SOUTHERN METROPOLITAN REGIONAL COUNCIL

SOUTHERN **METROPOLITAN REGIONAL** COUNCIL

AGENDA PAPERS

ORDINARY MEETING OF COUNCIL

THURSDAY 25 FEBRUARY 2021
4.00pm

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

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

TOWN of EAST FREMANTLE
City of Fremantle
City of Kwinana
City of Melville

SOUTHERN METROPOLITAN REGIONAL COUNCIL

Dear Members

The next Ordinary Meeting of the Southern Metropolitan Regional Council will be held at SMRC offices, 9 Aldous Place Booragoon commencing at 4.00pm on Thursday 25th February 2021.

Tim Youé
CHIEF EXECUTIVE OFFICER

SOUTHERN METROPOLITAN REGIONAL COUNCIL

COUNCIL AGENDA
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Corporate Business Plan

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

Our Vision

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

SOUTHERN METROPOLITAN REGIONAL COUNCIL CONFIDENTIAL AGENDA REPORT	
SUBMISSION TO	**Ordinary Council Meeting – 25 February 2021**
REPORT NO.	**11.1**
SUBJECT	**TENDER T2019-02 WCF REMEDIAL WORKS**
AUTHOR	Brendan Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	5 February 2021
FILE REFERENCE	FD/Tenders/T2019-02
ATTACHMENT/S	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) (c), and (d). Dealing with contracts, legal advice

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 is Confidential

CONFIDENTIAL

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.2**
SUBJECT	**SMRC WASTE PLAN 2021**
AUTHOR	Tim Youé, CEO
DATE OF REPORT	8 February 2021
FILE REFERENCE	FD
ATTACHMENT/S	SMRC Waste Plan February 2021

CEO RECOMMENDATION:

1. **THE REGIONAL COUNCIL ADOPT THE SMRC WASTE PLAN FEBRUARY 2021 REQUIRED TO BE REPORTED UNDER SECTION 44 OF THE WARR ACT TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER).**

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

For the Regional Council to consider receiving the report.

STRATEGIC RELEVANCE

Key Result Area 3	**Community & Stakeholder Relationships**
Objective 3.1	We are acknowledged as a community leader in waste recovery & reuse
Strategy 3.2.2	Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse

BACKGROUND

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 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, are 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.

REPORT

On 7 November 2019 the CEO of the Department of Water and Environmental Regulation issued the SMRC with a notice to prepare a waste plan under section 40(4) of the Waste Avoidance and Resource Recovery Act 2007

The SMRC has commonly produced a Strategic Waste Management Plan on behalf of the SMRC and its Participants. The requirement now is for all local governments to produce waste plans and the SMRC Participant Councils would have received a similar notice.

The SMRC and Participant councils have a well-developed approach to waste planning in alignment with the Waste Strategy particularly with regard to FOGO which is well ahead of the metropolitan norm and a core focus of the Waste Strategy.

FINANCIAL

Nil

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.3**
SUBJECT	**REVIEW OF THE WREN**
AUTHOR	T Belcher, Communications Manager
DATE OF REPORT	9 February 2021
FILE REFERENCE	FD: Stakeholder/ Community Advisory Groups
ATTACHMENT/S	0

STAKEHOLDER RELATIONS COMMITTEE RECOMMENDATION:

THAT THE SMRC'S WASTE RECYCLING REDUCTION EDUCATION NETWORK (WREN) BE DISBANDED AND REPLACED WITH A RECYCLE RIGHT 'VOLUNTEERS' GROUP MANAGED BY THE SMRC.

VOTING REQUIREMENT

Simple Majority

STRATEGIC RELEVANCE

Key Focus Area	3	Community & Stakeholder Relationships
Objective	3.2	We effectively communicate with our community & stakeholders
Strategy	3.2.2	Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse

PURPOSE OF REPORT

To review the activity of the SMRC's volunteer group – the Waste Recycling Reduction Education Network (WREN).

BACKGROUND

The WREN was first established in 2009 as a Community Advisory Group (CAG) to enable the SMRC to engage with and be responsive to the community. The SMRC CAG provided the conduit for a two-way dialogue between the SMRC and its regional community with the goal of providing both parties with the informed advice and guidance necessary to enhance decision-making.

In 2009, the over-arching aim of the SMRC's CAG was to:

- Increase community understanding of the importance of recycling and awareness of the operations and programs of both the SMRC and RRRC.
- Gather community feedback and suggestions to assist the SMRC with decision making.
- Help the SMRC to respond more effectively to issues and concerns arising in the community.

It aimed to achieve this by:

- Identifying local impacts from SMRC activities and discussing ways in which these impacts might be mitigated or managed.
- Advising the SMRC on ways to engage local communities and provide stronger community input and feedback to the business.
- Act as a vehicle through which the local communities can voice their concerns and suggest ways to improve SMRC operations.
- Monitor community feedback and identify issues for action and/or discussion.
- Help maximise community-wide support for SMRC programs and activities.
- Regularly report to the SMRC to help it assess overall progress of its community engagement process.

The original idea was to have two community representatives from each of the seven member Councils, equalling 14 members. Members included some councillors and people involved in the waste industry.

CURRENT TERMS OF REFERENCE

In March 2020, the Terms of Reference were amended and accepted by the Stakeholder Committee and the SMRC Committee. The current 'Objectives' of the group are (major changes in red):

The over-arching aim of the WREN is to:

- *increase community understanding of the importance of waste reduction, recycling and sustainable living through education;*
- *increase awareness of the operations and programs of the SMRC;*
- *gather community feedback and suggestions to assist with education and decision-making regarding waste reduction and recycling;*
- *proactively assist the SMRC to respond effectively to issues and concerns arising in the community and industry.*

The WREN will achieve this by:

- *actively engaging with local businesses and the community to provide support through events and activities;*
- *providing feedback to the SMRC on the activities of the WREN through regular meetings;*
- *passing on any community concerns to the SMRC;*
- *assisting the SMRC to achieve* its goals.

Over the years, the CAG has evolved to become the WREN and in 2020, members are much more focused on volunteer and community education activities rather than providing advice and feedback to the SMRC about its operations.

RECENT ACTIVITIES OF THE WREN

- Submission on State Waste Strategy and Plastic Bag Ban (2017)
- Wrote and won a Waste Authority Grant to build recycling hubs (2018)
- Coordinated build of eight recycling hubs with the Fremantle Men's Shed (2019)
- Volunteer assistance on stall at George Street Festival (2019)
- Adverts about reduction and recycling in Fremantle Herald and Southern Gazette (Apr-July 2020)
- Talk about reducing waste – 12 November 2020 at Piney Lakes Education Centre
- Jacaranda Festival stall 28 November 2020 – wanted to do a waste audit on the day

CURRENT SITUATION

Currently, the WREN is:

- No longer involved in feedback regarding odour issues, and this is no longer a major concern for SMRC/RRRC.
- Members are no longer truly representative of the SMRC community. Only seven members (of a maximum of 14) and only representing two councils (Melville and Fremantle).
- No success in trying to inject new members (e.g. younger bin-taggers / university students) into the group.
- 2019/20 Chairperson stepped down at the end of the year. No current Chairperson.
- Planning for 'Community Chats' – have been preparing a detailed script since 2018. First talk happened in November 2020. These 'Community Chats' are planned to run for approximately 90 minutes.
- Considerable time is taken up responding to enquiries and coordinating the group's activities by Comms staff.
- Planned to volunteer at the 2020 Royal show, organise for GO2 cups and investigate why no sustainable waste management plan is in existence. Royal Show cancelled for 2020.
- Wanted to contact business sector to offer advice on waste reduction and recycling. Not deemed their role.

The key aim of the Community Chats was to target existing community group meetings who would not usually be considering waste issues. Thus, the presentation needs to be a lot shorter than 90 minutes (and flexible) to keep the attention of the audience whose key reason for attending the meeting is not to learn about waste reduction and recycling.

REPORT

SHOULD THE WREN BE PROVIDING INDEPENDENT TALKS/ADVICE?

Over the past few years there has been a shift towards the WREN wanted to act as experts in waste education. This is where there is a potential conflict as to whether they should be undertaking this role.

- The Waste Education and Communications staff from the Member Councils have expressed concern about WREN members providing advice to community on waste and recycling issues on an independent basis.
- There is a conflict as to whether Recycle Right should be the conduit for such activities and promotion. For example, writing adverts on waste reduction and recycling for the community newspaper and who should have the final say on how these are worded/written.
- Essentially, this is the role of the Recycle Right Education team, who have the experience and expertise to undertake this on an official basis.

OTHER VOLUNTEER GROUPS

The WREN's capacity as community volunteers at events in the past has been valued and seen as beneficial.

There are other volunteer groups in the Perth area that exist for community members to participate in waste activities:

- WMRC Waste Watchers – evolved from EarthCarers. Participants do a 3-hour condensed workshop and then can help volunteer at events.
- EarthCarer's – open to those who have undertaken the EarthCarer's course (6 sessions). These individuals go on to volunteer at community events. MRC was key to running these sessions, but since the standing down of their waste education team, this is no longer happening. EMRC are still running courses. City of Cockburn have just scheduled a course also.
- Living Smart – meet periodically to have demonstrations (run by Ecoburbia)
- Litter Heroes – Keep Australia Beautiful volunteers collecting litter
- Taronga Blue – volunteers for beach clean up
- Greenbatch – various volunteer positions available sorting in workshop or working at events, schools or community talks

PROPOSAL: RECYCLE RIGHT 'VOLUNTEERS'

We propose to wind up the WREN, as it currently exists.

In its place, the SMRC will set up a Recycle Right 'Volunteers' group ["Recycle Right Rangers" for example]

- Offer workshop on waste education topics to new members.
- Members can be available for volunteer opportunities and to help at events and school incursions.
- Some WREN members may be interested in transitioning to this new group.
- The WREN budget move to be used to establish the Recycle Right Volunteers.
- There would be 2-3 social events held each year for volunteers.

This would provide a key group of interested community members with consistent knowledge and education about waste, reduction and recycling. It would also provide a key group of community members to draw on for advice if it were needed.

The Recycle Right team (Communications Manager, Waste Education Officer and Waste Education Officer & Project Officer) more active in contacting community groups for presentations and workshops. Recycle Right Volunteers could assist during these workshops and presentations, as well as during day-long school incursions that are being planned.

The Recycle Right team will investigate targeting businesses to offer advice (or information package) on waste reduction and recycling in the workplace, working with Member Councils.

FINANCIAL IMPLICATIONS

The 2020/21 Budget has provision for the WREN activities that can be carried over for the newly established Recycle Right Volunteers at no additional cost.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.4**
SUBJECT	**Disability and Access Inclusion Plan (2021-26)**
AUTHOR	Teresa Belcher, Communications Manager
DATE OF REPORT	09/02/2021
FILE REFERENCE	FD: Corporate Governance/ Statutory Requirements
ATTACHMENTS	Disability and Access Inclusion Plan (2021-26)

STAKEHOLDER RELATIONS COMMITTEE RECOMMENDATION:

THAT THE COUNCIL ADOPTS THE SMRC DISABILITY ACCESS & INCLUSION PLAN 2021-26.

VOTING REQUIREMENT
Simple Majority

PURPOSE OF REPORT

To endorse the SMRC's 2021-26 Disability Access and Inclusion Report.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
The CEO ensures that the SMRC complies with statutory legislation

Legislative
Disability Services Act (1993)

IMPLICATIONS TO CONSIDER:

Consultative:
Draft Plan has been considered by the Department of Communities, SMRC internal stakeholders, Community engagement and advertising.

Strategic relevance:

Key Focus Area Business Sustainability
Objective 2.2 Our business is efficient, financially viable and sustainable
Strategy 2.2.4 Being a responsible and considered employer

Policy related:
SMRC Recruitment and Selection Policy (July, 2020)
Equal Employment Opportunity Management Plan (July 2020)
6.8 Equal Opportunity Standard (2018)

Financial:
No implications

Legal and statutory:
It is a requirement of the *Disability Services Act (1993)* that all local governments develop and implement a Disability Access and Inclusion Plan that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services. Other legislation underpinning access and inclusion includes the *WA Equal Opportunity Act (1984)* and the Commonwealth *Disability Discrimination Act (1992)* (DDA).

Risk related:
If SMRC does have a plan it will be non-compliance with Legislation

BACKGROUND:

The SMRC's DAIP will be reviewed at least every five years, in accordance with the *Disability Services Act 1993*. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise.

To inform this Plan, the SMRC consulted with key stakeholders to guide further improvements to access and inclusion. This process included:

- Examination of existing DAIPs, documents and strategies;
- Review of existing facilities and services at SMRC and how these already have provisions for people with disabilities;
- Investigation of trends and good practice in access and inclusion;
- Internal staff consultation and feedback via survey feedback and discussions;
- Consultation with the community via an online survey:
    - Groups who have previously visited on a RRRC tour including:
        - Disability groups
        - Aged care

REPORT:

The SMRC is committed to achieving the eight desired outcomes of its Disability Access and Inclusion Plan. These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the SMRC.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the SMRC.
3. People with disability receive information from the SMRC in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the SMRC as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to the SMRC.
6. People with disability have the same opportunities as other people to participate in public consultation by the SMRC.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the SMRC.
8. The SMRC Council ensures that a Disability Access and Inclusion Policy and Plan are developed, implemented and reviewed regularly.

The DAIP provides actions for each of these outcomes and a timeline.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.5**
SUBJECT	**CORPORATE POLICY REVIEWS**
AUTHOR	C Wiggins Executive Manager Corporate Services
DATE OF REPORT	18 February 2021
FILE REFERENCE	FD: Corporate Governance\Policies
ATTACHMENTS	Policy Documents

CEO RECOMMENDATION:

1. **THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
    a. **AUDIT & RISK COMMITTEE NO 1.4**
    b. **RRRC PROJECT COMMITTEE NO 1.14**
    c. **RELATED PARTY DISCLOSURE NO 4.5**
    d. **BUSINESS DEVELOPMENT NO 4.8**
    e. **BUSINESS CONTINUITY MANAGEMENT NO 4.9**
    f. **ASSET MANAGEMENT NO 4.10**
    g. **SOCIAL MEDIA NO 4.12**

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
Council Polices are to be reviewed regularly

Legislative
The Local Government Act 1995
LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus Area Business Sustainability
Objective 2.1 Our governance model supports an effective and efficient business model
Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:
Policy No 4.1 Policy Development and Procedures

Financial:
Not applicable

Legal and statutory:
Not applicable

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	Infringement by relevant authority	1- Compliance with legislation, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6

REPORT

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

No.	Policy Title	Objective	Proposed Amendments
1.4	Audit & Risk Committee	To establish a Committee of the Regional Council for purposes of reviewing its audit, risk and compliance functions.	See proposed changes
1.14	RRRC Project Committee	To perform the requirements of clause 2 of the Project Participants Agreement. To discuss project decisions to facilitate reviews, plans and advice pursuant to the SMRC Establishment Agreement and RRRC Project Participants Agreement.	No change to the content
4.5	Related Party Disclosure	The purpose of this Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures: The objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.	See proposed changes
4.8	Business Development	To provide guidelines for establishing and managing plans, strategies and objectives To maintain a clear linkage between the relevant goals and strategies detailed in the SMRC's Strategic Plan.	See proposed changes

No.	Policy Title	Objective	Proposed Amendments
4.9	Business Continuity Management	SMRC shall conduct Business Continuity Planning to prevent or minimise any interruption of critical business functions to its stakeholders and customers, due to a crisis or an emergency situation (also referred to as disruption-related risk).	No change to the content
4.10	Asset Management	The Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced. The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.	No change to the content
4.12	Social Media	To set clearly defined guidelines for all SMRC staff, volunteers or contractors whom are users of Social Media.	new

SOCIAL MEDIA POLICY (NEW)

Social media is a tool used to communicate messages about waste and recycling to the general community and stakeholders.

This policy establishes the use of social media within the organisation to make content, provide feedback and communicate with others who are interested in waste education, recycling, reduction, avoidance, etc. It will also help the SMRC to find new ways of engaging people who live, work or spend time in the City of Fremantle, City of Melville, City of Kwinana, Town of East Fremantle as well as expand its reach to the wider Perth and WA regional communities (including Recycle Right Members).

The SMRC/Recycle Right Communications Team will create a Social Media Plan as part of the Communications Plan that will outline more detailed aspects of the social media strategy.

The draft policy was endorsed by the Stakeholder Relations committee on 15 February 2021.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.6**
SUBJECT	**LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN FOR 2020**
AUTHOR	Tim Youé Chief Executive Officer
AUTHOR'S INTEREST	Nil
DATE OF REPORT	3 February 2021
FILE REFERENCE	FD: Corporate Governance\Reporting \Compliance Returns
ATTACHMENT/S	Local Government Compliance Audit Return for 2020

AUDIT & RISK COMMITTEE RECOMMENDATION:

1. **THAT THE LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2020 TO 31 DECEMBER 2020 BE ADOPTED AND FORWARDED TO THE DEPARTMENT OF LOCAL GOVERNMENT FOLLOWING CERTIFICATION BY THE CHAIRMAN AND THE CHIEF EXECUTIVE OFFICER.**
2. **THE COMMENTS AND ACTIONS RELATING TO NON-COMPLIANCE BE FOWARDED TO THE DEPARTMENT OF LOCAL GOVERNMENT.**

VOTING REQUIREMENT
Simple Majority

PURPOSE OF REPORT
To review the Local Government Compliance Audit Return for the period 1 January 2020 to 31 December 2020.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
prescribed statutory requirements in regulation 13 of the Local Government (Audit) Regulations 1996. Local Government Act 1995 s. 7.13(1)(i)

IMPLICATIONS TO CONSIDER:

Consultative:
The Compliance Return and this report was presented and discussed at the Audit & Risk Committee on 15 February 2021.

Strategic relevance:

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

Policy related:
Not applicable

Financial:
The report was prepared inhouse.

Legal and statutory:
prescribed statutory requirements in regulation 13 of the Local Government (Audit) Regulations 1996. Local Government Act 1995 s. 7.13(1)(i)

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-compliance (Corporate)	Infringement by relevant authority Legislative Compliance under the Local Government Act s7.13(1)(i)	1- CEO Review of Statutory legislation & Compliance Report 2018, 2- code of conduct, 3- Compliance Calendar/Register, 4- State Govt Legislative updates, 5- Annual Compliance Audit Return,	Low 6

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

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

The Compliance Audit Return is to be presented to Council for adoption. The Chairman and the Chief Executive Officer are to complete a joint certification as to the contents of the return and submit to the Department of Local Government by 31 March 2021, together with any comments of non-compliance.

REPORT

The Compliance Audit Return was undertaken internally by SMRC's recently appointed Accountant, Mr Ravi Gudi.
Mr Gudi meets the separation of duties rule and has no conflict of interest as he was not responsible for any of the compliance tasks and has relied upon evidence in performing his assessment.

There are no non-compliance matters raised.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.7**
SUBJECT	**CHIEF EXECUTIVE OFFICER DELEGATED AUTHORITY 2021**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	15 February 2021
FILE REFERENCE	FD: Corporate Governance\Reporting\CEO Delegations
ATTACHMENT/S	Delegated Authority Register 2020

CEO RECOMMENDATION/S:

1. THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER FOR THE 2021 CALENDAR YEAR BE ADOPTED:

1) <u>TENDER FOR GOODS AND SERVICES</u>:

a) CALL AND INVITE TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET.

b) TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET TO THE VALUE OF $300,000.

2) DISPOSAL OF REGIONAL COUNCIL ASSETS SURPLUS TO COUNCIL'S REQUIREMENTS AS FOLLOWS:

a) BELOW $100,000 WRITTEN DOWN BOOK VALUE WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.

b) BETWEEN $100,001 AND $500,000 WRITTEN DOWN BOOK VALUE IN CONSULTATION WITH THE CHAIR OR IN ABSENCE OF THE CHAIR, THE DEPUTY CHAIR WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.

3) APPROVAL, AUTHORISATION AND PAYMENT OF ACCOUNTS IN ACCORDANCE WITH COUNCIL'S POLICY.

4) SIGN THE FOLLOWING CERTIFICATES ON BEHALF OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL AND ITS PARTICIPANTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SECURED LENDING FACILITY AGREEMENT WITH THE WA TREASURY CORPORATION FOR THE:

a) REGIONAL RESOURCE RECOVERY CENTRE & SMRC ADMINISTRATION BUILDING.

i. **SIGN AS AN AUTHORISED SIGNATORY ALL WA TREASURY CORPORATION LOAN DRAW-DOWN SCHEDULES PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**

ii. **SIGN AS AN AUTHORISED SIGNATORY ALL CERTIFICATIONS OF PARTICIPANTS SHARE'S IN THE SECURED LENDING FACILITY WITH THE WA TREASURY CORPORATION PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**

iii. **NOTIFY IN WRITING TO THE WA TREASURY CORPORATION ANY FAILURE BY A PARTICIPANT TO PAY PRINCIPAL OR INTEREST WITHIN THE TIME SPECIFIED PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**

5) **DISPOSAL OF PRODUCTS PROCESSED AT THE RRRC TO STATE AND LOCAL GOVERNMENTS AND THE PRIVATE SECTOR UP TO $50,000.**

6) **AUTHORITY TO NEGOTIATE AND ENTER INTO SERVICE AGREEMENTS FOR SMRC SERVICES AND CONSULTANCIES WITHIN THE RANGE OF ADOPTED FEES AND CHARGES WITH A TOTAL VALUE NOT EXCEEDING $20,000,000 AND TEN YEARS AND IN CONSULTATION WITH THE CHAIR.**

7) **NEGOTIATE A PERCENTAGE WITHIN THE ADOPTED FEE STRUCTURE FOR ACCEPTING PRE-SORTED RECYCLABLE MATERIAL AT THE RRRC.**

8) **APPROVE VARIATIONS TO SMRC CONTRACTS UP TO A TOTAL VALUE OF 10% OF THE CONTRACT VALUE.**

9) **SELL CARBON OFFSET CREDITS AT THE PREVAILING MARKET PRICE.**

10) **SELL COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE AT THE PREVAILING MARKET PRICE IN ACCORDANCE WITH SECTION 3.58(5)(B) OF THE LOCAL GOVERNMENT ACT 1995.**

11) **SELL COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE THAT DO NOT MEET CONTRACTED MATERIAL SPECIFICATIONS.**

12) **AWARD PUBLIC TENDERS FOR THE SALE OF COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE WITH A TENDER VALUE NOT EXCEEDING $1,000,000.**

13) **TO NEGOTIATE AN AGREED FINANCIAL CONTRIBUTION FEE WITH PARTICIPANTS WHERE ANY WASTE IS DIVERTED FROM THE RRRC.**

14) **SIGN DOCUMENTS ON BEHALF OF THE REGIONAL COUNCIL INCLUDING THE EXECUTION OF DEEDS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. **RESTRICTED TO DOCUMENTS NOT REQUIRING THE COMMON SEAL OF THE SMRC**
2. **SUBJECT TO THE APPROVALS IN DA NO 6, RESTRICTED TO CONTRACTS WITH A VALUE NOT EXCEEDING THE CEO'S DELEGATED AUTHORITY EXPENDITURE LIMIT (EG $300,000)**
3. **RESTRICTED TO AGREEMENTS AND CONTRACTS WITH TERMS NOT EXCEEDING 10 YEARS**
4. **RESTRICTED TO AGREEMENTS AND CONTRACTS REQUIRING REGIONAL COUNCIL APPROVAL IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT**
5. **ALL TRANSACTIONS UNDER THIS DELEGATION ARE TO BE RECORDED IN THE DELEGATED AUTHORITY REGISTER**

THE DELEGATION INCLUDES FORMAL DOCUMENTATION SUCH AS: CONSULTANCY AGREEMENTS, VARIATIONS TO AGREEMENTS, CONFIDENTIALITY AGREEMENTS, MEMORANDUMS OF UNDERSTANDING, ETC.

15) **POWER TO ACT ON BEHALF OF THE COUNCIL TO RESOLVE THE MATTER AT A MEDIATION CONFERENCE WITH REFERENCE TO THE CONFIDENTIAL REPORT DATED 15 NOVEMBER 2019 AND IN CONSULTATION WITH THE CHAIR.**

16) **TO ENTER INTO A CONTRACT WITH CLEANAWAY FOR THE RECEIVAL AND PROCESSING OF RECYCLING MATERIAL, WITH CONSULTATION WITH THE CHAIR**

17) **TO ENTER INTO A CONTRACT WITH SOLO RESOURCES PTY LTD FOR A TERM OF FIVE YEARS WITH AN OPTION TO EXTEND FOR A FURTHER FIVE YEARS FOR THE RECEIVAL AND PROCESSING OF RECYCLING MATERIAL.**

18) **TO APPROVE THE SUPPLY OF TEMPORARY WORKFORCE FOR THE RRRC OPERATIONS THROUGH LABOUR HIRE AGENCIES IN THE WALGA PREFERRED SUPPLIER PANEL AND OTHER EMPLOYMENT AGENCIES FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021.**

2. **THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CEO PERFORMANCE REVIEW COMMITTEE BE ADOPTED:**

    1) **THE CEO PERFORMANCE REVIEW COMMITTEE BE GIVEN DELEGATED AUTHORITY TO APPOINT A HUMAN RESOURCES CONSULTANT WITHIN BUDGET PROVISIONS TO ASSIST IN THE CEO'S EMPLOYMENT APPRAISALS.**

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

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

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

STRATEGIC RELEVANCE

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

BACKGROUND

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

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

Sixteen existing Delegations to the CEO are recommended to continue with some modifications as follows.

Amendments to DA6
the purpose and approval for the CEO to have delegated authority to enter into sales agreements for recycling and FOGO processing without the requirement to call a special council meeting for a resolution for each agreement. The Council is effectively granting the CEO to follow the strategic direction and business plan for the RRRC Project.

An example is where a Council requests a quotation/tender for recycling or FOGO processing for a term of 5 year + 5 years option to extend. SMRC would need to seek authorization to respond to the request as it exceeds the CEO's delegation.

It is proposed to amend Delegation No 6 –
AUTHORITY TO NEGOTIATE AND ENTER INTO SERVICE AGREEMENTS FOR SMRC SERVICES AND CONSULTANCIES WITHIN THE RANGE OF ADOPTED FEES AND CHARGES WITH A TOTAL VALUE NOT EXCEEDING ~~$10,000,000~~ $20,000,000 AND ~~THREE~~ TEN YEARS AND IN CONSULTATION WITH THE CHAIR.

Amendments to DA8
The purpose of this delegation to allow the CEO to make a fast turn around decision where after a contract is awarded, unforeseen price variation is necessary in order to complete the work in a timely manner without changing the original scope of the works. Where practicable any proposed price variations will be reported to Council prior to approval.

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 21A
21A . Varying a contract for the supply of goods or services
If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

(a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).

It is proposed to amend Delegation No 8 -
APPROVE VARIATIONS TO SMRC CONTRACTS UP TO A TOTAL VALUE OF ~~7%~~ 10% OF THE CONTRACT VALUE ~~BUT NOT EXCEEDING $150,000 OR THE APPROVED ANNUAL BUDGET~~.

NEW Delegations

1. DA 17

The SMRC has processed recyclable material received from SOLO Resources, the waste collector for the Town of Cottesloe for a number of years. It is proposed that a long term agreement between SMRC and SOLO be executed.

17) TO ENTER INTO A CONTRACT WITH SOLO RESOURCES PTY LTD FOR A TERM OF FIVE YEARS WITH AN OPTION TO EXTEND FOR A FURTHER FIVE YEARS FOR THE RECEIVAL AND PROCESSING OF RECYCLING MATERIAL.

2. DA 18

The SMRC has engaged a number of labour hire agencies under the WALGA preferred supplier panel for the MRF and FOGO operations temporary workforce. The supplier panel is an approved exemption from Public Tender under the Local Government Act and Regulations.

Given the value of the workforce engagement exceeding the CEO's usual delegated limit, it is proposed that the Council approve the CEO's authority to supply temporary labour under the WALGA panel and other employment agencies for the 2020-21 financial year.

18) TO APPROVE THE SUPPLY OF TEMPORARY WORKFORCE FOR THE RRRC OPERATIONS THROUGH LABOUR HIRE AGENCIES IN THE WALGA PREFERRED SUPPLIER PANEL AND OTHER EMPLOYMENT AGENCIES FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021.

DELEGATED AUTHORITY TO COMMITTEES

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

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

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

DELEGATED AUTHORITY TO OTHER EMPLOYEES

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

There are currently no conditions on the CEO delegations and where appropriate the CEO has delegated some powers and duties to employees in accordance with Council policies. (NB: any

employee acting in the position of Chief Executive Officer has the same powers delegated to the CEO.)

The following CEO delegations have been delegated to other employees.

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

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

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

DA8 Approve Minor Variations to SMRC Contracts Up to a Total Value of 7% of the Contract Value, But Not Exceeding $150,000 or the Approved Annual Budget.

Delegated to Executive Manager Strategic Projects and Executive Manager RRRC Operations

DA11 Sell Commodities Produced at the Regional Resource Recovery Centre That Do Not Meet Contracted Material Specifications.

Delegated to Executive Manager RRRC operations

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

SOUTHERN METROPOLITAN REGIONAL COUNCIL CONFIDENTIAL AGENDA REPORT	
SUBMISSION TO	**ORDINARY COUNCIL MEETING – 25 FEBRUARY 2021**
REPORT NO.	**11.8**
SUBJECT	**SMRC MARKETING PLAN 2020-2024**
AUTHOR	T Youé, Chief Executive Officer
AUTHOR'S INTEREST	Nil
DATE OF REPORT	4 February 2021
FILE REFERENCE	FD/Corporate/Business Development/Business Plans
ATTACHMENT/S	Confidential SMRC Marketing Plan 2020-2024

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), (d) and (e). Dealing with contracts, legal advice which may be obtained and third party commercial values.

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.

RRRC PROJECT COMMITTEE RECOMMENDATION

1. **THE COUNCIL ADOPTS THE SMRC MARKETING PLAN 2020 – 2024.**

VOTING REQUIREMENT

Simple Majority

PURPOSE OF THIS REPORT

The SMRC's Marketing Plan be aligned with the Council Strategic Plan and strategies.

CONFIDENTIAL

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council - 25 February 2021**
REPORT NO	**11.9**
SUBJECT	**MID-YEAR 2020-21 BUDGET REVIEW**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	8 February 2021
FILE REFERENCE	FD: Corporate Finance\Budgeting
ATTACHMENT/S	SMRC 2020/21 Mid Year Budget Report dated 8 February 2021

CEO RECOMMENDATION:

THAT THE MID YEAR 2020/21 BUDGET REVIEW AND BUDGET AMENDMENTS REPORT DATED 8 FEBRAURY 2021 BE ADOPTED.

VOTING REQUIREMENT

Absolute Majority

PURPOSE OF REPORT

To report to Council on the mid-year 2020/21 budget review.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

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

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

IMPLICATIONS TO CONSIDER:

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

Strategic relevance:

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

Policy related:
Not applicable

Financial:
Refer to the attached report.

Risk related:

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

REPORT

BUDGET 2020-21 REVISION SUMMARY

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

SMRC's operating revenue has increased to $30.2M (original Budget $26.2M) due to the following additions and favourable results.

ADDITIONS

- Sale of legacy Carbon Credits from our compost activities of approximately $400K will be transferred to the RRRC contingency reserve.
- $30K profit in revenue from non-member local governments utilising our waste auditing services for 2020/21.
- The SMRC was successful in receiving a State Waste Authority grant of $250K towards the purchase of a slow speed shredder for FOGO operations. Procurement & budget amendment approved by Council in November 2020.

FAVOURABLE

- Cleanaway Contract for processing its contracted recycling will extend for a further 3 months to mid May 2021.
- MRF recyclable product sales has increased over the past two quarters this financial year resulting in discounts for member's gate fees.
- The State's Container for Change refund methodology on the average weighted tonnes on eligible recyclables has resulted in a higher position than the SMRC's original estimated modelling.
- Improvements in the recovery of organic material from RRRC's pre-sort processing of FOGO has achieved dual benefits in higher recovery rates and lower expenditure.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.10**
SUBJECT	**FINANCIAL REPORTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	18 February 2021
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2020/21
ATTACHMENT/S	#1 Statement of Financial Activity – 31 January 2021 #2 Statement of Financial Activity – 31 December 2020 #3 Statement of Financial Activity – 30 November 2020

CEO RECOMMENDATION:

1. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIODS ENDED 31 JANUARY 2021, 31 DECEMBER 2020 AND 30 NOVEMBER 2020 BE RECEIVED.**
2. **THE SMRC CASH INVESTMENT PORTFOLIO AS AT 31 JANUARY 2021 BE RECEIVED.**

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To receive the financial statements and the current cash investment portfolio for the following periods:

1. **Financial Statements for the period ended 31 January 2021**
2. **Financial Statements for the period ended 31 December 2020**
3. **Financial Statements for the period ended 30 November 2020**
4. **Cash investment portfolio as at 31 January 2021**

STRATEGIC RELEVANCE

Key Result Area 2: Business Sustainability
Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- 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).
- The Council resolved at its meeting on 27 August 2020 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.
- 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. (FM Regs 34(4)(a))

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
30 Nov 2020	31 Jan 2021	25 Feb 2021
31 Dec 2020	28 Feb 2021	25 Feb 2021
31 Jan 2021	31 Mar 2021	25 Feb 2021
28 Feb 2021	30 Apr 2021	27 May 2021

REPORT

1. Financial Statements for the period ended 31 January 2021

	YTD BUDGET Jan-21 ($M)	YTD ACTUAL Jan-21 ($M)	CHANGE
OPERATING REVENUES	$18.2	**$18.2**	$0.0
OPERATING EXPENSES (BEFORE DEPRECIATION)	$14.3	**$14.3**	$0.0
OPERATING SURPLUS/ DEFICIT	$3.9	**$3.9**	$0.0
	CURRENT BUDGET Jun-20 ($M)	**YTD ACTUAL Jan-21 ($M)**	**ACTUAL 30/06/2019**
CASH IN BANK	$8.7	**$8.9**	**$10.2**
OUTSTANDING LOANS	$8.4	**$10.1**	**$11.7**
NET ASSETS	$26.0	**$34.1**	**$32.4**

Notes:

1) Operating Revenue is in line with budget.
2) Operating Expenses are in line with budget.
3) YTD Operating Surplus is in line with the budget.
4) Net Assets are currently higher than the budget due to Asset revaluation & new accounting treatment of leases.

A summary of budget variances is provided in the attached report.

SMRC Reserve Strategy

The table below shows the details of the reserves and the level of funds held in reserves as on 30 June 2020. Transfers from reserves are in line with the budget as on 31 January 2021.

RESERVES		BALANCE Jun-20 ($M)	CURRENT BUDGET Jun-21 ($M)	ACTUAL BALANCE Jan-21 ($M)
EXISTING UNDERTAKINGS				
CONFERENCE	Councillors & Staff	$0.03	$0.03	$0.03
OFFICE PROJECT				
OFFICE - 9 ALDOUS PL	Capex / Major Repairs	$0.27	$0.27	$0.27
RRRC PROJECT				
CONTINGENCY	Operating deficits, asset renewals program, employment terminations and insurance claims below the excess for RRRC	$5.64	$4.40	$4.41
RESTORATION	RRRC ground lease liabilities on termination of lease	$1.36	$1.36	$1.36
TOTAL RRRC PROJECT		$7.00	$5.76	$5.77
TOTAL ALL RESERVES		**$7.30**	**$6.06**	**$6.07**

SMRC Debtors as on 31 January 2021

The SMRC's debtors book (organisations who owe SMRC money) shows outstanding debtors as at 31 January 2021.

DEBTORS AGED ANALYSIS					
					($M)
120 Days & Over	90 Days	60 Days	30 Days	Current	Total
$0.06	$0.16	$0.06	$1.98	$2.41	$4.67

Accounts 120 days and over primarily relates to various fees for member councils and we are currently seeking clarification on the delay in payment.

Accounts 90 days include commercial customers that allow for the Council to charge interest on the late payments.

2. Financial Statements for the period ended 31 December 2020

	YTD BUDGET Dec-20 ($M)	YTD ACTUAL Dec-20 ($M)	CHANGE
OPERATING REVENUES	$15.5	$15.7	$0.2
OPERATING EXPENSES (BEFORE DEPRECIATION)	$12.1	$11.9	-$0.2
OPERATING SURPLUS/ DEFICIT	$3.4	$3.8	$0.4
	BUDGET Jun-21 ($M)	**YTD ACTUAL Dec-20 ($M)**	**ACTUAL 30/06/2020**
CASH IN BANK	$8.7	$9.1	$10.2
OUTSTANDING LOANS	$8.4	$10.1	$11.7
NET ASSETS	$26.0	$34.4	$32.4

Notes:

1) Operating Revenue is in line with budget.
2) Operating Expenses are lower to date due to lower employment, WFC utility expenses and insurance premium savings.
3) YTD Operating Surplus is in better than the budget due to the above.
4) Net Assets are currently higher than the budget due to Asset revaluation & new accounting treatment of leases.

A summary of budget variances is provided in the attached report.

3. Financial Statements for the period ended 30 November 2020

	YTD BUDGET Nov-20 ($M)	YTD ACTUAL Nov-20 ($M)	CHANGE
OPERATING REVENUES	$11.9	$12.2	$0.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	$10.2	$10.7	$0.5
OPERATING SURPLUS/ DEFICIT	$1.7	$1.5	-$0.2
	BUDGET Jun-21 ($M)	**YTD ACTUAL Nov-20 ($M)**	**ACTUAL 30/06/2020**
CASH IN BANK	$8.7	$8.2	$10.2
OUTSTANDING LOANS	$8.4	$10.9	$11.7
NET ASSETS	$26.0	$32.4	$32.4

Notes:

1) Operating Revenue is higher due to MRF & FOGO tonnages.
2) Operating Expenses are higher to date due to plant maintenance expenditure
3) YTD Operating Surplus is lower than the budget due to higher expenditure.
4) Net Assets are currently higher than the budget due to Asset revaluation & new accounting treatment of leases.

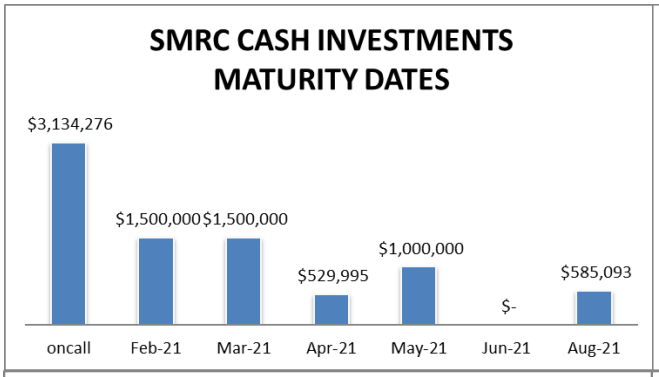
4. The SMRC Cash Investment portfolio is as follows

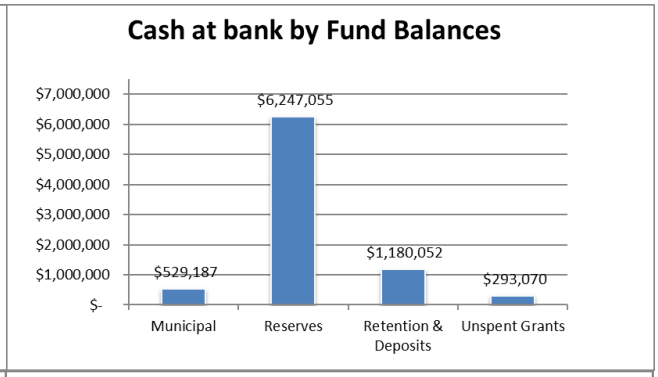
SOUTHERN METROPOLITAN REGIONAL COUNCIL
CASH INVESTMENT PORTFOLIO
As at 31 January 2021

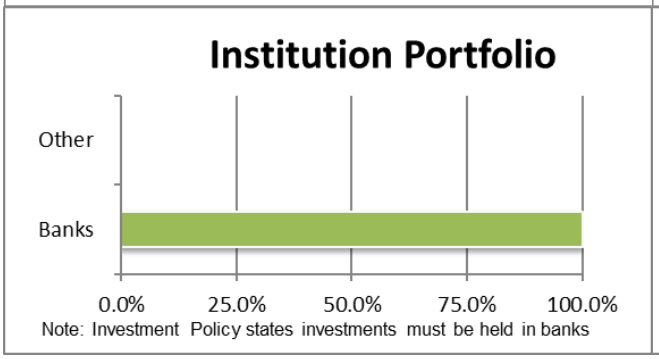
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	0.05%	$ 3,134,276	oncall	BWA Oncall	AA	Bank	100%	$ 3,134,276
11	0.80%	$ 585,093	22/08/2021	CBA	AA	Bank	100%	$ 585,093
12	0.65%	$ 1,500,000	26/03/2021	WBC	AA	Bank	100%	$ 1,500,000
31	0.60%	$ 529,995	9/04/2021	WBC	AA	Bank	100%	$ 529,995
47	0.30%	$ 1,000,000	11/05/2021	BWA	AA	Bank	100%	$ 1,000,000
52	0.55%	$ 1,500,000	11/02/2021	BWA	AA	Bank	100%	$ 1,500,000

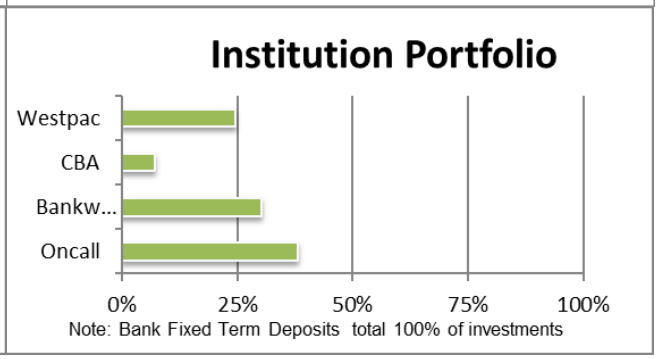
Total	**$ 8,249,364**		**$ 8,249,364**
Weighted Average	**0.37%**		**100.00%**
90 day bank bill	**0.10%**		
As at 31 January 2021			

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



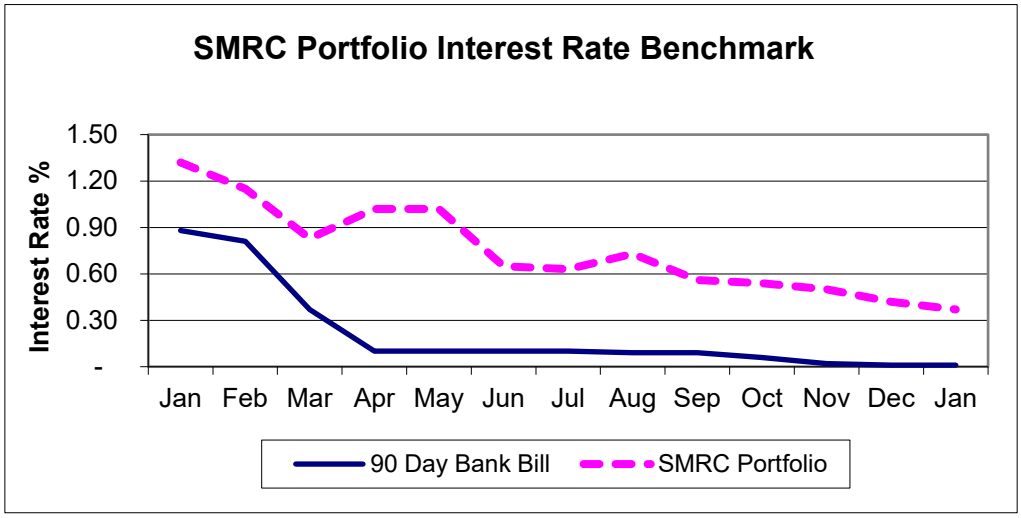






Institution Portfolio		S&P Rating	Weighted Avg	% share
Oncall	$ 3,134,276	AA-	0.05%	38%
Bankwest	$ 2,500,000	AA-	0.45%	30%
CBA	$ 585,093	AA-	0.80%	7%
Westpac	$ 2,029,995	AA-	0.64%	25%
Total	**$ 8,249,364**		**0.37%**	**100%**

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



FINANCIAL IMPLICATIONS

RISK MANAGEMENT

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

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	1 x 3 = 3 (Minor)

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 25 February 2021**
REPORT NO	**11.11**
SUBJECT	**SCHEDULE OF PAYMENTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	18 February 2021
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2020/2021
ATTACHMENTS	#1 Schedule of Payments – January 2021 #2 Schedule of Payments – December 2020 #3 Schedule of Payments – November 2020

CEO RECOMMENDATIONS:

1. **THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS, FOR THE MONTH OF NOVEMBER 2021 $1,471,362.88 AND DECEMBER 2020 $4,127,775.12 AND JANUARY 2021 $2,028,906.10 FOR THE MUNICIPAL FUND, BE RECEIVED;**
2. **THE SCHEDULE OF PAYMENTS, AS PRESENTED, BE INCORPORATED IN THE MINUTES OF THE MEETING.**

VOTING REQUIREMENT
Simple Majority

PURPOSE OF REPORT
To report the delegated authority of the Schedule of Accounts of the Southern Metropolitan Regional Council.

