

**SOUTHERN METROPOLITAN  
REGIONAL COUNCIL**

**AGENDA PAPERS**

**ORDINARY MEETING OF COUNCIL**

**THURSDAY 25 NOVEMBER 2021  
4.00pm**

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

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

*On behalf of our Participant Local Governments*



Dear Members

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

**Tim Youé  
CHIEF EXECUTIVE OFFICER**

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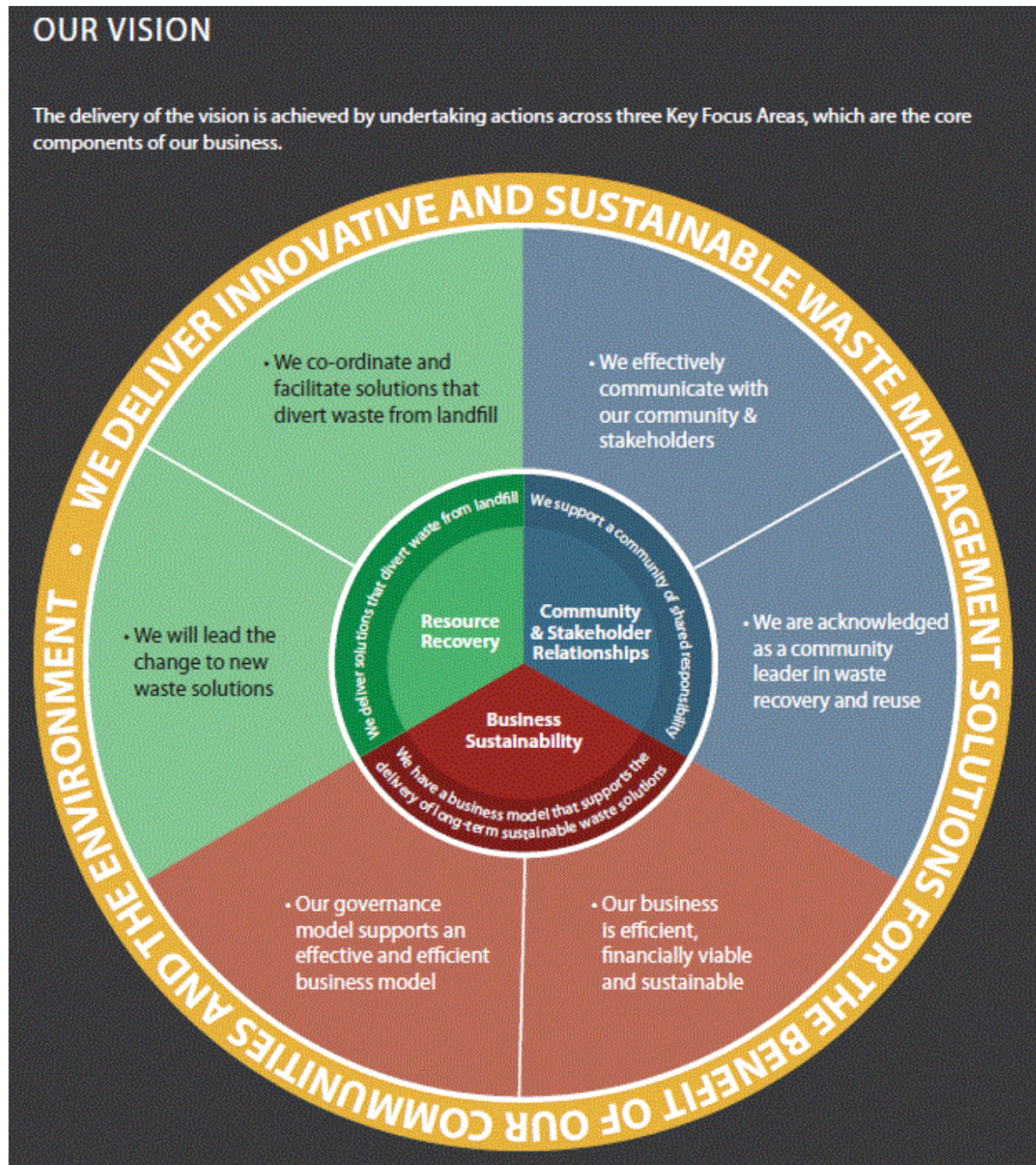
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# Corporate Business Plan

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

## Our Vision

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



|                            |   |
|----------------------------|---|
| <b>REPORT NO</b>           | <b>2.1</b>  |
| <b>SUBJECT</b>             | <b>ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON</b>   |
| <b>REPORTING OFFICER</b>   | C Wiggins, Executive Manager Corporate Services   |
| <b>RESPONSIBLE OFFICER</b> | T Youé, Chief Executive Officer   |
| <b>EMPLOYEE INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>      | 4 November 2021   |
| <b>FILE REFERENCE</b>      | FD: Corporate/Governance/Council Liaison  |
| <b>ATTACHMENTS</b>         | <ul style="list-style-type: none"> <li><b>a. #1 Nomination Form</b></li> <li><b>b. #2 Schedule 2.3 LGA</b></li> </ul> |

**VOTING REQUIREMENT**

Elected amongst regional councillors.

|                                    |  |
|------------------------------------|--|
| If an election is required         | Secret Ballot Voting                                     |
| Election of Chairperson and Deputy | Candidate who has the greater number of votes is elected |

**PURPOSE OF REPORT**

The election of a Chairperson and Deputy Chairperson to the Southern Metropolitan Regional Council.

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

**Advocative**

Not applicable

**Executive**

Pursuant to the SMRC Establishment Agreement, the members of the regional council shall elect a chairperson and deputy chairperson at the first meeting of the council following the local government elections.

Nominations for the two positions are now called. A nomination form is attached. The nomination is to be in writing and given to the CEO before or during the meeting prior to the CEO announcing the close of nominations at that meeting.

**Legislative**

*The Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

Schedule 2.3 of the *Local Government Act 1995* (Election of Chairperson)

Schedule 4.1 of the *Local Government Act 1995* (How to count votes)

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable, to be appointed from amongst the regional councillors only.

**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 1.8 Members Fees and Allowances

**Financial:**

Payment to the Chairperson is provided for in the Members Fees and Allowances Policy (No 1.8) which was last reviewed and adopted on 27 May 2021.

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

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

*75% of the maximum annual local government allowance for Regional Local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.*

Currently \$15,047 pa

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

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

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

Currently: \$10.30 per day to a maximum of 3,762 pa

**Legal and statutory:**

As noted above

**Risk related:**

**REPORT**

The role of the Chairperson in accordance with Clause 7.4 of the SMRC Establishment Agreement includes:

- a) Presiding at meetings of the Regional Council;
- b) Carried out civic and ceremonial duties on behalf of the SMRC;
- c) Speaks on behalf of the SMRC;
- d) Performs such other functions as are given to the Chairperson by the Local Government Act, any other written law or the SMRC Establishment Agreement; and
- e) Liaises with the CEO on the SMRC's affairs and the performance of its functions.

The role of the Deputy Chairperson performs the function of the Chairperson where the following events occur:

- a) The office of Chairperson is vacant; or
- b) The Chairperson is not available or is unable or unwilling to perform the function of Chairperson.

The procedure of elections (if required) are in accordance with Schedules 2.3 and 4.1 of the Local Government Act 1995 (copies are attached).

|                            |  |
|----------------------------|--|
| <b>REPORT NO</b>           | <b>11.1</b>  |
| <b>SUBJECT</b>             | <b>AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2021</b> |
| <b>REPORTING OFFICER</b>   | C Wiggins, Executive Manager Corporate Services        |
| <b>RESPONSIBLE OFFICER</b> | T Youé, Chief Executive Officer                        |
| <b>EMPLOYEE INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>      | 5 November 2021  |
| <b>FILE REFERENCE</b>      | FD: Corporate Finance/Audit                            |
| <b>ATTACHMENTS</b>         | Nil  |

**THE AUDITORS (RSM AND OAG) WILL BE ATTENDING THE NOVEMBER COUNCIL MEETING TO PRESENT THEIR DRAFT REPORT.**



|                          |   |
|--------------------------|---|
| <b>REPORT NO</b>         | <b>11.2</b>                                     |
| <b>SUBJECT</b>           | <b>COMMITTEE MEMBER APPOINTMENTS</b>            |
| <b>AUTHOR</b>            | C Wiggins, Executive Manager Corporate Services |
| <b>AUTHOR'S INTEREST</b> | Nil   |
| <b>DATE OF REPORT</b>    | 12 October 2021                                 |
| <b>FILE REFERENCE</b>    | FD: Corporate/Governance/Council Liaison        |
| <b>ATTACHMENTS</b>       | Nil   |

**COUNCIL RESOLUTION**

**21.10-01**

**MOVED: CR**

**SECONDED: CR**

**AUDIT & RISK COMMITTEE MEMBERS**

**THE FOLLOWING REGIONAL COUNCILLORS BE APPOINTED ON THE AUDIT & RISK COMMITTEE FOR A TERM EXPIRING NOVEMBER 2023:**

1. CR
2. CR
3. CR

**STAKEHOLDER RELATIONS COMMITTEE MEMBERS**

**THE FOLLOWING PERSONS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2023:**

1. CR
2. CR
3. CR

**CEO PERFORMANCE REVIEW COMMITTEE MEMBERS**

**THE FOLLOWING REGIONAL COUNCILLORS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2023:**

1. CR
2. CR
3. CR

**RRRC PROJECT COMMITTEE MEMBER**

**THE FOLLOWING PERSONS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2023:**

1. CR
2. CR
3. CR
4. MR

**5. MR**

**6. MR**

**MUNICIPAL WASTE ADVISORY COUNCIL (MWAC)**

**THE FOLLOWING PERSONS BE APPOINTED ON THE MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) FOR A TERM EXPIRING NOVEMBER 2023:**

**1. CR**

**2. MR TIM YOUÉ** (Deputy with voting rights)

**METROPOLITAN REGIONAL COUNCIL WORKING GROUP (WALGA/MWAC SUB COMMITTEE)**

**THE FOLLOWING PERSON BE APPOINTED ON THE METROPOLITAN REGIONAL COUNCIL WORKING GROUP FOR A TERM EXPIRING NOVEMBER 2023:**

**1. MR TIM YOUÈ**

**CARRIED 3/0**

**VOTING REQUIREMENT**

Absolute Majority s 5.10(1) Appointment of a person to a committee.

**PURPOSE OF REPORT**

The Regional Council to consider and appoint membership on:

1. Audit & Risk Committee
2. Stakeholder Relations Committee
3. CEO Performance Review Committee
4. RRRC Project Committee
5. The Municipal Waste Advisory Council represented by the SMRC; and
6. The Metropolitan Regional Council Working Group (WALGA/MWAC Sub Committee)

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

**Advocative**

Not applicable

**Executive**

The role of the Council to adopt members on committees

**Legislative**

*The Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable, to be appointed from amongst the regional councillors only.

**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 1.8 Members Fees and Allowances

**Financial:**

Payment to Committee members who are regional councillors are incorporated in the annual allowance for Members Fees and Allowances Policy (No 1.8) which was last reviewed and adopted on 27 May 2021.

**Legal and statutory:**

As noted above

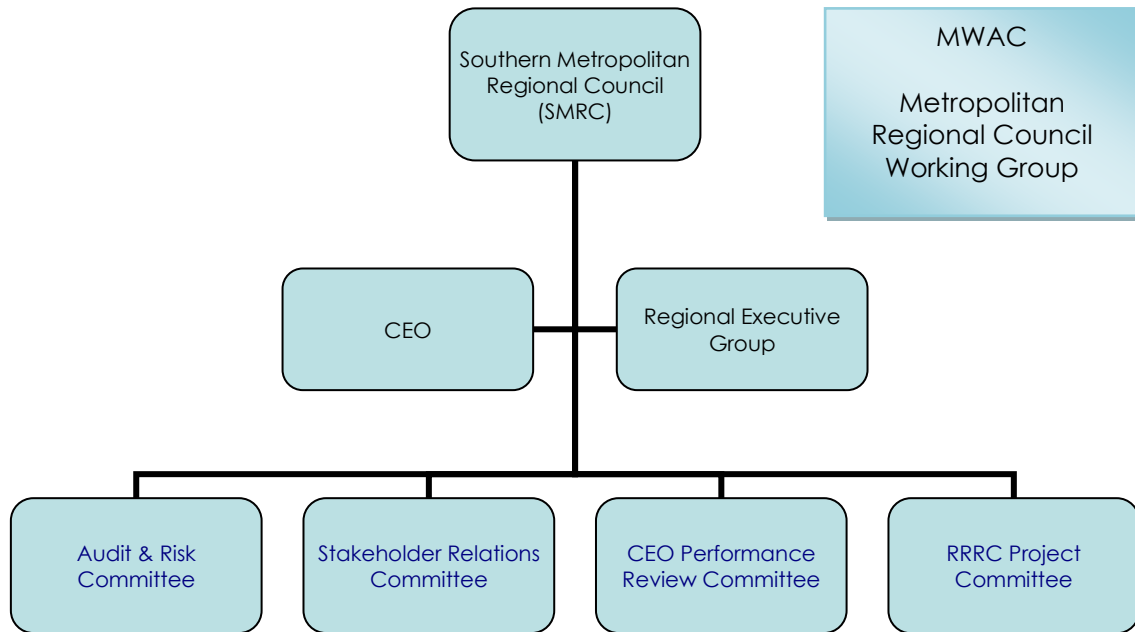
**Risk related:**

**REPORT**

Following the Local Government biennial elections held on Saturday 16 October 2021 and the election of Chairman and Deputy Chairman, it is appropriate that the Regional Council review and appoint its committees for a two-year term to coincide with the councillor terms elected by participant local governments.

**REPORT  
 GOVERNANCE STRUCTURES**

The current Council and Committee structure is shown below:



**Meetings**

There may be approximately **15 meetings per year** as well as other industry external working groups and committees. The membership role demands a high level of commitment and time.

As a guide, SMRC has the following formal meeting structure:

- Ordinary Council meetings held per quarter (Feb, May, Aug and Nov)
  - The last Thursday of the month
- Special Council Meetings (as required)
- Audit & Risk Committee (min 2 per year – Feb and Nov)
  - The third Monday of the month
- Stakeholder Relations Committee (min 2 per year – Feb and Nov)
- RRRC Project Committee (as required)
- CEO Performance Committee (min 1 per year - Aug)
- Information Briefing Sessions (as required)

**1. AUDIT & RISK COMMITTEE**

**Objectives:**

- 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. Fraud and misconduct processes
  - iii. Economic and efficient use of resources
  - iv. Accomplishment of established objectives and goals for operations or programs
  - v. To draw attention to any failure to take prompt remedial action relating to previously identified shortcomings
  - vi. To advise Council on matters relating to its findings
- f) To ensure the evaluation of high risks are in accordance with the council's risk management processes.
- g) The committee is scheduled to meet twice each year, with additional meetings to take place as required.

**Membership:**

- a) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995.
- b) The Committee shall have no delegated powers unless expressly given by the Council.
- c) The Committee membership shall have a term of two years.

## 2. STAKEHOLDER RELATIONS COMMITTEE

### **Objectives:**

The Stakeholder Relations Committee role is to:

Identify and deliver programs and strategies for community education, marketing and media campaigns and community engagement.

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

### **Membership:**

- a) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995.
- b) The Committee shall have no delegated powers unless expressly given by the Council.

**3. CEO PERFORMANCE REVIEW COMMITTEE**

**Objectives:**

To review the performance and salary of the Chief Executive Officer.

This is an occasional committee and meets at least once in each year.

**Membership:**

- a) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995.
- b) Membership shall be Regional Councillors only.
- c) The Committee shall have delegated powers to appoint an HR facilitator and legal advice if required.
- d) The Committee membership shall have a term of two years.

**4. RRRC PROJECT COMMITTEE**

**Objectives:**

- 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
- This committee is scheduled to meet monthly until it is no longer required.
- The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.

**Membership:**

- a) The Committee shall comprise of the (3) Regional Councillors and (3) Regional Executive Group (REG) members appointed by the Project Participants.
- b) The Committee shall have no delegated powers unless expressly given by 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.

**Advisors to the Committee**

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



## 5. MUNICIPAL WASTE ADVISORY COUNCIL (MWAC)

### **Objectives:**

MWAC is a standing sub-committee of WALGA that represents Local Government on waste management issues and policy. It also undertakes research and development in waste management activities. It has its own Constitution and conducts meetings that are represented by delegates of the five regional councils, five LGA zones, two country zones, the South West LGA and WALGA. In addition to this, MWAC has an Officers Advisory Group (OAG) which meets monthly and reports to MWAC.

### **Membership:**

One elected member position on MWAC. The SMRC may also appoint a deputy member with voting rights

In past years, the Chair and the Chief Executive Officer, as deputy member have been elected by the SMRC Council.

**6. METROPOLITAN REGIONAL COUNCIL WORKING GROUP (WALGA/MWAC SUB COMMITTEE)**

**Objectives:**

This Working Group has been established to focus on the strategic issues identified by metropolitan Regional Councils.

The key objective of the Working Group is to ensure that strategic issues for Regional Councils are given sufficient profile, both within the MWAC Structure and with the State Government.

The methods of achieving these objectives will be:

- Regional Councils issues progressed through the Working Group to MWAC
- Greater links between WALGA Governance function and Regional Councils
- Advocacy where required
- Research and investigation of issues where required

**Membership:**

Membership is made up of Chair and CEO from each Regional Council and MWAC Chair – Ex-Officio member. The Working Group will act in an advisory capacity, providing input to the Municipal Waste Advisory Council as the decision-making body, as delegated by the WALGA State Council.

**Timeline:**

The Working Group will continue until such time as a Metropolitan Regional Council Group can be included in the MWAC Partnership Agreement.

|                            |  |
|----------------------------|--|
| <b>REPORT NO</b>           | <b>11.3</b>                              |
| <b>SUBJECT</b>             | <b>ANNUAL REPORT 2020/2021</b>           |
| <b>REPORTING OFFICER</b>   | T Belcher, Communications Manager        |
| <b>RESPONSIBLE OFFICER</b> | T Youé, Chief Executive Officer          |
| <b>EMPLOYEE INTEREST</b>   | Nil                                      |
| <b>DATE OF REPORT</b>      | 5 November 2021                          |
| <b>FILE REFERENCE</b>      | FD: Community/Publications/Annual Report |
| <b>ATTACHMENTS</b>         | Nil                                      |

**THE DRAFT ANNUAL REPORT PUBLICATION IS UNDER SEPARATE COVER.**

**CEO RECOMMENDATION:**

- 1. THE ANNUAL REPORT OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE YEAR ENDED 30 JUNE 2021 BE ADOPTED.**
- 2. THE CEO BE AUTHORISED TO MAKE MINOR CHANGES TO THE REPORT IF REQUIRED PRIOR TO THE PUBLIC RELEASE OF THE REPORT.**

**VOTING REQUIREMENT**

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

**PURPOSE OF REPORT**

The Regional Council to consider and adopt the Annual Report for the preceding financial year (1 July 2020 - 30 June 2021).

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

**Advocative**

Not applicable

**Executive**

The role of the Council is to accept the annual report by an absolute majority decision. (Local Government Act 1995 s5.54(1))

**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.

#### **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 and is available as an electronic copy.

##### **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:**

Compliance Risk related.

#### **REPORT**

The Annual Report highlights the activities of the SMRC for the financial year 2020/21.

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.

|                            |   |
|----------------------------|---|
| <b>REPORT NO</b>           | <b>11.4</b>   |
| <b>SUBJECT</b>             | <b>CITY OF KWINANA WITHDRAWAL ARRANGEMENTS</b>  |
| <b>REPORTING OFFICER</b>   | C Wiggins, Executive Manager Corporate Services   |
| <b>RESPONSIBLE OFFICER</b> | T Youé, Chief Executive Officer   |
| <b>EMPLOYEE INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>      | 5 November 2021   |
| <b>FILE REFERENCE</b>      | FD: Corporate/Governance/   |
| <b>ATTACHMENTS</b>         | #1 Existing Undertakings Notional Winding Up Report<br>#2 Office Project Amended Business Plan 2021 |

**CEO RECOMMENDATION:**

- 1. THE NOTIONAL WINDING UP REPORT FOR THE PURPOSES OF THE WITHDRAWAL OF THE CITY OF KWINANA BE RECEIVED AND A COPY BE PROVIDED TO THE PARTICIPANTS AND THE CITY OF KWINANA.**
- 2. THE SOUTHERN METROPOLITAN REGIONAL COUNCIL ADVISE THE CITY OF KWINANA THE AMOUNT OF ENTITLEMENT IT OWES IN ACCORDANCE WITH CLAUSE 11 OF THE ESTABLISHMENT AGREEMENT.**

**VOTING REQUIREMENT**

Simple Majority-

**PURPOSE OF REPORT**

In accordance with the Regional Council's Establishment Agreement a notional winding up report has been prepared following the withdrawal of the City of Kwinana effective from 30 June 2021.

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

**Advocative**

Not applicable

**Executive**

The role of the Council is to comply with the Establishment Agreement and Project Participants’ Agreements where a participant withdraws its membership with the regional local government.

**Legislative**

The Local Government Act 1995 s3.60 relating to regional local governments

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Not applicable

**Policy related:**

Not applicable

**Financial:**

Not applicable

**Legal and statutory:**

SMRC Establishment Agreement – clauses relating to withdrawal arrangements.

**Risk related:**

| Risk No | Risk Description   | Potential Consequences      | Controls Are Currently In Place, | Overall Risk Rating |
|---------|--------------------|-----------------------------|----------------------------------|---------------------|
| S02     | Member Withdrawals | Financial risk<br>Adversary | 1-Withdrawal arrangements        | High<br>25          |

**BACKGROUND**

1. The City of Kwinana gave notice of its intention to withdraw from the SMRC and the Office Accommodation Project on 24 June 2020, resulting in an effective withdrawal date of 30 June 2021;
2. As a result of the notice of withdrawal of a Project Participant, the SMRC prepared an Amended Business Plan for the Office Project and a notional winding up of the project to determine the entitlement owing to the City of Kwinana as a participant; (refer Council Report 26 August 2021).
3. In addition to the above, Clause 11.3 of the Agreement shall:
  - a) Determine the division of assets and liabilities of the existing undertakings referred to in the Establishment Agreement and distribute to the withdrawing Participant an amount equal to the proceeds and any surplus funds which would have been payable if the regional local government was wound up; or
  - b) be entitled to recover from the withdrawing Participant an amount equal to the liability or debt which would be payable by the Participant if regional local government was wound up;

**REPORT**

Subject to the finalisation of the audited accounts of the regional council, the following table summarises the net deficit payable by the City of Kwinana based on proportional entitlement or liability for a notional winding up of existing undertakings and the office project.

1. The regional local government has estimated that if the existing undertakings are wound up, the net assets would be a deficit of (\$249,122) shared amongst the participants. The City of Kwinana’s adjusted contribution share is 18.3% (\$45,589).
2. The Office Project estimated net assets resulted in a surplus of \$136,252 shared amongst the participants. The City of Kwinana’s adjusted contribution share is 19.54% \$26,629. The cost of preparing the business plan is \$8,025 + GST.

| Table                               | Amount<br>Draft   | GST            | Amount            |
|-------------------------------------|-------------------|----------------|-------------------|
| Existing Undertakings               | (\$45,589)        |                | (\$45,589)        |
| Office Project                      | \$26,629          |                | \$26,629          |
| <b>Total Net payable by Kwinana</b> | <b>(\$18,960)</b> |                | <b>(\$18,960)</b> |
| Add Business Plan Costs             | (\$8,025)         | (\$803)        | (\$8,828)         |
| <b>Total Net payable by Kwinana</b> | <b>(\$26,985)</b> | <b>(\$803)</b> | <b>(\$27,788)</b> |

Amounts in brackets indicate the City owes the regional council  
 The details are contained in reports under separate cover.

|                            |   |
|----------------------------|---|
| <b>REPORT NO</b>           | <b>11.5</b>   |
| <b>SUBJECT</b>             | <b>WALGA CONTESTABLE ELECTRICITY SUPPLY AGREEMENT</b> |
| <b>REPORTING OFFICER</b>   | C Wiggins, Executive Manager Corporate Services       |
| <b>RESPONSIBLE OFFICER</b> | T Youé, Chief Executive Officer                       |
| <b>EMPLOYEE INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>      | 5 November 2021                                       |
| <b>FILE REFERENCE</b>      | F: Q2021-06   |
| <b>ATTACHMENTS</b>         | #1 Energy Framework Offer Document                    |

**CEO RECOMMENDATION:**

**THAT COUNCIL:**

- 1. APPROVES THE CHIEF EXECUTIVE OFFICER TO ENTER INTO THE WALGA ENERGY SUSTAINABILITY AND RENEWABLES ENERGY PROJECT ON THE FOLLOWING TERMS:**
  - A. WESTERN AUSTRALIAN UNIFORM SUPPLY (UNBUNDLED) FOR ALL ITS CONTESTABLE SITES COMMENCING FROM 1 SEPTEMBER 2022 TO 31 MARCH 2025 FOR BROWN ENERGY.**
- 2. THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO SIGN A CONTRACT WITH SYNERGY ON THE TERMS REFERRED TO IN ITEM 1.**

**VOTING REQUIREMENT**

Simple Majority Vote.

**PURPOSE OF REPORT**

An opportunity to purchase electricity for its contestable sites as part of an aggregated electricity procurement process undertaken by the Western Australian Local Government Association (WALGA) on behalf of WA local governments.

This report recommends that the regional council participate in the WALGA Energy Sustainability and Renewables Energy project and select the unbundled rate through Synergy with the opportunity to purchase natural power from one of three renewable sites.



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

**Advocative**

Not applicable

**Executive**

The role of the Council is to approve procurement contracts for goods and services over the CEO's delegated power of \$300,000 ex GST.

**Legislative**

The Local Government Act 1995 and its regulations relating to procurement of goods and services.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

**Key Focus Area**

**Objective**

**Strategy**

**Policy related:**

Purchasing Policy

**Financial:**

Current electricity budget is \$650,000 pa. Contract pricing to 31 August 2022 is lower than the WALGA offer, however, it is anticipated that energy rates will increase in 2022 and therefore it may be financially beneficial to accept the WALGA 2021 fixed pricing rather than be exposed to future market risk.

It is estimated based on the same power consumption that the annual power budget in Year 2 of the Contract may be \$690,000 pa.

Renewable Power contribution is an additional rate. Eg 100% is \$70,000pa (or options 25%, 50% and 75%).

Increases in the cost of processing waste is passed on to gate fees.

**Legal and statutory:**

Local Government (Functions & General) Regulations 1996 - This procurement arrangement through WALGA procurement allows Local Governments an exemption to not undertake public tenders. WALGA has undertaken the public tender process.

The Regional Council has a supply contract with Synergy which expires 31 August 2022. The agreement would commence after this date.

In past supply procurements, the regional council has used the WALGA preferred panel and obtained quotes specifically for our power consumption.

WALGA was granted authorisation by the Australian Competition & Consumer Commission (ACCC) to enter into a group purchasing tender for a period of 15 years as part of the greater Energy Sustainability and Renewables Project.

**Risk related:**

Financial and service delivery

**REPORT**

Recognising the challenges faced by most local governments of increasing energy costs and community desires to reducing their carbon footprint, WALGA developed the Energy Sustainability and Renewables project.

WALGA's Energy Sustainability and Renewables project has the following objectives:

1. Enhance access to and development of renewable energy for WA Local Governments thereby driving positive climate change outcomes;
2. Diversify supply options and application of new technology; and
3. Leverage the best price outcomes for Local Government supply.

In general terms the phasing of this project is as follows:

**Phase 1** – Contestable energy supply and Renewable Energy options (initial three-year term).

**Phase 2** – Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, non-contestable supply investigation, preparation for carbon offset integration and preparation for a PPA).

**Phase 3** – Carbon management, offsets, integrated technologies.

**Phase 5** – Long Term PPA (10 year fixed).

**Phase 6** – Sustainable Fleet Transition and Sustainable Infrastructure Technologies

**Phase 7** – Large-scale Local Government Sustainability / Renewable Energy projects

The first phase of the project focuses on the aggregation of contestable energy and supply of renewable energy options. This is the focus of this report.

WALGA has awarded the Contestable Electricity Supply for Western Australian Member Local Governments for an initial three-year term (RFQ 06/21) to Synergy.

Synergy's three-year Offer includes:

- a) A fixed (no CPI) group price for raw electricity in either Bundled or Unbundled tariff structures.
- b) A fixed (no CPI) group price for Large-scale Renewable Energy Certificates (LGCs) via Synergy's NaturalPower product, which will be sourced from three regional WA Wind Farms (Albany, Collgar and Emu Downs).

- c) The ability to apply fixed and secured Natural Power pricing to the consumption of contestable sites, non-contestable sites and unmetered street lighting at a ratio of 25%, 50%, 75% and 100%, with 25% on contestable sites being the minimum requirement for opt in.

An individual offer has been made by Synergy to the Southern Metropolitan Regional Council (see Attachment 1), as part of this contract.

Refer to section 3 – Offer in Brief and section 4 - Summary offer in the WALGA offer document

There are two initial offerings that we may accept:

- a) Option 1 – the Western Australian Uniform Supply (Unbundled Supply 3 year period).  
b) Option 2 – Specific Bundled Supply offer.

*“the Project Team recommends:*

- 1. Option a – unbundled supply offer for no minimum take provisions or CPI increases.*
- 2. taking a renewable adoption of the final year in order to enable a stepped approach for renewable supply and to secure a trip of dedicated renewables to your Local Government to protect against the rising market. (This may be 25% of our annual usage in Years 1 & 2 and 50% in Year 3).*
- 3. Where an LGA has a contract start date starts after 01/04/2022. They will be able to take up this offer on the expiry of their current contract.” (In our case this is 01/09/2022).*

Unbundled pricing disaggregates the price into energy, network, capacity, and other charges separately. Retail suppliers are generally unwilling to take on risks to provide a bundled rate for large sites due to the uncertainty of regulated network and other cost increases. Using an unbundled pricing proforma, retail suppliers can pass through regulated cost components over which they have no control. In this manner, they can offer customers a more competitive rate based on the cost components that they have control over.

- The energy charges are offered and set by the retail supplier eg Synergy
- The network charges, etc are set by regulated pricing, eg Government through Western Power.
- The renewable energy cost components. A fee structure offer from Synergy is included in the Contract.

#### **Considerations for installing solar (Not part of the WALGA Renewables Project)**

Both sites can achieve electricity cost savings after an initial payback period by installing solar panels.

If the option to not purchase renewable power under the WALGA/Synergy contract, then the additional cost may be used towards the initial cost of solar installation, thereby reducing our demand on electricity from the grid and our carbon footprint.

It is unlikely that there are cost penalties in reducing our power consumption as the contract has no minimum take provisions.

|                            |   |
|----------------------------|---|
| <b>REPORT NO</b>           | <b>11.6</b>                                     |
| <b>SUBJECT</b>             | <b>PLASTIC RECYCLABLES REPROCESSING</b>         |
| <b>REPORTING OFFICER</b>   | C Wiggins, Executive Manager Corporate Services |
| <b>RESPONSIBLE OFFICER</b> | T Youè, Chief Executive Officer                 |
| <b>EMPLOYEE INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>      | 5 November 2021                                 |
| <b>FILE REFERENCE</b>      | FD: Business Dev/Opportunities                  |
| <b>ATTACHMENTS</b>         | Nil   |

**CEO RECOMMENDATION:**

- 1. THE COUNCIL AGREES TO AN IN-PRINCIPLE OPPORTUNITY TO MAKE AVAILABLE UNUSED BUILDING SPACE AT THE CANNING VALE FACILITY TO AN INTERESTED ORGANISATION FOR REPROCESSING PLASTIC RECYCLABLES.**
- 2. THE CEO PREPARE A CONFIDENTIAL BUSINESS CASE FOR CONSIDERATION AT A MEETING OF THE REGIONAL COUNCIL.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

The Regional Council to consider an in-principle arrangement to make available unused building space at the Canning Vale facility to an interested organisation for reprocessing plastic recyclables.

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

**Advocative**

In response to the Government’s export ban on MRF’s recyclable plastics, SMRC’s preference is supporting local reprocessing of plastic to a flake or pellet for use in recycled products.

**Executive**

The role of the Council is to approve business opportunities that comply with the Local Government Act, Establishment Agreement’s regional purpose, RRRC Project Participants’ Agreement and other agreements, licences and legislation.

**Legislative**

The Local Government Act 1995 s3.58 relating to ‘disposing’ of property and s3.59 Major Land Transaction business plans.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Compliance with sections 3.58 & 3.59 of the *Local Government Act 1995 (WA)* invites submissions to business plans and/or proposed disposition of property for sublease or licencing purposes.

**Strategic relevance:**

1.1.2 Form alliances and business partnerships

Action: Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering including;

- Identify opportunities in the business marketing plan.
- Increase customer base.
- Partner with private waste sector
- Realise the FOGO opportunity.
- Maximise underutilised facilities and space at the RRRC for resource recovery to generate revenue.

Key Focus: Resource Recovery

Objective 1.1 We co-ordinate and facilitate solutions that optimise material recovery in line with state targets.

**Policy related:**

Marketing Plan  
 Pricing Policy

**Financial:**

TBA

**Legal and statutory:**

Agreements with third parties

**Risk related:**

| Risk No | Risk Description | Potential Consequences | Controls Are Currently In Place, | Overall Risk Rating |
|---------|------------------|------------------------|----------------------------------|---------------------|
|         |                  |                        |                                  |                     |

## REPORT

1. The Australian Government Plastic Rules came into effect in two phases:

From 1 July 2021, no longer able to export overseas mixed waste plastics unless the following:

sorted into single resin or polymer type, or  
processed with other materials into processed engineered fuel.

An export licence is required to export waste plastic sorted by HDPE and PET.

From 1 July 2022, only export waste plastics that have been:

sorted into single resin or polymer type and further processed, for example flaked or  
pelletised, or processed with other materials into processed engineered fuel.

2. A business case report is being prepared detailing the financial benefits and a number of key pre-conditions and terms required prior to final acceptance for supporting interested organisations in establishing a plastic re-processing plant at the Canning Vale facility.

|                          |   |
|--------------------------|---|
| <b>REPORT NO</b>         | <b>11.7</b>                                     |
| <b>SUBJECT</b>           | <b>COUNCIL MEETING DATES FOR 2022</b>           |
| <b>AUTHOR</b>            | T Tafua, Corporate Services Manager             |
| <b>RESPONSIBLE</b>       | C Wiggins, Executive Manager Corporate Services |
| <b>AUTHOR'S INTEREST</b> | Nil   |
| <b>DATE OF REPORT</b>    | 5 November 2021                                 |
| <b>FILE REFERENCE</b>    | FD: Corporate                                   |
| <b>ATTACHMENTS</b>       | Nil   |

**CEO RECOMMENDATION:**

**THAT THE ORDINARY MEETINGS OF THE REGIONAL COUNCIL MEETING DATES, TIMES AND VENUES FOR 2022 AS FOLLOWS, BE ADOPTED;**

**24<sup>TH</sup> FEBRUARY 2022 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON  
26<sup>TH</sup> MAY 2022 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON  
25<sup>TH</sup> AUGUST 2022 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON  
24<sup>TH</sup> NOVEMBER 2022 @ 4.00PM SMRC 9 ALDOUS PLACE BOORAGOON**

**VOTING REQUIREMENT**

Simple majority

**PURPOSE OF REPORT**

For the Regional Council to set the Ordinary Regional Council meeting dates for the calendar year 2022.

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

**Advocative**

Not applicable

**Executive**

Council's role is to approve the dates and times for Council ordinary meetings.

**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,
- (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).
- (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,<br>2- State Govt Legislative updates,<br>3- Annual Compliance Audit Return, | Low<br>6            |

## **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 one special council meeting will be required in 2022:

1. 23 June 2022 – Adoption of annual budget

Notice will be provided on confirmation of scheduled meetings.

## **REPORT**

Proposed dates and venues for 2022 are as follows:

Special Meetings of the Regional Council may be called as required and are not included in the above meeting schedule

| <b>Month</b> | <b>Venue for Council Meeting</b> | <b>Council Meeting 5.00pm</b> |
|--------------|----------------------------------|-------------------------------|
| January      |                                  |                               |
| February     | SMRC                             | Thursday 24 <sup>th</sup>     |
| March        |                                  |                               |
| April        |                                  |                               |
| May          | SMRC                             | Thursday 26 <sup>th</sup>     |
| June         | SMRC                             | Thursday 23 <sup>th</sup>     |
| July         |                                  |                               |
| August       | SMRC                             | Thursday 25 <sup>th</sup>     |
| September    |                                  |                               |
| October      |                                  |                               |
| November     | SMRC                             | Thursday 24 <sup>th</sup>     |
| December     |                                  |                               |

|                            |  |
|----------------------------|--|
| <b>REPORT NO</b>           | <b>11.8</b>  |
| <b>SUBJECT</b>             | <b>FINANCIAL REPORTS</b>   |
| <b>REPORTING OFFICER</b>   | L Vuckovic, Accountant   |
| <b>RESPONSIBLE OFFICER</b> | C Wiggins, Executive Manager Corporate Services  |
| <b>EMPLOYEE INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>      | 18 November 2021   |
| <b>FILE REFERENCE</b>      | FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022  |
| <b>ATTACHMENTS</b>         | #1 Statement of Financial Activity – October 2021<br>#2 Statement of Financial Activity – September 2021<br>#3 Statement of Financial Activity – August 2021<br>#4 Statement of Financial Activity – July 2021 |

**CEO RECOMMENDATION/S:**

- 1. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 OCTOBER 2021 BE RECEIVED.**
- 2. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 SEPTEMBER 2021 BE RECEIVED.**
- 3. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 AUGUST 2021 BE RECEIVED.**
- 4. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 JULY 2021 BE RECEIVED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

1. To receive the financial statements for the following periods:
  - 1.1 Financial Statements for the period ended 31 October 2021
  - 1.2 Financial Statements for the period ended 30 September 2021
  - 1.3 Financial Statements for the period ended 31 August 2021
  - 1.4 Financial Statements for the period ended 31 July 2021

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

**Advocative**

Not applicable

**Executive**

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

**Legislative**

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the Local Government (Financial Management). The Council resolved at its meeting on 26 August 2021 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the Local Government (Financial Management). The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

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

| <b>Periods Ended</b> | <b>Due for presentation within 2 mths</b> | <b>Next Scheduled Ordinary Meeting</b> |
|----------------------|---|--|
| 31 July 2021         | 30 Sep 2021                               | 25 Nov 2021                            |
| 31 Aug 2021          | 31 Oct 2021                               | 25 Nov 2021                            |
| 30 Sep 2021          | 30 Nov 2021                               | 25 Nov 2021                            |
| 31 Oct 2021          | 31 Dec 2021                               | 25 Nov 2021                            |

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

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

**Policy related:**

Policy No 2.1 Accounting Policies (Council approved 4/12/2020)

**Financial:**

Refer to report

**Legal and statutory:**

Not applicable

**Risk related:**

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

**REPORT**

**1. Financial Statements for the period ended 31 October 2021**

|  | YTD BUDGET | YTD ACTUAL    | CHANGE |
|--|------------|---------------|--------|
|  | Oct-21     | Oct-21        |        |
|  | (\$M)      | (\$M)         |        |
| OPERATING REVENUES                       | \$5.5      | <b>\$5.8</b>  | \$0.3  |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | -\$5.8     | <b>-\$4.9</b> | \$0.9  |
| OPERATING SURPLUS/ DEFICIT               | -\$0.4     | <b>\$0.9</b>  | \$1.2  |

|                   | CURRENT BUDGET | YTD ACTUAL    | LAST YEAR     |
|-------------------|----------------|---------------|---------------|
|                   | Jun-21         | Oct-21        | Jun-21        |
|                   | (\$M)          | (\$M)         |               |
| CASH IN BANK      | \$9.2          | <b>\$12.1</b> | <b>\$13.0</b> |
| OUTSTANDING LOANS | \$5.0          | <b>\$7.6</b>  | <b>\$8.4</b>  |
| NET ASSETS        | \$30.9         | <b>\$35.6</b> | <b>\$36.3</b> |

**Notes:**

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than budget estimates.

### SMRC Reserve Strategy

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

| RESERVES                     |  | BALANCE         | CURRENT BUDGET  | ACTUAL BALANCE  |
|------------------------------|--|-----------------|-----------------|-----------------|
|                              |  | Jun-21<br>(\$M) | Jun-22<br>(\$M) | Oct-21<br>(\$M) |
| <b>EXISTING UNDERTAKINGS</b> |  |                 |                 |                 |
| CONFERENCE                   | Councillors & Staff  | \$0.0           | \$0.0           | \$0.0           |
| <b>OFFICE PROJECT</b>        |  |                 |                 |                 |
| OFFICE - 9 ALDOUS PL         | Capex / Major Repairs  | \$0.3           | \$0.3           | \$0.3           |
| <b>RRRC PROJECT</b>          |  |                 |                 |                 |
| CONTINGENCY                  | Operating deficits, asset renewals program, employment terminations and insurance claims below the | \$9.1           | \$4.9           | \$9.1           |
| RESTORATION                  | RRRC ground lease liabilities on termination of lease  | \$1.4           | \$1.7           | \$1.4           |
| <b>TOTAL RRRC PROJECT</b>    |  | \$10.4          | \$6.7           | \$10.4          |
| <b>TOTAL ALL RESERVES</b>    |  | \$10.7          | \$6.9           | \$10.7          |

### SMRC Debtors as at 31 October 2021

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

| DEBTORS AGED ANALYSIS |         |         |         |         |  | (\$M) |
|-----------------------|---------|---------|---------|---------|--|-------|
| 120 Days & Over       | 90 Days | 60 Days | 30 Days | Current |  | Total |
| \$0.0                 | \$0.0   | \$0.0   | \$0.6   | \$1.3   |  | \$2.0 |

Late payments may be subject to interest charges.

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

**2. Financial Statements for the period ended 30 September 2021**

|  | YTD BUDGET | YTD ACTUAL    | CHANGE |
|--|------------|---------------|--------|
|  | Sep-21     | Sep-21        |        |
|  | (\$M)      | (\$M)         |        |
| OPERATING REVENUES                       | \$4.1      | <b>\$4.4</b>  | \$0.4  |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | -\$4.4     | <b>-\$4.0</b> | \$0.4  |
| OPERATING SURPLUS/ DEFICIT               | -\$0.4     | <b>\$0.5</b>  | \$0.8  |

|                   | CURRENT BUDGET | YTD ACTUAL    | LAST YEAR     |
|-------------------|----------------|---------------|---------------|
|                   | Jun-22         | Sep-21        | Jun-21        |
|                   | (\$M)          | (\$M)         |               |
| CASH IN BANK      | \$9.2          | <b>\$12.4</b> | <b>\$13.0</b> |
| OUTSTANDING LOANS | \$5.0          | <b>\$7.6</b>  | <b>\$8.4</b>  |
| NET ASSETS        | \$30.9         | <b>\$34.5</b> | <b>\$36.3</b> |

Notes:

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than budget estimates.

**3. Financial Statements for the period ended 31 August 2021**

|  | YTD BUDGET | YTD ACTUAL    | CHANGE |
|--|------------|---------------|--------|
|  | Aug-21     | Aug-21        |        |
|  | (\$M)      | (\$M)         |        |
| OPERATING REVENUES                       | \$2.7      | <b>\$2.9</b>  | \$0.2  |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | -\$2.9     | <b>-\$2.7</b> | \$0.3  |
| OPERATING SURPLUS/ DEFICIT               | -\$0.2     | <b>\$0.2</b>  | \$0.4  |

|                   | CURRENT BUDGET | YTD ACTUAL    | LAST YEAR     |
|-------------------|----------------|---------------|---------------|
|                   | Jun-21         | Aug-21        | Jun-21        |
|                   | (\$M)          | (\$M)         |               |
| CASH IN BANK      | \$9.2          | <b>\$13.0</b> | <b>\$13.0</b> |
| OUTSTANDING LOANS | \$5.0          | <b>\$8.4</b>  | <b>\$8.4</b>  |
| NET ASSETS        | \$30.9         | <b>\$35.0</b> | <b>\$36.3</b> |

Notes:

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than budget estimates.

**4. Financial Statements for the period ended 31 July 2021**

|  | YTD BUDGET | YTD ACTUAL   | CHANGE |
|--|------------|--------------|--------|
|  | Jul-21     | Jul-21       |        |
|  | (\$M)      | (\$M)        |        |
| OPERATING REVENUES                       | \$1.4      | <b>\$1.7</b> | \$0.3  |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$1.4      | <b>\$1.2</b> | -\$0.2 |
| OPERATING SURPLUS/ DEFICIT               | \$0.0      | <b>\$0.5</b> | \$0.5  |

|                   | CURRENT BUDGET | YTD ACTUAL    | LAST YEAR     |
|-------------------|----------------|---------------|---------------|
|                   | Jun-22         | Jul-21        | Jun-21        |
|                   | (\$M)          | (\$M)         |               |
| CASH IN BANK      | \$9.2          | <b>\$11.9</b> | <b>\$13.0</b> |
| OUTSTANDING LOANS | \$5.0          | <b>\$8.4</b>  | <b>\$8.4</b>  |
| NET ASSETS        | \$30.9         | <b>\$34.7</b> | <b>\$36.3</b> |

Notes:

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than budget estimates.



|                            |  |
|----------------------------|--|
| <b>REPORT NO</b>           | <b>11.9</b>  |
| <b>SUBJECT</b>             | <b>CASH INVESTMENT PORTFOLIO</b>   |
| <b>REPORTING OFFICER</b>   | T Tafua, Corporate Services Manager  |
| <b>RESPONSIBLE OFFICER</b> | C Wiggins, Executive Manager Corporate Services  |
| <b>EMPLOYEE INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>      | 5 November 2021  |
| <b>FILE REFERENCE</b>      | FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022                            |
| <b>ATTACHMENTS</b>         | #1 Cash Investment Policy No2.3<br>#2 Cash Investment Control Procedures Standard No 2.2 |

**CEO RECOMMENDATION:**

- 1. THE CASH INVESTMENT PORTFOLIO REPORT AS AT 31 OCTOBER 2021 BE RECEIVED.**
- 2. THE CASH INVESTMENT POLICY NO 2.3 AS REVISED BY ADOPTED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.1 To receive the cash investment portfolio report and review the policy.

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

### Advocative

Not applicable

### Executive

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

### Legislative

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

Regulation 19C (FM regs)

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

## IMPLICATIONS TO CONSIDER:

### Consultative:

Not applicable

### Strategic relevance:

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

### Policy related:

Policy No 2.3 Cash Investments Policy (Approved by Council 22/11/2019 next review Nov 2021)  
The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of "A" or higher as defined by Standard & Poor's Aust.

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

**Employees’ Delegations:**

CEO (Council approval 25/02/2021)

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

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

**Financial:**

Revenue from interest is included in the annual operating budget.

**Legal and statutory:**

As noted under legislative

**Risk related:**

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

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

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

**REPORT**

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

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

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

The deposit meets our Investment Policy:

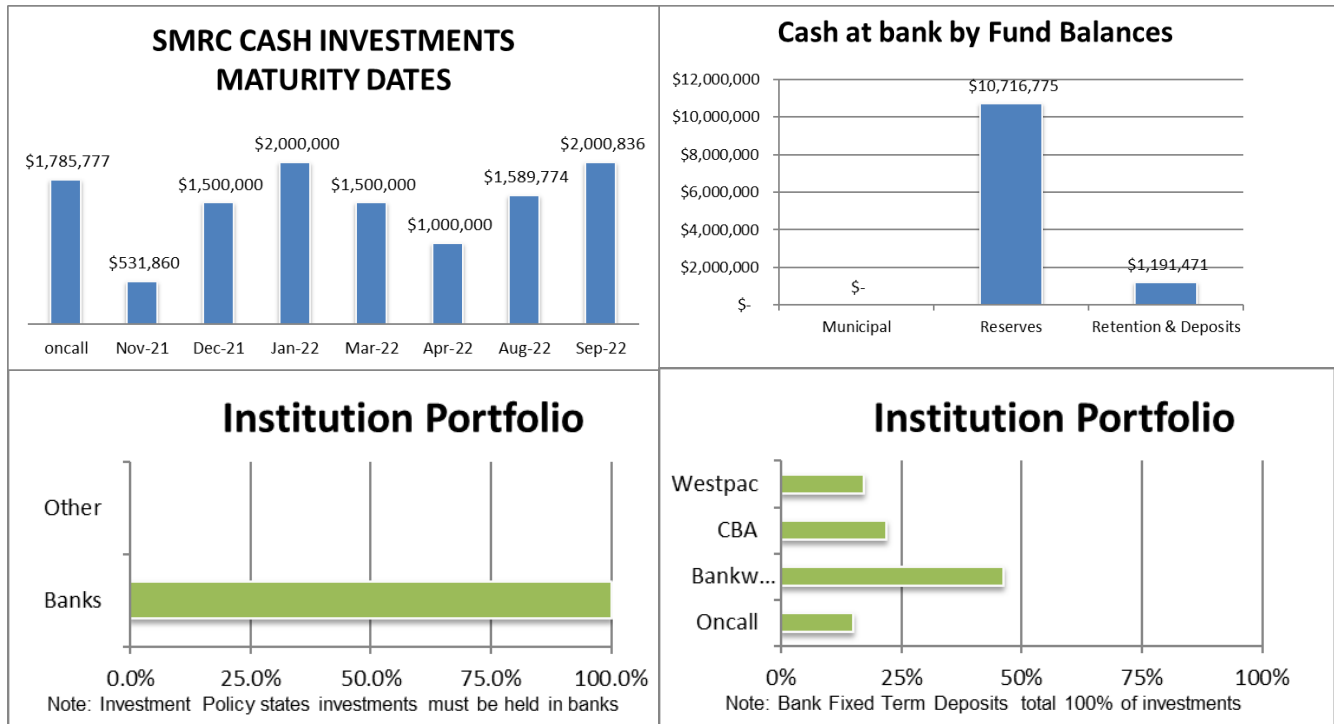
1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

17% of funds are currently invested in “green” investments.

