

**SOUTHERN METROPOLITAN  
REGIONAL COUNCIL**

**AGENDA PAPERS**

**ORDINARY MEETING OF COUNCIL**

**THURSDAY 24 FEBRUARY 2022  
4.00pm**

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Aldous Place BOORAGOON**

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

*On behalf of our Participant Local Governments*

Dear Members

**The next Ordinary Meeting of the Southern Metropolitan Regional Council will be held at SMRC offices, 9 Aldous Place Booragoon and via video conference commencing at 4.00pm on Thursday 24<sup>th</sup> February 2022.**

**Tim Youé  
CHIEF EXECUTIVE OFFICER**

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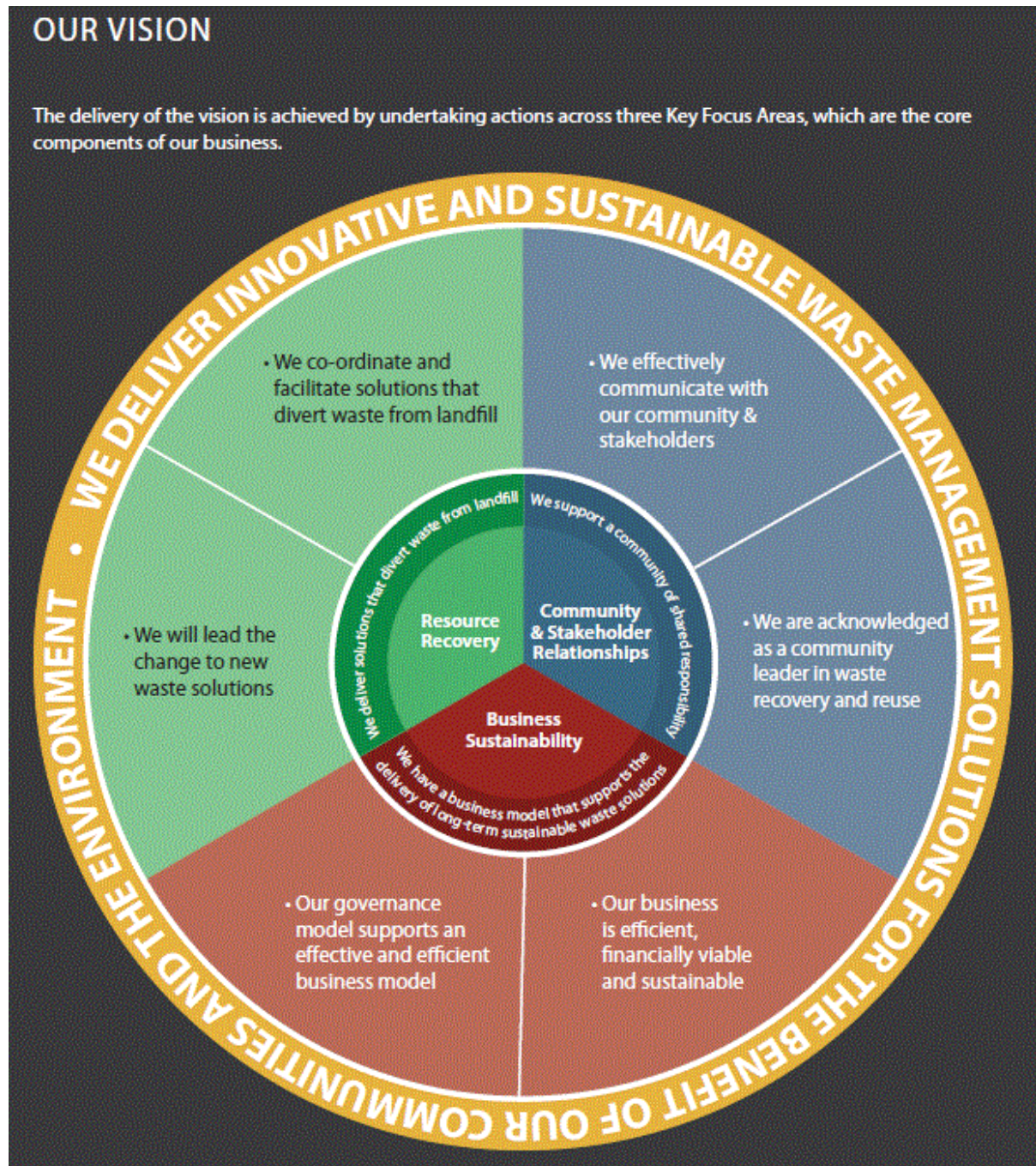
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# Corporate Business Plan

This Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. It represents the activation of the Southern Metropolitan Regional Council's (SMRC) Strategic Community Plan. The Strategic Community Plan articulates the long-term vision, aspirations, and strategic priorities of SMRC's key stakeholders.

## Our Vision

The delivery of the vision is achieved by undertaking actions across three Key Focus Areas, which are the core components of our business.





REPORT NO	11.1 (CONFIDENTIAL REPORT)
SUBJECT	FOOD WASTE FOR HEALTHY SOILS GRANT
REPORTING OFFICER	B Doherty, Executive Manager Strategic Projects
RESPONSIBLE OFFICER	T Youé, Chief Executive Officer
OFFICER'S INTEREST	Nil
DATE OF REPORT	3 February 2022
FILE REFERENCE	
ATTACHMENTS	

**CONFIDENTIAL**

The information in this report is confidential and is not to be disclosed.

The CEO has determined that this report is to remain Confidential and its contents are only available to appointed Regional Councillors, participant executive officers and regional council employees.

The report and any discussion on its contents at a council meeting will not be open to the public in accordance with the Local Government Act 1995 Section 5.23 (2) (c). A contract may be entered into if successful grant application.

**Improper Use of Information**

5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10,000 or imprisonment for 2 years.

<b>REPORT NO</b>	<b>11.2 (CONFIDENTIAL REPORT)</b>
<b>SUBJECT</b>	<b>OFFICE OF MAJOR TRANSPORT INFRASTRUCTURE DELIVERY AND SUSTAINABILITY WASTE ALLIANCE</b>
<b>REPORTING OFFICER</b>	Tim Youé, Chief Executive Officer
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	24 February 2022
<b>FILE REFERENCE</b>	FD:
<b>ATTACHMENTS</b>	

**CONFIDENTIAL**

The information in this report is confidential and is not to be disclosed.

The CEO has determined that this report is to remain Confidential and its contents are only available to appointed Regional Councillors, participant executive officers and regional council employees.

The report and any discussion on its contents at a council meeting will not be open to the public in accordance with the Local Government Act 1995 Section 5.23 (2) (c) & (e). A contract may be entered into and a matter that if disclosed would reveal information about other organisations.

**Improper Use of Information**

**5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –**

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

**Penalty: \$10,000 or imprisonment for 2 years.**

<b>REPORT NO</b>	<b>11.3</b>
<b>SUBJECT</b>	<b>CHIEF EXECUTIVE OFFICER DELEGATED AUTHORITY 2022</b>
<b>REPORTING OFFICER</b>	T Tafua, Manager Corporate Services
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>OFFICER'S INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 February 2022
<b>FILE REFERENCE</b>	FD: Corporate Governance\Reporting\CEO Delegations
<b>ATTACHMENT/S</b>	Delegated Authority Register 2021

**CEO RECOMMENDATION/S:**

1. THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER FOR THE 2022 CALENDAR YEAR BE ADOPTED:
  - 1) **TENDER FOR GOODS AND SERVICES:**
    - a) CALL AND INVITE TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET.
    - b) TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET TO THE VALUE OF \$300,000 EX GST.
  - 2) **DISPOSAL OF REGIONAL COUNCIL ASSETS SURPLUS TO COUNCIL'S REQUIREMENTS AS FOLLOWS:**
    - a) BELOW \$100,000 EX GST WRITTEN DOWN BOOK VALUE WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.
    - b) BETWEEN \$100,001 AND \$500,000 EX GST WRITTEN DOWN BOOK VALUE IN CONSULTATION WITH THE CHAIR OR IN ABSENCE OF THE CHAIR, THE DEPUTY CHAIR WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.
  - 3) **APPROVAL, AUTHORISATION AND PAYMENT OF ACCOUNTS IN ACCORDANCE WITH COUNCIL'S POLICY.**
  - 4) **SIGN THE FOLLOWING CERTIFICATES ON BEHALF OF THE REGIONAL COUNCIL AND ITS PARTICIPANTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SECURED LENDING FACILITY AGREEMENT WITH THE WA TREASURY CORPORATION FOR THE:**
    - a) **REGIONAL RESOURCE RECOVERY CENTRE & ADMINISTRATION BUILDING.**
      - i. SIGN AS AN AUTHORISED SIGNATORY ALL WA TREASURY CORPORATION LOAN DRAW-DOWN SCHEDULES PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.
      - ii. SIGN AS AN AUTHORISED SIGNATORY ALL CERTIFICATIONS OF PARTICIPANTS SHARE'S IN THE SECURED LENDING FACILITY WITH THE WA TREASURY CORPORATION PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.
      - iii. NOTIFY IN WRITING TO THE WA TREASURY CORPORATION ANY FAILURE BY A PARTICIPANT TO PAY PRINCIPAL OR INTEREST WITHIN THE TIME SPECIFIED PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.
  - 5) **DISPOSAL OF MATERIAL AT THE RRG CANNING VALE CENTRE TO STATE AND LOCAL GOVERNMENTS AND THE PRIVATE SECTOR UP TO \$50,000 EX GST.**

- 6) **AUTHORITY TO NEGOTIATE AND ENTER INTO SERVICE AGREEMENTS FOR SERVICES AND CONSULTANCIES WITHIN THE RANGE OF ADOPTED FEES AND CHARGES WITH A TOTAL VALUE NOT EXCEEDING \$20,000,000 EX GST AND TEN YEARS AND IN CONSULTATION WITH THE CHAIR.**
- 7) **NEGOTIATE A PERCENTAGE WITHIN THE ADOPTED FEE STRUCTURE FOR RECEIVING PRE-SORTED RECYCLABLE MATERIAL.**
- 8) **APPROVE MINOR VARIATIONS TO CONTRACTS UP TO A TOTAL VALUE OF 10% OF THE CONTRACT VALUE.**
- 9) **SELL CARBON OFFSET CREDITS AT THE PREVAILING MARKET PRICE, INCLUDING OFFERING FOGO CUSTOMERS AN OPPORTUNITY TO RECEIVE A PERCENTAGE RETURN IN THE SALE OF AUSTRALIAN CARBON CREDIT UNITS (ACCU).**
- 10) **SELL/ DISPOSE RECYCLABLE MATERIALS AT THE RRG CANNING VALE CENTRE AT THE PREVAILING MARKET PRICE IN ACCORDANCE WITH SECTION 3.58(5)(B) OF THE LOCAL GOVERNMENT ACT 1995.**
- 11) **DISPOSE MATERIALS OFF-TAKE AT THE RRG CANNING VALE CENTRE THAT DO NOT MEET CONTRACTED MATERIAL SPECIFICATIONS.**
- 12) **AWARD PUBLIC TENDERS FOR THE SALE OF COMMODITIES PRODUCED AT THE RRG CANNING VALE CENTRE WITH A TENDER VALUE NOT EXCEEDING \$1,000,000 EX GST.**
- 13) **TO NEGOTIATE AN AGREED FINANCIAL CONTRIBUTION FEE WITH PARTICIPANTS WHERE ANY WASTE IS DIVERTED FROM THE RRG CANNING VALE CENTRE.**
- 14) **SIGN DOCUMENTS ON BEHALF OF THE REGIONAL COUNCIL INCLUDING THE EXECUTION OF DEEDS SUBJECT TO THE FOLLOWING CONDITIONS:**
  1. **RESTRICTED TO DOCUMENTS NOT REQUIRING THE COMMON SEAL**
  2. **SUBJECT TO THE APPROVALS IN DA NO 6, RESTRICTED TO CONTRACTS WITH A VALUE NOT EXCEEDING THE CEO'S DELEGATED AUTHORITY EXPENDITURE LIMIT (EG \$300,000EX GST)**
  3. **RESTRICTED TO AGREEMENTS AND CONTRACTS WITH TERMS NOT EXCEEDING 10 YEARS**
  4. **RESTRICTED TO AGREEMENTS AND CONTRACTS REQUIRING REGIONAL COUNCIL APPROVAL IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT**
  5. **ALL TRANSACTIONS UNDER THIS DELEGATION ARE TO BE RECORDED IN THE DELEGATED AUTHORITY REGISTER**

**THE DELEGATION INCLUDES FORMAL DOCUMENTATION SUCH AS: CONSULTANCY AGREEMENTS, VARIATIONS TO AGREEMENTS, CONFIDENTIALITY AGREEMENTS, MEMORANDUMS OF UNDERSTANDING, ETC.**
- 15) **POWER TO ACT ON BEHALF OF THE COUNCIL TO RESOLVE THE MATTER AT A MEDIATION CONFERENCE WITH REFERENCE TO THE CONFIDENTIAL REPORT DATED 15 NOVEMBER 2019 AND IN CONSULTATION WITH THE CHAIR.**
- 16) **EXERCISE THE COUNCIL'S OPTION FOR CONTRACT EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT, FOR CONTRACTS ENDORSED BY COUNCIL.**
- 17) **CEO BE AUTHORISED AS THE COMPLAINTS OFFICER.**
2. **THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CEO PERFORMANCE REVIEW COMMITTEE BE ADOPTED:**
  - 1) **THE CEO PERFORMANCE REVIEW COMMITTEE BE GIVEN DELEGATED AUTHORITY TO APPOINT A HUMAN RESOURCES CONSULTANT WITHIN BUDGET PROVISIONS TO ASSIST IN THE CEO'S EMPLOYMENT APPRAISALS.**

**VOTING REQUIREMENTS:**

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



**PURPOSE OF THIS REPORT:**

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

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

Local Government Act 1995 s. 5.16, s. 5.42 & s. 5.44)

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

**Key Focus Area**

Business Sustainability

**Objective 2.1**

Our governance model supports an effective and efficient business model

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

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

**Legal and statutory:**

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

**Risk related:**

<b>Risk No</b>	<b>Risk Description</b>	<b>Potential Consequences</b>	<b>Controls Are Currently In Place,</b>	<b>Overall Risk Rating</b>
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

### Delegated Authority to CEO

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

Seventeen (17) existing Delegations to the CEO are recommended to continue with some modifications as follows.

### Amendments to DA9

the purpose of this delegation is to allow the CEO to maximise any opportunities to liquidate holdings of Carbon offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.

It is proposed that the delegation be amended to include an offering for FOGO customers to receive a percentage return in the sale of Aust Carbon Credit Units (ACCU).

It is proposed to amend Delegation No 9 –

SELL CARBON OFFSET CREDITS AT THE PREVAILING MARKET PRICE, INCLUDING OFFERING FOGO CUSTOMERS AN OPPORTUNITY TO RECEIVE A PERCENTAGE RETURN IN THE SALE OF AUSTRALIAN CARBON CREDIT UNITS (ACCU).

### DELEGATED AUTHORITY TO COMMITTEES

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

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

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

### DELEGATED AUTHORITY TO OTHER EMPLOYEES

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

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

**The following CEO delegations have been delegated to other employees.**

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

Delegated to the following positions: , (two signatures for all authorisations).

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

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

Delegated to Executive Manager Strategic Projects

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

Delegated to Executive Manager RRRC operations

<b>REPORT NO</b>	<b>11.4</b>
<b>SUBJECT</b>	<b>LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2021</b>
<b>REPORTING OFFICER</b>	A Johnson, Manager Governance and Culture
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 February 2022
<b>FILE REFERENCE</b>	FD: Corporate/Governance/Reporting/Compliance Returns
<b>ATTACHMENTS</b>	Compliance Audit Return

**AUDIT & RISK COMMITTEE RECOMMENDATION/S:**

1. THAT THE REASONS AND ACTIONS TAKEN FOR NON-COMPLIANCE MATTERS RAISED IN THE RETURN BE NOTED.
2. THAT THE LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2021 TO 31 DECEMBER 2021 BE ADOPTED AND FORWARDED TO THE DEPARTMENT OF LOCAL GOVERNMENT FOLLOWING CERTIFICATION BY THE CHAIRMAN AND THE CHIEF EXECUTIVE OFFICER.

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

To review the Local Government Compliance Audit Return for the period 1 January 2021 to 31 December 2021.

**STRATEGIC RELEVANCE**

<b>Key Focus Area</b>	2	Business Sustainability
<b>Objective</b>	2.1	Our governance model supports an effective and efficient business model

**BACKGROUND**

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

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

The Compliance Audit Return will be presented to Council and the Chair and the Chief Executive Officer are to complete a joint certification as to the contents of the return and submit to the Department of Local Government by 31 March 2022, together with any comments of non-compliance.

#### **REPORT**

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

The below three (3) matters of non-compliance were identified in the Compliance Audit Return.

#### Disclosure of Interest:

<b>Compliance Question</b>	<b>Reason for non-compliance</b>	<b>Actions Taken</b>
1. Question 9 Where a person no longer is required to lodge a return, they are removed from the register?	Retiring Councillors in Nov 2021 were not removed from the Register of Annual and Primary Returns	The register has now been updated in January 2022, removing the retired Councillors and adding the newly elected Councillors
2. Question 10 have all returns removed from the register been kept for at least 5 years?	As per Q9 above the returns were not removed	All past returns are kept for at least 5 years.

#### Official Conduct:

<b>Compliance Question</b>	<b>Reason for non-compliance</b>	<b>Actions Taken</b>
3. Question 3 Has the CEO published an up to date version of the register of complaints on the website?	Complaints register on the website has not be updated for 2020/21, however, there were no complaints to report.	The website has now been updated

#### **FINANCIAL IMPLICATIONS**

Nil

<b>REPORT NO</b>	<b>11.5</b>
<b>SUBJECT</b>	<b>CORPORATE POLICY REVIEW</b>
<b>REPORTING OFFICER</b>	A Johnson, Manager Governance and Culture
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 February 2022
<b>FILE REFERENCE</b>	FD: Corporate/Governance/Policies
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>a. <b>CONFERENCE &amp; INDUSTRY EVENTS ATTENDANCE POLICY NO 1.5</b></li> <li>b. <b>MEDIA STATEMENTS POLICY NO 1.7</b></li> <li>c. <b>CEO PERFORMANCE REVIEW COMMITTEE POLICY NO 1.10</b></li> <li>d. <b>INTERNAL AUDIT CHARTER POLICY NO 4.4</b></li> <li>e. <b>RECORD KEEPING POLICY NO 4.6</b></li> <li>f. <b>ACTING CHIEF EXECUTIVE OFFICER NO 4.7</b></li> </ul>

**CEO RECOMMENDATION:**

**THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**

- a. **CONFERENCE & INDUSTRY EVENTS ATTENDANCE POLICY NO 1.5**
- b. **MEDIA STATEMENTS POLICY NO 1.7**
- c. **CEO PERFORMANCE REVIEW COMMITTEE POLICY NO 1.10**
- d. **INTERNAL AUDIT CHARTER POLICY NO 4.4**
- e. **RECORD KEEPING POLICY NO 4.6**
- f. **ACTING CHIEF EXECUTIVE OFFICER NO 4.7**

**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:**

**Key Focus Area** Business Sustainability

**Objective 2.1** Our governance model supports an effective and efficient business model

**Strategy 2.1.1** Adapt and improve existing governance arrangements

**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)	Infringement by relevant authority	<ul style="list-style-type: none"><li>• Compliance Calendar/Register</li><li>• State Government Legislative Updates</li><li>• Annual Compliance Audit Return</li></ul>	Low 6

## REPORT

The table below sets out a summary of policies that are due for review, and the proposed amendments where considered appropriate:

No.	Policy Title	Objective	Proposed Amendments
1.5	Conference & Industry Events Attendance	To develop the knowledge and experience of Regional Council Members and SMRC employees to promote representation and well-informed decisions on behalf of the region.	Updated to reflect change of name Update to Schedule A includes anticipated events for 2022
1.7	Media Statements	This policy ensures accurate and effective communication to media and stakeholders.	Updated to reflect name change of name. Amendments to section
1.10	CEO Performance Review Committee	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer's Performance Review Committee is responsible for evaluating the CEO performance and remuneration.</li> <li>2. The Performance Appraisal and Remuneration Review Committee meet as required.</li> <li>3. The CEO's Contract of Employment specifies the performance criteria for the purpose of reviewing the CEO's performance.</li> </ol>	Amendments to section
4.4	Internal Audit Charter	<ol style="list-style-type: none"> <li>1. To provide an opinion on risk management, governance and compliance, by measuring and evaluating the effectiveness of these controls and systems in achieving the Regional Council's agreed objectives.</li> <li>2. To provide assurance to management on the systems for which they are responsible and assists management in making improvements to these systems.</li> </ol>	Updated to reflect change of name.
4.6	Record Keeping	<ol style="list-style-type: none"> <li>1. To provide a framework to manage records related to the SMRC's business activities;</li> <li>2. To outline the Council's approach to Records Management;</li> <li>3. To improve the accountability, decision making process and outcomes through the efficient use of records management; and</li> <li>4. To consolidate records management into the daily planning of the Council and its operations.</li> </ol>	Updated to reflect change of name.
4.7	Acting CEO	To appoint approved internal employees of the Resource Recovery Group that details who steps into the role in the position of Acting CEO during periods of absence of the CEO no longer than six (6) weeks.	Clarifies appointments greater than six (6) weeks to be made by Council.

The policies due for review are attached to this report.

**The Following are additional information relating to the policy review;**

#### **1.5 Conference & Industry Events Attendance**

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

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

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

#### **1.7 Media Statements**

This policy provides on guidance on the appropriate channels of communication with the media. Media enquiries in the first instance should be directed to the Communications Manager who will consult with the Chairperson and CEO to determine if a response is appropriate.

The policy clarifies that a Councillor who wishes to make a 'personal statement' must clearly inform the media that their comment is being made as an individual and does not necessarily represent the position of the Regional Council.

RRG members and members of staff may not speak to the media without prior permission of the CEO and must take to ensure that any views expressed are done so as a local citizen and are not made on behalf of the Regional Council.

#### **1.10 CEO Performance Review Committee**

This policy ensures an annual review of the Chief Executive Officer's performance in accordance with performance criteria and the Local Government Act.

Section 6 has been added to ensure compliance with the Local Government Act.

#### **4.4 Internal Audit Charter**

This policy has been updated to reflect the change of name to Resource Recovery Group.

#### **4.6 Record Keeping**

This policy has been updated to reflect the change of name to Resource Recovery Group.

#### **4.7 Acting CEO**

This policy has been updated to reflect the change of the name to Resource Recovery Group.

Further clarifies that appointments to the Acting CEO role over greater than six weeks must be made by Council.

<b>REPORT NO</b>	11.6
<b>SUBJECT</b>	<b>REPORT BY CEO ON AUDIT REGULATION 17</b>
<b>REPORTING OFFICER</b>	T Youé, Chief Executive Officer
<b>RESPONSIBLE OFFICER</b>	T Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 February 2022
<b>FILE REFERENCE</b>	FD: Corporate/Audit
<b>ATTACHMENTS</b>	#1 Risk Management Review 2022 #2 Internal Control Review 2022 #3 Legislative Compliance Review 2022

**AUDIT & RISK COMMITTEE RECOMMENDATION/S:**

**THE AUDIT & RISK COMMITTEE IS SATISFIED WITH THE RESULTS OF THE REVIEW BASED ON THE REPORTS BY THE CEO ON THE APPROPRIATENESS AND EFFECTIVENESS OF SYSTEMS AND PROCEDURES AS REQUIRED UNDER REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) AMENDMENT REGULATIONS RELATING TO:**

- 1. RISK MANAGEMENT**
- 2. INTERNAL CONTROL AND**
- 3. LEGISLATIVE COMPLIANCE**

**AND SUBMITS THE RESULTS OF THE REVIEW TO THE COUNCIL.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

It is a compliance requirement under Regulation 17 of the Local Government (Audit) Regulations 1996 (as amended) that the CEO report on the appropriateness and effectiveness of systems and procedures of Risk management, Internal control and legislative compliance and report to the Audit & Risk Committee of his findings.

**STRATEGIC RELEVANCE**

**Key Focus Area 2:**

**Objective:**

Business Sustainability.

2.1 Our governance model supports an effective and efficient business model

**Strategy:**

2.1.1 Reviewing and improving our existing governance arrangements.

**Action:**

Compliance – Audit Reviews

**BACKGROUND**

**Legislation:**

**Regulation 17 of Local Government (Audit) Regulations 1996 (as amended) states:**

**(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —**

- (a) risk management; and**
- (b) internal control; and**
- (c) legislative compliance**

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 financial years. (Gov Gaz 26 June 2018).

(3) The CEO is to report to the audit committee the results of that review.

**LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 16**

**16 .      Audit committee, functions of**

**An audit committee —**

(c)      is to review a report given to it by the CEO under regulation 17(3) (the CEO's report ) and is to —

- (i)      report to the council the results of that review; and
- (ii)     give a copy of the CEO's report to the council.

This first review of the appropriateness and effectiveness of systems and procedures was undertaken in December 2014.

Subsequent reviews are as follows:

1.    November 2016.
2.    November 2018

There is no legislative requirement for the reviews to be externally audited and therefore have been prepared in-house.

**FINANCIAL IMPLICATIONS**

The Reports have been prepared in-house.



<b>REPORT NO</b>	<b>11.7</b>
<b>SUBJECT</b>	<b>MID-YEAR 2021-22 BUDGET REVIEW</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Manager Finance
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 February 2022
<b>FILE REFERENCE</b>	FD: Corporate/Finance/Budgeting
<b>ATTACHMENTS</b>	Mid Year Budget Review Report dated 17 February 2022

**CEO RECOMMENDATION:**

**THAT THE MID YEAR 2021/22 BUDGET REVIEW AND BUDGET AMENDMENTS REPORT DATED 17 FEBRAURY 2022 BE ADOPTED.**

**VOTING REQUIREMENT**

Absolute Majority

**PURPOSE OF REPORT**

To report to Council on the mid-year 202/22 budget review.

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

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

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

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

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

**Strategic relevance:**

Business Sustainability

Our governance model supports an effective and efficient business model.

**Policy related:**

Not applicable

**Financial:**

Refer to the attached report.

**Risk related:**

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

**REPORT**

**BUDGET 2020-21 REVISION SUMMARY**

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

Resource Recovery Group's (RRG) operating revenue has decreased to \$16.2M (original Budget \$16.8M) due to the following additions and unfavourable results.

**ADDITIONS**

- The RRG was successful in receiving a State Waste Authority grant of \$250K towards the purchase of a Trommel for FOGO operations.
- Due to current COVID-19 impacts in the State we have made a Business Continuity provision of \$200K for Canning Vale operations. Funding will be provided for from the savings in insurance premiums.
- A higher opening balance in reserves has allowed us to increase our transfer from reserves to fund additional capital works and expected decrease in operating revenue.

**FAVOURABLE**

- Sale of legacy Carbon Credits from our compost activities of approximately \$400K will be transferred to the RRRC contingency reserve.

**UNFAVOURABLE**

- The uptake of the Containers for Change program by the community has resulted in a 60% kerbside recovery for the 6 months actual. The financial impact to RRG is a reduction in tonnes and revenue of 12% on last year's tonnes. (Net financial revenue loss: \$300K). The adopted budget estimated a 40% kerbside recovery or 8% reduction in overall tonnes received from households.

<b>REPORT NO</b>	<b>11.8</b>
<b>SUBJECT</b>	<b>FINANCIAL REPORTS</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Accountant
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 February 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	#1 Statement of Financial Activity – 31 January 2022 #2 Statement of Financial Activity – 31 December 2021 #3 Statement of Financial Activity – 30 November 2021

**CEO RECOMMENDATION/S:**

- 1. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 JANUARY 2022 BE RECEIVED.**
- 2. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 DECEMBER 2021 BE RECEIVED.**
- 3. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 NOVEMBER 2021 BE RECEIVED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- To receive the financial statements for the following periods:
  - Financial Statements for the period ended 31 January 2022
  - Financial Statements for the period ended 31 December 2021
  - Financial Statements for the period ended 30 November 2021

**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 26 August 2021 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the Local Government (Financial Management). The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
30 Nov 2021	31 Jan 2022	24 Feb 2022
31 Dec 2021	28 Feb 2022	24 Feb 2022
31 Jan 2022	31 Mar 2022	24 Feb 2022

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

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

**Policy related:**

Policy No 2.1 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. Financial Statements for the period ended 31 January 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	Jan-22	Jan-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$10.0	<b>\$10.0</b>	-\$0.1
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$10.3	<b>-\$9.4</b>	\$1.0
OPERATING SURPLUS/ DEFICIT	-\$0.3	<b>\$0.6</b>	\$0.9
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-22	Jan-22	Jun-21
	(\$M)	(\$M)	
CASH IN BANK	\$9.2	<b>\$11.7</b>	<b>\$13.0</b>
OUTSTANDING LOANS	\$5.0	<b>\$6.7</b>	<b>\$8.4</b>
NET ASSETS	\$30.9	<b>\$34.5</b>	<b>\$36.3</b>

**Notes:**

- 1) Operating Revenue is lower than budget due to a decrease in MRF tonnages being received.
- 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 than budget estimates.

### 2. Financial Statements for the period ended 31 December 2021

	YTD BUDGET	YTD ACTUAL	CHANGE
	Dec-21	Dec-21	
	(\$M)	(\$M)	
OPERATING REVENUES	\$8.6	<b>\$8.9</b>	\$0.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$8.9	<b>-\$8.4</b>	\$0.5
OPERATING SURPLUS/ DEFICIT	-\$0.3	<b>\$0.5</b>	\$0.7
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-22	Dec-21	Jun-21
	(\$M)	(\$M)	
CASH IN BANK	\$9.2	<b>\$12.2</b>	<b>\$13.0</b>
OUTSTANDING LOANS	\$5.0	<b>\$6.7</b>	<b>\$8.4</b>
NET ASSETS	\$30.9	<b>\$34.7</b>	<b>\$36.3</b>

**Notes:**

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 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 than budget estimates.



**3. Financial Statements for the period ended 30 November 2021**

	YTD BUDGET	YTD ACTUAL	CHANGE
	Nov-21	Nov-21	
	(\$M)	(\$M)	
OPERATING REVENUES	\$7.1	\$7.3	\$0.2
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$7.3	-\$6.7	\$0.6
OPERATING SURPLUS/ DEFICIT	-\$0.2	\$0.6	\$0.9
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-22	Nov-21	Jun-21
	(\$M)	(\$M)	
CASH IN BANK	\$9.2	\$12.0	\$13.0
OUTSTANDING LOANS	\$5.0	\$7.6	\$8.4
NET ASSETS	\$30.9	\$35.2	\$36.3

**Notes:**

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 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 than budget estimates.

REPORT NO	11.9
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	L Vuckovic, Finance Manager
RESPONSIBLE OFFICER	C Wiggins, Executive Manager Corporate Services
EMPLOYEE INTEREST	Nil
DATE OF REPORT	7 February 2022
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
ATTACHMENTS	Nil

**CEO RECOMMENDATION:**

1. THE CASH INVESTMENT PORTFOLIO REPORT AS AT 31 JANUARY 2022 BE RECEIVED.

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.1 To receive the cash investment portfolio report.

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

**Advocative**

Not applicable

**Executive**

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

**Legislative**

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

Regulation 19C (FM regs)

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

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

**Key Focus Area  
Objective 2.1**

Business Sustainability  
Our Business is financially viable and sustainable

**Policy related:**

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

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

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

**Employees' Delegations:**

CEO (Council approval 25/02/2021)

Executive Manager Corporate Services (CEO approval 25/02/2021)

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

Chief Executive Officer	<ul style="list-style-type: none"> <li>• Prime responsibility for the control of the investment portfolio.</li> <li>• Has delegation authority from Council to invest surplus cash funds in accordance with Council approved policy.</li> </ul>
Executive Manager Corporate Services	<ul style="list-style-type: none"> <li>• Has delegation authority from CEO to invest surplus cash funds in accordance with Council approved policy.</li> <li>• Selection of the appropriate investment in accordance with the council approved policy.</li> <li>• Reviews risk exposure and types of investments.</li> <li>• Selection and disposal of investments with banks and fund managers in accordance with the Council approved policy.</li> <li>• Accounting and reporting of investments.</li> <li>• Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> <li>a) the nature and location of all investments</li> <li>b) the transactions related to each investment</li> </ul> </li> <li>• Signs and authorises the payment vouchers for investments.</li> </ul>
Internal Control Segregation of Duties	<ul style="list-style-type: none"> <li>• Appropriate segregation of duties for: <ul style="list-style-type: none"> <li>• Persons that record investments,</li> <li>• Persons that buy and sell investments, and</li> <li>• Persons that reconcile the investment statements</li> </ul> </li> </ul>

**Financial:**

Revenue from interest is included in the annual operating budget.

**Legal and statutory:**

As noted under legislative

**Risk related:**

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

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

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

**REPORT**

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

We have invested \$2M with the Commonwealth Bank fixed term deposits used to support green loans for environmentally friendly and social eligible projects.

\$1M was re-invested for a further 12 months to 16 September 2022, a second term deposit for \$1M was invested in August for 12 months maturing 19 August 2022.

The deposit meets our Investment Policy:

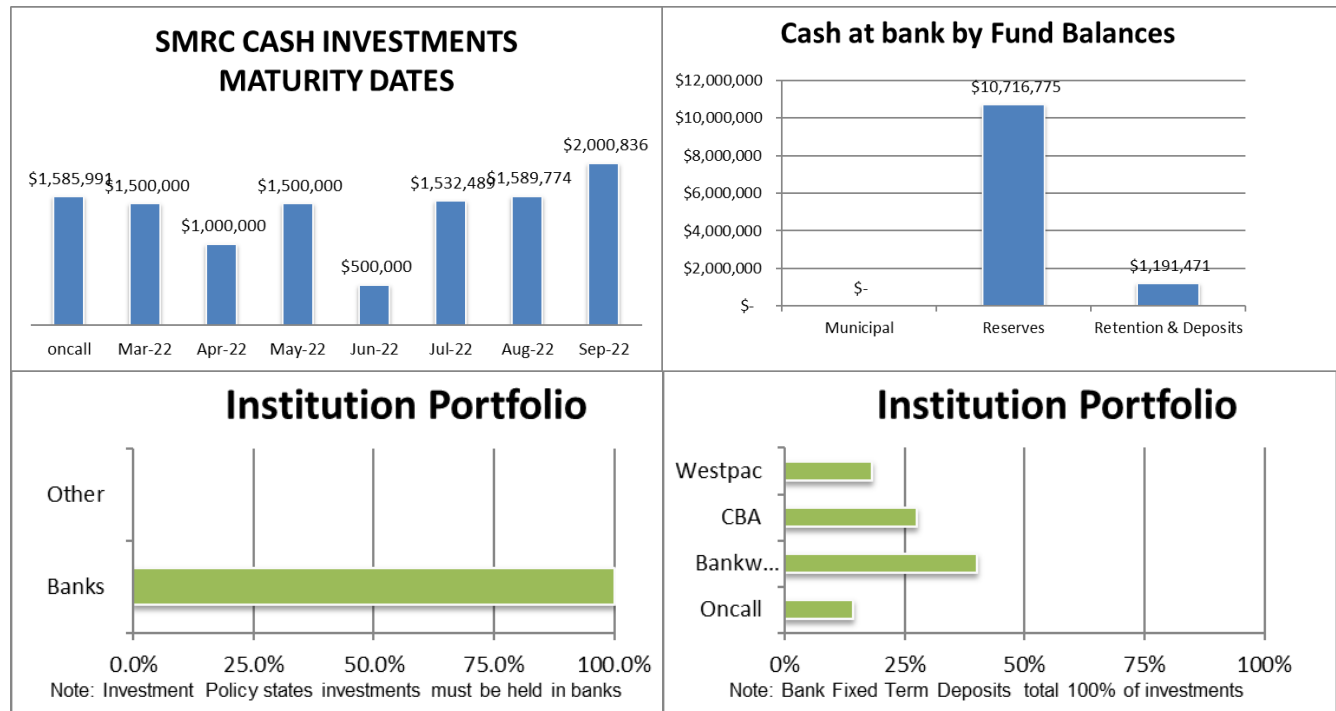
1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

18% of funds are currently invested in “green” investments.