STRATEGIC RELEVANCE
Key Result Area - 2: Business Sustainability
Objective 2.4 Our Business is financially viable and sustainable

BACKGROUND
Delegated Authority has been granted to the Chief Executive Officer to make payments from the Southern Metropolitan 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.

FINANCIAL IMPLICATIONS
Approved expenditure is in accordance with the 2020/21 Budget.

SOUTHERN **METROPOLITAN REGIONAL** COUNCIL

SOUTHERN **METROPOLITAN REGIONAL** COUNCIL

MINUTES

ORDINARY MEETING OF COUNCIL

THURSDAY 26 NOVEMBER 2020
4.00pm

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

UNCONFIRMED

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

TOWN of EAST FREMANTLE

City of Fremantle

City of Kwinana

City of Melville

TABLE OF CONTENTS

1.	**DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS** "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".	
2.	**RECORD OF ATTENDANCE / APOLOGIES**	**3**
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4.	**RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**	**3**
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UNCONFIRMED

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 26 NOVEMBER 2020.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman welcomed everyone in attendance and declared the meeting open at 4.02pm.

"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".

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Cr Wendy Cooper	City of Kwinana
Mr Gary Tuffin (REG Member)	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member)	City of Melville
Mr Tim Youé	SMRC, Chief Executive Officer
Mr Brendan Doherty	SMRC, Executive Manager Strategic Projects
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services

APOLOGIES

Ms Maria Cook (REG Member)	City of Kwinana

UNCONFIRMED

3. DISCLOSURE OF INTERESTS:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

The Chair reminded members of the next Audit Committee meeting 2020 and the Special Meeting of Council scheduled for 10 December 2020.

The Chair and CEO recently attended the MWAC waste conference in Karratha.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS:

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL ORDINARY MEETING HELD ON 27 AUGUST 2020

COUNCIL RESOLUTION
20.11-01 MOVED: CR S KEPERT SECONDED: CR W COOPER

THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD BY VIDEO CONFERENCE ON 27 AUGUST 2020 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 4/-

8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 27 AUGUST 2020

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

8.3 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL SPECIAL MEETING HELD ON 26 OCTOBER 2020

COUNCIL RESOLUTION
20.11-02 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD AT THE SMRC, 9 ALDOUS PLACE BOORAGOON ON 26 OCTOBER 2020 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 4/-

8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 26 OCTOBER 2020

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

9. ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO PUBLIC

Report Item 11.2 and 11.3

COUNCIL RESOLUTION
20.11-03 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

THE REPORTS BE DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) OF THE LOCAL GOVERNMENT ACT MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

CARRIED 4/-

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING
Nil

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL CONFIDENTIAL AGENDA REPORT	
SUBMISSION TO	**Ordinary Council Meeting – 26 November 2020**
REPORT NO.	**11.1**
SUBJECT	**REQUEST FOR TENDER T2020-04 PURCHASE SLOW SPEED SHREDDER**
AUTHOR	Brendan Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	23 November 2020
FILE REFERENCE	FD/Tenders/T2020-04
ATTACHMENT/S	Confidential Tender Evaluation Report

The information in the Tender Evaluation Report is confidential and is not to be disclosed.

COUNCIL RESOLUTION

THE REPORT WAS DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) OF THE LOCAL GOVERNMENT ACT MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

COUNCIL RESOLUTION

20.11-04 MOVED CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION

1. **THAT TENDER T2020-04 PURCHASE OF SLOW SPEED SHREDDER FOR THE FOOD ORGANIC/GREEN ORGANIC (FOGO) OPERATIONS BE AWARDED TO OPS SCREENING AND CRUSHING EQUIPMENT PTY LTD FOR THE OUTRIGHT PURCHASE OF THE TEREX ECOTEC TDS 820 CURRENTLY ON LEASE AT THE TENDERED RATES ON THE TERMS AND CONDITIONS CONTAINED IN THE TENDER.**

2. **THE 2020-21 BUDGET BE AMENDED TO INCLUDE THE GRANT REVENUE AND CAPITAL COST OF THE EQUIPMENT WITH THE NET COST FUNDED FROM FOGO OPERATIONS.**

    a. **INCREASE GRANT REVENUE ACCOUNT $250,000**
    b. **INCREASE FOGO OPERATIONS ACCOUNT $75,000**
    c. **INCREASE CAPEX ACCOUNT – PURCHASE OF MOBILE EQUIPMENT $325,000.**

CARRIED BY ABSOLUTE MAJORITY 4/-

UNCONFIRMED

VOTING REQUIREMENT

Absolute Majority 6.8(1)(b) Budget Amendment

PURPOSE OF THIS REPORT

To report on the evaluation of tenders for the purchase or leasing of a slow speed shredder for the FOGO operations for the RRRC.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

IMPLICATIONS TO CONSIDER:

Consultative:
The Regional Executive Group were advised of the tender to purchase equipment, in comparison to hiring at $44,000 per month.

Strategic relevance:

Key Focus: Resource Recovery
Objective 1.2 We will lead the change to new waste solutions

Strategies	Actions	Responsibility	Timeframe				Informing Document
			2020/21	2021/22	2022/23	2023/24	
1.2.2 Investigate best use scenarios for current technology and site set up for FOGO	b. Optimise the use and revenue obtained from the RRRC	SMG	✓	✓	✓	✓	SWMP No7

Equipment provides for the improved recovery of FOGO meeting the State Waste targets diversion from landfill.

Policy related:
Purchasing Policy – Requires public tender process and Council decision

Financial:
Operating expenditure for the leasing of equipment is provided in the FOGO budget for 2020-21.

UNCONFIRMED

SMRC was successful in our application for the State Government's "Waste Sorted Grants - Infrastructure and Community Education 2020-21"

"- FOGO decontamination with slow speed shredder ($250,000)
Installation of a slow speed shredder to prepare food organics and garden organics or FOGO materials before removal of contamination prior to composting. This results in a more manageable feedstock to be processed through screens, density separators and hand sorting, and a significant improvement in the recovery rate of clean organics. Location: Canning Vale."

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
BD02	Increased cost of marketing compost	Poor quality Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
ES03	Research not aligned with strategic goals	Recovery and diversion of landfill goals not met due to lack of resources	1- Research projects, 2- Strategic Waste Management Plan, 3- Corporate Business Plan	High 10

Tender Evaluation Report

Confidential

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL CONFIDENTIAL AGENDA REPORT	
SUBMISSION TO	**Ordinary Council Meeting – 26 November 2020**
REPORT NO.	**11.2**
SUBJECT	**REQUEST FOR TENDER T2020-08 RECEIVAL AND DISPOSAL OF RECOVERED GLASS**
AUTHOR	B Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	18 November 2020
FILE REFERENCE	FD/Tenders/T2020-08
ATTACHMENT/S	Confidential Tender Evaluation Report

UNCONFIRMED

The information in the Tender Evaluation Report is confidential and is not to be disclosed.

COUNCIL RESOLUTION

THE REPORT WAS DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) OF THE LOCAL GOVERNMENT ACT MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

COUNCIL RESOLUTION

20.11-05 MOVED CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION

1. **THAT ALL TENDERS RECEIVED FOR TENDER T2020-08 RECEIVAL AND DISPOSAL OF RECOVERED GLASS BE REJECTED.**

2. **THAT COUNCIL EXCERCISE ITS OPTION TO EXTEND FOR THE SECOND EXTENDED TERM TO 3 DECEMBER 2021 WITH APPALA HOLDINGS PTY LTD FOR THE RECEIVAL AND DISPOSAL OF RECOVERED GLASS ON THE TERMS AND CONDITIONS CONTAINED IN THE AGREEMENT DATED 27 NOVEMBER 2018.**

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF THIS REPORT

To receive the tender evaluation report and reject all tenders for T2020-08 removal and beneficial disposal of recovered glass and exercise Council's option to extend the current contract with Appala Holdings Pty Ltd for 2nd term.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

UNCONFIRMED

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus: Resource Recovery
Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2020/21	2021/22	2022/23	2023/24	
1.1.3 Lead initiatives to deal with problematic waste	a. Continue to explore sustainable recycling markets	Strategic Projects	✓	✓	✓	✓	SWMP No27

The Materials Recovery Facility (MRF) at the Regional Resource Recovery Centre recovers glass from co-mingled recyclables, part of which, when processed, can be used as a sand substitute in construction work, mainly as part of road base. An estimated 10,000 tonnes of fine and course glass is expected to be recovered from co-mingled recyclables over the next 12 months.

Policy related:
Purchasing Policy - Tenders
CEO Delegation – Approve contract extensions

Financial:
Annual Budget – MRF and FOGO operating expenditure

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

To claim cash for containers under the Container Deposit Scheme (CDS) for recovered glass the Tenderer must be an approved recycler under the scheme.

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
MRF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
RRRC01	Contractor failure	Diversion to landfill, Loss in recovered KPI	1- Alternative contractor 2- Bank guarantees, 3- contract management by SMRC 1- Ensure budgeted contingency funds are available,	High 10

TENDER EVAULATION REPORT

Confidential

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	Ordinary Meeting of Council – 26 November 2020
REPORT NO	**11.3**
SUBJECT	**PURCHASE ONE ONLY BALER EQUIPMENT**
AUTHOR	B Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	18 November 2020
FILE REFERENCE	FD\Assets\Plant & Equipment MR
ATTACHMENT/S	Nil

UNCONFIRMED

COUNCIL RESOLUTION

The Chair suggested that the following additional words be included in point 1 of the CEO Recommendation. Before the CEO be given add "That the reasons given in the report as to an urgent nature".

20.11-06 MOVED: CR SKEPPER SECONDED: CR C COLLINSON

1. **THAT THE REASONS GIVEN IN THE REPORT AS TO AN URGENT NATURE THE CEO BE GIVEN DELEGATED AUTHORITY TO PROCURE ONE ONLY NEW BALER EQUIPMENT UP TO THE VALUE OF $400,000 EX GST.**
2. **THAT THE CAPITAL EXPENDITURE BUDGET FOR 2020-21 BE INCREASED AS FOLLOWS:**
    a. **TRANSFER FROM CONTINUITY RESERVE $400,000**
    b. **INCREASE CAPEX ACCOUNT – FIXED PLANT & EQUIPMENT $400,000**

CARRIED BY ABSOLUTE MAJORITY 4/-

CEO RECOMMENDATION

1. THAT THE CEO BE GIVEN DELEGATED AUTHORITY TO PROCURE ONE ONLY NEW BALER EQUIPMENT UP TO THE VALUE OF $400,000 EX GST.
2. THAT THE CAPITAL EXPENDITURE BUDGET FOR 2020-21 BE INCREASED AS FOLLOWS:
    a. TRANSFER FROM CONTINUENCY RESERVE $400,000
    b. INCREASE CAPEX ACCOUNT – FIXED PLANT & EQUIPMENT $400,000

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation & S6.8 Budget Amendment

PURPOSE OF THIS REPORT

Procurement of new baler to replace current aging equipment. The CEO be given delegated authority to purchase as a matter of urgency.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:
Key Focus: Business sustainability
Objective 2.2 Our Business is efficient, financially viable & sustainable

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2020/21	2021/22	2022/23	2023/24	
2.2.2 Develop an appropriate and efficient asset management strategy	a. Develop and deliver a transition maintenance program for assets	Operations	✓	✓			AMP
	b. Develop and deliver an asset management plan for repurposing of assets	Operations	✓	✓			AMP

Policy related:
CEO Delegation – Procurement up to $300,000 ex GST
Purchasing Policy and guidelines

Financial:
Annual Budget – MRF capital expenditure 2020-21 $400,000

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996 Amendments Gazette 9 April 2020 – State of Emergency (COVID-19) These amendments increased the tender threshold to $250,000 and provided relief during a state of emergency to publicly advertise tenders in prescribed circumstances.

UNCONFIRMED

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
AM01	Equipment Failure	Disruption to critical services, potential loss of income, personal safety	1- Maintenance system 2- Asset management system	High 12

UNCONFIRMED

BACKGROUND

The MRF has two balers, purchased in 2013 for baling all recycled products. The current Excel Baler is used to bale plastic & aluminium cans ready for dispatching. The condition of this unit requires major servicing and repairs, prominently due to wear and tear from increased volumes. The floor and wear plates of the baler require replacing, this is in addition to replacing equipment such as hydraulic cylinder and parts.

REPORT

A repair vs replace financial analysis has been undertaken and it is recommended that equipment be replaced with a new unit rather than repair.

- Repair (estimate) $252,000 ex GST
- Replace (Firm quote) $357,000 ex GST

Repair
Parts are only available from the USA

Service Description	Amount
Parts	150,000
Shipping (for the floor and wear parts) (air freight for faster delivery)	26,000
Labour (between 10-15 days to complete all repairs (would have to be done in sections over weekends to minimize impact to production)	66,000
Crane and telehandler hire	10,000
Estimated Total	**$252,000**

Two quotes for a new bailer has been obtained from Australian agents/suppliers:
Supplied, delivered & labour for installation

Quotation to Purchase new		
1)	Maxeng (NSW) GB 1175TR Series Baler by Godswill	$428,208+ Crane hire
2)	Material Recovery Solutions (QLD) GB1175TR- Series Baler	$357,000

The procurement of goods and services over $150,000 (or in State of Emergency $250,000) must be by public tender unless exempt under the Regs.

SMRC considers that the procurement is exempt for the following reasons:
This is specialised equipment for baling certain types of products and SMRC requires a like for like replacement unit being a twin ram Excel baler. SMRC has sourced two agents/suppliers in Australia.

A public tender would delay the procurement timeline for this critical equipment and there is no short-term rental options available resulting in disruption to service delivery and financial consequences outweighing the requirement to invite public tenders.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council - 26 November 2020**
REPORT NO	**11.4**
SUBJECT	**SMRC COMMUNITY ENGAGEMENT PLAN 2020-21**
AUTHOR	Teresa Belcher, Communications Manager
AUTHOR'S INTEREST	Nil
DATE OF REPORT	6 November 2020
FILE REFERENCE	FD: Community/Publications
ATTACHMENTS	SMRC Community Engagement Plan 2020-21

COUNCIL RESOLUTION
20.11-07 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

COUNCIL RESOLVES THE STAKEHOLDER RELATIONS COMMITTEE

RECOMMENDATION: THAT THE COMMUNITY ENGAGEMENT PLAN 2020-21 BE

ADOPTED **CARRIED 4/-**
VOTING REQUIREMENT
Simple Majority

UNCONFIRMED

PURPOSE OF REPORT
To adopt the SMRC's Community Engagement Plan for 2020-21

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
The Stakeholder Relations Committee terms of reference includes a review the Strategic Communications Strategy and the Community Engagement Strategy;
Council adopts official plans and publications.

Legislative
LOCAL GOVERNMENT ACT 1995
2.10 . Role of councillors
A councillor — (c) facilitates communication between the community and the council

IMPLICATIONS TO CONSIDER:

Consultative:
Draft provided to Stakeholder Relations committee and REG members prior to Council adoption.

Strategic relevance:

Key Focus Area	3	Community & Stakeholder Relationships
Objective	3.2	We effectively communicate with our community & stakeholders
Strategy	3.2.1	Develop and implement an effective community education program
Action	b	Undertake annual review of the community education plan

Policy related:
Not applicable

Financial:
Design has been undertaken in-house

Legal and statutory:
Not applicable.

Risk related:
Not applicable

BACKGROUND:

1. The Plan was last reviewed and adopted by Council on 24 November 2016.
2. The Stakeholder Relations Committee reviewed and approved amendments to the Community Engagement Plan 2020-21 at its October 2020 meeting. The Plan aligns with the Corporate Business Plan.

REPORT:

The updated plan is provided as attachment.

The adopted publication will be on the local government's official website. www.smrc.com.au

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	Ordinary Meeting of Council – 26 November 2020
REPORT NO	**11.5**
SUBJECT	**COUNCIL MEETING DATES 2021**
AUTHOR	T Youé, Chief Executive Officer
DATE OF REPORT	6 November 2020
FILE REFERENCE	FD\Corporate\Council Liasion\Council
ATTACHMENT/S	Nil

UNCONFIRMED

COUNCIL RESOLUTION
20.11-08 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

THAT THE ORDINARY MEETINGS OF THE REGIONAL COUNCIL MEETING DATES, TIMES AND VENUES FOR THE YEAR 2021 AS FOLLOWS, BE ADOPTED;

25TH FEBRUARY 2021 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON
27TH MAY 2021 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON
26TH AUGUST 2021 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON
25TH NOVEMBER 2021 @4.00PM SMRC 9 ALDOUS PLACE BOORAGOON

CARRIED 4/-

VOTING REQUIREMENT
Simple majority

PURPOSE OF REPORT
For the Regional Council to set the Ordinary Regional Council meeting dates for the calendar year 2021.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Council

Legislative
The Local Government Act 1995
COUNCIL MEETINGS, COMMITTEES AND THEIR MEETINGS

Section 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.

Section 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.

Section 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
12 . Meetings, public notice of (Act s. 5.25(1)(g))
(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
(a) the ordinary council meetings; and
(b) the 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,

are to be held in the next 12 months.

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

UNCONFIRMED

(3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.

(4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

IMPLICATIONS TO CONSIDER:

Consultative:
Draft provided to REG members prior to Council adoption.

Strategic relevance:

Key Focus Area Business Sustainability
Objective 2.1 Our governance model supports an effective and efficient business model
Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:
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)	Infringement by relevant authority	1- Compliance with legislation, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6

UNCONFIRMED

BACKGROUND

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

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

At least two special council meetings will be required in 2021:

1. 24 June 2021 – Adoption of annual budget
2. 28 October 2021 – Swearing of new councillors and election of chair following 2021 general local government elections.

Notice will be provided on confirmation of scheduled meetings.

REPORT

Proposed dates and venues for 2021 are as follows:
Special Meetings of the Regional Council may be called as required and are not included in the above meeting schedule

Month	Venue for Council Meeting	Council Meeting 5.00pm
January		
February	SMRC	Thursday 25th
March		
April		
May	SMRC	Thursday 27th
June	SMRC	Thursday 24th
July		
August	SMRC	Thursday 26th
September		
October	SMRC	Thursday 28th
November	SMRC	Thursday 25th
December		

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UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 26 November 2020**
REPORT NO	**11.6**
SUBJECT	**CORPORATE POLICY REVIEWS**
AUTHOR	C Wiggins Executive Manager Corporate Services
DATE OF REPORT	23 November 2020
FILE REFERENCE	FD: Corporate Governance\Policies
ATTACHMENTS	Policy Documents

UNCONFIRMED

COUNCIL RESOLUTION
20.11-09 MOVED: CR W COOPER SECONDED: CR S KEPERT

CEO RECOMMENDATION:

1. **THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
    a. **STAKEHOLDER RELATIONS COMMITTEE NO 1.2**
    b. **ACKNOWLEDGEMENT OF SERVICE- REGIONAL COUNCILLORS NO 1.3**
    c. **COUNCIL MEETING STRUCTURES NO 1.6**
    d. **COUNCILLORS REIMBURSEMENT OF EXPENSES NO 1.9**
    e. **PURCHASING POLICY NO. 2.5**
    f. **POLICY DEVELOPMENT AND PROCEDURES NO 4.1**
    g. **MISCONDUCT, FRAUD AND CORRUPTION PREVENTION NO 4.3**
    h. **RRRC EDUCATION TOURS AND INCURSIONS POLICY NO 4.11**

CARRIED 4/-

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
Council Polices are to be reviewed regularly

Legislative
The Local Government Act 1995
LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus Area Business Sustainability
Objective 2.1 Our governance model supports an effective and efficient business model
Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:
Policy No 4.1 Policy Development and Procedures

Financial:
Not applicable

Legal and statutory:
Not applicable

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	Infringement by relevant authority	1- Compliance with legislation, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6

UNCONFIRMED

REPORT

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

No.	Policy Title	Objective	Proposed Amendments
1.2	Stakeholder Relations Committee	Term of reference for the stakeholder relations committee	See proposed changes
1.3	Acknowledgement of Service- Regional Councillors	To provide a standard guideline for acknowledging the service and contribution made by Regional Councillors to the Southern Metropolitan Regional Council.	No change to the content
1.6	Council Meeting Structures	Framework of the Regional Council's meeting structure, Meeting & Agenda Briefing Sessions - Council & Committee or Working Group Meeting.	See proposed changes
1.9	Councillors Reimbursement of Expenses	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.	No change to the content
2.5	Purchasing Policy	In order to comply with the Local Government Act 1995 and the Local Government (Functions and General) Regulations as amended, the Southern Metropolitan Regional Council (SMRC) has developed a Purchasing Policy to ensure a best practice approach to internal purchasing.	No change to the content
4.1	Policy Development and Procedures	To set out procedural arrangements that are intended to apply to formulating, reviewing and cancelling policies of the SMRC.	No change to the content
4.3	Misconduct, Fraud and Corruption Prevention	To meet the SMRCs reporting obligations under section 28 of the Corruption and Crime Commission Act (WA) 2003.	No change to the content

UNCONFIRMED

No.	Policy Title	Objective	Proposed Amendments
4.11	RRRC Education Tours and Incursions Policy	To set clearly defined guidelines for tours of the Regional Resource Recovery Centre in Canning Vale, as well as incursions and presentations to schools and groups by the SMRC Education Officer.	See proposed changes

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Ordinary Meeting of Council – 26 November 2020**
REPORT NO	**11.7**
SUBJECT	**FINANCIAL REPORTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	25 November 2020
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2020/21
ATTACHMENT/S	Statement of Financial Activity – July 2020 Statement of Financial Activity – August 2020

COUNCIL RESOLUTION
20.11-10 MOVED: CR C COLLINSON SECONDED: CR W COOPER

CEO RECOMMENDATION:

1. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIODS ENDED 31 JULY AND 31 AUGUST 2020 BE RECEIVED.**
2. **THE COUNCIL NOTES THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS ENDED 30 SEPTEMBER AND 31 OCTOBER 2020 WERE NOT PRESENTED TO THE MEETING IN ACCORDANCE WITH THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 34((4)(A) AND WILL BE PRESENTED TO A SPECIAL COUNCIL MEETING IN DECEMBER 2020.**

CARRIED 4/-

UNCONFIRMED

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To receive the financial statements and the current cash investment portfolio for the following periods:

1. **Value to be used when reporting material variances in financial reports**
2. **Financial Statements for the period ended 30 June 2020**
3. **Cash investment portfolio as at 31 July 2020**

STRATEGIC RELEVANCE
Key Result Area 2: Business Sustainability
Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- 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).
- The Council resolved at its meeting on 22 August 2019 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.

MATTER ON NON-COMPLIANCE
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. (FM Regs 34(4)(a))

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
31 July 2020	30 Sept 2020	26 Nov 2020
31 Aug 2020	31 Oct 2020	26 Nov 2020
30 Sep 2020	30 Nov 2020	26 Nov 2020
31 Oct 2020	31 Dec 2020	26 Feb 2021

The Financial Statement for the period ended 30 September 2020 is not ready for presenting to the ordinary meeting of Council held 26 November 2020.

UNCONFIRMED

REPORT

1. Financial Statements for the period ended 31 August 2020

The actual operating result (before depreciation and reserve transfers) is a $16,000 surplus. Revenues is in line with budget estimates with the net asset position (closing funds) being $1.9 million surplus.

A summary of budget variances is provided in the attached report.

3. Financial Statements for the period ended 31 July 2020

The actual operating result (before depreciation and reserve transfers) is a $500,000 surplus. Revenues is in line with budget estimates with the net asset position (closing funds) being $2.1 million surplus.

A summary of budget variances is provided in the attached report.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	Ordinary Meeting of Council – 26 November 2020
REPORT NO	**11.8**
SUBJECT	**SCHEDULE OF PAYMENTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
AUTHOR'S INTEREST	Nil
DATE OF REPORT	26 November 2020
FILE REFERENCE	FD\Corporate Finance\
ATTACHMENT/S	Schedule of Payments – July 2020

UNCONFIRMED

COUNCIL RESOLUTION
20.11-11 MOVED: CR C COLLINSON SECONDED: CR W COOPER

CEO RECOMMENDATION:

1. **THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS, FOR THE MONTH OF JULY 2020 $3,851,097.30 FOR THE MUNICIPAL FUND, BE RECEIVED;**

2. **THE SCHEDULE OF PAYMENTS, AS PRESENTED, BE INCORPORATED IN THE MINUTES OF THE MEETING.**

CARRIED 4/-

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 26 NOVEMBER 2020.

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

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

13.1 Material Recovery Facility - The CEO advised that a three day planned maintenance shutdown would be undertaken in first week of December 2020.

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
Nil

15. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC
CEO Report Items 11.1 and 11.2 were dealt with in the order of the agenda.

16. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chair thanked those present for their attendance and the meeting was declared closed at 7:45 pm.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL

ORDINARY COUNCIL MEETING 26 NOVEMBER 2020
ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
8.1	MINUTES OF THE SMRC ORDINARY COUNCIL MEETING DATED 27 AUGUST 2020	Post to Intranet and Website	CSM	Actioned
8.2	MINUTES OF THE SMRC SPECIAL COUNCIL MEETING DATED 26 OCTOBER 2020	Post to Intranet and Website	CSM	Actioned
11.1	REQUEST FOR TENDER T2020-04 PURCHASE SLOW SPEED SHREDDER	Procurement	EMSP	Actioned
11.2	REQUEST FOR TENDER T2020-08 RECEIVAL AND DISPOSAL OF RECOVERED GLASS	Enter into Agreement	CEO	Actioned
11.3	PURCHASE OF BALER EQUIPMENT	Procurement	EMO	Actioned
11.4	SMRC COMMUNITY ENGAGEMENT PLAN 2020	Reporting Requirements	CM	Actioned
11.5	COUNCIL MEETING DATES 2021	Update Calendar & send out invites	CSM	Actioned
11.6	CORPORATE POLICY REVIEW	Update to Intranet, Website & FD	CSM	Actioned
11.7	FINANCIAL REPORTS	Statutory Reporting Requirements	CSM	Actioned
11.8	SCHEDULE OF PAYMENTS	No further action required	CSM	Actioned

ORDINARY COUNCIL MEETING 26 NOVEMBER 2020
ACTION LIST

Ordinary Council Meeting- 21 June 2018 Outstanding Actions		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Ongoing
Ordinary Council Meeting- 19 April 2018 Outstanding Actions		
11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS	CEO/EMCS	Ongoing

Ordinary Council Meeting- 28 November 2019 Outstanding Actions		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1st October 2021.	CEO	Ongoing
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Ongoing

Special Council Meeting- 9 April 2020 Outstanding Actions		
9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC 1. THE SMRC INVITE PUBLIC TENDERS FOR FOGO PROCESSING AT THE RRRC AND THE EVALUATION PANEL CONSIST OF THE SMRC CEO AND ONE REGIONAL EXECUTIVE GROUP MEMBER FROM EACH PROJECT PARTICIPANT. 2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL.	CEO	Ongoing

Ordinary Council Meeting- 27 August 2020 Outstanding Actions		
11.2 OFFICE ACCOMMODATION PROJECT Resolved to rollover loan for two year period interest only to 31 December 2022 (Actioned in December 2020	CEO	Actioned

ORDINARY COUNCIL MEETING 26 NOVEMBER 2020
ACTION LIST

Special Council Meeting- 26 October 2020 Outstanding Actions		
1. Enter into a Waste Supply Agreement with Kwinana WTE Project Co 2. Enter into a Financiers Direct Deed with BTA Institutional Services 3. Amend and combine the Project Participants' Agreements 4. Forward Waste Supply Agreement, Financiers Direct Deed, Amended Project Participants' Agreements to participants	CEO	Awaiting Participant approval Actioned

SOUTHERN **METROPOLITAN REGIONAL** COUNCIL

MINUTES

SPECIAL MEETING OF COUNCIL

THURSDAY 10 DECEMBER 2020
4.00pm

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

UNCONFIRMED

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

SPECIAL MEETING COUNCIL AGENDA
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1.	**DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS** "We 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".	
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UNCONFIRMED

UNCONFIRMED MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 10 DECEMBER 2020.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman welcomed everyone in attendance and declared the meeting open at 4.02pm.

"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".

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Cr Wendy Cooper	City of Kwinana
Mr Gary Tuffin (REG Member)	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member)	City of Melville
Mr Brendan Doherty	SMRC, Executive Manager Strategic Projects
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services
Mr Keith Swift	SMRC. Executive Manager Operations

APOLOGIES

Mr Tim Youé	SMRC, Chief Executive Officer

UNCONFIRMED

3. DISCLOSURE OF INTERESTS:

Nil

4. PUBLIC QUESTION TIME:

Nil

5. DEPUTATIONS / PRESENTATION:

Nil

6. ANNOUNCEMENT BY THE CHAIRMAN OR PRESIDING PERSON

Nil.

7. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

8. ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Items 9.1, 9.2 & 9.3

COUNCIL RESOLUTION

20.12-1 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEM 9.1 IN ACCORDANCE WITH SECTION 5.23(2)(c) MATTERS DEALING WITH CONTRACTS AND SECTION 5.23(2)(d) MATTERS DEALING WITH LEGAL ADVICE.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Council Meeting – 10 December 2020**
REPORT NO.	**9.1**
SUBJECT	**REQUEST FOR TENDER T2020-05 TRANSPORT RRRC RESIDUAL WASTE**
AUTHOR	Brendan Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD/Tenders/T2020-05
ATTACHMENT/S	Tender Evaluation Report (Confidential)

UNCONFIRMED

COUNCIL RESOLUTION

THE REPORT WAS DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

COUNCIL RESOLUTION

20.12-2 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION

1. **COUNCIL AWARDS TENDER T2020-05 TRANSPORT OF RRRC RESIDUAL WASTE TO APPALA HOLDINGS PTY LTD TRADING AS PERTH BIN HIRE AT THE TENDERED PRICES AND RECOMMENDATION IN THE CONFIDENTIAL EVALUATION REPORT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TENDERING.**

2. **THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO NEGOTIATE MINOR TERMS AND SIGN AN AGREEMENT WITH APPALA HOLDINGS PTY LTD.**

3. **THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO EXERCISE THE COUNCIL'S OPTION FOR EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT.**

CARRIED BY ABSOLUTE MAJORITY 4/0

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF THIS REPORT

To report on the evaluation of tenders for the removal and transport of residual wastes from the RRRC.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus: Business Sustainability
Objective 2.2 Our business is efficient, financially viable & sustainable

Market testing through public tenders

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2020/21	2021/22	2022/23	2023/24	
2.2.1 Identify and deliver process improvements	a. Review and implement continuous process improvement program	Operations	✓	✓	✓	✓	

UNCONFIRMED

Policy related:
CEO Delegation – Approve contract extensions

Financial:
Operating expenditure is allowed for in the adopted 2020/21 budget.

A change in landfill locations will reduce the cost of transport and the 2020-21 budget will result in an estimated expenditure saving of $50,000.

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996
Enter into a commercial supply agreement binding to all parties

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
MRF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
WCF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
RRRC01	Contractor failure	Diversion to landfill, Financial impact	1- Alternative contractor 2- Bank guarantees, 3- contract management by SMRC, 4- Ensure budgeted contingency funds are available,	High 10

BACKGROUND

Residual wastes from RRRC operations are currently transported to Cleanaway's landfill in Dardanup.

A three-year contract with Appala Holdings Pty Ltd t/a Perth Bin Hire for transport of residual wastes commenced on 14 February 2018 for 1 year with 2 x 1 year extensions (total 3 Years). (Tender T2017-02) Resolved Special Meeting of Council – 9 October 2017

This contract expires on 14 February 2021.

UNCONFIRMED

REPORT

The transport contractor is required to support RRRC operations by transporting wastes to a range of existing landfill and processing facility sites including Perth metropolitan and non-metropolitan areas.

The removal and transport of residual waste scope of work also includes the transport of some materials for beneficial re-use including:

- MRF glass; and
- FOGO recovered organics.

The transport destinations for these beneficial re-use streams are established under existing contracts and the following destinations were used in the scenarios:

- Purearth (Woottating) – FOGO; and
- Perth Bin Hire (Postans) - MRF glass.

The period of contract will be a minimum of 1 year with annual extensions at SMRC's sole discretion up to a total contract term of 3 years with provision for CPI adjustment annually.

The required areas of capability include but are not necessarily limited to:

- Transportation and logistics.
- Bulk bin, compactor container and hook-lift transport capabilities.

Tenders were invited and advertised publicly on Saturday 10th October 2020 and closed on Tuesday 27th October 2020.

A total of three tenders were received from the following companies:

- Appala Holdings Pty Ltd t/as Perth Bin Hire (conforming)
- Appala Holdings Pty Ltd – Two Alternatives*;
- SUEZ Recycling Recovery Pty Ltd, and
- West Tip Waste Control Pty Ltd.

* The two alternative tenders submitted by Perth Bin Hire should also be accepted to provide cost savings and flexibility in transport configuration if able to be achieved within the WCF site operating parameters.

Evaluation

Tenders were evaluated by an SMRC evaluation panel and the confidential tender evaluation report is attached for reference.

Tenderers were required to provide tendered transport rates to a range of existing landfill and processing facility sites including Perth metropolitan and non-metropolitan areas.

* Two alternatives received from Perth Bin Hire include;
Alternative 1 - transport of FOGO organics using a semi-trailer in lieu of the current method using bulk bins.

UNCONFIRMED

Alternative 2 - transport of FOGO organics and residual wastes to Bunbury Harvey Regional Council Stanley Road landfill using a semi-trailer in lieu of the current method using bulk bins.

The alternatives offer flexibility, contingency and cost savings if SMRC can accommodate the loading of semi-trailers at the WCF. This will need to be assessed from an operational and safety perspective.

The recommended preferred tenderer to be accepted is:

- Perth Bin Hire - conforming;
- Perth Bin Hire - alternative 1; and
- Perth Bin Hire - alternative 2.Perth Bin Hire

The two landfill locations selected for the purpose of evaluation were:

- SUEZ (North Bannister) - 82.5 km and approximately 66 minutes by road from RRRC Canning Vale; and

- CLEANAWAY (Dardanup) - 167 km and approximately 106 minutes by road from RRRC Canning Vale.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Council Meeting – 10 December 2020**
REPORT NO.	**9.2**
SUBJECT	**REQUEST FOR TENDER T2020-06 RECEIVAL AND DISPOSAL OF RESIDUAL WASTE**
AUTHOR	Brendan Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD/Tenders/T2020-06
ATTACHMENT/S	Tender Evaluation Report (Confidential)

UNCONFIRMED

COUNCIL RESOLUTION

THE REPORT WAS DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

COUNCIL RESOLUTION

20.12-3 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION

1. **THAT SUEZ RECYCLING RECOVERY PTY LTD BE THE PREFERRED TENDERER FOR TENDER T2020-06 RECEIVAL AND DISPOSAL OF RESIDUAL WASTE AT THE TENDERED PRICES AND RECOMMENDATION IN THE CONFIDENTIAL EVALUATION REPORT SUBJECT TO PROPOSED AMENDMENTS TO THE AGREEMENT BEING RESOLVED TO THE SATISFACTION OF THE CEO.**

2. **SUBJECT TO 1 ABOVE, SUEZ RECYCLING RECOVERY PTY LTD BE AWARDED THE TENDER AND THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO SIGN AN AGREEMENT WITH SUEZ RECYCLING RECOVERY PTY LTD.**

3. **THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO EXERCISE THE COUNCIL'S OPTION FOR EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT.**

CARRIED BY ABSOLUTE MAJORITY 4/0

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF THIS REPORT

To report on the evaluation of tenders for the receival and disposal of residual wastes.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus: Business Sustainability
Objective 2.2 Our business is efficient, financially viable & sustainable

Market testing through public tenders

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2020/21	2021/22	2022/23	2023/24	
2.2.1 Identify and deliver process improvements	a. Review and implement a continuous process improvement program	Operations	✓	✓	✓	✓	

UNCONFIRMED

Policy related:
CEO Delegation – Approve contract extensions

Financial:
Operating expenditure is allowed for in the adopted 2020/21 budget.

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996
Enter into a commercial supply agreement binding by all parties.

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
MRF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
WCF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
RRRC01	Contractor failure	Diversion to landfill, Financial impact	1- Alternative contractor 2- Bank guarantees, 3- contract management by SMRC, 4- Ensure budgeted contingency funds are available.	High 10

BACKGROUND

Residual wastes from RRRC operations are currently disposed of at Cleanaway's landfill in Dardanup.

A three-year contract with Cleanaway commenced on 15 January 2018 for a minimum of 1 year with annual extensions at SMRC's sole discretion up to a total contract term of 3 years with provision for CPI adjustment annually.

Resolved Special Meeting of Council – 9 October 2017

This contract expires on 14 January 2021.

UNCONFIRMED

REPORT

The required areas of capability include but are not necessarily limited to:

- Receival and disposal of residual wastes in a licensed landfill; and
- Beneficial re-use of residual wastes in a licensed facility (where offered).

SMRC resolved on the 26 October 2020, subject to participants' agreement, to dispose RRRC residual waste at Avertis' Kwinana Waste to Energy facility circ November 2022. Therefore, landfill disposal is an interim solution until this facility accepts waste.

Tenders were invited and advertised publicly on Saturday 10th October 2020 and closed on Tuesday 27th October 2020.

A total of six tenders were received from the following companies:

- Bunbury Harvey Regional Council;
- City of Rockingham;
- Cleanaway Waste Management Limited Head Entity;
- Eastern Metropolitan Regional Council;
- Mindarie Regional Council; and
- SUEZ Recycling Recovery Pty Ltd

UNCONFIRMED

Evaluation

Tenders were evaluated by an SMRC evaluation panel and the confidential tender evaluation report is attached for reference.

The tendered rates for landfill disposal were extremely competitive being up to around half the current rates being paid to the present incumbent Cleanaway. This is likely due to competition for landfill volumes due to two emerging trends in the market:

- the increasing use of transfer stations and recovery facilities to efficiently deliver residual waste to locations outside the metropolitan area; and
- contracts being entered into to supply waste to the two new waste to energy facilities being constructed in Kwinana and Rockingham.

The recommendation for award is subject to the contractual changes proposed by SUEZ being fully evaluated by SMRC's legal advisers.