The Cash Investment portfolio is as follows

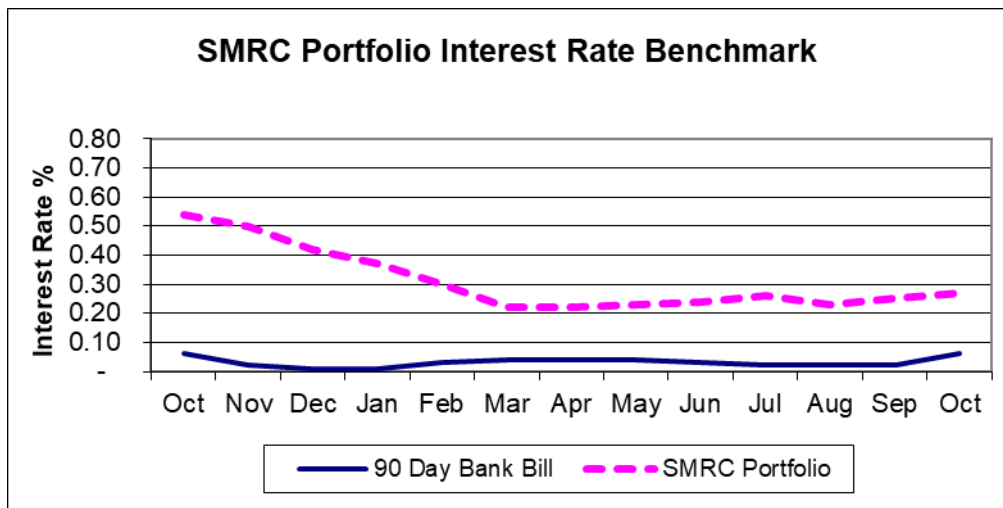
| SOUTHERN METROPOLITAN REGIONAL COUNCIL |                |                      |            |             |        |      |                      |
|--|----------------|----------------------|------------|-------------|--------|------|----------------------|
| CASH INVESTMENT PORTFOLIO              |                |                      |            |             |        |      |                      |
| As at 31 October 2021                  |                |                      |            |             |        |      |                      |
| Invest. No.                            | Interest Rates | Amount               | Maturity   | Institution | Rating |      | Valuation            |
| 1                                      | 0.05%          | \$ 1,785,777         | oncall     | BWA Oncall  | AA     | Bank | 100% \$ 1,785,777    |
| 11                                     | 0.30%          | \$ 589,774           | 22/08/2022 | CBA         | AA     | Bank | 100% \$ 589,774      |
| 12                                     | 0.25%          | \$ 1,500,000         | 26/03/2022 | WBC         | AA     | Bank | 100% \$ 1,500,000    |
| 31                                     | 0.20%          | \$ 531,860           | 11/11/2021 | WBC         | AA     | Bank | 100% \$ 531,860      |
| 47                                     | 0.20%          | \$ 1,000,000         | 13/01/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 58                                     | 0.40%          | \$ 1,000,000         | 28/09/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 59                                     | 0.40%          | \$ 500,000           | 2/12/2021  | BWA         | AA     | Bank | 100% \$ 500,000      |
| 60                                     | 0.29%          | \$ 1,000,836         | 16/09/2022 | CBA         | AA     | Bank | 100% \$ 1,000,836    |
| 61                                     | 0.40%          | \$ 1,000,000         | 23/12/2021 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 62                                     | 0.40%          | \$ 1,000,000         | 13/01/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 63                                     | 0.30%          | \$ 1,000,000         | 19/08/2022 | CBA         | AA     | Bank | 100% \$ 1,000,000    |
| 64                                     | 0.30%          | \$ 1,000,000         | 12/04/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| <b>Total</b>                           |                | <b>\$ 11,908,246</b> |            |             |        |      | <b>\$ 11,908,246</b> |
| <b>Weighted Average</b>                |                | <b>0.27%</b>         |            |             |        |      | <b>100.00%</b>       |
| <b>90 day bank bill</b>                |                | <b>0.06%</b>         |            |             |        |      |                      |
| <b>As at 31 October 2021</b>           |                |                      |            |             |        |      |                      |

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



| Institution Portfolio | S&P Rating | Weighted Avg | % share     |
|-----------------------|------------|--------------|-------------|
| Oncall                | AA-        | 0.05%        | 15%         |
| Bankwest              | AA-        | 0.35%        | 46%         |
| CBA                   | AA-        | 0.30%        | 22%         |
| Westpac               | AA-        | 0.24%        | 17%         |
| <b>Total</b>          |            | <b>0.27%</b> | <b>100%</b> |

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



|                            |   |
|----------------------------|---|
| <b>REPORT NO</b>           | <b>11.10</b>  |
| <b>SUBJECT</b>             | <b>SCHEDULE OF PAYMENTS</b>                                   |
| <b>REPORTING OFFICER</b>   | T Tafua, Corporate Services Manager                           |
| <b>RESPONSIBLE OFFICER</b> | C Wiggins, Executive Manager Corporate Services               |
| <b>EMPLOYEE INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>      | 5 November 2021   |
| <b>FILE REFERENCE</b>      | FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022 |
| <b>ATTACHMENTS</b>         | Payment listings  |

**CEO RECOMMENDATION:**

- 1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF AUGUST 2021 FOR \$2,754,896.19, SEPTEMBER 2021 FOR \$3,068,562.27 AND OCTOBER 2021 FOR \$1,359,327.08, BE RECEIVED.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

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

**BACKGROUND**

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

|                          |  |
|--------------------------|--|
| <b>REPORT NO</b>         | <b>15.1 (CONFIDENTIAL REPORT)</b>        |
| <b>SUBJECT</b>           | <b>CITY OF CANNING</b>                   |
| <b>AUTHOR</b>            | Tim Youé, Chief Executive Officer        |
| <b>AUTHOR'S INTEREST</b> | Nil                                      |
| <b>DATE OF REPORT</b>    | 15 November 2021                         |
| <b>FILE REFERENCE</b>    | FD: Corporate Governance/Legislation/PPA |
| <b>ATTACHMENTS</b>       | Confidential Report                      |

**CONFIDENTIAL**

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

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

The report and any discussion on its contents at a council meeting will not be open to the public in accordance with the Local Government Act 1995 Section 5.23 (2) (d). 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.



Date:

Mr Tim Youé  
Chief Executive Officer  
Southern Metropolitan Regional Council  
PO Box 1501  
Booragoon WA 6954

Dear Tim

Please accept this letter as my nomination for Chairman / Deputy Chairman (*delete the one that does not apply*) of the Southern Metropolitan Regional Council.

Yours sincerely

.....  
Sign

Print Name .....

**Local Government Act 1995**

**Schedule 2.3** When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

**Division 1** Mayors and presidents

**cl. 1**

---

**Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council**

[Sections 2.11(1)(b) and 2.15]

**Division 1 — Mayors and presidents**

**1. Terms used**

In this Division —

*extraordinary vacancy* means a vacancy that occurs under section 2.34(1);

*office* means the office of councillor mayor or president.

**2. When council elects mayor or president**

- (1) The office is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

**3. CEO to preside**

The CEO is to preside at the meeting until the office is filled.

**4. How mayor or president is elected**

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

*[Clause 4 amended by No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]*

**5. Votes may be cast a second time**

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

**Local Government Act 1995**

**Schedule 2.3** When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

**Division 2** Deputy mayors and deputy presidents

**cl. 6**

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**Division 2 — Deputy mayors and deputy presidents**

**6. Terms used**

In this Division —

*extraordinary vacancy* means a vacancy that occurs under section 2.34(1);

*office* means the office of deputy mayor or deputy president.

**7. When council elects deputy mayor or deputy president**

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
  - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

**8. How deputy mayor or deputy president is elected**

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.

- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

*[Clause 8 amended by No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]*

**9. Votes may be cast a second time**

- (1) If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.

**Local Government Act 1995**

**Schedule 2.3** When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

**Division 3** Validity of elections

**cl. 10**

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- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

*[Clause 9 amended by No. 49 of 2004 s. 69(10).]*

**Division 3 — Validity of elections**

*[Heading inserted by No. 49 of 2004 s. 69(11).]*

**10. Term used: election**

In this Division —

***election*** means an election under this Schedule.

*[Clause 10 inserted by No. 49 of 2004 s. 69(11).]*

**11. Complaints about validity of election**

- (1) A councillor who is dissatisfied with the result of an election or with the way in which an election was conducted may make an invalidity complaint.
- (2) An ***invalidity complaint*** is a complaint that an election is invalid, or that another person should be declared elected.

*[Clause 11 inserted by No. 49 of 2004 s. 69(11).]*

**12. Complaints to go to Court of Disputed Returns**

- (1) An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.
- (2) Regulations made under section 4.81(2) apply in respect of an invalidity complaint made under this Division in so far as they are capable of being so applied.
- (3) If the court declares the election to have been invalid —
  - (a) the election is null and void; and
  - (b) any office filled at the election is vacant; and

- (c) the court is to fix a day for holding any poll needed for a fresh election; and
  - (d) the CEO is to prepare for, conduct and ascertain and declare the result of the fresh election.
- (4) If the court declares that a person (*candidate A*) ought to have been elected to an office in place of another person (*candidate B*) —
- (a) candidate B is not to act in that office; and
  - (b) candidate A is to be regarded as having been elected; and
  - (c) notice of candidate A's election is to be published in accordance with regulations.

*[Clause 12 inserted by No. 49 of 2004 s. 69(11).]*

**13. No appeal**

There is no appeal from a decision of a Court of Disputed Returns.

*[Clause 13 inserted by No. 49 of 2004 s. 69(11).]*

**14. Certain defects do not affect election**

An election is not invalid because of —

- (a) a failure to do something in connection with the election within the time, or for the period or before the date allowed or required under this Act, so long as the failure does not affect the result of the election; or
- (b) a formal omission, irregularity or defect in a document, declaration, publication or other thing that a person has made, issued or done in good faith.

*[Clause 14 inserted by No. 49 of 2004 s. 69(11).]*

**15. Regulations about retention and availability of electoral papers**

Regulations made under section 4.84 apply in respect of elections in so far as they are capable of being so applied.

*[Clause 15 inserted by No. 49 of 2004 s. 69(11).]*



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### ORDINARY MEETING OF COUNCIL

THURSDAY 26 AUGUST 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Aldous Place  
BOORAGOON

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

On behalf of our Participant Local Government





**ORDINARY MEETING OF COUNCIL  
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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed everyone in attendance and declared the meeting open at 4.03pm.

“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

Mr Peter Kocian (D/REG Member) Town of East Fremantle  
Mr Mick McCarthy (REG Member) City of Melville  
Mr Tim Youé SMRC, Chief Executive Officer  
Mr Chris Wiggins SMRC, Executive Manager Corporate Services  
Mr Keith Swift SMRC, Executive Manager RRRC Operations

**APOLOGIES**

Cr Cliff Collinson Town of East Fremantle  
Mr Nick King (D/REG Member) Town of East Fremantle  
Mr Graham Tattersall (REG Member) City of Fremantle

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS / PRESENTATIONS:**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

Minister for Local Government, Hon John Carey, MLA met with myself and the CEO at the RRRC to see our operations and our waste recovery achievements.

Cr Collinson is on leave of absence following a medical operation and on behalf of the SMRC we wish him a speedy recovery.

**7. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL ORDINARY MEETING HELD ON 27 MAY 2021**

**COUNCIL RESOLUTION**

**21.08-01 MOVED: CR S KEPERT SECONDED: CR D THOMPSON**

**THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 27 MAY 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 2/-**

**8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 27 MAY 2021**

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

**8.3 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL SPECIAL MEETING HELD ON 24 JUNE 2021**

**COUNCIL RESOLUTION**

**21.08-02 MOVED: CR S KEPERT SECONDED: CR D THOMPSON**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 24 JUNE 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 2/-**

**8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 24 JUNE 2021**

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

**8.5 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL SPECIAL MEETING HELD ON 8 JULY 2021**

**COUNCIL RESOLUTION**

**21.08-03 MOVED: CR S KEPERT SECONDED: CR D THOMPSON**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 8 JULY 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 2/-**

**8.6 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 8 JULY 2021**

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

**8.7 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL SPECIAL MEETING HELD ON 5 AUGUST 2021**

**COUNCIL RESOLUTION**

**21.08-04 MOVED: CR S KEPERT SECONDED: CR D THOMPSON**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 5 AUGUST 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 2/-**

**8.8 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD 5 AUGUST 2021**

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 15.1 CEO Performance Review 2021

**10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**  
Nil

UNCONFIRMED

9. REPORTS OF THE CEO

|                   |  |
|-------------------|--|
| REPORT NO         | 11.1   |
| SUBJECT           | OFFICE ACCOMMODATION PROJECT AMENDED BUSINESS PLAN 2021                    |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services                            |
| AUTHOR'S INTEREST | Nil  |
| DATE OF REPORT    | 6 August 2021  |
| FILE REFERENCE    | FD: Corporate/Governance/Policies  |
| ATTACHMENTS       | #1 Office Accommodation Project Amended Business Plan (Draft) 30 June 2021 |

COUNCIL RESOLUTION

21.08-05      MOVED: CR S KEPERT      SECONDED: CR D THOMPSON

CEO RECOMMENDATION:

1. THE AMENDED BUSINESS PLAN FOR THE OFFICE ACCOMMODATION PROJECT DATED 30 JUNE 2021 BE ADOPTED AND A COPY BE PROVIDED TO PROJECT PARTICIPANTS.
2. IN ACCORDANCE WITH CLAUSE 2.7 OF THE OFFICE PROJECT PARTICIPANTS' AGREEMENT 2005, THE SMRC HAS DETERMINED THE AMOUNT EQUAL TO THE VALUE OF ALL ASSETS OF THE OFFICE PROJECT LESS THE AMOUNT OF ALL BORROWINGS AND OTHER LIABILITIES WITH RESPECT TO THE OFFICE PROJECT IS A SURPLUS OF \$136,252. THE PROPORTIONAL ENTITLEMENT OF THE WITHDRAWING PROJECT PARTICIPANT IS \$26,629 AND THE SMRC IS TO PAY THE WITHDRAWING PROJECT PARTICIPANT THE RELEVANT AMOUNT LESS COSTS ASSOCIATED WITH THE PREPARATION OF THE BUSINESS PLAN.
  - a. IN ACCORDANCE WITH THE LENDING AGREEMENT BETWEEN WESTERN AUSTRALIAN TREASURY CORPORATION (WATC), THE SMRC AND ITS REMAINING PARTICIPANTS SMRC GIVES ITS CONSENT TO THE CITY OF KWINANA WITHDRAWING FROM ITS OBLIGATIONS UNDER THE \$2 MILLION SECURED LENDING FACILITY AGREEMENT (KNOWN AS THE OFFICE PROJECT LOAN) (HEREINAFTER REFERRED TO AS "THE LOAN AGREEMENT") WITH THE WATC WITH EFFECT FROM 30 JUNE 2021.
  - b. ACCORDINGLY, IF THE REMAINING PARTICIPANTS AGREE THE SMRC SHALL DELIVER A REVISED EXHIBIT B CERTIFICATE TO WATC AS REQUIRED UNDER THE PROVISIONS OF THE LOAN AGREEMENT TO NOTIFY WATC OF THE NEW PERCENTAGES OF THE SMRC DEBT BEING APPORTIONED TO THE REMAINING PARTICIPANTS FOLLOWING THE WITHDRAWAL OF CITY OF KWINANA FROM THE SMRC EFFECTIVE 30 JUNE 2021.

Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-

| <u>Name of Participant</u> | <u>Old Share</u> | <u>New Share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |

CARRIED 2/-

### VOTING REQUIREMENT

Simple Majority-

### PURPOSE OF REPORT

To consider the draft Office Accommodation Project Amended Business Plan 2021 resulting from the notice to withdraw by the City of Kwinana on 30 June 2021.

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

#### Advocative

Not applicable

#### Executive

The role of the Regional Council is to determine the withdrawing member's proportional entitlement or liability following the effective withdrawal date being 30 June 2021. (*Office Accommodation Project Participants' Agreement*).

#### Legislative

Not applicable

### IMPLICATIONS TO CONSIDER:

#### Consultative:

Remaining Project Participants to endorse the Amended Business Plan and pass a resolution giving consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as "the Loan Agreement") with the WATC with effect from 30 June 2021 and request SMRC to issue revised percentages of the debt being apportioned by the remaining project participants.

#### Strategic relevance:

**Key Focus Area** Business Sustainability

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

#### Policy related:

Nil

**Financial:**

1. For remaining Project Participants refer to the Amended Business Plan
2. Pursuant to the Project Agreement, the City shall meet all costs associated with the preparation of the Office Project amended business plan and the costs of the valuer appointed by the regional local government.

| Details of Costs  | Amount EX<br>GST   | GST             | Amount               |
|---|--------------------|-----------------|----------------------|
| Business Plan Preparation                               | \$6,725.00         |                 |                      |
| Valuation Fee   | \$ 1,300.00        |                 |                      |
| <b>Total (ex GST)</b>                                   | <b>\$8,025.00</b>  | <b>\$802.50</b> | <b>\$8,827.50</b>    |
| <b>Less PROPORTIONAL ENTITLEMENT</b>                    | <b>(26,629.00)</b> |                 | <b>(\$26,629.00)</b> |
| <b>Net amount to be paid to withdrawing Participant</b> |                    |                 | <b>(\$17,801.50)</b> |

**Legal and statutory:**

1. Comply with the obligations referred to in Clause 2.7 Office Accommodation Project Agreement 2005.
2. In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC).

**Risk related:**

| Risk No | Risk Description              | Potential Consequences   | Controls Are Currently In Place,  | Overall Risk Rating |
|---------|-------------------------------|--|---|---------------------|
| S04     | Withdrawal by Member Councils | <p>reduced revenue and cost impact on remaining members.</p> <p>Loan share of 23.23% (\$418,000) to be re-distributed to remaining members</p> | <p>1- WATC Loan is interest only,</p> <p>2- Asset value matches loan liability,</p> <p>3- Interest rates and charges have a low financial impact.</p> | Low<br>6            |

**REPORT**

Pursuant to a resolution of the City of Kwinana (The City) on 24 June 2020, the City has given notice of its intention to withdraw from the SMRC Establishment Agreement and the Office Accommodation Project Agreement effective from 30 June 2021.

Upon withdrawal of a participant from a project, the project agreement stipulates that an Amended Business Plan is to be prepared for the remaining participants. The Establishment Agreement further stipulates that upon withdrawal of a Participant from SMRC that the amount of any surplus funds or deficit be calculated as if SMRC was wound up.

As outlined in the Office Accommodation Project Participants' Agreement, this Amended Business Plan addresses the following:

- a) The effect of the withdrawal of the City
- b) Details of any changes to the annual contributions payable by the remaining Project Participants after the withdrawal takes effect.
- c) The notional winding up of the project effective from 30 June 2021.

Accordingly, this Amended Business Plan incorporates the outcome of a financial model which models the effect of the City's withdrawal on the Remaining Project Participants and further provides the proportional entitlement or liability based on a notional winding up of the Office Project on 30 June 2021.

In summary;

1. In accordance with Clause 2.7, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project is a surplus of \$136,252. The proportional entitlement of the withdrawing project participant is \$26,629 and the SMRC is to pay the withdrawing project participant the relevant amount less costs for preparing the amended business plan.
2. In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC), SMRC and its remaining Participants shall:
  - a. Pass a resolution giving its consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as "the Loan Agreement") with the WATC with effect from 30 June 2021.
  - b. Accordingly, the remaining Participants hereby requests that SMRC deliver a revised Exhibit B Certificate to WATC as required under the provisions of the Loan Agreement to notify WATC of the new percentages of the SMRC debt being apportioned to the remaining participants following the withdrawal of City of Kwinana from the SMRC effective 30 June 2021.

Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-

| <u>Name of Participant</u> | <u>Old Share</u> | <u>New Share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |



|                          |   |
|--------------------------|---|
| <b>REPORT NO</b>         | <b>11.2</b>   |
| <b>SUBJECT</b>           | <b>CORPORATE POLICY REVIEW</b>  |
| <b>AUTHOR</b>            | C Wiggins, Executive Manager Corporate Services   |
| <b>AUTHOR'S INTEREST</b> | Nil   |
| <b>DATE OF REPORT</b>    | 6 August 2021   |
| <b>FILE REFERENCE</b>    | FD: Corporate/Governance/Policies   |
| <b>ATTACHMENTS</b>       | <ul style="list-style-type: none"><li>a. PURCHASING POLICY NO 2.5</li><li>b. RRRR CONTINGENCY RESERVE POLICY NO 2.7</li><li>c. OFFICE ACCOMMODATION RESERVE POLICY NO. 2.9</li><li>d. TRAVEL &amp; CONFERENCE RESERVE POLICY NO. 2.12</li><li>e. RRRR REHABILITATION RESERVE POLICY NO. 2.13</li><li>f. RISK MANAGEMENT POLICY NO 4.2</li><li>g. EMPLOYEE MISCONDUCT, FRAUD &amp; CORRUPTION PREVENTION POLICY NO 4.3</li></ul> |

#### COUNCIL RESOLUTION

21.08-06      MOVED: CR S KEPERT      SECONDED: CR D THOMPSON

#### CEO RECOMMENDATION:

1. THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:
  - a. PURCHASING POLICY NO 2.5
  - b. RRRR CONTINGENCY RESERVE POLICY NO 2.7
  - c. OFFICE ACCOMMODATION RESERVE POLICY NO. 2.9
  - d. TRAVEL & CONFERENCE RESERVE POLICY NO. 2.12
  - e. RRRR REHABILITATION RESERVE POLICY NO. 2.13
  - f. RISK MANAGEMENT POLICY NO 4.2
  - g. EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION PREVENTION POLICY NO 4.3

CARRIED 2/-

#### VOTING REQUIREMENT

Simple Majority-

#### PURPOSE OF REPORT

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

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

**Advocative**

Not applicable

**Executive**

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

**Legislative**

The Local Government Act 1995 s2.7 (2)(b)  
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  
Policy No 1.10 CEO Performance Review Committee

**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 | 3- Compliance with legislation,<br>2- State Govt Legislative updates,<br>3- Annual Compliance Audit Return, | Low<br>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   |
|------|--|--|---|
| 2.5  | Purchasing   | Reg11A (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is worth \$250 000 or less.   | Update as per Regs 11A<br>a. Purchase is to be worth \$250 000 or less.<br>b. Tenders worth more than \$250,000 |
| 2.7  | RRRC Contingency Reserve Fund                      | The purpose of the reserve is to fund shortfalls in operating expenditure, asset renewals and disposals, employment termination provisions and insurance claims below the excess for the Canning Vale RRRC project   | No proposed changes   |
| 2.9  | Office Accommodation Reserve Policy                | The purpose of the reserve is for funding capital renewal expenditure and non-recurrent maintenance expenditure for the SMRC property located at 9 Aldous Place Booragoon.   | No proposed changes   |
| 2.12 | Travel & Conference Reserve                        | To set out the management and use of the Travel & Conference Reserve.  | No proposed changes   |
| 2.13 | RRRC Rehabilitation Reserve                        | The purpose of the reserve is to meet lease obligations resulting from an early termination of the Ground Lease or at the expiry of the Ground Lease.  | No proposed changes   |
| 4.2  | Risk Management                                    | <ol style="list-style-type: none"> <li>To provide a framework to manage risks related to the SMRC's business activities;</li> <li>To outline the SMRC's approach to Risk Management;</li> <li>To improve the accountability, decision making process and outcomes through the efficient use of risk management; and</li> </ol> <p>To consolidate risk management into the daily planning of the SMRC and its operations.</p> | No proposed changes   |
| 4.3  | Employee Misconduct, Fraud & Corruption Prevention | To meet the SMRCs reporting obligations under section 28 of the Corruption and Crime Commission Act (WA) 2003.   | Change to employee only   |

|                          |   |
|--------------------------|---|
| <b>REPORT NO</b>         | <b>11.3</b>   |
| <b>SUBJECT</b>           | <b>FINANCIAL REPORTS</b>                                      |
| <b>AUTHOR</b>            | C Wiggins, Executive Manager Corporate Services               |
| <b>AUTHOR'S INTEREST</b> | Nil   |
| <b>DATE OF REPORT</b>    | 9 August 2021   |
| <b>FILE REFERENCE</b>    | FD: Corporate Finance\ Monthly Financial Reporting\ 2020/2021 |
| <b>ATTACHMENTS</b>       | Financial Statements for period ended 30 June 2021            |

### COUNCIL RESOLUTION

21.08-07      **MOVED: CR S KEPERT**      **SECONDED: CR D THOMPSON**

### CEO RECOMMENDATION/S:

1. THAT AN AMOUNT OF \$20,000 BE THE VALUE USED TO REPORT ANY VARIANCES BETWEEN BUDGET AND ACTUAL LINE ITEMS IN THE MONTHLY FINANCIAL STATEMENTS FOR THE 2021/2022 FINANCIAL YEAR.
2. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 JUNE 2021 BE RECEIVED.
3. THE FOLLOWING 2021/22 BUDGET AMENDMENTS BE ADOPTED

| <u>Account</u> | <u>Project Description</u>                 | <u>Regulatory/<br/>Operational/<br/>Other</u> | <u>Adopted<br/>Bgt</u> | <u>Amendments</u> | <u>New<br/>Amended<br/>Bgt</u> |
|----------------|--|---|------------------------|-------------------|--------------------------------|
| 53170          | Accommodation/Site Maintenance             | Operational                                   | 87,352                 | 45,753            | 133,105                        |
| 53180          | Security Patrols                           | Operational                                   | -                      | 18,000            | 18,000                         |
| 53185          | Cleaning                                   | Operational                                   | -                      | 85,000            | 85,000                         |
| 53350          | Other office expenses                      | Operational                                   | 3,200                  | 5,000             | 8,200                          |
|                | Upgrade Security System - Booragoon Office | Capex   | -                      | 15,000            | 15,000                         |
|                | <b>TOTALS</b>                              |   | <b>90,552</b>          | <b>168,753</b>    | <b>259,305</b>                 |

**CARRIED BY ABSOLUTE MAJORITY 2/-**

### VOTING REQUIREMENT

Absolute Majority for budget amendments

### PURPOSE OF REPORT

1. To adopt the value to be used when reporting material variances in financial reports;
2. To receive the financial statements for the following periods:
  - 2.1 Financial Statements for the period ended 30 June 2021

## 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 June 2021  | 30 Aug 2021                        | 26 Aug 2021                     |
| 31 July 2021  | 30 Sept 2021                       | 26 Aug 2021                     |

## REPORT

### 1. Value to be used when reporting material variances in financial reports

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

It is recommended that an amount of \$20,000 be the value used to report any variances between budget and actual line items in the monthly financial statements

### 2. Financial Statements for the period ended 30 June 2021

The end of year results, *which are subject to audit adjustments*, are as under:

The Operating result (before depreciation and reserve transfers) reports an surplus of \$6.1M against a budgeted surplus of \$2.1M, resulting in a \$4 million budget surplus.

The surplus relates to better than expected recycling commodity sales \$2.0M, unspent operating expenses consisting of employment costs of \$0.1M, FOGO expenses of \$0.6M, general expenses and plant maintenance of \$1.1M and unspent education budget of \$0.2M.

|  | YTD BUDGET     | YTD ACTUAL | CHANGE    |
|--|----------------|------------|-----------|
|  | Jun-21         | Jun-21     |           |
|  | (\$M)          | (\$M)      |           |
| OPERATING REVENUES                       | \$29.6         | \$31.8     | \$2.2     |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$27.5         | \$25.7     | -\$1.8    |
| OPERATING SURPLUS/ DEFICIT               | \$2.1          | \$6.1      | \$4.0     |
|  | CURRENT BUDGET | YTD ACTUAL | LAST YEAR |
|  | Jun-21         | Jun-21     | Jun-20    |
|  | (\$M)          | (\$M)      |           |
| CASH IN BANK                             | \$10.7         | \$13.0     | \$10.2    |
| OUTSTANDING LOANS                        | \$8.4          | \$8.4      | \$11.7    |
| NET ASSETS                               | \$34.7         | \$38.7     | \$32.4    |

Notes:

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower operational costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than estimated due to the above surplus.

### 3. Budget Amendments for 2021/22

The following proposed budget amendments are considered after the budget adoption in June. The funding of the additional expenditure is from brought forward unspent funds and no impact on members contributions.

| Account | Project Description                        | Regulatory/<br>Operational/<br>Other | Adopted<br>Bgt | Amendments     | New<br>Amended<br>Bgt | Funding Source | Rationale for Request       |
|---------|--|--------------------------------------|----------------|----------------|-----------------------|----------------|-----------------------------|
| 53170   | Accommodation/Site Maintenance             | Operational                          | 87,352         | 45,753         | 133,105               | Bfwd Funds     | Revised bgt based on actual |
| 53180   | Security Patrols                           | Operational                          | -              | 18,000         | 18,000                | Bfwd Funds     | Not included in bgt         |
| 53185   | Cleaning                                   | Operational                          | -              | 85,000         | 85,000                | Bfwd Funds     | Not included in bgt         |
| 53350   | Other office expenses                      | Operational                          | 3,200          | 5,000          | 8,200                 | Bfwd Funds     | Revised bgt based on actual |
|         | Upgrade Security System - Booragoon Office | Capex                                | -              | 15,000         | 15,000                | Bfwd Funds     | Upgrade                     |
|         | <b>TOTALS</b>                              |                                      | <b>90,552</b>  | <b>168,753</b> | <b>259,305</b>        |                |                             |

|                   |   |
|-------------------|---|
| REPORT NO         | 11.4  |
| SUBJECT           | CASH INVESTMENT PORTFOLIO                                     |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services               |
| AUTHOR'S INTEREST | Nil   |
| DATE OF REPORT    | 9 August 2021   |
| FILE REFERENCE    | FD: Corporate Finance\ Monthly Financial Reporting\ 2020/2021 |
| ATTACHMENTS       | Nil   |

#### COUNCIL RESOLUTION

21.08-08      MOVED: CR S KEPERT      SECONDED: CR D THOMPSON

**CEO RECOMMENDATION:**  
THE SMRC CASH INVESTMENT PORTFOLIO AS AT 31 JULY 2021 BE RECEIVED.

CARRIED 2/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

SMRC's cash investment portfolio as at 31 July 2021

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

##### Advocative

Not applicable

##### Executive

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

##### Legislative

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

Regulation 19C

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

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Nil

**Strategic relevance:**

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

**Policy related:**

Cash Investments Policy 2.3 (Approved by Council 22/11/2019 next review Oct 2021)  
 Investment Standard 2.2

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

**Financial:**

Revenue from interest is included in the annual operating budget.

A decline in interest rates has reduced revenue from FY20 \$167,000 to FY21 \$24,000

**Legal and statutory:**

As noted under legislative

**Risk related:**

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

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



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

## BACKGROUND

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

SMRC has invested \$1M for 4 months (to 20 September 2021) at an interest rate of 0.25% with the Commonwealth Bank fixed term deposit used to support green loans for environmentally friendly and social eligible projects.

It is proposed to re-invest this amount for a further 12 months on maturity.

The deposit meets our Investment Policy:

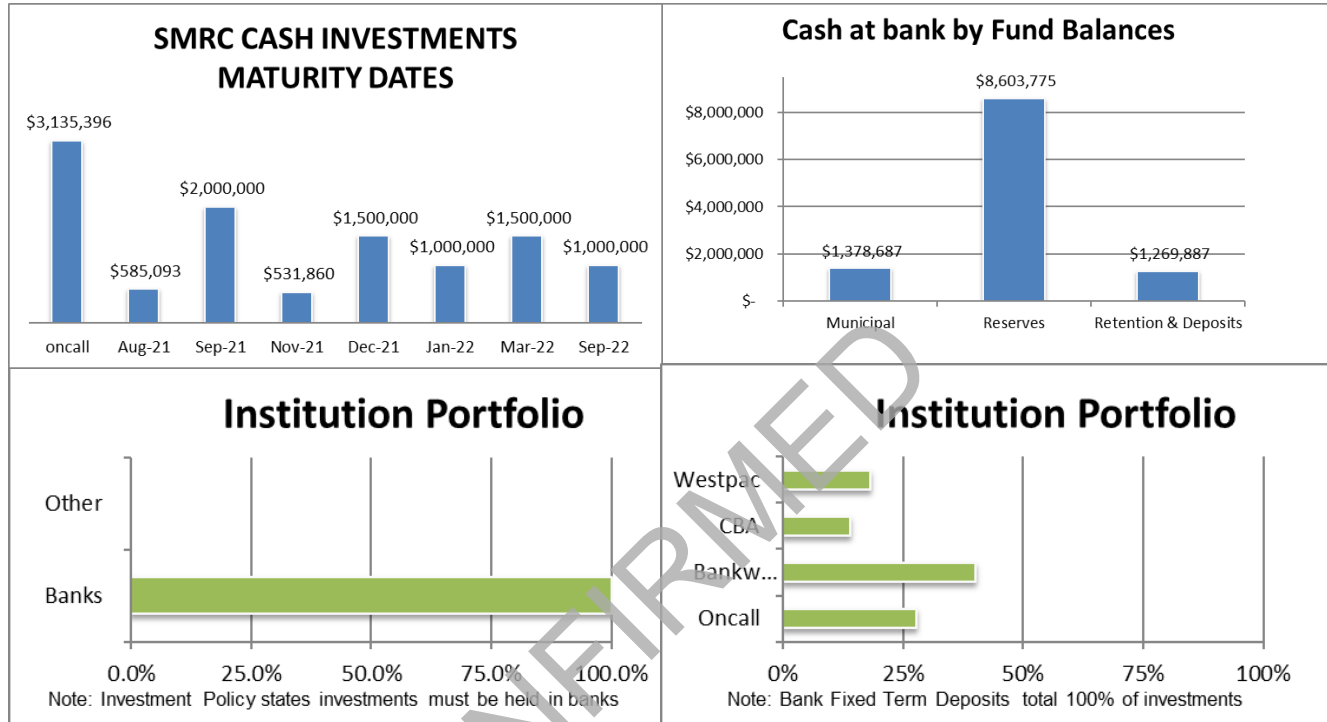
1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

Of our \$11.2 million investment portfolio this represents 9% of funds invested in “green” investments.

The SMRC Cash Investment portfolio is as follows

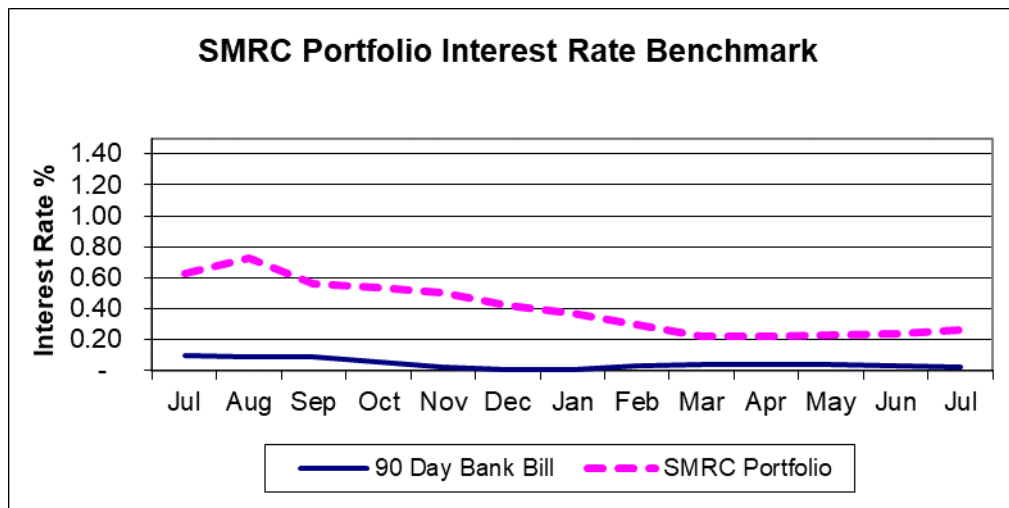
| SOUTHERN METROPOLITAN REGIONAL COUNCIL |                |                      |            |             |        |      |                      |
|--|----------------|----------------------|------------|-------------|--------|------|----------------------|
| CASH INVESTMENT PORTFOLIO              |                |                      |            |             |        |      |                      |
| As at 31 July 2021                     |                |                      |            |             |        |      |                      |
| Invest. No.                            | Interest Rates | Amount               | Maturity   | Institution | Rating |      | Valuation            |
| 1                                      | 0.05%          | \$ 3,135,396         | oncall     | BWA Oncall  | AA     | Bank | 100% \$ 3,135,396    |
| 11                                     | 0.80%          | \$ 585,093           | 22/08/2021 | CBA         | AA     | Bank | 100% \$ 585,093      |
| 12                                     | 0.25%          | \$ 1,500,000         | 26/03/2022 | WBC         | AA     | Bank | 100% \$ 1,500,000    |
| 31                                     | 0.20%          | \$ 531,860           | 11/11/2021 | WBC         | AA     | Bank | 100% \$ 531,860      |
| 47                                     | 0.20%          | \$ 1,000,000         | 13/09/2021 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 58                                     | 0.40%          | \$ 1,000,000         | 28/09/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 59                                     | 0.40%          | \$ 500,000           | 2/12/2021  | BWA         | AA     | Bank | 100% \$ 500,000      |
| 60                                     | 0.25%          | \$ 1,000,000         | 17/09/2021 | CBA         | AA     | Bank | 100% \$ 1,000,000    |
| 61                                     | 0.40%          | \$ 1,000,000         | 23/12/2021 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| 62                                     | 0.40%          | \$ 1,000,000         | 13/01/2022 | BWA         | AA     | Bank | 100% \$ 1,000,000    |
| <b>Total</b>                           |                | <b>\$ 11,252,349</b> |            |             |        |      | <b>\$ 11,252,349</b> |
| <b>Weighted Average</b>                |                | <b>0.26%</b>         |            |             |        |      | <b>100.00%</b>       |
| <b>90 day bank bill</b>                |                | <b>0.02%</b>         |            |             |        |      |                      |
| <b>As at 31 July 2021</b>              |                |                      |            |             |        |      |                      |

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



| Institution Portfolio | Amount               | S&P Rating | Weighted Avg | % share     |
|-----------------------|----------------------|------------|--------------|-------------|
| Oncall                | \$ 3,135,396         | AA-        | 0.05%        | 28%         |
| Bankwest              | \$ 4,500,000         | AA-        | 0.36%        | 40%         |
| CBA                   | \$ 1,585,093         | AA         | 0.45%        | 14%         |
| Westpac               | \$ 2,031,860         | AA-        | 0.24%        | 18%         |
| <b>Total</b>          | <b>\$ 11,252,349</b> |            | <b>0.26%</b> | <b>100%</b> |

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



|                   |  |
|-------------------|--|
| REPORT NO         | 11.5   |
| SUBJECT           | SCHEDULE OF PAYMENTS   |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services                  |
| AUTHOR'S INTEREST | Nil  |
| DATE OF REPORT    | 9 August 2021  |
| FILE REFERENCE    | FD: Corporate Finance\ Monthly Financial Reporting\ 2020/2021    |
| ATTACHMENTS       | 1. Payments list for June 2021<br>2. Payments list for July 2021 |

#### COUNCIL RESOLUTION

21.08-09      MOVED: CR S KEPERT      SECONDED: CR D THOMPSON

#### CEO RECOMMENDATION/S:

1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS, FOR THE MONTH OF JUNE 2021 FOR \$5,493,313.64 AND JULY 2021 FOR \$3,701,362.58 FOR THE MUNICIPAL FUND, BE RECEIVED.

CARRIED 2/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

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

#### BACKGROUND

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

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

Nil

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

|                   |   |
|-------------------|---|
| REPORT NO         | 13.1 NEW BUSINESS                               |
| SUBJECT           | CEO LONG SERVICE LEAVE DEFERMENT REQUEST        |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services |
| AUTHOR'S INTEREST | Nil   |
| DATE OF REPORT    | 26 August 2021                                  |
| FILE REFERENCE    | FD: Human Resources                             |
| ATTACHMENTS       | Nil   |

The Chairman advised that Mr Youé has requested a deferment of taking his Long Service Leave (LSL). His entitlement became due on 22 November 2014.

Mr Youé's request is for a period of 12 months ie 26 August 2022, to meet the convenience of the employer whilst another executive manager is on LSL leave.

**COUNCIL RESOLUTION**

21.08-10    **MOVED: CR S KEPERT**                      **SECONDED: CR D THOMPSON**

**THE CHIEF EXECUTIVE OFFICER'S REQUEST TO DEFER THE TAKING OF THIRTEEN WEEKS LONG SERVICE LEAVE TO MEET THE CONVENIENCE OF THE COUNCIL FOR TWELVE MONTHS TO 26 AUGUST 2022 BE APPROVED.**

**CARRIED 2/-**

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

|                   |  |
|-------------------|--|
| REPORT NO         | 15.1   |
| SUBJECT           | CEO PERFORMANCE REVIEW 2021  |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services                            |
| AUTHOR'S INTEREST | Nil  |
| DATE OF REPORT    | 20 August 2021   |
| FILE REFERENCE    | FD: Council Liaison/Committees/CEO Performance                             |
| ATTACHMENTS       | Unconfirmed Minutes of the CEO Performance Review Committee 18 August 2021 |

COUNCIL RESOLUTION

21.08-11      MOVED: CR S KEPERT      SECONDED: CR D THOMPSON

1. THE COMMITTEE RECOMMEND TO THE COUNCIL THAT:
  - A. COUNCIL CONGRATULATES THE CEO IN MEETING AND EXCEEDING PERFORMANCE KPIS DELIVERED 2020-21.
  - B. COUNCIL APPROVES THE 2021-22 PERFORMANCE KPIS.
  - C. THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 1.5% FROM THE REVIEW DATE OF HIS CONTRACT.
  - D. THE CEO PROFESSIONAL DEVELOPMENT ANNUAL BUDGET BE INCREASED TO \$3,000 AND ANY PRIOR UNUSED FUNDS BE ROLLED OVER EACH YEAR.
2. THE MINUTES OF THE CEO PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 18 AUGUST 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 2/-

VOTING REQUIREMENT

Simple Majority-

PURPOSE OF REPORT

The CEO Performance Committee members reviewed the CEOs performance which was facilitated by Mrs Helen Hardcastle, Learning Horizons at a meeting held on 18 August 2021.

Minutes of the meeting are currently being prepared and will be sent under separate cover.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

**Executive**

The role of the Regional Council is to review the CEO performance at least once each anniversary year. The Regional Council has appointed members to a CEO Performance Review Committee and report its recommendation to the Regional Council.

**Legislative**

Section 5.38 of LG Act – A local government must review the performance of the CEO at least once in each anniversary year.

Section 5.39 (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Mrs Helen Hardcastle, Director of Learning Horizons was appointed by the Committee to facilitate the review.

**Strategic relevance:**

**Key Focus Area** Business Sustainability

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

**Policy related:**

CEO Performance Review Committee

Members include all the Regional Councillors and has delegated authority to appoint a consultant to assist in the review.

**Financial:**

1. The 2021/22 Budget has provision for a 1.5% increase for employee salaries.

**Legal and statutory:**

3. Comply with the obligations referred to in the CEO's Employment Contract dated.
4. Comply in accordance with the Local Government Act
5. Comply in accordance with the Salaries and Allowances Act 1975 relating to Local Government Chief Executive Officers and determination No 1 of 2021, issued on 8 April 2021 and variation No 2 issued 24 June 2021 for band range limits.

**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, State Govt Legislative updates,<br>2. Annual Survey Return to SAT | Low<br>6            |

**REPORT**

The Committee reports directly to the Council under confidential item.

**16. DECLARATION OF CLOSURE OF MEETING**

**There being no further business, the Chairman thanked those present for their attendance and the meeting was declared closed at 4:29 pm.**

UNCONFIRMED



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### ORDINARY MEETING OF COUNCIL

THURSDAY 27 MAY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Adous Place  
BOORAGOON

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



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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 27 MAY 2021.**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

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

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

**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 Mick McCarthy (REG Member)           | City of Melville                           |
| Mr Nicholas King (A/Deputy REG Member)  | City of Fremantle                          |
| Mr David Janssens (A/Deputy REG Member) | City of Fremantle                          |
| Mr Tim Youé                             | SMRC, Chief Executive Officer              |
| Mr Brendan Doherty                      | SMRC, Executive Manager Strategic Projects |
| Mr Chris Wiggins                        | SMRC, Executive Manager Corporate Services |
| Mr Keith Swift                          | SMRC, Executive Manager RRR Operations     |

**APOLOGIES**

|                                     |                        |
|-------------------------------------|------------------------|
| Mr Graham Tattersall (REG Member)   | City of Fremantle      |
| Mr Glen Dougall (Deputy REG Member) | City of Fremantle      |
| Mr Gary Tuffin (REG Member)         | Town of East Fremantle |
| Ms Maria Cooke (REG Member)         | City of Kwinana        |

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil (1 member of the public was present)

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

6.1 The Hon Minister for Environment, Amber-Jade Sanderson MLA awarded the Southern Metropolitan Regional Council the 2021 WA Waste Award for our outstanding commitment to community waste reduction, reuse and recycling over 20 years.

The achievement reflected the commitment of member councils and staff during the centre's 20 years of operation.

6.2 The SMRC, its RRRC Employees and Fair Work Commission have approved a new four-year employee's Enterprise Agreement. The Council congratulates all parties for an excellent outcome, reaching consensus on a single application.

6.3 The Chair announced it was the City of Kwinana's final SMRC ordinary council meeting and on behalf of SMRC thanked Cr Cooper and past councillors and officers for their contributions since the inception of the regional council.

**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 25 FEBRUARY 2021**

**COUNCIL RESOLUTION**

**21.05-01 MOVED: CR C COLLINSON SECONDED: CR S KEPERT**

**THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 FEBRUARY 2021 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 4/-**

**8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 25 FEBRUARY 2021**

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 Items 11.1, 11.2, 11.3, 11.4, 11.9, and Late report item 13.1

**10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |   |
|--|---|
| <b>SUBMISSION TO</b>   | Ordinary Council Meeting – 27 May 2021                |
| <b>REPORT NO.</b>  | 11.1  |
| <b>SUBJECT</b>   | TENDER T2019-02 WCF REMEDIAL WORKS                    |
| <b>AUTHOR</b>  | Brendan Doherty, Executive Manager Strategic Projects |
| <b>AUTHOR'S INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>  | 14 May 2021   |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2019-02                                   |
| <b>ATTACHMENT/S</b>  | Nil   |

**MOVED TO ITEM 15.1 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**THE MEETING BE CLOSED TO THE PUBLIC TO DISCUSS CONFIDENTIAL MATTERS IN ACCORDANCE WITH:**

- a) 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,
- b) SECTION 5.23(2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING AND,
- c) SECTION 5.23(2)(e) A MATTER THAT IF DISCLOSED, WOULD REVEAL COMMERCIAL INFORMATION ABOUT OTHER PERSONS OTHER THAN THE REGIONAL LOCAL GOVERNMENT.

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |  |
|--|--|
| <b>SUBMISSION TO</b>   | <b>Ordinary Council Meeting – 27 May 2021</b>                |
| <b>REPORT NO.</b>  | <b>11.2</b>  |
| <b>SUBJECT</b>   | <b>TENDER T2021-01 WCF DECOMMISSIONING &amp; CIVIL WORKS</b> |
| <b>AUTHOR</b>  | Brendan Doherty, Executive Manager Strategic Projects        |
| <b>AUTHOR'S INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>  | 21 May 2021  |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2021-01  |
| <b>ATTACHMENT/S</b>  | Nil  |

**MOVED TO ITEM 15.2 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**THE MEETING BE CLOSED TO THE PUBLIC TO DISCUSS CONFIDENTIAL MATTERS IN ACCORDANCE WITH:**

- a) 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,
- b) SECTION 5.23(2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING AND,
- c) SECTION 5.23(2)(e) A MATTER THAT IF DISCLOSED, WOULD REVEAL COMMERCIAL INFORMATION ABOUT OTHER PERSONS OTHER THAN THE REGIONAL LOCAL GOVERNMENT.

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |  |
|--|--|
| <b>SUBMISSION TO</b>   | Ordinary Council Meeting – 27 May 2021   |
| <b>REPORT NO.</b>  | 11.3   |
| <b>SUBJECT</b>   | <b>REQUEST FOR TENDER T2021-03 PANEL OF PRE-APPROVED FIXED<br/>PLANT MTCE AND SERVICES</b> |
| <b>AUTHOR</b>  | Deepak Sharma, Procurement Specialist  |
| <b>AUTHOR'S INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>  | 2 March 2021   |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2021-03  |
| <b>ATTACHMENT/S</b>  | Nil  |

**MOVED TO ITEM 15.3 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**THE MEETING BE CLOSED TO THE PUBLIC TO DISCUSS CONFIDENTIAL MATTERS IN ACCORDANCE WITH:**

- a) 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,
- b) SECTION 5.23(2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING AND,
- c) SECTION 5.23(2)(e) A MATTER THAT IF DISCLOSED, WOULD REVEAL COMMERCIAL INFORMATION ABOUT OTHER PERSONS OTHER THAN THE REGIONAL LOCAL GOVERNMENT.

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |  |
|--|--|
| <b>SUBMISSION TO</b>   | Ordinary Council Meeting – 27 May 2021                   |
| <b>REPORT NO.</b>  | 11.4   |
| <b>SUBJECT</b>   | REQUEST FOR TENDER T2020-01 ODOUR ASSESSMENT CONSULTANCY |
| <b>AUTHOR</b>  | Deepak Sharma, Procurement Specialist                    |
| <b>AUTHOR'S INTEREST</b>   | Nil  |
| <b>DATE OF REPORT</b>  | 2 March 2021   |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2020-01                                      |
| <b>ATTACHMENT/S</b>  | Nil  |

**MOVED TO ITEM 15.4 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

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 SECTION 5.23 (2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.



| SOUTHERN METROPOLITAN REGIONAL COUNCIL<br>AGENDA REPORT |   |
|---|---|
| SUBMISSION TO   | Ordinary Meeting of Council – 27 May 2021 |
| REPORT NO   | 11.5                                      |
| SUBJECT   | SMRC WASTE PLAN 2021                      |
| AUTHOR  | Tim Youé, CEO                             |
| DATE OF REPORT  | 22 April 2021                             |
| FILE REFERENCE  | FD:                                       |
| ATTACHMENT/S  | SMRC Waste Plan 2021                      |

#### COUNCIL RESOLUTION

The Council noted that the Plan had been approved by the Department of Water and Environmental Regulation.