The Cash Investment portfolio is as follows

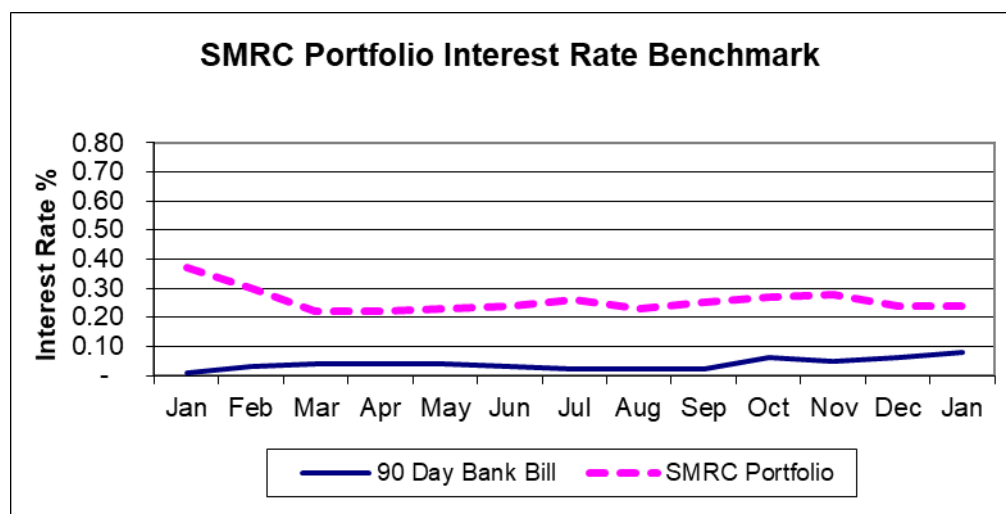
<b>SOUTHERN METROPOLITAN REGIONAL COUNCIL</b>								
<b>CASH INVESTMENT PORTFOLIO</b>								
<b>As at 31 January 2022</b>								
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	0.05%	\$ 1,585,991	oncall	BWA Oncall	AA	Bank	100%	\$ 1,585,991
11	0.30%	\$ 589,774	22/08/2022	CBA	AA	Bank	100%	\$ 589,774
12	0.25%	\$ 1,500,000	26/03/2022	WBC	AA	Bank	100%	\$ 1,500,000
31	0.20%	\$ 532,489	11/07/2022	WBC	AA	Bank	100%	\$ 532,489
47	0.15%	\$ 1,000,000	13/05/2022	BWA	AA	Bank	100%	\$ 1,000,000
58	0.40%	\$ 1,000,000	28/09/2022	BWA	AA	Bank	100%	\$ 1,000,000
60	0.29%	\$ 1,000,836	16/09/2022	CBA	AA	Bank	100%	\$ 1,000,836
62	0.30%	\$ 1,000,000	13/07/2022	BWA	AA	Bank	100%	\$ 1,000,000
63	0.30%	\$ 1,000,000	19/08/2022	CBA	AA	Bank	100%	\$ 1,000,000
64	0.30%	\$ 1,000,000	12/04/2022	BWA	AA	Bank	100%	\$ 1,000,000
65	0.30%	\$ 500,000	8/06/2022	BWA	AA	Bank	100%	\$ 500,000
66	0.20%	\$ 500,000	9/05/2022	CBA	AA	Bank	100%	\$ 500,000
<b>Total</b>		<b>\$ 11,209,089</b>						<b>\$ 11,209,089</b>
<b>Weighted Average</b>		<b>0.24%</b>						<b>100.00%</b>
<b>90 day bank bill</b>		<b>0.08%</b>						
<b>As at 31 January 2022</b>								

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



Institution Portfolio		S&P Rating	Weighted Avg		% share
Oncall	\$ 1,585,991	AA-	0.05%		14%
Bankwest	\$ 4,500,000	AA-	0.29%		40%
CBA	\$ 3,090,609	AA-	0.28%		28%
Westpac	\$ 2,032,489	AA-	0.24%		18%
<b>Total</b>	<b>\$ 11,209,089</b>		<b>0.24%</b>		<b>100%</b>

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





<b>REPORT NO</b>	<b>11.10</b>
<b>SUBJECT</b>	<b>SCHEDULE OF PAYMENTS</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Finance Manager
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	14 February 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	Payment listings

**CEO RECOMMENDATION:**

- 1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF NOVEMBER 2021 FOR \$1,930,035.38, DECEMBER 2021 FOR \$3,009,527.83, JANUARY 2022 FOR \$1,474,363.58 BE RECEIVED.**

**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.

<b>REPORT NO</b>	11.11
<b>SUBJECT</b>	<b>EXPRESSION OF INTEREST MEMBERSHIP OF WASTE AUTHORITY BOARD</b>
<b>REPORTING OFFICER</b>	Tim Youé, Chief Executive Officer
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Yes, however as a local government employee the appointment does not receive remuneration
<b>DATE OF REPORT</b>	11 February 2022
<b>FILE REFERENCE</b>	FD: Corporate/Committees/ Waste Authority
<b>ATTACHMENTS</b>	Functions of the Waste Authority

**CEO RECOMMENDATION:**

**THE COUNCIL GRANT APPROVAL TO THE CEO TO ACCEPT A BOARD MEMBER POSITION OF A PERIOD OF UP TO FIVE YEARS IN THE EVENT OF A POSITION BEING OFFERED.**

**VOTING REQUIREMENT**

Simple Majority-

**PURPOSE OF REPORT**

For the Regional Council to consider permitting the CEO to accept a board member position on the Western Australian Waste Authority (the Authority) in the event of a position being offered.

**Strategic relevance:**

<b>Key Focus Area</b>	Community & Stakeholder Relationships
<b>Objective 3.1</b>	We are acknowledged as a community leader in waste recovery and reuse
<b>Strategy 3.1.1</b>	Participating in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation.

**BACKGROUND**

Mr Youé is a current member of the Board of the Waste Authority, his nomination being supported by Council on 27 June 2019 when council resolved that:

**COUNCIL RESOLUTION**

**19.06-10**

**MOVED: CR C COLLINSON**

**SECONDED: CR C ROBARTSON**

**THE COUNCIL GRANTS APPROVAL TO THE CEO TO ACCEPT A BOARD MEMBER POSITION ON THE WESTERN AUSTRALIAN WASTE AUTHORITY IN THE EVENT OF A POSITION BEING OFFERED**

The Waste Avoidance and Resource Recovery Act 2007 specifies the role of the Authority is as a high-level advisory body to the Minister established to:

- prepare a draft waste strategy for consideration by the Minister for Environment

- provide strategic and policy advice to the Minister on matters relating to *Waste Avoidance and Resource Recovery Act 2007*
- co-ordinate implementation of the business plan approved by the Minister
- administer the Waste Avoidance and Resource Recovery Account.

The Authority comprises five board members, including a Chairman and Deputy Chairman, who are appointed by the Governor on recommendation from the Minister for Environment and meets on the first Wednesday of every month except January. Members may participate via teleconference if unable to attend in person. The Authority also schedules two business planning days into its annual calendar.

Members are persons who, in the opinion of the Minister, have skill, experience and knowledge in matters relating to sustainability, waste services, or waste avoidance and resource recovery or having an interest relevant to the functions of the Waste Authority.

Members are appointed for a term not exceeding five years but may be reappointed for further consecutive terms. Members may resign before the expiry of their appointment by notice in writing to the Minister for Environment.

The Department of Water and Environmental Regulation (DWER) provides services to the Waste Authority to enable it to perform its functions in working with local government, regional councils, stakeholder groups, the waste management sector and the community to promote understanding of resource recovery.

## **REPORT**

The current 3 year position held by Mr Youé is now expiring and the Minister for Environment has sought nominations for the positions of Chairman of the Waste Authority, Deputy Chairman and Members. Mr Youé is seeking nomination to be re-appointed for a further term of up to 5 years subject to the approval of the Council. Positions are due to be offered shortly following consideration by the Minister

Although the position is normally remunerated, in accordance with the *Public Sector Commission, Remuneration of the Government Boards and Committees*, the CEO being already on the payroll of a local government would not be entitled to any remuneration.

It is, however, a requirement of Clause 4.3 of the CEO's employment contract that Council consent to the CEO engaging in any additional business or employment whether paid or voluntary. Therefore, in the event a position is offered and for the sake of timeliness in this event, it is requested that the CEO be granted approval to accept.

### **4.3 Additional business or employment**

The Chief Executive Officer must not engage in any additional business or employment, whether paid or voluntary, without the prior written consent of the Council. In the event that Council gave such consent then should any risk arise that the position might conflict with the interests of the Local Government, or of the requirement of the position of Chief Executive Officer of the Local Government, or his ability to perform the duties then the Chief Executive Officer must immediately notify the Council and obtain the Council's further written consent to engage or continue in that additional business or employment.

## ORDINARY COUNCIL MEETING 25 NOVEMBER 2021

### ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
2.1	ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON	<ol style="list-style-type: none"> <li>Complete and sign Form 7</li> <li>Update Intranet and Website</li> </ol>	CSM	COMPLETED
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 AUG 2021	Update Website	CSM	COMPLETED
11.1	AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2021	No further action required	EMCS	-
11.2	COMMITTEE MEMBER APPOINTMENTS	Update Intranet and Website	CSM	COMPLETED
11.3	ANNUAL REPORT 2020/2021	Update Website	CSM	COMPLETED
11.4	CITY OF KWINANA WITHDRAWAL ARRANGEMENTS	<ol style="list-style-type: none"> <li>The notional winding up report for the purposes of the withdrawal of the City of Kwinana be received and a copy be provided to the participants and the City of Kwinana.</li> <li>The Southern Metropolitan Regional Council advise the City of Kwinana the amount of entitlement it owes in accordance with clause 11 of the establishment agreement.</li> </ol>	CEO	
11.5	WALGA CONTESTABLE ELECTRICITY SUPPLY AGREEMENT	<ol style="list-style-type: none"> <li>Approves the Chief Executive Officer to enter into the WALGA Energy Sustainability and Renewables Energy project on the following terms: <ol style="list-style-type: none"> <li>Western Australian uniform supply (unbundled) for all its Contestable sites commencing from 1 September 2022 to 31 March 2025 for brown energy.</li> </ol> </li> <li>The chief executive officer is authorised to sign a contract with synergy on the terms referred to in item 1</li> </ol>	CEO	COMPLETED
11.6	PLASTIC RECYCLABLES REPROCESSING	<ol style="list-style-type: none"> <li>The council agrees to an in-principle opportunity to make available unused building space at the canning vale facility to an interested organisation for reprocessing plastic recyclables.</li> <li>The CEO prepare a confidential business case for consideration at a Meeting of the regional council.</li> </ol>	CEO	Ongoing
11.7	COUNCIL MEETING DATES 2022	<ol style="list-style-type: none"> <li>Update Calendar &amp; send out invites</li> <li>Place advertisement, Update Intranet and Website</li> </ol>	CSM	COMPLETED
11.8	FINANCIAL REPORT	No further action required	CSM	-

## ORDINARY COUNCIL MEETING 25 NOVEMBER 2021

### ACTION LIST

<b>11.9</b>	CASH INVESTMENT PORTFOLIO	No further action required	CSM	-
<b>11.10</b>	SCHEDULE OF PAYMENTS	No further action required	CSM	-
<b>15.1</b>	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
<b>15.2</b>	AVERTAS ENERGY WASTE SUPPLY AGREEMENT	The regional council endorse the letter of response dated 25 November 2021 to the notice issued by Avertas Energy regarding the Waste Supply agreement for Energy from Waste.	CEO	-

## ORDINARY COUNCIL MEETING 25 NOVEMBER 2021 ACTION LIST

<b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Ongoing
<b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.	CEO	Ongoing
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Ongoing
<b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS 1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing
<b>Special Council Meeting- 5 August 2021 Outstanding Actions</b>		
9.1 SMRC RE-BRANDING 1. MEMBERS TO RESOLVE TO ACCEPT NEW NAME AND LOGO. 2. AMEND ESTABLISHMENT AGREEMENT FOR MINISTER APPROVAL	CEO	Ongoing

**SPECIAL COUNCIL MEETING 13 DECEMBER 2021  
ACTION LIST**

<b>AGENDA ITEM NO.</b>	<b>SUBJECT</b>	<b>LIST ACTION TAKEN</b>	<b>ACTION BY</b>	<b>STATUS</b>
<b>9.1</b>	AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2021	Statutory Reporting requirements Accounting Policies No 2.1 be updated to website and intranet	EMCS	COMPLETED



## SPECIAL COUNCIL MEETING 13 DECEMBER 2021 ACTION LIST

<b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Ongoing
<b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.	CEO	Ongoing
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Ongoing
<b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS 1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing
<b>Special Council Meeting- 5 August 2021 Outstanding Actions</b>		
9.1 SMRC RE-BRANDING 1. MEMBERS TO RESOLVE TO ACCEPT NEW NAME AND LOGO. 2. AMEND ESTABLISHMENT AGREEMENT FOR MINISTER APPROVAL	CEO	Ongoing

## SPECIAL COUNCIL MEETING 13 DECEMBER 2021 ACTION LIST

Ordinary Council Meeting- 25 November 2021 Outstanding Actions		
<p>11.4 CITY OF KWINANA WITHDRAWAL ARRANGEMENTS</p> <ol style="list-style-type: none"> <li>1. The notional winding up report for the purposes of the withdrawal of the City of Kwinana be received and a copy be provided to the participants and the City of Kwinana.</li> <li>2. The Southern Metropolitan Regional Council advise the City of Kwinana the amount of entitlement it owes in accordance with clause 11 of the establishment agreement.</li> </ol>	CEO	Ongoing
<p>11.6 PLASTIC RECYCLABLES REPROCESSING</p> <ol style="list-style-type: none"> <li>3. The council agrees to an in-principle opportunity to make available unused building space at the canning vale facility to an interested organisation for reprocessing plastic recyclables.</li> </ol> <p>The CEO prepare a confidential business case for consideration at a Meeting of the regional council.</p>	CEO	Ongoing
<p>15.1 CITY OF CANNING</p> <p>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.</p>	CEO	Ongoing

# **Register of Delegated Authority**

2021

Adopted 25 February 2021

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**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP  
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**JANUARY TO DECEMBER 2021**

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## **PART 1**

### **Delegations to the Chief Executive Officer**

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**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2021**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.1</b>	<p><b>Tender for goods and services:</b>  <b>a) Call and Invite tenders for goods and services within the approved Budget.</b>  <b>b) To accept or reject tenders for goods and services within the approved budget to the value of \$300,000. Ex GST</b></p> <p>S5.43(b) Local Government Act 1995  Last Reviewed – Feb 2021</p>	<p>To expedite procurement of goods and services up to \$300,000 ex GST without the necessity to seek council approval.</p> <p>All purchases are to be within approved budget limits.</p>	<p>February 2021  T2021-03 Fixed Plant Maintenance and Electrical Services (reported to Council Feb 2021)  May 2021  T2021-01 WCF Decommissioning Assets &amp; Civil Work (reported to Council May 2021)  September 2021  T2021-02 -WCF Civil Works (<i>RFQ due to no submissions</i>)</p>	<p>It is proposed that the delegation continue</p>
<b>1.2</b>	<p><b>CEO may dispose of assets up to the value of \$500,000 ex GST.</b></p> <p>S5.43(d) Local Government Act 1995  Last Reviewed – Feb 2021</p>	<p>To authorise the CEO to dispose of Regional Council assets surplus to council's requirements as follows:</p> <p>a) Below \$100,000 ex GST written down book value without the need to obtain council approval prior to disposal.  b) Between \$100,001 and \$500,000 ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.</p>	<p>September-November 2021  T2021/01 Decommissioning and removal of digesters &amp; digester spares (Endorsed by Council 27 May 2021)</p>	<p>It is proposed that the delegation continue</p>
<b>1.3</b>	<p><b>Approval, authorisation and payment of accounts in accordance with Council's policy are delegated to the CEO.</b></p> <p>S5.42 Local Government Act 1995  Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996  Last Reviewed - Feb 2021</p>	<p>To manage the day to day financial operations of the regional council. Refer Council Policy.</p> <p>The CEO has delegated this power to:  Executive Manager Corporate Services  Executive Manager Strategic Projects  Manager Corporate Services  Manager Finance</p>	<p>Schedule of Payments are reported at each Ordinary Council meeting.</p>	<p>It is proposed that the delegation continue</p>



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	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.4</b>	<p><b>CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRRC Project and Office Accommodation Project</b></p> <p>Last Reviewed - Feb 2021</p>	<p>To sign the following certificates on behalf of the regional council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the:</p> <p>a) Regional Resource Recovery Centre &amp; Administration Building</p> <p>i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement.</p> <p>ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement.</p> <p>iii. To notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.</p>	Nil	It is proposed that the delegation continue
<b>1.5</b>	<p><b>Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST</b></p> <p>S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.</p>	Nil	It is proposed that the delegation continue

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	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.6</b>	<p><b>Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 ex GST and ten years and in consultation with the chair.</b></p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2021</p>	<p>To respond to requests for tenders and quotes within deadlines.</p> <p>Rates are within the Adopted Fees and Charges as per the Adopted Budget and subsequent new or amended adopted fees and charges during the year.</p> <ul style="list-style-type: none"> <li>- Restricted to a total value not exceeding \$20,000,000 ex GST and;</li> <li>- Restricted to terms not exceeding ten years and;</li> <li>- In consultation with the Chair.</li> </ul>	<p>March 2021</p> <ul style="list-style-type: none"> <li>- Solo Resource Recovery – refer DA1.17 (Town of Cottesloe Recycling 10years)</li> </ul>	<p>It is proposed that the delegation continue</p>
<b>1.7</b>	<p><b>To negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2021</p>	<p>A fee structure for pre-sorted recyclable material of between 5% and 45% of the total sale price was approved by Council</p>	<p>Cleanaway on-off fixed fee (equated to 43% of sale price) – March 2021</p>	<p>It is proposed that the delegation continue</p>
<b>1.8</b>	<p><b>To approve minor variations to contracts up to a total value of 10% of the contract value.</b></p> <p>Last Reviewed – Feb 2021</p>	<p>Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.</p> <p>The CEO has delegated this power to: Executive Manager Strategic Projects</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>

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	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.9</b>	<p><b>To sell Carbon Offset Credits at the Prevailing Market Price</b></p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2021</p>	<p>To maximise any opportunities to liquidate holdings of Carbon offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.</p>	<p>March 2021 Sale of Australian Carbon Credit Units - 31,573 Sales ACCU's</p>	<p>It is proposed that the delegation be amended to include Offering FOGO customers an opportunity to receive a percentage return in the sale of Aust Carbon Credit Units ACCU</p>
<b>1.10</b>	<p><b>To sell/dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>To sell recyclables to take advantage of prevailing global market conditions and prices where customers are hesitant to submit tenders for long term contracts. This gives the CEO ability to sell small quantities of product without a public tender process.</p> <p>S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p>	<p>Recycling Plastics Australia – Mixed Plastic approx.. 20 Tonnes per week – ongoing in 2021</p> <p>Q2021/01 Purchase of Scrap steel (March-May)</p> <p>Q2021/02 Purchase of Scrap steel (June-August)</p> <p>Q2021/03 Purchase of PET Plastics (October-November)</p> <p>Q2021/04 Purchase of HDPE Plastics (October-November)</p> <p>Q2021/06 Purchase of Scrap steel (December 2021–February 2022)</p>	<p>It is proposed that the delegation continue</p>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
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	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.11</b>	<p><b>To dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>So as not to unnecessarily encumber the facility site with stockpiled material which may occur due to some unforeseen operational or technical failure, S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p> <p>The CEO has delegated this power to: Executive Manager RRRRC Operations</p>	<p>October 2021 - ongoing Recycling Plastics Australia – Mixed Rigid Plastic</p> <p>December 2021 Biofilter media fines</p>	<p>It is proposed that the delegation continue</p>
<b>1.12</b>	<p><b>To award tenders and quotations for the sale/cost of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 ex GST.</b></p> <p>S5.42 Local Government Act 1995 S5.43(b) Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>To enable the CEO to sell recyclables and allow a practical timeframe between the tender/quote award and the new contract start date. This is for the successful contractor to put in place new logistics arrangements.</p>	<p>T2021-S01 Purchase and Removal of Recovered Recyclables (March-May)</p> <p>T2021-S02 Purchase and Removal of Recovered Recyclables (June-August)</p> <p>T2021-S03 Purchase and Removal of Recovered Recyclables (Sept-Nov)</p> <p>T2020-S04 Purchase and Removal of Recovered Recyclables (Dec21-Feb22)</p>	<p>It is proposed that the delegation continue</p>
<b>1.13</b>	<p><b>To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.</b></p> <p>Last Reviewed – Feb 2021</p>	<p>Where participants' waste is diverted to landfills or processing facilities the RRG seeks financial assistance by way of a net contribution fee being the difference between the adopted gate fee and the fee payable by the participant's nominated landfill or processing facility to meet its fixed operating costs.</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP**

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**JANUARY TO DECEMBER 2021**

1.14	<p><b>To execute documents regarded as Deeds.</b></p> <p>S9.49A (1b), (4) &amp; (5) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>Restricted to documents not requiring the common seal</p> <p>Restricted to contracts with a value not exceeding the CEO's delegated authority for Procurement expenditure limit (e.g. \$300,000 ex GST), with the exception of the approval referred to DA No6.</p> <p>Restricted to agreements and contracts with terms not exceeding 10 years.</p> <p>Restricted to agreements and contracts requiring regional council approval in accordance with the local government act</p> <p>All transactions under this delegation are to be recorded in the delegated authority register</p> <p>the delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.</p>	<p>January 2021</p> <ul style="list-style-type: none"> <li>- T2020-06 Receival and Disposal of Residual Waste Agreement (Endorsed by Council 10 December 2020)</li> </ul> <p>February 2021</p> <ul style="list-style-type: none"> <li>- Volvo Hooklift truck Lease Extension/ Contract Modification</li> <li>- T2021-03 Call Off Panel Contracts for Fixed Plant Maintenance and Services</li> </ul> <p>March 2021</p> <ul style="list-style-type: none"> <li>- RRRC Enterprise Agreement 2021</li> <li>- T2021-S01 Purchase and Removal of Recovered Recyclables</li> <li>- Receipt of Recyclable Material – agreement – refer DA1.17</li> </ul> <p>Apr 2021</p> <ul style="list-style-type: none"> <li>- Toyota Hilux Vehicle lease modification/ extension</li> <li>- Waste Supply agreement with Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC.</li> </ul> <p>May 2021</p> <ul style="list-style-type: none"> <li>- T2021-S02 Purchase and Removal of Recovered Recyclables</li> </ul> <p>June 2021</p> <ul style="list-style-type: none"> <li>- ANZ Merchant Services Agreement (Reported to Council 24 June 2021)</li> <li>- T2019-05 General Waste Residual Disposal – second extended term</li> </ul> <p>August 2021</p> <ul style="list-style-type: none"> <li>- Removal and Transport of Recyclable Material T2020/03 – first extended term</li> </ul>	<p>It is proposed that the delegation continue.</p>
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**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2021**

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
			<ul style="list-style-type: none"> <li>- T2021-S03 Purchase and Removal of Recovered Recyclables</li> <li>- Deed of Settlement and release – T2019-02 September 2021</li> <li>- T2020-01 Consultancy Services for Odour Assessments – refer DA1.20 November 2021</li> <li>- Synergy Electricity Sales Agreement (Endorsed by Council 25 November 2021)</li> <li>- Volvo Hooklift truck Lease Extension – Contract Modification</li> <li>- T2021-S04 Purchase and Removal of Recovered Recyclables December 2021</li> <li>- T2020-07 Purchase and removal of Processed Green Waste – refer DA1.20</li> </ul>	
1.15	<p><b>Power to act on behalf of the council to resolve the matter at a mediation conference in consultation with the Chair.</b></p> <p>S5.42 Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	Mediation with reference to the confidential report dated 15 November 2019.	<p>Divinity Nominees Pty Ltd t/as Alloy and Pipe Specialists has agreed in principle to settle its claim against the Council on a 'walk-away' each bear own costs basis.</p> <p>To resolve this matter, a settlement deed is to be signed by the parties or wait for the case to be placed on the inactive cases list in October 2021.</p>	<p>Plaintiff has gone into voluntary liquidation. The case has now been placed on the inactive list.</p> <p>It is proposed that the delegation continue.</p>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2021**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.16</b>	<b>To enter into a contract with Cleanaway for the receipt and processing of recycling material, with consultation with the Chair.</b> S5.42 Local Government Act 1995  Last Reviewed – Feb 2021	Contract executed 12 February 2020	First extended term to May 2021	Complete
<b>1.17</b>	<b>To enter into a contract with the Solo Resources Pty Ltd for the receipt and processing of recycling material.</b> S5.42 Local Government Act 1995  Last reviewed – Feb 2021	Agreement at the agreed price and a term of five (5) years plus a further five (5) years extension option.	March 2021 Contract executed for a term of five (5) years plus a further two (2) year extension option.	Complete
<b>1.18</b>	<b>To approve the supply of temporary workforce for the RRRC operations</b>  S5.42 Local Government Act 1995 Last reviewed – Feb 2021	Through labour hire agencies in the WALGA preferred supplier panel and other employment agencies for the financial year ending 30 June 2021.	Labour hire agencies engaged: Amalgamated Services Pty Ltd Perth Recruitment Services CTM Recruitment Pty Ltd	Complete
<b>1.19</b>	<b>The Chair and CEO be authorised to sign deed agreements with Kwinana WTE Project Co Pty Ltd, BTA Institutional services Australia Limited, Project Participants and SMRC for the provision of Waste-to-energy services in accordance with Tender T2017-06.</b> S5.42 Local Government Act 1995  Last reviewed – Oct 2020	-Waste Supply agreement with Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC. -Financiers direct deed with BTA Institutional services Australia Limited, Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC -Amend and combine the Project Participants' Agreement for the Regional Resource Recovery Centre project.	Waste Supply Agreement - April 2021	Complete



**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
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**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2021**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.20</b>	<p><b>To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.</b></p> <p>S5.42 Local Government Act 1995</p> <p>Last Reviewed – May 2021</p>	<p>Authorised to exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement. Resolved by Council - December 2020</p> <p>T2020-05 T2020-06 T2020-07 Resolved by Council – May 2021 T2020-01</p>	<p>September 2021</p> <ul style="list-style-type: none"> <li>- T2020-01 Consultancy Services for Odour Assessments – First extended term</li> </ul> <p>December 2021</p> <ul style="list-style-type: none"> <li>- T2020-07 Purchase and removal of Processed Green Waste – First extended term</li> </ul>	<p>It is proposed that the delegation continue.</p>
<b>1.21</b>	<p><b>CEO be given delegated authority to negotiate tender 2019-02 WCF roof remedial works contract variation.</b></p> <p>Last Reviewed – Feb 2021</p>	<p>Negotiate contract variation #9 with Safeway Building Pty Ltd and provide a report to council at the next ordinary meeting.</p>	<p>Reported at the Ordinary Meeting of Council, 27 May 2021.</p>	<p>Complete</p>
<b>1.22</b>	<p><b>CEO be authorised as the complaints officer.</b></p> <p>S5.103 of the Local Government Act 1995</p> <p>Last Reviewed – May 2021</p>	<p>The complaints officer is responsible for processing of complaints in regard to breach of the Code of Conduct. The CEO will prepare a report for council determination.</p>	<p>Nil</p>	<p>It is proposed that the delegation continue.</p>

## **PART 2**

### **Delegations to Committees of Council**

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**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
TRADING AS RESOURCE RECOVERY GROUP  
REGISTER OF DELEGATED AUTHORITY  
JANUARY TO DECEMBER 2021**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>2.1</b>	<p><b>CEO Performance Review Committee has authority to appoint a Human Resources Consultant within Budget provisions to assist in the CEO's employment appraisal.</b></p> <p>S5.16 Local Government Act 1995 Last Reviewed – Feb 2021</p>	<p>To conduct a professional review of the CEO's performance over the last 12 months.</p>	<p>Appointed Learning Horizons July 2021</p>	<p>It is proposed that the delegation continue</p>



## Southern Metropolitan Regional Council - Compliance Audit Return Regional Local Government 2021

### Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	No major trading undertaken	Ann Johnson
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Ann Johnson
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Ann Johnson
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Ann Johnson
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Ann Johnson



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<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
2	s5.16	Were all delegations to committees in writing?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	F:SMRC/Administration/A11 Statutory Requirements/A11 CEO Delegations	Ann Johnson
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Ann Johnson
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	FD/Corporate/Corporate Governance/Reporting/Staff Delegations by CEO	Ann Johnson
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	FD/Corporate/Corporate Governance/Staff Delegations by CEO/Staff Delegated Authority Register	Ann Johnson
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Minutes of Council meeting 25 Feb 2021	Ann Johnson
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	F:SMRC/Administration/A-11 Statutory Requirements/A11 CEO Delegations	Ann Johnson

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A		Ann Johnson



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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Ann Johnson
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	N/A		Ann Johnson
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	FD/Corporate/Corporate Governance/Reporting/Primary & Annual Returns	Ann Johnson
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes	FD/Corporate/Corporate Governance/Reporting/Primary & Annual Returns	Ann Johnson
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	FD/Corporate/Corporate Governance/Reporting/Primary & Annual Returns	Ann Johnson
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	F:/SMRC/Administration/A11 - Statutory Requirements/A11-01 Primary & Annual Returns/2021	Ann Johnson
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Nil made - FD/Corporate/Corporate Governance/Financial Interests	Ann Johnson
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	No	Two persons who left in October 2021 were still in the register in January 2022. They have now been removed	Ann Johnson
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	No	Two persons who left in October 2021 were still in the register in January 2022. They have now been removed	Ann Johnson
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	FD/Corporate/Corporate Governance/Gift Register	Ann Johnson
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	<a href="http://www.resourcerecoverygroup.com.au/registers/gifts">www.resourcerecoverygroup.com.au/registers/gifts</a>	Ann Johnson
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	FD/Corporate/Corporate Governance/Gift Register	Ann Johnson



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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	no members on the register have left during this time	Ann Johnson
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	N/A		Ann Johnson
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	N/A		Ann Johnson
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		Ann Johnson
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Ann Johnson
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Ann Johnson
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	N/A		Ann Johnson
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes	FD/Corporate/Corporate Governance/Gift Register	Ann Johnson
		*Question not applicable after 2 Feb 2021			



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No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Code of Conduct Councillors & Committee members - March 2021	Ann Johnson
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Ann Johnson
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes	<a href="http://www.resourcereocverygroup.com.au/documents/103/corporate-policy-11-code-of-conduct-for-councillors">www.resourcereocverygroup.com.au/documents/103/corporate-policy-11-code-of-conduct-for-councillors</a>	Ann Johnson
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes	<a href="http://www.resourcereocverygroup.com.au/documents/112/corporate-policy-11-code-of-conduct-for-employees">www.resourcereocverygroup.com.au/documents/112/corporate-policy-11-code-of-conduct-for-employees</a>	Ann Johnson

### Disposal of Property

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





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<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Minutes of Council meeting 25 Nov 2021	Ann Johnson
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegations	Ann Johnson
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	Minutes of Council meeting 13 Dec 2021	Ann Johnson
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Nil - Auditors report item 1.4	Ann Johnson
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No Significant matters raised by Auditor	Ann Johnson
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Ann Johnson
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Minutes of Special Council meeting 13 December 2021	Ann Johnson



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### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Corporate Business Plan 2021-2025 - Adopted at Council meeting 25 June 2021	Ann Johnson
2	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	(2) - Corporate Business Plan for 4 financial years  (30) - sets out priorities and objectives, internal business planning, operations and resources	Ann Johnson
3	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Community Plan 2016-2026 adopted at Council Meeting 30 June 2016 (11.4)	Ann Johnson

### Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	no appointment made in 2021	Ann Johnson
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Ann Johnson
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Ann Johnson
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Ann Johnson
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Ann Johnson
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Ann Johnson



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	see resolution minuted in Council meeting 27 May 2021	Ann Johnson
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	FD:Corporate/Corporate Governance/Reporting/C omplaints Major Minor Breaches  no complaints lodged	Ann Johnson
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	no complaints lodged but statement on website has not been updated	Ann Johnson

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit and Risk Committee minutes 29 October 2020	Ann Johnson
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Minutes of council meeting 22 November 2018	Ann Johnson
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes	www.resourcerecoverygroup.com.au/Corporate Information/Gift Register	Ann Johnson
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	Policy 1.5 Conference and Industry Events Attendance	Ann Johnson



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No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	Annual Report Schedule of Fees & Charges Minutes of Council meetings	Ann Johnson
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Policy - 1.15 - Council Member Professional Development - reviewed August 2020	Ann Johnson
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	www/.resourcerecoverygroup.com.au/Corporate Information/ Key documents/Registers	Ann Johnson
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes	submitted electronically via RSM online platform on 16 September 2021	Ann Johnson
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Minutes of Council meeting 24 June 2021	Ann Johnson

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	see Corporate Policy No 2.5 - Procurement Policy - reviewed August 2021	Ann Johnson
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	see Corporate Policy No 2.5 - Procurement Policy - reviewed August 2021	Ann Johnson
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	see Tender Register - www.resourcerecoverygroup.com.au/Corporate Information/Tender Register	Ann Johnson
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Ann Johnson



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		Ann Johnson
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Ann Johnson
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	see Tender Register - <a href="http://www.resourcerecoverygroup.com.au/CorporateInformation/TenderRegister">www.resourcerecoverygroup.com.au/CorporateInformation/TenderRegister</a>	Ann Johnson
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		Ann Johnson
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	F:SMRC/Tenders/Tenders 2021	Ann Johnson
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	F:SMRC/Tenders/Tenders 2021	Ann Johnson
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	There were no EOI requests in 2021	Ann Johnson
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Ann Johnson
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Ann Johnson
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Ann Johnson
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes	<a href="http://www.resourcerecoverygroup.com.au/CorporateInformation/TenderRegister">www.resourcerecoverygroup.com.au/CorporateInformation/TenderRegister</a> 2021- T2021-03 Fixed Plant Maintenance & Electrical Services	Ann Johnson



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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Ann Johnson
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	www.resourcerecoverygroup.com.au/Corporate Information/Tender Register - T2021-03	Ann Johnson
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes	www.resourcerecoverygroup.com.au/Corporate Information/Tender Register - T2021-03	Ann Johnson
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No		Ann Johnson
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	F:/SMRC/Tenders/Tender 2021/T2021-03 Fixed Plant Maintenance & Electrical Services	Ann Johnson
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	F:/SMRC/Tenders/Tenders 2021	Ann Johnson
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Ann Johnson

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

Signed Mayor/President, Southern Metropolitan Regional Council

Signed CEO, Southern Metropolitan Regional Council



SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

**POLICY REVIEW** ~~AUGUST 2020~~ FEBRUARY 2022

**Commented [AJ1]:** Update logo to Resource Recovery Group

### STATEMENT

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

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

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

~~Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.~~

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

### SCOPE

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

### OBJECTIVE

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

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

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

### ROLES & RESPONSIBILITIES

#### Chief Executive Officer

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Prepared: <del>EMCS</del> <u>MGC</u>	Reviewed by: EMCS	Approved: CEO	Page 1 of 8

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

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

In accordance with s5.9.20A(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

**Commented [AJ2]:** I think this should be 5.90A(5) and should not have the 2 in it

### Councillors

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

### Employees

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

### CONTENT

#### Other Criteria's for Council

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

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

#### Provision of tickets to events

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##### 1.- Invitations

- 1.1 -All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.

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- 1.2 -Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

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- 1.3 -A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

##### 2.-Approval of attendance

- 2.1- In making a decision on attendance at an event, the council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

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

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

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3. -Payments in respect of attendance

3.1 -Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.

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3.2 -For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

3.3 -If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

3.4 -Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

c) a. "Piggy backing" on other funding arrangements (e.g.) financial assistance from member councils or where council members are attending other local government business and the CEO deems there is merit in attending or extending time to attend specific industry

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## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

business the council shall consider paying for conference/accommodation/out of pocket expenses.

~~e)b)~~ Budgeted Funds being available.

~~e)c)~~ The CEO to report any relevant conferences, seminars and industry events to the Regional Council for information or recommendation.

~~d)~~ Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by council members at local, interstate or international conferences, seminars and courses.

~~f)~~

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### 2. Regional Councillor's Annual Conference/Travel Allowance

- a) An annual provision shall be included in the budget as determined by the Regional Council.
- b) A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Councillor requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.

### 3. Reimbursement of Costs to council members

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

### 4. Attendance of Conferences, industry events or courses for ~~SMRC-Resource Recovery Group~~ Employees

- a) Employees may request to attend local and interstate conferences, industry events or courses that have a relevance to their position and duties. The CEO has authority to

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## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

arrange the registration for local and interstate conferences, events and courses subject to budget funds being available.

- b) The CEO to report to the Regional Council any relevant international conferences, industry events and study tours recommending an employee or the CEO to attend.
- c) Requests for international travel and conferences shall provide a detailed report for the next Regional Council Meeting and recommendation for a Council decision.
- d) Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by Employees at local, interstate or international conferences, events and courses.
- e) A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Employee requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.
- f) ~~Reimbursement~~ for incidental expenses will be paid on acquittal of actual receipts or the use of ~~SMRC's Resource Recovery Group's~~ Corporate Purchasing Card is authorised for this purpose.
- g) Economy Class Travel is covered under this policy. Employees may upgrade to a higher class travel by meeting the difference in cost. As far as practicable, advantage is taken of any available discount fares.
- h) General Duty of Care as defined in section 19 of the OSH Act is also applicable to extended travel arrangements. When making travel arrangements, consideration must be given to long periods without rest, cramped or uncomfortable seating, refreshments and any known hazards likely to cause a risk of injury. Employees must advise the CEO, or in the case of the CEO, the Chairman of any likelihood of injury from known hazards. Employees must obtain a medical certificate from a Physician advising any medical condition and the appropriate method and/or length of travel. The ~~SMRC Resource Recovery Group~~ should then ensure the risk of injury is minimised by provided more space through business class travel and/or breaking up longer journeys into shorter ones.
- i) Accompanying person costs is limited to an accompanying person's conference/event dinner only.

**Commented [A13]:** Is this in addition to the \$50k for Councillors?

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### 5. Reporting Requirements.

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

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### 6. Legislative Requirements

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

(1) In this section —

event includes the following —

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

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

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

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## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

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\* Absolute majority required.

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

\* Absolute majority required.

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

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

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995 Section 5.90A</li> <li>Occupational Safety &amp; Health Act 1984</li> <li>OSH Regulations 1996</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Annual Budget</li> <li>Decision-making processes</li> <li>Council Reporting requirements</li> <li>Gift and Travel Register</li> </ul>	
<b>Approved by</b>	Regional Council – Resolution	
<b>Next Revision Date</b>	February 2024	
<b>Related Documents</b>	Reimbursement of Expenses for Regional Councillors Gifts and Travel Disclosure Form	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk HIGH	
<b>Location of document</b>	<del>SMRC</del> Resource Recovery Group Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

### DOCUMENT CONTROL REGISTER

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

Issued: <del>August 2020</del> February 2022	Review Date: <del>August 2022</del> February 2024	Title: CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE	Version <del>9</del>
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## CORPORATE POLICY NO 1.5 CONFERENCE & INDUSTRY EVENTS ATTENDANCE

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### Attachment A - events authorised in advance

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: State Waste and Recycling Conference & Dinner	October 2020 <del>2</del>	Chair Cr Thompson and partner  Deputy Chair Cr <del>Keport</del> <u>Wheatland</u> and partner  Cr <del>Collinson</del> <u>White</u> and partner  CEO and partner	4 conference tickers @ \$1,000 each  8 Dinner Tickets @ \$100 each  Total Cost \$4,800	Ordinary Council Meeting <del>27/08/2020</del> <u>24/02/2022</u>

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## CORPORATE POLICY NO 1.7 MEDIA STATEMENTS

### POLICY REVIEW – FEBRUARY 2022

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#### 1.0 STATEMENT

The Southern Metropolitan Regional Council (~~SMRC~~) trading as Resource Recovery Group (RRG) is committed to providing clear, accurate and responsible information about the ~~SMRC-RRG~~ and its operations and activities to people external to the ~~SMRCRRG~~.

