-CURRENT ASSETS		
Buildings	1,771,447	1,780,523
Information Technology	8,959	11,217
Fixed Plant & Equipment	4,022,298	4,820,200
Mobile Plant & Equipment	414,008	551,659
RRRC Leasehold Improvements	17,201,332	17,323,987
RRRC Other	224,624	235,138
Capital Work in Progress	51,647	314,622
Loan Receivables	1,800,000	-
Right of Use Assets	4,944,573	5,295,107
TOTAL NON-CURRENT ASSETS	30,438,887	30,332,453
NON-CURRENT LIABILITIES		
Provisions	3,925,189	3,885,646
Borrowings	1,800,000	-
Lease Liabilities	5,551,191	5,551,192
TOTAL NON-CURRENT LIABILITIES	11,276,380	9,436,838
NET ASSETS	30,250,968	32,923,092



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 Trading as **RESOURCE RECOVERY GROUP**
FINANCIAL REPORTS FOR THE PERIOD ENDED
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STATEMENT OF CASH FLOW

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
	<u>Receipts</u>			
4,612,573	Operating grants, subsidies and contributions	2,306,287	1,597,492	(708,795)
11,564,783	Fees and charges	5,782,392	5,794,480	12,088
17,649	Interest received	8,825	37,151	28,327
1,608,555	Goods and Services Tax received	347,441	815,755	468,314
33,000	Other revenue	16,500	765,580	749,080
17,836,560	Total Receipts for Operations	8,461,444	9,010,458	549,014
	<u>Payments</u>			
(5,348,932)	Employee costs	(2,674,466)	(2,431,259)	243,207
(6,621,474)	Materials and contracts	(4,565,478)	(4,607,616)	(42,138)
(770,664)	Utility charges	(385,332)	(337,015)	48,317
(2,064,272)	Insurance paid	(1,917,394)	(2,000,439)	(83,045)
(444,049)	Interest expenses	(222,025)	(191,330)	30,694
(1,090,772)	Goods and Services Tax paid	(914,568)	(937,928)	(23,360)
(16,340,163)	Total Payments for Operations	(10,679,263)	(10,505,588)	173,675
1,496,397	Net cash provided by (used in) operating activities	(2,217,819)	(1,495,130)	722,689
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
(5,040,000)	Purchase of property, plant & equipment	(1,100,000)	(1,085,715)	14,285
250,000	Non-operating grants, subsidies and contributions	-	-	-
(4,790,000)	Net cash provided by (used in) investment activities	(1,100,000)	(1,085,715)	14,285
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
(3,230,389)	Repayment of borrowings	(1,743,754)	(1,743,754)	-
(563,566)	Lease principal payments	(281,783)	(278,614)	3,169
3,230,389	Member contributions to loan repayments	1,743,754	1,743,754	-
(563,566)	Net cash provided by (used in) financing activities	(281,783)	(278,614)	3,169
(3,857,169)	Net increase (decrease) in cash held	(3,599,602)	(2,859,459)	740,142
12,192,978	Cash at beginning of year	12,192,978	11,974,442	(218,536)
8,335,809	Cash and cash equivalents at the end of the year	8,593,376	9,114,983	521,606

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STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
3,147,364	Contributions, Donations & Reimbursements	1,279,339	1,350,282	70,942
12,138,541	Fees & Charges	4,867,331	4,800,927	(66,404)
17,649	Interest Received	7,354	26,323	18,969
1,512,500	Other Revenue	630,208	637,978	7,769
16,816,054	Total Operating Revenue	6,784,233	6,815,509	31,276
	Expenditure from operating activities			
(5,496,398)	Employee Costs	(2,350,681)	(2,014,272)	336,410
(8,753,475)	Materials & Contracts	(3,834,407)	(3,526,473)	307,934
(770,664)	Utilities	(321,110)	(279,124)	41,986
(2,064,272)	Insurance	(860,114)	(771,263)	88,851
(523,137)	Interest	(152,254)	(168,011)	(15,757)
(4,609,461)	Depreciation	(1,920,609)	(1,978,430)	(57,822)
(22,217,406)	Total Operating Expenses	(9,439,175)	(8,737,572)	701,602
(5,401,352)	Operating Surplus / (Deficit)	(2,654,942)	(1,922,063)	732,879
	Non-cash items			
4,609,461	Depreciation	1,920,609	1,978,430	57,822
79,086	Interest - Unwinding Of Provisions	32,953	32,953	-
4,688,547	Total Non-cash items	1,953,561	2,011,383	57,822
(17,528,859)	Total Operating Expenses (Before Non-cash items)	(7,485,614)	(6,726,190)	759,424
(712,805)	Operating Surplus / (Deficit) (Before Non-cash Items)	(701,381)	89,320	790,700
	Capital Expenditure			
(3,130,000)	Buildings	(1,000,000)	(988,826)	11,174
(1,860,000)	Plant & Equipment	(260,000)	(82,582)	177,418
(50,000)	Information Technology	-	-	-
(5,040,000)	Total Capital Expenditure	(1,260,000)	(1,071,408)	188,592
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	(1,743,754)	(1,743,754)	-
3,230,389	Reimbursement of Loan Repayments	1,743,754	1,743,754	-
(563,566)	RRRC Lease Principal Paid	(234,819)	(232,031)	2,789
4,790,000	Capital Expenditure Funded by Reserves	1,260,000	1,071,408	(188,592)
(290,000)	Transfers FROM/(TO) Reserves	-	-	-
4,186,434	Total Funding / Other Capital Items	1,025,181	839,378	(185,803)
(1,566,371)	CHANGES IN NET ASSETS	(936,200)	(142,711)	793,489
2,556,765	Opening Funds Surplus(Deficit)	1,125,357	2,307,724	1,182,367
990,394	Closing Funds Surplus(Deficit)	189,157	2,165,013	1,975,856



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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 budget materially. The material variance adopted by Council for the 2022/23 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +-\$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	70,942	Positive	Timing difference Gate Fee losses due to lower tonnages received across all business units
Fees & Charges	(66,404)	Negative	
Interest Received	18,969	Positive	
Other Revenue	7,769	Positive	
<u>Expenditure from operating activities</u>			
Employee Costs	336,410	Positive	Lower wage costs on Agency Staff for the period Lower plant maintenance and disposal costs
Materials & Contracts	307,934	Positive	
Utilities	41,986	Positive	Electricity cost savings
Insurance	88,851	Positive	Insurance premium savings
Interest	(15,757)	Negative	Higher depreciation than budgeted
Depreciation	(57,822)	Negative	
<u>Capital Expenditure</u>			
Buildings	11,174	Positive	Timing difference
Plant & Equipment	177,418	Positive	
<u>Funding / Other Capital Items</u>			
Lease Principal repayments	2,789	Positive	



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NET CURRENT ASSETS

	As at 30/11/2022	As at 30/06/2022
CURRENT ASSETS		
Cash	8,902,272	11,974,442
Receivables	4,144,959	6,643,873
Prepayments	1,187,443	43,728
Accrued Income	722,355	397,720
Inventories	1,327,762	1,341,439
TOTAL CURRENT ASSETS	16,284,792	20,401,202
CURRENT LIABILITIES		
Payables	3,012,080	314,059
Accrued Expenses	820,233	1,172,788
Income Rec'd in Advance	250,000	250,000
GST	71,862	49,068
Payroll Liabilities	146	-
Retentions & Bonds	254,867	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	331,535	563,566
TOTAL CURRENT LIABILITIES	6,877,359	8,373,725
NET CURRENT ASSETS	9,407,432	12,027,477
Adjustments		
Less: Restricted Cash - Reserves	(7,242,419)	(10,974,949)
Add: Increase in Non-Current Provisions	-	72,829
Adjusted Net Current Assets	2,165,013	1,125,357