21.05-02

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

CEO RECOMMENDATION:  
THAT THE REPORT BE RECEIVED FOR INFORMATION.

CARRIED 4/-

#### 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.

At SMRC Ordinary meeting in February 2012 the following resolution was passed:

**21.02-03**                      **MOVED: CR W COOPER**                      **SECONDED: CR S KEPERT**

### **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).**

**CARRIED 4/-**

## REPORT

Following the submission of the Council endorsed waste plan correspondence has been received from Mr Mike Rowe, Director General of Department Water Environment Regulation.

Mr Rowe acknowledged the efforts of the SMRC in assisting member Councils to implement FOGO and facilitating the diversion of residual waste through waste to energy.

The SMRC's approach is consistent with the WA Waste Strategy and timelines and targets set by the Waste Authority.

## FINANCIAL

Nil



| SOUTHERN METROPOLITAN REGIONAL COUNCIL<br>AGENDA REPORT |   |
|---|---|
| SUBMISSION TO   | Ordinary Meeting of Council - 27 May 2021                 |
| REPORT NO   | 11.6  |
| SUBJECT   | STRATEGIC DIRECTIONS 2021                                 |
| AUTHOR  | Tim Youé, Chief Executive Officer                         |
| DATE OF REPORT  | 21 April 2021   |
| FILE REFERENCE  | FD: Corporate\ Strategic Planning                         |
| ATTACHMENT/S  | Notes from the Strategic Direction Workshop 18 March 2021 |

#### COUNCIL RESOLUTION

21.05-03                      MOVED: CR C COLLINSON                      SECONDED: CR S KEPERT

#### CEO RECOMMENDATIONS:

1. THE ACTIONS FROM THE STRATEGIC DIRECTIONS WORKSHOP ON 18 MARCH 2021 BE ADOPTED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.
2. THE UPDATED CORPORATE BUSINESS PLAN BE CONSIDERED AT THE JUNE 2021 SPECIAL COUNCIL MEETING.

CARRIED 4/-

#### VOTING REQUIREMENT

Simple Majority

#### STRATEGIC RELEVANCE

**Key Focus Area 2**                      Business Sustainability  
Objective 2.1    Our governance model supports an effective and efficient business model  
Strategy 2.1.1    Reviewing and improving our existing governance arrangements

#### PURPOSE OF REPORT

To consider the agreed actions from the Strategic Directions Workshop held on 18 March 2021.

#### BACKGROUND

Local governments are required under section 5.56 of the Local Government Act 1995 to prepare forward plans.

The SMRC's Strategic Directions Workshop was held on 18 March 2021 facilitated by Mrs Helen Hardcastle, Learning Horizons, and attended by Regional Councillors, Regional Executive Officers and SMRC Executive staff.

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>AGENDA REPORT</b> |   |
|---|---|
| <b>SUBMISSION TO</b>  | Ordinary Meeting of Council – 27 May 2021   |
| <b>REPORT NO</b>  | 11.7  |
| <b>SUBJECT</b>  | <b>LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 –<br/>MODEL CODE OF CONDUCT</b>  |
| <b>AUTHOR</b>   | T Tafua, Corporate Services Manager   |
| <b>DATE OF REPORT</b>   | 19 April 2021   |
| <b>FILE REFERENCE</b>   | FD: Corporate Governance/ Policy/ Corporate Policies  |
| <b>ATTACHMENT/S</b>   | #1 Code of Conduct for Councillors, Committees and Groups Policy No. 1.1<br>#2 Complaint about Alleged Breach Form<br>#3 WALGA Framework - Behaviour Complaint Management |

#### **COUNCIL RESOLUTION**

The Council noted that the Code of Conduct developed from the Department's model code.

21.05-04

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

#### **CEO RECOMMENDATION:**

1. **ADOPT THE CODE OF CONDUCT FOR COUNCILLORS, COMMITTEES & GROUPS NO 1.1 IN ACCORDANCE WITH THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021.**
2. **THE COUNCIL REAFFIRM THE CHIEF EXECUTIVE OFFICER AS THE COMPLAINTS OFFICER AND DELEGATE PROCESSING OF COMPLAINTS IN REGARDS TO BREACH OF THE CODE OF CONDUCT TO THE CEO, WHO WILL PREPARE A REPORT FOR COUNCIL DETERMINATION.**
3. **APPROVE THE COMPLAINT ABOUT ALLEGED BREACH FORM – CODE OF CONDUCT FOR COUNCIL, COMMITTEE AND GROUP MEMBER (ATTACHMENT 3) FOR USE BY COMPLAINANTS, IN ACCORDANCE WITH REGULATION 11(2) (A) OF THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021.**

**CARRIED BY ABSOLUTE MAJORITY 4/-**

#### **VOTING REQUIREMENT**

Absolute Majority - Code of Conduct in accordance with the Local Government Act 1995 s:5.104 (1).



## PURPOSE OF REPORT

The Regional Council is required to prepare and adopt a code of conduct to be observed by Elected Members, committee members and Group members that incorporates the Model Code of Conduct.

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

### Advocative

Not applicable

### Executive

Review the Council's Policies for Code of Conduct and align with the New Regulations

### Legislative

Recent amendments to Section 5.103 of the Local Government Act 1995 provided for a Model Code of Conduct for Council Members, Committee Members and Candidates to be made mandatory.

These provisions made the previous requirement for all local governments to adopt a Code of Conduct redundant.

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

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

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

The final aspects of the Local Government Act 1995 review cover:

1. Council Member, Committee Member and Candidate Code of Conduct;
2. Employee Code of Conduct; and
3. Model standards for CEO recruitment, performance and termination.

Once the Code is adopted, it must be published on the local government's official website (section 5.104(7) of the Act).

## 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 1.12 Code of Conduct for Employees  
Policy No 4.3 Misconduct, Fraud & Corruption Prevention

**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,<br>2- State Gov. Legislative updates,<br>3- Annual Compliance Audit Return, | Low<br>6            |

**REPORT**

**Model Code**

The recently gazetted Local Government (Model Code of Conduct) Regulations 2021, introduce a mandatory code of conduct for Elected Members, committee members and candidates. The Regional Council has included group members, being Advisory group members and the Regional executive group members. Candidates are not applicable for the Regional Council.

Until such time as the Council adopts the new Code of Conduct, the [Model Code of Conduct](#) applies.

The Model Code consists of four Divisions:

- Division 1 - Preliminary provisions
- Division 2 – General principles
- Division 3 – Behaviour
- Division 4 – Rules of conduct

The Model Code Regulations outline:

- a. overarching principles to guide behaviour;
- b. behaviours which are managed by local governments; and
- c. rules of conduct, alleged breaches which are considered by the Standards Panel

It is the individual responsibility of council members, committee members and group members to become familiar with the Model Code, the Guidelines on the Model Code as well as any relevant policies of the Regional Council, and to follow the Code at all times.



### **Additions to the Model Code**

Local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct).

Additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

The Regional Council has not made any additional behaviour requirements to the Model Code at this time.

### **Code of Conduct Breach**

The Model Code provides a high-level process that requires local governments to make a finding on complaints regarding the alleged behaviour of council members, committee members and group members.

Part of the implementation of the Model Code is to:

- a. appoint a person(s) to receive complaints by either affirming the complaint officers or appointing a new or additional officer(s), and
- b. approve a form for complaints to be lodged

The CEO, as the authorised officer, will process complaints in accordance with the guidelines.

WALGA has provided a template for use in lodging complaints relating to alleged breaches of the Regulations - Division 3 – Behaviour, the *Complaint About Alleged Breach Form*. The Council recommends this form (attachment #2) is adopted, with the SMRC logo and address, and made available on the Council's website.

WALGA have provided a framework for Code of Conduct Behaviour Complaints Management Policy (attachment #4), Administration will develop a policy based on this framework to be presented to Council for approval.

### **Employee Code Regulations**

The effect of the new Regulations is to require separate codes of conduct for employees, contractors, and the CEO on one hand and Elected Members, committee members and candidates on the other.

WALGA are currently developing an Employee Code of Conduct framework to be released in May 2021, Administration will use this as guide when reviewing the Code of Conduct for Employees before being presented to Council for approval.

Until such time the SMRC Employee Code of Conduct Policy will still apply and must be observed by the CEO, employees and contractors.



| SOUTHERN METROPOLITAN REGIONAL COUNCIL<br>AGENDA REPORT |   |
|---|---|
| SUBMISSION TO   | Ordinary Meeting of Council – 27 May 2021 |
| REPORT NO   | 11.8                                      |
| SUBJECT   | CORPORATE POLICY REVIEWS                  |
| AUTHOR  | T Tafua, Corporate Services Manager       |
| DATE OF REPORT  | 19 May 2021                               |
| FILE REFERENCE  | FD: Corporate Governance\Policies         |
| ATTACHMENTS   | Policy Documents                          |

#### COUNCIL RESOLUTION

The Council noted that the Code of Conduct developed from the Department's model code.

21.05-05

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

#### CEO RECOMMENDATION:

1. ADOPT THE CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY NO 1.16 IN ACCORDANCE WITH THE LOCAL GOVERNMENT MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION.
2. THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:
  - a. MEMBER FEES AND ALLOWANCES NO 1.8
  - b. PUBLIC QUESTION TIME NO 1.13
  - c. LEAVE MANAGEMENT NO 3.1

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

Policy No 1.10 CEO Performance Review Committee

**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 | 3- Compliance with legislation,<br>2- State Govt Legislative updates,<br>3- Annual Compliance Audit Return, | Low<br>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      |
|------|--------------------------|--|--------------------------|
| 1.8  | Member Fees & Allowances | <p>To ensure the Southern Metropolitan Regional Council complies with the Local Government Act 1995 in relation to Members Fees and Allowances.</p> <p>To ensure that officers follow a standard process in making decisions on members' fees and allowances.</p>  | No change to the content |
| 1.13 | Public Question Time     | <p>Time must be made available at every council meeting (ordinary and special) and every committee meeting with delegated powers or duties, for members of the public to ask questions and have them responded to.</p> <p>To provide a clear set of procedures for the public to have an opportunity to ask questions and the requirement to manage proceedings at council meetings.</p> | See proposed changes     |
| 3.1  | Leave Management         | <p>To ensure all employees receive their leave entitlements in accordance with award or employment contract provisions.</p> <p>To provide guidelines for ensuring leave entitlements are taken within appropriate time-frames.</p>   | See proposed changes     |

### CEO Standards

The Local Government (Administration) Regulations 1996 was amended to prescribe model standards for the recruitment, selection, performance review and termination of Local Government CEOs.

The Council is required to prepare and adopt a set of CEO Standards within three months of these regulations coming into effect.

In addition to prescribing minimum requirements for these processes, the standards also require Local Governments to advertise the position of CEO if a period of 10 or more years has elapsed since a recruitment process has been carried out.

Key provisions include:



- a. recruitment of CEOs - selection criteria, job description, advertising the vacancy, selection panel, contract of employment, mandatory advertising after 10 years of incumbency;
- b. performance review of CEO; and
- c. termination of CEO.

The Council has prepared the new Policy (attachment #1) based on the Model Standards.

Department Guides and explanatory notes will be provided in the Information bulletin and can be found on the below website.

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>

UNCONFIRMED

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |   |
|--|---|
| <b>SUBMISSION TO</b>   | <b>Ordinary Council Meeting – 27 May 2021</b>             |
| <b>REPORT NO.</b>  | <b>11.9</b>   |
| <b>SUBJECT</b>   | <b>DRAFT 2021-22 ANNUAL BUDGET</b>                        |
| <b>AUTHOR</b>  | C Wiggins, Executive Manager Corporate Services           |
| <b>AUTHOR'S INTEREST</b>   | 30 April 2021   |
| <b>DATE OF REPORT</b>  | FD: Corporate Finance/Budget/2021-2022/Annual Budget      |
| <b>FILE REFERENCE</b>  | Confidential Budget Parameters Report dated 19 April 2021 |
| <b>ATTACHMENT/S</b>  | DRAFT 2021-22 ANNUAL BUDGET                               |

**MOVED TO ITEM 15.5 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**THE MEETING BE CLOSED TO THE PUBLIC TO DISCUSS CONFIDENTIAL MATTERS IN ACCORDANCE WITH:**

- a) **SECTION 5.23(2)(e) A MATTER THAT IF DISCLOSED, WOULD REVEAL COMMERCIAL INFORMATION ABOUT OTHER PERSONS OTHER THAN THE REGIONAL LOCAL GOVERNMENT.**



| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>AGENDA REPORT</b> |   |
|---|---|
| <b>SUBMISSION TO</b>  | Ordinary Meeting of Council – 27 May 2021                   |
| <b>REPORT NO</b>  | 11.10   |
| <b>SUBJECT</b>  | FINANCIAL REPORTS   |
| <b>AUTHOR</b>   | C Wiggins, Executive Manager Corporate Services             |
| <b>DATE OF REPORT</b>   | 21 May 2021   |
| <b>FILE REFERENCE</b>   | FD: Corporate Finance\ Monthly Financial Reporting\ 2020/21 |
| <b>ATTACHMENT/S</b>   | Statement of Financial Activity                             |

#### COUNCIL RESOLUTION

21.05-06                      **MOVED: CR C COLLINSON**                      **SECONDED: CR S KEPERT**

#### CEO RECOMMENDATION:

1. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIODS ENDED 28 FEBRUARY AND 31 MARCH 2021 AND 30 APRIL 2021 BE RECEIVED.
2. THE SMRC CASH INVESTMENT PORTFOLIO AS AT 30 APRIL 2021 BE RECEIVED.

CARRIED 4/-

#### 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 April 2021
2. Financial Statements for the period ended 31 March 2021
3. Financial Statements for the period ended 28 February 2021
4. Cash investment portfolio as at 30 April 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 |
|---------------|------------------------------------|---------------------------------|
| 28 Feb 2021   | 30 Apr 2021                        | 27 May 2021                     |
| 31 Mar 2021   | 31 May 2021                        | 27 May 2021                     |
| 30 April 2021 | 30 June 2021                       | 27 May 2021                     |
| 31 May 2021   | 31 Jul 2021                        | 24 June 2021                    |

## REPORT

### 1. Financial Statements for the period ended 30 April 2021

|  | YTD BUDGET     | YTD ACTUAL | CHANGE     |
|--|----------------|------------|------------|
|  | Apr-21         | Apr-21     |            |
|  | (\$M)          | (\$M)      |            |
| OPERATING REVENUES                       | \$26.0         | \$26.7     | \$0.7      |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$20.4         | \$20.2     | -\$0.2     |
| OPERATING SURPLUS/ DEFICIT               | \$5.6          | \$6.5      | \$0.9      |
|  | CURRENT BUDGET | YTD ACTUAL | ACTUAL     |
|  | Jun-21         | Apr-21     | 30/06/2020 |
|  | (\$M)          | (\$M)      |            |
| CASH IN BANK                             | \$10.7         | \$11.2     | \$10.2     |
| OUTSTANDING LOANS                        | \$8.4          | \$9.3      | \$11.7     |
| NET ASSETS                               | \$34.7         | \$35.9     | \$32.4     |

#### Notes:

- 1) Operating Revenue is higher due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance expenses and insurance premium savings.
- 3) YTD Operating Surplus is better than the budget due to the above.
- 4) Net Assets are currently higher than the revised budget.

### 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 30 April 2021.

| RESERVES                     |  | BALANCE         | CURRENT BUDGET  | ACTUAL BALANCE  |
|------------------------------|--|-----------------|-----------------|-----------------|
|                              |  | Jun-20<br>(\$M) | Jun-21<br>(\$M) | Apr-21<br>(\$M) |
| <b>EXISTING UNDERTAKINGS</b> |  |                 |                 |                 |
| CONFERENCE                   | Councillors & Staff  | \$0.03          | \$0.03          | \$0.03          |
| <b>OFFICE PROJECT</b>        |  |                 |                 |                 |
| OFFICE - 9 ALDOUS PL         | Capex / Major Repairs  | \$0.27          | \$0.27          | \$0.27          |
| <b>RRRC PROJECT</b>          |  |                 |                 |                 |
| CONTINGENCY                  | Operating deficits, asset renewals program, employment terminations and insurance claims below the excess for RRRC | \$5.64          | \$7.30          | \$6.90          |
| RESTORATION                  | RRRC ground lease liabilities on termination of lease  | \$1.36          | \$1.36          | \$1.36          |
| <b>TOTAL RRRC PROJECT</b>    |  | \$7.00          | \$8.66          | \$8.26          |
| <b>TOTAL ALL RESERVES</b>    |  | \$7.30          | \$8.96          | \$8.56          |

### SMRC Debtors as on 30 April 2021

The SMRC's debtors book (organisations who owe SMRC money) shows outstanding debtors as at 30 April 2021.

| DEBTORS AGED ANALYSIS |         |         |         |         |        |  |
|-----------------------|---------|---------|---------|---------|--------|--|
|                       |         |         |         |         | (\$M)  |  |
| 120 Days & Over       | 90 Days | 60 Days | 30 Days | Current | Total  |  |
| \$0.12                | \$0.01  | \$0.11  | \$1.37  | \$2.43  | \$4.04 |  |

Accounts 120 days relates to fees for member councils which we're currently seeking clarification on the delay in payment and commercial customers that we hold a cash guarantee.

Late payments may be subject to interest charges.

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

|  | YTD BUDGET     | YTD ACTUAL | CHANGE     |
|--|----------------|------------|------------|
|  | Mar-21         | Mar-21     |            |
|  | (\$M)          | (\$M)      |            |
| OPERATING REVENUES                       | \$23.4         | \$23.8     | \$0.4      |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$18.4         | \$18.4     | \$0.0      |
| OPERATING SURPLUS/ DEFICIT               | \$5.0          | \$5.4      | \$0.4      |
|  | CURRENT BUDGET | YTD ACTUAL | ACTUAL     |
|  | Jun-21         | Mar-21     | 30/06/2020 |
|  | (\$M)          | (\$M)      |            |
| CASH IN BANK                             | \$10.7         | \$10.2     | \$10.2     |
| OUTSTANDING LOANS                        | \$8.4          | \$9.3      | \$11.7     |
| NET ASSETS                               | \$34.7         | \$35.2     | \$32.4     |

### Notes:

- 1) Operating Revenue is higher due to MRF commodity prices.
- 2) Operating Expenses are in line with the budget.
- 3) YTD Operating Surplus is better than the budget due to the above.
- 4) Net Assets are currently higher than the revised budget.

## 3. Financial Statements for the period ended 28 February 2021

|  | YTD BUDGET     | YTD ACTUAL | CHANGE     |
|--|----------------|------------|------------|
|  | Feb-21         | Feb-21     |            |
|  | (\$M)          | (\$M)      |            |
| OPERATING REVENUE                        | \$19.8         | \$20.3     | \$0.5      |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$16.3         | \$16.3     | \$0.0      |
| OPERATING SURPLUS/ DEFICIT               | \$3.5          | \$4.0      | \$0.5      |
|  | CURRENT BUDGET | YTD ACTUAL | ACTUAL     |
|  | Jun-21         | Feb-21     | 30/06/2020 |
|  | (\$M)          | (\$M)      |            |
| CASH IN BANK                             | \$10.7         | \$9.0      | \$10.2     |
| OUTSTANDING LOANS                        | \$8.4          | \$10.1     | \$11.7     |
| NET ASSETS                               | \$34.7         | \$34.1     | \$32.4     |

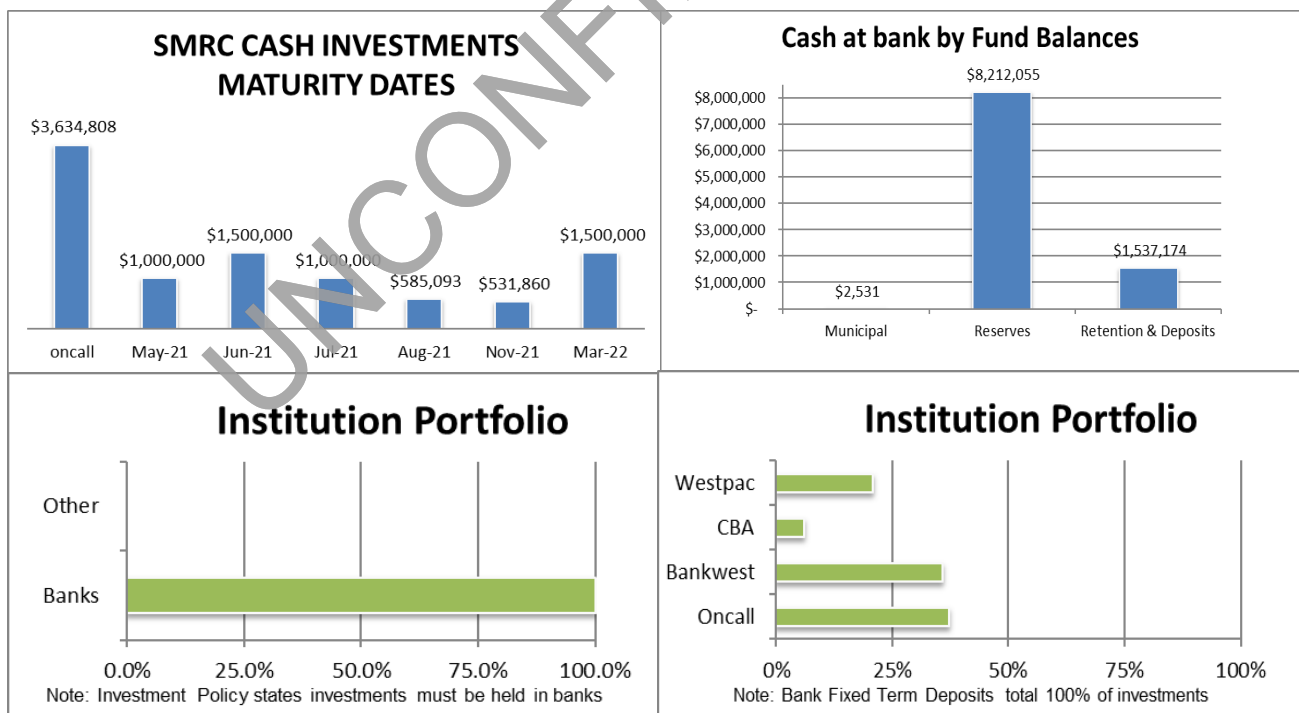
### Notes:

- 1) Operating Revenue is higher due to MRF commodity prices.
- 2) Operating Expenses are in line with the budget
- 3) YTD Operating Surplus is in better than the budget due to the above.
- 4) Net Assets are currently lower than the revised budget.

4. The SMRC Cash Investment portfolio is as follows

| SOUTHERN METROPOLITAN REGIONAL COUNCIL |                |                     |            |             |        |      |           |           |                  |
|--|----------------|---------------------|------------|-------------|--------|------|-----------|-----------|------------------|
| CASH INVESTMENT PORTFOLIO              |                |                     |            |             |        |      |           |           |                  |
| As at 30 April 2021                    |                |                     |            |             |        |      |           |           |                  |
| Invest. No.                            | Interest Rates | Amount              | Maturity   | Institution | Rating |      | Valuation |           |                  |
| 1                                      | 0.05%          | \$ 3,634,808        | oncall     | BWA Oncall  | AA     | Bank | 100%      | \$        | 3,634,808        |
| 11                                     | 0.80%          | \$ 585,093          | 22/08/2021 | CBA         | AA     | Bank | 100%      | \$        | 585,093          |
| 12                                     | 0.25%          | \$ 1,500,000        | 26/03/2022 | WBC         | AA     | Bank | 100%      | \$        | 1,500,000        |
| 31                                     | 0.20%          | \$ 531,860          | 11/11/2021 | WBC         | AA     | Bank | 100%      | \$        | 531,860          |
| 47                                     | 0.30%          | \$ 1,000,000        | 11/05/2021 | BWA         | AA     | Bank | 100%      | \$        | 1,000,000        |
| 55                                     | 0.30%          | \$ 1,000,000        | 23/06/2021 | BWA         | AA     | Bank | 100%      | \$        | 1,000,000        |
| 56                                     | 0.30%          | \$ 1,000,000        | 12/07/2021 | BWA         | AA     | Bank | 100%      | \$        | 1,000,000        |
| 57                                     | 0.30%          | \$ 500,000          | 10/06/2021 | BWA         | AA     | Bank | 100%      | \$        | 500,000          |
| <b>Total</b>                           |                | <b>\$ 9,751,760</b> |            |             |        |      |           | <b>\$</b> | <b>9,751,760</b> |
| <b>Weighted Average</b>                |                | <b>0.22%</b>        |            |             |        |      |           |           | <b>100.00%</b>   |
| <b>90 day bank bill</b>                |                | <b>0.04%</b>        |            |             |        |      |           |           |                  |
| <b>As at 30 April 2021</b>             |                |                     |            |             |        |      |           |           |                  |

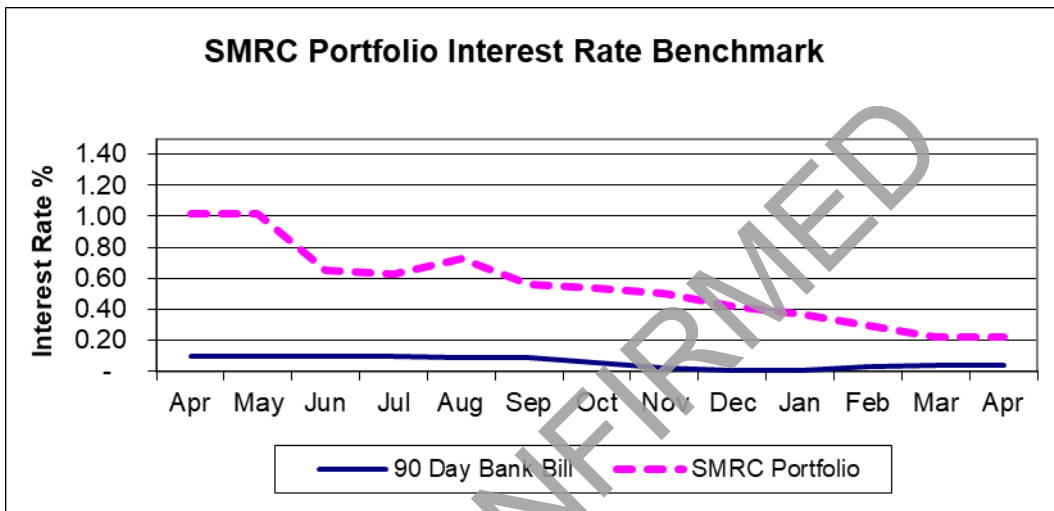
The Cash Investment Portfolio exposure is shown in the following graphs:





| Institution Portfolio     | S&P Rating | Weighted Avg | % share     |
|---------------------------|------------|--------------|-------------|
| Oncall \$ 3,634,808       | AA-        | 0.05%        | 37%         |
| Bankwest \$ 3,500,000     | AA-        | 0.30%        | 36%         |
| CBA \$ 585,093            | AA-        | 0.80%        | 6%          |
| Westpac \$ 2,031,860      | AA-        | 0.24%        | 21%         |
| <b>Total \$ 9,751,760</b> |            | <b>0.22%</b> | <b>100%</b> |

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<br>Likelihood x Consequence |
|-------|---|------------------------------|-------------------------------|--|
| FA 02 | Failing market value of investments             | Investment policy guidelines | Adequate                      | 1 x 3 = 3<br>(Minor)                                       |



| SOUTHERN METROPOLITAN REGIONAL COUNCIL<br>AGENDA REPORT |  |
|---|--|
| <b>SUBMISSION TO</b>                                    | Ordinary Meeting of Council – 27 May 2021                      |
| <b>REPORT NO</b>  | 11.11  |
| <b>SUBJECT</b>  | SCHEDULE OF PAYMENTS   |
| <b>AUTHOR</b>   | C Wiggins, Executive Manager Corporate Services                |
| <b>DATE OF REPORT</b>                                   | 19 May 2021  |
| <b>FILE REFERENCE</b>                                   | FD: Corporate Finance\ Monthly Financial Reporting \ 2020/2021 |
| <b>ATTACHMENTS</b>                                      | Schedule of Payments   |

#### COUNCIL RESOLUTION

21.05-07                      **MOVED: CR C COLLINSON**                      **SECONDED: CR S KEPERT**

#### CEO RECOMMENDATIONS:

1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS, FOR THE MONTH OF FEBRUARY 2021 \$2,687,142.59 AND MARCH 2021 \$3,629,301.91 AND APRIL 2021 \$2,765,446.97 FOR THE MUNICIPAL FUND, BE RECEIVED;
2. THE SCHEDULE OF PAYMENTS, AS PRESENTED, BE INCORPORATED IN THE MINUTES OF THE MEETING

**CARRIED 4/-**

#### 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.

**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 27 MAY 2021.**

**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 City of Canning (Confidential)**

This report was dealt with under Item 15.5 Confidential matters for which the meeting may be closed to the public.

**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**

**COUNCIL RESOLUTION**

**21.05-8 MOVED: CR S KEPEY SECONDED: CR C COLLINSON**

**THE MEETING BE CLOSED TO THE PUBLIC TO DISCUSS CONFIDENTIAL MATTERS IN ACCORDANCE WITH:**

- a) 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,
- b) SECTION 5.23(2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING AND,
- c) SECTION 5.23(2)(e) A MATTER THAT IF DISCLOSED, WOULD REVEAL COMMERCIAL INFORMATION ABOUT OTHER PERSONS OTHER THAN THE REGIONAL LOCAL GOVERNMENT.

**CARRIED 4/-**

The member of public left the meeting at the request of the Chair.

**15.1 CEO REPORT ITEM 11.1 TENDER T2019-02 WCF ROOF REMEDIAL WORKS**

**COUNCIL RESOLUTION**

**21.05-9                    MOVED: CR C COLLINSON                    SECONDED: CR S KEPERT**

**CEO RECOMMENDATION**

- 1) THAT THE REPORT BE RECEIVED AND IT REMAIN CONFIDENTIAL FOR LEGAL PRIVILEGE.**
- 2) THE 2020-21 BUDGET BE AMENDED FOR THE CAPITAL EXPENDITURE PROJECT AS FOLLOWS:**
  - a. EXPENSE ACCOUNT PCAP56691 \$1,720,000**
  - b. TRANSFER FROM CONTINGENCY RESERVE \$1,720,000**
- 3) THE POTENTIAL CLAIMS AGAINST THE CONTRACTOR FOR LIQUIDATED DAMAGES AND OVERPAINTING WILL NOT BE PURSUED ON THE BASIS THAT THE SMRC'S AMENDED VARIATION FOR COATING WORKS BE ACCEPTED BY THE CONTRACTOR.**

**CARRIED BY ABSOLUTE MAJORITY 4/-**

**15.2 CEO REPORT ITEM 11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS**

**COUNCIL RESOLUTION**

**21.05-10                    MOVED: CR C COLLINSON                    SECONDED: CR S KEPERT**

- 1) COUNCIL NOTES THE CEO'S DECISION UNDER HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS FOR TENDER T2021-01 WCF DECOMMISSIONING AND CIVIL WORKS.**
- 2) THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING.**

**CARRIED 4/-**

**15.3 CEO REPORT ITEM 11.2 TENDER T2021-03 PANEL FIXED PLANT MAINTENANCE & ELECTRICAL SERVICES**

**COUNCIL RESOLUTION**

**21.05-11                    MOVED: CR C COLLINSON                    SECONDED: CR S KEPERT**

**CEO RECOMMENDATION**

**THAT COUNCIL NOTES THE CEO'S DELEGATED AUTHORITY TO AWARD THE FOLLOWING AS PRE-APPROVED PANEL SUPPLIERS IN THEIR RESPECTIVE AREA OF EXPERTISE FOR TENDER 2020-03 FIXED PLANT MAINTENANCE & SERVICES FOR TWELVE MONTHS TO 28 FEBRUARY 2022.**

| <b>Panel Member</b>              | <b>Area of Expertise</b>   |
|----------------------------------|--|
| All Fire & Electrical WA Pty Ltd | Onsite fire suppression systems maintenance  |
| Wormald                          | Onsite fire suppression systems maintenance  |
| All Rubber Tmh Pty Ltd           | Conveyor repairs   |
| Andrzejewski Engineering         | Engineering Support - Mechanical Services<br>General engineering & building maintenance services |
| Crowley Clough Contracting       | Engineering Support - Mechanical Services  |
| Kaysan Holdings Pty Ltd          | Pest Control   |
| Cleveland Compressed Air         | Compressor servicing and maintenance   |
| Majestic Plumbing Pty Ltd        | General plumbing services  |
| Effect Engineering Projects P/L  | General engineering & building maintenance services  |
| Perth Hydraulic                  | Hydraulic services   |
| Offshore Hydraulics              | Hydraulic services   |
| Sage Automation                  | Automation – Control Systems   |
| Selectro Services                | Electrical Support   |

**CARRIED 4/-**

**15.4 CEO REPORT ITEM 11.4 TENDER T2020-01 ODOUR ASSESSMENT CONSULTANCY**

**COUNCIL RESOLUTION**

**21.05-12                    MOVED: CR C COLLINSON                    SECONDED: CR S KEPERT**

**CEO RECOMMENDATION**

- 1) THAT COUNCIL NOTES THE CHIEF EXECUTIVE OFFICER'S DELEGATED AUTHORITY AWARDED TENDER T2020-01 PROVISION OF CONSULTANCY SERVICES FOR ODOUR ASSESSMENTS TO ENVIRONMENTAL AIR QUALITY CONSULTING PTY LTD FOR TWELVE MONTHS TO 15 NOVEMBER 2021.**
- 2) 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 4/-**

**15.5 CEO REPORT ITEM 11.9 DRAFT 2021-22 ANNUAL BUDGET PARAMETERS**

**COUNCIL RESOLUTION**

**21.05-13            MOVED: CR C COLLINSON            SECONDED: CR S KEPERT**

**CEO RECOMMENDATION:**

**THE REGIONAL COUNCIL ENDORSES THE DRAFT 2021/22 BUDGET PARAMETERS AND A COPY OF THE REPORT BE PROVIDED TO MEMBERS FOR COMMENT PRIOR TO ADOPTION IN JUNE 2021.**

**CARRIED 4/-**

**15.6 LATE REPORT ITEM 13.1 CITY OF CANNING**

**COUNCIL RESOLUTION**

**21.05-14            MOVED: CR C COLLINSON            SECONDED: CR S KEPERT**

**CEO RECOMMENDATION**

**THAT THE REPORT BE RECEIVED AND IT REMAIN CONFIDENTIAL FOR LEGAL PRIVILEGE.**

**CARRIED 4/-**

**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 5:00 pm.**



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### ORDINARY MEETING OF COUNCIL

THURSDAY 25 FEBRUARY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Adous Place  
BOORAGOON

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

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 25 FEBRUARY 2021.**

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed everyone in attendance and declared the meeting open at 4.07pm.

"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 Peter Kocian (Deputy 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 |
| Mr Keith Swift                      | SMRC, Executive Manager RRR Operations     |

**APOLOGIES**

|                             |                        |
|-----------------------------|------------------------|
| Mr Gary Tuffin (REG Member) | Town of East Fremantle |
| Ms Maria Cooke (REG Member) | City of Kwinana        |

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Ms Wendy Corrick and Mr Matthew Charlton, members of the WREN group asked why the WREN was not consulted of the plans to wind up the group and was curious as to the reasons why this decision was made?

The CEO advised that to his knowledge the plans to disband the formal structure of the volunteer networker's group to a volunteer member of waste education under the Recycle Right brand was discussed at the last WREN meeting.

The Chair advised that the WREN Chairperson attended the SMRC's Stakeholder Committee Meeting where the decision was discussed and he apologised to the WREN members if they were not aware of the proposed recommendations. He hoped that the WREN members would continue to be an active volunteer under the Recycle Right program.

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

The City of Fremantle is holding a launch of its Hazardous Household Waste facility on 2 March 2021. All residential households in WA not just Fremantle residents can drop off HHW free of charge at its recycling centre in Montreal Street.

**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 26 NOVEMBER 2020**

**COUNCIL RESOLUTION**

**21.02-01 MOVED: CR W COOPER SECONDED: CR S KEPERT**

**THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 NOVEMBER 2020 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 4/-**

**8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 26 NOVEMBER 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 10 DECEMBER 2020**

**COUNCIL RESOLUTION**

**21.02-02 MOVED: CR W COOPER SECONDED: CR S KEPERT**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 10 DECEMBER 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 11.1, 11.8, and Late report item 13.1

**10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |   |
|--|---|
| <b>SUBMISSION TO</b>   | <b>Ordinary Council Meeting – 25 February 2021</b>    |
| <b>REPORT NO.</b>  | <b>11.1</b>   |
| <b>SUBJECT</b>   | <b>TENDER T2019-02 WCF REMEDIAL WORKS</b>             |
| <b>AUTHOR</b>  | Brendan Doherty, Executive Manager Strategic Projects |
| <b>AUTHOR'S INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>  | 5 February 2021                                       |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2019-02                                   |
| <b>ATTACHMENT/S</b>  | Nil   |

**MOVED TO ITEM 15.1 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**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;**

**SECTION 5.23 (2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.**



| SOUTHERN METROPOLITAN REGIONAL COUNCIL<br>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                  |

#### COUNCIL RESOLUTION

Mr Doherty provided a brief background to the Plan.

21.02-03

MOVED: CR W COOPER

SECONDED: CR S KEPERT

#### 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).

CARRIED 4/-

#### 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<br>AGENDA REPORT |  |
|---|--|
| <b>SUBMISSION TO</b>                                    | Ordinary Meeting of Council – 25 February 2021 |
| <b>REPORT NO</b>  | 11.3   |
| <b>SUBJECT</b>  | REVIEW OF THE WREN                             |
| <b>AUTHOR</b>   | T Belcher, Communications Manager              |
| <b>DATE OF REPORT</b>                                   | 9 February 2021                                |
| <b>FILE REFERENCE</b>                                   | FD: Stakeholder/ Community Advisory Groups     |
| <b>ATTACHMENT/S</b>                                     | NIL  |

#### COUNCIL RESOLUTION

Mr Youé advised that the Stakeholder Relations Committee reviewed its volunteer community advisory group known as the 'Waste Recycling Reduction Education Network (WREN)' and has recommended to council that it be replaced as the 'Recycle Right Volunteers' group' to continue with the focus on volunteer community education activities.

The Chair acknowledged the significant contribution of the SMRC's volunteer group "the WREN" (formerly the Community Advisory Group (CAG)) who have been operating since 2009. He said that although this recommendation means the WREN—as it currently exists—will wind up, the SMRC will set up a Recycle Right 'Volunteers' group in its place, essentially to assist the Communications & Engagement team at community events and school incursions. He thanked the past and current members of the WREN for their contribution and hope the current members of the WREN will consider transferring to this new volunteer structure so they may continue their contribution to waste education in our region.

21.02-04

MOVED: CR W COOPER

SECONDED: CR S KEPERT

#### 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.**

**CARRIED 4/-**

#### 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-tagers / 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<br>AGENDA REPORT |  |
|---|--|
| <b>SUBMISSION TO</b>                                    | Ordinary Meeting of Council – 25 February 2021   |
| <b>REPORT NO</b>  | 11.4   |
| <b>SUBJECT</b>  | Disability and Access Inclusion Plan (2021-26)   |
| <b>AUTHOR</b>   | Teresa Belcher, Communications Manager           |
| <b>DATE OF REPORT</b>                                   | 09/02/2021                                       |
| <b>FILE REFERENCE</b>                                   | FD: Corporate Governance/ Statutory Requirements |
| <b>ATTACHMENTS</b>                                      | Disability and Access Inclusion Plan (2021-26)   |

#### COUNCIL RESOLUTION

21.02-05                      **MOVED: CR W COOPER                      SECONDED: CR S KEPERT**

**THE COUNCIL ADOPTS THE STAKEHOLDER RELATIONS COMMITTEE RECOMMENDATION,  
TO ADOPT THE SMRC DISABILITY ACCESS & INCLUSION PLAN 2021-26.**

**CARRIED 4/-**

#### 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.



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

#### **COUNCIL RESOLUTION**

**21.02-06                      MOVED: CR W COOPER                      SECONDED: CR S KEPERT**

#### **CEO RECOMMENDATION:**

- 1. THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
  - a. AUDIT & RISK COMMITTEE NO 1.4**
  - b. RRRR 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**

**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,<br>2- State Govt Legislative updates,<br>3- Annual Compliance Audit Return, | Low<br>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.<br>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:<br><br>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<br>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.<br>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.



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

#### **COUNCIL RESOLUTION**

**21.02-07**                      **MOVED: CR W COOPER**                      **SECONDED: CR S KEPERT**

#### **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.**

**CARRIED 4/-**

#### **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<br><br>Legislative Compliance under the Local Government Act s7.13(1)(i) | 1- CEO Review of Statutory legislation & Compliance Report 2018,<br>2- code of conduct,<br>3- Compliance Calendar/Register,<br>4- State Govt Legislative updates,<br>5- Annual Compliance Audit Return, | Low<br>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.

UNCONFIRMED

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

#### COUNCIL RESOLUTION

Mr Youé provided a brief background to the recommended amendments.

21.02-08            MOVED: CR W COOPER            SECONDED: CR S KEPERT

#### 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) TENDER FOR GOODS AND SERVICES:
    - a) CALL AND INVITE TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET.
    - b) TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET TO THE VALUE OF \$300,000.
  - 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 RRRR 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.

CARRIED BY ABSOLUTE MAJORITY 4/-

**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

|                       |     |   |
|-----------------------|-----|---|
| <b>Key Focus Area</b> | 2   | Business Sustainability   |
| <b>Objective 2</b>    | 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 RRRR 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 RRRR Operations

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

Delegated to Executive Manager RRRR operations

## **FINANCIAL IMPLICATIONS:**

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

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

**MOVED TO ITEM 15.2 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION**

**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**

**SECTION 5.23 (2)(d) LEGAL ADVICE OBTAINED, OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.**



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

#### **COUNCIL RESOLUTION**

Mr Wiggins presented the budget review and responded to questions from members.

21.02-09

MOVED: CR W COOPER

SECONDED: CR S KEPERT

#### **CEO RECOMMENDATION:**

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

CARRIED BY ABSOLUTE MAJORITY 4/-

#### **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<br><br>Legislative Compliance under the Local Government Act s7.13(1)(i) | 1- CEO Review of Statutory legislation & Compliance Report 2018,<br>2- code of conduct,<br>3- Compliance Calendar/Register,<br>4- State Govt Legislative updates,<br>5- Annual Compliance Audit Return,                      | Low<br>6            |
| FA08    | Unplanned expenditure of funds | Financial loss;   | 1- Regular financial reporting to managers and Council;<br>2- Regular KPI reporting;<br>3- Regular budget reviews;<br>4- Staff training on financial management;<br>5- Amend Business Plans ;<br>6- Long Term Financial Plan | Medium<br>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.

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

#### COUNCIL RESOLUTION

21.02-10

MOVED: CR W COOPER

SECONDED: CR S KEPERT

#### 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.

CARRIED 4/-

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

#### 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       | CURRENT BUDGET | ACTUAL BALANCE |
|------------------------------|--|---------------|----------------|----------------|
|                              |  | Jun-20        | Jun-21         | Jan-21         |
|                              |  | (\$M)         | (\$M)          | (\$M)          |
| <b>EXISTING UNDERTAKINGS</b> |  |               |                |                |
| CONFERENCE                   | Councillors & Staff  | \$0.03        | \$0.03         | \$0.03         |
| <b>OFFICE PROJECT</b>        |  |               |                |                |
| OFFICE - 9 ALDOUS PL         | Capex / Major Repairs  | \$0.27        | \$0.27         | \$0.27         |
| <b>RRRC PROJECT</b>          |  |               |                |                |
| 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         |
| <b>TOTAL RRRC PROJECT</b>    |  | <b>\$7.00</b> | <b>\$5.76</b>  | <b>\$5.77</b>  |
| <b>TOTAL ALL RESERVES</b>    |  | <b>\$7.30</b> | <b>\$6.06</b>  | <b>\$6.07</b>  |



### 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.

UNCONFIRMED

## 2. Financial Statements for the period ended 31 December 2020

|  | YTD BUDGET | YTD ACTUAL | CHANGE     |
|--|------------|------------|------------|
|  | Dec-20     | Dec-20     |            |
|  | (\$M)      | (\$M)      |            |
| 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     | YTD ACTUAL | ACTUAL     |
|  | Jun-21     | Dec-20     | 30/06/2020 |
|  | (\$M)      | (\$M)      |            |
| 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 | YTD ACTUAL | CHANGE     |
|--|------------|------------|------------|
|  | Nov-20     | Nov-20     |            |
|  | (\$M)      | (\$M)      |            |
| 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     | YTD ACTUAL | ACTUAL     |
|  | Jun-21     | Nov-20     | 30/06/2020 |
|  | (\$M)      | (\$M)      |            |
| 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     |

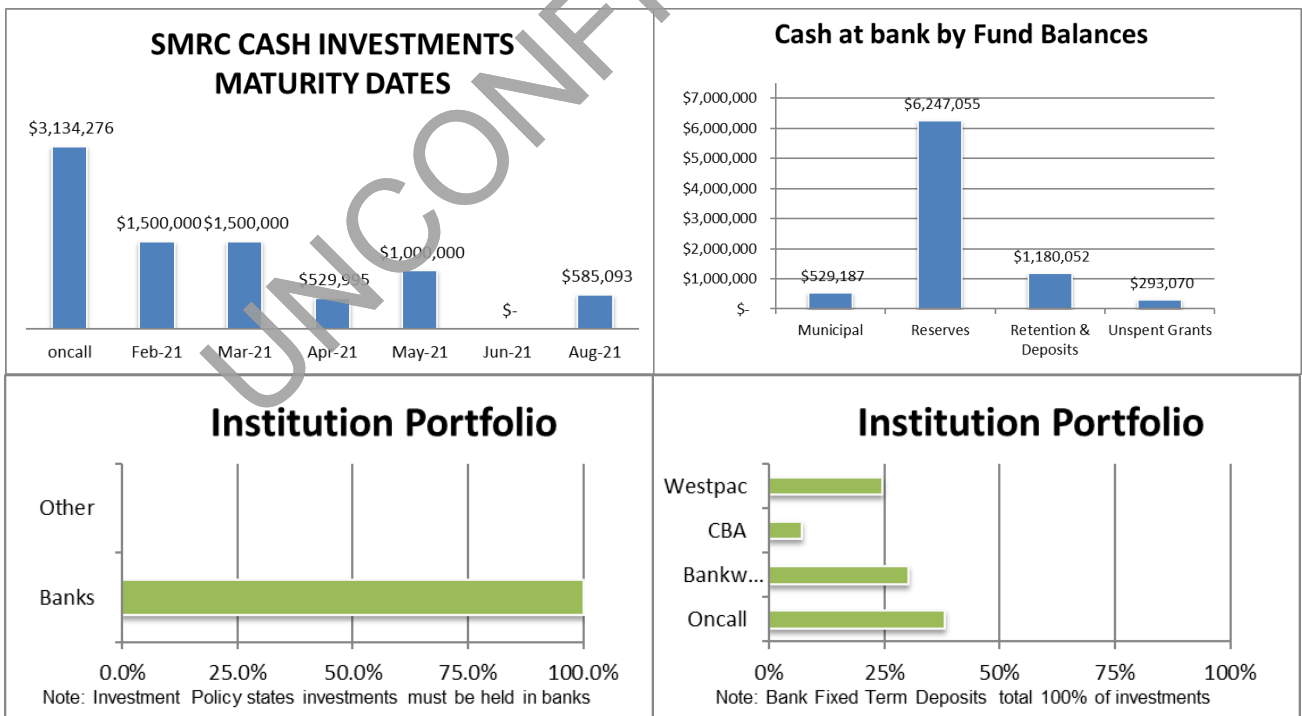
### Notes:

- 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        |
| <b>Total</b>                           |                | <b>\$ 8,249,364</b> |            |             |        |      |           | <b>\$ 8,249,364</b> |
| <b>Weighted Average</b>                |                | <b>0.37%</b>        |            |             |        |      |           | <b>100.00%</b>      |
| <b>90 day bank bill</b>                |                | <b>0.10%</b>        |            |             |        |      |           |                     |
| <b>As at 31 January 2021</b>           |                |                     |            |             |        |      |           |                     |

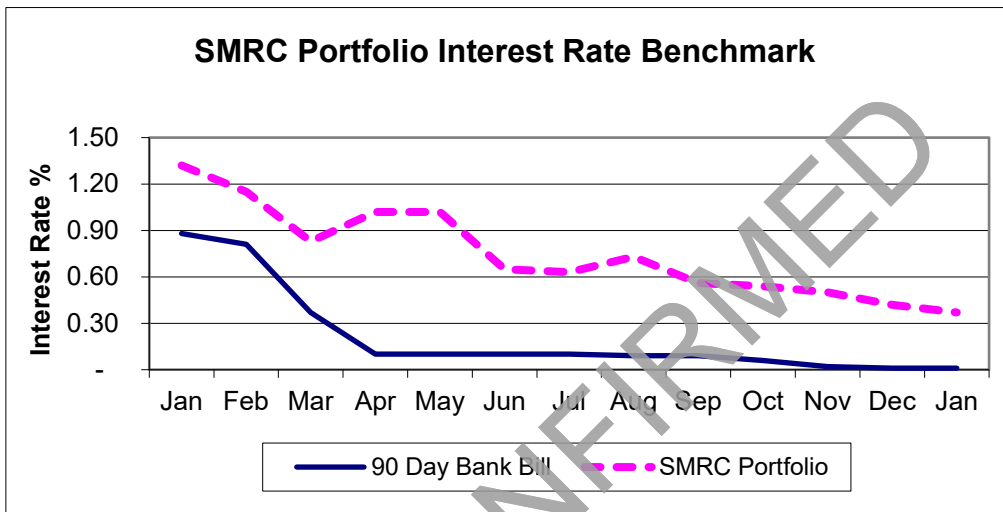
The Cash Investment Portfolio exposure is shown in the following graphs:





| 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%         |
| <b>Total \$ 8,249,364</b> |            | <b>0.37%</b> | <b>100%</b> |

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<br>Likelihood x Consequence |
|-------|---|------------------------------|-------------------------------|--|
| FA 02 | Failing market value of investments             | Investment policy guidelines | Adequate                      | 1 x 3 = 3<br>(Minor)                                       |



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

#### **COUNCIL RESOLUTION**

**21.02-11**                      **MOVED: CR W COOPER**                      **SECONDED: CR S KEPERT**

#### **CEO RECOMMENDATIONS:**

- 1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS, FOR THE MONTH OF NOVEMBER 2021 \$1,471,352.88 AND DECEMBER 2020 \$4,127,775.12 AND JANUARY 2021 \$2,028,906.10 FOR THE MUNICIPAL FUND, BE RECEIVED;**

**CARRIED 4/-**

#### **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.

**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 25 FEBRUARY 2021.**

- 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 RRRC Ground Lease Valuation**

This report was dealt with under Item 15.3 Confidential matters for which the meeting may be closed to the public.