#### 2.0 SCOPE

This Policy applies to the Councillors and ~~Senior Management~~ members of staff of the ~~SMRCRRG~~.

#### 3.0 OBJECTIVE

To ensure accurate and effective communication of the views and activities planned, or currently performed by the ~~RRG Southern Metropolitan Regional Council~~ are conveyed to the media and stakeholders.

#### 4.0 ROLES & RESPONSIBILITIES

##### ChairmanChairperson

Section 2.8 (d) of the Local Government Act 1995, provides for the role of the ~~Chairman-Chairperson~~ or Deputy ~~Chairman-Chairperson~~ to speak on behalf of the Regional Council.

##### **Chief Executive Officer**

Section 5.41 (f) of the ~~Local~~ Local Government Act 1995, provides for the CEO to speak on behalf of the Regional Council if the ~~Chairman-Chairperson~~ agrees.

The attached pro forma, signed by the ~~Chairman-Chairperson~~ authorising the CEO to speak about issues on behalf of the Regional Council, forms part of this Policy.

The Chief Executive Officer is responsible for ensuring that information on the website is appropriate and accurate.

#### 5.0 CONTENT

The Council takes a coordinated approach to all media enquiries. As such, the following procedures are to be abided by when dealing with various media outlets (i.e. radio, print and television)

All media enquiries are to be directed to the Communications Manager in the first instance. The Manager, in consultation with the Chairperson and CEO will then determine if a response is appropriate.

All written Media Statements shall be given written approval by the ~~Chairman-Chairperson~~ or (where the Chief Executive Officer has delegated authority) the Chief Executive Officer shall provide written approval prior to distribution to media outlets.

The ~~Chairman-Chairperson~~ and the Chief Executive Officer are authorised to clarify/highlight Regional Council resolutions or prepare or speak about Regional Council activities to media outlets.

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## CORPORATE POLICY NO 1.7 MEDIA STATEMENTS

The Code of Conduct for Councillors sets out at 2.6 Communication and Public Relations:

Under no circumstances are Councillors or RRG members of staff (with exception of the CEO) are not permitted to make unauthorised comment on any issue relating to the ~~Southern Metropolitan~~ Regional Council to any media outlet. This includes any publication or ~~—~~ broadcast program that transmits to the public through any type of distribution method, ~~—~~ including 'on-line' media. Any such requests for information made to the Councillor should be ~~—~~ directed to the Communications ~~Officer~~ Manager or CEO.

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A Councillor who wishes to make a 'personal statement' on a matter must clearly inform the media that their comment is being made as an individual and the statement is their opinion only and as such do not necessarily represent the position of the Regional Council

i. RRG members of staff are not permitted to speak with the media without prior permission from the CEO. Staff may express their views in a public debate in their capacity as a local citizen but not as a Regional Council representative. Staff should avoid any perception of a conflict of interest and take care not to give the impression that the comments are made on behalf of the Regional Council.

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ii. Councillors and RRG Staff should abide by the Media Statements policy in relation to any communication ~~—~~ with any media outlet.

The Regional Council shall maintain and keep up-to-date a website presence informing third parties of the planned and current activities and functions of the Regional Council.

### 6.0 REFERENCES & REVIEW

Statutory Compliance	Local Government Act 1995	
Organisational Compliance	Delegated Authority Manual	
Approved by	Regional Council - Resolution	
Next Revision Date	February <del>2022</del> <u>2024</u>	
Related Documents	Code of Conduct for Councillors Code of Conduct for Employees Communications Plan Community Engagement Plan <u>Social Media Policy 4.12</u>	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Communications)	Chief Executive Officer	Biennial
Risk Rating	Risk Register – High	
Location of document	Staff Intranet <del>SMRC</del> <u>Head Office</u> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> <u>Canning Vale Centre</u> , 350 Bannister Road, Canning Vale – staff room	

### 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
Issued: February <del>2020</del> <u>2022</u>	Review Date: February <del>2022</del> <u>2024</u>		Title: CORPORATE POLICY NO 1.7 Media Statements		Version <del>40</del> <u>11</u>
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## CORPORATE POLICY NO 1.7 MEDIA STATEMENTS

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2001	Review	2	MAF	MAF	26/07/2001
2002	Review	3	MAF	MAF	25/07/2002
2003	Review	4	MAF	MAF	20/11/2003
2004	Review	5	MAF	MAF	25/11/2004
2012	Review	6	DCS	EMCS	06/09/2012
2015	Review	7	DCS	EMCS	30/4/2015
2017	Review	8	DCS	EMCS	23/02/2017
2018	Review	9	CO	CEO	15/02/2018
2020	Review	10	EMCS	CEO	27/02/2020
<u>2022</u>	<u>Review</u>	<u>11</u>			

Issued: February <u>2020</u> <u>2022</u>	Review Date: February <u>2022</u> <u>2024</u>	Title: CORPORATE POLICY NO 1.7 Media Statements	Version <u>10</u> <u>11</u>
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**PROFORMA MEDIA AUTHORISATION**



**Southern Metropolitan Regional Council**  
**trading as Resource Recovery Group**

I **Cr Doug Thompson** being duly appointed **Chairman—Chairperson** of the **Southern Metropolitan Regional Council** **trading as Resource Recovery Group** hereby delegate to **Tim Youé** being the Chief Executive Officer, the authority to speak on behalf of and represent the views of the Council of the **Southern Metropolitan Regional Council** **trading as Resource Recovery Group** to the media and stakeholders as appropriate.

This authority is granted through delegation in accordance with section 5.41(f) of the Local Government Act 1995 and is current until **28 February 20222024**.

**SIGNATURE OF **CHAIRMANCHAIRPERSON****

**DATE**

Issued: February <u><b>20202022</b></u>	Review Date: February <u><b>20222024</b></u>	Title: CORPORATE POLICY NO 1.7 Media Statements	Version <u><b>4011</b></u>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE

### **POLICY REVIEW – FEBRUARY 2022**

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#### **1.0 STATEMENT**

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

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

#### **2.0 SCOPE**

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

#### **3.0 OBJECTIVE**

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

#### **4.0 ROLES & RESPONSIBILITIES**

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

#### **5.0 CONTENT**

##### **1. Committee Membership**

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

##### **2. Advisors to the Committee**

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

##### **3. Powers of the Committee**

- a. The Committee is to report to Council and provide appropriate advice and recommendations, on matters relevant to its objectives, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.

Issued: <del>August 2019</del> February 2022	Review Date: <del>August 2024</del> February 2024	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version <del>5</del> 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 3

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE

- b. The Committee has delegated authority to appoint external consultant(s) experienced in human resource relations to facilitate in performance reviews and give advice to the committee.

### 4. Meeting Requirements

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

### 5. Code of Conduct

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

## 6. STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

### 1. Overview

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

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

(1) The local government and the CEO must agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

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

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

### 3. Carrying out a performance review

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

(2) The local government must —

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

### 4. Endorsement of performance review by local government

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

### 5. CEO to be notified of results of performance review

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

Issued: <u>August 2019/February 2022</u>	Review Date: <u>August—2024/February 2024</u>	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version <u>54</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <u>2</u> of <u>3</u>

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE

(a) the results of the review; and

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

### 6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"><li>Local Government Act 1995</li><li><del>SMRC RRG</del> Standing Orders Local Law 2008</li></ul>	
Organisational Compliance	<ul style="list-style-type: none"><li><del>Code of Conduct for Councillors Committee/Advisory Group Members</del></li><li>CEO Contract of Employment</li></ul>	
Approved by	Regional Council	
Next Revision Date	Feb <del>2022</del> 2024	
Related Documents	<del>CEO Recruitment, Performance and Termination Policy 1.16</del>	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Staff Intranet <del>SMRC</del> Head Office, 9 Aldous Place, Booragoon – Corporate Services	

### 7.0 DOCUMENT CONTROL REGISTER

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

Issued: <del>August 2019</del> February 2022	Review Date: <del>August 2024</del> February 2024	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version <del>5</del> 4
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

## CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER

**POLICY REVIEW – FEBRUARY 2022**

### 1.0 STATEMENT

The Southern Metropolitan Regional Council (~~SMRC~~) trading as Resource Recovery Group (RRG) is committed to ensuring that an independent and objective appraisal function is undertaken on the management and operations of the ~~SMRC-RRG~~ and that advice is given where any functions are found to be lacking under such a review.

### 2.0 SCOPE

This Policy applies to all management and operations of the ~~SMRC-RRG~~ and all employees engaged in any of these functions.

### 3.0 OBJECTIVE

1. To provide an opinion on risk management, governance and compliance, by measuring and evaluating the effectiveness of these controls and systems in achieving the Regional Council's agreed objectives.
2. To provide assurance to management on the systems for which they are responsible and assists management in making improvements to these systems.

### 4.0 ROLES & RESPONSIBILITIES

#### Regional Council

The Councillors of the Regional Council are accountable for ensuring that an Independent internal audit system is established, implemented and maintained in accordance with the Audit & Risk Policy.

#### Audit & Risk Committee

The Audit & Risk Committee is accountable for the oversight of the Internal Audit Plan. Internal Audit is an independent and objective appraisal service within the Regional Council.

Internal Audit Reports presented to the Audit & Risk Committee will be reported to the Council.

#### Chief Executive Officer

Establishment and maintenance of the system of internal control remains the responsibility of management, under the oversight of the Audit & Risk Committee.

#### Internal Audit

Internal Audit is an independent and objective appraisal service within the Regional Council for the purpose of providing an opinion on risk management, governance and compliance, by measuring and evaluating the effectiveness of these controls and systems.

Issued: Feb <del>2020</del> 2022	Review Date: Feb <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER	Version <del>5</del> 6
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 6
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### 5.0 CONTENT

#### 1. Independence of the Auditor

Internal Audit shall:

- Be responsible to the Audit & Risk Committee through the CEO
- Have no executive or managerial powers, authorities, functions or duties
- Not be involved in the day to day operation of the financial management systems of the Council
- Not be responsible for the development or implementation of new systems, but shall advise on the design of adequate systems, procedures and controls
- Provide assurances to the Council that new systems will contribute to the achievement of the Council objectives in the financial management area.

#### 2. Authority

The Internal Auditors of the Council shall have access at all reasonable times to the books, documents, accounts, property, records, correspondence, computers and other data of the Council, which are necessary for the proper performance of the Internal Audit duties.

#### 3. Audit Functions

##### Compliance

Internal Audit shall review:

- compliance with all legislative requirements and Council policies and procedures;
- the adequacy and effectiveness of internal financial and operational controls including IT system controls;
- the recording, control and use of entity assets; and
- the operational and management information and control systems and activities as stipulated by the Council in order to provide:
  - regular advice as to whether or not key controls are in place and are being observed and public and other property, moneys and resources are safeguarded;
  - advice as to the reliability of management information;
  - management-orientated appraisals of operations and activities;
  - advice on remedial action to improve operational effectiveness, efficiency and economy; and
  - periodical reports on remedial action taken on shortcomings previously reported.

##### Advisory services

Internal Audit can advise management on a range of matters including:

- New programmes, systems and processes
- The development of new programmes and processes and/or significant changes to existing programmes and processes, including the design of appropriate controls.

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## **CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER**

### **Risk management**

Reviewing the adequacy of existing procedures and practices, which ensure all relevant risks are promptly identified, assessed and appropriately treated.

### **Fraud control**

Internal Audit can assist management to:

- Identify the risks of fraud and develop fraud prevention and monitoring strategies
- Deal with fraud & misconduct matters at the request of the Audit & Risk Committee.

### **4. Scope of Internal Audit Activity**

Internal Audit reviews cover all programmes and activities of the Regional Council, which may include entities associated with any outsourcing function. Internal Audit activity encompasses the review of all financial and non-financial policies and operations.

Without limiting the performance of its function, Internal Audit shall:

- Undertake regular periodic compliance testing of key controls over accounting and risk management, information and control systems;
- Determine whether the systems of internal checks and controls are adequate and are functioning effectively and economically;
- Ascertain the extent to which public and other property, money and resources under the control of the Regional Council are accounted for, utilised and safeguarded from losses of all kinds;
- Assess the relevance, reliability and adequacy of management data;
- Promote effective control at reasonable cost;
- Assess the value obtained for moneys expended;
- Recommend changes in procedures and systems to improve efficiency and prevent waste and extravagance;
- Ascertain the extent of compliance with established policies, plans and procedures, and determine whether they are effective in securing their intended purpose;
- Carry out any special investigations, appraisals, inspections and examinations in areas having financial, operational or management impact;
- Review management, accounting and risk management systems and operations to assess the extent to which corporate objectives are achieved, and the adequacy of controls over activities leading to such achievement; and
- Draw attention to any failure to take prompt remedial action with regard to identified shortcomings.

### **5. Audit Plans**

As part of managing the audit function, a rolling three-year Strategic Audit Plan is prepared by Internal Audit and presented to Audit & Risk Committee annually for consideration and approval. The Plan shall be aligned to the Risks identified in the Risk Management Register.

Issued: Feb <u>20202022</u>	Review Date: Feb <u>20222024</u>	Title: CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER	Version <u>56</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <b>3</b> of <b>6</b>
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## **CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER**

### **6. Additional Audit Reviews**

Internal Audit may conduct any additional or further audit reviews and investigations as may be required from time to time as approved by the Audit & Risk Committee.

### **7. Fraud**

As part of the Regional Council's Guidelines in dealing with fraud and misconduct, where considered necessary, Internal Audit will be informed of any suspected or actual fraud or dishonest act to independently report on:

The method used;

- The details of any disciplinary or police action taken;
- The weakness in control which allowed the dishonest act to be perpetrated; and
- The changes needed to prevent a similar occurrence within the Regional Council.

### **8. Reporting Requirements**

On completion of each independent audit, Internal Audit will make every effort to ensure that all matters concerning factual content are resolved with management before the Independent Internal Audit Reports are published.

These reports shall include recommendations of appropriate actions or issues for consideration by management. Independent Internal Audit Reports are expected to include agreed actions by management together with specific target completion dates.

Copies of Independent Audit Reports shall be distributed to the Chief Executive Officer and the Chairman.

- All Independent Audit Reports are to be submitted at Audit & Risk Committee meetings and Regional Council meetings.
- The Chief Executive Officer shall evaluate all audit findings and recommendations, and take action as appropriate with particular attention to prompt corrective action regarding deficiencies in internal control.
- Independent Internal Audit shall conduct follow up reviews to ensure that agreed critical recommendations have been implemented properly.
- Independent Internal Audit is required to provide a Quarterly Status Report on the progress of implementation of recommendations.
- The non-implementation of agreed recommendations is to be reported to the Audit & Risk Committee and to the Regional Council.

### **9. External Auditor**

The Office of the Auditor General (OAG) will have full access to all Internal Audit Reports and both parties are encouraged to discuss any audit matters between themselves.

Issued: Feb <del>2020</del> 2022	Review Date: Feb <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER	Version <del>5</del> 6
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## CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER

Where the OAG selects ~~SMRC~~ the Regional Council as part of its focus audit program, the ~~SMRC~~ Regional Council will submit all audit reports and recommendations to the next available Audit & Risk Committee meeting.

### 10. Professional Standards

All internal audit projects must be undertaken with due professional care. In line with standards of professional internal auditing practice, the Audit & Risk Committee shall ensure:

- that skills, competence, experience and qualifications are appropriate for the audits being performed;
- that all internal audit projects are properly supervised and, where required, on the job training provided;
- compliance with all relevant standards and codes of ethics as laid down by the Institute of Internal Auditors, CPA Australia and the Institute of Chartered Accountants.

### 7.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Part 5 of the Local Government Act 1995</li> <li>▪ L Govt (Administration) Regulations</li> <li>▪ L Govt (Financial Management) Regulations 1996</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Audit &amp; Risk Committee Policy</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	Feb <del>2022</del> 2024	
<b>Related Documents</b>	Local Government Guidelines Nos. 9 and 13	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk	
<b>Location of document</b>	Members Area – SMRC 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
2011/01	Original	1	DCS	DCS	25/08/2011
2013/08	Review	2	EMCS	EMCS	22/08/2013
2015	Review	3	EMCS	EMCS	25/06/2015
2017	Review	4	EMCS	EMCS	24/08/2017
2020	Review	5	EMCS	EMCS	27/02/2020
<u>2022</u>	<u>Review</u>	<u>6</u>	<u>CSM</u>	<u>EMCS</u>	

Issued: Feb <del>2020</del> 2022	Review Date: Feb <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.4 INTERNAL AUDIT CHARTER	Version <del>5</del> 6
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 5 of 6
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### 1.0 STATEMENT

The purpose of this policy is to define the principles of the ~~Southern Metropolitan Regional Council's~~ Resource Recovery Group's records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard ~~SMRC-Resource Recovery Group~~ practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law.

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

### 2.0 SCOPE

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

The ~~SMRC's~~ Resource Recovery Group's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the ~~SMRC's~~ Resource Recovery Groups records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.

### 3.0 OBJECTIVE

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

### 4.0 ROLES & RESPONSIBILITIES

#### Regional Council

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

Issued: February <del>2020</del> <u>2022</u>	Review Date: February <del>2022</del> <u>2024</u>	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <del>4</del> <u>5</u>
Prepared: <del>CSM</del> <u>MGC</u>	Reviewed by: EMCS	Approved: CEO	Page 1 of 4

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### Chief Executive Officer

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.411(h) of the Local Government Act 1995.

Issued: February <del>2020</del> 2022	Review Date: February <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <del>5</del> 4
Prepared: <del>GSM</del> MGC	Reviewed by: EMCS	Approved: CEO	Page 2 of 4
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### Managers

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

### Employees

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

## 5.0 CONTENT

### Statutory Obligations

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

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

### Custodianship

The SMRC's Resource Recovery Group's records are a government-owned asset. The records created during the course of business belong to the Southern Metropolitan Regional Resource Recovery Group Council by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member at of the Southern Metropolitan Regional Council Resource Recovery Group Council. Employees or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the SMRC Resource Recovery Group.

Issued: February 2020	Review Date: February 2022	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version 5
Prepared: <del>CSM</del> MGC	Reviewed by: EMCS	Approved: CEO	Page 3 of 4
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## CORPORATE POLICY NO 4.6 RECORD KEEPING

### 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>State Records Act 2000</li> <li>Local Government Act 1995</li> <li>Evidence Act 1906</li> <li>Limitation Act <del>1935</del>2005</li> <li>Freedom of Information 19<del>98</del>2</li> <li>Criminal Code 1913 (Section 85)</li> <li>Electronic Transactions Act 20<del>11</del>00</li> <li>Privacy Act 1988</li> </ul>	
<b>Organisational Compliance</b>	General Disposal Authority for Local Government Records <del>SMRC</del> Record Keeping Plan <del>SMRC</del> Record Keeping Procedures	
<b>Approved by</b>		
<b>Next Revision Date</b>	February 202 <del>4</del> 2	
<b>Related Documents</b>		
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of document</b>	<del>Resource Recovery Group</del> <del>SMRC</del> Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

### 7.0 DOCUMENT CONTROL REGISTER

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

Issued: February <del>2020</del> 2022	Review Date: February <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version <u>5</u> 4
Prepared: <del>CSM</del> <u>MGC</u>	Reviewed by: EMCS	Approved: CEO	Page 4 of 4
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## CORPORATE POLICY NO 4.7 ACTING CHIEF EXECUTIVE OFFICER

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### 1.0 STATEMENT

Section 5.36 of the Local Government Act 1995 requires that a local government is to employ a person to be the Chief Executive Officer (CEO).

In the absence of the CEO e.g. annual leave, long service leave, extended personal leave or travel, it is appropriate for a person to be appointed to act in the position of CEO with all its functions and delegated authority.

### 2.0 SCOPE

This Policy applies to the Chief Executive Officer or his/her duly authorised representative.

### 3.0 OBJECTIVE

1. To appoint approved internal employees of the SMRC Resource Recovery Group that details who steps into the role in the position of Acting CEO during periods of absence of the CEO no longer than six (6) weeks.
2. To ensure that the Council approves the appointment of an Acting CEO for periods that are longer than six (6) weeks in accordance with the Local Government Act.

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### 4.0 ROLES & RESPONSIBILITIES

#### Council

The Regional Council is to review and approve the CEO's recommended list of suitable employees to act in the CEO's absence.

Where the CEO is absent for more than six (6) weeks, the Council shall appoint a person who meets the criteria of the Local Government Act and regulations to the position of Acting CEO.

Where the CEO is absent, the Council may by council resolution appoint a person who is not an employee and meets the criteria of the Local Government Act and regulations to the position of Acting CEO.

#### Chief Executive Officer

The Chief Executive Officer is to recommend to Council and maintain a current list of duly suitable employees available to undertake the role and functions of the CEO during the CEO's absence being no longer than 6 weeks.

Prior to the CEO commencing each leave period, the CEO is to inform the Regional Council, committee members and SMRC Resource Recovery Group workforce, of the authorised person who will be Acting CEO during the CEO's absence.

The Chief Executive Officer may recommend to Council a suitable person who is not an SMRC Resource Recovery Group employee to undertake the position of Acting CEO during the CEO's absence.

Issued: February 2020	Review Date: February 2023	Title: CORPORATE POLICY NO 4.7 Acting Chief Executive Officer	Version 6.5
Prepared: EMCS/MGC	Reviewed by: EMCS	Approved: CEO	Page 1 of 2

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## CORPORATE POLICY NO 4.7 ACTING CHIEF EXECUTIVE OFFICER

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Annual and Long service leave for the CEO is to be approved by the Chairman and completed on the appropriate ~~SMRC-Resource Recovery Group~~ leave form.

### 5.0 CONTENT

The following ~~SMRC-Resource Recovery Group~~ employees are recommended and authorised to undertake the role of acting CEO during the CEO's absence not exceeding 6 weeks.

Mr Chris Wiggins	Executive Manager Corporate Services
Mr Brendan Doherty	Executive Manager Strategic Projects

The remuneration payment for higher duties shall be based on experience, skills and qualifications and any additional workload during the period as acting CEO.

The CEO and authorised employee shall agree on an appropriate remuneration or in the case of a council appointment, the Chairman and person.

NB: The Acting CEO does not automatically receive the same remuneration package as the CEO.

### 6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"><li>Local Government Act 1995, section 5.36</li><li>Local Government Administration Regulations 18C</li></ul>	
Organisational Compliance	Leave Approval	
Approved by	Regional Council	
Next Revision Date	February 202 <del>24</del>	
Related Documents	HR Policy Higher Duties Leave Form Higher Duties for Employees Form	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – High	
Location of document	<del>Resource Recovery Group</del> <del>SMRC</del> Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

### 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	CEO	23/02/2012
2014	Review	2	EMCS	CEO	27/02/2014
2016	Review	3	EMCS	CEO	25/02/2016
2018	Review	4	EMCS	CEO	15/02/2018
2020	Review	5	EMCS	CEO	27/02/2020
<del>2022</del>	<del>Review</del>	<del>6</del>	<del>MGC</del>	<del>CEO</del>	<del>25/02/2022</del>

Issued: February <del>2020</del> 2022	Review Date: February <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.7 Acting Chief Executive Officer	Version <del>6</del> 5
Prepared: <del>EMCS</del> MGC	Reviewed by: EMCS	Approved: CEO	Page 2 of 2

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**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

## **SOUTHERN METROPOLITAN REGIONAL COUNCIL TRADING AS RESOURCE RECOVERY GROUP**

### **INTERNAL CONTROL REVIEW**

**2022**

*Report by the CEO on the appropriateness and effectiveness of  
systems and procedures relating to Internal Control*

*Received by the Audit & Risk Committee on*

*Adopted by the Council on*

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# 1. CHIEF EXECUTIVE OFFICER'S STATEMENT

## 1. Chief Executive Officer's Statement

I am pleased to report to the Council on my review of the appropriateness and effectiveness of the Resource Recovery Group (RRG) systems and procedures in relation to Internal Control as required under Regulation 17 of Local Government (Audit) Regulations 1996 (as amended).

Internal controls are a key component of Council's governance and risk management framework, aimed at ensuring its key risks are being properly identified and managed.

I am satisfied that this internal review confirms that the RRG has adequately addressed its Internal Control process.

The system must continue to be reviewed on a regular basis and appropriate improvements be made as and when required.

I would like to thank the following employees whose role is responsible for ensuring the RRG's internal control systems are in place and their assistance in preparing this report.

Chris Wiggins	Executive Manager Corporate Services
Luka Vuckovic	Manager- Finance
Tama Tafua	Manager -Corporate Services
Brendan Doherty	Executive Manager Strategic Projects
Keith Swift	Executive Manager RRRC Operations

Tim Youé  
Chief Executive Officer  
February 8, 2022

## 2. REGULATIONS

### 2. Regulations

2.1 Regulation 17 of Local Government (Audit) Regulations 1996 (as amended) states:

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 financial years. (Gov Gaz 26 June 2018).

(3) The CEO is to report to the audit committee the results of that review.

Regulation 16(c) Local Government (Audit) Regulations 1996 (as amended) states

An audit committee —

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report ) and is to —

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council.

The first review of the appropriateness and effectiveness of systems and procedures in relation to Legislative Compliance was undertaken in December 2014.

Subsequent reviews are as follows:

14 November 2016.

12 November 2018.

The next review must be before 30 June 2022, (ie within three financial years).

## 2. REGULATIONS

### **Definition of Internal Control:**

Internal control can be defined as 'the process designed, implemented and maintained by the entity to provide reasonable assurance about the achievement of an entity's objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. The term 'controls' refers to any aspects of one or more of the components of internal control.' (Adapted from the definition of 'Internal Control' included in Australian Auditing Standard ASA 315 Identifying and Assessing the Risk of Material Misstatement Through Understanding the Entity Audit Environment.)

*Australian National Audit Office <http://www.anao.gov.au>*

### **Purpose of Internal Control for the RRG:**

- Measures to safeguard an entity's resources against waste, fraud and inefficiency.
- To promote the reliability of accounting data.
- To encourage compliance with the Local Government Act and regulations and administrative and accounting policies.

## 2. REGULATIONS

### 2.2 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996:

The *Local Government (Financial Management) Regulations 1996* (as amended) sets out certain internal control requirements. These can be found at Regulations 5, 6, 8, 10, 11, 12, 13, 17B, 19, 33A and 34. These requirements are detailed below:

Regulations	Management Comments
<p><b>1. Regulation 5 specifies the CEO's duties in relation to financial management. It is duty of the CEO to establish efficient systems and procedures.</b></p> <ul style="list-style-type: none"> <li>• for collection of all money owing to the local government</li> <li>• for the safe custody and security of all money collected</li> <li>• for the proper maintenance of the financial records</li> <li>• to ensure proper accounting of revenue received or receivable, expenses paid or payable, assets and liabilities</li> <li>• to ensure proper authorisation for the incurring of liabilities and the making of payments, for the maintenance of payroll, stock control and costing records</li> <li>• to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.</li> </ul>	<p>The Manager – Finance maintains an internal accounting manual and procedures.</p>
<p><b>2. Regulation 5 also specifies the CEO should also ensure that the resources of the local government are effectively and efficiently managed and assist the council to undertake reviews of fees and charges regularly at least once in every financial year</b></p>	<p>Annual reviews of Fees and Charges are reported to Council forming part of the adoption of the Annual Budget.</p> <p>The RRG applies its pricing policy, current service costs and current competitors' fees as the basis of forming its review</p>
<p><b>3. Regulation 5(2)(c) The CEO is required to undertake reviews of the appropriateness and effectiveness of the Financial Management Systems and Procedures, not less than once in every four (4) financial years and report to the Local Government the results of those reviews</b></p>	<p>The Internal Audit Program includes this requirement and the following audits have been undertaken since 2018:.</p> <p>An Independent Audit was completed in May 2020 by Andrew Burchfield. The audit reported 4 minor findings and a management action list was presented to the Audit &amp; Risk Committee Oct 2020.</p> <p>Contract Extensions and Variations Audit was conducted by the OAG in July 2019. The audit reported 3 significant findings and a management action list was presented to the Audit &amp; Risk Committee Oct 2020.</p> <p>Credit card audit was undertaken by Butler Settineri in December 2021 and is in progress.</p>
<p><b>4. Regulation 6 ensures the independence of internal audit by stipulating that an employee</b></p>	<p>The RRG engages independent Auditors to carry out its financial internal audits.</p>

## 2. REGULATIONS

Regulations	Management Comments
delegated with responsibility for the day to day accounting or financial management operations do not conduct internal audit or manage, direct or supervise a person who carries out internal audit.	No employee responsible for day to day accounting or financial management operations is responsible for conducting internal audits.
5. Regulation 8 stipulates that separate accounts are required to be maintained with banks or other financial institutions for municipal fund, trust fund and reserve fund. Money from different accounts may be placed in a common investment.	<p>The RRG has a transaction trading account for its Municipal Fund (General Fund) with BankWest</p> <p>All reserve funds are held in investment accounts</p> <p>The RRG does not hold any monies for the purposes of a Trust Fund and therefore does not have a bank account.</p>
6. Regulation 10 directs that any monies received by a local government be paid into an account referred to in Regulation 8	RRG meets this regulation.
7. Regulation 11 states that a local government is to develop procedures for the authorisation of, and the payment of accounts. The local government should ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained (including petty cash systems).	<p>Council has adopted a Policy for the Authorisation of and payment of accounts.</p> <p>The CEO has delegated authority for the payment of accounts. The CEO has sub-delegated his authority to the following employees:</p> <ol style="list-style-type: none"> <li>1. Executive Manager Corporate Services</li> <li>2. Manager – Corporate Services</li> <li>3. Executive Manager Strategic Projects</li> </ol> <p>Payments (other than purchase card payments) are approved and signed by any two employees noted above.</p> <p>Staff Purchasing Cards procedures and controls are in place, using NAB's Flexi purchase electronic system, authorized by cardholders and their managers.</p> <p>Computer encryption tokens are used for Bankwest Online banking. Requires two employee passwords.</p> <p>Weighbridge Cash Float is reconciled and cash on hand balances checked regularly. Since COVID RRG does not accept cash payments only EFTPOS receipts.</p> <p>There are no petty cash systems.</p>
8. Regulation 11 also requires a local government to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so	<p>The RRG has a purchasing standard/procedure in place.</p> <p>The CEO has approved certain employees with Purchasing delegations and limits. The purchase Order system only allows authorized employees to sign purchase orders.</p>

## 2. REGULATIONS

Regulations	Management Comments
	<p>Invoices are matched to purchase orders and quotations and signed by authorised employees.</p> <p>All payments are made either through approved online banking or credit cards.</p>
<p><b>9. Regulation 12 states that a payment may only be made from the municipal fund or the trust fund if the local government has delegated to the CEO the exercise of its power to make payments from those funds. Otherwise, the payment is to be authorised in advance by a resolution of the council</b></p>	<p>The Council has delegated to the CEO the authority to make payments. This authority is reviewed annually (last review Feb 2021)</p> <p>The CEO has sub-delegated his authority to the following employees:</p> <ol style="list-style-type: none"> <li>1. Executive Manager Corporate Services</li> <li>2. Manager – Corporate Services</li> <li>3. Executive Manager Strategic Projects</li> </ol> <p>Payments (other than purchase card payments) are approved and signed by any two employees noted above.</p>
<p><b>10. Regulation 13 states that if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared</b></p> <ul style="list-style-type: none"> <li>• the payee's name</li> <li>• the amount of the payment</li> <li>• the date of the payment; and</li> <li>• sufficient information to identify the transaction.</li> </ul>	<p>Monthly payment of accounts schedules are presented to the Council in the agenda of the next available ordinary meeting of council.</p>
<p><b>11. Regulation 17B requires the CEO to take steps to protect excluded portable and attractive assets to prevent theft or loss.</b></p>	<p>Refers to a non-consumable asset that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale and an asset referred to in Reg 17A(5) eg Assets under \$5,000 not included in the asset register.</p> <p>The Manager – Finance maintains a low value asset register sorted by employee responsibility and is reviewed annually.</p>
<p><b>12. Regulation 19 requires local government 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.</b></p>	<p>Council has adopted a Cash Investment Policy (last reviewed Nov 2021)</p> <p>The CEO has approved Cash Investment Procedures in accordance with the Policy and Reg 19 (last reviewed Nov 2021)</p>
<p><b>13. Regulation 33A refers to a review of its budget. Between 1 Jan and 31 March in each financial year a review of its annual budget must be undertaken.</b></p>	<p>The Council reviews its mid-year results and budget in February each year.</p> <p>Reports are forwarded to the Dept before 31 March.</p>



## 2. REGULATIONS

Regulations	Management Comments
<p><b>14. Regulation 34 states that a local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget for that month in the following detail</b></p> <ul style="list-style-type: none"><li>• annual budget estimates</li><li>• budget estimates to the end of the month</li><li>• actual amounts of expenditure, revenue and income to the end of the month</li><li>• material variances between the budget and actual up to the end of the month</li><li>• the net current assets at the end of the month</li></ul>	<p>Financial reporting at the end of each month is presented to the Council at the next available ordinary Meeting of Council.</p>

## 2. REGULATIONS

Regulations	Management Comments
<b>15. Regulation 11 require that tenders are to be publicly invited before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless sub regulation 11 (2) states otherwise</b>	Procurement of goods and services over \$250,000 are invited by public tender unless exempt under Reg 11(2)
<b>16. Regulation 11A states a local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be less or worth \$250 000.</b>	Council has adopted a purchasing policy. The CEO has authorized Procurement Guidelines for employees and set quotation limits up to \$250,000.
<b>17. Regulation 24AC refers to requirements before establishing panels of pre-qualified suppliers</b>	Council has adopted a purchasing policy including panel of pre-qualified suppliers as per the regs. Documentation for request for procurement of goods and services from per-qualified suppliers contain the requirements stated in the regs. Refer to tender T2021-03 Fixed plant mtce & electrical services Panel

The Local Government (Audit) Regulations 1996 (as amended) sets out certain internal control requirements. These requirements are detailed below:

Regulations	Management Comments
<b>18. Regulation 17 require the CEO to review certain systems and procedures not less than once in every three financial years.</b>  a) Risk management b) Internal Control c) Legislative Compliance  <b>The CEO is to report the Audit committee the results of the review</b>	Last review was undertaken in Nov 2018 and reported to Audit Committee.  The next review is due before 30 June 2022.

## 3. RISK MANAGEMENT FRAMEWORK

### 3. Risk Management Framework

#### 3.3.1 Risk Management Process

The RRG uses the risk management framework in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines:

The Operations Risk Register identifies a number of internal control risks:

Refer to the Risk Management Policy and Guidelines for information relating to this framework.

## 4. INTERNAL CONTROL FRAMEWORK

### 4. Internal Control Framework

#### 4.1 CONTROL ACTIVITIES:

Some of the activities or processes that will strengthen the internal control systems and improve their effectiveness are listed below: These processes include (but are not limited to):

##### 4.1.1 Segregation of Duties:

A fundamental application of internal control is the segregation of duties, which relies on the premise that the risk of two or more employees making the same error or colluding to defraud the local government is less than an individual act. In the absence of full segregation, the increased involvement of knowledgeable senior employees and cross departmental employees in checking transactions and controls takes on a greater significance in reducing the risk that material error will go undetected and uncorrected.

##### 4.1.2 Documented Procedures:

Well designed and documented procedures can achieve the following:

- Ensure compliance with policies, plans, procedures, laws and regulations
- Ensure the efficient, economical and effective use of resources
- Enable the accomplishment of established objectives and goals for operations or programs
- Clarity and continuity in the operation of any internal control is achieved by documenting the controls appropriately

##### 4.1.3 IT Controls:

These include both General IT Controls as well as Application IT Controls.

- General IT Controls are controls over the wider IT environment of the local government; they include such items as virus protection, backups, system password and access controls.
- Application IT Controls are controls within the specific IT applications and include such items as application password and access controls, data field validations, processing restrictions and reporting restrictions. The extensive use of IT to record, validate, collate and report financial transactions makes the IT control environment an excellent area to implement a number of financial process or application controls.

##### 4.1.4 Other Controls:

In addition, the following controls will also strengthen the internal control systems.

- Delegation of authority

## 4. INTERNAL CONTROL FRAMEWORK

- Trained and qualified employees
- Regular internal audits
- Risk Management Systems
- Supervision or monitoring of operations
- Physical safeguards of property, including cash and inventories, by locks, physical barriers, installation of cameras etc.
- Top-level reviews of actual results versus organisational goals or plans
- Periodic and regular operational reviews, metrics and KPIs.

### 4.2 CONTINUOUS IMPROVEMENT

The results of all assurance activities are part of the continuous improvement process for Internal Controls and is a mechanism to ensure that the organisation's processes are constantly progressed towards best practice.

Internal Control processes can be continuously improved through the following mechanisms:

- Implementing recommendations/findings from internal or external assurance processes.
- Reviewing non-compliance incidents, potential breaches or breaches to identify the causes.
- Identifying areas to mitigate risk of fraud.
- Reviewing and actioning customer and other stakeholder feedback or complaints.