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STATEMENT OF FINANCIAL POSITION

	As at 30/11/2022	As at 30/06/2022
CURRENT ASSETS		
Cash	8,902,272	11,974,442
Receivables	4,144,959	6,643,873
Prepayments	1,187,443	43,728
Accrued Income	722,355	397,720
Inventories	1,327,762	1,341,439
TOTAL CURRENT ASSETS	16,284,792	20,401,202
CURRENT LIABILITIES		
Payables	3,012,080	314,059
Accrued Expenses	820,233	1,172,788
Income Rec'd in Advance	250,000	250,000
GST	71,862	49,068
Payroll Liabilities	146	-
Retentions & Bonds	254,867	320,313
Borrowings	1,486,635	5,086,955
Provisions	650,001	616,976
Lease Liabilities	331,535	563,566
TOTAL CURRENT LIABILITIES	6,877,359	8,373,725
NET CURRENT ASSETS	9,407,432	12,027,477
NON-CURRENT ASSETS		
Buildings	1,772,975	1,780,523
Information Technology	9,339	11,217
Fixed Plant & Equipment	4,173,422	4,820,200
Mobile Plant & Equipment	437,199	551,659
RRRC Leasehold Improvements	17,382,600	17,323,987
RRRC Other	227,120	235,138
Capital Work in Progress	51,647	314,622
Loan Receivables	1,800,000	-
Right of Use Assets	5,003,630	5,295,107
TOTAL NON-CURRENT ASSETS	30,857,933	30,332,453
NON-CURRENT LIABILITIES		
Provisions	3,918,599	3,885,646
Borrowings	1,800,000	-
Lease Liabilities	5,551,191	5,551,192
TOTAL NON-CURRENT LIABILITIES	11,269,789	9,436,838
NET ASSETS	28,995,576	32,923,092



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FINANCIAL REPORTS FOR THE PERIOD ENDED
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STATEMENT OF CASH FLOW

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
	<u>Receipts</u>			
4,612,573	Operating grants, subsidies and contributions	1,921,905	1,350,282	(571,624)
11,564,783	Fees and charges	4,818,660	4,800,927	(17,733)
17,649	Interest received	7,354	26,323	18,969
1,608,555	Goods and Services Tax received	347,441	678,919	331,477
33,000	Other revenue	11,000	637,978	626,978
17,836,560	Total Receipts for Operations	7,106,360	7,494,428	388,068
	<u>Payments</u>			
(5,348,932)	Employee costs	(2,228,722)	(2,014,272)	214,450
(6,621,474)	Materials and contracts	(3,687,951)	(4,058,019)	(370,068)
(770,664)	Utility charges	(321,110)	(279,124)	41,986
(2,064,272)	Insurance paid	(1,917,394)	(1,917,394)	(0)
(444,049)	Interest expenses	(185,020)	(168,011)	17,009
(1,090,772)	Goods and Services Tax paid	(815,518)	(826,339)	(10,821)
(16,340,163)	Total Payments for Operations	(9,155,715)	(9,263,159)	(107,444)
1,496,397	Net cash provided by (used in) operating activities	(2,049,355)	(1,768,731)	280,624
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
(5,040,000)	Purchase of property, plant & equipment	(1,100,000)	(1,071,408)	28,592
250,000	Non-operating grants, subsidies and contributions	-	-	-
(4,790,000)	Net cash provided by (used in) investment activities	(1,100,000)	(1,071,408)	28,592
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
(3,230,389)	Repayment of borrowings	(1,743,754)	(1,743,754)	-
(563,566)	Lease principal payments	(234,819)	(232,031)	2,789
3,230,389	Member contributions to loan repayments	1,743,754	1,743,754	-
(563,566)	Net cash provided by (used in) financing activities	(234,819)	(232,031)	2,789
(3,857,169)	Net increase (decrease) in cash held	(3,384,174)	(3,072,170)	312,004
12,192,978	Cash at beginning of year	12,192,978	11,974,442	(218,536)
8,335,809	Cash and cash equivalents at the end of the year	8,808,804	8,902,272	93,468

Schedule of Payments made in January 2023

Chq/EFT	Date	Name	Description	Amount
EFT25782	04/01/2023	SMRC Net Payroll Clearing Creditor	Payroll F/E 01/01/2023	118,180.61
EFT25783	03/01/2023	WA Treasury Corporation	Loan Repayments	95,390.78
EFT25784	03/01/2023	National Australia Bank (NAB)	Credit Card Transactions for December 2022	17,083.05
EFT25785	05/01/2023	SuperChoice Services Pty Ltd	Super Contributions F/E 18/12/2022	24,180.99
EFT25786	10/01/2023	Telstra Limited	Mobile Charges November 2022	2,241.34
EFT25787	10/01/2023	Water Corporation*	Utilities	6,053.94
EFT25788	10/01/2023	Synergy - Electricity Retail Corporation	Utilities	56,263.79
EFT25789	10/01/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	40,695.00
EFT25790	10/01/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	39,615.00
EFT25791	10/01/2023	Elton's Lawnmowing and Gardening	Lawn Mowing 9 Aldous Pl Booragoon	44.00
EFT25792	10/01/2023	Hands-On Infection Control	Employee Vaccinations	735.65
EFT25793	10/01/2023	Industrial Protective Products (WA)	Safety Equipment	47.30
EFT25794	10/01/2023	Octagon-BKG Lifts	Building Maintenance	553.78
EFT25795	10/01/2023	VIP Lawns and Gardens (The Trustee for	Gardening Services - Booragoon Office	143.00
EFT25796	10/01/2023	BP Australia P/L	Deisel Fuel	7,886.88
EFT25797	10/01/2023	DRWA Building Doors	Plant Maintenance - Parts And Services	4,691.50
EFT25798	10/01/2023	Environmental & Air Quality Consulting Pty	Environmental Consultations	9,201.02
EFT25799	10/01/2023	Moore Stephens	Employee Training	2,772.00
EFT25800	10/01/2023	Network-IT(WA) PTY LTD	Office Equipment	1,093.67
EFT25801	10/01/2023	Perth Recruitment Services Pty Ltd	Labour Hire	4,114.24
EFT25802	10/01/2023	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	2,772.00
EFT25803	10/01/2023	Skillforce Recruitment Pty Ltd (Octet	Labour Hire	3,268.36
EFT25804	10/01/2023	Super Sweep	Road Sweeping for November 2022	4,884.00
EFT25805	10/01/2023	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25806	10/01/2023	Winc Australia Pty Limited	Office Amenities	16.61
EFT25807	10/01/2023	CTI Logistics Interstate	Transport of Recyclables	12,634.17
EFT25808	10/01/2023	Horizon West Landscape & Irrigation Pty Ltd	Landscape Services - October 2022	3,730.38
EFT25809	10/01/2023	Lucid Consulting Engineers (WA) Pty Ltd	Plant Maintenance - Parts And Services	3,503.50
EFT25810	10/01/2023	Strategic Fire Consulting	Building Maintenance	1,650.00
EFT25811	10/01/2023	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	71,858.14
EFT25812	10/01/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	115,846.28
EFT25813	10/01/2023	Wastetrans Wa	Transport Costs	38,740.71
EFT25814	12/01/2023	Department of Water and Environmental	Annual license fee 2022/2023	6,952.00
EFT25815	06/01/2023	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT25816	17/01/2023	SMRC Net Payroll Clearing Creditor	Payroll F/E 15/01/2023	120,727.34
EFT25817	18/01/2023	SuperChoice Services Pty Ltd	Super Contributions F/E 01/01/2023	24,095.11
EFT25818	24/01/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	42,378.00
EFT25819	24/01/2023	Synergy - Electricity Retail Corporation	Utilities	58,415.24
EFT25820	24/01/2023	Cr Andrew White	Members Allowance for Jan'23	676.50
EFT25821	24/01/2023	Cr Doug Thompson*	Members Allowance for Jan'23	2,300.00
EFT25822	24/01/2023	Cr Karen Wheatland	Members Allowance for Jan'23	676.50
EFT25823	24/01/2023	FUJIFILM Business Innovation Australia Pty	Office Amenities	229.45
EFT25824	24/01/2023	Australian Bale Press Company	Plant Maintenance - Parts And Services	1,188.00
EFT25825	24/01/2023	BP Australia P/L	Deisel Fuel	9,987.78

