

**RESOURCE RECOVERY GROUP  
AGENDA PAPERS  
ORDINARY MEETING OF COUNCIL**

**THURSDAY 24 NOVEMBER 2022  
4.00pm**

**RESOURCE RECOVERY GROUP  
9 Aldous Place BOORAGOON**

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

*On behalf of our Participant Local Governments*



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

Dear Members




**The next Ordinary Meeting of the Resource Recovery Group Council will be held at 9 Aldous Place Booragoon commencing at 4.00pm on Thursday 24<sup>th</sup> November 2022.**

**A video link is available on the website for members of the public and Officers who would prefer to attend remotely.**

**Tim Youé  
CHIEF EXECUTIVE OFFICER**

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b> "I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present".	
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES</b>	
<b>3.</b>	<b>DISCLOSURE OF INTERESTS</b>	
<b>4.</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	
<b>5.</b>	<b>PUBLIC QUESTION TIME</b>	
<b>6.</b>	<b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON</b>	
<b>7.</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	
7.1	MELBOURNE WASTE & ENERGY EXPO AND STUDY TOUR – B Doherty	
<b>8.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 AUGUST 2022	
8.2	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 AUGUST 2022	
<b>9.</b>	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b> 15.1 – T2022-07 ACCOUNTING SOFTWARE 15.2 - TENDER 2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE 15.3 – LONG SERVICE LEAVE - CEO	
<b>10.</b>	<b>BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING</b>	
<b>11.</b>	<b>REPORTS OF THE CEO</b>	
11.1	ESTABLISHMENT AGREEMENT	5
11.2	FLYING MINUTE – TECHNICAL STUDY TOUR & 2022 WASTE & ENERGY EXPO	9
11.3	MELBOURNE WASTE & ENERGY EXPO AND STUDY TOUR	12
11.4	STRATEGIC PLAN REVIEW 2022	15
11.5	CORPORATE POLICY REVIEW	18
11.6	COUNCIL MEETING DATES 2023	21
11.7	OFFICE ACCOMMODATION PROJECT	24
11.8	MINISTERIAL STATEMENT 517	29
11.9	FINANCIAL REPORTS	32
11.10	CASH INVESTMENT PORTFOLIO	36
11.11	SCHEDULE OF PAYMENTS	42
<b>12.</b>	<b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	
<b>13.</b>	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON PRESIDING OR BY DECISION OF MEETING</b>	
<b>14.</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>	
<b>15.</b>	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	
15.1	TENDER T2022-07 ACCOUNTING SOFTWARE - Confidential	43
15.2	TENDER T2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE - Confidential	44
15.3	LONG SERVICE LEAVE – CEO - Confidential	45
<b>16.</b>	<b>DECLARATION OF CLOSURE OF MEETING</b>	

VISION	<h2 style="text-align: center;">A circular economy with less waste and lower carbon emissions</h2>		
MISSION	<p>We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.</p>		
OBJECTIVES	<div style="text-align: center;">  <p><b>Recycle</b> materials to their highest practical value</p> </div>	<div style="text-align: center;">  <p><b>Innovate</b> and implement new approaches to recycling and resource recovery</p> </div>	<div style="text-align: center;">  <p><b>Educate</b> by providing tools to recycle right, reduce waste and live more sustainably</p> </div>
KEY FOCUS AREAS	<ol style="list-style-type: none"> <li>1. Deliver practical solutions that maximise material recovery</li> <li>2. Form viable partnerships to optimise business sustainability</li> </ol>	<ol style="list-style-type: none"> <li>3. Lead the change to new material recovery solutions to benefit our communities</li> <li>4. Deliver solutions that are environmentally sustainable &amp; add value to recovered products</li> </ol>	<ol style="list-style-type: none"> <li>5. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education</li> <li>6. Influence best practice environmental outcomes through stakeholder advocacy</li> </ol>
PROJECTS	<ol style="list-style-type: none"> <li>1.1 Optimise operations in recovery and re-use to add value</li> <li>1.2 Re-purpose facilities for re-processing plastics</li> <li>1.3 Re-purpose facilities for FOGO</li> <li>1.4 Re-purpose facilities for a residual waste transfer station</li> <li>2.1 Pursue opportunities to partner with other organisations</li> </ol>	<ol style="list-style-type: none"> <li>3.1 Investigate the viability of new technologies for waste recovery</li> <li>3.2 Be recognised as an industry leader in championing progressive solutions to materials recovery</li> <li>3.3. Lead trial projects to reuse recycled materials</li> <li>4.1 Identify and deliver process improvements</li> </ol>	<ol style="list-style-type: none"> <li>5.1 Promote the Recycle Right Program amongst participants and other local governments as community education plan actions</li> <li>5.2 Partner with member councils and complementary organisations to promote behaviour change towards waste recovery and reuse               <ol style="list-style-type: none"> <li>a. Promote the benefits of source separation for 3 bin systems</li> <li>b. Kerbside Audits</li> <li>c. Bin Tagging Program</li> <li>d. rollout FOGO to MUDs</li> <li>e. rollout FOGO to mixed use and commercial</li> </ol> </li> <li>6.1 Proactively lead and influence best practice outcomes in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation.</li> <li>6.2 Advocate for enhanced packaging design controls and extended producer responsibility.</li> <li>6.3 Advocate for legislation that limits the disposal of unprocessed MSW.</li> </ol>

<b>REPORT NO</b>	11.1
<b>SUBJECT</b>	<b>ESTABLISHMENT AGREEMENT</b>
<b>AUTHOR</b>	A Johnson, Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	2 November 2022
<b>FILE REFERENCE</b>	F:\SMRC\Organisation\Establishment Agreement
<b>ATTACHMENTS</b>	#1 Correspondence – Melville Council #2 Draft Establishment Agreement

**CEO RECOMMENDATION/S:**

- 1. THE DOLLAR AMOUNTS IN CLAUSE 16.4 AND CLAUSE 16.5 OF THE DRAFT ESTABLISHMENT AGREEMENT BE DETERMINED TO BE FIVE HUNDRED THOUSAND DOLLARS.**
- 2. THE AMENDED DRAFT ESTABLISHMENT AGREEMENT BE FORWARDED TO THE PARTICIPANTS FOR ENDORSEMENT, AND IF ENDORSED BE FOWARDED TO THE MINISTER FOR APPROVAL.**

**VOTING REQUIREMENT**

- To support a motion to revoke a prior resolution (first attempt) requires at least 1/3 of members of council. Eg In our case this is 1 member (Admin Reg 10(1)(b))
- A decision to revoke or change a prior decision of council must be made by absolute majority (Admin Reg 10(2))

**PURPOSE OF REPORT**

To consider the proposed amendments to the Establishment Agreement as requested by the Participants.

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

**Advocative**

Not applicable

**Executive** (The Regional Local Government)

The role of the Council is responsible for the performance of the local government’s functions. (*Local Government Act 1995 s2.7 (1)(b)*).

**Legislative**

*The Local Government (Administration) Regulations 1996 – REG 10 (2). If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*

*The Local Government Act 1995 s3.65 Amendment of Establishment Agreement for Regional Local Governments.*

- (1) The participants may amend the establishment agreement for a regional local government by agreement made with the Minister’s approval, and a reference in this Division to the establishment agreement includes a reference to the establishment agreement as so amended.*

- (2) *The establishment agreement can be amended under subsection (1) to include another local government as a further participant if that local government is a party to the amending agreement.*
- (3) *Section 3.61(2) and (3) apply, with any necessary modifications, to an agreement amending the establishment agreement.*

*The Local Government Act 1995 s3.61 establishing a Regional Local Government*

- (2) *An application for the Minister's approval is to be —*
- (a) *in a form approved for that purpose by the Minister; and*
  - (b) *accompanied by a copy of an agreement between the participants to establish the regional local government (referred to in this Division as the establishment agreement).*
- (3) *The participants are to supply the Minister any further information about the application that the Minister asks for.*

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Participant local governments, Department for Local Government and the Minister for Local Government.

**Strategic relevance:**

Nil

**Policy related:**

Nil

**Financial:**

Provision has been made within the 22/23 budget for legal advice in relation to this matter.

**Legal and statutory:**

Establishment Agreement

**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	<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

**BACKGROUND:**

S3.61 of the *Local Government Act 1995* allows for the establishment of a regional local government by two or more local governments. S3.65 of the *Local Government Act 1995* sets out the requirements for amendment of an establishment agreement.

As an outcome of the 2021 strategic review workshop, it was agreed that a review of the current Establishment Agreement was to be undertaken to reflect modern practices and wording.

A workshop was held electronically on 30 March 2022 to discuss proposed amendments to the current Establishment Agreement, the workshop was attended by Regional Councillors, Regional Executive Officers and RRG Executive staff and facilitated by Mr Alex Lowe, Minister Elision Lawyers.

Prior to the workshop members were provided with a version of the establishment agreement with tracked proposed changes and a summary document of the key recommended changes.

One key proposal was to introduce the appointment of two (2) Councillors per local government.

The workshop also discussed the mechanisms for the joining or withdrawing from Projects and from this discussion clause 8.1 was amended to require the permission of the Minister in withdrawing from a project.

It was also agreed during the workshop that a dispute resolution practice be incorporated into the document.

The draft agreement was considered by members at a Special Meeting of Council on 14 July 2022. At the meeting Council resolved to amend clause 8.1 by removing the words “having first obtained the permission of the Minister”: and inserting “subject to an absolutely majority of the members”.

**COUNCIL RESOLUTION**

**22.07-02            MOVED:    CR K WHEATLAND                            SECONDED: CR D THOMPSON**

**CLAUSE 8.1 OF THE DRAFT ESTABLISHMENT AGREEMENT BE AMENDED TO INCLUDE THE WORDS “SUBJECT TO AN ABSOLUTELY MAJORITY OF THE MEMBERS”.**

**CARRIED 2/1  
For: Cr Wheatland, Cr Thompson  
Against: Cr White**

The Chair put the primary motion with the amendment to the vote

**SUBSTANTIVE MOTION AS AMENDED:**

**22.07-02 MOVED:    CR K WHEATLAND                            SECONDED: CR D THOMPSON**

- 1. CLAUSE 8.1 BE AMENDED BY DELETING “SUBJECT TO HAVING FIRST OBTAINED THE PERMISSION OF THE MINISTER” AND INSERTING “SUBJECT TO THE APPROVAL OF AN ABSOLUTE MAJORITY OF THE MEMBERS”.**
- 2. THE AMENDMENTS IN THE DRAFT ESTABLISHMENT AGREEMENT BE RECEIVED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.**

**CARRIED 2/1  
For: Cr Wheatland, Cr Thompson  
Against: Cr White**

**REPORT:**

In accordance with Council Resolution 22.07.02 the draft establishment agreement was amended to update clause 8.1 to read:

**Right to Withdraw**

A Project Participant may at any time give notice of its intention to withdraw from a Project, subject to having first obtained the approval of an absolutely majority of the Participants to do so.

On 1 August 2022 the draft establishment agreement was then circulated to participants for comment and/or endorsement. Participants were asked to provide their feedback by no later than 16 September 2022.

On 19 August 2022 the City of Melville provided feedback that they supported the proposed draft establishment agreement with the exception of clause 8.1, requiring the approval of an absolute majority of Participants to withdraw. City of Melville proposed the following amendment:

**Right to Withdraw**

A Project Participant may at any time give notice of its intention to withdraw from a Project, ~~subject to having first obtained the approval of an absolutely majority of the Participants to do so.~~

No written feedback was received by City of Fremantle or Town of East Fremantle.

In order to make the changes proposed by the City of Melville it would first be necessary for the Council to revoke part 1 of the original council resolution 22.07.02 - **CLAUSE 8.1 BE AMENDED BY DELETING “SUBJECT TO HAVING FIRST OBTAINED THE PERMISSION OF THE MINISTER” AND INSERTING “SUBJECT TO THE APPROVAL OF AN ABSOLUTE MAJORITY OF THE MEMBERS”.**

The draft establishment agreement requires a dollar figure to be inserted into clauses 16.4 and 16.5, no feedback has been received by participants in relation to this amount and on the legal advice of Mr Alex Lowe from MinterEllison, it is proposed that this be set at five hundred thousand dollars (\$500,000)..

It is therefore recommended that the following amendments be made to the draft (28.07.2022) Establishment Agreement:

Clause	Current	Proposed
The parties	City of Melville of Almondsbury Road, Ardross, Western Australia	City of Melville of 10 Almondsbury Road, Booragoon, Western Australia
1 Definitions	‘Council Member’ means the member of council of the Participant appointed pursuant to clause 5.1	‘Council Member’ means a member of council of the Participant appointed pursuant to clause 5.1
8.1 Right to Withdraw	A Project Participant may at any time give notice of its intention to withdraw from a Project, subject to having first obtained the approval of an absolutely majority of the Participants to do so.	
16.4 (h) (i)	the monetary value of the claim or the monetary value of the determination is greater than [\$XXX] and neither party has issued a notice under clause or	the monetary value of the claim or the monetary value of the determination is greater than \$5 (five) hundred thousand and neither party has issued a notice under clause 16.2
16.5 (a) (ii) (A)	the monetary value of a claim or the monetary value of a determination is greater than {XXX}, and	the monetary value of a claim or the monetary value of a determination is greater than \$5 (five) hundred thousand and



<b>REPORT NO</b>	11.2
<b>SUBJECT</b>	<b>TECHNICAL STUDY TOUR &amp; 2022 WASTE &amp; ENERGY EXPO</b>
<b>AUTHOR</b>	B Doherty, Executive Manager Strategic Projects
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 October 2022
<b>FILE REFERENCE</b>	F:\S.M.R.C\Committees\C01 - Southern Metro Regional Council\Correspondence
<b>ATTACHMENTS</b>	#1 Flying Minute

**CEO RECOMMENDATION/S:**

**THE COUNCIL ENDORSE THE FLYING MINUTE DATED 6 OCTOBER 2022, WHICH RECEIVED UNANIMOUS VOTE IN FAVOUR OF THE FOLLOWING RECOMMENDATION:**

**COUNCIL APPROVE THE PROPOSED TRAVEL OF THE CHIEF EXECUTIVE OFFICER TO ATTEND AN INTERSTATE STUDY TOUR AND ATTENDANCE AT THE 2022 WASTE & ENERGY EXPO IN MELBOURNE FROM 24 – 27 OCTOBER 2022.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

For the Regional Council to consider the travel of Mr Tim Youé, Chief Executive Officer, to Adelaide and Melbourne for the purposes a study tour and attendance at the Waste & Energy Expo 2022.

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

**Advocative**

Not applicable

**Executive**

The role of the Council is to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events s5.90A *Local Government Act 1995*.

**Legislative**

Local Government Act 1995 s5.90A

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Objective: Recycle materials to their highest practical value  
Key Focus Area: 1. Deliver practical solutions that maximise material recovery

Objective: Innovate and implement new approaches to recycling and resource recovery  
 Key Focus Area: 3. Lead the change to new material recovery solutions to benefit our communities.  
 Project: 3.1 Investigate the viability of new technologies for waste recovery

**Policy related:**

Policy 1.5, Conference & Industry Events Attendance.

**Financial:**

Costs associated with the travel and attendance of three staff members including the CEO are estimated to be \$7,425 and are detailed in the report.

**Legal and statutory:**

Nil

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
ES03	Research not aligned with strategic goals	1. Research is not aligned with strategic plan resulting in redundant solutions or misdirection of technology and effort	1- Keeping abreast of current & future technology & trends 2- Strategic Waste Management Plan 3- Corporate Business Plan	6
ES05	Poor project evaluation/Project failure	1. Selection of unproven or unviable technologies, contractors and technology providers. 2. Unable to provide services. 3. Unable to achieve product quality and processing efficiencies	1- Engineering review team meetings 2- Keeping abreast of current & future technology & trends 3- Strategic Plan 4- Senior Management meetings	8

**BACKGROUND:**

The Chief Executive Officer has approved the attendance of the Executive Manager Strategic Projects and Executive Manager Operations to attend a study tour culminating in the Waste & Energy Expo 2022 in Melbourne on 26 and 27 October 2022.

The proposed tour will include:

Date	Location	Contact	Company	Activity
Mon 24 Oct				
	Adelaide	Adam Faulkner	LMS	Bio Energy
		David Singh	Re.Group	MRF Optical & Robotics
		Stephen Scherer	Recycled Plastics Australia	Plastic processing
Tue 25 Oct	Melbourne	Darren Thorpe	APR Plastics	Bio-Diesel
Wed 26 Oct	Melbourne CEC		Waste Expo & All-Energy	
Thu 27 Oct	Melbourne CEC		Waste Expo & All-Energy	

It is proposed that the Chief Executive Officer also attends both the study tour and Waste Expo. In accordance with Policy no 1.5, *Conference and Industry Events Attendance*, attendance by the CEO requires the approval of Council. This can be by way of a 'flying minute' which is to be presented to the next ordinary meeting for endorsement.

Attendance at the Waste & Energy Expo. Total estimate costings for the attendance of all three staff members, including the CEO is as follows:

Item	Persons/No.	Days/Fares	Rate	Total
<b>Flights</b>	3	1	\$ 1,000.00	\$ 3,000.00
<b>Accommodation</b>	3	3	\$ 300.00	\$ 2,700.00
<b>Vehicle (Adelaide)</b>	1	2	\$ 100.00	\$ 200.00
<b>Transfers and other costs</b>	2	1	\$ 200.00	\$ 400.00
<b>Entrance Fees - Waste &amp; Energy EXPO</b>	3	2	\$ -	\$ -
<b>Meals</b>	3	3	\$ 125.00	\$ 1,125.00
			<b>Total Estimate</b>	<b>\$ 7,425.00</b>

In accordance with policy 1.5, the CEO will prepare and report on the tour and expo at the next ordinary meeting of Council.

A flying minute was distributed to all Councillors on 6 October 2022 via email. The flying minute requested endorsement of the proposed travel of the Chief Executive Officer to attend the Waste & Energy Expo in Melbourne on 26 – 27 October 2022 and participate in a technical study tour in Adelaide and Melbourne on 24 – 25 October.

Unanimous endorsement was received from all Councillors.

<b>REPORT NO</b>	11.3
<b>SUBJECT</b>	Melbourne Waste Expo and site visits
<b>AUTHOR</b>	B Doherty Executive Manager Strategic Projects
<b>RESPONSIBLE OFFICER</b>	B Doherty Executive Manager Strategic Projects
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 November 2022
<b>FILE REFERENCE</b>	<b>Conferences</b>
<b>ATTACHMENTS</b>	Nil

**CEO RECOMMENDATION/S**

**TO INFORM THE COUNCIL OF CURRENT AND FUTURE TECHNOLOGY AND TRENDS.**

**VOTING REQUIREMENT**

n/a

**PURPOSE OF REPORT**

To report on attendance at the Melbourne Waste Expo 2022 and technical site visits undertaken by CEO and Executive Managers in October 2022.

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

**Advocative**

Develop and implement strategies and infrastructure that support the [Waste Avoidance and Resource Recovery Strategy 2030](#).

**Executive**

**Legislative**

Develop and implement strategies and infrastructure in response to the decision In March 2020 by the Australian government to regulate the export of waste glass, plastic (including processed engineered fuel), tyres and paper.

Recycling and Waste Reduction Act 2020

Waste Avoidance and Resource Recovery Act 2007

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

**Objective:** Recycle materials to their highest practical value  
**Key Focus areas:** 1. Deliver Practical solutions that maximise material recovery  
**Projects:** 1.1 Optimise operations in recovery and re-use to add value  
 1.2 Re-purpose facilities for re-processing plastics  
 1.3 Re-purpose facilities for FOGO  
 1.4 Re-purpose facilities for a residual waste transfer station

**Policy related:**

Nil

**Financial:**

Allocation of \$11,000 from Conferences / Seminars / Training budget.

**Legal and statutory:**

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
ES03	Research not aligned with strategic goals	Reputation & Image, Cost	1- Keeping abreast of current & future technology & trends 2- Strategic Waste Management Plan 3- Corporate Business Plan	Low 6

**BACKGROUND:**

Waste Expo Australia is the country's largest gathering of waste management and resource recovery professionals, which brings together leading solution providers in the waste management, recycling, resource recovery and sustainability sectors.

Waste Expo Australia is a free-to-attend exhibition and conference held annually at the Melbourne Convention and Exhibition Centre.

Approximately 6,000 industry professionals attended this year's event from 26 - 27 October 2022.

Waste Expo Australia was held alongside All-Energy Australia exhibition and conference with delegates free to attend both events concurrently. All-Energy Australia showcases the latest technology, information and trends relevant to those working or investing in the renewables sector with over 200 speakers and 250 domestic and international suppliers.

The following RRG personnel attended the expo and associated site visits:

- CEO;
- Executive Manager Operations; and
- Executive Manager Strategic Projects.

**REPORT:**

The following itinerary was undertaken by RRG personnel including Melbourne expo's and various site visits in Adelaide and Melbourne:

<b>Date</b>	<b>Organisation</b>	<b>Location</b>	<b>Details</b>
Monday 24 October	LMS Energy	Seaford Heights Adelaide SA	Landfill gas energy generation, Dry fermentation of organics, solar PV array, energy and carbon trading
	Southern Region Waste Resource Authority		SRWRA is a regional subsidiary representing the Cities of Onkaparinga, Marion & Holdfast Bay, owns and operates the Seaford Heights facility covering a large land holding co-locating integrated waste facilities
	Re.Group		Operates MRF and residual organics recovery facility on Seaford heights site in partnership with SRWRA
	Recycling Plastics Australia	Adelaide	Processes a range of kerbside, post-consumer and recovered plastics and produces flake and pellet for re-use in manufacturing
	YCA Recycling	Adelaide	Processes a range of of kerbside, post-consumer and recovered plastics and produces flake for re-use in manufacturing
Tuesday 25 October	Australian Paper Recovery (APR)	Melbourne	Demonstration plant - Pyrolysis conversion of soft plastics to oil products and biochar, plastic pellet production for remanufacture into new soft plastic packaging products
Wednesday 26 October	Waste Expo exhibition and conference	Melbourne CEC	
	All-Energy exhibition and conference		
	Australian Paper Recovery (APR)	Melbourne	No glass MRF designed to receive co-mingled recyclables from four bin collection system with separate bin for glass  Commercial recovery facility for cardboard, post production plastics and aluminium containers
Thursday 27 October	Waste Expo exhibition and conference	Melbourne CEC	
	All-Energy exhibition and conference		

Presentation will be provided at the meeting.

<b>REPORT NO</b>	11.4
<b>SUBJECT</b>	<b>STRATEGIC PLAN REVIEW 2022</b>
<b>AUTHOR</b>	C Wiggins, Executive Manager Corporate Services
<b>RESPONSIBILITY</b>	T Youé Chief Executive Officer
<b>AUTHOR'S INTEREST</b>	Nil
<b>DATE OF REPORT</b>	31 October 2022
<b>FILE REFERENCE</b>	FD: Corporate Governance/Planning
<b>ATTACHMENTS</b>	1# Corporate Business Plan 2022/2026

**CEO RECOMMENDATION/S:**

- 1. THE "MEASURES" AS AMENDED BE ADOPTED IN THE RESOURCE RECOVERY GROUP CORPORATE BUSINESS PLAN 2022-2026.**

**VOTING REQUIREMENT**

Absolute majority required (Admin Regulations 19DA(6)).

**PURPOSE OF REPORT**

to update and amend the Measures 'performance indicators' in the adopted Resource Recovery Group's Corporate Business Plan 2022-2026.

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

**Advocative**

Not applicable

**Executive**

- The role of the Council is responsible for the performance of the local government's functions. (Local Government Act 1995 s2.7 (1)(b))
- To ensure that plans under Local Government S5.56 are in accordance with any regulations made about planning for the future of the district.

**Legislative**

- The Local Government Act 1995 s5.56 Planning for the future.
- Local Government (Administration) Regulations 1996 Reg 19C Strategic community plans under s5.56 Act.
- Local Government (Administration) Regulations 1996 Reg 19DA Corporate business plans under s5.56 Act.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Participant local governments

**Strategic relevance:**

Nil

**Policy related:**  
Nil

**Financial:**  
The plan was prepared in-house.

**Legal and statutory:**  
Establishment Agreement – Regional Purpose.

**Risk related:**

A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	1- CEO Review of Statutory legislation & Compliance Report 2018 2- code of conduct 3- Compliance Calendar/Register 4 - State Govt Legislative updates 8- Annual Compliance Audit Return,	Legislative Compliance	2	3	6
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**REPORT:**

The Following Measures (performance indicators) reported in the Corporate Business Plan 2022-2026 be amended as follows:

Highlighted in RED in the table:

Change our RECYCLING indicator from “Waste diverted from landfill” to the State Government’s waste strategy focus being “Increase material recovery”.

The performance indicator is a measure on the Resource Recovery Group’s achievements which includes receiving and pre-sorting waste from a number of sources in the three waste streams; recycling, FOGO and green waste.

It is not a target of member local governments’ waste recovery.



Source: 2022 Draft Annual Report





# Measures

Each year we will report on our achievement of our *Objectives* by using the following *Measures*.

Objective	Performance Indicator	How will it be measured	2022/23	2023/24	2024/25	2025/26
<b>Recycle</b>	Material recovered that is processed at our CanningVale Facilities	Percentage of waste diverted = (1 - total residuals/total waste processed x 100%)	<del>65%</del>	<del>65%</del>	<del>65%</del>	<del>65%</del>
			85%	85%	85%	85%
	Contamination is reduced in the three waste streams collected	Lime Bin FOGO <2% contamination (waste audits)	<2%	<2%	<2%	<2%
		Yellow Bin Recycling (waste audits)	8%	<6%	<5%	<5%
		Red Bin Residuals (waste Audits)	<40%	<30%	<25%	<25%
	Key stakeholders are satisfied with our performance	Stakeholder survey	80%	80%	80%	80%
	Plant availability	Percentage of member tonnes accepted at Canning Vale	95%	95%	95%	95%
	Current Ratio	Current assets over current liabilities	=>1.10	=>1.10	=>1.10	=>1.10
Number of lost time incidents (LTIFT)	Number of lost time injuries	0	0	0	0	
<b>Innovate</b>	We are acknowledged as a leader in waste management and resource recovery	Community survey	>80%	>80%	>80%	>80%

<b>REPORT NO</b>	11.5
<b>SUBJECT</b>	<b>CORPORATE POLICY REVIEW</b>
<b>AUTHOR</b>	A Johnson, Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2022
<b>FILE REFERENCE</b>	FD: Corporate Governance/Policy/Corporate Policy
<b>ATTACHMENTS</b>	1# Code of Conduct for Councillors 1.1 2# Acknowledgement of Service 1.3 3# Meetings & Agenda Briefing Sessions 1.6 4# Members Fees & Allowances 1.8 5# Councillors Reimbursement of Expenses 1.9 6# Payments to Employees in Addition to Contracts or Awards 3.3 7# Employee Retention Incentive Payment 3.7

**CEO RECOMMENDATION/S:**

1. **THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
  - a. **CODE OF CONDUCT FOR COUNCILLORS 1.1**
  - b. **ACKNOWLEDGEMENT OF SERVICE 1.3**
  - c. **MEETINGS & AGENDA BRIEFING SESSIONS 1.6**
  - d. **MEMBERS FEES & ALLOWANCES 1.8**
  - e. **COUNCILLORS REIMBURSEMENT OF EXPENSES 1.9**
  - f. **PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS 3.3**
  - g. **EMPLOYEE RETENTION INCENTIVE PAYMENT 3.7**

**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:**

Compliance requirement

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

Not applicable

**Legal and statutory:**

Not applicable

**Risk related:**

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

**REPORT:**

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

No.	Policy Title	Objective	Proposed Amendments
1.1	Code of Conduct for Councillors	The Code of Conduct sets out the expected standards of conduct and integrity expected of Council Members and Committee Members.	The code complies with local government legislation and has been updated to reflect the change of name.
1.3	Acknowledgement of Service	Provides a standard guideline for acknowledging the service and contribution made by Regional Councillors.	Updated to reflect the change of name.
1.6	Meetings & Agenda Briefing Sessions	Provides the framework for the Regional council's meeting structure, meetings and agenda briefing sessions for Council, Committee or Working Group meetings.	The RRRC Project Committee has been removed from the list of Standing Committees.
1.8	Members Fees & Allowances	Ensures that the Regional Council complies with the Local Government Act in relation to members fees and allowances. Ensures that officers follow a standard process in making decisions on members fees and allowances.	Incorporates a reduction in payments from 75% to 50% in the event of more than one Council member per participant being appointed to the Regional Council.

<b>No.</b>	<b>Policy Title</b>	<b>Objective</b>	<b>Proposed Amendments</b>
1.9	Councillors Reimbursement of Expenses	To ensure Regional Council Members are reimbursed for expenses incurred in conducting Council business in accordance with the local government Act and Regulations.	Updated to reflect the change of name.
3.3	Payments to Employees in addition to Contracts or Awards	Allows the organisation to make payments to employees when warranted in addition to those entitled to under and award or contract. The guidelines are in accordance with the local government Act and Regulations.	Updated to reflect the change of name.
3.7	Employee Retention Incentive Payment	In the event that the Regional Council is wound-up this policy provides an incentive for employees to remain in the Council employment until such time as no longer required ensuring continuity of services.	Updated to reflect the change of name and dates of Industrial instruments.

<b>REPORT NO</b>	11.6
<b>SUBJECT</b>	<b>COUNCIL MEETING DATES 2023</b>
<b>AUTHOR</b>	A Johnson, Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 November 2022
<b>FILE REFERENCE</b>	FD: Corporate
<b>ATTACHMENTS</b>	Nil

**CEO RECOMMENDATION/S:**

**THAT THE ORDINARY MEETINGS OF THE REGIONAL COUNCIL MEETING DATES, TIMES AND VENUES FOR 2023 AS FOLLOWS, BE ADOPTED;**

**23 FEBRUARY 2023 @ 4.00PM, RRG 9 ALDOUS PLACE BOORAGOON  
25 MAY 2023 @ 4.00PM, RRG 9 ALDOUS PLACE BOORAGOON  
24 AUGUST 2023 @ 4.00PM, RRG 9 ALDOUS PLACE BOORAGOON  
23 NOVEMBER 2023 @ 4.00PM, RRG 9 ALDOUS PLACE BOORAGOON**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

For the Regional Council to set the Ordinary Regional Council meeting dates for the calendar year 2023.

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

**Advocative**

Not applicable

**Executive**

The role of the Council is to set the Ordinary Regional council meeting dates for the calendar year 2022.

**Legislative**

*Local Government Act 1995*, Division 2 - Council meetings, committees and their meetings and electors' meetings:

- 5.3. Ordinary and special council meetings
  - (1) A council is to hold ordinary meetings and may hold special meetings.
  - (2) Ordinary meetings are to be held not more than 3 months apart.
  - (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.
- 5.4. Calling council meetings
  - An ordinary or a special meeting of a council is to be held —
  - (a) if called for by either —
    - (i) the mayor or president; or

- (ii) at least 1/3 of the councillors,  
in a notice to the CEO setting out the date and purpose of the proposed meeting; or
  - (b) if so decided by the council.
- 5.5. Convening council meetings
- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
  - (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

*Local Government (Administration) Regulations 1996 - Reg 12, Publication of meeting details (Act s. 5.25(1)(g))*

- (1) In this regulation —  
**meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
  - (a) ordinary council meetings;
  - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Draft provided to REG members prior to Council adoption.

**Strategic relevance:**

Compliance requirement

**Policy related:**

Not applicable

**Financial:**

Annual budget provides for meeting fees

**Legal and statutory:**

The Local Government Act 1995 (s5.3) (s5.4) (s5.5) – calling meeting  
Local Government (Administration) Regulations 1996 - Reg 12 Public notices

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	1 CEO Review of Statutory legislation & Compliance Report 2018 2 code of conduct 3 Compliance Calendar/Register 4 State Govt Legislative updates 5 Annual Compliance Audit Return	Low 6

**BACKGROUND:**

In 2019, the organisation reviewed the frequency of council and committee meetings in response to a proposal to reduce governance workload.

It was proposed to hold four scheduled ordinary meetings (held not more than 3 months apart) and convene special council meetings for decision as the need arises.

**REPORT:**

In addition to the proposed Ordinary meetings of council, at least two special council meetings will be required in 2023:

22 June 2023 – Adoption of annual budget.

9 November 2023 – Election of Chair & Deputy Chair following Council elections.

Additional special meetings of the Regional Council may be called as required and notice will be provided on confirmation of a scheduled meeting.

Unless advised otherwise all meetings will be held at Resource Recovery Group, 9 Aldous Place, Booragoon.

Proposed dates and venues for 2023 are as follows:

<b>MEETING</b>	<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>
Ordinary meeting of Council	February	Thursday 23 <sup>rd</sup>	4.00 pm
Ordinary meeting of Council	May	Thursday 25 <sup>th</sup>	4.00 pm
Special meeting of Council	June	Thursday 22 <sup>nd</sup>	4.00 pm
Ordinary meeting of Council	August	Thursday 24 <sup>th</sup>	4.00 pm
Special meeting of Council	November	Thursday 9 <sup>th</sup>	4.00 pm
Ordinary meeting of council	November	Thursday 23 <sup>rd</sup>	4.00 pm

<b>REPORT NO</b>	11.7
<b>SUBJECT</b>	<b>OFFICE ACCOMMODATION PROJECT</b>
<b>AUTHOR</b>	C Wiggins, Executive Manager Corporate Services
<b>RESPONSIBLE OFFICER</b>	T Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	16 November 2022
<b>FILE REFERENCE</b>	FD: Assets/Buildings/Leases/9 Aldous FD: Corporate Finance/Loans/Strategy
<b>ATTACHMENTS</b>	City of Melville correspondence dated 13/10/2022

**CEO RECOMMENDATION/S:**

- 1. THE BORROWING FOR THE OFFICE PROJECT BE ROLLED OVER WITH THE WESTERN AUSTRALIAN TREASURY CORPORATION FOR A FIXED INTEREST RATE FOR FIVE AND HALF YEARS AND AN ANNUAL PRINCIPAL REPAYMENT OF \$100,000 REPAYED QUARTERLY TO 30 JUNE 2028.**
- 2. PROJECT PARTICIPANTS' MAY REQUEST A REVIEW OF THE OFFICE PROJECT AND ITS LOAN AT ANYTIME PRIOR TO MARCH 2028.**

**VOTING REQUIREMENT**

Absolute Majority

**PURPOSE OF REPORT**

The Regional Council and Project Participants' to consider refinancing the borrowings for 9 Aldous Place Booragoon (Office Project)

**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**

Local Government Act 1995 s3.58 Disposal of Property and regulations (functions & general) relating to land transactions and business plans.