### 4.3 TRAINING & EVALUATION

Responsible employees have internal control obligations and must be competent to discharge these effectively. Competence can be attained through education, training or work experience. The RRG has the following training or education programs for employees:

- Induction
- Internal or external training on specific areas of fraud prevention and internal control procedures
- Internal training on policies and procedures
- On the job training
- External training held by legislators, regulators, standard setters, consultants or other service providers
- Accreditation programs
- Professional qualifications or certifications

## 4. INTERNAL CONTROL FRAMEWORK

### 4.4 INTERNAL & EXTERNAL REPORTING

The format, content and timing of internal control reporting, unless prescribed by law, is tailored to the nature of the issue being reported as per the following guidelines:

- Incidents and potential breaches are reported as and when they occur, to Supervisors/Managers, and where appropriate escalated to Executive Management, the Chief Executive Officer and Council.
- Reporting on performance for Internal Control risks is as per the Risk Management Policy.
- Results of assurance activities are reported to the Executive Manager Corporate Services, Executive Management and the Audit and Risk Committee as required.
- During the year, internal control issues will be reported as required on an adhoc basis in:
  - Executive Management Meetings
  - Staff Compliance Meetings
  - Management Meetings
  - Audit and Risk Committee Meetings

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

### 5. Evaluation of Internal Controls Register

In Table A, the level of control refers to the management assessment of the current controls in place for the effectiveness of the systems and procedure in each key area where internal controls operate are listed.

In Table B, The RRG management has identified 17 areas of key internal controls where the risk of fraud is high. A management assessment has recorded the appropriateness and the effectiveness of the systems and procedure in each key area where internal controls operate are listed.

Table A

Table of Control Levels	
Level of Control	Audit Definition
Effective	The system of internal controls is functioning effectively with controls implemented, communicated and monitored on a regular basis.
Sound	The system of internal controls is functioning satisfactorily. Controls are documented and implemented, but with some room for improvement. Good communication and understanding of controls.
Minimal	The system of internal controls is functioning below acceptable standards with controls being informal and inconsistent, not well communicated or are implemented in an ad hoc manner.
Unsatisfactory	The system of internal controls is not functioning with ineffective and inefficient operations and controls not communicated, sparsely implemented and of little value.

Table B

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
1	<b>Theft of cash</b> Cash Collection in Weighbridge  Petty Cash	Due to COIVD-19 no cash is accepted at the weighbridge No Petty Cash system is used. Refer to Purchase Credit Cards risk	(internal Audit May 2020) Noted no cash transactions  Noted no petty cash transactions	Effective

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
2	<b>Bank and Investments</b> Lapping and misappropriation of funds Money laundering via business accounts. Kiting bank account funds from one to another to avoid detection.	Cash Investment Policy approved the Council (November 2021). Internal Control Procedures. Online Banking passwords and encryption tokens. Authorised Signatories for Banking Operations. Investment Register. Bank Reconciliation. Separation of duties	Confirmation of year-end balances with Banks. Financial Reporting. Internal and External Audits. (Internal Audit May 2020)	Effective
3	<b>Weighbridge Operations</b> Kiting receivables by misapplying bank deposits Theft of cash Lapping and/or misappropriation of cash receipts and concealing shortages by delaying postings of cash receipts Unauthorised changes to vendor master file Accepting gifts in exchange for free entry	Weighbridge Operating Procedures. Staff police checks Computerised system for recording fees and weights. Supervisor Checks Log of Weighbridge discrepancies maintained and investigated by Finance. Internal Control Procedures. No cash transactions accepted must be EFTPOS Separation of duties. Pre-fee and coding in system CCTV monitoring, whistleblowing reporting	Financial Reporting. Internal and External Audits. Rates input by Corporate Services and checked by Finance at the time of invoicing. YTD Exception reporting by Finance Dept. No cash transactions accepted must be EFTPOS (Internal Audit May 2020)	Sound
4	<b>Sale of Products</b> Kick-backs or favouring suppliers Conflicts of interest with suppliers (employee interest in supplier)	Segregation of duties Quotation and public tender process Dept reporting and docket system Weighbridge reporting	Pricing checked by Finance Dept Declaration of interests by employees making a decision to award.	Sound
5	<b>Accounts Receivable</b> Unauthorised refund of monies Unauthorised changes to vendor master file	Invoicing Procedure. Internal Control Procedures. Pricing Policies. Segregation of Duties. Credit Limits- Approval & Monitoring. Bank Guarantees from Customers. Monitoring of overdue debts. Review of Credit Notes. Bank Reconciliations.	Review of Debtors Ledger. Authorised request forms Financial Reporting. KPIs on Overdue Receivables. Internal and External Audits. Master Rates Register (Internal Audit May 2020)	Effective



## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
6	<p><b>Procurement &amp; Tendering</b></p> <p>Kick-backs or favouring suppliers</p> <p>Conflicts of interest with suppliers (employee interest in supplier)</p> <p>Collusion between staff &amp; supplier - fictitious invoice from supplier</p> <p>Misuse of Research funds</p> <p>Signing of contract or agreement where not authorised to do so</p> <p>Charging personal expenses to the RRG through the misuse of purchase orders</p> <p>Non-competitive contracts entered into as a result of contracts not being put out to tender</p> <p>Corruption - employees collude with suppliers to accept goods/services at inflated prices in order to Vendors collude to rig bids in order to win work at higher prices. The other vendors then become sub-contractors of the winning bidder obtain a personal benefit</p>	<p>Purchasing Policy approved by the Council</p> <p>Staff Purchasing Delegation Authority.</p> <p>Purchase Order System controls</p> <p>Verifying supplier bank accounts, ABN, etc</p> <p>Tender Register.</p> <p>Corporate Credit Card Policy.</p> <p>Budgetary Control.</p> <p>Internal Control Procedures.</p>	<p>Internal Review of documents at the time of payment.</p> <p>Reporting of non-compliances by Finance.</p> <p>Compliance Audit Return.</p> <p>Eftsure software for onboarding new suppliers and verifying all payments suppliers bank accounts, ABN, etc</p> <p>Internal and External Audits.</p> <p>(Internal Audit May 2020)</p>	Sound
7	<p><b>Purchasing Card</b></p> <p>Unauthorised/inappropriate use of RRG credit card</p>	<p>Credit Card Guidelines.</p> <p>Employee signed agreements and training on card usage.</p> <p>Reconciliation of monthly statements.</p> <p>Monthly online transaction coding, receipts matching and manager approvals.</p>	<p>Monthly internal review of documents</p> <p>NAB flexipurchase software controls for verification of receipts and approvals</p> <p>Internal Audit carried out by Butler Settineri in Dec2021</p>	Sound

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
8	<b>Accounts Payable</b>  Unauthorised changes to vendor master file Alteration of vendor invoices for the purpose of making payment to benefit a third party  Cybersecurity payment scams	Purchasing Policy approved by the Council in Aug 2021. Budgetary Control. Authorisation & Payment of Accounts Policy. Internal Control Procedures. Segregation of Duties. Statements from parties for reconciliation. Authorised Signatories for Banking Operations. Supplier bank details verified via EFTsure supplier verification software Bank Reconciliations.	Internal Review of documents at the time of payment. EFTsure confirmation report Payments via EFT. Payment Listings submitted to the Council. Financial Reporting. KPIs on Overdue Payables. Staff education and awareness of email payment scams Internal and External Audits. Creditor Payment System Audit Log (Internal Audit May 2020)	Effective
9	<b>Taxation Obligations</b>  Collusion - permitting GST errors where potential GST refunds may be claimed by third parties	Goods and Services Tax (GST) shown separately on invoices. Supplier ABN verified via EFTsure supplier verification software Fringe Benefits Tax (FBT) Employee Withholding Tax - payroll	Internal review of documents at the time of payment. EFTsure confirmation report Subscription to WALGA Tax services Internal review of FBT annual return Reconciliation of payroll and general ledger.	Effective
10	<b>HR / Recruitment</b>  Unauthorised changes to vendor master file Falsification of employee time records, annual or sick leave records Staff not working required hours Falsified qualifications and employment history quoted with job application False workers compensation claims	Recruitment Procedures Human Resources Dept Referee Checks Qualification Checks Separation of duties Vacancy Appointment Forms Approval of new employment forms CEO approves employment offer letters	Employee list audits  HR Manager employment inductions  (Internal Audit May 2020)	Effective

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
11	<b>Payroll</b> False wages/expense reimbursement claims Creating and paying fictitious employees Overstated or fictitious overtime claims by staff Unauthorised changes to vendor master file False employee FBT declarations Use travel for personal gain	Local Government Industry Award 2020. SMRC RRRC Enterprise Agreement 2021. HR Policies. Leave Management Policies. Time Sheets approved by Managers. Time Sheets checked by Finance. Exception Reports. Budgetary Control. Internal Control Procedures. Segregation of Duties.	Internal Review of all documents at the time of payment. Payments made by EFT. Financial Reporting. Verification of Employee Changes System Audit Log Internal and External Audits  (Internal Audit May 2020)	Effective
12	<b>Stores</b> Theft and misuse of assets Corruption - employees collude with suppliers resulting in payment for goods/services the RRG has not received in order to obtain a personal benefit	Stores Procedures. Electronic stock recording Budgetary Control. Internal Control Procedures.	Regular Stocktakes by Finance team. Approval of Physical Stock Variances. KPIs on Physical Stock Variances. Financial Reporting. Internal and External Audits.  (Internal Audit May 2020)	Minimal
13	<b>Capital Expenditure &amp; Assets</b> Theft and misuse of assets Asset Registers Unauthorised removal of RRG Assets Theft of RRG property or consumables	Accounting Policies. Purchasing Policy. Tenders for procurement. Budgetary Control. Internal Control Procedures. Justification of Capex (IRR/PV). Fixed Assets Register Minor Assets Register. Insurance of Fixed Assets. Approvals for Sale or Write-off.	Independent Valuation and physical verification of Fixed Assets at Fair Values.  Minor portable and attractive asset register reviews  Financial Reporting. Risk Management Policies. Internal and External Audits.  (Internal Audit May 2020)	Minimal
14	<b>Insurance</b>	Insurance Claim Procedures Insurance Broker Independent Insurance Claim Assessments Workers Compensation claim procedure and return to work plans	Annual Review of Insurance renewals Re-valuations of assets Return to work plans	Effective

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
15	<b>General Ledger</b> (Includes internal controls over financial reporting)  Intentional failure to record liabilities in order to manipulate financial reporting results  Manipulating revenue recognition in order to manipulate financial reporting results  Intentional failure to record or disclose information in order to improve the financial position Failure to record necessary write-offs	General Ledger & Financial Reporting Procedures. Accounting Policies. System reporting Budgetary Control. Internal Control Procedures. Segregation of Duties. Input / Output Reconciliations. Quantitative Reconciliation. Variance Analysis. Cost/ tonne calculations. Bank Reconciliations. Review of Journal Entries.	Internal Review of all documents at the time of payment. Reconciling Revenue with Weighbridge records. Financial Reporting. Internal and External Audits. Compliance Audit Return.  (Internal Audit May 2020)	Sound
16	<b>Borrowings</b>	Borrowing Powers. Borrowing Guarantees provided by Member Councils. Budgetary Control. Internal Control Procedures. Segregation of duties	Checks by WATC. Financial Reporting. Confirmation of year-end balances with WATC. Internal and External Audits. Compliance Audit Return. (Internal Audit May 2020)	Effective
17	<b>Budgets and Budget Review</b>	Up to date Financial information is provided to Managers. Budget Templates are provided to Managers. Draft Budgets received from Departments are consolidated. Input / Output Reconciliations. Quantitative Reconciliation. Variance Analysis. Cost/ tonne calculations.	Approved by the Council. Monitoring actual against budget estimates Internal and External Audits. Compliance Audit Return.  (Internal Audit May 2020)	Effective

## 5. EVALUATION OF INTERNAL CONTROLS REGISTER

No	Fraud Risk Internal Control Area	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Level of Control
18	<b>Intellectual Property</b>  Misuse of RRG IP Unauthorised use or disclosure of RRG staff information  Unauthorised use or disclosure of RRG competitor data information  Use of confidential employee information to commit fraud e.g. ID fraud Plagiarism  Research Fabrication Unauthorised Software introduced to PC's  Misuse of computer facilities Unauthorised changes made to staff information	IT General Controls Application IT Controls  Password Change policies  Physical Control over Computers  Anti-virus software  Regular monitoring of IT system by a third party Back-up of data  Internal Control Procedures. Audit trails	ICT Business Continuity Plan and Disaster Recovery test report Feb 2019  IT External Audit by the OAG June 2020 and June 2021	Sound
19	<b>Cyberfraud</b>	Cyber protection security Assessment tools	Staff education and awareness training IT backup systems Anti virus software	Minimal

## 6. POLICES & GUIDELINES REGISTER

### 6. Polices & Guidelines Register

<b>COUNCIL</b>				
Code of Conduct for Councillors, Committee and Group Members	1.1	May-21	Nov-22	
Stakeholder Relations Committee	1.2	Nov-20	Aug-22	
Acknowledgement of Service - Regional Councillors	1.3	Nov-20	Oct-22	
Audit & Risk Committee	1.4	Feb-21	Feb-23	
Conference and Industry Events Attendance	1.5	Aug-20	Aug-22	
Meetings & Agenda Briefing Sessions - Council & Committee	1.6	Nov-20	Oct-22	
Media Statements	1.7	Feb-20	Feb-22	
Members Fees and Allowances	1.8	May-21	Jun-22	
Councillors Reimbursement of Expenses	1.9	Nov-20	Oct-22	
CEO Performance Review Committee	1.10	Feb-20	Feb-22	
Code of Conduct for Employees	1.12	Apr-17	Nov-19	
Public Question Time	1.13	May-21	Aug-23	
RRRC Project Committee	1.14	Feb-21	Feb-22	
Council Member Professional Development	1.15	Aug-20	Aug-22	
CEO Recruitment, Performance and Termination	1.16	May-21	May-23	
Code of Conduct Behaviour Complaints Management	1.17			
<b>FINANCE</b>				
Accounting Policies	2.1	Dec-21	Oct-22	
Authorisation and Payment of Accounts	2.2	Aug-20	Aug-22	
Cash Investments Policy	2.3	Nov-21	Oct-23	
Purchasing	2.5	Aug-21	Aug-23	
Pricing	2.6	Aug-20	Aug-22	
RRRC Contingency Reserve Fund	2.7	Aug-21	Aug-23	
Office Accommodation Reserve Policy	2.9	Aug-21	Aug-23	
Participants' Estimated Resident Population	2.11	Aug-20	Aug-22	
Travel & Conference Reserve	2.12	Aug-21	Aug-23	
RRRC Rehabilitation Reserve	2.13	Aug-21	Aug-23	
<b>HUMAN RESOURCES</b>				
Leave Management	3.1	Jun-19	Jun-23	
Employee Personal Property	3.2	Aug-20	Aug-22	
Payments to Employees in Addition to Contracts or Awards	3.3	Nov-18	Nov-20	
Occupational Safety and Health	3.4	Aug-20	Aug-22	
Employee Appointments	3.5	Aug-20	Aug-22	
Employee Retention Incentive Payment	3.7	Jun-19	Jun-21	
<b>CORPORATE</b>				
Policy Development and Procedures	4.1	Nov-20	Aug-22	
Risk Management	4.2	Aug-21	Aug-23	
Misconduct, Fraud & Corruption Prevention	4.3	Aug-21	Aug-23	
Internal Audit Charter	4.4	Feb-20	Feb-22	
Related Party Disclosure	4.5	Feb-21	Feb-23	
Record Keeping Policy	4.6	Feb-20	Feb-22	
Acting Chief Executive Officer	4.7	Feb-20	Feb-22	
Business Development	4.8	Feb-21	Feb-23	
Business Continuity Management	4.9	Feb-21	Feb-23	
Asset Management	4.10	Feb-21	Feb-23	
<b>ICT</b>				
Social Media	4.12	Feb-21	Feb-23	
<b>RRRC</b>				
Environmental Policy	5.1	Aug-20	Aug-22	
Quality Policy	5.2	Aug-20	Aug-22	
RRRC Education Tours and Incursions	4.11	Nov-20	Jun-22	

# 7. CEO DELEGATED AUTHORITY REGISTER

## 7. CEO Delegated Authority Register

The Regional Council has resolved by absolute majority of Council to give certain powers to the CEO to perform duties on behalf of Council without the need to seek council approval. The Delegated Authorities detailed in a register and are reviewed annually by the Regional Council. Delegated authorities to CEO are as follows:

Council has approved 22 Delegations to the CEO in accordance with section 5.42 of LG Act

	DELEGATED AUTHORITY	PURPOSE
1.	<p><b>Tender for goods and services:</b></p> <p><b>a) Call and Invite tenders for goods and services within the approved Budget.</b></p> <p><b>b) To accept or reject tenders for goods and services within the approved budget to the value of \$300,000. Ex GST</b></p> <p>S5.43(b) Local Government Act 1995 Last Reviewed - Feb 2021</p>	<p>To expedite procurement of goods and services up to \$300,000 ex GST without the necessity to seek council approval.</p> <p>All purchases are to be within approved budget limits.</p>
2.	<p><b>CEO may dispose of assets up to the value of \$500,000 ex GST.S5.43(d)</b></p> <p>Local Government Act 1995 Last Reviewed - Feb 2021</p>	<p>To authorise the CEO to dispose of Regional Council assets surplus to council's requirements as follows:</p> <p>a) Below \$100,000 ex GST written down book value without the need to obtain council approval prior to disposal.</p> <p>b) Between \$100,001 and \$500,000 ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.</p>
3.	<p><b>Approval, authorisation and payment of accounts in accordance with Council's policy are delegated to the CEO.</b></p> <p>S5.42 Local Government Act 1995 Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996  Last Reviewed - Feb 2021</p>	<p>To manage the day to day financial operations of the regional council. Refer Council Policy.</p> <p>The CEO has delegated this power to:</p> <p>Executive Manager Corporate Services Executive Manager Strategic Projects Manager Corporate Services Finance Manager</p>

## 7. CEO DELEGATED AUTHORITY REGISTER

4.	<p><b>CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRC Project and Office Accommodation Project</b></p> <p>Last Reviewed - Feb 2021</p>	<p>To sign the following certificates on behalf of the regional council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA treasury corporation for the:</p> <ul style="list-style-type: none"> <li>i. Regional resource recovery centre</li> <li>ii. administration building</li> <li>iii. Sign as an authorised signatory all WA treasury corporation loan draw-down schedules pursuant to the secured lending facility agreement.</li> <li>iv. Sign as an authorised signatory all certifications of participants' share's in the secured lending facility with the WA treasury corporation pursuant to the secured lending facility agreement.</li> <li>v. To notify in writing to the WA treasury corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.</li> </ul>
5.	<p><b>Disposal of material produced at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST</b></p> <p>S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed - Feb 2021</p>	<p>To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.</p>
6.	<p><b>Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 ex GST and ten years and in Consultation with the chair.</b></p> <p>S5.42 Local Government Act 1995</p> <p>S6.17 Local Government Act 1995</p> <p>Last Reviewed - Feb 2021</p>	<p>To respond to requests for tenders and quotes within deadlines.</p> <p>Rates are within the Adopted Fees and Charges as per the Adopted Budget and subsequent new or amended adopted fees and charges during the year.</p> <ul style="list-style-type: none"> <li>- Restricted to a total value not exceeding \$20,000,000 ex GST and;</li> <li>- Restricted to terms not exceeding ten years and;</li> </ul>



## 7. CEO DELEGATED AUTHORITY REGISTER

- In consultation with the Chair.

7.	<b>To negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.</b>	A fee structure for pre-sorted recyclable material of between 5% and 45% of the total sale price was approved by Council
	S5.42 Local Government act 1995 S3.58(5)(b) Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed - Feb 2021	
8.	<b>To approve minor variations to contracts up to a total value of 10% of the contract value.</b>	Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.  The CEO has delegated this power to: Executive Manager Strategic Projects
	Last Reviewed - Feb 2021	
9.	<b>To sell Carbon Offset Credits at the Prevailing Market Price</b>	To maximise any opportunities to liquidate holdings of Greenhouse Friendly offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.
	S5.42 Local Government act 1995 S6.17 Local Government Act 1995	
	Last Reviewed - Feb 2021	
10.	<b>To sell/ dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.</b>	To sell recyclables to take advantage of prevailing global market conditions and prices where customers are hesitant to submit tenders for long term contracts. This gives the CEO ability to sell small quantities of product without a public tender process.
	S5.42 Local Government act 1995 S3.58(5)(b) Local Government Act 1995	
	Last Reviewed - Feb 2021	S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.
11.	<b>To dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.</b>	So as not to unnecessarily encumber the facility site with stockpiled material which may occur due to some unforeseen operational or technical failure, S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of
	S5.42 Local Government act 1995 S3.58(5)(b) Local Government Act 1995	

## 7. CEO DELEGATED AUTHORITY REGISTER

<p>Last Reviewed - Feb 2021</p>	<p>council property where the business plan identifies this type of activity. The CEO has delegated this power to: Executive Manager RRRC Operations</p>
<p><b>12. To award tenders and quotations for the sale/ cost of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 ex GST.</b></p> <p>S5.42 Local Government act 1995 S5.43(b) Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2021</p>	<p>To enable the CEO to sell recyclables and allow a practical timeframe between the tender/quote award and the new contract start date. This is for the successful contractor to put in place new logistics arrangements.</p>
<p><b>13. To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.</b></p> <p>Last Reviewed - Feb 2021</p>	<p>Where participants' waste is diverted to landfills or processing facilities the RRG seeks financial assistance by way of a net contribution fee being the difference between the adopted gate fee and the fee payable by the participant's nominated landfill or processing facility to meet the fixed operating costs.</p>
<p><b>14. To execute documents regarded as Deeds.</b></p> <p>S9.49A (1b), (4) &amp; (5) Local Government Act 1995 Last Reviewed - Feb 2021</p>	<ol style="list-style-type: none"> <li>1. Restricted to documents not requiring the common seal</li> <li>2. Restricted to contracts with a value not exceeding the CEO's delegated authority expenditure limit (eg \$300,000 ex GST)</li> <li>3. Restricted to agreements and contracts with terms not exceeding 10 years</li> <li>4. Restricted to agreements and contracts requiring regional council approval in accordance with the local government act</li> <li>5. All transactions under this delegation are to be recorded in the delegated authority register</li> </ol> <p>the delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc</p>

## 7. CEO DELEGATED AUTHORITY REGISTER

15.	<b>Power to act on behalf of the council to resolve the matter at a mediation conference in consultation with the Chair.</b> S5.42 Local Government Act 1995	Mediation with reference to the confidential report dated 15 November 2019.
	Last Reviewed – Feb 2021	
16.	<b>To enter into a contract with Cleanaway for the receipt and processing of recycling material, with consultation with the Chair.</b> S5.42 Local Government Act 1995	Contract executed 12 February 2020
	Last Reviewed – Feb 2021	
17.	<b>To enter into a contract with the Solo Resources Pty Ltd for the receipt and processing of recycling material.</b> S5.42 Local Government Act 1995	Agreement at the agreed price and a term of five (5) years plus a further five (5) years extension option.
	Last reviewed – Feb 2021	
18.	<b>To approve the supply of temporary workforce for the RRRC operations</b>  S5.42 Local Government Act 1995 Last reviewed – Feb 2021	Through labour hire agencies in the WALGA preferred supplier panel and other employment agencies for the financial year ending 30 June 2021.
19.	<b>The Chair and CEO be authorised to sign deed agreements with Kwinana WTE Project Co Pty Ltd, BTA Institutional services Australia Limited, Project Participants and SMRC for the provision of Waste-to-energy services in accordance with Tender T2017-06.</b> S5.42 Local Government Act 1995	-Waste Supply agreement with Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC. -Financiers direct deed with BTA Institutional services Australia Limited, Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC -Amend and combine the Project Participants' Agreement for the Regional Resource Recovery Centre project.
	Last reviewed – Oct 2020	
20.	<b>To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.</b>  S5.42 Local Government Act 1995  Last Reviewed – May 2021	Authorised to exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement. Resolved by Council - December 2020 T2020-05 T2020-06 T2020-07

## 7. CEO DELEGATED AUTHORITY REGISTER

		Resolved by Council – May 2021 T2020-01
21.	<b>CEO be given delegated authority to negotiate tender 2019-02 WCF roof remedial works contract variation.</b>	Negotiate contract variation #9 with Safeway Building Pty Ltd and provide a report to council at the next ordinary meeting.
Last Reviewed – Feb 2021		
22.	<b>CEO be authorised as the complaints officer.</b>	The complaints officer is responsible for processing of complaints in regard to breach of the Code of Conduct.
Last Reviewed – May 2021		The CEO will prepare a report for council determination.

## 8. EXCEPTION REPORTING REGISTER

### 8. Exception Reporting Register

#### Exception means -

A deviation from the expected norm resulting from some sort of audit testing or report

Exception reports assist in:

- (a) reliability of financial reporting
- (b) effectiveness and efficiency of operations, and
- (c) compliance with applicable laws and regulations.

The following Exception Reporting by function is used by the RRG administration

CASH RECEIPTING	REPORT	RESPONSIBILITY
Weighbridge Transactions Report year to date	Weighbridge generated report Excel Spreadsheet	Assistant Accountant
Matching gate fee and recyclable sales pricing with weighbridge reporting	Weighbridge transaction reports Excel Spreadsheet	Assistant Accountant Manager - Finance
MRF Input / Output Analysis	Excel Spreadsheet Stock On Hand Reports	Manager - Finance

PURCHASE ORDERS	REPORT	RESPONSIBILITY
Invoices matched with orders	Synergyssoft generated report	Accounts Clerk/ Assistant Accountant
Outstanding Purchase Orders	Synergyssoft generated report	Accounts Clerk/ Assistant Accountant

CREDITORS	REPORT	RESPONSIBILITY
Aged Outstanding Creditors	Synergyssoft generated report	Accounts Clerk/ Assistant Accountant
Product Out Bills matched with weighbridge dockets	Supplier Invoices Weighbridge Dockets	Admin –MRF
FOGO Batch Sample Reports	Supplier reports FOGO Batch sample reports	Quality and Environmental Officer
Matching quantities of Landfill, FOGO Overs, FOGO unders, Glass and transport invoices.	MRF and FOGO Input / Output Analysis Reports	Manager - Finance
Matching Temporary Labour Timesheets with supplier invoices	RRG timesheets Supplier Invoices	Managers
Power unit rates by dept	Supplier Invoices Excel Spreadsheet	Assistant Accountant

## 8. EXCEPTION REPORTING REGISTER

DEBTORS	REPORT	RESPONSIBILITY
Aged Outstanding Debtors	Synergysoft generated report	Accounts Clerk/ Assistant Accountant
Credit Notes Report	Synergysoft generated report	Assistant Accountant

GENERAL JOURNALS	REPORT	RESPONSIBILITY
Journal entries	Synergysoft generated report	Assistant Accountant/ Manager - Finance

PAYROLL	REPORT	RESPONSIBILITY
Employee Audit Log	Synergysoft generated report	Exec Mnger Corp Services
Payroll Variations Report	Synergysoft generated report	Manager - Finance

STOCK	REPORT	RESPONSIBILITY
Stock on Hand	Synergysoft generated report	Stores Coordinator/ Assistant Accountant
Stock Cost Report	Synergysoft generated report	Stores Coordinator/ Assistant Accountant
Slow & Non-moving Stock Report	Synergysoft generated report	Stores Coordinator/ Assistant Accountant

COMPUTER SECURITY	REPORT	RESPONSIBILITY
User Passwords	Microsoft Windows Server	IT Consultant
Permissions (security)	Microsoft Windows Server	IT Consultant & Manager – Corporate Services
Access rights (security)	Synergysoft generated report	Exec Mnger Corp Services, Manager Corporate Services
Booragoon Office Doors	Security System	Exec Mnger Corp Services, Office Administrator, Manager Corporate Services, Manager Governance & Culture
RRRC Office Doors	Security System	Exec Manager Operations

## SOUTHERN METROPOLITAN REGIONAL COUNCIL

### LEGISLATIVE COMPLIANCE REVIEW

2022

*Report by the CEO on the appropriateness and effectiveness of systems and procedures relating to Legislative Compliance*

*Received by the Audit & Risk Committee on 14 February 2022*

*Adopted by the Council on*

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# CHIEF EXECUTIVE OFFICER'S STATEMENT

## 1. Chief Executive Officer's Statement

I am pleased to report to the Council on my review of the appropriateness and effectiveness of the SMRC's systems and procedures in relation to Legislative Compliance as required under Regulation 17 of Local Government (Audit) Regulations 1996 (as amended).

I am satisfied that this internal review has adequately addressed the *Australian Standard for Compliance Programs (AS 3806-2006)* as the basis for the SMRC's compliance management framework and our legislative compliance linkages with our Strategic Plans and Risk Management Registers.

Considering the above factors, the system is considered to be appropriate and has been confirmed over the years by independent auditors reviewing the environmental, governance and financial systems of the SMRC.

However, the system must continue to be reviewed on a regular basis and appropriate improvements be made as and when required.

I would like to thank the following employees whose role is responsible for ensuring the SMRC meets its legislative compliance obligations and for their assistance in preparing this report.

Chris Wiggins	Executive Manager Corporate Services
Brendan Doherty	Executive Manager Strategic Projects
Keith Swift	Executive Manager RRRC Operations
Tama Tafua	Corporate Services Manager
Luka Vuckovic	Accountant
Ann Johnson	Human Resources Manager
Zara Pedder	Manager Quality & Environment
Michael Lawrence	Safety Manager
Ashleigh Ferris	Quality and Environment Officer
Greg D'Rozario	Safety Coordinator

And all employees reporting to the above.

Tim Youé  
Chief Executive Officer  
February 8, 2022

## 2. Regulations

Regulation 17 of Local Government (Audit) Regulations 1996 (as amended) states:

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Regulation 16(c) Local Government (Audit) Regulations 1996 (as amended) states

An audit committee —

- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report ) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council.

The first review of the appropriateness and effectiveness of systems and procedures in relation to Legislative Compliance was undertaken in December 2014.

Subsequent reviews are as follows:

1. November 2016.
2. November 2018

The next review must be no less than once every three financial years eg by 30 June 2022.

### DEFINITION OF COMPLIANCE

Compliance is defined in Australian Standard Compliance programs, AS3806-2006, as *"Adhering to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards."*

## 3. Significant Non-Compliance Event

The Southern Metropolitan Regional Council acknowledges that on 5 April 2016 it was convicted of an offence against section 49(5) of the Environmental Protection Act 1986 (WA), in that, on 22 March 2012 it emitted an odour from its premises at the Regional Resource Recovery Centre (RRRC) on Bannister Road, Canning Vale, that unreasonably interfered with the welfare, convenience, comfort or amenity of a number of members of the Leeming residential community.

The regional council takes its commitment to community wellbeing very seriously and is pleased to report that since 2012 a number of improvements to the RRRC's odour management systems as dramatically reduced the number of complaints and achieves a positive compliance report card from DWER.

### **Environmental Operating Licence**

The RRRC has an environmental licence for a prescribed premises under the Environmental Protection Act 1986, granted by the Department of Water and Environmental Regulation (DWER) to the 30 March 2033. The licence includes conditions, which are monitored and evaluated by DWER. A full copy of the licence can be viewed on our website.

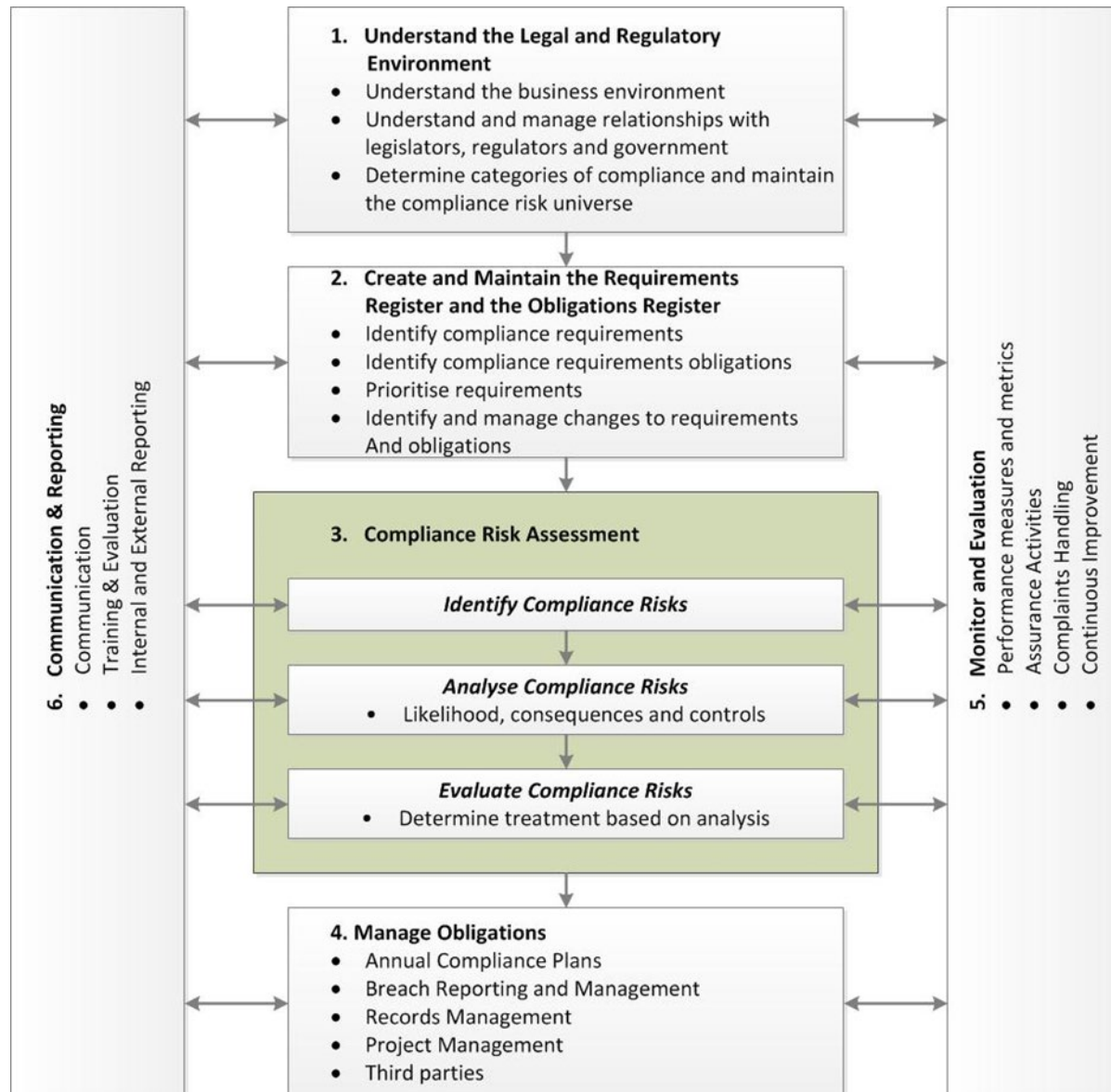
The RRRC is required to provide an audit compliance report on an annual basis to the DWER. This is a legal requirement under part V of the Environmental Protection Act 1986 and stipulated as a condition in the RRRC operating licence. The report is forwarded to DWER in November each year.

# COMPLIANCE MANAGEMENT PROCESS

## 4. Compliance Management Process

Compliance management uses the **Australian Standard for Compliance Programs (AS 3806-2006)** as the basis for the framework. All compliance management processes must follow this framework.

The diagram below depicts the six main phases of the compliance management process



# COMPLIANCE MANAGEMENT PROCESS

## 1. UNDERSTANDING THE LEGAL AND REGULATORY ENVIRONMENT

The regional council has developed the following processes and structures to ensure that employees understand the requirements for meeting all its legislative compliance requirements:

An established system for identifying the legislation that applies to its activities. This includes identifying all new legislative requirements. Refer to the Legislation Table.

Responsible employees to communicate any legislative changes and to ensure that required actions to comply with that legislation and regulatory obligations are taken. For this purpose, a register is maintained.

Providing training for relevant employees in legislative requirements.

Actions taken to provide the resources to identify and remain up-to-date with new legislation.

Responsible employees need to have an understanding of the regulators, legislators and government bodies which monitor or administer the compliance requirements in their area of responsibility.

To determine categories of compliance and maintain a Compliance Risk Universe.

The SMRC's Compliance Risk Universe is as follows:



# COMPLIANCE MANAGEMENT PROCESS

## 2. CREATE AND MAINTAIN THE REQUIREMENTS REGISTER AND THE OBLIGATIONS REGISTER

In order to be able to mitigate the risk of non-compliance and appropriately prioritise and allocate resources to manage compliance, there needs to be knowledge and understanding of the specific compliance requirements and obligations to which the organisation must adhere to:

Compliance requirements can either be:

- Regulatory (legal, regulatory, licence, contractual, permit or accreditation standards) compliance requirements; or
- Business (Internal Policy or “best practice” standards) compliance requirements

Compliance requirements are identified through:

- Regular communication with the legislators and regulators
- Communication with industry bodies
- Professional associations and memberships
- Knowledge of the business and operating environment
- Internal communication
- Research

### 2.1 Compliance Requirements Register

All compliance requirements are documented in a central Compliance Requirements Register which is administered by Corporate Services).

The Compliance Requirements Register describes the annual compliance responsibilities and activities for each area. This is used to populate the Annual Compliance Plan and calendars.

### 2.2 Compliance Obligations Register

A compliance obligation is the specific action within a requirement that we undertake in order to comply with the overarching compliance requirement.