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Council Meeting – 10 December 2020**
REPORT NO.	**9.3**
SUBJECT	**REQUEST FOR TENDER T2020-07 PURCHASE AND REMOVAL OF PROCESSED GREEN WASTE**
AUTHOR	B Doherty, Executive Manager Strategic Projects
AUTHOR'S INTEREST	Nil
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD/Tenders/T2020-07
ATTACHMENT/S	Tender Evaluation Report (Confidential)

UNCONFIRMED

COUNCIL RESOLUTION

THE REPORT WAS DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.

COUNCIL RESOLUTION

20.12-4 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION

1. **COUNCIL AWARDS THE TENDER T2020-07 PURCHASE AND REMOVAL OF PROCESSED GREEN WASTE TO A RICHARDS PTY LTD TRADING AS RICHGRO AT THE TENDERED PRICES DETAILED AND RECOMMENDED IN THE CONFIDENTIAL EVALUATION REPORT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TENDERING.**

2. **THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO NEGOTIATE MINOR TERMS AND SIGN AN AGREEMENT WITH A RICHARDS PTY LTD.**

3. **THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO EXERCISE THE COUNCIL'S OPTION FOR EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT**

CARRIED BY ABSOLUTE MAJORITY 4/0

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF THIS REPORT

For the Regional Council to consider Tenders for the purchase and removal of processed green waste from the Regional Resource Recovery Facility.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative
Not applicable

Executive
Not applicable

Legislative
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996
Department of Water and Environmental Regulation EPA Operating Licence L7799/2001/8 (Amended 27 November 2020)

IMPLICATIONS TO CONSIDER:

Consultative:
Not applicable

Strategic relevance:

Key Focus: Resource Recovery
Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill

Policy related:
Purchasing Policy - Tenders
CEO Delegations - Approve contract extensions

Financial:
Annual Budget – Green Waste operating expenditure

UNCONFIRMED

Legal and statutory:
Tenders for Providing Goods or Services – Local Government Act (S. 3.57)
Local Government (Functions and General) Regulations 1996

Department of Water and Environmental Regulation EPA Operating Licence L7799/2001/8 (Amended 27 November 2020)

The RRRC's Green Waste Facility (GWF) operates under the RRRC's Operating Licence Number L7799/2001/8 (amended 27 November 2020). no more than 52,000 tonnes pa, Condition number 34 in the licence stipulates that:

GREENWASTE STORAGE

34 The Licence Holder must manage the greenwaste stored in Area A in the following manner:

(a) storage of no more than 1000 tonnes of greenwaste in Area A at any one time;

(b) removal of greenwaste from the premises within 10 days of receipt;

(c) storage of all mulched greenwaste within the shredder building as detailed in Figure 1;

(d) processing the green waste material following a First In First Out process;

(e) retaining a record of total daily amount of green waste accepted and stored in Area A (as detailed in Figure 1) and the total amount of mulched green waste sent offsite;

(f) a comparison of the amount of greenwaste recorded in part (e) of this condition to the maximum amount of greenwaste permitted to be stored onsite given in part (a) of this condition; and

(g) Parts (a) and (b) of this condition do not apply to tree trunks and branches with a minimum diameter of 300 millimetres on which leaves or smaller branches are not attached.

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A legal supply Agreement will be binding on the parties.

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
GWF06	Critical supply chain failure	Unable to remove product	1- Contracts with purchasers of recyclables, 2- On-site storage	High 10
RRRC01	Contractor failure	Diversion to landfill, Loss in recovered KPI	1- Alternative contractor 2- Bank guarantees, 3- contract management by SMRC, 4- Ensure budgeted contingency funds are available,	High 10

BACKGROUND

Green waste mulch is produced from recycled green waste by the SMRC at the Regional Resource Recovery Centre in Canning Vale. The green waste mulch is offered for bulk sale to Tenderers for a period up to 3 years with 1 year terms with further 2 x 1 year extensions at the discretion of the SMRC. (Nb Only processed material at the RRRC site is available for purchase).

The current contract for the purchase and removal of processed green waste expires on 13 December 2020.

REPORT

Public advertising
The Request for Tender (RFT) was advertised in The West Australian on Saturday 17th October 2020. The RFT closing date was Tuesday 3 November 2020.

Offers Received
Responses to the Request for Tender were received from the following companies:

- Community Greenwaste Recycling
- Purearth
- Richgro – Incumbent contractor

Evaluation of Proposals
The following evaluation panel undertook an assessment of responses to the Request for Tender and details are provided in the attached confidential evaluation report.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Council Meeting – 10 December 2020**
REPORT NO	**9.4**
SUBJECT	**STATUTORY AUDITOR'S REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	4 December 2020
FILE REFERENCE	FD: Corporate Finance/Audit
ATTACHMENT/S	

UNCONFIRMED

COUNCIL RESOLUTION

The Chair advised that the Auditors attended the Audit and Risk Committee Meeting to present their report which was subject to the Auditor General's signoff.

20.12-5 MOVED: CR S REPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

THAT THE AUDIT AND RISK COMMITTEE RECOMMEND TO COUNCIL THAT:

1. **THE STATUTORY AUDITOR'S REPORT AND MANAGEMENT REPORT RECEIVED FROM OFFICE OF THE AUDITOR GENERAL FOR WESTERN AUSTRALIA FOR THE YEAR ENDED 30 JUNE 2020 BE RECEIVED.**
2. **THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020 BE RECEIVED.**

CARRIED 4/0

VOTING REQUIREMENT
Simple Majority.

PURPOSE OF REPORT
To present to the Council the Independent Auditor's report for the year ended 30 June 2020 and the financial performance of the SMRC for the period ending 30 June 2020.

STRATEGIC RELEVANCE

Key Result Area 2	**Business Sustainability**
Objective 2.4	Our business is financially viable and sustainable

BACKGROUND

The Local Government Amendment (Auditing) Act 2017 was proclaimed in October 2017, giving the Auditor General the mandate to audit local governments and regional councils.

The Act allows the Auditor General to take on responsibility for the annual financial audits of local governments as existing audit contracts expire.

For 2019/20 the Auditor General will be responsible for conducting a statutory financial audit for the SMRC and has appointed RSM Australia as its contractor for performing the audit.

The auditor is to audit the statutory accounts and annual financial statements of the Local Government.

REPORT

1. AUDITORS ANNUAL COMPLETION REPORT FOR THE YEAR ENDED 30 JUNE 2020

(Refer Attachments)

Exit Audit Meeting
Audit & Risk Committee meeting on 10 December 2020 commencing at 3pm
Mr Alasdair Whyte, Partner, RSM Australia Partners and Mr Jay Teichert, Director - Financial Audit, Office of the Auditor General for Western Australia will attend the Audit & Risk Committee meeting to present the Auditor's report and management report for the year ended 30 June 2020.

a. Final Management Letter:

Findings identified during the final audit

1. Indicators of significant adverse trends identified (Asset Sustainability Ratio is below standard.
2. Excess leave management.

UNCONFIRMED

1. Asset Sustainability Ratio is below standard

Finding
Section 6 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 requires any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position of the financial management practices of the local government to be reported.

The following ratio has been identified as indicating a significant adverse trend for FY20: Asset Sustainability Ratio is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.8 for the last three financial years.

Rating: Significant
Implication:
Failure to comply with section 6 of the Local Government Act 1995.

Auditor Recommendation:
The council should formulate a strategy to meet the standards.

Management comment:
The SMRC's annual depreciation expense is $3.1M, ($5.1M FY19).
Because of the nature of the SMRC project it includes assets that will never be replaced and therefore an annual replacement program of $3.1M is not required.

This ratio has little meaning for the SMRC because the annual asset renewal program will not be realised to its full value. Eg $3.1m annually spent on asset renewals.

This is reported to the Council and its participant local governments annually.

UNCONFIRMED

Asset Sustainability Ratio **Measures whether assets are being replaced/renewed at the rate they are wearing out.**				
	Target	**Actual FY20**	**Actual FY19**	**Comments**
Dept of Local Government Standard Benchmark	0.90 Higher is better	0.40	0.03	The SMRC's annual depreciation charge is $3.1M, ($5.1M FY19). It includes assets that will never be replaced and therefore an annual replacement program of $3.1M is not required. This ratio has little meaning for the SMRC because the annual asset renewal program will not be realised to its full value.
Capital renewal and replacement expenditure Depreciation Expense FY20 $1.2 million $3.1 million [Numbers taken capital expenditure & statement of comprehensive Income]				

Responsible position: Chief Executive Officer **Completion date:** N/A

2. Excessive Leave Management

Finding
During our audit we identified two instances where employees have annual leave accrued balances in excess of 300 hours each and six instances where employees have long service leave accrued balances in excess of 13 weeks each.

Rating: Moderate
Implication
Excess leave may negatively impact on the health and safety of employees through over-reliance on certain individuals and can represent a significant financial liability for the Shire when large remuneration payouts are required upon termination / resignation of long serving employees with excess leave.
When excess leave is taken or paid out, the rate of pay is the current one at the time the leave is taken or paid, not the pay rate at the time when the leave was accrued. This becomes an extra cost to the Council.
In addition, when employees take extended leave, the Shire's business operations may be interrupted due to the temporary loss of an employee's services, skills and experience. Also, an employee's unwillingness to take leave may represent an attempt to mask fraud.

Recommendation
The Council should continue to manage and monitor the excess leave by meeting with the employee as soon as practicable to discuss the excess leave and develop an agreed plan for the leave to be taken.

Management's Comments

SMRC monitors all employee excessive leave accruals under its leave management policy, leave plans and processes for approving leave extensions.

300 hours is equivalent to approx. 8 weeks.

The Local Government Industry Award 2020 is the underpinning industrial instrument for SMRC employees:

Clause 23.6 to 23.8 contain provisions, additional to the NES about the taking of paid annual leave as a way of dealing with the accrual of excessive paid annual leave.

Clause 23.6 (a) An employee has an excessive leave accrual if the employee has accrued more than 8 weeks' paid annual leave.

Clause 23.7 set out how an employer may direct employees with more than 8 weeks accrual to take annual leave provided:
SMRC has formed a view in accordance with the award and NES that the very minimum it can direct employees to reduce their leave entitlement is 6 weeks, and can only make this direction after they have reached an accrual of 8 weeks and are then required at least 8 weeks' notice of the directive.

UNCONFIRMED

Long Service Leave entitlements - Employees receive a written request either 6 months prior to it becoming due or annually, requesting the employee to submit a leave plan or request a deferral to be approved by the CEO (or in the CEO's case by Council). Deferrals are reviewed at the employer's discretion.

Responsible Person: Human Resources Manager
Completion Date: ongoing

2. INDEPENDENT AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2020

Refer attached

UNCONFIRMED

3. FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020 (Refer Attachments)

The SMRC has prepared the following commentary for its Annual report.

SMRC Annual Report 2020

Financial Highlights and Results

Highlights

- Operating revenues for the year were $2.4 million higher and operating expenditure $1.2 million lower than the prior corresponding period attributing to a net surplus result before depreciation of $3.6 million higher than the previous year.
- Operating revenues relates to the latter half of the year for the RRRC recycling plant reaching full capacity by receiving an additional 10 metropolitan local governments on a short-term contingency arrangement. A grant from the state government towards assisting plant maintenance and replacement program.
- Operating cashflow was $1.8 million derived from the above net result, achieving benefits through continued and improved working capital management.
- Cash reserves balance of $7.3 million, an increase by $1.3 million from previous year.
- RRRC loan debt $9.9 million reduced by $3.2 million during the year.
- Net Assets and equity of $32.4 million, an increase by $6.8 million attributed to net surplus result $4.2 million and the revaluation surplus of $2.6 million.

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Results

	YTD ACTUAL Jun-20 ($M)	YTD ACTUAL Jun-19 ($M)	CHANGE
REVENUES	$25.6	$23.2	$2.4
EXPENSES	$21.4	$32.7	-$11.3
NET RESULT	$4.2	-$9.5	$13.7
ADD BACK: DEPRECIATION	$3.1	$5.1	-$2.0
ADD/ LESS: REDUNDANCY PROVISION	-$1.6	$1.9	-$3.5
ADD/ LESS: REVAL. LOSS/ REVERSAL	-$1.9	$2.7	-$4.6
RESULT (EBITDA)	$3.8	$0.2	$3.6
CASH IN BANK	$10.2	$9.0	$1.2
RESERVES	$7.3	$6.0	$1.3
OUTSTANDING LOANS	$11.7	$14.9	-$3.2
NET ASSETS	$32.4	$25.6	$6.8

1. Statement of Comprehensive Income

1.1 Revenue

The 2019/20 total operating revenue was $25.6 million ($23.2M FY 19)

23% of revenue $5.9M (FY19 9% $2.0M) is from non-participant customer tonnes, the increase in revenue is due to additional recycling tonnes.

11% of revenue $2.8M (FY19 2% $0.5M) is from other sources including sale of carbon credit units and government grants.

1.2 Expenditure

The 2019/20 total operating expenditure was $21.4 million ($32.7M FY 19)

The reduction compared to the previous year relates to the following: ($11.3M)

- Employee costs $0.4M
- Materials and contracts ($1.6M)
- Employee redundancy provision (Net) ($3.5M)
- Revaluation of plant & equipment (Net) ($4.6M)
- Depreciation ($2.0M)

The employee redundancies provision was reversed this year due to the RRRC divestment not proceeding.

Revaluation of plant & equipment includes reversal of prior year loss on revaluation of plant & equipment when being re-recognised from assets held for sale.

The recognition of the site lease liability as required under AASB 16 Leases reduced the Materials and Contracts $0.7M & increased interest expenses $0.3M.

The reduction in depreciation relates to the decreased valuation in plant & equipment.

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1. 3 Net Result for the Year

Whilst the financial statements show a net result surplus of $4.2 million. The following is an explanation for the surplus.

The SMRC uses **EBITDA** as an alternative internal measure for reporting its net result. Applying SMRC's EBITDA, the net result is a surplus of $3.8 million (see table below).

Reconciling our financial results

Measure	**Underlying (EBITDA)** EBITDA stands for: Earnings before interest, taxes, depreciation & amortisation.		
Why do we use this	Underlying EBITDA is a key alternative performance measure that management uses internally to assess the financial performance by removing expenses that are irrelevant in understanding actual financial results for the year ended.		
Adjustment		FY20	FY19
	Net Result	$4.2 M	($9.5 M)
	Add back depreciation	$3.1 M	$5.1 M
	Less reversal of employee redundancies provision	($1.6 M)	$1.9 M
	Add (less) loss on recognition/ reversal revaluation of plant and equipment	($1.9 M)	$2.7M
Result	**EBITDA**	**$3.8 M**	**$0.2 M**

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2. Statement of Financial Position

2.1 **Cash** (note 3) $10.2 million ($9 million FY 19) is represented by $7.3 million reserves, $1 million bonds & deposits & $0.8 million unspent grant.

2.2 The **Make good provision** (note 8) (RRRC project decommissioning and restoration) is $3.6 million ($3.5 million FY 19). The provision increases annually by an inflation interest charge.

2.3 **Property, plant and equipment** (note 9) carrying value as at 30 June 2020 was $27.3 million ($23.7 million FY19), the increase of $3.6 million is due to the following:

Carrying value as at 30 June 2019		$23.7 million
Add Revaluation increment	$2.6 million	
Add Capital additions	$1.2 million	
Add Reversal of prior year loss on revaluation	$1.9 million	
Less Depreciation	($2.1 million)	$3.6 million
Carrying Value as at 30 June 2020		$27.3 million

2.4 **Right of Use Assets** (note 11) includes the RRRC ground lease has a carrying amount as at 30 June 2020 of $9.2 million ($10.1 million recognised as on 1 July 2019), the decrease is due to the depreciation of $0.9 million.

In accordance with the transition provisions of AASB 16, the Council has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Council will not restate comparatives for prior reporting periods.

2.5 **Lease Liabilities** (note 14) (current & non-current liabilities) is $9.7 million ($10.1 million recognised as on 1 July 2019), reduced by the capital repayments of ($0.4 million).

2.6 **Borrowings** (note 15) balance (current & non-current liabilities) was $11.7 million ($14.9 million FY 19), made up of the following two project loans;

- RRRC Project outstanding balance of $9.9 million ($13.1 million FY 19) and;
- Office Accommodation Project, Office building in Booragoon $1.8 million ($1.8 million FY 19).

No new loans were raised during the year. RRRC project loans repaid during the year amounted to $3.2 million ($3.4 million FY 19). The RRRC Project borrowings will be fully repaid by 30 June 2023.

2.7 The Council's **net assets and total equity** is $32.4 million ($25.6 million FY 19). The increase of $6.8 million is attributed to net surplus result $2.3 million, the reversal of prior year loss on revaluation of $2.7 million, less loss on re-recognition of $0.9 million and this year's revaluation surplus of 2.6 million.

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3. **Statement of Changes in Equity**

3.1 The changes in the **retained surplus** balance as at 30 June 2020 was $9.9 million ($7.1 million FY19). The explanation for the increase of $2.8 million is below;

- The net surplus result from the statement of comprehensive income of $4.1 million.
- Net amount of ($1.3 million) is transferred to the cash backed reserves.

3.2 The **changes in the cash-backed reserve** balance as at 30 June 2020 increased by $1.3 million to $7.3 million ($5.9 million FY19).

The reserve accounts are for the purposes of funding the asset renewal program, contingency & development initiatives, insurance, restoration costs associated with the RRRC lease conditions and provision for travel and conferences.

3.3 The **changes in the revaluation surplus** of $2.6 million to $15.2 million ($12.6 million FY 19). The increase relates to a revaluation of RRRC Leasehold Improvements and buildings.

4. Statement of Cash Flows

4.1 The **net increase in the cash balances** of $1.1 million is attributed to the following cash receipts and payments during the year.

4.2 The **cash receipts from operations** is $24.7 million ($25.8 million FY 19). The decrease of $1.1 million is a result of FOGO operations processing and recycling sale prices.

4.3 The **cash payments for operations** is $22.9 million ($26.0 million FY 19). The decrease of $3.1 million is a result of reduced plant maintenance expenses and utility charges.

This results in a **net cash surplus from operating activities** of $1.8 million (surplus of $0.1 million FY 19).

4.4 The **cash used in investing activities** is $0.2 million ($1.1 million FY 19). The amount refers to capital expenditure and Cash term deposit investments exceeding three months. The classification of Cash term deposit investments exceeding three months is in accordance with the changes in accounting classification and measurement requirements for AASB 9 Financial instruments.

4.5 The **cash balance at the end of the financial year** has increased by $1.1 million to $10.1 million ($9.0 million FY 19).

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4. FINANCIAL RATIOS

Ratios explained as per Note 34 in the Financial Report

Current Ratio

Measures the liquidity position of a local government.

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	1.0 Higher is better	1.06	1.58	The SMRC is in a solvent position and has ability to meet its short term financial obligations from unrestricted assets. (nb: Cash reserves are not included in the ratio)

Current assets minus restricted current assets
Current liabilities minus restricted liabilities associated with restricted assets
FY20
$19.7 - $9.1 = $10.6 million
$11.0 - $1.0 = $10.0 million
[Numbers taken from statement of financial position and cash and cash equivalents note]

Asset Consumption Ratio

This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	0.50 Higher is better	0.94	0.75	Assets were last re-valued in 2020 and depreciation adjustments for fixed plant and equipment was reviewed in 2020.

Depreciated Replacement Cost of Depreciable Assets
Current Replacement Cost of Depreciable Assets
FY20
$23.8 million
$25.2 million Numbers taken from notes in financial statements – Property, Plant & Equipment]

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Asset Renewal Funding Ratio

This ratio is a measure of the ability of a local government to fund its projected asset renewal / replacements in the future.

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	0.75 Higher is better	1.00	- Not reported due to Proposed Asset sale	The 10 year capital renewals program will be funded from annual operations and cash backed reserve funds. Due to the nature and use of the assets only required renewals are determined in the Asset Management Renewal Plan and funded from reserve funds.

NPV of Planned Capital Renewals over 10 years
NPV of Required Capital Expenditure over 10 years
$16 Million NPV over 10 years
$16 Million NPV over 10 years
[Numbers drawn from Long Term Financial Plan (planned renewals) and Asset Management Plan (required renewals)]

Asset Sustainability Ratio

Measures whether assets are being replaced/renewed at the rate they are wearing out.

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	0.90 Higher is better	0.40	0.03	The SMRC's annual depreciation charge is $3.1M, ($5.1M FY19). It includes assets that will never be replaced and therefore an annual replacement program of $3.1M is not required. This ratio has little meaning for the SMRC because the annual asset renewal program will not be realised to its full value.

Capital renewal and replacement expenditure
Depreciation Expense
FY20
$1.2 million
$3.1 million
[Numbers taken capital expenditure & statement of comprehensive Income]

UNCONFIRMED

Debt Service Cover

measures a local government's ability to repay its debt including lease payments

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	2.0 Higher is better	2.20 1.70	(0.86) (0.19)	The RRRC Project loan is fully repaid by Participants. Therefore this ratio is not a true financial performance for the SMRC For FY20 disclosed above the ratio is further distorted by items relating to asset impairment loss and revaluations.

Annual Operating Surplus before interest and depreciation
Principal and Interest
FY20
$4.1 + $4.0 = $8.1 million
$3.2 + $0.5 = $3.7 million
[Numbers taken from statement of comprehensive income and statement of cash flows]

Operating Surplus Ratio

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes

	Target	Actual FY20	Actual FY19	Comments
Dept of Local Government Standard Benchmark	0.01 Higher is better	0.17 0.10	(0.41) (0.29)	The reason for the SMRC's positive ratio is due short-term contracts. The financial structure of the SMRC does not budget to make a surplus or recover the annual depreciation charge as revenue from its participants because the participants contribute separately towards the capital assets through annual loan borrowings For FY20 disclosed above, the ratio is further distorted by asset revaluations.

Operating Revenue minus Operating Expenses
Own source operating revenue
FY20
$25.6 - $23.3 = $2.3 million
$23.8 million
[Numbers taken from statement of comprehensive income by nature or type]

UNCONFIRMED

Own Source Revenue Coverage Ratio **This ratio measures a local government's ability to cover its costs through its own revenue effort**				
	Target	**Actual FY20**	**Actual FY19**	**Comments**
Dept of Local Government Standard Benchmark	0.40 Higher is better	1.02 0.95	0.71 0.77	Additional revenue from fees and charges attributed to higher ratio. Ratio is adjusted to reflect asset revaluation reversals included in revenue.
Own source operating revenue Operating expense FY20 $23.8 million $23.3 Million [Numbers taken from statement of comprehensive income by nature or type]				

UNCONFIRMED

STATUTORY RELEVANCE

LOCAL GOVERNMENT ACT 1995 - SEC 7.9

7.9 Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –

(a) the mayor or president; and

(b) the CEO of the local government; and

(c) the Minister.

LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 10

10 Report by auditor

(1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.

(2) The report is to give the auditor's opinion on —

(a) the financial position of the local government; and

(b) the results of the operations of the local government.

(3) The report is to include —

(a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and

(b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and

(c) details of whether information and explanations were obtained by the auditor; and

(d) a report on the conduct of the audit and

(e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions

(i) the asset consumption ratio; and

(ii) the asset renewal funding ratio.

(4A) In subregulation (3)(e) —

asset consumption ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);

asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).

(4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Meeting of Council – 10 December 2020**
REPORT NO	**9.5**
SUBJECT	**SMRC ANNUAL REPORT 2019 / 2020**
AUTHOR	T Youé, Chief Executive Officer
AUTHOR'S INTEREST	Nil
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD: Community/Publications/Annual Report
ATTACHMENTS	Annual Report for 2019/20

UNCONFIRMED

COUNCIL RESOLUTION

20.12-6 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

1. **THE ANNUAL REPORT OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE YEAR ENDED 30 JUNE 2020 BE ADOPTED.**
2. **THE CEO BE AUTHORISED TO MAKE MINOR CHANGES TO THE REPORT IF REQUIRED PRIOR TO THE PUBLIC RELEASE OF THE REPORT.**

CARRIED BY ABSOLUTE MAJORITY 4/0

VOTING REQUIREMENT

Absolute Majority s.5.54 (1) Acceptance of annual report.

PURPOSE OF REPORT

The Regional Council to consider and adopt the SMRC's Annual Report for the preceding financial year (1 July 2019 - 30 June 2020).

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

The Local Government Act 1995 (s5.53) requires Regional Councils to prepare an annual report for the financial year ending 30 June, by 31 December each year.

Acceptance of annual reports s 5.54

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Notice of annual reports s 5.55
The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Publication of annual reports s 5.55A
The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

UNCONFIRMED

IMPLICATIONS TO CONSIDER:

Consultative:
Draft provided to REG members prior to Council adoption.
An Annual General Meeting of Electors is not a requirement for Regional Local Governments.

Strategic relevance:

Key Focus Area Stakeholder Relations
Objective
Strategy

Policy related:
Not applicable

Financial:
Design has been undertaken in-house

Legal and statutory:
The Local Government Act 1995 (s5.53) (s5.54) (s5.55) (s.5.55A)

Local Government (Administration) Regulations 1996 - Reg 19B & 19CA relate to prescribed contents to be included in Annual Reports. The SMRC has met the requirements.

Risk related:
Not applicable

REPORT
The Annual Report highlights the activities of the SMRC for the financial year 2019/20.

In addition to the Local Government Act requirements, an email link to the SMRC website advising the availability of the Annual Report will be distributed to all Councillors, senior local government officials, libraries in the region, MPs and government bodies and other industry leaders as needed or requested.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Meeting of Council – 10 December 2020**
REPORT NO	**9.6**
SUBJECT	**FINANCIAL REPORTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2020/21
ATTACHMENT/S	Statement of Financial Activity – September 2020 Statement of Financial Activity – October 2020 Accounting Policy No 2.1 (amended)

UNCONFIRMED

COUNCIL RESOLUTION

20.12-7 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

1. **THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIODS ENDED 30 SEPTEMBER AND 31 OCTOBER 2020 BE RECEIVED.**
2. **THE ACCOUNTING POLICIES NO 2.1 FOR THE SOUTHERN METRPOLITAN REGIONAL COUNCIL AS AMENDED DATED 3 DECEMBER 2020 BE ADOPTED.**

CARRIED 4/0

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To receive the financial statements and the current cash investment portfolio for the following periods:

1. **Financial Statements for the period ended 30 September 2020**
2. **Financial Statements for the period ended 31 October 2020**
3. **Accounting Policies Review**

STRATEGIC RELEVANCE

Key Result Area 2: Business Sustainability
Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- 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).
- The Council resolved at its meeting on 27 August 2020 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.

REPORT

1. Financial Statements for the period ended 31 October 2020

The actual operating result (before depreciation and reserve transfers) is $420,000 surplus in line with budget estimates and the net asset position (closing funds) is $2.9 million surplus.

A summary of budget variances is provided in the attached report.

2. Financial Statements for the period ended 30 September 2020

The actual operating result (before depreciation and reserve transfers) is $313,000 surplus in line with budget estimates and the net asset position (closing funds) is $2.5 million surplus.

A summary of budget variances is provided in the attached report.

3. Accounting Policies review

The SMRC's accounting policies provide a framework for the financial management and significant accounting policies and must comply with Australian Accounting Standards, the Local Government Act 1995 and the Local Government (Financial Management) Amendment Regulations.

Amendments reflect the notes to the annual Financial Statements for the Year ended 30 June 2020 and future reporting od accounts.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL AGENDA REPORT	
SUBMISSION TO	**Special Meeting of Council – 10 December 2020**
REPORT NO	**9.7**
SUBJECT	**SCHEDULE OF PAYMENTS**
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	3 December 2020
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting \ 2020/2021
ATTACHMENTS	#1 Schedule of Payments – August 2020 #2 Schedule of Payments – September 2020 #3 Schedule of Payments – October 2020

UNCONFIRMED

COUNCIL RESOLUTION
20.12-8 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

CEO RECOMMENDATIONS:

1. **THE SCHEDULE OF PAYMENTS FOR THE MUNICIPAL FUND, BE RECEIVED, AS LISTED IN THE ATTACHMENTS, FOR THE MONTHS:**
   a. **AUGUST 2020 $2,568,464.50**
   b. **SEPTEMBER 2020 $3,840,431.82**
   c. **OCTOBER 2020 $3,002,670.93**
2. **THE SCHEDULE OF PAYMENTS, AS PRESENTED, BE INCORPORATED IN THE MINUTES OF THE MEETING.**

VOTING REQUIREMENT
Simple Majority

PURPOSE OF REPORT
To report the delegated authority of the Schedule of Accounts of the Southern Metropolitan Regional Council.

BACKGROUND
Delegated Authority has been granted to the Chief Executive Officer to make payments from the Southern Metropolitan 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

FINANCIAL IMPLICATIONS
Approved expenditure is in accordance with the 2020/21 Budget.

MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 10 DECEMBER 2020.

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. DECLARATION OF CLOSURE OF MEETING

There being no further business to discuss, The Chair thanked those present for their attendance and declared the meeting closed at 4:18 pm.

UNCONFIRMED

SOUTHERN METROPOLITAN REGIONAL COUNCIL

SPECIAL COUNCIL MEETING 10 DECEMBER 2020
ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	REQUEST FOR TENDER T2020-05 TRANSPORT RRRC RESIDUAL WASTE	1. COUNCIL AWARDS TENDER T2020-05 TRANSPORT OF RRRC RESIDUAL WASTE TO APPALA HOLDINGS PTY LTD TRADING AS PERTH BIN HIRE AT THE TENDERED PRICES AND RECOMMENDATION IN THE CONFIDENTIAL EVALUATION REPORT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TENDERING. 2. THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO NEGOTIATE MINOR TERMS AND SIGN AN AGREEMENT WITH APPALA HOLDINGS PTY LTD.	EMCS CEO	Actioned Actioned
9.2	REQUEST FOR TENDER T2020-06 RECEIVAL AND DISPOSAL OF RESIDUAL WASTE	1. THAT SUEZ RECYCLING RECOVERY PTY LTD BE THE PREFERRED TENDERER FOR TENDER T2020-06 RECEIVAL AND DISPOSAL OF RESIDUAL WASTE AT THE TENDERED PRICES AND RECOMMENDATION IN THE CONFIDENTIAL EVALUATION REPORT SUBJECT TO PROPOSED AMENDMENTS TO THE AGREEMENT BEING RESOLVED TO THE SATISFACTION OF THE CEO. 2. SUBJECT TO 1 ABOVE, SUEZ RECYCLING RECOVERY PTY LTD BE AWARDED THE TENDER AND THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO SIGN AN AGREEMENT WITH SUEZ RECYCLING RECOVERY PTY LTD.	EMCS CEO	Actioned Actioned
9.3	REQUEST FOR TENDER T2020-07 PURCHASE AND REMOVAL OF PROCESSED GREEN WASTE	1. COUNCIL AWARDS THE TENDER T2020-07 PURCHASE AND REMOVAL OF PROCESSED GREEN WASTE TO A RICHARDS PTY LTD TRADING AS RICHGRO AT THE TENDERED PRICES DETAILED AND RECOMMENDED IN THE CONFIDENTIAL EVALUATION REPORT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TENDERING. 2. THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO NEGOTIATE MINOR TERMS AND SIGN AN AGREEMENT WITH A RICHARDS PTY LTD.	EMCS CEO	Actioned Actioned
9.4	STATUTORY AUDITOR'S REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020	Statutory Reporting requirements	EMCS	Actioned
9.5	SMRC ANNUAL REPORT 2019 / 2020	Statutory Reporting Requirements	EMCS	Actioned
9.6	FINANCIAL REPORTS	Accounting Policies reporting requirements	EMCS	Actioned
9.7	SCHEDULE OF PAYMENTS		EMCS	Actioned

SPECIAL COUNCIL MEETING 10 DECEMBER 2020
ACTION LIST

Ordinary Council Meeting- 21 June 2018 Outstanding Actions		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Ongoing
Ordinary Council Meeting- 19 April 2018 Outstanding Actions		
11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS	CEO/EMCS	Ongoing

Ordinary Council Meeting- 28 November 2019 Outstanding Actions		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1st October 2021.	CEO	Ongoing
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Ongoing

Special Council Meeting- 9 April 2020 Outstanding Actions		
9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC 1. THE SMRC INVITE PUBLIC TENDERS FOR FOGO PROCESSING AT THE RRRC AND THE EVALUATION PANEL CONSIST OF THE SMRC CEO AND ONE REGIONAL EXECUTIVE GROUP MEMBER FROM EACH PROJECT PARTICIPANT. 2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL.	CEO	Ongoing

Ordinary Council Meeting- 27 August 2020 Outstanding Actions		
11.2 OFFICE ACCOMMODATION PROJECT Resolved to rollover loan for two year period interest only to 31 December 2022 (Actioned in December 2020	CEO	Actioned

SPECIAL COUNCIL MEETING 10 DECEMBER 2020
ACTION LIST

Special Council Meeting- 26 October 2020 Outstanding Actions		
1. Enter into a Waste Supply Agreement with Kwinana WTE Project Co 2. Enter into a Financiers Direct Deed with BTA Institutional Services 3. Amend and combine the Project Participants' Agreements 4. Forward Waste Supply Agreement, Financiers Direct Deed, Amended Project Participants' Agreements to participants	CEO	Awaiting Participant approval Actioned

SOUTHERN METROPOLITAN REGIONAL COUNCIL

Southern Metropolitan Regional Council
9 Aldous Place, Booragoon WA 6154
Tel: (08) 9329 2700
Web: www.smrc.com.au Email: smrc@smrc.com.au

REGIONAL COUNCIL
WASTE PLAN

February 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL

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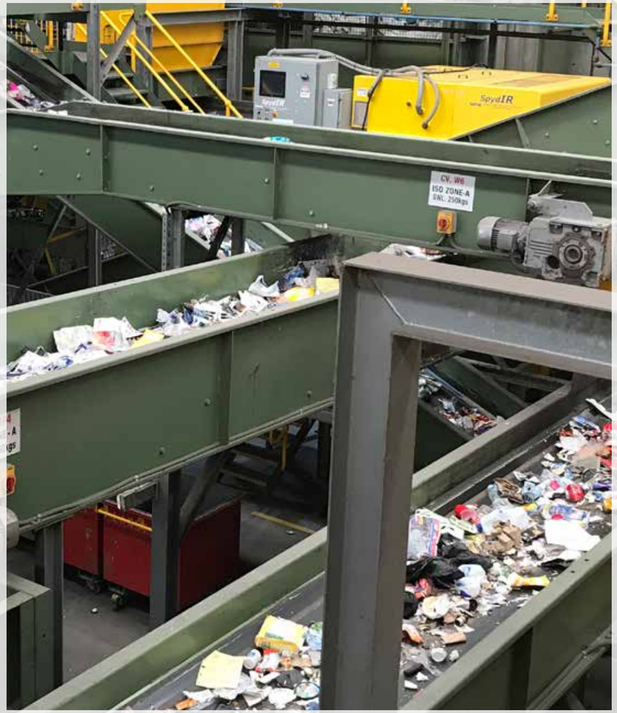


Recyclables being sorted at the Materials Recovery Facility

Cover image: **Recyclables from the yellow-topped bins are received on the tipping floor at the MRF**

Part 1 - Services and Performance

1.0 Introduction

Part 1 of the Southern Metropolitan Regional Council (SMRC) Waste Plan establishes a waste profile and baseline information in relation to the objectives and targets set out in the Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy):

- Avoid[1]- Western Australians generate less waste.

- Recover - Western Australians recover more value and resources from waste.

- Protect - Western Australians protect the environment by managing waste responsibly.

NB: Regional Local Government[2] (commonly referred to as Regional Councils) Waste Plans are designed to cover the myriad of different operational/education/service functions offered. As a result, some sections of regional council waste plan templates may/may not be applicable to a Regional Council.

Where data was available, the Department of Water and Environmental Regulation (DWER) has pre-filled sections of Part 1.

If any of the pre-filled information is incorrect, please amend accordingly and advise of the changes.

Please take the time to ensure that you complete each section, where relevant. In some tabs, you may need to scroll down to ensure that you have not missed any sections.

[1] As explained in tab 'P1 - 3 Avoid', baseline information relating to the 'avoid' strategy is not required from regional councils at this stage.

[2] The definition in section 3(1) of the Waste Avoidance and Resource Recovery Act 2007 of local government includes "a regional local government established for the purpose of providing waste services". A regional local government is established under section 3.61 of the **Local Government Act 1995**, *which provides in section 3.61(1):*

Two or more local governments (referred to in this Division as the participants) may, with the Minister's approval, establish a regional local government to do things, for the participants, for any purpose for which a local government can do things under this Act or any other Act.

Signage at the RRRC Bushland

2.0 Integrated planning and reporting

All local governments, including Regional Councils, plan for the future[1] through the development of strategic community plans and corporate business plans. Waste plans for part of local government integrated planning and reporting as an issue-specific informing strategy.

[1] 'Plan for the future' means a plan made under section 5.56 of the *Local Government Act 1995* and Division 1 and 3 of Part 5 of the *Local Government (Administration) Regulations 1996*.

[1]*Plan for the future' means a plan made under section 5.56 of the* **Local Government Act 1995** *and Division 1 and 3 of Part 5 of the* **Local Government (Administration) Regulations 1996**.

Extraction of paper and cardboard

Table 1: Links between plan for the future and waste management

Strategic Community Plan	
Title:	Strategic Community Plan https://smrc.com.au/wp-content/uploads/key-docs/Business-Plans/Strategic%20Community%20Plan.pdf
Came into force:	June 2020
Date of next review:	June 2024
Waste-related priorities:	Processing 1. Organic waste (household food and small garden waste) is collected from 240 litre limegreen top bins, processed and turned into compost; 2. Paper, plastics, and metals are collected from household yellow top bins, and are sorted and recovered in the Materials Recovery Facility, then sold to domestic and international markets; and 3. Green waste is collected from the kerbside of households and turned into mulch.
	Markets Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill Strategy 1.1.1 Optimise operations in recovery and e-use to add value Action a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery Action b. Consider opportunities for divesting resource recovery and disposal activities
	Education Our communities/stakeholders are at the core of our existence. • Our communities possess the right level of knowledge and education so that change happens in the household, at the grassroots of our society. • Education and environmental stewardship play a fundamental supporting role in all areas of the waste hierarchy. These are paramount in the reduction of waste to landfill, and play significant role in supporting many of our operational elements.

Corporate Business Plan	
Title:	Corporate Business Plan https://smrc.com.au/wp-content/uploads/key-docs/Business-Plans/Corporate-Business-Plan-2018-2022.pdf
Came into force:	June 2020
Date of next review:	June 2024
Waste-related priorities:	'Collection Support and encourage members to implement the most effective collection solutions
	'Processing 1. Organic waste (household food and small garden waste) is collected from 240 litre limegreen top bins, processed and turned into compost; 2. Paper, plastics, and metals are collected from household yellow top bins, and are sorted and ecovered in the Materials Recovery Facility, then sold to domestic and international markets; 3. Green waste is collected from the kerbside of households and turned into mulch.
	'Markets Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill Strategy 1.1.1 Optimise operations in recovery and re-use to add value Action a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery Action b. Consider opportunities for divesting resource recovery and disposal activities
	Education Our communities/stakeholders are at the core of our existence. • Our communities possess the right level of knowledge and education so that change happens in the household, at the grassroots of our society. • Education and environmental stewardship play a fundamental supporting role in all areas of the waste hierarchy. These are paramount in the reduction of waste to landfill, and play a significant role in supporting many of our operational elements.

3.0 Avoid

Avoidance of waste generation is the preferred waste management option in the waste hierarchy. The state's waste generation reduction targets from the baseline year of 2014-15 are – **2025**: Reduction in MSW generation per capita by 5%, and **2030**: Reduction in MSW generation per capita by 10%.

At this stage, Regional Councils are not required to provide baseline information related to the 'avoid' targets. However, if there is specific information collected by your regional council that provides a baseline for future waste planning and is related to the 'avoid' strategy and targets, please provide this in the "Additional comments" box below. For example, a Regional Council may be part of a committee/group that focuses on waste avoidance; or may implement programs that encourage community behaviour change in terms of waste generation. Such information may indicate how waste generation has changed, identify potential reasons for change and indicate areas to target in Part 2 – Implementation plan (Table 17).

Additional comments (regional council to insert any additional comments that may be applicable)

SMRC Strategic waste Management Plan 2016 – https://smrc.com.au/wp-content/uploads/key-docs/Business-Plans/161102%20SMRC%20SWMP.pdf – a coordinated approach to waste management from all Member councils, in compliance with the WARR Act, provides the most effective progress on waste management actions.

FOGO Steering Group – chaired by SMRC and comprised of member Councils officers and formed to guide the trial, implemenation and ongoing operation and development of the FOGO three-bin collection and processing system.

Recycle Right – SMRC's trademark communications and education campaign which encourages and assists Perth's residents and businesses to recycle, reduce their waste and buy more recycled products.

Bin Tagging – Following the 3-bin FOGO rollout in 2019, bin tagging has taken place at over 8000 households. in City of Melville, City of Fremantle and Town of East Fremantle.

Waste Auditing – all waste audit data has been provided to DWER in annual returns.

Community garden at the RRRC

4.0 Recover

Where waste generation is unavoidable, efforts should be made to maintain the circulation of materials within the economy. The overall recovery rate of each facility operated by Southern Metropolitan Regional Council should be provided in Table 2 and compared with the overall recovery target rate contained in the Waste Strategy.

The Waste Strategy includes a target that from **2020**, energy should only be recovered from residual waste. Regional councils should explain how they plan to meet this target in Part 2 - Implementation plan (Table 17).

