

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

THURSDAY 24 AUGUST 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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16.	DECLARATION OF CLOSURE OF MEETING	

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

“I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders’ past and present and emerging.”

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 (attended electronically)	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member) entered at 4.02pm	City of Melville
Mr Nick King (REG Member)	Town of East Fremantle
Mr Peter Kocian (REG Member)	Town of East Fremantle
Mr Tim Youé	RRG, Chief Executive Officer
Mr Keith Swift	RRG, Executive Manager Operations
Ms Ann Johnson	RRG, Executive Manager Governance & Culture
Ms Pratigya Pandeya	RRG, Finance Manager

APOLOGIES

Mr Brendan Doherty	RRG, Executive Manager Strategic Projects
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3. DISCLOSURE OF INTERESTS:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING PERSON

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Items 8.1 – 8.7 adopted by en bloc resolution.

8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 25 MAY 2023

COUNCIL RESOLUTION

23.08-01 **MOVED:** Cr K Wheatland **SECONDED:** Cr A White

THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 MAY 2023 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 3/0

8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 25 MAY 2023

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

8.3 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 29 JUNE 2023

COUNCIL RESOLUTION

23.08-02 MOVED: Cr K Wheatland SECONDED: Cr A White

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 29 JUNE 2023 BE RECEIVED
AS A TRUE AND CORRECT RECORD**

CARRIED 3/0

8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 29 JUNE 2023

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

8.5 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 13 JULY 2023

No Quorum Achieved

8.6 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 19 JULY 2023

COUNCIL RESOLUTION

23.08-03 MOVED: Cr K Wheatland SECONDED: Cr A White

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 19 JULY 2023 BE RECEIVED
AS A TRUE AND CORRECT RECORD**

CARRIED 3/0

**8.7 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 19 JULY
2023**

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 – Capital Expenditure Approval for Fire System & Civil Works

15.2 – Waste Supply Agreement Project Co

15.3 – CEO Performance Review

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING

Nil

REPORT NO	11.1
SUBJECT	ATTENDANCE BY ELECTRONIC MEANS
AUTHOR	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	T Youé, Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 August 2023
FILE REFERENCE	
ATTACHMENTS	Nil

COUNCIL RESOLUTION

23.08-04 MOVED: Cr K Wheatland SECONDED: Cr A White

CEO RECOMMENDATION/S:

COUNCIL APPROVE COUNCIL MEMBERS ATTENDING COUNCIL MEETINGS BY ELECTRONIC MEANS SUBJECT TO ELECTRONIC ATTENDANCE BEING NO MORE THAN 50% OF ALL MEETINGS IN THE PRECEEDING 12 MONTH PERIOD.

CARRIED 3/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To facilitate electronic attendance at meetings when Councillors are unable to attend in person.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
The role of the Council is to determine the circumstances in which attendance via electronic means may be appropriate.

Legislative
The Local Government Act 1995 s5.25(1)(ba)
Local Government (Administration) Regulations 1996 14C, Regulation 14C provides:

- (1) In this Regulation -
meeting means —
(a) an ordinary meeting of the council; or
(b) a special meeting of the council; or
(c) a meeting of a committee of the council; or
(d) a meeting of an audit committee of a local government;

natural disaster includes fire, flood, lightning, movement of land and storm;

relevant period, in relation to the proposed meeting referred to in subregulation (3), means the period of 12 months ending on the day on which the proposed meeting is to be held.

- (2) A member of a council or committee may attend a meeting by electronic means —
- (a) if —
- (i) a public health emergency or state of emergency exists or a natural disaster has occurred; and
 - (ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and
 - (iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;
- or
- (b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.
- (3) The mayor, president or council cannot authorise a member to attend a meeting (the **proposed meeting**) under subregulation (2)(b) if the member's attendance at the proposed meeting under that authorisation would result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b).
- (4) Subregulation (3) does not apply to a member who is a person with a disability as defined in the [Disability Services Act 1993 section 3](#).
- (5) In deciding whether to authorise a member to attend a meeting by electronic means under subregulation (2), the mayor, president or council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.

IMPLICATIONS TO CONSIDER:

Consultative:

Not Applicable

Strategic relevance:

Compliance requirement

Policy related:

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

REPORT:

Section 5.25 of the *Local Government Act 1995* provides for attendance by Councillors at Council and Committee meetings via telephone, video conference or other electronic means. The specific circumstances are set out further in the *Local Government (Administration) Regulations 1996 14C* which was amended in 2022.

This recommendation gives ongoing authorisation for members to attend via electronic means up to 50% of meetings in any 12-month period.

The regulations provide that the mayor, president or council may authorise the attending of a member by electronic means provided that a member attend not more than 50% of the meetings electronically in any 12-month period. A 12-month period is deemed to be the 12 months immediately preceding the meeting.

In attending a meeting by electronic means the member must supply suitable equipment to conduct the meeting electronically and ensure they are able to effectively engage in deliberations during the meeting. The member must also ensure that the location from which they intend to attend the meeting is suitable and sufficiently confidential to enable the participation in confidential matters that are brought before council.

A member who is unable to provide a confidential and/or sufficiently quiet location may not continue to participate in the meeting. Any member who loses electronic connection with the meeting will be recorded as having left the meeting.

REPORT NO	11.2
SUBJECT	CORPORATE POLICY REVIEW
AUTHOR	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 August 2023
FILE REFERENCE	FD: Corporate Governance/Policy/Corporate Policy
ATTACHMENTS	1# RRRC Contingency Reserve Fund 2.7 2# Office Accommodation Reserve 2.9 3# Travel & Conference Reserve 2.12 4# RRRC Rehabilitation Reserve 2.13 5# Risk Management 4.2 6# Misconduct, Fraud & Corruption Prevention 4.3

COUNCIL RESOLUTION

23.08-05 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION/S:

THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:

- a. RRRC Contingency Reserve Fund 2.7
- b. Office Accommodation Reserve 2.9
- c. Travel & Conference Reserve 2.12
- d. RRRC Rehabilitation Reserve 2.13
- e. Risk Management 4.2
- f. Misconduct, Fraud & Corruption Prevention 4.3

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
2.7	RRRC Contingency Reserve Fund	Ensures reserve funds in case of shortfalls I operating expenditure, asset renewals etc.	Regular two-yearly review, updated to reflect change of name.
2.9	Office Accommodation Reserve	Ensures funding for capital renewal expenditure and non-recurrent maintenance of Booragoon Office	Regular two-yearly review, updated to reflect change of name.
2.12	Travel & Conference Reserve	Ensures a reserve for travel and conference attendance by Councillors and Employees.	Regular two-yearly review, updated to reflect change of name.

No.	Policy Title	Objective	Proposed Amendments
2.13	RRRC Rehabilitation Reserve	Rehabilitation reserve to ensure the Canning Vale Site can be rehabilitated to previous state at the expiration of the lease.	Regular two-yearly review, updated to reflect change of name.
4.2	Risk Management	Outlines the Council's approach and framework for Risk Management at RRG.	Regular two-yearly review, updated to reflect change of name.
4.3	Misconduct, Fraud & Corruption Prevention	Ensures that systems are in place to detect, minimise and manage any instances of misconduct, fraud or corruption.	Updated to reflect changes in legislation, scope has been expanded from employees to incorporate elected members and other stakeholders including contractors.

REPORT NO	11.3
SUBJECT	FINANCIAL REPORTS
REPORTING OFFICER	P. Pandeya, Manager Finance
RESPONSIBLE OFFICER	T. Youé, Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	4 August 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	#1 Statement of Financial Activity – 31 May 2023 #2 Statement of Financial Activity – 30 June 2023

COUNCIL RESOLUTION

23.08-06 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION/S:

1. THAT COUNCIL ADOPT AN AMOUNT OF \$20,000 TO BE THE VALUE USED TO REPORT ANY VARIANCES BETWEEN BUDGET AND ACTUAL LINE ITEMS IN THE MONTHLY FINANCIAL STATEMENTS FOR THE 2023/2024 FINANCIAL YEAR.
2. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 MAY 2023 BE RECEIVED.
3. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 JUNE 2023 BE RECEIVED.
4. COUNCIL APPROVE THE AMENDED CAPITAL WORKS BUDGET AS PRESENTED BELOW.

CARRIED BY ABSOLUTE MAJORITY 3/0

VOTING REQUIREMENT

Simple Majority for Financial Reports
Absolute Majority for Budget Amendments

PURPOSE OF REPORT

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

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the Local Government (Financial Management). The Council resolved at its meeting on 25 August 2022 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
31 May 2022	31 July 2023	24 August 2023
30 June 2022	31 August 2023	24 August 2023

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Compliance requirement

Policy related:

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

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. 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.

It is recommended 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.

2. Financial Statements for the period ended 30 June 2023

The end of year results, *which are subject to audit adjustments*, are as under:
The operating results (before depreciation and reserve transfers) reports \$50K operational deficits against the budgeted deficits of \$1 million resulting budget surplus of \$0.95 million. The surplus is from savings in expenses.

	YTD BUDGET	YTD ACTUAL	CHANGE
	30/06/23	30/06/23	
	(\$M)	(\$M)	
OPERATING REVENUES	\$16.6	\$16.6	\$0.0
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$17.6	-\$16.6	\$1.0
OPERATING SURPLUS/ DEFICIT	-\$1.0	\$0.0	\$1.0
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	30/06/23	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	\$10.8	\$12.0
OUTSTANDING LOANS	\$1.8	\$1.8	\$5.1
NET ASSETS	\$27.7	\$28.1	\$32.9

- 1) Operating Revenue is as per budget.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages, insurance and disposal costs than estimated.
- 3) This has resulted in a surplus Operating Result without the need to utilise prior years brought forward surpluses.
- 4) Net Assets are higher due to unspent capital works program planned in the budget estimates.

3. Financial Statements for the period ended 31 May 2023

	YTD BUDGET	YTD ACTUAL	CHANGE
	31/05/23	31/05/23	
	(\$M)	(\$M)	
OPERATING REVENUES	\$15.1	\$15.1	\$0.1
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$15.8	-\$15.0	\$0.9
OPERATING SURPLUS/ DEFICIT	-\$0.8	\$0.2	\$0.9
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	31/05/23	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	\$10.5	\$12.0
OUTSTANDING LOANS	\$1.8	\$2.5	\$5.1
NET ASSETS	\$27.7	\$28.9	\$32.9

Notes:

- 1) Operating Revenue is as per budget
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher due to unspent capital works program planned in the budget estimates

4. Budget Amendment for 2023/24

Following adoption of the budget in June 2023 the following proposed budget amendments are recommend to capture unspent capital expenditure projects to be carried forward into the 2023/2024 financial year.

Description	Original Budget 2023/24	Amended Budget 2023/24	Variation	Rationale for Amendment
WCF-Variable Speed Drives/Control System Upgrade	\$0	\$44,244	\$44,244	Unspent amount of 2022/23 omitted to be included current budget
WCF BUILDING RE-PURPOSE PROGRAM	\$375,000	\$803,013	\$428,013	Revised budget based on updated cost estimation
Package 7 - Fire Suppression System	\$2,488,000	\$2,314,874	-\$173,126	Revised budget based on updated cost estimation
Aeration Building Refurbishment(transfer Station)	\$420,000	\$352,000	-\$68,000	Revised budget based on updated cost estimation
Fogo Upgrades (Waste Sorted Grant)	\$350,000	\$348,980	-\$1,020	Revised budget based on updated cost estimation
Totals	\$5,097,500	\$5,327,610	\$230,110	

The impact of increment in capital expenditure budget on cash backed reserves is presented below.

CASH BACKED RESERVES				
Summary	2022/23 Est. Actual \$	2023/24 Budget \$	2023/24 Rev. Budget \$	Variance
Opening Balance	10,974,949	9,510,040	9,510,040	-
Transfer to Reserves				
Business Development (Contingency Reserves)	0	100,000	100,000	-
RRRC Resoration Reserve Office Project	473,972	290,000	290,000	-
	473,972	390,000	390,000	-
Transfer from Reserves				
MRF (Contingency Reserve)	(130,000)	(536,800)	(536,800)	-
Mtce (Contingency Reserve)	(78,881)	0	0	-
FOGO (Contingency Reserve)		(200,000)	(200,000)	-
WCF (Contingency Reserve)	(1,730,000)	(3,830,500)	(4,060,610)	(230,110)
RRRC Resoration Reserve				-
Office Project	0	(10,000)	(10,000)	-
Gov (Conference)				-
RRRC Operations				-
	(1,938,881)	(4,577,300)	(4,807,410)	(230,110)
Closing Balance	9,510,040	5,322,740	5,092,630	(230,110)

REPORT NO	11.4
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	Pratigya Pandeya, Manager Finance
RESPONSIBLE OFFICER	T. Youé, Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 August 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	Nil

COUNCIL RESOLUTION

23.08-07 MOVED: Cr K Wheatland SECONDED: Cr A White

CEO RECOMMENDATION:

- 1. THE CASH INVESTMENT PORTFOLIO REPORT FOR THE MONTHS OF MAY 2023, JUNE 2023 AND JULY 2023 BE RECEIVED.**

CARRIED BY ABSOLUTE MAJORITY 3/0

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF REPORT

- 2. ESG and Green Term Deposits Update**
- 3. To receive the cash investment portfolio report:**
 - 3.1 Cash investment portfolio report as at 31 July 2023.
 - 3.2 Cash investment portfolio report as at 30 June 2023.
 - 3.3 Cash investment portfolio report as at 31 May 2023.

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

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

Regulation 19C (FM regs)

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

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy No 2.3 Cash Investments Policy (Approved by Council 25/05/2023 next review Nov 2025)
The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of “A” or higher as defined by Standard & Poor’s Aust.

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

Employees’ Delegations:

CEO (Council approval 25/5/2023)

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

Manager Finance (CEO Approval 26/5/2023)

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

Chief Executive Officer	<ul style="list-style-type: none"> • Prime responsibility for the control of the investment portfolio. • Has delegation authority from Council to invest surplus cash funds in accordance with Council approved policy. 												
Manager Corporate Services	<ul style="list-style-type: none"> • Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy. • Authorisation of payment 												
Manager Finance	<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. 												
Accountant	<ul style="list-style-type: none"> • Reconciles bank statements and investment documentation for accounting and reporting of investments • Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> c) the nature and location of all investments d) the transactions related to each investment 												
Internal Control Segregation of Duties	<ul style="list-style-type: none"> • Appropriate segregation of duties as follows: <table border="1" data-bbox="502 1019 1348 1332"> <thead> <tr> <th>Duties</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Initiates Investment</td> <td>Manager Finance</td> </tr> <tr> <td>Approves Investment</td> <td>Manager Corporate Services or CEO</td> </tr> <tr> <td>Authorises Payment</td> <td>Any two – Manager Corporate Services, Manager Finance, CEO</td> </tr> <tr> <td>Reconciles and records all investment documentation</td> <td>Accountant</td> </tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td> <td>Manager Finance</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Persons that record investments, • Persons that buy and sell investments, and • Persons that reconcile the investment statements 	Duties	Responsibilities	Initiates Investment	Manager Finance	Approves Investment	Manager Corporate Services or CEO	Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO	Reconciles and records all investment documentation	Accountant	Checks the accounting, reporting and recordkeeping of investments	Manager Finance
Duties	Responsibilities												
Initiates Investment	Manager Finance												
Approves Investment	Manager Corporate Services or CEO												
Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO												
Reconciles and records all investment documentation	Accountant												
Checks the accounting, reporting and recordkeeping of investments	Manager Finance												

Financial:

Revenue from interest is included in the annual operating budget.

Legal and statutory:

As noted under legislative

Risk related:

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

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

REPORT

1. ESG and Green Term Deposits Update

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

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

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

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

24% (\$2.05m) of funds are currently invested in “Green/ESG” investments.