# COMPLIANCE MANAGEMENT PROCESS

## 2.3 Identifying and Managing Regulatory and Legislative Changes

There are a number of methodologies that identify and manage regulatory and legislative changes. Some of these include:

- Subscribe to legislative and regulatory updates provided by government, regulators and other sources. Eg Western Australian State Law Publisher.
- Subscribe to information services from external providers including regulators, legal firms, industry associations and professional research groups. Eg WALGA Associate Membership, WALGA Workplace, LGIS, IFAP, Moore Australia financial training & accounting updates. The Council receives regular circulars from the Department of Local Government on any new or amended legislation. Such advice is received through the Council's email and is distributed to the responsible employees for action. A register is administered by Corporate Services. The Council and its employers receive Trade Journals and Newsletters from various professional bodies and trade associations. Any information is passed on to responsible employees.
- Facilitate working groups with relevant industry groups to interpret, coordinate and implement legislative change requirements. Eg WALGA, MWAC, Australian Council of Recyclers, Waste Management Association of Australia, Member Council employee groups and HR associations.
- Build constructive and transparent relationships with the relevant regulatory and government bodies. Eg Dept of Water Environment Regulation, Dept of Local Govt, Waste Authority
- Obtain legal advice if there are any queries on matters of our obligations on legislation and compliance.
- Manually monitor key information sources such as government, regulator and legal websites. Eg Western Australian State Law Publisher website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or through [www.austlii.edu.au](http://www.austlii.edu.au) or Dept of Local Government website.

# COMPLIANCE MANAGEMENT PROCESS

## 2.4 Process upon Identification of any Regulatory or Legislative Change:

1. Identify the requirement and obligations that have changed, been added or been removed.
2. Identify the processes impacted by the change.
3. Determine the magnitude of the change (i.e. Minor or Significant).
4. Implement procedures as appropriate based on the magnitude of the change (see below.)

### i) Minor Changes

Minor changes are defined as "Alterations to existing compliance requirements that will have a minimal impact on our processes. For example; small changes to the wording of obligations that have little or no effect on operating processes, or amendments to minor obligations within a requirement that have little impact on how processes are performed."

In the event of a minor change;

#### UPDATE

**Compliance Obligations Register**  
**Policy and procedure documents (if required)**  
**Operational processes (if required)**

#### COMMUNCIATE

Details of the change to the employees involved in the operational processes affected, through training or other appropriate means

Confirmation to Executive Managers that all the required amendments have been made.

### ii) Significant Changes

Significant changes are defined as "Changes to compliance requirements that are likely to have a significant impact on the organisation's processes. For example, the introduction of new laws, regulations or, changes to or the introduction of new obligations in existing requirements, that would cause a fundamental change in an operating process."

Significant changes, if brought about by the introduction of a new compliance requirement will often require full scale implementation of the compliance management framework.

In this case, the process will be as follows:

1. Compile a Compliance Obligations Register (Attachment C) for the requirement.
2. Determine the priority of the Requirement using the Prioritisation Considerations.
3. Notify responsible employees/business units with responsibilities for obligations.
4. Complete a Risk Assessment on the requirement (Level 1 & 2 priority requirements only).
5. Ensure Annual Compliance Plans (Attachment D) are updated appropriately for the new requirements (all priority levels).
6. Update Annual Compliance Calendar (Attachment E) as appropriate.
7. Write new policies and procedures or update existing policies and procedures for the new obligations.
8. Train employees with involvement in processes affected by the new requirements, in their responsibilities and any changes to current processes.



# COMPLIANCE MANAGEMENT PROCESS

## 3. COMPLIANCE RISK ASSESSMENT - IDENTIFY, ANALYSE AND EVALUATE COMPLIANCE RISKS

In the case of a compliance risk, the objective is adhering to compliance obligations, and thus compliance risk is; *"the likelihood of something happening that could prevent the organisation from complying with its obligations"*.

The regional council administers a Strategic and Operations Risk Register and Treatment Plans. Compliance risks have been identified and recorded in the register. These are monitored by the Executive Management Team (EMT) on risks over 15 rating and reported to the Audit & Risk Committee and Council.

Risk Management is performed in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines

For further information on Risk Management see our Risk Management Policy and Guidelines.

## 4. MANAGE OBLIGATIONS

### 4.1 Annual Compliance Plans

Annual Compliance Calendar

The regional council administers a Compliance Calendar on its shared Outlook calendar program. The Calendar is available to all employees accessing Microsoft Outlook. The Calendar is monitored monthly by Corporate Services and reminders are forwarded to responsible employees.

The calendar also records reminders for contract management documents such as insurance updates from Contractors/suppliers and regular payment obligations.

The Annual Compliance Calendar provides a tool whereby a responsible employee or business unit can diarise and organise all their compliance management activities throughout the year, including any reporting, assurance, training, risk management or internal sign-off processes.

# COMPLIANCE MANAGEMENT PROCESS

## 4.2 Breach Reporting and Management

A breach is defined as *"an act or omission whereby we have not met our compliance obligations, processes or behavioural obligations"*.

Potential breaches can be identified from a number of sources, these include:

- Fines, penalties, damages or legal costs.
- Enforcement action or inquiry by a Regulator or other Government authority.
- Death, injury or disability
- Criminal prosecution of the Council, Executive or individual employee
- Public allegations and/or civil claims relating to our corporate/business character, image or reputation
- Local, or State adverse or unwanted publicity or media attention.
- Non-compliance matters raised from Government Agencies.
- Allegations of wrong doing, complaints from stakeholders or whistleblowing reports.
- Employment Practices eg Unfair dismissals, bullying, discrimination
- WHS incidents (it should be noted that the incident itself is not a breach and incidents can occur that are not associated with a compliance breach.)
- Industrial action or union activity
- Outcomes from audit and assurance processes.
- Systemic errors / problems.

## 4.3 Records Management

The regional council ensures that accurate up-to-date records of our compliance activities are maintained to assist in the monitoring and review process and demonstrated conformity with the Compliance Management Framework. Record-keeping will include recording and classifying complaints, disputes and alleged compliance failure and the steps taken to resolve them. Records must be stored and managed in accordance with the Records Management Policy.

## 4.4 Project Management

Compliance requirements and obligations should be understood and managed on all projects. In particular:

- In the planning phase of all projects an assessment of all the compliance requirements that may impact on the project, must be made. The Compliance Risk Universe should be used to assist in this process to identify the categories of compliance that could be applicable to the project.
- All compliance requirements identified should be documented in the Project Brief.
- Obligations Registers for those compliance requirements should be reviewed and management plans for meeting all applicable obligations should be included in project plans.
- Compliance risks should be considered when conducting risk assessments during each phase of the project.

# COMPLIANCE MANAGEMENT PROCESS

## 5. MONITOR AND EVALUATION

For compliance management to be effective, performance of the compliance management processes should be continually monitored and measured. This includes the performance of employees and business units in managing their own compliance obligations, but also the effectiveness, adequacy and appropriateness of the mechanisms used to manage compliance, i.e. the performance of the compliance management framework itself needs to be measured.

### 5.1 Performance Measures and Metrics

Performance can be measured through monitoring of achievement against defined key performance indicators (KPIs) or through internal or external assurance activities such as audits or reviews.

Refer to the Annual Monitor and Evaluation Register for a list of applicable legislations and the appropriateness and effectiveness of the systems and procedures.

### 5.2 Assurance Activities

Audit findings and recommendations

The regional council has the following independent audit programs.

1. Three-Year Assurance Program 2019 - 2021
2. Annual External Audit on the RRRC's Environmental Management System
3. External Audit on ISO 14001 RRRC's Environmental Management
4. External Audit on ISO 9001 RRRC's Quality Management Systems
5. External Audit on ISO 45001 OHS Management System
6. Annual External Financial Statements Audit (as required under the LG Act)
7. Internal audit on Emissions Reduction Fund compliance
8. External audit on Emissions Reduction Fund compliance scheduled by the regulator

The results of all audit and assurance activities are reported to the Audit and Risk Committee.

In respect of any agreed findings or recommendations from assurance activities, an action table is prepared and responsible employees have the responsibility for the associated obligations or processes for ensuring that the finding is remedied by the agreed due date.

Where the results of the assurance activity have been reported to the Audit and Risk Committee, progress in remedying assurance findings will be reported to the Committee on a regular basis. The Auditors will report on the status of all actions to the Committee.

### 5.3 Complaints handling

The following Complaints Register is maintained:

1. **RRRC Community Feedback Hotline** – 1300 number managed by Insight 24hr Call Centre, SMS and email service to responsible employees.

# COMPLIANCE MANAGEMENT PROCESS

2. **RRRC Environmental Complaints and Feedback Register** – A electronic record system is administered by:
  - 2.1 the RRRC managers (reporting their findings to a complaint/feedback),
  - 2.2 The Communications Manager (follow-up and responding to the complainant's enquiry) and
  - 2.3 the Manager Environment & Quality, (monitoring the status and reporting)
3. **Complaints made against Elected Members** (LG Act The Complaints Officer is the CEO)
4. **Complaints under the Public Interest Disclosure Act 2003** The PID officer is the Executive Manager Corporate Services.

## 5.4 Continuous Improvement

The results of all assurance activities are part of the continuous improvement process for compliance management and is a mechanism to ensure that the organisation's processes are constantly progressed towards best practice.

Compliance Management processes can be continuously improved through the following mechanisms:

- Implementing recommendations/findings from internal or external assurance processes.
- Reviewing compliance incidents, potential breaches or breaches to identify the causes.
- Reviewing and actioning customer and other stakeholder feedback or complaints.

# COMPLIANCE MANAGEMENT PROCESS

## 6. COMMUNICATIONS AND REPORTING

### 6.1 Communication

Managing compliance effectively requires continuous communication between internal and external stakeholders, and particularly with employees who have responsibility for processes subject to compliance obligations, and also regular reporting on the results of compliance management practices.

Communication is required to:

- Raise awareness and understanding
- Provide instruction
- Monitor performance
- Report performance
- Report breaches and incidents

**Internal Stakeholders** include employees (both permanent and casual), Council, and Committees.

The types of communication methods include:

- Compliance training
- Staff intranet
- Management and Committee meetings
- Lunchroom Notice Boards
- Toolbox meetings
- Reporting processes
- Leading by example
- Mentoring; and
- Questionnaires

**External Stakeholders** include relevant government bodies and organisations, residents, outsource providers, contractors, suppliers, customers and regulatory bodies.

The Communications Plan (adopted by Council) is a confidential internal document designed to assist in the delivery of key messages and respond to issues that may arise in the community and the media.

# COMPLIANCE MANAGEMENT PROCESS

## 6.2 Training & Evaluation

Responsible employees have compliance obligations and must be competent to discharge these effectively. Competence can be attained through education, training or work experience. The following are training or education programs for employees:

- Induction
- Internal or external training on specific areas of compliance
- Internal training on policies and procedures
- On the job training
- External training held by legislators, regulators, standard setters, consultants or other service providers
- Accreditation programs
- Professional qualifications or certifications

## 6.3 Internal & External Reporting

The format, content and timing of internal compliance reporting, unless prescribed by law, is tailored to the nature of the issue being reported as per the following guidelines:

Incidents and potential breaches are reported as and when they occur, to Supervisors/Managers, and where appropriate escalated to Executive Management, the Chief Executive Officer and Council.

Reporting on performance for Compliance risks is as per the Risk Management Policy.

Changes in compliance requirements and obligations should be reported to the Manager Corporate Services as and when they occur so registers are updated.

Results of assurance activities are reported to the Executive Manager Corporate Services, Executive Management and the Audit and Risk Committee as required.

During the year, compliance issues will be reported as required on an adhoc basis in:

- Executive Management Meetings
- Staff Compliance Meetings
- Management Meetings
- Audit and Risk Committee Meetings

## 5. Roles and Responsibilities

### COUNCIL

Councillors have a responsibility to be aware of and abide by all legislative requirements applicable to their role. They also have to oversee the Council's activities to ensure that the Council complies with applicable laws. Council provides all information to Councillors and appropriate legal advice to support them in this task.

### CHIEF EXECUTIVE OFFICER

The CEO has ultimate responsibility for ensuring there is an effective Compliance Management Framework and operating procedures in place. The CEO is accountable for regular reviewing of the adequacy of the framework in managing compliance and reporting any significant compliance breaches to the Audit and Risk Committee.

Is responsible for:

- Approving the Framework and Procedures.
- Ensuring managers and employees are aware that deliberate non-compliance will not be tolerated.
- Ensuring an effective risk management system is operating.
- Ensuring appropriate internal control systems are in place.
- Ensuring identified compliance risks are fully addressed.
- Receiving reports on high and above risk non-compliance areas and breaches and approving any further action plans.

### EXECUTIVE MANAGER CORPORATE SERVICES

Responsible for ensuring that the compliance management framework is appropriate, effective and utilised in managing the risks and that the status of the compliance obligations are regularly monitored, reviewed and reported to Management and the Audit and Risk Committee.

Key responsibilities include:

- Ensuring managers and employees are aware of their responsibilities under the Framework.
- Ensuring that all stakeholders receive adequate communication on compliance requirements, responsibilities and performance.
- Ensuring managers and employees are aware that deliberate non-compliance will not be tolerated.
- Ensuring an effective risk management system is operating.
- Ensuring appropriate internal control systems are in place.
- Ensuring identified compliance risks are fully addressed.
- Receiving reports on high and above risk non-compliance areas and breaches and recommending to the CEO any further action plans.
- Regularly reporting on compliance management issues and any breaches to Management and the Audit and Risk Committee.

# ROLES AND RESPONSIBILITIES

- Promoting a culture of compliance management and control throughout the organisation.
- Communicating and implementing the Compliance Management Framework and Policy.
- Identifying changes to compliance requirements and obligations in a timely basis and implementing the required changes to ensure the organisation continues to comply with its obligations.

## MANAGER CORPORATE SERVICES

Responsible for ensuring that the compliance management framework is active and the status of the risks and compliance obligations is regularly monitored, reviewed and reported to Management and the Audit and Risk Committee.

Key responsibilities include:

- Developing and maintaining the Compliance Management Policy, Framework and operating procedures, making sure that expectations for managing compliance are properly documented, readily available to and clearly understood by relevant management and employees.
- Ensure that directions relating to compliance are clear and that legal requirements that are applicable for every function are identified and complied. The role should also put in place systems to ensure that all employees are fully informed and trained about key legislative requirements relative to their work.
- Continually reviewing and assessing the appropriateness and effectiveness of the Compliance Management Framework in identifying and managing compliance obligations.
- Regularly reporting on compliance management issues and any breaches to Management and the Audit and Risk Committee.
- Promoting a culture of compliance management and control throughout the organisation.
- Centrally maintaining an up to date Compliance Requirements Register and ensuring it is accessible to all Managers.
- Liaising with internal/external auditors carrying out reviews and audits under the compliance framework.

## MANAGERS/SUPERVISORS/CO-ORDINATORS

Responsible for ensuring compliance with all regulatory and business compliance requirements and obligations associated with the activities of their position including identification, reporting and managing any compliance breaches.

- Specific responsibilities for managing compliance include:
- Promoting a culture of compliance management and control in their area of responsibility.
- Ensuring that they implement any agreed recommendations from internal or external assurance processes by the agreed deadlines, and are also responsible for ensuring that process improvements identified as a result of any breaches or potential breaches are implemented.
- Identifying compliance requirements and obligations.
- Reviewing all complaints received from stakeholders as they can provide an early warning or indication that a breach in compliance obligations has occurred. As a result complaints should be



# ROLES AND RESPONSIBILITIES

closely monitored for indications of compliance breaches and these complaints should be logged and reported to the Manager Corporate Services.

- Performing a regular assessment over the risk of non-compliance in their area of responsibility and documenting those risks and managing and reporting them in accordance with the Risk Management Policy and Guidelines.
- Determine the level and type of treatment required to mitigate the risk and develop a risk management plan.
- Identifying changes to compliance requirements and obligations for which they are responsible, on a timely basis and implementing the required changes to ensure the organisation continues to comply with its obligations.
  - Informing and discussing with their Managers all potential significant changes, such as the introduction of a new regulation or legislation.
- Ensuring employees are adequately trained in compliance obligations relating to their position and that training is up to date.
  - Ensuring all new staff receive appropriate induction training
  - Ensuring ongoing staff training requirements are identified and scheduled on an annual basis
  - Monitoring staff attendance and performance at training
  - Ensuring training requirements are appropriately factored into the Performance Planning and Review process
- Ensuring compliance is factored into position descriptions and performance management processes.
- Ensuring compliance capabilities and performance is factored into contracts with external customers and suppliers.
- Reporting, managing and resolving breaches.
- Adhering to records management policies and procedures.

## EMPLOYEES

Every employee is responsible for ensuring their own compliance with all regulatory, legislative and internal policies and procedures associated with the activities of their position, including identification, management and reporting of any compliance breaches.

In addition, employees are responsible for attending scheduled compliance training, and reporting and escalating any compliance concerns, issues and failures to their supervisors or Senior Management or CEO.

# COMPLIANCE REQUIREMENTS REGISTER

## 6. Compliance Requirements Register

All compliance requirements are documented in a central Compliance Requirements Register which is administered by Corporate Services.

The Compliance Requirements Register describes the compliance responsibilities and activities for each area.

### Identifying Current Legislation

A list of identified key legislations, currently applicable, are recorded in the table below. Some legislations can be assessed by staff through the Council's intranet, while other are accessed through the Western Australian State Law Publisher website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or through [www.austlii.edu.au](http://www.austlii.edu.au)

S.No	Legislation	Activities or Operations effected	Relevant Polices, Standards and Guidelines	Responsibility
1.1	Local Government Act 1995	Governance Finance	Compliance Audit Return Internal and External Audits	CEO EMCS MCS MGC MF
1.2	Corruption, Crime and Misconduct Act 2003	Governance	Misconduct, Fraud & Corruption Prevention Policy & Guidelines	CEO EMCS MCS MGC
1.3	Privacy Act 1988	SMRC Website - Privacy Statement Communications Human Resources	Privacy Statement	CM MGC
1.4	Freedom of Information Act 1992	Governance		FOI Co-Ordinator EMCS
1.5	State Records Act 2000	Governance All Business Units	Record Keeping Plan Approved by State Records Office 2010 Record Keeping Policy	EMCS MGC All Managers
1.6	Public Interest Disclosure Act 2003	Governance	PID Guidelines	PID Officer EMCS
1.7	National Competition Policy / Competition Principles Agreement	RRRC Operations	Competition Principles Agreement	EMCS
1.8	Disability Services Act 1993	Governance	Plan and annual reviews	EMCS MGC
2.1	Income Tax Assessment Act 1936 & 1997	Finance	Internal Control Procedures Exemption Provisions	MF
2.2	A New Tax System (Goods and Services Tax) Act 1999	Finance	Monthly Returns to ATO	MF
2.3	Fringe Benefits Tax Assessment Act 1986	Finance	Monthly Returns to ATO Annual Return to ATO	MF
2.4	Superannuation Guarantee (Administration) Act 1992	Finance Human Resources	Employment Guidelines	FM MF
2.5	Accounting Standards	Finance	Accounting Policies	MF

# COMPLIANCE REQUIREMENTS REGISTER

S.No	Legislation	Activities or Operations effected	Relevant Polices, Standards and Guidelines	Responsibility
2.6	Long Service Leave Act 1958	Finance Human Resources	Employment Guidelines	MF
3.1	Fair Work Act 2009	Human Resources All Business Units	Equal Opportunity Standard	MGC
3.2	Racial Discrimination Act 1975	Human Resources All Business Units	Equal Opportunity Standard	MGC
3.3	Sex Discrimination Act 1984	Human Resources All Business Units	Equal Opportunity Standard Sexual Harassment Guideline	MGC
3.4	Disability Discrimination Act 1992	Human Resources All Business Units	Equal Opportunity Standard	MGC
3.5	Age Discrimination Act 2004	Human Resources All Business Units	Equal Opportunity Standard	MGC
3.6	Equal Opportunity Act, 1984	Human Resources All Business Units	Equal Opportunity Standard Sexual Harassment Guideline	MGC
3.7	Visa Status of Employees who are Foreign Citizens	Human Resources All Business Units	Recruitment Standards	MGC
3.8	Occupational Health and Safety Act 1984	All Business Units	Safety Management Plan Occupational Safety and Health Policy	SC
3.9	Workers Compensation and Injury Management Act 1981	Human Resources All Business Units	Injury Management Policy	SC
3.10	Dangerous Goods Safety Act 2004 (WA)	RRRC operations		SC
4.1	Environmental Protection Act 1986 / DER Conditions to Licence	Environmental Management System (EMS) RRRC Operations	EMS Audits - ISO 14001 RRRC Operational Licence	EMO MQE
4.2	National Measurement Act 1960	RRRC Weighbridge	Weighbridge Rules	EMO MQE
5.1	Planning & Building Approval Conditions- SAT	RRRC Operations	Bi-annual reporting to City of Canning	EMO MQE
5.2	Contaminated Sites Act 2003	Environmental Management System (EMS) RRRC Operations	EMS Ground Water Monitoring	EMO MQE
5.3	Waste Avoidance and Resource Recovery Act 2007	Strategic Waste Management Plan Strategic Projects	Strategic Waste Management Plan	CEO EMSP
6.1	Trade Practices Act 1974	CEO	Pricing Policy	CEO
6.2	Australian Information Commissioner's Notifiable Data Breaches Scheme	CEO	Privacy Policy Misconduct Policy	CEO EMCS
6.3	Copyright Act 1968	Communications		CM

## RESPONSIBILITY TITLES

CEO	Chief Executive Officer
CM	Communications Manager
EMCS	Executive Manager Corporate Services
EMSP	Executive Manager Strategic Projects
EM RRRC (Ops)	Executive Manager RRRC Operations
CSM	Corporate Services Manager
MQE	Manager Quality & Environment
FM	Finance Manager
HRM	Human Resources Manager
SM	Safety Manager

# COMPLIANCE OBLIGATIONS REGISTER

## 7. Compliance Obligations Register

A compliance obligation is the specific action within a requirement that must be undertaken in order to comply with the overarching compliance requirement. There are 32 registers established.

COMPLIANCE OBLIGATION REGISTER									
ANNUAL RETURN 2022									
<b>Legislation #2.1</b>									
Jurisdiction									
Subordinate Legislation									
Standards Codes									
<b>General Information</b>									
Overview									
Obligations									
Liability									
<b>Management Framework</b>									
Executive Accountable									
Compliance Coordinator									
Operational Responsibility									
Application									
<b>Risk Profile</b>									
Risk Rating							Risk Consequence		
Business units subject to obligation									
<b>Management Mechanisms</b>									
	Document	No	Issue No	Date	Issued By	Auth By	Monitor Updates		
Legislation									
Plan									
Policies									
Standards									
Guidelines									
Procedures									
Training									
<b>Reporting and Recordkeeping</b>									
Legislative Updates									
How compliance is periodically reported									
How compliance is recorded									
How breaches are reported									
More information									
<b>Annual Sign off</b>									
Employee Name:	Signature					Date			
Executive Manager:	Signature					Date			
Chief Executive Officer:	Signature					Date			

# ANNUAL COMPLIANCE PLAN

## 8. Annual Compliance Plan

### COMPLIANCE CALENDAR – SHARED OUTLOOK CALENDAR

A Compliance Calendar is maintained on the shared Outlook calendar software. The Calendar is available to all employees accessing Microsoft Outlook. The Calendar is monitored monthly by the Manager – Corporate Services and reminders are forwarded to responsible employees.

The calendar also records reminders for contract management documents such as insurance updates from Contractors/suppliers and regular payment obligations.

### KEY ANNUAL COMPLIANCE DATES

The Compliance dates below refers to statutory timeframes where should the Council not meet this timeframes, it would be in non-compliance or breach of the relevant Acts and legislation.

Compliance Date	Requirement To Be Met	Legislation	Responsibility
31 August	Annual Returns to be lodged with the CEO (CEO's Return to be lodged with Chairman)	LG Act s5.76	MGC
Between 1 June and 31 August	Local government to adopt Annual Budget (unless Minister has extended time to adopt).	LG Act s6.2	EMCS /MF
Within 30 days of adopting budget	Local government to submit copy of Annual Budget to Departmental CEO.	Financial Regs 33	MF
By 14 July	Prepare Employee Payment Summaries and forward to Employees and ATO	Income Tax Assessment Act 1936 & 1997	MF
30 September	<ul style="list-style-type: none"> <li>Last day to submit Annual Budget to Departmental CEO (unless Minister has extended time to adopt).</li> <li>Local government to submit to its Auditor the Accounts and Annual Financial Report for the preceding financial year, or by such extended time as the Minister allows (delegated to Director General).</li> </ul>	Financial Regs 33  LG Act s6.4	MF
28 November	Annual Audit Compliance Report (AACR), to the Director of Department of Environment and Regulation	RRRC Operating Licence	EMO/MEQ
By 31 December	Auditor to examine local government's accounts and Annual Financial Report, and prepare Audit Report.	LG Act s7.9	EMCS/MF
Within 30 days of completion of Audit	Auditor to forward copy of local government's Audit Report to Minister for Local Government, to Chair, and to CEO	Audit Regs 10	Auditor
Within 30 days of receipt of Audit Report	Local government to submit a copy of its Annual Financial Report to the Department of Local Government.	Financial Regs 51	EMCS/MF

# ANNUAL COMPLIANCE PLAN

Compliance Date	Requirement To Be Met	Legislation	Responsibility
By 31 December (or within two months of completion of Audit Report if it is not available in time for the Annual Report to be accepted by 31 December)	Council to accept Annual Report	LG Act 5.54	CEO/CM
1 January onwards	Local government administration to commence Annual Budget Review process.	Financial Regs 33A	EMCS/MF
Within 30 days of completion of Annual Budget Review (no later than 30 April)	Budget Review to be submitted to council.	Financial Regs 33A	EMCS/MF
Within 30 days of submission of Budget Review to Council (no later than 30 May)	Council to make determination on whether or not to adopt Budget Review, or any part of it. Copy of Budget Review and council's determination to be provided to Department of Local Government.	Financial Regs 33A	EMCS/MF
15 May	Lodge Fringe Benefit Tax Annual Return (Apr to Mar) to ATO	Fringe Benefits Tax Assessment Act	MF
	Report to City Of Canning	SAT Planning Approval for MRF	EMSP/EMO

# ANNUAL COMPLIANCE PLAN

## **ENVIRONMENTAL OPERATING LICENCE – Canning Vale Centre**

An environmental licence (amended April 2015) for a prescribed premises under the Environmental Protection Act 1986, is granted by the Department of Water and Environmental Regulation (DWER).

On the 22 March 2016, the Department of Environment Regulation (DER) advised that its Guidance Statement on Licence Duration provides for the granting of licences for up to 20 years durations and therefore the RRRC licence renewal date had been amended under section 59(1)(k) of the Environmental Protection Act 1986 (EP Act) to 30 March 2033

The licence includes conditions, which are monitored and evaluated by DWER. A full copy of the licence can be viewed on our website.

It is a requirement to provide an audit compliance report on an annual basis to the DWER. This is a legal requirement under part V of the Environmental Protection Act 1986 and stipulated as a condition in the operating licence. The report is forwarded to DWER in November each year.

# ANNUAL MONITOR AND EVALUATION REGISTER

## 9. Annual Monitor and Evaluation Register

S.No	Legislation	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Remarks
1.1	Local Government Act 1995	Internal Control Procedures, Governance Procedures, Various Registers to monitor compliance	Compliance Audit Return Internal and External Audits	
1.2	Corruption, Crime and Misconduct Act 2003	Internal Control Procedures to prevent fraud and corruption	Incidents are handled in accordance with the provisions of the Act	
1.3	Privacy Act 1988	SMRC Privacy Statement is available in our website	No Complaints under the Act	
1.4	Freedom of Information Act 1992	Council has a nominated FOI Officer	Applications are handled in accordance with the provisions of the Act	
1.5	State Records Act 2000	Record Keeping Plan approved by the State Records Office  Staff training programs for new and existing staff		SRO approved Amended Plan 9/12/2016 to 9/12/2021 No change to Plan submitted to SRO in Dec 21
1.6	Public Interest Disclosure Act 2003	Council has a nominated PIO Officer	Applications are handled in accordance with the provisions of the Act	
1.7	National Competition Policy / Competition Principles Agreement	Complies with Clause 7 of the Competition Principles Agreement	Independent evaluation by an external consultant in 2015	
1.8	Disability Services Act 1993	The Act requires LGs to have a Disability Access & Inclusion Plan	Adopted Plan in 2021 Annual reporting	
2.1	Income Tax Assessment Act 1936 & 1997	Internal Control Procedures	Submission of Returns Internal and External Audits	
2.2	A New Tax System (Goods and Services Tax) Act 1999	Internal Control Procedures	Submission of Returns Internal and External Audits	
2.3	Fringe Benefits Tax Assessment Act 1986	Internal Control Procedures	Submission of Returns Internal and External Audits	
2.4	Superannuation Guarantee (Administration) Act 1992	HR Policies Advice from WALGA Internal Control Procedures	Submission of Returns Internal and External Audits	
2.5	Accounting Standards	Use of Approved Accounting Policies Internal Control Procedures	Review of Accounting Policies by External Auditors	
2.6	Long Service Leave Act 1958	HR Policies Advice from WALGA Internal Control Procedures	Internal and External Audits	
3.1	Fair Work Act 2009	HR Policies Advice from WALGA	No Complaints under the Act	
3.2	Racial Discrimination Act 1975	HR Policies Advice from WALGA	No Complaints under the Act	
3.3	Sex Discrimination Act 1984	HR Policies Advice from WALGA	No Complaints under the Act	
3.4	Disability Discrimination Act 1992	HR Policies Advice from WALGA	No Complaints under the Act	



# ANNUAL MONITOR AND EVALUATION REGISTER

S.No	Legislation	Appropriateness of the systems and procedures	Effectiveness of the systems and procedures	Remarks
3.5	Age Discrimination Act 2004	HR Policies Advice from WALGA	No Complaints under the Act	
3.6	Equal Opportunity Act, 1984	HR Policies Advice from WALGA	No Complaints under the Act annual report to EEO	
3.7	Visa Status of Employees who are Foreign Citizens	Internal Control Procedures	Checks maintained	
3.8	Occupational Health and Safety Act 1984	Occupational Health and Safety Procedures All Safety issues reported to Safety Co-ordinator Recording and Reporting of Safety issues by Safety Co-ordinator	SAI Global ISO 45000 - May 2021  Safety Meetings KPIs on Injury Statistics	
3.9	Workers Compensation and Injury Management Act 1981	All Safety issues reported to Safety Manager Reporting of Workers injuries to Insurers Subscribed to LGIS	Safety Meetings KPIs on Injury Statistics	
3.10	Dangerous Goods Safety Act 2004 (WA)	RRRC Operations Annual Licence	Annual Licence	
4.1	Environmental Protection Act 1986 / DER Conditions to Licence	EMS System -ISO 14001 Regular internal reviews with help of external consultants	EMS Audits - ISO 14001 Audit compliance report on an annual basis to DWER	
4.2	National Measurement Act 1960	Weighbridge Operating Procedures	Regular Calibration of Weighbridge	
5.1	Planning & Building Approval Conditions- SAT	Regular internal review with help of external consultants	Bi-annual reporting to City of Canning	
5.2	Contaminated Sites Act 2003	EMS System -ISO 14001 Ground Water Monitoring and reporting with help of external consultants	EMS Audits - ISO 14001 Reporting to DWER	
5.3	Waste Avoidance and Resource Recovery Act 2007	Strategic Waste Management Plan in place	Strategic Waste Management Plan (Feb 2016)	
6.1	Trade Practices Act 1974	Legal Advice under the Act on acceptance and submitting of tenders		
6.2	Australian Information Commissioner's Notifiable Data Breaches Scheme	Privacy Policy	Reporting to AIC where breaches occur	
6.3	Copyright Act 1968		Only using paid or approved copywrite info	

## SOUTHERN METROPOLITAN REGIONAL COUNCIL

### RISK MANAGEMENT

2022

*Report by the CEO on the appropriateness and effectiveness of systems and procedures relating to Risk Management*

*Report to Audit & Risk Committee – 14 February 2022*

*Report to Council – 24 February 2022*

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# CHIEF EXECUTIVE OFFICER'S STATEMENT

## 1. Chief Executive Officer's Statement

I am pleased to report to the Council on my review of the appropriateness and effectiveness of the regional local government's systems and procedures in relation to Risk Management as required under Regulation 17 of Local Government (Audit) Amendment Regulations 2013.

I am satisfied that this internal review confirms that the Resource Recovery Group (RRG) has adequately addressed a systematic approach to managing risks, by using AS/NZS ISO 31000:2009 (ISO 73:2009) Risk management – Principles and guidelines, as the standard that describes the systematic and logic process of risk management.

Considering the above factors, the RRG's risk management framework must continue to be reviewed on a regular basis and appropriate improvements be made as and when required.

I would like to thank the following employees whose role is responsible for ensuring the SMRC identifies, monitors and treats its risks and for their assistance in preparing this report.

Chris Wiggins	Executive Manager Corporate Services
Brendan Doherty	Executive Manager Strategic Projects
Keith Swift	Executive Manager Operations
Tama Tafua	Manager – Corporate Services
Ann Johnson	Manager – Governance & Culture

Tim Youe  
Chief Executive Officer  
February 8, 2022

## 2. Regulations

Regulation 17 of Local Government (Audit) Regulations 1996 (as amended) states:

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Regulation 16(c) Local Government (Audit) Regulations 1996 (as amended) states

An audit committee has the following functions—

- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council.

The first review of the appropriateness and effectiveness of systems and procedures in relation to Legislative Compliance was undertaken in December 2014.

Subsequent reviews are as follows:

1. November 2016.
2. November 2018

The next review must be no less than once every three financial years eg by 30 June 2022.

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.

## 3. REVIEW OBJECTIVES

### 3. Review Objectives

**Extract from the Department of Local Government's Governance Bulletin Issue No 4 August 2013.**

#### **Risk Management Review**

*"While the actual review process to be undertaken by the CEO is not stipulated, some of the matters that would typically be reviewed when considering risk include:*

- *Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.*
- *Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.*
- *Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk.*
- *Assessing the local government's procurement framework (including tendering) with a focus on the probity and transparency of policies and procedures/processes.*
- *Ascertaining whether fraud risks have been identified, analysed, evaluated, and that there is an appropriate treatment plan which has been implemented and monitored."*

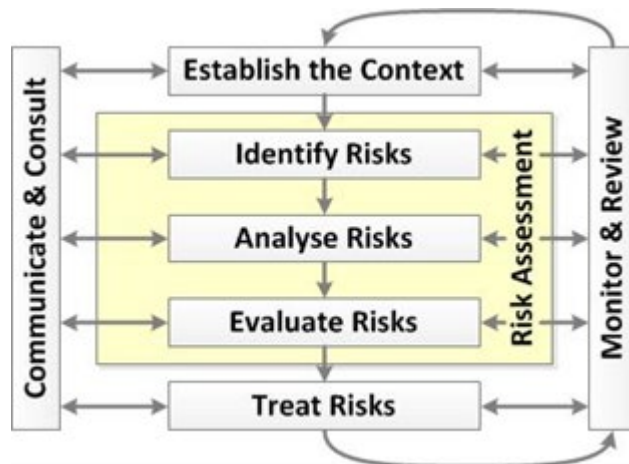
## 4. REVIEW PROCESS

### 4. Review Process

#### 4.1 REVIEWING WHETHER THE LOCAL GOVERNMENT HAS AN EFFECTIVE RISK MANAGEMENT SYSTEM AND THAT MATERIAL OPERATING RISKS TO THE LOCAL GOVERNMENT ARE APPROPRIATELY CONSIDERED

##### 4.1.1 RISK MANAGEMENT PROCESS

The SMRC uses the risk management framework in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines:



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

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

## 4. REVIEW PROCESS

### 4.1.2 ACCOUNTABILITY AND REPORTING

- High Risks have an evaluation factor of 15 and above and are reported to the Audit & Risk Committee.
- The Executive Management Team monitors and reviews these risks each week as part of its meeting agenda.
- Risks rated 'Extreme' will have a management plan and regular reporting
- Risk Management Policy and Standards are regularly reviewed.

### 4.1.3 TREATMENT OF RISKS

Risk treatment plans involve selecting one or more options for modifying the risk and implementing those options. Once implemented, treatments provide or modify the controls that will either reduce the likelihood of a risk occurring or reduce the consequence or impact if it does occur.

Risk treatment plans are developed and implemented for all risks rated 'Medium' or above, where controls are not fully operational, in line with the Risk Management Policy and Guidelines.

### 4.1.4 APPROPRIATENESS AND EFFECTIVENESS REVIEW TABLE

Area	Appropriateness	Effectiveness
Risk Management Framework	the risk management framework is in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines.	Aligned to Strategic Plan Reported by business area function/activities Responsible employees for each business area  Risks of all categories are actively managed in the Risk Management Framework.
Policy and Guidelines	Risk Management Policy 4.2  Risk Management Standard 1.6	Policy reviewed by Audit & Risk Committee and adopted by Council August 2021. Next review is 2023.
Risk Appetite Statement	The level of risk that is acceptable	Project Risk Plans are developed before accepting a major project.
Identifying Risks	The Risk Management Standard and guidelines state the roles & responsibilities.	Information available on the Staff intranet



## 4. REVIEW PROCESS

Area	Appropriateness	Effectiveness
	we encourage a culture of identifying risks in the workplace or business activities and recording those risks	integration of necessary risk management practices into the day-to-day activities
Analysing Risks	Risk Matrix	
Evaluating Risks	Risk Matrix	
Treating Risks		<p>Treatment plans are regularly developed to reduce risk exposure</p> <p>Setting timeframes and deadlines for completing risk treatments.</p> <p>Executive Management Team (EMT) discuss risk ratings 15 and higher each week.</p> <p>Quarterly reporting of Treatment Plans in Operating Risk Registers to EMT</p>
Reporting	<p>Risk Management Software</p> <p>Standard reporting Formats</p>	<p>EMT weekly reporting of risks 15 and higher</p> <p>Quarterly reporting of all operational treatment plans &amp; risks to EMT</p> <p>Strategic and 15 and higher risks reported to Audit &amp; Risk Committee</p> <p>Audit &amp; Risk Committee reports reported to Council in Information Bulletins</p>
Reviews	<p>EMT weekly agenda includes reporting Strategic and 15 and higher risks</p> <p>Quarterly reviews for operational risk register</p>	<p>EMT reviews these risks each week</p> <p>Responsible employees review all risks and treatments and reports progress of treatment plans.</p> <p>Quarterly reviews of all risks on register by EMT</p>

## 4. REVIEW PROCESS

### 4.2 REVIEWING WHETHER THE LOCAL GOVERNMENT HAS A CURRENT AND EFFECTIVE BUSINESS CONTINUITY PLAN (INCLUDING DISASTER RECOVERY) WHICH IS TESTED FROM TIME TO TIME.