Table 3. shows the recovery rate of waste services provided by Southern Metropolitan Regional Council directly to households that **do not result in the waste being transported to or processed by a facility operated by Southern Metropolitan Regional Council.**

For example, a regional council may engage a contractor to collect specific household waste (e.g. mattresses) on behalf of member councils. The waste is then sent to another facility for disposal or recovery. The recovery rate from this service will not be reflected in Table 2 above, and should be displayed in Table 3 below. The "Comments" column should be used to describe the type of service provided.

Table 2: Overall recovery rate (%) of each facility operated by Southern Metropolitan Regional Council compared with targets for 2020, 2025 & 2030.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020 target	2025 target	2030 target
Regional Resource Recovery Facility (RRRC)	73%	66%	65%	65%	65%	71%	65%	70%	75%

5.0 Protect

Objective 3 of the Waste Strategy is to protect the environment by managing waste responsibly, with targets based on better practice, litter and illegal dumping: By 2030 all waste is managed by and/or disposed to better practice facilities, by 2030 move towards zero illegal dumping and zero littering

5.1 Better practice

Adoption of better practice approaches to waste management is an important way in which Regional Councils can better protect the environment from the impacts of waste, and contribute to achievement of the targets under objective 3 of the Waste Strategy. See Guidance Document - 5.0 Better practice, Table 4 for a summary of the Waste Authority's current and planned better practice guidelines.

5.2 Litter

Information on littering within Southern Metropolitan Regional Council should be detailed in Table 5 where available.

5.3 Illegal dumping

Information on illegal dumping within Southern Metropolitan Regional Council should be detailed in Table 6 where available.

Table 3: Overall recovery rate (%) from services provided directly to households by Southern Metropolitan Regional Council compared with targets for 2020, 2025 and 2030

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Comments	2020 target	2025 target	2030 target
RED bin General Waste	n/a	n/a	n/a	na/a	n/a	0%	This service was rolled out and implemented in the period July 2019 to October 2019. The waste stream currently goes to landfill and will be processed at the Avertas waste to energy facility in Kwinana commencing 2022. The descriptor "General Waste" is consistent with terminology used for residual waste from a three-bin FOGO collection system as is in place within the SMRC region. RED Bin General Waste therefore refers to residual waste as defined in the waste strategy 'Waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act).	0%	85% diverted from landfill inncluding 15% points of recovered material	85% diverted from landfill inncluding 15% points of recovered material

Table 4: Better practice approaches and programs adopted by Southern Metropolitan Regional Council

Waste Mangement activity/ service	Waste Authority better practice guideline or program	Date of adoption / implementation	Comment
Three-bin FOGO collection system	Better Bins Kerbside Collection & Better Bins plus	Adopted 2016, implemented 2017 to 2019	BetterBins plus may be accessed going forward where applicable to existing services and for further roll out to MUD's
Behaviour Change Programs and Initiatives	WasteSorted	2010	Recycle Right is being adopted by Councils in WA and is preferred reference by WasteSorted for detailed information on which bin to use

Table 5: Litter information

	Response and comments
Current measures aimed at contributing towards the zero littering target	Environmental Management System ISO 14001 Certified in place at RRRC
How, if at all, does your Regional Council measure the effectiveness and impact of programs designed to reduce littering?	EMS operating procedures and reporting
How high a priority is litter management to your organisation? (1 – Not important at all; 5 – Highly important). If you have additional comments in relation to this rating, include these.	High

Table 6: Illegal Dumping

	Response and comments
Current measures aimed at contributing towards the zero littering target	Controlled weighbridge entry to site and secure perimeter fencing
How, if at all, does your Regional Council measure the effectiveness and impact of programs designed to reduce littering?	EMS operating procedures and reporting
How high a priority is litter management to your organisation? (1 – Not important at all; 5 – Highly important). If you have additional comments in relation to this rating, include these.	High

6.0 Waste Management Tools

6.1 Waste Services

Regional council data relating to the waste collected, recovered and landfilled should be presented in Table 7. These figures reflect the waste that is received at all facilities operated by Southern Metropolitan Regional Council, apart from "Special household services"[1]. It is important to review this data when developing Part 2 - Implementation Plan (Table 17), as it can:

- provide an understanding of how different systems are performing (e.g. recovery levels)
- highlight the need for any new collection systems or infrastructure
- identify the timing and capacity of any new collection systems or facilities required to meet the changing needs of local governments.

In working towards alignment with the Waste Strategy, the council should focus on the materials/resources with the greatest potential to support the objectives and targets of the Waste Strategy.

NB: DWER is currently developing a range of better practice guidelines. Better practice rates will need to be updated as the guidelines are released.

[1]The figures for special household services should reflect services provided directly to households by the Regional Council on behalf of member councils that do not result in that waste being transported to or processed by a facility operated by the regional facility.

Table 7: Significant sources and generators of waste in 2017-18

Service/Source		Tonnes collected	Tonnes recovered	Recovery rate	Best practice rate	Target rate 2025	Target rate 2030
Drop-off	mixed waste						
	dry recyclables						
	green waste	4,069	4,069	100%	100%	100%	100%
	hard waste						
	hazardous waste						
Public place	mixed waste						
	comingled recyclables						
Special event	mixed waste						
	comingled recyclables						
Special services	hard waste					n/a	
	green waste						
	special product collection (e.g. e-waste, mattresses, white goods)						
TOTAL		4,069	4,069	1			

Table 8 provides space for the Regional Council to include bin audit information for kerbside waste services, if available. Bin audits can help councils understand the material composition in kerbside bins, highlight where additional efforts are required to increase performance and assist in planning for future service options such as FOGO collection. See Appendix for full breakdown of composition categories.

Bailing of recyclables

Table 8: Compositional audit data for kerbside waste services

General waste bin	
Yield per household (kg/hhl/week)	4.8
Per capita (kg/per capita/week)	2.0
Audit year	2018
Composition	Total %
Recyclables (paper, cardboard, plastics, steel, aluminium, glass)	19.5%
Organics (organics, wood/timber, textiles, earth)	41.7%
Hazardous (medical, sanitary/ hygiene, nappies, chemicals, paint, batteries,fluorescent tubes, light bulbs, oil, building material)	1.7%
Other (electronic waste, miscellaneous)	37.1%

Recycling bin	
Yield per household (kg/hhl/week)	5.6
Per capita (kg/per capita/week)	2.3
Audit year	2018
Composition	Total %
Recyclables (paper, cardboard, plastics, steel, aluminium, glass)	85.9%
Organics (organics, wood/timber, textiles, earth)	3.4%
Hazardous (medical, sanitary/ hygiene, nappies, chemicals, paint, batteries,fluorescent tubes, light bulbs, oil, building material)	0.3%
Other (electronic waste, miscellaneous)	10.5%

Garden organics or FOGO bin	
Yield per household (kg/hhl/week)	10.0
Per capita (kg/per capita/week)	4.2
Audit year	2018
Composition	Total %
Recyclables (paper, cardboard, plastics, steel, aluminium, glass)	3.3%
Organics (organics, wood/timber, textiles, earth)	95.3%
Hazardous (medical, sanitary/ hygiene, nappies, chemicals, paint, batteries,fluorescent tubes, light bulbs, oil, building material)	0.0%
Other (electronic waste, miscellaneous)	1.4%

6.2 Waste Infrastructure

The number, type, capacity and location of key existing regional council owned and/or operated waste and resource recovery infrastructure is required to understand the future need for different facility types. The range of infrastructure used by Southern Metropolitan Regional Council to manage waste is detailed in Table 9.

Table 10 provides space for Regional Councils to provide information about planned waste and resource recovery infrastructure, if relevant.

The 3-Bin FOGO System

Table 9: Current waste and resource recovery infrastructure operated by the regional council

Facilty name (and licence number if applicable)	Facility type	Location	Managed by	Licence category and approved production or design capacity	Material Type	Service / Activity	Remaining Capacity	Anticipated Closure (year)
Regional Resource Recovery Centre (RRRC) – Waste Composting Facility L7799/2001/8	Waste Composting Facility	350 Bannister Road, Canning Vale 6155	Southern Metropolitan Regional Council	Category 67A: No more than 109,200 tonnes per year	FOGO	Decontamination and transfer to off–site composting		n/a
					GO	Decontamination and transfer to off–site composting		
RRRC – Materials Recovery Facility	Materials Recovery Facility	350 Bannister Road, Canning Vale 6155	Southern Metropolitan Regional Council	Licence application currently under consideration by DWER	Co–mingled Recyclables	Recovery of recyclables for sale to reprocessing industries		n/a
RRRC – Green Waste Facility	Green Waste Facility	350 Bannister Road, Canning Vale 6155	Southern Metropolitan Regional Council	Category 61A: No more than 52,000 tonnes per yea	Green Waste	Shredding to mulch for off–site composting		n/a

Table 10: Planned waste and resource recovery infrastructure

Location	Managed by	Licence category and approved production or design capacity	Waste Type	Service / Activity	Estimated Operation Start Date
RRRC Canning Vale	Southern Metropolitan Regional Council	Category 67A	FOGO, GO and FO	Decontamination and transfer to off-site composting	June 2021
RRRC Canning Vale	Southern Metropolitan Regional Council	Category 67A	FOGO, GO and FO	Decontamination and composting	June 2022

Additional Comments
Currently operating decontamination and transfer to off-site composting of FOGO and FO on an interim basis whilst transitioning waste composting facility from MSW to FOGO. This operation will be upgraded with new processing equipment to cater for permanent operation servicing broader metropolitan area Councils and commercial generators.

6.3 Policy and Procurement

6.3.1 Contracts

Information on Southern Metropolitan Regional Council's existing waste contracts should be detailed in Table 11. When reviewing services, it is a good opportunity to evaluate how they are performing, opportunities for regional collaboration and to identify any opportunities for improvement, review or renegotiation.

6.3.2 Waste local laws and policies

Information on Southern Metropolitan Regional Council's existing local laws, strategies or policies that may complement/support this waste plan and contribute to the Waste Strategy objectives should be detailed in Table 12.

6.3.3 Sustainable procurement

Regional councils can be significant consumers whose purchasing decisions and procurement policies can have positive impacts. This section reviews activities relating to procurement of infrastructure, goods and services that avoid waste, promote resource recovery or encourage greater use of recyclable and recycled products. Information on existing sustainable procurement policies or practices that may contribute to the Waste Strategy objectives should be detailed in Table 13.

Table 11: Existing waste management contracts

Contractor	Services	Contract commencement and expiry	Notes/comments
Perth Bin Hire	Transport of Residual Wastes	'February 2018 to February 2021	
Perth Bin Hire	Beneficial re-use of Glass	'December 2018 to December 2023	
Purearth	Beneficial re-use of FOGO Organics	'November 2019 to June 2022	
Suez	Receive and dispose General Waste	'November 2019 to June 2022	
Cleanaway	Receive and dispose Residual Wastes	'January 2018 to January 2021	

Table 12: Existing waste-related local laws, strategies and policies (

Type of local law, strategy or policy	Name of local law, strategy or policy	Came into force	Due for review	Comments
n/a				

Table 13: Existing sustainable procurement policies and practices

Sustainable procurement policy or practice	Date adopted by Council	Actions implemented e.g. switching to recycled paper printer	Alignment with Waste Strategy targets, objectives or focus materials
nil			

Mixing the FOGO waste at the Waste Composting Facility

Community tour at the RRRC

6.4 Behaviour change programs and initiatives

Communication and engagement with waste generators and managers underpins many local government waste management activities, and are vital in driving behaviour change needed to achieve the objectives and targets of the Waste Strategy.

Behaviour change programs and initiatives refers to activities that increase awareness, skills and knowledge; provide consistent messaging; help people to use waste infrastructure; and encourage the adoption of specific, positive waste behaviours and attitudes.

Most Regional Councils have existing behaviour change programs and initiatives and it is important to evaluate their effectiveness. This section includes an opportunity for a high level qualitative assessment process to understand what has worked and what has not. The results can be used to inform actions for Part 2 – Implementation plan (Table 17).

Bin tagging program

Table 14: Behaviour change programs and initiatives, including Waste Authority programs and other Regional Council initiatives

Regional Council program/ initiative	Name of local law, strategy or policy	Details of evaluation method e.g. qualitative/quantitative assessment	What's worked / not worked	Suggested Improvements
Recycle Right	Waste education program – website/ app, eNews, worksheets, social media, videos, tours, events, school incursions	Surveys following tour/visits Bi-annual community survey	Consistency with messaging throughout Perth and beyond (through CCC)	Proposed update of Education Centre and community engagement material (through WasteSorted grants) to incoproate the GREAT messages
Bin tagging	Following the 3-bin FOGO rollout in 2019, bin tagging has taken place at over 8000 households. in City of Melville, City of Fremantle and Town of East Fremantle.	Qualitative community survey Feedback during tagging		Targeted audits can be undertaken in areas of concern/higher contamination. Targeted education program in problem areas with key messages from results (e.g. soft plastics, bagged recyclables)
Waste Audits	Detailed audits undertaken on whole collection area / truck contents. Provides percentage contamination rates and detailed categorisation of waste.	Quantitative		Targeted audits in areas of concern/ higher contamination.

Additional Comments
The SMRC has long been delivering waste education and has extensive experience in promoting waste education to the community, at the RRRC, at events, workshops, and in schools. Past activities have proven an effective tool in promoting the adoption of better waste management practices and have been hugely popular with the community based on feedback. The Recycle Right® waste education program teaches residents about waste, recycling and sustainability. The SMRC has developed the program over 18 years and it is now a standalone brand, and 'membership' is available to Regional Councils, Councils, Shires. Recycle Right consists of a website and smartphone app (A-Z, Find My Nearest and Which Bin), as well as many education resources and graphics including social media channels, an eNewsletter, worksheets, factsheets and videos. Tours at the RRRC in Canning Vale are run through the program. External presentations and school incursions are also offered. The WALGA-run Consistent Communication Collective (CCC) has agreed Recycle Right be the website to direct residents to the Materials A-Z. The SMRC runs a bin tagging program for members City of Melville, City of Fremantle and Town of East Fremantle. Detailed audits are also undertaken for defined areas/collection zones where greater contamination may have been recorded. This can assist in strategy for future targeted education initiatives.

6.5 Data

Table 15 provides an opportunity to assess existing waste data practices, identify strengths and gaps and consider the kinds of data activities which could be included in the Part 2 – Implementation Plan to improve the local government's waste data. It should be completed based on the data/information covered in Part 1 of this document, as well as the individual experience of the officer/s responsible for collecting and using waste data.

Where 'no', please comment on:

- the kinds of data that is missing, where data gaps exist
- barriers to collecting or accessing adequate data
- the kinds of data collection, analysis or reporting practices that are not currently in place which would assist local government waste management functions.

Recycle Right and City of Melville educate about waste at Kidchella 2021

Table 11: Existing waste management contracts

	Yes	No	Comment	
Does the Regional Council have access to adequate waste data to complete Part 1 of the waste plan?	Yes			
Does the Regional Council use waste data when undertaking planning activities for waste projects/programs?	Yes		Data from bin tagging and audits provides direction and messaging of education campaigns.	
Does the Regional Council have access to adequate waste data for this purpose?	Yes			
Does the Regional Council use waste data when monitoring or assessing waste projects/programs?	Yes			
Does the Regional Council have access to adequate waste data for this purpose?	Yes			
Does the Regional Council use adequate waste data to measure progress toward the targets and objectives of the Waste Strategy?	Yes			
Does the Regional Council have access to adequate waste data for this purpose?	Yes			
Does the Regional Council have access to adequate waste data to fulfil annual data reporting obligations under the WARR Regulations? (previously undertaken through the Waste and Recycling Census)	Yes			
Are there any types of waste data that the Regional Council does not currently collect or have access to that would be helpful/useful?	Yes			
Is the data collected by the Regional Council accurate? Are any new strategies needed to improve accuracy?	Yes			
Does the pre-filled data provided in this template align with the data the Regional Council has? i.e. is this pre-filled data accurate?		No	Organics (organics, wood/ timber, textiles, earth)	Data is generally aligned at a high level, however, textiles, timber and earth not necessarily considered to be suitable for FOGO, soiled paper and cardboard placed in FOGO bin is considered to be recoverable organics
Any additional comments?	Yes		Gaining funding for detailed kerbside audits has been difficult since financial cutbacks and budget austerity measures introduced after the GFC 2009, ideally kerbside audits should be done every two years and particulary after changes in collection systems, eg 2 bins to 3 bins	

Sorting cabin at the MRF

7.0 Summary

The purpose of Part 1 of the waste plan is to consolidate information about current waste management practices, to enable you to assess and identify:

- current waste management performance
- alignment between current waste management practices and the Waste Strategy
- strengths and successes, as well as gaps and opportunities for improvement.

Table 16 provides space to analyse the data and information presented in Part 1, and should be used to determine waste management priorities for the short, medium and long term, and translate these priorities into actions in Part 2 – Implementation plan (Table 17).

Table 16: Assessment of waste management performance and prioritisation of future actions

Waste management achievements (for example, performance/achievement against Waste Strategy targets or objectives or where particular waste management objectives have already been met)	SMRC has been achieving the 2020 diversion target since 2004-05
Opportunities for improvement (for examples, where performance against Waste Strategy targets or objectives could be improved or where waste management objectives have not been met)	1) Further roll out of FOGO and FO to MUD's in Melville, Fremantle and East Fremantle 2) Roll out of FOGO and FO to mixed use and commercial areas in Melville, Fremantle and East Fremantle 3) General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside perfomance
	Ongoing 1) Recycle Right and bin tagging 2) Further discussions with State Government, WALGA, Regional Councils and other local goverments for partnering and use of educational resources such as the Recycle Right brand and resources (e.g. website/app and education centre) 3) Facilitate and support the ongoing work of the SMRC community advisory group 4) Development of new FOGO processing system to achieve curent diversion target of 65% has been completed in the period November 2019 to June 2020 5) Further roll out to MUD's in Melville, Fremantle and East Fremantle 6) Kerbside Waste Auditing program and overall collection and processing system perfomance measurement
	Short term (within the next 1-2 years) 1) Transition of Waste Composting Facility to FOGO processing stage 1 - 60,000 tonnes per annum capacity 2) General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside perfomance
	Medium term (within the next 3-5 years) Transition of Waste Composting Facility to FOGO processing stage 2 - 120,000 tonnes per annum capacity
	Long term (more than five years) Develop regional processing 'hubs' for mattresses, HHW, batteries, C&D materials, whitegoods, e-waste, tyres, cars, asbestos and motor oil.

Part 2 - Implementation Plan

The implementation plan outline the actions which Southern Metropolitan Regional Council will take 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.

Please refer to the Guidance Document under sections: 4.0 How to complete Part 2 – implementation plan, 5.0 Better practice and 6.0 Waste management tools, when developing this implementation plan.

Bales at the RRRC MRF

Table 17: Implementation Plan

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing?	Detailed actions/sub-actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achieveable, Relevant, Timed)	Target (SMART)	Timeframe for Delivery	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsible for implementation (branch, team or officer role, not the names of individual officers)	Identified Risks (Impact/consequence and mitigation strategies)
								Avoid	Recover	Protect		
Waste Services	Further roll out of FOGO and FO to MUD's in Melville, Fremantle and East Fremantle	Existing	Detail provided in member council waste plan			June 2025	Detail provided in relevant member council waste plan.		Recover	Protect	Strategic Projects	Detail provided in relevant member council waste plan.
	Roll out of FOGO and FO to mixed use and commercial areas in Melville, Fremantle and East Fremantle	New	Detail provided in member council waste plan						Recover	Protect		Detail provided in relevant member council waste plan.
	General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside perfomance. The descriptor "General Waste" is consistent with terminology used for residual waste from a three-bin FOGO collection system as is in place within the SMRC region. RED Bin General Waste therefore refers to residual waste as defined in the waste strategy 'Waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act).	Existing	Execute contracts, develop waste transfer methodology	Commissioning of facility, commence delivery of waste streams	Achieve 70% landfill diversion rate by February 2022 for all kerbside collected waste streams by June 2022.	June 2022	Y		Recover	Protect		Risk 1 – Markets for recovered bottom ash may not be attained, Risk 2 – bottom ash component may vary from estimated resulting in lower claimable diversion, Mitigation 1 & 2 – Through procurement process Avertas and operating partners have demonstrtaed significant demonstrated experience in own and operate WtE facilities, ongoing contract administration and oversight by SMRC. Risk 3 – composition of SMRC waste streams vary affecting bottom ash component, Mitigation 3 – SMRC has well documented audit analysis of residuals streams and conducts audits on regular basis, 3 bin collection system is in pace and will remain for the long term, at least 10 years. SMRC has contract terms in place tied to audited waste streams delivered and recycling returns that reflect this.
Waste Infrastructure	Transition of Waste Composting Facility to FOGO processing stage 1 - 60,000 tonnes per annum capacity	Existing	Remove redundant equipment, repair buildings, install new processing equipment line	Licence amendment, procurement, construction and commissioning	WCF will be approved and operating for 60,000 tpa of FOGO	June 2021	Y		Recover	Protect	Strategic Projects	Risk 4 – Licence amendment not attained, Mitigation 4 – expert enviro approvals consultancy advice and conduct required operationl and off–site impact studies to suppoprt application. Risk 5 – not funded by member Councils, Mitigation 5 – business case prepared and ongoing business development and tendering, new customer contracts.
	Transition of Waste Composting Facility to FOGO processing stage 2 - 120,000 tonnes per annum capacity	Existing	Remove redundant equipment, install new processing equipment line	Procurement, construction and commissioning	WCF will be approved and operating for 120,000 tpa of FOGO	June 2022	subject to Stage 1 completion		Recover	Protect		Risk 6 – Not funded by member Councils due to lack of metropolitan FOGO roll out, Mitigation 6 – business case prepared and ongoing business development and tendering, new customer contracts, state government waste strategy, roll out planning and Warr Act. Risk 7 – lack of markets to support significant increased production of FOGO derived organics, Mitigation 7 – existing FOGO offtake contracts and ongoing product development to be expanded and built a upon with local processors, State governmet FOGO working group and maret development work, market development with other other industry groups AORA, WMRR, LGA's.
	Develop regional processing 'hubs' for mattresses, HHW, batteries, C&D materials, whitegoods, e-waste, tyres, cars, asbestos and motor oil.	Existing	Locate sites, preliminary designs, approvals, procurement methodology	Procurement, construction and commissioning	Commission collection hubs	July 2023 to June 2025	N - longer term objective, research phase		Recover	Protect		Risk 8 – Not funded by member Councils, Mitigation 8 – feasibilty study conducted, business case prepared. Risk 9 – lack of suitable site locations, Mitigation 9 – through feasibility study work with member Councils and SMRC RRRC asset utiisatiopn strategy to identify viable sites and locations, consider partnering with other providers and non–member LGA's to co–operate or subcontract site operations.

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing?	Detailed actions/sub-actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achieveable, Relevant, Timed)	Target (SMART)	Timeframe for Delivery	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsible for implementation (branch, team or officer role, not the names of individual officers)	Identified Risks (Impact/consequence and mitigation strategies)
								Avoid	Recover	Protect		
Waste Infrastructure (continued)	17.Develop and deliver an asset management plan for repurposing of assets.	Existing	Asset Renewal Funding ratio is a measure of the ability of a local government to fund its projected asset renewal / replacements in the future. Dept of Local Government Standard Benchmark is 0.75.	The 10 year required capital renewals program is included in the 10 year planned Asset Management Renewal Plan.	Achieve and document Asset Renewal Funding ratio of 0.75 or better	June 2022. Reviewed every two years.	Y		Recover	Protect	Strategic Projects	Risk 10 – Engineering and procurement failure to deliver assets and/or required asset performance, Mitigation 10 – system in palce for project management and engineering design review processes. Risk 11 – funding not available or able to be provided, Mitigation 11 – up to date asset mgt planand data, updated asset register – regular three monthly reviews and informartion reported through budget processes.
	20.Advocate for enhanced packaging design controls and extended producer responsibility for packaging and problematic materials.	Existing	Advocacy through government and industry groups: WMRR, WALGA, MWAC, ACOR, DWER and Waste Authority, limit and control disposal pathways, Recycle Right A to Z lists, consistent comms, junk waste policy guidelines member Councils	Provide regional community based recycling services , develop four regional hubs for household hazardous waste, batteries, motor oil, e–waste and building and construction permanent drop off sites (if feasibility study demonstrates that the model is viable)	Adopt regional plan for development of four regional recovery hubs to support EPR programs	Council project approval – May 2021, Engage feasibility consultant – July 2021, Final report October 2021, Adoption by SMRC and member Councils February 2022	Y	Avoid	Recover			Risk 12 – Not supported by packaging industry and/or goverrntment, Mitigation 12 – elevate to Federal member level, audits and data gathering to support position, eg: costs, enviro impact, document illegal dumping/disposal. Risk 13 – poor community stakeholder by–in, Mitigation 13 – follow actions in SMRC Regional Communications Plan.
	21.Advocate for legislation that limits the disposal of unprocessed MSW.	Existing	Representation on state and industry working groups, leadership in action by rolling out 3 bin collection system and diverting residual waste to waste to energy facility	Representation on state and industry working groups, leadership in action by rolling out 3 bin collection system and diverting residual waste to waste to energy facility	0% of waste processed at the RRRC to landfill by February 2022, Mirrored position adopted by Local Government, Regional Councils and WA Government by February 2022	FOGO rollo out 2019, representartion on state working groups ongoing, waste to energy facility January 2022, all waste processed at RRRC to be diverted from landfill by February 2022	Y		Recover	Protect		Risk 14 – Industry leadership not backed by government legislation, Mitigation 14 – lobby for economic drivers such as increased landfill levy, provide whole of life costing to member Councils, waste tracking database.
	18.Create and promote a brand that reflects the vision and objectives of SMRC.	Existing	1. Identify requirement/needs/wants for brand from SMRC Council and SMG 2. Explore rebranding and renaming of SMRC/ RRRC to make a more distinct look and feel for the facility Maintain consistency across all reports and promotional material	1. Options paper presented to Council (30/6/21) 2. New brand developed (name, logo, brand guidelines) (21/22)	New brand by 21/22	21/22	N – subject to Council approval	Avoid	Recover	Protect		Risk 15 – Lack of buy in from Council. Mitigation 15 – ensure thorough consultation and involvement at early stage of option development.

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing?	Detailed actions/sub-actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achieveable, Relevant, Timed)	Target (SMART)	Timeframe for Delivery	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsible for implementation (branch, team or officer role, not the names of individual officers)	Identified Risks (Impact/consequence and mitigation strategies)
								Avoid	Recover	Protect		
Behaviour Change programs and intiatives	19. Continue to develop existing relationships with Waste Authority and DWER	Existing	1. Incorporate DWER WasteSorted campaign into Recycle Right community and school incursion material 2. Incorporate DWER WasteSorted campaign into Recycle Right education material in the RRRC Education Centre	1. School material being developed in conjunction with WMRC by Term 1. 2. Testing of material with 1-2 schools Dec 2020 3. Development of displays in Education Centre (Jan-Jun 2021)	School material by Feb 2021 Education Centre complete by Jun 2021	June 2021	Y	Avoid	Recover	Protect	Comms	Risk 16 - Lack of buy in from Member Councils for project and message ideas. Mitigation 16 - close consultation during review process to ensure by in.
	25.Promote the Recycle Right Program amongst member councils as the regional recycling initiative	Existing	1. Review of existing Comms Plan/Recycle Right Plan 2. Expansion of Recycle Right program, offering 'memberships' to other Regional Councils, Councils and Shires	1. Planning meeting for Recycle Right - 14/12/20 to determine actions for 2 years 2. Update of Comms Plan/Recycle Right Plan by 31 Mar 2021	Action Plan 21/22 in place by 31 Mar 2021	March 2021	Y	Avoid	Recover	Protect		Risk 17 - Lack of buy in from Council and staff and different priorities, Mitigation 17 - ensure thorough consultation and involvement during planning and review process.
	22.Implement community education plan actions	Existing	1.Update of Strategic Community Plan (2016-2026) - expand on community engagement and education centre revamp	1. Update of Strategic Community Plan and endorsement by SMRC Council	Nov 2020	Revision of Plan due	Y	Avoid				Risk 18 - Lack of buy in from Council and Waste Education Staff. Events and tours cancelled due to Covid, Mitigation 18 - ensure thorough consultation and involvement during planning and review process. Investigate online activities and resources.
	24.Continue to work with and provide support to waste reduction groups	Existing	1. Involvement in policy committees 2. Support of WREN/Recycle Right volunteers 3. Participation in state-wide promotions (e.g. National Recycling Week, Plastic Free July (PFJ))	1. Policy committee memberships reviewed - Feb 21 2. WREN and volunteers role reviewed - Feb 21 3. Two 2 year involvement (20/21) in Plastic Free July - Jul 2021	Continued policy committee memberships WREN (or new volunteer group) Continued PFJ actvities	'1. Policy committee membership review - Feb 21 2. WREN review - Feb 21 3. PFJ July 2021 and ongoing	Y	Avoid	Recover			Risk 19 - Lack of interest for collaboration by Waste Reduction Groups. Less activity due to Covid19 restrictions, Mitigation 19 - ensure open communication with Waste Reduction Groups, early consultation for initiatives and investigate online collaboration.
	28.Lead trial projects to reuse recycled materials	Existing	Tendering for sale of recovered materials give prioirity consideration to on-shore buyers of recovered materials	Contracts for sal eof materials to on-shore users	10% of recoverd recyclble materials re-used within Australia	June 2022	Y - transport and receival for reprocessing allowed for within overall oprating budget of MRF	Avoid	Recover			Risk 20 - Lack of interest from on-shore re-processing facilities, Mitigation 20 - canvassing of potential buyers and partners through business development functions.
	26.Promote the benefits of source separation for 3 bin systems	Existing	1. Develop further education material on 3-bin system 2. Engage with residents about 3-bin system (using social media, face-to-face and online events, PR, Ed Cetnre displays, school incursion material) 3. Develop material for CALD communities	1. Greater awareness of 3-bin system at public events, tours, school visits and online chatter 2. Less contamination found during bin tagging and audits	as below		Y	Avoid	Recover	Protect		Risk 21 - Poor community knowledge and engagement, Mitigation 21 - develop robust stakeholder communication plan, ensure clear communication of project objectives.

Waste Management Tool	Action (OR link to existing local government plan/ document that details this activity)	Is the action new or existing?	Detailed actions/sub-actions (OR link to existing local government plan/document that details this activity)	Performance Indicator	How it will be measured	Actuals		Targets				Identified Risks (Impact/consequence and mitigation strategies)
						2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	
				Waste diverted from landfill	Percentage of waste diverted = (1 - total residuals/total waste processed x 100%)	65%	62%	65%	65%	65%	65%	
				Contamination is reduced in the three waste streams collected	Lime Bin FOGO <2% contamination (Waste Audits)	2$	2%	<2%	<2%	<2%	<2%	
					Yellow Bin Recycling <5% contamination	N/A	10%	10%	10%	<5%	<5%	
					Red Bin Residuals	N/a	<7%	<7%	<7%	<5%	<5%	
Data	Kerbside audits, Post FOGO Roll out performance evaluation, each household in the sample will be audited over the full two week cycle to collect discrete samples of: • 2 x FOGO bins; • 1 x Recycling bin; and • t1 x Red general waste bin. The total number of collected samples will be up to 1,800 bins, dependent on set out rates. The contents of each bin will be broken down and individually recorded in approximately 90 categories	Existing	1. Select representative households (with input from member councils) 2. Collect waste streams 3. Undertake audit 4. Process and analyse data	1. Audit designed 2. Audit implemented 3. Data analysed and interpreted 4. Present data and results to member Councils with recommened next steps	Audit minimum of 1800 bins representing approximately 450 households, minimum of 100 households in any Local Government area	March to June 2021	N - Subject to Council approval	Avoid	Recover		Strategic Projects & Comms	Risk 22 - Minimum sample size not attained and/or sample size not maximised due to lack of coordination between audit crews and collection fleets, Mitigation 22 - Project management and communications plan in place and executed to maintain waste manager/supervisor ansd contractor vigilance, briefings of operations group and communication staff within Member Councils, Risk 23 - Insufficient trained staff, Mitigation 23 - maintain a core group of in-house experienced waste audit staff with secondment of other RRRC staff from MRF as contingency, engage multiple labour companies to increase pool of available casual staff, programming of audit facility workload to even out demand.
	Undertake biennial Community survey (since 2013) to gauge community knowledge and opinion of waste services and 3-bin system. Consists of around 12 multi choice questions and 2 open ended questions. Option for online or hard copy.	Existing	1. Engage consultant 2. Define survey questions with Council members 4. Conduct surveys 4. Analyse/present results	Survey undertaken with data and results presented to member Councils	Survey to be undertaken Feb 2021 Results by end May 2021, Provide repot on resident compliance and contaminatiob rates across all three waste streams by August 2021.	Results presented to Council by June 2021	Y	Avoid	Recover			Risk 24 - Lack of participation in survey, Mitigation 24- engage consultant to follow-up on survey participants
	Bin tagging Program - continuation of program that occurred in City of Melville (trial 2018) and then following 3-bin roll-out (2019/20) in Melville, Fremantle and East Fremantle. Around 2,000 householders per Council.	Existing	1. Select target households (with input from member councils) 2. Recruit bin-tagging staff (and train) 3. Conduct tagging 4. Process and analyse data	Bin-tagging undertaken with data and results presented to member Councils	Bin tagging to commence from Feb 2021	June 2021	Y	Avoid	Recover			Risk 25 - Inclement weather delays program, unable to source enough bin-taggers, Mitigation 25 - start recruitment early and plan for delays in program.

Appendix – Bin Audit Composition Category Details

Recyclable Components				
1	2	3	4	Descriptors
Recyclables	Paper	Recyclable Paper	Newspaper	Newspapers, Newspaper like pamphlets,
			Glossy Paper	magazines (glossy) pamphlets, present wrapping paper,
			Office Paper	A4 document paper, writing pads, letters, stationery papers, Print / Writing Paper, envelopes
			Coloured Paper	Coloured Paper
		Non-Recyclable Paper	Composite Paper	Composite paper items where the weight of the paper is estimated to be greater the weight of the other materials, envelopes with transparent windows
			Contaminated Paper	Paper towel, Paper Napkins, Contaminated Paper - soiled not recyclable
			Other Paper	Non-Recyclable Paper, greaseproof paper, paper with wax coating, high wet strength papers, telephone books
	Cardboard	Recyclable Cardboard	Corrugated Cardboard	Corrugated cardboard boxes,
			Packaged Flat Cardboard	packing boxes etc, cereal boxes, business cards, folding cartons
			Liquid Paper Board Foil Lined and Other	UHT / Long life milk, Soy Milk Cartons, some fruit juice cartons, Carbon barriers, Milk Cartons, Cardboard with wax coating, paper/disposable cups including biodegradable cups
		Non-Recyclable Cardboard	Composite cardboard	Composite cardboard items where the weight of the cardboard is estimated to be greater the weight of the other materials, e.g. pringle boxes etc,
			Contaminated Cardboard	Contaminated Cardboard e.g. pizza boxes
			Other Cardboard	Non-Recyclable Cardboard
	Plastics	Recyclable Plastics	PET #1	Soft drink bottles, juice bottles, some food & mouthwash containers (e.g. jam & sauce bottles, peanut butter jars) including coloured PET
			HDPE#2	Milk and cream bottles, shampoo and cleaner bottles, HDPE bottles, including coloured HDPE
			PVC#3	Cordial and juice bottles, blister packs, plumbing pipes and fittings, PVC labels
			LDPE#4	Ice cream container lids, cream bottle lids, squeeze bottles, lids, builder's black plastic, black mulch film, plant nursery bags
			Polypropylene#5	Ice cream containers, drinking straws, pot plant pots, some bottle caps, plastic garden settings, potato crisp bags, compost bins
			Polystyrene #6	Yoghurt / sour cream containers, hot drink cups, take away containers, plastic cutlery, video/CD boxes, packaging foam, any foam
			Plastic#7 Other	Tupperware, Mixed unidentifiable plastics, all other resins and multi-blend plastic materials
		Non-Recyclable Plastics	Plastic Bags	Plastics Shopping Bags, Plastic Produce/Food Bags, Resealable Plastic Bags, Bin liners, Garbage bin liners, Compostable Plastics Bags
			Plastic Film	Cling film
			Composite (Mostly Plastic)	Composite plastic items where the weight of the plastic is estimated to be greater than the other material items
	Glass	Recyclable Glass (CDS Glass)	Glass Bottles	Beer/Cider Mixed Drinks, Soft drink bottles, not broken glass
		Recyclable Glass	Glass Other	wine bottles, food and sauce jars,
		Non-Recyclable Glass	Miscellaneous/Other Glass	Plate glass (window and windscreen), broken light globes glass, glass particles, Black or ceramic lined glass, Including broken glass that is recyclable more than 50mm in size
	Ferrous (Steel)	Steel	Steel Cans	Food cans, pet food cans, tins, empty paint tins,
			Steel Aerosols	Aerosol cans
			Composite Ferrous (Mostly Ferrous)	Composite ferrous items where the weight of the metal is estimated to be greater than the other material items
			Ferrous Other	Beer bottle tops, 100% ferrous items that are not cans / tins / packaging materials
	Non Ferrous (Aluminium)	Aluminium	Aluminium Cans	Beer and soft drink cans,
			Aluminium Aerosols	Aluminium aerosol cans
			Aluminium Foil	clean foil
			Composite Non-Ferrous (Mostly Non-Ferrous)	Composite non-ferrous metal items where the weight of the metal is estimated to be greater than the other material items
			Non-Ferrous Other	Copper / brass / bronze items, other metals (not ferrous / aluminium), Aluminium tamper proof seals

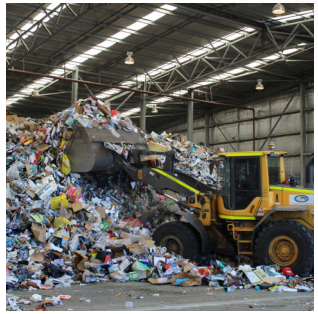
Appendix - Bin Audit Composition Category Details

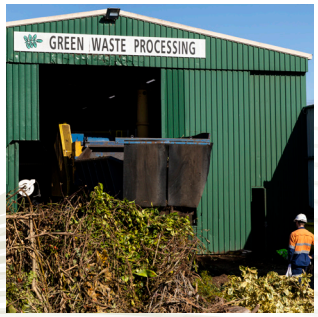
Contaminants/Non-Recyclable Components				
1	2	3	4	Descriptors
Organic	Organic	Organic	Food Waste	Vegetable scraps, meat scraps, animal food, leftover food, Food particles, Bones
			Green Waste	Grass clippings, tree trimmings / pruning's, flowers, tree wood
			Packaged Food Waste	(Liquid containers - quarter full or more) and (Food Waste in containers or bags)
			Other Putrescible	Animal excrement, mixed compostable items
	Other Organics	Other Organics	Wood/Timber	Milled wood / timber, wooden skewers
	Textiles	Textiles	Textiles	(Natural/Synthetic - Apparel/Bedding etc.), (Leather and Rubber)
			Other Textiles	Shoes, handbags, millinery etc
	Earth	Earth	Soil/Dust 'n' Dirt and Inert and Broken Glass, Ash/Coal	Vacuum bag contents, soil, rocks, dirt, grit, mud, Broken Glass less than 50mm in size
			Ceramics, Rocks/Stones, Bricks, Concrete	Bricks and stones, Cups, bowls, pottery items, concrete
Hazardous	Medical	Medical Waste	Pharmaceuticals	Unused prescription medicine, vitamins and Minerals
			Medical Waste	Band aids, Bandages, Used surgical gloves, Surgical Instruments, Medical aids/kits, Medical devices and radioactive materials, any solid waste generated from a diagnosis, treatment of humans or animals, /Medical Other
			Hypodermic Syringes	Hypodermic Syringes, Epi Pens
	Pathogenic Infectious	Pathogenic Infectious	Sanitary / Hygiene	used tissues (items with any bodily fluids), tampons/pads, cotton buds)
			Nappies	Adult and Child disposable nappies
	Hazardous	Hazardous	Chemicals	Bleach, Shampoo, Cleaning Products, (where the weight of the product is estimated to be greater than the weight of the container)
			Paint	Wet/Dry Paint
			Batteries Household	Batteries (Single Use and Rechargeable), Mobile phone battery
			Batteries Other	Vehicle Batteries e.g. Car/Boat, Industrial batteries e.g. Power Supply (UPS)
			Fluorescent Tubes/Light Bulbs	
			Oil Household, Motor & Other	
			Building Material	
			Hazardous Other	Uncategorized hazardous waste
Other	Electronic Waste	Electronic Waste	Toner Cartridges	Toner Cartridges
			Computer Equipment	Computer Components, Peripheral Devices/Computer Printer or Photocopier/Printer
			Mobile Phones	Mobile phones
			Electrical Items	Electrical Products
	Miscellaneous	Miscellaneous	Miscellaneous (Specify)	Any items not applicable to other categories

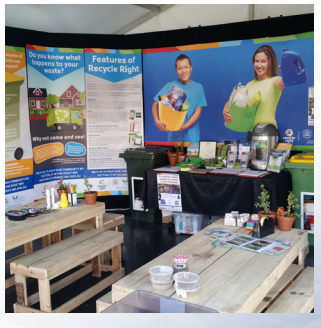
Disability Access & Inclusion Plan 2021–2026

A plan addressing access and inclusion for individuals with intellectual, cognitive, neurological, sensory or physical impairment

SOUTHERN **METROPOLITAN REGIONAL** COUNCIL







This Disability Access and Inclusion Plan is available in alternative formats upon request and includes in electronic format by email, in hard copy in both large and standard print, in audio on compact disc and electronic format (disc or emailed) on request and on the website of SMRC.