Local Government Act 1995 s6.8 Expenditure from municipal fund not included in annual budget and regulations (Financial) relating to budgets.

Local Government Act 1995 s6.20 Power to borrow and regulations (Financial) relating to public notice for borrowings.



**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Project participants

**Strategic relevance:**

The revised Corporate Business Plan 2022 has not considered any strategies or projects for this activity.

The revised draft Long Term Financial Plan refers to the options noted in this report.

The revised draft Asset Management Plan refers to the 10 year maintenance program for the building.

**Policy related:**

1. Office Accommodation Reserve Council Policy 2.9
2. Asset Management Council Policy 4.10.

**Financial:**

The adopted Annual Budget 2022/23 provides for the quarterly interest payment funded from Participants' quarterly contributions towards the Office Project.

Fy2023/24 onwards will increase due to interest rate rises and capital repayments. This will impact Participants' budgets.

**Legal and statutory:**

The Office Project has a formal Project Participants' Agreement.

The borrowing for the purchase of the office Project is a secured lending agreement with the WA Treasury Corporation and Participants.

**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>
1	Loan not approved	Funding sources	1- WATC Lending Facility 2- Participants approval to borrow	Low
2	Early repayment of fixed loan	Additional costs	1 – Low interest rates at start	Low

**BACKGROUND:**

COUNCIL RESOLUTION 24 AUGUST 2022

THE REPORT BE PROVIDED TO THE OFFICE PROJECT PARTICIPANTS FOR A CONSENSUS AGREEMENT ON OPTIONS NOTED IN THE REPORT OR ALTERNATIVE CONSIDERATIONS.

In addition to the three options noted in the August 2022 report, the City of Melville proposed at the August 2022 meeting that it request Participants to consider a fourth option for the City to purchase the property and lease the office space back to the RRG, using unutilised space for the City's operational services.

The options presented where:

1. Participants contribute to the repayment of the full value of the borrowing on 30 December 2022
2. Participants' contribute to a five year annual principal & interest repayment for a maturity date 30 December 2027.
3. The loan is refinanced on a fixed five-year interest only period ending 30 December 2027. A review on the future payment of \$1.8 million loan will be considered in June 2027.

A canvas of members present at the meeting would consider a proposal from the City of Melville, or if that was unsuccessful would support option 3,

The City of Melville has since responded to its proposal advising that it is not pursuing its purchase of the property at this time and requested that we obtain quotes from WATC for indicative payouts in subsequent years if we enter into a fixed 5 year term loan.

The Office Project Participants entered into a lending facility and guarantor agreement in 2005 with the Western Australian Treasury Corporation (WATC) for the purchase and fitout of the Booragoon office located at 9 Aldous Place.

The lending facility is currently an interest only loan with a maturity date being 30 December 2022. The loan value is \$1.8 million.

The last market valuation undertaken on 1 June 2021 was \$1.8 million.

**REPORT:**

**Borrowings**

WATC has advised that due to the long term of when the loan was first raised in 2006 (16 years), future loan refinancing must now include capital and interest repayments.

This is a change to their risk management profile that previously accepted long-term interest only repayments.

WATC acknowledge that members have set their budgets to 30 June 2023 and a five year capital repayment of \$1.8M would exceed financial commitments.

WATC has indicated that it would consider capital repayments with a balance to be repaid or refinanced in five years. Our proposal to WATC may include the following structure:

- Fixed 5.5 year interest rate and re-financing option to 30 June 2028.
- Capital repayment of \$100,000 per year commencing from 30 September 2023 (5 years)
- Resulting in a reduction of the \$1.8M loan by \$0.5M with a balance for repayment of refinancing at 30 June 2028 of \$1.3M.

Indicative Local Government Interest Rates issued by the WA Treasury Corporation for a fixed 5 year loan on 1 November 2022 is 4.3%, The re-finance date is 30 December 2022, so to allow for interest rate hikes the figures below have been calculated on an indicative rate of 4.5% + 0.7% Government Guarantee levy.

WATC's response to the City of Melville's request that we obtain quotes from WATC for indicative payouts in subsequent years if we a locked into a fixed 5 year term loan, is as follows:

In summary the information provided below means that it cannot provide a forward quote, as the value will depend upon the market interest rate at the time of retirement.

**“Fixed rate bonds** – interest only loans, where the borrower makes a series of regular fixed interest payments over the term of the loan, with the full amount of the principal to be repaid on maturity”.

Early payout

“Fixed rate loans to clients are generally priced from WATC's lending interest rate curve due to the liquidity in the secondary markets of WATC benchmark bond lines together with the depth of the interest rate futures derivative market which enables price determination with an acceptable degree of accuracy. Valuations for fixed rate loans are therefore determined on the same basis and generally reflect the amount a client would have to pay if it chose to retire the loan on the valuation date. WATC does reserve the right, however, to determine the actual transaction cost in the market to retire a fixed rate loan on behalf of a client but would only be likely to trigger this requirement for very large amounts or if markets were behaving abnormally (e.g. at the height of the GFC).”

**Term floating rate (TFR) lending (variable interest rates)**

WATC has advised that it would not support a variable rate option on a \$1.8M loan. This will only apply to large State Government borrowings.

We are proposing two options for Project Participants consideration:

1. Participants contribute to the repayment of the full value of the borrowing either on 30 December 2022 or 1 July 2023.

Office Project Loan Liability			
Office Project Loan	Population	Est Pop 2021	30-Jun-21
		%	2022/23
East Fremantle	7,893	5.51%	\$ 99,177
Fremantle	31,901	22.27%	\$ 400,842
Melville	103,459	72.22%	\$ 1,299,981
<b>Total</b>	<b>143,253</b>	<b>100.00%</b>	<b>\$ 1,800,000</b>

2. Participants' contribute to annual principal & interest repayments for a maturity date 30 June 2028.

Capital repayment of \$100,000 per year commencing from 30 September 2023 (5 years)  
 Estimated annual repayment (interest + Principal) from 2023/24 of \$165,000  
 Total estimated interest paid over five years is \$430,000 (\$86,000 pa)

Table: Participants' Annual Contribution for 5.5 years

Office Project Loan Repayments					
Participants	Population	0	30-Jun-24	30-Jun-24	30-Jun-24
		%	Interest	Principal	Total
East Fremantle	7,893	5.51%	\$ 4,738	\$ 4,353	9,091
Fremantle	31,901	22.27%	\$ 19,151	\$ 17,593	36,744
Melville	103,459	72.22%	\$ 62,110	\$ 57,055	119,165
<b>Total</b>	<b>143,253</b>	<b>100.00%</b>	<b>\$ 86,000</b>	<b>\$ 79,000</b>	<b>165,000</b>

The annual interest repayment of \$86,000 is in lieu of the cost of leasing office space. Subject to market soundings we estimate office leasing for 400sqm is approx. @\$300/sqm (\$120,000).

Note: Any rent received for unused office space or the rear warehouse will be deducted from the annual contribution table above.



<b>REPORT NO</b>	<b>11.8</b>
<b>SUBJECT</b>	Regional Resource Recovery Centre – Ministerial Statement 517 – Amendment to proposal and/or implementation conditions
<b>AUTHOR</b>	B Doherty Executive Manager Strategic Projects
<b>RESPONSIBLE OFFICER</b>	B Doherty Executive Manager Strategic Projects
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 November 2022
<b>FILE REFERENCE</b>	<b>MS517 2021 S45C Version 2 amendment</b>
<b>ATTACHMENTS</b>	RRG s45C - consult on draft amendment - Att1

**CEO RECOMMENDATION/S**

For information

**VOTING REQUIREMENT**

n/a

**PURPOSE OF REPORT**

To update the Council on the progress of an application to Department Water Environment Regulation (DWER) to amend the Ministerial Statement covering the operations of the Canning Vale Centre.

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

**Advocative**

Develop and implement strategies and infrastructure that support the [Waste Avoidance and Resource Recovery Strategy 2030](#).

**Executive**

**Legislative**

Compliance with Environmental Protection Act and Regulations

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

- |                         |  |
|-------------------------|--|
| <b>Objective:</b>       | <b>Recycle materials to their highest practical value</b>  |
| <b>Key Focus areas:</b> | <b>1. Deliver Practical solutions that maximise material recovery</b>  |
| <b>Projects:</b>        | 1.1 Optimise operations in recovery and re-use to add value<br>1.2 Re-purpose facilities for re-processing plastics<br>1.3 Re-purpose facilities for FOGO<br>1.4 Re-purpose facilities for a residual waste transfer station |

**Policy related:**  
nil

**Financial:**  
nil

**Legal and statutory:**  
DWER licencing

**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>
RRRC04	Adverse Environmental Outcomes / Non-compliance (Environmental)	1. Plant closure by DWER 2. Breach of EPA Licence	1- Odour Management System 2- EMS 3- EMS internal/external audits 4- Staff training on OMS 5- Budget Funding 6- Preventative Maintenance Program 7- Regular meetings with DWER 8- Project Management 9- DWER licence conditions, 10- New capital works 11- legal defence 12. MRF licence	Medium 12

**BACKGROUND:**

In October 2021 an application was made to Department Water Environment Regulation (DWER) to amend the Ministerial Statement covering the operations of the Canning Vale Centre.

The Canning Vale Centre (CVC) was constructed over the period 2001-2003 with the composting facility being the last part of the facility to be commissioned in March 2003 the facility commenced operation in March 2003. At the time of commissioning, the CVC consisted of:

- an in-vessel composting facility that processed mixed Municipal Waste to produce saleable compost and recover some recyclables. The facility diverted 50-70% of waste from landfill;
- a Materials Recycling Facility to sort and recycle source co-mingled recyclables; and
- a green waste shredding facility producing mulched saleable mulches.

Due to a range of technical, commercial and market factors, there have been a number of changes to the three facilities since they commenced operation and these changes have been reflected in changes to the Part V licence approval.

The report to DWER focused on the Waste Composting Facility (WCF) which is in the process of transitioning from the original, in-vessel composting system handling a mixed MSW stream, into a Food Organics Garden Organics (FOGO) processing facility (FPF).

In addition, the report identified the proposed development of a plastics processing facility within a newly created space in the compost maturation building and a transfer station for the efficient transfer of residual waste to the new waste energy facility under construction in Kwinana.

**REPORT:**

Correspondence was received from DWER on 18 October 2022 providing a draft assessment of the application made.

The proposed amendments are in accordance with RRG's requests to align the ministerial statement and environmental operating licence with planned CVC operations.

The key amendments include:

- Increase processing capacity from 109,200 tonnes per annum to 150,000 tonnes per annum, including FOGO, FO, MSW and biosolids / liquid wastes;
- Residual waste transfer; and
- Authorise the operating of a third-party plastic processing facility within FPF.

The final approved Ministerial Statement is expected to be received in November.

<b>REPORT NO</b>	<b>11.9</b>
<b>SUBJECT</b>	<b>FINANCIAL REPORTS</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>	31 October 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	#1 Statement of Financial Activity – 31 October 2022 #2 Statement of Financial Activity – 30 September 2022 #3 Statement of Financial Activity – 31 August 2022

**CEO RECOMMENDATION/S:**

1. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 OCTOBER 2022 BE RECEIVED.**
2. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 SEPTEMBER 2022 BE RECEIVED.**
3. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 AUGUST 2022 BE RECEIVED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

1. To receive the financial statements for the following periods:
  - 1.1 Financial Statements for the period ended 31 October 2022
  - 1.2 Financial Statements for the period ended 30 September 2022
  - 1.3 Financial Statements for the period ended 31 August 2022



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

**Advocative**

Not applicable

**Executive**

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

**Legislative**

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the Local Government (Financial Management). The Council resolved at its meeting on 25 August 2021 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the Local Government (Financial Management). The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

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

<b>Periods Ended</b>	<b>Due for presentation within 2 months</b>	<b>Next Scheduled Ordinary Meeting</b>
31 October 2022	31 December 2022	24 November 2022
30 September 2022	30 November 2022	24 November 2022
31 August 2022	31 October 2022	24 November 2022

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Not applicable

**Policy related:**

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

**Value to be used when reporting material variances in financial reports**

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

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

**Financial:**

Refer to report

**Legal and statutory:**

Not applicable

**Risk related:**

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

**REPORT**

**1. Financial Statements for the period ended 31 October 2022**

	YTD BUDGET	YTD ACTUAL	CHANGE
	Oct-22	Oct-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$5.5	<b>\$5.4</b>	-\$0.1
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$6.0	<b>-\$5.4</b>	\$0.6
OPERATING SURPLUS/ DEFICIT	-\$0.5	<b>\$0.0</b>	\$0.5
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Oct-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	<b>\$8.8</b>	<b>\$11.9</b>
OUTSTANDING LOANS	\$1.8	<b>\$4.2</b>	<b>\$5.0</b>
NET ASSETS	\$27.7	<b>\$30.7</b>	<b>\$33.3</b>

**Notes:**

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

**2. Financial Statements for the period ended 30 September 2022**

	YTD BUDGET	YTD ACTUAL	CHANGE
	Sep-22	Sep-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$4.1	<b>\$4.1</b>	\$0.0
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$4.4	<b>-\$3.9</b>	\$0.5
OPERATING SURPLUS/ DEFICIT	-\$0.3	<b>\$0.2</b>	\$0.5
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Sep-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	<b>\$9.5</b>	<b>\$11.9</b>
OUTSTANDING LOANS	\$1.8	<b>\$4.2</b>	<b>\$5.0</b>
NET ASSETS	\$27.7	<b>\$31.4</b>	<b>\$33.3</b>

Notes:

- 1) Operating Revenue is on budget due to MRF commodity prices & additional commercial tonnes stabilising.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages, insurance and disposal costs than estimated.
- 3) This has resulted in a surplus Operating Result without the need to utilise prior years brought forward surpluses.

**3. Financial Statements for the period ended 31 August 2022**

	YTD BUDGET	YTD ACTUAL	CHANGE
	Aug-22	Aug-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$2.7	<b>\$2.6</b>	-\$0.1
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$3.0	<b>-\$2.7</b>	\$0.3
OPERATING SURPLUS/ DEFICIT	-\$0.3	<b>\$0.0</b>	\$0.2
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Aug-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	<b>\$9.2</b>	<b>\$11.9</b>
OUTSTANDING LOANS	\$1.8	<b>\$5.0</b>	<b>\$5.0</b>
NET ASSETS	\$27.7	<b>\$32.4</b>	<b>\$33.3</b>

Notes:

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

<b>REPORT NO</b>	11.10
<b>SUBJECT</b>	<b>CASH INVESTMENT PORTFOLIO</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>	1 November 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	Nil

**CEO RECOMMENDATION:**

1. **THE CASH INVESTMENT PORTFOLIO REPORT FOR THE MONTHS OF AUGUST, SEPTEMBER AND OCTOBER 2022 BE RECEIVED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.1 To receive the cash investment portfolio report as at 31 October 2022.
- 1.2 To receive the cash investment portfolio report as at 30 September 2022.
- 1.3 To receive the cash investment portfolio report as at 31 August 2022.

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

**Advocative**

Not applicable

**Executive**

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

**Legislative**

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

Regulation 19C (FM regs)

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

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

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

**Policy related:**

Policy No 2.3 Cash Investments Policy (Approved by Council 25/11/2021 next review Nov 2023)  
The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of “A” or higher as defined by Standard & Poor’s Aust.

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

**Employees’ Delegations:**

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

	<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:

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

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

**REPORT**

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

44% (\$4m) of funds are currently invested in “green” investments.

The deposit meets our Investment Policy:

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

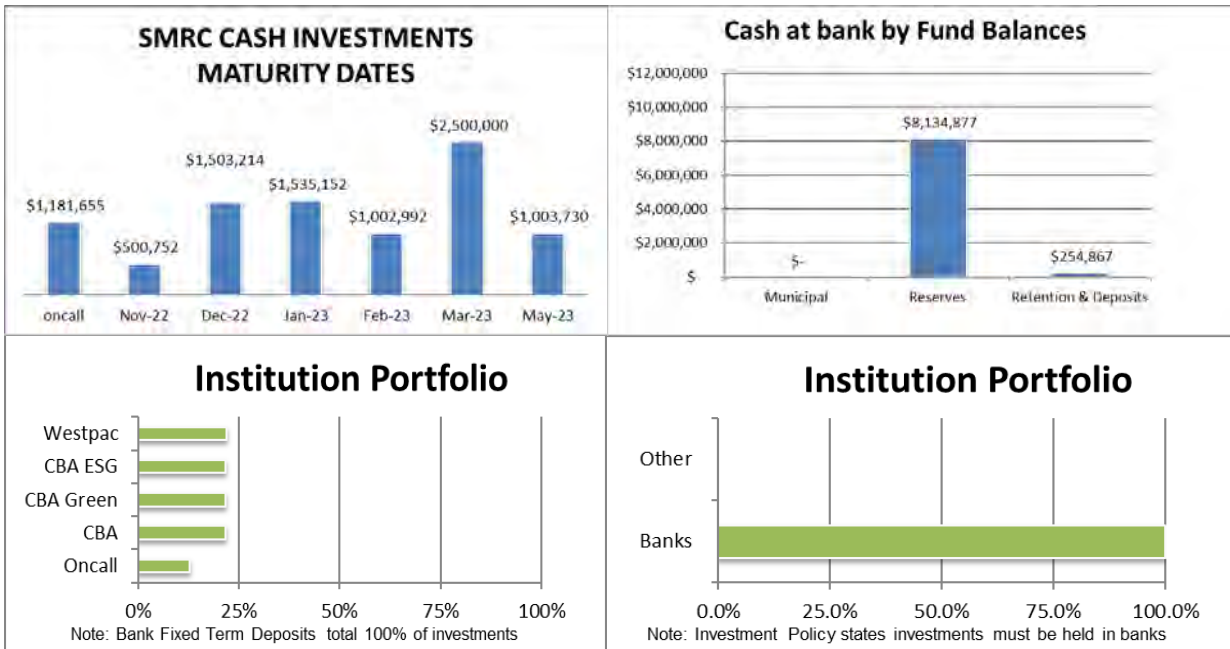
The Cash Investment portfolio as at 31 October 2022 is as follows:

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

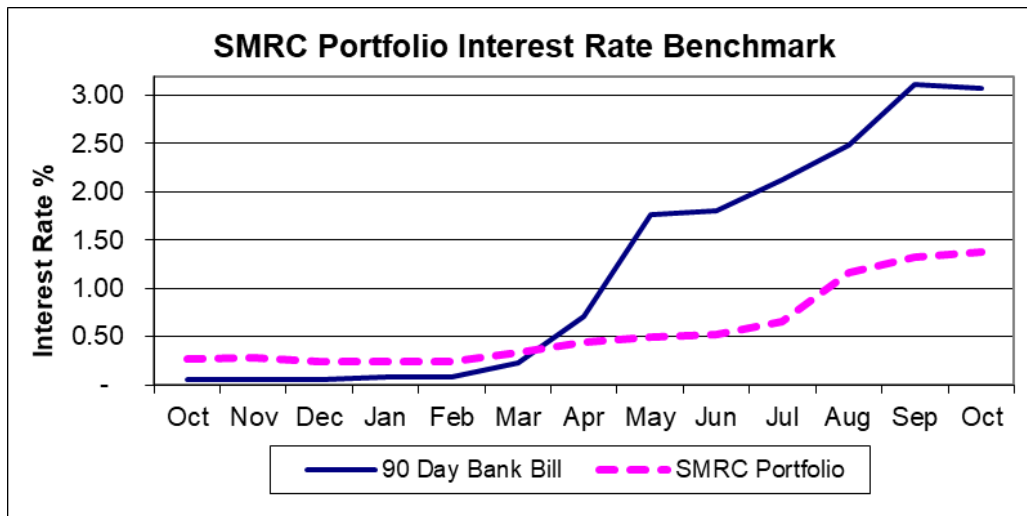
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.85%	\$ 1,181,655	oncall	BWA Oncall	AA	Bank 100% \$ 1,181,655
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA	Bank 100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA	Bank 100% \$ 533,113
60	0.29%	\$ 1,003,730	16/05/2023	CBA Green	AA	Bank 100% \$ 1,003,730
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA	Bank 100% \$ 1,002,992
66	1.70%	\$ 503,214	8/12/2022	CBA	AA	Bank 100% \$ 503,214
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA	Bank 100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA	Bank 100% \$ 1,000,000
69	2.79%	\$ 500,752	15/11/2022	CBA	AA	Bank 100% \$ 500,752
70	3.61%	\$ 502,038	31/01/2023	CBA	AA	Bank 100% \$ 502,038
71	3.70%	\$ 500,000	27/01/2023	CBA	AA	Bank 100% \$ 500,000

<b>Total</b>	<b>\$ 9,227,495</b>	<b>\$ 9,227,495</b>
<b>Weighted Average</b>	<b>1.44%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>3.08%</b>	
<b>As at 30 October 2022</b>		

The Cash Investment Portfolio exposure for October 2022 is shown in the following graphs:



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



This will change as soon as the funds mature and are renegotiated in a higher interest rate environment.

Institution	Portfolio	S&P Rating	Weighted Avg	% share
Oncall	\$ 1,181,655	AA-	0.85%	13%
CBA	\$ 2,006,004	AA-	2.95%	22%
CBA Green	\$ 2,006,722	AA-	1.77%	22%
CBA ESG	\$ 2,000,000	AA-	0.97%	22%
Westpac	\$ 2,033,113	AA-	0.44%	22%
<b>Total</b>	<b>\$ 9,227,495</b>		<b>1.44%</b>	<b>100%</b>

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

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

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.50%	\$ 1,370,832	oncall	BWA Oncall	AA Bank	100% \$ 1,370,832
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA Bank	100% \$ 533,113
60	0.29%	\$ 1,003,730	16/05/2023	CBA Green	AA Bank	100% \$ 1,003,730
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA Bank	100% \$ 1,002,992
66	1.70%	\$ 503,214	8/12/2022	CBA	AA Bank	100% \$ 503,214
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	2.79%	\$ 500,752	15/11/2022	CBA	AA Bank	100% \$ 500,752
70	2.48%	\$ 500,000	28/10/2022	CBA	AA Bank	100% \$ 500,000
71	3.70%	\$ 500,000	27/01/2023	CBA	AA Bank	100% \$ 500,000

<b>Total</b>	<b>\$ 9,414,633</b>	<b>\$ 9,414,633</b>
<b>Weighted Average</b>	<b>1.32%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>3.11%</b>	
<b>As at 30 September 2022</b>		



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

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

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.30%	\$ 460,248	oncall	BWA Oncall	AA Bank	100% \$ 460,248
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA Bank	100% \$ 533,113
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 Green	AA Bank	100% \$ 1,000,836
63	3.26%	\$ 1,002,992	17/02/2023	CBA Green	AA Bank	100% \$ 1,002,992
66	1.70%	\$ 500,417	9/09/2022	CBA	AA Bank	100% \$ 500,417
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	2.79%	\$ 500,752	15/11/2022	CBA	AA Bank	100% \$ 500,752
70	2.48%	\$ 500,000	28/10/2022	CBA	AA Bank	100% \$ 500,000

<b>Total</b>	<b>\$ 8,998,357</b>	<b>\$ 8,998,357</b>
<b>Weighted Average</b>	<b>1.16%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>2.48%</b>	
<b>As at 31 August 2022</b>		

<b>REPORT NO</b>	11.11
<b>SUBJECT</b>	<b>SCHEDULE OF PAYMENTS</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>	1 November 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	#1 Payment Schedule October 2022 #2 Payment Schedule September 2022 #3 Payment Schedule August 2022

**CEO RECOMMENDATION:**

1. **THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF OCTOBER 2022 FOR \$2,161,017.02, SEPTEMBER 2022 FOR \$2,382,573.89 AND AUGUST 2022 FOR \$2,154,929.50 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>	<b>15.1</b>
<b>SUBJECT</b>	<b>TENDER T2022-07 ACCOUNTING SOFTWARE</b>
<b>AUTHOR</b>	C Wiggins, Executive Manager Corporate Services
<b>RESPONSIBLE OFFICER</b>	T Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	17 November 2022
<b>FILE REFERENCE</b>	FD/Tenders /T2022-07
<b>ATTACHMENTS</b>	

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**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.

REPORT NO	15.2
SUBJECT	TENDER T2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE
AUTHOR	C Wiggins, Executive Manager Corporate Services
RESPONSIBLE OFFICER	T Youé, Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	2 November 2022
FILE REFERENCE	FD/Tenders /T2020-05
ATTACHMENTS	

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**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>	15.3
<b>SUBJECT</b>	<b>CEO LONG SERVICE LEAVE DEFERMENT REQUEST</b>
<b>REPORTING OFFICER</b>	A Johnson, Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Mr Youé is declaring a potential financial interest in this matter
<b>DATE OF REPORT</b>	2 November 2022
<b>FILE REFERENCE</b>	FD: Human Resources
<b>ATTACHMENTS</b>	Nil

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2)  
(a), a matter affecting an employee or employees.

**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.

**19 August 2022**

Enquiries: Mick McCarthy – 9364 0605  
Our Reference: 7079088



Mr Tim Youe  
Chief Executive Officer  
Resource Recovery Group  
PO Box 1501  
BOORAGOON WA 6954

Dear Tim

### **Review of Establishment Agreement**

Further to your letter dated 1 August 2022 regarding the above, the City of Melville has reviewed the revised Establishment Agreement and provides the following comment.

Overall, the City is happy with the amended draft Establishment Agreement, with the exception of changes related to the withdrawal of Participants from a Project and also withdrawal from the RRG.

Under clause 8.1, a Project Participant must first obtain approval of an absolute majority to from other Participants to withdraw. The absolute majority provision is not a requirement in the current Establishment Agreement over the period where two of the major Participants (City of Canning and City of Cockburn) have withdrawn by simply giving notice.

It seems unnecessary and onerous on the remaining Participants to be required to obtain absolute majority from the other remaining Participants (City of Fremantle and Town of East Fremantle) to withdraw, given that:

- Under clause 13.1, a Participant may, at any time, give notice of its intention to withdraw from the Regional Local Government; and
- Under clause 12.1 and with agreement from the remaining Participants, the Council may resolve, by absolute majority, to wind up the Regional Local Government.

The effect of enacting either of these clauses would require the Participant withdrawing from all Projects and associated Project Participants Agreements.

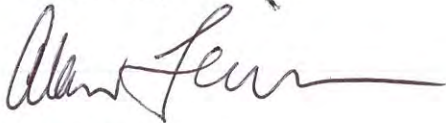
Based on the above, the City requests that clause 8.1 be amended as follows:

#### **8.1 Right to Withdraw**

A Project Participant may at any time give notice of its intention to withdraw from a Project, ~~subject to first obtained the approval of an absolute majority of the Participants to do so.~~

If you require any further information or clarification regarding this matter, please do not hesitate to contact the City's Director Environment and Infrastructure (Mick McCarthy) on phone 9364 0605, mobile 0478 325 469 or email [mick.mccarthy@melville.wa.gov.au](mailto:mick.mccarthy@melville.wa.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alan Ferris', with a long horizontal flourish extending to the right.

**Alan Ferris**  
**Acting Chief Executive Officer**

**TOWN OF EAST FREMANTLE**

**and**

**CITY OF FREMANTLE**

**and**

**CITY OF MELVILLE**

**ESTABLISHMENT AGREEMENT OF THE**

**RESOURCE RECOVERY GROUP**



## TABLE OF CONTENTS

<b>1.</b>	<b>DEFINITIONS AND INTERPRETATION</b>	<b>5</b>
	1.2 Interpretation	6
<b>2.</b>	<b>NAME</b>	<b>6</b>
<b>3.</b>	<b>REGION</b>	<b>6</b>
<b>4.</b>	<b>REGIONAL PURPOSES</b>	<b>6</b>
<b>5.</b>	<b>THE COUNCIL</b>	<b>7</b>
	5.1 Appointment of Members	7
	5.2 Tenure of Council Members a	7
	5.3 Election of Chairperson and Deputy Chairperson	7
	5.4 Term of Chairperson and Deputy Chairperson	7
	5.5 Role of Chairperson	7
	5.6 Role of Deputy Chairperson	8
	5.7 Role of Council Member	8
<b>6.</b>	<b>PROPOSALS</b>	<b>8</b>
	6.1 Requirements	8
	6.2 Absolute Majority to Adopt Proposal	8
	6.3 Business Plan for each Project	8
	6.4 Decision to Participate in Project	8
	6.5 Meeting of Project Participants	8
	6.6 Unanimous Agreement to Terms of Project	9
	6.7 Basis on which contributions are Calculated	9
	6.8 Project Participants Not to Provide Same Services by Agreement	9
<b>7.</b>	<b>PROJECT PARTICIPANT PAYMENTS</b>	<b>9</b>
	7.1 Manner of Payment of Operating Expenditure Contributions	9
	7.2 Late Payment	10
<b>8.</b>	<b>WITHDRAWAL FROM A PROJECT</b>	<b>10</b>
	8.1 Right to Withdraw	10
	8.2 When Withdrawal to Take Effect	10
<b>9.</b>	<b>JOINING A PROJECT</b>	<b>10</b>
	9.1 Participant Wishing to Join Existing Project	10
	9.2 Preparation of Amended Business Plan	10
	9.3 Determination of Participation Date	10
	9.4 Participant to Decide	11
	9.5 When Decision to Take Effect	11
	9.6 Calculation of New Member's Contributions	11
	9.7 Adjustment of Equities	11
<b>10.</b>	<b>WINDING UP OF A PROJECT</b>	<b>12</b>
	10.1 Winding up of Project by Resolution	12
	10.2 Division of Assets	12
	10.3 Division of Liabilities	12
	10.4 Indemnification by Project Participants of the Regional Local Government	12
<b>11.</b>	<b>EXISTING UNDERTAKINGS</b>	<b>12</b>
	11.1 Application of Clause	12
	11.2 Contribution to Operating Expenditure	12
	11.3 Contributions to Capital Assets	12
	11.4 Manner of Payment of Contributions	12
	11.5 Late Payment	13

11.6	Winding up of Existing Undertakings	13
11.7	Division of Assets	13
11.8	Division of Liabilities	13
<b>12.</b>	<b>WINDING UP OF THE REGIONAL LOCAL GOVERNMENT</b>	<b>13</b>
12.1	Winding Up by Council Resolution	13
12.2	Procedure on Winding up	13
<b>13.</b>	<b>WITHDRAWAL OF A PARTICIPANT FROM THE REGIONAL LOCAL GOVERNMENT</b>	<b>13</b>
13.1	Withdrawal	13
13.2	When Withdrawal to Take Effect	14
13.3	Entitlement or Liability of Withdrawing Participant	14
<b>14.</b>	<b>POPULATION</b>	<b>14</b>
<b>15.</b>	<b>BORROWINGS</b>	<b>14</b>
<b>16.</b>	<b>DISPUTE RESOLUTION</b>	<b>14</b>
16.1	Dispute	14
16.2	Notice of Dispute	15
16.3	Conferences	15
16.4	Expert Determination	15
16.5	Arbitration	16
16.6	Legal Representatives	16

## AGREEMENT

**THIS ESTABLISHMENT AGREEMENT** dated [date]

**BETWEEN TOWN OF EAST FREMANTLE** of 135 Canning Highway, East Fremantle,  
Western Australia

**AND CITY OF FREMANTLE** of William Street, Fremantle, Western Australia

**AND CITY OF MELVILLE** of Almondbury Road, Ardross, Western Australia

### RECITALS

- A On 22 January 1998, the City of Canning, City of Cockburn, Town of East Fremantle, City of Fremantle, Town of Kwinana, City of Melville, and City of Rockingham entered into the "Establishment Agreement of the Southern Metropolitan Regional Council" (**Original Establishment Agreement**).
- B On 30 October 1998 the Original Parties entered into the "Deed of Variation of the Establishment Agreement of the Southern Metropolitan Regional Council", which varied the Original Establishment Agreement.
- C City of Canning, City of Cockburn, Town of Kwinana and City of Rockingham have subsequently withdrawn from the Regional Local Government and this Agreement.
- D On [date] the Southern Metropolitan Regional Council was formerly renamed Resource Recovery Group.