The deposit meets our Investment Policy:

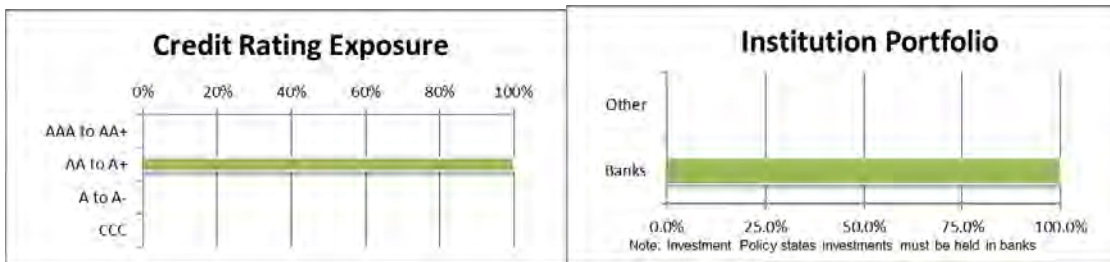
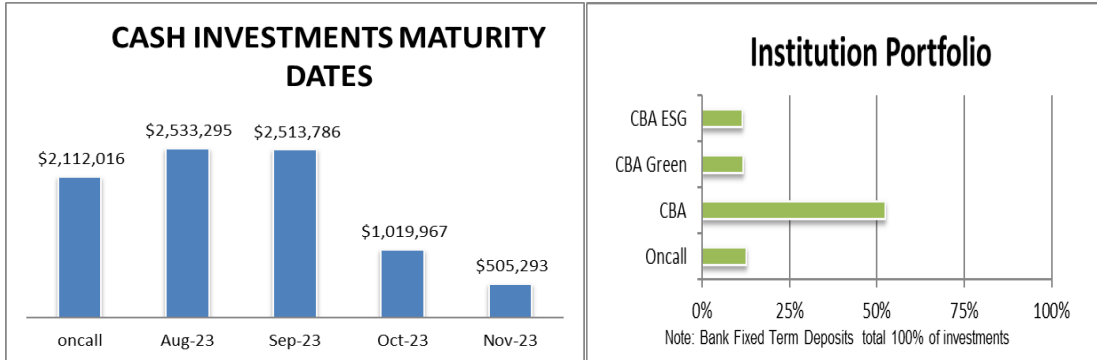
1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

2. To receive the cash investment portfolio report:

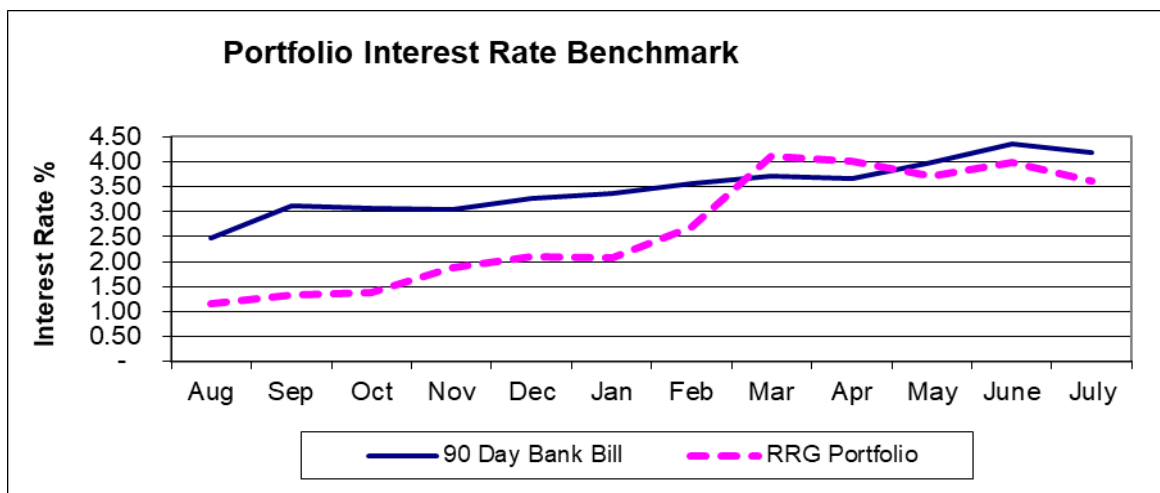
a. Cash Investment Portfolio as at 31 July 2023 is as follows:

RESOURCE RECOVERY GROUP									
CASH INVESTMENT PORTFOLIO									
As at July 2023									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.25%	\$ 1,103,050	oncall	BWA Oncall	AA	Bank	100%	\$	1,103,050
2	0.25%	\$ 508,966	oncall	CBA Call	AA	Bank	100%	\$	508,966
3	0.25%	\$ 500,000	oncall	CBA Call	AA	Bank	100%	\$	500,000
63	4.08%	\$ 1,019,296		17/08/2023 CBA Green	AA	Bank	100%	\$	1,019,296
68	3.97%	\$ 1,006,685		14/09/2023 CBA ESG	AA	Bank	100%	\$	1,006,685
69	4.46%	\$ 513,999		14/08/2023 CBA	AA	Bank	100%	\$	513,999
73	5.03%	\$ 507,101		15/09/2023 CBA	AA	Bank	100%	\$	507,101
74	5.12%	\$ 1,019,967		13/10/2023 CBA	AA	Bank	100%	\$	1,019,967
75	5.05%	\$ 505,293		27/11/2023 CBA	AA	Bank	100%	\$	505,293
77	4.32%	\$ 500,000		28/08/2023 CBA	AA	Bank	100%	\$	500,000
79	4.38%	\$ 500,000		14/08/2023 CBA	AA	Bank	100%	\$	500,000
80	4.44%	\$ 500,000		13/09/2023 CBA	AA	Bank	100%	\$	500,000
81	4.84%	\$ 500,000		25/09/2023 CBA	AA	Bank	100%	\$	500,000
<p>3 Reinvested for 4 months @4.84% on 2/8/2023. Weighted average return after cosidering this investment would be 3.88%</p>									
Total		\$ 8,684,357						\$	8,684,357
Weighted Average		3.61%							100.00%
90 day bank bill		4.19%							

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



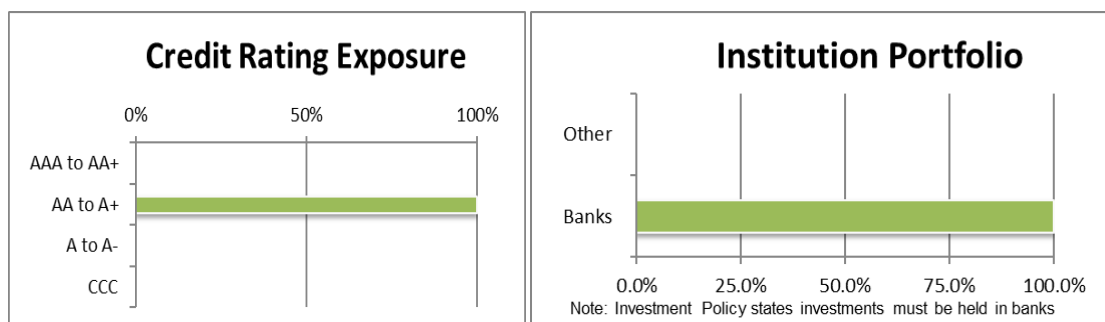
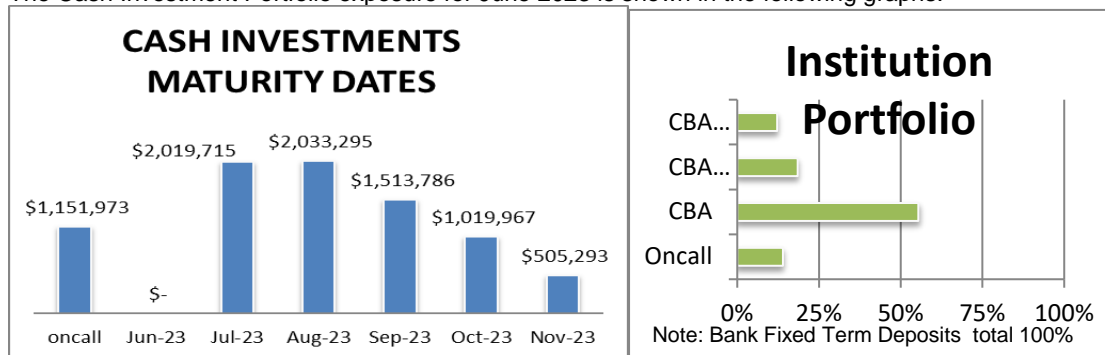
The RRG's investment portfolio is below the 90-day bill rate benchmark. This is due to aggressive interest rate increment by RBA in short period of time. This will change as soon as the funds mature and are renegotiated in a higher interest rate environment.



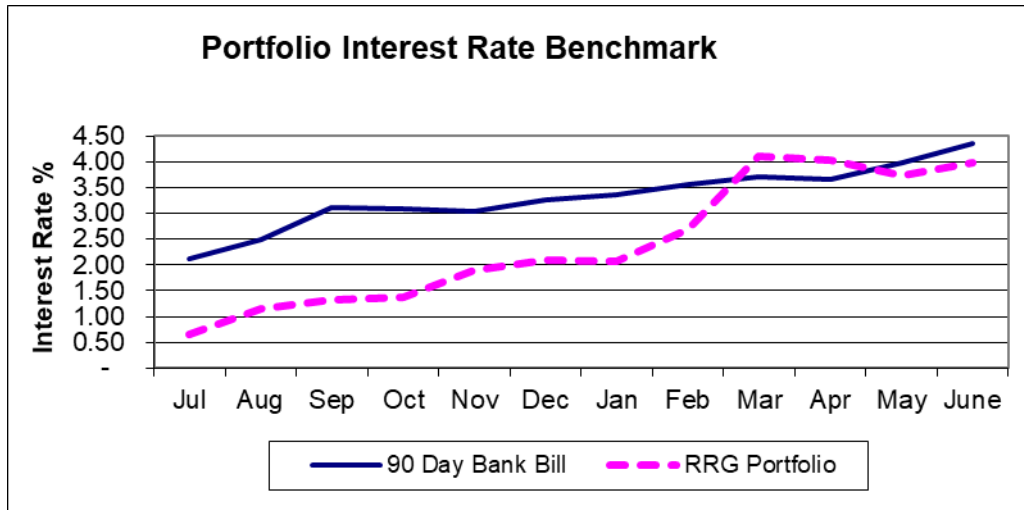
2.2 The Cash Investment portfolio as at 30 June 2023 is as follows:

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at June 2023									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.25%	\$ 1,151,973	oncall	BWA Oncall	AA	Bank	100%	\$	1,151,973
63	4.08%	\$ 1,019,296	17/08/2023	CBA Green	AA	Bank	100%	\$	1,019,296
66	4.21%	\$ 513,703	10/07/2023	CBA	AA	Bank	100%	\$	513,703
68	3.97%	\$ 1,006,685	14/09/2023	CBA ESG	AA	Bank	100%	\$	1,006,685
69	4.46%	\$ 513,999	14/08/2023	CBA	AA	Bank	100%	\$	513,999
70	4.31%	\$ 506,012	7/07/2023	CBA	AA	Bank	100%	\$	506,012
72	3.82%	\$ 500,000	24/07/2023	CBA Green	AA	Bank	100%	\$	500,000
73	5.03%	\$ 507,101	15/09/2023	CBA	AA	Bank	100%	\$	507,101
74	5.12%	\$ 1,019,967	13/10/2023	CBA	AA	Bank	100%	\$	1,019,967
75	5.05%	\$ 505,293	27/11/2023	CBA	AA	Bank	100%	\$	505,293
76	4.31%	\$ 500,000	31/07/2023	CBA	AA	Bank	100%	\$	500,000
77	4.32%	\$ 500,000	28/08/2023	CBA	AA	Bank	100%	\$	500,000
Total		\$ 8,244,029						\$	8,244,029
Weighted Average		3.98%							100.00%
90 day bank bill		4.35%							

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



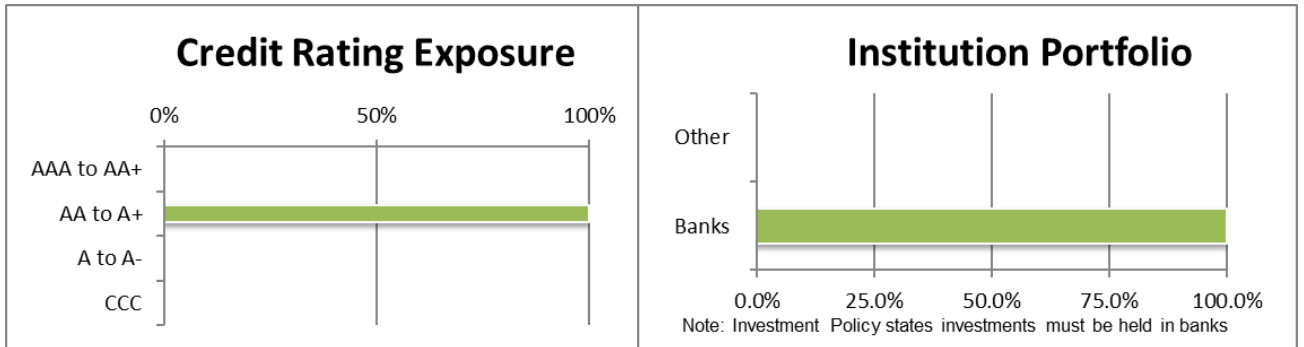
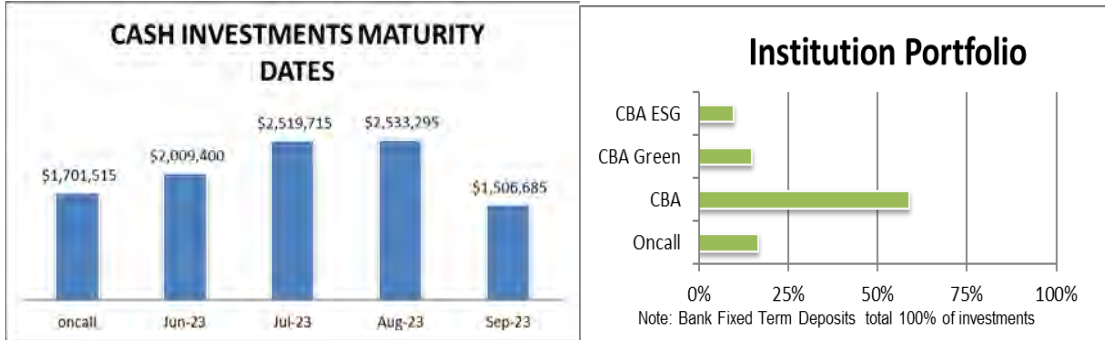
The RRG’s investment portfolio is below the 90-day bill rate benchmark. This is due to aggressive interest rate increment by RBA in short period of time. This will change as soon as the funds mature and are renegotiated in a higher interest rate environment.



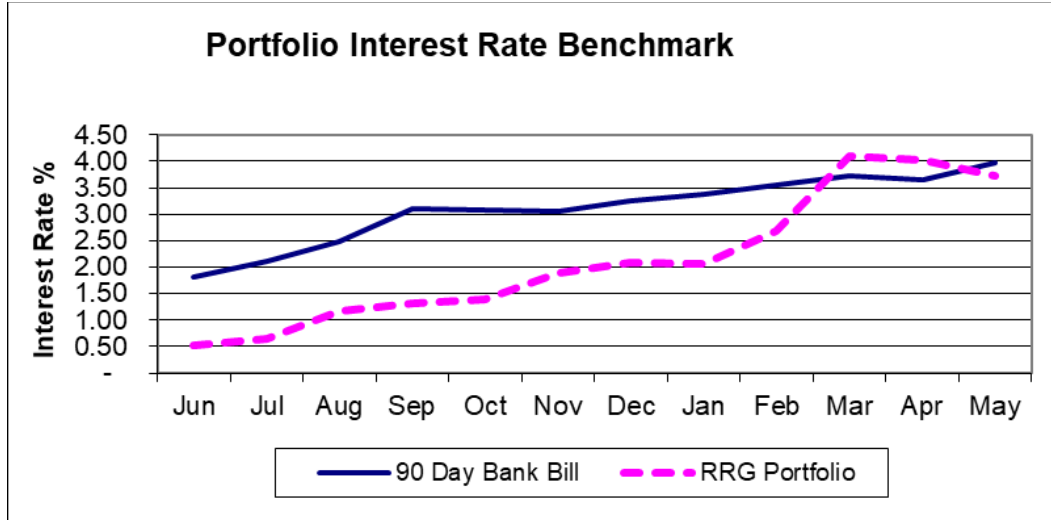
2.3 The Cash Investment portfolio as at 31 May 2023 is as follows:

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at May 2023								
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	1.25%	\$ 1,701,515	oncall	BWA Oncall	AA	Bank	100%	\$ 1,701,515
63	4.08%	\$ 1,019,296	17/08/2023	CBA Green	AA	Bank	100%	\$ 1,019,296
66	4.21%	\$ 513,703	10/07/2023	CBA	AA	Bank	100%	\$ 513,703
68	3.97%	\$ 1,006,685	14/09/2023	CBA ESG	AA	Bank	100%	\$ 1,006,685
69	4.46%	\$ 513,999	14/08/2023	CBA	AA	Bank	100%	\$ 513,999
70	4.31%	\$ 506,012	7/07/2023	CBA	AA	Bank	100%	\$ 506,012
72	3.82%	\$ 500,000	24/07/2023	CBA Green	AA	Bank	100%	\$ 500,000
73	4.32%	\$ 500,000	15/06/2023	CBA	AA	Bank	100%	\$ 500,000
74	4.24%	\$ 1,009,400	13/06/2023	CBA	AA	Bank	100%	\$ 1,009,400
75	4.29%	\$ 500,000	29/06/2023	CBA	AA	Bank	100%	\$ 500,000
76	4.31%	\$ 500,000	31/07/2023	CBA	AA	Bank	100%	\$ 500,000
77	4.32%	\$ 500,000	28/08/2023	CBA	AA	Bank	100%	\$ 500,000
78	4.21%	\$ 500,000	17/07/2023	CBA	AA	Bank	100%	\$ 500,000
79	4.38%	\$ 500,000	14/08/2023	CBA	AA	Bank	100%	\$ 500,000
80	4.44%	\$ 500,000	13/09/2023	CBA	AA	Bank	100%	\$ 500,000
Total		\$ 10,270,610						\$ 10,270,610
Weighted Average		3.72%						100.00%
90 day bank bill		3.98%						

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



The RRG'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.