- 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**

**COUNCIL RESOLUTION**

**21.02-12            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 SECTION 5.23 (2)(d) LEGAL ADVICE OBTAINED OR WHICH MAY BE OBTAINED, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING.**

**CARRIED 4/-**

Members of public departed from the meeting room.

**15.1 CEO Report Item 11.1 Tender T2019-02 WCF Roof Remedial Works**

**15.2 CEO Report Item 11.8 SMRC Marketing Plan 2021**

**15.3 Late Report Item 13.1 RRRC Ground Lease Valuation**

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |   |
|--|---|
| <b>SUBMISSION TO</b>   | Ordinary Council Meeting – 25 February 2021           |
| <b>REPORT NO.</b>  | 11.1  |
| <b>SUBJECT</b>   | TENDER T2019-02 WCF REMEDIAL WORKS                    |
| <b>AUTHOR</b>  | Brendan Doherty, Executive Manager Strategic Projects |
| <b>AUTHOR'S INTEREST</b>   | Nil   |
| <b>DATE OF REPORT</b>  | 5 February 2021                                       |
| <b>FILE REFERENCE</b>  | FD/Tenders/T2019-02                                   |
| <b>ATTACHMENT/S</b>  | Nil   |

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

**COUNCIL RESOLUTION 21-02-12**

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**

21.02-13                      **MOVED CR S KEPERT                      SECONDED: CR C COLLINSON**

**CEO RECOMMENDATION**

- 1) THAT THE REPORT BE RECEIVED AND IT REMAIN CONFIDENTIAL FOR LEGAL PRIVILEGE.
- 2) THAT COUNCIL ENDORSE THE VARIATIONS ACCEPTED TO DATE UNDER THE TERMS OF TENDER 2019-02 WCF ROOF REMEDIAL WORKS CONTRACT WITH SAFEWAY BUILDING PTY LTD.
- 3) THAT THE CEO BE GIVEN DELEGATED AUTHORITY TO NEGOTIATE TENDER 2019-02 WCF ROOF REMEDIAL WORKS CONTRACT VARIATION #9 WITH SAFEWAY BUILDING PTY LTD AND PROVIDE A REPORT TO COUNCIL AT THE NEXT ORDINARY MEETING.

Report is Confidential



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

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

**COUNCIL RESOLUTION 21-02-12**

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**

**21.02-14    MOVED CR S KEPERT    SECONDED: CR C COLLINSON**

**RRRC PROJECT COMMITTEE RECOMMENDATION**

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

**CARRIED 4/-**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF THIS REPORT**

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

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

Not applicable

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

The RRRC Project Committee – meeting held 12 February 2021

The REG – meeting held 12 February 2021

CEO to have discussions with prospective partners and new customers.

**Strategic relevance:**

All local governments within 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.

**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 |                     |
| <b>1.1.1 Optimise operations in recovery and re-use to add value</b> | a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery | CEO            | ✓         | ✓       | ✓       | ✓       | SWMP No23,27        |

**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 |                    |
| <b>1.2.2 Investigate best use scenarios for current technology and site set up for FOGO</b> | b. Optimise the use and revenue obtained from the RRRC | SMG            | ✓         | ✓       | ✓       | ✓       | SWMP No7           |

**Policy related:**

Business Development Policy 4.8  
Pricing Policy – Framework for income opportunities  
SMRC Adopted Fees and Charges for 2020-21  
CEO Delegation – Approve new customers

**Financial:**

Operating Budgets for 2020-21 and future years.

**Legal and statutory:**

SMRC Amended Business Plan  
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 |
|---------|-------------------|---|--|---------------------|
| BD06    | Lack of Customers | Income loss and higher gate fees for lower tonnes processed | 1- Annual Marketing Plan,<br>2- Pricing Policy,<br>3- Financial Business Model | High<br>15          |

**REPORT**

The RRRR Marketing Plan (the Plan) is one of a number of issue specific plans that form part of the Integrated Planning and Reporting Framework (IPR) adopted by the SMRC.

The Plan describes the strategic marketing and business development approach during the period 2020-24 and provides a clear linkage between the relevant Goals and Strategies detailed in the Corporate Business Plan 2020-2024.

Given the nature of the SMRC, the changing structure of the waste and recycling sector coupled with market forces, the SMRC is facing a number of challenges and opportunities in the forward years. This Plan identifies current trends, risks, opportunities and strategies to realise positive outcomes on behalf of the participant councils.

The objective of the Plan is for Participants to achieve benefits with additional commercial tonnes, resulting in reduced gate fees and overhead contributions as the RRRR business grows.

| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL<br/>CONFIDENTIAL AGENDA REPORT</b> |   |
|--|---|
| <b>SUBMISSION TO</b>   | Ordinary Council Meeting – February 2021        |
| <b>REPORT NO</b>   | 13.1  |
| <b>SUBJECT</b>   | RRRC GROUND LEASE VALUATION                     |
| <b>AUTHOR</b>  | C Wiggins, Executive Manager Corporate Services |
| <b>DATE OF REPORT</b>  | 25 February 2021                                |
| <b>FILE REFERENCE</b>  | FD/Asset/RRRC Ground Lease                      |
| <b>ATTACHMENT/S</b>  | nil   |

The information in this report is confidential and is not to be disclosed. The report is subject to legal professional privilege.

#### COUNCIL RESOLUTION 21-02-12

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

21.02-15                      MOVED CR S KEPERT                      SECONDED: CR C COLLINSON

#### CEO RECOMMENDATION

- 1) THAT COUNCIL RESOLVES TO ACCEPT THE VALUATION OF \$15,195,000 AS AT 12 MAY 2020 BEING THE MEAN VALUE OF THE TWO VALUATIONS OBTAINED FOR THE PURPOSES OF THE RRRC GROUND LEASE.

CARRIED 4/-

#### VOTING REQUIREMENTS

simple majority of Council

#### PURPOSE OF REPORT

Valuation review for the RRRC Ground Lease for the period May 2020 to May 2025 Five Years).



**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE SMRC'S BOARDROOM, 9 ALDOUS PLACE BOORAGOON ON THURSDAY 25 FEBRUARY 2021.**

**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 4:45 pm.**

UNCONFIRMED

**ORDINARY COUNCIL MEETING 25 FEBRUARY 2021  
ACTION LIST**

| <b>AGENDA ITEM NO.</b> | <b>SUBJECT</b>  | <b>LIST ACTION TAKEN</b>  | <b>ACTION BY</b> | <b>STATUS</b> |
|------------------------|---|---|------------------|---------------|
| 8.1                    | MINUTES OF THE SMRC ORDINARY COUNCIL MEETING DATED 26 NOVEMBER 2020 | Post to Intranet and Website  | CSM              | Completed     |
| 8.2                    | MINUTES OF THE SMRC SPECIAL COUNCIL MEETING DATED 10 DECEMBER 2020  | Post to Intranet and Website  | CSM              | Completed     |
| 11.1                   | TENDER T2019-02 WCF ROOF REMEDIAL WORKS                             | Negotiate Contract Variation #9 with Safeway Building<br>Provide a report to Council at the next ordinary meeting       | CEO              | Ongoing       |
| 11.2                   | SMRC WASTE PLAN 2021  | Report Section 44 of the WAPR Act to the CEO of the DWER  | CEO              | Completed     |
| 11.3                   | REVIEW OF SMRC COMMUNITY ADVISORY GROUP                             | Update website  | CM               | Completed     |
| 11.4                   | SMRC DISABILITY AND INCLUSION PLAN 2021                             | Post to Intranet and Website  | CM               | Completed     |
| 11.5                   | CORPORATE POLICY REVIEW   | Update to Intranet, Website & FD  | CSM              | Completed     |
| 11.6                   | LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN FOR 2020                   | Submit compliance audit return to Dept of LG<br>Forward comments & actions relating to non-compliance to the Dept of LG | CSM              | Completed     |
| 11.7                   | DELEGATED AUTHORITIES 2021  | Update to Intranet & FD   | CSM              | Completed     |
| 11.8                   | SMRC MARKETING PLAN 2020-2024                                       | No further action required  | CSM              | -             |
| 11.9                   | MID YEAR 2020-21 BUDGET REVIEW                                      | Update budgets & Intranet   | CSM              | Completed     |
| 11.10                  | FINANCIAL REPORTS   | No further action required  | CSM              | -             |
| 11.11                  | SCHEDULE OF PAYMENTS  | No further action required  | CSM              | -             |

**ORDINARY COUNCIL MEETING 25 FEBRUARY 2021  
ACTION LIST**

|   |          |         |
|---|----------|---------|
| <b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>   |          |         |
| 11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2<br>THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS. | CEO      | Ongoing |
| <b>Ordinary Council Meeting- 19 April 2018 Outstanding Actions</b>  |          |         |
| 11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS   | CEO/EMCS | Ongoing |
| <b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>   |          |         |
| 11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007<br>1. The draft waste plan must be submitted by 1 April 2020.<br>2. Final Waste Plan must be submitted by 30 September 2020.<br>3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.                      | CEO      | Ongoing |
| 15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS<br>Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019  | CEO      | Ongoing |
| <b>Special Council Meeting- 9 April 2020 Outstanding Actions</b>  |          |         |
| 9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC<br>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.<br>2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL.                      | CEO      | Ongoing |
|   |          |         |



Mr Tim Youé  
Chief Executive Officer  
Southern Metropolitan Regional Council

Email: [tyoue@smrc.com.au](mailto:tyoue@smrc.com.au)

Dear Mr Youé

### **ENDORSEMENT OF SOUTHERN METROPOLITAN REGIONAL COUNCIL'S WASTE PLAN**

Thank you for submitting the Southern Metropolitan Regional Council's (SMRC) waste plan prepared under section 40(2) of the *Waste Avoidance and Resource Recovery Act 2007* on 3 March 2021.

I commend the SMRC's commitment to reducing waste, increasing resource recovery, and protecting the environment. I consider that the SMRC is implementing initiatives that are consistent with, and contribute to, the delivery of the targets and objectives of the State's *Waste Avoidance and Resource Recovery Strategy 2030*, including:

- Assisting Cities of Fremantle and Melville and the Town of East Fremantle to roll out FOGO and FO to multi-unit dwellings and to mixed use and commercial areas by June 2025;
- Transitioning the SMRC Waste Composting Facility to FOGO processing stage 2 by June 2022;
- Sending FOGO residual waste to waste to energy;
- Developing regional processing 'hubs' for mattresses, household hazardous waste, batteries, C&D materials, whitegoods, e-waste, tyres, cars, asbestos and motor oil;
- Advocating for enhanced packaging design controls and extended producer responsibility for packaging and problematic materials and for legislation that limits the disposal of unprocessed MSW;
- Leading trial projects to reuse recycled materials;
- Undertaking kerbside audits and bin tagging to improve data
- Implementing, supporting and promoting community education.



I acknowledge the SMRC's efforts in assisting its member councils to implement FOGO by 2025 and facilitating the diversion of its member councils' FOGO residual waste to waste to energy consistent with the Waste Strategy targets.

As you are aware, the Department of Water and Environmental Regulation is supporting the delivery of the Waste Strategy targets including by:

- developing opportunities for FOGO processing and markets through the FOGO Reference Group;
- developing composting guidelines and better practice guidelines for solid waste treatment and storage facilities;
- incorporating FOGO-related inputs into strategic reviews of Western Australia's waste infrastructure;
- clarifying and improving the regulatory framework for waste to energy facilities; and
- continuing to develop the WasteSorted communications toolkit to help local governments communicate their waste and recycling services to residents and support consistent and effective communications across local governments.

I am pleased to endorse the SMRC's waste plan and wish you success with its implementation.

I look forward to receiving the SMRC's first annual report for the 2021-22 financial year on the implementation of its waste plan by 1 October 2022.

Yours sincerely



Mike Rowe  
**DIRECTOR GENERAL**

19 April 2021

**Southern Metropolitan Regional Council**  
**Agreed Outcomes from the Strategic Direction Workshop**  
**Notes from members/participant workshop held Thursday 18 March 2021**

**Attendees:**

**Town of East Fremantle**

Cr Cliff Collinson,  
Mr Gary Tuffin,  
Mr Nick King,

**City of Fremantle**

Cr Doug Thompson,  
Mr Graham Tattersall,  
Mr Glen Dougall

**City of Kwinana**

Cr Wendy Cooper,

**City of Melville**

Mr Mick McCarthy,  
Mr Alan Ferris,

**SMRC**

Mr Tim Youé  
Mr Chris Wiggins  
Mr Keith Swift  
Ms Teresa Belcher

**Facilitator**

Mrs Helen Hardcastle, Learning Horizons

**Apologies**

Cr Steve Kepert City of Melville

**Introduction:**

Cr Doug Thompson, SMRC Chair presented a brief summary on the past and present performance of the SMRC. (*Strategic Planning 2021 presentation*)

Mr Tim Youé, SMRC CEO presented a brief summary of the key issues and challenges. (*Strategic Directions Workshop Background PowerPoint presentation*).

Mrs Helen Hardcastle, Learning Horizons, facilitated the workshop to arrive at a number of agreed strategic outcomes after considering the following:

Should SMRC grow, windup or stay as we are?

The consensus agreement from the workshop was to understand and articulate our value proposition and grow the business to reduce the reliance from participants to fund the overhead costs.

A wind-up was not supported as it would require the Participants to:

- Relinquish infrastructure assets,
- Relinquish intellectual property and other intangibles such as influence on state and federal waste policy matters,
- Entrench reliance on the commercial sector,
- Devolve responsibilities for waste management and environmental outcomes with possible lower recovery rates,
- Relinquish control over destiny,
- Become a price taker.

Maintaining status quo would not be financially feasible with the underutilised assets creating higher associated overhead cost burden for participants.

## Agreed Strategic Direction Summary

*Subject to final endorsement by Participants and SMRC.*

| Strategies  | Actions   |
|---|---|
| <b>1. Review governance structure</b>                     | Facilitate review of SMRC Establishment Agreement, Project Participant Agreements and meeting structures  |
| <b>2. Understand and articulate our value proposition</b> | Prepare a Value Proposition Statement   |
| <b>3. Form alliances &amp; partnerships</b>               | Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.   |
| <b>4. Enhance and leverage brand equity</b>               | Create and promote a brand that reflects the vision and objectives of SMRC  |
| <b>5. Develop an advocacy strategy</b>                    | <ol style="list-style-type: none"> <li>1. Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.</li> <li>2. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.</li> </ol> |
| <b>6. Deliver communication and waste education</b>       | Undertake a review, in consultation with participants, on the regional community education program.   |

### Decision Process:

#### **April 2021**

1. Participants to consider and provide feedback to SMRC on the agreed outcomes from the strategic Workshop held 18 March 2021. By 11 June 2021.

#### **May 2021**

2. SMRC to update its Corporate Business Plan with the agreed outcomes (draft)
3. SMRC to endorse agreed outcomes at its OCM 27 May 2021

#### **June 2021**

4. Responses from Participants to be considered by the SMRC and adopt the revised Corporate Business Plan at a Special Council Meeting held 24 June 2021.

## 1. Review Governance Structure

Action: Facilitate review of SMRC Establishment Agreement and Project Participant Agreements.

For consideration:

1. the regional purpose of the regional council,
2. the number of offices of members on the council of the regional local government and, in respect of each participant, the number of members to be appointed by that participant,
3. the appointment and tenure of members and deputy members of the council of the regional local government,
4. the procedures for the winding up of the regional local government or for the withdrawal of a participant from the regional local government,
5. any implications of the state government's change to regional local governments,
6. the meetings structure,
7. other terms of reference and matters relevant to the governance structure of the regional council.

Implication: There is a desire to review the SMRC's regional purpose and governance structure.

*Strategic Alignment:* This strategy remains in alignment with the current strategy:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model

| Strategies  | Actions   | Timeframes |         |         |         |
|---|---|------------|---------|---------|---------|
|   |   | 2021/22    | 2022/23 | 2023/24 | 2024/25 |
| <b>2.1.1 Adapt and improve existing governance arrangements</b> | a. Facilitate review of SMRC Establishment Agreement and Project Participant Agreements | ✓          |         |         |         |

## 2. Understanding and articulate our value proposition.

Action: Prepare a Value Proposition Statement.

For consideration:

1. Identify all the benefits our products and services offer.
2. Describe what makes each of these benefits valuable.
3. Identify our customer's main problem to be solved.
4. Connect our value to our buyer's problem.
5. Differentiate ourselves as the preferred provider of this value.

SMRC's skills, knowledge and value adding capabilities need to be clearly understood and articulated.

For example;

Benefits include:

- SMRC is the local government leader in achieving state material recovery targets - Members benefit from this association and should leverage this to attract other like-minded local governments and have state government recognition.
- MRF – is a valuable asset to members but also in times of contingency an essential service facility and as such, must be recognised and supported by state, industry and local government.
- The FOGO processing facility has the capacity to attract new customers and utilise an existing assets.
- SMRC have developed considerable intellectual property in the resource recovery industry and professional advice could be provided on a fee for service basis.
- Our communities are unlikely to accept reduced services or environmentally unsustainable outcomes and solutions.
- Through the SMRC, members control the waste streams and environmental outcomes eg recovery targets and chain of custody of materials.
- Intangibles such as quality, sustainability and chain of custody protocols need to be fully understood and represented.
- Improved site utilisation would re-distribute overhead expenditure.

*Strategic Alignment:* This is a new strategy:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model.

| Strategies  | Actions                                  | Timeframes  |             |             |             |
|---|--|-------------|-------------|-------------|-------------|
|   |  | 2021/<br>22 | 2022/<br>23 | 2023/<br>24 | 2024<br>/25 |
| <b>2.1.4 Understanding our business proposition</b> | a. Prepare a value proposition statement | ✓           | ✓           | ✓           | ✓           |

### 3. Form alliances and business partnerships

Action: Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.

For consideration:

1. Identify opportunities in the business marketing plan.

Eg: Increase customer base.

Partner with private waste sector

Realise the FOGO opportunity.

Maximise underutilised facilities and space at the RRRR for resource recovery to generate revenue.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changing:

Key Focus: Resource Recovery

Objective 1.1 We co-ordinate and facilitate solutions that optimise material recovery in line with state targets.

| Strategies   | Actions   | Timeframe |         |         |         |
|--|---|-----------|---------|---------|---------|
|  |   | 2021/22   | 2022/23 | 2023/24 | 2024/25 |
| <b>1.1.1 Optimise operations in recovery and re-use to add value</b> | a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery           | ✓         | ✓       | ✓       | ✓       |
|  | b. Consider opportunities for divesting resource recovery and disposal activities   | ✓         | ✓       | ✓       | ✓       |
| <b>1.1.3 Lead initiatives to deal with problematic waste</b>         | a. Continue to explore sustainable recycling markets  | ✓         | ✓       | ✓       | ✓       |
|  | b. Work with State agencies, local governments, and commercial waste operators to identify uses for problematic materials | ✓         | ✓       | ✓       | ✓       |
|  | c. Pursue opportunities to partner with other organisations to develop regional processing hubs                           | ✓         | ✓       | ✓       | ✓       |
|  | d. Facilitate community-based recycling services for HHW, batteries, polystyrene etc.                                     |           |         | ✓       | ✓       |

#### 4. Enhance and leverage our brand equity

Action: Create and promote a brand that reflects the vision and objectives of SMRC.

For consideration:

Re-brand the regional local government and its projects to re-vitalise and enhance brand awareness.

*Strategic Alignment:* This strategy remains in alignment with the current strategies:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model.

| Strategies   | Actions   | Timeframes  |             |             |             |
|--|---|-------------|-------------|-------------|-------------|
|  |   | 2021/<br>22 | 2022/<br>23 | 2023/<br>24 | 2024<br>/25 |
| <b>2.1.3 Rebrand existing entities and operations to reflect vision &amp; objectives</b> | a. Create and promote a brand that reflects the vision and objectives of SMRC | ✓           | ✓           | ✓           | ✓           |

UNCONFIRMED

## 5. Develop an advocacy strategy

### Actions

1. Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.
2. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.

### For consideration:

SMRC possesses intellectual property, skills and value adding capabilities valued by members. Given the rapidly changing nature of the waste industry these attributes need to be harnessed to advocate for beneficial change for all our stakeholders.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changes:

*Key Focus: Community & Stakeholder Relationships*

*Objective 3.1 We are acknowledged as a community leader in waste recovery & reuse*

| Strategies   | Actions   | Timeframes |         |         |         |
|--|---|------------|---------|---------|---------|
|  |   | 2021/22    | 2022/23 | 2023/24 | 2024/25 |
| <b>3.1.1 Participate in Federal, State and Local Government bodies to support the development of regional and metropolitan waste management policies and legislation</b> | a. Continue to develop existing relationships with Waste Authority and DWER       | ✓          | ✓       | ✓       | ✓       |
|  | b. Advocate for extended producer responsibility and circular economy principals. | ✓          | ✓       | ✓       | ✓       |
|  | c. Advocate for legislation that supports the state's waste hierarchy             | ✓          | ✓       | ✓       | ✓       |



## 6. Deliver communication and waste education

Action: Undertake a review, in consultation with participants, on the regional community education program.

For consideration:

1. SMRC's brand 'Recycle Right' is a communication resource and toolkit that dovetails with the State government's 'Waste Sorted' education platform.
2. Recycle Right is recognised as an whole of industry resource and is adopted on a fee basis by other regional and individual local governments.
3. SMRC employs experienced waste educators, communication strategists and a graphic designer to co-ordinate and deliver communication outcomes.
4. Participants also employ a mix of waste officers and communication staff to deliver co-ordinated outcomes.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changing:

Key Focus: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders.

| Strategies   | Actions  | Timeframes  |             |             |             |
|--|--|-------------|-------------|-------------|-------------|
|  |  | 2021/<br>22 | 2022/<br>23 | 2023/<br>24 | 2024<br>/25 |
| <b>3.2.1 Develop and implement an effective community education program</b>  | a. Implement community education plan actions  | ✓           | ✓           | ✓           | ✓           |
|  | b. Undertake an annual review of the community education plan  | ✓           | ✓           | ✓           | ✓           |
| <b>3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse</b> | a. Continue to work with and provide support to waste reduction groups                                   | ✓           | ✓           | ✓           | ✓           |
|  | b. Promote the Recycle Right Program amongst member councils as <u>the</u> regional recycling initiative | ✓           | ✓           | ✓           | ✓           |
|  | c. Promote the benefits of source separation for 3 bin systems   | ✓           | ✓           | ✓           | ✓           |
|  | d. Actively pursue funding and partnership opportunities for educational programs                        | ✓           | ✓           | ✓           | ✓           |
|  | e. Lead trial projects to reuse recycled materials   | ✓           | ✓           | ✓           | ✓           |



# CORPORATE POLICY NO 1.1

## CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS

### DIVISION 1 – PRELIMINARY PROVISIONS

#### 1. Citation

This is the Southern Metropolitan Regional Council (SMRC) Code of Conduct for Council Members, Committee Members and Group Members.

##### 1.1. Legislation

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

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

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

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

##### 1.2. Scope

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

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

#### 2. Terms used

|   |  |
|---|--|
| <b>Act</b>  | Means the <i>Local Government Act 1995</i> ;   |
| <b>Complaint</b>  | Means a complaint made under clause 11(1)  |
| <b>Publish</b>  | Includes to publish on a social media platform   |
| Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears. |  |
| <b>Council Member</b>   | Is a person appointed to the Southern Metropolitan Regional Council in accordance with the <i>Local Government Act 1995</i> and the SMRC Establishment Agreement |
| <b>Committee Member</b>   | Is a person of any SMRC committee as appointed by the Council in accordance with the <i>Local Government Act 1995</i>  |
| <b>Advisory Member Group</b>  | Is a person of any SMRC advisory group appointed by the SMRC Chairperson, CEO or the Council   |

|   |                       |  |             |
|---|-----------------------|--|-------------|
| Issued: March 2021  | Review Date: Nov 2022 | Title: CORPORATE POLICY NO 1.1<br>CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND GROUP MEMBERS | Version 7   |
| Prepared: EMCS  | Reviewed by: EMCS     | Approved: CEO  | Page 1 of 9 |
| Printed documents are not controlled. Check the electronic version for the latest version |                       |  |             |



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

|                              |                  |   |
|------------------------------|------------------|---|
| <b>Regional Group Member</b> | <b>Executive</b> | A participant member local government employee appointed by their participant to be a member or deputy member of the SMRC's Regional Executive Group. |
|------------------------------|------------------|---|

## DIVISIONS 2 - GENERAL PRINCIPLES

### 3. Overview of Division

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

### 4. Personal Integrity

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

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

### 5. Relationship with others

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

### 6. Accountability

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

|   |                       |   |             |
|---|-----------------------|---|-------------|
| Issued: March 2021  | Review Date: Nov 2022 | Title: CORPORATE POLICY NO 1.1<br>CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE<br>MEMBERS AND GROUP MEMBERS | Version 7   |
| Prepared: EMCS  | Reviewed by: EMCS     | Approved: CEO   | Page 2 of 9 |
| Printed documents are not controlled. Check the electronic version for the latest version |                       |   |             |



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

## DIVISION 3 - BEHAVIOUR

### 7. Overview of Division

This Division sets out —

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

### 8. Personal Integrity

1) A council member, committee member or group member —

- a) must ensure that their use of social media and other forms of communication complies with this code; and
- b) must only publish material that is factually correct.

2) A council member, committee member or group member —

- a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- b) must comply with all policies, procedures and resolutions of the local government.

### 9. Relationship with others

A council member, committee member or group member —

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

### 10. Council, committee or group meetings

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

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

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

## 11. Complaint about alleged breach

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

## 12. Dealing with Complaint

- 1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- 2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- 3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- 4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - a) take no further action; or
  - b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- 5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- 6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - a) engage in mediation;
  - b) undertake counselling;
  - c) undertake training;
  - d) take other action the local government considers appropriate.
- 7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - a) its finding and the reasons for its finding; and
  - b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

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

### 13. Dismissal of Complaint

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

### 14. Withdrawal of Complaint

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

### 15. Other provisions about complaints

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

## DIVISION 4 - RULES OF CONDUCT

Notes for this Division:

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

### 16. Overview of Division

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

### 17. Misuse of local government resources

- 1) In this clause —
 

*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

  - a) local government property; and
  - b) services provided, or paid for, by a local government.

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

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

### 18. Securing person advantage or disadvantaging others

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

### 19. Prohibition against involvement in administration

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

### 20. Relationship with local government employees

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

### 21. Disclosure of information

- 1) In this clause —
  - closed meeting means a council, committee or group meeting, or a part of a council, committee or group meeting, that is closed to members of the public under section 5.23(2) of the Act;

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

*confidential document* means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;  
*document* includes a part of a document;  
*non-confidential document* means a document that is not a confidential document.

- 2) A council member must not disclose information that the council member —
  - a) derived from a confidential document; or
  - b) acquired at a closed meeting other than information derived from a non-confidential document.
  
- 3) Subclause (2) does not prevent a council member from disclosing information —
  - a) at a closed meeting; or
  - b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - c) that is already in the public domain; or
  - d) to an officer of the Department; or
  - e) to the Minister; or
  - f) to a legal practitioner for the purpose of obtaining legal advice; or
  - g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- 1) In this clause —
  - interest* —
  - a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - b) includes an interest arising from kinship, friendship or membership of an association.
  
- 2) A council member who has an interest in any matter to be discussed at a council, committee or group meeting attended by the council member must disclose the nature of the interest —
  - a) in a written notice given to the CEO before the meeting; or
  - b) at the meeting immediately before the matter is discussed.
  
- 3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
  
- 4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - a) that they had an interest in the matter; or
  - b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
  
- 5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

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

- 6) Subclause (7) applies in relation to an interest if —
  - a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
  
- 7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

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

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# CORPORATE POLICY NO 1.1

## CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS

### REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ <a href="#">Local Government (Model Code of Conduct) Regulations 2021</a></li> <li>▪ Local Government (Administration) Regulations 2021</li> <li>▪ Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</li> </ul> |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Misconduct, Fraud &amp; Corruption Prevention Policy</li> </ul>   |                     |
| <b>Related Documents</b>         | <ul style="list-style-type: none"> <li>• <a href="#">Model Code of Conduct Explanatory Notes</a></li> <li>• <a href="#">Model Code of Conduct Guidelines</a></li> <li>• Complaint About Alleged Breach Form – Code of Conduct for Council members, committee members and group members</li> </ul>                              |                     |
| <b>Approved by</b>               | Regional Council – <i>by Absolute Majority section 5.104</i>   |                     |
| <b>Next Revision Date</b>        | November 2022  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate Services               | Chief Executive officer  | Biennial            |
| <b>Risk Rating</b>               | High   |                     |
| <b>Location of document</b>      | SMRC Website – Key Documents - Policies<br>SMRC Website – Members Area<br>Staff Intranet   |                     |

### DOCUMENT CONTROL REGISTER

| Date    | Review   |   | Author | Resp Officer | Council    |
|---------|----------|---|--------|--------------|------------|
| 2007/03 | Original | 1 | MAF    | MAF          | 29/3/2007  |
| 2008/11 | Review   | 2 | HRO    | MAF          |            |
| 2011/10 | Update   | 3 | CSM    | DCS          | 27/10/2011 |
| 2013/10 | Review   | 4 | EMCS   | EXCS         | 24/10/2013 |
| 2015    | Review   | 5 | EMCS   | CEO          | 26/11/2015 |
| 2017    | Review   | 6 | A/EMCS | CEO          | 23/11/2017 |
| 2021    | Review   | 7 | EMCS   | CEO          |            |

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

## Instructions for: Making a complaint about an alleged breach of the Southern Metropolitan Regional Council (SMRC) Code of Conduct for Council Members, Committee Members and Group Members

### Behaviour Complaint

Please read the Southern Metropolitan Regional Council's (SMRC) Code of Conduct Behaviour Complaints Policy on our website before submitting a complaint. This Policy details:

- How the Southern Metropolitan Regional Council (SMRC) will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

#### To make a valid Behaviour Complaint:

- The allegation must relate to a breach of the behaviour standards in Division 3 of the Southern Metropolitan Regional Council's (SMRC) Code of Conduct for Council Members, Committee Members and Group Members.
- Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
- The completed Behaviour Complaint Form **MUST** be lodged with the Southern Metropolitan Regional Council (SMRC) Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.

### Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Southern Metropolitan Regional Council's (SMRC) Code of Conduct for Council Members, including Council Members when acting as a Committee Member or Group Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au); OR
- The Southern Metropolitan Regional Council's (SMRC) Rules of Conduct Complaints Officer: (08) 9329 2700 or [smrc@smrc.com.au](mailto:smrc@smrc.com.au)

### Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Southern Metropolitan Regional Council's (SMRC) Behaviour Complaints Officer on (08) 9329 2700 or by email [smrc@smrc.com.au](mailto:smrc@smrc.com.au)

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

## Behaviour Complaint Form

| Name of Person Making the Complaint                             |           |  |         |
|---|-----------|--|---------|
| <b>Complainant Name:</b><br><i>Given Name/s and Family Name</i> |           |  |         |
| Contact Details   |           |  |         |
| <b>Residential Address:</b>                                     |           |  |         |
| <b>Postal Address:</b>  |           |  |         |
| <b>Phone:</b>   | Day-time: |  | Mobile: |
| <b>Email:</b>   |           |  |         |

| Complaint Details: |  |   |                          |
|--------------------|--|---|--------------------------|
| <b>1.</b>          | <b>Insert Name of Person alleged to have committed a behavior breach:</b>  |   |                          |
| <b>2.</b>          | <b>Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:</b> | Council Member of the Southern Metropolitan Regional Council (SMRC)                 | <input type="checkbox"/> |
|                    |  | Member of a Committee or Group of the Southern Metropolitan Regional Council (SMRC) | <input type="checkbox"/> |
| <b>3.</b>          | <b>Date that the alleged behaviour breach occurred:</b>  |   |                          |
| <b>4.</b>          | <b>Location where the alleged behaviour breach occurred:</b>   |   |                          |

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## COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

|   |   |                          |
|---|---|--------------------------|
| <b>5.</b>   | <b>Which of the behaviours prescribed in Division 3 of the Southern Metropolitan Regional Council's (SMRC) Code of Conduct do you allege this person has breached?</b>                                |                          |
| <b>Clause 8. Personal integrity</b>   |   |                          |
| (1) A council member, committee member or group member —  |   |                          |
| (a)   | must ensure that their use of social media and other forms of communication complies with this code; and  | <input type="checkbox"/> |
| (b)   | must only publish material that is factually correct  | <input type="checkbox"/> |
| (2) A council member or committee member —  |   |                          |
| (a)   | must not be impaired by alcohol or drugs in the performance of their official duties; and   | <input type="checkbox"/> |
| (b)   | must comply with all policies, procedures and resolutions of the local government.  | <input type="checkbox"/> |
| <b>Clause 9. Relationship with others</b>   |   |                          |
| A council member, committee member or group member —  |   |                          |
| (a)   | must not bully or harass another person in any way; and   | <input type="checkbox"/> |
| (b)   | must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and   | <input type="checkbox"/> |
| (c)   | must not use offensive or derogatory language when referring to another person; and   | <input type="checkbox"/> |
| (d)   | must not disparage the character of another council member, committee member or group member or a local government employee in connection with the performance of their official duties; and          | <input type="checkbox"/> |
| (e)   | must not impute dishonest or unethical motives to another council member, committee member or group member or a local government employee in connection with the performance of their official duties | <input type="checkbox"/> |
| <b>Clause 10. Council or committee meetings</b>   |   |                          |
| When attending a council or committee meeting, a council member, committee member or group member — |   |                          |
| (a)   | must not act in an abusive or threatening manner towards another person; and  | <input type="checkbox"/> |
| (b)   | must not make a statement that the member or group member knows, or could reasonably be expected to know, is false or misleading; and   | <input type="checkbox"/> |
| (c)   | must not repeatedly disrupt the meeting; and  | <input type="checkbox"/> |
| (d)   | must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and   | <input type="checkbox"/> |
| (e)   | must comply with any direction given by the person presiding at the meeting; and  | <input type="checkbox"/> |
| (f)   | must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.  | <input type="checkbox"/> |

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# COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

**6. State the full details of the alleged breach.**

[Empty text area for details of the alleged breach]

**7 List any additional information you have provided as part of this complaint:**  
*Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.*

[Empty text area for additional information]

**9 Have you made any efforts to resolve the complaint with the Respondent?**  
*Please note, you MUST complete this section*

|            |                          |  |
|------------|--------------------------|--|
| <b>YES</b> | <input type="checkbox"/> | <i>If yes, please describe the efforts that you have made.</i>   |
| <b>NO</b>  | <input type="checkbox"/> | <i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i> |

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

|           |   |            |                          |
|-----------|---|------------|--------------------------|
| <b>10</b> | <p><i>The Southern Metropolitan Regional Council (SMRC) has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i></p> <p><i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p> |            |                          |
|           | <b>Would you agree to participate in an Alternative Dispute Resolution process?</b>   | <b>YES</b> | <input type="checkbox"/> |
|           |   | <b>NO</b>  | <input type="checkbox"/> |

|   |  |
|---|--|
| <b>11</b>   | <p><b>Desired outcome of the Complaint</b></p> <p><i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i></p> |
| <div style="position: relative; width: 100%; height: 100%;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.2; font-size: 4em; pointer-events: none;">UNCONFIRMED</span> </div> |  |

|  |  |
|--|--|
| <b>COMPLAINANT</b> <i>please sign and date</i> |  |
| <b>Signature:</b>                              |  |
| <b>Date:</b>                                   |  |

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

# COMPLAINT ABOUT ALLEGED BREACH FORM - Code of Conduct for Council, Committee and Group Member

## Please submit completed Behaviour Complaint to:

The Southern Metropolitan Regional Council's (SMRC) Behaviour Complaints Officer:

Mailing Address: [smrc@smrc.com.au](mailto:smrc@smrc.com.au)

Postal Address: PO Box 1501, Booragoon WA 6954

In person: 9 Aldous Place, Booragoon WA 6154

|   |  |
|---|--|
| <b>OFFICE USE ONLY:</b> <i>Received by the Council appointed Behaviour Complaints Officer</i> |  |
| Authorised Officer's Name:  |  |
| Authorised Officer's Signature:   |  |
| Date received:  |  |

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# WALGA Policy Development Framework

## Code of Conduct Behaviour

## Complaints Management Policy

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### WALGA Note:

WALGA recognises and shares Local Government concerns regarding the complaints mechanism introduced in the *Local Government (Model Code of Conduct) Regulations 2021*. In particular, the role of Council in deciding complaints and a lack of mechanisms for managing conflicts of interest are problematic.

At its meeting on [2 December 2020](#), State Council resolved that WALGA:

- ***Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and***
- ***Supports an external oversight body to manage local level complaints involving council members as prefaced in the Local Government Review Panel Report, City of Perth Inquiry Report and Select Committee into Local Government Report, to be considered in a future Local Government Act.***

Therefore, this Framework is drafted on the basis of minimising both actual and perceived bias due to conflict of interests. Our aim is to recommend processes that minimise Council involvement and remove opportunities for conflicts to arise through the use of external parties.

WALGA recognises that some Local Governments may not be willing or able to incur the expense of using external parties, and some Local Governments may simply prefer a different approach. Therefore, this Framework identifies some points at which a Local Government may consider whether to refer a complaint to an external party (rather than referring all complaints). WALGA can provide further advice on how this may be achieved, as well as an option for handling a complaint wholly internally.

DLGSCI has produced [Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates](#). These Guidelines confirm that Council Members who have made a complaint, or are the subject of a complaint, would have an impartiality interest, however this does not require them to leave a meeting for debate or decision. WALGA's view, based on the sector's advocacy position, is that the presence and participation of Council Members directly involved in the complaint creates a clear apprehension of bias and is incompatible with the principles of procedural fairness. Therefore, this Framework proposes the option of establishing a Complaints Committee with delegated authority that can only be exercised in the absence of Council Members who are parties to the complaint. Local Governments may identify other arrangements suitable for their circumstances.

Section 2.7(2)(b) of the Local Government Act sets the policy-making role of a Council, therefore it is strongly recommended that Local Governments provide opportunities for Council to contribute to this development of a Complaints policy.

**Instructions for use:**

This Framework includes suggested wording only and Local Governments should review the content and consider, develop and implement policy suitable to their operational requirements. This Framework also includes extensive WALGA Notes identifying further considerations for Local Governments. These Notes should be deleted from the adopted Complaints Policy. Local Governments should ensure they review the final result to confirm that there are no omissions or inconsistencies and that numbering and internal references are correct.

**Remember:**

Policy implementation is given effect through induction, ongoing training and operational procedures which evidence that Council Members, Committee Members and Candidates have been made aware of and are accountable for their obligations under the Local Government's adopted Code of Conduct and Complaints Policy.

**Feedback:**

WALGA welcomes feedback on the content of this document, particularly if your Local Government has identified issues, opportunities or improved practices in relation to the *Local Government (Model Code of Conduct) Regulations 2021*. Your suggestions will inform the continuous improvement and updates of this document for the assistance of all Western Australian Local Governments. Your feedback will also inform WALGA's advocacy where legislative amendment is deemed necessary. Please provide any comments to WALGA's Governance and Procurement team - [governance@walga.asn.au](mailto:governance@walga.asn.au) or call 9213 2514.

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## Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and <<Shire/ Town / City of XXX>> Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the <<Shire/ Town / City of XXX>> Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the <<Shire/ Town / City>>'s commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

## Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the <<Shire/ Town / City of XXX>> Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

## Definitions

**Act** means the *Local Government Act 1995*.

**Behaviour Complaints Committee** means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

### **WALGA Note:**

*For further discussion of the role of a Behaviour Complaints Committee see the WALGA Note at Part 2.3 of this Policy.*

**Behaviour Complaints Officer** means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

**WALGA Note:**

*A delegation from Council to the CEO, providing authority to authorise persons to receive complaints and withdrawal of complaints, may provide flexibility. This would allow the CEO to make authorisations as necessary, to address staff changes, provide backup coverage, and make subsequent appointments based on better understanding of the Behaviour Complaints Officer role as the Local Government develops its complaints management procedure.*

*A delegation may not be appropriate for all Local Governments, as the Council may wish to retain the decision making function to authorise Behaviour Complaints Officers, dependent on the functions that the Council has assigned to this role through its adopted Policy for Code of Conduct Behaviour Complaints Management.*

*For further discussion of the role of the Behaviour Complaints Officer see the WALGA Note at Part 2.1 of this Policy.*

**Breach** means a breach of Division 3 of the <<Shire/ Town / City of XXX>> Code of Conduct for Council Members, Committee Members and Candidates

**Candidate** means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

**Candidate Complaint** means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

**Code of Conduct** means the <<Shire/ Town / City of XXX>> Code of Conduct for Council Members, Committee Members and Candidates.

**Committee** means a committee of Council, established in accordance with s.5.8 of the Act.

**Committee Member** means a Council Member, employee of the <<Shire/ Town / City of XXX>> or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under Clause 11 of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Complaint Assessor** means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

**WALGA Note:**

*For further discussion on the role of the Complaint Assessor see the WALGA Note at Part 2.2 of this Policy.*

**Complaint Documents** means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

**Complaint Form** means the form approved under clause 11(2)(a) of the Code of Conduct [by Council resolution or by the CEO exercising delegated authority].

**Council** means the Council of the <<Shire/ Town / City of XXX>>.

**Council or Committee Meeting** means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Finding** means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Plan** means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Response Documents** means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## Policy Statement

### 1. Principles

#### 1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

**WALGA Note:**

Local Governments may wish to refer to the Ombudsman WA Guidelines: [Procedural fairness \(natural justice\)](#) for detailed commentary on these principles.

## 1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

## 1.3. Confidentiality

The <<Shire/ Town / City of XXX>> will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

### ***WALGA Note:***

*There is no direct statutory provision for confidentiality of behaviour breach allegations under the Act or Local Government (Model Code of Conduct) Regulations 2021. Local Governments may therefore wish to include in this Policy specific steps they will take to maintain confidentiality, and any limits on confidentiality. This information could be included in the Complaint Form and any internal procedures. For example:*

- In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.*
- The Complainant's contact information will not be provided to the Respondent.*
- The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.*
- The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.*

*In accordance with Local Government (Administration) Regulations 1996, r.11(d) the details of decisions made at Council or Committee meetings must be included in the minutes. Local Governments should consider how resolutions are drafted to ensure that they are suitable for inclusion in the public record.*

*A breach of confidentiality by Council Members or Committee Members under an adopted Complaints Policy would breach the Code of Conduct clause 8(2)(b) requirement to comply with all Local Government Policies. In the case of Council Members, this may also be a breach of Rule of Conduct 18(1).*

## 1.4. Accessibility

The <<Shire/ Town / City of XXX>> will ensure that information on how to make a complaint, including this Policy, is available at the <<Shire/ Town / City>>'s Administration Building and on the <<Shire/ Town / City>>'s website. The <<Shire/ Town / City>> will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

### **WALGA Note:**

*Local Governments may wish to include the contact information for the Behaviour Complaints Officer under Part 1.4. If the contact information changes more frequently than the Policy is reviewed, the information could be inserted as an administrative note to the administrative/working versions of the Policy, or otherwise made publicly available when publishing the Policy on the Local Government's website.*

## 2. Roles

### 2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

### **WALGA Note:**

*This framework is drafted on the basis that the Behaviour Complaints Officer is a Local Government employee. Local Governments should review the functions that are allocated to the Behaviour Complaints Officer under this Policy and consider the skills, knowledge and training required.*

#### External Behaviour Complaints Officer

*Local Governments may authorise an external party as the Behaviour Complaints Officer. Local Governments would need to consider:*



- *What role the Behaviour Complaints Officer would play under their Policy and therefore the scope of services to be provided;*
- *What would be the necessary qualities in an external party;*
- *How that external party would be selected (procurement process);*
- *How a contract/performance would be managed;*
- *How the external party would receive complaints and withdrawals of complaints;*
- *How the external party would ensure they have available capacity to receive complaints and fulfil their role within the scope of services defined by the Local Government;*
- *How the external party would liaise with the Local Government;*
- *How the external party would keep and manage records in accordance with the Local Governments Recordkeeping Plan;*
- *How the external party would access Local Government records;*
- *Which Local Government employee would prepare reports to the Council or Behaviour Complaints Committee?*

## 2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

### **WALGA Note:**

*Local Governments should give serious consideration to the role of the Complaint Assessor, and the scope of their activities under this Policy. Local Governments should decide whether the Complaint Assessor may undertake an investigation, and if so the scope of the investigation, or whether they should simply request a written response from the Respondent and review all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents).*

*Based on this decision, Local Governments may wish to develop specifications for the assessment process which may form the basis for a procurement process when appointing the Assessor. Local Governments could choose to be very detailed in this consideration, for example by identifying criteria by which Complaints can be categorised (minor/major etc.) and developing corresponding specifications for each category. Some or all of these specifications could be included in this Policy.*

*As a minimum, Local Governments should ensure that they have sufficient oversight and control of the work that will be undertaken by the Complaint Assessor to be satisfied that the process will be reasonable and proportionate in scope and cost and align with the Principles set out in Part 1. Consider contract management, performance and value for money.*

## 2.3. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Council Policy <XXX> Behaviour Complaints Committee Terms of Reference.

### **WALGA Resources:**

WALGA has developed a template [Behaviour Complaints Committee Terms of Reference](#) and template [Behaviour Complaints Committee Delegation](#) to assist the implementation of Part 2.3 of this Policy.

The Behaviour Complaints Committee is proposed to operate under delegated authority in accordance with s.5.16 of the Act with a critical condition prohibiting the Behaviour Complaints Committee from exercising its delegated authority if the Complainant or Respondent attend a meeting as a Behaviour Complaints Committee Member.

The Terms of Reference for the Behaviour Complaints Committee provides that it is a requirement before the Committee can exercise delegated authority that a Committee Member will submit an apology for any meeting of the Behaviour Complaints Committee that will consider a Complaint in which they are either the Complainant or Respondent.

## 3. Procedure

### 3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

### **WALGA Resources:**

WALGA has developed a template [Behaviour Complaint Form](#) incorporating requirements from specific details that will assist the Behaviour Complaints Officer deal with a Complaint, including the option to direct a Complaint for Alternative Dispute Resolution.