## OPERATIVE PART

### 1. DEFINITIONS AND INTERPRETATION

In this Agreement unless the context requires otherwise:

**'Act'** means the Local Government Act 1995;

**'Chairperson'** means the Council Member elected to that office pursuant to clause 5.3;

**'CEO'** means the Chief Executive Officer of the Regional Local Government;

**'Council'** means the Council of the Regional Local Government as required by the Act;

**'Council Member'** means the member of the council of the Participant appointed pursuant to clause 5.1;

**'Deputy Chairperson'** means the Council Member elected to that office pursuant to clause 5.3;

**'Dispute'** means any dispute, question or difference arising between the Participants or between any of the Participants and the Regional Local Government at any time in connection with this Agreement or a Proposal or Project;

**'Dispute Notice'** means a written notice given by a party pursuant to clause 16.2;

**'Existing Undertaking'** means an undertaking of the Regional Local Government which is being carried out at when this Agreement becomes operative including, without limitation;

- (a) research and education with respect to the removal, processing, treatment and disposal of waste; and
- (b) the administrative functions of the Regional Local Government related to any purpose other than a Project;

**'Minister'** means the Minister of the Crown to whom the administration of the Act is for the time being committed by the Governor and includes a Minister of the Crown for the time being acting for or on behalf of the Minister;

**'Original Establishment Agreement'** as the meaning given to it in the Recitals;

**'Participants'** means the Town of East Fremantle, the City of Fremantle and the City of Melville;

**'Population'** means the population of a Region as calculation in accordance with clause 14;

**'Project'** means a project or undertaking defined in a business plan referred to in clause 6.3;

**'Project Participant'** in relation to a Project, means a Participant which is participating in that Project under clause 6;

**'Proposal'** means a proposal to undertake a Project;

**'Region'** means the districts of the Participants declared under the Act;

**'Regional Local Government'** means the regional local government known as the Resource Recovery Group;

**'Regional Purpose'** means any regional purpose referred to in clause 4.

## **1.2 Interpretation**

In this Agreement unless the context requires otherwise:

- (a) clause headings, subclause headings and footnotes are for convenience only and are not to be used in the interpretation or construction of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing any gender include all genders;
- (d) references to persons include corporations and bodies politic;
- (e) references to a person include the legal personal representatives, successors and assigns of that person;
- (f) a reference to a statute or statutory provision includes:
  - (i) a statutory provision which supplements, amends, extends, consolidates or replaces it; and
  - (ii) any applicable orders, regulations, instruments or other delegated legislation;
- (g) references to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;
- (h) references to a right or obligation of any two or more persons confers that right, or imposes that obligation, jointly and severally;
- (i) references to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, must be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- (j) reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period must end on the last day of the next succeeding calendar month;
- (k) references to this Agreement include its schedules;
- (l) references to time are to local time in Perth, Western Australia; and
- (m) where time is to be reckoned from a day or event, such day or the day of such event must be excluded.

## **2. NAME**

The name of the Regional Local Government is the Resource Recovery Group.

## **3. REGION**

The Regional Local Government is established for the Region.

## **4. REGIONAL PURPOSES**

The purposes for which the Regional Local Government is established are:

- (a) to actively plan, coordinate and implement the removal, processing, treatment and disposal of waste, with the intention of implementing and advocating for the adoption of best practice processes and activities;

- (b) to lead and influence local, State and Federal Governments in the development of regional waste management policies and legislation;
- (c) to educate by providing tools to recycle right, reduce waste and live more sustainably; and
- (d) to carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the purposes referred to in clause 4(a) or 4(b),

## **5. THE COUNCIL**

### **5.1 Appointment of Members**

Each Participant must appoint two members of the council of the Participant as a Council Member.

### **5.2 Tenure of Council Members**

Council Members hold office until:

- (a) the member ceases to be a member of the council of the Participant;
- (b) the member is removed by the Participant by written notice to the CEO; or
- (c) the member resigns or retires.

### **5.3 Election of Chairperson and Deputy Chairperson**

- (a) The election of the chairperson and a deputy chairperson is to be conducted by the CEO in accordance with the procedure prescribed under the Act for the election of a mayor and a deputy mayor, respectively, by a council.
- (b) The Council Members must elect a chairperson and a deputy chairperson at the first meeting of the Council following:
  - (i) an ordinary election held under the Act;
  - (ii) the resignation or retirement of the Chairperson or the Deputy Chairperson; or
  - (iii) a vacancy in the office of the Chairperson or the Deputy Chairperson caused by the operation of clause 5.4(c)(i) or 5.4(c)(ii).

### **5.4 Term of Chairperson and Deputy Chairperson**

The term of the Chairperson and Deputy Chairperson is not to exceed two (2) years and ends:

- (a) at the start of the first meeting of the Council following the next ordinary election held under the Act;
- (b) if the Chairperson or Deputy Chairperson resigns or retires by giving written notice to the CEO; or
- (c) if all Council Members unanimously agree that:
  - (i) the Chairperson is unable to fulfil the role of the Chairperson; or
  - (ii) the Deputy Chairperson is unable to fulfil the role of the Deputy Chairperson.

### **5.5 Role of Chairperson**

The Chairperson:

- (a) presides at meetings of the Council;
- (b) carries out civic and ceremonial duties on behalf of the Regional Local Government;
- (c) speaks on behalf of the Regional Local Government;

- (d) performs such other functions as are given to the Chairperson by the Act, any other written law or this Agreement; and
- (e) liaises with the CEO on the Regional Local Government's affairs and the performance of its functions.

## **5.6 Role of Deputy Chairperson**

The Deputy Chairperson performs the functions of the Chairperson if:

- (a) the office of Chairperson is vacant; or
- (b) the Chairperson is not available, or unable or unwilling to perform the functions of the Chairperson.

## **5.7 Role of Council Member**

A Council Member:

- (a) represents the interests of the ratepayers and residents of the Region;
- (b) facilitates communication between the community of the Region and the Council;
- (c) participates in the Regional Local Government's decision-making processes at meetings of the Council and its committees; and
- (d) performs such other functions as are given to the member by the Act or any other written law.

# **6. PROPOSALS**

## **6.1 Requirements**

The Regional Local Government must only adopt a Proposal and undertake a Project in accordance with the requirements of this clause.

## **6.2 Absolute Majority to Adopt Proposal**

The Regional Local Government must only adopt a Proposal when authorised to do so by an absolute majority of the Council.

## **6.3 Business Plan for each Project**

- (a) Where the Regional Local Government has adopted a Proposal it must:
  - (i) prepare and adopt a business plan; and
  - (ii) provide a copy of the business plan to each of the Participants.
- (b) The contents of the business plan must meet the requirements of the Act and the business plan must clearly define the Project.

## **6.4 Decision to Participate in Project**

Each Participant must, within a reasonable period determined by the Council after the adoption of the business plan, decide whether to participate in the Project by giving notice of its decision to the Regional Local Government.

## **6.5 Meeting of Project Participants**

As soon as practicable after the period referred to in clause 6.4, the Regional Local Government must convene a meeting of all the Project Participants.

## **6.6 Unanimous Agreement to Terms of Project**

Before the Regional Local Government undertakes the Project, the Project Participants must, by unanimous resolution of the Council Members who are appointed by those Project Participants, agree upon:

- (a) the proportion (and the basis of its calculation) in which the Project Participants will make contributions towards:
  - (i) the acquisition of any asset of a capital nature required for the Project;
  - (ii) the operating expenditure, including administrative expenses, relating to the Project;
- (b) the manner of payment of the contributions referred to in clause 6.6(a);
- (c) the proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Participant when the withdrawal of that Project Participant from the Project takes effect; and
- (d) the manner of payment of the entitlement or liability referred to in clause 6.6(c).

## **6.7 Basis on which contributions are Calculated**

- (a) Where the contributions referred to in clause 6.6(a) are calculated on the basis of a unit of measurement (for example):
  - (i) number of tonnes of waste processed;
  - (ii) number of bins of waste collected;
  - (iii) numbers of hours of advice given),then that basis must be applied equally to all Project Participants.
- (b) This clause must not apply where, by unanimous resolution, the Project Participants decide otherwise with respect to a particular Project.

## **6.8 Project Participants Not to Provide Same Services by Agreement**

- (a) Where the Regional Local Government undertakes a Project in accordance with this clause 6, the Project Participants may agree that, for an agreed term, none of them will provide any service or facility of the same kind as those the subject of the Project.
- (b) No Project Participants must provide any service or facility contrary to an agreement of the Project Participants made under clause 6.8(a).

Footnote:

The Participants envisage that in no circumstances, will any agreement reached pursuant to this clause 6.8 have an anti-competitive effect or otherwise contravene the *Trade Practices Act 1974*.

# **7. PROJECT PARTICIPANT PAYMENTS**

## **7.1 Manner of Payment of Operating Expenditure Contributions**

Unless otherwise agreed, the contributions referred to in clause 6.6 towards operating expenditure must be paid by each Project Participant to the Regional Local Government by equal and successive quarterly instalments:

- (a) the first of which must be made within 42 days (or such greater period as may be determined by the Regional Local Government) of service of a copy of the annual budget of the Regional Local Government on that Project Participant; and
- (b) the subsequent instalments must be made in advance at the commencement of each quarter of the financial year.



## **7.2 Late Payment**

Unless otherwise agreed, if a Project Participant fails to pay to the Regional Local Government a sum of money owing under this clause 7 on or before the due date for payment, that Project Participant must, in addition to the sum of money due and payable, pay to the Regional Local Government interest at the overdraft rate charged by the Regional Local Government's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date for payment.

## **8. WITHDRAWAL FROM A PROJECT**

### **8.1 Right to Withdraw**

A Project Participant may at any time give notice of its intention to withdraw from a Project, subject to having first obtained the approval of an absolutely majority of the Participants to do so.

### **8.2 When Withdrawal to Take Effect**

The withdrawal of a Project Participant must take effect:

- (a) from the end of the financial year after the financial year in which notice under this clause 8 has been given by the Project Participant to the Regional Local Government; or
- (b) on any earlier date agreed by the Project Participants.

## **9. JOINING A PROJECT**

### **9.1 Participant Wishing to Join Existing Project**

A Participant which is not a Project Participant may at any time after a Project is undertaken, give notice of its wish to participate in the Project.

### **9.2 Preparation of Amended Business Plan**

- (a) As soon as practicable after receipt of a notice under this clause 9, the Regional Local Government must:
  - (i) prepare an amended business plan for the Project in respect of the current financial year having regard to the effect of the participation of the Participant giving the notice; and
  - (ii) provide a copy of the amended business plan to the Participant and the Project Participants.
- (b) The amended business plan must include details of any additional capital expenditure necessitated by the participation of the Participant giving the notice under this clause 9 and an estimate of that additional capital expenditure.
- (c) The Participant giving the notice under clause 9 must meet the cost of preparation of the amended business plan.

### **9.3 Determination of Participation Date**

- (a) As soon as practicable after preparation and adoption of the amended business plan under clause 9.2:
  - (i) the Participating Local Governments acting reasonably, must determine the date upon which any decision by the Participant to participate in the Project is to become effective;
  - (ii) the Regional Local Government must advise the Participant of that date.
- (b) The date determined under clause 9.3(a) must not be earlier than:

- (i) the commencement of the financial year after the financial year in which the notice was given by the Participating Local Government to the Regional Local Government;
- (ii) unless otherwise agreed by the Project Participants and the Participant.

#### **9.4 Participant to Decide**

Within 35 days after receipt of the advice referred to in clause 9.3, the Participant may give to the Regional Local Government notice of its decision to participate in the Project.

#### **9.5 When Decision to Take Effect**

A Participant which gives notice under clause 9.4 is to become a Project Participant in that Project with effect on the date referred to in clause 9.3.

#### **9.6 Calculation of New Member's Contributions**

- (a) As soon as practicable after a Participant becomes a Project Participant in a Project under clause 9.5 ("**the New Member**"), the Regional Local Government must:
  - (i) calculate the amount of the contribution of that New Member towards:
    - (I) the value of any existing assets of a capital nature acquired for the Project; and
    - (II) the operating expenditure for the current financial year in respect of the Project; and
  - (ii) ascertain the amount of the additional capital expenditure referred to in the amended business plan prepared under clause 9.2; and
  - (iii) give notice to the Project Participant and the New Member of the calculation referred to in clause 9.6(a)(i) and the amount referred to in 9.6(a)(ii).
- (b) In calculating the amounts of the contributions under clause 9.6(a)(i), the Regional Local Government must use the proportions referred to in clause 6.6(a) which have been agreed for the Project.
- (c) Unless the Project Participants agree upon another method of payment, the New Member must pay the amounts:
  - (i) in the case of the contribution towards capital assets – immediately after receipt of the notice of the calculation referred to in clause 9.6(a)(iii);
  - (ii) in the case of the contribution towards operating expenses – in the same manner as has been agreed in respect of the Project pursuant to clause 6.6(a) or as specified in clause 7 (whichever is applicable); and
  - (iii) in the case of the amount for additional capital expenditure immediately after receipt of the notice of the amount referred to in clause 9.6(a)(iii).

#### **9.7 Adjustment of Equities**

As soon as practicable after payment of the contribution referred to in clause 9.6(a)(i), the Regional Local Government will pay to the Project Participants other than the New Member any amount due in respect of their equities in the capital assets which results from the participation of the New Member in the Project.

## **10. WINDING UP OF A PROJECT**

### **10.1 Winding up of Project by Resolution**

The Council Members appointed by the Project Participants of a Project may resolve, by absolute majority, to wind up the Project.

### **10.2 Division of Assets**

If a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets must be realised and the proceeds along with any surplus funds must be divided among the Project Participants in the agreed proportions referred to in clause 6.6(a).

### **10.3 Division of Liabilities**

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Participants in the agreed proportions referred to in clause 6.6(a).

### **10.4 Indemnification by Project Participants of the Regional Local Government**

If a Project is wound up pursuant to this clause 10, the Project Participants must indemnify the Regional Local Government (in the agreed proportions referred to in clause 6.6(a)) with respect to that liability or debt.

## **11. EXISTING UNDERTAKINGS**

### **11.1 Application of Clause**

This clause only applies to an Existing Undertaking.

### **11.2 Contribution to Operating Expenditure**

The annual contribution of each Participant towards the operating expenditure, including administrative expenses, relating to an Existing Undertaking as disclosed in the municipal fund budget of the Regional Local Government for that financial year must be an amount which bears the same proportion to that operating expenditure as the Population of that Participant bears to the total of the Populations of all Participants.

### **11.3 Contributions to Capital Assets**

The contribution of each Participant towards the acquisition of any asset of a capital nature required for and Existing Undertaking must be an amount which bears the same proportion to the cost of the acquisition disclosed in the municipal fund budget of the Regional Local Government for that financial year as the Population of that Participant bears to the total of the Populations of all Participants.

### **11.4 Manner of Payment of Contributions**

Unless otherwise agreed, contributions referred to in clauses 11.2 and 11.3 must be paid by each Participant to the Regional Local Government by equal and successive quarterly instalments:

- (a) the first of which must be made within 42 days (or such greater period as may be determined by the Regional Local Government) of service of a copy of the annual budget of the Regional Local Government on that Participant; and

- (b) the subsequent instalments must be made in advance at the commencement of each quarter of the financial year.

### **11.5 Late Payment**

If a Participant fails to pay to the Regional Local Government a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to the Regional Local Government interest at the overdraft rate charged by the Regional Local Government's bank on amounts of the same size as the unpaid sum, calculated from and including the due date for payment to but excluding the actual date for payment.

### **11.6 Winding up of Existing Undertakings**

The Council may resolve, by absolute majority, to wind up an Existing Undertaking.

### **11.7 Division of Assets**

If an Existing Undertaking is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Existing Undertaking then the property and assets must be realised and the proceeds along with any surplus funds, must be divided among each of the Participants in the same proportion as the contributions of a particular Participant to the assets of that Existing Undertaking bear to the total of the contributions of all Participants.

### **11.8 Division of Liabilities**

If an Existing Undertaking is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Existing Undertaking then the liability or debt is to be met by each of the Participants in the same proportion as the contributions of a particular Participant to the assets of that Existing Undertaking bear to the total of the contributions of all Participants.

## **12. WINDING UP OF THE REGIONAL LOCAL GOVERNMENT**

### **12.1 Winding Up by Council Resolution**

The Council may resolve, by absolute majority, to wind up the Regional Local Government.

### **12.2 Procedure on Winding up**

If the Council resolves to wind up the Regional Local Government then:

- (a) each Project is to be wound up separately;
- (b) each Existing Undertaking is to be wound up separately;
- (c) the provisions of clauses 10.2, 10.3 and 10.4 must apply to the winding up of each Project; and
- (d) the provisions of clauses 11.7 and 11.8 must apply to the winding up of each Existing Undertaking.

## **13. WITHDRAWAL OF A PARTICIPANT FROM THE REGIONAL LOCAL GOVERNMENT**

### **13.1 Withdrawal**

A Participant may, at any time, give notice of its intention to withdraw from the Regional Local Government.

### **13.2 When Withdrawal to Take Effect**

The withdrawal of a Participant must take effect from the end of the financial year after the financial year in which notice of the withdrawal has been given by the Participant to the Regional Local Government.

### **13.3 Entitlement or Liability of Withdrawing Participant**

As soon as practicable after the withdrawal of a Participant takes effect, the Regional Local Government must:

- (a) distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if the Regional Local Government was wound up; or
- (b) be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the Regional Local Government was wound up,

as the case may be.

## **14. POPULATION**

The Population of a Participant means the estimated resident population of that Participant as set out in Table 5 (Estimated Resident Population, Local Government Areas, Western Australia) of the statistics last published by the Australian Bureau of Statistics titled "Regional Population" or any substitute therefor accepted by the Government of the Commonwealth of Australia from time to time as a measure of resident population provided that if at any time the statistics are discontinued or suspended or if in the opinion of the Regional Local Government the method of computation thereof is substantially altered there must be substituted therefor such alternative method of establishing resident populations of the Participant as the Regional Local Government may resolve.

## **15. BORROWINGS**

Part 6, Division 5, Subdivision 3 of the Act is to apply.

Footnote:

1. Section 3.66(4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless this Agreement provides that it does.
2. Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

## **16. DISPUTE RESOLUTION**

### **16.1 Dispute**

- (a) The parties agree that any Dispute will be resolved in accordance with this clause 16.
- (b) It is a condition precedent to the commencement of proceedings for the resolution of a Dispute under clause 16.5 that the parties have first complied with clauses 16.2 and 16.3.
- (c) Nothing in this clause 16 prevents the parties from agreeing to implement an alternative dispute resolution procedure, such as mediation, in addition to the requirement of this clause 16.

## 16.2 Notice of Dispute

If any Dispute arises then the party raising the Dispute must deliver by hand or send by certified mail to the other parties a written Dispute Notice which:

- (a) adequately identifies and provides details of the Dispute; and
- (b) states that the notice is a Dispute Notice given under this clause.

## 16.3 Conferences

- (a) If the Dispute is not resolved within 10 business days after a Dispute Notice is given to the other parties, each party must nominate one representative from its management to confer to resolve the Dispute.
- (b) If the Dispute is not resolved within 15 business days after a Dispute Notice is given to the other parties, each party must nominate one representative from its senior management to confer to resolve the Dispute.
- (c) If the Dispute is not resolved within 20 business days of the conference held in accordance with clause 16.3(b):
  - (i) if this Agreement requires it, or the parties otherwise agree, a party may refer the Dispute to expert determination in accordance with clause 16.4; or
  - (ii) a party may refer the Dispute to arbitration in accordance with clause 16.5.

## 16.4 Expert Determination

- (a) An **Expert** is a person, having the qualification set out in clause 16.4(b):
  - (i) selected by the parties within 10 Business Days after the Expert Determination Notice is given by the party wishing to progress the relevant Dispute to the other party; or
  - (ii) if the parties fail to agree as to the Expert, a person nominated by the President at the time of the Resolution Institute (WA Chapter) who must choose the expert on the basis of the type of Dispute and the nature of the expertise necessary to consider the relevant issues.
- (b) An Expert must:
  - (i) have suitable and reasonable qualifications as well as commercial and practical experience in the area of the Dispute;
  - (ii) be independent of each party and not be, or have been, an employee, agent, contractor, advisor or consultant of either party; and
  - (iii) have no interest or duty which conflicts or may conflict with the Expert's function as an expert.
- (c) If an Expert Determination Notice is given:
  - (i) the parties must, within 5 Business Days after an Expert is selected or nominated, arrange for the Expert to be appointed; and
  - (ii) each party must use its reasonable efforts to provide the Expert with any information reasonably required by the Expert (within the time period identified by the Expert) and in any event each party must provide the Expert with its preferred position in relation to the Dispute based on its understanding of the relevant facts.
- (d) The Expert acts as an expert and not as an arbitrator.
- (e) The Expert will have no power to apply or to have regard to the provisions of any proportionate liability Legislative Requirements which might, in the absence of this clause 16.4(e), have applied to any Dispute referred to the Expert under this clause 16.4
- (f) The parties agree that:

- (i) the Dispute is to be resolved according to the rules of the Resolution Institute (WA Chapter), current as at the date the Expert Determination Notice is given (**Expert Determination Rules**); and
  - (ii) they must abide by the Expert Determination Rules and must procure the Expert's agreement to resolve the Dispute according to those rules.
- (g) The parties must use their best efforts to enable the Expert to give the parties a written decision within 30 Business Days after the Dispute is referred to the Expert.
- (h) The Expert's decision is final and binding except where:
- (i) the monetary value of the claim or the monetary value of the determination is greater than [\$\$\$] and neither party has issued a notice under clause **Error! Reference source not found.**; or
  - (ii) there has been manifest error.
- (i) Each party must pay an equal proportion of the Expert's costs and the costs of the Expert's advisers unless the Expert, in its absolute discretion, decides otherwise.

## 16.5 Arbitration

- (a) If:
- (i) a dispute is not able to be resolved under 16.3(b); or
  - (ii) a matter is referred to an Expert under clause 16.4 and:
    - (A) the monetary value of a claim or the monetary value of a determination is greater than [\$\$\$]; and
    - (B) within 20 Business Days of the Expert making its determination a party notifies the other party that it does not accept the Expert's determination,
 either party may commence arbitration proceedings.
- (b) The arbitration will be conducted in accordance with the provisions of the *Commercial Arbitration Act 2012* (WA) and the ACICA Rules and will be final and binding.
- (c) The arbitral tribunal will (unless otherwise agreed) consist of a single arbitrator appointed in accordance with the ACICA Rules.
- (d) The place of arbitration is Perth, Western Australia.
- (e) The arbitration will be conducted in English.

## 16.6 Legal Representatives

The Participants consent to each other and to the Regional Local Government being legally represented at any arbitration.

Footnotes:

Amendment of Agreement

1. The Participants may amend this Agreement by agreement made with the Minister's approval – see section 3.65(1) of the Act.

Admission of Other Local Governments

2. This Agreement can be amended to include another local government as a party to the amending agreement – see section 3.65(2) of the Act.

**EXECUTED** by the Participants

**THE COMMON SEAL of TOWN OF EAST  
FREMANTLE** was hereunto affixed by authority of  
a resolution of the Council in the presence of

\_\_\_\_\_

Mayor

\_\_\_\_\_

Chief Executive Officer

**THE COMMON SEAL of CITY OF FREMANTLE**  
was hereunto affixed by authority of a resolution of  
the Council in the presence of

\_\_\_\_\_

Mayor

\_\_\_\_\_

Chief Executive Officer

**THE COMMON SEAL of CITY OF MELVILLE** was  
hereunto affixed by authority of a resolution of the  
Council in the presence of

\_\_\_\_\_

Mayor

\_\_\_\_\_

Chief Executive Officer



**From:** [Resource Recovery Group](#)  
**To:** [Cr Doug Thompson - City of Fremantle \(doug@fremantle.wa.gov.au\)](#); [Karen Wheatland](#); [Andrew Warland](#)  
**Cc:** [Tim Youé](#)  
**Subject:** URGENT - Flying Minute - Technical Study Tour & 2022 Waste & Energy Expo  
**Date:** Thursday, 6 October 2022 11:05:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

**This communication is submitted to Council as a ‘Flying Minute’ regarding the proposed study tour and attendance at the Waste & Energy by the CEO. Please provide your endorsement or otherwise by return email.**

**CEO RECOMMENDATION:**

**COUNCIL APPROVE THE PROPOSED TRAVEL OF THE CHIEF EXECUTIVE OFFICER TO ATTEND AN INTERSTATE STUDY TOUR AND ATTENDANCE AT THE 2022 WASTE & ENERGY EXPO IN MELBOURNE FROM 24 – 27 OCTOBER 2022.**

**BACKGROUND:**

The Chief Executive Officer has approved the attendance of the Executive Manager Strategic Projects and Executive Manager Operations to attend a study tour culminating in the Waste & Energy Expo 2022 in Melbourne on 26 and 27 October 2022.

The proposed tour will include visits to four locations in Adelaide and Melbourne along with attendance at the Waste & Energy Expo, the itinerary is as follows:

Date	Location	Contact	Company	Activity
Mon 24 Oct				
	Adelaide	Adam Faulkner	LMS	Bio Energy
		David Singh	Re.Group	MRF Optical & Robotics
		Stephen Scherer	Recycled Plastics Australia	Plastic processing
Tue 25 Oct	Melbourne	Darren Thorpe	APR Plastics	Bio-Diesel
Wed 26 Oct	Melbourne CEC		Waste Expo & All-Energy	
Thu 27 Oct	Melbourne CEC		Waste Expo & All-Energy	

In accordance with Policy no 1.5, *Conference and Industry Events Attendance*, attendance by the CEO requires the approval of Council. This can be by way of a ‘flying minute’ which is to be presented to the next council meeting for endorsement.

Total estimate costings for the attendance of all three staff members, including the CEO are below:

Item	Persons/No.	Days/Fares	Rate	Total
<b>Flights</b>	3	1	\$ 1,000.00	\$ 3,000.00
<b>Accommodation</b>	3	3	\$ 300.00	\$ 2,700.00
<b>Vehicle (Adelaide)</b>	1	2	\$ 100.00	\$ 200.00
<b>Transfers and other costs</b>	2	1	\$ 200.00	\$ 400.00
<b>Entrance Fees - Waste &amp; Energy EXPO</b>	3	2	\$ -	\$ -
<b>Meals</b>	3	3	\$ 125.00	\$ 1,125.00
			<b>Total Estimate</b>	<b>\$ 7,425.00</b>

In accordance with policy 1.5, the CEO will prepare and report on the tour and expo at the next ordinary

meeting of Council.



# Corporate Business Plan 2022 – 2026

Adopted by Council Date:



# Contents

Page

<b>Message from the CEO:</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>4</b>
<b>How we came about</b> .....	<b>4</b>
<b>What we do</b> .....	<b>5</b>
<b>Terminology in this document</b> .....	<b>6</b>
<b>Integrated Planning and Reporting</b> .....	<b>7</b>
<b>Strategic Community Plan</b> .....	<b>7</b>
<b>Corporate Business Plan</b> .....	<b>7</b>
<b>Long Term Financial Planning</b> .....	<b>7</b>
<b>Asset Management Planning</b> .....	<b>8</b>
<b>Workforce Management Plan</b> .....	<b>8</b>
<b>Information &amp; Communication Technology Plan</b> .....	<b>8</b>
<b>Annual Budget</b> .....	<b>8</b>
<b>Annual Report</b> .....	<b>8</b>
<b>Other Plans</b> .....	<b>8</b>
<b>Strategic Waste Management Plan Recommendations</b> .....	<b>10</b>
<b>Organisational Structure</b> .....	<b>12</b>
<b>Employee Values</b> .....	<b>13</b>
<b>Strategic Direction Progress</b> .....	<b>14</b>
<b>Vision and Mission</b> .....	<b>17</b>
<b>Our Vision</b> .....	<b>17</b>
<b>Our Mission</b> .....	<b>17</b>
<b>Our Objectives</b> .....	<b>17</b>
<b>Key Focus Areas</b> .....	<b>18</b>
<b>Projects</b> .....	<b>19</b>
<b>Measures</b> .....	<b>21</b>

# Message from the Chief Executive Officer

Minimising waste to landfill, by delivering forward looking waste management solutions that are effective and efficient, has been the core of our business for more than twenty years. We continue to develop partnerships to optimise capacity at our Resource Recovery Centre and help to identify and embed circular economy principles in the resource recovery sector at all levels.

Over the past year, the organisation has successfully re-branded itself as the Resource Recovery Group. This achievement formed part of one of our key strategic goals from the 2021 review and helps us to further enhance and leverage our brand equity.

Improvements to the building and continued decommissioning of the redundant equipment in the Waste Composting Facility will pave the way to utilise this space for both increased FOGO processing and other opportunities. Council has given in-principle support to lease part of the facility for plastic recyclables reprocessing. This provides a local solution to plastic that can no longer be exported overseas without further sorting and processing.

We continue to deliver important communication and waste education, developing the Recycle Right plan for 2021 – 2023 which identifies ongoing strategies for the delivery of communication and waste education. The organisation was recognised at the 2022 WasteSorted Awards for its work in educational games that provide waste education to 172,000 residents and 63 schools.

Currently implementation of residual waste being diverted to Waste-to-Energy is likely to be delayed.

I look forward to continuing to work with our progressive regional local government partners, community, industry and government leaders, councillors and staff to achieve a positive future for the Resource Recovery Group's members and the broader community.

**Tim Youé**  
Chief Executive Officer



# Introduction

The 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 Resource Recovery Group's (formerly Southern Metropolitan Regional Council) Strategic Community Plan. The Strategic Community Plan articulates the long-term vision, aspirations and strategic priorities of our key stakeholders.

In 2022, as part of our annual Strategic Directions Review it was agreed to review our Vision, Mission, Objectives and Key Focus Areas to reflect the current aims and successful re-branding of the organisation. This was approved by Council in May 2022 and we are proud to present our new Vision, Mission, Objectives and Key Focus Areas in the 2022 Corporate Business Plan.

## How we came about

In 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham came together to form a regional approach to waste management. The Councils realised that individual approaches for alternative waste options would be too expensive for a single council. A solution was required to manage the thousands of tonnes of waste that were being sent direct to landfill each year with little considerations of the future social, economic and environmental implications.

As a result, the Councils formed the South-West Waste Management Council to provide environmentally sustainable waste management solutions for the benefit of the community and member councils. In 1998, this was changed to the Southern Metropolitan Regional Council (SMRC).

Over time, the following local governments have withdrawn from the regional group for a variety of reasons: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

In 2021, the organisation re-branded itself and is now known as Resource Recovery Group.



## What we do

Resource Recovery Group is a statutory local government authority representing local governments in the southern metropolitan area of Perth. It is responsible for delivering innovative and sustainable waste management solutions for member local governments.

Our member local governments are: Town of East Fremantle, City of Fremantle and City of Melville.

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

There are two core projects being:

1. The Regional Resource Recovery Centre (RRRC) Project and;
2. The Office Accommodation Project.

Both the projects were established through separate project participants' agreements. In addition to the above two projects, support activities such as administration, education and research are also undertaken.

The Resource Recovery Centre at Canning Vale was the first of its kind in Western Australia and is a unique waste recycling and resource precinct and important waste infrastructure in the Perth metropolitan area. The Resource Recovery Centre at Canning Vale comprises three resource recovery facilities:

1. Organic waste (household food and small garden waste) FOGO is collected from 240 litre lime-green top bins, pre-processed to remove contamination and turned into compost;
2. Paper, cardboard, plastics and metals are collected from household 240L yellow-lidded bins and are sorted and recovered in the Materials Recovery Facility (MRF) then sold to domestic and international markets; and
3. Green waste is collected from the kerbside of households and turned into mulch.

Resource Recovery Group is committed to assisting the State Government to work towards achieving its recovery targets outlined in the State's Waste Strategy 2030.

As an organisation, we inject over \$20 million per year into the economy, employ over 50 staff and provide work for 100 local small businesses and contractors each month.



## Terminology used in this document

<b>AMP</b>	Asset Management Plan	<b>MRF</b>	Materials Recovery Facility
<b>CAG</b>	Community Advisory Group	<b>MSW</b>	Municipal Solid Waste
<b>CBP</b>	Corporate Business Plan	<b>RRG</b>	Resource Recovery Group
<b>C&amp;D</b>	Construction and Demolition Waste	<b>RRRC</b>	Regional Resource Recovery Centre
<b>C&amp;I</b>	Commercial and Industrial Waste	<b>SCP</b>	Strategic Community Plan
<b>DWER</b>	Department of Water and Environmental Regulation	<b>SOP</b>	Standard Operating Procedures
<b>EMS</b>	Environmental Management System	<b>SMRC</b>	Southern Metropolitan Regional Council
<b>FOGO</b>	Food Organics, Garden Organics	<b>WARR</b>	Waste Avoidance and Resource Recovery
<b>GWF</b>	Green Waste Facility	<b>WCF</b>	Waste Composting Facility
<b>ICT</b>	Information Communications Technology	<b>WFP</b>	Workforce Plan
<b>LTFP</b>	Long Term Financial Plan	<b>WHS</b>	Work Health and Safety





# Integrated Planning and Reporting

All local governments are required to plan for the future under the *Local Government Act 1995 (WA)*, section 5.56(1). The Local Government (Administration) Regulations 1996 outline the minimum requirements to achieve this.

The Department of Local Government, Sport and Cultural Industries Integrated Strategic Planning and Reporting Framework (the Framework) provides the basis for improving the practice of strategic planning in local government.

This Plan does not stand alone in the Framework. It is part of a suite of planning and reporting documents all of which are regularly reviewed. These include:

## Strategic Community Plan (10 years)

The Strategic Community Plan articulates the long-term vision, aspirations and objectives for member councils and our communities. The ten-year plan is reviewed and updated at regular intervals, as required but no greater than four years, to remain current with our Stakeholder aspirations.