REPORT NO	11.5
SUBJECT	SCHEDULE OF PAYMENTS
REPORTING OFFICER	P Pandeya, Manager Finance
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	4 August 2023
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2022/2023
ATTACHMENTS	#1 Payment Schedule May 2023 #2 Payment Schedule June 2023

COUNCIL RESOLUTION

23.08-08 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

CEO RECOMMENDATION:

1. **THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF MAY 2023 FOR \$840,044.86 AND JUNE 2023 FOR \$2,450,594.98 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.

NOTICE OF MOTION	12.1
SUBJECT	DEPUTY CHAIR ALLOWANCE
ELECTED MEMBER	Cr D Thompson
ATTACHMENTS	Nil

COUNCIL RESOLUTION

23.08-09 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

MOTION:

AMEND THE RRG POLICY ON COUNCILLOR ALLOWANCES UNDER THE SECTION ALLOWANCE FOR DEPUTY CHAIRPERSON TO READ: *THE ALLOWANCE UNDER SUBSECTION (1) IS TO BE PAID ON A DAILY PRO-RATA AMOUNT, IN ADDITION TO ANY AMOUNT WHICH THE DEPUTY CHAIRPERSON IS ENTITLED UNDER SECTION 5.99 AND 5.99A.*

CARRIED BY ABSOLUTE MAJORITY 3/0

VOTING REQUIREMENT

Absolute Majority

BACKGROUND

The RRG Members Fees and Allowances policy provides for a payment of a deputy chair allowance when the Deputy Chair is acting in the role of Chairperson during the Chairperson's leave of absence.

It is current practice in member Councils for the Deputy Mayor Allowance to be paid periodically as a percentage of the Mayor allowance. This percentage is 25% as determined by the Salaries and Allowances Act 1975.

I propose that the Deputy Chair allowance be paid on an ongoing basis rather than only during a leave of absence by the Chairperson.

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

23.08-10 **MOVED: Cr K Wheatland** **SECONDED: Cr A White**

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

CARRIED 3/0

15.1 CAPITAL EXPENDITURE APPROVAL FOR FIRE SYSTEM & CIVIL WORKS

Cr Thompson foreshadowed an alternate motion should the original motion be lost.

MOVED: Cr D Thompson SECONDED: Cr K Wheatland

CEO RECOMMENDATION

- 1. COUNCIL APPROVE THE CAPITAL EXPENDITURE REQUIRED TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA.**
- 2. THE CEO BE GIVEN DELEGATED AUTHORITY TO NEGOTIATE FINAL CONTRACT DETAILS AND AWARD TENDER T2023-03 FPF FIRE SERVICES UPGRADE, WITHIN THE ADOPTED BUDGET.**

**For: Cr D Thompson. Against: Cr A White, Cr K Wheatland
LOST 1/2**

ALTERNATE MOTION

MOVED: Cr D Thompson SECONDED: Cr K Wheatland

- 1. COUNCIL DEFER APPROVAL OF THE CAPITAL EXPENDITURE REQUIRED TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA FOR FURTHER INFORMATION REGARDING POSSIBLE FUNDING OPTIONS.**
- 2. COUNCIL REQUEST THE MEMBER COUNCILS TO SET UP A SPECIFIC TASK GROUP TO INCLUDE THE RESOURCE RECOVERY GROUP CEO TO SEEK FUNDING FROM THE STATE GOVERNMENT FOR THE CAPITAL EXPENDITURE TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA.**
- 3. ANY REPORT OR CONCLUSIONS OF THE TASK GROUP BE BROUGHT BACK TO COUNCIL IN A TIMELY MANNER FOR COUNCIL CONSIDERATION.**
- 4. THAT THE REGIONAL COUNCIL SUPPORT A MOTION TO CONSIDER REVOKING THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**
- 5. THE COUNCIL REVOKE THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**

REASONS FOR THE CHANGE

The letter received from member councils on 21 August 2023, while recognising that this is not the preferred option for the RRG, requests Council to not make any tenancy commitments or progress capital works while members finalise their review.

A delay beyond the stipulated date for the tender to be approved will result in additional costs being incurred by Resource Recovery Group. The request made by the members requesting a delay also significantly elevates the level and number of risks to the RRG including the possible/probable loss

of the prospective tenancies and additional grant monies and places additional financial stress on the RRG and members.

The RRG has been following its current strategic direction for a number of years and was approved by members as recently as the ordinary meeting of council on 25th May 2023.

While Council is supportive of the members exploring alternative models and will assist wherever possible it is unlikely for this to be resolved within a reasonable time frame. Given that members have met with other organisations in relation to costs and other matters, an approach to accommodate members concerns would be for Council to approve the CEO continuing to seek new business, but delay implementation of final funding and contractual commitments in this recommendation in order for members to get clear on directions on future funding arrangements.

In order for the CEO to seek new recycling and FOGO business it is necessary for Council to revoke the current request for the CEO to not seek any new business. This is included as part of this amended recommendation.

AMENDMENT 1

MOVED: Cr K Wheatland SECONDED: Cr D Thompson

1. **COUNCIL DEFER APPROVAL OF THE CAPITAL EXPENDITURE REQUIRED TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA FOR FURTHER INFORMATION REGARDING POSSIBLE FUNDING OPTIONS.**
2. **COUNCIL REQUEST THE MEMBER COUNCILS TO SET UP A SPECIFIC TASK GROUP TO INCLUDE THE RESOURCE RECOVERY GROUP CEO TO SEEK FUNDING FROM THE STATE GOVERNMENT FOR THE CAPITAL EXPENDITURE TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA.**
3. **ASSIST THE MEMBER COUNCILS REVIEW BY PROVIDING ALL INFORMATION NECESSARY TO ENSURE THAT THE REVIEW IS PROPERLY INFORMED AND ENSURING THE INTEGRITY OF CONFIDENTIAL INFORMATION IS MAINTAINED.**
4. **ANY REPORT OR CONCLUSIONS OF THE TASK GROUP BE BROUGHT BACK TO COUNCIL IN A TIMELY MANNER FOR COUNCIL CONSIDERATION.**
5. **THAT THE REGIONAL COUNCIL SUPPORT A MOTION TO CONSIDER REVOKING THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - **COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**
6. **THE COUNCIL REVOKE THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - **COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**

AMENDMENT 2

MOVED: Cr A White SECONDED: Cr D Thompson

Amend item 4 to incorporate the date of 27th September 2023 rather than in a timely manner.

4. **ANY REPORT OR CONCLUSIONS OF THE TASK GROUP BE BROUGHT BACK TO COUNCIL ~~IN A TIMELY MANNER FOR COUNCIL CONSIDERATION.~~ PRIOR TO THE 27TH SEPTEMBER 2023.**

REASONS FOR THE CHANGE

To ensure that the matter is not left open ended.

SUBSTANTIVE MOTION / COUNCIL RESOLUTION

23.08-11 MOVED: Cr K Wheatland SECONDED: Cr D Thompson

- 1. COUNCIL DEFER APPROVAL OF THE CAPITAL EXPENDITURE REQUIRED TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA FOR FURTHER INFORMATION REGARDING POSSIBLE FUNDING OPTIONS.**
- 2. COUNCIL REQUEST THE MEMBER COUNCILS TO SET UP A SPECIFIC TASK GROUP TO INCLUDE THE RESOURCE RECOVERY GROUP CEO TO SEEK FUNDING FROM THE STATE GOVERNMENT FOR THE CAPITAL EXPENDITURE TO INSTALL A FIRE SYSTEM AND COMPLETE CIVIL WORKS FOR STAGE 2 LEASE AREA.**
- 3. ASSIST THE MEMBER COUNCILS REVIEW BY PROVIDING ALL INFORMATION NECESSARY TO ENSURE THAT THE REVIEW IS PROPERLY INFORMED AND ENSURING THE INTEGRITY OF CONFIDENTIAL INFORMATION IS MAINTAINED.**
- 4. ANY REPORT OR CONCLUSIONS OF THE TASK GROUP BE BROUGHT BACK TO COUNCIL PRIOR TO THE 27TH SEPTEMBER 2023.**
- 5. THAT THE REGIONAL COUNCIL SUPPORT A MOTION TO CONSIDER REVOKING THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**
- 6. THE COUNCIL REVOKE THE SPECIAL COUNCIL MEETING RESOLUTION 23.07-02 PART 7 ON 19 JULY 2023 THAT STATED:**
 - COUNCIL REQUEST THE CEO TO NOT TENDER FOR OR ENTER INTO NEW RECYCLING CONTRACTS OR NEW BUSINESS UNTIL THE MEMBER'S REVIEW IS COMPLETE.**

CARRIED BY ABSOLUTE MAJORITY 3/0

15.2 WASTE SUPPLY AGREEMENT PROJECT CO

COUNCIL RESOLUTION

23.08-12 MOVED: Cr K Wheatland SECONDED: Cr A White

CEO RECOMMENDATION:

- 1. THE CEO BE GRANTED DELEGATED AUTHORITY TO NEGOTIATE THE TERMS AND WHERE REQUIRED THE DEFINITION OF AN AMENDED SUNSET DATE WITH PROJECT CO; AND**
- 2. THE CEO TO PROVIDE A REPORT TO THE NOVEMBER 2023 COUNCIL MEETING OUTLINING THE UPDATED AGREEMENT.**

CARRIED BY ABSOLUTE MAJORITY 3/0

All Officers were asked to leave the room to enable discussion of item 15.3 at 4.22pm, remaining in the meeting were Cr D Thompson, Cr A White and Cr K Wheatland.

15.3 CEO PERFORMANCE REVIEW

COUNCIL RESOLUTION

23.08-13

MOVED: Cr K Wheatland

SECONDED: Cr A White

RECOMMENDATION:

- 1. THE CEO EVALUATION REPORT FOR 2022/2023 BE RECEIVED.**
- 2. THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 3.5% FROM 25TH AUGUST 2023 AS RECOMMENDED IN THE REPORT.**
- 3. COUNCIL ENDORSES THE REVIEWED PERFORMANCE KPI'S OUTLINED IN THE REPORT.**
- 4. THE MINUTES OF THE CEO PERFORMANCE REVIEW COMMITTEE HELD ON 26 JULY 2023 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.**
- 5. COUNCIL MONITOR ANY CHANGES TO THE STRATEGIC DIRECTION OF THE RESOURCE RECOVERY GROUP BROUGHT ABOUT BY THE MEMBER REVIEW AND IN CONSULTATION WITH THE CEO ADJUST THE KPI'S ACCORDINGLY.**

CARRIED 3/0

Mr T Youé and Ms A Johnson returned to the meeting at 4.26pm. The Chair congratulated the CEO on meeting the performance KPI's.

COUNCIL RESOLUTION

23.08-14

MOVED: Cr K Wheatland

SECONDED: Cr A White

THAT THE MEETING NO LONGER BE HELD BEHIND CLOSED DOORS.

CARRIED 3/0

Mr G Tattersall, Mr McCarthy, Mr K Swift and Ms P Pandeya returned to the meeting at 4.30pm.

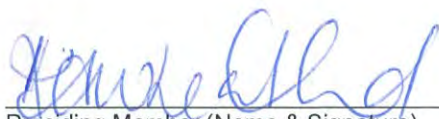
The Chair noted a number of items included in the information bulletin and invited the CEO to highlight any significant items to the meeting:

1. Strategic Risk Register – as a result of the review currently underway there has been a significant increase to the number of risks rated High or Extreme. Councillor Wheatland noted that the current risk register was alarming, and it was agreed that it may be necessary for the Audit & Risk Committee to consider this further.
2. The meeting was reminded of the previous decision of Council in relation to our insurance which carries a significant excess and the reasons why.
3. A new report detailing recovery rates has been added to the information bulletin, the current one containing the recovery rates for the financial year 22/2023.
4. Everyone is encouraged to read the minutes of the OAG meeting as they provide a lot of information in relation to the industry.

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 4.35 pm.

I hereby certify that the Minutes of the Ordinary Council Meeting held on 24 August 2023 were confirmed on 23 November 2023.



Presiding Member (Name & Signature)

cr Karen Wheatland

**ORDINARY MEETING OF COUNCIL 25 MAY 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
8.1	Signed minutes Council Mtg 23 Feb 2023	1. Publish on Website	OA	Completed
		2. Upload to FD	OA	Completed
11.1	Strategic Directions Review 2023	1. Update Corporate Business Plan	MGC	Completed
		2. Publish on website	OA	Completed
11.2	Strategic Plans Review 2023	1. Finalise LTFP and Asset Plan	EMCS	Completed
		2. Publish on website	OA	Completed
11.3	2023-24 Draft Annual Budget	Circulate to participants for comment	EMCS	Completed
11.4	Corporate Policy Review	Update File Director, intranet & internet, staff distribution list	MGC	Completed
11.5	Mid-Year 2022-23 Budget Review	No further action	CEO	n/a
11.6	Financial Reports	No further action	MF	n/a
11.7	Cash Investments Portfolio	No further action	MF	n/a
		Update CEO Delegated Authority	MCS/OA	Completed
11.8	Schedule of Payments	No further action	MF	n/a
13.1	CEO Delegation	Execute document and forward to MinterEllison	MGC	Completed
15.1	Solar Photovoltaic Panel Recycling	Prepare business case for consideration at next Ordinary Meeting	EMSP	
15.2	FOGO Processing Facility Update	No further action	EMSP	n/a

Ordinary Council Meeting- 23 February 2023 Outstanding Actions				
11.2	Long Term Strategic Plans	Present at Strategic Planning Workshop	EMCS	

Special Council Meeting- 15 December 2022 Outstanding Actions				
9.4	SUBLEASE PLASTICS REPROCESSING Coordinate drafting of lease		EMSP	Ongoing

**ORDINARY MEETING OF COUNCIL 25 MAY 2023
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	Ongoing
2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING		
Ordinary Council Meeting- 25 November 2021 Outstanding Actions		
15.1 CITY OF CANNING		
The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO	Ongoing

**SPECIAL MEETING OF COUNCIL 29 JUNE 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	2023-2024 ANNUAL BUDGET	1. Adopt and advise members	EMGC	Complete
		2. Notify LG Department through portal	MF	Emailed to annual.budget@dlqsc.wa.gov.au on 31/7/2023
		3. Upload to website	OA	Completed
		4. Update fees and charges as detailed in budget report	MF	
		5. Upload into SAP B1	MF	
		6. Upload budget working papers to Staff Intranet & advise managers	MF	Completed

Ordinary Council Meeting- 25 May 2023 Outstanding Actions				
15.1	Solar Photovoltaic Panel Recycling	Prepare business case for consideration at next Ordinary Meeting	EMSP	Complete

Ordinary Council Meeting- 23 February 2023 Outstanding Actions				
11.2	Long Term Strategic Plans	Present at Strategic Planning Workshop	EMCS	Complete

Special Council Meeting- 15 December 2022 Outstanding Actions				
9.4	SUBLEASE PLASTICS REPROCESSING Coordinate drafting of lease		EMSP	Ongoing

Ordinary Council Meeting- 27 May 2021 Outstanding Actions				
11.2	TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS		CEO	Ongoing
	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			

**SPECIAL MEETING OF COUNCIL 29 JUNE 2023
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

**SPECIAL MEETING OF COUNCIL 19 JULY 2023
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
10.1	CAPITAL EXPENDITURE APPROVAL FOR FIRE SYSTEM & CIVIL WORKS AND ADDITIONAL SUBLEASE OPPORTUNITIES	1. Update PV Panel Recycling business case to reflect adopted	EMGC	Completed
		2. Advertise Scipher Technologies Sublease	EMGC	
		3. Negotiate Scipher Technologies lease	CEO	
		4. On completion of advertising period – comments on the Business Case and details of the negotiated lease to be brought to Council for consideration	CEO	
		5. Write to member councils requesting them to expedite the review process contained in the Council resolutions to enable an informed decision at the next meeting of Council on 24 August	CEO	Completed
		6. Refrain from entering into new contracts or new business until review is complete	CEO	Completed
		7. CEO to advise appropriate third parties of the current situation in regard to members review	CEO	Completed

Ordinary Council Meeting- 29 June 2023 Outstanding Actions				
9.1	2023-2024 ANNUAL BUDGET	1. Adopt and advise members	EMGC	Completed
		2. Notify LG Department through portal	MF	Completed
		3. Upload to website	OA	Completed
		4. Update fees and charges as detailed in budget report	MF	Completed
		5. Upload into SAP B1	MF	
		6. Upload budget working papers to Staff Intranet & advise managers	MF	Completed

Special Council Meeting- 15 December 2022 Outstanding Actions				
9.4	SUBLEASE PLASTICS REPROCESSING Coordinate drafting of lease		EMSP	Ongoing

**SPECIAL MEETING OF COUNCIL 19 JULY 2023
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	Ongoing
2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING		
Ordinary Council Meeting- 25 November 2021 Outstanding Actions		
15.1 CITY OF CANNING		
The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO	Ongoing



SOUTHERN METROPOLITAN REGIONAL COUNCIL

~~CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE~~



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COUNCIL POLICY NO 2.7 RRRC CONTINGENCY RESERVE

**AUGUST 2023
POLICY REVIEW**

STATEMENT

The ~~Southern Metropolitan Regional Council~~Resource Recovery Group is committed to ensuring that the purpose and use of the ~~Regional Resource Recovery Centre Canning Vale Centre~~ (RRRC) Contingency Reserve is for contingency expenditure associated with the RRRC Project.