Area	Appropriateness	Effectiveness
Risk Management Framework	<p>A risk management framework in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines.</p> <p>And the framework of the AS 5050:2010 standard on business continuity.</p>	<p>Aligned to Strategic Plan Reported by business area function/activities Responsible employees for each business area</p> <p>Risks of all categories are actively managed using the Risk Management Framework.</p>
Policy and Guidelines	<p>Risk Management Policy 4.2</p> <p>Risk Management Standard 1.6</p> <p>Business Continuity Management Policy</p> <p>Business Continuity Management Plan.</p>	<p>Policy reviewed by A &amp; R Committee and adopted by Council August 2021. Next review is 2023.</p>
Business Continuity Plans	<p>ICT BCP (Plan)</p> <p>Canning Vale Operations BCP (Plan)</p> <p>Booragoon BCP (Plan)</p>	<p>Plan was reviewed in 2018. Desktop test of plan undertaken in July 2018. LGIS Risk Services assisted in preparing the RRRC Plan in Mar 2021.</p> <p>A scenario test was undertaken in Mar 2018.</p> <p>The Plan was prepared in Nov 2017.</p>
Communication & Reporting	<p>Documents available</p> <p>Employee training programs</p>	<p>Staff Intranet</p> <p>LGIS Risk Services has assisted in a number of training programs as part of the BCP, Escalation KPI reporting and disaster exercise workshops</p> <p>Escalation KPI Reporting in Operators Manuals</p> <p>report to Audit &amp; Risk Committee</p>

## 4. REVIEW PROCESS

Area	Appropriateness	Effectiveness
Reviews	Plans are regularly reviewed	No
Event Management	Events are reported and recorded Business Continuity Plans	Investigate and record incidents on the approved Incident form with improvement actions.  Record details in Plans
Testing	Proposed recovery actions as detailed in the Plans are to be periodically tested	No  LGIS Risk Services in March 2018 facilitate a training exercise on the RRRC BCP.  ICT BCP staff workshop held in July 2018. Weighbridge Backup tested in Nov 2018.
Assurance Program	an internal audit program which include auditing Risk Management function.	No  August 2014 William Buck Consulting review of Risk Management

## 4. REVIEW PROCESS

### 4.3 ASSESSING THE INTERNAL PROCESSES FOR DETERMINING AND MANAGING MATERIAL OPERATING RISKS IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S IDENTIFIED TOLERANCE FOR RISK

#### 4.3.1 RISK APPETITE STATEMENT

*The Southern Metropolitan Regional Council 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 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 Risk Management Strategy.*

Area	Appropriateness	Effectiveness
Managing Material Operating Risks	<p>risk management framework in accordance with AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines.</p> <p>Risk areas are aligned to Strategic Plan.</p> <p>Risk Management software is used for recording risks</p>	<p>Reported by business area function/activities Responsible employees for each business area</p> <p>Risks of all categories are actively managed using the Risk Management Framework.</p> <p>Project Risk Plans are developed before accepting a major project.</p> <p>No</p>
Communication & Reporting	<p>Documents available</p> <p>Established reporting channels in place</p>	<p>Staff Intranet</p> <p>Escalation KPI Reporting in Operators Manuals</p> <p>Reports to EMT</p> <p>Report to Audit &amp; Risk Committee</p> <p>Reporting in Information Bulletins</p>
Assurance Program	<p>an internal audit program which include auditing Risk Management.</p>	<p>Not updated</p> <p>August 2014 William Buck Consulting review of Risk Management</p>

## 4. REVIEW PROCESS

### 4.4 ASSESSING THE LOCAL GOVERNMENT'S PROCUREMENT FRAMEWORK (INCLUDING TENDERING) WITH A FOCUS ON THE PROBITY AND TRANSPARENCY OF POLICIES AND PROCEDURES/PROCESSES

Area	Appropriateness	Effectiveness
Procurement Framework	Procedures and systems in place for procurement.	Annual employee training and new employee inductions  Staff Intranet is the depository for all relevant documents and forms.
Policy and Guidelines	Purchasing Policy 2.5  Procurement Standard 2.3  Staff Purchasing Delegation 2.4  Authorisation and Payment of Accounts Policy 2.2  Corporate Credit Card Procedures 2.5  Misconduct, Fraud & Corruption Prevention Policy 4.4  Misconduct, Fraud & Corruption Investigation Guidelines 1.3A	Statement of Business Principles sent to all contractors and suppliers.  Policy reviews and adoption by Council.  Standards, guidelines reviewed and approved by CEO  Credit Card Audit undertaken by Butler Settineri in Nov 2021.
Procurement software	Integrated Accounting software - Purchasing model available for all admin employees  Requisition and purchase order system  Software has purchasing restrictions to authorised purchasing employees approved by CEO	Purchasing Delegation restrictions    Purchase Orders will only print name of authorised employee
Tendering Provisions	Procedure for complying with the Local Government Act and regulations relating to Tenders.	Authorised employees involved with tendering practices.  Procurement of goods and services over \$250,000 is subject to tendering requirements

## 4. REVIEW PROCESS

Area	Appropriateness	Effectiveness
Training	<p>Documents available</p> <p>Employee training programs</p>	<p>Staff Intranet</p> <p>No Training session and meetings held during year.</p> <p>(Develop &amp; implement training)</p>
Non-Compliance Reporting	<p>Checking for compliance by accounting staff.</p> <p>Proving employee training on procurement systems and procedures</p>	<p>Investigate and record incidents of non-compliance.</p> <p>Reporting non-compliance matters to senior management.</p> <p>KPI reporting of non-compliance</p>
Reviews	<p>Policies and procedures are regularly reviewed</p> <p>Policy Register records next review dates</p>	Regular reviews
Assurance Program	SMRC has an internal audit program which includes auditing the Procurement and Contract Management functions.	<p>The Internal Audit Program includes the following audits.</p> <p>An Independent Audit was completed in May 2020 by Andrew Burchfield. The audit reported 4 minor findings and a management action list was presented to the Audit &amp; Risk Committee Oct 2020.</p> <p>Contract Extensions and Variations Audit was conducted by the OAG in July 2019. The audit reported 3 significant findings and a management action list was presented to the Audit &amp; Risk Committee Oct 2020.</p> <p>Credit card audit was undertaken by Butler Settineri in Nov 2021</p>

## 4. REVIEW PROCESS

### 4.5 ASCERTAINING WHETHER FRAUD RISKS HAVE BEEN IDENTIFIED, ANALYSED, EVALUATED, AND THAT THERE IS AN APPROPRIATE TREATMENT PLAN WHICH HAS BEEN IMPLEMENTED AND MONITORED.

Refer to Internal Controls review for table of Fraud risks and evaluation.

Area	Appropriateness	Effectiveness
Policies and Guidelines	Misconduct, Fraud & Corruption Prevention Policy 4.4  Misconduct, Fraud & Corruption Investigation Guidelines 1.3A	identified potential fraud risk areas and is recorded in the Risk Register with appropriate controls and treatment plans if required
Fraud Risks	Refer to the 'Internal Controls Review Report – 2022' for table of Fraud risks and evaluations	As above
Training	Staff Training and Development is a key component to combat fraudulent and corrupt behaviour	Employee training, toolbox meetings and new employee inductions.
Identifying Fraud	Refer to the 'Internal Controls Review Report – 2022' for table of Fraud risks and evaluations.  Whistleblowing and reporting procedures	Internal controls and Audit reporting, CCTV, Employee or Contractor whistleblowing
Investigating Alleged Corruption	Misconduct, Fraud & Corruption Investigation Guidelines 1.3A	Implement guidelines
Reporting	Misconduct, Fraud & Corruption Investigation Guidelines 1.3A	Report to CEO, Audit & Risk Committee, Public Service Commission and CCC.
Reviews	Policy and Procedure Register for regular review dates	Policy reviewed by Audit & Risk Committee and adopted by Council August 2021. Next review is 2023.
Assurance Program	an internal audit program which includes auditing the Procurement and Contract Management functions.	The Internal Audit Program includes the following audits.  An Independent Audit was completed in May 2020 by Andrew Burchfield. The audit reported 4 minor findings and a management action list was presented to the Audit & Risk Committee Oct 2020.  Contract Extensions and Variations Audit was conducted by the OAG in July 2019. The audit reported 3 significant findings and a

## 4. REVIEW PROCESS

Area	Appropriateness	Effectiveness
		management action list was presented to the Audit & Risk Committee Oct 2020.  Credit card audit was undertaken by Butler Settineri in Nov 2021





**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

Date: 16 February 2022

## RESOURCE RECOVERY GROUP

# 2021/22 MID YEAR BUDGET REVIEW REPORT

For the Year ending 30 June 2022

### Our Vision:

*We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment*

On behalf of our Participant Local Governments



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



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## 1. STATEMENT BY CHIEF EXECUTIVE OFFICER

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

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

This report considers the half yearly actual results (to 31 Dec 2021) and the projected estimates for the next 6 months to 30 June 2022.

Tim Youé  
Chief Executive Officer

## 2. KEY CHANGES SINCE THE ADOPTED BUDGET

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

Resource Recovery Group's (RRG) operating revenue has decreased to \$16.2M (original Budget \$16.8M) due to the following additions and unfavourable results.

#### **ADDITIONS**

- The RRG was successful in receiving a State Waste Authority grant of \$250K towards the purchase of a Trommel for FOGO operations.
- Due to current COVID-19 impacts in the State we have made a Business Continuity provision of \$200K for Canning Vale operations. Funding will be provided for from the savings in insurance premiums.
- A higher opening balance in reserves has allowed us to increase our transfer from reserves to fund additional capital works and expected decrease in operating revenue.

#### **FAVOURABLE**

- Sale of legacy Carbon Credits from our compost activities of approximately \$400K will be transferred to the RRRC contingency reserve.

#### **UNFAVOURABLE**

- The uptake of the Containers for Change program by the community has resulted in a 60% kerbside recovery for the 6 months actual. The financial impact to RRG is a reduction in tonnes and revenue of 12% on last year's tonnes. (Net financial revenue loss: \$300K). The adopted budget estimated a 40% kerbside recovery or 8% reduction in overall tonnes received from households.



### 3. THE RESOURCE RECOVERY GROUP AT A GLANCE

The Resource Recovery Group (RRG) is a statutory local government authority established in 1991 by local governments in the southern metropolitan region of Perth. The RRG is responsible for developing environmentally sustainable waste management solutions and climate change abatement measures for the communities of;

- **Town of East Fremantle**
- **City of Fremantle**
- **City of Melville**

The RRG operates the Regional Resource Recovery Centre (RRRC) in Canning Vale, which receives and recovers waste from some of its member local governments and the community.

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

The RRG currently diverts 65% of household waste from landfill achieving the State Government's 2020 target.

#### Re-Branding and Change of Name

1. In July 2021, we engaged Market Creations Agency to undertake a re-branding exercise. This consisted of two focussed workshops with all Council members and members of the Regional Executive committee or delegates attending, providing input and feedback to arrive at a consensus view that the existing name and logo required changing. In summary, the unanimous view was that the existing brand was outdated, insular, did not evoke our vision and objectives or provide a signal as to who or what we are as an organisation.
2. The new brand with the name '**Resource Recovery Group**' was agreed upon. It is considered contemporary, inclusive, and evocative of what we do.
3. The Minister for Local Government, Hon John Carey MLA approved the name change and a variation to the Establishment Agreement.
4. All participant local governments have endorsed the change and signed a variation deed to the Establishment Agreement.





## Enabling legislation

The *Southern Metropolitan Regional Council* (now trading as **Resource Recovery Group**) became a regional local government on October 30, 1991, pursuant to the Local Government Act 1960. By virtue of the transitional provisions of the Local Government Act 1995, it is constituted as a regional local government under that Act. On April 22, 1998, the constitution was replaced by an establishment agreement made between the participants and approved by the Minister for Local Government. A regional local government has the same general function of a local government, including its legislative and executive functions, except as stated in section 3.66 of the Local Government Act 1995.

A deed of variation (name change) to the Establishment Agreement was approved by the Minister in January 2022.

## 4. REGIONAL PURPOSE

The regional purposes for which the *Resource Recovery Group* (RRG) is established are:

- (a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;
- (b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

The RRG operates under its Establishment Agreement 2000, an agreement between its Participant Local Governments. Each Project has a business plan and a Project Participants' Agreement signed by Participants, who have agreed to part of that Project,

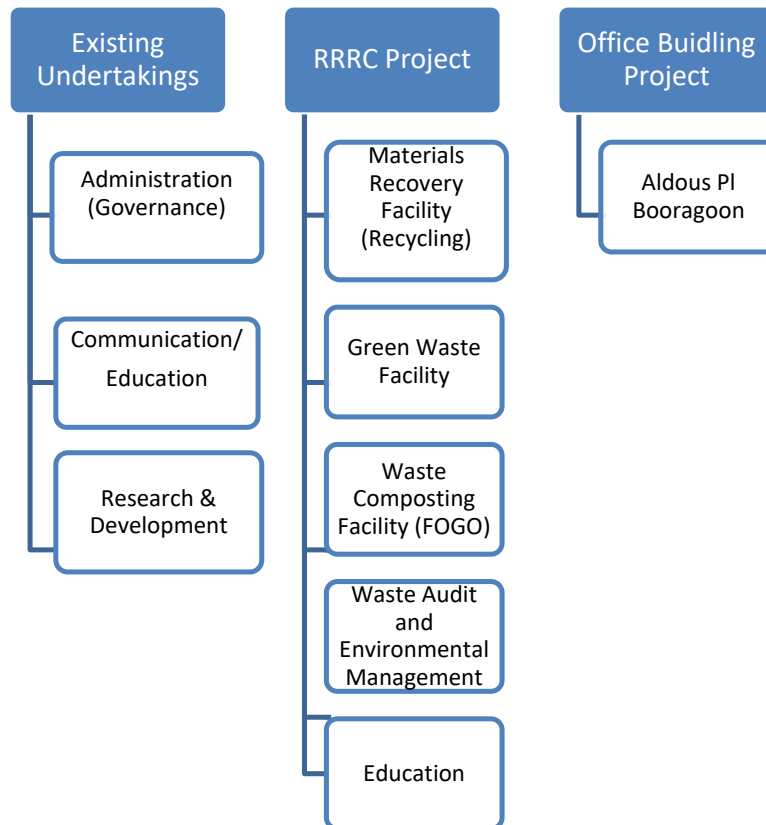
Participants have agreed to make contributions towards the services provided by the RRG to manage these activities.





The graph below shows the three functions of the RRG, governed by agreements.

Table 1



## 5. STRATEGIC PLAN

### Our Vision...

***We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment***

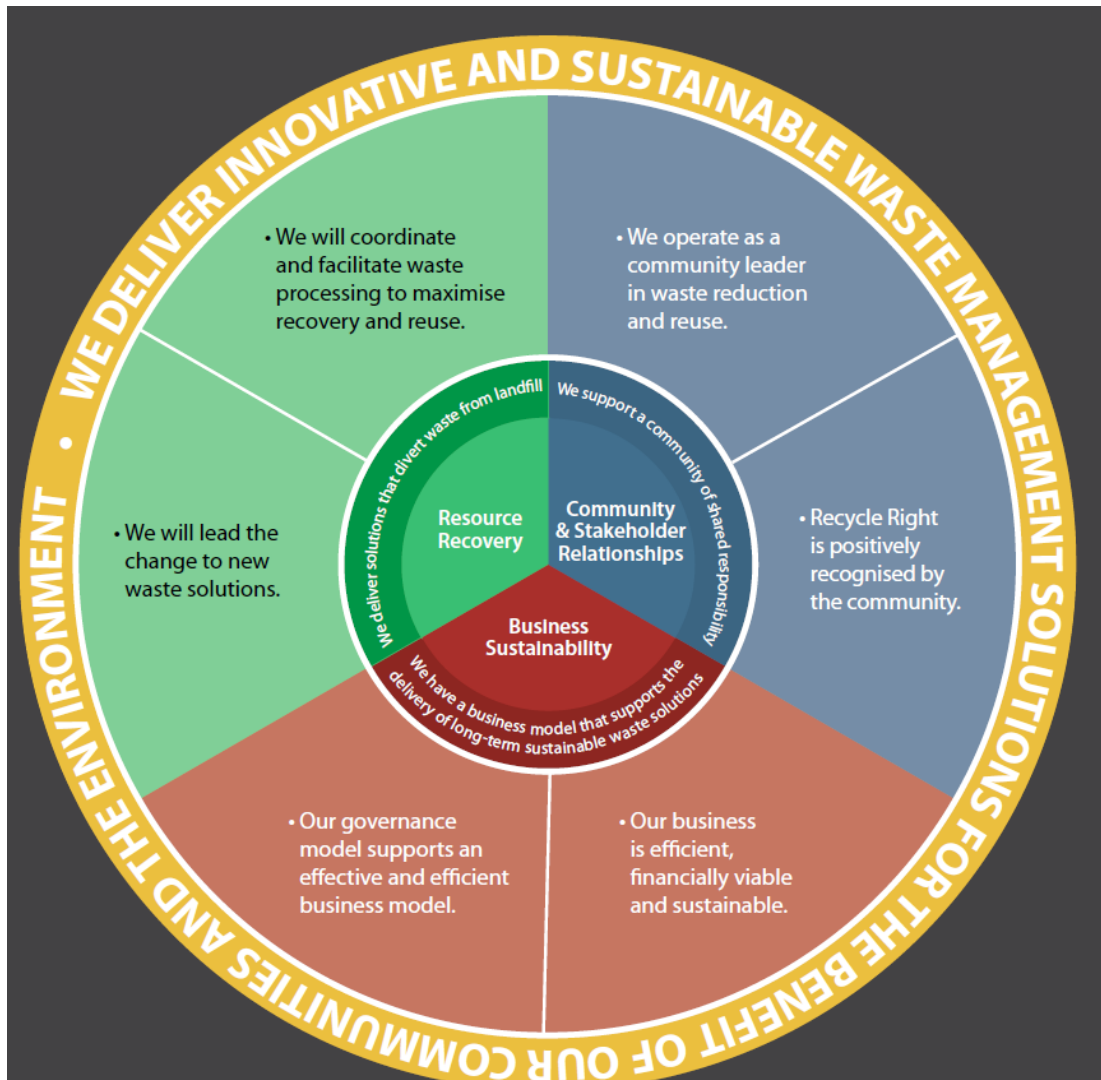
The financial obligations to achieve the strategies and actions referred to in the plan are included in the 2021/22 Annual Budget under the relevant business unit budgets.



## Our Vision

The delivery of the vision is achieved by undertaking actions across three Key Focus Areas, which are the core components of our business.

Table 2







## 6. NET RESULTS BY BUSINESS UNIT

**Table 3**

The table below summarizes the financial activities to show a balanced budget.

The revised RRRC Project budget has an operating deficit of \$591,000 for the reasons referred in the Key changes since the adopted budget. This will be funded from contingency reserves.

FY 2021/22						
RRRC PROJECT BUDGET	Tonnes	Opening Funds Used	Revenue	Expenditure	Net Revised Budget 21/22	Net Adopted Budget 21/22
Material Recovery Facility	25,000		\$ 5,677,671	\$ 4,681,650	\$ 1,000,000	\$ 1,500,000
Green Waste Facility	8,160		\$ 739,999	\$ 352,199	\$ 400,000	\$ 397,800
WCF Fixed Costs				\$ 1,507,099	\$ (1,500,000)	\$ (1,700,000)
FOGO Operations	27,530	\$ 179,760	\$ 4,133,685	\$ 3,403,479	\$ 909,000	\$ 940,403
Overheads			\$ 2,300,000	\$ 4,704,165	\$ (2,400,000)	\$ (2,138,203)
Red Bin Waste	13,600		\$ 2,000,000	\$ 2,000,000	\$ -	\$ -
B/Forward Surplus Yr 1 (\$3M / 3 years)		\$ 1,000,000			\$ 1,000,000	\$ 1,000,000
<b>Total</b>		<b>\$ 1,179,760</b>	<b>\$ 14,851,355</b>	<b>\$ 16,648,592</b>	<b>\$ (591,000)</b>	<b>\$ -</b>
Admin		\$ 100,000	\$ 110,100	\$ 210,101	\$ -	\$ -
Education		\$ 10,000	\$ 437,801	\$ 447,801	\$ -	\$ -
Waste Audit			\$ 140,000	\$ 140,000	\$ -	\$ -
MUD R&D		\$ 21,000	\$ 30,000	\$ 51,000	\$ -	\$ -
Loan Interest			\$ 227,867	\$ 227,867	\$ -	\$ -
Carbon Credit			\$ 400,000	\$ 4,650	\$ 395,000	\$ -
FOGO Education		\$ 82,685	\$ 43,867	\$ 126,552	\$ -	\$ -
Transfers to/from Reserves				\$ (196,000)	\$ 196,000	\$ -
<b>Total</b>		<b>\$ 1,393,445</b>	<b>\$ 16,240,990</b>	<b>\$ 17,660,564</b>	<b>\$ -</b>	<b>\$ -</b>





## 7. STATEMENT OF FINANCIAL ACTIVITY

SOUTHERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF FINANCIAL ACTIVITY			
FOR THE YEAR ENDED 30 JUNE 2022			
BY NATURE OR TYPE			
	2021/22 Budget	2021/22 Rev. Budget	Variance
	\$	\$	\$
<b>REVENUE</b>			
Operating Grants, Subsidies and Contributions:			
Members:	11,276,748	10,469,585	(807,163)
Others:	1,712,642	1,704,478	(8,164)
Fees and Charges	3,841,063	4,041,763	200,700
Interest Earnings	24,000	15,769	(8,231)
Other Revenues	1,100	40,523	39,423
	16,855,553	16,272,119	(583,434)
<b>EXPENSES</b>			
Employee Costs	5,568,798	5,690,949	122,151
Materials and Contracts	9,072,318	8,734,370	(337,948)
Utility Charges	449,590	683,271	233,681
Depreciation on Non-current Assets	4,028,686	4,264,264	235,578
Interest Expenses	514,114	549,617	35,503
Insurance Expenses	2,228,230	1,899,489	(328,741)
	21,861,736	21,821,961	(39,775)
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>(5,006,183)</b>	<b>(5,549,842)</b>	<b>(543,659)</b>
Add:			
Depreciation on Non-current Assets	4,028,686	4,264,264	235,578
Loss on disposal			-
Add: ROU Interest	-	24,866	24,866
Interest for Make Good Provision	80,700	80,700	0
<b>NET OPERATING POSITION</b>	<b>(896,797)</b>	<b>(1,180,012)</b>	<b>(283,215)</b>
<b>Capital Expenditure</b>			
Less : Capital Expenditure	(2,000,000)	(3,135,000)	(1,135,000)
<b>Funding/Other Capital Items</b>			
Add: Non-operating Grants	-	250,000	250,000
Add: Proceeds on asset disposal			-
Less: Loan Repayments	(3,398,802)	(3,398,802)	-
Add :Loan Contributions from Members	3,398,802	3,398,802	-
Less: Lease Repayments	(574,203)	(563,566)	10,637
Add : Transfer from Reserves	2,000,000	3,551,000	1,551,000
Less: Transfer to Reserves	(400,000)	(395,000)	5,000
<b>NET CAPITAL POSITION</b>	<b>(974,203)</b>	<b>(292,566)</b>	<b>681,637</b>
<b>NET OPERATING &amp; CAPITAL POSITION</b>	<b>(1,871,000)</b>	<b>(1,472,578)</b>	<b>398,422</b>
Add: OPENING FUNDS	4,271,000	3,183,122	(1,087,878)
<b>CLOSING FUNDS</b>	<b>2,400,000</b>	<b>1,710,544</b>	<b>(689,456)</b>

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## 7.1 Reasons for Variations

EXPLANATION FOR VARIANCES		
<b>REVENUE</b>		
Members	Reduced recyclable tonnages and lower gate fees due to higher commodity prices	(807,163)
Others		(8,164)
Fees and Charges	Higher commodity prices	200,700
Interest Earnings		(8,231)
Other	Insurance rebates	39,423
<b>Total Revenue Variance (Loss)</b>		<b>(583,434)</b>
<b>EXPENDITURE</b>		
Employee Costs	Staff attrition kept to a minimum	122,151
Materials and Contracts	Reduction in MRF variable Expenses due to lower tonnes	(337,948)
Utility Charges	Increased costs associated with new contract arrangement	233,681
Depreciation	Prior financial year accounting adjustments as a result of Audit	235,578
Interest Expenses	Increased interest costs in Non-cash Right of Use Lease	35,503
Insurance Expenses	Premium less than forecast	(328,741)
<b>Total Expenditure Variance (Gain)</b>		<b>(39,775)</b>
<b>Net Operating Surplus Variance</b>		<b>(543,659)</b>
Add: Non-operating Grants	Waste Authority Grant towards FOGO Trommel	250,000
Less: Capital Expenditure	Additional IT and Mobile Plant investment	(1,135,000)
Add: Capital Lease Repayments	RRRC ground Lease Right of Use Asset	10,637
Add: Transfer from Reserve	Provision for WCF Civil works and RRRC Operations	1,551,000
Add: Transfer to Reserve		5,000
<b>Increase in Operating &amp; Capital Budgets</b>		<b>681,637</b>
<b>Increase/(Decrease) in Opening Funds due to surplus</b>		<b>(1,087,878)</b>
<b>Increase/(Decrease) in Closing Funds</b>		<b>(689,456)</b>



## 8. CAPITAL EXPENDITURE BUDGET

CAPITAL EXPENDITURE				
Facility	2021/22 Budget	2021/22 6 Monthly YTD	2021/22 Rev. Budget	Variance
<b>RRRC ADMIN</b>				
Security Alarm - 9 Aldous Place	-	-	15,000	15,000
Utility Vehicle	-	-	25,000	25,000
3 x Monitors	-	-	45,000	45,000
<b>Sub Total</b>	-	-	<b>85,000</b>	<b>85,000</b>
Baler - Godswill - Repair floor	50,000	-	50,000	-
Baler - Conveyor BFC1 & BF1-4	90,000	-	90,000	-
C2 Conveyor Chains & Guards	150,000	71,030	150,000	-
Optical Sorters	300,000	-	300,000	-
Polishing Screen	40,000	-	40,000	-
Replacement Dust Collector and ducting – MRF Baghouse	50,000	-	50,000	-
Glass Bunker Curtain Replacement	20,000	-	20,000	-
Glass Trommel Mech Replacement	30,000	-	30,000	-
Plastic Bottle perforator	50,000	-	50,000	-
Waste compactors	40,000	-	40,000	-
<b>Sub Total</b>	<b>820,000</b>	<b>71,030</b>	<b>820,000</b>	-
<b>WCF</b>				
WCF Trommel Upgrades	30,000	23,430	30,000	-
Decommissioning of digestors	500,000	377,079	300,000	(200,000)
HookLift Truck	300,000	-	300,000	-
Front End Loader	350,000	-	350,000	-
New FOGO Trommel	-	-	500,000	500,000
WCF Civil Works	-	-	600,000	600,000
Bio Filter	-	-	150,000	150,000
<b>Sub Total</b>	<b>1,180,000</b>	<b>400,509</b>	<b>2,230,000</b>	<b>1,050,000</b>
<b>Total Capital Expenditure</b>	<b>2,000,000</b>	<b>471,539</b>	<b>3,135,000</b>	<b>1,135,000</b>
Funded from Operations	-	-	60,000	60,000
Funded from B/Fwd	-	-	15,000	15,000
Funded from Reserves	2,000,000	471,539	2,810,000	810,000
Funded from Grant	-	-	250,000	250,000
<b>Total Capital Expenditure</b>	<b>2,000,000</b>	<b>471,539</b>	<b>3,135,000</b>	<b>1,135,000</b>
Buildings	-	-	600,000	600,000
Mobile Plant	650,000	-	1,175,000	525,000
Fixed Plant & equipment	1,350,000	471,539	1,300,000	(50,000)
IT Equipment	-	-	60,000	60,000
<b>Total Capital Expenditure</b>	<b>2,000,000</b>	<b>471,539</b>	<b>3,135,000</b>	<b>1,135,000</b>



## 9. RESERVES BUDGET

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

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

The opening cash balance was a higher than budgeted figure allowing RRG to fund Waste Composting Facility Civil Works projects and Security System upgrades for 9 Aldous Place, Booragoon.

The extra cash funds will also be utilised to fund the additional \$591k expected deficit.

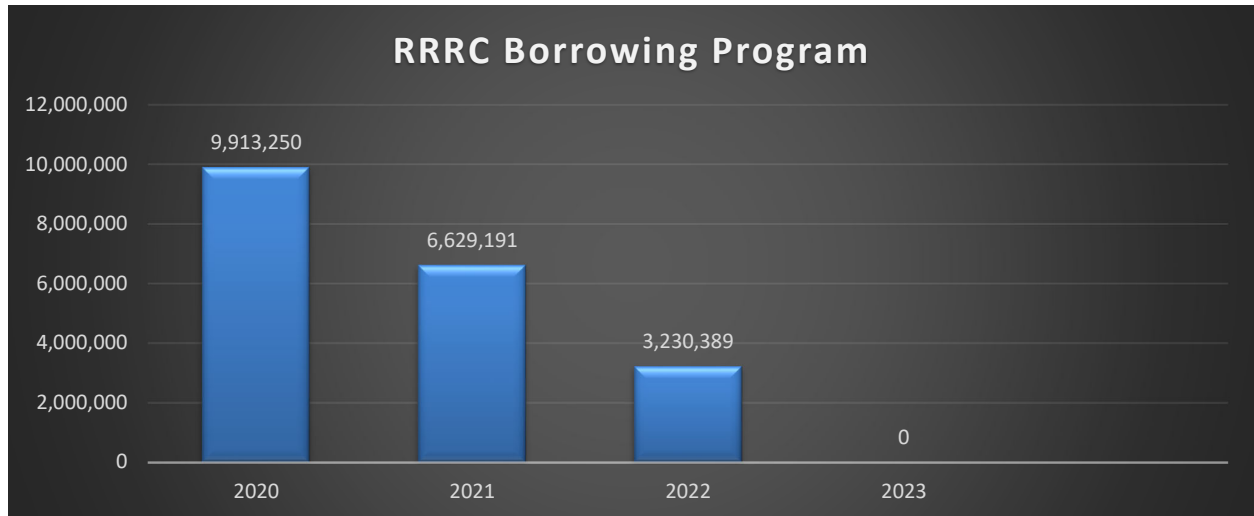
CASH BACKED RESERVES				
Summary	2020/21	2021/22	2021/22	Variance
	Audited Actual	Budget	Rev. Budget	
	\$	\$	\$	\$
<b>Opening Balance</b>	<b>7,302,055</b>	<b>8,549,586</b>	<b>10,716,775</b>	<b>2,167,189</b>
<b>Transfer to Reserves</b>				
WCF ( Plant Replacement Reserve)	0	0	0	0
MRF ( Contingency Reserve)	3,000,000	0	0	0
GWF( Plant Replacement Reserve)	4,259	0	0	0
Business Development (Contingency Reserves)	410,461	61,658	61,658	0
RRRC Resoration Reserve	0	338,342	333,342	(5,000)
Office Project				
	<b>3,414,720</b>	<b>400,000</b>	<b>395,000</b>	<b>(5,000)</b>
<b>Transfer from Reserves</b>				
MRF ( Contingency Reserve)	0	(820,000)	(820,000)	0
GWF ( Contingency Reserve)	0	0	0	0
WCF ( Contingency Reserve)	0	(1,180,000)	(2,125,000)	(945,000)
RRRC Resoration Reserve				0
Office Project			(15,000)	(15,000)
Gov (Conference)				0
RRRC Operations		0	(591,000)	(591,000)
	<b>0</b>	<b>(2,000,000)</b>	<b>(3,551,000)</b>	<b>(1,551,000)</b>
<b>Closing Balance</b>	<b>10,716,775</b>	<b>6,949,586</b>	<b>7,560,775</b>	<b>611,189</b>



## 10. BORROWINGS

There are no new loans or re-financed loans planned during 2021/22.

No change to adopted budget.