## Corporate Business Plan (4 years)

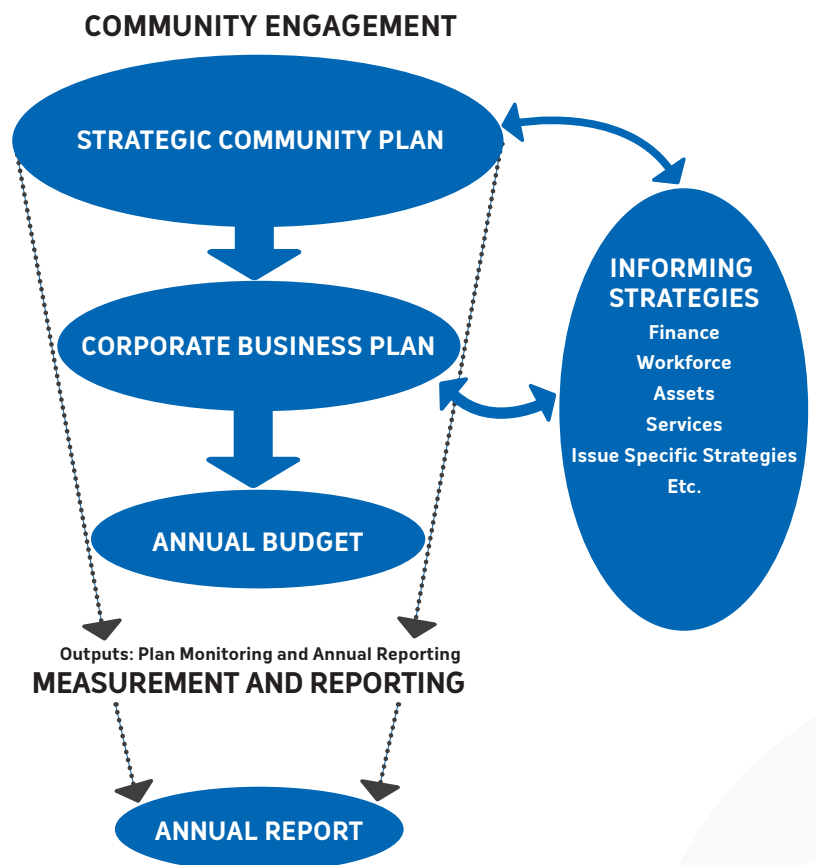
The Corporate Business Plan will drive the operation of the Resource Recovery Group over the short to medium term (four-year period). It will be reviewed annually and modified as required. The Corporate Business Plan ensures that the Resource Recovery Group has the resources it needs to achieve its strategic goals.

## Long Term Financial Plan

The LTFP includes the financial estimates modelled in the RRRC Amended Business Plan and the funding of actions contained in this Plan.

Revenue sources include; Participant contributions toward operating, education and capital (borrowings); customer fee for service and cash backed reserves.

Financial resources are planned for in the adopted annual budget, and the 10 year Long Term Financial Plan.



## Asset Management Plan

The AMP identifies the asset classes and the estimated spend for annual maintenance programs, renewals and new acquisitions.

The AMP takes into account the RRC asset transition program and the decommissioning of surplus assets and commissioning of new assets to meet the changes in the business delivery model relating to this plan.

## Workforce Management Plan

The Workforce Plan (WFP) details our resources required to meet the business delivery models contained in this plan.

## Information & Communication Technology Plan

Outlines the ICT requirements and strategies for the delivery of the current and future operations.

## Annual Budget

The process by which we inform stakeholders and statutory bodies of our progress in delivering services, projects and other operations to meet short-term, medium-term and long-term aspirations.

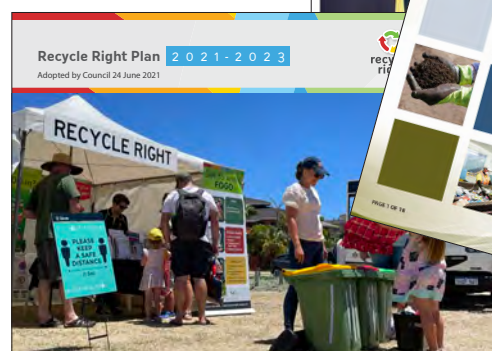
## Annual Report

Provides feedback on our progress against the Corporate Business Plan and provides a snapshot of our progression towards goals and aspirations as contained in the Strategic Community Plan

## Other Issue or Specific Plans

Other plans that assist in delivering the Corporate Business Plan and the goals of the Strategic Community Plan include:

- Regional Council Waste Plan
- Recycle Right Plan
- RRRC Project Amended Business Plan 2017
- Office Project Amended Business Plan 2021
- Community Engagement Strategy
- Communication Plan
- Marketing Plan
- Disability Access & Inclusion Plan





# Strategic Waste Management Plan Recommendations

Waste plans form part of local government integrated planning and reporting as an issue-specific informing strategy.

The Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy), includes a headline strategy to “Implement local government waste plans, which align local government waste planning processes with the State Government’s Waste Strategy.”

All local governments and regional local governments located in the Perth metropolitan region and Peel region (Perth and Peel regions), and major regional centres that provide waste services, were required to develop waste plans for the 2020-21 financial year, and perform their functions in respect of waste management in accordance with their waste plans.

Section 6.2(2) of the *Local Government Act 1995* requires local governments to have regard to their plans for the future (which include waste plans made under section 40 of the *WARR Act*).

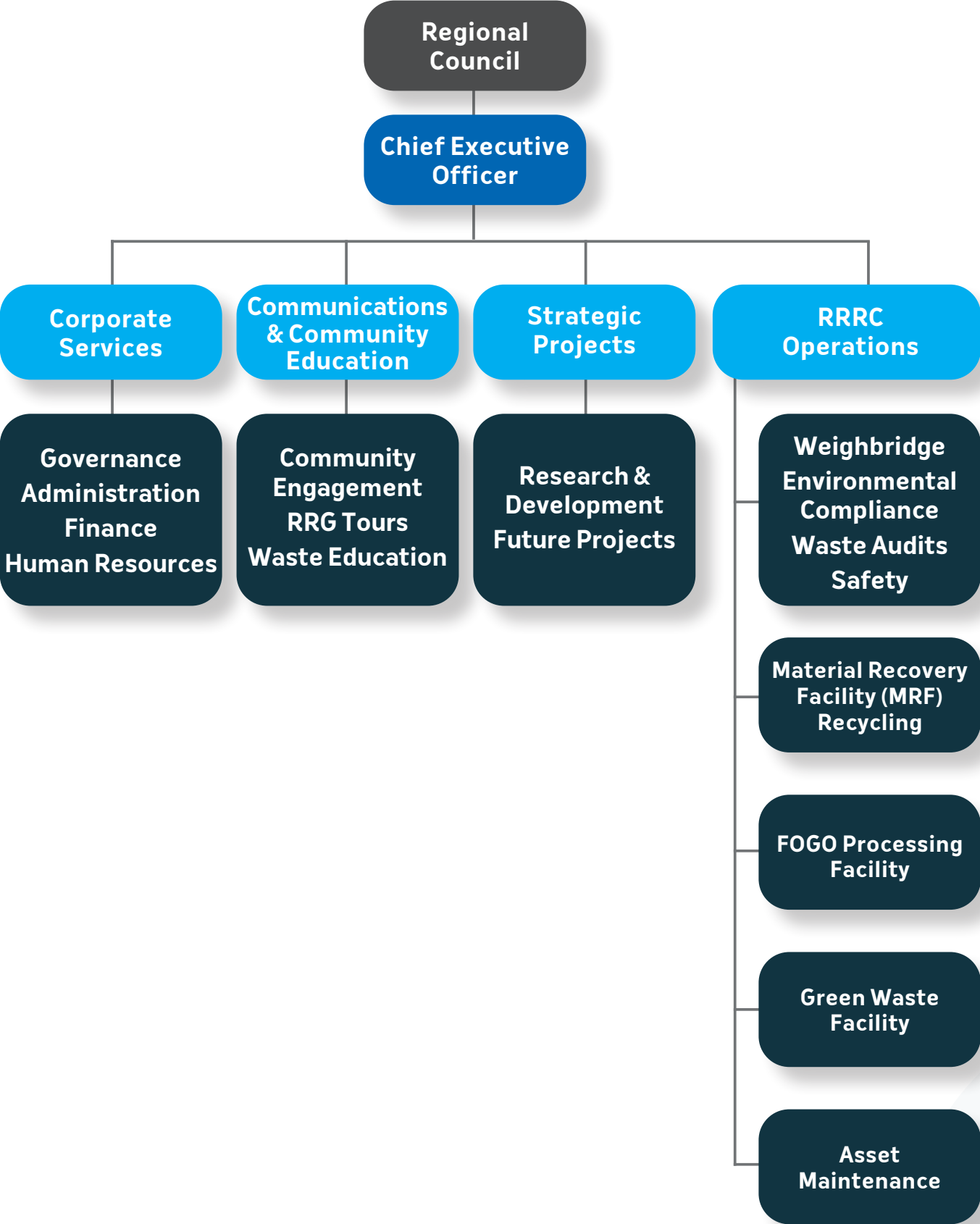
The Implementation Plan outlines the actions which the Regional Council will undertake over the next 5+ years to contribute to the achievement of relevant Waste Strategy targets and objectives.

It is where the priorities described in the summary (Part 1 – 7.0 Summary, Table 16) are translated into actions.





# Organisation Structure



# Employee STAR Values



- Safety:** We ensure that our priority is maintaining a safe work environment for all employees and for the community.
- Together:** We share our responsibility as one team and each individual has an important role as part of the team.
- Attitude:** Our attitude and commitment to the organisation's procedures are ethically, socially and environmentally sustainable.
- Responsibility:** We are responsible for our own performance and doing our best at all times.



# Strategic Direction Progress

In early 2022 the organisation undertook an annual Strategic Directions Review. The Strategic Directions review noted that since the 2021 review the organisation had successfully re-branded and a review of the Establishment Agreement, including the regional purpose was underway.

It was also acknowledged that the previous core objectives of the organisation were underpinned by the Strategic Waste Management Plan 2016 (now replaced with the Regional Council Waste Plan 2020) and have been in place for some time. During this time the organisation has moved away from the two-bin collection system and successfully implemented the three-bin collection system including FOGO processing. Community attitudes and expectations have also changed in this time and stakeholders expressed a preference to acknowledge climate and environmental impacts in our strategy along with the importance of education, advocacy and influence in the waste sector.

The organisation has experienced a number of councils withdraw since inception and there is no longer an appetite to increase the number of member councils but rather to source commercial contracts that will benefit the members, making the organisation more commercially viable and not solely reliant on member contributions.

This facilitated a need to consider and review the current strategy, objectives and key focus areas to ensure they are reflective of the future direction of the organisation.

## Agreed strategies and outcomes of the 2022 review

Agreed strategy	Agreed actions	Progress
<b>1. Vision Statement</b>	Review the current vision statement to reflect what it is we aspire to rather than a statement of what we do.	Endorsed by Council May 2022
<b>2. Review of Objectives</b>	Undertake review of current objectives, ensure that climate impact or environmental outcomes is reflected in some way.  Ensure Objectives reflect the rebranding of the organisation.	Endorsed by Council May 2022
<b>3. Review of Current Strategies</b>	Undertake review of current strategies and key focus area to reflect the updated Objectives.	Endorsed by Council May 2022



## Agreed strategies and outcomes of the 2022 review (continued)

Agreed strategy	Agreed actions	Progress
<p><b>4. Partnerships and alliances</b></p>	<p>Explore viable opportunities that coincide with our vision.</p> <p>Build on our FOGO infrastructure to partner with others and build the business in this area.</p> <p>Continue to maximise use of the disused parts of the WCF building.</p>	<p>Reflected in our Key Focus Areas and Projects</p>
<p><b>5. Advocate and influence</b></p>	<p>Develop an advocacy strategy to promote our value proposition to stakeholders, WA Government, WALGA and individual local governments in order to achieve desired outcomes.</p> <p>Continue to advocate for FOGO over Waste-to-Energy.</p> <p>Influence broad stakeholders through the use of social media.</p>	<p>Reflected in our Key Focus Areas and Projects</p>
<p><b>6. Future Opportunities</b></p>	<p>Explore new and emerging technologies.</p> <p>Understand what will happen when the original loan is paid out in 2023.</p>	<p>Reflected in our Key Focus Areas and Projects</p>





CONTAINER BALER

# Vision and Mission

## Our Vision

**A circular economy with less waste  
and lower carbon emissions**

## Our Mission

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

# Objectives

At the Resource Recovery Group, we:



**Recycle** materials to their highest practical value.



**Innovate** and implement new approaches to recycling and resource recovery.



**Educate** by providing tools to recycle right, reduce waste and live more sustainably.

# Key Focus Areas

Each of our three *Objectives* are underpinned by two Key Focus Areas that identify what we strive to achieve. Each of the Key Focus Areas are then supported by Projects that identify what we will do to achieve the objectives.

To determine if we have succeeded in delivery of our Objectives, we have identified Measures that we will report on each year.

**1. Deliver practical solutions that maximise material recovery**

**4. Lead the change to new material recovery solutions to benefit our communities**

**2. Form viable partnerships to optimise business sustainability**

**3. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education**

**6. Deliver solutions that are environmentally sustainable and add value to recovered products**

**5. Influence best practice environmental outcomes through stakeholder advocacy**

# Projects

Each Key focus area is supported by Project/s that ensure we deliver our stakeholder aspirations.

Key Focus Area 1	
Deliver practical solutions that maximise material recovery	
Projects	
1.1	Optimise operations in recovery and re-use to add value
1.2	Re-purpose facilities for re-processing plastics
1.3	Re-purpose facilities for FOGO
1.4	Re-purpose facilities for a residual waste transfer station

Key Focus Area 2	
Form viable partnerships to optimise business sustainability	
Projects	
2.1	Pursue opportunities to partner with other organisations

Key Focus Area 3	
Lead the change to new material recovery solutions to benefit our communities	
Projects	
3.1	Investigate the viability of new technologies for waste recovery
3.2	Be recognised as an industry leader in championing progressive solutions to material recovery
3.3	Lead trial projects to reuse recycled materials

Key Focus Area 4	
Deliver solutions that are environmentally sustainable and add value to recovered products	
Projects	
4.1	Identify and deliver process improvements

# Projects (continued)

Key Focus Area 5	
Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education.	
Projects	
5.1	Promote the Recycle Right Program amongst participants and other local governments as community education plan actions
5.2	Partner with member councils and complementary organisations to promote behaviour change towards waste recovery and reuse <ul style="list-style-type: none"> <li>a. Promote the benefits of source separation for 3 bin systems</li> <li>b. Kerbside Audits</li> <li>c. Bin Tagging Program</li> <li>d. Rollout FOGO to MUDs</li> <li>e. Rollout FOGO to mixed use and commercial</li> </ul>

Key Focus Area 6	
Influence best practice environmental outcomes through stakeholder advocacy	
Projects	
6.1	Proactively lead and influence best practice outcomes in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation
6.2	Advocate for enhanced packaging design controls and extended producer responsibility
6.3	Advocate for legislation that limits the disposal of unprocessed Municipal Solid Waste (MSW)



# Measures

Each year we will report on our achievement of our *Objectives* by using the following *Measures*.

Objective	Performance Indicator	How will it be measured	2022/23	2023/24	2024/25	2025/26
<b>Recycle</b>	Waste diverted from landfill	Percentage of waste diverted = (1 - total residuals/total waste processed x 100%)	65%	65%	65%	65%
	Contamination is reduced in the three waste streams collected	Lime Bin FOGO <2% contamination (waste audits)	<2%	<2%	<2%	<2%
		Yellow Bin Recycling (waste audits)	8%	<6%	<5%	<5%
		Red Bin Residuals (waste Audits)	<40%	<30%	<25%	<25%
	Key stakeholders are satisfied with our performance	Stakeholder survey	80%	80%	80%	80%
	Plant availability	Percentage of member tonnes accepted at Canning Vale	95%	95%	95%	95%
	Current Ratio	Current assets over current liabilities	=>1.10	=>1.10	=>1.10	=>1.10
Number of lost time incidents (LTIFT)	Number of lost time injuries	0	0	0	0	
<b>Innovate</b>	We are acknowledged as a leader in waste management and resource recovery	Community survey	>80%	>80%	>80%	>80%

# Measures (continued)

Objective	Performance Indicator	How will it be measured	2022/23	2023/24	2024/25	2025/26
<b>Educate</b>	Community awareness of the Recycle Right brand	Community survey	>50%	>50%	>50%	65%
	Number of community contacts	Number of persons receiving waste education from RRG, e.g. tour visitors, community and school education, awareness programs run by RRG	>5,000	>5,000	>5,000	>5,000
	RecycleRight Website	Number of hits on the Recycle Right website	>60,000	>60,000	>60,000	>60,000







**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

**DIVISION 1 – PRELIMINARY PROVISIONS**

**1. Citation**

This is the ~~Southern Metropolitan Regional Council~~ Resource Recovery Group (SMRCRRG) Code of Conduct for Council Members, Committee Members and Group Members.

**1.1. Legislation**

The Local Government Act 1995 (LG Act) requires all local governments to prepare or adopt a code of conduct to be observed by elected members and committee members. The Code of conduct is consistent with the requirements of The Local Government (Administration) Regulations 1996 and other applicable laws, and is based on the *Local Government (Model Code of Conduct) Regulations 2021*.

On 2 February 2021 the following new legislation (collectively known as the New Regulations):

- Local Government (Model Code of Conduct) Regulations 2021;
- Local Government (Administration) Amendment Regulations 2021; and
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021,

were gazetted and came into effect on 3 February 2021, with an implementation phase of up to three months, during which time the Council will be required to undertake a series of actions to operationalise the new requirements.

**1.2. Scope**

The code is to communicate expected standards of conduct and integrity. Effective codes that are well communicated throughout the workplace contribute to building and sustaining a culture of ~~integrity,~~ integrity, and integrity and create a robust and transparent framework in which to operate, both of which are fundamental to good organisational performance and public confidence.

This Code applies only to persons/individuals appointed as a Council Member, Committee Member and Group Member being a person who is not an employee, as there is a separate Code for employees. For ease of reference, the CEO and Senior Management are covered under the Code of Conduct for Employees.

**2. Terms used**

Issued: <del>November 2022</del> <u>Mareh 2024</u>	Review Date: <del>Nov 2024</del> <u>Nov 2024</u>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1</del> <u>COUNCIL POLICY NO 1.1</u> CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS	Version <del>8</del> <u>7</u>
Prepared: <del>EMCSMGC</del>	Reviewed by: EMCS	Approved: <del>EGSMG</del>	Page 1 of 12
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Prepared: <u>MGC</u>	Reviewed by: <u>SMG</u>	Approved: <u>COUNCIL</u>	Page <u>1</u> of <u>12</u>
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CODE OF CONDUCT FOR COUNCILLORS AND  
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**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

<b>Act</b>	Means the <i>Local Government Act 1995</i> ;
<b>Complaint</b>	Means a complaint made under clause 11(1)

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: Nov 2024 <del>2</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
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Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">2</a> of <a href="#">12</a>
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CODE OF CONDUCT FOR COUNCILLORS AND  
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**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

<b>Publish</b>	Includes to publish on a social media platform
Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.	
<b>Council Member</b>	Is a person appointed to the <del>Southern Metropolitan</del> Resource Recovery Group Regional Council in accordance with the Local Government Act 1995 and the <del>SMRC-RRG</del> Establishment Agreement
<b>Committee Member</b>	Is a person of any <del>SMRC-RRG</del> committee as appointed by the Council in accordance with the Local Government Act 1995

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Prepared: <del>EMCS</del> MGCG	Reviewed by:EMCS	Approved: <del>EG</del> SMG	Page 3 of 12
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Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS	Version 8
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 12
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**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

<b>Advisory Member</b>	<b>Group</b>	Is a person of any <u>SMRC-RRG</u> advisory group appointed by the <u>SMRC-RRG</u> Chairperson, CEO or the Council
<b>Regional Group Member</b>	<b>Executive Group Member</b>	A participant member local government employee appointed by their participant to be a member or deputy member of the <u>SMRC's-RRG</u> Regional Executive Group.

**DIVISIONS 2 - GENERAL PRINCIPLES**

**3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and group members.

**4. Personal Integrity**

This Division sets out general principles to guide the behaviour of council members, committee members and group members.

- 1) A council member, committee member or group member should —
  - a) act with reasonable care and diligence; and
  - b) act with honesty and integrity; and
  - c) act lawfully; and
  - d) identify and appropriately manage any conflict of interest; and
  - e) avoid damage to the reputation of the local government
  
- 2) A council member, committee member or group member should —
  - a) act in accordance with the trust placed in council members and committee members; and
  - b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- 1) A council member, committee member or group member should —
  - a) treat others with respect, courtesy and fairness; and
  - b) respect and value diversity in the community.
  
- 2) A council member, committee member or group member should maintain and contribute to a harmonious, safe and productive work environment

**6. Accountability**

A council member, committee member or group member should —

- a) base decisions on relevant and factually correct information; and

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Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.1</u> <u>CODE OF CONDUCT FOR COUNCILLORS</u>	Version <u>8</u>
Prepared: <u>MGC</u>	Reviewed by: <u>SMG</u>	Approved: <u>COUNCIL</u>	Page <u>4</u> of <u>12</u>
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**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

- b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- c) read all agenda papers given to them in relation to council or committee meetings; and
- d) be open and accountable to, and represent, the community in the district.

**DIVISION 3 - BEHAVIOUR**

**7. Overview of Division**

This Division sets out —

- a) requirements relating to the behaviour of council members, committee members and group members; and
- b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal Integrity**

- 1) A council member, committee member or group member —
  - a) must ensure that their use of social media and other forms of communication complies with this code; and
  - b) must only publish material that is factually correct.
- 2) A council member, committee member or group member —
  - a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

- A council member, committee member or group member —
- a) must not bully or harass another person in any way; and
  - b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
  - c) must not use offensive or derogatory language when referring to another person; and
  - d) must not disparage the character of another council member, committee member or group member or a local government employee in connection with the performance of their official duties; and

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: <del>Nov 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: <del>EMCS</del>	Approved: <del>EGSMG</del>	Page <del>5</del> of <del>12</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">5</a> of <a href="#">12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			



**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

- e) must not impute dishonest or unethical motives to another council member, committee member or group member or a local government employee in connection with the performance of their official duties.

**10. Council, committee or group meetings**

When attending a council, committee or group meeting, a council member, committee member or group member —

- a) must not act in an abusive or threatening manner towards another person; and
- b) must not make a statement that the member knows, or could reasonably be expected to know, is false or misleading; and
- c) must not repeatedly disrupt the meeting; and
- d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council, committee or group meetings; and
- e) must comply with any direction given by the person presiding at the meeting; and
- f) must immediately cease to engage in any conduct that has been ruled

**11. Complaint about alleged breach**

- 1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- 2) A complaint must be made —
  - a) in writing in the form approved by the local government; and
  - b) to a person authorised under subclause (3); and
  - c) within 1 month after the occurrence of the alleged breach.
- 3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with Complaint**

- 1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: <del>Nov 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: <del>EMCS</del>	Approved: <del>EGSMG</del>	Page <del>6</del> of <del>12</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">6</a> of <a href="#">12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			

- 2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- 3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- 4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - a) take no further action; or
  - b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- 5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- 6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - a) engage in mediation;
  - b) undertake counselling;
  - c) undertake training;
  - d) take other action the local government considers appropriate.
- 7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - a) its finding and the reasons for its finding; and
  - b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### 13. Dismissal of Complaint

- 1) The local government must dismiss a complaint if it is satisfied that —
  - a) the behaviour to which the complaint relates occurred at a council, committee or group meeting; and
  - b) either —
    - i) the behaviour was dealt with by the person presiding at the meeting; or
    - ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: <del>Nov 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: <del>EMCS</del>	Approved: <del>EGSMG</del>	Page 7 of 12
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">7 of 12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			



**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

- 2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of Complaint**

- 1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- 2) The withdrawal of a complaint must be —
  - a) in writing; and
  - b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- 1) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**DIVISION 4 - RULES OF CONDUCT**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

**16. Overview of Division**

- 1) This Division sets out rules of conduct for council members.
- 2) A reference in this Division to a council member includes a council member when acting as a committee member.

**17. Misuse of local government resources**

- 1) In this clause —
  - electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
  - resources of a local government includes —
    - a) local government property; and
    - b) services provided, or paid for, by a local government.

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: <del>Nov 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: <del>EMCS</del>	Approved: <del>EGOSMG</del>	Page <del>8</del> of <del>12</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">8</a> of <a href="#">12</a>
Printed documents are not controlled. Check the electronic version for the latest version			





**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing person advantage or disadvantaging others**

- 1) A council member must not make improper use of their office —
  - a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - b) to cause detriment to the local government or any other person.
- 2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- 1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- 2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council, committee or group meeting.

**20. Relationship with local government employees**

- 1) In this clause —
 

local government employee means a person —

  - a) employed by a local government under section 5.36(1) of the Act; or
  - b) engaged by a local government under a contract for services.
- 2) A council member must not —
  - a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - c) act in an abusive or threatening manner towards a local government employee.
- 3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- 4) If a council member, in their capacity as a council member, is attending a council, committee or group meeting or other organised event (for example, a briefing or workshop), the council member must not orally, in writing or by any other means —
  - a) make a statement that a local government employee is incompetent or dishonest; or

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: Nov 2024 <del>2</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1</del> <del>CODE OF CONDUCT FOR COUNCILLORS,</del> <del>COMMITTEE MEMBERS AND GROUP</del> <del>MEMBERS</del>	Version <del>87</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: EMCS	Approved: <del>EGSMG</del>	Page 9 of 12
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1</a> <a href="#">CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">9 of 12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			



**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

- b) use an offensive or objectionable expression when referring to a local government employee.
- 5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**21. Disclosure of information**

- 1) In this clause —
  - closed meeting means a council, committee or group meeting, or a part of a council, committee or group meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document* means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
  - document* includes a part of a document;
  - non-confidential document* means a document that is not a confidential document.
- 2) A council member must not disclose information that the council member —
  - a) derived from a confidential document; or
  - b) acquired at a closed meeting other than information derived from a non-confidential document.
- 3) Subclause (2) does not prevent a council member from disclosing information —
  - a) at a closed meeting; or
  - b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - c) that is already in the public domain; or
  - d) to an officer of the Department; or
  - e) to the Minister; or
  - f) to a legal practitioner for the purpose of obtaining legal advice; or
  - g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- 1) In this clause —
  - interest* —
  - a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - b) includes an interest arising from kinship, friendship or membership of an association.
- 2) A council member who has an interest in any matter to be discussed at a council, committee or group meeting attended by the council member must disclose the nature of the interest —
  - a) in a written notice given to the CEO before the meeting; or

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: Nov 2024 <del>2</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1</del> <del>CODE OF CONDUCT FOR COUNCILLORS,</del> <del>COMMITTEE MEMBERS AND GROUP</del> <del>MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: EMCS	Approved: <del>EGSMG</del>	Page 10 of 12
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1</a> <a href="#">CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">10</a> of <a href="#">12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			



**CORPORATE COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS AND  
COMMITTEE MEMBERS AND GROUP MEMBERS**



**COUNCIL POLICY NO 1.1  
CODE OF CONDUCT FOR COUNCILLORS,  
COMMITTEE MEMBERS AND GROUP MEMBERS**

- b) at the meeting immediately before the matter is discussed.
- 3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- 4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - a) that they had an interest in the matter; or
  - b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- 5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- 6) Subclause (7) applies in relation to an interest if —
  - a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- 7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: <del>Nov 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS</del>	Version <del>8</del>
Prepared: <del>EMCS</del> <del>MG</del>	Reviewed by: <del>EMCS</del>	Approved: <del>EGSMG</del>	Page <del>11</del> of <del>12</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">11</a> of <a href="#">12</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			



# CORPORATE COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS



## COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995</li> <li><a href="#">Local Government (Model Code of Conduct) Regulations 2021</a></li> <li>Local Government (Administration) Regulations 2021</li> <li>Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</li> </ul>				
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Misconduct, Fraud &amp; Corruption Prevention Policy</li> </ul>				
<b>Related Documents</b>	<ul style="list-style-type: none"> <li><a href="#">Model Code of Conduct Explanatory Notes</a></li> <li><a href="#">Model Code of Conduct Guidelines</a></li> <li>Complaint About Alleged Breach Form – Code of Conduct for Council members, committee members and group members</li> </ul>				
<b>Approved by</b>	Regional Council – by <i>Absolute Majority</i> section 5.104				
<b>Next Revision Date</b>	November 2024 <sup>2</sup>				
<b>Policy Administration</b>	<table border="1"> <tr> <td><b>Responsible Officer</b></td> <td><b>Review Cycle</b></td> </tr> <tr> <td>Corporate Services Chief Executive officer</td> <td>Biennial</td> </tr> </table>	<b>Responsible Officer</b>	<b>Review Cycle</b>	Corporate Services Chief Executive officer	Biennial
<b>Responsible Officer</b>	<b>Review Cycle</b>				
Corporate Services Chief Executive officer	Biennial				
<b>Risk Rating</b>	High				
<b>Location of document</b>	<p><del>SMRC-RRG</del> Website – Key Documents - Policies</p> <p><del>RRGSMRC</del> Website – Members Area</p> <p>Staff Intranet</p>				

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2007/03	Original	1	MAF	MAF	29/3/2007
2008/11	Review	2	HRO	MAF	
2011/10	Update	3	CSM	DCS	27/10/2011
2013/10	Review	4	EMCS	EXCS	24/10/2013
2015	Review	5	EMCS	CEO	26/11/2015
2017	Review	6	A/EMCS	CEO	23/11/2017
2021	Review	7	EMCS	CEO	27/05/2021
2022	Review	8	MGC	SMG – 4/10/2022	

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Issued: <del>November 2022</del> <del>Mareh 2024</del>	Review Date: Nov 2024 <sup>2</sup>	Title: <del>CORPORATE-COUNCIL</del> POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS	Version <del>8</del>
Prepared: <del>EMCS</del> <del>MGC</del>	Reviewed by: EMCS	Approved: <del>EGSMG</del>	Page 12 of 12

Printed documents are not controlled. Check the electronic version for the latest version

Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS	Version 8
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 12 of 12

Printed documents are not controlled. Check the electronic version for the latest version



**CORPORATE COUNCIL POLICY NO 1.3  
ACKNOWLEDGEMENT OF SERVICE –  
REGIONAL COUNCILLORS**



**COUNCIL POLICY NO 1.3  
ACKNOWLEDGEMENT OF SERVICE –  
REGIONAL COUNCILLORS**

**STATEMENT**

The ~~Southern Metropolitan~~Resource recovery Group Regional Council is committed to acknowledging the service and contribution made by its Regional Councillors and ensuring that such service is duly recognised.

**SCOPE**

This Policy applies to the Regional Councillors of the ~~Southern Metropolitan Regional Council~~Resource Recovery Group.

**OBJECTIVE**

To provide a standard guideline for acknowledging the service and contribution made by Regional Councillors to the ~~Southern Metropolitan Regional Council~~Resource Recovery Group.

**ROLES & RESPONSIBILITIES**

**Chief Executive Officer**

The Chief Executive Officer is responsible for ensuring that the annual budget contains sufficient funds for the provision of such gifts and for ensuring that an appropriate gift is chosen as prescribed below.

A local government cannot give a gift to a council member unless:

- (a) the gift is given in prescribed circumstances; and
- (b) the value of the gift is less than a prescribed amount.  
(section 5.100A of Local Government Act 1995)

**CONTENT**

**1. Retiring Regional Councillors**

Retiring Regional Council members receive a gift/s for service to the ~~SMRC-RRG~~ as determined by the following parameters:

Regulation 34AC (Local Government (Administration) Regulations amended 2011)  
Gifts to council members, when permitted etc. (Act s. 5.100A)

- a. The retirement of a council member who has served at least one full 4-year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.

Issued: <del>November 2022</del> 0	Review Date: <del>October</del> <u>November</u> 2024	Title: <del>CORPORATE POLICY NO 1.3</del> ACKNOWLEDGEMENT OF SERVICE –	Version <del>8</del>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <del>1</del> of <del>3</del>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			

Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.3 ACKNOWLEDGEMENT OF SERVICE – REGIONAL COUNCILLORS	Version 8
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 3
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			

- b. The amount of \$100 for each year served as a council member to a maximum of \$1000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub regulation (1).
- i. No gift will be given as a cash payout and the gift purchased should be suitable for keeping as a memento.
  - ii. Prior to the purchase of a gift, the CEO shall decide on an appropriate gift in consultation with the Chairman and Deputy Chairman, or in the case of the recipient holding one of these offices, one other Regional Councillor.
  - iii. The selection of a gift may be in conjunction with the retiring council member.
  - iv. The gift is to be awarded at a suitable function/meeting.
  - v. An annual budget provision shall be included under 'Members Expenses – Other'.

## 2. Past and Serving Regional Councillors

- a. Nominations for recognising past or serving members for distinguished service to the Regional Council shall be accompanied with a written submission detailing the reasons why the person is worthy of an award/recognition and is to be signed by a current member of the Regional Council.
- b. The CEO shall provide a report to the Regional Council for consideration of any nominations and make its decision based on its merit.
- c. The decision must be supported by a majority of Council (i.e.) 3 out of 5 councillors in favour.
- d. The award/recognition for any of the above is to be made at a suitable function/meeting.

## REFERENCES & REVIEW

<b>Statutory Compliance</b>	Local Government Act 1995 s5.100A Regulation 34AC ( <i>Local Government (Administration) Regulations amended 2011</i> )	
<b>Organisational Compliance</b>		
<b>Next Revision Date</b>	<del>October 2022</del> <u>November 2024</u>	
<b>Related Documents</b>		
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Operational Risk Register – Low	
<b>Location of document</b>	<del>SMRG-RRG</del> Website – Members Area Staff Intranet <del>SMRG</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

Issued: <del>November 2022</del> <u>0</u>	Review Date: <del>October</del> <u>November</u> <del>2024</del> <u>2</u>	Title: <del>CORPORATE POLICY NO 1.3</del> <del>ACKNOWLEDGEMENT OF SERVICE –</del>	Version <del>87</del>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <del>2</del> of <del>3</del>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			

Issued: November 2022	Review Date: November 2024	Title: <u>COUNCIL POLICY NO 1.3</u> <u>ACKNOWLEDGEMENT OF SERVICE – REGIONAL COUNCILLORS</u>	Version <u>8</u>
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page <u>2</u> of <u>3</u>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			



**CORPORATE COUNCIL POLICY NO 1.3**  
**ACKNOWLEDGEMENT OF SERVICE –**  
**REGIONAL COUNCILLORS**



**COUNCIL POLICY NO 1.3**  
**ACKNOWLEDGEMENT OF SERVICE –**  
**REGIONAL COUNCILLORS**

**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
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	CEO	27/10/2016
2018	Review	6	EMCS	CEO	18/10/2018
2020	Review	7	EMCS	CEO	27/11/2020
<u>2022</u>	<u>Review</u>	<u>8</u>	<u>MGC</u>	<u>SMG 4/10/2022</u>	

Issued: <del>November 2022</del> <u>0</u>	Review Date: <del>October</del> <u>November</u> <u>2024</u>	Title: <del>CORPORATE POLICY NO 1.3</del> <del>ACKNOWLEDGEMENT OF SERVICE –</del>	Version <del>8</del> <u>7</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <del>3</del> <u>of 3</u>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			

Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.3</u> <u>ACKNOWLEDGEMENT OF SERVICE – REGIONAL COUNCILLORS</u>	Version <u>8</u>
Prepared: <u>MGC</u>	Reviewed by: <u>SMG</u>	Approved: <u>COUNCIL</u>	Page <u>3</u> <u>of 3</u>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			

## STATEMENT

The ~~Southern Metropolitan Regional Council (SMRC)~~ Resource Recovery Group ensures good corporate governance with regard to its Council Meetings, Briefing Sessions and Committee Meetings in accordance with the *Local Government Act 1995* and supporting Regulations.