SCOPE

This Policy applies to all employees involved in finance or accounting functions.

OBJECTIVE

To set out the management and use of the RRRC Contingency Reserve Fund.

ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the ~~Southern Metropolitan Regional Council~~Resource Recovery Group utilise any funds held in the Reserve only for the purpose for which they have been allocated.

CONTENT

The purpose of the RRRC Contingency Reserve is 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.

Funds held in the Reserve may be fully allocated to an approved operating or capital expenditure.

The ~~SMRCRRG~~'s Ten Year Financial Plan shall detail the estimated fund balance and expected receipts and payments, identifying where the funding is sourced and for what it is to be used.

The annual budget, or if not included in the budget, a special report to Council and project participants, will require the necessary approval process for the use of the funds held in the Reserve. Absolute majority of Council required.

The Reserve Fund is an equity share arrangement of the RRRC Project Participants in accordance with the RRRC Project Participants Agreement.

The Fund shall be established and maintained in accordance with the provisions of the Local Government Act and Regulations.

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE	Version 6
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	-Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.7 RRRC CONTINGENCY RESERVE	Version 7
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 2.7 **RRRC CONTINGENCY RESERVE**



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COUNCIL POLICY NO 2.7 **RRRC CONTINGENCY RESERVE**

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ Local Government (Financial) Regulations 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ RRRC Project Participants Agreement 	
Approved by	Regional Council – Resolution No: 16.06.10	
Revision Date	August 2023	
Related Documents	<ul style="list-style-type: none"> • SMRCRRG Corporate Business Plan • SMRCRRG Ten Year Financial Plan • SMRCRRG Annual Budget 	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager, Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of document	SMRCRRG website- Members area Staff Intranet SMRCRRG , 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2007	Original	1			28/06/2007
2013	Review	2	DCS	DCS	28/02/2013
2015	Review	3	DCS	DCS	26/02/2015
2016	Review	4	EA	EMCS	30/06/2016
2019	Review	5	EMCS	CEO	27/06/2019
2021	Review	6	EMCS	CEO	26/08/2021
2023	Review	7	EMGS		

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE	Version 6
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	-Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.7 RRRC CONTINGENCY RESERVE	Version 7
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

1.0 STATEMENT

The Office Accommodation Reserve be established and maintained in accordance with section 6.11 of the Local Government Act 1995 for the purposes of setting aside money for a future financial year during the term of the property held by the SMRCRRG.

2.0 SCOPE

This Policy applies to the SMRCRRG property – 9 Aldous Place Booragoon.

3.0 OBJECTIVE

The purpose of the reserve is for funding capital renewal expenditure and non-recurrent maintenance expenditure for the SMRCRRG property located at 9 Aldous Place Booragoon.

4.0 ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the ~~Southern Metropolitan Regional Council~~ Resource Recovery Group utilise any funds held in the Reserve only for the purpose for which they have been allocated. Unless it resolves to change the purpose or use the funds for another purpose in accordance with 6.11 of the Local Government Act 1995.

5.0 CONTENT

- a. The Participants of the Regional Council entered into a Participants' Project Agreement in 2005 to purchase a property for the administration use of the Regional Council.
- b. The Participant local governments contribute towards the annual operating budget of the Office Accommodation Project.
- c. The property referred to in this reserve is 9 Aldous Place Booragoon
- d. The reserve is to set aside funds for future financial years to fund capital renewal expenditure and non-recurrent maintenance expenditure
- e. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by some other period by resolution of absolute majority.

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 5
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE



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COUNCIL POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> Local Government Act 1995 & Regulations Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> Council Reporting requirements 	
Approved by	Regional Council	
Next Revision Date	August 2023	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Corporate Governance & Culture Services	Biennial
Risk Rating	Operational Risk Register – Low	
Location of document	SMRCRRG Internet- Members Area Staff Intranet SMRCRRG , 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Original	1	EMCS	EMCS	28/06/2014
2016	Review	2	EA	EMCS	30/06/2016
2019	Review	3	EMCS	EMCS	27/06/2019
2021	Review	4	EMCS	EMCS	26/08/2021
<u>2023</u>	<u>Review</u>	<u>5</u>	<u>EMGS</u>		

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 5
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE



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COUNCIL POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE

AUGUST 2023
POLICY REVIEW

1.0 STATEMENT

The ~~Southern Metropolitan Regional Council~~ Resource Recovery Group is committed to ensuring that the purpose and use of the Travel & Conference Reserve is for Conference and Event Attendance by Councillors, and Employees of the SMRCRRG.

2.0 SCOPE

This Policy applies to Councillors and employees of the SMRCRRG.

3.0 OBJECTIVE

To set out the management and use of the Travel & Conference Reserve.

4.0 ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the ~~Southern Metropolitan Regional Council~~ Resource Recovery Group utilise any funds held in the Reserve only for the purpose for which they have been allocated.

5.0 CONTENT

- A maximum amount of \$50,000 may be held at any one time in the Travel & Conference Reserve Fund for Councillor and Employee requirements.
- All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> Local Government Act 1995 & Regulations Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> Council Reporting requirements Conference & Industry Events Attendance Policy 	
Approved by	Regional Council – Resolution No: 16.06-10	
Next Revision Date	August 2023	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Corporate Services Governance & Culture	Biennial
Risk Rating	Operational Risk Register – Low	
Location of document	<u>SMRCRRG</u> Internet – Members Area Staff Intranet <u>SMRCRRG</u> , 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 5
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

**CORPORATE POLICY NO 2.12
TRAVEL & CONFERENCE RESERVE**



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**COUNCIL POLICY NO 2.12
TRAVEL & CONFERENCE RESERVE**

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2013	Original	1.14	EMCS	EMCS	24/10/2013
2016	Review	2.12	EMCS	EMCS	30/06/2016
2019	Review	3	EMCS	EMCS	27/06/2019
2021	Review	4	EMCS	EMCS	26/08/2021
<u>2023</u>	<u>Review</u>	<u>5</u>	<u>EMGS</u>	<u>EMGC</u>	

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
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Issued: August 2023	Review Date: August 2025	Title: COUNCIL POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 5
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

**CORPORATE POLICY NO 2.13
RRRC REHABILITATION RESERVE POLICY**



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**COUNCIL POLICY NO 2.13
RRRC REHABILITATION RESERVE**

**AUGUST 2023
POLICY REVIEW**

STATEMENT

The RRRC rehabilitation Reserve be established and maintained in accordance with section 6.11 of the Local Government Act 1995 for the purposes of setting aside money for a future financial year to meet obligations at the expiry of the ground lease.

SCOPE

This Policy applies to the Ground Lease at 350 Bannister Road Canning Vale.

OBJECTIVE

The purpose of the reserve is to meet lease obligations resulting from an early termination of the Ground Lease or at the expiry of the Ground Lease.

ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the ~~Southern Metropolitan Regional Council~~ Resource Recovery Group utilise any funds held in the Reserve only for the purpose for which they have been allocated. Unless it resolves to change the purpose or use the funds for another purpose in accordance with 6.11 of the Local Government Act 1995.

CONTENT

- a. Participants of the Regional Local Government entered into a Participants' Project Agreement in 2000 known as the ~~Regional Resource Recovery Centre~~ Canning Vale Centre (RRRC).
- b. The ~~SMRCRRG~~ entered into a Ground Lease with the City of Canning in 2000 (Owners of the land located at 350 Bannister Road Canning Vale).
- c. The ~~SMRCRRG~~ and City of Canning agreed to an 'Extension and Variation of Lease' dated Feb 2016
- d. The ~~SMRCRRG~~ has obligations under the Ground Lease and Variation of Lease in the following clauses:
 - a. Clause 4.5 Removal of Improvements;
 - (a) All improvements to the Leased Land remain the property of the Lessee.
 - (b) If so directed by the Lessor, the Lessee must, at its own cost, take down and remove each improvement identified by the Lessor on the Leased Land by no later than the expiry of the Term. To avoid doubt, the Lessor cannot require the Lessee to leave some or all of the improvements on the Leased Land if the Lessee elects to take down and remove the same.
 - (c) Any improvements which the Lessor did not direct the Lessee to remove in accordance with clause 4.5(b) that remain on the Leased Land after the expiry of the Term shall be deemed abandoned and become the property of the Lessor.'

Issued: August 2021	Review Date: August 2023	Title: CORPORATE POLICY NO 2.13 RRRC REHABILITATION RESERVE POLICY	Version 3
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: <u>COUNCIL POLICY NO 2.13 RRRC REHABILITATION RESERVE</u>	Version 4
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 2.13
RRRC REHABILITATION RESERVE POLICY



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COUNCIL POLICY NO 2.13
RRRC REHABILITATION RESERVE

b. Clause 4.6 Condition in which the leased land is to be left;

No later than 12 months after the expiry of the Term, the Lessee shall fill in, consolidate and level off any unevenness, excavation or hole caused by the Lessee during the Term or by removal of the Lessee's improvements and shall leave the Leased Land in a clean, neat and tidy condition, free of all waste matter and in compliance with the requirements of all approvals under the Environmental Protection Act 1988.

- e. The reserve is to set aside funds for future financial years to meet lease obligations and accounting for restoration and make good provisions.
- f. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by some other period by resolution of absolute majority.

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations ▪ Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ City of Canning Ground Lease & Variation to Lease ▪ Accounting for Restoration and Make Good Provisions 	
Approved by	Regional Council	
Next Revision Date	August 2023	
Related Documents	Accounting for Restoration and Make Good Provisions Report June 2018	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – High	
Location of document	SMRCRRG Website – Members Area Staff Intranet SMRCRRG , 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2016	Original	1.	EMCS	CEO	30/06/2016
2019	Review	2	EMCS	CEO	27/06/2019
2021	Review	3	EMCS	CEO	26/08/2021
<u>2023</u>	<u>Review</u>	<u>4</u>	<u>EMGS</u>	<u>CEO</u>	

Issued: August 2021	Review Date: August 2023	Title: <u>CORPORATE POLICY NO 2.13</u> <u>RRRC REHABILITATION RESERVE POLICY</u>	Version 3
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: August 2023	Review Date: August 2025	Title: <u>COUNCIL POLICY NO 2.13</u> <u>RRRC REHABILITATION RESERVE</u>	Version 4
Prepared: EMGS	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 2
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1.0 RISK APPETITE STATEMENT

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

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

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

2.0 SCOPE

This Policy applies to all employees of ~~the SMRC/RRG~~.

3.0 OBJECTIVE

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

4.0 DEFINITIONS

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

Issued: August 2023	Next Review Date: August 2023	Title: <u>CORPORATE COUNCIL</u> POLICY NO 4.2 RISK MANAGEMENT	Version <u>109</u>
Prepared: <u>EMCSEMGC</u>	Reviewed by: <u>EMCSSMG</u>	Approved: <u>CEO/COUNCIL</u>	Page 1 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

5.0 ROLES & RESPONSIBILITIES

5.1 Regional Council

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

5.2 Audit Committee

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

5.3 Chief Executive Officer / Senior Management Group

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

The Senior Management Group is responsible for:

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

5.4 ~~Executive~~ Manager Corporate Services

The ~~Executive~~ Manager Corporate Services is responsible for:

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

5.5 Business Unit Managers and Supervisors

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

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

5.6 SMRC Employees

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

6.0 CONTENT

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

6.15.1 Risk Management Strategy

Issued: August 2023	Next Review Date: August 202 5 ³	Title: CORPORATE COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 10 ⁹
Prepared: EMCSEMGC	Reviewed by: EMCSSMG	Approved: CEOCOUNCIL	Page 2 of 4
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The Risk Management Strategy is an integral part of the organisational processes and decision making. The risk management framework should be systematic and structured and the process to be dynamic and responsive to change and improvement.

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

The Risk Management Strategy of the ~~SMRC-RRG~~ follows the ISO 31000:201809– Risk Management Standard.

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

6.25.2 Risk Management Framework

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

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

6.35.3 Accountability and Reporting

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

High Risks have an evaluation factor of 15 and above.