Chq/EFT	Date	Name	Description	Amount
EFT25826	24/01/2023	Catalyse Pty Ltd	Waste Education Services	2,200.00
EFT25827	24/01/2023	Environmental & Air Quality Consulting Pty	Environmental Consultations	9,201.02
EFT25828	24/01/2023	Flick Anticimex Pty Ltd	Office Amenities	1,401.81
EFT25829	24/01/2023	Industrial Protective Products (WA)	Safety Equipment	2,617.60
EFT25830	24/01/2023	Natsync Environmental	Quarterly Pest Management	4,871.00
EFT25831	24/01/2023	Panetta McGrath Lawyers	Legal Consultation Fees	1,675.30
EFT25832	24/01/2023	Perth Recruitment Services Pty Ltd	Labour Hire	3,565.49
EFT25833	24/01/2023	Skillforce Recruitment Pty Ltd (Octet	Labour Hire	6,269.92
EFT25834	24/01/2023	Super Sweep	Road Sweeping for December 2022	5,280.00
EFT25835	24/01/2023	United Equipment Pty Ltd	Equipment Hire	4,830.10
EFT25836	24/01/2023	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	68,235.85
EFT25837	24/01/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	201,140.37
EFT25838	24/01/2023	Wastetrans Wa	Transport Costs	81,563.89
EFT25839	24/01/2023	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	292.90
EFT25840	24/01/2023	Aveling	Safety Equipment	465.00
EFT25841	24/01/2023	Blackwoods Atkins	Hire of Industrial Gas Cylinders	856.66
EFT25842	24/01/2023	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	876.10
EFT25843	24/01/2023	Filters Plus	Plant Maintenance - Parts And Services	856.35
EFT25844	24/01/2023	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	664.15
EFT25845	24/01/2023	Material Recovery Solutions Pty Ltd	Plant Maintenance - Parts	356.03
EFT25846	24/01/2023	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	385.00
EFT25847	24/01/2023	OTR Tyres	Plant Maintenance - Tyres	735.06
EFT25848	24/01/2023	PEP Transport	Courier Services	52.04
EFT25849	24/01/2023	Powerdrive (WA) PTY LTD	Plant Maintenance - Parts And Services	478.50
EFT25850	24/01/2023	Sonic Health Plus	Employment Costs	490.60
EFT25851	24/01/2023	Southern Cross Cleaning Services	Office Cleaning - Booragoon	909.77
EFT25852	24/01/2023	Statewide Bearings	Plant Maintenance - Parts And Services	599.10
EFT25853	24/01/2023	TRI TECH GROUP PTY LTD T/A Janissen	Quarterly Test and Tagging at Canning Vale	856.90
EFT25854	24/01/2023	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25855	24/01/2023	Winc Australia Pty Limited	Office Amenities	950.32
EFT25856	24/01/2023	Work Clobber	Safety Equipment	117.80
EFT25857	24/01/2023	Access Hire Australia	Equipment Hire	1,241.46
EFT25858	24/01/2023	Advance Press	Waste Calendars	2,354.00
EFT25859	24/01/2023	All Fire and Electrical WA	Building Maintenance	4,005.10
EFT25860	24/01/2023	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	6,897.51
EFT25861	24/01/2023	Allclean Property Services Plus	Cleaning Services for CVC	3,518.27
EFT25862	24/01/2023	Analytical Reference Laboratory (WA) P/L -	Waste Audit Costs	1,228.70
EFT25863	24/01/2023	Bunnings Group Limited	Plant Maintenance - Parts	1,026.93
EFT25864	24/01/2023	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	22,040.02
EFT25865	24/01/2023	CTI Logistics Interstate	Transport of Recyclables	10,394.94
EFT25866	24/01/2023	DECOBU (Design) Pty Ltd	Site Inspection and Reports	2,970.00
EFT25867	24/01/2023	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	7,100.00
EFT25868	24/01/2023	Hinco Instruments Pty Ltd	Building Maintenance	5,970.80
EFT25869	24/01/2023	Horizon West Landscape & Irrigation Pty Ltd	Landscape Services - October 2022	3,730.38
EFT25870	24/01/2023	Kennards Hire Pty Ltd	Hire Equipment	1,106.20
EFT25871	24/01/2023	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	6,177.60

Chq/EFT	Date	Name	Description	Amount
EFT25872	24/01/2023	OPS Screening & Crushing Equipment Pty	Plant Maintenance - Parts And Services	3,946.17
EFT25873	24/01/2023	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	5,623.75
EFT25874	24/01/2023	Selectro Services P/L	Plant Maintenance - Parts And Services	10,529.20
EFT25875	24/01/2023	Strategic Fire Consulting	Building Maintenance	1,650.00
EFT25876	24/01/2023	Tema Services Pty Ltd	Laundry Expenses	1,378.35
EFT25877	24/01/2023	URSAFERITE PTY LTD	Safety Equipment	3,026.65
EFT25878	24/01/2023	WA Fasteners Pty Ltd	Plant Maintenance - Parts	5,163.62
EFT25879	23/01/2023	Vocus Pty Ltd	Monthly internet service for December 2022	1,097.80
EFT25880	23/01/2023	WA Treasury Corporation	Loan Repayments	20,101.52
EFT25881	27/01/2023	City of Canning	CVC Lease	69,643.75
EFT25882	30/01/2023	National Australia Bank (NAB)	Credit Card Transactions for January 2023	5,286.59
TOTAL PAYMENTS				1,569,756.90