## SCOPE

This Policy applies to all Regional Council Meetings, Briefing Sessions, Committee and Working Group Meetings held by the ~~SMRC~~ RRG.

## OBJECTIVE

Framework of the Regional Council's meeting structure, Meetings & Agenda Briefing Sessions - Council & Committee or Working Group Meeting.

## ROLES & RESPONSIBILITIES

### Chairperson

The Chairperson or presiding member is responsible for ensuring all meeting procedures are adhered to according to the relevant legislation and regulations.

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all meeting procedures are adhered to according to the relevant legislation and regulations, and that Council, Committee or Working Group Members are adequately informed about the correct process and their respective roles within these functions.

## CONTENT

### 1. Ordinary Meetings of Council

Ordinary meetings of the Regional Council are scheduled in advance for each calendar year as approved by the Regional Council. Meetings shall not be more than three months apart pursuant to the LGA 1995 Section 5.3(2).

Where, due to special circumstances, it is impracticable for the Ordinary Regional Council Meeting to be held on its advertised date, it shall be held on some other day determined by the Chairperson.

### 2. Special Council Meetings

Issued: <del>November 2020</del>	Review Date: <del>November 2024</del>	Title: <del>CORPORATE COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</del>	Version <del>8</del>
Prepared: <del>EMCS</del>	Reviewed by: <del>EMCS</del>	Approved: <del>CEOSMG</del>	<del>Page 1 of 4</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <del>November 2022</del>	Review Date: <del>November 2024</del>	Title: <del>COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</del>	Version <del>8</del>
Prepared: <del>MGC</del>	Reviewed by: <del>SMG</del>	Approved: <del>COUNCIL</del>	<del>Page 1 of 4</del>
Printed documents are not controlled. Check the electronic version for the latest version			



The Chairperson (or one third of Council s5.4 LGA) may call a special council meeting to discuss and make decisions on matters as required.

### **3. Electronic Meetings & Attendance**

LG (Administration) Regulation 14C(2) provides that a person may only attend an in-person meeting electronically if they have been authorised to do so. Members requesting permission to attend electronically should do so in writing (email is acceptable) to the Chair.

Members are responsible for forwarding the Chair's approval to RRG administration to obtain an electronic link. At least 24 hours' notice must be given to produce this link.

Council may determine that some meetings will be held only electronically. In doing so the Regional Council will make appropriate public notice of this fact as soon as it is determined.

In attending any meeting electronically Members must ensure that they hold the appropriate equipment, audio, visual and software, to do so and are able to participate from a suitable environment to effectively engage in deliberations and communications during the meeting.

The member must declare that they can maintain confidentiality in any part of the meeting that may be closed for confidential matters and the declaration be recorded in the minutes. If a Member is subsequently unable to maintain confidentiality they must leave the meeting.

Participating electronically is capped at 50% and Members must ensure they attend at least 50% of meetings in person. Minutes of all Council meetings will record if each attendance is in-person or via electronic means.

Meetings held only electronically form part of the 50% cap and the Regional Council will note this in the minutes of each meeting.

### **3.4. Information Briefings, Workshops and Forums**

The CEO shall have the authority to convene Councillor Information Briefings, Forums or Workshops from time to time to discuss matters that affect the strategic direction of the Regional Council or the financial sustainability of the RRRRC Project. The meetings are closed to the public.

### **4.5. Regional Committee Structures**

#### **4.1.5.1. Standing Committees**

The Regional Council has appointed the following Standing Committees of Council:

1. Audit & Risk Committee
2. Stakeholder Relations Committee

Issued: November 2020	Review Date: November 2024	Title: CORPORATE COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES	Version 87
Prepared: EMCSMGC	Reviewed by: EMCS	Approved: CEOSMG	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES	Version 8
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

3. CEO Performance & Salary Review Committee
4. ~~RRRC Project Committee~~

The Regional Council shall ensure that with the establishment of any committee, the following information is resolved:

- a. Committee Membership
- b. Appointment of Members to the Committee
- c. Remuneration of committee members who are not employees or regional councillors
- d. The Objectives and Terms of Reference of the committee
- e. Powers of the committee
- f. Reporting responsibilities

#### 4.2.5.2. Occasional Committees

Occasional committees are appointed to consider a specific task, and when the task is completed the committee is automatically disbanded.

##### Appointment of Committees

The appointments of occasional committees are by majority resolution of the regional council. Delegated Authorities, duration of committee and the names of members shall be recorded in the resolution.

#### 5.6. Regional Working Group Structures

The Regional Council has appointed the following Standing Working Groups:

1. Regional Executive Group

The Regional Council shall ensure that with the establishment of any formal working group, the following information is resolved:

- a. Group Membership
- b. Appointment of Members to the Group
- c. Remuneration of external working group members if required.
- d. The Objectives and Terms of Reference of the working group.
- e. Powers of the working group.
- f. Reporting responsibilities.

#### **REFERENCES & REVIEW**

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ Local Government (Administration) amendment Regulation</li> <li>▪ Standing Orders Policy</li> </ul>
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Issued: <a href="#">November 2020</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">CORPORATE COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</a>	Version <a href="#">87</a>
Prepared: <a href="#">EMCSMGC</a>	Reviewed by: <a href="#">EMCS</a>	Approved: <a href="#">CEOSMG</a>	<a href="#">Page 3 of 4</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</a>	Version <a href="#">8</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	<a href="#">Page 3 of 4</a>
<a href="#">Printed documents are not controlled. Check the electronic version for the latest version</a>			

<b>Organisational Compliance</b>		
<b>Next Revision Date</b>	November 2024 <sup>2</sup>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Code of Conduct for Committee/Advisory Group Members</li> </ul>	
<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>SMRC-RRG</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	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	
2008	Review	2	CO	MAF	07/2008
2013	Review	3	DCS	DCS	28/02/2013
2015	Review	4	DCS	DCS	26/02/2015
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2018	Review	6	EMCS	CEO	18/10/2018
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<u>2022</u>	<u>Review</u>	<u>8</u>	<u>MGC</u>	<u>SMG – 4/10/2022</u>	

Issued: <u>November 2020</u>	Review Date: <u>November 2024</u> <sup>2</sup>	Title: <u>CORPORATE COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</u>	Version <u>8</u>
Prepared: <u>EMCSMGC</u>	Reviewed by: <u>EMCS</u>	Approved: <u>CEOSMG</u>	Page <u>4</u> of <u>4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.6 COUNCIL MEETING STRUCTURES</u>	Version <u>8</u>
Prepared: <u>MGC</u>	Reviewed by: <u>SMG</u>	Approved: <u>COUNCIL</u>	Page <u>4</u> of <u>4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

### 1.0 STATEMENT

The ~~Southern Metropolitan Regional Council~~Resource Recovery Group is committed to ensuring that Council Members are adequately recompensed for their participation in Council Meetings, in accordance with the relevant legislation and regulations of the *Local Government Act 1995* and prescribed in the Salaries and Allowances Tribunal Determination.

### 2.0 SCOPE

This Policy applies to all Councillors of the ~~SMRG~~Resource Recovery Group and the employees charged with administering payments to Councillors.

### 3.0 OBJECTIVE

1. To ensure the ~~Southern Metropolitan Regional~~Resource Recovery Group Council complies with the Local Government Act 1995 in relation to Members Fees and Allowances.
2. To ensure that officers follow a standard process in making decisions on members' fees and allowances.

### 4.0 ROLES & RESPONSIBILITIES

#### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors are appropriately paid in accordance with relevant legislation and that due processes are followed to do so.

### 5.0 CONTENT

Under this Policy, the CEO shall submit a recommendation to the Regional Council each year prior to budget adoption, on the Councillors fees and allowances after following a documented process that takes into account the following criteria in setting the Councillors allowance and expenses. Such criteria to include, at a minimum:

- Allowances and expenses in comparable Councils serving similar size populations and or/ with similar budgets.
- Allowances and expenses in comparable public and private organizations engaged in provision of waste services.
- Allowances and fees within the prescribed range for annual fees as per the Salaries and Allowances Tribunal.
- Allowances and expenses and their effect on Council's overall budget.

the onus is on the Council to stipulate the criteria and make the judgement.

#### Annual fee for council members in lieu of fees for attending meetings S 5.99 LGA

Issued: <del>May 2021</del> <u>November 2022</u>	Review Date: <del>June 2022</del> <u>November 2023</u>	Title: <del>CORPORATE POLICY NO 1.8</del> <u>MEMBERS FEES &amp; ALLOWANCES</u>	Version <del>12</del> <u>1</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	<del>Page 1 of 4</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.8</u> <u>MEMBER FEES &amp; ALLOWANCES</u>	Version <u>12</u>
Prepared: EMCS	Reviewed by: SMG	Approved: COUNCIL	<u>Page 1 of 4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

Instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings from 1 November 2019—

1. 75% of the maximum annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B, if one Council Member per participant is appointed.
- 4.2. 50% of the maximum annual fee determined by the Salaries and Allowances Tribunal under the Salaries and allowances Act 1975 section 7b, if two Council Members per participant are appointed.

**Expense to be reimbursed S5.98(2)(a) and (3)**

A council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for that type of expense.

Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:

- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
- (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.

**Allowance for Chairperson S5.98(5) LGA**

The Chairperson is entitled, in addition to any entitlement that he or she has under section 5.99 or 5.99A, to be paid from 1 November 2019 —

1. ~~4.~~ 75% of the maximum annual local government allowance for Regional Local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B, if one Council Member per participant is appointed.
- 4.2. 50% of the maximum annual local government allowance for Regional local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B, if two Council Members per participant are appointed.

**Allowance for Deputy Chairperson S5.98 LGA**

1. The deputy chairperson of the local government be paid an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the Chairperson is entitled under section 5.98(5).

Issued: <del>May 2021</del> <u>November 2022</u>	Review Date: <del>June 2022</del> <u>November 2023</u>	Title: <del>CORPORATE POLICY NO 1.8 MEMBERS FEES &amp; ALLOWANCES</del>	Version <del>12</del> <u>11</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	<del>Page 2 of 4</del>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.8 MEMBER FEES &amp; ALLOWANCES</u>	Version <u>12</u>
Prepared: EMCS	Reviewed by: SMG	Approved: COUNCIL	<u>Page 2 of 4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

2. The allowance under subsection (1) is to be paid on a daily pro-rata amount, in addition to any amount to which the deputy chairperson is entitled under section 5.99 and 5.99A where the deputy chairperson is acting in the role of chairperson during the chairperson's leave of absence.

### Payment of Fees and Allowances

1. The payment is applicable to each financial year, i.e. July to June
2. The payment of any taxation liability is the responsibility of the member.
3. Payment entitlements will be made to all members unless a member gives notice to the CEO in writing that the member does not wish to be paid his/her entitlement for the period stated in the notice.
4. Annual Payments are paid by monthly instalments in arrears into a nominated bank account
5. Annual payments in whole or part may be paid into the member's superannuation fund (refer to the Australian Taxation Office Interpretative Decision ATO ID 2007/205)
6. Where an annual fee in lieu of sitting fees is paid, the fee is to be reduced on a pro-rata basis by any period of leave of absence or missed ordinary council meetings of three or more cumulative meetings during the year (except whilst on Council business).

### 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Local Government (Administration) Amendment Regulations (Section 5.99 of the Local Government Act 1995 and Regulations 30 &amp; 34 of the Local Government (Administration) Regulations should be observed in relation to fee &amp; allowance payments)</i></li> <li>▪ <i>Determination for Local Government Elected Council Members Pursuant to Section 7B of the Salaries and Allowances Act 1975</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Accounting Policies and Procedures</li> </ul>	
<b>Next Review Date</b>	<del>June 2024</del> November 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Annual
<b>Risk Rating</b>	Risk Register – Low	
<b>Location of document</b>	SMRC Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

Issued: <del>May 2021</del> November 2022	Review Date: <del>June 2022</del> November 2023	Title: <del>CORPORATE POLICY NO 1.8</del> MEMBERS FEES & ALLOWANCES	Version <del>12</del> 1
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <del>3</del> of 4
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES	Version 12
Prepared: EMCS	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

**7.0 DOCUMENT CONTROL REGISTER**

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	29/06/2006
2012	Review	2	DCS	DCS	26/07/2012
2013	Review	3	EMCS	EMCS	22/08/2013
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2018	Review	8	EMCS	CEO	21/06/2018
2019	Review	9	EMCS	CEO	22/08/2019
2020	Review	10	EMCS	CEO	27/08/2020
2021	Review	11	CSM	CEO	27/05/2021
<u>2022</u>	<u>Review</u>	<u>12</u>	<u>MGC</u>	<u>SMG – 4/10/2022</u>	

Issued: <u>May 2021</u> <del>November 2022</del>	Review Date: <u>June 2022</u> <del>November 2023</del>	Title: <u>CORPORATE POLICY NO 1.8 MEMBERS FEES &amp; ALLOWANCES</u>	Version <u>12</u>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <u>4</u> of <u>4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: <u>November 2022</u>	Review Date: <u>November 2024</u>	Title: <u>COUNCIL POLICY NO 1.8 MEMBER FEES &amp; ALLOWANCES</u>	Version <u>12</u>
Prepared: EMCS	Reviewed by: <u>SMG</u>	Approved: <u>COUNCIL</u>	Page <u>4</u> of <u>4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

## STATEMENT

The ~~Southern Metropolitan~~ Resource Recovery Group Regional Council is committed to ensuring that Council Members are adequately recompensed for their involvement with SMRCRRG, in accordance with the relevant legislation and regulations of the *Local Government Act 1995*.

## SCOPE

This Policy applies to all Councillors of the SMRC-RRG and the employees charged with administering payments to Councillors.

## OBJECTIVE

To reimburse Regional Council Members for Regional Council business incurred expenses in accordance with section 5.98(2) & (3) of the Local Government Act 1995 and clauses 31 & 32 of the Local Government (Administration) Regulations.

## ROLES & RESPONSIBILITIES

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors are appropriately paid in accordance with relevant legislation and that due processes are followed to do so.

## CONTENT

### 1) Reimbursements without prior Regional Council approval

Actual expenses up to the prescribed amount in relation to Child Care incurred by the Regional Council Member whilst attending a regional council or committee meeting.

Actual expenses up to the prescribed amount in relation to Travel Costs incurred by the Regional Council Member because of attending a Regional Council or Committee Meeting.

Councillors should claim these reimbursements through their respective local governments as an appointed representative on the regional council.

### 2) Reimbursement requiring Regional Council approval:

By resolution of the Regional Council, the Regional Council Member may be reimbursed for the following:

- An expense incurred by a Regional Council Member in performing a function under the express authority of the Regional Council; or

Issued: November 2022 <del>9</del>	Review Date: <del>October-November</del> 2024 <del>2</del>	Title CORPORATE POLICY NO 1.9 COUNCILLORS REIMBURSEMENT OF	Version <del>6</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: EMCS	Approved: <del>GEOSMG</del>	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.9 COUNCILLORS REIMBURSEMENT OF EXPENSES	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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- An expense incurred by a Regional Council Member to whom only one other person accompanied that Regional Council Member whilst performing a function under the express authority of the regional council; or
- An expense incurred by a Regional Council Member in performing a function in his or her capacity as a Regional Council Member.

The extent to which an expense referred to in (1) and (2) above can be reimbursed is the actual amount, verified by accompanying documentation.

#### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995 s5.98(2) &amp; (3)</li> <li>Local Government (Administration) amendment Regulations 31&amp; 32</li> </ul>
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Annual Budget</li> </ul>
<b>Next Revision Date</b>	October 2024 <del>2</del>
<b>Related Documents</b>	Other corporate policies and procedures relating to Councillors
<b>Policy Administration</b>	<b>Responsible Officer</b>
Corporate	Chief Executive Officer
<b>Risk Rating</b>	Risk Register – Low
<b>Location of document</b>	Staff Intranet <del>SMRC-RRG</del> Internet – Members Restricted Area <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room

#### DOCUMENT CONTROL REGISTER

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2020	Review	6	EMCS	CEO	27/11/2020
<del>2022</del>	<del>Review</del>	<del>7</del>	<del>MGC</del>	<del>SMG – 4/10/2022</del>	

Issued: November 2022 <del>9</del>	Review Date: <del>October-November</del> 2024 <del>2</del>	Title CORPORATE POLICY NO 1.9 COUNCILLORS REIMBURSEMENT OF	Version <del>6</del>
Prepared: <del>EMCSMGC</del>	Reviewed by: EMCS	Approved: <del>GEOSMG</del>	Page 2 of 2
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Issued: November 2022	Review Date: November 2024	Title: COUNCIL POLICY NO 1.9 COUNCILLORS REIMBURSEMENT OF EXPENSES	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 2
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**CORPORATE COUNCIL POLICY NO 3.3 (HR 9.7)**

**PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS**



**COUNCIL POLICY NO 3.3  
PAYMENTS TO EMPLOYEES IN ADDITION TO  
CONTRACTS OR AWARDS**

**STATEMENT**

Pursuant to Section 5.50 of the Local Government Act 1995, this gratuity policy outlines the circumstances in which gratuity payments may be made to an employee. These payments, when made, are in addition to any amount which the employee is entitled to under a contract of employment, enterprise agreement or award. This policy shall not be considered as a contractual entitlement under the employment relationship.

**SCOPE**

This Policy applies to all employees.

**OBJECTIVES**

1. To determine the circumstances for which the Council may make a payment to employees; and
2. To effect such payments to employees, or their beneficiaries, in the manner prescribed by Council, in accordance with legislation and the requirements of this Policy.

**ROLES & RESPONSIBILITIES**

The council shall consider any confidential requests in accordance with legislation, merit and service of the employee.

The Chief Executive Officer (CEO) is responsible for ensuring payments are effected as directed by Council.

**LEGISLATION**

Payments in addition to contract or award limits under the Local Government Act 5.50 (3) and Local Government (Administration) Regulations 19A:

Section 5.50 . Payments to employees in addition to contract or award

- 1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —
  - a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
  - b) the manner of assessment of the additional amount,

Issued: November 2018	Review Date: <del>Nov 2020</del> <u>Nov 2024</u>	Title: CORPORATE POLICY NO 3.3 (HR 9.7) PAYMENTS TO EMPLOYEES IN ADDITION TO	Version <u>54</u>
Prepared: EMCS	Reviewed by: <u>EMCSMGC</u>	Approved: <u>CEQSMG</u>	Page <u>1</u> of <u>4</u>
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<u>Issued: November 2022</u>	<u>Review Date: November 2024</u>	<u>Title: COUNCIL POLICY NO 3.3</u> <u>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS</u>	<u>Version 5</u>
<u>Prepared: CM</u>	<u>Reviewed by: SMG</u>	<u>Approved: COUNCIL</u>	<u>Page 1 of 4</u>
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**CORPORATE COUNCIL POLICY NO 3.3 (HR 9.7)  
PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS**



**COUNCIL POLICY NO 3.3  
PAYMENTS TO EMPLOYEES IN ADDITION TO  
CONTRACTS OR AWARDS**

~~and cause local public notice to be given in relation to the policy.~~

1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).

2) A local government may make a payment —

- a) to an employee whose employment with the local government is finishing; and
- b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government,

but local public notice is to be given in relation to the payment made.

3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.

4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

4)5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website.

Local Government (Administration) Regulations 19A

1. The value of a payment or payments made under section 5.50 (1) and (2) to an employee whose employment with a local government finishes after 1<sup>st</sup> January 2010 is not to exceed in total-

- (a) the value of the person's final annual remuneration, if the person-
  - (i) accepts voluntary severance by resigning as an employee; and
  - (ii) is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39:

Or

- (b) in all other cases, \$5,000.

2. In this regulation -

Final annual remuneration in respect of a person means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished.

Issued: November 2018	Review Date: <del>Nov 2020</del> <u>Nov 2022</u>	Title: CORPORATE POLICY NO 3.3 (HR 9.7) PAYMENTS TO EMPLOYEES IN ADDITION TO	Version <u>54</u>
Prepared: EMCS	Reviewed by: <del>EMCSMGC</del>	Approved: <del>CEQSMG</del>	Page <u>2</u> of <u>4</u>
Printed documents are not controlled. Check the electronic version for the latest version			

<u>Issued: November 2022</u>	<u>Review Date: November 2024</u>	<u>Title: COUNCIL POLICY NO 3.3</u> <u>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS</u>	<u>Version 5</u>
<u>Prepared: CM</u>	<u>Reviewed by: SMG</u>	<u>Approved: COUNCIL</u>	<u>Page 2 of 4</u>
<u>Printed documents are not controlled. Check the electronic version for the latest version</u>			



**CORPORATE COUNCIL POLICY NO 3.3 (HR 9.7)**

**PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS**



**COUNCIL POLICY NO 3.3  
PAYMENTS TO EMPLOYEES IN ADDITION TO  
CONTRACTS OR AWARDS**

**GRATUITIES**

**TERMINATION OR POSITION REDUNDANCY BY NOTICE OF THE EMPLOYER**

1. Negotiations and payments shall be in accordance with the Termination or Redundancy provisions of the appropriate Award or Contract.
2. The CEO may at his discretion make an additional cash payment up to a maximum of \$5,000 in the last pay period of the employee.
3. Or in lieu of the cash payment, the employee receives the following professional support services:
  - Counselling support services (LGIS offer a number of free sessions)
  - Career Transition planning & job search (packages range from \$3,000 to \$5,000 depending upon position)
  - Financial budgeting advice program (value up to \$1,000).
  - Assistance to transfer to other suitable employment with other organisations

**REDUNDANCIES FOR WINDING UP**

4. Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, Introduction of Change or other similar provisions of the appropriate Award.
- 4.5. In the event of the business windup a Retention Incentive payment up to the equivalent of 13 weeks salary may be provided to eligible employees as specific in Policy 3.7 Retention Incentive Payment Policy.
- 5.6. The Council may at its absolute discretion make an additional cash payment up to a maximum of \$5,000 in the last pay period of the employee.
- 6.7. The Council may, in special circumstances, determine that benefits additional to those described in this policy are to be paid to an employee. However, details of those additional benefits and/or payments shall be published in accordance with section 5.50(2) of the Local Government Act 1995.

**REFERENCES & REVIEW**

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995 Section 5.50</i></li> <li>▪ <i>Local Government (Administration) Regulations 19A</i></li> <li>▪ <i>Fair Work Act 2009</i></li> <li>▪ Local Government Industry Award <a href="#">20102020</a></li> </ul>
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ SMRC RRRC Enterprise Agreement <a href="#">202117</a></li> <li>▪ Individual Employment Contracts</li> <li>▪ <a href="#">SMRGRRG Workforce Plan 2018-2023</a></li> <li>▪ Employee Retention Incentive Payment Policy <a href="#">20183.7</a></li> </ul>

Issued: November 2018	Review Date: <a href="#">Nov 2020</a> <a href="#">Nov 2024</a>	Title: CORPORATE POLICY NO 3.3 (HR 9.7) PAYMENTS TO EMPLOYEES IN ADDITION TO	Version <a href="#">54</a>
Prepared: EMCS	Reviewed by: <a href="#">EMCSMGC</a>	Approved: <a href="#">CEQSMG</a>	Page <b>3</b> of <b>4</b>
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<a href="#">Issued: November 2022</a>	<a href="#">Review Date: November 2024</a>	<a href="#">Title: COUNCIL POLICY NO 3.3 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS</a>	<a href="#">Version 5</a>
<a href="#">Prepared: CM</a>	<a href="#">Reviewed by: SMG</a>	<a href="#">Approved: COUNCIL</a>	<a href="#">Page 3 of 4</a>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE COUNCIL POLICY NO 3.3 (HR 9.7)

### PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS



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## COUNCIL POLICY NO 3.3 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS OR AWARDS

<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	November <del>2020</del> 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (HR)	<del>Executive Manager Corporate Services</del> Manager Governance & Culture	Biennial
<b>Risk Rating</b>	Operational Risk Register – High	
<b>Location of document</b>	SMRC Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – lunchrooms	

#### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	SMG	Council
2004	Original	1	MAF	MAF		25/11/2004
2013	Review	2	HRM	EMCS		28/02/2013
2015	Review	3	EMCS	EMCS		26/02/2015
2018	Review	4	EMCS	CEO		22/11/2018
<u>2024</u>	<u>Review</u>	<u>5</u>	<u>EMCSMGC</u>	<u>CEQSMG</u>	<u>4/10/2022</u>	

Issued: November 2018	Review Date: <del>Nov 2020</del> Nov 2024	Title: CORPORATE POLICY NO 3.3 (HR 9.7) PAYMENTS TO EMPLOYEES IN ADDITION TO	Version <u>5</u>
Prepared: EMCS	Reviewed by: <u>EMCSMGC</u>	Approved: <u>CEQSMG</u>	Page <u>4</u> of <u>4</u>
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<u>Issued: November 2022</u>	<u>Review Date: November 2024</u>	<u>Title: COUNCIL POLICY NO 3.3</u> <u>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACTS</u>	<u>Version 5</u>
<u>Prepared: CM</u>	<u>Reviewed by: SMG</u>	<u>Approved: COUNCIL</u>	<u>Page 4 of 4</u>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# CORPORATE COUNCIL POLICY NO 3.7 (HR 4.1) EMPLOYEE RETENTION INCENTIVE PAYMENT



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# COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT

## 1.0 STATEMENT

To give effect to Section 5.50 of the *Local Government Act 1995* in relation to the payment of employees, except Senior Employees or the CEO, of amounts in addition to a contract or award upon leaving the organisation.

## 2.0 SCOPE

This Policy applies to employees whose employment is governed by the Local Government Industry Award 2024 (Award), or the Southern Metropolitan Regional Council Resource Recovery Centre Enterprise Agreement 2017 (Agreement), or any other industrial instrument.

## 3.0 OBJECTIVE

- To determine the circumstances for which the Council may make a payment to employees in excess of the applicable contract or industrial instrument; and
- To effect such payments to employees in the manner prescribed by Council, in accordance with legislation and the requirements of this Policy.

## 4.0 DEFINITIONS

**Cash Salary** means the cash base hourly rate (excluding all allowances and loadings) paid, or payable, multiplied by the employed person's normal weekly hours immediately before the person's employment with the Council finished. Where a person works irregular hours, then the normal weekly hours will be calculated on an average of the last twelve weeks.

**Redundancy** means a situation where the employer no longer requires a specific position to be performed by a person(s) because of changes in the operational requirements of the organisation.

**Senior Employee** means an employee holding the position of Chief Executive Officer or an employee appointed under Section 5.37 of the *Local Government Act 1995* or designated as such by the Council.

**Voluntary Severance** means a financial payment made to a person who voluntarily chooses to end their employment in a situation where surplus positions within the organisation are identified.

## 5.0 ROLES & RESPONSIBILITIES

- The Chief Executive Officer (CEO) is responsible for ensuring payments are effected as directed by Council.

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT</a>	Version <a href="#">3</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">1 of 4</a>
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Issued: <a href="#">June 2019</a> <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a> <a href="#">June 2024</a>	Title: <a href="#">CORPORATE POLICY NO 3.7 (HR 4.1) EMPLOYEE RETENTION INCENTIVE PAYMENT</a>	Version <a href="#">32</a>
Prepared: <a href="#">EMCS</a> <a href="#">MGC</a>	Reviewed by: <a href="#">EMCS</a>	Approved: <a href="#">CEO</a> <a href="#">SMG</a>	Page <a href="#">1 of 4</a>
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**CORPORATE COUNCIL POLICY NO 3.7 (HR 4.1)  
EMPLOYEE RETENTION INCENTIVE PAYMENT**



**COUNCIL POLICY NO 3.7  
RETENTION INCENTIVE PAYMENT**

**6.0 CONTENT**

**6.1. RETENTION INCENTIVE PAYMENT**

The Council may provide a payment to eligible employees to encourage them to continue employment until the employee's position is made redundant, ~~for example~~ due to ~~a the anticipated or~~ pending sale or winding up of the business and the employee has not received or accepted an offer for alternative re-deployment arranged by Council (Retention Incentive Payment).

The Retention Incentive Payment is to assist employees financially after leaving the Council due to Redundancy and will be considered a Voluntary Severance.

The Retention Incentive Payment will be:

- a) subject to b) below, a maximum payment of thirteen (13) weeks at the employee's Cash Salary,
- b) where the total number of weeks paid to the employee for payment in lieu of notice, redundancy payment under the Agreement or the Award and the Retention Incentive Payment (together, the Total Severance Pay), would, other than due to this clause, exceed twenty-six (26) weeks, the Retention Incentive Payment will be reduced so that the Total Severance Pay equals twenty-six (26) weeks.

**6.2 ELIGIBILITY CRITERIA:**

An employee will only be eligible to receive the Retention Incentive Payment where the:

- a) Council no longer requires the employee's role to be performed by anyone and proposes to terminate the employee's employment for reasons of Redundancy;
- b) Employee has completed six (6) months employment (or less, only at the discretion of the CEO).
- c) Employee has not received any written warnings in relation to their conduct in the workplace within the six (6) months before the Council's proposal to terminate the employment of the employee;
- d) Employee has not been managed for performance pursuant to 'Standard No HR6.10 – Managing Poor Performance Standard' within the six (6) months before the Council's proposal to terminate the employment of the employee; and
- e) Council has not secured alternative employment for the Employee.

Where the Council has secured alternative employment no less favourable than the employee's current employment and the Employee does not accept the position offered, the employee will not receive the Retention Incentive Payment.

Issued: <a href="#">November 2022</a>	Review Date: <a href="#">November 2024</a>	Title: <a href="#">COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT</a>	Version <a href="#">3</a>
Prepared: <a href="#">MGC</a>	Reviewed by: <a href="#">SMG</a>	Approved: <a href="#">COUNCIL</a>	Page <a href="#">2</a> of <a href="#">4</a>
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Issued: <del>June 2019</del> <a href="#">November 2022</a>	Review Date: <del>November 2024</del> <a href="#">June 2024</a>	Title: <del>CORPORATE POLICY NO 3.7 (HR 4.1) EMPLOYEE RETENTION INCENTIVE PAYMENT</del>	Version <del>32</del>
Prepared: <del>EMCS</del> <a href="#">MGC</a>	Reviewed by: <del>EMCS</del>	Approved: <del>CEOSMG</del>	Page <del>2</del> of <del>4</del>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

**CORPORATE COUNCIL POLICY NO 3.7 (HR 4.1)  
EMPLOYEE RETENTION INCENTIVE  
PAYMENT**



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RETENTION INCENTIVE PAYMENT**

If the employee is offered a Retention Incentive Payment, the employee agrees that the Retention Incentive Payment is a Voluntary Severance.

Issued: <del>November 2022</del>	Review Date: <del>November 2024</del>	Title: <del>COUNCIL POLICY NO 3.7</del> <del>RETENTION INCENTIVE PAYMENT</del>	Version <del>3</del>
Prepared: <del>MGC</del>	Reviewed by: <del>SMG</del>	Approved: <del>COUNCIL</del>	Page <del>3</del> of <del>4</del>
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Issued: <del>June 2019</del> <del>November 2022</del>	Review Date: <del>November 2024</del> <del>June 2024</del>	Title: <del>CORPORATE POLICY NO 3.7 (HR 4.1)</del> <del>EMPLOYEE RETENTION INCENTIVE PAYMENT</del>	Version <del>3</del>
Prepared: <del>EMCS</del> <del>MGC</del>	Reviewed by: <del>EMCS</del>	Approved: <del>CEO</del> <del>SMG</del>	Page <del>3</del> of <del>4</del>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# CORPORATE COUNCIL POLICY NO 3.7 (HR 4.1) EMPLOYEE RETENTION INCENTIVE PAYMENT



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# COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT

## 7.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995 Section 5.50</li> <li>Local Government (Administration) Regulations 19A</li> <li>Fair Work Act 2009</li> <li>Local Government Industry Award <a href="#">20102020</a></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>SMRC RRRC Enterprise Agreement <a href="#">20172021</a></li> <li>Local Government Industry Award <a href="#">20102020</a></li> <li>Individual Employment Contracts</li> <li><del>SMRC Policy 3.3 Additional Payments in Addition to Contracts and Awards To Employees Policy</del></li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	<del>June 2024</del> <a href="#">November 2024</a>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk Medium	
<b>Location of document</b>	Members Area – <a href="#">SMRC-RRG</a> website Staff Intranet <a href="#">SMRC</a> , 9 Aldous Place, Booragoon – Corporate Services <a href="#">RRRC</a> , 350 Bannister Road, Canning Vale – staff room	

## 8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2018	Original	1	EMCS	CEO	22/11/2018
2019	Review	2	EMCS	CEO	27/06/2019
<a href="#">2024</a>	<a href="#">Review</a>	<a href="#">3</a>	<a href="#">MGC</a>	<a href="#">SMG – 4/10/22</a>	

<a href="#">Issued: November 2022</a>	<a href="#">Review Date: November 2024</a>	<a href="#">Title: COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT</a>	<a href="#">Version 3</a>
<a href="#">Prepared: MGC</a>	<a href="#">Reviewed by: SMG</a>	<a href="#">Approved: COUNCIL</a>	<a href="#">Page 4 of 4</a>
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<a href="#">Issued: June 2019</a> <del>November 2022</del>	<a href="#">Review Date: November 2024</a> <del>June 2024</del>	<a href="#">Title: CORPORATE POLICY NO 3.7 (HR 4.1) EMPLOYEE RETENTION INCENTIVE PAYMENT</a>	<a href="#">Version 3</a> <del>2</del>
<a href="#">Prepared: EMCS</a> <del>MGC</del>	<a href="#">Reviewed by: EMCS</a>	<a href="#">Approved: CEO</a> <del>SMG</del>	<a href="#">Page 4 of 4</a>
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**From:** "[mick.mccarthy@melville.wa.gov.au](mailto:mick.mccarthy@melville.wa.gov.au)" <[Mick.McCarthy@melville.wa.gov.au](mailto:Mick.McCarthy@melville.wa.gov.au)>  
**Date:** Thursday, 13 October 2022 at 8:51 am  
**To:** Tim Youé <[tyoue@resourcerecoverygroup.com.au](mailto:tyoue@resourcerecoverygroup.com.au)>  
**Cc:** Brendan Doherty <[bdoherty@resourcerecoverygroup.com.au](mailto:bdoherty@resourcerecoverygroup.com.au)>, Marten Tieleman <[Marten.Tieleman@melville.wa.gov.au](mailto:Marten.Tieleman@melville.wa.gov.au)>, "Alan.Ferris" <[Alan.Ferris@melville.wa.gov.au](mailto:Alan.Ferris@melville.wa.gov.au)>  
**Subject:** Potential Purchase of RRG Office - 9 Aldous Place, Booragoon

Hi Tim,

The City has undertaken an assessment of the above and, although could work for all parties from a financial perspective, the building does not meet the City's operational or logistical needs for the uses under consideration. As a result, the City would not pursue the purchase option at this time.