WALGA can assist Local Governments that may wish to incorporate a Statutory Declaration as a Behaviour Complaint Form document, that requires a Complainant to attest to the truthfulness and accuracy of the information provided.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

### **3.2. Candidate Complaints**

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

### **3.3. Withdrawing a Complaint**

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

### ***WALGA Note:***

*Certain Parts of this Framework require the Behaviour Complaints Officer to undertake particular functions. Local Governments wishing to reduce officer involvement even further could choose to bring forward Part 3.8 Appointment of a Complaints Assessor, so that a Complaint Assessor is appointed on receipt of a Complaint. Part 3.4 Notice to Complainant, Part 3.5 Notice to Respondent, and Part 3.6 Alternative Dispute Resolution, could then be re-drafted to allocate Behaviour Complaints Officer functions to the Complaint Assessor. Timeframes may need to be reviewed if an external appointment is made.*

### **3.4. Notice to Complainant**

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

### **3.5. Notice to Respondent**

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

### 3.6. Alternative Dispute Resolution

The <<Shire/ Town / City of XXX>> recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

#### **WALGA Note:**

*Local Governments may wish to modify this section to specify the available option(s) for Alternative Dispute Resolution. For example:*

- *negotiation with the assistance of the Behaviour Complaints Officer or other appropriate person as intermediary;*
- *facilitation with a contracted service provider.*

*If engaging an external service provider, consider procurement and contract management issues. Some Local Governments may already have arrangements with the Citizens Advice Bureau or other community organisation. It may be appropriate when engaging a supplier to specify a time/cost threshold, for example if no agreement between the parties within a reasonable timeframe, then Alternative Dispute Resolution will be deemed as unsuccessful, and the formal complaints procedure resumed.*

*Local Governments should remove this section and subsequent references if they do not wish, or are not able, to make Alternative Dispute Resolution available.*

### 3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

### 3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the <<Shire/ Town / City of XXX>>'s Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

#### ***WALGA Note:***

*Local Governments should consider their preferred method of selection and appointment. Some options include:*

- The Behaviour Complaints Officer undertakes procurement in accordance with the Local Government's Purchasing Policy, based on sufficiently detailed guidance on suitable qualifications and experience.*
- Local Governments may choose to carry out an RFQ, or other appropriate procurement process, to identify and appoint a standing Complaint Assessor for a period of time, rather than waiting for a Complaint.*
- Local Governments could normally establish a Complaints Assessors Panel as a panel of pre-qualified suppliers, in accordance with Division 3 of the Local Government (Functions and General) Regulations 1996.*

*Local Governments may also wish to consider criteria by which a Behaviour Complaints Officer could identify Complaints which may not require external assessment. This could include the substance of the Complaint; whether it is capable of being assessed; and whether or not the Complaint includes complex allegations. This mechanism could be limited, to allow Local Governments to deal with Complaints that lack substance, without the expenditure of resources on a Complaint Assessor.*

### 3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the <<Shire/ Town / City>>'s Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the <<Shire/ Town / City of XXX>> <Meeting Procedures/Standing Orders Local Law YYYY>.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

### 3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

#### **WALGA Note:**

*As outlined in the WALGA Note at Part 2.2, Local Governments may wish to include details of their assessment process in their Policy. This may empower the Complaint Assessor to undertake an investigation within defined parameters. Alternatively, the Policy may require that Complaint Assessor to request that the Respondent provide a written response, including any evidence or information that the Respondent considers relevant. The assessment would then be conducted purely on the basis of all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents).*

*The Code of Conduct requires that a Respondent is provided with a reasonable opportunity to be heard. What may be considered reasonable may depend on the process that is followed, and on the circumstances. For example, if the Complaints Assessor is empowered to gather additional evidence or information, the Respondent must be presented with this information, and have an opportunity to respond. If a Respondent is asked for a written response, the Complaint Assessor should ensure they are given a reasonable period in which to respond. It may also be reasonable to accept responses in other formats. Given this variation, Local Governments may wish to specify minimum requirements, and/or direct the Complaint Assessor to exercise their professional skill and judgment.*

### 3.11. Complaint Report

***WALGA Note:***

*Local Governments that do not wish to refer all complaints to a standing Complaints Committee with delegated authority should remove all references to 'Behaviour Complaints Committee' in the following sections, and replace with 'Council'.*

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

***WALGA Note:***

*Local Governments may wish to include in their Policy a requirement that the Respondent is provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.*

*If the Complaint Report includes a Proposed Plan, this may contribute to consultation in accordance with clause 12(5) of the Code of Conduct.*

### 3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.



**WALGA Note:**

*The Local Government is required to include reasons when providing notice of its decisions under clauses 12(4), 12(7) and 13 of the Code of Conduct. The Complaint Report is required to provide reasons for each of its recommendations, which become the Officer Recommendations.*

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)\* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

**WALGA Note:**

*\*In actioning clause 12(5) of the Code of Conduct, the Respondent may be invited to make an oral submission or provide a written response. If the final decision to implement a Plan is referred to a subsequent meeting of the Committee, the Complaints Assessor or Behavioural Complaints Officer may provide a report attaching the written response and potentially make an associated recommendation as to the effect of a Plan.*

### 3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

## 4. Decision Making

### 4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

### 4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the Respondent has taken remedial action in accordance with the <<Shire/ Town / City of XXX>> <Meeting Procedures/Standing Orders Local Law YYYY>.

### 4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

### 4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;

- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

#### 4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

#### **WALGA Note:**

*Local Governments have broad discretion in deciding whether to take no further action or prepare and implement a Plan. Local Governments may wish to modify this Part to reflect Council's position on when it may be appropriate to impose a Plan, and the requirements that may be included.*

*The Local Government will be responsible for the cost of the Plan requirements. Local Governments may wish to consider how any activities will be arranged, booked and paid for. Local Governments may choose to specify that the administrative arrangements will be managed, for example in accordance with their Continuing Professional Development Policy.*

| Document Control Box              |  |  |                                 |                  |        |                     |          |
|-----------------------------------|--|--|---------------------------------|------------------|--------|---------------------|----------|
| <b>Document Responsibilities:</b> |  |  |                                 |                  |        |                     |          |
| <b>Owner:</b>                     | [insert Position Title]  | <b>Owner Business Unit:</b>                            | [insert Unit Title]             |                  |        |                     |          |
| <b>Reviewer:</b>                  | [insert Position Title]  | <b>Decision Maker:</b>                                 | Council                         |                  |        |                     |          |
| <b>Compliance Requirements:</b>   |  |  |                                 |                  |        |                     |          |
| <b>Legislation:</b>               | <a href="#">Local Government Act 1995</a><br><a href="#">Local Government (Model Code of Conduct) Regulations 2021</a> |  |                                 |                  |        |                     |          |
| <b>Other:</b>                     |  |  |                                 |                  |        |                     |          |
| <b>Organisational:</b>            |  |  |                                 |                  |        |                     |          |
| <b>Document Management:</b>       |  |  |                                 |                  |        |                     |          |
| <b>Risk Rating:</b>               | [low / med / high]   | <b>Review Frequency:</b>                               | [annual / biennial / triennial] | <b>Next Due:</b> | [20##] | <b>Records Ref:</b> | [CP####] |
| <b>Version #</b>                  | <b>Decision Reference:</b>   | <b>Synopsis:</b>                                       |                                 |                  |        |                     |          |
| 1.                                | [decision date / TRIM Ref]   | [brief description of the adoption / changes approved] |                                 |                  |        |                     |          |
| 2.                                |  |  |                                 |                  |        |                     |          |

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# CORPORATE POLICY NO 1.16 CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## DIVISION 1 – PRELIMINARY PROVISIONS

### 1. Citation

These are the Southern Metropolitan Regional Council standards for CEO recruitment, performance and termination.

#### 1.1. Legislation

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

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

- local government (model code of conduct) regulations 2021;
- local government (administration) amendment regulations 2021; and
- local government regulations amendment (employee code of conduct) regulations 2021,

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

### 2. Terms used

(1) In these standards —

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

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO’s contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Southern Metropolitan Regional Council;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## DIVISIONS 2 - Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO’s contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government’s consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

### 8. Establishment of selection panel for employment of CEO

(1) In this clause —

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

**independent person** means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

- (3) The selection panel must comprise —
- (a) at least three (3) council members; and
  - (b) at least 1 independent person.

## 9. Recommendation by selection panel

(1) Each applicant’s knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel’s assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel’s recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and
- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

## 10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

## 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

## 12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## 13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

**commencement day** means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO’s contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO’s contract of employment.

(4) This clause does not prevent the incumbent CEO’s contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

## Division 3 — Standards for review of performance of CEOs

### 15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

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

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO’s performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

### 17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO’s performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO’s performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

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

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

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

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

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

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## Division 4 — Standards for termination of employment of CEOs

### 20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### 21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO’s employment, including —

- (a) informing the CEO of the CEO’s rights, entitlements and responsibilities in relation to the termination process; and
- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

### 22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO’s performance.

(2) The local government must not terminate the CEO’s employment unless the local government has —

- (a) in the course of carrying out the review of the CEO’s performance referred to in subclause (3) or any other review of the CEO’s performance, identified any issues (the performance issues) related to the performance of the CEO; and
- (b) informed the CEO of the performance issues; and
- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO’s employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### 23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

### 24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government’s reasons for terminating the employment of the CEO.

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## 6.0 REFERENCES & REVIEW

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ Local Government (Administration) Regulations 2021</li> <li>▪ SMRC Standing Orders Local Law 2008</li> </ul>                        |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Code of Conduct for Councillors and Committee and Group Members</li> <li>▪ CEO Performance Review Committee Policy 1.10</li> <li>▪ CEO Contract of Employment</li> </ul> |                     |
| <b>Approved by</b>               | Regional Council  |                     |
| <b>Next Revision Date</b>        | Feb 2022  |                     |
| <b>Related Documents</b>         |   |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>  | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services  | Biennial            |
| <b>Risk Rating</b>               | Operational Risk Register – Risk Medium   |                     |
| <b>Location of document</b>      | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services  |                     |

## 7.0 DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council |
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# CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

POLICY REVIEW – MAY 2021

## 1.0 STATEMENT

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

## 2.0 SCOPE

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

## 3.0 OBJECTIVE

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

## 4.0 ROLES & RESPONSIBILITIES

### Chief Executive Officer

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

## 5.0 CONTENT

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

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

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

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

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

1. 75% of the maximum annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B

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# CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

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

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

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

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

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

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

1. 75% of the maximum annual local government allowance for Regional Local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

## Allowance for Deputy Chairperson S5.98 LGA

1. The deputy chairperson of the local government be paid an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the Chairperson is entitled under section 5.98(5).
2. The allowance under subsection (1) is to be paid on a daily pro-rata amount, in addition to any amount to which the deputy chairperson is entitled under section 5.99 and 5.99A where the deputy chairperson is acting in the role of chairperson during the chairperson's leave of absence.

## Payment of Fees and Allowances

1. The payment is applicable to each financial year, i.e. July to June
2. The payment of any taxation liability is the responsibility of the member.
3. Payment entitlements will be made to all members unless a member gives notice to the CEO in writing that the member does not wish to be paid his/her entitlement for the period stated in the notice.

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## CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

4. Annual Payments are paid by monthly instalments in arrears into a nominated bank account
5. Annual payments in whole or part may be paid into the member's superannuation fund (refer to the Australian Taxation Office Interpretative Decision ATO ID 2007/205)
6. Where an annual fee in lieu of sitting fees is paid, the fee is to be reduced on a pro-rata basis by any period of leave of absence or missed ordinary council meetings of three or more cumulative meetings during the year (except whilst on Council business).

### 6.0 REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Local Government (Administration) Amendment Regulations</i> (Section 5.99 of the Local Government Act 1995 and Regulations 30 &amp; 34 of the Local Government (Administration) Regulations should be observed in relation to fee &amp; allowance payments)</li> <li>▪ Determination for Local Government Elected Council Members Pursuant to Section 7B of the <i>Salaries and Allowances Act 1975</i></li> </ul> |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Accounting Policies and Procedures</li> </ul>   |                     |
| <b>Next Review Date</b>          | June 2021  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate                        | Chief Executive Officer  | Annual              |
| <b>Risk Rating</b>               | Risk Register – Low  |                     |
| <b>Location of document</b>      | SMRC Website – Members Area<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room   |                     |

### 7.0 DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council    |
|------|----------|-----|--------|--------------|------------|
| 2006 | Original | 1   | MAF    | MAF          | 29/06/2006 |
| 2012 | Review   | 2   | DCS    | DCS          | 26/07/2012 |
| 2013 | Review   | 3   | EMCS   | EMCS         | 22/08/2013 |
| 2013 | Review   | 4   | EMCS   | EMCS         | 24/10/2013 |
| 2014 | Review   | 5   | EMCS   | CEO          | 28/08/2014 |
| 2016 | Review   | 6   | EMCS   | CEO          | 27/10/2016 |
| 2017 | Review   | 7   | EMCS   | CEO          | 29/06/2017 |
| 2018 | Review   | 8   | EMCS   | CEO          | 21/06/2018 |
| 2019 | Review   | 9   | EMCS   | CEO          | 22/08/2019 |
| 2020 | Review   | 10  | EMCS   | CEO          | 27/08/2020 |
| 2021 | Review   | 11  | CSM    | CEO          |            |

|   |                        |   |             |
|---|------------------------|---|-------------|
| Issued: August 2020   | Review Date: June 2021 | Title: CORPORATE POLICY NO 1.8<br>MEMBERS FEES & ALLOWANCES | Version 10  |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO   | Page 3 of 3 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |   |             |



SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

POLICY REVIEW – MAY 2021

### STATEMENT

This policy sets out a structure for managing public question time at council meetings, pursuant to the Local Government Act 1995, its Regulations and SMRC's Standing Orders Local Law.

### SCOPE

The Policy assists Presiding Members to apply consistent and fair procedures in managing public questions at Council meetings.

### OBJECTIVE

- Time must be made available at every council meeting (ordinary and special) and every committee meeting with delegated powers or duties, for members of the public to ask questions and have them responded to.
- To provide a clear set of procedures for the public to have an opportunity to ask questions and the requirement to manage proceedings at council meetings.

### ROLES & RESPONSIBILITIES

#### Council

The Regional Council is to determine and adopt suitable procedures for managing public question time at council meetings.

#### Presiding Members of meetings (Chairperson)

The Chairperson of meetings is to be familiar with the rules of Public Question Time and shall manage questions as per this policy.

#### Chief Executive Officer

The Chief Executive Officer is to ensure the policy is consistent with the Local Government Act and Standing Orders Local Law and provided assistance to Presiding Members in managing public questions during meetings.

### DEFINITIONS

**"Presiding Member"** means any person presiding at a meeting

**"Relevant Person"** SMRC regional councillor or employee

### CONTENT

#### Introduction

- Question Time will be limited to fifteen (15) minutes or earlier if there are no further questions, and be the first item of business at each Council Meeting following disclosure of interests, at the start of the Council Meeting.
- At any Ordinary Council Meeting the public will be able to ask questions relating to a matter involving the regional local government, not just relating to an item on the agenda. Questions

|   |                          |   |             |
|---|--------------------------|---|-------------|
| Issued: Feb 2020  | Review Date: August 2021 | Title: CORPORATE POLICY NO 1.13<br>PUBLIC QUESTION TIME | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS        | Approved: CEO   | Page 1 of 4 |
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

asked at a Special Council Meeting or Committee meeting to which the local government has delegated a power or duty can only relate to the purpose of the meeting.

- To provide all members of the public with an equal and fair opportunity to ask questions, persons with multiple questions may be asked after the second question to wait until others have asked questions and then if time permitting may continue to ask further questions. Sub-parts of questions will be counted as a question.

### Submitting Questions

- All questions must be submitted in writing, along with the name and address of the person submitting, **prior to the commencement of the Council Meeting**
- All questions will be registered.
- It is recommended that complex questions requiring research be submitted in writing to the SMRC three (3) working days prior to the Council Meeting in order to allow the SMRC sufficient time to prepare a response
- Written questions can be provided in the following forms:
  - a. Emails sent to [smrc@smrc.com.au](mailto:smrc@smrc.com.au), subject line: "Questions for Council Meeting", two (2) hours before the meeting commence time.
  - b. On the day of Council Meetings, written questions are to be registered and placed in the "Questions Tray" located in the meeting venue. The register will be open thirty (30) minutes prior to the commencement of the Council Meeting.
  - c. Members of the public may submit questions up until the commencement of the Council Meeting, but all questions must be submitted in writing and the details of the person asking the question/s must be added to the Register. SMRC staff will be available at the meeting to assist members of the public in understanding the procedure and submitting questions.
- All questions should not contain defamatory remarks, offensive language or questioning the competency of councillors or employees. Questions should be on the issue rather than on individuals.

### Procedure at Council Meetings

- During the Council Meeting persons who have registered their questions will be the only persons able to speak. The first priority will be given to persons who are asking questions relating to items on the current meeting agenda. The second priority will be given to other questions.
- Where questions are registered, but the person fails to attend the meeting, the question will not be put to the meeting and the CEO is to reply in writing at a time after the meeting.
- The Presiding Member will manage public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state their name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated.
- The person should then proceed to ask their questions one at a time. Questions should not include statements or express opinions, nor be offensive or defamatory.
- The presiding member will respond to the question or nominate a relevant person to respond on behalf of the council. Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed at specific members of council or employees. Address all question to the Chair.

|   |                          |   |             |
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

- Questions are not to be framed in such a way as to reflect adversely on a particular councillor or employee.
- There is no debate or discussion permitted on any question or response.
- Public question time is declared closed following the expiration of the allocated fifteen (15) minute time period, or earlier if there are no further questions. By resolution of Council the public question time period may be extended for a further period as nominated in the resolution.

In accordance with Local Government (Administration) Regulation 7(5) if a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to:

- declare that he or she has an interest in the matter; and
- allow another person to respond to the question.

While the above regulation prohibits a person responding to a question relating to a matter in which they have an interest, the Act does not require that person to leave the meeting or comply with any other requirement for disclosing interests.

### After the Council Meeting

- Recording questions and responses given during public question time to be recorded as a summary (not verbatim) in the minutes in accordance with local government regulation.
- Where questions are taken on notice, a summary of the question is recorded in the minutes and the CEO is to ensure a written response is provided to the questioner in a timely manner after the meeting.
- A summary of the response to the questions taken on notice must be recorded in the minutes of the next council or committee meeting. (Also noting that the questioner has received the response).

### REFERENCES & REVIEW

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <b>Statutory Compliance</b>      | Local Government Act 1995 Section 5.24<br>Local Government (Administration) Regulations 5, 6, 7   |                     |
| <b>Organisational Compliance</b> | SMRC Standing Orders Amendment Local Law 2009 Section 3.4   |                     |
| <b>Next Revision Date</b>        | August 2021   |                     |
| <b>Related Documents</b>         | "Managing Public Question Time" Dept of Local Government<br>Guideline No 3<br>"Public Question Time" Form   |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>  | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services  | Biennial            |
| <b>Risk Rating</b>               | Operational Risk Register – Risk Low  |                     |
| <b>Location of document</b>      | SMRC Website – Meetings<br>SMRC Website – Members Area<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room |                     |

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|---|--------------------------|---|-------------|
| Issued: Feb 2020  | Review Date: August 2021 | Title: CORPORATE POLICY NO 1.13<br>PUBLIC QUESTION TIME | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS        | Approved: CEO   | Page 3 of 4 |
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SOUTHERN METROPOLITAN REGIONAL COUNCIL

### CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

#### DOCUMENT CONTROL REGISTER

| Date        | Review        | No.      | Author     | Resp Officer | Council    |
|-------------|---------------|----------|------------|--------------|------------|
| 2012        | Original      | 1        | DCS        | DCS          | 26/07/2012 |
| 2014        | Review        | 2        | EMCS       | EMCS         | 28/08/2014 |
| 2016        | Review        | 3        | EMCS       | EMCS         | 27/10/2016 |
| 2018        | Review        | 4        | EMCS       | EMCS         | 16/08/2018 |
| 2020        | Review        | 5        | EMCS       | EMCS         | 27/02/2020 |
| <u>2021</u> | <u>Review</u> | <u>6</u> | <u>CSM</u> | <u>EMCS</u>  |            |

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|---|--------------------------|---|-------------|
| Issued: Feb 2020  | Review Date: August 2021 | Title: CORPORATE POLICY NO 1.13<br>PUBLIC QUESTION TIME | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS        | Approved: CEO   | Page 4 of 4 |
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# CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

## STATEMENT

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The Southern Metropolitan Regional Council is committed to ensuring that employees are taking their leave entitlements.

## SCOPE

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This Policy applies to all employees of SMRC.

## OBJECTIVES

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1. To ensure all employees receive their leave entitlements in accordance with award or employment contract provisions.
2. To provide guidelines for ensuring leave entitlements are taken within appropriate time-frames.

## DEFINITIONS

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| Term               | Definition   |
|--------------------|--|
| LSL                | Long Service Leave   |
| Deed of Compromise | Written agreement between SMRC and the employee where the employee has chosen to relinquish the taking of leave in return for a cash payment in lieu of that leave |

## ROLES AND RESPONSIBILITIES

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### Regional Council

To monitor the Chief Executive’s leave management as part of the annual performance review.

### Chief Executive Officer

The Chief Executive Officer is responsible in managing all employee leave under the prescribed Regulations, Agreements, Contracts and Guidelines. The CEO reports his leave arrangements to the Chairperson, or in the absence of the Chairperson to the Deputy Chairperson.

### Managers

Managers and supervisors are responsible for employee leave plans and ensuring that the correct leave procedure is adhered to.

|   |                        |  |             |
|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 3.1<br>LEAVE MANAGEMENT | Version 6   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: COUNCIL                                  | Page 1 of 4 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |  |             |



# CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

## Human Resources Manager

The Human Resources Manager is responsible for assisting employees with the practical aspects of taking their leave entitlements and ensuring ~~an accurate record is being kept of all employee leave – both that taken and due to be taken.~~ that accrued employee leave is taken in a timely manner and in accordance with policy.

## Assistant Accountant

Is responsible for the accurate accrual of employees leave entitlements.

## Employees

Each individual staff member is required to ensure that they use their leave entitlements in accordance with Award or Employment Contract provisions.

## CONTENT

### Annual Leave

Annual leave shall be given and taken in such period or periods and at such a time or at such times mutually convenient to the employer and the employee and, except as provided below, within twelve months of the date when the accrued leave is due.

Operational staff receive leave loading in addition to the base rate of pay during periods of annual leave to compensate for shift loading, allowances and overtime, refer award for further details.

### Requirement to take annual leave – excessive accrual and annual close-down

An employer may require an employee to take annual leave by giving at least four weeks' notice in the following circumstances:

- a. As part of a close-down of its operations; or
- b. Where more than eight weeks' leave is accrued, and providing four weeks' notice is given by the employer, an employee may be requested to take annual leave provided that the employee retains a balance of at least eight weeks.
- c. In special circumstances, an employee may apply in writing to the CEO to be granted an extension.

### Payment in Lieu of Annual Leave

Other arrangements such as receiving payment in lieu of leave, are only considered and approved by the CEO, or in the case of the CEO by the SMRC, ~~where the employee has accumulated enough leave to take half in leave and the balance in payment provided that the employee retains a balance of not less than four weeks leave entitlement,~~ or such other arrangements as deemed satisfactory by the CEO, or in the case of the CEO by the Council, and is subject to the employee's well being and reasons such as financial hardship.

The CEO and the employee agree to sign a "Deed of Compromise" to that effect.

### Long Service Leave

|   |                        |  |             |
|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 3.1<br>LEAVE MANAGEMENT | Version 6   |
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# CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

Having regard to the provisions of the Local Government (Long Service Leave) Regulations, the following shall apply:

Employees who are eligible for LSL may request the following leave arrangements -:

- a. Take 13 weeks leave at normal pay (paid in advance or f/nightly)
- b. Take half pay but double the time (6mths leave) (reg 6A)
- c. Take half leave but double the pay (6.5weeks) (reg 6B)
- d. Leave can be taken in three (3) separate periods (reg 7(1)(d))

Employees must provide a written application giving at least two months notice of the date from which the LSL is to be taken.

The above leave arrangements are subject to CEO's approval (or in the case of the CEO, the Council). Options "b" to "d" are only approved at such times mutually convenient to the employer and the employee and, except as provided below, within six months of the date when the accrued leave is due.

In special circumstances, and with the consent of the CEO, an employee may apply in writing to the CEO requesting to defer the taking of any entitled LSL, or any part thereof not taken after 6 months when the leave was due.

Where the LSL has been postponed beyond the period of 6 months when it was due to meet the convenience of the employee, the rate of payment for that leave shall be the rate applicable at the end of the six months,

Where the LSL has been postponed beyond the period of 6 months to meet the convenience of the employer, the rate of payment for that leave shall be the current rate applicable at the time of commencing leave.

### General Leave Entitlements

Unless specified above, all leave entitlements are as per the employee's contract of employment, [SMRC Collective Agreement 2008](#), [Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021](#), Local Government Industry Award [2010-2020](#) or any other employee legislation or regulations in force at the time.

### REFERENCES & REVIEW

|                                  |   |
|----------------------------------|---|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Industry Awards <a href="#">2010-2020</a></li> <li>▪ National Employment Standards 2009</li> <li>▪ Local Government (Long Service Leave) Regulations</li> </ul>   |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Employee Awards or Contracts</li> <li>▪ <a href="#">Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021</a> <a href="#">Southern Metropolitan Regional Council Collective Agreement 2008</a></li> </ul> |
| <b>Approved by</b>               | Regional Council – Resolution No:   |
| <b>Related Documents</b>         | <ul style="list-style-type: none"> <li>• All relevant HR policies and procedures</li> <li>• Leave Application Form</li> <li>• Request for Leave Deferral Form</li> <li>• Request for Payment In Lieu of Taking Leave Form</li> </ul>  |

|   |                        |  |             |
|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 3.1<br>LEAVE MANAGEMENT | Version 6   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: COUNCIL                                  | Page 3 of 4 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |  |             |



## CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

|                              |  |                     |
|------------------------------|--|---------------------|
| <b>Next Revision Date</b>    | June 2021  |                     |
| <b>Policy Administration</b> | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate (HR)               | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>           | Medium   |                     |
| <b>Location of document</b>  | SMRC Website – Members Area<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room |                     |

### DOCUMENT CONTROL REGISTER

| Date        | Review        | No.      | Author     | Resp Officer | Council    |
|-------------|---------------|----------|------------|--------------|------------|
| 2007        | Original      | 1        | MAF        | MAF          | 24/8/2007  |
| 2009        | Review        | 2        | HRO        |              |            |
| 2012        | Review        | 3        | DCS        | DCS          | 26/07/2012 |
| 2014        | Review        | 4        | EMCS       | EMCS         | 28/08/2014 |
| 2016        | Review        | 5        | EMCS       | EMCS         | 28/04/2016 |
| 2019        | Review        | 6        | EMCS       | EMCS         | 27/06/2019 |
| <u>2021</u> | <u>Review</u> | <u>7</u> | <u>HRM</u> | <u>EMCS</u>  |            |

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|   |                        |  |             |
|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 3.1<br>LEAVE MANAGEMENT | Version 6   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: COUNCIL                                  | Page 4 of 4 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |  |             |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 April 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

| Current<br>Budget<br>\$ | Particulars  | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | Variance to<br>YTD Budget<br>\$ |
|-------------------------|--|---------------------|---------------------|---------------------------------|
|                         | <b>Revenue from operating activities</b>                             |                     |                     |                                 |
| 5,159,108               | Contributions, Donations & Reimbursements                            | 4,364,032           | 4,382,611           | 18,579                          |
| 21,595,470              | Fees & Charges   | 19,336,999          | 19,986,710          | 649,711                         |
| 24,000                  | Interest Received  | 22,043              | 28,396              | 6,353                           |
| 112,000                 | Operating Grants   | 112,000             | 112,000             | 0                               |
| 2,718,678               | Other Revenue  | 2,174,340           | 2,182,321           | 7,981                           |
| <b>29,609,256</b>       | <b>Total Operating Revenue</b>                                       | <b>26,009,414</b>   | <b>26,692,039</b>   | <b>682,625</b>                  |
|                         | <b>Expenditure from operating activities</b>                         |                     |                     |                                 |
| (8,552,534)             | Employee Costs   | (7,349,511)         | (7,260,770)         | 88,741                          |
| (12,820,366)            | Materials & Contracts  | (10,190,648)        | (10,242,774)        | (52,125)                        |
| (789,570)               | Utilities  | (682,980)           | (664,244)           | 18,736                          |
| (1,876,872)             | Insurance  | (1,527,171)         | (1,423,014)         | 104,157                         |
| (804,200)               | Interest   | (597,770)           | (614,377)           | (16,607)                        |
| (2,697,576)             | Depreciation   | (2,697,576)         | (2,889,515)         | (191,939)                       |
| 0                       | Other Expenses   | (1,120)             | (1,581)             | 16,539                          |
| <b>(27,541,118)</b>     | <b>Total Operating Expenses</b>                                      | <b>(23,063,777)</b> | <b>(23,096,275)</b> | <b>(32,499)</b>                 |
|                         | Profit/ (Loss) on Sale of Assets                                     |                     | 16,033              | 16,033                          |
| <b>2,068,138</b>        | <b>Operating Surplus / (Deficit)</b>                                 | <b>2,945,638</b>    | <b>3,611,796</b>    | <b>666,159</b>                  |
|                         | <b>LESS: Non-cash items</b>  |                     |                     |                                 |
|                         | Adjust Profit/ (Loss) on Sale of Assets                              |                     | (16,033)            | (16,033)                        |
| 2,697,576               | Add Back Depreciation  | 2,697,576           | 2,889,515           | 191,939                         |
| 83,000                  | Add Back Interest on unwinding of discount on<br>Make Good Provision | 0                   | 0                   | 0                               |
| <b>2,780,576</b>        | <b>Total Non-cash items</b>  | <b>2,697,576</b>    | <b>2,873,482</b>    | <b>175,906</b>                  |
| <b>(24,760,542)</b>     | <b>Total Operating Expenses<br/>(Before Non-cash items)</b>          | <b>(20,366,201)</b> | <b>(20,222,793)</b> | <b>143,407</b>                  |
| <b>4,848,714</b>        | <b>Operating Surplus / (Deficit)<br/>(Before Non-cash items) (A)</b> | <b>5,643,214</b>    | <b>6,469,246</b>    | <b>826,032</b>                  |
|                         | <b>Capital Expenditure</b>   |                     |                     | 0                               |
| (1,350,000)             | Buildings  | (1,298,000)         | (1,298,157)         | (157)                           |
| (2,995,000)             | Plant & Equipment  | (2,358,000)         | (2,358,253)         | (253)                           |
| (20,000)                | Information Technology   | (20,000)            | (17,754)            | 2,246                           |
|                         | Proceeds from disposal of Assets                                     |                     | 46,812              | 46,812                          |
| <b>(4,365,000)</b>      | <b>Total Capital Expenditure (B)</b>                                 | <b>(3,676,000)</b>  | <b>(3,627,352)</b>  | <b>48,648</b>                   |
|                         | <b>Funding / Other Capital Items</b>                                 |                     |                     |                                 |
| 250,000                 | Non-operating Grants, Subsidies & contributions                      | 250,000             | 250,000             | 0                               |
| (3,284,059)             | Repayment of Loans   | (2,452,450)         | (2,452,450)         | 0                               |
| 3,284,059               | Reimbursement of Loan Repayments                                     | 2,452,450           | 2,452,450           | 0                               |
| (3,400,000)             | Transfers TO Cash Reserves   | (2,800,000)         | (2,810,000)         | (10,000)                        |
| 1,743,000               | Transfers FROM Cash Reserves   | 1,553,000           | 1,553,000           | 0                               |
| <b>(1,407,000)</b>      | <b>Total Funding / Other Capital Items (C)</b>                       | <b>(997,000)</b>    | <b>(1,007,000)</b>  | <b>(10,000)</b>                 |
| <b>(923,286)</b>        | <b>CHANGES IN NET ASSETS (A to C)</b>                                | <b>970,214</b>      | <b>1,834,894</b>    | <b>864,680</b>                  |
| <b>2,885,956</b>        | <b>Opening Funds Surplus(Deficit)</b>                                | <b>2,885,956</b>    | <b>2,885,956</b>    | <b>-</b>                        |
| <b>1,962,670</b>        | <b>Closing Funds Surplus(Deficit)</b>                                | <b>3,856,170</b>    | <b>4,720,850</b>    | <b>864,680</b>                  |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 April 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<br>Variance<br>\$ | Var.     | Explanation<br>of Variance with +-\$20,000                                   |
|---|-----------------------|----------|--|
| <b><u>Revenue from operating activities</u></b>     |                       |          |  |
| Contributions, Donations & Reimbursements           | 18,579                | Positive |  |
| Fees & Charges                                      | 649,711               | Positive | MRF commodity prices   |
| Interest Received                                   | 6,353                 | Positive |  |
| Operating Grants                                    | -                     |          |  |
| Other Revenue                                       | 7,981                 | Positive |  |
| <b><u>Expenditure from operating activities</u></b> |                       |          |  |
| Employee Costs                                      | 88,741                | Positive | Maint. Employment costs  |
| Materials & Contracts                               | (52,125)              | Negative | Plant maintenance expenses   |
| Utilities   | 18,736                | Positive |  |
| Insurance   | 104,157               | Positive | Insurance premium savings  |
| Interest  | (16,607)              | Negative |  |
| Depreciation  | (191,939)             | Negative | Asset valuation & New treatment of depreciation on Right-use Assets (Leases) |
| Other Expenses                                      | 16,539                | Positive |  |
| Profit/ (Loss) on Sale of Assets                    | 16,033                | Positive |  |
| <b><u>Investing Activities</u></b>                  |                       |          |  |
| <b><u>Capital Expenditure</u></b>                   |                       |          |  |
| Buildings   | (157)                 | Negative |  |
| Plant & Equipment                                   | (253)                 | Negative |  |
| Information Technology                              | 2,246                 | Positive |  |
| Proceeds from disposal of Assets                    | 46,812                | Positive | Sale of WCF Front end loaders  |
| <b><u>Funding / Other Capital Items</u></b>         |                       |          |  |
| Transfers TO Cash Reserves                          | (10,000)              | Positive |  |
| Transfers FROM Cash Reserves                        | -                     |          |  |



Statement of Financial Position  
as at 30 APR 2021

|                                      | 2020/2021            | 2019/2020            |
|--------------------------------------|----------------------|----------------------|
| <b>CURRENT ASSETS</b>                |                      |                      |
| Cash                                 | 11,238,880.27        | 10,174,250.55        |
| Receivables                          | 7,602,228.04         | 8,271,547.02         |
| Prepayments                          | 299,062.73           | 19,861.11            |
| Accrued Income                       | 1,123,712.07         | 55,908.18            |
| Inventories                          | 1,087,665.91         | 1,190,165.61         |
| Non-current assets held for sale     | 0.00                 | 0.00                 |
| <b>TOTAL CURRENT ASSETS</b>          | <b>21,351,549.02</b> | <b>19,711,732.47</b> |
| <b>CURRENT LIABILITIES</b>           |                      |                      |
| Payables                             | 1,172,671.31         | 2,947,341.46         |
| Accrued Expenses                     | 2,137,372.19         | 588,570.00           |
| Income Rec'd in Advance              | 92,703.18            | 0.00                 |
| GST                                  | 252,362.88           | 0.00                 |
| Payroll Liabilities                  | 5,123.32             | 828.92               |
| Retentions & Bonds                   | 1,490,225.67         | 1,027,913.24         |
| Borrowings                           | 3,398,801.63         | 5,084,059.01         |
| Provisions                           | 763,294.52           | 708,687.00           |
| Lease Liabilities                    | 655,000.61           | 638,765.84           |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>9,967,555.31</b>  | <b>10,996,164.97</b> |
| <b>NET CURRENT ASSETS</b>            | <b>11,383,993.71</b> | <b>8,715,567.50</b>  |
| <b>NON-CURRENT ASSETS</b>            |                      |                      |
| Buildings                            | 1,562,999.64         | 1,516,887.27         |
| Information Technology               | 3,992.25             | 13,115.09            |
| Office Furniture & Fittings          | 1,563.14             | 7,060.90             |
| Fixed Plant & Equipment              | 4,801,208.62         | 5,518,865.30         |
| Mobile Plant & Equipment             | 241,854.26           | 368,954.04           |
| RRRC Leasehold Improvements          | 17,476,798.01        | 18,677,361.54        |
| RRRC Other                           | 0.00                 | 0.00                 |
| Capital Work in Progress             | 1,238,243.24         | 1,143,042.44         |
| Loan Receivables                     | 5,861,998.11         | 6,629,191.09         |
| Consultants & Admin                  | 0.00                 | 0.00                 |
| Right of Use Assets                  | 8,482,112.34         | 9,182,775.94         |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>42,730,769.61</b> | <b>43,117,253.61</b> |
| <b>NON-CURRENT LIABILITIES</b>       |                      |                      |
| Provisions                           | 3,775,914.14         | 3,685,038.00         |
| Borrowings                           | 5,861,998.10         | 6,629,191.08         |
| Lease Liabilities                    | 8,617,203.04         | 9,110,278.54         |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>18,255,115.28</b> | <b>19,424,507.62</b> |
| <b>NET ASSETS</b>                    | <b>35,859,648.04</b> | <b>32,408,313.49</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 April 2021**

**STATEMENT OF CASH FLOWS**

**Cashflows from Operating Activities**

|                          |              |
|--------------------------|--------------|
| Receipts for Operations  | 24,618,777   |
| Payments for Operations  | (19,811,956) |
| Receipts from Government | 362,000      |

**Net cash provided by operating activities** **5,168,821**

**Cashflow from Investing Activities**

|   |             |
|---|-------------|
| Proceeds on Sale of Assets                | 46,812      |
| Payment for IT Equipment                  | (17,754)    |
| Payment for Property, Plant and Equipment | (3,656,410) |

**Net cash provided/(absorbed) by investing activities** **(3,627,352)**

**Cashflow from Financing Activities**

|   |             |
|---|-------------|
| Contributions from Project Participants             | 2,452,450   |
| Payments for principal portion of lease liabilities | (476,840)   |
| Repayments of Borrowings                            | (2,452,450) |

**Net cash provided by financing activities** **(476,840)**

**Net increase(decrease) in cash held** **1,064,629**

|                                      |                   |
|--------------------------------------|-------------------|
| Cash at the beginning of the year    | 10,174,251        |
| <b>Cash at the end of the period</b> | <b>11,238,880</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 April 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

|  |                  |
|--|------------------|
| Net Changes in Assets from Operations                | 6,469,246        |
| Plus Receipts from Government                        | 250,000          |
| Less adjustment for (Profit)/ Loss on Sale of Assets | 16,033           |
| Less adjustment for Receivables                      | 669,319          |
| Less adjustment for Accrued Income                   | (1,067,804)      |
| Less adjustment for Income in advance                | (92,703)         |
| Less adjustment for Loan Receivables                 | (767,193)        |
| Less adjustment for Prepayments                      | (279,202)        |
| Less adjustment for Inventories                      | (102,500)        |
| Less adjustment for Payables                         | (1,774,670)      |
| Plus adjustment for Accrued Expenses                 | 1,548,802        |
| Plus adjustment for GST                              | 252,363          |
| Plus adjustment for Payroll Liabilities              | 4,294            |
| Plus adjustment for Retentions & Bonds               | 462,312          |
| Less adjustment for Borrowings                       | (767,193)        |
| Less adjustment for Provisions                       | 90,876           |
| Less adjustment for Lease Liabilities                | (493,076)        |
| Less adjustment for Right of Use Assets              | (700,664)        |
| Less adjustment for Transfer to CWIP                 | (3,155,201)      |
| Plus adjustment for Others                           | 501,588          |
| Movement in cash balances                            | <u>1,064,629</u> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 March 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

| Current Budget \$   | Particulars   | YTD Budget \$       | YTD Actual \$       | Variance to YTD Budget \$ |
|---------------------|---|---------------------|---------------------|---------------------------|
|                     | <b>Revenue from operating activities</b>                          |                     |                     |                           |
| 5,159,108           | Contributions, Donations & Reimbursements                         | 3,878,510           | 3,878,613           | 103                       |
| 21,595,470          | Fees & Charges  | 17,495,872          | 17,897,799          | 401,927                   |
| 24,000              | Interest Received   | 19,056              | 26,149              | 7,093                     |
| 112,000             | Operating Grants  | 112,000             | 112,000             | 0                         |
| 2,718,678           | Other Revenue   | 1,884,275           | 1,883,427           | (848)                     |
| <b>29,609,256</b>   | <b>Total Operating Revenue</b>                                    | <b>23,389,713</b>   | <b>23,797,988</b>   | <b>408,275</b>            |
|                     | <b>Expenditure from operating activities</b>                      |                     |                     |                           |
| (8,552,534)         | Employee Costs  | (6,629,835)         | (6,518,626)         | 111,209                   |
| (12,820,366)        | Materials & Contracts   | (9,169,158)         | (9,410,482)         | (241,324)                 |
| (789,570)           | Utilities   | (614,083)           | (608,111)           | 5,972                     |
| (1,876,872)         | Insurance   | (1,352,454)         | (1,276,189)         | 76,265                    |
| (804,200)           | Interest  | (561,305)           | (544,685)           | 16,618                    |
| (2,697,576)         | Depreciation  | (2,550,933)         | (2,889,515)         | (338,582)                 |
| 0                   | Other Expenses  | (20,006)            | (1,581)             | 19,225                    |
| <b>(27,541,118)</b> | <b>Total Operating Expenses</b>                                   | <b>(20,898,572)</b> | <b>(21,249,189)</b> | <b>(350,617)</b>          |
|                     | Profit/ (Loss) on Sale of Assets                                  |                     | 16,033              | 16,033                    |
| <b>2,068,138</b>    | <b>Operating Surplus / (Deficit)</b>                              | <b>2,491,141</b>    | <b>2,564,832</b>    | <b>73,690</b>             |
|                     | <b>LESS: Non-cash items</b>                                       |                     |                     |                           |
|                     | Adjust Profit/ (Loss) on Sale of Assets                           |                     | (16,033)            | (16,033)                  |
| 2,697,576           | Add Back Depreciation   | 2,550,933           | 2,889,515           | 338,582                   |
| 83,000              | Add Back Interest on unwinding of discount on Make Good Provision | 0                   | 0                   | 0                         |
| <b>2,780,576</b>    | <b>Total Non-cash items</b>                                       | <b>2,550,933</b>    | <b>2,873,482</b>    | <b>322,549</b>            |
| <b>(24,760,542)</b> | <b>Total Operating Expenses (Before Non-cash items)</b>           | <b>(18,347,639)</b> | <b>(18,375,707)</b> | <b>(28,068)</b>           |
| <b>4,848,714</b>    | <b>Operating Surplus / (Deficit) (Before Non-cash items) (A)</b>  | <b>5,042,074</b>    | <b>5,422,281</b>    | <b>380,207</b>            |
|                     | <b>Capital Expenditure</b>  |                     |                     |                           |
| (1,350,000)         | Buildings   | (1,298,000)         | (1,298,157)         | (157)                     |
| (2,995,000)         | Plant & Equipment   | (1,966,000)         | (1,966,829)         | (829)                     |
| (20,000)            | Information Technology  | (20,000)            | (17,754)            | 2,246                     |
|                     | Proceeds from disposal of Assets                                  |                     | 46,812              | 46,812                    |
| <b>(4,365,000)</b>  | <b>Total Capital Expenditure (B)</b>                              | <b>(3,284,000)</b>  | <b>(3,235,928)</b>  | <b>48,072</b>             |
|                     | <b>Funding / Other Capital Items</b>                              |                     |                     |                           |
| 250,000             | Non-operating Grants, Subsidies & contributions                   | 250,000             | 250,000             | 0                         |
| (3,284,059)         | Repayment of Loans  | (2,452,450)         | (2,452,450)         | 0                         |
| 3,284,059           | Reimbursement of Loan Repayments                                  | 2,452,450           | 2,452,450           | 0                         |
| (3,400,000)         | Transfers TO Cash Reserves  | (2,733,000)         | (2,743,000)         | (10,000)                  |
| 1,743,000           | Transfers FROM Cash Reserves                                      | 1,833,000           | 1,833,000           | 0                         |
| <b>(1,407,000)</b>  | <b>Total Funding / Other Capital Items (C)</b>                    | <b>(650,000)</b>    | <b>(660,000)</b>    | <b>(10,000)</b>           |
| <b>(923,286)</b>    | <b>CHANGES IN NET ASSETS (A to C)</b>                             | <b>1,108,074</b>    | <b>1,526,353</b>    | <b>418,279</b>            |
| <b>2,885,956</b>    | <b>Opening Funds Surplus(Deficit)</b>                             | <b>2,885,956</b>    | <b>2,885,956</b>    | <b>-</b>                  |
| <b>1,962,670</b>    | <b>Closing Funds Surplus(Deficit)</b>                             | <b>3,994,030</b>    | <b>4,412,309</b>    | <b>418,279</b>            |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
31 March 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<br>Variance<br>\$ | Var.     | Explanation<br>of Variance with +-\$20,000                                      |
|---|-----------------------|----------|---|
| <b><u>Revenue from operating activities</u></b>     |                       |          |   |
| Contributions, Donations & Reimbursements           | 103                   | Positive |   |
| Fees & Charges                                      | 401,927               | Positive | MRF commodity prices  |
| Interest Received                                   | 7,093                 | Positive |   |
| Operating Grants                                    | -                     |          |   |
| Other Revenue                                       | (848)                 | Negative |   |
| <b><u>Expenditure from operating activities</u></b> |                       |          |   |
| Employee Costs                                      | 111,209               | Positive | Maint. Employment costs   |
| Materials & Contracts                               | (241,324)             | Negative | Plant maintenance expenses  |
| Utilities   | 5,972                 | Positive |   |
| Insurance   | 76,265                | Positive | Insurance premium savings   |
| Interest  | 16,618                | Positive |   |
| Depreciation  | (338,582)             | Negative | Asset valuation & New treatment of depreciation on<br>Right-use Assets (Leases) |
| Other Expenses                                      | 19,225                | Positive |   |
| Profit/ (Loss) on Sale of Assets                    | 16,033                | Positive |   |
| <b><u>Investing Activities</u></b>                  |                       |          |   |
| <b><u>Capital Expenditure</u></b>                   |                       |          |   |
| Buildings   | (157)                 | Negative |   |
| Plant & Equipment                                   | (829)                 | Negative |   |
| Information Technology                              | 2,246                 | Positive |   |
| Proceeds from disposal of Assets                    | 46,812                | Positive | Sale of WCF Front end loaders   |
| <b><u>Funding / Other Capital Items</u></b>         |                       |          |   |
| Transfers TO Cash Reserves                          | (10,000)              | Positive |   |
| Transfers FROM Cash Reserves                        | -                     |          |   |

Statement of Financial Position  
as at 31 MAR 2021

|                                      | 2020/2021            | 2019/2020            |
|--------------------------------------|----------------------|----------------------|
| <b>CURRENT ASSETS</b>                |                      |                      |
| Cash                                 | 11,206,166.91        | 10,174,250.55        |
| Receivables                          | 7,962,139.01         | 8,271,547.02         |
| Prepayments                          | 509,200.63           | 19,861.11            |
| Accrued Income                       | 278,826.09           | 55,908.18            |
| Inventories                          | 1,145,195.56         | 1,190,165.61         |
| Non-current assets held for sale     | 0.00                 | 0.00                 |
| <b>TOTAL CURRENT ASSETS</b>          | <b>21,101,528.20</b> | <b>19,711,732.47</b> |
| <b>CURRENT LIABILITIES</b>           |                      |                      |
| Payables                             | 1,414,899.29         | 2,947,341.46         |
| Accrued Expenses                     | 1,993,187.66         | 588,570.00           |
| Income Rec'd in Advance              | 139,054.76           | 0.00                 |
| GST                                  | 416,625.72           | 0.00                 |
| Payroll Liabilities                  | 5,234.08             | 828.92               |
| Retentions & Bonds                   | 1,507,174.49         | 1,027,913.24         |
| Borrowings                           | 3,369,723.07         | 5,084,059.01         |
| Provisions                           | 754,577.89           | 708,687.00           |
| Lease Liabilities                    | 655,000.61           | 638,765.84           |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>10,255,477.57</b> | <b>10,996,164.97</b> |
| <b>NET CURRENT ASSETS</b>            | <b>10,846,050.63</b> | <b>8,715,567.50</b>  |
| <b>NON-CURRENT ASSETS</b>            |                      |                      |
| Buildings                            | 1,562,999.64         | 1,516,887.27         |
| Information Technology               | 3,992.25             | 13,115.09            |
| Office Furniture & Fittings          | 1,563.14             | 7,060.90             |
| Fixed Plant & Equipment              | 4,801,208.62         | 5,518,865.30         |
| Mobile Plant & Equipment             | 241,854.26           | 368,954.04           |
| RRRC Leasehold Improvements          | 17,476,798.01        | 18,677,361.54        |
| RRRC Other                           | 0.00                 | 0.00                 |
| Capital Work in Progress             | 4,117,573.30         | 1,143,042.44         |
| Loan Receivables                     | 5,891,076.67         | 6,629,191.09         |
| Consultants & Admin                  | 0.00                 | 0.00                 |
| Right of Use Assets                  | 8,482,112.34         | 9,182,775.94         |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>42,589,178.23</b> | <b>43,117,253.61</b> |
| <b>NON-CURRENT LIABILITIES</b>       |                      |                      |
| Provisions                           | 3,703,804.00         | 3,685,038.00         |
| Borrowings                           | 5,891,076.66         | 6,629,191.08         |
| Lease Liabilities                    | 8,617,203.04         | 9,110,278.54         |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>18,212,083.70</b> | <b>19,424,507.62</b> |
| <b>NET ASSETS</b>                    | <b>35,223,145.16</b> | <b>32,408,313.49</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
31 March 2021**

**STATEMENT OF CASH FLOWS**

**Cashflows from Operating Activities**

|                          |              |
|--------------------------|--------------|
| Receipts for Operations  | 21,456,456   |
| Payments for Operations  | (17,073,771) |
| Receipts from Government | 362,000      |

**Net cash provided by operating activities** **4,744,685**

**Cashflow from Investing Activities**

|   |             |
|---|-------------|
| Proceeds on Sale of Assets                | 46,812      |
| Payment for IT Equipment                  | (17,754)    |
| Payment for Property, Plant and Equipment | (3,264,986) |

**Net cash provided/(absorbed) by investing activities** **(3,235,928)**

**Cashflow from Financing Activities**

|   |             |
|---|-------------|
| Contributions from Project Participants             | 2,452,450   |
| Payments for principal portion of lease liabilities | (476,840)   |
| Repayments of Borrowings                            | (2,452,450) |

**Net cash provided by financing activities** **(476,840)**

**Net increase(decrease) in cash held** **1,031,916**

|                                      |                   |
|--------------------------------------|-------------------|
| Cash at the begining of the year     | 10,174,251        |
| <b>Cash at the end of the period</b> | <b>11,206,167</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
31 March 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

|  |             |
|--|-------------|
| Net Changes in Assets from Operations                | 5,422,281   |
| Plus Receipts from Government                        | 250,000     |
| Less adjustment for (Profit)/ Loss on Sale of Assets | 16,033      |
| Less adjustment for Receivables                      | 309,408     |
| Less adjustment for Accrued Income                   | (222,918)   |
| Less adjustment for Income in advance                | (139,055)   |
| Less adjustment for Loan Receivables                 | (738,114)   |
| Less adjustment for Prepayments                      | (489,340)   |
| Less adjustment for Inventories                      | 44,970      |
| Less adjustment for Payables                         | (1,532,442) |
| Plus adjustment for Accrued Expenses                 | 1,404,618   |
| Plus adjustment for GST                              | 416,626     |
| Plus adjustment for Payroll Liabilities              | 4,405       |
| Plus adjustment for Retentions & Bonds               | 479,261     |
| Less adjustment for Borrowings                       | (738,114)   |
| Less adjustment for Provisions                       | 18,766      |
| Less adjustment for Lease Liabilities                | (493,076)   |
| Plus adjustment for Right of Use Assets              | 700,664     |
| Less adjustment for Transfer to CWIP                 | (2,984,531) |
| Less adjustment for Others                           | (697,525)   |
| Movement in cash balances                            | 1,031,917   |