EFT25784	03/01/2023	National Australia Bank (NAB)	Credit card transactions for December 2022	17,083.05
Chq/EFT	Date	Name	Description	Amount
EFT25784	19/12/2022	Tiktok Promote	Advertising and Promotion	4.61
EFT25784	13/12/2022	Tiktok Promote	Advertising and Promotion	7.51
EFT25784	07/12/2022	Tiktok Promote	Advertising and Promotion	17.60
EFT25784	05/12/2022	Tiktok Promote	Advertising and Promotion	17.60
EFT25784	28/11/2022	Insight Call Centre	Community Feedback Hotline	175.04
EFT25784	01/12/2022	Uber *trip	Employee Travel Expenses	3.45
EFT25784	08/12/2022	Sitech Wa Pty Ltd	Licencing Fees	306.61
EFT25784	15/12/2022	Coles Online	Office Amenities	199.25
EFT25784	12/12/2022	Easyflowes	Office Amenities	131.90
EFT25784	12/12/2022	Gilberts Fresh Mark	Office Amenities	29.57
EFT25784	12/12/2022	Coles Express 6936	Office Amenities	105.07
EFT25784	14/12/2022	Coles Online	Office Amenities	68.90
EFT25784	14/12/2022	Coles Online	Office Amenities	75.50
EFT25784	14/12/2022	Coles Online	Office Amenities	22.00
EFT25784	14/12/2022	Coles Online	Office Amenities	47.20
EFT25784	14/12/2022	Woolworths/Nicholson Rd &	Office Amenities	45.20
EFT25784	30/11/2022	Coles Online	Office Amenities	60.24
EFT25784	30/11/2022	Coles Online	Office Amenities	30.12
EFT25784	30/11/2022	Coles Online	Office Amenities	10.04
EFT25784	01/12/2022	Coles 0332	Office Amenities	140.00
EFT25784	23/12/2022	Coles 0332	Office Amenities	2.90
EFT25784	20/12/2022	Coles 0332	Office Amenities	5.80
EFT25784	15/12/2022	Coles Online	Office Amenities	11.50
EFT25784	13/12/2022	Coles 0332	Office Amenities	8.70
EFT25784	08/12/2022	Coles 0332	Office Amenities	8.70
EFT25784	05/12/2022	Gilberts Fresh Mark	Office Amenities	45.21
EFT25784	06/12/2022	Coles Express 6936	Office Amenities	6.00
EFT25784	28/11/2022	Gilberts Fresh Mark	Office Amenities	32.77
EFT25784	21/12/2022	Coles Express 6936	Office Amenities	3.45
EFT25784	28/12/2022	Woolworths/Nicholson Rd &	Office Amenities	9.20
EFT25784	05/12/2022	Coles 0332	Office Amenities	7.20
EFT25784	08/12/2022	Scania Australia Pty	Plant Maintenance - Parts	37.29
EFT25784	08/12/2022	Scania Australia Pty	Plant Maintenance - Parts	166.65
EFT25784	08/12/2022	Scania Australia Pty	Plant Maintenance - Parts	202.95
EFT25784	08/12/2022	Scania Australia Pty	Plant Maintenance - Parts	86.36
EFT25784	22/12/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	511.70
EFT25784	30/11/2022	Hose Mania	Plant Maintenance - Parts And Services	32.25
EFT25784	19/12/2022	Total Tools Canning	Plant Maintenance - Tools	70.50
EFT25784	12/12/2022	Total Tools Canning	Plant Maintenance - Tools	170.00
EFT25784	07/12/2022	Total Tools Canning	Plant Maintenance - Tools	220.00
EFT25784	01/12/2022	Total Tools Canning	Plant Maintenance - Tools	77.00
EFT25784	29/11/2022	Total Tools Canning	Plant Maintenance - Tools	149.00
EFT25784	22/12/2022	Wilson Parking	Security Services	988.57
EFT25784	06/12/2022	Wilson Parking	Security Services	1,087.24
EFT25784	03/12/2022	Hello Visitor Pty Lt	Software License Fees	31.13

Chq/EFT	Date	Name	Description	Amount
EFT25784	23/12/2022	Adobe Creative Cloud	Software License Fees	79.99
EFT25784	02/12/2022	Amazon Web Services	Software License Fees	299.29
EFT25784	27/12/2022	Adobe Acropro Subs	Software License Fees	274.92
EFT25784	27/12/2022	Adobe Acropro Subs	Software License Fees	91.00
EFT25784	27/12/2022	Adobe Acropro Subs	Software License Fees	121.99
EFT25784	16/12/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25784	13/12/2022	Wageloch	Software License Fees	182.83
EFT25784	13/12/2022	Wageloch	Software License Fees	127.43
EFT25784	13/12/2022	Wageloch	Software License Fees	88.64
EFT25784	13/12/2022	Wageloch	Software License Fees	132.97
EFT25784	13/12/2022	Wageloch	Software License Fees	22.16
EFT25784	01/12/2022	Simpleinout.Com	Software License Fees	44.69
EFT25784	12/12/2022	Mailchimp *misc	Software License Fees	51.05
EFT25784	22/12/2022	Acco Airconditioning	Plant Maintenance - Parts And Services	350.00
EFT25784	19/12/2022	Uber* Eats	Special Event Catering	- 66.79
EFT25784	16/12/2022	Uber* Eats	Special Event Catering	66.79
EFT25784	16/12/2022	Partysource	Special Events	31.93
EFT25784	15/12/2022	Seafresh Myaree	Meeting Expenses	126.92
EFT25784	12/12/2022	Ipy*sevenoakscaterin	Meeting Expenses	283.00
EFT25784	12/12/2022	Nosh Catering	Special Event Catering	1,692.57
EFT25784	02/12/2022	Sevenoaks Catering	Special Event Catering	221.00
EFT25784	01/12/2022	Kmart 1162	Special Events	46.50
EFT25784	30/11/2022	Ezi*illion (General Ac	ASIC Documents on Suppliers	66.88
EFT25784	20/12/2022	Nexacu	Employee Training	295.00
EFT25784	19/12/2022	Work Clobber	Safety Equipment	215.00
EFT25784	19/12/2022	Fortusgrou* Fortusgrou	Plant Maintenance - Parts And Services	3,673.70
EFT25784	15/12/2022	St John Ambulance Aust	Employee Training	175.00
EFT25784	07/12/2022	Filters Plus Wa	Plant Maintenance - Parts	143.99
EFT25784	06/12/2022	Tecpro Australia	Plant Maintenance - Parts	434.91
EFT25784	05/12/2022	St John Ambulance Au	Building Maintenance	332.64
EFT25784	05/12/2022	St John Ambulance Au	Building Maintenance	221.76
EFT25784	30/11/2022	Officeworks	Office Amenities	23.00
EFT25784	30/11/2022	Officeworks	Office Amenities	205.39
EFT25784	30/11/2022	Filters Plus Wa	Plant Maintenance - Parts	484.29
EFT25784	21/12/2022	St John Ambulance Aust	Employee Training	175.00
EFT25784	20/12/2022	Jessies Cafe	Office Amenities	10.30
EFT25784	01/12/2022	Adobe Stock	Software License Fees	26.39
EFT25784	02/12/2022	Wanewsdti	Subscription Fees	84.00
EFT25784	15/12/2022	Bunnings 729000	Plant Maintenance - Parts	111.85
EFT25784	14/12/2022	The Rowing Pavilion	Office Amenities	62.00
EFT25784	08/12/2022	Kitchen Warehouse Me	Special Events	55.70
EFT25784	05/12/2022	The Reject Shop 601	Special Events	63.50
EFT25784	02/12/2022	Eb *eventbrite Invoice	Education Expenses	13.80
EFT25784	02/12/2022	Eb *eventbrite Invoice	Education Expenses	16.56
EFT25784	02/12/2022	Eb *eventbrite Invoice	Education Expenses	11.04
EFT25784	12/12/2022	V/Cellars 5161	Meeting Expenses	90.00

Chq/EFT	Date	Name	Description	Amount
EFT25784	16/12/2022	Soils Aint Soils Cann	Special Events	33.75
EFT25784	15/12/2022	Subway Market City	Meeting Expenses	81.90
EFT25784	15/12/2022	St John Ambulance Aust	Employee Training	175.00
EFT25784	12/12/2022	Nosh Catering	Special Events	18.62
EFT25784	30/11/2022	Facebk J2r7dnt4u2	Subscription Fees	22.73
TOTAL PAYMENTS				17,083.05