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

**STATEMENT OF FINANCIAL ACTIVITY**

<b>Current Budget \$</b>	<b>Particulars</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance to YTD Budget \$</b>
	<b><u>Revenue from operating activities</u></b>			
3,121,708	Contributions, Donations & Reimbursements	1,838,874	1,903,433	64,559
12,148,565	Fees & Charges	6,989,749	7,155,893	166,144
24,000	Interest Received	14,000	10,784	(3,216)
1,561,280	Other Revenue	1,188,075	904,193	(283,882)
<b>16,855,553</b>	<b>Total Operating Revenue</b>	<b>10,030,698</b>	<b>9,974,303</b>	<b>(56,395)</b>
	<b><u>Expenditure from operating activities</u></b>			
(5,498,492)	Employee Costs	(3,190,579)	(3,092,072)	98,507
(9,142,624)	Materials & Contracts	(5,241,336)	(4,627,181)	614,155
(603,343)	Utilities	(366,152)	(399,689)	(33,537)
(2,228,230)	Insurance	(1,299,802)	(1,037,173)	262,629
(514,114)	Interest	(296,752)	(299,877)	(3,125)
(4,028,686)	Depreciation	(2,350,082)	(2,506,264)	(156,182)
0	Other Expenses	6	0	(6)
<b>(22,015,489)</b>	<b>Total Operating Expenses</b>	<b>(12,744,697)</b>	<b>(11,962,256)</b>	<b>782,441</b>
0	Profit/ (Loss) on Sale of Assets	0	(57,019)	(57,019)
<b>(5,159,936)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(2,713,999)</b>	<b>(2,044,972)</b>	<b>669,027</b>
	<b><u>LESS: Non-cash items</u></b>			
0	Add Back Loss on Sale of Assets	0	57,019	57,019
4,028,686	Add Back Depreciation	2,350,082	2,506,264	156,182
80,700	Add Back Interest on unwinding of discount on Make Good Provision	47,075	47,079	4
<b>4,109,386</b>	<b>Total Non-cash items</b>	<b>2,397,157</b>	<b>2,610,361</b>	<b>213,204</b>
<b>(17,906,103)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(10,347,540)</b>	<b>(9,408,913)</b>	<b>938,627</b>
	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>			
<b>(1,050,550)</b>		<b>(316,842)</b>	<b>565,389</b>	<b>882,231</b>
	<b><u>Capital Expenditure</u></b>			
(2,000,000)	Plant & Equipment	(1,480,000)	(470,053)	1,009,947
(15,000)	Information Technology	0	0	0
<b>(2,015,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(1,480,000)</b>	<b>(470,053)</b>	<b>1,009,947</b>
	<b><u>Funding / Other Capital Items</u></b>			
0	Non-operating Grants, Subsidies & contributions	0	(250,000)	(250,000)
(3,398,802)	Repayment of Loans	(1,684,796)	(1,684,796)	0
3,398,802	Reimbursement of Loan Repayments	1,684,796	1,684,796	0
(574,203)	Lease Principal repayments	(330,230)	(269,350)	60,880
(400,000)	Transfers TO Cash Reserves	0	0	0
2,000,000	Transfers FROM Cash Reserves	0	0	0
<b>1,025,797</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(330,230)</b>	<b>(519,350)</b>	<b>60,880</b>
<b>(2,039,753)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>(2,127,072)</b>	<b>(424,014)</b>	<b>1,953,058</b>
<b>4,439,753</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>4,271,000</b>	<b>3,183,123</b>	<b>(1,087,877)</b>
<b>2,400,000</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>2,143,928</b>	<b>2,759,109</b>	<b>865,181</b>

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

**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 2021/22 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +/- \$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	64,559	Positive	Slightly higher Gate Fees for the period
Fees & Charges	166,144	Positive	MRF commodity prices and commercial tonnes
Interest Received	(3,216)	Negative	
Other Revenue	(283,882)	Negative	Lower CDS income for the period
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	98,507	Positive	Lower wage costs for the period
Materials & Contracts	614,155	Positive	Lower plant maintenance and disposal costs
Utilities	(33,537)	Negative	Higher than budgeted electricity costs in MRF
Insurance	262,629	Positive	Insurance premium savings
Interest	(3,125)	Negative	
Depreciation	(156,182)	Negative	Adjustments to Assets after Final Audit result
Other Expenses	(6)	Negative	
Profit/(Loss) on Sale of Assets	(57,019)	Negative	Disposal of Digester assets due to decommissioning
<b><u>Capital Expenditure</u></b>			
Plant & Equipment	1,009,947	Positive	Timing difference
<b><u>Funding / Other Capital Items</u></b>			
Non-operating Grants, Subsidies & contributions	(250,000)	Positive	Grant funding for new FOGO Trommel
<b>Opening Funds Surplus(Deficit)</b>	(1,087,877)		Budget estimates can now be revised to final audited figures
<b>Closing Funds Surplus(Deficit)</b>	865,181		

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

**NET CURRENT ASSETS**

	As at 31/01/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,729,535	13,053,557
Receivables	4,161,509	6,178,754
Prepayments	742,335	87,243
Accrued Income	351,585	1,395,815
Inventories	1,230,914	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,215,878</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	897,714	1,759,474
Accrued Expenses	(140,292)	1,007,236
Income Rec'd in Advance	42,547	56,889
GST	120,458	0
Payroll Liabilities	76,856	2,932
Retentions & Bonds	1,222,292	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	710,961	749,154
Lease Liabilities	275,685	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,605,022</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>11,610,855</b>	<b>13,007,334</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(10,716,775)	(10,716,775)
Add: Loan contributions from members	1,684,796	0
Less: Profit/(Loss) on Sale of Assets	(57,019)	16,033
Add: Recognition/transfer Lease liability	269,350	0
Add: Non-cash provisions	47,079	828,752
Add: Decrease in Non-Current Provisions	700	47,779
<b>Adjusted Net Current Assets</b>	<b>2,759,109</b>	<b>3,183,123</b>



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

**STATEMENT OF FINANCIAL POSITION**

	As at 31/01/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,729,535	13,053,557
Receivables	4,161,509	6,178,754
Prepayments	742,335	87,243
Accrued Income	351,585	1,395,815
Inventories	1,230,914	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,215,878</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	897,714	1,759,474
Accrued Expenses	(140,292)	1,007,236
Income Rec'd in Advance	42,547	56,889
GST	120,458	0
Payroll Liabilities	76,856	2,932
Retentions & Bonds	1,222,292	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	710,961	749,154
Lease Liabilities	275,685	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,605,022</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>11,610,855</b>	<b>13,007,334</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,787,918	1,798,521
Information Technology	1,313	3,196
Office Furniture & Fittings	(0)	4
Fixed Plant & Equipment	5,186,277	5,655,295
Mobile Plant & Equipment	353,195	479,604
RRRC Leasehold Improvements	17,927,067	18,940,171
RRRC Other	85,883	91,483
Capital Work in Progress	207,646	207,646
Loan Receivables	5,030,389	5,030,389
Right of Use Assets	5,561,053	5,970,643
<b>TOTAL NON-CURRENT ASSETS</b>	<b>36,140,741</b>	<b>38,176,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,836,077	3,788,998
Borrowings	3,345,593	5,030,389
Lease Liabilities	6,114,756	6,114,756
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>13,296,427</b>	<b>14,934,143</b>
<b>NET ASSETS</b>	<b>34,455,169</b>	<b>36,250,142</b>

## Statement of Cash Flows

for the reporting period ended 31 JAN 2022

## Cashflows from Operating Activities

Receipts for Operations	13,021,436.05
Payments for Operations	<11,973,999.63>
Receipts from Government	250,000.00

Net cash provided by operating activities	1,297,436.42
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## Cashflow from Investing Activities

Interest received	0.00
Proceeds on Sale of Assets	<936,662.21>
Payment for Property, Plant and Equipment	0.00

Net cash provided/(absorbed) by investing activities	<936,662.21>
--	--------------

## Cashflow from Financing Activities

Interest paid	0.00
Proceeds from Borrowings	0.00
Repayments of Borrowings	<1,684,795.62>

Net cash provided by financing activities	<1,684,795.62>
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Net increase(decrease) in cash held	<1,324,021.41>
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Cash at the begining of the year	13,053,556.68
Cash at the end of the year	11,729,535.27

Movement in cash balances	<1,324,021.41>
---------------------------	----------------

Reconciliation of Cash  
Cash <1,324,021.41>

Statement of Cash Flows  
for the reporting period ended 31 JAN 2022

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <1,794,972.34>

Add / Less items classified as Investing / Financing / Non-cash items

Loss on Sale / Disposal of Assets	57,018.76
Building Depreciation	982,978.62
Mobile Plant Depreciation	136,247.19
Fixed Plant & Equipment Depreciation	926,233.08
Office Furniture Depreciation	4.28
Computer & IT Equip. Depreciation	1,882.21
Other Depreciation	49,328.10
Right of use Asset - Depreciation	409,590.45
	-----
	768,310.35

Plus adjustment for Receivables	2,017,245.32
Plus adjustment for Accrued Income	1,044,230.23
Less adjustment for Income Rec'd in Advance	<14,342.02>
Less adjustment for Loan Receivables	0.00

Less adjustment for Prepayments	<655,091.79>
Less adjustment for Inventories	<149,541.20>
Less adjustment for Payables	<861,759.19>
Less adjustment for Accrued Expenses	<1,147,527.91>
Plus adjustment for GST	120,458.42
Plus adjustment for Payroll Liabilities	73,923.48
Less adjustment for Retentions & Bonds	<47,595.08>
Less adjustment for Borrowings	0.00
Less adjustment for Provisions	<38,193.34>
Less adjustment for Lease Liabilities	<269,350.01>
Plus adjustment for Provisions	47,078.71
Less adjustment for Lease Liabilities	0.00
Plus adjustment for Right of Use Assets	409,590.45

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529,126.07  
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1,297,436.42

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 November 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b><u>Revenue from operating activities</u></b>			
3,121,708	Contributions, Donations & Reimbursements	1,300,298	1,349,914	49,616
12,148,565	Fees & Charges	4,978,438	5,192,353	213,915
24,000	Interest Received	10,000	5,031	(4,969)
1,561,280	Other Revenue	812,681	791,675	(21,006)
<b>16,855,553</b>	<b>Total Operating Revenue</b>	<b>7,101,417</b>	<b>7,338,974</b>	<b>237,557</b>
	<b><u>Expenditure from operating activities</u></b>			
(5,498,492)	Employee Costs	(2,305,459)	(2,209,413)	96,046
(9,142,624)	Materials & Contracts	(3,710,806)	(3,333,602)	377,204
(603,343)	Utilities	(265,731)	(287,132)	(21,401)
(2,228,230)	Insurance	(928,430)	(737,266)	191,164
(514,114)	Interest	(170,856)	(185,574)	(14,718)
(4,028,686)	Depreciation	(1,678,630)	(1,783,529)	(104,899)
0	Other Expenses	5	0	(5)
<b>(22,015,489)</b>	<b>Total Operating Expenses</b>	<b>(9,059,907)</b>	<b>(8,536,515)</b>	<b>523,392</b>
0	Profit/ (Loss) on Sale of Assets	0	(57,019)	(57,019)
<b>(5,159,936)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(1,958,490)</b>	<b>(1,254,561)</b>	<b>703,930</b>
	<b><u>LESS: Non-cash items</u></b>			
0	Add Back Loss on Sale of Assets	0	57,019	57,019
4,028,686	Add Back Depreciation	1,678,630	1,783,529	104,899
80,700	Add Back Interest on unwinding of discount on Make Good Provision	33,625	33,628	3
<b>4,109,386</b>	<b>Total Non-cash items</b>	<b>1,712,255</b>	<b>1,874,175</b>	<b>161,920</b>
<b>(17,906,103)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(7,347,652)</b>	<b>(6,719,359)</b>	<b>628,293</b>
<b>(1,050,550)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>(246,235)</b>	<b>619,614</b>	<b>865,850</b>
	<b><u>Capital Expenditure</u></b>			0
(2,000,000)	Plant & Equipment	(1,035,000)	(358,849)	676,151
(15,000)	Information Technology	0	0	0
<b>(2,015,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(1,035,000)</b>	<b>(358,849)</b>	<b>676,151</b>
	<b><u>Funding / Other Capital Items</u></b>			
0	Non-operating Grants, Subsidies & contributions	0	(250,000)	(250,000)
(3,398,802)	Repayment of Loans	(838,780)	(838,780)	0
3,398,802	Reimbursement of Loan Repayments	838,780	838,780	0
(574,203)	Lease Principal repayments	(232,694)	(224,338)	8,356
(400,000)	Transfers TO Cash Reserves	0	0	0
2,000,000	Transfers FROM Cash Reserves	0	0	0
<b>1,025,797</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(232,694)</b>	<b>(474,338)</b>	<b>8,356</b>
<b>(2,039,753)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>(1,513,929)</b>	<b>(213,573)</b>	<b>1,550,356</b>
<b>4,439,753</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>4,271,000</b>	<b>3,183,123</b>	<b>(1,087,877)</b>
<b>2,400,000</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>2,757,071</b>	<b>2,969,550</b>	<b>462,479</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 November 2021**

**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 2021/22 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +-\$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	49,616	Positive	
Fees & Charges	213,915	Positive	MRF commodity prices and commercial tonnes
Interest Received	(4,969)	Negative	
Other Revenue	(21,006)	Negative	Lower CDS income for the period
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	96,046	Positive	Lower wage costs for the period
Materials & Contracts	377,204	Positive	Lower plant maintenance and disposal costs
Utilities	(21,401)	Negative	Higher than budgeted electricity costs in MRF
Insurance	191,164	Positive	Insurance premium savings
Interest	(14,718)	Negative	
Depreciation	(104,899)	Negative	Timing difference
Other Expenses	(5)	Negative	
Profit/(Loss) on Sale of Assets	(57,019)	Negative	Disposal of Digester assets due to decommissioning
<b><u>Capital Expenditure</u></b>	0		
Plant & Equipment	676,151	Positive	Timing difference
Lease Principal repayments	8,356	Positive	
	0		
<b>Opening Funds Surplus(Deficit)</b>	(1,087,877)		Budget estimates can now be revised to final audited figures
	0		
<b>Closing Funds Surplus(Deficit)</b>	462,479		

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 November 2021**

**NET CURRENT ASSETS**

	<b>As at 30/11/2021</b>	<b>As at 30/06/2021</b>
<b>CURRENT ASSETS</b>		
Cash	12,018,136	13,053,557
Receivables	5,058,434	6,178,754
Prepayments	1,034,878	87,243
Accrued Income	239,172	1,395,815
Inventories	1,194,979	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>19,545,600</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	488,190	1,759,474
Accrued Expenses	569,753	1,007,236
Income Rec'd in Advance	14,181	56,889
GST	117,938	0
Payroll Liabilities	2,921	2,932
Retentions & Bonds	1,288,589	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	722,228	749,154
Lease Liabilities	320,697	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,923,300</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>12,622,300</b>	<b>13,007,334</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(10,716,775)	(10,716,775)
Add: Loan contributions from members	838,780	0
Less: Profit/ (Loss) on Sale of Assets	(57,019)	16,033
Less: Recognition/ transfer Lease liability	224,338	
Less: Non-cash provisions	33,628	828,752
Add: Decrease in Non-Current Provisions	24,298	47,779
<b>Adjusted Net Current Assets</b>	<b>2,969,550</b>	<b>3,183,123</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 November 2021**

**STATEMENT OF FINANCIAL POSITION**

	<b>As at 30/11/2021</b>	<b>As at 30/06/2021</b>
<b>CURRENT ASSETS</b>		
Cash	12,018,136	13,053,557
Receivables	5,058,434	6,178,754
Prepayments	1,034,878	87,243
Accrued Income	239,172	1,395,815
Inventories	1,194,979	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>19,545,600</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>	<b>0</b>	<b>0</b>
Payables	488,190	1,759,474
Accrued Expenses	569,753	1,007,236
Income Rec'd in Advance	14,181	56,889
GST	117,938	0
Payroll Liabilities	2,921	2,932
Retentions & Bonds	1,288,589	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	722,228	749,154
Lease Liabilities	320,697	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,923,300</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>12,622,300</b>	<b>13,007,334</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,790,975	1,798,521
Information Technology	1,856	3,196
Office Furniture & Fittings	(0)	4
Fixed Plant & Equipment	5,348,010	5,655,295
Mobile Plant & Equipment	389,648	479,604
RRRC Leasehold Improvements	18,217,083	18,940,171
RRRC Other	87,498	91,483
Capital Work in Progress	207,646	207,646
Loan Receivables	5,030,389	5,030,389
Right of Use Assets	5,679,167	5,970,643
<b>TOTAL NON-CURRENT ASSETS</b>	<b>36,752,272</b>	<b>38,176,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,822,626	3,788,998
Borrowings	4,191,609	5,030,389
Lease Liabilities	6,114,756	6,114,756
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>14,128,991</b>	<b>14,934,143</b>
<b>NET ASSETS</b>	<b>35,245,581</b>	<b>36,250,142</b>



**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 November 2021**

**STATEMENT OF CASH FLOWS**

Particulars	YTD Actual \$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>	
Operating grants, subsidies and contributions	1,328,243
Fees and charges	5,192,353
Interest received	5,031
Other revenue	885,836
	<b>7,411,463</b>
<b><u>Payments</u></b>	
Employee costs	2,209,455
Materials and contracts	3,591,097
Utility charges	287,132
Interest expenses	185,574
Insurance paid	737,266
Other expenditure	14,392
	<b>7,024,916</b>
<b>Net cash provided by (used in) operating activities</b>	<b>386,547</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>	
Purchase of property, plant & equipment	(358,849)
Lease principal repayments	(224,338)
<b>Net cash provided by (used in) investment activities</b>	<b>(583,187)</b>
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>	
Repayment of borrowings	(838,780)
<b>Net cash provided by (used in) financing activities</b>	<b>(838,780)</b>
<b>Net increase (decrease) in cash held</b>	<b>(1,035,420)</b>
Cash at beginning of year	13,053,557
<b>Cash and cash equivalents at the end of the year</b>	<b>12,018,137</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 December 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b><u>Revenue from operating activities</u></b>			
3,121,708	Contributions, Donations & Reimbursements	1,606,081	1,683,725	77,644
12,148,565	Fees & Charges	5,985,312	6,254,924	269,612
24,000	Interest Received	12,000	8,099	(3,901)
1,561,280	Other Revenue	997,388	911,317	(86,071)
<b>16,855,553</b>	<b>Total Operating Revenue</b>	<b>8,600,781</b>	<b>8,858,064</b>	<b>257,284</b>
	<b><u>Expenditure from operating activities</u></b>			
(5,498,492)	Employee Costs	(2,735,330)	(2,643,254)	92,076
(9,142,624)	Materials & Contracts	(4,477,608)	(4,303,781)	173,827
(603,343)	Utilities	(315,854)	(344,439)	(28,585)
(2,228,230)	Insurance	(1,114,116)	(889,719)	224,397
(514,114)	Interest	(274,565)	(261,883)	12,682
(4,028,686)	Depreciation	(2,014,356)	(2,144,896)	(130,540)
0	Other Expenses	6	0	(6)
<b>(22,015,489)</b>	<b>Total Operating Expenses</b>	<b>(10,931,823)</b>	<b>(10,587,974)</b>	<b>343,849</b>
0	Profit/ (Loss) on Sale of Assets	0	(57,019)	(57,019)
<b>(5,159,936)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(2,331,042)</b>	<b>(1,786,928)</b>	<b>544,114</b>
	<b><u>LESS: Non-cash items</u></b>			
0	Add Back Loss on Sale of Assets	0	57,019	57,019
4,028,686	Add Back Depreciation	2,014,356	2,144,896	130,540
80,700	Add Back Interest on unwinding of discount on Make Good Provision	40,350	40,353	3
<b>4,109,386</b>	<b>Total Non-cash items</b>	<b>2,054,706</b>	<b>2,242,268</b>	<b>187,562</b>
<b>(17,906,103)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(8,877,117)</b>	<b>(8,402,724)</b>	<b>474,393</b>
	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>(276,336)</b>	<b>455,340</b>	<b>731,676</b>
	<b><u>Capital Expenditure</u></b>			0
(2,000,000)	Plant & Equipment	(1,160,000)	(461,091)	698,909
(15,000)	Information Technology	0	0	0
<b>(2,015,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(1,160,000)</b>	<b>(461,091)</b>	<b>698,909</b>
	<b><u>Funding / Other Capital Items</u></b>			
-	Non-operating Grants, Subsidies & contributions	0	(250,000)	(250,000)
(3,398,802)	Repayment of Loans	(1,684,796)	(1,684,796)	0
3,398,802	Reimbursement of Loan Repayments	1,684,796	1,684,796	0
(574,203)	Lease Principal repayments	(281,462)	(269,350)	12,112
(400,000)	Transfers TO Cash Reserves	0	0	0
2,000,000	Transfers FROM Cash Reserves	0	0	0
<b>1,025,797</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(281,462)</b>	<b>(519,350)</b>	<b>12,112</b>
<b>(2,039,753)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>(1,717,798)</b>	<b>(525,101)</b>	<b>1,442,697</b>
<b>4,439,753</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>4,271,000</b>	<b>3,183,123</b>	<b>(1,087,877)</b>
<b>2,400,000</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>2,553,202</b>	<b>2,658,022</b>	<b>354,820</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 December 2021**

**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 2021/22 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +-\$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	77,644	Positive	
Fees & Charges	269,612	Positive	MRF commodity prices and commercial tonnes
Interest Received	(3,901)	Negative	
Other Revenue	(86,071)	Negative	Lower CDS income for the period
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	92,076	Positive	Lower wage costs for the period
Materials & Contracts	173,827	Positive	Lower plant maintenance and disposal costs
Utilities	(28,585)	Negative	Higher than budgeted electricity costs in MRF
Insurance	224,397	Positive	Insurance premium savings
Interest	12,682	Negative	
Depreciation	(130,540)	Negative	Timing difference
Other Expenses	(6)	Negative	
Profit/(Loss) on Sale of Assets	(57,019)	Negative	Disposal of Digester assets due to decommissioning
<b><u>Capital Expenditure</u></b>	0		
Plant & Equipment	698,909	Positive	Timing difference
Lease Principal repayments	12,112	Positive	
	0		
<b>Opening Funds Surplus(Deficit)</b>	(1,087,877)		Budget estimates can now be revised to final audited figures
	0		
<b>Closing Funds Surplus(Deficit)</b>	354,820		

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 December 2021**

**NET CURRENT ASSETS**

	<b>As at 31/12/2021</b>	<b>As at 30/06/2021</b>
<b>CURRENT ASSETS</b>		
Cash	12,234,820	13,053,557
Receivables	3,775,969	6,178,754
Prepayments	887,425	87,243
Accrued Income	358,759	1,395,815
Inventories	1,213,074	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,470,046</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	609,788	1,759,474
Accrued Expenses	635,521	1,007,236
Income Rec'd in Advance	(28,369)	56,889
GST	62,699	0
Payroll Liabilities	(0)	2,932
Retentions & Bonds	1,295,192	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	710,961	749,154
Lease Liabilities	275,685	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,960,278</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>11,509,768</b>	<b>13,007,334</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(10,716,775)	(10,716,775)
Add: Loan contributions from members	1,684,796	0
Less: Profit/ (Loss) on Sale of Assets	(57,019)	16,033
Less: Recognition/ transfer Lease liability	269,350	0
Less: Other	(79,877)	0
Less: Non-cash provisions	40,353	828,752
Add: Decrease in Non-Current Provisions	7,426	47,779
<b>Adjusted Net Current Assets</b>	<b>2,658,022</b>	<b>3,183,123</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 December 2021**

**STATEMENT OF FINANCIAL POSITION**

	<b>As at 31/12/2021</b>	<b>As at 30/06/2021</b>
<b>CURRENT ASSETS</b>		
Cash	12,234,820	13,053,557
Receivables	3,775,969	6,178,754
Prepayments	887,425	87,243
Accrued Income	358,759	1,395,815
Inventories	1,213,074	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,470,046</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	609,788	1,759,474
Accrued Expenses	635,521	1,007,236
Income Rec'd in Advance	(28,369)	56,889
GST	62,699	0
Payroll Liabilities	(0)	2,932
Retentions & Bonds	1,295,192	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	710,961	749,154
Lease Liabilities	275,685	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,960,278</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>11,509,768</b>	<b>13,007,334</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,789,447	1,798,521
Information Technology	1,585	3,196
Office Furniture & Fittings	(0)	4
Fixed Plant & Equipment	5,315,283	5,655,295
Mobile Plant & Equipment	371,422	479,604
RRRC Leasehold Improvements	18,070,575	18,940,171
RRRC Other	86,690	91,483
Capital Work in Progress	207,646	207,646
Loan Receivables	5,030,389	5,030,389
Right of Use Assets	5,620,110	5,970,643
<b>TOTAL NON-CURRENT ASSETS</b>	<b>36,493,146</b>	<b>38,176,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,829,351	3,788,998
Borrowings	3,345,593	5,030,389
Lease Liabilities	6,114,756	6,114,756
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>13,289,701</b>	<b>14,934,143</b>
<b>NET ASSETS</b>	<b>34,713,214</b>	<b>36,250,142</b>

## Statement of Cash Flows

for the reporting period ended 31 DEC 2021

## Cashflows from Operating Activities

Receipts for Operations	12,212,648.48
Payments for Operations	<10,477,946.54>

Net cash provided by operating activities	1,734,701.94
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## Cashflow from Investing Activities

Interest received	0.00
Proceeds on Sale of Assets	<868,643.08>
Payment for Property, Plant and Equipment	0.00

Net cash provided/(absorbed) by investing activities	<868,643.08>
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## Cashflow from Financing Activities

Interest paid	0.00
Proceeds from Borrowings	0.00
Repayments of Borrowings	<1,684,795.62>

Net cash provided by financing activities	<1,684,795.62>
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Net increase(decrease) in cash held	<818,736.76>
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Cash at the begining of the year	13,053,556.68
Cash at the end of the year	12,234,819.92

Movement in cash balances	<818,736.76>
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Statement of Cash Flows  
for the reporting period ended 31 DEC 2021

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <1,536,927.89>

Add / Less items classified as Investing / Financing / Non-cash items

Loss on Sale / Disposal of Assets	57,018.76
Building Depreciation	841,246.82
Mobile Plant Depreciation	116,602.24
Fixed Plant & Equipment Depreciation	792,683.18
Office Furniture Depreciation	4.28
Computer & IT Equip. Depreciation	1,610.82
Other Depreciation	42,215.68
Right of use Asset - Depreciation	350,533.22
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	664,987.11

Plus adjustment for Receivables	2,402,785.19
Plus adjustment for Accrued Income	1,037,056.33
Less adjustment for Income Rec'd in Advance	<85,257.52>
Less adjustment for Loan Receivables	0.00

Less adjustment for Prepayments	<800,182.00>
Less adjustment for Inventories	<131,700.79>
Less adjustment for Payables	<1,149,685.76>
Less adjustment for Accrued Expenses	<371,715.30>
Plus adjustment for GST	62,699.00
Less adjustment for Payroll Liabilities	<2,932.29>
Plus adjustment for Retentions & Bonds	25,304.92
Less adjustment for Borrowings	0.00
Less adjustment for Provisions	<38,193.34>
Less adjustment for Lease Liabilities	<269,350.01>
Plus adjustment for Provisions	40,353.18
Less adjustment for Lease Liabilities	0.00
Plus adjustment for Right of Use Assets	350,533.22

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1,069,714.83  
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1,734,701.94

**Schedule of Payments made in November 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24213	03/11/2021	AMC Commercial Cleaning (WA) Pty Ltd	Head Office Cleaning	<b>550.00</b>
EFT24214	03/11/2021	All Fire and Electrical WA Pty Ltd	Plant Maintenance - Parts And Services	<b>2021.98</b>
EFT24215	03/11/2021	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	<b>5842.02</b>
EFT24216	03/11/2021	Allclean Property Services Plus	Monthly Cleaning	<b>6856.30</b>
EFT24217	03/11/2021	Allerding & Associates	Legal Fees	<b>536.25</b>
EFT24218	03/11/2021	Amalgamated Services Pty Ltd	Labour Hire	<b>3106.75</b>
EFT24219	03/11/2021	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>5764.00</b>
EFT24220	03/11/2021	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	<b>746.04</b>
EFT24221	03/11/2021	CTI Logistics Interstate	Waste Transportation Costs	<b>18382.14</b>
EFT24222	03/11/2021	Cleveland Compressed Air Services	Plant Maintenance - Parts And Services	<b>1837.00</b>
EFT24223	03/11/2021	DLA Piper Australia	Legal Fees	<b>6039.33</b>
EFT24224	03/11/2021	Department of Water and Environmental Regulation	Licensing Fees	<b>1624.00</b>
EFT24225	03/11/2021	Eilbeck Cranes	Plant Maintenance - Parts And Services	<b>5199.70</b>
EFT24226	03/11/2021	Encycle Consulting	Legal Consultations	<b>3140.50</b>
EFT24227	03/11/2021	Hinco Instruments Pty Ltd	Plant Maintenance - Parts And Services	<b>229.90</b>
EFT24228	03/11/2021	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	<b>3794.65</b>
EFT24229	03/11/2021	Industrial Protective Products (WA)	Personal Protective Equipment	<b>3122.90</b>
EFT24230	03/11/2021	Komatsu Forest Pty Ltd	Plant Maintenance - Parts	<b>1133.00</b>
EFT24231	03/11/2021	Minter Ellison Lawyers	Legal Fees	<b>1557.16</b>
EFT24232	03/11/2021	Myelec Electrical Wholesalers	Plant Maintenance - Parts	<b>127.38</b>
EFT24233	03/11/2021	Natsync Environmental	Pest Control at Canning Vale Centre	<b>5886.00</b>
EFT24234	03/11/2021	Network-IT(WA) PTY LTD	Microsoft Software Licence	<b>806.15</b>
EFT24235	03/11/2021	OPS Screening & Crushing Equipment Pty Ltd	Plant Maintenance - Parts And Services	<b>1138.89</b>
EFT24236	03/11/2021	OTR Tyres	Plant Maintenance - Tyres	<b>5390.00</b>
EFT24237	03/11/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>49820.00</b>
EFT24238	03/11/2021	PEP Transport	Courier Services	<b>299.13</b>
EFT24239	03/11/2021	Perth Recruitment Services Pty Ltd	Labour Hire	<b>12291.05</b>
EFT24240	03/11/2021	SMC Corporation (Australia) Pty Ltd	Plant Maintenance - Parts And Services	<b>249.72</b>
EFT24241	03/11/2021	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>4964.52</b>
EFT24242	03/11/2021	Sitech (WA) Pty Ltd	Plant Maintenance - Parts And Services	<b>379.50</b>
EFT24243	03/11/2021	Tema Services Pty Ltd	Laundry Expenses	<b>1344.65</b>
EFT24244	03/11/2021	Thrifty Car Rental	Hire Vehicle for MUD Waste Audit	<b>3274.26</b>
EFT24245	03/11/2021	United Equipment Pty Ltd	Hire Equipment	<b>5847.60</b>
EFT24246	03/11/2021	Urban Resources Pty Ltd	Fill Sand	<b>4571.33</b>



Chq/EFT	Date	Name	Description	Amount
EFT24247	03/11/2021	WA Fasteners Pty Ltd	Plant Maintenance - Parts	4504.37
EFT24248	03/11/2021	WATM Crane Sales and Services	Plant Maintenance - Parts And Services	862.40
EFT24249	03/11/2021	Western Australian Local Government Association	2021/22 Membership and Subscription Services	35424.49
EFT24250	08/11/2021	Jz Building Contractors Pty Ltd	Digester Decomissioning	58113.55
EFT24251	08/11/2021	Purearth	FOGO Collections	215030.75
EFT24252	08/11/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Red Bin General Waste Collections	70397.42
EFT24253	08/11/2021	Wastetrans Wa	Transport Costs	37410.20
EFT24254	10/11/2021	SMRC Net Payroll Clearing Creditor	Payroll Expenses	127683.48
EFT24255	12/11/2021	Jz Building Contractors Pty Ltd	Digester Decomissioning	65364.06
EFT24256	19/11/2021	AMBROSINI MANAGEMENT PTY LTD	Employment Costs	12510.25
EFT24257	19/11/2021	AI Curnow Hydraulics	Plant Maintenance - Parts And Services	4675.00
EFT24258	19/11/2021	BAS - Australian Taxation Office (ATO)	BAS October 2021	11870.00
EFT24259	19/11/2021	BP Australia P/L	Fuel costs	11026.22
EFT24260	19/11/2021	DRWA Building Doors	Plant Maintenance - Parts And Services	555.50
EFT24261	19/11/2021	Environmental & Air Quality Consulting Pty Ltd	Bio-waste Audit	7849.60
EFT24262	19/11/2021	FUJIFILM Business Innovation Australia Pty Ltd	Administration Costs - WCF	21.10
EFT24263	19/11/2021	Industrial Protective Products (WA)	Personal Protective Equipment	1035.88
EFT24264	19/11/2021	Minter Ellison Lawyers	Legal Fees	32051.20
EFT24265	19/11/2021	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	143.00
EFT24266	19/11/2021	Natsync Environmental	WCF Pest Control Management	870.00
EFT24267	19/11/2021	Network-IT(WA) PTY LTD	IT Support Fees	7024.64
EFT24268	19/11/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	42156.00
EFT24269	19/11/2021	Perth Recruitment Services Pty Ltd	Labour Hire	39163.16
EFT24270	19/11/2021	Super Sweep	Road sweeping - Canning Vale Centre	4620.00
EFT24271	19/11/2021	Synergy - Electricity Retail Corporation	Utilities - Electricity	60266.24
EFT24272	19/11/2021	United Equipment Pty Ltd	Hire Equipment	4611.20
EFT24273	19/11/2021	Wilson Security	Security Services	1024.73
EFT24274	01/11/2021	National Australia Bank (NAB)	Credit Card Transactions - October 21	7173.42
EFT24275	22/11/2021	Auswaste Recycling Pty Ltd	Return Customer Deposit for tender	43000.00
EFT24276	22/11/2021	Effect Engineering Projects Pty Ltd	Plant Maintenance - Parts And Services	54791.00
EFT24277	22/11/2021	Purearth	FOGO Collections	101608.10
EFT24278	22/11/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Red Bin General Waste Collections	258879.51
EFT24279	22/11/2021	Wastetrans Wa	Transport Costs	72963.77
EFT24280	22/11/2021	Advance Press	Business card printing	176.00
EFT24281	22/11/2021	All Fire and Electrical WA Pty Ltd	Monthly Fire Systems Audit	1256.20

Chq/EFT	Date	Name	Description	Amount
EFT24282	22/11/2021	Analytical Reference Laboratory (WA) P/L	Waste Audits	1504.80
EFT24283	22/11/2021	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	2294.25
EFT24284	22/11/2021	Aust-Weigh Pty Ltd	Plant Maintenance - Parts And Services	9289.50
EFT24285	22/11/2021	Bunnings Group Limited	Plant Maintenance - Parts	2262.18
EFT24286	22/11/2021	Buss Group	Plant Maintenance - Parts And Services	9377.31
EFT24287	22/11/2021	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	36340.36
EFT24288	22/11/2021	CTI Logistics Interstate	Waste Transportation Costs	10956.52
EFT24289	22/11/2021	Cea Specialty Equipment Pty Ltd	Plant Maintenance - Parts And Services	7101.70
EFT24290	22/11/2021	Cleanaway Co Pty Ltd	Waste Disposal	2478.14
EFT24291	22/11/2021	Cleanflow Environmental Solutions	Waste Disposal	12916.75
EFT24292	22/11/2021	Cleveland Compressed Air Services	Plant Maintenance - Parts And Services	5279.55
EFT24293	22/11/2021	Complete Tyre Solutions	Plant Maintenance - Tyres	1519.10
EFT24294	22/11/2021	DLA Piper Australia	Legal Fees	2984.30
EFT24295	22/11/2021	Di Candilo Steel City	Steel	286.00
EFT24296	22/11/2021	Eftsure Pty Ltd	Accounting Software Fees	4620.00
EFT24297	22/11/2021	Fox Refrigeration and Air-Conditioning	Building Maintenance - Canning Vale Centre	7832.70
EFT24298	22/11/2021	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts And Services	711.70
EFT24299	22/11/2021	Horizon West Landscape & Irrigation Pty Ltd	Landscape Maintenance - Canning Vale Centre	3730.38
EFT24300	22/11/2021	Hose Mania	Plant Maintenance - Parts And Services	120.45
EFT24301	22/11/2021	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	1050.60
EFT24302	22/11/2021	Hydrodynamic Pumps Pty Ltd	Building Maintenance - WCF	2554.20
EFT24303	22/11/2021	IT Vision Australia Pty Ltd	IT Support Fees	2612.50
EFT24304	22/11/2021	Komatsu Forest Pty Ltd	Plant Maintenance - Parts	2701.49
EFT24305	22/11/2021	Lighthouse Locksmiths	Padlocks	454.40
EFT24306	22/11/2021	Majestic Plumbing Pty Ltd	Plumbing Services	1180.30
EFT24307	22/11/2021	Myelec Electrical Wholesalers	Plant Maintenance - Parts	104.58
EFT24308	22/11/2021	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts	8580.98
EFT24309	22/11/2021	PEP Transport	Courier Services	174.62
EFT24310	22/11/2021	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	10000.79
EFT24311	22/11/2021	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	852.50
EFT24312	22/11/2021	Selectro Services P/L	Plant Maintenance - Parts And Services	20552.73
EFT24313	22/11/2021	Sonic Health Plus	Employment Costs	1072.50
EFT24314	22/11/2021	Southern Cross Cleaning Services	Office Cleaning - Head Office Booragoon	1641.53
EFT24315	22/11/2021	Thrifty Car Rental	Hire Vehicle for MUD Waste Audit	3492.56
EFT24316	22/11/2021	WA Fasteners Pty Ltd	Plant Maintenance - Parts	717.11
EFT24317	22/11/2021	Water2Water Pty Ltd	Monthly Rental Charge for Hydrotap at MRF	140.00

Chq/EFT	Date	Name	Description	Amount
EFT24318	22/11/2021	Willeng Pty Ltd	Plant Maintenance - Parts And Services	3025.00
EFT24319	22/11/2021	Winc Australia Pty Limited	Office Amenities	908.53
EFT24320	22/11/2021	Telstra	Mobile Phone Charges	410.07
EFT24321	22/11/2021	Water Corporation*	Utilities Water	3781.47
EFT24322	22/11/2021	Cr Doug Thompson*	Councillor Sitting Fees	2243.92
EFT24323	24/11/2021	SMRC Net Payroll Clearing Creditor	Payroll Expenses	124524.65
EFT24324	05/11/2021	Fleetcare Pty Ltd	CEO Vehicle Lease	1955.35
EFT24325	10/11/2021	SuperChoice Services Pty Ltd	Payroll Super Contributions	23234.26
EFT24326	15/11/2021	SG Fleet Australia Pty Limited	Vehicle Lease	2492.82
EFT24327	24/11/2021	SuperChoice Services Pty Ltd	Payroll Super Contributions	22557.46
EFT24328	Covered in December 2021 Payment Schedule			
EFT24329	22/11/2021	Vocus Pty Ltd	Monthly Internet Service	1097.80
EFT24330	22/11/2021	Custom Service Leasing Ltd	Vehicle Lease	328.73
TOTAL PAYMENTS				1930035.38

Chq/EFT	Date	Name	Description	Amount
DD12330.1	01/11/2021	Ip Australia	IT Subscription fees	750.00
DD12330.10	01/11/2021	Lochsoft Pty Ltd (Wageloch)	IT Subscription fees	483.52
DD12330.11	01/11/2021	MailChimp	IT Subscription fees	42.70
DD12330.12	01/11/2021	Easy Signs	Signs for Waste Education	889.90
DD12330.13	01/11/2021	Big W	Office Amenities	12.98
DD12330.14	01/11/2021	Kennards Hire Pty Ltd	Hire Equipment	236.00
DD12330.15	01/11/2021	Total Tools	Plant Maintenance - Tools and Equipment	678.00
DD12330.16	01/11/2021	Rentokil Initial Pty Ltd	Office Amenities	163.02
DD12330.17	01/11/2021	Mega Thing Pty Ltd	Waste Education Consumables	55.00
DD12330.18	01/11/2021	Coles Supermarkets Australia	Office Amenities	60.50
DD12330.19	01/11/2021	Amazon.com	IT Subscription fees	44.86
DD12330.2	01/11/2021	Woolworths	Office Amenities	239.17
DD12330.20	01/11/2021	Envato Market	IT Subscription fees	306.81
DD12330.21	01/11/2021	City of Perth	Parking	11.21
DD12330.22	01/11/2021	Dingo Diamond Tool Repairs	Building Maintenance	462.00
DD12330.23	01/11/2021	Blackwoods Atkins	Plant Maintenance - Tools and Equipment	734.68
DD12330.24	01/11/2021	Google Australia P/L	IT Services	145.07
DD12330.25	01/11/2021	CONNECT Call Centre Services	IT Support Services	174.69
DD12330.26	01/11/2021	GROUCH & CO PTY LTD	Office Amenities	220.00
DD12330.27	01/11/2021	VentralP Australia	IT Subscription fees	2.95
DD12330.28	01/11/2021	Kitchen Warehouse Pty Ltd	Waste Education Consumables	419.26
DD12330.29	01/11/2021	7-Eleven	Office Amenities	5.00
DD12330.3	01/11/2021	Adobe Systems	IT Subscription fees	424.89
DD12330.30	01/11/2021	Super Cheap Auto	Plant Maintenance - Tools and Equipment	33.29
DD12330.4	01/11/2021	Myaree Lunch Bar Booragoon	Office Amenities	84.00
DD12330.5	01/11/2021	Walshs Glass Canning Vale	Plant Maintenance - Parts	169.40
DD12330.6	01/11/2021	Zoom Video Communications Inc.	IT Subscription fees	23.09
DD12330.7	01/11/2021	Bunnings Group Limited	Plant Maintenance - Parts	145.30
DD12330.8	01/11/2021	Canningvale IGA	Office Amenities	138.45
DD12330.9	01/11/2021	Office Works (By EFT)	Waste Education Consumables	17.68
TOTAL PAYMENTS				7173.42