**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**28 February 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

| Current Budget \$   | Particulars   | YTD Budget \$       | YTD Actual \$       | Variance to YTD Budget \$ |
|---------------------|---|---------------------|---------------------|---------------------------|
|                     | <b>Revenue from operating activities</b>                          |                     |                     |                           |
| 5,159,108           | Contributions, Donations & Reimbursements                         | 3,411,896           | 3,412,297           | 401                       |
| 21,595,470          | Fees & Charges  | 14,959,393          | 15,405,153          | 445,760                   |
| 24,000              | Interest Received   | 16,069              | 21,315              | 5,245                     |
| 112,000             | Operating Grants  | 112,000             | 112,000             | 0                         |
| 2,718,678           | Other Revenue   | 1,324,210           | 1,323,384           | (826)                     |
| <b>29,609,256</b>   | <b>Total Operating Revenue</b>                                    | <b>19,823,568</b>   | <b>20,274,148</b>   | <b>450,580</b>            |
|                     | <b>Expenditure from operating activities</b>                      |                     |                     |                           |
| (8,552,534)         | Employee Costs  | (5,903,050)         | (5,741,015)         | 162,035                   |
| (12,820,366)        | Materials & Contracts   | (8,239,978)         | (8,441,067)         | (201,088)                 |
| (789,570)           | Utilities   | (543,951)           | (545,400)           | (1,449)                   |
| (1,876,872)         | Insurance   | (1,177,736)         | (1,129,363)         | 48,373                    |
| (804,200)           | Interest  | (453,336)           | (446,437)           | 6,899                     |
| (2,697,576)         | Depreciation  | (2,267,416)         | (2,696,007)         | (428,511)                 |
| 0                   | Other Expenses  | (19,492)            | (1,581)             | 16,911                    |
| <b>(27,541,118)</b> | <b>Total Operating Expenses</b>                                   | <b>(18,604,040)</b> | <b>(19,000,870)</b> | <b>(396,831)</b>          |
|                     | Profit/ (Loss) on Sale of Assets                                  |                     | 16,033              | 16,033                    |
| <b>2,068,138</b>    | <b>Operating Surplus / (Deficit)</b>                              | <b>1,219,529</b>    | <b>1,289,311</b>    | <b>69,782</b>             |
|                     | <b>LESS: Non-cash items</b>                                       |                     |                     |                           |
|                     | Adjust Profit/ (Loss) on Sale of Assets                           |                     | (16,033)            | (16,033)                  |
| 2,697,576           | Add Back Depreciation   | 2,267,496           | 2,696,007           | 428,511                   |
| 83,000              | Add Back Interest on unwinding of discount on Make Good Provision | 0                   | 0                   | 0                         |
| 0                   | Asset Revaluation Decrements                                      | 0                   | 0                   | 0                         |
| <b>2,780,576</b>    | <b>Total Non-cash items</b>                                       | <b>2,267,496</b>    | <b>2,679,974</b>    | <b>412,478</b>            |
| <b>(24,760,542)</b> | <b>Total Operating Expenses (Before Non-cash items)</b>           | <b>(16,336,544)</b> | <b>(16,320,896)</b> | <b>15,648</b>             |
| <b>4,848,714</b>    | <b>Operating Surplus / (Deficit) (Before Non-cash items) (A)</b>  | <b>3,487,025</b>    | <b>3,953,253</b>    | <b>466,228</b>            |
|                     | <b>Capital Expenditure</b>  |                     |                     | 0                         |
| (1,350,000)         | Buildings   | (1,298,000)         | (1,298,157)         | (157)                     |
| (2,995,000)         | Plant & Equipment   | (1,715,000)         | (1,715,092)         | (92)                      |
| (20,000)            | Information Technology  | (20,000)            | (17,754)            | 2,246                     |
|                     | Proceeds from disposal of Assets                                  |                     | 46,812              | 46,812                    |
| <b>(4,365,000)</b>  | <b>Total Capital Expenditure (B)</b>                              | <b>(3,033,000)</b>  | <b>(2,984,191)</b>  | <b>48,809</b>             |
|                     | <b>Funding / Other Capital Items</b>                              |                     |                     |                           |
| 250,000             | Non-operating Grants, Subsidies & contributions                   | 250,000             | 250,000             | 0                         |
| (3,284,059)         | Repayment of Loans  | (1,627,947)         | (1,627,947)         | 0                         |
| 3,284,059           | Reimbursement of Loan Repayments                                  | 1,627,947           | 1,627,947           | 0                         |
| (3,400,000)         | Transfers TO Cash Reserves  | (1,583,000)         | (1,583,000)         | 0                         |
| 1,743,000           | Transfers FROM Cash Reserves                                      | 1,583,000           | 1,583,000           | (0)                       |
| <b>(1,407,000)</b>  | <b>Total Funding / Other Capital Items (C)</b>                    | <b>250,000</b>      | <b>250,000</b>      | <b>(0)</b>                |
| <b>(923,286)</b>    | <b>CHANGES IN NET ASSETS (A to C)</b>                             | <b>704,025</b>      | <b>1,219,062</b>    | <b>515,037</b>            |
| <b>2,885,956</b>    | <b>Opening Funds Surplus(Deficit)</b>                             | <b>2,885,956</b>    | <b>2,885,956</b>    | <b>-</b>                  |
| <b>1,962,670</b>    | <b>Closing Funds Surplus(Deficit)</b>                             | <b>3,589,981</b>    | <b>4,105,018</b>    | <b>515,037</b>            |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
28 February 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**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<br>Variance<br>\$ | Var.     | Explanation<br>of Variance with +/- \$20,000  |
|---|-----------------------|----------|---|
| <b><u>Revenue from operating activities</u></b>     |                       |          |   |
| Contributions, Donations & Reimbursements           | 401                   | Positive |   |
| Fees & Charges                                      | 445,760               | Positive | MRF commodity prices  |
| Interest Received                                   | 5,245                 | Positive |   |
| Operating Grants                                    | -                     |          |   |
| Other Revenue                                       | (826)                 | Negative |   |
| <b><u>Expenditure from operating activities</u></b> |                       |          |   |
| Employee Costs                                      | 162,035               | Positive | Maint. Employment costs   |
| Materials & Contracts                               | (201,088)             | Negative | Plant maintenance expenses  |
| Utilities   | (1,449)               | Negative |   |
| Insurance   | 48,373                | Positive | Insurance premium savings   |
| Interest  | 6,899                 | Positive |   |
| Depreciation  | (428,511)             | Negative | Asset valuation & New treatment of depreciation on<br>Right-use Assets (Leases) not in the budget |
| Other Expenses                                      | 16,911                | Positive |   |
| Profit/ (Loss) on Sale of Assets                    | 16,033                | Positive |   |
| <b><u>Investing Activities</u></b>                  |                       |          |   |
| <b><u>Capital Expenditure</u></b>                   |                       |          |   |
| Buildings   | (157)                 | Negative |   |
| Plant & Equipment                                   | (92)                  | Negative |   |
| Information Technology                              | 2,246                 | Positive |   |
| Proceeds from disposal of Assets                    | 46,812                | Positive | Sale of WCF Front end loaders   |
| <b><u>Funding / Other Capital Items</u></b>         |                       |          |   |
| Transfers TO Cash Reserves                          | -                     |          |   |
| Transfers FROM Cash Reserves                        | (0)                   |          |   |

|   |
|---|
| <b>SOUTHERN METROPOLITAN REGIONAL COUNCIL</b><br><b>FINANCIAL REPORTS FOR THE PERIOD ENDED</b><br><b>28 February 2021</b> |
|---|

## NET CURRENT ASSETS

|   | As at<br>28/02/2021 | As at<br>30/06/2020 |
|---|---------------------|---------------------|
| <b>CURRENT ASSETS</b>                   |                     |                     |
| Cash                                    | 9,013,710           | 10,174,251          |
| Receivables                             | 7,760,207           | 8,271,547           |
| Prepayments                             | 612,575             | 19,861              |
| Accrued Income                          | 1,322,367           | 55,908              |
| Inventories                             | 1,071,934           | 1,190,166           |
| <b>TOTAL CURRENT ASSETS</b>             | <b>19,780,793</b>   | <b>19,711,732</b>   |
| <br>                                    |                     |                     |
| <b>CURRENT LIABILITIES</b>              |                     |                     |
| Payables                                | 1,898,137           | 2,947,341           |
| Accrued Expenses                        | 1,905,273           | 588,570             |
| Income Rec'd in Advance                 | 46,352              | 0                   |
| GST                                     | 204,071             | 0                   |
| Payroll Liabilities                     | 5,381               | 829                 |
| Retentions & Bonds                      | 1,457,954           | 1,027,913           |
| Borrowings                              | 3,340,908           | 5,084,059           |
| Provisions (CL)                         | 757,023             | 708,687             |
| Lease Liabilities                       | 655,143             | 638,765             |
| <b>TOTAL CURRENT LIABILITIES</b>        | <b>10,268,242</b>   | <b>10,996,165</b>   |
| <br>                                    |                     |                     |
| <b>NET CURRENT ASSETS</b>               | <b>9,512,551</b>    | <b>8,715,568</b>    |
| <br>                                    |                     |                     |
| <b>Adjustments</b>                      |                     |                     |
| Less: Restricted Cash - Reserves        | (8,885,055)         | (7,302,055)         |
| Add: Transfers from Reserves            | 1,583,000           | 0                   |
| Add: Loan contributions from members    | 1,627,947           | 0                   |
| Less: Profit/ (Loss) on Sale of Assets  | 16,033              | 0                   |
| Add: NCL reclassification to CL         | 298,970             | 0                   |
| Add: Decrease in Non-Current Provisions | (48,427)            | (48,427)            |
| <b>Adjusted Net Current Assets</b>      | <b>4,105,018</b>    | <b>1,365,086</b>    |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
28 February 2021**

**STATEMENT OF CASH FLOWS**

**Cashflows from Operating Activities**

|                          |              |
|--------------------------|--------------|
| Receipts for Operations  | 13,580,553   |
| Payments for Operations  | (17,541,215) |
| Receipts from Government | 362,000      |

**Net cash provided by operating activities** **1,401,338**

**Cashflow from Investing Activities**

|   |             |
|---|-------------|
| Proceeds on Sale of Assets                | 46,812      |
| Payment for IT Equipment                  | (17,754)    |
| Payment for Property, Plant and Equipment | (3,013,249) |

**Net cash provided/(absorbed) by investing activities** **(2,984,191)**

**Cashflow from Financing Activities**

|   |             |
|---|-------------|
| Contributions from Project Participants             | 1,627,947   |
| Payments for principal portion of lease liabilities | 422,312     |
| Repayments of Borrowings                            | (1,627,947) |

**Net cash provided by financing activities** **422,312**

**Net increase(decrease) in cash held** **(1,160,540)**

|                                      |                  |
|--------------------------------------|------------------|
| Cash at the beginning of the year    | 10,174,251       |
| <b>Cash at the end of the period</b> | <b>9,013,710</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**28 February 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

|  |                    |
|--|--------------------|
| Net Changes in Assets from Operations                | 3,953,253          |
| Plus Receipts from Government                        | 250,000            |
| Less adjustment for (Profit)/ Loss on Sale of Assets | 16,033             |
| Less adjustment for Receivables                      | 511,340            |
| Less adjustment for Accrued Income                   | (1,266,459)        |
| Less adjustment for Income in advance                | (46,352)           |
| Less adjustment for Loan Receivables                 | (1,627,947)        |
| Less adjustment for Prepayments                      | (592,714)          |
| Less adjustment for Inventories                      | 118,232            |
| Less adjustment for Payables                         | (1,049,204)        |
| Plus adjustment for Accrued Expenses                 | 1,316,703          |
| Plus adjustment for GST                              | 204,071            |
| Plus adjustment for Payroll Liabilities              | 4,552              |
| Plus adjustment for Retentions & Bonds               | 430,041            |
| Less adjustment for Borrowings                       | (1,627,947)        |
| Less adjustment for Provisions                       | 0                  |
| Less adjustment for Lease Liabilities                | (438,112)          |
| Plus adjustment for Right of Use Assets              | 621,391            |
| Less adjustment for Transfer to CWIP                 | (2,732,794)        |
| Less adjustment for Others                           | 795,372            |
| Movement in cash balances                            | <u>(1,160,540)</u> |

**Schedule of Payments made in April 2021**

| EFT No              | Date       | Name  | Description   | Amount (\$) |
|---------------------|------------|---|---|-------------|
| EFT23260            | 01/04/2021 | AMC Commercial Cleaning (WA) Pty Ltd            | RRRC Cleaning Services for the period March 2021          | 460.35      |
| EFT23261            | 01/04/2021 | Acco Airconditioning                            | Booragoon office aircon repairs                           | 512.00      |
| EFT23262            | 01/04/2021 | Advance Press                                   | 4 types of postcards FOGO/MUDs                            | 979.00      |
| EFT23263            | 01/04/2021 | Arbon Equipment Pty Ltd                         | MRF Despatch door repairs                                 | 1,914.00    |
| EFT23264            | 01/04/2021 | B.Waddell Consulting Engineers Pty Ltd          | Aeration building - structural inspection January 2021    | 660.00      |
| EFT23265            | 01/04/2021 | BP Australia P/L                                | Supply and deliver diesel fuel for March 2021             | 11,537.19   |
| EFT23266            | 01/04/2021 | Beaurepaires                                    | MRF Loader tyre repairs FEL012                            | 765.20      |
| EFT23267            | 01/04/2021 | Blackwoods Atkins                               | Parts, equipment & hire of industrial gas cylinders       | 2,210.18    |
| EFT23268            | 01/04/2021 | Bunnings Group Limited                          | Cleaning materials for MRF                                | 1,239.22    |
| EFT23269            | 01/04/2021 | CEA Specialty Equipment Pty Ltd                 | WCF Mustang carrier rollers                               | 787.29      |
| EFT23270            | 01/04/2021 | CJD Equipment Pty Ltd                           | Plant maintenance   | 4,540.93    |
| EFT23271            | 01/04/2021 | CTI Logistics Interstate                        | T2020-03 Transport of Recyclables to Adelaide             | 7,420.32    |
| EFT23272            | 01/04/2021 | Cleanaway Co Pty Ltd                            | Gas bottles, Extinguisher, Soda Stream bottles disposal   | 1,645.60    |
| EFT23273            | 01/04/2021 | Cleveland Compressed Air Services               | Plant maintenance   | 4,936.77    |
| EFT23274            | 01/04/2021 | Con - Mech Pty Ltd                              | MRF Parts   | 1,129.26    |
| EFT23275            | 01/04/2021 | Control Systems Technology Pty Ltd              | MRF C3 Loadcell install and calibration                   | 3,945.15    |
| EFT23276            | 01/04/2021 | DLA Piper Australia                             | Professional services for Commercial contracts advice     | 3,693.25    |
| EFT23277            | 01/04/2021 | Department of Fire & Emergency Services         | RRRC False fire alarms attendance                         | 1,840.00    |
| EFT23278            | 01/04/2021 | Ecocycle Pty Ltd                                | Collection and disposal of batteries (lead and lithium).  | 389.61      |
| EFT23279            | 01/04/2021 | Elton's Lawnmowing and Gardening Service*       | Lawn Mowing - 9 Aldous Pl Booragoon                       | 42.00       |
| EFT23280            | 01/04/2021 | Environmental & Air Quality Consulting Pty Ltd  | RRRC Odour Compliance and reporting - March 2021          | 7,849.60    |
| EFT23281            | 01/04/2021 | Fox Refrigeration and Air-Conditioning          | RRRC Repair to air-conditioners across the site           | 2,362.80    |
| EFT23282            | 01/04/2021 | Fuji Xerox                                      | Photocopier Mtce Fee - Feb 2021                           | 578.35      |
| EFT23283            | 01/04/2021 | Golden West Lubricants                          | 2 x AZOLLA ZS68 208L (Hydraulic 68) oil                   | 1,172.60    |
| EFT23284            | 01/04/2021 | Hoisting Equipment Specialist (HESWA)           | Safety equipment inspections                              | 303.60      |
| EFT23285            | 01/04/2021 | Horizon West Landscape & Irrigation Pty Ltd     | RRRC Landscape Maintenance/Services - Feb 2021            | 3,730.38    |
| EFT23286            | 01/04/2021 | Hose Mania                                      | Parts as required   | 2,401.30    |
| EFT23287            | 01/04/2021 | Hydraulink Australia Pty Ltd                    | Plant maintenance   | 1,227.74    |
| EFT23288            | 01/04/2021 | Hydrodynamic Pumps Pty Ltd                      | Refurbish Pump/ motor for Gas scrubbers                   | 1,584.00    |
| EFT23289            |            | Refer March 2021 Payments Schedule              |   | 0.00        |
| EFT23290            | 01/04/2021 | Applied Industrial Technologies Pty Ltd         | Parts for News, Polish and OCC screens                    | 33,375.49   |
| EFT23291            | 01/04/2021 | Australian Bale Press Company                   | MRF Parts   | 84,673.82   |
| EFT23292            | 01/04/2021 | Purearth  | T2019-01 Beneficial House of FOGO - February 2021         | 91,291.20   |
| EFT23293            | 01/04/2021 | Selectro Services P/L                           | Plant maintenance - parts and services                    | 78,989.68   |
| EFT23294            | 01/04/2021 | All Rubber TMH Pty Ltd                          | Plant maintenance - parts and services                    | 31,488.98   |
| EFT23295            | 01/04/2021 | Effect Engineering Projects Pty Ltd             | Supply parts  | 13,132.90   |
| EFT23296            | 01/04/2021 | Material Recovery Solutions Pty Ltd             | Ex-factory Trowan - 40% - MRF Baler                       | 173,098.20  |
| EFT23297            | 01/04/2021 | Perth Bin Hire                                  | Residual Transport - February 2021                        | 91,779.60   |
| EFT23298            | 01/04/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd       | General Waste Disposal - T2019-05 - February 2021         | 169,825.58  |
| EFT23299            | 01/04/2021 | IT Vision Australia Pty Ltd                     | Synergysoft Monthly Subscription Fee - Mar 2021           | 2,338.60    |
| EFT23300            | 01/04/2021 | Industrial Power Tool Services                  | Parts & Equipment   | 1,351.90    |
| EFT23301            | 01/04/2021 | Industrial Protective Products (WA)             | RRRC PPE  | 4,456.88    |
| EFT23302            | 01/04/2021 | Instant Weighing                                | Test and recalibrate Loaders                              | 1,094.50    |
| EFT23303            | 01/04/2021 | Lighthouse Locksmiths                           | Replace cam locks at the RRRC                             | 457.60      |
| EFT23304            | 01/04/2021 | MM Electrical Merchandising                     | Electrical parts and equipment                            | 2,140.71    |
| EFT23305            | 01/04/2021 | Motiontech Hydraulic Services                   | WCF mustang hydraulic hose repairs                        | 533.48      |
| EFT23306            | 01/04/2021 | Myelec Electrical Wholesalers                   | Electrical parts and equipment                            | 4,942.45    |
| EFT23307            | 01/04/2021 | Network-IT(WA) PTY LTD                          | IT services, parts & equipment                            | 6,495.72    |
| EFT23308            | 01/04/2021 | OTR Tyres                                       | Mobile plant tyre repairs and disposal                    | 2,865.61    |
| EFT23309            | 01/04/2021 | Onsite Rental Group Operations Pty Ltd          | Equipment hire  | 2,906.20    |
| EFT23310            | 01/04/2021 | PEP Transport                                   | Courier Services for RRRC                                 | 296.78      |
| EFT23311            | 01/04/2021 | Perth Contract Hydraulics                       | Plant maintenance   | 3,198.84    |
| EFT23312            | 01/04/2021 | Perth Office Equipment                          | A3 Pouch Laminator ALC ECO330 to replace damaged unit     | 394.90      |
| EFT23313            | 01/04/2021 | Perth Recruitment Services Pty Ltd              | Labour hire   | 6,276.29    |
| EFT23314            | 01/04/2021 | Powerdrive (WA) Pty LTD                         | GEARBOX/MOTOR ASSEMBLY BONFIGLIOLI W63 UH25 RATIO         | 608.30      |
| EFT23315            | 01/04/2021 | Premier Workplace Solutions                     | Supply and install new removable bollard - Weighbridge    | 295.90      |
| EFT23316            | 01/04/2021 | Pritchard Francis                               | Consultancy services for WCF Decommissioning - Feb 21     | 5,363.88    |
| EFT23317            | 01/04/2021 | SAGE Automation Pty Ltd                         | Plant maintenance   | 3,174.60    |
| EFT23318            | 01/04/2021 | Simplified Mechanical and Transport             | News screen works and glass trommel repairs               | 26,477.00   |
| EFT23319            | 01/04/2021 | Snap Printing Canning Vale                      | 30 x A5 Load out/Weighbridge docket books.                | 660.59      |
| EFT23320            | 01/04/2021 | Sonic Health Plus                               | Medical services  | 1,236.40    |
| EFT23321            | 01/04/2021 | Southern Cross Cleaning Services                | Regular Office Cleaning Booragoon - 2 days per week       | 1,749.86    |
| EFT23322            | 01/04/2021 | Statewide Bearings                              | Parts   | 1,053.69    |
| EFT23323            | 01/04/2021 | Synergy - Electricity Retail Corporation        | Electricity charges 18 Feb 2021 - 18 Mar 2021 - Booragoon | 723.11      |
| EFT23324            | 01/04/2021 | System Maintenance                              | Plant maintenance   | 11,969.19   |
| EFT23325            | 01/04/2021 | Tema Services Pty Ltd                           | Maintenance laundry expenses - February 2021              | 562.43      |
| EFT23326            | 01/04/2021 | Total Packaging (WA) Pty Ltd                    | Bin liner on rolls 1600mm x 710mm for Waste Audits        | 1,597.20    |
| EFT23327            | 01/04/2021 | Totally Workwear Canning Vale                   | RRRC uniforms and PPE                                     | 1,952.01    |
| EFT23328            | 01/04/2021 | Toyota Material Handling WA Pty Ltd             | Ongoing weekly Forklift rental - February 2021            | 976.95      |
| EFT23329            | 01/04/2021 | United Equipment Pty Ltd                        | Equipment hire  | 4,140.95    |
| EFT23330            | 01/04/2021 | WA Fasteners Pty Ltd                            | Parts & equipment   | 8,882.23    |
| EFT23331            | 01/04/2021 | WD Installation Services                        | Plant maintenance   | 3,509.00    |
| EFT23332            | 01/04/2021 | Wastech Engineering Pty Ltd                     | Parts   | 1,271.82    |
| EFT23333            | 01/04/2021 | Wastedrive Pty Ltd                              | MRF excel baler parts                                     | 422.40      |
| EFT23334            | 01/04/2021 | Water2Water Pty Ltd                             | MRF monthly rental for Hydrotap February & March 2021     | 280.00      |
| EFT23335            | 01/04/2021 | Western Australian Local Government Association | Preferred Supplier Quarterly rebate payment to Sept 2020  | 3,445.70    |
| EFT23336            | 01/04/2021 | Wilson Security                                 | Security Patrols Service to RRRC Site - February 2021     | 990.09      |
| EFT23337            | 01/04/2021 | Winc Australia Pty Limited                      | Office stationery   | 3,118.35    |
| EFT23338            | 01/04/2021 | Wren Oil  | Oil Waste Disposal  | 731.50      |
| EFT23339 - EFT23340 |            | Refer March 2021 Payments Schedule              |   | 0.00        |
| EFT23341            | 14/04/2021 | SMRC Net Payroll Clearing Creditor              | Payroll f/e 11.04.2021                                    | 138,562.02  |
| EFT23342            | 15/04/2021 | Analytical Reference Laboratory (WA) P/L        | Purearth compost testing                                  | 752.40      |
| EFT23343            | 15/04/2021 | Aurora environmental                            | Consulting services FOGO approval advice - January        | 242.00      |
| EFT23344            | 15/04/2021 | Australian Bale Press Company                   | MRF Metering Drum parts                                   | 1,188.00    |
| EFT23345            | 15/04/2021 | BP Australia P/L                                | Supply and Deliver Diesel Fuel for Mar 2021               | 1,366.72    |
| EFT23346            | 15/04/2021 | CTI Logistics Interstate                        | T2020-03 Transport of Recyclables to Adelaide             | 4,946.88    |
| EFT23347            | 15/04/2021 | Cleanaway Co Pty Ltd                            | Gas bottles, Extinguisher, Soda Stream bottles disposal   | 1,871.65    |
| EFT23348            | 15/04/2021 | DLA Piper Australia                             | Legal services  | 2,152.15    |

**Schedule of Payments made in April 2021**

| <b>EFT No</b>         | <b>Date</b> | <b>Name</b>                                     | <b>Description</b>                                      | <b>Amount (\$)</b>  |
|-----------------------|-------------|---|---|---------------------|
| EFT23349              | 15/04/2021  | Department of Fire & Emergency Services         | RRRC False fire alarm attendance                        | 920.00              |
| EFT23350              | 15/04/2021  | Majestic Plumbing Pty Ltd                       | WCF shed plumbing services                              | 1,441.00            |
| EFT23351              | 15/04/2021  | Marketforce Productions                         | Advert for Tender T2020/01 on Saturday 13/03/2021       | 642.09              |
| EFT23352              | 15/04/2021  | PAYG - Australian Taxation Office (ATO)         | Payroll deductions                                      | 44,958.00           |
| EFT23353              | 15/04/2021  | Perth Bin Hire                                  | Residual Transport Glass - February 2021                | 77,428.89           |
| EFT23354              | 15/04/2021  | Perth Graphics Centre                           | Signage installed to 4 Recycling Hubs - Kalamunda       | 1,100.00            |
| EFT23355              | 15/04/2021  | Safety Signs Service                            | RRRC Custom Sign- No Parking in front of fire hydrant   | 87.12               |
| EFT23356              | 15/04/2021  | System Maintenance                              | RRRC fire main isolations                               | 346.75              |
| EFT23357              | 15/04/2021  | Temptations Catering                            | Catering for WREN meeting                               | 276.10              |
| EFT23358              | 15/04/2021  | Winc Australia Pty Limited                      | RRRC office stationery                                  | 42.15               |
| EFT23359              | 15/04/2021  | Amalgamated Services Pty Ltd                    | Labour hire   | 288,158.65          |
| EFT23360              | 15/04/2021  | CTM Recruitment Pty Ltd                         | Labour hire   | 38,170.58           |
| EFT23361              | 15/04/2021  | Hays Specialist Recruitment (Australia) Pty Ltd | Labour hire   | 10,972.50           |
| EFT23362              | 15/04/2021  | Perth Recruitment Services Pty Ltd              | Labour hire   | 19,513.54           |
| EFT23363              |             | Cancelled                                       |   | 0.00                |
| EFT23364              | 15/04/2021  | Solo Resource Recovery                          | Quarterly CDS Sharing for the period to 31/12/2020      | 13,101.53           |
| EFT23365              | 15/04/2021  | Stondon Pty Ltd T/A Avon Waste                  | Quarterly CDS Sharing for the period to 31/12/2020      | 35,644.96           |
| EFT23366              | 15/04/2021  | Telstra   | Mobile Phone Rental & Calls - Mar 2021                  | 392.73              |
| EFT23367              | 15/04/2021  | Water Corporation*                              | Water Usage - Head Office                               | 737.79              |
| EFT23368              | 15/04/2021  | Cr Cliff Collinson*                             | Members Allowance for April 2021                        | 660.00              |
| EFT23369              | 15/04/2021  | Cr Doug Thompson*                               | Members Allowance for April 2021                        | 2,243.92            |
| EFT23370              | 15/04/2021  | Cr Stephen Kepert*                              | Members Allowance for April 2021                        | 660.00              |
| EFT23371              | 15/04/2021  | Cr Wendy Cooper*                                | Members Allowance for April 2021                        | 660.00              |
| EFT23372              | 16/04/2021  | Cleanaway Operations Pty Ltd                    | Quarterly CDS Sharing for the period to 31/12/2020      | 568,973.43          |
| EFT23373              | 21/04/2021  | BAS - Australian Taxation Office (ATO)          | BAS MAR 2021 - GST                                      | 254,394.00          |
| EFT23374              | 28/04/2021  | SMRC Net Payroll Clearing Creditor              | Payroll   | 148,283.05          |
| EFT23375 - EFT23380   |             | Refer May 2021 Payments Schedule                |   | 0.00                |
| EFT23381              | 06/04/2021  | City of Canning                                 | RRRC Lease 12/03/2021 - 11/04/2021                      | 59,583.34           |
| EFT23382              | 07/04/2021  | Fleetcare Pty Ltd                               | Vehicle lease   | 1,955.35            |
| EFT23383              | 15/04/2021  | SG Fleet Australia Pty Limited                  | Vehicle lease   | 2,492.82            |
| EFT23384.1            | 01/04/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                            | 21,635.33           |
| EFT23384.2            | 15/04/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                            | 22,074.74           |
| EFT23384.3            | 28/04/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                            | 21,656.67           |
| EFT23385              | 22/04/2021  | Vocus Pty Ltd                                   | Internet Services (Booregoon and Canning Vale) - Apr 21 | 1,097.80            |
| EFT23386 - EFT23437   |             | Refer May 2021 Payments Schedule                |   | 0.00                |
| EFT23438              | 30/04/2021  | Custom Service Leasing Ltd                      | Vehicle lease and fuel                                  | 222.58              |
| EFT23439              | 30/04/2021  | National Australia Bank (NAB)                   | SMRC Credit Card Transaction April 2021                 | 9,380.99            |
| <b>TOTAL PAYMENTS</b> |             |   |   | <b>2,765,446.97</b> |

UNCONFIRMED

**Schedule of Payments made in April 2021**

| <b>EFT No</b>   | <b>Date</b>       | <b>Name</b>                           | <b>Description</b>                                      | <b>Amount (\$)</b> |
|-----------------|-------------------|---------------------------------------|---|--------------------|
| <b>EFT23439</b> | <b>30/04/2021</b> | <b>PURCHASE CARD PAYMENT DETAILS</b>  |   |                    |
| DD12016.1       | 30/04/2021        | Adobe Systems                         | Monthly software subscription costs                     | 423.39             |
| DD12016.2       | 30/04/2021        | Office Works                          | Audit supplies and equipment                            | 455.88             |
| DD12016.3       | 30/04/2021        | Super Cheap Auto                      | Backseat organiser for RRRC Toyota Ute                  | 27.99              |
| DD12016.4       | 30/04/2021        | Outpost Central Pty Ltd               | drawing for autocad                                     | 14.19              |
| DD12016.5       | 30/04/2021        | Napoli Mercato Harrisdale             | Office amenities  | 8.67               |
| DD12016.6       | 30/04/2021        | Woolworths                            | Office amenities  | 46.35              |
| DD12016.7       | 30/04/2021        | UBER                                  | Nil charge  | 0.00               |
| DD12016.8       | 30/04/2021        | St John Ambulance Australia           | First aid course  | 160.00             |
| DD12016.9       | 30/04/2021        | IGA                                   | Office amenities  | 10.80              |
| DD12016.10      | 30/04/2021        | Department of Transport               | Vehicle Licence Renewal - Front end loader              | 79.35              |
| DD12016.11      | 30/04/2021        | SW Hart & Co                          | MRF Optic sorter part                                   | 206.25             |
| DD12016.12      | 30/04/2021        | Zoom Video Communications Inc.        | Video Conference Premium service monthly fee            | 23.09              |
| DD12016.13      | 30/04/2021        | Haymarket Media Group Ltd             | Festival circular economy online Conference             | 263.76             |
| DD12016.14      | 30/04/2021        | Lochsoft Pty Ltd (Wageloch)           | Software licensing and maintenance fees                 | 483.23             |
| DD12016.15      | 30/04/2021        | GROUCH & CO PTY LTD                   | Office amenities  | 110.00             |
| DD12016.16      | 30/04/2021        | Kaplan Distributors                   | Keys to suit Tork Tripleline hand towel dispensers.     | 52.53              |
| DD12016.17      | 30/04/2021        | NetRegistry                           | Bi-Annual Recyclerright.net.au domain name renewal      | 46.95              |
| DD12016.18      | 30/04/2021        | Mail Chimp                            | Mailchimp subscription monthly charge                   | 41.22              |
| DD12016.19      | 30/04/2021        | The Cheesecake Shop                   | Birthday Cake for Team Leader                           | 47.42              |
| DD12016.20      | 30/04/2021        | Wilson Parking                        | Parking for meeting                                     | 13.16              |
| DD12016.21      | 30/04/2021        | Morley Canvas                         | Tarps for bins at MRF                                   | 649.00             |
| DD12016.22      | 30/04/2021        | Mills Wilson                          | Table of 10 for Waste Sorted Awards dinner - 5 May 2021 | 1,850.00           |
| DD12016.23      | 30/04/2021        | Amazon.com                            | Monthly additional hosting cost                         | 41.65              |
| DD12016.24      | 30/04/2021        | Battery World                         | New battery for diesel mustang                          | 318.30             |
| DD12016.25      | 30/04/2021        | Google Australia P/L                  | Google cloud monthly costs                              | 9.35               |
| DD12016.26      | 30/04/2021        | VentralP Australia                    | Additional monthly hosting cost                         | 2.95               |
| DD12016.27      | 30/04/2021        | Total Tools                           | Cordless Hand Grinder for MRF                           | 319.00             |
| DD12016.28      | 30/04/2021        | CONNECT Call Centre Services          | Community Feedback hotline answering services           | 171.00             |
| DD12016.29      | 30/04/2021        | FedEx Express                         | Customs charges for International Light Tech part       | 230.79             |
| DD12016.30      | 30/04/2021        | Apple Store Garden City Perth         | Replacement work phone                                  | 1,788.00           |
| DD12016.31      | 30/04/2021        | International Light Technologies Inc. | MRF Optic parts   | 1,486.72           |
|                 | 30/04/2021        |                                       | <b>Credit Card Purchases - April 2021</b>               | <b>9,380.99</b>    |

UNCONFIRMED



**Schedule of Payments made in March 2021**

| EFT No              | Date       | Name  | Description   | Amount (\$) |
|---------------------|------------|---|---|-------------|
| EFT23126            | 01/03/2021 | Cleanaway Co Pty Ltd                            | Gas bottles, Extinguisher, Soda Stream bottles disposal     | 1,121.45    |
| EFT23127            | 01/03/2021 | Cleanaway Solid Waste Pty Ltd                   | FOGO Overs & MRF Landfill - January 2021                    | 87,948.70   |
| EFT23128            | 01/03/2021 | Purearth  | T2019-01 Beneficial Reuse of FOGO - January 2021            | 95,356.80   |
| EFT23129            | 01/03/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll deductions  | 46,326.00   |
| EFT23130            | 01/03/2021 | Water Corporation*                              | MRF, GWF & RRRC Office water usage                          | 1,421.78    |
| EFT23131            | 01/03/2021 | Perth Bin Hire                                  | Residual Transport - January 2021                           | 227,457.20  |
| EFT23132            | 01/03/2021 | BAS - Australian Taxation Office (ATO)          | BAS January 2021  | 40,730.92   |
| EFT23133            | 01/03/2021 | Toyota Material Handling WA Pty Ltd             | New Toyota Forklift x 2                                     | 122,339.80  |
| EFT23134            | 02/03/2021 | Cleveland Compressed Air Services               | Repairs on Boge compressor                                  | 1,832.33    |
| EFT23135            | 02/03/2021 | DLA Piper Australia                             | Commercial contracts advice up to 28 January 2021           | 3,459.50    |
| EFT23136            | 02/03/2021 | Department of Fire & Emergency Services         | DFES False Fire alarm attendance                            | 920.00      |
| EFT23137            | 02/03/2021 | Di Candilo Steel City                           | Parts   | 737.00      |
| EFT23138            | 02/03/2021 | Effect Engineering Projects Pty Ltd             | Plant maintenance   | 25,959.40   |
| EFT23139            | 02/03/2021 | Flick Anticimex Pty Ltd                         | Supply Sanitary Disposal Service                            | 1,224.72    |
| EFT23140            | 02/03/2021 | Hands-On Infection Control                      | Medical services  | 537.10      |
| EFT23141            | 02/03/2021 | Hoisting Equipment Specialist (HESWA)           | Quarterly Safety Equipment Inspections                      | 708.40      |
| EFT23142            | 02/03/2021 | Hose Mania                                      | MRF consumables/ parts                                      | 110.57      |
| EFT23143            | 02/03/2021 | Industrial Power Tool Services                  | Parts and spares  | 918.50      |
| EFT23144            | 02/03/2021 | Industrial Protective Products (WA)             | RRRC PPE  | 7,366.48    |
| EFT23145            | 02/03/2021 | Majestic Plumbing Pty Ltd                       | Plumbing services for biofilter 2 and WCF building          | 3,214.13    |
| EFT23146            | 02/03/2021 | Motiontech Hydraulic Services                   | Plant maintenance   | 1,278.10    |
| EFT23147            | 02/03/2021 | Octagon-BKG Lifts                               | Quarterly service of lift at the MRF                        | 548.31      |
| EFT23148            | 02/03/2021 | Onsite Rental Group Operations Pty Ltd          | Equipment hire  | 3,051.51    |
| EFT23149            | 02/03/2021 | Premier Workplace Solutions                     | Plant maintenance   | 993.30      |
| EFT23150            | 02/03/2021 | Southern Cross Cleaning Services                | Regular office cleaning Booragoo - January 2021             | 2,615.03    |
| EFT23151            | 02/03/2021 | Toyota Material Handling WA Pty Ltd             | Ongoing weekly Forklift rental                              | 2,521.98    |
| EFT23152            | 02/03/2021 | Water2Water Pty Ltd                             | MRF monthly rental charge for Hydrotable                    | 140.00      |
| EFT23153            | 02/03/2021 | Wilson Security                                 | Security patrols service to RRRC site                       | 990.09      |
| EFT23154            | 02/03/2021 | Wren Oil  | Oil Waste disposal  | 1,094.50    |
| EFT23155            | 02/03/2021 | All Fire and Electrical WA Pty Ltd              | WCF Emergency lighting and Fire detection system check      | 1,256.20    |
| EFT23156            | 02/03/2021 | Applied Industrial Technologies Pty Ltd         | Parts   | 2,704.51    |
| EFT23157            | 02/03/2021 | CTI Logistics Interstate                        | T2020-03 Transport of Recyclables to Adelaide               | 7,374.87    |
| EFT23158            | 02/03/2021 | Control Systems Technology Pty Ltd              | Full service alignment and calibrations.                    | 795.85      |
| EFT23159            | 02/03/2021 | Fox Refrigeration and Air-Conditioning          | RRRC quarterly maintenance of air-conditioners              | 2,998.00    |
| EFT23160            | 02/03/2021 | Horizon West Landscape & Irrigation Pty Ltd     | Garden maintenance service - January 2021                   | 3,818.38    |
| EFT23161            | 02/03/2021 | Hydraulink Australia Pty Ltd                    | Plant maintenance   | 802.06      |
| EFT23162            | 02/03/2021 | Lonsdale Merchants                              | Bristle for big broom at MRF.                               | 1,306.80    |
| EFT23163            | 02/03/2021 | Myelec Electrical Wholesalers                   | Parts and equipment   | 3,673.33    |
| EFT23164            | 02/03/2021 | OTR Tyres                                       | Disposal of old rubber conveyor belts                       | 495.00      |
| EFT23165            | 02/03/2021 | Perth Contract Hydraulics                       | Plant maintenance   | 4,831.28    |
| EFT23166            | 02/03/2021 | Remondis Australia Pty Ltd                      | Release final retention held for T2019-04                   | 15,922.19   |
| EFT23167            | 02/03/2021 | SAGE Automation Pty Ltd                         | Call out for faults with FTViewPoint v11 & Electric trommel | 2,997.50    |
| EFT23168            | 02/03/2021 | Selectro Services P/L                           | Plant maintenance   | 9,075.22    |
| EFT23169            | 02/03/2021 | WA Fasteners Pty Ltd                            | Parts, PPE & consumables                                    | 3,278.16    |
| EFT23170            | 02/03/2021 | Westfab Welding and Engineering Pty Ltd         | 1 x Hardox plate for Excel baler floor                      | 4,620.00    |
| EFT23171            | 02/03/2021 | Winc Australia Pty Limited                      | Stationery & office amenities                               | 1,369.11    |
| EFT23172            | 02/03/2021 | Perth Recruitment Services Pty Ltd              | Labour hire   | 39,197.32   |
| EFT23173            | 02/03/2021 | Advance Press                                   | Supply banners & business cards                             | 574.20      |
| EFT23174            | 02/03/2021 | All Rubber TMH Pty Ltd                          | Plant maintenance   | 68,557.44   |
| EFT23175            | 02/03/2021 | Australian Bale Press Company                   | MRF Plant maintenance                                       | 50,071.45   |
| EFT23176            | 02/03/2021 | Beaupaires                                      | Plant maintenance   | 2,006.80    |
| EFT23177            | 02/03/2021 | Blackwoods Atkins                               | Parts, equipment & hire of industrial gas cylinders         | 1,287.51    |
| EFT23178            | 02/03/2021 | Bunnings Group Limited                          | Parts & equipment   | 1,415.58    |
| EFT23179            | 02/03/2021 | CJD Equipment Pty Ltd                           | Plant maintenance   | 7,321.83    |
| EFT23180            | 02/03/2021 | Cutting Edges Equipment Parts                   | Supply cutting edge DBF bolt for front end loader bucket    | 2,149.02    |
| EFT23181            | 02/03/2021 | Fuji Xerox                                      | Photocopier Mtce Fee - January 2021                         | 311.52      |
| EFT23182            | 02/03/2021 | IT Vision Australia Pty Ltd                     | Synergysoft monthly subscription fee                        | 2,338.60    |
| EFT23183            | 02/03/2021 | MM Electrical Merchandising                     | Parts and spares  | 6,989.17    |
| EFT23184            | 02/03/2021 | Marketforce Productions                         | Seek advertisement for vacant positions                     | 643.50      |
| EFT23185            | 02/03/2021 | PEP Transport                                   | Courier Services for RRRC                                   | 186.87      |
| EFT23186            | 02/03/2021 | Powerdrive (WA) PTY LTD                         | GWF TIMKEN blue brute bearings                              | 3,011.80    |
| EFT23187            | 02/03/2021 | Pritchard Francis                               | Consultancy services for WCF Decommissioning - January      | 20,505.38   |
| EFT23188            | 02/03/2021 | Snap Printing Canning Vale                      | Load out docket books for MRF                               | 1,658.33    |
| EFT23189            | 02/03/2021 | Totally Workwear Canning Vale                   | RRRC uniforms and PPE                                       | 1,354.37    |
| EFT23190            | 02/03/2021 | United Equipment Pty Ltd                        | Equipment hire  | 2,647.70    |
| EFT23191            | 02/03/2021 | Wastedrive Pty Ltd                              | 3.00mm Balomax baling wire                                  | 8,584.25    |
| EFT23192            | 03/03/2021 | SMRC Net Payroll Clearing Creditor              | Payroll   | 141,265.34  |
| EFT23193 - EFT23196 |            | Refer February 2021 Payments Schedule           |   | 0.00        |
| EFT23197            | 09/03/2021 | All Rubber TMH Pty Ltd                          | Parts   | 3,185.15    |
| EFT23198            | 09/03/2021 | Arbon Equipment Pty Ltd                         | Call out for RRRC Gate repairs                              | 1,336.72    |
| EFT23199            | 09/03/2021 | Con - Mech Pty Ltd                              | 16 panels UHMWPE 25mm x 190mm x 3m                          | 5,544.00    |
| EFT23200            | 09/03/2021 | Eilbeck Cranes                                  | GWF Shredder breakdown                                      | 104.50      |
| EFT23201            | 09/03/2021 | Fox Refrigeration and Air-Conditioning          | Air-con Filter clean on 4 cabins at MRF                     | 495.00      |
| EFT23202            | 09/03/2021 | Hays Specialist Recruitment (Australia) Pty Ltd | Labour hire   | 10,164.00   |
| EFT23203            | 09/03/2021 | Industrial Power Tool Services                  | Repair hitachi grinder                                      | 76.92       |
| EFT23204            | 09/03/2021 | Marketforce Productions                         | Advert for Tender T2021/S01 on Saturday 06/02/2021          | 589.44      |
| EFT23205            | 09/03/2021 | Minter Ellison Lawyers                          | Consultancy services - Tender T2017/06 Waste to Energy      | 6,208.40    |
| EFT23206            | 09/03/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll deductions  | 45,213.00   |
| EFT23207            | 09/03/2021 | Synergy - Electricity Retail Corporation        | Electricity usage - RRRC - 05 Jan 2021 - 02 Feb 2021        | 65,478.92   |
| EFT23208            | 09/03/2021 | Tema Services Pty Ltd                           | Maintenance laundry expenses - January 2021                 | 563.86      |
| EFT23209            | 09/03/2021 | WD Installation Services                        | Installation of patches to existing Dust collector base     | 2,035.00    |
| EFT23210 - EFT23213 |            | Refer February 2021 Payments Schedule           |   | 0.00        |
| EFT23214            | 10/03/2021 | National Recovery Technologies(NRT)             | MRF parts for Optic sorters overhaul - final 20%            | 39,801.91   |
| EFT23215            | 17/03/2021 | SMRC Net Payroll Clearing Creditor              | Payroll   | 137,109.55  |

**Schedule of Payments made in March 2021**

| <b>EFT No</b>       | <b>Date</b> | <b>Name</b>                                     | <b>Description</b>   | <b>Amount (\$)</b>  |
|---------------------|-------------|---|--|---------------------|
| EFT23216            | 18/03/2021  | AMC Commercial Cleaning (WA) Pty Ltd            | RRRC Cleaning Services for March 2021                      | 8,035.43            |
| EFT23217            | 18/03/2021  | Australia Post                                  | PO Box Annual fee  | 205.00              |
| EFT23218            | 18/03/2021  | BAS - Australian Taxation Office (ATO)          | BAS February 2021  | 55,923.00           |
| EFT23219            | 18/03/2021  | BP Australia P/L                                | Supply and deliver diesel fuel                             | 9,972.54            |
| EFT23220            | 18/03/2021  | Blue Force Pty Ltd                              | Security services and call out to repair fault             | 3,336.87            |
| EFT23221            | 18/03/2021  | Catalyse Pty Ltd                                | 2020 Key Stakeholder Survey - presentation                 | 550.00              |
| EFT23222            | 18/03/2021  | DLA Piper Australia                             | Legal services to January 2021                             | 8,531.60            |
| EFT23223            | 18/03/2021  | DMD Storage Group                               | Onsite inspection of pallet racking to comply with AS4084. | 544.50              |
| EFT23224            | 18/03/2021  | Environmental & Air Quality Consulting Pty Ltd  | Odour assessment compliance & Annual Env Report            | 11,193.60           |
| EFT23225            | 18/03/2021  | Griffin Valuation Advisory                      | Professional Valuation - RRRC land market value review     | 2,475.00            |
| EFT23226            | 18/03/2021  | Hays Specialist Recruitment (Australia) Pty Ltd | Labour hire  | 5,197.50            |
| EFT23227            | 18/03/2021  | Minter Ellison Lawyers                          | Professional fees - Valuation advice                       | 3,190.00            |
| EFT23228            | 18/03/2021  | Network-IT(WA) PTY LTD                          | IT services, parts & equipment                             | 11,163.81           |
| EFT23229            | 18/03/2021  | PAYG - Australian Taxation Office (ATO)         | Payroll deductions   | 43,188.00           |
| EFT23230            | 18/03/2021  | Panetta McGrath Lawyers                         | Legal advice in relation to 2021 Enterprise Agreement      | 7,990.40            |
| EFT23231            | 18/03/2021  | Perth Recruitment Services Pty Ltd              | Labour hire  | 17,567.59           |
| EFT23232            | 18/03/2021  | SUEZ Recycling & Recovery (Perth) Pty Ltd       | General Waste Disposal - T2019-05                          | 182,719.77          |
| EFT23233            | 18/03/2021  | Simplified Mechanical and Transport             | OCC screen overhaul  | 21,912.00           |
| EFT23234            | 18/03/2021  | St John Ambulance Australia                     | Battery for Defibrillator                                  | 249.99              |
| EFT23235            | 18/03/2021  | Super Sweep                                     | RRRC Road sweeping for January & February 2021             | 8,294.00            |
| EFT23236            | 18/03/2021  | Synergy - Electricity Retail Corporation        | RRRC Electricity charges February 2021                     | 59,661.39           |
| EFT23237            | 18/03/2021  | The Odour Unit (WA) Pty Ltd                     | WCF Odour systems evaluation for licence amendment         | 907.50              |
| EFT23238            | 18/03/2021  | WD Installation Services                        | Replacement Dust Collector and ducting - MRF Baghouse      | 24,062.50           |
| EFT23239            | 18/03/2021  | Amalgamated Services Pty Ltd                    | Labour hire  | 232,303.68          |
| EFT23240            | 18/03/2021  | Cr Cliff Collinson*                             | Members Allowance for Mar 2021                             | 660.00              |
| EFT23241            | 18/03/2021  | Cr Doug Thompson*                               | Members Allowance for Mar 2021                             | 2,243.92            |
| EFT23242            | 18/03/2021  | Cr Stephen Kepert*                              | Members Allowance for Mar 2021                             | 660.00              |
| EFT23243            | 18/03/2021  | Cr Wendy Cooper*                                | Members Allowance for Mar 2021                             | 660.00              |
| EFT23244            | 18/03/2021  | Telstra   | Telephone Landline & Mobiles                               | 1,324.46            |
| EFT23245            | 18/03/2021  | Water Corporation*                              | WCF Water usage  | 4,916.40            |
| EFT23246            | 18/03/2021  | Safeway Building & Renovations Pty Ltd          | WCF Roof Replacement - Progress Claim 7                    | 257,266.97          |
| EFT23247            | 19/03/2021  | City of Canning                                 | RRRC Lease 12/02/2021 - 11/03/2021                         | 59,583.34           |
| EFT23248            | 01/03/2021  | National Australia Bank (NAB)                   | SMRC Credit Card Transaction February 2021                 | 12,414.34           |
| EFT23249            | 19/03/2021  | SG Fleet Australia Pty Limited                  | Lease Payment 7878 Volvo Hooklift Truck 13/04/2021         | 2,933.26            |
| EFT23250            | 19/03/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                               | 20,887.46           |
| EFT23251            | 22/03/2021  | Hard Hat Media Pty Ltd                          | Filing and editing of induction video                      | 1,408.00            |
| EFT23252            | 22/03/2021  | Minter Ellison Lawyers                          | Consultancy services - Tender T2017/06 Waste to Energy     | 6,406.40            |
| EFT23253            | 22/03/2021  | Polyurethane Processors (PUP)                   | Reurbis Mustang spare part                                 | 506.00              |
| EFT23254            | 22/03/2021  | United Equipment Pty Ltd                        | Call out to repair damages                                 | 1,689.41            |
| EFT23255            | 22/03/2021  | Greenwaste Services Pty Ltd                     | Downsize green waste stockpile, Hire of Excavator          | 33,137.50           |
| EFT23256            | 30/03/2021  | Custom Service Leasing Ltd                      | Vehicle lease and fuel                                     | 222.58              |
| EFT23257            | 30/03/2021  | Fleetcare Pty Ltd                               | Vehicle lease  | 1,955.35            |
| EFT23258            | 30/03/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                               | 21,816.56           |
| EFT23259            | 30/03/2021  | Vocus Pty Ltd                                   | Monthly Internet Service - March 2021                      | 1,097.80            |
| EFT23260 - EFT23288 |             | Refer April 2021 Payments Schedule              |  | 0.00                |
| EFT23289            | 31/03/2021  | SMRC Net Pavroll Clearing Creditor              | Pavroll  | 140,916.86          |
| EFT23290 - EFT23338 |             | Refer April 2021 Payments Schedule              |  | 0.00                |
| EFT23339            | 31/03/2021  | WA Treasury Corporation                         | RRRC Loans repayment                                       | 897,298.78          |
| EFT23340            | 31/03/2021  | National Australia Bank (NAB)                   | SMRC Credit Card Transaction March 2021                    | 9,894.44            |
|                     |             |   | <b>TOAL PAYMENTS</b>                                       | <b>3,629,301.91</b> |