Chq/EFT	Date	Name	Description	Amount
EFT25882	30/01/2023	National Australia Bank (NAB)	Credit card transactions for Jan'23	5,286.59
EFT25882	28/12/2022	Insight Call Centre	Community Feedback Hotline	171.00
EFT25882	13/01/2023	Bunnings 317000	Community Garden Expenses	8.95
EFT25882	06/01/2023	Bunnings 317000	Community Garden Expenses	38.90
EFT25882	05/01/2023	Sitech Wa Pty Ltd	Licencing Fees	78.39
EFT25882	25/01/2023	City Of Perth Parking-Ons	Meetings	8.08
EFT25882	23/01/2023	Coles 0358	Office Amenities	6.90
EFT25882	16/01/2023	Gilberts Fresh Mark	Office Amenities	47.76
EFT25882	09/01/2023	Gilberts Fresh Mark	Office Amenities	48.37
EFT25882	06/01/2023	Coles 0332	Office Amenities	50.00
EFT25882	23/01/2023	Coles 0332	Office Amenities	7.20
EFT25882	17/01/2023	Coles 0332	Office Amenities	7.25
EFT25882	13/01/2023	Grouch & Co P/L	Office Amenities	114.00
EFT25882	03/01/2023	Coles 0332	Office Amenities	8.70
EFT25882	23/01/2023	Coles 0358	Office Amenities	49.90
EFT25882	19/01/2023	Coles 0358	Office Amenities	3.10
EFT25882	18/01/2023	Taipan Pty Ltd	Plant Maintenance - Parts And Services	104.17
EFT25882	12/01/2023	Hose Mania	Plant Maintenance - Parts And Services	85.71
EFT25882	19/01/2023	Volvo Group Australia	Plant Maintenance - Parts And Services	511.70
EFT25882	16/01/2023	Total Tools Canning	Plant Maintenance - Tools	136.00
EFT25882	20/01/2023	Super Cheap Auto	Plant Maintenance - Tools	22.49
EFT25882	17/01/2023	Post Booragoon Post Bo	Postage	9.60
EFT25882	17/01/2023	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25882	10/01/2023	Wageloch	Software License Fees	127.43
EFT25882	10/01/2023	Wageloch	Software License Fees	22.16
EFT25882	03/01/2023	Hello Visitor Pty Lt	Software License Fees	31.12
EFT25882	02/01/2023	Amazon Web Services	Software License Fees	296.55
EFT25882	23/01/2023	Adobe Creative Cloud	Software License Fees	79.99
EFT25882	10/01/2023	Wageloch	Software License Fees	132.97
EFT25882	10/01/2023	Wageloch	Software License Fees	182.83
EFT25882	10/01/2023	Wageloch	Software License Fees	88.64
EFT25882	01/01/2023	Simpleinout.Com	Software License Fees	44.85
EFT25882	12/01/2023	Mailchimp *misc	Software License Fees	58.04
EFT25882	18/01/2023	Ashburton Liquor Sto	Office Amenities	34.98
EFT25882	25/01/2023	9 Seeds	Meetings	11.30
EFT25882	25/01/2023	9 Seeds	Meetings	5.30
EFT25882	04/01/2023	Ipy*janiissenelectric	Plant Maintenance - Parts And Services	285.55
EFT25882	20/01/2023	Ezi*illion (General Ac	Software License Fees	20.24

Chq/EFT	Date	Name	Description	Amount
EFT25882	12/01/2023	Source Separation Systems	Office Amenities	49.95
EFT25882	11/01/2023	Cobbler Plus Extra Boo	Building Maintenance	19.90
EFT25882	11/01/2023	Woolworths/Garden City S/	Office Amenities	44.59
EFT25882	06/01/2023	Zushibento Aust	Office Amenities	39.48
EFT25882	06/01/2023	Miss Maud	Office Amenities	34.95
EFT25882	06/01/2023	Uber* Eats	Office Amenities	42.55
EFT25882	06/01/2023	Miss Maud	Office Amenities	34.70
EFT25882	03/01/2023	Garden City News	Office Amenities	14.99
EFT25882	28/12/2022	Bunnings 729000	Office Amenities	42.38
EFT25882	01/01/2023	Adobe Stock	Software License Fees	26.39
EFT25882	20/01/2023	Tony Aveling & Associates	Employee Training	155.00
EFT25882	18/01/2023	St John Ambulance Aust	Employee Training	175.00
EFT25882	19/01/2023	Brumbys Leeming	Meetings	8.00
EFT25882	05/01/2023	Coles 0294	Building Maintenance	107.70
EFT25882	24/01/2023	Safe Right Pty Ltd	Employee Training	450.00
EFT25882	17/01/2023	Big W/Ranford & Nicholson	Office Amenities	10.00
EFT25882	12/01/2023	Ccr Hose And Fittings	Plant Maintenance - Parts And Services	39.96
EFT25882	20/01/2023	Department Of Transpor	Vehicle Licence Renewal	72.55
EFT25882	16/01/2023	Fortusgrou* Fortusgrou	Plant Maintenance - Parts And Services	4,562.80
EFT25882	11/01/2023	Woolworths/Garden City S/	Office Amenities	43.00
EFT25882	06/01/2023	Gardenfresh	Office Amenities	14.99
EFT25882	20/01/2023	Department Of Transpor	Vehicle Licence Renewal	10.30
EFT25882	04/01/2023	Fortusgrou* Fortusgrou	Plant Maintenance - Parts And Services	- 3,673.70
TOTAL			TOTAL PAYMENTS	5,286.59

Schedule of Payments made in December 2022

Chq/EFT	Date	Name	Description	Amount	
EFT25687	07/12/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 04/12/2022	116,164.87	
EFT25688	02/12/2022	City of Canning	CVC Lease	69,643.75	
EFT25689	01/12/2022	National Australia Bank (NAB)	Credit card transactions for November 2022	24,566.07	
EFT25690	08/12/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	324.50	
EFT25691	08/12/2022	Industrial Protective Products (WA)	Safety Equipment	705.41	
EFT25692	08/12/2022	Network-IT(WA) PTY LTD	Office Equipment	790.80	
EFT25693	08/12/2022	Synergy - Electricity Retail Corporation	Utilities	480.56	
EFT25694	08/12/2022	BP Australia P/L	Deisel Fuel	11,736.08	
EFT25695	08/12/2022	Environmental & Air Quality Consulting Pty	Environmental Consultations	9,410.02	
EFT25696	08/12/2022	Perth Recruitment Services Pty Ltd	Labour Hire	17,362.30	
EFT25697	08/12/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	8,563.50	
EFT25698	08/12/2022	Skillforce Recruitment Pty Ltd (Octet	Labour Hire	6,825.76	
EFT25699	08/12/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	38,659.00	
EFT25700	08/12/2022	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	210.23	
EFT25701	08/12/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	1,763.85	
EFT25702	08/12/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	24,996.00	
EFT25703	08/12/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	3,672.90	
EFT25704	08/12/2022	Wastetrans Wa	Transport Costs	51,517.05	
EFT25705	08/12/2022	Telstra Limited	Mobile Charges December 2022	3,936.64	
EFT25706	07/12/2022	Fleetcare Pty Ltd	Vehicle lease	1,955.35	
EFT25707	07/12/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 20/11/2022	23,044.94	
EFT25708	19/12/2022	Cancelled Payment			-
EFT25709	19/12/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	440,133.48	
EFT25710	19/12/2022	Wastetrans Wa	Transport Costs	86,534.91	
EFT25711	19/12/2022	Water Corporation*	Utilities	688.37	
EFT25712	19/12/2022	FUJIFILM Business Innovation Australia Pty	Office Amenities	280.54	
EFT25713	19/12/2022	Octagon-BKG Lifts	Building Maintenance	553.78	
EFT25714	19/12/2022	BP Australia P/L	Deisel Fuel	6,915.02	
EFT25715	19/12/2022	Industrial Protective Products (WA)	Safety Equipment	2,393.05	
EFT25716	19/12/2022	Network-IT(WA) PTY LTD	Office Equipment	6,253.50	
EFT25717	19/12/2022	Perth Recruitment Services Pty Ltd	Labour Hire	15,646.17	
EFT25718	15/12/2022	Cancelled Payment			-
EFT25719	19/12/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	4,009.50	
EFT25720	19/12/2022	Skillforce Recruitment Pty Ltd (Octet	Labour Hire	10,138.59	
EFT25721	19/12/2022	United Equipment Pty Ltd	Equipment Hire	4,830.10	
EFT25722	19/12/2022	Cr Andrew White	Members Allowance for Dec'22	676.50	
EFT25723	19/12/2022	Cr Doug Thompson*	Members Allowance for Dec'22	2,300.00	
EFT25724	19/12/2022	Cr Karen Wheatland	Members Allowance for Dec'22	676.50	
EFT25725	19/12/2022	Western Australian Local Government	MWAC Annual Contribution Fee	31,570.00	
EFT25726	19/12/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	440.00	
EFT25727	19/12/2022	Aveling	Safety Equipment	155.00	
EFT25728	19/12/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	275.87	
EFT25729	19/12/2022	Bunnings Group Limited	Plant Maintenance - Parts	350.15	
EFT25730	19/12/2022	Cleveland Compressed Air Services	Plant Maintenance - Parts	365.04	
EFT25731	19/12/2022	EmbroidMe Myaree	Uniforms	381.70	
EFT25732	19/12/2022	Hoisting Equipment Specialist (HESWA)	Hire Equipment Inspection	369.05	
EFT25733	19/12/2022	Industrial Power Tool Services	Plant Maintenance - Tools	749.49	