**Schedule of Payments made in December 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24328	01/12/2021	AUSTWEST DEMOLITION AND PLANT SERVICES PTY LTD	Refund for incorrect payment to RRG	<b>754.40</b>
EFT24329-EFT24330		Covered in November 2021 Payment Schedule		
EFT24331	08/12/2021	Commonwealth Bank of Australia	Investments	<b>500000.00</b>
EFT24332	08/12/2021	Delta Pty Ltd	Digester Decommissioning	<b>73770.40</b>
EFT24333	08/12/2021	SMRC Net Payroll Clearing Creditor	Payroll FE 05/12/2021	<b>126219.54</b>
EFT24334	10/12/2021	Telstra	Telephone Landline	<b>2250.91</b>
EFT24335	10/12/2021	Allerding & Associates	Legal Fees	<b>8933.93</b>
EFT24336	10/12/2021	Amalgamated Services Pty Ltd	Labour Hire	<b>1808.69</b>
EFT24337	10/12/2021	BP Australia P/L	Deisel Fuel	<b>2971.82</b>
EFT24338	10/12/2021	Blackwoods Atkins	Purchase of Consumables	<b>3761.97</b>
EFT24339	10/12/2021	Department of Water and Environmental Regulation	Amendment application fee	<b>4352.00</b>
EFT24340	10/12/2021	Elton's Lawnmowing and Gardening Service*	Garden Maintenance - Booragoon	<b>44.00</b>
EFT24341	10/12/2021	Environmental & Air Quality Consulting Pty Ltd	Waste Audit Consultants	<b>5880.60</b>
EFT24342	10/12/2021	Minter Ellison Lawyers	Legal Fees	<b>1434.07</b>
EFT24343	10/12/2021	Natsync Environmental	CVC Pest Control Management	<b>695.00</b>
EFT24344	10/12/2021	Network-IT(WA) PTY LTD	IT Support	<b>1058.40</b>
EFT24345	10/12/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	<b>40198.00</b>
EFT24346	10/12/2021	Power Quality Services	Plant Maintenance - Parts And Services	<b>2673.00</b>
EFT24347	10/12/2021	Robert Walters Pty Ltd	Temporary Accountant	<b>7227.56</b>
EFT24348	10/12/2021	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>1697.41</b>
EFT24349	10/12/2021	Synergy - Electricity Retail Corporation	Electricity Charges Booragoon	<b>430.43</b>
EFT24350	10/12/2021	Temptations Catering	Catering for Council Meeting	<b>463.80</b>
EFT24351	10/12/2021	Winc Australia Pty Limited	Office Amenities	<b>179.43</b>
EFT24352	10/12/2021	Work Clobber	Safety Equipment	<b>897.70</b>
EFT24353	14/12/2021	Cr Andrew White	Member Allowances	<b>1320.00</b>
EFT24354	14/12/2021	Cr Doug Thompson*	Member Allowances	<b>2243.92</b>
EFT24355	14/12/2021	Cr Karen Wheatland	Member Allowances	<b>1320.00</b>
EFT24356	15/12/2021	Telstra	Telephone Landline	<b>1663.68</b>
EFT24357	15/12/2021	Water Corporation*	Utilities - Booragoon	<b>666.29</b>
EFT24358	16/12/2021	Solo Resource Recovery	Quarterly CDS Sharing : Quarter 1	<b>7691.69</b>
EFT24359	16/12/2021	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing : Quarter 1	<b>15558.16</b>
EFT24360	16/12/2021	Access Hire Australia	Hire Equipment	<b>1263.90</b>

Chq/EFT	Date	Name	Description	Amount
EFT24361	16/12/2021	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	10403.53
EFT24362	16/12/2021	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	4579.35
EFT24363	16/12/2021	Cea Specialty Equipment Pty Ltd	Plant Maintenance - Parts And Services	286.00
EFT24364	16/12/2021	Cleveland Compressed Air Services	Plant Maintenance - Parts And Services	3264.58
EFT24365	16/12/2021	Competency Training Pty Ltd T/A Site Skills Training	Employee Training	415.00
EFT24366	16/12/2021	EmbroidMe Myaree	Company logo Embroidery	778.80
EFT24367	16/12/2021	Premier Workplace Solutions	Building Maintenance	555.50
EFT24368	16/12/2021	Sitech (WA) Pty Ltd	Licensing fees	126.50
EFT24369	16/12/2021	Tema Services Pty Ltd	Laundry Expenses	1192.75
EFT24370	16/12/2021	Total Electrical & Mechanical Services Pty Ltd	Plant Maintenance - Parts And Services	940.50
EFT24371	16/12/2021	WD Installation Services	Plant Maintenance - Parts And Services	2456.22
EFT24372	16/12/2021	Western Australian Local Government Association	WALGA - Content Migration	2442.00
EFT24373	16/12/2021	Access Hire Australia	Hire Equipment	1241.46
EFT24374	16/12/2021	Advance Press	Signage	638.00
EFT24375	16/12/2021	All Fire and Electrical WA Pty Ltd	Plant Maintenance - Parts And Services	10881.46
EFT24376	16/12/2021	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	7933.75
EFT24377	16/12/2021	Allclean Property Services Plus	Office Cleaning - Booragoon	3622.30
EFT24378	16/12/2021	Analytical Reference Laboratory (WA) P/L	Waste Audit	752.40
EFT24379	16/12/2021	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	1325.73
EFT24380	16/12/2021	Arbon Equipment Pty Ltd	Plant Maintenance - Parts And Services	6160.00
EFT24381	16/12/2021	Blackwoods Atkins	Purchase of Consumables	738.84
EFT24382	16/12/2021	Blue Force Pty Ltd	Security maintenance	715.14
EFT24383	16/12/2021	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	34070.22
EFT24384	16/12/2021	CTI Logistics Interstate	Product Transport Costs	2794.72
EFT24385	16/12/2021	Cleanflow Environmental Solutions	Waste disposal	8992.50
EFT24386	16/12/2021	Cleveland Compressed Air Services	Plant Maintenance - Parts And Services	4244.39
EFT24387	16/12/2021	Complete Tyre Solutions	Plant Maintenance - Parts And Services	665.78
EFT24388	16/12/2021	DRWA Building Doors	Building Maintenance	2794.00
EFT24389	16/12/2021	Di Candilo Steel City	Consumables - Steel	5445.00
EFT24390	16/12/2021	Elmich Australia Pty Ltd	Plant Maintenance - Parts And Services	29650.50
EFT24391	16/12/2021	EmbroidMe Myaree	Company logo Embroidery	321.20

Chq/EFT	Date	Name	Description	Amount
EFT24392	16/12/2021	Fox Refrigeration and Air-Conditioning	Building Maintenance	5779.00
EFT24393	16/12/2021	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	1180.12
EFT24394	16/12/2021	Industrial Protective Products (WA)	Plant Maintenance - Parts And Services	867.03
EFT24395	16/12/2021	Instant Weighing	Plant Maintenance - Parts And Services	606.10
EFT24396	16/12/2021	Kennards Hire Pty Ltd	Hire Equipment	1590.00
EFT24397	16/12/2021	Komatsu Forest Pty Ltd	Plant Maintenance - Parts And Services	1867.80
EFT24398	16/12/2021	LGIS Insurance Broking	Insurance	5500.00
EFT24399	16/12/2021	Lighthouse Locksmiths	Building Maintenance	371.00
EFT24400	16/12/2021	MM Electrical Merchandising	Plant Maintenance - Parts And Services	811.97
EFT24401	16/12/2021	MTS Hire and Sales	Hire Equipment	4341.07
EFT24402	16/12/2021	Majestic Plumbing Pty Ltd	Building Maintenance	1717.10
EFT24403	16/12/2021	Mandalay Technologies Pty Ltd	Employee Training	1320.00
EFT24404	16/12/2021	Marketforce Productions	Local Government Tenders	1123.95
EFT24405	16/12/2021	Material Recovery Solutions Pty Ltd	Plant Maintenance - Parts And Services	13715.02
EFT24406	16/12/2021	Myelec Electrical Wholesalers	Plant Maintenance - Parts And Services	64.35
EFT24407	16/12/2021	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	3407.82
EFT24408	16/12/2021	Network-IT(WA) PTY LTD	IT Support	4888.50
EFT24409	16/12/2021	OPS Screening & Crushing Equipment Pty Ltd	Plant Maintenance - Parts And Services	5170.00
EFT24410	16/12/2021	OTR Tyres	Plant Maintenance - Tyres	5830.00
EFT24411	16/12/2021	Office Works (By EFT)	Office Equipment	346.37
EFT24412	16/12/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	41036.00
EFT24413	16/12/2021	PEP Transport	Courier Services	92.27
EFT24414	16/12/2021	Peel Resource Recovery Pty Ltd	Plant Maintenance - Parts And Services	9350.00
EFT24415	16/12/2021	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	3003.00
EFT24416	16/12/2021	Perth Recruitment Services Pty Ltd	Labour Hire	463.35
EFT24417 - Cancelled Payment - To be Paid via Credit Card				
EFT24418	16/12/2021	Selectro Services P/L	Plant Maintenance - Parts And Services	36554.10
EFT24419	16/12/2021	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	2216.50
EFT24420	16/12/2021	Snap Printing Canning Vale	Office Consumables	2449.40
EFT24421	16/12/2021	Southern Cross Cleaning Services	Office Cleaning Booragoon	1743.18
EFT24422	16/12/2021	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	472.91

Chq/EFT	Date	Name	Description	Amount
EFT24423	16/12/2021	United Equipment Pty Ltd	Equipment hire	4830.10
EFT24424	16/12/2021	WA Fasteners Pty Ltd	Consumables	9579.64
EFT24425	16/12/2021	WATM Crane Sales and Services	Plant Maintenance - Parts And Services	4632.86
EFT24426	16/12/2021	Water2Water Pty Ltd	Office Plumbing	140.00
EFT24427	16/12/2021	Western Australian Local Government Association	Quarterly Rebate	1014.23
EFT24428	16/12/2021	Winc Australia Pty Limited	Office Amenities	975.18
EFT24429	16/12/2021	Work Clobber	Safety Equipment	1083.40
EFT24430	01/12/2021	National Australia Bank (NAB)	Credit Card Transactions November 2021	16406.14
EFT24431	20/12/2021	Purearth	FOGO Transport	105163.30
EFT24432	20/12/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Collection fees	114571.88
EFT24433	20/12/2021	Wastetrans Wa	Transport costs	133968.31
EFT24434	21/12/2021	Blackwoods Atkins	Purchase of Consumables	1667.80
EFT24435	21/12/2021	Jz Building Contractors Pty Ltd	Digester Decommissioning	65364.06
EFT24436	21/12/2021	BAS - Australian Taxation Office (ATO)	BAS November 21	63877.00
EFT24437	22/12/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Collection fees	199441.24
EFT24438	22/12/2021	SMRC Net Payroll Clearing Creditor	Payroll F/E 19/12/2021	129187.48
EFT24439	15/12/2021	SG Fleet Australia Pty Limited	Vehicle Lease	3486.87
EFT24440	07/12/2021	Fleetcare Pty Ltd	Vehicle lease	1955.35
EFT24441	20/12/2021	Custom Service Leasing Ltd	Vehicle Lease	329.69
EFT24442	22/12/2021	Vocus Pty Ltd	Monthly Internet Service - Dec 2021	1097.80
EFT24443	30/12/2021	WA Treasury Corporation	Loans - RRRC	801908.00
EFT24444	31/12/2021	WA Treasury Corporation	Loans - RRRC	95390.78
EFT24445	03/12/2021	City of Canning	CVC Lease	69643.75
EFT24446	09/12/2021	SuperChoice Services Pty Ltd	Super Contributions FE 21/11/2021	22775.72
EFT24447	23/12/2021	SuperChoice Services Pty Ltd	Super Contributions FE 05/12/2021	22839.06
EFT24448-EFT24489		Covered in January 2021 Payment Schedule		
EFT24490	Cancelled Payment - Due to Incorrect Posting Period			
EFT24491	31/12/2021	National Australia Bank (NAB)	Credit Card Transactions December 2021.	10461.46
TOTAL PAYMENTS				3009527.83



EFT24430	Credit Card Transactions November 2021 - Deducted in December			16406.14
Chq/EFT	Date	Name	Description	Amount
DD12385.1	01/12/2021	Waste Management and Resource Recovery Association of Australia Ltd	WMRR AGM and Christmas event	91.17
DD12385.10	01/12/2021	GROUCH & CO PTY LTD	Office Amenities	110.00
DD12385.11	01/12/2021	UBER	Albany Waste Conference - Transport	57.27
DD12385.12	01/12/2021	Coles Group Limited	Office Amenities	2534.85
DD12385.13	01/12/2021	Myaree Lunch Bar Booragoon	Office Amenities	56.00
DD12385.14	01/12/2021	Ebay Australia And New Zealand Pty Ltd	Office Amenities	295.90
DD12385.15	01/12/2021	Lochsoft Pty Ltd (Wageloch)	Software Licensing and Maintenance Fees	604.40
DD12385.16	01/12/2021	Wilson Parking	Parking for Training	34.42
DD12385.17	01/12/2021	His Majesty's CPP Car Park	Parking for Training	32.30
DD12385.18	01/12/2021	Bindoon Bakehaus & Cafe (Hagge and Phillipson)	FOGO tour lunch	259.20
DD12385.19	01/12/2021	Parkwood Hardware	Plant Maintenance - Parts	2749.90
DD12385.2	01/12/2021	Equipment Warehouse Pty Ltd	Building Maintenance	1457.50
DD12385.20	01/12/2021	Petition Kitchen	Staff training lunch	228.49
DD12385.21	01/12/2021	Zoom Video Communications Inc.	Software Licensing and Maintenance Fees	23.09
DD12385.22	01/12/2021	Advans Exhibition Services	2021 Recycling & Waste Conferencing	142.02
DD12385.23	01/12/2021	MailChimp	Software Licensing and Maintenance Fees	43.03
DD12385.24	01/12/2021	Bay Merchants	Waste Summit Albany	26.00
DD12385.25	01/12/2021	Blackwoods Atkins	Plant Maintenance - Parts	38.94
DD12385.26	01/12/2021	Total Tools	Plant Maintenance - Parts	233.45
DD12385.27	01/12/2021	National Australia Bank (NAB)	Unknown transaction in dispute	0.00
DD12385.28	01/12/2021	Long Shot Cafe (WH Smith Australia Pty Ltd)	Waste Summit Albany	9.87
DD12385.29	01/12/2021	Thomson Coachlines	Coach Hire for FOGO Tour	1016.00
DD12385.3	01/12/2021	Vintage Cellars Myaree	Council Meeting beverages	144.50
DD12385.30	01/12/2021	Dingo Diamond Tool Repairs	Plant Maintenance - Parts and Services	275.00
DD12385.31	01/12/2021	PLASTIC FORESTS PTY LTD	Plant Maintenance - Parts	180.52
DD12385.32	01/12/2021	EasyFlowers	Office Amenities	129.90
DD12385.33	01/12/2021	Bunnings Group Limited	Plant Maintenance - Parts	58.50
DD12385.34	01/12/2021	Amazon.com	Software Licensing and Maintenance Fees	40.40
DD12385.35	01/12/2021	Work Clobber	Safety Equipment	164.00
DD12385.36	01/12/2021	Charco's The Flaming Chicken" Huntingdale"	Catering - Staff Luncheon	604.90
DD12385.37	01/12/2021	Australia Post	Postage	18.80
DD12385.38	01/12/2021	Google Australia P/L	Software Licensing and Maintenance Fees	335.73
DD12385.39	01/12/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	172.84
DD12385.4	01/12/2021	Exhibitions and Events Australia Pty Ltd	Events Registration	550.00
DD12385.40	01/12/2021	Kee Group Perth	FOGO Transport Costs	638.00
DD12385.41	01/12/2021	Searle Fasteners Pty Ltd	Plant Maintenance - Consumables	30.25
DD12385.42	01/12/2021	Coerco	Plant Maintenance - Parts	1731.84

Chq/EFT	Date	Name	Description	Amount
DD12385.5	01/12/2021	Adobe Systems	Software Licensing and Maintenance Fees	424.89
DD12385.6	01/12/2021	Howards Storage World	Consumables for Education Activities	259.20
DD12385.7	01/12/2021	WPforms.com	IT Subscriptions	110.43
DD12385.8	01/12/2021	Woolworths	Storage	486.74
DD12385.9	01/12/2021	VentralP Australia	IT Subscriptions	5.90
TOTAL PAYMENTS				16406.14

EFT24491	Credit Card Transactions December 2021			10461.46
Chq/EFT	Date	Name	Description	Amount
EFT24491	31/12/2021	Waste Management	WMRR Event Registration	30.39
EFT24491	31/12/2021	Mailchimp	Software Licensing and Maintenance Fees	43.89
EFT24491	31/12/2021	Adobe Creative Cloud	Software Licensing and Maintenance Fees	76.99
EFT24491	31/12/2021	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	274.91
EFT24491	31/12/2021	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	20.99
EFT24491	31/12/2021	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	97.98
EFT24491	31/12/2021	Amazon Web Services	Software Licensing and Maintenance Fees	47.96
EFT24491	31/12/2021	Aquip Systems Pty Lt	Gas Bottles	1369.50
EFT24491	31/12/2021	Big W/Ranford & Nicholson	Office Amenities	13.50
EFT24491	31/12/2021	Bp Canning Vale 9073	Office Amenities	20.00
EFT24491	31/12/2021	Bunnings	Plant Maintenance - Parts	174.00
EFT24491	31/12/2021	Bunnings	Plant Maintenance - Parts	9.95
EFT24491	31/12/2021	Bunnings	Plant Maintenance - Parts	128.91
EFT24491	31/12/2021	Canning Vale Iga	Office Amenities	7.99
EFT24491	31/12/2021	City Of Vincent	Parking	10.00
EFT24491	31/12/2021	Coles	Office Amenities	10.50
EFT24491	31/12/2021	Coles	Office Amenities	100.00
EFT24491	31/12/2021	Coles	Office Amenities	48.30
EFT24491	31/12/2021	Coles	Office Amenities	2.80
EFT24491	31/12/2021	Coles Express	Office Amenities	4.50
EFT24491	31/12/2021	Coles Express	Plant Maintenance - Fuel	81.38
EFT24491	31/12/2021	Coles Express	Plant Maintenance - Fuel	31.43
EFT24491	31/12/2021	Coles Express	Plant Maintenance - Fuel	32.61
EFT24491	31/12/2021	Coles Express	Plant Maintenance - Fuel	40.38
EFT24491	31/12/2021	Cop Pier Street	Parking	12.12
EFT24491	31/12/2021	Glad Tidings Inte Pl	Staff Christmas Luncheon	17.90
EFT24491	31/12/2021	Google Cloud Qj9ezn	Software Licensing and Maintenance Fees	121.92
EFT24491	31/12/2021	Grouch & Co P/L	Office Amenities	55.00
EFT24491	31/12/2021	Health Freak Cafe	Staff Christmas Luncheon	101.00
EFT24491	31/12/2021	Insight Call Centre	Community Feedback hotline answering services	171.00
EFT24491	31/12/2021	Interia Systems	Office Equipment	857.16
EFT24491	31/12/2021	Jb Hi-Fi	Office Amenities	58.00
EFT24491	31/12/2021	Kee Hire Pty Ltd	FOGO Transportation	638.00

EFT24491	31/12/2021	Kitchen Warehouse Me	Staff Christmas Luncheon	24.85
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24491	31/12/2021	Kmart 1162	Waste Education Consumables	49.00
EFT24491	31/12/2021	Local Governement Mana	Employee Training	960.00
EFT24491	31/12/2021	Matchbox (Garden Cit	Staff Christmas Luncheon	42.80
EFT24491	31/12/2021	Matchbox (Garden Cit	Staff Christmas Luncheon	16.95
EFT24491	31/12/2021	Mm Electrical Cannin	Building Maintenance	170.36
EFT24491	31/12/2021	Mobile Test N Cal Au	Plant Maintenance - Parts and Services	146.85
EFT24491	31/12/2021	Nosh Catering	Staff Christmas Luncheon	2332.63
EFT24491	31/12/2021	Partysource Cvale	Staff Christmas Luncheon	20.97
EFT24491	31/12/2021	Proskill Australia P	Safety Equipment	149.90
EFT24491	31/12/2021	Secure Parking Barra	Parking for Training	12.30
EFT24491	31/12/2021	St John Ambulance Aust	Employee Training	44.10
EFT24491	31/12/2021	Sunlong Retail	Office Amenities	11.96
EFT24491	31/12/2021	Super Cheap Auto	Plant Maintenance - Consumables	60.00
EFT24491	31/12/2021	T2 - Garden City	Staff Christmas Luncheon	40.50
EFT24491	31/12/2021	Tenderlink Com	Tender Fees	207.90
EFT24491	31/12/2021	The Reject Shop 601	Staff Christmas Luncheon	45.10
EFT24491	31/12/2021	Total Tools Canning	Plant Maintenance - Tools	49.50
EFT24491	31/12/2021	Total Tools Canning	Building Maintenance - Tools	344.00
EFT24491	31/12/2021	Uber *trip	Uber Business Travel - WMRR Meeting	12.55
EFT24491	31/12/2021	Wageloch	Software Licensing and Maintenance Fees	209.72
EFT24491	31/12/2021	Wageloch	Software Licensing and Maintenance Fees	209.65
EFT24491	31/12/2021	Wageloch	Software Licensing and Maintenance Fees	209.65
EFT24491	31/12/2021	Wanewsdti	Newspaper Subscription	84.00
EFT24491	31/12/2021	Woolworths	Office Amenities	12.00
EFT24491	31/12/2021	Woolworths	Staff Christmas Luncheon	21.00
EFT24491	31/12/2021	Woolworths	Office Amenities	10.50
EFT24491	31/12/2021	Woolworths	Office Amenities	10.50
EFT24491	31/12/2021	Woolworths	Staff Christmas Luncheon	25.66
EFT24491	31/12/2021	Woolworths	Staff Christmas Luncheon	87.40
EFT24491	31/12/2021	Woolworths	Office Amenities	25.15
EFT24491	31/12/2021	Woolworths	Office Amenities	15.15
EFT24491	31/12/2021	Woolworths	Office Amenities	64.81
EFT24491	31/12/2021	Zoom	Software Licensing and Maintenance Fees	23.09
<b>TOTAL PAYMENTS</b>				<b>10461.46</b>

**Schedule of Payments made in January 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24448	05/01/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 02/01/2022	<b>129603.46</b>
EFT24449	06/01/2022	Telstra	Mobile Phones	<b>440.42</b>
EFT24450	06/01/2022	Water Corporation*	Utilities	<b>6810.62</b>
EFT24451	06/01/2022	All Fire and Electrical WA Pty Ltd	Plant Maintenance - Parts And Services	<b>1400.72</b>
EFT24452	06/01/2022	Allerding & Associates	Legal Fees	<b>1721.50</b>
EFT24453	06/01/2022	Analytical Reference Laboratory (WA) P/L	Waste Audit Fees	<b>1051.60</b>
EFT24454	06/01/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	<b>5684.25</b>
EFT24455	06/01/2022	BP Australia P/L	Deisel Fuel	<b>11755.64</b>
EFT24456	06/01/2022	Blue Force Pty Ltd	Security Monitoring and Maintenance for RRRC Canning Vale	<b>1214.32</b>
EFT24457	06/01/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	<b>3454.55</b>
EFT24458	06/01/2022	CTI Logistics Interstate	Transport of Recyclables	<b>13657.62</b>
EFT24459	06/01/2022	DBC Waste Management Pty Ltd	Waste Management Services	<b>1569.15</b>
EFT24460	06/01/2022	DLA Piper Australia	Plant Maintenance - Parts And Services	<b>1329.35</b>
EFT24461	06/01/2022	Ektimo Pty Ltd	Employee Training	<b>1155.00</b>
EFT24462	06/01/2022	Encycle Consulting	Environmental Consultations	<b>15375.25</b>
EFT24463	06/01/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>5880.60</b>
EFT24464	06/01/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	<b>495.00</b>
EFT24465	06/01/2022	General Crane Services (WA) Pty Ltd	Equipment Hire	<b>569.25</b>
EFT24466	06/01/2022	Hands-On Infection Control	Employee Vaccinations	<b>1585.40</b>
EFT24467	06/01/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	<b>3730.38</b>
EFT24468	06/01/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	<b>645.67</b>
EFT24469	06/01/2022	Industrial Power Tool Services	Plant Maintenance - Tools and Equipment	<b>117.70</b>
EFT24470	06/01/2022	Instant Weighing	Plant Maintenance - Parts And Services	<b>770.00</b>
EFT24471	06/01/2022	Komatsu Forest Pty Ltd	Plant Maintenance - Parts And Services	<b>768.68</b>
EFT24472	06/01/2022	Minter Ellison Lawyers	Legal Fees	<b>38701.30</b>
EFT24473	06/01/2022	Myelec Electrical Wholesalers	Plant Maintenance - Parts And Services	<b>150.65</b>
EFT24474	06/01/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>4337.50</b>
EFT24475	06/01/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>84366.00</b>
EFT24476	06/01/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>6425.98</b>
EFT24477	06/01/2022	Pritchard Francis	Legal fees	<b>4152.50</b>
EFT24478	06/01/2022	Recycling Plastics Australia Pty Ltd	Plastics Processing	<b>2083.40</b>
EFT24479	06/01/2022	Resolve Group Pty Ltd	Consultants	<b>3850.00</b>
EFT24480	06/01/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>11020.02</b>

Chq/EFT	Date	Name	Description	Amount
EFT24481	06/01/2022	Snake Rescue and Relocation Training Pty Ltd	Staff Training	352.00
EFT24482	06/01/2022	Sonic Health Plus	Employment Costs	82.50
EFT24483	06/01/2022	Super Sweep	CVC Cleaning Costs	4743.75
EFT24484	06/01/2022	Synergy - Electricity Retail Corporation	Utilities	57875.07
EFT24485	06/01/2022	Truck Centre WA	Plant Maintenance - Parts	332.43
EFT24486	06/01/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	2814.14
EFT24487	06/01/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT24488	06/01/2022	Wilson Security	Security Patrol	976.99
EFT24489	06/01/2022	Winc Australia Pty Limited	Office Amenities	616.65
EFT24490-EFT24491		Covered in December Payment Schedule		0.00
EFT24492	07/01/2022	Fleetcare Pty Ltd	Vehicle Lease	1955.35
EFT24493	07/01/2022	City of Canning	CVC Lease	69643.75
EFT24494	19/01/2022	SMRC Net Payroll Clearing Creditor	Payroll WE 16/01/2022	127271.18
EFT24495	20/01/2022	BAS - Australian Taxation Office (ATO)	BAS December 2021	62699.00
EFT24496	20/01/2022	Cr Andrew White	Member allowance for January 22	660.00
EFT24497	20/01/2022	Cr Doug Thompson*	Member allowance for January 22	2243.92
EFT24498	20/01/2022	Cr Karen Wheatland	Member allowance for January 22	660.00
EFT24499	17/01/2022	SG Fleet Australia Pty Limited	Vehicle Lease	1993.23
EFT24500	20/01/2022	Purearth	FOGO Waste Collection	111166.00
EFT24501	20/01/2022	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Transport	205344.83
EFT24502	20/01/2022	Wastetrans Wa	Waste Transport	79283.90
EFT24503	20/01/2022	Advance Visual	Update Honour Board - Newly Elected Members 2021	358.51
EFT24504	20/01/2022	All Fire and Electrical WA Pty Ltd	Plant Maintenance - Parts And Services	4352.02
EFT24505	20/01/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	24843.20
EFT24506	20/01/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	1629.77
EFT24507	20/01/2022	BP Australia P/L	Deisel Fuel	10024.81
EFT24508	20/01/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	232.19
EFT24509	20/01/2022	Bunnings Group Limited	Plant Maintenance - Parts And Services	6.89
EFT24510	20/01/2022	Buss Group	Building Maintenance	15272.55
EFT24511	20/01/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	3055.45
EFT24512	20/01/2022	CTI Logistics Interstate	Transport of Recyclables	14147.85
EFT24513	20/01/2022	Cea Specialty Equipment Pty Ltd	Plant Maintenance - Parts And Services	2248.69
EFT24514	20/01/2022	Coffey Services Australia Pty Ltd	Ground Water Monitoring and Report	8667.45
EFT24515	20/01/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	429.00
EFT24516	20/01/2022	Dial Before You Dig WA Ltd	Referral Fee	330.00
EFT24517	20/01/2022	Effect Engineering Projects Pty Ltd	Plant Maintenance - Parts And Services	7924.51

Chq/EFT	Date	Name	Description	Amount
EFT24518	20/01/2022	Elton's Lawnmowing and Gardening Service*	Garden Maintenance - Booragoon	44.00
EFT24519	20/01/2022	EmbroidMe Myaree	Embroidery of PPE	162.80
EFT24520	20/01/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	2041.60
EFT24521	20/01/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	730.36
EFT24522	20/01/2022	General Crane Services (WA) Pty Ltd	Equipment Hire	363.00
EFT24523	20/01/2022	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts	149.60
EFT24524	20/01/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	3730.38
EFT24525	20/01/2022	Hose Mania	Plant Maintenance - Parts	902.00
EFT24526	20/01/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	1071.41
EFT24527	20/01/2022	Industrial Power Tool Services	Plant Maintenance - Tools and Equipment	116.60
EFT24528	20/01/2022	Industrial Protective Products (WA)	Safety Equipment	207.91
EFT24529	20/01/2022	Kennards Hire Pty Ltd	Equipment Hire	2880.00
EFT24530	20/01/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	1904.53
EFT24531	20/01/2022	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	143.00
EFT24532	20/01/2022	Myelec Electrical Wholesalers	Plant Maintenance - Parts And Services	362.18
EFT24533	20/01/2022	Natsync Environmental	Pest Control	4871.00
EFT24534	20/01/2022	Network-IT(WA) PTY LTD	Software Licences	696.77
EFT24535	20/01/2022	OTR Tyres	Plant Maintenance - Tyres	1615.11
EFT24536	20/01/2022	Octagon-BKG Lifts	Plant Maintenance - Parts And Services	553.78
EFT24537	20/01/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	41138.00
EFT24538	20/01/2022	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	4785.84
EFT24539	20/01/2022	Polyurethane Processors (PUP)	Plant Maintenance - Parts And Services	1012.00
EFT24540	20/01/2022	Recycling Plastics Australia Pty Ltd	Plastics Processing	2092.20
EFT24541	20/01/2022	Safety Signs Service	Safety Signage	104.41
EFT24542	20/01/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	11676.50
EFT24543	20/01/2022	Sitech (WA) Pty Ltd	Licenses	126.50
EFT24544	20/01/2022	Sonic Health Plus	Employment Costs	82.50
EFT24545	20/01/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	2164.03
EFT24546	20/01/2022	Synergy - Electricity Retail Corporation	Utilities	60730.89
EFT24547	20/01/2022	Tema Services Pty Ltd	Laundry Expenses	1331.65
EFT24548	20/01/2022	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	5966.16
EFT24549	20/01/2022	Truck Centre WA	Plant Maintenance - Parts	774.39
EFT24550	20/01/2022	United Equipment Pty Ltd	Equipment Hire	5226.65
EFT24551	20/01/2022	WA Fasteners Pty Ltd	Plant Maintenance - Equipment	2715.76
EFT24552	20/01/2022	Wilson Security	Security Patrol	1024.73
EFT24553	20/01/2022	Work Clobber	Safety Equipment	985.50

Chq/EFT	Date	Name	Description	Amount
EFT24554	24/01/2022	Department of Water and Environmental Regulation	Licence Fee	<b>25984.00</b>
EFT24555	25/01/2022	Cr Cliff Collinson*	Transportation to Recycle Conference	<b>191.25</b>
EFT24556	06/01/2022	SuperChoice Services Pty Ltd	Super Contributions W/E 19/12/2021	<b>23384.70</b>
EFT24557	20/01/2022	SuperChoice Services Pty Ltd	Super contributions F/E 02/01/2022	<b>24328.20</b>
EFT24558	20/01/2022	Custom Service Leasing Ltd	CVC Vehicle Lease	<b>238.27</b>
EFT24559	24/01/2022	Vocus Pty Ltd	Monthly Internet Service	<b>1097.80</b>
EFT24560	24/01/2022	WA Treasury Corporation	Guarantee Fee - RRRC Project	<b>31146.73</b>
EFT24561	Covered in February Payment Schedule			<b>0.00</b>
EFT24562	31/01/2022	National Australia Bank (NAB)	Credit Card Transactions for January 2022	<b>13257.83</b>
TOTAL PAYMENTS				<b>1474363.58</b>

<b>EFT24562</b>	<b>31/01/2022</b>	<b>Credit Card Transactions for January 2022</b>		<b>13257.83</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24562	31/01/2022	7 Eleven	Office Amenities	5.50
EFT24562	31/01/2022	7 Eleven	Office Amenities	3.75
EFT24562	31/01/2022	Adobe Creative Cloud	Software Licensing and Maintenance Fees	76.99
EFT24562	31/01/2022	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	12.90
EFT24562	31/01/2022	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	299.90
EFT24562	31/01/2022	Adobe Systems Pty Ltd	Software Licensing and Maintenance Fees	97.98
EFT24562	31/01/2022	Amazon Web Services	Software Licensing and Maintenance Fees	38.29
EFT24562	31/01/2022	Blackwoods	Plant Maintenance - Consumables	192.72
EFT24562	31/01/2022	Bull Creek Iga	Office Amenities	6.99
EFT24562	31/01/2022	City Of Perth Parking	Parking	7.27
EFT24562	31/01/2022	City Of Perth Parking	Parking	8.48
EFT24562	31/01/2022	Coles Express	Office Amenities	3.90
EFT24562	31/01/2022	Coles Express	Office Amenities	65.00
EFT24562	31/01/2022	Dingo Diamond Tool R	Plant Maintenance - Services	275.00
EFT24562	31/01/2022	Elizas Cafe	Staff Meetings	4.00
EFT24562	31/01/2022	Google Australia Pty Ltd	Software Licensing and Maintenance Fees	157.09
EFT24562	31/01/2022	Grouch & Co P/L	Office Amenities	110.00
EFT24562	31/01/2022	Hose Mania	Plant Maintenance - Parts	148.42
EFT24562	31/01/2022	IDW	Office Consumables	129.25
EFT24562	31/01/2022	Insight Call Centre	Community Feedback hotline answering services	173.20
EFT24562	31/01/2022	Kee Fuel Pty Ltd	Plant Maintenance - Services	473.00
EFT24562	31/01/2022	Kerfab Industries	Plant Maintenance - Services	4400.92
EFT24562	31/01/2022	Kmart 1162	Office Amenities	10.65
EFT24562	31/01/2022	Local Government Professionals	Membership fees	398.25
EFT24562	31/01/2022	Mailchimp *misc	Software Licensing and Maintenance Fees	43.48
EFT24562	31/01/2022	Myer Pty Ltd	Office Equipment	518.00
EFT24562	31/01/2022	Parkwood Hardware	Plant Maintenance - Services	19.00
EFT24562	31/01/2022	Safetyquip Perth North	Safety Consumables	202.25
EFT24562	31/01/2022	Seekwslb	Software Licensing and Maintenance Fees	2750.00
EFT24562	31/01/2022	Seekwslb	Software Licensing and Maintenance Fees	390.50
EFT24562	31/01/2022	Sq *reinol Wa	Office Amenities	168.76
EFT24562	31/01/2022	Super Cheap Auto	Plant Maintenance - Equipment	15.99
EFT24562	31/01/2022	Total Tools Canning	Plant Maintenance - Equipment	229.00
EFT24562	31/01/2022	Total Tools Canning	Plant Maintenance - Equipment	99.95
EFT24562	31/01/2022	Totally Workwear	Safety Equipment	184.95
EFT24562	31/01/2022	Uber *trip	Software Licensing and Maintenance Fees	1.39
EFT24562	31/01/2022	Ventraip Australia	Software Licensing and Maintenance Fees	2.95
EFT24562	31/01/2022	Wageloch	Software Licensing and Maintenance Fees	161.20



Chq/EFT	Date	Name	Description	Amount
EFT24562	31/01/2022	Wageloch	Software Licensing and Maintenance Fees	161.16
EFT24562	31/01/2022	Wageloch	Software Licensing and Maintenance Fees	161.16
EFT24562	31/01/2022	Western Hart Pty Ltd	Plant Maintenance - Parts and Services	891.00
EFT24562	31/01/2022	Woolworths	Office Amenities	7.00
EFT24562	31/01/2022	Woolworths	Office Amenities	4.00
EFT24562	31/01/2022	Woolworths	Office Amenities	20.50
EFT24562	31/01/2022	Woolworths	Office Amenities	51.50
EFT24562	31/01/2022	Woolworths	Office Amenities	7.00
EFT24562	31/01/2022	Woolworths	Office Amenities	11.00
EFT24562	31/01/2022	Woolworths	Office Amenities	22.80
EFT24562	31/01/2022	Woolworths	Safety Consumables	10.75
EFT24562	31/01/2022	Zoom	Software Licensing and Maintenance Fees	23.09
TOTAL PAYMENTS				13257.83

## **WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 - SCHEDULE 2**

### **FUNCTIONS OF THE WASTE AUTHORITY**

[s. 19(1)]

1. To —
  - (a) advise and make recommendations to the Minister on matters relating to this Act; and
  - (b) inquire into and advise the Minister or the CEO on any matter relating to this Act on which the Minister or CEO requests advice; and
  - (c) advise and make recommendations to the CEO on the regulation of waste services; and
  - (d) advise and make recommendations to the CEO with respect to subsidiary legislation under this Act.
- 2A. To seek the advice of such other entities as the Waste Authority thinks fit for the purpose of providing advice to the Minister in relation to the setting and variation of a levy.
2. To act as an advocate for the objects of this Act.
3. To develop, promote and review the waste strategy and coordinate its implementation.
4. To monitor and assess the adequacy of, and report to the Minister on the operation of, the waste strategy, product stewardship plans and extended producer responsibility schemes.
5. To promote community awareness and understanding of resource efficiency, waste avoidance and resource recovery.
6. To support State and Commonwealth policies which will enhance progress towards zero waste.
7. To promote resource efficiency, waste avoidance and resource recovery.
8. To promote coordination between organisations seeking to prevent waste.
9. To liaise with local governments to ensure that the provisions of this Act are enforced in the districts of those local governments.
10. To cooperate with local governments to coordinate local efforts to prevent waste.
11. To receive representations on waste management issues from members of the public.
12. To promote market development for recovered resources and recycled materials.
13. To promote the development of locally owned resource recovery infrastructure.
- 14A. From time to time to develop and publish a statement of the objectives to be achieved by programmes funded under section 80(1)(a).
14. To ensure that the appropriate investigations, audits and inspections in relation to the application of moneys under section 80(1)(a) are carried out.

15. To take appropriate measures to bring the provisions of this Act to the attention of the public.
16. To do such other acts and things as are conducive to the prevention and control of waste.
17. To perform such other functions as are conferred on it under this Act or are referred to it by the Minister.

*[Schedule 2 amended: No. 48 of 2009 s. 10.]*