**Schedule of Payments made in March 2021**

| EFT No          | Date              | Name  | Description   | Amount (\$)      |
|-----------------|-------------------|---|---|------------------|
| <b>EFT23248</b> | <b>01/03/2021</b> | <b>PURCHASE CARD PAYMENT DETAILS</b>                  |   |                  |
| DD11928.1       | 01/03/2021        | Department of Transport                               | Loader licensing.                                     | 79.35            |
| DD11928.2       | 01/03/2021        | UBER  | Catering for council meeting                          | 381.96           |
| DD11928.3       | 01/03/2021        | IGA   | Office amenities                                      | 10.81            |
| DD11928.4       | 01/03/2021        | Bunnings Group Limited                                | Bin tagging material                                  | 106.63           |
| DD11928.5       | 01/03/2021        | Woolworths  | Office amenities & cleaning materials                 | 138.97           |
| DD11928.6       | 01/03/2021        | Office Works  | Staples and pens for bin tagging                      | 73.99            |
| DD11928.7       | 01/03/2021        | Modern Teaching Aids Pty Ltd                          | Beanbags and pawns for school incursion activities    | 40.76            |
| DD11928.8       | 01/03/2021        | GROUCH & CO PTY LTD                                   | Office amenities                                      | 110.00           |
| DD11928.9       | 01/03/2021        | Coles Express   | Office amenities                                      | 2.50             |
| DD11928.10      | 01/03/2021        | SUEZ Environment                                      | Sharps Disposal MRF                                   | 1,164.38         |
| DD11928.11      | 01/03/2021        | Subway Catering                                       | ISO Auditors Lunch                                    | 21.00            |
| DD11928.12      | 01/03/2021        | Lighthouse Locksmiths                                 | Spare keys cut for GWF hut                            | 19.80            |
| DD11928.13      | 01/03/2021        | Hose Mania  | Parts for NSC Screen overhaul                         | 755.30           |
| DD11928.14      | 01/03/2021        | The Cheesecake Shop                                   | Farewell  | 67.57            |
| DD11928.15      | 01/03/2021        | JB HI-FI GROUP PTY LTD                                | Evolve Headsets & charge stand - cancelled due to ETA | 0.00             |
| DD11928.16      | 01/03/2021        | Getty Images Sales Australia PTY LTD (iStock)         | iStock Image Library                                  | 11.44            |
| DD11928.17      | 01/03/2021        | Zoom Video Communications Inc.                        | Video Conference Premium service monthly fee          | 23.09            |
| DD11928.18      | 01/03/2021        | Simply Headsets Pty Ltd                               | Jabra Headsets & charging stand for new phone system  | 5,272.40         |
| DD11928.19      | 01/03/2021        | JP Pallets  | 20 x hardwood pallets (2.5 tonne) for MNT workshop    | 1,207.09         |
| DD11928.20      | 01/03/2021        | Lochsoft Pty Ltd (Wageloch)                           | Software licensing and maintenance fees               | 120.81           |
| DD11928.21      | 01/03/2021        | The Art of Hearing                                    | Industrial full audio assessment for new employee     | 242.00           |
| DD11928.22      | 01/03/2021        | Napoli Mercato Harrisdale                             | Office amenities                                      | 5.78             |
| DD11928.23      | 01/03/2021        | The Lucky Charm Newsagency Southern River             | Farewell card   | 9.99             |
| DD11928.24      | 01/03/2021        | KMART   | Staples for bin tagging                               | 2.00             |
| DD11928.25      | 01/03/2021        | Mail Chimp  | Monthly subscription cost                             | 40.56            |
| DD11928.26      | 01/03/2021        | Coles Supermarkets Australia                          | Water for weekend works due to hot weather            | 43.00            |
| DD11928.27      | 01/03/2021        | Caltex  | Transaction in dispute - card cancelled               | 120.00           |
| DD11928.28      | 01/03/2021        | Myaree NewsEXTRA Newsagency                           | Laminating pouches (for bin tagging)                  | 23.95            |
| DD11928.29      | 01/03/2021        | Soils Aint Soils P/L                                  | Cracker dust for MRF                                  | 959.00           |
| DD11928.30      | 01/03/2021        | RED DOT STORES  | 8 tidy bins for school incursion game                 | 80.00            |
| DD11928.31      | 01/03/2021        | Department of Mining, Industry Regulations and Safety | Renewal of high risk license                          | 42.50            |
| DD11928.32      | 01/03/2021        | Amazon.com  | Monthly app and website hosting costs                 | 40.88            |
| DD11928.33      | 01/03/2021        | St John Ambulance Australia                           | Sharps 3L container wall mount bracket x 10           | 464.50           |
| DD11928.34      | 01/03/2021        | Skoolsport Equipment P/L T/as Buffalo Sports          | Beanbags for school incursion activities              | 51.60            |
| DD11928.35      | 01/03/2021        | VentralP Australia                                    | Monthly additional hosting subscription               | 2.95             |
| DD11928.36      | 01/03/2021        | Swan Yacht Club                                       | Deposit for Function Room for Strategic Workshop      | 170.00           |
| DD11928.37      | 01/03/2021        | Genetech  | Web development software for the intranet             | 39.91            |
| DD11928.38      | 01/03/2021        | CONNECT Call Centre Services                          | Community Feedback hotline answering services         | 186.48           |
| DD11928.39      | 01/03/2021        | Sensory Central Aus Pty Ltd                           | Buzzers for school incursion activities               | 59.90            |
| DD11928.40      | 01/03/2021        | Total Tools   | Air Engine Cleaning Guns (x2) to be used at MRF       | 46.60            |
| DD11928.41      | 01/03/2021        | Vintage Cellars Myaree                                | Beverages for council meetings                        | 97.90            |
| DD11928.42      | 01/03/2021        | Adobe Systems   | Monthly software subscription                         | 76.99            |
|                 | 01/03/2021        |   | <b>Credit Card Purchases - February 2021</b>          | <b>12,414.34</b> |

**Schedule of Payments made in March 2021**

| EFT No          | Date              | Name  | Description   | Amount (\$)     |
|-----------------|-------------------|---|---|-----------------|
| <b>EFT23340</b> | <b>31/03/2021</b> | <b>PURCHASE CARD PAYMENT DETAILS</b>                  |   |                 |
| DD11993.1       | 31/03/2021        | Australia Post  | Registered post   | 21.95           |
| DD11993.2       | 31/03/2021        | Woolworths  | Office amenities & cleaning materials                       | 44.55           |
| DD11993.3       | 31/03/2021        | Adobe Systems   | Acrobat Pro DC, Premiere Pro, InDesign monthly Licence fees | 722.79          |
| DD11993.4       | 31/03/2021        | Coles Supermarkets Australia                          | Cleaning materials for audit shed                           | 16.50           |
| DD11993.5       | 31/03/2021        | Upwork Global Inc Dublin                              | Programming for SMRC website                                | 36.49           |
| DD11993.6       | 31/03/2021        | Big W   | Bin for ladies toilet.                                      | 7.00            |
| DD11993.7       | 31/03/2021        | TenderLink.com  | Tender T2021-S01 Sales & T2021-03 Plant maintenance         | 387.20          |
| DD11993.8       | 31/03/2021        | Vintage Cellars Myaree                                | Council meeting beverages                                   | 120.00          |
| DD11993.9       | 31/03/2021        | City of Perth   | Parking West Perth for WasteSorted judging panel            | 4.14            |
| DD11993.10      | 31/03/2021        | GROUCH & CO PTY LTD                                   | Office amenities  | 110.00          |
| DD11993.11      | 31/03/2021        | RED DOT STORES  | Bins for school incursion activities                        | 120.00          |
| DD11993.12      | 31/03/2021        | VentralP Australia                                    | Monthly extra SMRC hosting cost                             | 2.95            |
| DD11993.13      | 31/03/2021        | Mail Chimp  | Mailchimp monthly subscription cost                         | 40.53           |
| DD11993.14      | 31/03/2021        | Amazon.com  | Recycle Right website and app monthly hosting costs         | 36.21           |
| DD11993.15      | 31/03/2021        | Kitchen Warehouse Pty Ltd                             | Thank you gifts for WREN members                            | 197.10          |
| DD11993.16      | 31/03/2021        | Swan Yacht Club                                       | Strategic Workshop - meeting room & lunch                   | 459.04          |
| DD11993.17      | 31/03/2021        | Bunnings Group Limited                                | Sockets for workshop assv of PSC1 shafts                    | 79.77           |
| DD11993.18      | 31/03/2021        | Total Tools   | Sockets for PSC1 shaft rebuilds                             | 90.75           |
| DD11993.19      | 31/03/2021        | Department of Mining, Industry Regulations and Safety | Forklift ticket renewal                                     | 42.50           |
| DD11993.20      | 31/03/2021        | Napoli Mercato Harrisdale                             | Office amenities  | 14.45           |
| DD11993.21      | 31/03/2021        | Myaree Lunch Bar Booragoon                            | Catering for FOGO lunch meeting                             | 84.00           |
| DD11993.22      | 31/03/2021        | CONNECT Call Centre Services                          | Community Feedback hotline answering services               | 171.00          |
| DD11993.23      | 31/03/2021        | Caltex  | Hydration for NSC3 overhaul                                 | 49.20           |
| DD11993.24      | 31/03/2021        | Zoom Video Communications Inc.                        | Video Conference Premium service monthly fee                | 23.09           |
| DD11993.25      | 31/03/2021        | AnyDesk Software GmbH*                                | Annual subscription for application to access plant servers | 325.63          |
| DD11993.26      | 31/03/2021        | LINKEDIN SINGAPORE PTE LTD                            | LinkedIn/Lynda annual online learning subscription          | 299.88          |
| DD11993.27      | 31/03/2021        | Soils Aint Soils P/L                                  | Cracker dust delivered for GWF                              | 276.00          |
| DD11993.28      | 31/03/2021        | Priceless Variety                                     | Stickers for Hazard Reward Chart (MRF).                     | 16.00           |
| DD11993.29      | 31/03/2021        | The Quarter Acre Hotel                                | Comms Team lunch  | 85.00           |
| DD11993.30      | 31/03/2021        | WA Bolts P/L  | Parts required for job to be completed at MRF               | 91.98           |
| DD11993.31      | 31/03/2021        | Zephyr Cafe & Kiosk                                   | Strategic workshop morning tea                              | 20.50           |
| DD11993.32      | 31/03/2021        | Prezi Inc   | Annual subscription - online presentation software          | 260.26          |
| DD11993.33      | 31/03/2021        | Dolce & Salato  | Strategic Workshop morning tea                              | 24.00           |
| DD11993.34      | 31/03/2021        | Perth Scale & Slicer Service                          | Investigate Audit scale fault - Scale not repairable        | 60.50           |
| DD11993.35      | 31/03/2021        | AJM Home Health Care                                  | Wheel chair for use at RRRR/tours                           | 294.00          |
| DD11993.36      | 31/03/2021        | Babyroad  | Cloth nappy for education demo                              | 24.99           |
| DD11993.37      | 31/03/2021        | Dshop.com.au  | 2 x 100 (waste) storage bags - for school incursions        | 54.57           |
| DD11993.38      | 31/03/2021        | Duckstein Brewery Restaurant                          | Site Tour Go Organics lunch                                 | 138.40          |
| DD11993.39      | 31/03/2021        | R&R Fencing   | New fence panels to replace damaged ones in workshop yard   | 392.00          |
| DD11993.40      | 31/03/2021        | Aireng Pty Ltd  | Parts   | 2,900.28        |
| DD11993.41      | 31/03/2021        | J & K Hopkins   | New office chair for Maintenance                            | 399.00          |
| DD11993.42      | 31/03/2021        | The Art of Hearing                                    | Industrial audio assessment - new employee                  | 242.00          |
| DD11993.43      | 31/03/2021        | Hose Mania  | Fitting for pump  | 59.43           |
| DD11993.44      | 31/03/2021        | Rentokil Initial Pty Ltd                              | Equipment hire  | 163.02          |
| DD11993.45      | 31/03/2021        | Lochsoft Pty Ltd (Wageloch)                           | Software licensing and maintenance fees                     | 483.23          |
| DD11993.46      | 31/03/2021        | Office Works  | Office stationery   | 146.83          |
| DD11993.47      | 31/03/2021        | IGA   | Office amenities  | 17.08           |
| DD11993.48      | 31/03/2021        | St John Ambulance Australia                           | Eyewash station refills for MRF                             | 154.65          |
| DD11993.49      | 31/03/2021        | The West Australian                                   | Newspaper Subscription                                      | 84.00           |
|                 | 31/03/2021        |   | <b>Credit Card Purchases - March 2021</b>                   | <b>9,894.44</b> |

**Schedule of Payments made in February 2021**

| EFT No              | Date       | Name  | Description   | Amount (\$) |
|---------------------|------------|---|---|-------------|
| EFT22989            | 01/02/2021 | Amalgamated Services Pty Ltd                          | Labour hire   | 171,835.05  |
| EFT22990            | 01/02/2021 | Hays Specialist Recruitment (Australia) Pty Ltd       | Labour hire   | 10,972.50   |
| EFT22991            | 01/02/2021 | Perth Recruitment Services Pty Ltd                    | Labour hire   | 81,723.39   |
| EFT22992            | 01/02/2021 | Access Hire Australia                                 | Hire of Boom Lift - Articulating - Electric: 34ft-BEA       | 1,690.48    |
| EFT22993            | 01/02/2021 | Allerding & Associates                                | MRF Consulting services to July to November 2020            | 4,410.58    |
| EFT22994            | 01/02/2021 | Cleveland Compressed Air Services                     | Replace thermostat valve kit                                | 583.22      |
| EFT22995            | 01/02/2021 | Corrotek Consultants Pty Ltd                          | WCF Aeration roof - structural steel inspections            | 4,493.50    |
| EFT22996            | 01/02/2021 | Direct Communications                                 | Supply & programme mobile radio for the weighbridge         | 973.50      |
| EFT22997            | 01/02/2021 | Effect Engineering Projects Pty Ltd                   | MRF Plant improvements                                      | 41,353.95   |
| EFT22998            | 01/02/2021 | Industrial Protective Products (WA)                   | RRRC PPE  | 1,630.60    |
| EFT22999            | 01/02/2021 | Lighthouse Locksmiths                                 | Supply and repair of various locks at the RRRC              | 1,539.50    |
| EFT23000            | 01/02/2021 | Octagon-BKG Lifts                                     | MRF passenger lift - call out and repairs                   | 437.80      |
| EFT23001            | 01/02/2021 | Office Works  | Stationery for Booragoon office                             | 382.02      |
| EFT23002            | 01/02/2021 | Reinol WA   | Cleaner dispenser cartridge                                 | 315.74      |
| EFT23003            | 01/02/2021 | Super Sweep   | RRRC Sweeping services for December 2020                    | 5,581.13    |
| EFT23004            | 01/02/2021 | System Maintenance                                    | Install isolation valve to sprinkler system on C2 conveyor  | 8,276.40    |
| EFT23005            | 01/02/2021 | Toyota Material Handling WA Pty Ltd                   | Ongoing weekly Forklift rental                              | 2,521.98    |
| EFT23006            | 01/02/2021 | Truck Centre WA                                       | Plant maintenance   | 549.25      |
| EFT23007            | 01/02/2021 | Water2Water Pty Ltd                                   | MRF monthly rental charge for Hydrotap                      | 140.00      |
| EFT23008            | 01/02/2021 | AMC Commercial Cleaning (WA) Pty Ltd                  | Supply disposable wipes for the RRRC                        | 24.75       |
| EFT23009            | 01/02/2021 | All Fire and Electrical WA Pty Ltd                    | Fire and Electrical servicing and maintenance               | 7,015.33    |
| EFT23010            | 01/02/2021 | Applied Industrial Technologies Pty Ltd               | Parts   | 3,784.20    |
| EFT23011            | 01/02/2021 | Arbon Equipment Pty Ltd                               | Repair roller door at Booragoon office                      | 794.75      |
| EFT23012            | 01/02/2021 | BP Australia P/L                                      | Supply and Deliver Diesel Fuel for December 2020            | 13,241.20   |
| EFT23013            | 01/02/2021 | DBC Waste Management Pty Ltd                          | Vacuum Truck & Operator to pump out various pits on site    | 3,231.25    |
| EFT23014            | 01/02/2021 | Dapper Apps Pty Ltd                                   | Technical support for Recycle Right website and app         | 687.50      |
| EFT23015            | 01/02/2021 | Dial Before You Dig WA Ltd                            | Quarterly Referral Fee for October to December 2020         | 110.00      |
| EFT23016            | 01/02/2021 | Elton's Lawnmowing and Gardening Service*             | Lawn Mowing - Booragoon office                              | 42.00       |
| EFT23017            | 01/02/2021 | Fox Refrigeration and Air-Conditioning                | Repairs to mixed paper cabinet air con and rebuild one unit | 3,294.20    |
| EFT23018            | 01/02/2021 | Golden West Lubricants                                | Oil & lubricants for Plant maintenance                      | 3,361.56    |
| EFT23019            | 01/02/2021 | Hydraulink Australia Pty Ltd                          | MRF Excel Bailer hose repair call out                       | 485.82      |
| EFT23020            | 01/02/2021 | Marsh Pty Ltd   | Contract Risk Training Webinar provided by LGIS/Marsh P/L   | 324.50      |
| EFT23021            | 01/02/2021 | Myelec Electrical Wholesalers                         | Electrical parts & equipment                                | 4,959.23    |
| EFT23022            | 01/02/2021 | Perth Contract Hydraulics                             | Plant maintenance   | 18,160.70   |
| EFT23023            | 01/02/2021 | SAGE Automation Pty Ltd                               | Supply of additional Rockwell licenses                      | 12,943.70   |
| EFT23024            | 01/02/2021 | Safetv Training Professionals                         | Emergency Fire Warden & Fire Extinguisher Training          | 250.00      |
| EFT23025            | 01/02/2021 | Selectro Services P/L                                 | Plant maintenance   | 45,255.98   |
| EFT23026            | 01/02/2021 | Simplified Mechanical and Transport                   | Plant maintenance   | 693.00      |
| EFT23027            | 01/02/2021 | WA Fasteners Pty Ltd                                  | Parts, equipment & PPE                                      | 4,924.32    |
| EFT23028            | 01/02/2021 | Winc Australia Pty Limited                            | Stationery for RRRC & Booragoon office                      | 516.44      |
| EFT23029            | 01/02/2021 | Cleanaway Co Pty Ltd                                  | Gas bottles, Extinguisher, Soda Stream bottles disposal     | 2,137.30    |
| EFT23030            | 01/02/2021 | Cleanaway Solid Waste Pty Ltd                         | FOGO Overs & MRF Landfill - December 2020                   | 155,776.75  |
| EFT23031            | 01/02/2021 | OPS Screening & Crushing Equipment Pty Ltd            | Hire & final payment for FOGO Slow speed shredder           | 83,403.00   |
| EFT23032            | 01/02/2021 | Perth Bin Hire  | Residual Transport - December 2020                          | 216,178.24  |
| EFT23033            | 01/02/2021 | Pritchard Francis                                     | Consultancy services for WCF Decommissioning - December     | 25,820.85   |
| EFT23034            | 01/02/2021 | Purearth  | T2019-01 Beneficial Reuse of FOGO - December 2020           | 106,130.75  |
| EFT23035            | 01/02/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd             | General Waste Disposal for December 2020 - T2019-05         | 199,392.17  |
| EFT23036            | 01/02/2021 | Synergy - Electricity Retail Corporation              | RRRC Electricity for December 2020                          | 63,552.23   |
| EFT23037            | 01/02/2021 | PAYG - Australian Taxation Office (ATO)               | Payroll deductions  | 46,036.00   |
| EFT23038            | 01/02/2021 | Telstra   | Telephone Landline & Mobiles - December 2020                | 1,221.31    |
| EFT23039            | 02/02/2021 | Australian Bale Press Company                         | C2 Tail Drum Shaft  | 5,534.10    |
| EFT23040            | 02/02/2021 | Beaurepairs   | WCF Loader tyre repairs - FEL011                            | 356.60      |
| EFT23041            | 02/02/2021 | Blackwoods Autos                                      | Parts, equipment & gas cylinder hire                        | 855.38      |
| EFT23042            | 02/02/2021 | Bunnings Group Limited                                | Parts and equipment   | 982.92      |
| EFT23043            | 02/02/2021 | CJD Equipment Pty Ltd                                 | Plant maintenance   | 28,874.56   |
| EFT23044            | 02/02/2021 | CTI Logistics Interstate                              | T2020-03 Transport of Recyclables to Adelaide               | 4,908.90    |
| EFT23045            | 02/02/2021 | Cutting Edges Equipment Parts                         | Parts   | 2,999.68    |
| EFT23046            | 02/02/2021 | DC Test & Tag*  | Annual Test & Tag of electrical equipment at Booragoon      | 595.00      |
| EFT23047            | 02/02/2021 | Delta Roofing Pty Ltd                                 | MRF Wall cladding removal/ reinstatement                    | 5,901.50    |
| EFT23048            | 02/02/2021 | Elton's Lawnmowing and Gardening Service*             | Lawn Mowing at 9 Aldous Pl Booragoon                        | 44.00       |
| EFT23049            | 02/02/2021 | Entag Communications Pty Ltd                          | Handsets for new phone system                               | 3,839.00    |
| EFT23050            | 02/02/2021 | Environmental & Air Quality Consulting Pty Ltd        | RRRC Odour assessment compliance - January 2021             | 2,041.60    |
| EFT23051            | 02/02/2021 | FastTrack Computer Solutions                          | Excel training course                                       | 649.00      |
| EFT23052            | 02/02/2021 | Fuji Xerox  | Photocopy Mtce Fee - December 2020                          | 378.28      |
| EFT23053            | 02/02/2021 | Horizon West Landscape & Irrigation Pty Ltd           | RRRC Landscape maintenance/services for December 2020       | 3,730.38    |
| EFT23054            | 02/02/2021 | IT Vision Australia Pty Ltd                           | Synergysoft Monthly Subscription Fee - Jan21                | 2,338.60    |
| EFT23055            | 02/02/2021 | Kennards Hire Pty Ltd                                 | Equipment hire  | 2,095.60    |
| EFT23056            | 02/02/2021 | Local Government Professionals Australia WA           | Grant writing workshop                                      | 900.00      |
| EFT23057            | 02/02/2021 | MM Electrical Merchandising                           | Parts   | 183.66      |
| EFT23058            | 02/02/2021 | Network-IT(WA) PTY LTD                                | IT services, parts & equipment                              | 28,089.06   |
| EFT23059            | 02/02/2021 | SVT Engineering Consultants Pty Ltd                   | WCF Noise compliance modelling                              | 9,065.10    |
| EFT23060            | 02/02/2021 | St John Ambulance Australia                           | First Aid Kit inspection and service                        | 354.87      |
| EFT23061            | 02/02/2021 | Tema Services Pty Ltd                                 | Maintenance laundry expenses - November 2020                | 669.41      |
| EFT23062            | 02/02/2021 | The West Australian                                   | WREN ads about waste reduction and recycling tips           | 1,140.00    |
| EFT23063            | 02/02/2021 | Total Electrical & Mechanical Services Pty Ltd        | Electrical parts and services - MRF call out                | 594.00      |
| EFT23064            | 02/02/2021 | Totally Workwear Canning Vale                         | RRRC Staff - Uniforms                                       | 1,233.72    |
| EFT23065            | 02/02/2021 | United Equipment Pty Ltd                              | Equipment hire  | 1,459.15    |
| EFT23066            | 02/02/2021 | Waste Management and Resource Recovery Association of | Annual Subscription 2021                                    | 2,345.00    |
| EFT23067            | 02/02/2021 | Wastedrive Pty Ltd                                    | MRF baling wire and baler parts                             | 14,359.25   |
| EFT23068            | 02/02/2021 | BAS - Australian Taxation Office (ATO)                | BAS December 2020   | 68,425.00   |
| EFT23069 - EFT23073 |            | Refer January 2021 Payments Schedule                  |   | 0.00        |
| EFT23074            | 03/02/2021 | SMRC Net Payroll Clearing Creditor                    | Payroll   | 139,367.79  |
| EFT23075            | 04/02/2021 | BHS Bulk Handling Systems                             | Freight charges for parts imported                          | 20,383.57   |
| EFT23076            |            | Refer January 2021 Payments Schedule                  |   | 0.00        |

**Schedule of Payments made in February 2021**

| <b>EFT No</b>        | <b>Date</b> | <b>Name</b>                                     | <b>Description</b>  | <b>Amount (\$)</b>         |
|----------------------|-------------|---|---|----------------------------|
| EFT23077             | 01/02/2021  | National Australia Bank (NAB)                   | SMRC Credit Card Transaction January 2021                 | 10,697.41                  |
| EFT23078             | 16/02/2021  | Tovota Material Handling WA Pty Ltd             | Repairs to damaged forklift attachment                    | 1,733.99                   |
| EFT23079             | 16/02/2021  | All Fire and Electrical WA Pty Ltd              | L1 Scheduled service and repairs for mobile plant         | 5,815.57                   |
| EFT23080             | 16/02/2021  | Applied Industrial Technologies Pty Ltd         | Parts   | 966.42                     |
| EFT23081             | 16/02/2021  | Beaurepairs                                     | WCF Loader tyre repairs                                   | 1,144.60                   |
| EFT23082             | 16/02/2021  | Blackwoods Atkins                               | Parts   | 57.12                      |
| EFT23083             | 16/02/2021  | Effect Engineering Projects Pty Ltd             | Structural repairs to Mustang Conveyor                    | 10,637.00                  |
| EFT23084             | 16/02/2021  | EmbroidMe Myaree                                | Staff uniforms  | 376.20                     |
| EFT23085             | 16/02/2021  | Hydraulink Australia Pty Ltd                    | Plant maintenance   | 730.55                     |
| EFT23086             | 16/02/2021  | L.M.H Repairers                                 | Green waste Shredder major overhaul                       | 97,406.53                  |
| EFT23087             | 16/02/2021  | Motiontech Hydraulic Services                   | Plant maintenance   | 499.10                     |
| EFT23088             | 16/02/2021  | Onsite Rental Group Operations Pty Ltd          | Equipment hire  | 3,342.13                   |
| EFT23089             | 16/02/2021  | Purearth  | T2019-01 Beneficial Reuse of FOGO - November 2020         | 100,367.90                 |
| EFT23090             | 16/02/2021  | SAGE Automation Pty Ltd                         | MRF call outs & Installation of FTView server V11         | 3,174.60                   |
| EFT23091             | 16/02/2021  | SUEZ Recycling & Recovery (Perth) Pty Ltd       | MRF Diversions - December 2020                            | 12,696.75                  |
| EFT23092             | 16/02/2021  | Southern Cross Cleaning Services                | Regular Office Cleaning Booragoon - December 2020         | 1,833.06                   |
| EFT23093             | 16/02/2021  | System Maintenance                              | Investigate and repair damaged fire hydrant water supply  | 2,386.56                   |
| EFT23094             | 16/02/2021  | Tema Services Pty Ltd                           | Maintenance laundry expenses - December 2020              | 670.45                     |
| EFT23095             | 16/02/2021  | United Equipment Pty Ltd                        | Equipment hire  | 1,562.00                   |
| EFT23096             | 16/02/2021  | WA Fasteners Pty Ltd                            | Parts   | 3,920.20                   |
| EFT23097             | 17/02/2021  | SMRC Net Payroll Clearing Creditor              | Payroll   | 137,346.60                 |
| EFT23098             | 18/02/2021  | AMC Commercial Cleaning (WA) Pty Ltd            | RRRC Cleaning Services for January & February 2021        | 13,746.29                  |
| EFT23099             | 18/02/2021  | Aurora environmental                            | Consulting services FOGO approval advice - December 2020  | 665.50                     |
| EFT23100             | 18/02/2021  | BP Australia P/L                                | Supply and Deliver Diesel Fuel for January 2021           | 15,055.30                  |
| EFT23101             | 18/02/2021  | Blue Force Pty Ltd                              | MRF Camera repairs  | 1,384.11                   |
| EFT23102             | 18/02/2021  | Elite Lock Service                              | Supply & install lock at Booragoon office                 | 275.00                     |
| EFT23103             | 18/02/2021  | Environmental & Air Quality Consulting Pty Ltd  | RRRC Biofilter odour assessment compliance - January 2021 | 4,823.50                   |
| EFT23104             | 18/02/2021  | Golden West Lubricants                          | AZOLLA ZS46 208L (Hydraulic 46) oil                       | 1,073.60                   |
| EFT23105             | 18/02/2021  | JEM Training Pty Ltd                            | Time Management training workshop                         | 2,060.00                   |
| EFT23106             | 18/02/2021  | Lockdoc   | New keys as required for Workshop                         | 140.00                     |
| EFT23107             | 18/02/2021  | Marketforce Productions                         | Adverts for Local Government Tenders - January 2021       | 1,497.82                   |
| EFT23108             | 18/02/2021  | Muzzcuts Lawns and Gardens                      | Gardening Services every second month - Booragoon Office  | 143.00                     |
| EFT23109             | 18/02/2021  | Natsync Environmental                           | Pest control at RRRC for October to December 2020         | 4,871.00                   |
| EFT23110             | 18/02/2021  | PAYG - Australian Taxation Office (ATO)         | Payroll Deductions  | 48,144.00                  |
| EFT23111             | 18/02/2021  | Simplified Mechanical and Transport             | Plant maintenance   | 23,021.63                  |
| EFT23112             | 18/02/2021  | Synergy - Electricity Retail Corporation        | Electricity - Booragoon office - January 2021             | 826.98                     |
| EFT23113             | 18/02/2021  | Wilson Security                                 | RRRC Security Patrols - December 2020                     | 974.00                     |
| EFT23114             | 18/02/2021  | Amalgamated Services Pty Ltd                    | Labour hire   | 63,239.76                  |
| EFT23115             | 18/02/2021  | Hays Specialist Recruitment (Australia) Pty Ltd | Labour hire   | 1,155.00                   |
| EFT23116             | 18/02/2021  | Perth Recruitment Services Pty Ltd              | Labour hire   | 34,072.09                  |
| EFT23117             | 18/02/2021  | Cr Cliff Collinson*                             | Members Allowance for FEB 2021                            | 660.00                     |
| EFT23118             | 18/02/2021  | Cr Doug Thompson*                               | Members Allowance for FEB 2021                            | 2,243.92                   |
| EFT23119             | 18/02/2021  | Cr Stephen Kepert*                              | Members Allowance for FEB 2021                            | 660.00                     |
| EFT23120             | 18/02/2021  | Cr Wendy Cooper*                                | Members Allowance for FEB 2021                            | 660.00                     |
| EFT23121             | 18/02/2021  | Telstra   | Telephone Landline - Jan 2021                             | 805.86                     |
| EFT23122             | 18/02/2021  | Water Corporation*                              | Booragoon office water usage January - February 2021      | 746.05                     |
| EFT23123             | 18/02/2021  | PAYG - Australian Taxation Office (ATO)         | Payroll deductions  | 48,410.00                  |
| EFT23124             | 18/02/2021  | Water Corporation*                              | WCF Trade Waste Charges - Annual charge lot 78            | 241.84                     |
| EFT23125             | 23/02/2021  | Safeway Building & Renovations Pty Ltd          | WCF Roof Replacement - 6th Progress claim                 | 172,168.84                 |
| EFT23126 - EFT23192  |             | Refer March 2021 Payments Schedule              |   | 0.00                       |
| EFT23193             | 03/02/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                              | 21,053.15                  |
| EFT23194             | 12/02/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                              | 20,494.10                  |
| EFT23195             | 18/02/2021  | SuperChoice Services Pty Ltd                    | Superannuation contributions                              | 20,760.80                  |
| EFT23196             | 02/02/2021  | City of Canning                                 | RRRC Lease 12/01/2021 - 11/02/2021                        | 59,583.34                  |
| EFT23197 - EFT23209  |             | Refer March 2021 Payments Schedule              |   | 0.00                       |
| EFT23210             | 22/02/2021  | Custom Service Leasing Ltd                      | Vehicle lease & fuel                                      | 280.66                     |
| EFT23211             | 05/02/2021  | Fleetcare Pty Ltd                               | Vehicle lease   | 1,955.35                   |
| EFT23212             | 15/02/2021  | SG Fleet Australia Pty Limited                  | Vehicle Lease Payment 77/78 Volvo Hooklift Truck          | 2,933.26                   |
| EFT23213             | 22/02/2021  | Vocus Pty Ltd                                   | Monthly Internet Service - Feb 2021                       | 1,097.80                   |
| <b>TOAL PAYMENTS</b> |             |   |   | <b><u>2,687,142.59</u></b> |

**Schedule of Payments made in February 2021**

| <b>EFT No</b>   | <b>Date</b>       | <b>Name</b>   | <b>Description</b>                                       | <b>Amount (\$)</b> |
|-----------------|-------------------|---|--|--------------------|
| <b>EFT23077</b> | <b>01/02/2021</b> | <b>PURCHASE CARD PAYMENT DETAILS</b>                  |  |                    |
| DD11887.1       | 01/02/2021        | Envato Market   | Web development software (plugin)                        | 40.70              |
| DD11887.2       | 01/02/2021        | Treblex Industrial P/L                                | 18kg Lithplex Purple grease x3                           | 709.50             |
| DD11887.3       | 01/02/2021        | Google Australia P/L                                  | Monthly app Google api costs                             | 0.04               |
| DD11887.4       | 01/02/2021        | Adobe Systems   | Acrobat Pro DC - monthly Licence fees                    | 399.89             |
| DD11887.5       | 01/02/2021        | EasvFlowers   | Flowers for staff newborn baby                           | 73.90              |
| DD11887.6       | 01/02/2021        | City of Perth   | Parking for attendance at WMRR event                     | 10.10              |
| DD11887.7       | 01/02/2021        | Australian Institute of Company Directors             | AICD Annual Membership                                   | 687.50             |
| DD11887.8       | 01/02/2021        | Myaree Lunch Bar Booragoon                            | Catering for FOGO lunch meeting                          | 78.00              |
| DD11887.9       | 01/02/2021        | Australia Post  | Postage stamps   | 23.10              |
| DD11887.10      | 01/02/2021        | Coles Express   | Office amenities   | 5.00               |
| DD11887.11      | 01/02/2021        | Total Tools   | Tools as required  | 89.70              |
| DD11887.12      | 01/02/2021        | The Good Guys   | Microwave for Maintenance Workshop                       | 254.00             |
| DD11887.13      | 01/02/2021        | Department of Transport                               | Vehicle Licence Renewal - Loader                         | 79.35              |
| DD11887.14      | 01/02/2021        | Napoli Mercato Harrisdale                             | Office amenities   | 8.67               |
| DD11887.15      | 01/02/2021        | Waste Management and Resource Recovery Association of | WMRR Ministers breakfast event                           | 60.78              |
| DD11887.16      | 01/02/2021        | Zoom Video Communications Inc.                        | Video Conference Premium service monthly fee             | 23.09              |
| DD11887.17      | 01/02/2021        | GROUCH & CO PTY LTD                                   | Office amenities   | 110.00             |
| DD11887.18      | 01/02/2021        | Woolworths  | Office amenities & cleaning materials                    | 173.10             |
| DD11887.19      | 01/02/2021        | Mail Chimp  | Monthly mailchimp subscription cost                      | 40.73              |
| DD11887.20      | 01/02/2021        | St John Ambulance Australia                           | First Aid Training & CPR Refresher                       | 307.00             |
| DD11887.21      | 01/02/2021        | Lighthouse Locksmiths                                 | Cut spare key as required                                | 46.20              |
| DD11887.22      | 01/02/2021        | Mega Thing Pty Ltd                                    | CD Labels for school incursion material                  | 55.00              |
| DD11887.23      | 01/02/2021        | Apple   | Refund - disputed transaction                            | -497.97            |
| DD11887.24      | 01/02/2021        | JB HI-FI GROUP PTY LTD                                | USB-C to HDMI Adapter for Maintenance GoPro              | 44.00              |
| DD11887.25      | 01/02/2021        | Lochsoft Pty Ltd (Wageloch)                           | Software licensing and maintenance fees                  | 483.23             |
| DD11887.26      | 01/02/2021        | Ledlenser Australia                                   | head lamp - maintenance workshop                         | 299.95             |
| DD11887.27      | 01/02/2021        | Totally Workwear Canning Vale                         | Staff Work Pants - maintenance                           | 89.90              |
| DD11887.28      | 01/02/2021        | B.A.R Group P/L                                       | nozzle set for GWF shredder misting system               | 736.00             |
| DD11887.29      | 01/02/2021        | Hose Mania  | hydraulic fittings for MRF                               | 34.23              |
| DD11887.30      | 01/02/2021        | Hoisting Equipment Specialist (HESWA)                 | lifting and rigging gear for MRF works                   | 1,226.72           |
| DD11887.31      | 01/02/2021        | IGA   | Office amenities & cleaning materials                    | 21.68              |
| DD11887.32      | 01/02/2021        | City of Canning                                       | Building & planning application fees                     | 640.00             |
| DD11887.33      | 01/02/2021        | WA Fasteners Pty Ltd                                  | Fixed castor wheels (x20) required for MRF bins          | 4,009.50           |
| DD11887.34      | 01/02/2021        | Amazon.com  | Recycle Right App and Web hosting                        | 39.21              |
| DD11887.35      | 01/02/2021        | Facebook Ads  | Boosting for 'Sleigh Your Waste' Christmas webinar event | 24.67              |
| DD11887.36      | 01/02/2021        | The West Australian                                   | Newspaper Subscription                                   | 84.00              |
| DD11887.37      | 01/02/2021        | VentralP Australia                                    | Monthly additional hosting costs                         | 2.95               |
| DD11887.38      | 01/02/2021        | CONNECT Call Centre Services                          | Community Feedback hotline answering services            | 172.84             |
| DD11887.39      | 01/02/2021        | Coles Supermarkets Australia                          | Office amenities   | 11.15              |
|                 |                   |   | <b>Credit Card Purchases - January 2021</b>              | <b>10,697.41</b>   |

UNCONFIRMED

**ORDINARY COUNCIL MEETING 27 MAY 2021  
ACTION LIST**

| <b>AGENDA ITEM NO.</b> | <b>SUBJECT</b>  | <b>LIST ACTION TAKEN</b>  | <b>ACTION BY</b> | <b>STATUS</b> |
|------------------------|---|---|------------------|---------------|
| 8.1                    | MINUTES OF THE SMRC ORDINARY COUNCIL MEETING DATED 25 FEBRUARY 2021     | Post to Intranet and Website  | CSM              | Completed     |
| 11.1                   | TENDER T2019-02 WCF ROOF REMEDIAL WORKS                                 | Amend 2020-21 Budget for the Capital Expenditure Project  | CEO              | Completed     |
| 11.2                   | TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS                       | CEO Delegation to award contract. CEO Delegation to be reported at the next Council Meeting.  | CEO              | Ongoing       |
| 11.3                   | TENDER T2021-03 PANEL FIXED PLANT MAINTENANCE & ELECTRICAL SERVICES     | Award pre-approved panel suppliers in their respective area of expertise  | CEO              | Completed     |
| 11.4                   | TENDER T2020-01 ODOUR ASSESSMENT CONSULTANCY                            | Award Environmental Air Quality Consulting  | CEO              | Completed     |
| 11.5                   | SMRC WASTE PLAN 2021  | Update to Intranet, Website & FD  | CSM              | Completed     |
| 11.6                   | STRATEGIC DIRECTION 2021  | <ol style="list-style-type: none"> <li>1. Forward actions to participants for comment and/or endorsement.</li> <li>2. Provide the updated Corporate Business Plan at the June Special Council Meeting.</li> </ol> | CM               | Completed     |
| 11.7                   | LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 – MODEL CODE OF CONDUCT | Update to Intranet, Website & FD  | CSM              | Completed     |
| 11.8                   | CORPORATE POLICY REVIEW   | Update to Intranet, Website & FD  | CSM              | Completed     |
| 11.9                   | DRAFT 2021-2022 ANNUAL BUDGET   | Copy of report to be sent to members  | CSM              | Completed     |
| 11.10                  | FINANCIAL REPORTS   | No further action required  | CSM              | -             |
| 11.11                  | SCHEDULE OF PAYMENTS  | No further action required  | CSM              | -             |
| 13.1                   | CITY OF CANNING   | No further action required  | CSM              | -             |



**ORDINARY COUNCIL MEETING 27 MAY 2021  
ACTION LIST**

|   |          |         |
|---|----------|---------|
| <b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>   |          |         |
| 11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2<br>THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS. | CEO      | Ongoing |
| <b>Ordinary Council Meeting- 19 April 2018 Outstanding Actions</b>  |          |         |
| 11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS   | CEO/EMCS | Ongoing |
| <b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>   |          |         |
| 11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007<br>1. The draft waste plan must be submitted by 1 April 2020.<br>2. Final Waste Plan must be submitted by 30 September 2020.<br>3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.                      | CEO      | Ongoing |
| 15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS<br>Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019  | CEO      | Ongoing |
| <b>Special Council Meeting- 9 April 2020 Outstanding Actions</b>  |          |         |
| 9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC<br>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.<br>2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL.                      | CEO      | Ongoing |
|   |          |         |



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### SPECIAL MEETING OF COUNCIL

THURSDAY 24 JUNE 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Adous Place  
BOORAGOON

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

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| 2.  | <b>RECORD OF ATTENDANCE / APOLOGIES</b>   |    |
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| 11. | <b>DECLARATION OF CLOSURE OF MEETING</b>  |    |

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chief Executive Officer advised that the Chairman would be attending later in the meeting.

The Deputy Chairman agreed to chair the meeting in the interim and welcomed everyone in attendance and declared the meeting open at 4.03pm.

“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 Steve Kepert (Deputy Chairman) (Presiding Member) | City of Melville       |
| Cr Cliff Collinson                                   | Town of East Fremantle |
| Cr Wendy Cooper                                      | City of Kwinana        |
| Cr Doug Thompson (Chairman) Joined 4.27pm            | City of Fremantle      |

|                               |  |
|-------------------------------|--|
| Mr Mick McCarthy (REG Member) | City of Melville                           |
| Mr David Janssens             | City of Fremantle                          |
| Mr Tim Youé                   | SMRC, Chief Executive Officer              |
| Mr Brendan Doherty            | SMRC, Executive Manager Strategic Projects |
| Mr Chris Wiggins              | SMRC, Executive Manager Corporate Services |
| Mr Keith Swift                | SMRC, Executive Manager RRRC Operations    |

**APOLOGIES**

|                                     |                        |
|-------------------------------------|------------------------|
| Mr Graham Tattersall (REG Member)   | City of Fremantle      |
| Mr Glen Douzall (Deputy REG Member) | City of Fremantle      |
| Mr Gary Tuffin (REG Member)         | Town of East Fremantle |
| Ms Maria Cooke (REG Member)         | City of Kwinana        |

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS / PRESENTATIONS:**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

Nil

**7. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

9. **REPORTS OF THE CEO**

|                          |   |
|--------------------------|---|
| <b>REPORT NO</b>         | 9.1                                     |
| <b>SUBJECT</b>           | SMRC STRATEGIC PLAN REVIEW 2021         |
| <b>AUTHOR</b>            | T Youé Chief Executive Officer          |
| <b>AUTHOR'S INTEREST</b> | Nil                                     |
| <b>DATE OF REPORT</b>    | 16 June 2021                            |
| <b>ATTACHMENTS</b>       | Draft Corporate Business Plan 2021-2025 |

**COUNCIL RESOLUTION**

21.06-01      **MOVED: CR W COOPER**      **SECONDED: CR C COLLINSON**

**CEO RECOMMENDATION:**

**THE COUNCIL ADOPTS THE SMRC CORPORATE BUSINESS PLAN 2021 – 2025.**

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 3/-**

**VOTING REQUIREMENT**

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

**PURPOSE OF REPORT**

To review and adopt the SMRC's Corporate Business Plan (last review 2020).

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

**Advocative**

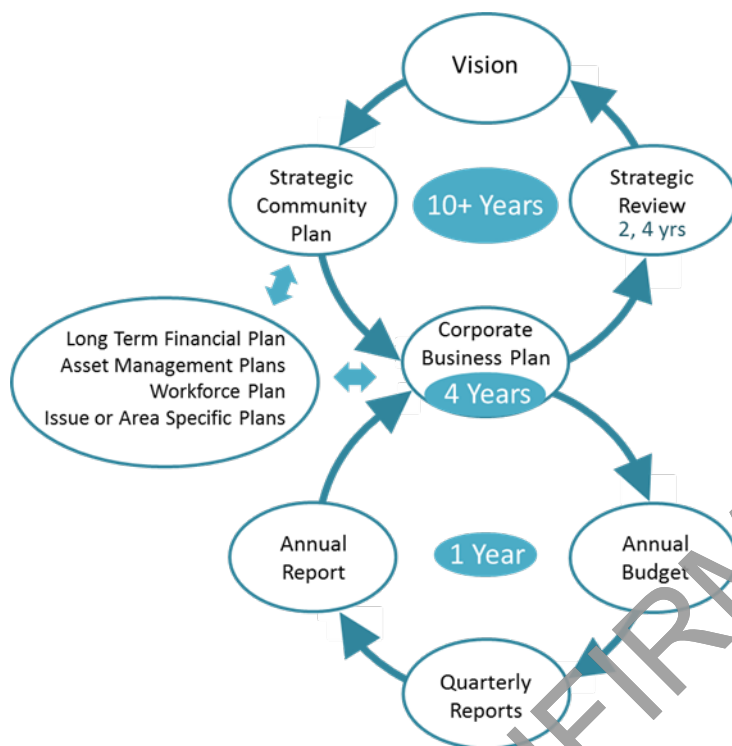
Not applicable

**Executive**

The Regional Council determines and sets the strategic direction of the local government in consultation with its Participant Local Governments.

**Legislative**

Local governments are required under section 5.56 of the Local Government Act 1995 to make forward plans. The detail as to how this is to be achieved is set out in the Local Government (Administration) Regulations 1996, which is summarised below:



Source: Department of Local Government and Communities  
Integrated Planning and Reporting Framework and Guidelines, September 2016

Regulation 19C requires a local government to develop and regularly review a strategic community plan (SCP). Amongst other things, the SCP is to cover a period of at least 10 financial years, and sets out the vision, aspirations and objectives of the community in the district. SCPs are to be reviewed at least once every 4 years. The current version of the SCP which covers the period 2016-2026 was adopted by Council in June 2016.

In addition, Regulation 19DA requires local governments to prepare a corporate business plan. Local governments are to review their current corporate business plan for its district every year.

The corporate business plan is to cover at least 4 financial years and is to:

- set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

**Strategic Directions Review Workshop 18 March 2021.**

The workshop was facilitated by Helen Hardcastle, Learning Horizons, and attended by Regional Councillors, Regional Executive Officers from participant local governments and SMRC Executive staff.

**Financial:**

All actions identified in the plan are to be included in SMRC's Long Term Financial Plan.

**BACKGROUND:**

Council considered the agreed actions from the Strategic Directions Workshop held on 18 March 2021 at its Ordinary meeting of Council held 27 May 2021, and resolved the following:

*COUNCIL RESOLUTION*

21.05-03                      *MOVED: CR C COLLINSON*                      *SECONDED: CR S KEPERT*

*CEO RECOMMENDATIONS:*

1. *THE ACTIONS FROM THE STRATEGIC DIRECTIONS WORKSHOP ON 18 MARCH 2021 BE ADOPTED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.*
2. *THE UPDATED CORPORATE BUSINESS PLAN BE CONSIDERED AT THE JUNE 2021 SPECIAL COUNCIL MEETING.*

*CARRIED 4/-*

No responses or comments have been received.

**REPORT:**

The Corporate Business Plan has been updated to include the agreed strategic directions from the March 2021 Workshop.