Chq/EFT	Date	Name	Description	Amount
EFT25734	19/12/2022	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	374.00
EFT25735	19/12/2022	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	435.69
EFT25736	19/12/2022	PEP Transport	Courier Services	423.02
EFT25737	19/12/2022	Powerdrive (WA) PTY LTD	Plant Maintenance - Parts And Services	113.30
EFT25738	19/12/2022	Seton Australia	Safety Equipment	882.62
EFT25739	19/12/2022	Snap Printing Canning Vale	Office Amenities	407.94
EFT25740	19/12/2022	Sonic Health Plus	Employment Costs	86.90
EFT25741	19/12/2022	THE UNIVERSITY OF WESTERN AUSTRALIA	Speaker for Employee Meeting	454.30
EFT25742	19/12/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25743	19/12/2022	Work Clobber	Safety Equipment	742.90
EFT25744	19/12/2022	Wren Oil	Oil Waste Disposal	258.50
EFT25745	19/12/2022	Access Hire Australia	Equipment Hire	1,241.46
EFT25746	19/12/2022	All Fire and Electrical WA	Building Maintenance	9,951.31
EFT25747	19/12/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	1,316.26
EFT25748	19/12/2022	Allclean Property Services Plus	Cleaning Services for CVC	3,518.27
EFT25749	19/12/2022	Analytical Reference Laboratory (WA) P/L -	Waste Audit Costs	1,705.00
EFT25750	19/12/2022	Aust-Weigh Pty Ltd	Building Maintenance	2,040.50
EFT25751	19/12/2022	Blue Force Pty Ltd	Security Monitoring	1,261.43
EFT25752	19/12/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	3,139.44
EFT25753	19/12/2022	CSA MECHANICAL SERVICES PTY LTD	Plant Maintenance - Parts And Services	5,403.75
EFT25754	19/12/2022	CTI Logistics Interstate	Transport of Recyclables	9,520.43
EFT25755	19/12/2022	Cea Specialty Equipment Pty Ltd	International Freight Costs	7,749.18
EFT25756	19/12/2022	Cleanaway Co Pty Ltd	Waste Disposal	2,354.28
EFT25757	19/12/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	5,269.00
EFT25758	19/12/2022	David Gray & Co Pty Ltd	Promotional Items	1,471.80
EFT25759	19/12/2022	Hinco Instruments Pty Ltd	Plant Maintenance - Parts And Services	2,710.13
EFT25760	19/12/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	1,918.64
EFT25761	19/12/2022	Hydrodynamic Pumps Pty Ltd	Plant Maintenance - Parts And Services	3,294.83
EFT25762	19/12/2022	Kennards Hire Pty Ltd	Hire Equipment	1,665.20
EFT25763	19/12/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	1,623.75
EFT25764	19/12/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	7,284.75
EFT25765	19/12/2022	SMC Corporation (Australia) Pty Ltd	Plant Maintenance - Parts And Services	1,074.00
EFT25766	19/12/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	6,474.05
EFT25767	19/12/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1,663.41
EFT25768	19/12/2022	Tema Services Pty Ltd	Laundry Expenses	1,303.01
EFT25769	19/12/2022	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	3,964.05
EFT25770	19/12/2022	URSAFERITE PTY LTD	Safety Equipment	1,839.20
EFT25771	19/12/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	11,013.98
EFT25772	19/12/2022	Winc Australia Pty Limited	Office Amenities	1,689.34
EFT25773	16/12/2022	Purearth	FOGO Waste Collection	74,484.87
EFT25774	20/12/2022	SOLUTIONS PLUS PARTNERSHIP PTY LTD	Software Licenses and Fees	14,496.24
EFT25775	20/12/2022	Solo Resource Recovery	CDS Rebates	2,052.31
EFT25776	20/12/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 18/12/2022	121,949.05
EFT25777	21/12/2022	BAS - Australian Taxation Office (ATO)	BAS November 2022	71,862.00
EFT25778	21/12/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 04/12/2022	23,661.13
EFT25779	22/12/2022	Vocus Pty Ltd	Monthly internet service for December 2022	1,097.80
EFT25780	30/12/2022	WA Treasury Corporation	Loan Repayments	801,908.32
EFT25781	30/12/2022	City of Canning	CVC Lease	69,643.75
TOTAL PAYMENTS				2,321,950.98