Date adopted by Council: 25 February 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL

IN PARTNERSHIP WITH

TOWN of EAST FREMANTLE

City of Fremantle

City of Kwinana

City of Melville

Contact Details:
Southern Metropolitan Regional Council (SMRC)
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1.0 Purpose of this Plan

It is a requirement of the *Disability Services Act 1993* that all local governments develop and implement a Disability Access and Inclusion Plan that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

1.1 What do we mean by disability?

The *Disability Services Act 1993* defines disability as a condition that:

- is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be episodic in nature;

and results in:

- a substantially reduced capacity of the person for communication, social interaction learning or mobility; and
- a need for continuing support services.

1.2 People with disability in Perth's SMRC region

People with disability are an important and sometimes disadvantaged population group often in need of specific services provided by local and state government. Their living arrangements may differ markedly from the rest of the population. Information is collected in each Census about respondent's "need for assistance" with either "self-care", "body movement" or "communication" activities (very young children who obviously require this assistance due only to their age are filtered out of the data before release).

The residential population of the southern metropolitan region suburbs (City of Melville, City of Kwinana, City of Fremantle and Town of East Fremantle) is approximately 187,000 people living in 77,000 households. The online community profile compiled by '.id the population experts' identifies (in 2016) there were 24,739 people (3.8%) in the region as "people who require assistance in their day-to-day lives with core activities.

1.3 Requirements and development of the DAIP

The Disability Services Act (1993) requires all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services. Other legislation underpinning access and inclusion includes the *WA Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act (1992)* (DDA).

Development of the Plan

To inform this Plan, the SMRC consulted with key stakeholders to guide further improvements to access and inclusion. This process included:

- Examination of existing DAIPs, documents and strategies;
- Review of existing facilities and services at SMRC and how these already have provisions for people with disabilities;
- Investigation of trends and good practice in access and inclusion;
- Internal staff consultation and feedback via survey feedback and discussions;

- Consultation with the community via an online survey:
  - Groups who have previously visited on a RRRC tour including:
    - Disability groups
    - Aged care

The Disability Services Act Regulations set out the minimum consultation requirements for public authorities in relation to DAIPs. Local Government authorities must call for submissions by notice in a newspaper circulating in the local district of the Local Government, under the *Local Government Act (1995)* and on any website maintained by or on behalf of the Local Government.

Once a draft plan was prepared, a public notice was placed on the SMRC website, in the Recycle Right eNewsletter and via social media asking the community for feedback on the plan. Four weeks was allowed for feedback.

1.5 Implementation

Monitoring, evaluation, review and reporting

The Disability Services Act sets out a minimum review requirement for public authorities in relation to DAIPs. The SMRC's DAIP will be reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise. Whenever the DAIP is amended, a copy of the amended Plan will be lodged with the Department of Communities.

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to DAIPs. The SMRC will report on the implementation of its DAIP through its Annual Report and the prescribed Progress Report Template to the Department of Communities in July each year. The progress report outlines:

- progress towards the seven desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting these outcomes; and
- the strategies used to inform its agents and contractors of its DAIP.

2.0 About the SMRC

The SMRC is a Regional Council constituted under the *Local Government Act 1995* that provides environmentally sustainable waste management solutions for the benefit of the community and member councils.

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 consideration 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 the period, the following local governments have since withdrawn from the regional group: City of Canning in June 2010, City of Rockingham in June 2012 and the City of Cockburn in June 2019.

The SMRC's current member Councils are:
- City of Melville
- City of Kwinana
- City of Fremantle
- Town of East Fremantle

2.1 Purpose

SMRC's purpose is to deliver innovative and sustainable waste management solutions for the member local governments.

2.2 Vision

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

2.3 Values

- **Safety** – ensures that focus and priority is given to maintaining a safe work environment for all employees and for the community;
- **Together** – we share our responsibility as one team; however, each individual has an important role as part of the team;
- **Attitude** – attitude and commitment to the organisation's procedures and behaves in an ethically, socially and environmentally sustainable manner;
- **Responsibility** – we are responsible for our own performance and doing our best at all times.

recycle right

3.0 Key Stakeholders

Our community comprises:

- Local government residents
- Residents adjacent to the RRRC
- Community Groups
- Schools (including Wastewise Schools)
- The broader Western Australian community

Our Stakeholders are:

- Member councils
- Councillors and staff
- Government – Ministers and Agencies
- Department of Environment; Regulation
- The Waste Authority of WA
- Government Ministers
- Local Members of Parliament

4.0 The SMRC's Facilities

Regional Resource Recovery Centre (RRRC)

Address:
350 Bannister Road
CANNING VALE WA 6155

Opening Hours:
Monday to Sunday: 8.00am–4.00pm
Public Holidays: 8.00am–4.00pm
Closed: Christmas Day and New Year's Day

Services:
- Materials Recovery Facility (MRF)
- Green Waste Facility (GWF)
- Waste Composting Facility (WCF)
- Audit Facility
- Education Centre

Corporate Office

Address:
9 Aldous Place
BOORAGOON WA 6154

Opening Hours:
Monday to Friday: 9.00am–5.00pm
Saturday to Sunday: Closed

Services:
- Principal Place of Business

(1) OFFICE &
WEIGHBRIDGE
(6) MRF
(2) WASTE COMPOSTING FACILITY (WCF)
(4) AUDIT SHED
(5) GREENWASTE
HARDSTAND AREA
(3) WORKSHOP

5.0 The SMRC's Services

Resource recovery is one of the three strategic focus areas of SMRC, with minimising waste to landfill and greenhouse gas abatement a key priority. At the centre of SMRC's current resource recovery operations is the $100 million Regional Resource Recovery Centre (RRRC) Project in Canning Vale. The RRRC 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.

SMRC owns and operates the RRRC on behalf of the Project Participants with the infrastructure financed by City of Fremantle, City of Melville and Town of East Fremantle and the parties bound by a Project Participants Agreement.

The RRRC commenced in 2001 and receives, recycles and processes household and business waste from member councils, outer metro councils and commercial waste generators.

The SMRC has achieved the Western Australian State Government's Waste Strategy target of 65% diversion from landfill by 2020 and leads the way in local government landfill diversion.

5.1 Materials Recovery Facility (MRF)

The Materials Recovery Facility (MRF) sorts comingled recyclables and recovers paper, plastics, glass and metals from the kerbside yellow-top bin.

5.2 Green Waste Facility (GWF)

The Green Waste Facility (GWF) processes source separated green waste into mulch using a green waste grinder.

5.3 Waste Composting Facility (WCF)

The Waste Composting Facility (WCF) was previously used for composting Municipal Solid Waste (MSW) from kerbside collected general waste bins. Since the introduction of Food Organics and Garden Organics (FOGO) bins in 2019 across member councils, this facility has been decommissioned and is currently being refurbished with the view to eventually process FOGO waste to produce compost.

5.4 Waste Audit Facility

The Auditing Facility undertakes audits in the region's waste and recycling stream or material product. Through regional audits the Audit Facility is able to monitor residential behaviour, satisfy compliance requirements and identify opportunities for increasing diversion from landfill, product values, program and processing efficiencies. This enables any local government or service provider to report on the performance of a chosen waste, recycling or material stream, enabling the regional waste strategy or service provider performance efficiency to be developed and implemented with a high degree of confidence.

5.5 Recycle Right Education Centre

The Recycle Right Education Centre is located at the MRF and is an important educational resource for surrounding schools, the regional community and other visitor. Schools and community members can visit the facility and learn about waste recycling, reuse and reduction. Visitors to the site go on a tour to learn first-hand what happens to the contents of their recycling bin, FOGO bin, and green waste. They can see waste trucks delivering waste and emptying their contents on the tip floor. Front loaders then move the recyclables onto a conveyor belt where it goes through manual sorting cabins to remove visible contamination and a series of screens, magnets and infrared technology to separate the cardboard, paper, glass, steel cans, aluminium cans and three types of plastic (PET, HDPE and mixed plastics). They are then formed into bales ready for transportation for processing.

The RRRC Education Centre features a number of interactive models and learning experiences and the opportunity to watch behind the scenes videos.

5.6 Websites, App and online material

Recycle Right website and App

The Recycle Right website and app underwent a major re-development during 2019 and was (soft) launched during National Recycling Week (11-17 November 2019). The new resource encourages and assists residents and businesses in Western Australia to recycle, reduce their rubbish and buy more recycled products. It features:

- **Which Bin** – find out at a glance, what goes in which bin along with what doesn't belong there and the correct methods of disposal.
- An ever-growing **A–Z list** of specific items and what to do with them.
- **Find My Nearest** – an extensive database of drop-off locations or recycling facilities in Perth for items such as batteries, car parts, building/ demolition waste, hazardous household waste and more.
- **Bin Day Reminders** – set an alert to reminder you of which bin goes out on what day for your area.
- The website also provides a **Resources Hub** of worksheets, how-to guides, fact sheets and templates.

Information on both the app and website is tailored to the full assortment of bin systems found in the Perth metropolitan area: 3-bin FOGO (Food Organics, Garden Organics), 3-bin GO (Garden Organics) and 2-bin.

SMRC website

The SMRC website holds all corporate information about the organisation. It contains key documents and reports, information about governance, as well as minutes of the SMRC Council.

eNewsletter

The Recycle Right newsletter is sent out bi-monthly by email to subscribers. It is also available on the SMRC website and Recycle Right website.

Social Media

Social media channels allow Recycle Right to branch out to reach members of the community. The following accounts are available:

- Facebook Recycle Right
- Facebook SMRC
- Twitter
- YouTube
- LinkedIn
- Instagram

6.0 Access and Inclusion at the SMRC

The SMRC is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services.

2021 is the first year the SMRC has adopted a DAIP. Although an official Plan has not previously been in place, the SMRC strives to progress towards better access and inclusion for people with disability.

Employees and recruitment – inclusion

The SMRC values its employees and believes in conducting business ensuring fair, equitable and non-discriminatory employment and operational practices. It is our aim to provide a workplace which maximises the talent, potential and contribution of all employees and ensures equal opportunity for all. Equal Opportunity is the principle of recruitment and promotion by merit. This involves giving all persons in the workplace the opportunity to compete equally for jobs and have equal access to training and promotion at all levels.

The SMRC Recruitment and Selection Policy (July, 2020) states: "The SMRC recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment."

The Equal Employment Opportunity Management Plan (July 2020) and *6.8 Equal Opportunity Standard (2018)* state that equal employment opportunity (EEO) and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans. Organisational structure and job design provide career paths for all diversity groups and the recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.

Current physical access

In terms of disability access and inclusion, the SMRC already has the following in place:

- **Disabled parking** – both at the SMRC and the RRRC sites (x 3).
- **Disabled toilets** – located at Booragoon, Admin (RRRC) and MRF (RRRC)
- **Accessible buildings** – there is a lift installed at the MRF for access to the Education Centre (3 levels)
- **Wheelchair access** – pathways at the RRRC are concreted to allow for wheelchair access
- **Seating** – there are seats along the pathway in the Banksia Woodland and Community Garden

Accessibility of visual material

It is crucial that both the SMRC and Recycle Right websites are full accessible. They were designed by external agencies, and while the design brief stated accessibility was a key requirement, a full assessment of the sites needs to be undertaken to ensure they are accessible, especially for the visually impaired. The SMRC's website does have a functionality which allows users of the site to alter text size.

Other important aspects that need to be considered/checked are:

- Change z index so items are read in the correct order for screen readers
- Alt tags need to be completed for all images to help visually impaired users move around the site using screen readers
- Change colour schemes which don't have adequate contrast for the visually impaired
- Provide font size changer button and scaleable font sizes in CSS
- Aria markup needs to be added – Accessible Rich Internet Applications (ARIA) is a set of attributes that define ways to make web content and web applications (especially those developed with JavaScript) more accessible to people with disabilities.)
- Look into alternative print options
- Reconnection with the Perth Web Accessibility & Inclusive Design Group

In terms of printed material, key documents are available in alternative formats upon request and includes in electronic format by email, in hard copy in both large and standard print, in audio on compact disc and electronic format (disc or emailed) on request and on the website of SMRC.

Seats along the pathway in the Banksia Woodland

7.0 SMRC's Access and Inclusion Policy Statement

This 'Disability Access and Inclusion Policy', relates to all staff and Elected Members and contractors providing services on behalf of the SMRC and all SMRC buildings and facilities. The policy is available on the SMRC's website.

The SMRC is committed to ensuring that its facilities and services are accessible and inclusive for people with disability, their families and carers.

The SMRC interprets an assessable and inclusive community as one in which people with disability can access and are welcomed to participate in all Local Government functions, facilities and services (both in-house and contracted) in the same manner and with the same rights and responsibilities as other members of the community.

The SMRC is committed to achieving the eight desired outcomes of its Disability Access and Inclusion Plan. These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the SMRC.

2. People with disability have the same opportunities as other people to access the buildings and other facilities of the SMRC.

3. People with disability receive information from the SMRC in a format that will enable them to access the information as readily as other people are able to access it.

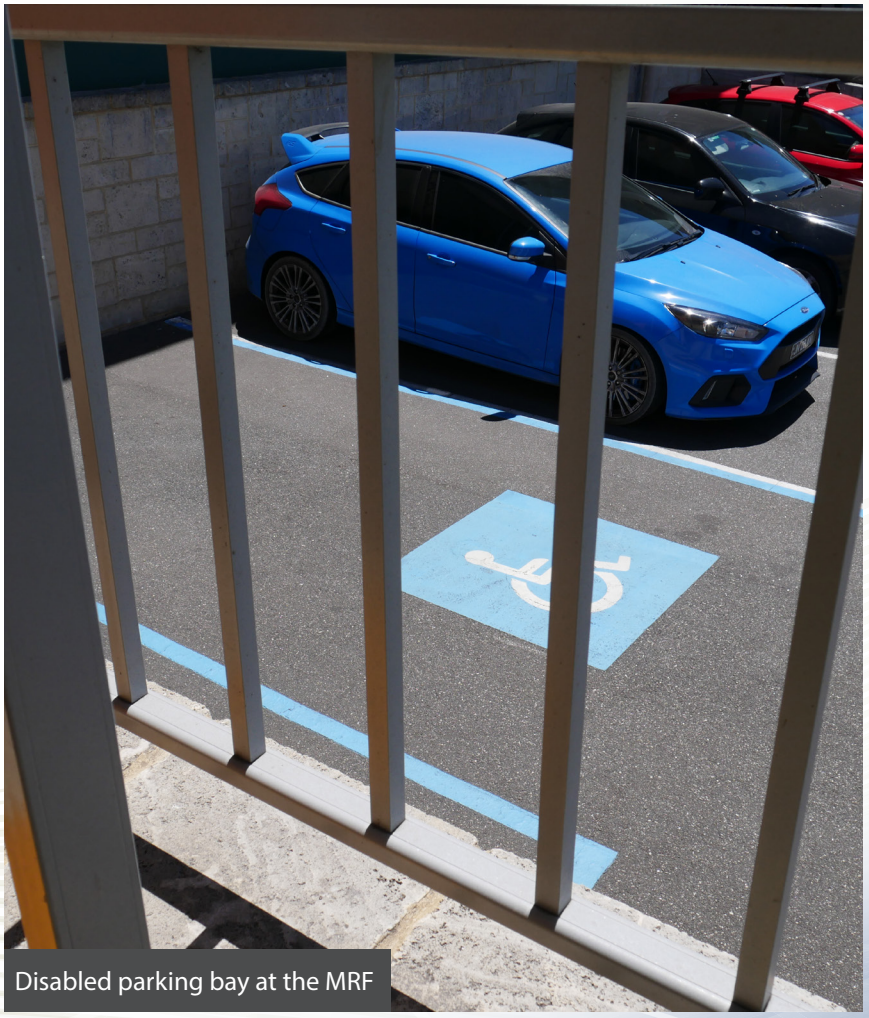
4. People with disability receive the same level and quality of service from the staff of the SMRC as other people receive from the staff of that public authority.

5. People with disability have the same opportunities as other people to make complaints to the SMRC.

6. People with disability have the same opportunities as other people to participate in public consultation by the SMRC.

7. People with disability have the same opportunities as other people to obtain and maintain employment with the SMRC.

8. The SMRC Council ensures that a Disability Access and Inclusion Policy and Plan are developed, implemented and reviewed regularly.



Disabled parking bay at the MRF

8.0 Implementation Plan

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, the SMRC.

ACTION	TIMELINE
Ensure that all events organised by the SMRC provide the minimum: • Accessible parking • Accessible toilets • Promotional material available in alternative formats	Ongoing
Ensure that people with disabilities are able to provide feedback regarding access to services.	Ongoing – Include in tour/ event feedback form
Provide assistance as required to people with disability to access the Green Waste Facility.	Implement by June 2021
Review SMRC's Policies and Procedures to ensure consistency with the DAIP.	Ongoing

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the SMRC.

ACTION	TIMELINE
When developing new buildings and facilities, consideration will be given to the needs of people with disability.	Ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	Ongoing
Assess path and route of tour at RRRC to ensure it is maintained and wheelchair accessible.	June 2021
Assess if extra seating is required along path and rout of tour	June 2021

Outcome 3: People with disability receive information from the SMRC in a format that will enable them to access the information as readily as other people are able to access it.

ACTION	TIMELINE
Audit how staff provide information to the community to ensure it complies with the DAIP.	Audit annually
Improve current staff awareness of accessible information needs and how to obtain information in other formats	During induction
Ensure that information on Council functions, facilities and services is available in alternative formats on request.	Ongoing
Ensure that the SMRC's websites meet contemporary good practice (e.g. accessibility information provided, PDF/images correctly tagged).	Ongoing

Outcome 4: People with disability receive the same level and quality of service from the staff of the SMRC as other people receive from the staff of that public authority.

ACTION	TIMELINE
Ensure SMRC's Disability Access & Inclusion Plan is distributed to staff, Councillors and contractors.	Following Council approval
Contractors (existing and new) are aware of the relevant requirements of the Disability Services Act and SMRC's DAIP.	Ongoing
Generate and sustain staff awareness of disability and access issues through workshops and staff intranet.	Ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to the SMRC.

ACTION	TIMELINE
Ensure that complaints can be lodged via a number of means including email, mail, verbal.	Ongoing
Ensure that complaints are acted upon in a timely manner.	Ongoing

Outcome 6: People with disability have the same opportunities as other people to participate in public consultation by the SMRC.

ACTION	TIMELINE
Ensure that public consultation venues organised by the SMRC provide as a minimum: • Accessible parking • Accessible toilets • Promotional material available in alternative formats	Ongoing
Ensure that any feedback or comments can be lodged via alternative formats including mail or email.	Ongoing

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the SMRC.

ACTION	TIMELINE
Commit to using inclusive recruitment practices when advertising new positions.	Ongoing
Identify and remove any barriers to employment.	Ongoing
Ensure equal opportunity ethos is fostered among staff.	Ongoing
Provide support and training for management staff.	Ongoing

Outcome 8: The SMRC Council ensures that a Disability Access and Inclusion Policy and Plan are developed, implemented and reviewed regularly.

ACTION	TIMELINE
Consult with the Community on the Disability Access and Inclusion Policy and Disability Access and Inclusion Plan (DAIP).	When reviewed
Lodge DAIP with the Department of Communities.	Following adoption by Council
Provide information on SMRC's DAIP to the Community.	Once adopted by Council
Include information about DAIP and accessibility on the SMRC website.	December 2020
Review and amend DAIP Policy and Plan.	When required
Develop links between the DAIP and other SMRC plans and Strategies.	Ongoing

9.0 Responsibility for Implementation

It is a requirement of the *Disability Services Act 1993* that all officers, employees, agents and contractors take practical measures to implement the Disability Access and Inclusion Plan. The CEO is responsible for delegating each action to the appropriate staff member.

10.0 Review and Evaluation

The Disability Service Act 1993 sets out the minimum review requirements for public authorities in relation to Disability Access and Inclusion Plans. A report will be prepared each year on the implementation of the Disability Access and Inclusion Plan and will be reported in the SMRC's Annual Report.

New barriers may be identified in the course of review and the plan will be adaptable to meet the changing needs of people with disability. Whenever the Disability Access and Inclusion Plan is amended, a copy of the amended Plan will be lodged with the Department of Communities.

The DAIP will be reviewed at least every five years. The community, staff and Council members will be consulted as part of the review process.

11.0 Promotion of the DAIP

A notice will be placed on the SMRC website and via social media advising the community that a copy of the DAIP is available on SMRC's website and available in alternative formats upon request.

12.0 Feedback

The SMRC welcomes your feedback on this Disability Access and Inclusion Plan. If you would like to provide comment or make a suggestion to improve access or inclusion, please contact us on:

Telephone: (08) 9329 2700

Email: smrc@smrc.com.au

Online: www.smrc.com.au

Mail: PO Box 1501, BOORAGOON WA 6954

In Person: SMRC Corporate Office, 9 Aldous Place, BOORAGOON WA 6154

Seating at the Community Garden

OBJECTIVES

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

POLICY

1. Role of the Audit & Risk Committee

a) To review the scope of the internal and external audit function and review audit plans and performance.

b) To recommend to the Council the appointment of ~~the~~ internal ~~and external~~ auditors.

c) To appraise the effectiveness of the audit by discussing the audit with the internal and external auditors as necessary.

d) To review the management letter provided by the External Auditor on any weaknesses in internal accounting, organisation and operating controls, and consider the recommendations made by the auditor and the action taken by management in response to the auditor's suggestions.

e) To review independent audit reports and/or initiate any other act necessary to ensure:
   i. Compliance with policies, plans, procedures, laws and regulations.
   ii. Safeguarding of Council Assets
   iii. Fraud and misconduct processes
   iv. Economic and efficient use of resources
   v. Accomplishment of established objectives and goals for operations or programs
   vi. To draw attention to any failure, and to take prompt remedial action relating to the previously identified shortcomings
   vii. To advise Council on matters relating to its findings

f) To ensure the evaluation of high strategic risks are in accordance with the Council's Risk Management processes.

2. Powers of the Committee

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

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

3. Committee Membership

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

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

Three Regional Councillors.

All members shall have full voting rights

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

b) The CEO and other employees may only attend as observers or at the discretion of the presiding person.

c) The Committee shall have no delegated powers unless expressly given by the Council.

4. Reporting

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

REFERENCES & REVIEW

Statutory Compliance	Part 5 of the Local Government Act 1995, L Govt (Administration) Regulations, L Govt (Financial Management) Regulations, SMRC Standing Orders Amendment Local Law 2009	
Organisational Compliance	SMRC Code of Conduct for Committee and Advisory Group Members SMRC Internal Audit Charter	
Approved by	Regional Council	
Next Revision Date	February ~~2021~~2023	
Related Documents	Dept of Local Gov't Operational Guidelines No 9 (September 2013) – Audit in Local Government – The appointment, function and responsibilities of Audit Committees	
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate Services	Executive Manager Corporate Services	Biennial
Risk Rating	High	
Location of document	SMRC Website Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services	

DOCUMENT CONTROL REGISTER

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

MAF – Manager Administration & Finance
DCS – Director Corporate Services
EMCS – Executive Manager Corporate Services

1.0 STATEMENT

Committees are established under Section 5.8 of the Local Government Act 1995.

2.0 SCOPE

This Policy applies to the Regional Council Elected Members appointed by the Project Participant Local Governments and other persons appointed to the Committee at any given time.

3.0 OBJECTIVE

- To perform the requirements of clause 2 of the Project Participants Agreement.
- To discuss project decisions to facilitate reviews, plans and advice pursuant to the SMRC Establishment Agreement and RRRC Project Participants Agreement.

4.0 DEFINITIONS

- RRRC Project – Regional Resource Recovery Centre Project.

5.0 ROLES & RESPONSIBILITIES

- CEO to perform the requirements of clause 2 of the Project Participants Agreement.

6.0 CONTENT

6.1. Committee Membership

a. The Committee shall comprise of:

i. One Regional Council Elected Member appointed by each of the Project Participant Local Governments, and

ii. One senior employee appointed by each of the Project Participant Local Governments

b. Membership requires an absolute majority decision of the Council;

c. All members shall have full voting rights; and

d. Committee membership shall expire after Council elections or no longer hold office with the Project Participants Local Governments.

6.2 Advisors to the Committee

a. The CEO, Regional Executive Group or external consultants.

6.3. Role of the Committee

a. Not later than 30 April in each year, the Project Participants shall cause the Regional Local Government to prepare a budget for the Project for the next financial year and the members of the Council who are appointed by the Project Participants shall adopt the budget.

b. The Committee may meet to discuss project decisions to facilitate reviews, plans and advice pursuant to the SMRC Establishment Agreement and RRRC Project Participants Agreement.

c. The Committee has no delegated authority.

6.4. Meeting Requirements

a. The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.

b. The meetings are closed to the public.

c. The Minutes are to be available for public inspection five days after the meeting.

6.5. Code of Conduct

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

7.0 REFERENCES & REVIEW

Statutory Compliance	▪ Local Government Act 1995 ▪ SMRC Standing Orders Local Law 2008	
Organisational Compliance	▪ Code of Conduct for Committee/Advisory Group Members ▪ SMRC Establishment Agreement ▪ RRRC Project Participants Agreement + Deed of Variation	
Approved by	Regional Council	
Next Revision Date	February 20~~21~~22	
Related Documents		
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Members Area – SMRC website Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2018	Original	1	EMCS	CEO	19/04/2018
2020	Review	2	EMCS	CEO	27/02/2020
2021	Review	3	EMCS	CEO	

1.0 STATEMENT

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

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

2.0 SCOPE

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

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

3.0 OBJECTIVE

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

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

4.0 DEFINITIONS

AASB 124	Australian Accounting Standards Board, Related Party Disclosures Standard.
Close family members or close members of the family	– In relation to a key management Personnel family members who may be expected to influence, or be influenced by, that key management personnel in their dealings with council and include: a. that person's children and spouse or domestic partner; b. children of that person's spouse or domestic partner; c. dependants of that person or that person's spouse or domestic partner. For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be

	expected to influence, or be influenced by, the key management person in their dealings with council.
Entity	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control	Control of an entity is present when there is: a. power over the entity; and b. exposure or rights to variable returns from involvement with the entity; and c. the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Joint Control	the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the SMRC has identified the following persons as meeting the definition of Related Party: a. A Member Local Government b. A Council member c. Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Executive Managers. d. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. e. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs). The Council will therefore be required to assess all transactions made with these persons or entities.
Materiality	Management will apply professional judgement in consultation with council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Ordinary Citizen Transactions (OCTs)	Transactions that an ordinary citizen would undertake with council, which is undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include: a. fees and charges approved by council that are on terms and conditions to the general public and by their nature or amount are not material; b. using council's public facilities after paying the corresponding fees.
Related Party	a person or entity that is related to council as defined in AASB124, paragraph 9. Examples of related parties are: a. council subsidiaries; b. key management personnel; c. close family members of key management personnel; d. entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions	Is a transfer of resources, services or obligations between the council and a related party, regardless of whether a price is charged.

5.0 ROLES AND RESPONSIBILITIES

5.1 Key Management Personnel (KMP)

a. All councillors, CEO and Senior Executive Managers are responsible for ensuring that this policy is understood and complied with.

b. Responsible for identifying their related party relationships and notifying any related party transactions to SMRC.

c. Responsible for ~~complete~~completing ~~a~~an Annual Related Party Disclosures - Declaration form.

5.2 Chief Executive Officer

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

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

5.3 Financial Services

a. Responsible for maintaining a register of Related Party Transactions.

b. Responsible for preparing disclosure requirements in order to comply with the Standards.

6.0 CONTENT

6.1 Identification of Related Parties

AASB 124 provides that the SMRC will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances.

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

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

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

6.2 Review of Related Parties

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

6.3 Identification of Related Party Transactions

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

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

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

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Council and are referred to as an Ordinary Citizen Transaction (OCT). Where the SMRC can determine that an OCT was provided at arms length, and in similar terms and conditions to

other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

6.4 Required Disclosures & Reporting

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

The notification requirement above does not apply to:

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

6.5 Register of Related Party Transactions

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

7.0 REFERENCES & REVIEW

Statutory Compliance	• AASB 124 Related Party Disclosures • AASB10 Consolidated Financial Statements • Local Government Act 1995 S5.36 • Local Government (Financial Management) Regulations • Privacy Act 1988	
Organisational Compliance	▪ Related Party Disclosures - Declaration form	
Approved by	Regional Council	
Next Revision Date	February ~~2021~~2023	
Related Documents	• Related Party Disclosures - Declaration form	
Policy Administration	**Responsible Officer**	**Review Cycle**
	Chief Executive Officer	Biennial
Risk Rating	High	
Location of Document	SMRC Website – Key Documents\Policies SMRC Website – Members Area Staff Intranet ~~SMRC, 9 Aldous Place, Booragoon – Corporate Services~~ ~~RRRC, 350 Bannister Road, Canning Vale~~	

8.0 DOCUMENT CONTROL REGISTER

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

FM – Finance Manager
EMCS – Executive Manager Corporate Services

1.0 STATEMENT

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

2.0 SCOPE

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

3.0 OBJECTIVE

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

4.0 DEFINITIONS

5.0 ROLES & RESPONSIBILITIES

Council

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

Chief Executive Officer

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

~~**Business Development Manager**~~

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

6.0 CONTENT

6.1 Establish and maintain a Marketing Plan

The Plan is to include as a minimum:

a. Be aligned with the Council Strategic Plan and strategies
b. Strategic key performance indicators for the evaluation of effectiveness
c. Annual reviews of the plan

6.2 Managing a coordinated approach to business development

a. Establishing marketing campaigns
b. Identification of business opportunities
c. How each is assessed
d. Assessing business opportunities
e. Progress of new business proposals

6.3 Managing legal obligations and principles

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

6.4 Increase customer and client satisfaction

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

7.0 REFERENCES & REVIEW

Statutory Compliance	▪ Local Government Act 1995 ▪ Local Government (Functions) Regulations ▪ Trade Practices Act and Regulations	
Organisational Compliance	▪ SMRC Strategic Community ~~Strategic~~ Plan ~~2016-2026~~2020-2030 ▪ SMRC Corporate Business Plan ~~2018-22~~2020-2024 ▪ Annual Adopted Budget ▪ CEO Delegated Authority Register ▪ SMRC Pricing Policy	
Approved by	Regional Council	
Next Revision Date	February ~~2021~~2023	
Related Documents	SMRC Pricing Policy	
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Low	
Location of document	Members Area on the SMRC website Staff Intranet	

	~~SMRC, 9 Aldous Place, Booragoon – Corporate Services~~ ~~RRRC, 350 Bannister Road, Canning Vale – staff room~~

8.0 DOCUMENT CONTROL REGISTER

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

1.0 STATEMENT

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

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

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

2.0 SCOPE

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

3.0 OBJECTIVE

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

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

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

4.0 DEFINITIONS

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

Term	Definition
Business Continuity	The ability of an organisation to provide service and support for its customers and to maintain its viability and reputation during or after a crisis or an emergency situation.
Business Continuity Management Plans	Identifying, developing, documenting, testing, communicating and reviewing the plans and procedures that will ensure continuity of critical business functions to customers during or after a crisis or an emergency situation.
Business Impact Analysis	Detailed risk analysis that examines the nature and extent of disruptions and the likelihood of the resulting consequences.
Contingency Plan	Any plan of action that allows an organization to respond to events should they occur.
Contingent Capability	Supplementary resources provided specifically to enable an organization to respond to events should they occur.
Crisis	Situation that is beyond the capacity of normal management structures and processes to deal with effectively. A crisis may require significant diversion of management time, attention and resources away from normal, routine operations to respond to the situation.
Critical Business Function	A business function or part thereof identified as essential for survival of the organization and achievement of its critical objectives. A business function which has the effect of protecting critical interests of the community or another stakeholder to which a duty is owed, may qualify as a critical business function
Disruption-related Risk	Risk arising from the possibility of disruptive events.

5.0 ROLES & RESPONSIBILITIES

Audit & Risk Committee

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

Chief Executive Officer

The CEO is accountable for ensuring the:

Senior Management Group

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

6.0 CONTENT

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

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

The Policy endeavours to:

a. Identify the importance of core business unit functions

- Provide a framework and authority for SMRC staff to prepare for and manage any disruption to SMRC's core business functions and operations due to any crisis or emergency situation using the Australian Standard AS/NZS 5050:2010 Business Continuity – managing disruption-related risk.
- Ensure that the Council is ready with Business Continuity Management Plans for each major business unit to provide services to Member Councils and other customers during and after a crisis or emergency situation.
    - Each Business Unit has a responsibility for the development, communication and ongoing maintenance of the BCP associated with their areas of responsibility. BCPs:
        - are and remain relevant to organisational requirements
        - are developed to anticipate, prevent, respond to and recover from disruptions based on the Business Impact Analysis for each major business unit; and
        - clearly define the accountability, structure, roles and responsibilities.

b. Identify the relevance of events that have the potential to impact upon core functions to cause a business disruption

- Ensure that a Business Impact Analysis has been conducted for each major business unit in order to measure the level of impact to organisational activities, is reviewed annually or following a significant change in organisational structure or operational capability.

c. Support the development of procedures to re-establish business functionality quickly and efficiently

- Ensure that appropriate Contingency Plans and procedures for each major business unit are developed, tested, communicated and reviewed periodically for every probable and significant business interruption in each of its facilities.

d. Approve and support the development of procedures to mitigate the impact of business disruption to stakeholders, customers and staff

- Integrate Business Continuity Management into the Strategic and Operational Risk Management and control framework to ensure that appropriate procedures are in place to minimise and mitigate any potential disruption.

e. Testing of the BCPs within each Business Unit is to be conducted annually. Testing may be undertaken in one of the following ways:

- Hypothetical – theoretic exercise
- Component – exercising individual components
- Module – exercising a combination of the BCP components
- Full – exercising all BCP components

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

7.0 REFERENCES & REVIEW

Statutory Compliance	• AS/NZS 5050:2010 Business Continuity – managing disruption-related risk	
Organisational Compliance	• Business Continuity Management Plan • Business Impact Analysis for each Business Unit • Contingency Plan for each Business Unit • Risk Management Policy – Policy No 4.24 • SMRC Policies & Procedures	
Approved by	Regional Council	
Next Revision Date	February ~~2021~~2023	
Related Documents	• Business Continuity Management Plan • Business Impact Analysis for each Business Unit • Contingency Plan for each Business Unit • Strategic and Operational Risk Registers	
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk High	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

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

1.0 STATEMENT

The Southern Metropolitan Regional Council (SMRC) vision is to lead the community in sustainable waste management through the provision of progressive solutions to resource recovery and greenhouse gas abatement.

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

2.0 SCOPE

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

3.0 OBJECTIVE

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

4.0 DEFINITIONS

5.0 ROLES & RESPONSIBILITIES

5.1 Council

a. The Regional Council adopts the Asset Management policy and vision with linkage to the Community Strategic Plan.

b. To ensure appropriate resources and funding for Asset Management activities are made available for total Asset Management into the corporate governance framework.

5.2 Executive Management Team

a. To continue to refine the "overarching" Asset Management Policy and the initial Asset Management Strategy with linkage to the Community Strategic Plan for consideration by Council.

b. To foster and support the principles of Total Asset Management.

c. To implement and continuously review the corporate Asset Management Policy and Strategy with agreed resources.

d. To ensure that timely, accurate and reliable information is presented to council for decision-making.

e. Support and attend as required, meetings of the Engineering Change Management Team.

5.3 Maintenance Manager

a. To implement the asset management framework as identified in this Policy.

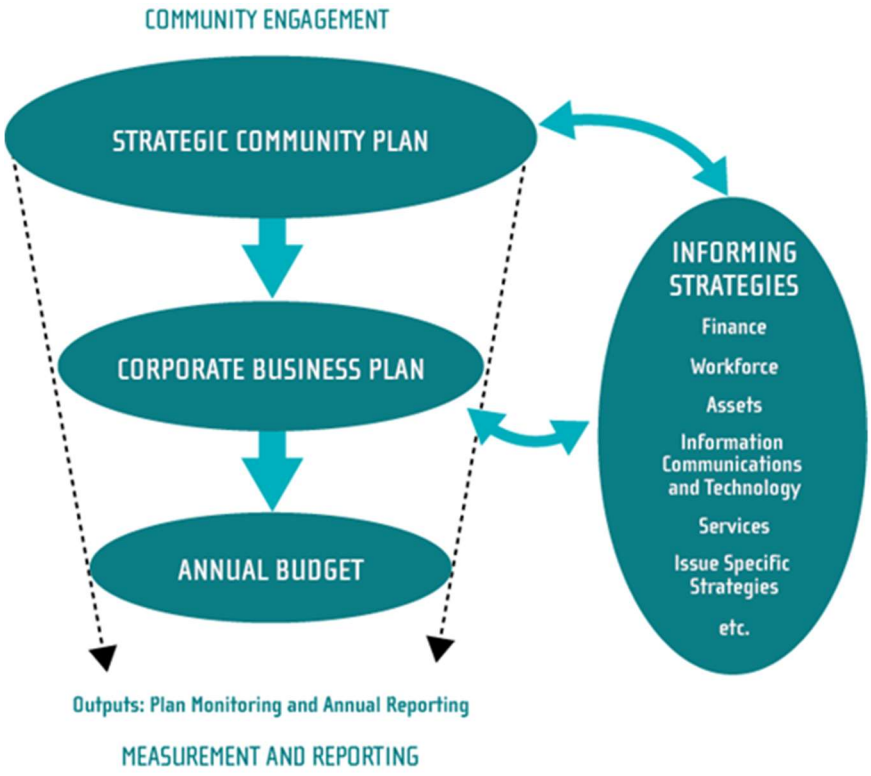
b. To organise and chair meetings of the Engineering Change Management Team.

c. To manage and improvement asset management practices;

- Maintain all plant and equipment in a safe operating condition
- Ensure all plant and equipment is operating at peak efficiency
- Maximize plant and equipment life
- Minimize plant and equipment service failures
- Minimize loss of accessibility due to equipment failure
- Meet or exceed manufacturers' maintenance requirements
- Maintain facility, plant and equipment exterior and interior appearance
- Meet or exceed all environmental licencing requirements
- Maintain a system of permanent facility, plant and equipment maintenance records
- Adhere to a strict preventive maintenance schedule
- Administer an equipment warranty recovery program as and when required
- Preserve all business investments in the facility.
- Help the facility function as intended and operate at peak efficiency, including minimizing energy consumption.
- Prevent failures of building systems that would interrupt occupants' activities and the continuation of site operations
- Sustain a safe and healthful environment by keeping the facility and its components in good repair and structurally sound.
- Provide maintenance in ways that are cost-effective and value adding to the business.

6.0 CONTENT

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



Source: Department of Local Government, Integrated Planning and Reporting Guidelines, 2013.

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

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

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

The SMRC will maintain the following documents associated with Assets Management:

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

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

Asset Register
A record of asset information considered worthy of separate identification including date of acquisition and or disposal, financial values, depreciation, re-valuations and other technical and financial information.

SMRC is committed to:

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

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

7.0 REFERENCES & REVIEW

Statutory Compliance	▪ Local Government Act 1995 ▪ Local Government (Functions) Regulations	
Organisational Compliance	▪ SMRC Community Strategic Plan ~~2016-2026~~2020-2030 ▪ SMRC Corporate Business Plan ~~2018-2022~~2020-2024 ▪ SMRC Long Term Financial Plan ▪ Annual Adopted Budget	
Approved by	Regional Council	
Next Revision Date	February ~~2021~~2023	
Related Documents	▪ PAS 55 Asset Management - Parts 1 and 2 ▪ Asset Management Plan ▪ Asset Management Strategy ▪ Asset Register	
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate	Executive Manager RRRC Operations	Biennial
Risk Rating	Operational Risk Register – Risk High	
Location of document	Members Area – SMRC website Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

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

SOCIAL MEDIA POLICY

STATEMENT

The Southern Metropolitan Regional Council (SMRC) is committed to providing effective education and information to the community. In addition to conventional media, social media provides:

- an opportunity for timely responses to current issues;
- broader information dissemination;
- targeted reach of education materials;
- a forum for enquiry and respectful communication.

SCOPE

The scope of this policy applies to all SMRC staff, volunteers and contractors. It applies to any Social Media platform being used on behalf of SMRC or where reference to SMRC is made.

Social Media is web-based communication tools that enable people to interact with each other by both sharing and consuming information.

At the SMRC we use the term “Social Media” to describe any kind of tool that you can use for sharing what you know, including (but not limited to) the list above.

OBJECTIVE

To set clearly defined guidelines for all SMRC staff, volunteers or contractors whom are users of Social Media.

ROLES & RESPONSIBILITIES

Council

Council is responsible for adopting the policy and adopting any further changes subject to review on an annual basis.

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring the policy meets the ongoing requirements of the Project Participants.

Communications Manager

The Communications Manager is responsible for the development of and subsequent review of the Social Media Policy.

Waste Education/Project Officers

The Waste Education/Project Officers are responsible for ensuring that the policy is adhered to.

CONTENT

The following outlines a recommended approach to the use of Social Media within the SMRC. This policy establishes the use of social media within the organisation to make content, provide feedback and communicate with others who are interested in waste education, recycling, reduction, avoidance, etc. It will also help the SMRC to find new ways of engaging people who live, work or spend time in the City of Fremantle, City of Melville, City of Kwinana, Town of East Fremantle as well as expand its reach to the wider Perth and WA regional communities (including Recycle Right Members).

1) Purpose

SMRC uses Social Media for:

- **Communication**
  Social media tools are used to tell people what's happening within SMRC/RRRC/Recycle Right and our Members Councils/Recycle Right Members. For example, using SMRC's Facebook and Instagram pages to promote events and to share the latest news.
- **Engagement**
  Social media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook, YouTube and LinkedIn**.**
- **Collaboration**
  Social media is used to find new, more efficient ways of working together with the community. The SMRC's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms.