Issued: August 2023	Next Review Date: August 20253	Title: CORPORATE COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 109
Prepared: EMCSEMGC	Reviewed by: EMCSSMG	Approved: CEOCOUNCIL	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version Page 47 of 76			

7.0 REFERENCES & REVIEW

Statutory Compliance	ISO 31000:20 1809 – Risk Management	
Organisational Compliance	Reg 17 Risk Management Reviews	
Approved by	Regional Council	
Next Revision Date	August 2023	
Related Documents	Risk Management Procedures / Risk Management Manual SMRC-RRG Risk Registers Reg 17 Risk Management Review	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive -Manager Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of document	Members Area – SMRC RRG 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
2008	Original	1	MAF	MAF	31/07/08
2008	Original	2	MAF	MAF	11/2008
2010	Revised	3	CO	CO	25/02/2010
2012	Review	4	DCS	DCS	26/07/2012
2014	Review	5	EMCS	EMCS	28/08/2014
2015	Review	6	EMCS	EMCS	27/08/2015
2017	Review	7	EMCS	EMCS	24/08/2017
2019	Review	8	EMCS	EMCS	28/11/2019
2021	Review	9	EMCS	EMCS	26/08/2021
2023	Review	10	EMGC	MCS	

Issued: August 2023	Next Review Date: August 202 53	Title: CORPORATE COUNCIL POLICY NO 4.2 RISK MANAGEMENT	Version 109
Prepared: EMCSEMGC	Reviewed by: EMCSSMG	Approved: CEO COUNCIL	Page 4 of 4
Printed documents are not controlled. Check the electronic version for the latest version Page 48 of 76			

1.0 STATEMENT

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

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

~~The SMRC will:~~

- ~~• Not tolerate misconduct, fraud or corruption by employees of the organisation;~~
- ~~• Ensure a just and co-ordinated approach in dealing with suspected acts of misconduct, fraud and corruption and by following clear Guidelines.~~
- ~~• Where appropriate, endeavour to safeguard the privacy and rights of individuals who are subject to the operation of this Policy, the Plan and Guidelines;~~
- ~~• Endeavour to protect the assets, interests and reputation from harmful events such as suspected misconduct, fraud, corruption or bribery.~~

~~By implementing this Policy, Plan and associated Investigation Guidelines, the SMRC endeavours to meet its reporting obligations under section 28 of the Corruption and Crime Commission Act (WA) 2003.~~

2.0 SCOPE

~~This Policy applies to Elected Members, Committee Members and all SMRC employees Workers including employees, volunteers, stakeholders and any external party providing goods and services such as contractors and consultants. The Commission considers that labour hire workers are not Public Officers pursuant to the CGM Act.~~

3.0 OBJECTIVE

The ~~SMRC Resource Recovery Group~~ is committed to:

- ~~• Minimising the opportunities for misconduct, fraud and corruption and by employees, ensuring that we protect our assets, interests and reputation from harmful events.~~
- ~~• Detecting, investigating and disciplining or prosecuting any instances of misconduct, fraud and corruption.;~~
- ~~• Reporting suspected misconduct, fraud and corruption to the Public Sector Commission (PSC) or serious misconduct matters to the CCG Corruption & Crime Commission and, where appropriate, the WA Police; Police.~~
- ~~• Prevention; and Meeting our reporting obligations under section 28 of the Corruption, Crime & Misconduct Act 2003.~~
- ~~• Developing and utilising the Misconduct, Fraud & Corruption Investigation Guidelines in the event of an act of suspected misconduct, fraud, corruption, or bribery Ensuring that a coordinated approach is utilised in dealing with all suspected acts of misconduct, fraud and corruption.~~

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4.0 DEFINITIONS

Term	Definition
<u>CCM Act</u>	<u>Corruption, Crime & Misconduct Act 2003.</u>
CCC/Commission	The Corruption and Crime Commission established under Section 8 of the <u>Corruption and Crime Commission Act (WA) 2003. CCM Act.</u>
Corrupt <u>C</u> onduct	Is taken from s4 of the <u>CCM Act</u> to describe where a public officer has: <ul style="list-style-type: none"> • Engaged in the dishonest or preferential use of power or position;<u>;</u> • Committed a breach of public trust;<u>;</u> • Misused information or material acquired in the course of official functions;<u>;</u> • Acted corruptly or failed to act honourably in the performance of functions of his or her office or employment; or • Corruptly taken advantage of his or her office or employment as a public officer to obtain any benefit for himself or herself or for another person.
Corruption	<u>As defined in section 83 of the Criminal Code (WA);</u> and is taken to mean any public officer who, without lawful authority or a reasonable excuse: <u>Any public officer who, without lawful authority or a reasonable excuse -</u> (a) acts upon any knowledge or information obtained by reason of his or her office or employment; <u>or</u> (b) acts in any matter, in the performance or discharge of the functions of his or her office or employment, for which he or she has, directly or indirectly, any pecuniary interest; or (c) acts corruptly in the performance or discharge of the functions of his or her office or employment, so as to gain a benefit, whether pecuniary or otherwise, for himself or herself <u>or</u> any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person, <u>is guilty of a crime and is liable to imprisonment for 7 years.</u>
Fraud	<u>Is defined by Australian Standard AS 8001-2021 (Fraud and Corruption Control) as: Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.</u> <u>Property also includes intellectual property and other intangibles such as information.</u> <u>Fraud also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit.</u>

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COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

Term	Definition
	As a general dictionary definition includes inducing a course of action by deceit or other dishonest conduct, involving acts or omissions or the making of false statements, whether orally, in writing or by electronic means, with the object of obtaining money or other benefits from or of evading a liability to, the SMRC. Fraud is not restricted too monetary or material benefits and includes intangibles such as status and information and could include intellectual property.
<u>Minor Misconduct</u>	<p><u>As defined in the CCM Act, occurs if a public officer engages in conduct that:</u></p> <ul style="list-style-type: none"> <u>i. Adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or</u> <u>ii. Involves the performance of functions in a manner that is not honest or impartial; or</u> <u>iii. Involves a breach of the trust placed in the public officer; or</u> <u>iv. Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person;</u> <p><u>And</u></p> <p><u>Constitutes or could constitute a disciplinary offence providing reasonable grounds for termination of a person's office or employment.</u></p> <p><u>At SMRC it includes the following interpretations of misconduct:</u></p> <ul style="list-style-type: none"> <u>1. CCC Misconduct as defined by section 4 of the Corruption and Crime Commission Act (WA) 2000;</u> <u>2. Criminal and HR Misconduct.</u> <p><u>CCC, Criminal and HR Misconduct are further defined in the "Misconduct, Fraud & Corruption Prevention Guidelines" document.</u></p>
<u>Public Officer</u>	<p><u>All employees of Resource Recovery Group are considered Public Officers, section 1 of the Criminal Code (WA) defines a Public Officer as:</u></p> <ul style="list-style-type: none"> <u>(a) A member, officer or employee of any authority, board, corporation, commission, local government. Council of a local government, council or committee or similar body established under a written law.</u> <u>(b) Any other person holding office under, or employed by, the State of Western Australia, whether for remuneration or not.</u> <p><u>It has the same meaning as in section 1(d) and (e) of The Criminal Code (WA) and refers to a person exercising authority under a written law, and includes a member, officer or employee of any authority, board, corporation, commission, municipality, council or committee or similar body established under a written law.</u></p>
<u>Principal Officer</u>	<p><u>Principal Officer is defined in section 3 of the CCM Act and may include the chief executive or chief employee of a department or organisation, or a specified person holding the office of Principal Officer.</u></p> <p><u>(CCC Guidelines for Notification of Serious Misconduct July 15)At Resource Recovery Group the Principal Officer is the Chief Executive Officer.</u></p>
<u>Public Sector Commission (PSC)</u>	<p><u>Incidents of Minor Misconduct are reported to the Public Sector Commission (PSC) is responsible for dealing with minor misconduct and for misconduct prevention and education.</u></p>

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COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

Term	Definition
<u>Public Interest Information</u>	<p>As defined in the <i>Public Interest Disclosure Act 2003</i>, means: <u>Information that tends to show, in relation to its performance of a public function, a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:</u></p> <p><u>(a) Improper conduct, or</u> <u>(b) An act or omission that constitutes an offence under a written law;</u> <u>or</u> <u>(c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or</u> <u>(d) An act done or omission that involves a substantial and specific risk of:</u></p> <p><u>i. Injury to public health; or</u> <u>ii. Prejudice to public safety; or</u> <u>iii. Harm to the environment;</u> <u>Or</u> <u>(e) A matter of administration that can be investigated under section 14 of the <i>Parliamentary Commission Act 1971</i>.</u></p>
<u>Public Interest Disclosure Officer</u>	<u>Person nominated to receive Public Interest Disclosures.</u>
Serious Misconduct	<p>As defined in the CCM Act occurs when:</p> <p><u>(c) A public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or</u> <u>(d) A public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person;</u> <u>or</u> <u>(e) A public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment.</u></p> <p><u>Serious misconduct is conduct by a public officer:</u> <input type="checkbox"/> <u>who acts corruptly or corruptly fails to act in the course of their duties; OR</u> <input type="checkbox"/> <u>who corruptly takes advantage of their office or employment to obtain a benefit or to cause detriment to any person and/or organisation; OR</u> <input type="checkbox"/> <u>who, in the course of their duties, commits an offence punishable by two or more years' imprisonment.</u> <u>(CCC Guidelines for Notification of Serious Misconduct July 15)</u></p>
Suspicion on reasonable grounds	<p>Mmeans a Principal Officer has made an assessment that their suspicion about the alleged serious misconduct is well-founded. Information about the alleged serious misconduct does not have to be in the direct knowledge of the Principal Officer but should be obtained from reliable sources.</p> <p>Suspicion on reasonable grounds requires some factual basis, and a stronger level of knowledge than mere speculation, rumour, gossip or innuendo. (CCC Guidelines for Notification of Serious Misconduct July 2015)</p>

5.0 ROLES & RESPONSIBILITIES

Council

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COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

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

Chief Executive Officer

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

Senior Management

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

Line Managers

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

Employees

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

Key roles and responsibilities are outlined below. A more detailed description is included in the Misconduct, Fraud & Corruption Investigation Guidelines.

5.1. Chief Executive Officer

5.1.1 The Chief Executive Officer has ultimate responsibility for managing corruption risks in the SMRC.

5.1.2 The Chief Executive Officer is obliged, under Section 28 of the Corruption and Crime Commission Act (WA) 2003, to report any matter that he/she reasonably suspects involves or may involve corrupt conduct to the Public Sector Commission (PSC) or serious misconduct to the CCC.

5.2 Council/Senior Management

Council, Senior Management and the Audit & Risk Committee are responsible for ensuring that the SMRC Misconduct, Fraud & Corruption Prevention Plan is fully and effectively implemented and for adhering to the relevant Codes of Conduct for Councillors and Committee/Advisory Group Members.

5.3 Line Managers/Supervisors

Line managers and supervisors are responsible for understanding and implementing the Misconduct, Fraud & Corruption Plan, the Code of Conduct for Employees, and any other relevant policies and procedures supporting good governance within the organisation.

5.4 Employees

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~~5.4.1 Employees are responsible for adhering to the Code of Conduct for Employees, the procedures outlined in the Misconduct, Fraud & Corruption Prevention Plan, and any other relevant policies and procedures supporting good governance within the organisation.~~

~~5.4.2 EMPLOYEES ARE RESPONSIBLE FOR REPORTING CORRUPT CONDUCT THROUGH THE INTERNAL REPORTING FRAMEWORK, AS PER THE FLOWCHARTS ATTACHED IN THE APPENDICES OF THE INVESTIGATION GUIDELINES OR SPECIFIC ADVICE FROM THE SMRC'S PID OFFICER.~~

6.0 CONTENT

1. Prevention and Detection

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

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

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

Policies integral to prevention include:

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

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

2. Staff Training and Awareness

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

Training includes:

- Employee Induction
- Purchasing Induction
- Code of Ethics Training
- ICT Training

3. Public Interest Disclosure

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

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

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

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

4. Response and Reporting

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

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

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

6.1 Principles

~~This Policy, its Guidelines and associated Plan establish the strategies, controls and processes for the prevention, detection and management of misconduct, fraudulent and corrupt behaviour, and for dealing fairly in specific matters relating to these behaviours. It aims to:~~

~~6.1.1 Raise the awareness of the potential circumstances of misconduct, fraud and corruption and the prevention of it at SMRC.~~

~~6.1.2 Give guidance and protection to staff and others who report misconduct, fraud and corruption (also called ‘whistleblowers’) to the SMRC or CCC, and to those staff members who form the basis of an allegation. For more information on the protection afforded to parties who report suspected misconduct, fraud and corruption, and those who are the subject of an allegation, see the Public Interest Disclosure Guidelines on the SMRC’s staff intranet at: <http://intranet.smrc.com.au>.~~

~~6.1.3 Outline the processes for any investigation into allegations of reported misconduct, fraud and corruption by both staff and elected members.~~

~~6.1.4 Outline the process for reporting suspected acts of misconduct to the Public Sector Commission (PSC) or Corruption and Crime Commission, and other external agencies.~~

~~NB: The CCC Act overrides the PID Act and if PID occurs and warrants reporting to the CCC, then the complainant will be advised of this requirement.~~

6.2 Procedures

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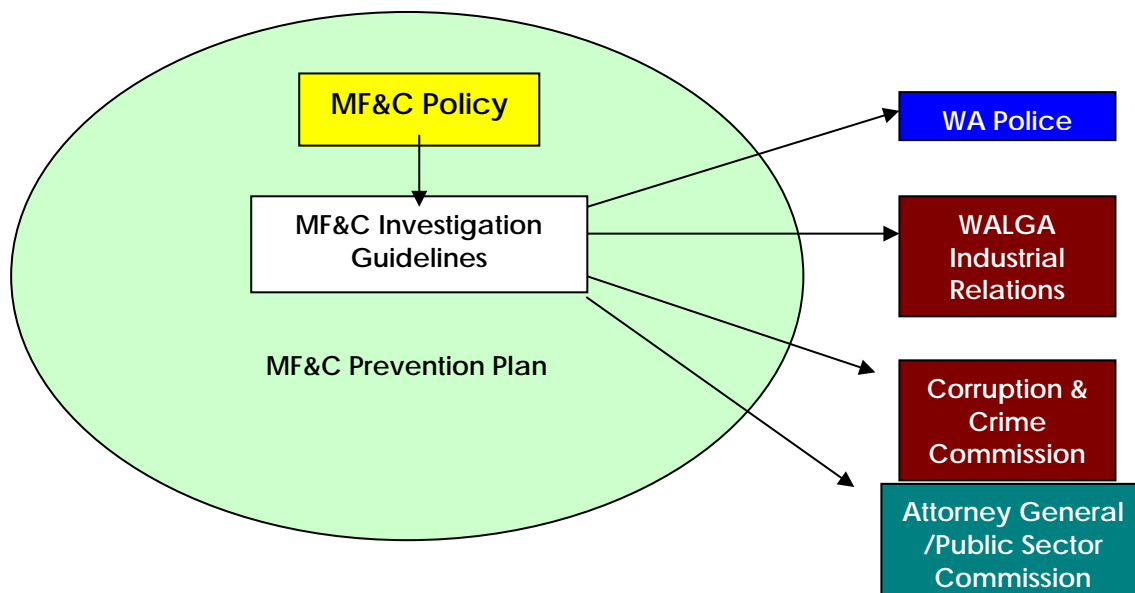
COUNCIL POLICY NO 4.3 MISCONDUCT, FRAUD & CORRUPTION PREVENTATION

~~The Policy requires the investigation of suspected acts of criminal misconduct by the SMRC's Misconduct Case Management Team (MCMT), and of HR Misconduct in accordance with the staff member's industrial agreement and relevant SMRC policies. It also requires the reporting of suspected acts of CCC misconduct to the Corruption and Crime Commission. The "Misconduct, Fraud & Corruption Investigation Guidelines" document sets out the procedures for such investigation in more detail.~~

~~6.3 Misconduct, Fraud & Corruption Prevention Plan~~

~~A Misconduct, Fraud & Corruption Prevention Plan has been developed to identify the corruption prevention outcomes required by SMRC, what is currently being done to achieve these outcomes, and what is still required to achieve these outcomes.~~

~~7.0 PROCESS MAP~~



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8.0 REFERENCES & REVIEW

Statutory Compliance	<u>Public Interest Disclosure Act 2003</u> <u>Corruption, Crime and Misconduct Act 2003</u>	
Organisational Compliance	<u>Misconduct, Fraud & Corruption Investigation Policy 1.3</u> <u>Risk Management Policy 4.2</u> <u>Code of Conduct's</u> <u>Grievance Management Policy 9.10</u> <u>Managing Poor Performance Policy 6.10</u> <ul style="list-style-type: none"> • Public Interest Disclosure Act (WA) 2003 • Corruption and Crime Commission Act 2003 • Fraud Prevention in the Western Australian Public Sector 1999 <ul style="list-style-type: none"> — a publication from the Ministry of the Premier and Cabinet (now archived and replaced with circular 2009-25 Corruption Prevention) • CCC Guidelines for Notification of Serious Misconduct July 15; • Notification of Misconduct in Western Australia; and <ul style="list-style-type: none"> Summary of Misconduct Notification Categories Flow Chart 	
Approved by	Regional Council	
Next Revision Date	August 2025 3	
Related Documents	<ul style="list-style-type: none"> • Misconduct, Fraud & Corruption Prevention Plan • Misconduct, Fraud & Corruption Investigation Guidelines • SMRC Risk Management Policy – Policy No. 4.2 • Staff members' related Industrial Agreements • SMRC Code of Conduct for Employees • Anti Harassment, Bullying and Discrimination Policy • Grievance Resolution Procedure 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate <u>Services Governance & Culture</u>	Biennial
Risk Rating	High – A02 Employee Fraud or Corruption	
Location of document	<u>SMRC-RRG Website Members Area</u> Staff Intranet <u>SMRC</u> , 9 Aldous Place, Booragoon <u>RRRC</u> , 350 Bannister Road, Canning Vale <u>Network IT</u>	

9.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2011/03	Original	1	CSM	DCS	27/10/2011
2013/08	Review	2	EMCS	EMCS	22/08/2013
2015	Review	3	EMCS	EMCS	27/08/2015
2017	Review	4	EMCS	EMCS	24/08/2017
2020	Review	5	EMCS	EMCS	26/11/2020
2021	Review	6	EMCS	EMCS	26/08/2021

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PREVENTATION

<u>2023</u>	<u>Review</u>	<u>7</u>	<u>EMGC</u>	<u>EMGC</u>	
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**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 May 2023**