Prior to consideration by Council, can I suggest that you get quotes from WATC if the proposed 5 year interest only loan extension as preferred was concluded/paid out at Years 2, 3, 4 and 5 including penalties.

This would be useful to understand possible future scenarios, given our recent presentation/discussion on the RRG LTFFP.

Thanks,

Mick

**Mick McCarthy**  
**Director Environment and Infrastructure**  
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[www.melvillecity.com.au](http://www.melvillecity.com.au)

City of Melville, 10 Almondbury Road, Booragoon, Western Australia 6154



*The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders both past and present.*

City of Melville nagolik Bibbulmen Nyungar ally-maga milgebar gardukung naga boordjar-il narnga allidja yugow yeye wer ali kaanya Whadjack Nyungar wer netingar quadja wer burdik.



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## Attachment 2 to Ministerial Statement 517

### Amendment to proposal approved under section 45C of the *Environmental Protection Act 1986*

This Attachment replaces Attachment 1 of Ministerial Statement 517

**Proposal: Regional Resource Recovery Centre Part Lots 78 and 85 Bannister Rd, Canning Vale**

**Proponent: Southern Metropolitan Regional Council**

#### Changes:

The proposal is for modifying the original in-vessel composting facility which handles the mixed Municipal Solid Waste stream into a Food Organics Garden Organics (FOGO) processing facility. The changes include:

- installation and operation of modified equipment in the Receiving Hall;
- inclusion of the interim transfer of residual Municipal Solid Waste (MSW) through the tipping building;
- revised inputs limits and waste acceptance limits to be in line with Part V license receiving tonnage; and
- inclusion of Outputs/Products.

**Table 1: Summary of the proposal**

Proposal title	Regional Resource Recovery Centre Part Lots 78 and 85 Bannister Rd, Canning Vale
Short description	<p>The proposal is for the construction and operation of a Regional Resource Recovery Centre for the separation/processing of waste. The proposal has three main components, as follows:</p> <ul style="list-style-type: none"> <li>• an In-vessel Composting Facility</li> <li>• a Materials Recycling Facility; and</li> <li>• a Greenwaste Processing Facility</li> </ul> <p>The proposal site is located on Part Lot 78 and Part Lot 85 Bannister Road, Canning Vale, City of Canning.</p>

**Table 2: Location and authorised extent of physical and operational elements**

Element	Location	Previously authorised extent	Authorised extent
Location	Figure 1 and 2	Pt Lot 78 and Pt Lot 85 Bannister Road, Canning Vale.	Pt Lot 78 and Pt Lot 85 Bannister Road, Canning Vale.

Element	Location	Previously authorised extent	Authorised extent
Nature of Operation		Resource recovery, including recycling and waste processing.	Resource recovery, including recycling and waste processing.
Total area of site	Figure 2	12 hectares	12 hectares
Area to be cleared	Figure 2	11 hectares	11 hectares
Inputs		<ul style="list-style-type: none"> <li>• Municipal Solid Waste (MSW);</li> <li>• Commercial putrescible waste;</li> <li>• co-mingled dry recyclables;</li> <li>• green waste;</li> <li>• biosolids; and</li> <li>• liquid wastes (categories 1-4).</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Solid Waste (MSW);</li> <li>• Commercial putrescible waste;</li> <li>• co-mingled dry recyclables;</li> <li>• <b>Food organics and garden organics (FOGO)</b>;</li> <li>• green waste;</li> <li>• biosolids; and</li> <li>• liquid wastes (categories 1-4).</li> </ul>
Outputs/Products		<ul style="list-style-type: none"> <li>• stabilised compost;</li> <li>• segregated recyclables (paper, plastic, glass, ferrous and non-ferrous metals);</li> <li>• chipped green waste; and</li> <li>• residual waste (to landfill).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>processed organic waste</b>;</li> <li>• segregated recyclables (paper, plastic, glass, ferrous and non-ferrous metals);</li> <li>• chipped green waste; and</li> <li>• residual waste (to landfill and <b>waste to energy</b>).</li> </ul>

Element	Location	Previously authorised extent	Authorised extent
<p><b>Composting Facility</b> Major components</p>	<p>Figure 2</p>	<ul style="list-style-type: none"> <li>• enclosed building of approximately 25,000 square metres, which is maintained under negative pressure;</li> <li>• four in-vessel composting digesters capable of composting 100,000 tonnes of waste and 50,000 tonnes of biosolids and liquid wastes (likely to be 40:60 mix) per year;</li> <li>• associated conveyors and screening equipment;</li> <li>• internal compost maturation area of approximately 1,000 square metres;</li> <li>• external compost (mature) storage area of approximately 1,600 square metres; and</li> <li>• biofilter consisting of 5 cells, with each cell being approximately 60 metres by 6 metres.</li> </ul>	<ul style="list-style-type: none"> <li>• enclosed building of approximately 25,000 square metres, which is maintained under negative pressure;</li> <li>• associated conveyors and screening equipment;</li> <li>• internal compost maturation area of approximately 1,000 square metres;</li> <li>• external compost (mature) storage area of approximately 1,600 square metres;</li> <li>• biofilter consisting of 5 cells, with each cell being approximately 60 metres by 6 metres;</li> <li>• <b>third party plastic reprocessing facility;</b></li> <li>• <b>Internal Infrastructure processing facility enclosed within the aero floor; and</b></li> <li>• <b>Automated and manual sorting equipment used in processing plastics.</b></li> </ul>
<p>Waste Acceptance rate</p>		<p>350 tonnes per day of municipal solid waste plus 160 tonnes per day of biosolids/liquid wastes.</p>	<p><b>Up to 150,000 tonnes of FOGO, FO, MSW and biosolids/liquid waste per year with a maximum of 500 tonnes per day of FOGO, FO and MSW plus 160 tonnes per day of biosolids/liquid wastes.</b></p>

Element	Location	Previously authorised extent	Authorised extent
<b>Materials Recycling Facility</b> Major components	Figure 2	<ul style="list-style-type: none"> <li>• building of approximately 8000 square metres with enclosed discharge and loading areas; and</li> <li>• automated and manual sorting equipment capable of sorting 120,000 tonnes of co-mingled recyclables per year.</li> </ul>	<ul style="list-style-type: none"> <li>• building of approximately 8000 square metres with enclosed discharge and loading areas; and</li> <li>• automated and manual sorting equipment capable of sorting 120,000 tonnes of co-mingled recyclables per year.</li> </ul>
Waste acceptance rate		500 tonnes per day of co-mingled recyclables.	<b>Up to 120,000 tonnes of co-mingled recyclables per year</b> with a maximum of 500 tonnes per day.
<b>Greenwaste Processing Facility</b> Major components	Figure 2	<ul style="list-style-type: none"> <li>• enclosed building of approximately 600 square metres;</li> <li>• a single greenwaste grinder capable of processing 30,000 tonnes of greenwaste per year;</li> <li>• external greenwaste receival area of approximately 2,400 square metres; and</li> <li>• external mulch storage area of approximately 1,600 square metres.</li> </ul>	<ul style="list-style-type: none"> <li>• enclosed building of approximately 600 square metres;</li> <li>• a single greenwaste grinder capable of processing 30,000 tonnes of greenwaste per year;</li> <li>• external greenwaste receival area of approximately 2,400 square metres; and</li> <li>• external mulch storage area of approximately 1,600 square metres.</li> </ul>
Waste acceptance rate		100 tonnes per day of greenwaste.	<b>Up to 30,000 tonnes of greenwaste per year with a maximum of 100 tonnes per day.</b>
Other infrastructure	Figure 2	<ul style="list-style-type: none"> <li>• administration building; and</li> <li>• two weighbridges.</li> </ul>	<ul style="list-style-type: none"> <li>• administration building; and</li> <li>• two weighbridges.</li> </ul>

Note: Text in **bold** in Table 2 indicates a change to the proposal.

**Table 3: Abbreviations**

Abbreviation	Term
CEO	Chief Executive Officer
ha	hectare
km	kilometre
MSW	Municipal Solid Waste
FOGO	Food Organics Garden Organics
FO	Food and Organics

**Figures (attached)**

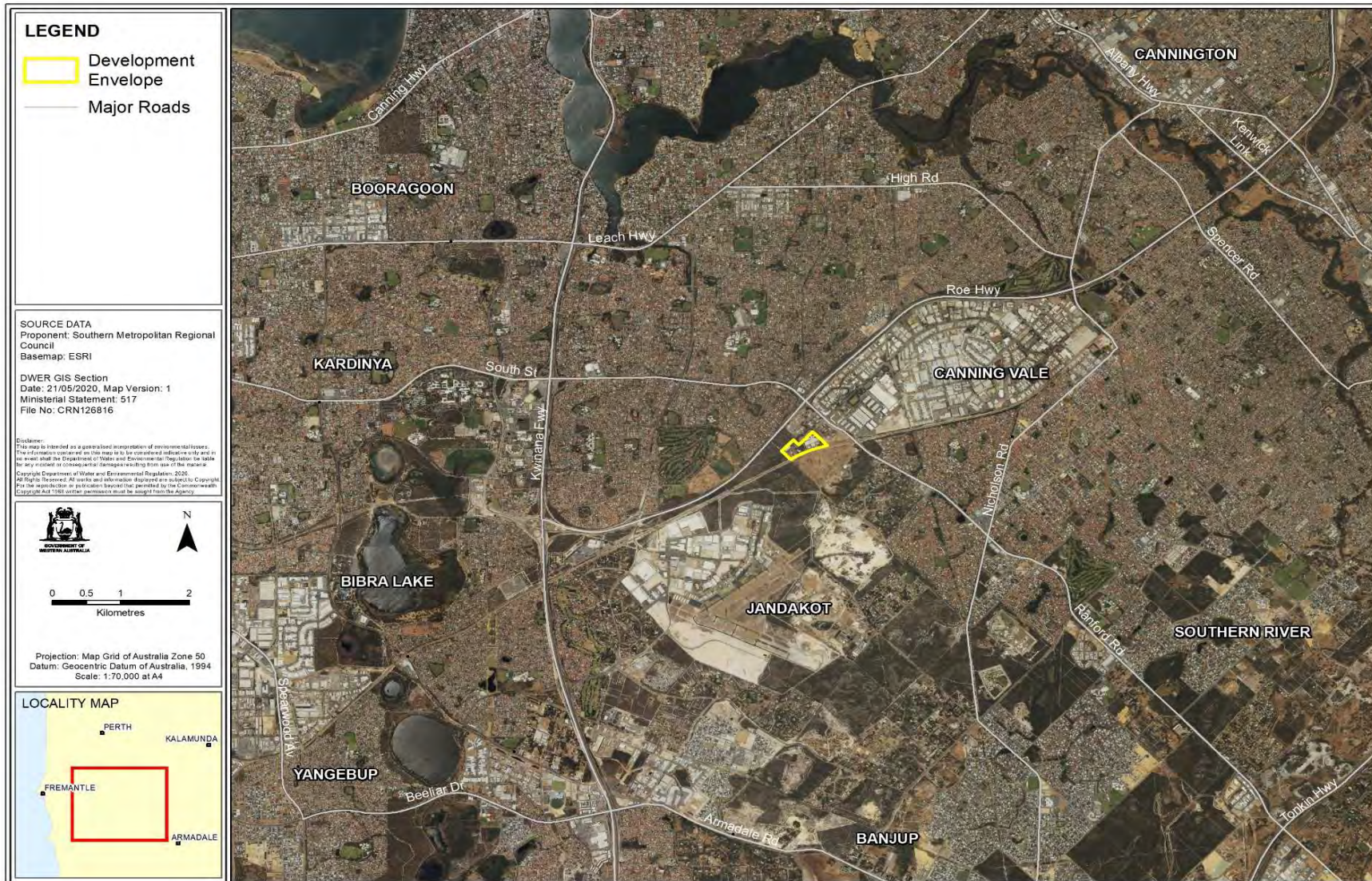
Figure 1: Regional location

Figure 2: Development Envelope

Coordinates defining the development envelope are held by the Department of Water and Environmental Regulation, Document Reference Number DWERDT288440.

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Approval date: \_\_\_\_\_





**Figure 1: Regional Location**

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Figure 2: Development Envelope

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 October 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>Revenue from operating activities</b>			
3,147,364	Contributions, Donations & Reimbursements	1,078,156	1,086,515	8,359
12,138,541	Fees & Charges	3,919,746	3,772,693	(147,053)
17,649	Interest Received	5,883	19,984	14,101
1,512,500	Other Revenue	504,167	510,385	6,219
<b>16,816,054</b>	<b>Total Operating Revenue</b>	<b>5,507,952</b>	<b>5,389,577</b>	<b>(118,375)</b>
	<b>Expenditure from operating activities</b>			
(5,496,398)	Employee Costs	(1,880,964)	(1,722,812)	158,153
(8,753,475)	Materials & Contracts	(3,100,606)	(2,766,801)	333,804
(770,664)	Utilities	(256,888)	(225,571)	31,316
(2,064,272)	Insurance	(688,091)	(607,551)	80,540
(523,137)	Interest	(127,649)	(106,440)	21,209
(4,609,461)	Depreciation	(1,536,487)	(1,557,882)	(21,395)
<b>(22,217,406)</b>	<b>Total Operating Expenses</b>	<b>(7,590,684)</b>	<b>(6,987,056)</b>	<b>603,628</b>
<b>(5,401,352)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(2,082,732)</b>	<b>(1,597,479)</b>	<b>485,253</b>
	<b>Non-cash items</b>			
4,609,461	Depreciation	1,536,487	1,557,882	21,395
79,086	Interest - Unwinding Of Provisions	26,362	26,362	-
<b>4,688,547</b>	<b>Total Non-cash items</b>	<b>1,562,849</b>	<b>1,584,244</b>	<b>21,395</b>
<b>(17,528,859)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(6,027,835)</b>	<b>(5,402,812)</b>	<b>625,023</b>
<b>(712,805)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items)</b>	<b>(519,883)</b>	<b>(13,235)</b>	<b>506,648</b>
	<b>Capital Expenditure</b>			
(3,130,000)	Buildings	(1,000,000)	(969,543)	30,457
(1,860,000)	Plant & Equipment	(260,000)	(160,790)	99,210
(50,000)	Information Technology	-	-	-
<b>(5,040,000)</b>	<b>Total Capital Expenditure</b>	<b>(1,260,000)</b>	<b>(1,130,334)</b>	<b>129,666</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	(868,124)	(868,124)	-
3,230,389	Reimbursement of Loan Repayments	868,124	868,124	-
(563,566)	RRRC Lease Principal Paid	(140,892)	(138,717)	2,174
4,790,000	Capital Expenditure Funded by Reserves	1,260,000	1,130,334	(129,666)
(290,000)	Transfers FROM/(TO) Reserves	-	-	-
<b>4,186,434</b>	<b>Total Funding / Other Capital Items</b>	<b>1,119,109</b>	<b>991,616</b>	<b>(127,492)</b>
<b>(1,566,371)</b>	<b>CHANGES IN NET ASSETS</b>	<b>(660,775)</b>	<b>(151,952)</b>	<b>508,822</b>
<b>2,556,765</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>1,125,357</b>	<b>3,179,500</b>	<b>2,054,143</b>
<b>990,394</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>464,582</b>	<b>3,027,547</b>	<b>2,562,965</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 October 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 2022/23 year is \$20,000.

<b>Particulars</b>	<b>YTD Variance \$</b>	<b>Variance</b>	<b>0 Explanation of Variance with +-\$20,000</b>
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	8,359	Positive	Gate Fee losses due to lower tonnages received across all business units
Fees & Charges	(147,053)	Negative	
Interest Received	14,101	Positive	
Other Revenue	6,219	Positive	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	158,153	Positive	Lower wage costs for the period
Materials & Contracts	333,804	Positive	Lower plant maintenance and disposal costs
Utilities	31,316	Positive	Electricity cost savings
Insurance	80,540	Positive	Insurance premium savings
Interest	21,209	Positive	Greater interest earned in higher interest rate environment
Depreciation	(21,395)	Negative	Higher depreciation than budgeted
<b><u>Capital Expenditure</u></b>			
Buildings	30,457	Positive	Timing difference
Plant & Equipment	99,210	Positive	Timing difference
<b><u>Funding / Other Capital Items</u></b>			
Lease Principal repayments	2,174	Positive	

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

**NET CURRENT ASSETS**

	As at 31/10/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	8,837,799	11,917,876
Receivables	3,347,836	4,830,373
Prepayments	1,323,907	43,728
Accrued Income	1,070,747	379,503
Inventories	1,319,859	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>15,900,148</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	395,142	314,059
Accrued Expenses	705,043	907,284
Income Rec'd in Advance	384,776	253,500
GST	74,130	55,473
Payroll Liabilities	2,191	-
Retentions & Bonds	254,867	320,313
Borrowings	2,362,265	3,230,389
Provisions	650,001	616,976
Lease Liabilities	424,849	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,253,264</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>10,646,884</b>	<b>12,189,760</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(7,645,699)	(11,471,455)
Add: Transfers to Fixed Assets	-	278,263
Add: Profit/(Loss) on Sale of Assets	-	(57,019)
Add: RRRC Lease Interest	26,362	80,706
Add: Increase in Non-Current Provisions	-	105,102
<b>Adjusted Net Current Assets</b>	<b>3,027,547</b>	<b>1,125,357</b>

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

**STATEMENT OF FINANCIAL POSITION**

	As at 31/10/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	8,837,799	11,917,876
Receivables	3,347,836	4,830,373
Prepayments	1,323,907	43,728
Accrued Income	1,070,747	379,503
Inventories	1,319,859	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>15,900,148</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	395,142	314,059
Accrued Expenses	705,043	907,284
Income Rec'd in Advance	384,776	253,500
GST	74,130	55,473
Payroll Liabilities	2,191	-
Retentions & Bonds	254,867	320,313
Borrowings	2,362,265	3,230,389
Provisions	650,001	616,976
Lease Liabilities	424,849	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,253,264</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>10,646,884</b>	<b>12,189,760</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,774,455	1,780,521
Information Technology	9,708	13,438
Fixed Plant & Equipment	4,296,948	5,050,923
Mobile Plant & Equipment	560,574	552,131
RRRC Leasehold Improvements	17,563,896	17,536,221
RRRC Other	229,536	81,976
Capital Work in Progress	51,647	207,646
Loan Receivables	1,800,000	1,800,000
Right of Use Assets	5,060,782	5,295,106
<b>TOTAL NON-CURRENT ASSETS</b>	<b>31,347,545</b>	<b>32,317,962</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,912,008	3,885,646
Borrowings	1,800,000	1,800,000
Lease Liabilities	5,551,191	5,551,191
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,263,199</b>	<b>11,236,837</b>
<b>NET ASSETS</b>	<b>30,731,231</b>	<b>33,270,885</b>



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

**STATEMENT OF CASH FLOW**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
	<b><u>Receipts</u></b>			
4,612,573	Operating grants, subsidies and contributions	384,381	413,488	29,107
11,564,783	Fees and charges	3,079,032	3,064,237	(14,795)
17,649	Interest received	4,412	19,984	15,572
1,608,555	Goods and Services Tax received	347,441	398,811	51,370
33,000	Other revenue	11,000	510,385	499,385
<b>17,836,560</b>	<b>Total Receipts for Operations</b>	<b>3,826,266</b>	<b>4,406,906</b>	<b>580,639</b>
	<b><u>Payments</u></b>			
(5,348,932)	Employee costs	(1,782,977)	(1,734,996)	47,982
(6,621,474)	Materials and contracts	(1,826,665)	(1,726,501)	100,164
(770,664)	Utility charges	(192,666)	(277,144)	(84,478)
(2,064,272)	Insurance paid	(1,850,000)	(1,822,818)	27,182
(444,049)	Interest expenses	(111,012)	(106,440)	4,573
(1,090,772)	Goods and Services Tax paid	(565,231)	(550,034)	15,196
<b>(16,340,163)</b>	<b>Total Payments for Operations</b>	<b>(6,328,551)</b>	<b>(6,217,932)</b>	<b>110,619</b>
<b>1,496,397</b>	<b>Net cash provided by (used in) operating activities</b>	<b>(2,502,285)</b>	<b>(1,811,027)</b>	<b>691,259</b>
	<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
(5,040,000)	Purchase of property, plant & equipment	(1,250,000)	(1,130,334)	119,666
250,000	Non-operating grants, subsidies and contributions	-	-	-
<b>(4,790,000)</b>	<b>Net cash provided by (used in) investment activities</b>	<b>(1,250,000)</b>	<b>(1,130,334)</b>	<b>119,666</b>
	<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>			
(3,230,389)	Repayment of borrowings	(868,124)	(868,124)	-
(563,566)	Lease principal payments	(140,892)	(138,717)	2,174
3,230,389	Member contributions to loan repayments	868,124	868,124	-
<b>(563,566)</b>	<b>Net cash provided by (used in) financing activities</b>	<b>(140,892)</b>	<b>(138,717)</b>	<b>2,174</b>
<b>(3,857,169)</b>	<b>Net increase (decrease) in cash held</b>	<b>(3,893,177)</b>	<b>(3,080,077)</b>	<b>813,099</b>
<b>12,192,978</b>	Cash at beginning of year	<b>12,192,978</b>	<b>11,917,876</b>	<b>(275,102)</b>
<b>8,335,809</b>	<b>Cash and cash equivalents at the end of the year</b>	<b>8,299,801</b>	<b>8,837,798</b>	<b>537,997</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 September 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>Revenue from operating activities</b>			
3,147,364	Contributions, Donations & Reimbursements	796,973	824,531	27,559
12,138,541	Fees & Charges	2,933,201	2,866,558	(66,643)
17,649	Interest Received	4,412	17,123	12,711
1,512,500	Other Revenue	378,125	382,788	4,663
<b>16,816,054</b>	<b>Total Operating Revenue</b>	<b>4,112,711</b>	<b>4,091,001</b>	<b>(21,711)</b>
	<b>Expenditure from operating activities</b>			
(5,496,398)	Employee Costs	(1,386,148)	(1,281,651)	104,497
(8,753,475)	Materials & Contracts	(2,271,535)	(1,946,710)	324,824
(770,664)	Utilities	(192,666)	(168,525)	24,141
(2,064,272)	Insurance	(516,068)	(455,663)	60,405
(523,137)	Interest	(103,043)	(99,849)	3,194
(4,609,461)	Depreciation	(1,152,365)	(1,121,797)	30,569
<b>(22,217,406)</b>	<b>Total Operating Expenses</b>	<b>(5,621,825)</b>	<b>(5,074,196)</b>	<b>547,629</b>
<b>(5,401,352)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(1,509,113)</b>	<b>(983,195)</b>	<b>525,918</b>
	<b>Non-cash items</b>			
4,609,461	Depreciation	1,152,365	1,121,797	(30,569)
79,086	Interest - Unwinding Of Provisions	19,772	19,772	-
<b>4,688,547</b>	<b>Total Non-cash items</b>	<b>1,172,137</b>	<b>1,141,568</b>	<b>(30,569)</b>
<b>(17,528,859)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(4,449,688)</b>	<b>(3,932,627)</b>	<b>517,060</b>
<b>(712,805)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items)</b>	<b>(336,977)</b>	<b>158,373</b>	<b>495,350</b>
	<b>Capital Expenditure</b>			
(3,130,000)	Buildings	(950,000)	(900,004)	49,996
(1,860,000)	Plant & Equipment	(250,000)	(160,790)	89,210
(50,000)	Information Technology	-	-	-
<b>(5,040,000)</b>	<b>Total Capital Expenditure</b>	<b>(1,200,000)</b>	<b>(1,060,794)</b>	<b>139,206</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	-	-	-
3,230,389	Reimbursement of Loan Repayments	-	-	-
(563,566)	RRRC Lease Principal Paid	(140,892)	(138,717)	2,174
(290,000)	Transfers TO Cash Reserves	(200,000)	(362,947)	(162,947)
4,790,000	Transfers FROM Cash Reserves	250,000	217,756	(32,244)
<b>4,186,434</b>	<b>Total Funding / Other Capital Items</b>	<b>(90,892)</b>	<b>(283,908)</b>	<b>(193,017)</b>
<b>(1,566,371)</b>	<b>CHANGES IN NET ASSETS</b>	<b>(1,627,868)</b>	<b>(1,186,329)</b>	<b>441,539</b>
<b>2,556,765</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>1,125,357</b>	<b>3,179,500</b>	<b>2,054,143</b>
<b>990,394</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>(502,511)</b>	<b>1,993,171</b>	<b>2,495,682</b>





**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 September 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 2022/23 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	27,559	Positive	Gate Fee losses due to lower tonnages received across all business units
Fees & Charges	(66,643)	Negative	
Interest Received	12,711	Positive	
Other Revenue	4,663	Positive	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	104,497	Positive	Lower wage costs for the period
Materials & Contracts	324,824	Positive	Lower plant maintenance and disposal costs
Utilities	24,141	Positive	Insurance premium savings
Insurance	60,405	Positive	
Interest	3,194	Positive	
Depreciation	30,569	Positive	
<b><u>Capital Expenditure</u></b>			
Buildings	49,996	Positive	Timing difference
Plant & Equipment	89,210	Positive	Timing difference
<b><u>Funding / Other Capital Items</u></b>			
Lease Principal repayments	2,174	Positive	Transfer of Customer Deposits forfeited Funding of Working Capital
Transfers TO Cash Reserves	(162,947)	Negative	
Transfers FROM Cash Reserves	(32,244)	Negative	



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

**NET CURRENT ASSETS**

	As at 30/09/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,470,951	11,917,876
Receivables	3,888,184	4,830,373
Prepayments	1,481,990	43,728
Accrued Income	519,994	379,503
Inventories	1,293,694	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>16,654,814</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	968,324	314,059
Accrued Expenses	643,685	907,284
Income Rec'd in Advance	384,776	253,500
GST	70,335	55,473
Payroll Liabilities	2,337	-
Retentions & Bonds	290,367	320,313
Borrowings	2,362,265	3,230,389
Provisions	619,844	616,976
Lease Liabilities	424,849	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,766,782</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>10,888,032</b>	<b>12,189,760</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(8,394,611)	(11,471,455)
Less: Transfers from Reserves	(520,022)	-
Add: Transfers to Fixed Assets	-	278,263
Add: Profit/(Loss) on Sale of Assets	-	(57,019)
Add: Non-cash Provisions	19,772	80,706
Add: Increase in Non-Current Provisions	-	105,102
<b>Adjusted Net Current Assets</b>	<b>1,993,171</b>	<b>1,125,357</b>

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

**STATEMENT OF FINANCIAL POSITION**

	As at 30/09/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,470,951	11,917,876
Receivables	3,888,184	4,830,373
Prepayments	1,481,990	43,728
Accrued Income	519,994	379,503
Inventories	1,293,694	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>16,654,814</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	968,324	314,059
Accrued Expenses	643,685	907,284
Income Rec'd in Advance	384,776	253,500
GST	70,335	55,473
Payroll Liabilities	2,337	-
Retentions & Bonds	290,367	320,313
Borrowings	2,362,265	3,230,389
Provisions	619,844	616,976
Lease Liabilities	424,849	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,766,782</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>10,888,032</b>	<b>12,189,760</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,775,984	1,780,521
Information Technology	10,088	13,438
Fixed Plant & Equipment	4,449,590	5,050,923
Mobile Plant & Equipment	583,765	552,131
RRRC Leasehold Improvements	17,709,293	17,536,221
RRRC Other	232,032	81,976
Capital Work in Progress	51,647	207,646
Loan Receivables	1,800,000	1,800,000
Right of Use Assets	5,119,839	5,295,106
<b>TOTAL NON-CURRENT ASSETS</b>	<b>31,732,239</b>	<b>32,317,962</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,905,418	3,885,646
Borrowings	1,800,000	1,800,000
Lease Liabilities	5,551,191	5,551,191
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,256,608</b>	<b>11,236,837</b>
<b>NET ASSETS</b>	<b>31,363,663</b>	<b>33,270,885</b>



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

**STATEMENT OF CASH FLOW**

<b>Current Budget \$</b>	<b>Particulars</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance to YTD Budget \$</b>
	<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
	<b><u>Receipts</u></b>			
11,564,783	Operating grants, subsidies and contributions	711,406	702,258	(9,148)
4,612,573	Fees and charges	1,153,143	2,792,494	1,639,350
17,649	Interest received	4,412	17,123	12,711
1,608,555	Goods and Services Tax received	402,139	8,378	(393,761)
33,000	Other revenue	8,250	382,788	374,538
<b>17,836,560</b>	<b>Total Receipts for Operations</b>	<b>2,279,350</b>	<b>3,903,040</b>	<b>1,623,690</b>
	<b><u>Payments</u></b>			
(5,348,932)	Employee costs	(1,337,233)	(1,345,448)	(8,215)
(6,621,474)	Materials and contracts	(1,752,459)	(1,668,626)	83,833
(770,664)	Utility charges	(192,666)	(220,097)	(27,431)
(2,064,272)	Insurance paid	(1,850,000)	(1,822,839)	27,161
(444,049)	Interest expenses	(111,012)	(99,849)	11,163
(1,090,772)	Goods and Services Tax paid	(290,898)	6,405	297,303
<b>(16,340,163)</b>	<b>Total Payments for Operations</b>	<b>(5,534,268)</b>	<b>(5,150,454)</b>	<b>383,814</b>
<b>1,496,397</b>	<b>Net cash provided by (used in) operating activities</b>	<b>(3,254,918)</b>	<b>(1,247,414)</b>	<b>2,007,504</b>
	<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
(5,040,000)	Purchase of property, plant & equipment	(1,200,000)	(1,060,794)	139,206
250,000	Non-operating grants, subsidies and contributions	-	-	-
<b>(4,790,000)</b>	<b>Net cash provided by (used in) investment activities</b>	<b>(1,200,000)</b>	<b>(1,060,794)</b>	<b>139,206</b>
	<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>			
(3,230,389)	Repayment of borrowings	(868,124)	(868,124)	-
(563,566)	Lease principal payments	(140,892)	(138,717)	2,174
3,230,389	Member contributions to loan repayments	868,124	868,124	-
<b>(563,566)</b>	<b>Net cash provided by (used in) financing activities</b>	<b>(140,892)</b>	<b>(138,717)</b>	<b>2,174</b>
<b>(3,857,169)</b>	<b>Net increase (decrease) in cash held</b>	<b>(4,595,809)</b>	<b>(2,446,925)</b>	<b>2,148,884</b>
<b>12,192,978</b>	Cash at beginning of year	<b>12,192,978</b>	<b>11,917,876</b>	<b>(275,102)</b>
<b>8,335,809</b>	<b>Cash and cash equivalents at the end of the year</b>	<b>7,597,169</b>	<b>9,470,951</b>	<b>1,873,782</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 August 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>Revenue from operating activities</b>			
3,147,364	Contributions, Donations & Reimbursements	528,513	531,234	2,721
12,138,541	Fees & Charges	1,946,656	1,822,756	(123,900)
17,649	Interest Received	2,942	10,485	7,544
1,512,500	Other Revenue	252,083	255,185	3,102
<b>16,816,054</b>	<b>Total Operating Revenue</b>	<b>2,730,194</b>	<b>2,619,661</b>	<b>(110,533)</b>
	<b>Expenditure from operating activities</b>			
(5,496,398)	Employee Costs	(924,181)	(870,664)	53,517
(8,753,475)	Materials & Contracts	(1,555,512)	(1,337,548)	217,964
(770,664)	Utilities	(128,444)	(113,466)	14,978
(2,064,272)	Insurance	(344,045)	(303,775)	40,270
(523,137)	Interest	(51,161)	(47,510)	3,650
(4,609,461)	Depreciation	(768,243)	(729,484)	38,759
<b>(22,217,406)</b>	<b>Total Operating Expenses</b>	<b>(3,771,587)</b>	<b>(3,402,448)</b>	<b>369,139</b>
<b>(5,401,352)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(1,041,393)</b>	<b>(782,786)</b>	<b>258,606</b>
	<b>Non-cash items</b>			
4,609,461	Depreciation	768,243	729,484	(38,759)
79,086	Interest - Unwinding Of Provisions	13,181	13,181	-
<b>4,688,547</b>	<b>Total Non-cash items</b>	<b>781,424</b>	<b>742,665</b>	<b>(38,759)</b>
<b>(17,528,859)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(2,990,162)</b>	<b>(2,659,783)</b>	<b>330,380</b>
<b>(712,805)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items)</b>	<b>(259,968)</b>	<b>(40,121)</b>	<b>219,847</b>
	<b>Capital Expenditure</b>			
(3,130,000)	Buildings	(590,000)	(763,111)	(173,111)
(1,860,000)	Plant & Equipment	(180,000)	(79,236)	100,764
(50,000)	Information Technology	-	-	-
<b>(5,040,000)</b>	<b>Total Capital Expenditure</b>	<b>(770,000)</b>	<b>(842,347)</b>	<b>(72,347)</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	-	-	-
3,230,389	Reimbursement of Loan Repayments	-	-	-
(563,566)	RRRC Lease Principal Paid	(93,928)	(91,979)	1,949
(290,000)	Transfers TO Cash Reserves	-	-	-
4,790,000	Transfers FROM Cash Reserves	250,000	217,756	(32,244)
<b>4,186,434</b>	<b>Total Funding / Other Capital Items</b>	<b>156,072</b>	<b>125,777</b>	<b>(30,295)</b>
<b>(1,566,371)</b>	<b>CHANGES IN NET ASSETS</b>	<b>(873,896)</b>	<b>(756,691)</b>	<b>117,205</b>
<b>2,556,765</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>1,125,357</b>	<b>3,179,500</b>	<b>2,054,143</b>
<b>990,394</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>251,461</b>	<b>2,422,808</b>	<b>2,171,347</b>