2) Organisational Use

Any use of Social Media within SMRC must**:**

- Follow the SMRC's Social Media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work, and in addition to all other relevant policies.

New SMRC/RRRC/Recycle Right social media sites or accounts, can only be set up and managed by the SMRC Communications Team, unless otherwise agreed. Any staff with suggestions to set up an account should contact the Communications Manager.

The SMRC may maintain a combination of social media accounts, including but not limited to:

- Social Networks – Facebook, LinkedIn, Instagram;
- Media Sharing Networks – YouTube, Podcasts, TikTok;
- Blogging Networks – Twitter, WordPress;
- Mobile Phone Applications;
- Texting; and
- Collaboration Tools – Teams, Zoom, Google, Dropbox.

3) Personal Use

The SMRC recognises that its staff may wish to use Social Media outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities.

However, staff must recognise the need for caution through personal use of Social Media. The nature of Social Media often identifies the place of work of the individual using it. In any circumstance where a staff member is using Social Media outside the context of the workplace and can be identified as a SMRC employee, contractor or volunteer, they are personally responsible for the content published. Any opinion or comment made should be identified as that of the staff member and not those of the SMRC or it's Member Councils. When in doubt, staff should seek guidance from the Communications Team on how to comply with these obligations.

4) Social Media Management

The SMRC's use of Social Media is intended to be holistic, cross-functional, and owned by all Service Areas.

All social media accounts will be monitored/moderated by members of the Communications Team, as determined by the Communications Manager. Accountability for overall development, implementation and deployment of SMRC's Social Media Strategy shall be coordinated by the Communications Team.

The SMRC will aim to respond to general public enquiries / comments within 24 hours of receiving them.

Any material created for display on a SMRC social network site will be prepared to a consistently high standard, using approved templates and branding and approved by the Communications Manager, or approved proxy, before going live / being posted.

When online under the name of the SMRC, contributors should refrain from liking, sharing or reacting to posts created by third parties unless the material aligns with the aims of the SMRC, as these reactions are seen as endorsements of the material posted.

All defamatory postings will be removed by the Communications Team at their discretion. Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, unlawful and threatening to another's privacy.

Where misinformation or factually incorrect information is posted in response to a SMRC post, comments should encourage the original poster to make contact with the SMRC Communications Team for clarification.

Where a third party contributor to a SMRC social media account is identified as posting content which is deleted in accordance with the above, the SMRC may, at its discretion, block the contributor for a specific time period or permanently.

5) Breaches

Employees who breach this policy may face disciplinary action which may include a review of their employment with SMRC.

Volunteers and Contractors who breach this policy may have their professional or as applicable their contractual relationship reviewed.

REFERENCES & REVIEW

Statutory Compliance		
Organisational Compliance	▪ Project Participation Agreement	
Approved by	Regional Council	
Revision Date	February 2021	
Policy Administration	**Responsible Officer**	**Review Cycle**
Corporate (Communications)	Communications Manager	Annual
Risk Rating	Low	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Communications RRRC, 350 Bannister Road, Canning Vale	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Responsible Officer	CEO	Council
2021	1	Original	CM	CM	CM	25/02/2021

CM – Communications Manager

Department of
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Southern Metropolitan Regional Council - Compliance Audit Return Regional Local Government 2020

Certified Copy of Return

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

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	No major trading undertaking in 2020	Ravisekhar Gudi
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Ravisekhar Gudi
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Ravisekhar Gudi
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Ravisekhar Gudi
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Ravisekhar Gudi

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Delegation of Power/Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Refer Council Meeting 27 February 2020.	Ravisekhar Gudi
2	s5.16	Were all delegations to committees in writing?	Yes	Refer 1.10 CEO Performance Review Committee.	Ravisekhar Gudi
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	Refer Council Meeting 27 February 2020.	Ravisekhar Gudi
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Ravisekhar Gudi
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Refer Council Meeting 27 February 2020.	Ravisekhar Gudi
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act and in sections 214(2), (3) or (5) of the Planning and Development Act 2005?	Yes	Excluded delegations have not be granted to the CEO.	Ravisekhar Gudi
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Refer Council Meetings 27.02.2020,25.06.2020, 27.08.2020, 26.10.2020,26.11.2020 and 10.12.2020.	Ravisekhar Gudi
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Ravisekhar Gudi
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Refer FD-Corporate Governance-Reporting-Staff Delegations by CEO.	Ravisekhar Gudi
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Refer Council Meeting 27 February 2020.	Ravisekhar Gudi
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Refer FD-Corporate Governance-Reporting-CEO Delegation and Staff Delegations by CEO.	Ravisekhar Gudi
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Refer Council Meeting 27 February 2020.	Ravisekhar Gudi
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Refer FD-Corporate Governance-Reporting-Staff Delegations by CEO.	Ravisekhar Gudi

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent

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No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	Nil.	Ravisekhar Gudi
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Nil.	Ravisekhar Gudi
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	N/A	Nil.	Ravisekhar Gudi
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Refer FD-Corporate Governance-Reporting-Primary & Annual Returns.	Ravisekhar Gudi
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes	Refer FD-Corporate Governance-Reporting-Primary & Annual Returns.	Ravisekhar Gudi
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Refer FD-Corporate Governance-Reporting-Primary & Annual Returns.	Ravisekhar Gudi
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Refer FD-Corporate Governance-Reporting-Financial Interests	Ravisekhar Gudi
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Refer FD-Corporate Governance-Reporting-Financial Interests	Ravisekhar Gudi
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Ravisekhar Gudi
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Ravisekhar Gudi
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Refer FD-Corporate Governance-Reporting-Gift Register.	Ravisekhar Gudi
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Ravisekhar Gudi

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No	Reference	Question	Response	Comments	Respondent
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Ravisekhar Gudi
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Ravisekhar Gudi
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	N/A		Ravisekhar Gudi
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	N/A		Ravisekhar Gudi
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		Ravisekhar Gudi
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Ravisekhar Gudi
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Ravisekhar Gudi
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	1.1 Code of Conduct for Councillors 1.12 Code of Conduct for Employees 1.11 Code of Conduct for Committee and Advisory Group Members	Ravisekhar Gudi
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Refer FD-Corporate Governance-Reporting-Gift Register.	Ravisekhar Gudi

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Disposal of Property

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Minutes of the Special council Meeting held 31 October 2019 expiring 30 Nov 2021.plement actions in areas over which the CEO has legislative responsibility and does not have any management functions and cannot involve itself in the management processes or procedures. Minutes of the Special council Meeting held 31 October 2019 expiring 30 Nov 2021.	Ravisekhar Gudi
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Committee does not have executive powers or the authority to implement actions in areas over which the CEO has legislative responsibility and does not have any management functions and cannot involve itself in the management processes or procedures.	Ravisekhar Gudi

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No	Reference	Question	Response	Comments	Respondent
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	The Local Government Amendment (Auditing) Act 2017 was proclaimed in October 2017, giving the Auditor General the mandate to audit local governments and regional councils. For 2019/20 the Auditor General will be responsible for conducting a statutory financial audit for the SMRC and has appointed RSM Australia as its contractor for performing the audit.	Ravisekhar Gudi
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	Same response as in question 3.	Ravisekhar Gudi
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	Draft report received for special council meeting on 10-12-20 and the final report was received on 23-12-20 with no changes.	Ravisekhar Gudi
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Concerned matters discussed and agreed with an action plan at the audit committee meeting.	Ravisekhar Gudi
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	Concerned significant matters discussed and agreed with an action plan at the audit committee meeting.	Ravisekhar Gudi
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Ravisekhar Gudi
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Ravisekhar Gudi

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No	Reference	Question	Response	Comments	Respondent
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	RSM/OAG Audit Planning Memorandum - 30 June 2020 Final dated 21 -04-20 OAG does not provide fees.	Ravisekhar Gudi
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Ravisekhar Gudi

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	First it was adopted in June 2013. Second was in June 2016. Third review plan is in progress as per the as per email 27.01.21 See resolution - Council meeting minutes 25.06.2020. Evidence source document name: Strategic Community Plan 2016-2026	Ravisekhar Gudi
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	June 2020. Evidence source document name: Corporate Business Plan 2020-2024	Ravisekhar Gudi
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Evidence source document name: Corporate Business Plan 2020-2024	Ravisekhar Gudi

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	Refer- 1.10 CEO Performance Review Committee.	Ravisekhar Gudi
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Ravisekhar Gudi
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Ravisekhar Gudi
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Ravisekhar Gudi
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Ravisekhar Gudi
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Ravisekhar Gudi

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	CEO is complaint officer.	Ravisekhar Gudi
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes	Refer FD-Corporate-Corporate Governance-Reporting-Complaints Major Minor Breaches. No complaints were received in FY19/20.	Ravisekhar Gudi
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Ravisekhar Gudi
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	No complaints were received in FY19/20 to publish.	Ravisekhar Gudi

Optional Questions

No	Reference	Question	Response	Comments	Respondent

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No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Resolution from A&R Committee minutes 29.10.2020.	Ravisekhar Gudi
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Council meeting 22.11.2018.	Ravisekhar Gudi
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A		Ravisekhar Gudi
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A		Ravisekhar Gudi
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	1.5 Conference and Industry Events Attendance-adopted on 27.08.2020.	Ravisekhar Gudi
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Ravisekhar Gudi
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	Published information including: annual budget, up-to-date list of fees and charges, confirmed minutes of council meetings and other permittable information.	Ravisekhar Gudi
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	1.15 Council Member Professional Development. Council meeting 27.08.2020.	Ravisekhar Gudi
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	N/A	Recently updated on the council website.	Ravisekhar Gudi

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No	Reference	Question	Response	Comments	Respondent
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Sent 26.08.2020.	Ravisekhar Gudi

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250,000 or less or worth $250,000 or less?	Yes	2.5 Procurement Policy.	Ravisekhar Gudi
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes		Ravisekhar Gudi
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	Refer Tenders 2020 T2020-01, 02, 03, 04, 05, 06, 08.	Ravisekhar Gudi
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	West Australian and Tenderlink.	Ravisekhar Gudi
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	Staff are aware of the anti-avoidance provisions and where applicable, tenders are publicly invited.	Ravisekhar Gudi
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Additional information is automatically sent to all tenderers who have downloaded the tender documents on Tenderlink.	Ravisekhar Gudi
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Ravisekhar Gudi
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Recent tenders available on the website.	Ravisekhar Gudi

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No	Reference	Question	Response	Comments	Respondent
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	All tenders are managed and accepted only through the Tenderlink online portal. No tender can be lodged after the tender closing date/time.	Ravisekhar Gudi
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Evaluation reports submitted to the council.	Ravisekhar Gudi
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Ravisekhar Gudi
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A		Ravisekhar Gudi
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Ravisekhar Gudi
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Ravisekhar Gudi
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Ravisekhar Gudi
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Ravisekhar Gudi
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	SMRC delayed the re-tendering for this critical service during the State of Emergency for COVID-19, and extended the contract for a further twelve months (to 28 February 2021) on the same scope and terms as the original tender, by mutual agreement.	Ravisekhar Gudi
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Ravisekhar Gudi

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

No	Reference	Question	Response	Comments	Respondent
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Ravisekhar Gudi
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Ravisekhar Gudi
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Ravisekhar Gudi
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Ravisekhar Gudi
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Ravisekhar Gudi
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Ravisekhar Gudi

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

Signed Mayor/President, Southern Metropolitan Regional Council

Signed CEO, Southern Metropolitan Regional Council

SOUTHERN **METROPOLITAN**
REGIONAL COUNCIL

Register of Delegated Authority

2020

Adopted 27 February 2020

SOUTHERN METROPOLITAN REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

REGISTER OF DELEGATED AUTHORITY

DELEGATED AUTHORITY - Adopted 27 Feb 2020

JANUARY TO DECEMBER 2020

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PART 1

Delegations to the Chief Executive Officer

SOUTHERN METROPOLITAN REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

REGISTER OF DELEGATED AUTHORITY

DELEGATED AUTHORITY - Adopted 27 Feb 2020

JANUARY TO DECEMBER 2020

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.1	**Tender for goods and services:** **a) Call and Invite tenders for goods and services within the approved Budget.** **b) To accept or reject tenders for goods and services within the approved budget to the value of $500,000 ex GST, for purchases relating to the refurbishment for the MRF.** **c) All other purchases remain at the limit of $250,000 ex GST.** S5.43(b) Local Government Act 1995 Last Reviewed – Apr 2020	To expedite procurement of goods and services relating to the refurbishment for the MRF up to $500,000 ex GST without the necessity to seek council approval. To expedite procurement of all other goods and services up to $250,000 ex GST without the necessity to seek council approval. All purchases are to be within approved budget limits.	March 2020 Optic Sorters upgrade Glass Breaker Screen parts April 2020 Newscreens (NSC1-NSC2-NSC3), Polishing Screen (PSC1) and OCC Screen parts	It is proposed that the delegation continue
1.2	**CEO may dispose of assets up to the value of $500,000 ex GST**. S5.43(d) Local Government Act 1995 Last Reviewed – Feb 2020	To authorise the CEO to dispose of Regional Council assets surplus to council's requirements as follows: a) Below $100,000 ex GST written down book value without the need to obtain council approval prior to disposal. b) Between $100,001 and $500,000 ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.	Sold – August 2020 C2009, Volvo, Volvo L60F Wheel Loader Sold – September 2020 C2011, Volvo Front End Loader	It is proposed that the delegation continue

SOUTHERN METROPOLITAN REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

REGISTER OF DELEGATED AUTHORITY

DELEGATED AUTHORITY - Adopted 27 Feb 2020

JANUARY TO DECEMBER 2020

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.3	**Approval, authorisation and payment of accounts in accordance with Council's policy are delegated to the CEO.** S5.42 Local Government Act 1995 Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 Last Reviewed - Feb 2020	To manage the day to day financial operations of the regional council. Refer Council Policy. The CEO has delegated this power to: Executive Manager Corporate Services Executive Manager Strategic Projects Finance Manager	Schedule of Payments are reported at each Ordinary Council meeting.	It is proposed that the delegation continue

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.4	**CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRC Project and Office Accommodation Project** Last Reviewed - Feb 2020	To sign the following certificates on behalf of the southern metropolitan regional council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the: Regional Resource Recovery Centre & SMRC administration building i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement. ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement. iii. To notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.	Existing Loans Re-financed 1. Office Project Loan 2-6 $1,800,000. refinanced to 31 December 2022 New Loan 2-7 commencing 1 January 2021. (Endorsed by Council 27 August 2020)	It is proposed that the delegation continue
1.5	**Disposal of products produced at the RRRC to State and Local Governments and the Private Sector up to $50,000 ex GST** S3.58(5)(b) Local Government Act 1995 Last Reviewed – Feb 2020	To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.	Nil	It is proposed that the delegation continue

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.6	**Authority to negotiate and enter into service agreements for SMRC services and consultancies within the range of adopted fees and charges with a total value not exceeding $10,000,000 ex GST and three years and in consultation with the chair.** S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2020	- The Adopted Fees and Charges as per the Adopted Budget and subsequent new or amended adopted fees and charges during the year. - Restricted to a total value not exceeding $10,000,000 ex GST and; - Restricted to terms not exceeding three years and; - In consultation with the Chair.	January 2020 - City of Swan - Receipt of Recyclable Material – 1 month - City of Subiaco - Receipt of Recyclable Material – 1 month February 2020 - City of Wanneroo - Receipt of Recyclable Material – 3 months June 2020 - Avon Waste - Receipt of Recyclable Material - 3 years plus two, two year options	It is proposed that the delegation continue
1.7	**To negotiate a percentage within the adopted fee structure for accepting pre-sorted recyclable material at the RRRC.** S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2020	A fee structure for pre-sorted recyclable material of between 5% and 45% of the total sale price was approved by Council	North West Alliance Pty Ltd, 30% fee	It is proposed that the delegation continue
1.8	**To approve minor variations to SMRC contracts up to a total value of 7% of the contract value, but not exceeding $150,000 ex GST or the approved annual budget.** Last Reviewed – Feb 2020	Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.	WCF Roof Replacement remedial works June 2020 VQ-003 Variation costs associated with aligning trusses September 2020 VQ-004 Expansion foam filler to sheets along gutters December 2020 VQ-006 Install roof vents & additional drypan flashings	It is proposed that the delegation continue

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.9	**To sell Carbon Offset Credits at the Prevailing Market Price** S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2020	To maximise any opportunities to liquidate holdings of Carbon offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.	May 2020 Corporate Carbon Solutions - Sale of Australian Carbon Credit Units - 9,549 Legacy ACCU's - 51,188 Sales ACCU's	It is proposed that the delegation continue
1.10	**To sell commodities produced at the Regional Resource Recovery Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.** S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 Last Reviewed – Feb 2020	To sell recyclables to take advantage of prevailing global market conditions and prices where customers are hesitant to submit tenders for long term contracts. This gives the CEO ability to sell small quantities of product without a public tender process. S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.	April 2020 Recycling Plastics Australia – Mixed Plastic approx.. 20 Tonnes per week - ongoing August 2020 Auswaste – Mixed Plastic approx.. 40 Tonnes August to October 2020 Sims Metal – Scrap Steel approx.. 20 Tonnes per week for the period December 2020 to February 2021 Auscon Metals Pty Ltd – Scrap steel approx.. 20 Tonnes per week for the period	It is proposed that the delegation continue
1.11	**To sell commodities produced at the Regional Resource Recovery Centre that do not meet contracted material specifications.** S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 Last Reviewed – Feb 2020	So as not to unnecessarily encumber the facility site with stockpiled material which may occur due to some unforeseen operational or technical failure, S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.	March 2020 Auswaste – Mixed Rigid Plastic approx.. 120 Tonnes – zero price was agreed to clear floor space. April 2020 Cleanaway – Mixed paper 279 Tonnes – disposed at Dardanup landfill, reimbursed under terms of the contract.	It is proposed that the delegation continue

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.12	**To award public tenders for the sale of commodities produced at the Regional Resource Recovery Centre with a tender value not exceeding $1,000,000 ex GST.** S5.42 Local Government Act 1995 S5.43(b) Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 Last Reviewed – Feb 2020	To enable the CEO to sell recyclables and allow a practical timeframe between the tender award and the new tender start date. This is for both the SMRC and the successful tenderer to put in place new logistics arrangements. Sufficient time is required for the old tenderer to cancel freight bookings and for the new tenderer to put in place new freight bookings and the schedule of council meetings does not always coincide with the tender time-frames.	T2020-S01 Purchase and Removal of Recovered Recyclables (March-May) T2020-S02 Purchase and Removal of Recovered Recyclables (June-August) T2020-S03 Purchase and Removal of Recovered Recyclables (Sept-Nov) T2020-S04 Purchase and Removal of Recovered Recyclables (Dec20-Feb21)	It is proposed that the delegation continue
1.13	**To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRRC.** Last Reviewed – Feb 2020	Where participants' waste is diverted to landfills or processing facilities the SMRC seeks financial assistance by way of a net contribution fee being the difference between the adopted gate fee and the fee payable by the participant's nominated landfill or processing facility to meet the fixed operating costs of the RRRC.	Nil	It is proposed that the delegation continue

1.14	**To execute documents regarded as Deeds.** S9.49A (1b), (4) & (5) Local Government Act 1995 Last Reviewed – Feb 2020	Restricted to documents not requiring the common seal of the SMRC Restricted to contracts with a value not exceeding the CEO's delegated authority for Procurement expenditure limit (e.g. $300,000 ex GST), with the exception of the approval referred to DA No6. Restricted to agreements and contracts with terms not exceeding 5 years. Restricted to agreements and contracts requiring regional council approval in accordance with the local government act All transactions under this delegation are to be recorded in the delegated authority register the delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.	Jan 2020 - T2017-03 Receival and Disposal of Residual Waste – Second extended term Feb 2020 - T2017-02 Removal and Transport of Residual Waste – Second extended term - Toyota Hilux Vehicle lease modification/ extension - Receipt of Recyclable Material – short term agreement – City of Subiaco - Receipt of Recyclable Material – short term agreement – City of Swan February 2020 - Receipt of Recyclable Material – short term agreement – City of Wanneroo Mar 2020 - T2020-S01 Purchase and Removal of Recovered Recyclables Apr 2020 - Electricity Supply Agreement – Contract (Endorsed by Council 9 April 2020) May 2020 - T2018-08 Call Off Panel Contracts for Fixed Plant Maintenance and Services - extended term - T2020-S02 Purchase and Removal of Recovered Recyclables June 2020 - Receipt of Recyclable Material – Avon Waste Contract	It is proposed that the delegation continue.

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
			August 2020 - Removal and Transport of Recyclable Material T2020/03 - Agreement (Endorsed by Council 25 June 2020) - Electricity Supply Agreement – Contract (Endorsed by Council 27 August 2020) - T2020-S03 Purchase and Removal of Recovered Recyclables - T2019-05 General Waste Residual Disposal – first extended term September 2020 - Volvo Hooklift truck Lease Extension – Contract Modification November 2020 - Sale of Australian Carbon Credit Units (ACCU's) - Agreement (Endorsed by Council 26 October 2020) - T2020-S04 Purchase and Removal of Recovered Recyclables - T2020-01 Consultancy Services for Odour Assessments - Contract December 2020 - T2020-05 Transport of RRRC Residual Waste – Contract (Endorsed by Council 10 December 2020) - T2020-07 Purchase and removal of Processed Green Waste – Contract (Endorsed by Council 10 December 2020)	

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.15	**Power to act on behalf of the council to resolve the matter at a mediation conference in consultation with the Chair.** S5.42 Local Government Act 1995 Last Reviewed – June 2020	Mediation with reference to the confidential report dated 15 November 2019.	Nil	Unable to agree with Plaintiff matter unresolved and may be subject to further hearings. It is proposed that the delegation continue.
1.16	**To enter into a contract with Cleanaway for the receival and processing of recycling material, with consultation with the Chair.** S5.42 Local Government Act 1995 Last Reviewed – Feb 2020		Contract executed 12 February 2020	Complete
1.17	**To enter into a contract with the City of Canning for the receival and processing of recycling material.** S5.42 Local Government Act 1995 Last reviewed – June 2020	Agreement at the tendered price and a term of five years plus two, two year extension options.	Contract executed 26 June 2020	Complete
1.18	**To enter into a contract for the Container Deposit Scheme for MRF operators with Western Australia Return Recycle Renew Limited.** S5.42 Local Government Act 1995 Last reviewed – Aug 2020	To sign agreements relating to CDS implementation and agreements for MRF operators and recyclers, in consultation with the Chair.	Contract executed 24 September 2020	Complete

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
1.19	**The Chair and CEO be authorised to sign deed agreements with Kwinana WTE Project Co Pty Ltd, BTA Institutional services Australia Limited, Project Participants and SMRC for the provision of Waste-to-energy services in accordance with Tender T2017-06.** S5.42 Local Government Act 1995 Last reviewed – Oct 2020	-Waste Supply agreement with Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC. -Financiers direct deed with BTA Institutional services Australia Limited, Kwinana WTE Project Co Pty Ltd, Project Participants and SMRC -Amend and combine the Project Participants' Agreement for the Regional Resource Recovery Centre project.	Nil	It is proposed that the delegation continue.
1.20	**To procure one only New Baler equipment up to the value of $400,000 Ex GST** S5.42 Local Government Act 1995 Last Reviewed – Nov 2020	New MRF baler equipment.	Purchase order 38988 issued 11 December 2020	Complete
1.21	**To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.** S5.42 Local Government Act 1995 Last Reviewed – Dec 2020	Authorised to exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement. Resolved by Council - December 2020 T2020-05 T2020-06 T2020-07	November 2020 The receival and processing of recycling material – Cleanaway - First extended term December 2020 T2018-05 Receival and Disposal of Recovered Glass – Second extended term (Endorsed by Council 26 November 2020)	It is proposed that the delegation continue.

PART 2

Delegations to Committees of Council

SOUTHERN METROPOLITAN REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

REGISTER OF DELEGATED AUTHORITY

DELEGATED AUTHORITY - Adopted 27 Feb 2020

JANUARY TO DECEMBER 2020

	Delegated Authority	Purpose	Authority Used Since Last Review	Review Comments
2.1	**CEO Performance Review Committee has authority to appoint a Human Resources Consultant within Budget provisions to assist in the CEO's employment appraisal.** S5.16 Local Government Act 1995 Last Reviewed – Feb 2020	To conduct a professional review of the CEO's performance over the last 12 months.	Nil	It is proposed that the delegation continue

Date: 8 February 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL

2020/21 MID YEAR BUDGET REVIEW REPORT

For the Year ending 30 June 2021

Our Vision:
We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment

On behalf of our Participant Local Governments

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1 STATEMENT BY CHIEF EXECUTIVE OFFICER

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

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

This report considers the half yearly actual results (to 31 Dec 2020) and the projected estimates for the next 6 months to 30 June 2021.

Tim Youé
Chief Executive Officer

2 KEY CHANGES SINCE THE ADOPTED BUDGET

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

SMRC's operating revenue has increased to $30.2M (original Budget $26.2M) due to the following additions and favourable results.

ADDITIONS

- Sale of legacy Carbon Credits from our compost activities of approximately $400K will be transferred to the RRRC contingency reserve.
- $30K profit in revenue from non-member local governments utilising our waste auditing services for 2020/21.
- The SMRC was successful in receiving a State Waste Authority grant of $250K towards the purchase of a slow speed shredder for FOGO operations. Procurement & budget amendment approved by Council in November 2020.

FAVOURABLE

- Cleanaway Contract for processing its contracted recycling will extend for a further 3 months to mid May 2021.
- MRF recyclable product sales has increased over the past two quarters this financial year resulting in discounts for member's gate fees.
- The State's Container for Change refund methodology on the average weighted tonnes on eligible recyclables has resulted in a higher position than the SMRC's original estimated modelling.
- Improvements in the recovery of organic material from RRRC's pre-sort processing of FOGO has achieved dual benefits in higher recovery rates and lower expenditure.

3 THE SMRC AT A GLANCE

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

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

The region encompasses 193 square kilometres within Perth's southern metropolitan area and has a combined population of over 184,000 people and over 70,000 households.

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

Reshaping the RRRC
The Food Organics Green Organics (FOGO) initiative, in line with our comprehensive Strategic Waste Management Plan (SWMP), started in October 2017 with a trial of 7,000 households, with a vision for all RRRC Participants to commence its 3-bin collection service by July 2019. This strategy sees the transition of the WCF to a Pre-Sort and Transfer Station for Food Organics Green Organics (FOGO).

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

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

City of Kwinana

The City has given notice of its intention to withdraw from the SMRC effective from 30 June 2021.

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

4 REGIONAL PURPOSE

The regional purposes for which the SMRC is established are:

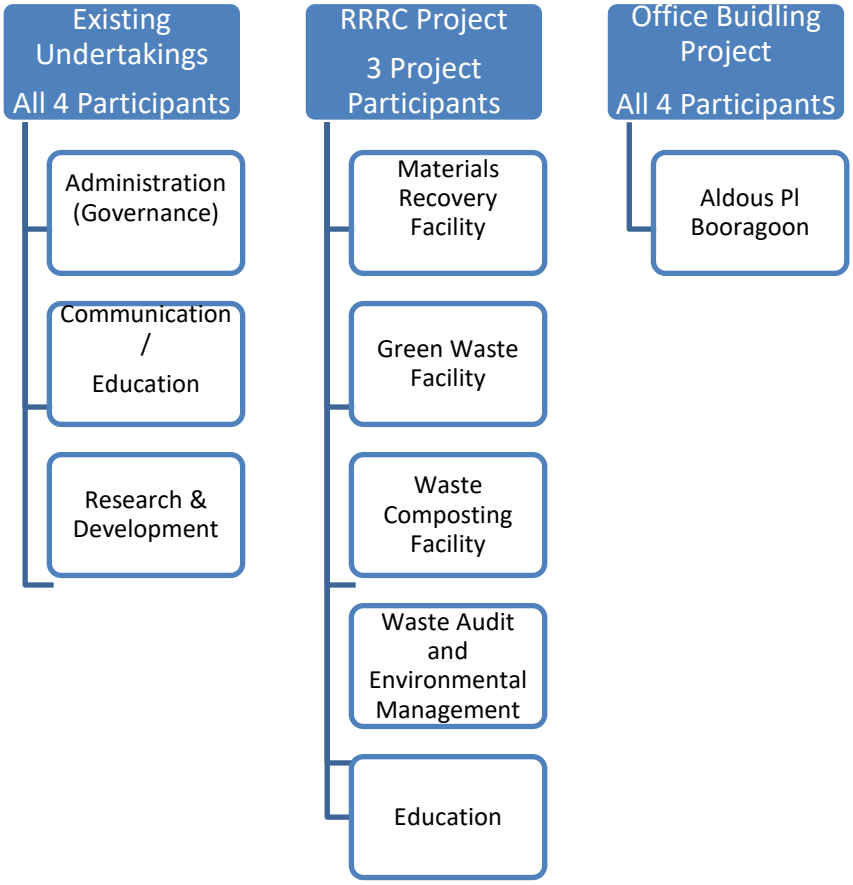
(a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;

(b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

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

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

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



5 STRATEGIC PLAN

Our Vision...

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

In February 2020, the SMRC considered the strategic direction of the SMRC following the decision to not continue with the RRRC divestment tender process.

Following the review all the strategies remain in alignment in the Strategic Community Plan and Corporate Business Plan.

Agreed Overall Strategic Direction

1. Business as usual with pursuit of outsourcing options and processing contracts

The financial obligations to achieve the strategies and actions referred to in the plans are included in the 2020/21 Annual Budget under the relevant business unit budgets.

The major strategies funded in the budget are:

- *1.1.1 Consider opportunities for divesting resource recovery and disposal activities*
- *1.2.1 Consider EfW for the participants red bin rubbish*
- *1.2.2 Implement a 3 bin FOGO collection and composting system*
- *2.1.1 Facilitate review of SMRC Establishment and Project Participants' Agreements*
- *3.2.1 Promote the RecycleRight Program as the regional & state recycling initiative*

Our Strategic Wheel on the following page links our objectives for each of the three key focus areas which are the core components of our business.

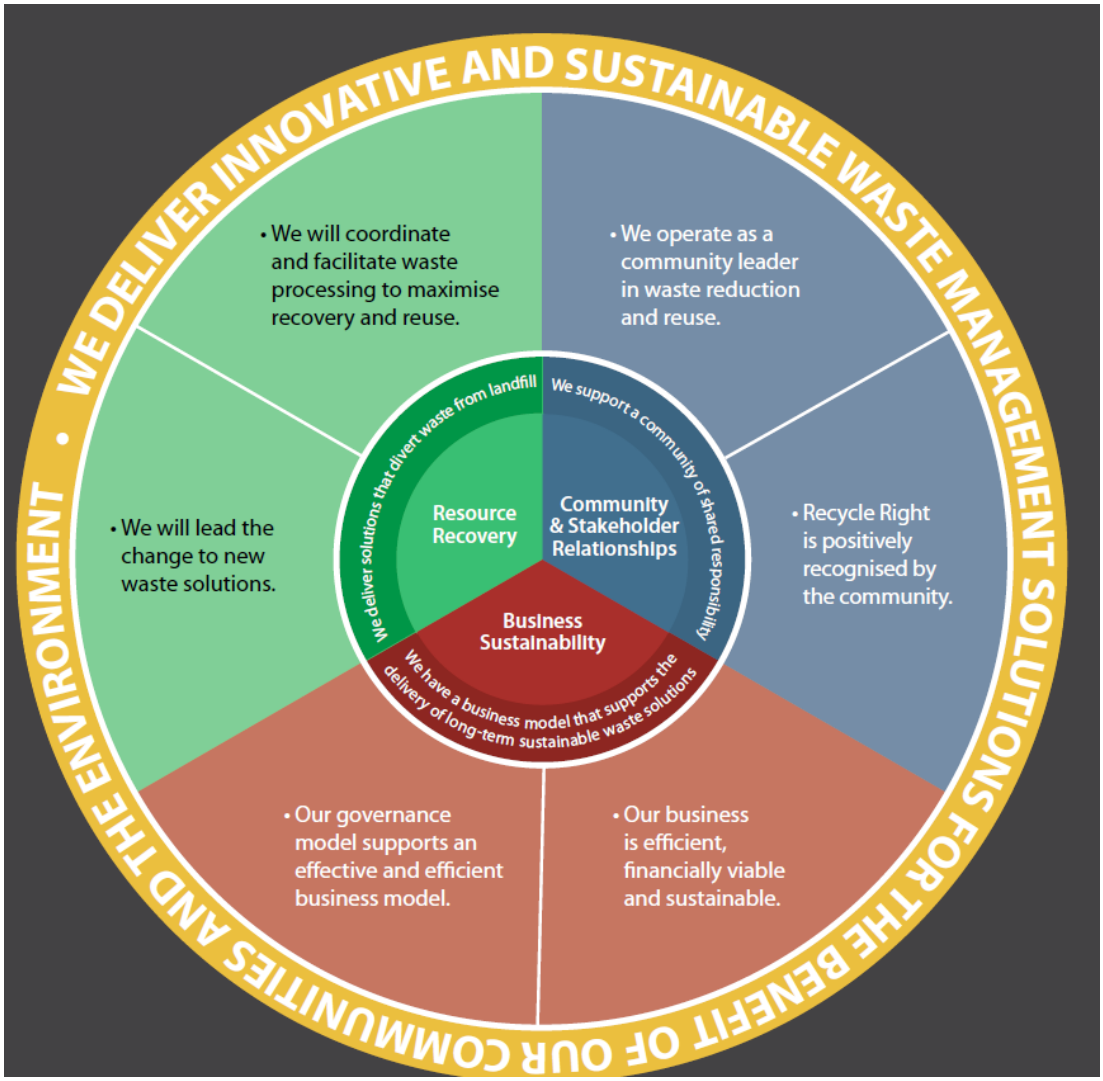
The Food Organics Green Organics (FOGO) third bin collections for its residents in the Cities of Fremantle and Melville and Town of East Fremantle ensures the Regional Council is committed to providing its participants and the community with an effective and environmentally sustainable alternative waste processing service. This is reflected in the RRRC participants being at the forefront of waste diversion in the State.

The introduction of the Container for Change (Container Deposit Scheme) (CDS) provides the revenue opportunity from 1 October 2020 to gain additional revenue towards operational deficits.

There is no increase in participants' contributions or gate fees for 2020/21 as a result of the current economic conditions and cost increases will be absorbed within budget revenues.

Our Vision

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



Strategic Direction

In February 2020, the Regional Council participants and SMRC reviewed the strategic direction of the SMRC following the decision to not continue with the RRRC divestment tender process.

Agreed Overall Strategic Direction

1. Business as usual with pursuit of outsourcing options and processing contracts

Regional Resource Recovery Centre Strategy

5.1 Continue to pursue outsourcing part/s or all of the RRRC

Context: SMRC invite proposals through a request for tender (RFT) for outsourcing the RRRC processing facilities, which may include; divestment of the RRRC assets coupled with FOGO and Recycling processing solutions thus maintaining the RRRC site as a unique waste precinct.

5.2 Food Organics and Garden Organics (FOGO) Strategy

Continue with temporary FOGO processing and pursue outsourcing

Context: The Waste Composting Facility (WCF) digesters are switched off and pending decommissioning. The maturation building is being cleaned and the roof refurbished. The tip floor is set up to temporarily process FOGO.

The transition of the WCF from processing a mixed solid waste (MSW) to a FOGO waste stream to reduce processing costs, improve compost quality and further improve diversion from landfill is incremental in achieving a full recovery rate due to the terminated divestment and the refurbishment works and licensing amendments required.

While capital expense is required and allocated to decommission digesters and remediate the tip floor, Members have indicated that there is currently little appetite in the short term to provide additional capital for a full FOGO processing train. The ability of SMRC to attract the required volume from other Local Governments to make the gate fees to members viable is uncertain. However, if an additional 15-20,000 tpa was secured this would potentially make the continuation of processing by SMRC a viable option.

Options remain for leasing surplus space for additional revenue as new processing methods for FOGO do not necessarily require utilisation of the entire WCF. Alternatively, a full-scale commercial operation can also be considered.

5.3 Materials Recovery Facility (MRF) Strategy

Continue to operate the MRF with the Cleanaway contract but pursue future outsourcing of the operation.

Context: Short-term agreement with Cleanaway to process its local government customers recycling of 50,000 tonnes. Introduction of the Container Deposit Scheme (CDS) delayed due to COVID-19 commenced on 1 October 2020.

6 NET RESULTS BY BUSINESS UNIT

6.1 Existing Undertakings

Governance/ Administration	* internal changes to the Adopted Budget with no impact to members' contributions.
Education	•internal changes to the Adopted Budget with no impact to members' contributions. •Shortfall in operating budgets is funded from RRRC surpluses.
Research & Development	•No change to the Adopted Budget

6.2 Regional Resource Recovery Centre (RRRC)

Material Recovery (Recycling)	•Additional 9,800 tonnes for 3 months to May 2021 from CLeanaway contract extension. •increase in average basket of goods of recyclable product over the past two quarters resulting in discounts to member's gate fees. •The State's Container for Change refund methodology on the average weighted tonnes on eligible recyclables has resulted in additional income of $1.5 M more than the SMRC's original estimated modelling. •Revised net surplus result $4.3M an increase of $3.1M above original budget estimates. • part surplus used to fund WCF fixed costs and decommissioning costs for digesters and associated equipment.
Green Waste	•No changes to the Adopted Budget maintaining an operating surplus of $372,000 used to part fund the WCF fixed costs.
Waste Composting	- WCF Fixed costs of $2.3M funded from operational surpluses - Decommisioning of digestors and associated equipment to be funded from MRF surpuses
FOGO	- Improvements in the recovery of organic material from RRRC's pre-sort processing of FOGO has achieved dual benefits in higher recovery rates and lower expenditure. operating surplus of $200K to be used to fund WCF fixed costs.

7 STATEMENT OF FINANCIAL ACTIVITY

SOUTHERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF FINANCIAL ACTIVITY			
FOR THE YEAR ENDED 30 JUNE 2021			
BY NATURE OR TYPE			
	2020/21 Budget $	**2020/21 Rev. Budget $**	**Variance $**
REVENUE			
Operating Grants, Subsidies and			
Contributions:			
Members:	13,368,094	13,078,364	(289,730)
Others:	2,003,097	3,631,758	1,628,661
Fees and Charges	10,808,993	13,441,458	2,632,465
Interest Earnings	73,750	24,000	(49,750)
Other Revenues	526	1,100	574
	26,254,460	30,176,680	3,922,220
EXPENSES			
Employee Costs	8,013,982	8,532,058	518,076
Materials and Contracts	11,887,092	12,875,563	988,471
Utility Charges	1,073,070	789,570	(283,500)
Depreciation on Non-current Assets	2,697,576	2,697,576	-
Interest Expenses	505,500	504,200	(1,300)
Insurance Expenses	1,974,100	2,072,618	98,518
	26,151,320	27,471,585	1,320,265
NET OPERATING SURPLUS / (DEFICIT)	103,140	2,705,095	**2,601,955**
Add:			
Depreciation on Non-current Assets	2,697,576	2,697,576	-
Interest for Make Good Provision	83,000	83,000	-
NET OPERATING POSITION	**2,883,716**	**5,485,671**	**2,601,955**
Add / (Less):			
Add: Non-operating Grants	-	250,000	250,000
Less : Capital Expenditure	(3,187,000)	(4,365,000)	(1,178,000)
Less: Loan Repayments	(3,284,059)	(3,284,059)	-
Add :Loan Contributions from Members	3,284,059	3,284,059	-
Add : Transfer from Reserves	2,900,000	1,743,000	(1,157,000)
Less: Transfer to Reserves	(2,500,000)	(3,400,000)	(900,000)
NET CAPITAL POSITION	**(2,787,000)**	**(5,772,000)**	**(2,985,000)**
NET OPERATING & CAPITAL POSITION	**96,716**	**(286,329)**	**(383,045)**
Add: OPENING FUNDS	1,365,086	1,365,086	-
CLOSING FUNDS	1,461,802	1,078,757	(383,045)

7.1 Reasons for Variations

EXPLANATION FOR VARIANCES

REVENUE		
Members	discount in MRF gate fees resulting from higher commodity prices	(289,730)
Others	increase in CDS Net revenue	1,628,661
Fees and Charges	Extension in commercial contracts (3 mths)	2,632,465
Interest Earnings	Lower interest returns	(49,750)
Other		574
Total Revenue Variance (Gain)		**3,922,220**
EXPENDITURE		
Employee Costs	MRF employment due to 3 mths extension	518,076
Materials and Contracts	MRF variable Expenses for additional tonnes	988,471
Utility Charges	Adjusted fro lower consumption usage	(283,500)
Depreciation	(non-cash) asset depreciation adjustments	-
Interest Expenses		(1,300)
Insurance Expenses	premium adjustment	98,518
Total Expenditure Variance (Gain)		**1,320,265**
Net Operating Surplus Variance		**2,601,955**
Add: Non-operating Grants	Waste Authority Grant towards FOGO Shredder	**250,000**
Less Capital Expenditure	$4.4 M program refer to Capex Table	(1,178,000)
Add Transfer from Reserve	Refer to reserves table	(1,157,000)
Less Transfer to Reserve	Refer to reserves table	(900,000)
Increase in Closing Funds		**(383,045)**

8 CAPITAL EXPENDITURE BUDGET

CAPITAL EXPENDITURE - REVISED BUDGET 2020-21				
Facility	**2020/21 Budget**	**2020/21 Rev. Budget**	**Variance**	**Remarks**
MRF				
2 x Forklifts	130,000	135,000	5,000	Replacements
C2 Conveyor Chains & Guards	45,000	70,000	25,000	Major Overhaul
OCCS1 separator screen	200,000	200,000	-	Major Overhaul
News sort screen	460,000	460,000	-	Major Overhaul
PLC Contoller	80,000	80,000	-	Renewal upgrade
Optical Sorters		233,000	233,000	Renewal upgrade
Bailer Twin Ram	400,000	400,000	-	New (Backup)
Polishing Screen	152,000	152,000	-	
Glass Breaker shaft overhaul	200,000	200,000	-	
Critical Spares - Large Gearboxes on chain conveyors		60,000	60,000	
Replacement Dust Collector and ducting – MRF Baghouse		70,000	70,000	
Glass Bunker Curtain Replacement		10,000	10,000	
Plastic Bottle perforator	170,000	30,000	(140,000)	Renewal upgrade
Bale Shed CCTV		20,000	20,000	New
Sub Total	1,837,000	2,120,000	283,000	-
WCF				
WCF Roof Remediation Works	1,350,000	1,350,000	-	Major refurbishment
WCF Trommel Upgrades		40,000	40,000	FOGO operations
Decommisioning of digestors		500,000	500,000	Opex
Slow Speed Shredder		325,000	325,000	FOGO operations
Loader Bucket		30,000	30,000	FOGO operations
Sub Total	1,350,000	2,245,000	895,000	-
Total Capital Expenditure	3,187,000	4,365,000	1,178,000	-
Funded from Operations	-	665,000	-	
Funded from Reserves	1,480,000	1,743,000	263,000	
Funded from Grant	1,707,000	1,957,000	250,000	
Total Capital Expenditure	3,187,000	4,365,000	513,000	-
Buildings	1,350,000	1,350,000	0	
Mobile Plant	130,000	530,000	400,000	
Fixed Plant & equipment	1,707,000	2,465,000	758,000	
IT Equipment	0	20,000	20,000	
Total Capital Expenditure	3,187,000	4,365,000	1,178,000	-

9 RESERVES BUDGET

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

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

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CASH BACKED RESERVES				
Break-up	**2020/21 Budget $**	**2020-21 Rev Budget $**	**2020/21 Variance $**	**Remarks**
Travel and Conference Reserve				
Opening Balance	25,000	25,000	-	
Transfer to Reserves	-	-	-	
Transfer from Reserves	-	-	-	
Closing Balance	**25,000**	**25,000**	**-**	
Office Accommodation Reserve				
Opening Balance	271,252	271,252	-	
Transfer to Reserves	-	-	-	
Transfer from Reserves	-	-	-	
Closing Balance	**271,252**	**271,252**	**-**	
RRRC Contingency Reserve				
Opening Balance	6,395,815	5,639,815	(756,000)	Actual BFwd Balance
Transfer to Reserves	-	400,000	400,000	Carbon Credit Sales
Transfer to Reserves	2,500,000	3,000,000	500,000	MRF Operational Surplus
Transfer from Reserves	(1,200,000)	(393,000)	807,000	MRF Major Mtce Program
Transfer from Reserves	(1,700,000)	(1,350,000)	350,000	WCF Roof Remedial Works
Closing Balance	**5,995,815**	**7,296,815**	**1,301,000**	
RRRC Restoration Reserve				
Opening Balance	1,365,988	1,365,988	-	
Transfer to Reserves	-	-	-	
Transfer from Reserves	-	-	-	
Closing Balance	**1,365,988**	**1,365,988**	**-**	
Total Cash Backed Reserves				
Opening Balance	8,058,055	7,302,055	- 756,000	
Transfer to Reserves	2,500,000	3,400,000	900,000	
Transfer from Reserves	(2,900,000)	(1,743,000)	1,157,000	
Closing Balance	**7,658,055**	**8,959,055**	**1,301,000**	

10 BORROWINGS

There are no new loans or re-financed loans planned during 2020/21.