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<u>Revenue from operating activities</u>			
3,210,460	Contributions, Donations & Reimbursements	2,881,570	2,768,559	(113,011)
11,822,541	Fees & Charges	10,733,974	11,103,042	369,068
17,649	Interest Received	16,179	129,052	112,873
1,553,809	Other Revenue	1,439,756	1,140,197	(299,559)
16,604,459	Total Operating Revenue	15,071,478	15,140,850	69,372
	<u>Expenditure from operating activities</u>			
(5,193,889)	Employee Costs	(4,548,672)	(4,577,340)	(28,668)
(9,147,939)	Materials & Contracts	(8,324,026)	(7,743,904)	580,122
(748,966)	Utilities	(684,380)	(602,601)	81,779
(2,070,576)	Insurance	(1,891,226)	(1,753,536)	137,690
(523,137)	Interest	(443,514)	(355,099)	88,415
(4,609,461)	Depreciation	(4,225,339)	(4,348,184)	(122,845)
(22,293,968)	Total Operating Expenses	(20,117,157)	(19,380,664)	736,493
(5,689,509)	Operating Surplus / (Deficit)	(5,045,679)	(4,239,814)	805,865
	<u>Non-cash items</u>			
4,609,461	Depreciation	4,225,339	4,348,184	122,845
79,086	Interest - Unwinding Of Provisions	65,905	72,496	6,591
	Loss On Sale / Disposal Of Assets		3,508	3,508
4,688,547	Total Non-cash items	4,291,244	4,424,187	132,944
(17,605,422)	Total Operating Expenses (Before Non-cash items)	(15,825,913)	(14,956,476)	869,437
(1,000,962)	Operating Surplus / (Deficit) (Before Non-cash Items)	(754,435)	184,373	938,808
	<u>Capital Expenditure</u>			
(3,465,000)	Buildings	(1,250,000)	(1,267,131)	(17,131)
(1,525,000)	Plant & Equipment	(100,000)	(161,077)	(61,077)
-	Information Technology	-	-	-
-	Transfer FROM/(TO) Assets	-	-	-
(4,990,000)	Total Capital Expenditure	(1,350,000)	(1,428,208)	(78,208)
	<u>Funding / Other Capital Items</u>			
250,000	Non-operating Grants, Subsidies & contributions	-	200,000	200,000
(3,230,389)	Repayment of Loans	(2,483,907)	(2,483,907)	-
3,230,389	Reimbursement of Loan Repayments	2,483,907	2,483,907	-
(563,566)	RRRC Lease Principal Paid	(516,602)	(515,661)	941
4,740,000	Capital Expenditure Funded by Reserves	1,350,000	1,338,871	(11,129)
(290,000)	Transfer TO Reserves	(290,000)	(500,000)	(210,000)
4,136,434	Total Funding / Other Capital Items	543,398	523,210	(220,188)
(1,854,528)	CHANGES IN NET ASSETS	(1,561,037)	(720,625)	640,413
2,307,724	Opening Funds Surplus(Deficit)	2,307,724	2,307,724	-
453,196	Closing Funds Surplus(Deficit)	746,687	1,587,099	640,413

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 May 2023**

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	(113,011)	Negative	RRRC loan interest lower than budget
Fees & Charges	369,068	Positive	Sale of ACCU's, Audit consultancy & Red Bin Waste higher than budget
Interest Received	112,873	Positive	Higher interest rate environment
Other Revenue	(299,559)	Negative	CDS income lower than budget
<u>Expenditure from operating activities</u>			
Employee Costs	(28,668)	Negative	MRF wage costs higher than budget
Materials & Contracts	580,122	Positive	Lower plant maintenance and disposal costs
Utilities	81,779	Positive	Electricity cost savings
Insurance	137,690	Positive	Insurance premium savings
Interest	88,415	Positive	RRRC loan interest lower than budget
Depreciation	(122,845)	Negative	Higher depreciation than budgeted
<u>Investing Activities</u>			
Transfers to Cash Reserves	(210,000)	Negative	Transfer to reserve

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 May 2023**

NET CURRENT ASSETS

	As at 31/05/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	10,510,336	11,974,442
Receivables	2,386,018	6,643,873
Prepayments	245,951	43,728
Accrued Income	407,334	397,720
Inventories	1,481,673	1,341,439
TOTAL CURRENT ASSETS	15,031,312	20,401,202
CURRENT LIABILITIES		
Payables	1,916,444	314,059
Accrued Expenses	13,452	1,172,788
Income Rec'd in Advance	250,000	250,000
GST Liability	25,716	49,068
Payroll Liabilities	146	-
Retentions & Bonds	160,704	320,313
Borrowings	746,483	5,086,955
Provisions	650,001	616,976
Lease Liabilities	47,905	563,566
TOTAL CURRENT LIABILITIES	3,810,851	8,373,725
NET CURRENT ASSETS	11,220,461	12,027,477

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 May 2023**

STATEMENT OF FINANCIAL POSITION

	As at 31/05/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	10,510,336	11,974,442
Receivables	2,386,018	6,643,873
Prepayments	245,951	43,728
Accrued Income	407,334	397,720
Inventories	1,481,673	1,341,439
TOTAL CURRENT ASSETS	15,031,312	20,401,202
CURRENT LIABILITIES		
Payables	1,916,444	314,059
Accrued Expenses	13,452	1,172,788
Income Rec'd in Advance	250,000	250,000
GST Payable (Liability)	25,716	49,068
Payroll Liabilities	146	-
Retentions & Bonds	160,704	320,313
Borrowings	746,483	5,086,955
Provisions	650,001	616,976
Lease Liabilities	47,905	563,566
TOTAL CURRENT LIABILITIES	3,810,851	8,373,725
NET CURRENT ASSETS	11,220,461	12,027,477
NON-CURRENT ASSETS		
Buildings	2,004,145	1,780,523
Information Technology	7,106	11,217
Fixed Plant & Equipment	3,439,271	4,820,200
Mobile Plant & Equipment	399,282	551,659
RRRC Leasehold Improvements	16,375,169	17,323,987
RRRC Other	212,465	235,138
Capital Work in Progress	51,647	314,622
Loan Receivables	1,800,000	
Right of Use Assets	4,656,907	5,295,107
TOTAL NON-CURRENT ASSETS	28,945,991	30,332,453
NON-CURRENT LIABILITIES		
Provisions	3,935,492	3,885,646
Borrowings	1,800,000	
Lease Liabilities	5,551,191	5,551,192
TOTAL NON-CURRENT LIABILITIES	11,286,683	9,436,838
NET ASSETS	28,879,769	32,923,092

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 May 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>			
4,745,580	Operating grants, subsidies and contributions	2,881,570	2,768,559	(113,011)
12,233,289	Fees and charges	10,733,974	11,510,376	776,402
17,649	Interest received	14,708	129,052	114,344
1,625,216	Goods and Services Tax received	1,454,347	1,593,710	139,363
1,553,809	Other revenue	1,439,756	1,140,197	(299,559)
20,175,543	Total Receipts for Operations	16,524,353	17,141,894	617,540
	<u>Payments</u>			
(5,242,545)	Employee costs	(4,548,672)	(4,577,340)	(28,668)
(7,326,483)	Materials and contracts	(8,324,026)	(7,885,488)	438,538
(750,565)	Utility charges	(684,380)	(654,173)	30,207
(2,070,576)	Insurance paid	(2,070,576)	(1,917,269)	153,307
(444,051)	Interest expenses	(443,514)	(355,099)	88,415
(1,084,330)	Goods and Services Tax paid	(964,330)	(1,472,762)	(508,432)
(16,918,550)	Total Payments for Operations	(17,035,498)	(16,862,131)	173,367
3,256,993	Net cash provided by (used in) operating activities	(511,144)	279,763	790,908
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
(4,990,000)	Purchase of property, plant & equipment	(1,350,000)	(1,428,208)	(78,208)
250,000	Non-operating grants, subsidies and contributions	-	200,000	200,000
(4,740,000)	Net cash provided by (used in) investment activities	(1,350,000)	(1,228,208)	121,792
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
(3,230,389)	Repayment of borrowings	(2,483,907)	(2,483,907)	-
(563,566)	Lease principal payments	(516,602)	(515,661)	941
3,230,389	Member contributions to loan repayments	2,483,907	2,483,907	-
(563,566)	Net cash provided by (used In) financing activities	(516,602)	(515,661)	941
(2,046,573)	Net increase (decrease) in cash held	(2,377,746)	(1,464,106)	913,641
11,974,442	Cash at beginning of year	11,974,442	11,974,442	-
9,927,869	Cash and cash equivalents at the end of the year	9,596,696	10,510,336	913,641

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2023**

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
3,210,460	Contributions, Donations & Reimbursements	3,198,460	3,054,620	(143,840)
11,822,541	Fees & Charges	11,815,041	12,115,545	300,504
17,649	Interest Received	17,649	153,986	136,337
1,553,809	Other Revenue	1,565,809	1,259,797	(306,012)
16,604,459	Total Operating Revenue	16,596,959	16,583,948	(13,011)
	Expenditure from operating activities			
(5,193,889)	Employee Costs	(5,126,805)	(5,006,928)	119,878
(9,147,939)	Materials & Contracts	(9,207,522)	(8,716,198)	491,323
(748,966)	Utilities	(748,966)	(660,768)	88,198
(2,070,576)	Insurance	(2,070,576)	(1,917,248)	153,328
(523,137)	Interest	(523,137)	(414,999)	108,138
(4,609,461)	Depreciation	(4,609,461)	(4,736,247)	(126,786)
(22,293,968)	Total Operating Expenses	(22,286,467)	(21,452,389)	834,079
(5,689,509)	Operating Surplus / (Deficit)	(5,689,508)	(4,868,441)	821,067
	Non-cash items			
4,609,461	Depreciation	4,609,461	4,736,247	126,786
79,086	Interest - Unwinding Of Provisions	65,905	79,086	13,181
4,688,547	Total Non-cash items	4,675,366	4,818,841	143,476
(17,605,422)	Total Operating Expenses (Before Non-cash items)	(17,611,102)	(16,633,548)	977,554
(1,000,962)	Operating Surplus / (Deficit) (Before Non-cash Items)	(1,014,143)	(49,600)	964,543
	Capital Expenditure			
(3,465,000)	Buildings	(1,250,000)	(1,341,624)	(91,624)
(1,525,000)	Plant & Equipment	(100,000)	(22,151)	77,849
-	Information Technology	-	-	-
-	Transfer FROM/(TO) Assets	-	-	-
(4,990,000)	Total Capital Expenditure	(1,350,000)	(1,363,775)	(13,775)
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	(3,230,389)	(3,230,389)	-
3,230,389	Reimbursement of Loan Repayments	3,230,389	3,230,389	-
(563,566)	RRRC Lease Principal Paid	(563,566)	(563,566)	-
4,740,000	Capital Expenditure Funded by Reserves	1,350,000	1,363,775	13,775
(290,000)	Transfer TO Reserves	(290,000)	(500,000)	(210,000)
4,136,434	Total Funding / Other Capital Items	496,434	300,209	(196,225)
(1,854,528)	CHANGES IN NET ASSETS	(1,867,709)	(1,113,166)	754,543
2,307,724	Opening Funds Surplus(Deficit)	2,307,724	2,307,724	-
453,196	Closing Funds Surplus(Deficit)	440,015	1,194,558	754,543

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2023**

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	(143,840)	Negative	RRRC loan interest lower than budget
Fees & Charges	300,504	Positive	Sale of ACCU's, Audit consultancy & Red Bin Waste higher than budget
Interest Received	136,337	Positive	Higher interest rate environment
Other Revenue	(306,012)	Negative	CDS income lower than budget
<u>Expenditure from operating activities</u>			
Employee Costs	119,878	Positive	Wages cost savings
Materials & Contracts	491,323	Positive	Lower plant maintenance and disposal costs
Utilities	88,198	Positive	Electricity cost savings
Insurance	153,328	Positive	Insurance premium savings
Interest	108,138	Positive	RRRC loan interest lower than budget
Depreciation	(126,786)	Negative	Higher depreciation than budgeted
<u>Investing Activities</u>			
Transfers to Cash Reserves	(210,000)	Negative	Transfer to reserve

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2023**

NET CURRENT ASSETS

	As at 30/06/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	10,827,651	11,974,442
Receivables	1,349,832	6,643,873
Prepayments	88,605	43,728
Accrued Income	285,059	397,720
Inventories	1,482,977	1,341,439
TOTAL CURRENT ASSETS	14,034,123	20,401,202
CURRENT LIABILITIES		
Payables	1,840,315	314,059
Accrued Expenses	720,947	1,172,788
Income Rec'd in Advance	450,000	250,000
GST Liability	46,027	49,068
Payroll Liabilities	(112)	-
Retentions & Bonds	160,704	320,313
Borrowings	-	-
Provisions	467,024	616,976
Lease Liabilities	582,243	563,566
TOTAL CURRENT LIABILITIES	4,267,149	3,286,770
NET CURRENT ASSETS	9,766,974	17,114,432

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2023**

STATEMENT OF FINANCIAL POSITION

	As at 30/06/2023	As at 30/06/2022
CURRENT ASSETS		
Cash	10,827,651	11,974,442
Receivables	1,349,832	6,643,873
Prepayments	88,605	43,728
Accrued Income	285,059	397,720
Inventories	1,482,977	1,341,439
TOTAL CURRENT ASSETS	14,034,123	20,401,202
CURRENT LIABILITIES		
Payables	1,840,315	314,059
Accrued Expenses	720,947	1,172,788
Income Rec'd in Advance	450,000	250,000
Gst	46,027	49,068
Payroll Liabilities	-	-
Retentions & Bonds	160,704	320,313
Borrowings	-	5,086,955
Provisions	467,024	616,976
Lease Liabilities	582,243	563,566
TOTAL CURRENT LIABILITIES	4,267,149	8,373,725
NET CURRENT ASSETS	9,766,974	12,027,477
NON-CURRENT ASSETS		
Buildings	1,762,521	1,780,523
Information Technology	6,738	11,217
Fixed Plant & Equipment	3,307,824	4,820,200
Mobile Plant & Equipment	383,114	551,659
RRRC Leasehold Improvements	15,609,994	17,323,987
RRRC Other	210,049	235,138
Capital Work in Progress	1,320,066	314,622
Loan Receivables	1,800,000	
Right of Use Assets	4,599,755	5,295,107
TOTAL NON-CURRENT ASSETS	29,000,060	30,332,453
NON-CURRENT LIABILITIES		
Provisions	3,946,944	3,885,646
Borrowings	1,800,000	
Lease Liabilities	4,968,948	5,551,192
TOTAL NON-CURRENT LIABILITIES	10,715,892	9,436,838
NET ASSETS	28,051,142	32,923,092

**RESOURCE RECOVERY GROUP
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 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>			
4,745,580	Operating grants, subsidies and contributions	3,198,460	3,054,620	(143,840)
12,233,289	Fees and charges	11,815,041	12,400,604	585,563
17,649	Interest received	14,708	153,986	139,279
1,625,216	Goods and Services Tax received	1,454,347	1,439,059	(15,288)
1,553,809	Other revenue	1,565,809	1,259,797	(306,012)
20,175,543	Total Receipts for Operations	18,048,364	18,308,066	259,702
	<u>Payments</u>			
(5,242,545)	Employee costs	(5,126,805)	(5,006,928)	119,878
(7,326,483)	Materials and contracts	(9,207,522)	(8,868,521)	339,001
(750,565)	Utility charges	(748,966)	(712,340)	36,626
(2,070,576)	Insurance paid	(2,070,576)	(2,005,853)	64,723
(444,051)	Interest expenses	(523,137)	(414,999)	108,138
(1,084,330)	Goods and Services Tax paid	(964,330)	(1,560,498)	(596,168)
(16,918,550)	Total Payments for Operations	(18,641,336)	(18,569,139)	72,197
3,256,993	Net cash provided by (used in) operating activities	(592,972)	(261,074)	331,899
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
(4,990,000)	Purchase of property, plant & equipment	(1,350,000)	(1,363,775)	(13,775)
250,000	Non-operating grants, subsidies and contributions	-	200,000	200,000
(4,740,000)	Net cash provided by (used in) investment activities	(1,350,000)	(1,163,775)	186,225
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
(3,230,389)	Repayment of borrowings	(3,230,389)	(3,230,389)	-
(563,566)	Lease principal payments	(563,566)	(563,566)	-
	Transfer to reserve		(500,000)	(500,000)
	Fixed assets funded from reserve		1,341,624	1,341,624
3,230,389	Member contributions to loan repayments	3,230,389	3,230,389	-
(563,566)	Net cash provided by (used in) financing activities	(563,566)	278,058	841,624
(2,046,573)	Net increase (decrease) in cash held	(2,506,538)	(1,146,791)	1,359,748
11,974,442	Cash at beginning of year	11,974,442	11,974,442	-
9,927,869	Cash and cash equivalents at the end of the year	9,467,904	10,827,651	1,359,748