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**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 August 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 2022/23 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	2,721	Positive	Gate Fee losses due to lower tonnages received across all business units
Fees & Charges	(123,900)	Negative	
Interest Received	7,544	Positive	
Other Revenue	3,102	Positive	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	53,517	Positive	Lower wage costs for the period
Materials & Contracts	217,964	Positive	Lower plant maintenance and disposal costs
Utilities	14,978	Positive	
Insurance	40,270	Positive	Insurance premium savings
Interest	3,650	Positive	
Depreciation	38,759	Positive	Over budgeted depreciation claim
<b><u>Capital Expenditure</u></b>			
Buildings	(173,111)	Negative	Timing difference
Plant & Equipment	100,764	Positive	Timing difference
<b><u>Funding / Other Capital Items</u></b>			
Lease Principal repayments	1,949	Positive	
Transfers FROM Cash Reserves	(32,244)	Positive	Funding of working capital



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 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 August 2022**

**NET CURRENT ASSETS**

	As at 31/08/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,197,145	11,917,876
Receivables	4,753,304	4,830,373
Prepayments	1,638,836	43,728
Accrued Income	740,273	379,503
Inventories	1,400,019	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>17,729,577</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	583,389	314,059
Accrued Expenses	697,902	907,284
Income Rec'd in Advance	384,776	253,500
GST	8,366	55,473
Payroll Liabilities	2,483	-
Retentions & Bonds	330,867	320,313
Borrowings	3,230,389	3,230,389
Provisions	611,832	616,976
Lease Liabilities	471,587	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,321,592</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>11,407,985</b>	<b>12,189,760</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(10,974,949)	(11,471,455)
Add: Transfers from Reserves	1,976,592	-
Add: Transfers to Fixed Assets	-	278,263
Add: Profit/(Loss) on Sale of Assets	-	(57,019)
Add: Non-cash Provisions	13,181	80,706
Add: Increase in Non-Current Provisions	-	105,102
<b>Adjusted Net Current Assets</b>	<b>2,422,808</b>	<b>1,125,357</b>

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

**STATEMENT OF FINANCIAL POSITION**

	As at 31/08/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,197,145	11,917,876
Receivables	4,753,304	4,830,373
Prepayments	1,638,836	43,728
Accrued Income	740,273	379,503
Inventories	1,400,019	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>17,729,577</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	583,389	314,059
Accrued Expenses	697,902	907,284
Income Rec'd in Advance	384,776	253,500
GST	8,366	55,473
Payroll Liabilities	2,483	-
Retentions & Bonds	330,867	320,313
Borrowings	3,230,389	3,230,389
Provisions	611,832	616,976
Lease Liabilities	471,587	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,321,592</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>11,407,985</b>	<b>12,189,760</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,777,463	1,780,521
Information Technology	11,217	13,438
Fixed Plant & Equipment	4,550,263	5,050,923
Mobile Plant & Equipment	506,232	552,131
RRRC Leasehold Improvements	18,089,340	17,536,221
RRRC Other	233,523	81,976
Capital Work in Progress	51,647	207,646
Loan Receivables	1,800,000	1,800,000
Right of Use Assets	5,176,992	5,295,106
<b>TOTAL NON-CURRENT ASSETS</b>	<b>32,196,678</b>	<b>32,317,962</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,898,827	3,885,646
Borrowings	1,800,000	1,800,000
Lease Liabilities	5,551,191	5,551,191
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,250,018</b>	<b>11,236,837</b>
<b>NET ASSETS</b>	<b>32,354,645</b>	<b>33,270,885</b>





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**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 August 2022**

**STATEMENT OF CASH FLOW**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
	<b><u>Receipts</u></b>			
11,564,783	Operating grants, subsidies and contributions	163,732	188,682	24,950
4,612,573	Fees and charges	768,762	1,745,687	976,924
17,649	Interest received	2,942	10,485	7,544
1,608,555	Goods and Services Tax received	198,256	218,955	20,699
33,000	Other revenue	2,750	255,185	252,435
<b>17,836,560</b>	<b>Total Receipts for Operations</b>	<b>1,136,442</b>	<b>2,418,994</b>	<b>1,282,553</b>
	<b><u>Payments</u></b>			
(5,348,932)	Employee costs	(891,489)	(977,516)	(86,027)
(6,621,474)	Materials and contracts	(1,020,502)	(906,306)	114,196
(770,664)	Utility charges	(128,444)	(165,038)	(36,594)
(2,064,272)	Insurance paid	(1,850,000)	(1,822,860)	27,140
(444,049)	Interest expenses	(74,008)	(47,510)	26,498
(1,090,772)	Goods and Services Tax paid	(240,898)	(286,170)	(45,272)
<b>(16,340,163)</b>	<b>Total Payments for Operations</b>	<b>(4,205,341)</b>	<b>(4,205,400)</b>	<b>(60)</b>
<b>1,496,397</b>	<b>Net cash provided by (used in) operating activities</b>	<b>(3,068,899)</b>	<b>(1,786,406)</b>	<b>1,282,493</b>
	<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
(5,040,000)	Purchase of property, plant & equipment	(770,000)	(842,347)	(72,347)
250,000	Non-operating grants, subsidies and contributions	-	-	-
<b>(4,790,000)</b>	<b>Net cash provided by (used in) investment activities</b>	<b>(770,000)</b>	<b>(842,347)</b>	<b>(72,347)</b>
	<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>			
(3,230,389)	Repayment of borrowings	-	-	-
(563,566)	Lease principal payments	(93,928)	(91,979)	1,949
3,230,389	Member contributions to loan repayments	-	-	-
<b>(563,566)</b>	<b>Net cash provided by (used in) financing activities</b>	<b>(93,928)</b>	<b>(91,979)</b>	<b>1,949</b>
<b>(3,857,169)</b>	<b>Net increase (decrease) in cash held</b>	<b>(3,932,827)</b>	<b>(2,720,732)</b>	<b>1,212,095</b>
<b>12,192,978</b>	Cash at beginning of year	<b>12,192,978</b>	<b>11,917,876</b>	<b>(275,102)</b>
<b>8,335,809</b>	<b>Cash and cash equivalents at the end of the year</b>	<b>8,260,151</b>	<b>9,197,144</b>	<b>936,993</b>

**Schedule of Payments made in October 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
EFT25453	04/10/2022	WA Treasury Corporation	Loan Repayments	<b>493588.71</b>	
EFT25454	06/10/2022	Telstra	Utilities	<b>506.40</b>	
EFT25455	06/10/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	<b>38824.00</b>	
EFT25456	06/10/2022	Industrial Protective Products (WA)	Safety Equipment	<b>951.37</b>	
EFT25457	06/10/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>50.00</b>	
EFT25458	06/10/2022	Synergy - Electricity Retail Corporation	Utilities	<b>270.70</b>	
EFT25459	06/10/2022	Total Packaging (WA) Pty Ltd	Office Amenities	<b>532.40</b>	
EFT25460	06/10/2022	MELCHIORRE ELECTRICAL PTY LTD	Plant Maintenance - Parts And Services	<b>59145.90</b>	
EFT25461	06/10/2022	Aurora environmental	Environmental Audit	<b>16104.00</b>	
EFT25462	06/10/2022	BP Australia P/L	Deisel Fuel	<b>2797.42</b>	
EFT25463	06/10/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	<b>4644.75</b>	
EFT25464	06/10/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>6116.00</b>	
EFT25465	06/10/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>26980.90</b>	
EFT25466	06/10/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	<b>25869.25</b>	
EFT25467	06/10/2022	Super Sweep	Road Sweeping August 2022	<b>5368.00</b>	
EFT25468	06/10/2022	United Equipment Pty Ltd	Equipment Hire	<b>1246.85</b>	
EFT25469	06/10/2022	WD Installation Services	Plant Maintenance - Parts And Services	<b>2942.20</b>	
EFT25470	06/10/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	<b>417.14</b>	
EFT25471	06/10/2022	Bunnings Group Limited	Plant Maintenance - Parts	<b>80.04</b>	
EFT25472	06/10/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	<b>286.00</b>	
EFT25473	06/10/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	<b>659.00</b>	
EFT25474	06/10/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	<b>471.64</b>	
EFT25475	06/10/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	<b>994.70</b>	
EFT25476	06/10/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	<b>962.50</b>	
EFT25477	06/10/2022	Safety Training Professionals	Employee Training	<b>750.00</b>	
EFT25478	06/10/2022	IT Vision Australia Pty Ltd	Software Licences	<b>34457.48</b>	
EFT25479	06/10/2022	L.M.H Repairers	Plant Maintenance - Parts And Services	<b>32748.98</b>	
EFT25480	06/10/2022	Access Hire Australia	Equipment Hire	<b>1297.90</b>	
EFT25481	06/10/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	<b>8586.67</b>	
EFT25482	06/10/2022	Blue Force Pty Ltd	Security Monitoring	<b>4535.85</b>	
EFT25483	06/10/2022	CTI Logistics Interstate	Transport of Recyclables	<b>6961.34</b>	
EFT25484	06/10/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	<b>1812.05</b>	
EFT25485	06/10/2022	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	<b>23148.62</b>	
EFT25486	06/10/2022	Peel Resource Recovery Pty Ltd	Consumables - Packing Media	<b>10065.00</b>	
EFT25487	06/10/2022	Polyurethane Processors (PUP)	Plant Maintenance - Parts	<b>1122.00</b>	
EFT25488	06/10/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>3509.88</b>	
EFT25489	06/10/2022	Tema Services Pty Ltd	Laundry Expenses	<b>1532.31</b>	
EFT25490	06/10/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	<b>2355.00</b>	
EFT25491	18/10/2022	Cancelled Payment			<b>0.00</b>
EFT25492	11/10/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>3403.13</b>	
EFT25493	12/10/2022	L.M.H Repairers	Plant Maintenance - Parts And Services	<b>5631.13</b>	
EFT25494	12/10/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 09/10/2022	<b>118264.53</b>	

Chq/EFT	Date	Name	Description	Amount
EFT25495	07/10/2022	Fleetcare Pty Ltd	Vehicle lease	1955.35
EFT25496	14/10/2022	BAS - Australian Taxation Office (ATO)	BAS September 2022	70335.00
EFT25497	13/10/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 25/09/2022	23449.10
EFT25498	25/10/2022	Telstra	Utilities	1718.24
EFT25499	25/10/2022	Water Corporation*	Utilities	2006.80
EFT25500	25/10/2022	KANGAROO PLASTICS TECHNOLOGY PTY	Refund of Customer Deposits	25500.00
EFT25501	25/10/2022	Veolia Recycling & Recovery (Perth) Pty	Refund of Customer Deposits	5000.00
EFT25502	25/10/2022	Cr Andrew White	Members Allowance for October 2022	676.50
EFT25503	25/10/2022	Cr Doug Thompson*	Members Allowance for October 2022	2300.00
EFT25504	25/10/2022	Cr Karen Wheatland	Members Allowance for October 2022	676.50
EFT25505	25/10/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	39434.00
EFT25506	25/10/2022	Synergy - Electricity Retail Corporation	Utilities	57876.12
EFT25507	25/10/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing 9 Aldous Pl Booragoon - 2022/23	44.00
EFT25508	25/10/2022	FUJIFILM Business Innovation Australia	Photocopier fees	215.02
EFT25509	25/10/2022	Marketforce Productions	Promotions and Advertising	632.46
EFT25510	25/10/2022	Minter Ellison Lawyers	Legal Fees	629.64
EFT25511	25/10/2022	BP Australia P/L	Deisel Fuel	12399.35
EFT25512	25/10/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	1512.50
EFT25513	25/10/2022	Encycle Consulting	Environmental Audit	3272.50
EFT25514	25/10/2022	Natsync Environmental	Quarterly Pest Management	4871.00
EFT25515	25/10/2022	Network-IT(WA) PTY LTD	Office Equipment	4958.50
EFT25516	25/10/2022	Perth Recruitment Services Pty Ltd	Labour Hire	10324.31
EFT25517	25/10/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	13695.00
EFT25518	25/10/2022	Super Sweep	Road Sweeping September 2022	4928.00
EFT25519	25/10/2022	United Equipment Pty Ltd	Equipment Hire	4830.10
EFT25520	25/10/2022	Purearth	FOGO Waste Collection	73519.60
EFT25521	25/10/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	188707.32
EFT25522	25/10/2022	Wastetrans Wa	Transport Costs	70799.13
EFT25523	25/10/2022	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	40323.25
EFT25524	25/10/2022	Western Tree Recyclers	Contracted Services	56146.57
EFT25525	25/10/2022	Advance Press	Waste Calendars	198.00
EFT25526	25/10/2022	Blue Force Pty Ltd	Security Monitoring	965.01
EFT25527	25/10/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	385.00
EFT25528	25/10/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	495.00
EFT25529	25/10/2022	Lighthouse Locksmiths	Office Amenities	385.00
EFT25530	25/10/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	138.21
EFT25531	25/10/2022	PEP Transport	Courier Services	21.96
EFT25532	25/10/2022	Rentokil Initial Pty Ltd (ambius)	Office Amenities	54.34
EFT25533	25/10/2022	Sanwest Pty Ltd	Plant Maintenance - Parts And Services	528.00
EFT25534	25/10/2022	Sonic Health Plus	Employment Costs	894.30
EFT25535	25/10/2022	St John Ambulance Australia	First Aid Kit Inspections	367.16
EFT25536	25/10/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25537	25/10/2022	Wren Oil	Oil Waste Disposal	16.50
EFT25538	25/10/2022	Access Hire Australia	Equipment Hire	1241.46

Chq/EFT	Date	Name	Description	Amount	
EFT25539	25/10/2022	All Fire and Electrical WA	Building Maintenance	3565.65	
EFT25540	25/10/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	12228.51	
EFT25541	25/10/2022	Allclean Property Services Plus	Cleaning Services for CVC	4011.51	
EFT25542	25/10/2022	Analytical Reference Laboratory (WA) P/L - eurofins	Waste Audit Costs	1003.20	
EFT25543	25/10/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	3027.10	
EFT25544	25/10/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	1057.12	
EFT25545	25/10/2022	Bunnings Group Limited	Plant Maintenance - Parts	1724.80	
EFT25546	25/10/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	17559.24	
EFT25547	25/10/2022	CTI Logistics Interstate	Transport of Recyclables	16659.60	
EFT25548	25/10/2022	Cleanaway Co Pty Ltd	Waste Disposal	1853.01	
EFT25549	25/10/2022	Cleveland Compressed Air Services	Plant Maintenance - Parts	5203.53	
EFT25550	25/10/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	2360.38	
EFT25551	25/10/2022	Horizon West Landscape & Irrigation Pty	CVC Landscape Maintenance	3730.38	
EFT25552	25/10/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	3102.78	
EFT25553	25/10/2022	Industrial Power Tool Services	Plant Maintenance - Tools	2106.88	
EFT25554	25/10/2022	MTS Hire and Sales	Equipment Hire	6600.00	
EFT25555	25/10/2022	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	7453.70	
EFT25556	25/10/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	2487.59	
EFT25557	25/10/2022	OPS Screening & Crushing Equipment Pty	Equipment Hire	8390.33	
EFT25558	25/10/2022	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	1049.40	
EFT25559	25/10/2022	Pritchard Francis	Stage 3 - Site Works	5500.00	
EFT25560	25/10/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	4331.26	
EFT25561	25/10/2022	Safeway Building & Renovations Pty Ltd	Building Maintenance	9119.00	
EFT25562	25/10/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	23809.39	
EFT25563	25/10/2022	Snap Printing Canning Vale	Office Amenities	1520.04	
EFT25564	25/10/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1927.81	
EFT25565	25/10/2022	TRI TECH GROUP PTY LTD T/A Janissen	Quarterly Test and Tagging at Canning Vale	4221.80	
EFT25566	25/10/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	5212.62	
EFT25567	25/10/2022	Western Australian Local Government Association	WALGA Membership & Subscription services 2022-2023	1010.28	
EFT25568	25/10/2022	Winc Australia Pty Limited	Office Amenities	1203.74	
EFT25569	25/10/2022	Work Clobber	Safety Equipment	1028.70	
EFT25570	24/10/2022	Vocus Pty Ltd	Monthly Internet Service for October 2022	1097.80	
EFT25571	26/10/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 23/10/2022	123343.95	
EFT25572	26/10/2022	Remondis Australia Pty Ltd	Refund of Customer Deposit	5000.00	
EFT25573	27/10/2022	Aurora environmental	Environmental Audit	5439.50	
EFT25574	27/10/2022	LUSH - THE CONTENT AGENCY PTY LTD	Promotional Materials	4967.05	
EFT25575	27/10/2022	Network-IT(WA) PTY LTD	Office Equipment	2619.17	
EFT25576	27/10/2022	Perth Recruitment Services Pty Ltd	Labour Hire	3992.49	
EFT25577	28/10/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 09/10/2022	24142.95	
EFT25578	31/10/2022	JD Organics Pty Ltd T/A Garden Organics	FOGO Waste Collection	57863.30	
EFT25579	31/10/2022	National Australia Bank (NAB)	Credit card transactions for October 2022	20290.17	
EFT25580	01/11/2022	Covered in November Payment Schedule			0.00
EFT25581	28/10/2022	City of Canning	CVC Lease	69643.75	
TOTAL PAYMENTS				2161017.02	

<b>EFT25579</b>	<b>31/10/2022</b>	<b>Credit Card Transactions for October 2022</b>		<b>20290.17</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25579	27/09/2022	Officeworks	Office Amenities	-181.86
EFT25579	27/09/2022	Scania Australia Pty	Plant Maintenance - Parts	150.15
EFT25579	28/09/2022	Insight Call Centre	Community Feedback Hotline	171.00
EFT25579	28/09/2022	Coles 0332	Office Amenities	20.20
EFT25579	28/09/2022	Totally Workwear	Employee Protective Clothing	177.67
EFT25579	28/09/2022	Cpp His Majestys	Meetings	21.20
EFT25579	29/09/2022	Officeworks	Office Amenities	57.90
EFT25579	29/09/2022	Officeworks	Office Amenities	57.90
EFT25579	29/09/2022	Parkwood Hardware	Plant Maintenance - Parts	48.50
EFT25579	29/09/2022	Wilson Parking Per055	Employee Travel Expenses	32.40
EFT25579	30/09/2022	Bunnings 350000	Plant Maintenance - Tools	99.75
EFT25579	30/09/2022	Advans Exhibition	Waste & Recycle Conference	142.02
EFT25579	30/09/2022	Canning Vale Cash &	Office Amenities	21.16
EFT25579	30/09/2022	Facebk Eksqahk4u2	Advertising	12.84
EFT25579	01/10/2022	Simpleinout.Com	Software License Fees	47.41
EFT25579	01/10/2022	Envato	Software License Fees	344.31
EFT25579	02/10/2022	Amazon Web Services	Software License Fees	256.67
EFT25579	03/10/2022	Coles Express 6936	Office Amenities	3.45
EFT25579	03/10/2022	Hello Visitor Pty Lt	Software License Fees	30.71
EFT25579	03/10/2022	Sp Jb Hi-Fi Online	Office Amenities	58.00
EFT25579	04/10/2022	Coles 0332	Office Amenities	8.70
EFT25579	04/10/2022	Total Tools Canning	Plant Maintenance - Tools	63.00
EFT25579	05/10/2022	Flight Centre	Employee Travel Expenses	462.67
EFT25579	05/10/2022	Flight Centre	Employee Travel Expenses	254.02
EFT25579	05/10/2022	Flight Centre	Employee Travel Expenses	539.28
EFT25579	05/10/2022	Paypal *mayohardwar	Office Amenities	58.98
EFT25579	06/10/2022	Qantas Airw	Employee Travel Expenses	1459.28
EFT25579	06/10/2022	Reed Exhibitions	Melbourne Waste Expo	220.00
EFT25579	06/10/2022	Reed Exhibitions	Melbourne Waste Expo	110.00
EFT25579	07/10/2022	Qantas Airw	Employee Travel Expenses	1027.14
EFT25579	11/10/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25579	11/10/2022	Coles 0332	Office Amenities	5.20
EFT25579	11/10/2022	Coles Express 6936	Office Amenities	4.80
EFT25579	11/10/2022	Coles 0332	Office Amenities	8.70
EFT25579	12/10/2022	Wa Local Government As	Meetings	330.00
EFT25579	12/10/2022	Wa Local Government As	Meetings	330.00
EFT25579	12/10/2022	Wageloch	Software License Fees	159.57
EFT25579	12/10/2022	Wageloch	Software License Fees	111.21
EFT25579	12/10/2022	Wageloch	Software License Fees	77.36
EFT25579	12/10/2022	Wageloch	Software License Fees	116.04
EFT25579	12/10/2022	Wageloch	Software License Fees	19.34
EFT25579	12/10/2022	Mailchimp *misc	Software License Fees	55.09
EFT25579	13/10/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	467.82
EFT25579	13/10/2022	Wilson Parking	Security Services	1087.24
EFT25579	13/10/2022	Lighthouse Locksmith	Workshop Expenses	46.20

Chq/EFT	Date	Name	Description	Amount
EFT25579	13/10/2022	Perth City Air	Plant Maintenance - Parts And Services	213.68
EFT25579	14/10/2022	Coles 0332	Office Amenities	15.45
EFT25579	15/10/2022	Wilson Parking Per109	Meetings	14.18
EFT25579	16/10/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25579	16/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	583.67
EFT25579	16/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	291.84
EFT25579	17/10/2022	Coles Online	Office Amenities	88.20
EFT25579	17/10/2022	Coles Online	Office Amenities	60.20
EFT25579	17/10/2022	Gilberts Fresh Mark	Office Amenities	54.15
EFT25579	17/10/2022	Lighthouse Locksmith	Workshop Expenses	57.20
EFT25579	17/10/2022	Lenovo Australia	Employee IT Expenses	2899.00
EFT25579	18/10/2022	Battery World Cvale	Plant Maintenance - Consumables	344.92
EFT25579	18/10/2022	Bbf Pty Ltd	Office Amenities	625.50
EFT25579	19/10/2022	Coles 0332	Office Amenities	8.70
EFT25579	19/10/2022	Grouch & Co P/L	Office Amenities	114.00
EFT25579	19/10/2022	Scania Australia Pty	Plant Maintenance - Parts	508.20
EFT25579	19/10/2022	Smp*toms Woody Kitchen	Meetings	64.04
EFT25579	19/10/2022	Ebay O*27-09229-42096	Employee IT Expenses	259.79
EFT25579	19/10/2022	Leeming Iga	Meetings	8.99
EFT25579	19/10/2022	Woolworths/Southlands Bvd	Office Amenities	12.65
EFT25579	19/10/2022	Woolworths/Southlands Bvd	Office Amenities	10.95
EFT25579	20/10/2022	Myaree Lunch Bar	Catering For Reg Meeting	80.00
EFT25579	20/10/2022	Total Tools Canning	Plant Maintenance - Tools	149.00
EFT25579	21/10/2022	Tenderlink Com	Tender for T2022/S04	207.90
EFT25579	21/10/2022	Tenderlink Com	Tender for T2022/07	207.90
EFT25579	22/10/2022	Totally Workwear	Employee Protective Clothing	79.95
EFT25579	23/10/2022	Adobe Creative Cloud	Software License Fees	76.99
EFT25579	23/10/2022	Yellow Cab Sa 132227	Employee Travel Expenses	31.13
EFT25579	23/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	321.05
EFT25579	23/10/2022	Whs Ta Inmotion Pt4	Employee Travel Expenses	84.99
EFT25579	23/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	321.05
EFT25579	24/10/2022	Gilberts Fresh Mark	Office Amenities	35.29
EFT25579	24/10/2022	Budget Rent A Car	Employee Travel Expenses	152.06
EFT25579	24/10/2022	Mamak Corner	Employee Accomodation Expenses	48.20
EFT25579	24/10/2022	Crowne Plaza Adelaide Ipp	Employee Accomodation Expenses	26.00
EFT25579	25/10/2022	Coles 0332	Office Amenities	37.85
EFT25579	25/10/2022	Coles 0332	Office Amenities	11.90
EFT25579	25/10/2022	Gm Cabs Pty Ltd	Employee Travel Expenses	224.43
EFT25579	25/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	351.56
EFT25579	25/10/2022	Live Taxi Australia	Employee Travel Expenses	33.12
EFT25579	25/10/2022	Uber *trip	Employee Travel Expenses	93.49
EFT25579	25/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	118.82
EFT25579	25/10/2022	Irish Pubs Australia	Employee Accomodation Expenses	13.17
EFT25579	25/10/2022	Irish Pubs Australia	Employee Accomodation Expenses	26.34
EFT25579	25/10/2022	Crowne Plaza Adelaide Opi	Employee Accomodation Expenses	47.76
EFT25579	25/10/2022	Crown Towers Melbourne	Employee Accomodation Expenses	706.25

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25579	25/10/2022	Crown Towers Melbourne	Employee Accomodation Expenses	<b>689.11</b>
EFT25579	26/10/2022	Parkwood Hardware	Plant Maintenance - Parts	<b>30.30</b>
EFT25579	26/10/2022	Natural History Public	Employee Accomodation Expenses	<b>-1.00</b>
EFT25579	26/10/2022	Natural History Bar	Employee Accomodation Expenses	<b>189.97</b>
EFT25579	26/10/2022	Natural History Public	Employee Accomodation Expenses	<b>1.00</b>
EFT25579	27/10/2022	Adobe Acropro Subs	Software License Fees	<b>274.92</b>
EFT25579	27/10/2022	Adobe Acropro Subs	Software License Fees	<b>91.00</b>
EFT25579	27/10/2022	Adobe Acropro Subs	Software License Fees	<b>121.99</b>
EFT25579	27/10/2022	Sevenoaks Catering	Catering for Recycle Right Meeting	<b>300.00</b>
EFT25579	27/10/2022	Alphaweld Supply Gro	Workshop Expenses	<b>12.64</b>
EFT25579	27/10/2022	Total Eden	Plant Maintenance - Parts And Services	<b>9.61</b>
EFT25579	27/10/2022	Black Cab Vic 132227	Employee Travel Expenses	<b>65.07</b>
EFT25579	27/10/2022	Zero Gradi Crown	Employee Accomodation Expenses	<b>43.54</b>
<b>TOTAL PAYMENTS</b>				<b>20290.17</b>

**Schedule of Payments made in September 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25340	01/09/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 14/08/2022	<b>23983.40</b>
EFT25341	07/09/2022	L.M.H Repairers	Office Maintenance - Parts And Services	<b>34406.90</b>
EFT25342	08/09/2022	Solo Resource Recovery	Quarterly CDS Sharing : 01 Apr to 30 Jun 2022	<b>6282.50</b>
EFT25343	08/09/2022	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing : 01 Apr to 30 Jun 2022	<b>9655.19</b>
EFT25344	08/09/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Quarterly CDS Sharing : 01 Apr to 30 Jun 2022	<b>4512.13</b>
EFT25345	07/09/2022	Fleetcare Pty Ltd	Vehicle Lease	<b>1955.35</b>
EFT25346	09/09/2022	Australian Communications & Media Authority	Licencing Fees	<b>284.00</b>
EFT25347	09/09/2022	Telstra	Utilities	<b>441.29</b>
EFT25348	09/09/2022	Water Corporation*	Utilities	<b>4366.82</b>
EFT25349	09/09/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing 9 Aldous Pl Booragoon - 2022/23	<b>44.00</b>
EFT25350	09/09/2022	Natsync Environmental	RRRC Pest Control Management	<b>395.00</b>
EFT25351	09/09/2022	Synergy - Electricity Retail Corporation	Utilities	<b>615.25</b>
EFT25352	09/09/2022	United Equipment Pty Ltd	Equipment Hire	<b>832.15</b>
EFT25353	09/09/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>16384.72</b>
EFT25354	09/09/2022	BP Australia P/L	Deisel Fuel	<b>11102.74</b>
EFT25355	09/09/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>2062.02</b>
EFT25356	09/09/2022		Cancelled Payment	<b>0.00</b>
EFT25357	09/09/2022	Industrial Protective Products (WA)	Safety Equipment	<b>3639.29</b>
EFT25358	09/09/2022	Network-IT(WA) PTY LTD	IT Services	<b>9457.73</b>
EFT25359	09/09/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>7273.62</b>
EFT25360	09/09/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	<b>13876.50</b>
EFT25361	09/09/2022	Super Sweep	CVC Cleaning Costs	<b>4928.00</b>
EFT25362	09/09/2022	WD Installation Services	Office Maintenance - Parts And Services	<b>2832.50</b>
EFT25363	09/09/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>39368.00</b>
EFT25364	09/09/2022	Purearth	FOGO Waste Collection	<b>66753.54</b>
EFT25365	09/09/2022	Wastetrans Wa	Waste Transport	<b>64944.29</b>
EFT25366	09/09/2022	CMA Carpentry & Maintenance	Office Maintenance - Parts And Services	<b>1765.50</b>
EFT25367	12/09/2022	Event & Conference Co. Pty Ltd	Sponsorship for 2022 Waste & Recycling Conference	<b>3500.00</b>
EFT25368	14/09/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 11/09/2022	<b>116352.05</b>
EFT25369	14/09/2022	Advance Press	Waste Calendars	<b>8074.00</b>
EFT25370	14/09/2022	CTI Logistics Interstate	Transport of Recyclables	<b>6565.94</b>
EFT25371	14/09/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	<b>4240.78</b>
EFT25372	19/09/2022	BAS - Australian Taxation Office (ATO)	BAS August 2022	<b>8366.00</b>
EFT25373	14/09/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 28/08/2022	<b>23245.22</b>
EFT25374	23/09/2022	Telstra	Utilities	<b>1796.06</b>
EFT25375	23/09/2022	Cr Andrew White	Members Allowance for September 2022	<b>676.50</b>
EFT25376	23/09/2022	Cr Doug Thompson*	Members Allowance for September 2022	<b>2300.00</b>



Chq/EFT	Date	Name	Description	Amount
EFT25377	23/09/2022	Cr Karen Wheatland	Members Allowance for September 2022	676.50
EFT25378	23/09/2022	Activate Mental Health (Rahul Seth)	Meetings and Events	150.00
EFT25379	23/09/2022	Arbon Equipment Pty Ltd	Plant Maintenance - Parts And Services	781.00
EFT25380	23/09/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	233.98
EFT25381	23/09/2022	Hands-On Infection Control	Employee Medical Screens	150.60
EFT25382	23/09/2022	Network-IT(WA) PTY LTD	IT Services	692.50
EFT25383	23/09/2022	Realisations Consultancy Pty Ltd	Executive Coaching Program	836.00
EFT25384	23/09/2022	Synergy - Electricity Retail Corporation	Utilities	306.60
EFT25385	23/09/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	1298.00
EFT25386	23/09/2022	BP Australia P/L	Deisel Fuel	9235.95
EFT25387	23/09/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	18408.50
EFT25388	23/09/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	2062.02
EFT25389	23/09/2022	Industrial Protective Products (WA)	Safety Equipment	1685.16
EFT25390	23/09/2022	Minter Ellison Lawyers	Legal Fees	5152.40
EFT25391	23/09/2022	Cancelled Payment		0.00
EFT25392	23/09/2022	SOS-Switched Onto Safety	Annual Licence Renewal FY 22/23	1925.00
EFT25393	23/09/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	11517.00
EFT25394	23/09/2022	Totalenergies Marketing Australia Pty Ltd	Plant Maintenance - Oil	2712.60
EFT25395	23/09/2022	United Equipment Pty Ltd	Equipment Hire	3802.15
EFT25396	23/09/2022	Cancelled Payment		0.00
EFT25397	23/09/2022	Advance Press	Waste Calendars	550.00
EFT25398	23/09/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	256.43
EFT25399	23/09/2022	Blue Force Pty Ltd	Security Monitoring	178.34
EFT25400	23/09/2022	Bunnings Group Limited	Plant Maintenance - Parts	195.11
EFT25401	23/09/2022	EmbroidMe Myaree	Polo Shirts with Resource Recovery Group Logo	279.40
EFT25402	23/09/2022	Outpost Central Pty Ltd	Building Maintenance	924.00
EFT25403	23/09/2022	PEP Transport	Courier Services	63.22
EFT25404	23/09/2022	Rentokil Initial Pty Ltd (ambius)	Office Amenities	54.34
EFT25405	23/09/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25406	23/09/2022	Western Australian Local Government Association	WALGA Membership & Subscription services 2022-2023	71.00
EFT25407	23/09/2022	Work Clobber	Safety Equipment	361.80
EFT25408	23/09/2022	All Fire and Electrical WA	Building Maintenance	4266.94
EFT25409	23/09/2022	Analytical Reference Laboratory (WA) P/L - eurofins	Waste Audit Costs	2206.60
EFT25410	23/09/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	2307.29
EFT25411	23/09/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	17821.35
EFT25412	23/09/2022	CTI Logistics Interstate	Transport of Recyclables	10442.01
EFT25413	23/09/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	8529.18
EFT25414	23/09/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	11552.20
EFT25415	23/09/2022	Di Candilo Steel City	Plant Maintenance - Steel	1325.50
EFT25416	23/09/2022	Direct Communications	Plant Maintenance - Parts And Services	1561.45
EFT25417	23/09/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	6263.00