The Council has two lending facilities for the following projects:

(a). The Regional Resource Recovery Centre Loan

The RRRC Project Participants have guaranteed by way of security, to the Westerr
Australian Treasury Corporation, a charge over its general funds for the share
of any outstanding debenture borrowings provided for the RRRC Project.
Project Participants' limit of its share of the loan liability is as follows:

	30-Jun-20		30-Jun-21	
City of Cockburn	44.37%	4,398,887	44.74%	2,965,900
Town of East Fremantle	3.09%	306,332	3.07%	203,516
City of Fremantle	12.21%	1,210,581	12.16%	806,110
City of Melville	40.33%	3,997,883	40.03%	2,653,665
		9,913,682		6,629,191

(b). Administration Building (9 Aldous Place, Booragoon) Loan Limit $2 Milli

The SMRC Participants have guaranteed by way of security, to the Western
Australian Treasury Corporation, a charge over its general funds for the share
of any outstanding debenture borrowings provided for the SMRC Administration
building at 9 Aldous Place, Booragoon. WA 6154.
Participants' limit of its share of the loan liability is as follows:

	30-Jun-20		30-Jun-21	
Town of East Fremantle	4.29%	77,271	4.21%	75,780
City of Fremantle	16.88%	303,868	16.68%	300,240
Town of Kwinana	23.01%	414,135	24.20%	435,600
City of Melville	55.82%	1,004,725	54.91%	988,380
		1,800,000		1,800,000

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2021

STATEMENT OF FINANCIAL ACTIVITY

Current Budget $	Particulars	YTD Budget $	YTD Actual $	Variance to YTD Budget $
	Revenue from operating activites			
4,987,408	Contributions, Donations & Reimbursements	2,976,977	3,049,339	72,362
19,253,515	Fees & Charges	13,738,385	13,672,114	(66,271)
73,750	Interest Received	43,021	19,089	(23,932)
112,000	Operating Grants	112,000	112,000	
1,827,787	Other Revenue	1,285,908	1,291,479	5,571
26,254,460	**Total Operating Revenue**	**18,156,291**	**18,144,020**	**(12,271)**
	Expenditure from operating activities			
(8,013,982)	Employee Costs	(5,176,015)	(5,089,309)	86,706
(11,887,091)	Materials & Contracts	(7,076,475)	(7,323,888)	(247,413)
(1,073,070)	Utilities	(662,458)	(481,982)	180,476
(1,974,101)	Insurance	(1,151,570)	(982,538)	169,032
(505,500)	Interest	(228,125)	(422,540)	(194,415)
(2,697,576)	Depreciation	(1,588,985)	(2,379,347)	(790,362)
	Other Expenses	6,779	(1,581)	(8,360)
(26,151,320)	**Total Operating Expenses**	**(15,876,849)**	**(16,681,185)**	**(804,336)**
103,140	**Operating Surplus / (Deficit)**	**2,279,442**	**1,462,835**	**(816,607)**
	LESS: Non-cash items			
	Adjust Profit/ (Loss) on Sale of Assets		16,033	16,033
2,697,576	Add Back Depreciation	1,588,985	2,379,347	790,362
83,000	Add Back Interest on unwinding of discount on Make Good Provision			
2,780,576	**Total Non-cash items**	**1,588,985**	**2,395,379**	**806,394**
(23,370,744)	**Total Operating Expenses (Before Non-cash items)**	**(14,287,864)**	**(14,285,805)**	**2,059**
2,883,716	**Operating Surplus / (Deficit) (Before Non-cash Items) (A)**	**3,868,427**	**3,858,215**	**(10,212)**
	Capital Expenditure			
(1,350,000)	Buildings	(1,040,000)	(1,038,291)	1,709
(2,087,000)	Plant & Equipment	(1,285,000)	(1,383,777)	(98,777)
	Information Technology		(19,934)	(19,934)
	Proceeds from disposal of Assets		46,812	46,812
(3,437,000)	**Total Capital Expenditure (B)**	**(2,325,000)**	**(2,395,190)**	**(70,190)**
	Funding / Other Capital Items			
	Non-operating Grants, Subsidies & contributions	250,000	250,000	
(3,284,059)	Repayment of Loans	(1,627,947)	(1,627,947)	
3,284,059	Reimbursement of Loan Repayments	1,627,947	1,627,947	
(2,500,000)	Transfers TO Cash Reserves			
2,900,000	Transfers FROM Cash Reserves	1,235,000	1,232,931	(2,069)
400,000	**Total Funding / Other Capital Items (C)**	**1,485,000**	**1,482,931**	**(2,069)**
(153,284)	**CHANGES IN NET ASSETS (A to C)**	**3,028,427**	**2,945,956**	**(82,471)**
1,365,086	**Opening Funds Surplus(Deficit)**	**1,365,086**	**1,365,086**	**-**
1,211,802	**Closing Funds Surplus(Deficit)**	**4,393,513**	**4,311,042**	**(82,471)**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2021

Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is $20,000.

Particulars	YTD Variance $	Var.	Explanation of Variance with +-$20,000
Revenue from operating activites			
Contributions, Donations & Reimbursements	72,362	Positive	Fuel tax credits & WALGA Bin tagging program funding
Fees & Charges	(66,271)	Negative	MRF tonnages
Interest Received	(23,932)	Negative	Interest rates
Operating Grants	-		
Other Revenue	5,571	Positive	
Expenditure from operating activities			
Employee Costs	86,706	Positive	Admin, MRF, FOGO & Maint. Employment costs
Materials & Contracts	(247,413)	Negative	Plant maintenance expenses
Utilities	180,476	Positive	WCF Power costs
Insurance	169,032	Positive	Insurance premium savings
Interest	(194,415)	Negative	New treatment of interest on lease liabilities not in budget
Depreciation	(790,362)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases) not in the budget
Other Expenses	(8,360)	Negative	
LESS: Non-cash items			
Adjust Profit/ (Loss) on Sale of Assets	16,033		
Investing Activities			
Capital Expenditure			
Buildings	1,709	Positive	
Plant & Equipment	(98,777)	Negative	GWF Shredder overhaul
Information Technology	(19,934)	Negative	MRF CCTV improvements
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
Funding / Other Capital Items			
Non-operating Grants, Subsidies & contributions	-		
Repayment of Loans	-		
Reimbursement of Loan Repayments	-		
Transfers TO Cash Reserves	-		
Transfers FROM Cash Reserves	(2,069)	Positive	
Total Funding / Other Capital Items (C)	**(2,069)**		

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2021

NET CURRENT ASSETS

	As at 31/01/2021	As at 30/06/2019
CURRENT ASSETS		
Cash	8,948,277	10,174,251
Receivables	8,317,742	8,271,547
Prepayments	759,400	19,861
Accrued Income	1,290,522	55,908
Inventories	1,207,486	1,190,166
TOTAL CURRENT ASSETS	**20,523,428**	**19,711,732**
CURRENT LIABILITIES		
Payables	2,547,485	2,947,341
Accrued Expenses	1,395,231	588,570
Income Rec'd in Advance	92,703	0
GST	234,445	0
Payroll Liabilities	5,528	829
Retentions & Bonds	1,363,443	1,027,913
Borrowings	5,084,059	5,084,059
Provisions	745,356	708,687
Lease Liabilities	651,470	638,765
TOTAL CURRENT LIABILITIES	**12,119,719**	**10,996,165**
NET CURRENT ASSETS	**8,403,708**	**8,715,568**
Adjustments		
Less: Restricted Cash - Reserves	(7,302,055)	(7,302,055)
Add: Transfers from Reserves	1,232,931	0
Add: Loan contributions from members	1,627,947	0
Less: Profit/ (Loss) on Sale of Assets	16,033	0
Add: Lease liability (NCL) provision	380,905	0
Add: Decrease in Non-Current Provisions	(48,427)	(48,427)
Adjusted Net Current Assets	**4,311,042**	**1,365,086**

Statement of Financial Position
as at 31 JAN 2021

	2020/2021	2019/2020
CURRENT ASSETS		
Cash	8,948,276.97	10,174,250.55
Receivables	8,317,742.30	8,271,547.02
Prepayments	759,400.04	19,861.11
Accrued Income	1,290,521.92	55,908.18
Inventories	1,207,486.48	1,190,165.61
Non-current assets held for sale	0.00	0.00
TOTAL CURRENT ASSETS	20,523,427.71	19,711,732.47
CURRENT LIABILITIES		
Payables	2,547,485.04	2,947,341.46
Accrued Expenses	1,395,230.75	588,570.00
Income Rec'd in Advance	92,703.17	0.00
GST	234,445.17	0.00
Payroll Liabilities	5,527.52	828.92
Retentions & Bonds	1,363,442.64	1,027,913.24
Borrowings	5,084,059.01	5,084,059.01
Provisions	745,356.00	708,687.00
Lease Liabilities	651,470.18	638,765.34
TOTAL CURRENT LIABILITIES	12,119,719.48	10,996,164.97
NET CURRENT ASSETS	8,403,708.23	8,715,567.50
NON-CURRENT ASSETS		
Buildings	1,565,990.04	1,576,887.27
Information Technology	4,508.77	13,115.09
Office Furniture & Fittings	2,746.98	7,060.90
Fixed Plant & Equipment	5,395,821.71	5,518,865.30
Mobile Plant & Equipment	261,988.85	368,954.04
RRRC Leasehold Improvements	18,772,854.68	18,677,361.54
RRRC Other	0.00	0.00
Capital Work in Progress	1,883,041.48	1,143,042.44
Loan Receivables	6,629,191.09	6,629,191.09
Consultants & Admin	0.00	0.00
Right of Use Assets	8,632,985.16	9,182,775.94
TOTAL NON-CURRENT ASSETS	43,149,128.76	43,117,253.61
NON-CURRENT LIABILITIES		
Provisions	3,685,038.00	3,685,038.00
Borrowings	5,001,244.20	6,629,191.08
Lease Liabilities	8,729,373.00	9,110,278.54
TOTAL NON-CURRENT LIABILITIES	17,415,655.20	19,424,507.62
NET ASSETS	34,137,181.79	32,408,313.49

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2021

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities	
Receipts for Operations	15,327,968
Payments for Operations	(14,408,751)
Receipts from Government	250,000
Net cash provided by operating activities	**1,169,216**
Cashflow from Investing Activities	
Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(19,934)
Payment for Property, Plant and Equipment	(2,422,068)
Net cash provided/(absorbed) by investing activities	**(2,395,190)**
Cashflow from Financing Activities	
Contributions from Project Participants	1,627,947
Repayments of Borrowings	(1,627,947)
Net cash provided by financing activities	**0.00**
Net increase(decrease) in cash held	**(1,225,974)**
Cash at the begining of the year	10,174,251
Cash at the end of the period	**8,948,277**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 January 2021

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	3,858,215
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	(16,033)
Less adjustment for Receivables	(46,195)
Less adjustment for Accrued Income	(1,234,614)
Less adjustment for Income in advance	(92,703)
Less adjustment for Loan Receivables	(1,627,947)
Less adjustment for Prepayments	(739,539)
Less adjustment for Inventories	(17,321)
Less adjustment for Payables	(399,856)
Plus adjustment for Accrued Expenses	806,661
Plus adjustment for GST	234,445
Plus adjustment for Payroll Liabilities	4,699
Plus adjustment for Retentions & Bonds	335,529
Less adjustment for Borrowings	(1,627,947)
Less adjustment for Provisions	36,669
Less adjustment for Lease Liabilities	(368,201)
Plus adjustment for Right of Use Assets	549,791
Less adjustment for Transfer to CWIP	(739,999)
Less adjustment for Others	(391,628)
Movement in cash balances	(1,225,974)

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 December 2020

STATEMENT OF FINANCIAL ACTIVITY

Current Budget $	Particulars	YTD Budget $	YTD Actual $	Variance to YTD Budget $
	Revenue from operating activites			
4,987,408	Contributions, Donations & Reimbursements	2,597,786	2,658,190	60,404
19,253,515	Fees & Charges	11,699,954	11,799,192	99,238
73,750	Interest Received	36,876	17,285	(19,591)
112,000	Operating Grants	112,000	112,000	
1,827,787	Other Revenue	1,070,526	1,074,099	3,573
26,254,460	**Total Operating Revenue**	**15,517,142**	**15,660,766**	**143,624**
	Expenditure from operating activities			
(8,013,982)	Employee Costs	(4,386,787)	(4,147,047)	239,740
(11,887,091)	Materials & Contracts	(5,938,009)	(6,153,636)	(215,627)
(1,073,070)	Utilities	(564,066)	(419,788)	144,278
(1,974,101)	Insurance	(987,060)	(835,713)	151,347
(505,500)	Interest	(223,250)	(352,575)	(129,325)
(2,697,576)	Depreciation	(1,359,876)	(2,041,113)	(681,237)
	Other Expenses	3,879	(1,581)	(5,460)
(26,151,320)	**Total Operating Expenses**	**(13,455,169)**	**(13,951,452)**	**(496,283)**
103,140	**Operating Surplus / (Deficit)**	**2,061,973**	**1,709,314**	**(352,659)**
	LESS: Non-cash items			
	Adjust (Profit)/ Loss on Sale of Assets			
2,697,576	Add Back Depreciation	1,359,876	2,041,113	681,237
83,000	Add Back Interest on unwinding of discount on Make Good Provision			
2,780,576	**Total Non-cash items**	**1,359,876**	**2,041,113**	**681,237**
(23,370,744)	**Total Operating Expenses (Before Non-cash items)**	**(12,095,293)**	**(11,910,339)**	**184,954**
2,883,716	**Operating Surplus / (Deficit) (Before Non-cash Items) (A)**	**3,421,849**	**3,750,427**	**328,578**
	Capital Expenditure			
(1,350,000)	Buildings	(865,000)	(863,633)	1,367
(2,087,000)	Plant & Equipment	(1,239,000)	(1,246,252)	(7,252)
	Information Technology		(19,934)	(19,934)
	Proceeds from disposal of Assets		46,812	46,812
(3,437,000)	**Total Capital Expenditure (B)**	**(2,104,000)**	**(2,083,007)**	**20,993**
	Funding / Other Capital Items			
	Non-operating Grants, Subsidies & contributions	250,000	250,000	
(3,284,059)	Repayment of Loans	(1,627,947)	(1,627,947)	
3,284,059	Reimbursement of Loan Repayments	1,627,947	1,627,947	
(2,500,000)	Transfers TO Cash Reserves			
2,900,000	Transfers FROM Cash Reserves	1,060,000	1,058,273	(1,727)
400,000	**Total Funding / Other Capital Items (C)**	**1,310,000**	**1,308,273**	**(1,727)**
(153,284)	**CHANGES IN NET ASSETS (A to C)**	**2,627,849**	**2,975,693**	**347,844**
1,365,086	**Opening Funds Surplus(Deficit)**	**1,365,086**	**1,365,086**	**-**
1,211,802	**Closing Funds Surplus(Deficit)**	**3,992,935**	**4,340,779**	**347,844**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 December 2020

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 2020/21 year is $20,000.

Particulars	YTD Variance $	Var.	Explanation of Variance with +-$20,000
Revenue from operating activites			
Contributions, Donations & Reimbursements	60,404	Positive	Fuel tax credits & WALGA Bin tagging program funding
Fees & Charges	99,238	Positive	Green FOGO & MRF commodity prices
Interest Received	(19,591)	Negative	
Operating Grants	-		
Other Revenue	3,573	Positive	
Expenditure from operating activities			
Employee Costs	239,740	Positive	Admin, MRF, FOGO & Maint. Employment costs
Materials & Contracts	(215,627)	Negative	Plant maintenance expenses
Utilities	144,278	Positive	WCF Power costs
Insurance	151,347	Positive	Insurance premium savings
Interest	(129,325)	Negative	New treatment of interest on lease liabilities not in budget
Depreciation	(681,237)	Negative	Asset valuation & New treatment of depreciation on
Other Expenses	(5,460)	Negative	Right-use Assets (Leases) not in the budget
Investing Activities			
Capital Expenditure			
Buildings	1,367	Positive	
Plant & Equipment	(7,252)	Negative	
Information Technology	(19,934)	Negative	MRF CCTV improvements
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
Funding / Other Capital Items			
Non-operating Grants, Subsidies & contributions	-		
Repayment of Loans	-		
Reimbursement of Loan Repayments	-		
Transfers TO Cash Reserves	-		
Transfers FROM Cash Reserves	(1,727)	Positive	

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 December 2020

NET CURRENT ASSETS

	As at 31/12/2020	As at 30/06/2019
CURRENT ASSETS		
Cash	9,146,240	10,174,251
Receivables	7,327,304	8,271,547
Prepayments	954,980	19,861
Accrued Income	1,073,203	55,908
Inventories	1,134,090	1,190,166
TOTAL CURRENT ASSETS	**19,635,817**	**19,711,732**
CURRENT LIABILITIES		
Payables	1,716,791	2,947,341
Accrued Expenses	1,365,810	588,570
Income Rec'd in Advance	0	0
GST	230,121	0
Payroll Liabilities	2,887	829
Retentions & Bonds	1,180,052	1,027,913
Borrowings	5,084,059	5,084,059
Provisions	733,689	708,687
Lease Liabilities	649,623	638,765
TOTAL CURRENT LIABILITIES	**10,963,030**	**10,996,165**
NET CURRENT ASSETS	**8,672,787**	**8,715,568**
Adjustments		
Less: Restricted Cash - Reserves	(7,302,055)	(7,302,055)
Add: Transfers from Reserves	1,058,273	0
Add: Loan contributions from members	1,627,947	0
Add: Lease liability (NCL) provision	332,254	0
Add: Decrease in Non-Current Provisions	(48,427)	(48,427)
Adjusted Net Current Assets	**4,340,779**	**1,365,086**

Statement of Financial Position
as at 31 DEC 2020

	2020/2021	2019/2020
CURRENT ASSETS		
Cash	9,146,240.32	10,174,250.55
Receivables	7,327,304.13	8,271,547.02
Prepayments	954,980.13	19,861.11
Accrued Income	1,073,202.55	55,908.18
Inventories	1,134,090.05	1,190,165.61
Non-current assets held for sale	0.00	0.00
TOTAL CURRENT ASSETS	19,635,817.18	19,711,732.47
CURRENT LIABILITIES		
Payables	1,716,790.64	2,947,341.46
Accrued Expenses	1,365,809.50	588,570.00
Income Rec'd in Advance	0.00	0.00
GST	230,120.83	0.00
Payroll Liabilities	2,886.56	828.92
Retentions & Bonds	1,180,051.85	1,027,913.24
Borrowings	5,084,059.01	5,084,059.01
Provisions	733,689.00	708,687.00
Lease Liabilities	649,622.85	638,765.34
TOTAL CURRENT LIABILITIES	10,963,030.24	10,996,164.97
NET CURRENT ASSETS	8,672,786.94	8,715,567.50
NON-CURRENT ASSETS		
Buildings	1,567,561.27	1,576,887.27
Information Technology	4,780.16	13,115.09
Office Furniture & Fittings	3,368.98	7,060.90
Fixed Plant & Equipment	5,377,088.82	5,518,865.30
Mobile Plant & Equipment	253,075.32	368,954.04
RRRC Leasehold Improvements	18,734,776.94	18,677,361.54
RRRC Other	0.00	0.00
Capital Work in Progress	1,883,041.48	1,143,042.44
Loan Receivables	6,629,191.09	6,629,191.09
Consultants & Admin	0.00	0.00
Right of Use Assets	8,712,257.32	9,182,775.94
TOTAL NON-CURRENT ASSETS	43,165,141.38	43,117,253.61
NON-CURRENT LIABILITIES		
Provisions	3,685,038.00	3,685,038.00
Borrowings	5,001,244.20	6,629,191.08
Lease Liabilities	8,784,018.55	9,110,278.54
TOTAL NON-CURRENT LIABILITIES	17,470,300.75	19,424,507.62
NET ASSETS	34,367,627.57	32,408,313.49

SOUTHERN METROPOLITAN REGIONAL COUNCIL
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31 December 2020

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities	
Receipts for Operations	13,959,768
Payments for Operations	(13,148,777)
Receipts from Government	250,000
Net cash provided by operating activities	**1,060,991**
Cashflow from Investing Activities	
Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(19,934)
Payment for Property, Plant and Equipment	(2,109,885)
Net cash provided/(absorbed) by investing activities	**(2,083,007)**
Cashflow from Financing Activities	
Contributions from Project Participants	1,627,947
Repayments of Borrowings	(1,627,947)
Net cash provided by financing activities	**0.00**
Net increase(decrease) in cash held	**(1,022,016)**
Cash at the begining of the year	10,174,251
Cash at the end of the period	**9,146,240**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 December 2020

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow	
Net Changes in Assets from Operations	3,750,427
Plus Receipts from Government	250,000
Less adjustment for Receivables	944,243
Less adjustment for Accrued Income	(1,017,294)
Less adjustment for Income in advance	
Less adjustment for Loan Receivables	(1,627,947)
Less adjustment for Prepayments	(935,119)
Less adjustment for Inventories	56,076
Less adjustment for Payables	(1,230,551)
Plus adjustment for Accrued Expenses	777,240
Plus adjustment for GST	230,121
Plus adjustment for Payroll Liabilities	2,058
Plus adjustment for Retentions & Bonds	152,139
Less adjustment for Borrowings	(1,627,947)
Less adjustment for Provisions	25,002
Less adjustment for Lease Liabilities	(315,402)
Plus adjustment for Right of Use Assets	470,519
Less adjustment for Transfer to CWIP	(739,999)
Less adjustment for Others	(191,574)
Movement in cash balances	(1,028,010)

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 November 2020

STATEMENT OF FINANCIAL ACTIVITY

Current Budget $	Particulars	YTD Budget $	YTD Actual $	Variance to YTD Budget $
	Revenue from operating activites			
4,987,408	Contributions, Donations & Reimbursements	2,072,655	2,114,164	41,509
19,253,515	Fees & Charges	9,709,399	9,925,519	216,120
73,750	Interest Received	30,730	15,419	(15,311)
112,000	Operating Grants	112,000	112,000	
1,827,787	Other Revenue		2,354	2,354
26,254,460	**Total Operating Revenue**	**11,924,784**	**12,169,457**	**244,673**
	Expenditure from operating activities			
(8,013,982)	Employee Costs	(3,685,542)	(3,565,027)	120,515
(11,887,091)	Materials & Contracts	(5,171,796)	(5,851,266)	(679,470)
(1,073,070)	Utilities	(466,582)	(360,581)	106,001
(1,974,101)	Insurance	(822,550)	(688,887)	133,663
(505,500)	Interest	(106,875)	(241,810)	(134,935)
(2,697,576)	Depreciation	(1,130,767)	(1,698,363)	(567,596)
	Other Expenses	5,172	(1,581)	(6,753)
(26,151,320)	**Total Operating Expenses**	**(11,378,940)**	**(12,407,515)**	**(1,028,575)**
103,140	**Operating Surplus / (Deficit)**	**545,844**	**(238,058)**	**(783,902)**
	LESS: Non-cash items			
	Adjust (Profit)/ Loss on Sale of Assets			
2,697,576	Add Back Depreciation	1,130,767	1,698,363	567,596
83,000	Add Back Interest on unwinding of discount on Make Good Provision			
2,780,576	**Total Non-cash items**	**1,130,767**	**1,698,363**	**567,596**
(23,370,744)	**Total Operating Expenses (Before Non-cash items)**	**(10,248,173)**	**(10,709,152)**	**(460,979)**
2,883,716	**Operating Surplus / (Deficit) (Before Non-cash Items) (A)**	**1,676,611**	**1,460,305**	**(216,306)**
	Capital Expenditure			
(1,350,000)	Buildings	(865,000)	(863,633)	1,367
(2,087,000)	Plant & Equipment		(33,338)	(33,338)
	Information Technology		(19,933)	(19,933)
	Proceeds from disposal of Assets		46,812	46,812
(3,437,000)	**Total Capital Expenditure (B)**	**(865,000)**	**(870,092)**	**(5,092)**
	Funding / Other Capital Items			
	Non-operating Grants, Subsidies & contributions	250,000	250,000	
(3,284,059)	Repayment of Loans	(810,485)	(810,485)	
3,284,059	Reimbursement of Loan Repayments	810,485	810,485	
(2,500,000)	Transfers TO Cash Reserves			
2,900,000	Transfers FROM Cash Reserves	865,000	863,633	(1,367)
400,000	**Total Funding / Other Capital Items (C)**	**1,115,000**	**1,113,633**	**(1,367)**
(153,284)	**CHANGES IN NET ASSETS (A to C)**	**1,926,611**	**1,703,846**	**(222,765)**
1,365,086	**Opening Funds Surplus(Deficit)**	**1,365,086**	**1,365,086**	**-**
1,211,802	**Closing Funds Surplus(Deficit)**	**3,291,697**	**3,068,932**	**(222,765)**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 November 2020

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 2020/21 year is $20,000.

Particulars	YTD Variance $	Var.	Explanation of Variance with +-$20,000
Revenue from operating activites			
Contributions, Donations & Reimbursements	41,509	Positive	WALGA Bin tagging program funding
Fees & Charges	216,120	Positive	Green FOGO & MRF commodity prices
Interest Received	(15,311)	Negative	
Operating Grants	-		
Other Revenue	2,354	Positive	
Expenditure from operating activities			
Employee Costs	120,515	Positive	Admin, MRF, FOGO & Maint. Employment costs
Materials & Contracts	(679,470)	Negative	Plant maintenance expenses
Utilities	106,001	Positive	WCF Power costs
Insurance	133,663	Positive	Insurance premium savings
Interest	(134,935)	Negative	New treatment of interest on lease liabilities not in budget
Depreciation	(567,596)	Negative	Asset valuation & New treatment of depreciation on
Other Expenses	(6,753)	Negative	Right-use Assets (Leases) not in the budget
Capital Expenditure			
Buildings	1,367	Positive	
Plant & Equipment	(33,338)	Negative	WCF Trommel upgrade project c/fwd from FY2019-20
Information Technology	(19,933)	Negative	MRF CCTV improvements
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
Funding / Other Capital Items			
Transfers FROM Cash Reserves	(1,367)	Positive	

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 November 2020

NET CURRENT ASSETS

	As at 30/11/2020	As at 30/06/2019
CURRENT ASSETS		
Cash	8,356,583	10,174,251
Receivables	9,571,220	8,271,547
Prepayments	1,101,806	19,861
Accrued Income	612	55,908
Inventories	1,360,006	1,190,166
TOTAL CURRENT ASSETS	**20,390,226**	**19,711,732**
CURRENT LIABILITIES		
Payables	2,799,117	2,947,341
Accrued Expenses	1,323,509	588,570
Income Rec'd in Advance	46,352	0
GST	252,218	0
Payroll Liabilities	2,927	829
Retentions & Bonds	1,097,052	1,027,913
Borrowings	5,084,059	5,084,059
Provisions	663,687	708,687
Lease Liabilities	376,011	638,765
TOTAL CURRENT LIABILITIES	**11,644,931**	**10,996,165**
NET CURRENT ASSETS	**8,745,295**	**8,715,568**
Adjustments		
Less: Restricted Cash - Reserves	(7,302,055)	(7,302,055)
Add: Transfers from Reserves	863,633	0
Add: Loan contributions from members	810,485	0
Add: Decrease in Non-Current Provisions	(48,427)	(48,427)
Adjusted Net Current Assets	**3,068,931**	**1,365,086**

Statement of Financial Position
as at 30 NOV 2020

	2020/2021	2019/2020
CURRENT ASSETS		
Cash	8,356,582.87	10,174,250.55
Receivables	9,571,220.04	8,271,547.02
Prepayments	1,101,805.53	19,861.11
Accrued Income	612.02	55,908.18
Inventories	1,360,005.77	1,190,165.61
Non-current assets held for sale	0.00	0.00
TOTAL CURRENT ASSETS	20,390,226.23	19,711,732.47
CURRENT LIABILITIES		
Payables	2,799,116.95	2,947,341.46
Accrued Expenses	1,323,509.05	588,570.00
Income Rec'd in Advance	46,351.58	0.00
GST	252,217.51	0.00
Payroll Liabilities	2,926.76	828.92
Retentions & Bonds	1,097,051.85	1,027,913.24
Borrowings	5,084,059.01	5,084,059.01
Provisions	663,687.00	708,687.00
Lease Liabilities	376,011.36	638,765.34
TOTAL CURRENT LIABILITIES	11,644,931.07	10,996,164.97
NET CURRENT ASSETS	8,745,295.16	8,715,567.50
NON-CURRENT ASSETS		
Buildings	1,569,132.50	1,576,887.27
Information Technology	5,051.55	13,115.09
Office Furniture & Fittings	3,990.98	7,060.90
Fixed Plant & Equipment	4,991,792.48	5,518,865.30
Mobile Plant & Equipment	264,711.52	368,954.04
RRRC Leasehold Improvements	18,870,607.12	18,677,361.54
RRRC Other	0.00	0.00
Capital Work in Progress	1,162,976.26	1,143,042.44
Loan Receivables	6,629,191.09	6,629,191.09
Consultants & Admin	0.00	0.00
Right of Use Assets	8,791,529.48	9,182,775.94
TOTAL NON-CURRENT ASSETS	42,288,982.98	43,117,253.61
NON-CURRENT LIABILITIES		
Provisions	3,685,038.00	3,685,038.00
Borrowings	5,818,706.40	6,629,191.08
Lease Liabilities	9,110,278.54	9,110,278.54
TOTAL NON-CURRENT LIABILITIES	18,614,022.94	19,424,507.62
NET ASSETS	32,420,255.20	32,408,313.49

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 November 2020

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities	
Receipts for Operations	10,160,946
Payments for Operations	(11,358,522)
Receipts from Government	250,000
Net cash provided by operating activities	**(947,576)**
Cashflow from Investing Activities	
Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(19,933)
Payment for Property, Plant and Equipment	(896,971)
Net cash provided/(absorbed) by investing activities	**(870,092)**
Cashflow from Financing Activities	
Contributions from Project Participants	810,485
Repayments of Borrowings	(810,485)
Net cash provided by financing activities	**0.00**
Net increase(decrease) in cash held	**(1,817,668)**
Cash at the begining of the year	10,174,251
Cash at the end of the period	**8,356,583**

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 November 2020

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	1,460,305
Less adjustment for Receivables	(1,299,673)
Less adjustment for Accrued Income	55,296
Less adjustment for Accrued Income	(46,352)
Less adjustment for Loan Receivables	(810,485)
Less adjustment for Prepayments	(1,081,944)
Less adjustment for Inventories	(169,840)
Less adjustment for Payables	(148,225)
Plus adjustment for Accrued Expenses	734,939
Plus adjustment for GST	252,218
Plus adjustment for Payroll Liabilities	2,098
Plus adjustment for Retentions & Bonds	69,139
Less adjustment for Borrowings	(810,485)
Less adjustment for Provisions	(45,000)
Less adjustment for Lease Liabilities	(262,754)
Plus adjustment for Right of Use Assets	391,246
Less adjustment for Others	(108,151)
Movement in cash balances	(1,817,668)

Schedule of Payments made in January 2021

EFT No	Date	Name	Description	Amount ($)
EFT22944	05/01/2021	Material Recovery Solutions Pty Ltd	Deposit - 50% - MRF Baler	214,104.00
EFT22945		Cancelled		0.00
EFT22946	06/01/2021	SMRC Net Payroll Clearing Creditor	Payroll	137,799.15
EFT22947 - EFT22948		Refer December 2020 Payments Schedule		0.00
EFT22949	04/01/2021	City of Canning	RRRC Lease	59,583.34
EFT22950	12/01/2021	BAS - Australian Taxation Office (ATO)	BAS December 2020	10,215.00
EFT22951		Refer December 2020 Payments Schedule		0.00
EFT22952	15/01/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services - December 2020	1,724.25
EFT22953	15/01/2021	Aurora environmental	FOGO Approval advice - November 2020	3,267.00
EFT22954	15/01/2021	Coffey Services Australia Pty Ltd	Groundwater Monitoring	10,718.40
EFT22955	15/01/2021	Environmental & Air Quality Consulting Pty Ltd	Biofilter Odour Compliance Sampling & Testing	8,906.70
EFT22956	15/01/2021	Simplified Mechanical and Transport	MRF C2 Conveyor chains & guards overhaul	131,587.78
EFT22957	15/01/2021	Telstra	Mobile phones - Dec 2020	416.58
EFT22958	15/01/2021	Water Corporation*	WCF Water usage to December 2020	3,866.58
EFT22959	15/01/2021	Cr Cliff Collinson*	Member Allowance January 2021	660.00
EFT22960	15/01/2021	Cr Doug Thompson*	Member Allowance January 2021	2,243.92
EFT22961	15/01/2021	Cr Stephen Kepert*	Member Allowance January 2021	660.00
EFT22962	15/01/2021	Cr Wendy Cooper*	Member Allowance January 2021	660.00
EFT22963	15/01/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	46,378.00
EFT22964	15/01/2021	Amalgamated Services Pty Ltd	Labour hire	148,949.46
EFT22965	15/01/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	2,733.50
EFT22966	15/01/2021	Michael Page International (Australia) Pty Ltd	Labour hire	5,443.12
EFT22967	15/01/2021	Perth Recruitment Services Pty Ltd	Labour hire	26,659.28
EFT22968	15/01/2021	Cleanaway Co Pty Ltd	Other MRF disposal costs	288.75
EFT22969	15/01/2021	Cleanaway Solid Waste Pty Ltd	WCF & MRF Landfill - November 2020	190,857.04
EFT22970	15/01/2021	DLA Piper Australia	Legal services to December 2020	1,397.55
EFT22971	15/01/2021	Hands-On Infection Control	Medical Services - Vaccinations	746.70
EFT22972	15/01/2021	Perth Bin Hire	Residual Transport - November 2020	269,475.16
EFT22973	15/01/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal - November 2020	175,469.89
EFT22974	15/01/2021	Arcadia Architectural	Arcadia Huff R220 Series Operation Roof Louvre - 50%	6,050.00
EFT22975	15/01/2021	Blackwoods Atkins	Safety Paddle locks	1,398.32
EFT22976	15/01/2021	Blue Force Pty Ltd	RRRC Security monitoring & maintenance services	916.25
EFT22977	15/01/2021	Discus Digital Print	Printing services	244.00
EFT22978	15/01/2021	Hard Hat Media Pty Ltd	Update OHS & HR Induction Video	6,930.00
EFT22979	15/01/2021	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape Maintenance/Services - November 2020	3,391.25
EFT22980	15/01/2021	Marsh Pty Ltd	LGIS Fraud Awareness Training - MRF Staff	126.50
EFT22981	15/01/2021	Moore Stephens	Accounting advice and final report - November 2020	6,072.00
EFT22982	15/01/2021	Premier Workplace Solutions	Supply & install safety signs at the RRRC	1,727.00
EFT22983	15/01/2021	Winc Australia Pty Limited	RRRC Office amenities	268.80
EFT22984	19/01/2021	OPS Screening & Crushing Equipment Pty Ltd	Slow Speed Shredder - Council approved Tender 2020-04	295,227.00
EFT22985	20/01/2021	SMRC Net Payroll Clearing Creditor	Payroll	139,231.17
EFT22986	27/01/2021	Premier Workplace Solutions	Supply custom signs for RRRC site	770.00
EFT22987	27/01/2021	Department of Water and Environmental Regulation	Annual Licence Fee - RRRC	25,966.11
EFT22988		Refer December 2020 Payments Schedule		0.00
EFT22989 - EFT23068		Refer February 2021 Payments Schedule		0.00
EFT23069	15/01/2021	SG Fleet Australia Pty Limited	Lease Payment 76/78 Volvo Hooklift Truck 13/02/2021	2,933.26
EFT23070	20/01/2021	Custom Service Leasing Ltd	Vehicle lease & fuel	222.54
EFT23071	20/01/2021	SuperChoice Services Pty Ltd	Superannuation Contributions	19,469.79
EFT23072	21/01/2021	SuperChoice Services Pty Ltd	Superannuation contributions	20,205.93
EFT23073	22/01/2021	Vocus Pty Ltd	Monthly Internet Service - Jan 2021	1,097.80
EFT23074 - EFT23075		Refer February 2021 Payments Schedule		0.00
EFT23076	25/01/2021	WA Treasury Corporation	Loan Guarantee Fees to December 2020	41,847.23
			TOAL PAYMENTS	**2,028,906.10**