EFT25689	01/12/2022	Credit Card Transactions for November 2022		24,566.07
Chq/EFT	Date	Name	Description	Amount
EFT25689	27/10/2022	Scania Australia Pty	Plant Maintenance - Parts	- 1,716.00
EFT25689	27/10/2022	Uber *trip	Employee Travel Expenses	26.76
EFT25689	28/10/2022	Dropbox Zz8skl7vfy58	Software License Fees	184.67
EFT25689	28/10/2022	Insight Call Centre	Community Feedback Hotline	171.00
EFT25689	31/10/2022	Bunnings 317000	Community Garden Expenses	96.43
EFT25689	31/10/2022	Coles 0332	Office Amenities	8.70
EFT25689	31/10/2022	Coles 0332	Office Amenities	23.00
EFT25689	31/10/2022	Coles Express 6936	Office Amenities	112.78
EFT25689	31/10/2022	Gilberts Fresh Mark	Office Amenities	43.97
EFT25689	01/11/2022	Adobe	Software License Fees	26.39
EFT25689	01/11/2022	Coles Online	Office Amenities	67.05
EFT25689	01/11/2022	Coles Online	Office Amenities	71.61
EFT25689	01/11/2022	Coles Online	Office Amenities	9.90
EFT25689	01/11/2022	Coles Online	Office Amenities	16.39
EFT25689	01/11/2022	Scania Australia Pty	Plant Maintenance - Parts	513.25
EFT25689	01/11/2022	Simpleinout.Com	Software License Fees	47.51
EFT25689	01/11/2022	Sitech Wa Pty Ltd	Licencing Fees	114.11
EFT25689	01/11/2022	Uber *trip	Employee Travel Expenses	13.24
EFT25689	01/11/2022	Wilson Parking	Security Services	1,087.24
EFT25689	02/11/2022	Paypal *mobilemouse Mo	Software License Fees	590.00
EFT25689	02/11/2022	Total Tools Canning	Plant Maintenance - Tools	366.30
EFT25689	02/11/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	467.82
EFT25689	03/11/2022	Alphaweld Supply Gro	Workshop Expenses	84.16
EFT25689	03/11/2022	Amazon Web Services	Software License Fees	298.33
EFT25689	03/11/2022	Coles 0358	Office Amenities	10.55
EFT25689	03/11/2022	Hello Visitor Pty Lt	Software License Fees	30.62
EFT25689	03/11/2022	Hose Mania	Plant Maintenance - Parts And Services	127.26
EFT25689	03/11/2022	Officeworks 0616	Office Amenities	264.48
EFT25689	03/11/2022	Sq *teksal Safety	Office Amenities	364.75
EFT25689	03/11/2022	Woolworths/Nicholson Rd &	Office Amenities	14.00
EFT25689	04/11/2022	Coles Express 6936	Office Amenities	3.45
EFT25689	04/11/2022	Tiktok	Advertising and Promotion	50.12
EFT25689	04/11/2022	Tiktok Promote	Advertising and Promotion	23.10
EFT25689	04/11/2022	Uber *trip	Employee Travel Expenses	15.65
EFT25689	04/11/2022	Uber* Trip	Meetings	15.57
EFT25689	07/11/2022	Gilberts Fresh Mark	Office Amenities	45.23
EFT25689	07/11/2022	Upwork -528779212ref	Software License Fees	33.72
EFT25689	08/11/2022	Coles 0332	Office Amenities	8.70
EFT25689	08/11/2022	Coles Express 6936	Office Amenities	39.45
EFT25689	09/11/2022	City Of Perth Parking-Ons	Meetings	8.48
EFT25689	09/11/2022	City Of Perth Parking-Ons	Meetings	8.28
EFT25689	10/11/2022	Retail Display Direct	Office Amenities	579.98
EFT25689	11/11/2022	Coles Express 6936	Office Amenities	3.45
EFT25689	11/11/2022	Myaree Lunch Bar	Catering For Reg Meeting	114.00
EFT25689	11/11/2022	Post Booragoon Post Bo	Postage	9.60
EFT25689	11/11/2022	Taipan Pty Ltd	Plant Maintenance - Parts And Services	8.88
EFT25689	11/11/2022	Tiktok Promote	Advertising and Promotion	17.60
EFT25689	12/11/2022	Mailchimp *misc	Software License Fees	52.22

Chq/EFT	Date	Name	Description	Amount
EFT25689	14/11/2022	Coles Group Limited -	Meetings	2,600.00
EFT25689	14/11/2022	Coles Group Limited -	Meetings	14.85
EFT25689	14/11/2022	Easyflowers	Office Amenities	127.40
EFT25689	14/11/2022	Gilberts Fresh Mark	Office Amenities	44.92
EFT25689	14/11/2022	Total Tools Canning	Plant Maintenance - Tools	9.90
EFT25689	15/11/2022	Coles 0332	Office Amenities	8.70
EFT25689	15/11/2022	Grouch & Co P/L	Office Amenities	114.00
EFT25689	16/11/2022	City Of Perth Parking-Ons	Meetings	2.02
EFT25689	16/11/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25689	16/11/2022	Wageloch	Software License Fees	182.83
EFT25689	16/11/2022	Wageloch	Software License Fees	127.43
EFT25689	16/11/2022	Wageloch	Software License Fees	88.64
EFT25689	16/11/2022	Wageloch	Software License Fees	132.97
EFT25689	16/11/2022	Wageloch	Software License Fees	22.16
EFT25689	16/11/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25689	17/11/2022	Apple R508 Garden City Pe	Office Amenities	89.00
EFT25689	17/11/2022	Au* Seek Oml502771991	Employee Advertising	3,527.70
EFT25689	17/11/2022	Leeming Iga	Meetings	23.77
EFT25689	17/11/2022	Lighthouse Locksmith	Workshop Expenses	144.00
EFT25689	17/11/2022	Lighthouse Locksmith	Workshop Expenses	158.50
EFT25689	17/11/2022	Lotus Indian Groceries	Meetings	29.90
EFT25689	18/11/2022	City Of Perth Parking-Ons	Meetings	15.14
EFT25689	19/11/2022	Wpforms.Com Software	Software License Fees	119.81
EFT25689	21/11/2022	Gilberts Fresh Mark	Office Amenities	48.20
EFT25689	21/11/2022	Noordeman Diesel Pty	Plant Maintenance - Parts And Services	3,418.38
EFT25689	21/11/2022	Super Cheap Auto	Plant Maintenance - Tools	31.98
EFT25689	21/11/2022	Totally Workwear	Employee Protective Clothing	79.95
EFT25689	22/11/2022	Coles 0332	Office Amenities	8.70
EFT25689	22/11/2022	Officeworks 0610	Office Amenities	48.93
EFT25689	22/11/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	467.82
EFT25689	22/11/2022	Woolworths/Nicholson Rd &	Office Amenities	23.70
EFT25689	23/11/2022	Adobe Creative Cloud	Software License Fees	79.99
EFT25689	23/11/2022	Wpforms.Com Software	Software License Fees	- 116.50
EFT25689	24/11/2022	Coles Express 6936	Office Amenities	3.45
EFT25689	25/11/2022	Finger Food Catering	Meetings	351.90
EFT25689	25/11/2022	Oconnor Retravision	Office Amenities	2,197.05
EFT25689	25/11/2022	Oconnor Retravision	Office Amenities	2,197.05
EFT25689	25/11/2022	Scania Australia Pty	Plant Maintenance - Parts	2,105.05
EFT25689	25/11/2022	Sp Grouch And Co Pty	Office Amenities	102.60
EFT25689	25/11/2022	Sq *pure Electrical &	Plant Maintenance - Parts And Services	659.19
EFT25689	27/11/2022	Adobe Acropro Subs	Software License Fees	212.97
EFT25689	27/11/2022	Adobe Acropro Subs	Software License Fees	274.94
EFT25689	28/11/2022	City Of Perth Parking-Ons	Meetings	15.14
EFT25689	28/11/2022	Coles 0332	Office Amenities	8.70
EFT25689	28/11/2022	Trophy Shop Australia	Meetings	42.00
TOTAL PAYMENTS				24,566.07