Chq/EFT	Date	Name	Description	Amount
EFT25418	23/09/2022	Hinco Instruments Pty Ltd	Office Maintenance - Parts And Services	1057.10
EFT25419	23/09/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	3730.38
EFT25420	23/09/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	8946.21
EFT25421	23/09/2022	Industrial Power Tool Services	Plant Maintenance - Tools	3115.20
EFT25422	23/09/2022	Kennards Hire Pty Ltd	Hire Equipment	3099.00
EFT25423	23/09/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	3132.10
EFT25424	23/09/2022	MTS Hire and Sales	Equipment Hire	1320.00
EFT25425	23/09/2022	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	2684.33
EFT25426	23/09/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	2610.32
EFT25427	23/09/2022	OPS Screening & Crushing Equipment Pty Ltd	Equipment Hire	15620.85
EFT25428	23/09/2022	OTR Tyres	Plant Maintenance - Tyres	4389.00
EFT25429	23/09/2022	Peel Resource Recovery Pty Ltd	Consumables - Packing Media	10065.00
EFT25430	23/09/2022	Sanwest Pty Ltd	Plant Maintenance - Parts And Services	4923.60
EFT25431	23/09/2022	Sonic Health Plus	Employment Costs	1037.30
EFT25432	23/09/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1730.65
EFT25433	23/09/2022	Total Electrical & Mechanical Services Pty Ltd	Plant Maintenance - Parts And Services	1036.75
EFT25434	23/09/2022	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	4191.00
EFT25435	23/09/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	8086.12
EFT25436	23/09/2022	Winc Australia Pty Limited	Office Amenities	1123.20
EFT25437	23/09/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	38272.00
EFT25438	23/09/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	44462.00
EFT25439	23/09/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	40212.54
EFT25440	23/09/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	194596.74
EFT25441	23/09/2022	Wastetrans Wa	Waste Transport	70120.95
EFT25442	23/09/2022	Vocus Pty Ltd	Monthly internet service : July 2022	1097.80
EFT25443	27/09/2022	Commonwealth Bank of Australia	Investments - Term Deposit	500000.00
EFT25444	28/09/2022	Allclean Property Services Plus	Cleaning Services for CVC	3518.27
EFT25445	28/09/2022	Purearth	FOGO Waste Collection	41588.80
EFT25446	28/09/2022	Synergy - Electricity Retail Corporation	Utilities	59323.28
EFT25447	28/09/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	43440.07
EFT25448	28/09/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 25/09/2022	116158.54
EFT25449	29/09/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 11/09/2022	23660.73
EFT25450	30/09/2022	City of Canning	CVC Lease	69643.75
EFT25451	30/09/2022	National Australia Bank (NAB)	Credit Card transactions for September 2022	12616.12
EFT25452	30/09/2022	WA Treasury Corporation	Loan Repayments	403710.09
TOTAL PAYMENTS				2382573.89

<b>EFT25451</b>	<b>30/09/2022</b>	<b>Credit Card Transactions for September 2022</b>		<b>12616.12</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25451	28/08/2022	Bunnings 334000	Plant Maintenance - Consumables	7.20
EFT25451	29/08/2022	Insight Call Centre	Community Feedback Hotline	171.00
EFT25451	30/08/2022	Autopro Canning Vale	Office Amenities	83.97
EFT25451	30/08/2022	Browns Radiator Serv	Plant Maintenance - Parts And Services	2145.00
EFT25451	30/08/2022	Grouch & Co P/L	Office Amenities	114.00
EFT25451	30/08/2022	Woolworths/Garden City S/	Office Amenities	19.69
EFT25451	30/08/2022	Woolworths/Garden City S/	Office Amenities	8.70
EFT25451	31/08/2022	Bunnings 327000	Community Garden	42.97
EFT25451	31/08/2022	Bunnings 729000	Community Garden	773.25
EFT25451	31/08/2022	Coles Express 6936	Office Amenities	4.65
EFT25451	31/08/2022	Dominos Estore Livingsto	Community Garden	79.29
EFT25451	31/08/2022	Facebk Cr88hgf4u2	Advertisements	17.56
EFT25451	31/08/2022	Trybooking* Lgis	Meetings	230.50
EFT25451	01/09/2022	Au* Seek Oml502567925	Advertisements	1815.00
EFT25451	01/09/2022	Local Governement Mana	Annual Membership Fees	360.00
EFT25451	01/09/2022	Simpleinout.Com	Software License Fees	44.74
EFT25451	01/09/2022	Vic Basement	Office Amenities	147.50
EFT25451	02/09/2022	Amazon Web Services	Software License Fees	247.62
EFT25451	02/09/2022	Coles 0340	Office Amenities	38.70
EFT25451	02/09/2022	Mol*planetaria	Software License Fees	321.56
EFT25451	02/09/2022	Muzz Buzz Bannister	Community Garden	9.30
EFT25451	02/09/2022	Subway Market City	Community Garden	72.40
EFT25451	03/09/2022	Hello Visitor Pty Lt	Software License Fees	30.90
EFT25451	06/09/2022	Blackwoods Cv	Building Maintenance	56.78
EFT25451	06/09/2022	Eb *eventbrite Invoice	Software License Fees	24.84
EFT25451	06/09/2022	Eb *eventbrite Invoice	Software License Fees	15.18
EFT25451	06/09/2022	Woolworths/Garden City S/	Office Amenities	22.42
EFT25451	07/09/2022	City Of Perth Parking-Ons	Meetings	7.27
EFT25451	07/09/2022	Coles 0332	Office Amenities	19.90
EFT25451	07/09/2022	Coles Express 6936	Office Amenities	3.45
EFT25451	07/09/2022	Coles Express 6970	Plant Maintenance - Fuel	62.57
EFT25451	07/09/2022	Coles Online	Office Amenities	29.30
EFT25451	07/09/2022	Coles Online	Office Amenities	83.85
EFT25451	07/09/2022	Coles Online	Office Amenities	92.80
EFT25451	07/09/2022	Oil/Energy Pty Ltd	Plant Maintenance - Oil	1195.08
EFT25451	07/09/2022	Tenderlink Com	Tender T2022-06	207.90
EFT25451	07/09/2022	Vodien Australia	Software License Fees	34.50
EFT25451	07/09/2022	Woolworths/Bullcreek S/C	Office Amenities	59.04
EFT25451	07/09/2022	Woolworths/Garden City S/	Office Amenities	13.05
EFT25451	08/09/2022	Coles 4838	Office Amenities	80.00
EFT25451	08/09/2022	Gardenfresh	Office Amenities	29.98
EFT25451	08/09/2022	Officeworks	Office Amenities	181.86
EFT25451	09/09/2022	Parkwood Hardware	Plant Maintenance - Parts	89.40
EFT25451	09/09/2022	Wanewsdti	Newspaper Subscription	84.00
EFT25451	12/09/2022	Coles Express 6936	Office Amenities	4.80

Chq/EFT	Date	Name	Description	Amount
EFT25451	12/09/2022	Coles Express 6936	Office Amenities	4.80
EFT25451	12/09/2022	Mailchimp *misc	Software License Fees	50.35
EFT25451	13/09/2022	Woolworths/Garden City S/	Office Amenities	13.05
EFT25451	14/09/2022	Bakers Delight South	Meetings	21.60
EFT25451	14/09/2022	Coles 0358	Meetings	7.00
EFT25451	14/09/2022	Gilberts Fresh Mark	Office Amenities	11.77
EFT25451	14/09/2022	Wageloch	Software License Fees	111.21
EFT25451	14/09/2022	Wageloch	Software License Fees	19.34
EFT25451	14/09/2022	Wageloch	Software License Fees	116.04
EFT25451	14/09/2022	Wageloch	Software License Fees	159.57
EFT25451	14/09/2022	Wageloch	Software License Fees	77.36
EFT25451	15/09/2022	Embroidme Myaree	Protective Clothing	312.40
EFT25451	15/09/2022	Mky Wa Pty Ltd	Plant Maintenance - Tools	116.38
EFT25451	15/09/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25451	15/09/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	467.82
EFT25451	17/09/2022	Maylands Iga	Office Amenities	4.50
EFT25451	19/09/2022	Coles Express 6936	Office Amenities	76.84
EFT25451	19/09/2022	Wilson Parking	Security Services	870.98
EFT25451	19/09/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25451	20/09/2022	Eb *eventbrite Invoice	Software License Fees	16.56
EFT25451	20/09/2022	Total Tools Canning	Plant Maintenance - Tools	29.90
EFT25451	20/09/2022	Woolworths/Garden City S/	Office Amenities	8.70
EFT25451	20/09/2022	Woolworths/Garden City S/	Office Amenities	27.64
EFT25451	23/09/2022	Adobe Creative Cloud	Software License Fees	76.99
EFT25451	23/09/2022	Autopro Canning Vale	Plant Maintenance - Parts And Services	23.98
EFT25451	23/09/2022	Coles Express 6936	Office Amenities	4.80
EFT25451	23/09/2022	Spotlight Pty Ltd	Office Amenities	87.99
EFT25451	23/09/2022	Uber *eats	Meetings	25.26
EFT25451	23/09/2022	Wa Local Government As	Meetings	30.00
EFT25451	26/09/2022	Adobe Acropro Subs	Software License Fees	274.92
EFT25451	26/09/2022	Adobe Acropro Subs	Software License Fees	91.00
EFT25451	26/09/2022	Upwork -516627770ref	IT Services	22.13
EFT25451	27/09/2022	Adobe	Software License Fees	121.99
EFT25451	27/09/2022	Mm Electrical Cannin	Plant Maintenance - Parts And Services	2.29
TOTAL PAYMENTS				12616.12

**Schedule of Payments made in August 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25227	01/08/2022	Luca Group (wa) Pty Ltd	Contracted Services	<b>162,569.61</b>
EFT25228	01/08/2022		Covered in July Payment Schedule	-
EFT25229	03/08/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 31/07/2022	<b>116,915.05</b>
EFT25230	01/08/2022	National Australia Bank (NAB)	Credit Card transactions for July 2022	<b>16,756.37</b>
EFT25231	03/08/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 17/07/2022	<b>23,376.23</b>
EFT25232	05/08/2022	James Lush	Employee Training	<b>12,094.50</b>
EFT25233	05/08/2022	Fleetcare Pty Ltd	Vehicle Lease	<b>1,955.35</b>
EFT25234	09/08/2022	Luca Group (wa) Pty Ltd	Contracted Services	<b>174,467.38</b>
EFT25235	10/08/2022	Telstra	Utilities	<b>2,125.10</b>
EFT25236	10/08/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>38,892.00</b>
EFT25237	10/08/2022	Hands-On Infection Control	Employee Vaccinations	<b>696.90</b>
EFT25238	10/08/2022	Marketforce Productions	Advert for LG Tender T2022/S03	<b>599.29</b>
EFT25239	10/08/2022	Synergy - Electricity Retail Corporation	Utilities	<b>812.97</b>
EFT25240	10/08/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>1,029.60</b>
EFT25241	10/08/2022	Australian Organics Recycling Association (AORA)	Local Government Membership 2023	<b>2,200.00</b>
EFT25242	10/08/2022	BP Australia P/L	Deisel Fuel	<b>6,366.86</b>
EFT25243	10/08/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>5,439.46</b>
EFT25244	10/08/2022	Golden West Lubricants (TotalEnergies Marketing)	Plant Maintenance - Oil	<b>2,262.70</b>
EFT25245	10/08/2022	Industrial Protective Products (WA)	Safety Equipment	<b>3,323.02</b>
EFT25246	10/08/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>13,231.22</b>
EFT25247	10/08/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>16,424.11</b>
EFT25248	10/08/2022	OPS Screening & Crushing Equipment Pty Ltd	Equipment Hire	<b>85.80</b>
EFT25249	10/08/2022	PEP Transport	Courier Services	<b>42.31</b>
EFT25250	10/08/2022	DLA Piper Australia	Legal Fees	<b>1,514.70</b>
EFT25251	10/08/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	<b>2,084.70</b>
EFT25252	10/08/2022	General Crane Services (WA) Pty Ltd	Hire Equipment	<b>4,620.00</b>
EFT25253	10/08/2022	Jason Signmakers	Banners and Signage	<b>6,463.14</b>
EFT25254	10/08/2022	MTS Hire and Sales	Equipment Hire	<b>5,775.00</b>
EFT25255	10/08/2022	Pritchard Francis	Project Planning Consultants	<b>3,844.50</b>
EFT25256	10/08/2022	BH FINE FOODS PTY LIMITED	Office Amenities	<b>495.00</b>
EFT25257	10/08/2022	Super Sweep	CVC Cleaning Costs	<b>4,578.75</b>
EFT25258	15/08/2022	National Recovery Technologies(NRT)	Plant Maintenance - Parts	<b>4,325.49</b>
EFT25259	17/08/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 14/08/2022	<b>120,335.04</b>
EFT25260	17/08/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 31/07/2022	<b>28,254.75</b>
EFT25261	19/08/2022	Eastern Metropolitan Regional Council (EMRC)	Green Deal Alliance Membership Fees	<b>44,000.00</b>
EFT25262	22/08/2022	Vocus Pty Ltd	Monthly internet service : July 2022	<b>1,097.80</b>
EFT25263	24/08/2022	Telstra	Utilities	<b>1,677.75</b>
EFT25264	24/08/2022	Water Corporation*	Utilities	<b>689.95</b>
EFT25265	24/08/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing 9 Aldous Pl Booragoon - 2022/23	<b>44.00</b>

Chq/EFT	Date	Name	Description	Amount
EFT25266	24/08/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	256.19
EFT25267	24/08/2022	Industrial Protective Products (WA)	Safety Equipment	406.78
EFT25268	24/08/2022	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	143.00
EFT25269	24/08/2022	Network-IT(WA) PTY LTD	Office Equipment	335.20
EFT25270	24/08/2022	Cr Andrew White	Members Allowance for August 2022	676.50
EFT25271	24/08/2022	Cr Doug Thompson*	Members Allowance for August 2022	2,300.00
EFT25272	24/08/2022	Cr Karen Wheatland	Members Allowance for August 2022	676.50
EFT25273	24/08/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	40,420.00
EFT25274	24/08/2022	Synergy - Electricity Retail Corporation	Utilities	58,658.90
EFT25275	24/08/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	40,413.45
EFT25276	24/08/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	2,920.50
EFT25277	24/08/2022	BP Australia P/L	Deisel Fuel	1,789.92
EFT25278	24/08/2022	Delta Roofing	Plant Maintenance - Parts And Services	1,562.00
EFT25279	24/08/2022	Minter Ellison Lawyers	Legal Fees	2,334.75
EFT25280	24/08/2022	Perth Recruitment Services Pty Ltd	Labour Hire	21,457.20
EFT25281	24/08/2022	Recycling Plastics Australia Pty Ltd	Waste Disposal Costs	4,017.20
EFT25282	24/08/2022	United Equipment Pty Ltd	Equipment Hire	4,611.20
EFT25283	24/08/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	473.39
EFT25284	24/08/2022	Bunnings Group Limited	Plant Maintenance - Parts	753.94
EFT25285	24/08/2022	EmbroidMe Myaree	Polo Shirts with Resource Recovery Group Logo	762.30
EFT25286	24/08/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	495.00
EFT25287	24/08/2022	Hose Mania	Plant Maintenance - Parts And Services	14.70
EFT25288	24/08/2022	IT Vision User Group Inc.	Membership Subscription 2022/2023	770.00
EFT25289	24/08/2022	Industrial Power Tool Services	Plant Maintenance - Tools	468.00
EFT25290	24/08/2022	Lighthouse Locksmiths	Office Amenities	220.00
EFT25291	24/08/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	215.22
EFT25292	24/08/2022	Majestic Plumbing Pty Ltd	Plant Maintenance - Services	930.60
EFT25293	24/08/2022	Snap Printing Canning Vale	Office Amenities	416.16
EFT25294	24/08/2022	Sonic Health Plus	Employment Costs	486.20
EFT25295	24/08/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25296	24/08/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	35,331.89
EFT25297	24/08/2022	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	176,091.67
EFT25298	24/08/2022	Access Hire Australia	Equipment Hire	1,185.04
EFT25299	24/08/2022	Advance Press	Banners	17,182.00
EFT25300	24/08/2022	All Fire and Electrical WA	Building Maintenance	7,950.60
EFT25301	24/08/2022	Allclean Property Services Plus	Cleaning Services for CVC	3,518.27
EFT25302	24/08/2022	Analytical Reference Laboratory (WA) P/L - eurofins	Waste Audit Costs	1,254.00
EFT25303	24/08/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	2,658.70
EFT25304	24/08/2022	Blue Force Pty Ltd	Security Monitoring	1,418.92

Chq/EFT	Date	Name	Description	Amount
EFT25305	24/08/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	5,472.63
EFT25306	24/08/2022	CTI Logistics Interstate	Transport of Recyclables	6,565.94
EFT25307	24/08/2022	Cea Specialty Equipment Pty Ltd	Plant Maintenance - Freight	1,759.81
EFT25308	24/08/2022	Cleanaway Co Pty Ltd	Waste Disposal	2,395.58
EFT25309	24/08/2022	Cleanflow Environmental Solutions	Plant Maintenance - Parts And Services	1,298.00
EFT25310	24/08/2022	Cleveland Compressed Air Services	Plant Maintenance - Parts	1,674.74
EFT25311	24/08/2022	Con - Mech Pty Ltd	Plant Maintenance - Parts And Services	5,463.21
EFT25312	24/08/2022	Department of Fire & Emergency Services	Safety Monitoring	1,881.00
EFT25313	24/08/2022	Di Candilo Steel City	Plant Maintenance - Steel	3,641.00
EFT25314	24/08/2022	Direct Communications	Plant Maintenance - Parts And Services	2,479.40
EFT25315	24/08/2022	Flick Anticimex Pty Ltd	Plant Maintenance - Parts And Services	1,298.09
EFT25316	24/08/2022	General Crane Services (WA) Pty Ltd	Hire Equipment	3,712.50
EFT25317	24/08/2022	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts	1,801.80
EFT25318	24/08/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	3,046.11
EFT25319	24/08/2022	Kennards Hire Pty Ltd	Hire Equipment	1,515.00
EFT25320	24/08/2022	MTS Hire and Sales	Equipment Hire	2,352.90
EFT25321	24/08/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	3,468.17
EFT25322	24/08/2022	OPS Screening & Crushing Equipment Pty Ltd	Equipment Hire	7,759.62
EFT25323	24/08/2022	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	1,746.25
EFT25324	24/08/2022	Perth Fire Protection Pty Ltd	Software Licensing and Maintenance Fees	2,728.00
EFT25325	24/08/2022	Pritchard Francis	Stage 3 - Site Works	12,760.00
EFT25326	24/08/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	1,106.88
EFT25327	24/08/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1,747.15
EFT25328	24/08/2022	Tema Services Pty Ltd	Laundry Expenses	1,384.57
EFT25329	24/08/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	8,809.45
EFT25330	24/08/2022	Wastedrive Pty Ltd	Plant Maintenance - Consumables	9,141.82
EFT25331	24/08/2022	Western Australian Local Government Association	WALGA Membership & Subscription services 2022-2023	22,613.97
EFT25332	24/08/2022	Winc Australia Pty Limited	Office Amenities	1,465.02
EFT25333	24/08/2022	Work Clobber	Safety Equipment	2,335.65
EFT25334	25/08/2022	Rentokil Initial Pty Ltd (ambius)	Office Amenities	326.04
EFT25335	25/08/2022	Luca Group (wa) Pty Ltd	Contracted Services	38,872.67
EFT25336	26/08/2022	Commonwealth Bank of Australia	Investments - Term Deposit	500,000.00
EFT25337	26/08/2022	City of Canning	CVC Lease	69,643.75
EFT25338	31/08/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 28/08/2022	118,057.59
EFT25339	31/08/2022	National Australia Bank (NAB)	Credit Card transactions for August 2022	37,422.90
<b>TOTAL PAYMENTS</b>				<b>2,154,929.50</b>

<b>EFT25230</b>	<b>01/08/2022</b>	<b>Credit Card transactions for July 2022</b>		<b>16,756.37</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25230	28/06/2022	Insight Call Centre	Community Feedback Hotline Answering	174.69
EFT25230	29/06/2022	J And K Hopkins	Office Furniture	538.00
EFT25230	29/06/2022	Garden City News	Office Amenities	9.99
EFT25230	29/06/2022	The Institution Of E	Annual Membership Fees	684.00
EFT25230	29/06/2022	Auslec Canningvale	Plant Maintenance - Consumables	41.66
EFT25230	29/06/2022	Waste Management	Meetings	70.91
EFT25230	30/06/2022	Little Stove	Meetings	90.70
EFT25230	30/06/2022	Bp Canning Vale 9073	Office Amenities	4.10
EFT25230	01/07/2022	Chambers Pest Soluti	Pest Control	170.00
EFT25230	01/07/2022	Coles 0332	Office Amenities	20.00
EFT25230	01/07/2022	Gardenfresh	Office Amenities	15.00
EFT25230	01/07/2022	Simpleinout.Com	Software License Fees	44.79
EFT25230	02/07/2022	Amazon Web Services	Software License Fees	249.51
EFT25230	03/07/2022	Hello Visitor Pty Lt	Software License Fees	30.48
EFT25230	04/07/2022	Coerco Pty Ltd	Plant Maintenance - Parts	1,876.16
EFT25230	04/07/2022	Bunnings 317000	Office Amenities	7.20
EFT25230	04/07/2022	Coles 0332	Office Amenities	7.60
EFT25230	04/07/2022	Harvey Norman Av/lt	Office Upgrades	3,054.00
EFT25230	05/07/2022	Ati Mirage Training	Employee Training	422.10
EFT25230	07/07/2022	Canning Vale News	Office Amenities	12.00
EFT25230	08/07/2022	Local Government Mana	Annual Membership Fees	531.00
EFT25230	11/07/2022	Coles Express 6936	Office Amenities	2.95
EFT25230	11/07/2022	Bunnings 729000	Community Garden	116.61
EFT25230	11/07/2022	Bunnings 327000	Community Garden	57.49
EFT25230	12/07/2022	Auslec Canningvale	Plant Maintenance - Consumables	157.52
EFT25230	12/07/2022	Mailchimp *misc	Software License Fees	51.19
EFT25230	13/07/2022	V/Cellars 5161	Beverages For Council Meetings	154.50
EFT25230	13/07/2022	Wageloch	Software License Fees	161.20
EFT25230	13/07/2022	Wageloch	Software License Fees	161.16
EFT25230	13/07/2022	Wageloch	Software License Fees	161.16
EFT25230	14/07/2022	Total Tools Canning	Plant Maintenance - Tools	35.80
EFT25230	14/07/2022	Finger Food Catering	Catering For Special Council Meeting	214.20
EFT25230	15/07/2022	Blackwoods Cv	Building Maintenance	407.49
EFT25230	15/07/2022	Coles Express 6936	Plant Maintenance - Fuel	41.58
EFT25230	16/07/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25230	18/07/2022	Total Tools Canning	Plant Maintenance - Tools	159.90
EFT25230	18/07/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25230	18/07/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25230	18/07/2022	Wilson Parking	Security Services	1,024.73
EFT25230	18/07/2022	Finger Food Catering	Bond Refunds - Meetings	- 50.00
EFT25230	18/07/2022	Proskill Australia P	Personal Protective Equipment	389.54
EFT25230	18/07/2022	Proskill Australia P	Personal Protective Equipment	1,085.94
EFT25230	18/07/2022	Proskill Australia P	Personal Protective Equipment	343.17
EFT25230	18/07/2022	Kee Fuel Pty Ltd	Transport Costs	577.50
EFT25230	20/07/2022	The Trailer Shop	Plant Maintenance - Parts	61.17
EFT25230	20/07/2022	Mega Office Supplies	Waste Sorted Games	231.79
EFT25230	20/07/2022	Coles Express 6936	Office Amenities	4.25
EFT25230	20/07/2022	Coles Express 6936	Plant Maintenance - Fuel	45.26



Chq/EFT	Date	Name	Description	Amount
EFT25230	20/07/2022	Waste Management	Meetings	70.91
EFT25230	21/07/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	935.64
EFT25230	21/07/2022	Coles 0332	Office Amenities	3.80
EFT25230	23/07/2022	Adobe Creative Cloud	Software License Fees	76.99
EFT25230	25/07/2022	Woolworths/Nicholson Rd &	Office Amenities	28.55
EFT25230	25/07/2022	Fedex Express Australi	Postage	446.52
EFT25230	25/07/2022	Total Tools Canning	Plant Maintenance - Tools	493.00
EFT25230	25/07/2022	Vcare Hearing	Employee Hearing Tests	198.00
EFT25230	26/07/2022	Coles Express 6935	Plant Maintenance - Fuel	85.90
EFT25230	26/07/2022	Woolworths/Garden City S/	Office Amenities	70.50
EFT25230	26/07/2022	Woolworths/Garden City S/	Office Amenities	25.00
EFT25230	26/07/2022	Adobe Acropro Subs	Software License Fees	91.00
EFT25230	26/07/2022	Adobe Acropro Subs	Software License Fees	274.92
EFT25230	27/07/2022	Fiverreu	English To Arabic Translation Services	18.93
EFT25230	27/07/2022	Coles Express 6936	Office Amenities	4.25
EFT25230	27/07/2022	City Of Perth Parking-Ons	Meetings	8.48
TOTAL PAYMENTS				16,756.37

EFT25339	31/08/2022	Credit Card transactions for August 2022		37,422.90
Chq/EFT	Date	Name	Description	Amount
EFT25339	26/07/2022	Sp Grouch And Co Pty	Office Amenities	114.00
EFT25339	27/07/2022	Bunnings 327000	Community Garden	14.95
EFT25339	27/07/2022	Bunnings 327000	Community Garden	37.90
EFT25339	27/07/2022	Paypal *tts Free	Software License Fees	30.11
EFT25339	27/07/2022	Seton	Plant Maintenance - Consumables	116.86
EFT25339	28/07/2022	Insight Call Centre	Community Feedback Hotline Answering	171.00
EFT25339	28/07/2022	Bunnings 327000	Community Garden	29.90
EFT25339	28/07/2022	Paypal *tts Free	Software License Fees	301.50
EFT25339	28/07/2022	Paypal *tts Free	Refund - Software License Fees	- 30.11
EFT25339	29/07/2022	Local Government Mana	Annual Membership Fees	531.00
EFT25339	29/07/2022	Citymelville Online	Land Rates	2,945.61
EFT25339	29/07/2022	Stirling Lake H/Care	Employee Medical Examinations	180.00
EFT25339	29/07/2022	Department Of Transpor	Licencing Fees	72.55
EFT25339	29/07/2022	Department Of Transpor	Licencing Fees	10.30
EFT25339	29/07/2022	Department Of Transpor	Licencing Fees	253.35
EFT25339	29/07/2022	Department Of Transpor	Licencing Fees	10.30
EFT25339	31/07/2022	Facebook	Advertising Costs	29.24
EFT25339	01/08/2022	Wilson Parking	Security Services	1,087.24
EFT25339	01/08/2022	Simpleinout.Com	Software License Fees	43.50
EFT25339	01/08/2022	Upwork -500499147ref	IT Services	15.49
EFT25339	01/08/2022	Aireng Pty Ltd	Plant Maintenance - Parts	3,611.36
EFT25339	01/08/2022	Paypal *beforeyouidi Be	Membership Fees 2022-23	330.00
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	301.07
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	602.14
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	100.36
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	200.71
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	100.36
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	33.45
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	1,204.27

Chq/EFT	Date	Name	Description	Amount
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	602.13
EFT25339	01/08/2022	Mobile Test N Cal Au	Plant Maintenance - Services	200.71
EFT25339	02/08/2022	Woolworths/Garden City S/	Office Amenities	9.20
EFT25339	03/08/2022	Bp Canning Vale 9073	Office Amenities	4.10
EFT25339	03/08/2022	Amazon Web Services	Software License Fees	248.96
EFT25339	03/08/2022	Hello Visitor Pty Lt	Software License Fees	30.63
EFT25339	03/08/2022	Battery World Cvale	Plant Maintenance - Consumables	579.98
EFT25339	04/08/2022	Cpp Pier Street	Meetings	12.12
EFT25339	08/08/2022	Local Government Mana	Annual Membership Fees	531.00
EFT25339	08/08/2022	Woolworths/Garden City S/	Office Amenities	3.50
EFT25339	08/08/2022	Woolworths/Garden City S/	Office Amenities	8.70
EFT25339	08/08/2022	Scania Australia Pty	Plant Maintenance - Parts	4,276.75
EFT25339	08/08/2022	Scania Australia Pty	Plant Maintenance - Parts and Services	4,719.00
EFT25339	08/08/2022	Scania Australia Pty	Plant Maintenance - Parts and Services	1,646.15
EFT25339	09/08/2022	Coles Express 6936	Office Amenities	4.80
EFT25339	09/08/2022	Scania Australia Pty	Plant Maintenance - Parts	22.45
EFT25339	10/08/2022	Parkwood Hardware	Plant Maintenance - Parts	1,635.70
EFT25339	11/08/2022	Total Tools Canning	Plant Maintenance - Tools	1,131.95
EFT25339	11/08/2022	Red Dot	Waste Sorted Games	129.90
EFT25339	12/08/2022	Coles Express 6936	Office Amenities	4.80
EFT25339	12/08/2022	Mailchimp *misc	Software License Fees	48.48
EFT25339	12/08/2022	Myaree Lunch Bar	Catering For Reg Meeting	88.00
EFT25339	12/08/2022	Super Cheap Auto	Plant Maintenance - Tools	73.98
EFT25339	12/08/2022	Battery World Cvale	Plant Maintenance - Consumables	339.99
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	1,295.94
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	265.94
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	975.93
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	640.00
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	815.94
EFT25339	12/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	320.00
EFT25339	12/08/2022	Coles Express 6936	Plant Maintenance - Fuel	35.71
EFT25339	15/08/2022	Woolworths/Garden City S/	Office Amenities	13.05
EFT25339	15/08/2022	Total Tools Canning	Plant Maintenance - Tools	310.00
EFT25339	15/08/2022	Big W/Ranford & Nicholson	Office Amenities	59.00
EFT25339	15/08/2022	Parkwood Hardware	Plant Maintenance - Parts	222.00
EFT25339	16/08/2022	Zoom.Us 888-799-9666	Software License Fees	20.99
EFT25339	17/08/2022	Sitech Wa Pty Ltd	Licencing Fees	126.50
EFT25339	17/08/2022	Wageloch	Software License Fees	139.01
EFT25339	17/08/2022	Wageloch	Software License Fees	24.18
EFT25339	17/08/2022	Wageloch	Software License Fees	145.06
EFT25339	17/08/2022	Wageloch	Software License Fees	199.45
EFT25339	17/08/2022	Wageloch	Software License Fees	96.70
EFT25339	17/08/2022	Ipy*mhaproducts	Plant Maintenance - Tools	97.02
EFT25339	18/08/2022	Bakers Delight South	Meetings	16.70
EFT25339	18/08/2022	Coles 0358	Meetings	7.00
EFT25339	19/08/2022	Coles 0332	Office Amenities	13.05
EFT25339	19/08/2022	Total Tools Canning	Plant Maintenance - Tools	107.75
EFT25339	22/08/2022	Coles Express 6936	Office Amenities	3.45
EFT25339	23/08/2022	Woolworths/Garden City S/	Office Amenities	2.60

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25339	23/08/2022	Woolworths/Garden City S/	Office Amenities	<b>12.05</b>
EFT25339	23/08/2022	Adobe Creative Cloud	Software License Fees	<b>76.99</b>
EFT25339	23/08/2022	St John Ambulance AU	Building Maintenance	<b>137.28</b>
EFT25339	23/08/2022	St John Ambulance AU	Building Maintenance	<b>34.32</b>
EFT25339	23/08/2022	St John Ambulance AU	Building Maintenance	<b>8.58</b>
EFT25339	23/08/2022	St John Ambulance AU	Building Maintenance	<b>34.32</b>
EFT25339	24/08/2022	Finger Food Catering	Catering For Special Council Meeting	<b>374.34</b>
EFT25339	24/08/2022	Parkwood Hardware	Plant Maintenance - Parts	<b>165.85</b>
EFT25339	24/08/2022	Event And Conference Co P	Waste & Recycle Conference 2022	<b>1,157.10</b>
EFT25339	25/08/2022	Coles Express 6936	Office Amenities	<b>4.80</b>
EFT25339	25/08/2022	Trybooking* Lgis	Meetings	<b>66.50</b>
EFT25339	26/08/2022	Adobe Acropro Subs	Software License Fees	<b>274.92</b>
EFT25339	26/08/2022	Adobe Acropro Subs	Software License Fees	<b>91.00</b>
EFT25339	26/08/2022	Trybooking* Lgis	Meetings	<b>230.50</b>
<b>Total Payments</b>				<b>37,422.90</b>