Schedule of Payments made in December 2020

EFT No	Date	Name	Description	Amount ($)
EFT22756	01/12/2020	Cleanaway Solid Waste Pty Ltd	MRF Landfill - September & October 2020	367,107.31
EFT22757	01/12/2020	Perth Bin Hire	Residual Transport - October 2020	278,061.31
EFT22758	01/12/2020	Purearth	T2019-01 Beneficial Reuse of FOGO - October 2020	124,104.75
EFT22759	01/12/2020	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal for October 2020 - T2019-05	183,602.47
EFT22760	01/12/2020	Advance Press	Waste calendars	10,285.00
EFT22761	01/12/2020	All Fire and Electrical WA Pty Ltd	Monthly Fire Systems Checks	1,608.20
EFT22762	01/12/2020	All Rubber TMH Pty Ltd	Plant maintenance	36,195.30
EFT22763	01/12/2020	Applied Industrial Technologies Pty Ltd	Tsubaki Roller Chain	14,185.32
EFT22764	01/12/2020	Arbon Equipment Pty Ltd	Tip Exit - Trakline Door Repair	1,815.00
EFT22765	01/12/2020	Aust-Weigh Pty Ltd	Weighbridge Calibration Testing	4,950.00
EFT22766	01/12/2020	Blackwoods Atkins	Parts & equipment	4,161.54
EFT22767	01/12/2020	Bunnings Group Limited	Parts & equipment	753.19
EFT22768	01/12/2020	CJD Equipment Pty Ltd	Plant maintenance	2,140.87
EFT22769	01/12/2020	CTI Logistics Interstate	Transport of Recyclables - October 2020	4,923.82
EFT22770	01/12/2020	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	1,720.95
EFT22771	01/12/2020	Cleveland Compressed Air Services	Screw Compressor Coolant	566.50
EFT22772	01/12/2020	Command-A-Com Pty (CAC) Ltd	Replace Panasonic Door Phone, Labour & Callout	423.50
EFT22773	01/12/2020	Concept Wire Industries	Process Consumables - bale wire	6,021.97
EFT22774	01/12/2020	Corrotek Consultants Pty Ltd	WCF Aeration roof - structural steel inspections	6,484.50
EFT22775	01/12/2020	DLA Piper Australia	Legal services to September 2020	5,249.20
EFT22776	01/12/2020	Di Candilo Steel City	7.5m 30x30x3 angle (10 lengths)	1,317.80
EFT22777	01/12/2020	ELB Equipment Pty Ltd	Parts	419.75
EFT22778	01/12/2020	Effect Engineering Projects Pty Ltd	Plant maintenance	19,700.45
EFT22779	01/12/2020	Elite Lock Service	Supply & install standard Hold back cylinder	275.22
EFT22780	01/12/2020	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - 9 Aldous Pl Booragoon	42.00
EFT22781	01/12/2020	EmbroidMe Mvaree	Education team work jackets	408.10
EFT22782	01/12/2020	Flick Anticimex Pty Ltd	Supply Sanitary Disposal Service	705.34
EFT22783	01/12/2020	Fox Refrigeration and Air-Conditioning	Preventative maintenance & repairs of air-conditioners	7,583.90
EFT22784	01/12/2020	Fuji Xerox	Photocopier Mtce Fee - October 2020	275.37
EFT22785	01/12/2020	Golden West Lubricants	RUBIA TIR 7400 15w40 208L	1,405.54
EFT22786	01/12/2020	Hands-On Infection Control	Medical services	609.31
EFT22787	01/12/2020	Hoisting Equipment Specialist (HESWA)	Quarterly Safety Equipment Inspections	949.30
EFT22788	01/12/2020	Horizon West Landscape & Irrigation Pty Ltd	Tree pruning for RRRC line of sight issue	2,398.00
EFT22789	01/12/2020	Hose Mania	Parts	313.81
EFT22790	01/12/2020	Hydraulink Australia Pty Ltd	MRF loader hydraulic hose repair	658.69
EFT22791	01/12/2020	Industrial Protective Products (WA)	MRF PPE	5,944.11
EFT22792	01/12/2020	Instant Weighing	Call out to calibrate loader - FEL011	297.22
EFT22793	01/12/2020	Komatsu Forest Pty Ltd	HOG BIT SADDLE BACK HEAVY DUTY PE85752-08 GWF	1,922.80
EFT22794	01/12/2020	Lighthouse Locksmiths	Supply & install door closer & change function -MRF lock	341.00
EFT22795	01/12/2020	MM Electrical Merchandising	Electrical parts & equipment	4,126.27
EFT22796	01/12/2020	Majestic Plumbing Pty Ltd	WCF plumbing call out services	1,281.78
EFT22797	01/12/2020	Motiontech Hydraulic Services	Mobile plant hydraulic hose repairs	1,165.98
EFT22798	01/12/2020	Mvelec Electrical Wholesalers	Electrical parts	427.47
EFT22799	01/12/2020	Network-IT(WA) PTY LTD	IT services, parts & equipment	7,503.59
EFT22800	01/12/2020	OPS Screening & Crushing Equipment Pty Ltd	Hire of slow speed shredder for FOGO	49,435.80
EFT22801	01/12/2020	OTR Tyres	Plant tyre repairs	1,891.89
EFT22802	01/12/2020	Onsite Rental Group Operations Pty Ltd	Equipment hire	3,196.82
EFT22803	01/12/2020	Patrick's Professional Building & Maintenance*	General maintenance - Booragoon Office	285.00
EFT22804	01/12/2020	Powerdrive (WA) PTY LTD	MRF 50 x PILLOW BLOCK BEARING HOUSING MRF OCCS	7,700.00
EFT22805	01/12/2020	SAGE Automation Pty Ltd	Report MRF PLC and SCADA faults	1,139.60
EFT22806	01/12/2020	Selectro Services P/L	Electrical services & parts	4,562.14
EFT22807	01/12/2020	Shawmac Pty Ltd	RRRC Road Safety Review	4,812.50
EFT22808	01/12/2020	Snap Printing Canning Vale	Books for weighbridge & plant maintenance	1,871.01
EFT22809	01/12/2020	Southern Cross Cleaning Services	Office Cleaning Booragoon 01/10/2020 - 31/10/2020	1,745.61
EFT22810	01/12/2020	Super Sweep	RRRC Road sweeping for October 2020	4,466.00
EFT22811	01/12/2020	T&C Couriers	Courier Services for RRRC deliveries	136.96
EFT22812	01/12/2020	Tema Services Pty Ltd	MNT laundry expenses	1,173.82
EFT22813	01/12/2020	Total Electrical & Mechanical Services Pty Ltd	MRF electrical services for screens change out	2,004.75
EFT22814	01/12/2020	Totally Workwear Canning Vale	MRF Staff - Uniforms	566.05
EFT22815	01/12/2020	Toyota Material Handling WA Pty Ltd	Equipment hire and brake repairs	3,880.66
EFT22816	01/12/2020	United Equipment Pty Ltd	Equipment hire	1,192.95
EFT22817	01/12/2020	WA Fasteners Pty Ltd	PPE and equipment	6,690.77
EFT22818	01/12/2020	Water2Water Pty Ltd	Replaced Hot Pumo to Zip Hydrotap - Booragoon Office	336.80
EFT22819	01/12/2020	Wilson Security	Security Patrols Service to RRRC Site -October 2020	990.09
EFT22820	01/12/2020	Winc Australia Pty Limited	Office stationary & supplies	1,201.69
EFT22821	01/12/2020	Wren Oil	Waste Oil Disposal	104.50
EFT22822	01/12/2020	Amalgamated Services Pty Ltd	Labour hire	108,845.69
EFT22823 - EFT22829		Refer November 2020 Payments Schedule		0.00
EFT22830	09/12/2020	SMRC Net Payroll Clearing Creditor	Payroll	134,374.32
EFT22831	11/12/2020	BAS - Australian Taxation Office (ATO)	BAS October 2020	132,123.00
EFT22832	11/12/2020	PAYG - Australian Taxation Office (ATO)	Payroll deductions	43,124.00
EFT22833	11/12/2020	Amalgamated Services Pty Ltd	Labour hire	157,751.88
EFT22834	11/12/2020	Perth Recruitment Services Pty Ltd	Labour hire	41,557.29
EFT22835	11/12/2020	Arbon Equipment Pty Ltd	Plant maintenance	4,546.30
EFT22836	11/12/2020	Beaurepaires	Plant Tyre repairs	7,774.18
EFT22837	11/12/2020	Blue Force Pty Ltd	Supply & install CCTV at MRF Bale shed	20,006.62
EFT22838	11/12/2020	Minter Ellison Lawyers	Professional fees - Energy from Waste tender	2,917.20
EFT22839	11/12/2020	Western Australian Local Government Association	MWAC Contribution	25,169.73
EFT22840	11/12/2020	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning Services for the period November 2020 at RRRC	1,724.25
EFT22841	11/12/2020	BP Australia P/L	Diesel Fuel	9,140.54
EFT22842	11/12/2020	Network-IT(WA) PTY LTD	IT services, parts & equipment	305.00
EFT22843	11/12/2020	Simplified Mechanical and Transport	Plant maintenance	41,998.00
EFT22844	11/12/2020	Safeway Building & Renovations Pty Ltd	WCF Roof Replacement - 5th Progress claim	224,007.15
EFT22845 - EFT22846		Refer November 2020 Payments Schedule		0.00
EFT22847	07/12/2020	Fleetcare Pty Ltd	Vehicle lease	1,913.91
EFT22848		Refer November 2020 Payments Schedule		0.00

Schedule of Payments made in December 2020

EFT No	Date	Name	Description	Amount ($)
EFT22849	10/12/2020	SuperChoice Services Pty Ltd	Superannuation contributions	18,628.31
EFT22850	14/12/2020	Cr Cliff Collinson*	Members Allowance for December 2020	660.00
EFT22851	14/12/2020	Cr Doug Thompson*	Members Allowance for December 2020	2,243.92
EFT22852	14/12/2020	Cr Stephen Kepert*	Members Allowance for December 2020	660.00
EFT22853	14/12/2020	Cr Wendy Cooper*	Members Allowance for December 2020	660.00
EFT22854	18/12/2020	Telstra	Telephone Landline - Nov 2020	809.87
EFT22855	18/12/2020	Water Corporation*	RRRC Water usage	1,727.08
EFT22856	18/12/2020	Amalgamated Services Pty Ltd	Labour hire	130,794.24
EFT22857	18/12/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	17,325.00
EFT22858	18/12/2020	Michael Page International (Australia) Pty Ltd	Recruitment Fee & labour hire	40,159.10
EFT22859	18/12/2020	Perth Recruitment Services Pty Ltd	Labour hire	36,754.32
EFT22860	18/12/2020	Applied Industrial Technologies Pty Ltd	Parts	34,199.86
EFT22861	18/12/2020	Chairay Sustainable Plastic Co P/L	T2020/S03 Deposit refund	17,500.00
EFT22862	18/12/2020	Coffey Services Australia Pty Ltd	Water Sampling for Roof Project (DWER requirement)	12,388.21
EFT22863	18/12/2020	Concept Wire Industries	Process Consumables - bale wire	17,595.51
EFT22864	18/12/2020	Effect Engineering Projects Pty Ltd	Plant maintenance	65,593.50
EFT22865	18/12/2020	Environmental & Air Quality Consulting Pty Ltd	Biofilter Odour Compliance Sampling & Testing	9,746.00
EFT22866	18/12/2020	JAB Auto Pty Ltd T/A Autowest Mandurah	Supply ISO 68 HYDRAULIC OIL (3000 litres)	7,200.00
EFT22867	18/12/2020	MMM (WA) Pty Ltd	Removal and disposal of existing kerbing	15,301.64
EFT22868	18/12/2020	Majestic Plumbing Pty Ltd	Repairs to biofilter sprinklers & site plumbing services	9,780.85
EFT22869	18/12/2020	OPS Screening & Crushing Equipment Pty Ltd	Hire of slow speed shredder for FOGO	50,246.88
EFT22870	18/12/2020	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	44,488.00
EFT22871	18/12/2020	Pritchard Francis	Engineering Consultancy for WCF decommissioning	15,189.90
EFT22872	18/12/2020	Selectro Services P/L	Electrician cover & electrical parts & services	37,093.32
EFT22873	18/12/2020	Synergy - Electricity Retail Corporation	RRRC Electricity charges 01/11/2020 - 30/11/2020	63,763.90
EFT22874	18/12/2020	The Odour Unit (WA) Pty Ltd	Assessment of the current design of the WCF	6,028.00
EFT22875	21/12/2020	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning Services for the period December 2020 at RRRC	5,436.68
EFT22876	21/12/2020	BP Australia P/L	Supply and Deliver Diesel Fuel for November 2020	2,629.34
EFT22877	21/12/2020	CRAIG YARDLEY	Expenses reimbursement	478.38
EFT22878	21/12/2020	Marketforce Productions	Advertising - Local Government Tenders	485.02
EFT22879	21/12/2020	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	143.00
EFT22880	21/12/2020	Natsync Environmental	RRRC pest control management	1,775.00
EFT22881	21/12/2020	Panetta McGrath Lawyers	Professional fees for Employment & Industrial Relations	3,345.10
EFT22882	21/12/2020	Cancelled		0.00
EFT22883	21/12/2020	St John Ambulance Australia	First Aid training course	160.00
EFT22884	21/12/2020	Super Sweep	RRRC sweeping for November 2020	4,585.63
EFT22885	21/12/2020	Temptations Catering	Boardroom Buffet on 14/12/20	586.00
EFT22886	21/12/2020	Wilson Security	Security Patrols Service to RRRC - November 2020	990.09
EFT22887	21/12/2020	Advance Press	Stickers, magnets & signage	1,143.00
EFT22888	21/12/2020	All Fire and Electrical WA Pty Ltd	Electrical services	3,278.22
EFT22889	21/12/2020	Arbon Equipment Pty Ltd	MRF door repairs	255.75
EFT22890	21/12/2020	Aurora environmental	Consulting advice - approvals and licensing of RRRC	423.50
EFT22891	21/12/2020	Australian Bale Press Company	Rollers for MRF optic sorters & conveyors	9,235.60
EFT22892	21/12/2020	Blackwoods Atkins	Parts & equipment	6,206.77
EFT22893	21/12/2020	Bunnings Group Limited	Parts & equipment	1,381.63
EFT22894	21/12/2020	CJD Equipment Pty Ltd	Plant maintenance	21,742.92
EFT22895	21/12/2020	Cleveland Compressed Air Services	Plant maintenance	4,983.65
EFT22896	21/12/2020	Con - Mech Pty Ltd	Repair Pulley and add new end shaft to Pulley	385.00
EFT22897	21/12/2020	Corrotek Consultants Pty Ltd	WCF Aeration roof - structural steel inspections	2,264.63
EFT22898	21/12/2020	CraneCorp Australia Pty Ltd	Equipment hire	1,757.25
EFT22899	21/12/2020	Dapper Apps Pty Ltd	Technical support for Recycle Right website and app	825.00
EFT22900	21/12/2020	Direct Communications	MRF radio repairs	49.50
EFT22901	21/12/2020	Fox Refrigeration and Air-Conditioning	MRF Plant air conditioner maintenance	4,208.00
EFT22902	21/12/2020	Fuji Xerox	Photocopier Mtce Fee - November 2020	435.56
EFT22903	21/12/2020	Golden West Lubricants	LITHTAC20 - LITHPLEX TAC EP2 20KG	1,537.80
EFT22904	21/12/2020	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape Maintenance/Services for October 2020	3,730.38
EFT22905	21/12/2020	Hydraulink Australia Pty Ltd	MRF loader hydraulic hose repair	476.78
EFT22906	21/12/2020	Cancelled		0.00
EFT22907	21/12/2020	IT Vision Australia Pty Ltd	Synergysoft Monthly Subscription Fee - November 20	4,677.20
EFT22908	21/12/2020	Industrial Power Tool Services	Parts & equipment	1,935.53
EFT22909	21/12/2020	Industrial Protective Products (WA)	MRF PPE	2,689.45
EFT22910	21/12/2020	Insulmate Pty Ltd T/A Insulmate Roofing Specialists	Booragoon office roof repairs	2,574.00
EFT22911	21/12/2020	Jay's Painting	Paint 11 doors and frames at the RRRC	1,980.00
EFT22912	21/12/2020	Lighthouse Locksmiths	Supply 3 x T Handle keyed	99.00
EFT22913	21/12/2020	MM Electrical Merchandising	Electrical parts & equipment	552.75
EFT22914	21/12/2020	Material Recovery Solutions Pty Ltd	MRF parts	8,360.55
EFT22915	21/12/2020	Mvelec Electrical Wholesalers	Electrical parts & equipment	3,383.44
EFT22916	21/12/2020	North West Waste Alliance Pty Ltd	Purchase of recycled cardboard bales rebate	3,365.51
EFT22917	21/12/2020	Onsite Rental Group Operations Pty Ltd	Equipment hire	3,051.51
EFT22918	21/12/2020	PETRO INDUSTRIAL (BNE) PTY LTD	iPETRO Lite Cloud Subscription Renewal	792.00
EFT22919	21/12/2020	Perth Contract Hydraulics	Investigate bailer not pushing & repair leak	2,062.37
EFT22920	21/12/2020	Polyurethane Processors (PUP)	Mustang parts	506.00
EFT22921	21/12/2020	Premier Workplace Solutions	RRRC Safety signs	446.60
EFT22922	21/12/2020	Produktz	Melbourne foldable bags with gusset inc full colour logo	2,630.84
EFT22923	21/12/2020	Safety Signs Service	RRRC Safety signs	346.23
EFT22924	21/12/2020	Safety Training Professionals	Fire Warden training course	250.00
EFT22925	21/12/2020	Sitech (WA) Pty Ltd	Operator training and carry out calibration & repair	2,607.00
EFT22926	21/12/2020	Sonic Health Plus	Medical services	302.50
EFT22927	21/12/2020	Southern Cross Cleaning Services	Office Cleaning Booragoon - November 2020	1,625.03
EFT22928	21/12/2020	T&C Couriers	Courier Services for RRRC deliveries	110.02
EFT22929	21/12/2020	TenderLink.com	Advertising -5 x Public Tenders	1,161.60
EFT22930	21/12/2020	Total Electrical & Mechanical Services Pty Ltd	MRF Plant maintenance	8,390.25
EFT22931	21/12/2020	Totally Workwear Canning Vale	MRF Staff - Uniforms	1,134.81
EFT22932	21/12/2020	Toyota Material Handling WA Pty Ltd	Equipment hire	2,521.98
EFT22933	21/12/2020	United Equipment Pty Ltd	Equipment hire	1,079.05
EFT22934	21/12/2020	WA Fasteners Pty Ltd	RRRC PPE & parts	8,127.57

Schedule of Payments made in December 2020

EFT No	Date	Name	Description	Amount ($)
EFT22935	21/12/2020	Water2Water Pty Ltd	MRF monthly rental charge for Hydrotap	140.00
EFT22936	21/12/2020	Winc Australia Pty Limited	Stationery for Booragoon Office	143.06
EFT22937	21/12/2020	Wren Oil	Waste Oil disposal	291.50
EFT22938	14/12/2020	SuperChoice Services Pty Ltd	Superannuation contributions	19,716.79
EFT22939	15/12/2020	SG Fleet Australia Pty Limited	Lease Payment 75/78 Volvo Hooklift Truck 13/01/2021	2,933.26
EFT22940	22/12/2020	A. Hartrodt Australia Pty Ltd	Shipping MRF Sorter upgrade parts from overseas	2,793.51
EFT22941	23/12/2020	SMRC Net Payroll Clearing Creditor	Payroll	137,152.91
EFT22942	02/12/2020	City of Canning	RRRC Lease	59,583.34
EFT22943	02/12/2020	Custom Service Leasing Ltd	Vehicle fuel & lease	222.54
EFT22944 - EFT22946		Refer January 2021 Payments Schedule		0.00
EFT22947	30/12/2020	WA Treasury Corporation	RRRC Loans repayment	811,784.61
EFT22948	31/12/2020	WA Treasury Corporation	RRRC Loans repayment	95,390.78
EFT22949 - EFT22950		Refer January 2021 Payments Schedule		0.00
EFT22951	31/12/2020	National Australia Bank (NAB)	December 2020 Credit Card transactions	17,191.67
EFT22952 - EFT22987		Refer January 2021 Payments Schedule		0.00
EFT22988	22/12/2020	Vocus Pty Ltd	Monthly Internet Service	1,097.80
			TOAL PAYMENTS	**4,127,775.12**

Schedule of Payments made in December 2020

EFT No	Date	Name	Description	Amount ($)
EFT22951	**31/12/2020**	**PURCHASE CARD PAYMENT DETIALS**		
DD11819.1	31/12/2020	Australia Post	Registered post to Corporate Carbon Advisory	8.85
DD11819.2	31/12/2020	Woolworths	Office amenities	444.75
DD11819.3	31/12/2020	Adobe Systems	Acrobat Pro DC & Adobe Premiere Pro monthly Licence fees	599.82
DD11819.4	31/12/2020	Coles Express	Ice for drink esky during Vic Park waste audit	42.40
DD11819.5	31/12/2020	Bunnings Group Limited	Drink Esky 15L for Waste Auditor, parts & equipment	107.88
DD11819.6	31/12/2020	Coles Supermarkets Australia	Drinks for audit staff & office amenities	102.75
DD11819.7	31/12/2020	The Reject Shop	Christmas Raffle prizes	14.37
DD11819.8	31/12/2020	Upwork Global Inc Dublin	Freelance Coding on Recycle Right website	43.06
DD11819.9	31/12/2020	Big W	Christmas biscuits - farewell gift for staff	61.00
DD11819.10	31/12/2020	GROUCH & CO PTY LTD	Office amenities	110.00
DD11819.11	31/12/2020	RED DOT STORES	Christmas decorations for maintenance workshop	48.50
DD11819.12	31/12/2020	VentraIP Australia	Monthly extra hosting cost	2.95
DD11819.13	31/12/2020	Domino's	Pizza for MNT team for completion of C2 overhaul works	101.85
DD11819.14	31/12/2020	Envato Market	Riffel WordPress theme for Recycle Right Resources	76.55
DD11819.15	31/12/2020	WA Fasteners Pty Ltd	Welding wire for MNT workshop	99.90
DD11819.16	31/12/2020	Mail Chimp	Mailchimp Newsletter Bulk Mailout Charge	41.63
DD11819.17	31/12/2020	Amazon.com	Monthly Web and App Hosting Costs for Recycle Right	40.96
DD11819.18	31/12/2020	Dingo Loader Hire PTY LTD trading as Mini Digger WA	Repairs to dingo	803.00
DD11819.19	31/12/2020	Coles Group Limited	Christmas Gift cards for All Staff	4,014.85
DD11819.20	31/12/2020	LiquorLand	Ice for drink esky - during Vic Park waste audit	4.00
DD11819.21	31/12/2020	Total Tools	100mm and 125mm Angle Grinders and extra batteries for	1,416.00
DD11819.22	31/12/2020	MM Electrical Merchandising	Electrical test tags for C2 overhaul works	38.71
DD11819.23	31/12/2020	Napoli Mercato Harrisdale	Office amenities	11.56
DD11819.24	31/12/2020	ID Warehouse Pty Ltd	PVC Card and Printer Cartridge for Induction Card Printer	184.25
DD11819.25	31/12/2020	CONNECT Call Centre Services	Community Feedback hotline answering services	171.00
DD11819.26	31/12/2020	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11819.27	31/12/2020	Google Australia P/L	Google cloud API costs	0.04
DD11819.28	31/12/2020	Treblex Industrial P/L	Lithplex purple grease to grease machinery	709.50
DD11819.29	31/12/2020	Canning Vale Newsagency	Farewell card & office supplies	56.45
DD11819.30	31/12/2020	Priceless Variety	Stickers for safety chart	10.00
DD11819.31	31/12/2020	Four Seasons Bakery	RRRC staff morning tea	16.00
DD11819.32	31/12/2020	Nosh Catering	Staff Christmas Lunch Catering	3,386.34
DD11819.33	31/12/2020	Australian Clinical Labs	Medical services	35.00
DD11819.34	31/12/2020	Tutaki Holdings Pty Ltd T/A Marquee Magic	Marquee & Fans for Staff Christmas Lunch	603.00
DD11819.35	31/12/2020	Balmoral Hotel	Bin Taggers Christmas event	225.00
DD11819.36	31/12/2020	WA Bolts P/L	Bolts required for GWS Overhaul	294.06
DD11819.37	31/12/2020	Zephyr Cafe & Kiosk	Christmas lunch for Edu/Comms team	89.00
DD11819.38	31/12/2020	Apple	Transaction in dispute	497.97
DD11819.39	31/12/2020	Battery World	USB-C Cable for Maintenance Gopro	24.99
DD11819.40	31/12/2020	Hare & Forbes Machinery House	Sheet Metal Press - Combination CM-1000 for Workshop	1,375.00
DD11819.41	31/12/2020	Hose Mania	Hose fitting for MRF	21.21
DD11819.42	31/12/2020	Lighthouse Locksmiths	Key cutting for MRF stationary cabinet.	19.80
DD11819.43	31/12/2020	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	604.04
DD11819.44	31/12/2020	Office Works	Furniture for MRF office.	470.91
DD11819.45	31/12/2020	IGA	Catering for Special Council Meeting	139.68
	31/12/2020		**Credit Card Purchases - December 2020**	**17,191.67**

Schedule of Payments made in November 2020

EFT No	Date	Name	Description	Amount ($)
EFT22636	01/11/2020	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - Booragoon office	42.00
EFT22637	01/11/2020	Environmental & Air Quality Consulting Pty Ltd	RRRC Odour Field Assessment Compliance -October 2020	2,041.60
EFT22638	01/11/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	5,621.00
EFT22639	01/11/2020	Michael Page International (Australia) Pty Ltd	Recruitment services	8,800.00
EFT22640	01/11/2020	Network-IT(WA) PTY LTD	IT services, parts & equipment	13,328.59
EFT22641	01/11/2020	PAYG - Australian Taxation Office (ATO)	Payroll deductions	53,996.00
EFT22642	01/11/2020	Patrick's Professional Building & Maintenance*	General Maintenance - Booragoon office	120.00
EFT22643	01/11/2020	Simplified Mechanical and Transport	Plant maintenance	12,034.00
EFT22644	01/11/2020	The West Australian	WREN advertising	228.00
EFT22645	01/11/2020	Telstra	Telephone Landline - Sep 2020	811.36
EFT22646	01/11/2020	Cancelled		0.00
EFT22647	01/11/2020	Advance Press	Fremantle 2020 Waste Calendars	9,350.00
EFT22648	01/11/2020	All Fire and Electrical WA Pty Ltd	Electrical services	2,752.97
EFT22649	01/11/2020	All Rubber TMH Pty Ltd	Plant maintenance	41,109.70
EFT22650	01/11/2020	Applied Industrial Technologies Pty Ltd	MRF parts	8,344.28
EFT22651	01/11/2020	Arbon Equipment Pty Ltd	MRF & WCF automatic doors maintenance	7,270.62
EFT22652	01/11/2020	Australian Bale Press Company	MRF Parts - HEAD ROLLER for W1 - CL1 - BNC1	2,634.50
EFT22653	01/11/2020	Beaurepaires	Loader tyre repairs	1,363.80
EFT22654	01/11/2020	Blackwoods Atkins	Parts & equipment	4,076.07
EFT22655	01/11/2020	Bunnings Group Limited	Parts & equipment	1,129.83
EFT22656	01/11/2020	CJD Equipment Pty Ltd	Plant maintenance	17,332.39
EFT22657	01/11/2020	CTI Logistics Interstate	Transport of Recyclables to Adelaide - September 2020	12,324.25
EFT22658	01/11/2020	Chivers Asphalt Pty Ltd	MRF Call out repair of pothole	440.00
EFT22659	01/11/2020	Cleanaway Co Pty Ltd	Disposal of Gas bottles, Extinguishers, Soda Stream bottles	2,147.20
EFT22660	01/11/2020	Cleanaway Pty Ltd	Parts	280.01
EFT22661	01/11/2020	Cleanaway Solid Waste Pty Ltd	WCF Landfill September 2020	31,503.86
EFT22662	01/11/2020	Cleveland Compressed Air Services	Repairs on CSF18 - Replace inlet valve seal kit	763.40
EFT22663	01/11/2020	Coates Hire Operations Pty Ltd	Equipment hire	441.92
EFT22664	01/11/2020	Command-A-Com Pty (CAC) Ltd	Repair office extension	577.50
EFT22665	01/11/2020	Concept Wire Industries	Baling wire	29,632.68
EFT22666	01/11/2020	Di Candilo Steel City	Steel as required	785.40
EFT22667	01/11/2020	Dial Before You Dig WA Ltd	Referral Fee Jul-Sep 2020	110.00
EFT22668	01/11/2020	Direct Communications	New radios & repairs	5,394.40
EFT22669	01/11/2020	Effect Engineering Projects Pty Ltd	Plant maintenance	18,516.85
EFT22670	01/11/2020	Eilbeck Cranes	Repairs to crane	1,607.05
EFT22671	01/11/2020	Enel X Australia Pty Ltd	Consultancy - electricity review	5,500.00
EFT22672	01/11/2020	Environmental Site Services	Respirator fit testing at RRRC	1,351.68
EFT22673	01/11/2020	Fuji Xerox	Photocopier Mtce Fee - September 2020	740.28
EFT22674	01/11/2020	High Safe Australia	WCF/MRF - Access System Compliance Inspection	3,900.60
EFT22675	01/11/2020	Hoisting Equipment Specialist (HESWA)	Equipment/ parts	207.35
EFT22676	01/11/2020	Horizon West Landscape & Irrigation Pty Ltd	Supply & install mulch and tubestock & RRRC gardening	9,524.08
EFT22677	01/11/2020	Industrial Protective Products (WA)	Gloves	176.00
EFT22678	01/11/2020	Komatsu Forest Pty Ltd	GWF Shredder parts	24,290.64
EFT22679	01/11/2020	Liquid Gold Beekeeping	Bee Removal - RRRC	198.00
EFT22680	01/11/2020	MM Electrical Merchandising	Electrical parts	5,689.40
EFT22681	01/11/2020	Majestic Plumbing Pty Ltd	Install hand wash trough	6,996.00
EFT22682	01/11/2020	Minter Ellison Lawyers	Review of SMRC legal agreements & general advice	5,803.60
EFT22683	01/11/2020	Natsync Environmental	Pest control at RRRC - September 2020	5,971.00
EFT22684	01/11/2020	OSH Group	Medical services	276.00
EFT22685	01/11/2020	OTR Tyres	New Loader Tyres	5,390.00
EFT22686	01/11/2020	Octagon-BKG Lifts	MRF lift - September 2020 - 3 monthly service	547.76
EFT22687	01/11/2020	Onsite Rental Group Operations Pty Ltd	Equipment hire	3,196.82
EFT22688	01/11/2020	Perth Contract Hydraulics	Parts for MRF Godswill Baler	778.25
EFT22689	01/11/2020	Premier Workplace Solutions	RRRC Site - line marking	16,593.50
EFT22690	01/11/2020	SAGE Automation Pty Ltd	MRF call outs to repair fault	1,383.80
EFT22691	01/11/2020	Safety Signs Service	Custom sign	80.85
EFT22692	01/11/2020	Selectro Services P/L	Electrical parts & services	13,771.78
EFT22693	01/11/2020	Snake Rescue and Relocation Training Pty Ltd	Snake Handling Training	2,310.00
EFT22694	01/11/2020	Snap Printing Canning Vale	Poster, A1, 594 x 841mm, printed with a protective gloss	87.43
EFT22695	01/11/2020	Sonic Health Plus	Pre-Employment Medical	302.50
EFT22696	01/11/2020	Southern Cross Cleaning Services	Office Cleaning Booragoon - 01/09/20 to 30/09/20	1,625.03
EFT22697	01/11/2020	Statewide Bearings	Parts - P214 HOUSING ONLY	575.74
EFT22698	01/11/2020	System Maintenance	Carry out repairs to damaged fire hydrant	3,820.73
EFT22699	01/11/2020	Tema Services Pty Ltd	MNT laundry expenses	648.95
EFT22700	01/11/2020	Total Electrical & Mechanical Services Pty Ltd	MRF electrical services	2,450.25
EFT22701	01/11/2020	Totally Workwear Canning Vale	MRF Staff - Uniforms	3,179.92
EFT22702	01/11/2020	Toyota Material Handling WA Pty Ltd	Equipment hire	3,016.98
EFT22703	01/11/2020	Truck Centre WA	Plant maintenance	9,150.27
EFT22704	01/11/2020	United Equipment Pty Ltd	Weekly hire of 3.5t Diesel Forklift for Maintenance 03/09/20 -	1,412.40
EFT22705	01/11/2020	WA Fasteners Pty Ltd	PPE and equipment	4,724.53
EFT22706	01/11/2020	Wastech Engineering Pty Ltd	MRF Parts	10,391.70
EFT22707	01/11/2020	Wastedrive Pty Ltd	Parts as required	717.65
EFT22708	01/11/2020	Water2Water Pty Ltd	MRF monthly rental charge for Hydrotap	140.00
EFT22709	01/11/2020	Winc Australia Pty Limited	Mobile 1800 x 1200 Whiteboard & office supplies	902.75
EFT22710	01/11/2020	Water Corporation*	Booragoon office & MRF Water Usage - Aug-Oct 20	1,586.78
EFT22712	03/11/2020	SuperChoice Services Pty Ltd	Superannuation contributions	20,032.00
EFT22713 - EFT22718		Refer October 2020 Payments Schedule		0.00
EFT22719	10/11/2020	Amalgamated Services Pty Ltd	Labour hire	105,247.52
EFT22720	10/11/2020	Direct Communications	Repair radio - re-skin kit due to extensive damage to radio	523.60
EFT22721	10/11/2020	Griffin Valuation Advisory	Professional Valuation Advisory 2020	6,847.50
EFT22722	10/11/2020	Synergy - Electricity Retail Corporation	Booragoon office Electricity charges - September 2020	259.25
EFT22723	11/11/2020	SMRC Net Payroll Clearing Creditor	Payroll	132,508.39
EFT22724	12/11/2020	Synergy - Electricity Retail Corporation	RRRC Electricity - September 2020	71,773.12
EFT22725	19/11/2020	AMC Commercial Cleaning (WA) Pty Ltd	SMRC Cleaning services - October/ November 2020	7,735.68
EFT22726	19/11/2020	Aurora environmental	FOGO Approval Advice	1,331.00
EFT22727	19/11/2020	Australian Bale Press Company	MRF parts as required	38,807.30

Schedule of Payments made in November 2020

EFT No	Date	Name	Description	Amount ($)
EFT22728	19/11/2020	BP Australia P/L	BP Diesel Fuel	16,162.35
EFT22729	19/11/2020	CRAIG YARDLEY	Expense Reimbursement	2,500.00
EFT22730	19/11/2020	DLA Piper Australia	Legal services - September 2020	6,622.55
EFT22731	19/11/2020	Department of Fire & Emergency Services	DFES False Fire Alarm Attendance	1,840.00
EFT22732	19/11/2020	Environmental & Air Quality Consulting Pty Ltd	Biofilter Odour Compliance Sampling & Testing	9,746.00
EFT22733	19/11/2020	Cancelled		0.00
EFT22734	19/11/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	2,887.50
EFT22735	19/11/2020	IT Vision Australia Pty Ltd	Synergysoft Monthly Subscription Fee - Oct 2020	2,338.60
EFT22736	19/11/2020	Marketforce Productions	Advertising - Local Government Tenders	3,700.95
EFT22737	19/11/2020	Michael Page International (Australia) Pty Ltd	Recruitment services	20,701.73
EFT22738	19/11/2020	Mobile Test N' Cal"	Maintenance workshop PPE	57.75
EFT22739	19/11/2020	Natsync Environmental	MRF pest control management	900.00
EFT22740	19/11/2020	Network-IT(WA) PTY LTD	Monthly subscription for office 365 email signatures	90.00
EFT22741	19/11/2020	Perth Recruitment Services Pty Ltd	Labour hire	4,657.95
EFT22742	19/11/2020	Cancelled		
EFT22743	19/11/2020	Power Quality Services	Electrical services	880.00
EFT22744	19/11/2020	Simplified Mechanical and Transport	Plant maintenance	38,941.65
EFT22745	19/11/2020	Synergy - Electricity Retail Corporation	RRRC Electricity - October 2020	62,716.35
EFT22746	19/11/2020	Winc Australia Pty Limited	Office supplies for MNT workshop	126.80
EFT22747	19/11/2020	Telstra	Landline & Mobile phones - October-November 2020	1,443.20
EFT22748	19/11/2020	Water Corporation*	RRRC Water Usage	2,965.20
EFT22749	19/11/2020	Cr Cliff Collinson*	Members Allowance November 2020	660.00
EFT22750	19/11/2020	Cr Doug Thompson*	Members Allowance November 2020	2,243.92
EFT22751	19/11/2020	Cr Stephen Kepert*	Members Allowance November 2020	660.00
EFT22752	19/11/2020	Cr Wendy Cooper*	Members Allowance November 2020	660.00
EFT22753	19/11/2020	PAYG - Australian Taxation Office (ATO)	Payroll deductions	44,702.00
EFT22754	25/11/2020	SMRC Net Payroll Clearing Creditor	Payroll	131,525.29
EFT22755	26/11/2020	Amalgamated Services Pty Ltd	Labour hire	166,214.24
EFT22756 - EFT22822		Refer December 2020 Payments Schedule		0.00
EFT22823 - EFT22824		Refer October 2020 Payments Schedule		0.00
EFT22825	06/11/2020	Fleetcare Pty Ltd	Vehicle lease	1,913.91
EFT22826	10/11/2020	SuperChoice Services Pty Ltd	Superannuation Contributions	19,173.57
EFT22827	02/11/2020	City of Canning	RRRC Lease	59,583.34
EFT22828	05/11/2020	Vocus Pty Ltd	Monthly Internet Service - Oct 2020	1,097.80
EFT22829	23/11/2020	Vocus Pty Ltd	Monthly Internet Service - Nov 2020	1,097.80
EFT22830 - EFT22844		Refer December 2020 Payments Schedule		0.00
EFT22845	30/11/2020	National Australia Bank (NAB)	SMRC Credit Card Transaction November 2020	17,992.56
EFT22846	20/11/2020	Custom Service Leasing Ltd	Vehicle fuel & lease	239.02
EFT22847		Refer December 2020 Payments Schedule		0.00
EFT22848	16/11/2020	SG Fleet Australia Pty Limited	Lease Payment 74/78 Volvo Hooklift Truck 13/12/2020	2,933.26
			TOAL PAYMENTS	**1,471,362.88**

Schedule of Payments made in November 2020

EFT No	Date	Name	Description	Amount ($)
EFT22845	**3011/2020**	**PURCHASE CARD PAYMENT DETIALS**		
DD11766.1	30/11/2020	Woolworths	Office supplies & amenities	352.55
DD11766.2	30/11/2020	Adobe Systems	Monthly subscription for software	76.99
DD11766.3	30/11/2020	Bunnings Group Limited	Parts & equipment	278.04
DD11766.4	30/11/2020	WPForms, LLC	Form creation software	55.01
DD11766.5	30/11/2020	Vintage Cellars Mvaree	Meeting supplies	126.00
DD11766.6	30/11/2020	Hose Mania	20PM 1/4 NITTO MBSP Adaptor required for MRF & WCF	39.60
DD11766.7	30/11/2020	RED DOT STORES	Purchase Xmas decoration for MRF office.	128.00
DD11766.8	30/11/2020	SoilsAintSoils Canning Vale	Limestone for walkway Hazard	87.40
DD11766.9	30/11/2020	Coles Supermarkets Australia	Office supplies & amenities	29.05
DD11766.10	30/11/2020	Modern Teaching Aids Pty Ltd	4 x dice for school incursion game	159.17
DD11766.11	30/11/2020	Napoli Mercato Harrisdale	Office supplies & amenities	8.67
DD11766.12	30/11/2020	Industrial Power Tool Services	Cylindrical burr for workshop	100.10
DD11766.13	30/11/2020	Mvaree Lunch Bar Booragoon	Catering for REG Lunch Meeting	119.00
DD11766.14	30/11/2020	Moore Stephens	2020 Nuts and Bolts Workshop	1,144.00
DD11766.15	30/11/2020	GROUCH & CO PTY LTD	Office amenities	110.00
DD11766.16	30/11/2020	Total Tools	tools for MRF screen works	218.80
DD11766.17	30/11/2020	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11766.18	30/11/2020	UBER	Pilbara Waste Summit	87.28
DD11766.19	30/11/2020	Coles Express	Office amenities	9.50
DD11766.20	30/11/2020	Mail Chimp	Mailchimp subscription charge	43.35
DD11766.21	30/11/2020	KMART	Xmas tree & decorations	64.00
DD11766.22	30/11/2020	Javcar Pty Ltd	Purchase Antenna for MRF Radio.	46.95
DD11766.23	30/11/2020	IGA	Office supplies & amenities	23.44
DD11766.24	30/11/2020	Lighthouse Locksmiths	Adjusted strike on switch board door at MRF Plant Room and	407.00
DD11766.25	30/11/2020	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	483.23
DD11766.26	30/11/2020	Totally Workwear Canning Vale	RRRC site uniforms	22.00
DD11766.27	30/11/2020	Perth Contract Hydraulics	Diesel Mustang pressure - investigate cylinder circuits	1,813.98
DD11766.28	30/11/2020	Rentokil Initial Pty Ltd	Admin office plant hire 01/11/2020 to 31/01/2021	163.02
DD11766.29	30/11/2020	Caltex	Ice for MNT fitters for weekend works	4.20
DD11766.30	30/11/2020	Karratha International Hotel	Pilbara Waste Summit	846.80
DD11766.31	30/11/2020	Cabcharge Australia Pty Ltd	Pilbara Waste Summit	42.63
DD11766.32	30/11/2020	Vibration Systems & Solutions	2 x Vibration motors for MRF	4,733.96
DD11766.33	30/11/2020	Bollywood Lounge	Conference Dinner with Chair	150.80
DD11766.34	30/11/2020	GM Cabs Australia*	Conference Travel	36.54
DD11766.35	30/11/2020	MHA Products	Drop bottom bins work workshop to replace the yellow and	4,503.40
DD11766.36	30/11/2020	Google Australia P/L	Google Cloud API Monthly Costs	0.06
DD11766.37	30/11/2020	Amazon.com	Recycle Right app/website cloud hosting costs	44.57
DD11766.38	30/11/2020	St John Ambulance Australia	Purchase for Eye wash for MRF staff.	214.50
DD11766.39	30/11/2020	Priceless Variety	Mini blackboards for food labelling	10.00
DD11766.40	30/11/2020	Subway Catering	RRRC Catering for Melbourne Cup	360.00
DD11766.41	30/11/2020	The Reject Shop	Serviettes and plates for Melbourne Cup	10.50
DD11766.42	30/11/2020	The Cheesecake Shop	Cheesecakes for Melbourne Cup	89.85
DD11766.43	30/11/2020	Fone Zone Group Ltd	Lightning cable for mobile phone	40.00
DD11766.44	30/11/2020	Party Source	Badge holders	2.50
DD11766.45	30/11/2020	VentraIP Australia	Monthly additional web hosting SMRC site	2.95
DD11766.46	30/11/2020	Blackwoods Atkins	Bulka Bags for MRF Quality Audit samples	509.08
DD11766.47	30/11/2020	CONNECT Call Centre Services	Community Feedback hotline answering services	171.00
	30/11/2020		**Credit Card Purchases - November 2020**	**17,992.56**