Schedule of Payments made in November 2022

Chq/EFT	Date	Name	Description	Amount	
EFT25582	09/11/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 06/11/2022	113,891.63	
EFT25583	07/11/2022	Fleetcare Pty Ltd	Vehicle lease	1,955.35	
EFT25584	09/11/2022	Telstra Limited	Mobile Charges November 2022	393.98	
EFT25585	09/11/2022	Water Corporation*	Utilities	2,424.78	
EFT25586	09/11/2022	Flick Anticimex Pty Ltd	Office Amenities	747.54	
EFT25587	09/11/2022	Hands-On Infection Control	Employee Vaccinations	29.70	
EFT25588	09/11/2022	Industrial Protective Products (WA)	Safety Equipment	340.56	
EFT25589	09/11/2022	Marketforce Productions	Promotions and Advertising	782.53	
EFT25590	09/11/2022	Muzzcuts Lawns and Gardens	Gardening Services Booragoon Office	143.00	
EFT25591	09/11/2022	A.S.B. MARKETING PTY LTD	Uniforms	2,508.00	
EFT25592	09/11/2022	Aurora environmental	Environmental Audit	3,811.50	
EFT25593	09/11/2022	BP Australia P/L	Deisel Fuel	11,650.31	
EFT25594	09/11/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	3,371.50	
EFT25595	09/11/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	2,062.02	
EFT25596	09/11/2022	Minter Ellison Lawyers	Legal Fees	10,450.00	
EFT25597	09/11/2022	Network-IT(WA) PTY LTD	Office Equipment	5,223.58	
EFT25598	09/11/2022	Perth Recruitment Services Pty Ltd	Labour Hire	9,146.29	
EFT25599	09/11/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	21,408.75	
EFT25600	09/11/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	39,966.00	
EFT25601	09/11/2022	Bunnings Group Limited	Plant Maintenance - Parts	205.86	
EFT25602	09/11/2022	DLA Piper Australia	Building Maintenance	997.46	
EFT25603	09/11/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	380.00	
EFT25604	17/11/2022	Cancelled Payment			-
EFT25605	09/11/2022	Tema Services Pty Ltd	Laundry Expenses	1,532.12	
EFT25606	09/11/2022	URSAFERITE PTY LTD	Safety Equipment	1,200.10	
EFT25607	10/11/2022	SuperChoice Services Pty Ltd	Super Contributions fe 23/10/2022	24,312.67	
EFT25608	22/11/2022	Commonwealth Bank of Australia	CBA for New Green Term Deposit.	500,000.00	
EFT25609	22/11/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 20/11/2022	111,737.95	
EFT25610	23/11/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	37,542.00	
EFT25611	23/11/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	37,173.00	
EFT25612	23/11/2022	Cr Andrew White	Members Allowance for November 2022	676.50	
EFT25613	23/11/2022	Cr Doug Thompson*	Members Allowance for November 2022	2,300.00	
EFT25614	23/11/2022	Cr Karen Wheatland	Members Allowance for November 2022	676.50	
EFT25615	23/11/2022	LGISWA	Insurance	104,056.52	
EFT25616	23/11/2022	Synergy - Electricity Retail Corporation	Utilities	58,426.86	
EFT25617	23/11/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing 9 Aldous Pl Booragoon - 2022/23	44.00	
EFT25618	23/11/2022	FUJIFILM Business Innovation Australia Pty Ltd	Office Amenities	225.68	
EFT25619	23/11/2022	BP Australia P/L	Deisel Fuel	6,535.41	
EFT25620	23/11/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	6,308.50	
EFT25621	23/11/2022	Industrial Protective Products (WA)	Safety Equipment	2,444.64	

Chq/EFT	Date	Name	Description	Amount
EFT25622	23/11/2022	L.M.H Repairers	Plant Maintenance - Parts And Services	3,820.74
EFT25623	23/11/2022	Learning Horizons	CEO Performance Review 2022	4,500.00
EFT25624	23/11/2022	Perth Recruitment Services Pty Ltd	Labour Hire	17,387.89
EFT25625	23/11/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	13,530.00
EFT25626	23/11/2022	Skillforce Recruitment Pty Ltd (Octet Finance)	Labour Hire	7,114.81
EFT25627	23/11/2022	Super Sweep	Road Sweeping November 2022	5,060.00
EFT25628	23/11/2022	United Equipment Pty Ltd	Equipment Hire	4,611.20
EFT25629	24/11/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	50,773.43
EFT25630	24/11/2022	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	110,689.15
EFT25631	24/11/2022	Purearth	FOGO Waste Collection	36,329.70
EFT25632	24/11/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	67,551.37
EFT25633	24/11/2022	Wastetrans Wa	Transport Costs	33,285.55
EFT25634	24/11/2022	Advance Press	Waste Calendars	220.00
EFT25635	24/11/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	344.70
EFT25636	24/11/2022	Bunnings Group Limited	Plant Maintenance - Parts	66.63
EFT25637	24/11/2022	Chivers Asphalt Pty Ltd	Building Maintenance	660.00
EFT25638	24/11/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	917.40
EFT25639	24/11/2022	EmbroidMe Myaree	Uniforms	651.20
EFT25640	24/11/2022	Industrial Power Tool Services	Plant Maintenance - Tools	69.44
EFT25641	24/11/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	388.48
EFT25642	24/11/2022	Snap Printing Canning Vale	Office Amenities	592.90
EFT25643	24/11/2022	Sonic Health Plus	Employment Costs	403.70
EFT25644	24/11/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25645	24/11/2022	Winc Australia Pty Limited	Office Amenities	733.69
EFT25646	24/11/2022	Work Clobber	Safety Equipment	75.60
EFT25647	24/11/2022	Access Hire Australia	Equipment Hire	1,185.04
EFT25648	24/11/2022	All Fire and Electrical WA	Building Maintenance	4,884.29
EFT25649	24/11/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	4,624.95
EFT25650	24/11/2022	Allclean Property Services Plus	Cleaning Services for CVC	3,518.27
EFT25651	24/11/2022	Analytical Reference Laboratory (WA) P/L - eurofins	Waste Audit Costs	1,228.70
EFT25652	24/11/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	10,872.28
EFT25653	24/11/2022	Aust-Weigh Pty Ltd	Building Maintenance	8,893.50
EFT25654	24/11/2022	Blue Force Pty Ltd	Security Monitoring	1,288.39
EFT25655	24/11/2022	Buss Group	Building Maintenance	21,313.42
EFT25656	24/11/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	17,319.83
EFT25657	24/11/2022	CSA MECHANICAL SERVICES PTY LTD	Plant Maintenance - Parts And Services	3,861.00
EFT25658	24/11/2022	CTI Logistics Interstate	Transport of Recyclables	16,992.85
EFT25659	24/11/2022	Cea Specialty Equipment Pty Ltd	International Freight Costs	10,133.06
EFT25660	24/11/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	3,751.76
EFT25661	24/11/2022	Eftsure Pty Ltd	Software License Fees	4,851.00
EFT25662	24/11/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	3,792.80
EFT25663	24/11/2022	Hoisting Equipment Specialist (HESWA)	Hire Equipment Inspection	1,434.40
EFT25664	24/11/2022	Horizon West Landscape & Irrigation Pty Ltd	Landscape Services - October 2022	3,730.38
EFT25665	24/11/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	10,114.64

Chq/EFT	Date	Name	Description	Amount
EFT25666	24/11/2022	Hydrodynamic Pumps Pty Ltd	Plant Maintenance - Parts And Services	5,204.10
EFT25667	24/11/2022	Lighthouse Locksmiths	Office Amenities	2,662.00
EFT25668	24/11/2022	MTS Hire and Sales	Equipment Hire	3,300.00
EFT25669	24/11/2022	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	3,241.15
EFT25670	24/11/2022	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	4,624.09
EFT25671	24/11/2022	OPS Screening & Crushing Equipment Pty Ltd	Plant Maintenance - Parts And Services	5,390.66
EFT25672	24/11/2022	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	3,602.51
EFT25673	24/11/2022	Polyurethane Processors (PUP)	Plant Maintenance - Parts	1,683.00
EFT25674	24/11/2022	Premier Workplace Solutions	Building Maintenance	1,078.00
EFT25675	24/11/2022	Pritchard Francis	Site Works Planning	3,212.00
EFT25676	24/11/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	3,759.25
EFT25677	24/11/2022	SIGNMAN	Building Maintenance	9,216.90
EFT25678	24/11/2022	Sanwest Pty Ltd	Plant Maintenance - Parts And Services	3,520.00
EFT25679	24/11/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1,911.46
EFT25680	24/11/2022	Tema Services Pty Ltd	Laundry Expenses	1,532.12
EFT25681	24/11/2022	URSAFERITE PTY LTD	Safety Equipment	1,966.80
EFT25682	24/11/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	6,846.38
EFT25683	24/11/2022	Western Australian Local Government Association	WALGA Preferred Supplier Panel rebate payment 2022/23	1,279.67
EFT25684	29/11/2022	Department of Water and Environmental Regulation	Annual license fee 2022/2023	1,738.00
EFT25685	22/11/2022	Vocus Pty Ltd	Monthly internet service for November 2022	1,097.80
EFT25686	23/11/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 06/11/2022	23,177.53
TOTAL PAYMENTS				1,710,834.35