Schedule of Payments made in May 2023

Chq/EFT	Date	Name	Description	Amount
EFT26178	01/05/2023	Water Corporation*	Utilities	8,745.21
EFT26179	01/05/2023	FUJIFILM Business Innovation Australia Pty	Photocopier Mtce Fee	305.59
EFT26180	01/05/2023	Industrial Protective Products (WA)	Safety Equipment	683.58
EFT26181	01/05/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	38,770.00
EFT26182	01/05/2023	Synergy - Electricity Retail Corporation	Utilities	54,765.87
EFT26183	01/05/2023	Direct Industries Pty Ltd trading as Direct	Coating repairs work	144,017.96
EFT26184	01/05/2023	Cemac Technologies	Plant Maintenance - Parts And Services	36,887.73
EFT26185	01/05/2023	DECOBU (Design) Pty Ltd	Plastics Processing Electrical Works	4,103.00
EFT26186	01/05/2023	DRWA Building Doors	Plant Maintenance - Parts And Services	10,180.50
EFT26187	01/05/2023	Helene Pty Ltd T/as Lo-Go Appointments	Labour Hire	5,513.37
EFT26188	01/05/2023	Minter Ellison Lawyers	Legal Consultation Fees	6,780.18
EFT26189	01/05/2023	Natsync Environmental	Quarterly Pest Management	5,346.00
EFT26190	01/05/2023	Network-IT(WA) PTY LTD	Monthly licence & IT Service	5,636.00
EFT26191	01/05/2023	Perth Recruitment Services Pty Ltd	Labour Hire	9,251.20
EFT26192	01/05/2023	SOLUTIONS PLUS PARTNERSHIP PTY LTD	SAP B1 Licences for implementation stage	2,970.70
EFT26195	01/05/2023	National Australia Bank (NAB)	Credit card transactions for April 2023	10,227.09
EFT26196	10/05/2023	Australian Bale Press Company	Plant Maintenance - Parts And Services	574.20
EFT26197	10/05/2023	Flick Anticimex Pty Ltd	Accommodation/Site Maintenance	807.21
EFT26198	10/05/2023	Industrial Protective Products (WA)	Safety Equipment	66.22
EFT26199	10/05/2023	Synergy - Electricity Retail Corporation	Utilities	665.88
EFT26200	10/05/2023	VIP Lawns and Gardens (The Trustee for	Gardening services - Booragoon Office	143.00
EFT26201	10/05/2023	BP Australia P/L	Diesel Fuel	9,300.33
EFT26202	10/05/2023	Dapper Apps Pty Ltd	RecycleRight App support	3,300.00
EFT26203	10/05/2023	Environmental & Air Quality Consulting Pty	Environmental Consultations	7,760.02
EFT26204	10/05/2023	Helene Pty Ltd T/as Lo-Go Appointments	Labour Hire	8,150.21
EFT26205	10/05/2023	Minter Ellison Lawyers	Legal Consultation Fees	3,262.60
EFT26206	10/05/2023	Perth Recruitment Services Pty Ltd	Labour Hire	14,925.50
EFT26207	10/05/2023	United Equipment Pty Ltd	Equipment Hire	1,917.30
EFT26208	10/05/2023	CTI Logistics Interstate	Transport of Recyclables	9,700.53
EFT26209	10/05/2023	DLA Piper Australia	Legal Consultation Fees	12,289.20
EFT26210	10/05/2023	Global Spill Control Pty Ltd	Workshop Expenses	1,028.18
EFT26211	10/05/2023	Telstra Limited	Landline/ VOIP/ Mobile expenses	402.06
EFT26212	10/05/2023	SMRC Net Payroll Clearing Creditor	Payroll	111,935.50
EFT26213	05/05/2023	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT26214	10/05/2023	SuperChoice Services Pty Ltd	Superannuation contributions	22,327.99
EFT26215	16/05/2023	Commonwealth Bank of Australia	New Bank investment	
EFT26216	16/05/2023	BAS - Australian Taxation Office (ATO)	BAS April 2023	34,083.00
EFT26217	22/05/2023	Vocus Pty Ltd	Monthly internet service	1,097.80
EFT26218	23/05/2023	SMRC Net Payroll Clearing Creditor	Payroll	110,005.96
EFT26219	24/05/2023	BAS - Australian Taxation Office (ATO)	Fringe Benefit Tax FY22-23	1,615.78
EFT26220	24/05/2023	Telstra Limited	Landline/ VOIP/ Mobile expenses	2,282.85
EFT26221	24/05/2023	Cal Lab Australia	Contracted Services	792.00
EFT26222	24/05/2023	Hands-On Infection Control	Employee Vaccinations	88.60
EFT26223	24/05/2023	Octagon-BKG Lifts	Building Maintenance	899.72
EFT26224	24/05/2023	Cr Andrew White	Members Allowance	676.50
EFT26225	24/05/2023	Cr Doug Thompson*	Members Allowance	2,300.00
EFT26226	24/05/2023	Cr Karen Wheatland	Members Allowance	676.50
EFT26227	24/05/2023	Advance Press	Waste Calendars	528.00
EFT26228	24/05/2023	Analytical Reference Laboratory (WA) P/L -	Waste Audit Costs	501.60
EFT26229	24/05/2023	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts	509.99
EFT26230	24/05/2023	Blackwoods Atkins	Hire of industrial gas cylinders	256.43
EFT26231	24/05/2023	Bunnings Group Limited	Consumable/tool/equipment requirements for MNT	20.80
EFT26232	24/05/2023	DMD Storage Group	Accommodation/Site Maintenance	561.00
EFT26233	24/05/2023	Di Candilo Steel City	Plant Maintenance - Steel	969.10
EFT26234	24/05/2023	EmbroidMe Myaree	Staff uniforms	162.80
EFT26235	24/05/2023	FUJIFILM Business Innovation Australia Pty	Photocopier Mtce Fee	169.32
EFT26236	24/05/2023	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	627.00
EFT26237	24/05/2023	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts And Services	638.00
EFT26238	24/05/2023	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	568.64
EFT26239	24/05/2023	Lighthouse Locksmiths	Plant Maintenance - Parts And Services	385.00
EFT26240	24/05/2023	Majestic Plumbing Pty Ltd	Plant Maintenance - Parts And Services	805.75
EFT26241	24/05/2023	Material Recovery Solutions Pty Ltd	Bailing wire off MRF	325.49
EFT26242	24/05/2023	Mobile Mouse	Employee Training	590.00
EFT26243	24/05/2023	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	86.90
EFT26244	24/05/2023	OTR Tyres	Plant Maintenance - Parts And Services	517.55
EFT26245	24/05/2023	PEP Transport	Courier services	111.00

Schedule of Payments made in May 2023

Chq/EFT	Date	Name	Description	Amount
EFT26292	10/05/2023	Delaware North Retail	Employee Training	56.00
EFT26292	12/05/2023	The Good Guys	Staff amenities	179.00
EFT26292	11/05/2023	Consolidated Trainin	Employee Training	1,116.50
EFT26292	12/05/2023	Sp The Sugarless Baker	Staff amenities	85.00
EFT26292	10/05/2023	Delaware North	Employee Training	33.00
EFT26292	12/05/2023	Miss Maud	Staff amenities	233.15
EFT26292	10/05/2023	Monkey Mia Resort	Employee Training	16.50
EFT26292	10/05/2023	Uber *trip	Employee Training	26.66
EFT26292	11/05/2023	Sq *mobile Mouse	Employee Training	295.00
EFT26292	10/05/2023	Heritage Resort Shark	Employee Training	36.00
EFT26292	11/05/2023	Volvo Group Australia	Plant Maintenance - Parts & Service	511.70
EFT26292	11/05/2023	Sitech Wa Pty Ltd	Plant Maintenance - Parts & Service	192.50
EFT26292	10/05/2023	Hello Visitor Pty Lt	Refund - IT & Computer Expenses	30.65
EFT26292	09/05/2023	Grouch & Co P/L	Staff amenities	114.00
EFT26292	09/05/2023	Coles 0332	Staff amenities	14.85
EFT26292	10/05/2023	Fontspring 81373395	Design Expenses	22.46
EFT26292	08/05/2023	Gilberts Fresh Mark	Staff amenities	32.67
EFT26292	08/05/2023	Upwork -581409813ref	RecycleRight Website & App Development	16.03
EFT26292	04/05/2023	Super Cheap Auto	Workshop Expenses	30.59
EFT26292	04/05/2023	University Of Wester	Staff amenities	6.00
EFT26292	03/05/2023	Gilberts Fresh Mark	Staff amenities	35.11
EFT26292	04/05/2023	Wilson Parking	Security Patrols	1,032.24
EFT26292	02/05/2023	Garden City News	Staff amenities	19.98
EFT26292	04/05/2023	Highway Driver Train	Employee Training	1,190.00
EFT26292	03/05/2023	Coles 0358	Staff amenities	11.00
EFT26292	03/05/2023	Hello Visitor Pty Lt	IT & Computer Expenses	30.65
EFT26292	02/05/2023	Amazon Web Services	RecycleRight Website & App Development	262.10
EFT26292	03/05/2023	Taipan Pty Ltd	Workshop Expenses	73.52
EFT26292	03/05/2023	Total Tools Canning	Plant Maintenance - Parts & Service	479.00
EFT26292	02/05/2023	Coles 0332	Staff amenities	13.05
EFT26292	02/05/2023	Coles 0332	Staff amenities	73.95
EFT26292	02/05/2023	Sp Individuated	Staff amenities	290.00
EFT26292	01/05/2023	Adobe Stock	Publications & Subscriptions	26.39
EFT26292	02/05/2023	Moore Australia Wa Pl	Employee Training	2,090.00
EFT26292	01/05/2023	Miss Maud	Refund - Staff amenities	396.10
EFT26292	01/05/2023	Coles Express 6936	Staff amenities	6.00
EFT26292	01/05/2023	Simpleinout.Com	IT & Computer Expenses	46.10
EFT26292	28/04/2023	Jolii	Office Amenities	29.26
EFT26292	28/04/2023	Coles Express 6936	Office Amenities	109.90
EFT26292	28/04/2023	Insight Call Centre	Telephone	171.00
Credit Card Purchases - May 2023				14,147.40

Schedule of Payments made in June 2023

Chq/EFT	Date	Name	Description	Amount
EFT26252	01/06/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	36,144.00
EFT26253	01/06/2023	Synergy - Electricity Retail Corporation	Utilities	53,882.51
EFT26254	01/06/2023	Aurora environmental	Environmental Audit	6,446.00
EFT26255	01/06/2023	Australian Bale Press Company	Bailing wire ofr MRF	5,456.00
EFT26256	01/06/2023	Environmental & Air Quality Consulting Pty	Environmental Consultations	2,062.02
EFT26257	01/06/2023	Helene Pty Ltd T/as Lo-Go Appointments	Labour Hire	9,109.05
EFT26258	01/06/2023	Minter Ellison Lawyers	Legal Advice	13,551.45
EFT26259	01/06/2023	Network-IT(WA) PTY LTD	Monthly licence & IT Service	7,180.75
EFT26260	01/06/2023	Perth Recruitment Services Pty Ltd	Labour Hire	8,414.77
EFT26261	01/06/2023	Plastic Free Foundation Ltd	Plastic Free July Council Membership 2023	3,850.00
EFT26262	01/06/2023	SOLUTIONS PLUS PARTNERSHIP PTY LTD	SAP B1 Licences for implementation stage	2,970.70
EFT26263	01/06/2023	Super Sweep	Road sweeping for Apr'23	4,576.00
EFT26264	01/06/2023	United Equipment Pty Ltd	Equipment Hire	1,371.04
EFT26265	01/06/2023	JD Organics Pty Ltd T/A Garden Organics	Receive and beneficially reuse Processed FOGO	63,276.95
EFT26266	01/06/2023	Purearth	Receive and beneficially reuse Processed FOGO	29,844.10
EFT26267	01/06/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Red Bin General Waste	194,533.38
EFT26268	01/06/2023	Wastetrans Wa	Transport Costs	75,288.46
EFT26269	01/06/2023	Access Hire Australia	Equipment Hire	1,497.22
EFT26270	01/06/2023	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	13,870.66
EFT26271	01/06/2023	Blue Force Pty Ltd	Security Monitoring and Maintenance	1,288.39
EFT26272	01/06/2023	CID Equipment Pty Ltd	Plant Maintenance - Parts And Services	7,484.19
EFT26273	01/06/2023	CTI Logistics Interstate	Freight charges	12,959.92
EFT26274	01/06/2023	DLA Piper Australia	Legal Consultation Fees	1,794.10
EFT26275	01/06/2023	E Fire & Safety (WA)	Hydrostatic Test	1,221.00
EFT26276	01/06/2023	Horizon West Landscape & Irrigation Pty Ltd	Landscape Maintenance Services	3,730.38
EFT26277	01/06/2023	Hydrodynamic Pumps Pty Ltd	Plant Maintenance - Parts And Services	1,985.50
EFT26278	01/06/2023	Instant Weighing	Plant Maintenance - Parts And Services	2,296.14
EFT26279	01/06/2023	Lucid Consulting Engineers (WA) Pty Ltd	Plant Maintenance - Parts And Services	6,424.00
EFT26280	01/06/2023	Mandalay Technologies Pty Ltd	Platform and Hosted Central Database Annual Fee	15,723.71
EFT26281	01/06/2023	Pritchard Francis	Plant Maintenance - Parts And Services	13,322.10
EFT26282	01/06/2023	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	6,991.60
EFT26283	01/06/2023	Snap Printing Canning Vale	Printing services	1,415.54
EFT26284	01/06/2023	Southern Cross Cleaning Services	Office Cleaning Booragoon	1,198.49
EFT26285	01/06/2023	Tema Services Pty Ltd	FPF laundry expenses	1,211.45
EFT26286	01/06/2023	Total Electrical & Mechanical Services Pty	Plant Maintenance - Parts And Services	1,408.00
EFT26287	01/06/2023	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	1,218.96
EFT26288	01/06/2023	Western Australian Local Government	WALGA Preferred Supplier Panel rebate payment	1,791.26
EFT26289	01/06/2023	XELFLEX PTY LTD	Labour Hire	29,216.20
EFT26290			Refer May Schedule of Payments	
EFT26291	01/06/2023	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	59,317.50
EFT26292		EFT26292 -EFT26293	Refer May Schedule of Payments	
EFT26294	07/06/2023	SMRC Net Payroll Clearing Creditor	Payroll	114,811.23
EFT26295	07/06/2023	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT26296	21/06/2023	SMRC Net Payroll Clearing Creditor	Payroll	146,200.51
EFT26297	21/06/2023	SuperChoice Services Pty Ltd	Superannuation contributions	21,645.66
EFT26298	21/06/2023	SuperChoice Services Pty Ltd	Superannuation contributions	22,530.38
EFT26299	22/06/2023	BAS - Australian Taxation Office (ATO)	BAS June 2023	25,716.00
EFT26300	22/06/2023	Cemac Technologies	Plant Maintenance - Parts And Services	817.30
EFT26301	27/06/2023	Telstra Limited	Landline/ VOIP/ Mobile expenses	526.32
EFT26302	27/06/2023	Water Corporation*	Utilities	2,146.66
EFT26303	27/06/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	35,514.00
EFT26304	27/06/2023	PAYG - Australian Taxation Office (ATO)	Payroll deductions	37,094.00
EFT26305	27/06/2023	Cr Andrew White	Members Allowance	676.50
EFT26306	27/06/2023	Cr Doug Thompson*	Members Allowance	2,300.00
EFT26307	27/06/2023	Cr Karen Wheatland	Members Allowance	676.50
EFT26308	27/06/2023	DC Test & Tag	Accommodation/Site Maintenance	660.00
EFT26309	27/06/2023	Market Creations Agency Pty Ltd	Domain Name Registration	165.00
EFT26310	27/06/2023	WD Installation Services	Carry out Service on the MRF Collector.	698.50
EFT26311	27/06/2023	SOLUTIONS PLUS PARTNERSHIP PTY LTD	SAP B1 Licences for implementation stage	2,970.70
EFT26312	27/06/2023	Spielberg Solutions Australia Pty Ltd	Annual licences for FY2023/2024	14,659.70
EFT26313	27/06/2023	Synergy - Electricity Retail Corporation	Utilities	54,900.06
EFT26314	27/06/2023	Allerding & Associates	Service fees re-Fire Fighting Tanks	4,312.55
EFT26315	27/06/2023	BP Australia P/L	Diesel Fuel	14,731.22
EFT26316	27/06/2023	Dapper Apps Pty Ltd	RecycleRight App support	3,300.00
EFT26317	27/06/2023	Industrial Protective Products (WA)	Safety Equipment	2,318.96
EFT26318	27/06/2023	Marketforce Productions	Advert for Local Government Tender T2023-03	2,229.39
EFT26319	27/06/2023	Minter Ellison Lawyers	Name Change Application - RRG	1,204.83
EFT26320	27/06/2023	Network-IT(WA) PTY LTD	Network Managed Service Agreement Monthly Fee	7,204.84

Chq/EFT	Date	Name	Description	Amount
EFT26321	27/06/2023	Perth Recruitment Services Pty Ltd	Labour Hire	8,410.25
EFT26322	27/06/2023	SOLUTIONS PLUS PARTNERSHIP PTY LTD	Implementation services for Core SAP Business One	14,496.24
EFT26323	27/06/2023	Super Sweep	Road sweeping	5,720.00
EFT26324	27/06/2023	United Equipment Pty Ltd	Equipment Hire	3,245.00
EFT26325	27/06/2023	Aust-Weigh Pty Ltd	Calibration of Audit scales Wedderburn Digi DI	935.00
EFT26326	27/06/2023	Blue Force Pty Ltd	24 Hour Security Monitoring Services	130.63
EFT26327	27/06/2023	Cea Specialty Equipment Pty Ltd	Equipment Hire	114.38
EFT26328	27/06/2023	EDAC Electronics Australasia	ScadaPhone support and software upgrade	781.07
EFT26329	27/06/2023	FUJIFILM Business Innovation Australia Pty	Photocopier Mtce Fee	264.01
EFT26330	27/06/2023	General Crane Services (WA) Pty Ltd	Equipment Hire	763.52
EFT26331	27/06/2023	Hinco Instruments Pty Ltd	Building Maintenance	728.20
EFT26332	27/06/2023	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts And Services	683.10
EFT26333	27/06/2023	Hose Mania	Plant Maintenance - Parts And Services	235.83
EFT26334	27/06/2023	Industrial Power Tool Services	Plant Maintenance - Parts And Services	57.75
EFT26335	27/06/2023	MM Electrical Merchandising	Plant Maintenance - Parts And Services	167.51
EFT26336	27/06/2023	Master Bearings & Engineering (MJMM Pty	Plant Maintenance - Parts And Services	518.10
EFT26337	27/06/2023	Netelec Pty Ltd T/A Netelec Electrical	Plant Maintenance - Parts And Services	418.76
EFT26338	27/06/2023	Rentokil Initial Pty Ltd (ambius)	Interior Plantscape Rental	58.85
EFT26339	27/06/2023	SAI Global Limited	SAI Annual Registration	885.50
EFT26340	27/06/2023	Sonic Health Plus	employment Cost	316.80
EFT26341	27/06/2023	Southern Cross Cleaning Services	Office Cleaning Booragoon	953.49
EFT26342	27/06/2023	Total Electrical & Mechanical Services Pty	Plant Maintenance - Parts And Services	363.00
EFT26343	27/06/2023	Water2Water Pty Ltd	Hydrotaps maintenance & services	140.00
EFT26344	27/06/2023	Winc Australia Pty Limited	Staff uniforms	620.28
EFT26345	27/06/2023	Work Clobber	Staff uniforms	252.30
EFT26346	27/06/2023	Lincom WA Pty Ltd	Equipment Hire	36,566.20
EFT26347	27/06/2023	OPS Screening & Crushing Equipment Pty	T20-40 FLOATING BEARING	30,226.46
EFT26348	27/06/2023	Commonwealth Bank of Australia	New Bank investment	
EFT26349	22/06/2023	Vocus Pty Ltd	Monthly internet service	1,097.80
EFT26350	27/06/2023	Solo Resource Recovery	Quarterly CDS Sharing	1,710.03
EFT26351	27/06/2023	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing	1,120.11
EFT26352	29/06/2023	Advance Press	Waste Calendars	1,265.00
EFT26353	29/06/2023	All Fire and Electrical WA	Plant Maintenance - Parts And Services	3,314.30
EFT26354	29/06/2023	All Rubber TMH Pty Ltd	Plant Maintenance - Parts and Services	14,205.09
EFT26355	29/06/2023	Analytical Reference Laboratory (WA) P/L -	Waste Audit Costs	1,630.20
EFT26356	29/06/2023	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	15,885.97
EFT26357	29/06/2023	Australian Audit Pty Ltd	Financial Management Review 2023	14,174.60
EFT26358	29/06/2023	BCA Consultants (WA) Pty Ltd	Building Maintenance	2,090.00
EFT26359	29/06/2023	BSC Motion Technology	Plant Maintenance - Services	4,658.50
EFT26360	29/06/2023	Blackwoods Atkins	Hire of industrial gas cylinders	1,080.56
EFT26361	29/06/2023	Bunnings Group Limited	VACUUM	1,179.78
EFT26362	29/06/2023	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	18,308.85
EFT26363	29/06/2023	CTI Logistics Interstate	Freight charges	22,234.38
EFT26364	29/06/2023	Cleanaway Co Pty Ltd	Removal expense	2,589.57
EFT26365	29/06/2023	Cleveland Compressed Air Services	Plant Maintenance - Parts And Services	3,550.50
EFT26366	29/06/2023	Cutting Edges Equipment Parts	Plant Maintenance - Parts And Services	4,748.03
EFT26367	29/06/2023	DECOBU (Design) Pty Ltd	Plastics Processing Electrical Works	6,303.00
EFT26368	29/06/2023	DLA Piper Australia	Legal Consultation Fees	2,841.85
EFT26369	29/06/2023	DI Candilo Steel City	Plant Maintenance - Steel	1,232.00
EFT26370	29/06/2023	E Fire & Safety (WA)	Routine Maintenance	2,542.10
EFT26371	29/06/2023	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	22,941.80
EFT26372	29/06/2023	Horizon West Landscape & Irrigation Pty Ltd	Canning Vale Centre (CVC) Landscape Maintenance Services	3,730.38
EFT26373	29/06/2023	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	5,851.95
EFT26374	29/06/2023	Instant Weighing	Plant Maintenance - Parts And Services	1,062.60
EFT26375	29/06/2023	Lighthouse Locksmiths	Plant Maintenance - Parts And Services	1,171.50
EFT26376	29/06/2023	Lonsdale Merchants	Plant Maintenance - Parts And Services	1,512.50
EFT26377	29/06/2023	Lucid Consulting Engineers (WA) Pty Ltd	Plant Maintenance - Parts And Services	4,400.00
EFT26378	29/06/2023	Majestic Plumbing Pty Ltd	Plant Maintenance - Parts And Services	2,662.00
EFT26379	29/06/2023	Material Recovery Solutions Pty Ltd	Plant Maintenance - Parts And Services	4,718.12
EFT26380	29/06/2023	OTR Tyres	Plant Maintenance - Parts And Services	1,006.34
EFT26381	29/06/2023	Perth Contract Hydraulics	HYDRAULIC CYLINDER/MRF CONTAINERS SILO BIN GATE	1,401.95
EFT26382	29/06/2023	Pritchard Francis	Building Maintenance	1,318.90
EFT26383	29/06/2023	Selectro Services P/L	Plant Maintenance - Parts And Services	5,043.50
EFT26384	29/06/2023	Strategic Fire Consulting	Fire Safety Engineering Report	7,425.00
EFT26385	29/06/2023	TRI TECH GROUP PTY LTD T/A Janissen	Plant Maintenance - Parts And Services	5,057.91
EFT26386	29/06/2023	Tema Services Pty Ltd	MNT laundry expenses	1,441.41
EFT26387	29/06/2023	Totalenergies Marketing Australia Pty Ltd	Plant Maintenance - Oil	1,377.57
EFT26388	29/06/2023	WA Fasteners Pty Ltd	Safety Equipment	7,225.03
EFT26389	29/06/2023	Westfab Welding and Engineering Pty Ltd	Plant Maintenance - Parts And Services	4,520.12
EFT26390	29/06/2023	XELFLEX PTY LTD	Labour Hire	21,059.52

Chq/EFT	Date	Name	Description	Amount
EFT26391	29/06/2023	National Recovery Technologies(NRT)	Plant Maintenance - Parts And Services	734.04
EFT26392		EFT26392 -EFT26395	Refer Jul Schedule of Payments	
EFT26396	30/06/2023	WA Treasury Corporation	Loan Repayments	771,296.17
EFT26397	30/06/2023	National Australia Bank (NAB)	Credit card transactions for June 2023	20,526.41
EFT26398	30/06/2023	City of Canning	Loan Repayments	69,643.75
TOTAL PAYMENTS				2,430,068.57

EFT26397	01/06/2023	Credit Card Transactions for Jun 2023		
EFT26397	27/06/2023	Coles 0358	Office & Staff amenities	3.10
EFT26397	27/06/2023	Coles 0358	Office & Staff amenities	1.50
EFT26397	27/06/2023	Coles 0332	Office & Staff amenities	21.60
EFT26397	27/06/2023	Adobe Creative Cloud	Software License Fees	121.99
EFT26397	27/06/2023	Adobe Creative Cloud	Software License Fees	471.90
EFT26397	27/06/2023	Cross Hydraulics	stock # S1439	264.00
EFT26397	26/06/2023	Apple Online Au	IT & Computer Expenses	149.00
EFT26397	27/06/2023	Grouch & Co P/L	Office & Staff amenities	114.00
EFT26397	26/06/2023	Total Tools Canning	Workshop Expenses	42.30
EFT26397	23/06/2023	Adobe Creative Cloud	Software License Fees	79.99
EFT26397	26/06/2023	Mizen Automation	Fixed Plant Services	3,212.18
EFT26397	23/06/2023	Apple R508 Garden City Pe	IT & Computer Expenses	2,899.00
EFT26397	23/06/2023	Wilson Parking P215	Meeting	27.34
EFT26397	22/06/2023	Pinnacle Height Safety	Employee Training	175.00
EFT26397	22/06/2023	Facebk *gfstyt77p2	Facebook Social Media boost	16.20
EFT26397	22/06/2023	Searle Fasteners Pl	Workshop Expenses	82.50
EFT26397	22/06/2023	Ipec Pty Ltd	Courier cost	23.83
EFT26397	19/06/2023	Arp Hiab Pty Ltd	Plant Maintenance - Parts & Service	643.50
EFT26397	20/06/2023	Gilberts Fresh Mark	Office & Staff amenities	35.75
EFT26397	21/06/2023	4d Controls	Plant Maintenance - Parts & Service	1,318.90
EFT26397	21/06/2023	Battery World Cvale	Plant Maintenance - Parts & Service	579.98
EFT26397	21/06/2023	Coles 0332	Office & Staff amenities	14.85
EFT26397	21/06/2023	Coles 0332	Office & Staff amenities	89.65
EFT26397	20/06/2023	Wilson Parking	Mobile Patrol Services	55.00
EFT26397	19/06/2023	C U @ Park Gingin Pty	Coffee site visit	5.10
EFT26397	19/06/2023	Upwork -593902784ref	IT & Computer Expenses	31.58
EFT26397	16/06/2023	Zoom.us 888-799-9666	IT & Computer Expenses	22.39
EFT26397	16/06/2023	Fedex Express Australi	Courier cost	346.24
EFT26397	16/06/2023	Coles Express 6936	Office & Staff amenities	3.50
EFT26397	15/06/2023	Bakers Delight South	Meeting	14.70
EFT26397	15/06/2023	Coles 0358	Meeting	10.00
EFT26397	15/06/2023	Coles 0358	Meeting	8.85
EFT26397	13/06/2023	Wageloch	Wageloch Software licensing and maintenance fees	193.91
EFT26397	13/06/2023	Wageloch	Wageloch Software licensing and maintenance fees	138.51
EFT26397	13/06/2023	Wageloch	Wageloch Software licensing and maintenance fees	88.64
EFT26397	13/06/2023	Wageloch	Wageloch Software licensing and maintenance fees	132.97
EFT26397	12/06/2023	Gilberts Fresh Mark	Office & Staff amenities	28.11
EFT26397	13/06/2023	Coles 0332	Office & Staff amenities	23.55
EFT26397	13/06/2023	Walshs Glass	Stock # S1438	44.57
EFT26397	13/06/2023	Total Tools Canning	Workshop Expenses	259.00
EFT26397	12/06/2023	Mailchimp *misc	Publications & Subscriptions	59.63
EFT26397	08/06/2023	Officeworks	IT & Computer Expenses	303.00
EFT26397	07/06/2023	Bunnings 327000	Building Maintenance	39.00
EFT26397	09/06/2023	City Of Fremantle	Parking	4.50
EFT26397	07/06/2023	Bunnings 327000	Building Maintenance	315.00
EFT26397	10/06/2023	Facebk *8leqerb7p2	job advertising	165.00
EFT26397	09/06/2023	The Old Synagogue	Office & Staff amenities	185.00
EFT26397	08/06/2023	Myaree Lunch Bar	Meeting	80.00
EFT26397	08/06/2023	Ec* Globalspillcontrol	Occupational Health & Safety	20.80
EFT26397	08/06/2023	Ec* Globalspillcontrol	Occupational Health & Safety	20.79
EFT26397	08/06/2023	Ec* Globalspillcontrol	Occupational Health & Safety	157.68
EFT26397	07/06/2023	Coles 0358	Office & Staff amenities	6.50
EFT26397	07/06/2023	Coles 0358	Office & Staff amenities	36.91
EFT26397	07/06/2023	Wilson Parking	Mobile Patrol Services	1,069.53
EFT26397	06/06/2023	Subway Bannister Road	Office & Staff amenities	284.00
EFT26397	07/06/2023	Ankita Pty Ltd	Offsite catchup with HR	9.00
EFT26397	07/06/2023	Coles 0332	Office & Staff amenities	14.85
EFT26397	05/06/2023	Coles Online	Office & Staff amenities	87.10
EFT26397	05/06/2023	Coles Online	Office & Staff amenities	43.55
EFT26397	05/06/2023	Coles Online	Office & Staff amenities	43.55
EFT26397	06/06/2023	Volvo Group Australia	Plant Maintenance - Parts & Service	511.70
EFT26397	06/06/2023	Eb *eventbrite Invoice	Nappy Campaign	9.66
EFT26397	06/06/2023	Eb *eventbrite Invoice	Nappy Campaign	17.94
EFT26397	03/06/2023	Hello Visitor Pty Lt	Monthly subscription	30.93
EFT26397	01/06/2023	Teds Camera Stores	Camera Lens	289.95
EFT26397	02/06/2023	Amazon Web Services	RecycleRight Website & App Development	270.75
EFT26397	01/06/2023	Adobe Stock	Publications & Subscriptions	26.39
EFT26397	01/06/2023	Simpleinout.Com	subscription	46.91

Chq/EFT	Date	Name	Description	Amount
EFT26397	01/06/2023	Gage Roads Freo	Office & Staff amenities	115.99
EFT26397	01/06/2023	Allightsykes Pty Ltd	Plant Maintenance - Parts & Service	2,143.88
EFT26397	01/06/2023	Allightsykes Pty Ltd	Plant Maintenance - Parts & Service	1,521.60
EFT26397	01/06/2023	Netregistry	Recycle Right domain name annual registration charge	58.95
EFT26397	31/05/2023	Total Tools Canning	Plant Maintenance - Parts & Service	23.90
EFT26397	30/05/2023	Ap Booragoon Ps	Office & Staff amenities	129.20
EFT26397	31/05/2023	Coles Express 6936	Office & Staff amenities	3.50
EFT26397	30/05/2023	Grouch & Co P/L	Office & Staff amenities	114.00
EFT26397	30/05/2023	Coles 0332	Office & Staff amenities	14.85
EFT26397	30/05/2023	Coles 0332	Office & Staff amenities	11.20
EFT26397	29/05/2023	Insight Call Centre	Telephone	171.00
EFT26397	29/05/2023	Gilberts Fresh Mark	Office & Staff amenities	32.24
EFT26397	30/05/2023	Kmart 1162	Office & Staff amenities	38.25
EFT26397	30/05/2023	Mm Electrical Cannin	Fixed Plant Services	77.00
EFT26397	29/05/2023	Viva Energy Retail Pty	Fuel	126.55
			Credit Card Purchases - Jun 2023	20,526.41