**2.3 Key Issues: Regional Resource Recovery Centre Strategy**

**Continue to provide regional services for Participants and other stakeholders recognising the RRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.**

| Key Strategies  | Actions   |
|---|---|
| <b>1. Review governance structure</b>                     | Facilitate review of SMRC Establishment Agreement, Project Participant Agreements and meeting structures  |
| <b>2. Understand and articulate our value proposition</b> | Prepare a Value Proposition Statement   |
| <b>3. Form alliances &amp; partnerships</b>               | Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.   |
| <b>4. Enhance and leverage brand equity</b>               | Create and promote a brand that reflects the vision and objectives of SMRC  |
| <b>5. Develop an advocacy strategy</b>                    | <ol style="list-style-type: none"> <li>1. Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.</li> <li>2. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.</li> </ol> |
| <b>6. Deliver communication and waste education</b>       | Undertake a review, in consultation with participants, on the regional community education program.   |



## **STATUTORY REQUIREMENTS**

### **Local Government Act 1995 and Regulations**

S5.56 (1) A local government is to plan for the future of the district.

19DA . Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —  
(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

|                   |                              |
|-------------------|------------------------------|
| REPORT NO         | 9.2                          |
| SUBJECT           | Recycle Right Plan (2021-23) |
| AUTHOR            | Teresa Belcher               |
| AUTHOR'S INTEREST | Communications Manager       |
| DATE OF REPORT    | 14/06/2021                   |
| ATTACHMENTS       | Recycle Right Plan (2021-23) |

#### COUNCIL RESOLUTION

21.06-02      MOVED: CR W COOPER      SECONDED: CR C COLLINSON

#### STAKEHOLDER COMMITTEE RECOMMENDATION:

THAT THE RECYCLE RIGHT PLAN (2021-23) BE ADOPTED

CARRIED 3/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

To endorse the Recycle Right Plan 2021-23

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

##### Advocative

Not applicable

##### Executive

The Stakeholder Relations Committee reviewed and endorses the Plan at its meeting 21 June 2021 and recommends to Council that the plan be adopted in line with its Corporate Business Plan.

##### Legislative

Not applicable

#### IMPLICATIONS TO CONSIDER:

##### Consultative:

The Recycle Right Plan is required to be developed to engage Participant Local Governments in the development of a waste education program for their region which aligns with strategies in the SMRC Corporate Business Plan.

The Communications Manager has been working with the Regional Executive Group members, Waste Managers, Sustainability Officers and the Communications teams from Participant Local Governments to develop a strategy for implementing Recycle Right into their communities.

**Workshop dates:**

14 Dec 20      First Workshop with Member Councils  
12 May 21      Second Workshop with Member Councils

**Strategic relevance:**

**Key Focus Area: Community & Stakeholder Relationships**

*Objective 3.2 We effectively communicate with our community & stakeholders*

| Strategies   | Actions  | Timeframes  |             |             |             |
|--|--|-------------|-------------|-------------|-------------|
|  |  | 2021/<br>22 | 2022/<br>23 | 2023/<br>24 | 2024<br>/25 |
| <b>3.2.1 Develop and implement an effective community education program</b>  | a. Implement community education plan actions  | ✓           | ✓           | ✓           | ✓           |
|  | b. Undertake an annual review of the community education plan  | ✓           | ✓           | ✓           | ✓           |
| <b>3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse</b> | a. Continue to work with and provide support to waste reduction groups                                   | ✓           | ✓           | ✓           | ✓           |
|  | b. Promote the Recycle Right Program amongst member councils as <u>the</u> regional recycling initiative | ✓           | ✓           | ✓           | ✓           |
|  | c. Promote the benefits of source separation for 3 bin systems   | ✓           | ✓           | ✓           | ✓           |
|  | d. Actively pursue funding and partnership opportunities for educational programs                        | ✓           | ✓           | ✓           | ✓           |
|  | e. Lead trial projects to reuse recycled materials   | ✓           | ✓           | ✓           | ✓           |

**Policy related:**

1. Stakeholder Relations Committee Policy and Terms of Reference – To review strategic communications strategies
2. SMRC Communications Plan – A link to implementing Recycle Right Strategies
3. SMRC Community Engagement Plan – A link to Implementing Recycle Right Strategies

**Financial:**

SMRC has an annual budget of approx. \$700,000 towards community communication and education. Most of these funds are spent on Recycle Right initiatives. Included in the budget amount, SMRC receives consultancy and membership income from non-participant local governments accessing the Recycle Right brand.

**Legal and statutory:**

Not applicable

**Risk related:**

Not applicable

**REPORT:**

The Communications Manager has been working with the Regional Executive Group members, Waste Managers, Sustainability Officers and the Communications teams from Member Councils to develop a strategy for implementing Recycle Right into their communities. There has been considerable re-working of the actions and discussion of priorities from SMRC and Member Councils' point-of-view to reach a consensus. It is important that we have this document to maintain consistency of messaging across the region.

The Communications Plan that will subsequently be developed following on as part of this Recycle Right Plan will identify specific tasks, timelines and outcomes for activities over the coming year.

**PURPOSE:** COLLABORATION TO MAINTAIN AND IMPROVE WASTE MANAGEMENT  
ACROSS THE COMMUNITIES IN THE SOUTH METRO REGION

Outcome 1: Inform the Recycle Right Strategy with a strong evidence base  
Outcome 2: Deliver consistent waste education messages  
Outcome 3: Maximise effectiveness through collaboration and partnership  
Outcome 4: Monitor outcomes and refine performance

The Recycle Right Plan will be presented to the Council Meeting on 24 June 2021.

UNCONFIRMED

|                   |   |
|-------------------|---|
| REPORT NO         | 9.3   |
| SUBJECT           | INSURANCE 2021-22                               |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services |
| AUTHOR'S INTEREST | Nil   |
| DATE OF REPORT    | 16 June 2021                                    |
| ATTACHMENTS       | Nil   |

### COUNCIL RESOLUTION

21.06-03      MOVED: CR W COOPER      SECONDED: CR C COLLINSON

#### CEO RECOMMENDATION:

THAT THE RRRRC PROPERTY INSURANCE RISK POSITION BE ON LIMITED INDEMNITY AS PER OPTION 2 IN THE AGENDA REPORT DATED 16 JUNE 2021.

CARRIED 3/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

To consider a position statement for the RRRRC property insurance renewal for 2021-22.

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

##### Advocative

Increases in insurance is a burden on three RRRRC project participant local governments by maintaining essential services such as; waste infrastructure assets that may be called upon by other local governments in a likelihood of a contingency, as recently experienced by the Cleanaway fire.

The RRRRC plant is now underutilised, mainly due to aggressive competitor pricing, however, WALGA and State Government have expectations that the SMRC will provide contingency at affordable recycling processing services for 75,000 to 100,000 tonnes of local government recycling.

This forms part of SMRC's advocacy strategy in discussions with WALGA (LGIS) and State Government.

##### Executive

The Council is to be fully informed of the risks associated with its property and sets the direction for the local government to deliver its Corporate Business Plan.

##### Legislative

Not applicable

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Discussions with SMRC's insurance broker, LGIS. Request to reconsider re-entering the RRRC Property insurance self-insurance property scheme with rebate premiums within the pool or financial assistance.

Discussions with State Government to consider financial assistance or insurance through the State's Risk Cover. This was initially commenced with DWER however in summary they advise the following:

- The State Government insurance is paid for by each agency for their own assets.
- The Insurance Commission of Western Australia is a statutory corporation and Government Trading Enterprise owned by the Western Australian Government.
- They are the State's insurer providing injury insurance to motorists and self-insurance to Government.
- They cover over 169 WA State Government public authorities for workers' compensation, property and liability.
- We are not aware of any precedent whereby the State has insured a local government's assets, either directly through the Insurance Commission of Western Australia or indirectly through a subsidy or payment to an entity to pay for their insurance costs.
- The State Government budget process for 2021-22 is also closed off in terms of requests to the Estimates Review Committee (ERC) – this was all finalised in April 2021 in terms of all Departmental ERC submissions for new funding requests, noting that the instructions from Treasury were to include only previously approved requests or new election promises and associated funding.
- The 2021-22 WARR Account budget of \$20.75m has already been set against the various approved line items, in consultation with the Waste Authority and the Minister's Office, and today we understand that the Minister has already approved the 2021-22 Business Plan which includes the full allocation of the full budget amount.
- This does not include any funding for insurance or similar payment to SMRC.
- A decision to support SMRC with WARR Account funding would need to be made by the Minister.

Strategic relevance:

Key Focus Area Business Sustainability

Objective 2.1 Our Business is efficient, financially viable & sustainable

| Strategies  | Actions   | Responsibility | Timeframes |         |         |         | Informing Document |
|---|---|----------------|------------|---------|---------|---------|--------------------|
|   |   |                | 2021/22    | 2022/23 | 2023/24 | 2024/25 |                    |
| <b>2.2.2 Develop an appropriate and efficient asset management strategy</b> | 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:

Council Policy 4.2 Risk Management

Council policy 4.9 Business Continuity Management.

Financial:

A 25% increase in premiums is \$381,250. This is a major cost impost on the RRRC Project fixed costs.

**Risk related:**

| Risk No | Risk Description  | Potential Consequences   | Controls Are Currently In Place,   | Overall Risk Rating |
|---------|---|--|--|---------------------|
| FA07    | Ineffective/insufficient insurance                      | Financial implications of diminished asset/business capacity resulting in increased work costs or purchase of new assets | 1- External insurance broker conducts annual insurance policy reviews, 2- Risk management culture, 3-Property/asset valuations, 4- Underwriter risk reviews, 5- RRRC Property Insurance Reserve Policy   | High<br>10          |
| GWF01   | Loss of asset   | Halt to services, increased cost of using landfill, reduced income   | 1- Business Continuity Plan, 2- Alternative contractors, 3- Insurance rebuild  | High<br>10          |
| MRF02   | Loss of plant   | Disruption to services, financial implications such as lack of income  | 1- Fire safety equipment, 2- Work practices standards, 3- OH&S standards & requirements, 4- Monitored alarm system, 5- Insurance cover, 6- EMS, 7- Business Continuity Plan  | High<br>10          |
| RRRC04  | Loss of Assets (RRRC Admin Building / Education Centre) | Partial or total loss of assets due to natural or man-made event   | 1- Fire safety equipment; 2- Work practices/standards, 3- OH&S standards and requirements; 4- RRRC Hazards Risk Controls; 5- EMS and Odour Management Systems; 6- Strict adherence to Maintenance schedules  | Medium<br>6         |
| WB01    | Complete Loss of Weighbridge                            | Disruption to services , financial implications such as lack of income   | 1 - Smoke detectors connected to and monitored by Blue Force Security, 2 - Appropriate fire insurance cover, 3 - Appropriate fire fighting equipment, 4 - Fire proofed safe for services and equipment, 5 - Forward planning of projects                   | Low<br>4            |
| WCF02   | Loss of asset (WCF)                                     | Halt to services, increase cost of using landfill, reduced income  | 1- Fire hydrants, fire hoses and fire extinguisher for staff trained in emergency responses, 2- Smoke alarm monitored remotely by security company, 3- Methane detection system, emergency response plan, 4- staff on site 24 hours, air extraction system | High<br>10          |



**BACKGROUND:**

The RRRC's Property Insurance expires on the 30 June 2021. It covers the SMRC up to a liability limit of \$50 million for any physical loss, destruction of or damage to property by any unexpected cause or event. The limit includes business income loss.

The Western Australian Local Government Association (WALGA) owns the Local Government Insurance Services (LGIS). The RRRC Property insurance does not form part of the LGIS pooled self-insured property scheme. We have appointed LGIS as insurance brokers to seek cover outside the scheme utilising the insurance panel available under the pool. LGIS fee for this service is \$25,000 ex GST per year.

In June 2020 the Regional Council resolved the following insurance risk position:

- A limit of indemnity of \$50 million with a \$1 million excess.

It was noted that "while a comprehensive or full cover is normal for a local government asset, in the case of the RRRC asset it is not necessary". The RRRC site has four asset buildings and equipment adequately separated to prevent an entire loss event. This was demonstrated in the 2009 MRF fire. No other property was damaged.

Since 2009 the SMRC has made no claims and improved its risk profile. The SMRC has built a good relationship with the policy insurance underwriters by involving them with regular risk/operational updates and surveys to ensure we have their confidence in good management risk practices.

Chubb Insurance Australia prepared a risk assessment report in March 2021 for the purposes of insurance renewal.

They note in the report:

The site has good management procedures in place.

Two recommendations has been issued. Specifically:

- Test each diesel pump during a combined sprinkler and hydrant flow test. Also, not enough water was flowed during the last sprinkler and hydrant flow test.
- Install sprinklers within the enclosed conveyor shafts handling combustibles.

SMRC has developed an action plan for addressing the recommendations.

**REPORT:**

LGIS has advised that as will all insurance classes we can expect an increase in premiums of between 20 and 25%.

Our current RRRC Property insurance premium is \$1,525,000.

25% increase is \$381,250.

SMRC 2020/21 Budget has an increase provision of 15% \$230,000.

The possible shortfall of \$150,000 will be from estimate RRRC operational surpluses earmarked for funding admin overhead costs.

A lower limit option say \$25M or \$35M would not result in a cost relief. Losing \$15M of cover for a price of \$4k per \$1M of limit is considered unacceptable and not something recommended pursuing. The reason why rates and costs don't reduce proportionately to limit is due to the likelihood of loss/claims being within this exposure, typically underwriting risk starts from the ground up – for example locally the two major fires over the last decade (SMRC 2009 & Cleanaway 2019) have both been around \$25M.”

The following table provides Options for insurance, As per the recommendation from LGIS we should continue with the \$50 M limited indemnity.

|   | <b>Option 1<br/>Full Indemnity</b>               | <b>Option 2<br/>Limited Indemnity</b>   |
|---|--|---|
| Limit of Liability:<br>any one claim and in the aggregate | Limit \$104m<br>Replacement 'like for like'      | Limit \$50m any one loss  |
| Consequential Loss<br>(Business Interruption)             | Limit \$22m up to 36mths<br>(included in \$104M) | Limit \$22m up to 36mths (included in \$50M)  |
| Deductible (Excess)                                       | \$1million                                       | \$1 million   |
| Premium   | Not requested                                    | \$1.9 million   |
| Position<br>Separate incidences                           | Rebuild like for like                            | rebuild MRF like for like.<br><br>rebuild a smaller modified FOGO facility<br><br>rebuild administration and weighbridge offices like for like<br><br>rebuild Mtce Shed like for like |
| Position<br>Full Catastrophe                              | Rebuild like for like                            | rebuild MRF<br><br>rebuild a smaller modified FOGO facility<br><br>rebuild administration and weighbridge offices<br><br>Seek payout and discontinue with site                        |

**OTHER INSURANCE POLICIES:**

The SMRC will renew all its other general, vehicles, workers compensation and liability insurance to 30 June 2022 through LGIS with an average increase of 8%.

|                |  |
|----------------|--|
| REPORT NO      | 9.4  |
| SUBJECT        | SMRC 2021-22 ANNUAL BUDGET                           |
| AUTHOR         | C Wiggins, Executive Manager Corporate Services      |
| DATE OF REPORT | 16 June 2021   |
| ATTACHMENT/S   | SMRC 2021/22 Annual Budget Report dated 18 June 2021 |

Cr Thompson entered the meeting at 4:27pm. Cr Thompson requested that Cr Kepernt continue to Chair for the duration of the meeting.

#### COUNCIL RESOLUTION

21.06-04      MOVED: CR C COLLINSON      SECONDED: CR D THOMPSON

#### CEO RECOMMENDATION:

#### COUNCIL ADOPTS:

1. THE 2021/2022 ANNUAL BUDGET FOR THE SOUTHERN METROPOLITAN REGIONAL COUNCIL AS PER THE ATTACHED BUDGET REPORT DATED 18 JUNE 2021.
2. THE 2021/2022 FEES AND CHARGES AS DETAILED IN THE ANNUAL BUDGET REPORT DATED 18 JUNE 2021.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 4/-

#### VOTING REQUIREMENT

Absolute Majority required for Budget Adoption

#### PURPOSE OF REPORT

For the Regional Council to consider and adopt the 2021/22 annual budget.

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

##### Advocative

Not applicable

##### Executive

The Regional Council adopts its budget and sets the strategic direction of the local government in consultation with its Participant Local Governments.

##### Legislative

#### Local Government Act 1995 Section 6.2 . Local government to prepare annual budget.

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

Part 3 of the Local Government (Financial Management) Regulations details the form and content of the annual budget.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

The Project Budget Parameters were prepared on 26 April 2021 and presented to the REG meeting on 14 May 2021 and the Ordinary Meeting of Regional Council on 27 May 2021.

No comments to adjust the budget has been received from the Participants.

**Strategic relevance:**

2 Business Sustainability

**Key Focus Area**

**Objective** 2.4 Our business is financially viable and sustainable

**Policy related:**

Pursuant to the Project Participant Agreements, the SMR is required to prepare budgets for its Projects in April each year. The Budgets are presented to the participants for comment. Any comments received are submitted to the regional council prior to its adoption of its annual budget.

Accounting Policies 2.1

RRRC Contingency Reserve 2.7

Office Accommodation Reserve 2.9

Participants' Estimated Resident Population Policy 2.11

Travel & Conference Reserve 2.12

RRRRC Rehabilitation Reserve 2.13

**Financial:**

Refer Annual Budget Report.

**BACKGROUND**

Council resolved at its meeting 27 May 2021 to:

*THE REGIONAL COUNCIL ENDORSES THE DRAFT 2021/21 BUDGET PARAMETERS AND A COPY OF THE REPORT BE PROVIDED TO MEMBERS FOR COMMENT PRIOR TO ADOPTION IN JUNE 2021. CARRIED 4/-*

## REPORT

### BUDGET OVERVIEW 2021-2022

The 2021/22 Annual Budget has reduced due to the factors itemized in the report and mainly resulting from a reduction in tonnes from commercial customers.

The annual budget estimates are based on known tonnages, variable process costs and fixed costs. It does not consider hypothetical additional tonnes that may be received during the year.

The RRRC Project Budget is SMRC's core business and makes up the following:

- Operating Revenue \$16.5M (\$29.1M)
- Operating Expenditure \$20M (\$27M)
- Capital Expenditure \$2M (\$4.4M)
- Capital Loan Repayment \$3.4M (\$3.3M)

In March 2021, the Regional Council Participants reviewed the strategic direction agreeing to continue the operations and attracting new business and re-purpose existing assets on the RRRC site.

The annual financial impact of the withdrawal of the City of Kwinana is just under \$100K and will be re-distributed to remaining participants.

The introduction of the Container Deposit Scheme (CDS) provides the revenue opportunity to reduce RRRC participants' contributions.

The introduction of the commonwealth mixed plastics export ban will negatively impact income due to higher onshore processing costs. The MRF budget base gate fees will be adjusted through our rise and fall mechanism ensuring any additional costs are fully funded.

|                |   |
|----------------|---|
| REPORT NO      | 9.5   |
| SUBJECT        | FINANCIAL REPORTS                               |
| AUTHOR         | C Wiggins, Executive Manager Corporate Services |
| DATE OF REPORT | 24 June 2021                                    |
| ATTACHMENT/S   |   |

The CEO tabled the Financial Statements. The Presiding Member gave 5 minutes for Councillors to read the report. Mr Wiggins responded to questions raised by Cr Keper relating to the financial statements.

#### COUNCIL RESOLUTION

21.06-05      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 PERIOD ENDED 31 MAY 2021 BE RECEIVED.

CARRIED 4/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

To receive the financial statements for the following periods:

1. Financial Statements for the period ended 31 May 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 |
|---------------|------------------------------------|---------------------------------|
| 31 May 2021   | 31 July 2021                       | 26 Aug 2021                     |
| 30 June 2021  | 30 Aug 2021                        | 26 Aug 2021                     |

## REPORT

### 1. Financial Statements for the period ended 31 May 2021

|  | YTD BUDGET<br>May-21<br>(\$M) | YTD ACTUAL<br>May-21<br>(\$M) | CHANGE |
|--|-------------------------------|-------------------------------|--------|
| OPERATING REVENUES                       | \$28.0                        | \$29.4                        | \$1.4  |
| OPERATING EXPENSES (BEFORE DEPRECIATION) | \$22.3                        | \$21.6                        | -\$0.7 |
| OPERATING SURPLUS/ DEFICIT               | \$5.7                         | \$7.8                         | \$2.1  |

|                   | CURRENT BUDGET<br>Jun-21<br>(\$M) | YTD ACTUAL<br>May-21<br>(\$M) | ACTUAL<br>30/06/2020 |
|-------------------|-----------------------------------|-------------------------------|----------------------|
| CASH IN BANK      | \$10.7                            | \$12.5                        | \$10.2               |
| OUTSTANDING LOANS | \$8.4                             | \$9.3                         | \$11.7               |
| NET ASSETS        | \$34.7                            | \$37.5                        | \$32.4               |

#### Notes:

- 1) Operating Revenue is higher due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance expenses and insurance premium savings.
- 3) YTD Operating Surplus is better than the budget due to the above.
- 4) Net Assets are currently higher than the revised budget.

|                   |   |
|-------------------|---|
| REPORT NO         | 9.6   |
| SUBJECT           | ANZ EFTPOS MACHINE MERCHANT SERVICES            |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services |
| AUTHOR'S INTEREST | Nil   |
| DATE OF REPORT    | 18 June 2021                                    |
| ATTACHMENTS       | Nil   |

#### COUNCIL RESOLUTION

21.06-06      MOVED: CR W COOPER      SECONDED: CR C COLLINSON

#### CEO RECOMMENDATION:

THE COUNCIL APPROVES THE FOLLOWING AUTHORISED SIGNATORIES FOR THE ANZ EFTPOS MERCHANT SERVICES ACCOUNT;

- MR TIMOTHY YOUÉ, CHIEF EXECUTIVE OFFICER.
- MR CHRISTOPHER WIGGINS, EXECUTIVE MANAGER CORPORATE SERVICES
- MR TAMOLE TAFUA, CORPORATE SERVICES MANAGER

CARRIED 4/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

To approve authorised signatories for ANZ EFTPOS Merchant services.

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

##### Advocative

Not applicable

##### Executive

The Council may delegate its powers to the CEO in accordance with section 5.42 of LGA.

##### Legislative

Not applicable

#### 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 |
|--|--|----------------|------------|---------|---------|---------|--------------------|
|  |  |                | 2021/22    | 2022/23 | 2023/24 | 2024/25 |                    |
| <b>2.2.1 Identify and deliver process improvements</b> | a. Review and implement a continuous process improvement program | Operations     | ✓          | ✓       | ✓       | ✓       |                    |

**Policy related:**

Nil

**Financial:**

Banking fee expenditure is provided for in operating budget accounts.

**Legal and statutory:**

Not applicable

**Risk related:**

Not applicable

**REPORT:**

The Regional Resource Recovery Centre (RRRC) has an ANZ merchant services facility for green waste customers paying by credit card and EFTPOS. This is managed at the weighbridge.

The CEO approved a replacement of the existing weighbridge point of sale software system with a Mandalay point of sale software commencing from 1 July 2021.

To interface with the new point of sale system the current EFTPOS standalone machine will be replaced with an integrated payment processing solution linked to the point of sale software.

An application has been submitted with ANZ for this new system, however, a pre-condition of our request requires a council minute appointing authorised signatures for the account.

It is proposed that the CEO, Corporate services Manager and myself are authorised signatories to ensure on going administration of the account is covered.

|                |   |
|----------------|---|
| REPORT NO      | 9.7   |
| SUBJECT        | SCHEDULE OF PAYMENTS                            |
| AUTHOR         | C Wiggins, Executive Manager Corporate Services |
| DATE OF REPORT | 18 June 2021                                    |
| ATTACHMENTS    |   |

**WITHDRAWN**

The CEO requested that this item be withdrawn as the report was not finalised in time for the meeting. The Schedule will be presented to next ordinary meeting of council.

UNCONFIRMED

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>REPORT NO</b>      | 9.8                                  |
| <b>SUBJECT</b>        | <b>COMMITTEE MEMBER APPOINTMENTS</b> |
| <b>AUTHOR</b>         | Tim Youé, Chief Executive Officer    |
| <b>DATE OF REPORT</b> | 18 June 2021                         |
| <b>ATTACHMENTS</b>    | Nil                                  |

Cr Kepert noted that Cr Collinson and himself were already appointed members of the committee and questioned if the resolution should only appoint Cr Thompson as a new member. It was agreed to amend the CEO recommendation to only appoint Cr Thompson.

It was noted that in accordance with s5.63(1)(g) of LG Act, Cr Thompson does not need to disclose an interest to become a member of a body established under the LG Act.

#### **COUNCIL RESOLUTION**

21.06-07      **MOVED: CR W COOPER**      **SECONDED: CR C COLLINSON**

#### **STAKEHOLDER RELATIONS COMMITTEE MEMBER**

**THAT CR DOUG THOMPSON BE APPOINTED ON THE STAKEHOLDER RELATIONS COMMITTEE FOR A TERM EXPIRING NOVEMBER 2021.**

**CARRIED BY ABSOLUTE MAJORITY 4/-**

#### **CEO RECOMMENDATIONS:**

#### **STAKEHOLDER RELATIONS COMMITTEE MEMBERS**

**THE FOLLOWING PERSONS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2021:**

- 1. CR STEVE KEPERT**
- 2. CR CLIFF COLLINSON**
- 3. CR DOUG THOMPSON**

#### **VOTING REQUIREMENT**

Absolute Majority s 5.10(1) Appointment of a person to a committee.

#### **PURPOSE OF REPORT**

The Regional Council to consider and appoint membership its Stakeholder Relations Committee.

#### **STRATEGIC RELEVANCE**

Goal: Business Sustainability

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

#### **BACKGROUND**

The Council resolved in November 2019 to appoint the following committee members:

#### STAKEHOLDER RELATIONS COMMITTEE MEMBERS

THE FOLLOWING PERSONS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2021:

1. CR WENDY COOPER
2. CR STEVE KEPERT
3. CR CLIFF COLLINSON
4. MS ISABELLE GAGNON

Members who are or will no longer be committee members are:

1. Cr Cooper (City of Kwinana withdrawing from SMRC effective 1 July 2021)
2. Ms Isabelle Gagnon (Ex Chair of the WREN – WREN disbanded in Feb 2021)

The committee currently has two elected members and may have at least three councillors as per its policy.

Cr Thompson has expressed an interest in joining the committee.

#### **Objectives:**

The Stakeholder Relations Committee role is to:

- Identify and deliver programs and strategies for community education, marketing and media campaigns and community engagement.
- The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.

#### **Membership:**

1. The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995.
2. Membership to include one external person appointed on the Waste Recycling Education Network (WREN)
3. The Committee shall have no delegated powers unless expressly given by the Council.

#### **FINANCIAL IMPLICATIONS**

There are no additional financial cost for the appointment of members on this committee.

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

- 11. DECLARATION OF CLOSURE OF MEETING**

There being no further business, the Presiding Member thanked those present for their attendance and farewelled Cr Cooper of the City of Kwinana for her last meeting and the meeting was declared closed at 5:02 pm.

UNCONFIRMED

# CORPORATE BUSINESS PLAN

2021-2025

Draft Version 1 – May 2021

UNCONFIRMED



SOUTHERN METROPOLITAN REGIONAL COUNCIL

**Southern Metropolitan Regional Council**

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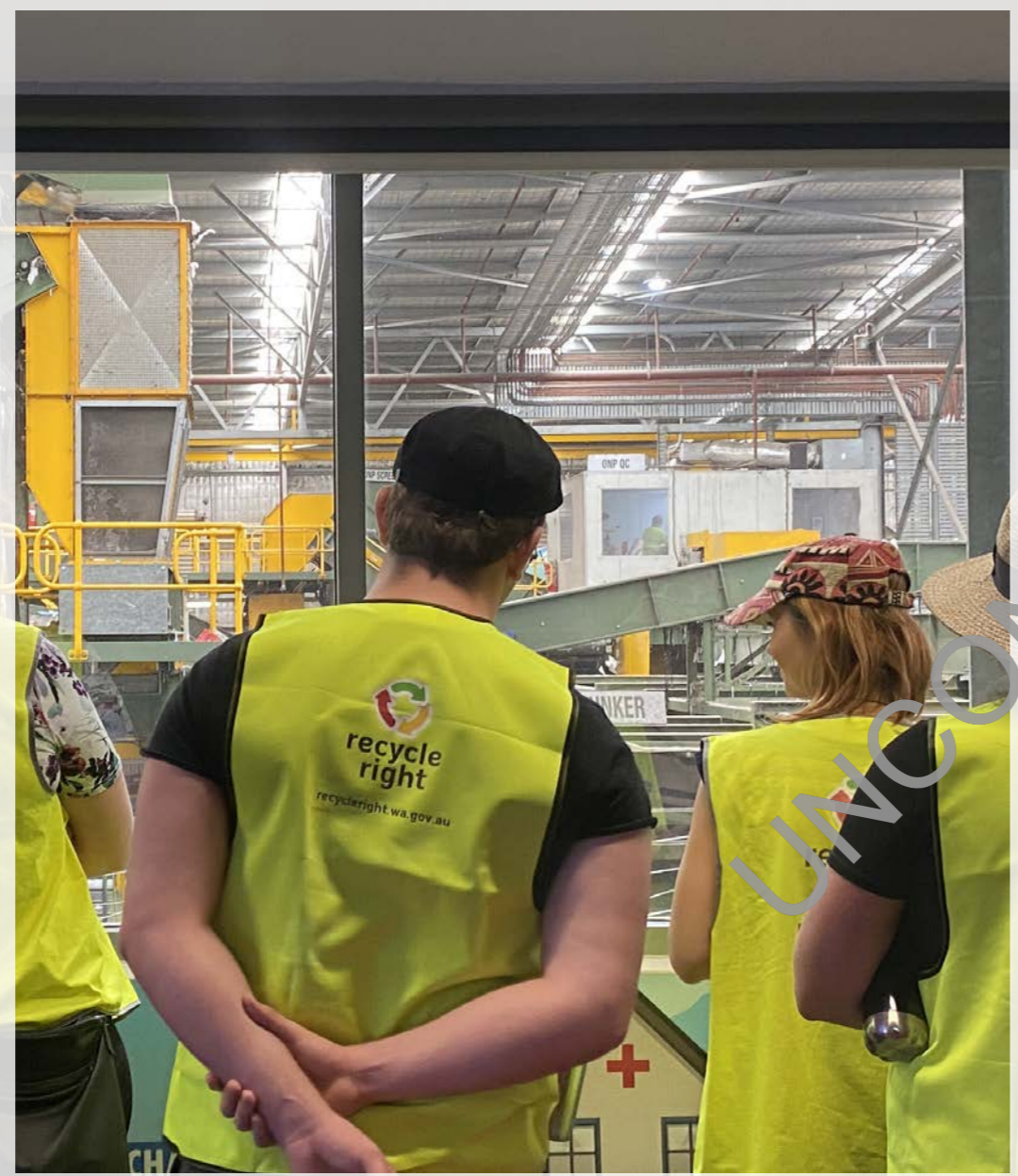


SOUTHERN METROPOLITAN REGIONAL COUNCIL

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Cover image: Entrance at the RRRRC



Recycle Right tours at the RRRRC

## Message from the Chief Executive Officer



The Corporate Business Plan (the Plan) details the actions the Regional Council will undertake to achieve our stakeholders' aspirations and objectives detailed in the Strategic Community Plan (2020-30), Regional Strategic Waste Management Plan (2016), Waste Plan 2020 and the Amended Business Plan (2017).

The Waste Composting Facility (WCF) was commissioned in 2003 with a projected life span until 2023, although the ongoing RRRC participants have tenure on the site in Canning Vale until 2050.

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

In March 2021 the Regional Council Participants again reviewed the strategic direction noting that:

- a) The three-bin Food Organics and Garden Organics (FOGO) system had been successfully implemented in the three participant council jurisdictions;
- b) the existing Waste Composting Facility has been re-roofed, the decommissioning of redundant equipment including digesters and associated infrastructure is in train;

- c) a transitioning to a modified Food and Organics process is underway with excess capacity available for third party contracts;
- d) the Container Deposit Scheme (CDS) had provided additional revenues;
- e) rapidly changing market conditions for recovered recyclables due to export bans between 2021 and 2024 will bring about unknown future cost implications for all local governments in Australia; and
- f) Agreements have been signed with Avertas to dispose of genuine residual waste to an Energy from Waste Facility in Kwinana
- g) reduced membership.

Against this changing and challenging backdrop, I look forward to continuing to work with our progressive regional local government partners, community, industry and government leaders, councillors and staff to achieve a positive future for the SMRC's members and the broader community.

**Tim Youé**  
Chief Executive Officer

## Terminology used in this document

AMP ..... Asset Management Plan

CBP ..... Corporate Business Plan

C&D ..... Construction and Demolition Waste

C&I ..... Commercial and Industrial Waste

DWER..... Department of Water and Environmental Regulation

EMS..... Environmental Management System

FOGO ..... Food Organics, Green Organics

GWF ..... Green Waste Facility

LTFP ..... Long Term Financial Plan

MRF ..... Materials Recovery Facility

MSW ..... Municipal Solid Waste

OHS ..... Occupational Health & Safety

RRRC ..... Regional Resource Recovery Centre

SCP ..... Strategic Community Plan

SOP ..... Standard Operating Procedures

SMRC ..... Southern Metropolitan Regional Council

SWMP ..... Strategic Waste Management Plan

WARR..... Waste Avoidance and Resource Recovery

WCF ..... Waste Composting Facility

WFP ..... Workforce Plan

## 1. Corporate Business Plan

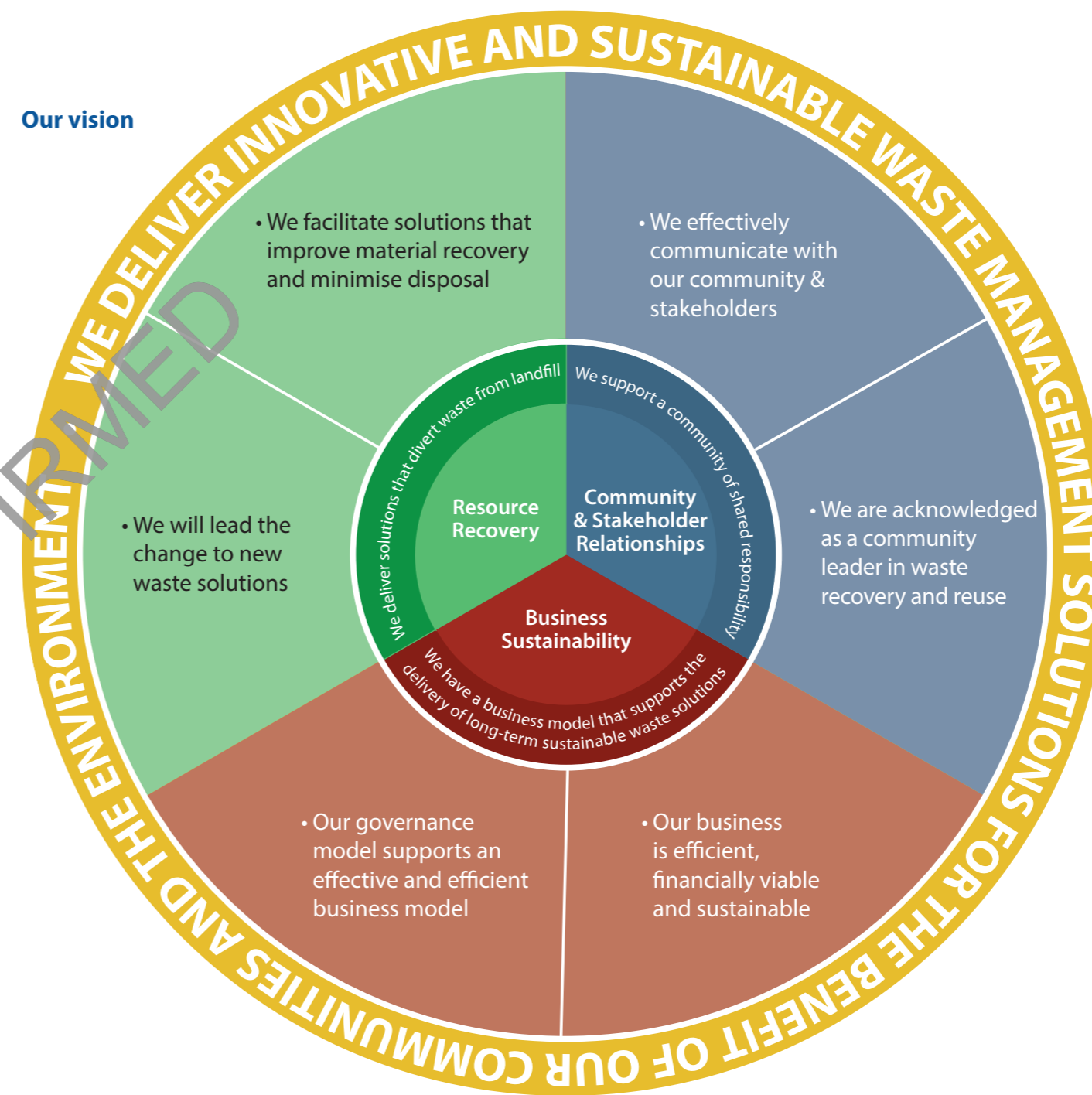
This Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. It represents the activation of the Southern Metropolitan Regional Council's (SMRC) Strategic Community Plan. The Strategic Community Plan articulates 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.*

### 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.

The Corporate Business Plan follows these key focus areas that are outlined in the Strategic Community Plan, and details what the Council will do over the next four years to work towards the achievement of stakeholders' aspirations and objectives. For each key focus area, the strategies and key actions are identified.

The Corporate Business Plan will drive the operation of the SMRC over the short to medium-term (four-year period). It will be reviewed annually and as required, a re-prioritisation of activities will take place to ensure that the SMRC has an agreed strategic direction and that it has the resources it needs to meet these priorities.



# 1. Corporate Business Plan (continued)

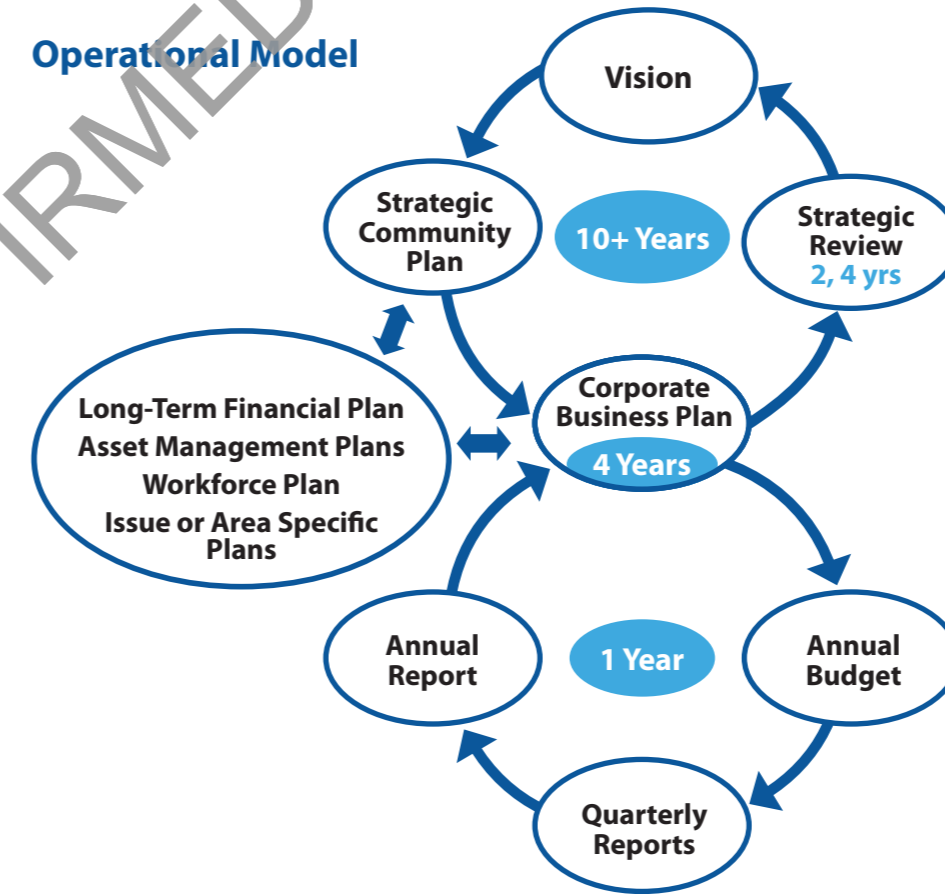
## 1.1 Strategic and Business Planning Framework

All local governments within 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.

| Component                                   | Purpose   | Informing Document   |
|---|---|--|
| Strategic Community Plan                    | Articulates the long-term vision, aspirations and strategies for member councils and our communities.   | SMRC Strategic Community Plan 2020-2030  |
| Corporate Business Plan                     | Details the actions Council will undertake, and resources required, over a four-year period to achieve stakeholders' aspirations and the objectives of the Strategic Community Plan.  | This Document  |
| Long-Term Financial Plan                    | Provides a forecast of the financial position of Council for the next ten years. It indicates Council's long-term financial sustainability and allows early identification of financial issues and their longer-term impacts. | SMRC Long-Term Financial Plan 2020-2030<br>RRRC Amended Business Plan 2017   |
| Asset Management Plan                       | Outlines how Council's assets will meet the service delivery needs of the community into the future based on a 'whole of life' and 'whole of organisation' approach.  | SMRC Asset Management Plans  |
| Workforce Plan                              | Outlines the workforce requirements and workforce strategies for the delivery of the current and future operations of Council.  | SMRC Workforce Plan 2018-2023  |
| Information & Communication Technology Plan | Outlines the ICT requirements and strategies for the delivery of the current and future operations of Council.  | SMRC ICT Strategic Plan 2018 -2021   |
| Issue Specific Strategies                   | These are specific strategies that Council has developed to respond specific issues or guide its approach to a program of work.   | Strategic Waste Management Plan (SWMP)<br>Community Engagement Strategy<br>Communication Plan<br>Recycle Right Plan<br>SMRC Marketing Plan<br>Environmental Management System (EMS)<br>Establishment Agreement<br>Project Participants Agreement |

| Component               | Purpose   | Informing Document |
|-------------------------|---|--------------------|
| Annual Budget           | The process by which Council informs the community and statutory bodies of its progress in delivering services, projects and other operations to meet the community's short-term, medium-term and long-term aspirations.  | Annual Budget      |
| Measurement & Reporting | The reporting process allows Council to inform its stakeholders and statutory bodies of its progress in delivering services, projects and other operations to meet the short-term, medium-term and long-term aspirations. | Annual Report      |

### Operational Model



Source: Department of Local Government and Communities Integrated Planning and Reporting Framework and Guidelines, September 2016



## 2. Our story

### 2.1 How we came about

In 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville, and Rockingham came together to form a regional approach to waste management. The Councils realised that individual approaches for alternative waste options would be too expensive for a single council. A solution was required to manage the thousands of tonnes of waste that were being sent direct to landfill each year with little 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 for a variety of reasons have since withdrawn from the regional group: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

### 2.2 What we do

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

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

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

There are two core projects, being:

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

Both the projects were established through separate project participants' agreements. The City of Kwinana is not a participant in the RRRC project. In addition to the above two projects, support activities such as administration, education and research are also undertaken.

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

1. Organic waste (household food and small garden waste) is collected from 240 litre lime-green 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.

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

As an organisation, we inject over \$20 million per year into the economy, employ over 75 staff and provide work for 100 local small businesses and contractors each month.

### 2.3 Key Issues: Regional Resource Recovery Centre Strategy

Agreed Strategic Direction

Based on a members/participant workshop held 18 March 2021

**Continue to provide regional services for Participants and other stakeholders recognising the RRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.**

| Key Strategies  | Actions   |
|---|---|
| <b>1. Review governance structure</b>                     | Facilitate review of SMRC Establishment Agreement, Project Participant Agreements and meeting structures  |
| <b>2. Understand and articulate our value proposition</b> | Prepare a Value Proposition Statement   |
| <b>3. Form alliances &amp; partnerships</b>               | Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.   |
| <b>4. Enhance and leverage brand equity</b>               | Create and promote a brand that reflects the vision and objectives of SMRC  |
| <b>5. Develop an advocacy strategy</b>                    | <ol style="list-style-type: none"> <li>1. Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.</li> <li>2. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.</li> </ol> |
| <b>6. Deliver communication and waste education</b>       | Undertake a review, in consultation with participants, on the regional community education program.   |

#### 2.3.1 Continue to pursue outsourcing part/s or all of the RRRC

Action: Facilitate review of SMRC Establishment Agreement and Project Participant Agreements.

For consideration:

1. the regional purpose of the regional council,
2. the number of offices of members on the council of the regional local government and, in respect of each participant, the number of members to be appointed by that participant,
3. the appointment and tenure of members and deputy members of the council of the regional local government,
4. the procedures for the winding up of the regional local government or for the withdrawal of a participant from the regional local government,
5. any implications of the state government's change to regional local governments,
6. the meeting structure,
7. other terms of reference and matters relevant to the governance structure of the regional council.

Implication: There is a desire to review the SMRC's regional purpose and governance structure.

*Strategic Alignment:* This strategy remains in alignment with the current strategy:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model

## 2. Our story (continued)

### 2.3.2 Understand and articulate our value proposition

Action: Prepare a Value Proposition Statement.

For consideration:

1. Identify all the benefits our products and services offer.
2. Describe what makes each of these benefits valuable.
3. Identify our customer's main problem to be solved.
4. Connect our value to our buyer's problem.
5. Differentiate ourselves as the preferred provider of this value.

SMRC's skills, knowledge and value adding capabilities need to be clearly understood and articulated.

Value proposition includes:

- SMRC is the local government leader in achieving state material recovery targets - Members benefit from this association and should leverage this to attract other like-minded local governments and have state government recognition.
- MRF – is a valuable asset to members but also, in times of contingency an essential service facility

and as such, must be recognised and supported by state, industry and local government.

- The FOGO processing facility has the capacity to attract new customers and utilise an existing assets.
- SMRC have developed considerable intellectual property in the resource recovery industry and professional advice could be provided on a fee for service basis.
- Our communities are unlikely to accept reduced services or environmentally unsustainable outcomes and solutions.
- Through the SMRC, members control the waste streams and environmental outcomes eg recovery targets and chain of custody of materials.
- Intangibles such as quality, sustainability and chain of custody protocols need to be fully understood and represented.
- Improved site utilisation would re-distribute overhead expenditure.

*Strategic Alignment:* This is a new strategy:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model.

### 2.3.3 Form alliances and business partnerships

Action: Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering including;

- Identify opportunities in the business marketing plan.
- Increase customer base.
- Partner with private waste sector
- Realise the FOGO opportunity.
- Maximise underutilised facilities and space at the RRRC for resource recovery to generate revenue.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changing:

Key Focus: Resource Recovery

Objective 1.1 We co-ordinate and facilitate solutions that optimise material recovery in line with state targets.

### 2.3.4 Enhance and leverage our brand equity

Action: Create and promote a brand that reflects the vision and objectives of SMRC.

For consideration:

Re-brand the regional local government and its projects to re-vitalise and enhance brand awareness.

*Strategic Alignment:* This strategy remains in alignment with the current strategies:

Key Focus: Business Sustainability

Objective 2.1 Our governance model supports an effective & efficient business model.

### 2.3.5 Develop an Advocacy Strategy

Actions:

1. Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.
2. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.

For consideration:

SMRC possesses intellectual property, skills and value adding capabilities valued by members. Given the rapidly changing nature of the waste industry these attributes need to be harnessed to advocate for beneficial change for all our stakeholders.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changes:

Key Focus: Community & Stakeholder Relationships

Objective 3.1 We are acknowledged as a community leader in waste recovery & reuse

### 2.3.6 Deliver communication and waste education

Action: Undertake a review, in consultation with participants, on the regional community education program.

For consideration:

1. SMRC's brand 'Recycle Right' is a communication resource and toolkit that dovetails with the State government's 'Waste Sorted' education platform.
2. Recycle Right is recognised as an whole of industry resource and is adopted on a fee basis by other regional and individual local governments.
3. SMRC employs experienced waste educators, communication strategists and a graphic designer to co-ordinate and deliver communication outcomes.
4. Participants also employ a mix of waste officers and communication staff to deliver co-ordinated outcomes.

*Strategic Alignment:* This strategy remains in alignment with the current strategies with minor word changing:

Key Focus: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders.

### 3. 2016 Strategic Waste Management Plan Recommendations

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.

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

Waste plans include a five plus year implementation plan. SMRC’s plan for future remains aligned to its 2016 Strategic Waste Management Plan (SWMP), and the DWER approved Waste Plan 2020

- 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 performance

|   |
|---|
| <b>Ongoing</b>  |
| <ol style="list-style-type: none"> <li>1) Recycle Right and bin tagging</li> <li>2) Further discussions with State Government, WALGA, Regional Councils and other local governments for partnering and use of educational resources such as the Recycle Right brand and resources (e.g. website/app and education centre)</li> <li>3) Facilitate and support the ongoing work of the SMRC community advisory group</li> <li>4) Development of new FOGO processing system to achieve current diversion target of 65% has been completed in the period November 2019 to June 2020</li> <li>5) Further roll out to MUD’s in Melville, Fremantle and East Fremantle</li> <li>6) Kerbside Waste Auditing program and overall collection and processing system performance measurement</li> </ol> |
| <b>Short term (within the next 1-2 years)</b>   |
| <ol style="list-style-type: none"> <li>1) Transition of Waste Composting Facility to FOGO processing stage 1 - 60,000 tonnes per annum capacity</li> <li>2) General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside performance</li> </ol>  |
| <b>Medium term (within the next 3-5 years)</b>  |
| <p>Transition of Waste Composting Facility to FOGO processing stage 2 - 120,000 tonnes per annum capacity</p>   |
| <b>Long term (more than 5 years)</b>  |
| <p>Develop regional processing ‘hubs’ for mattresses, HHW, batteries, C&amp;D materials, whitegoods, e-waste, tyres, cars,</p>  |

The community garden at the RRRRC with FOGO compost





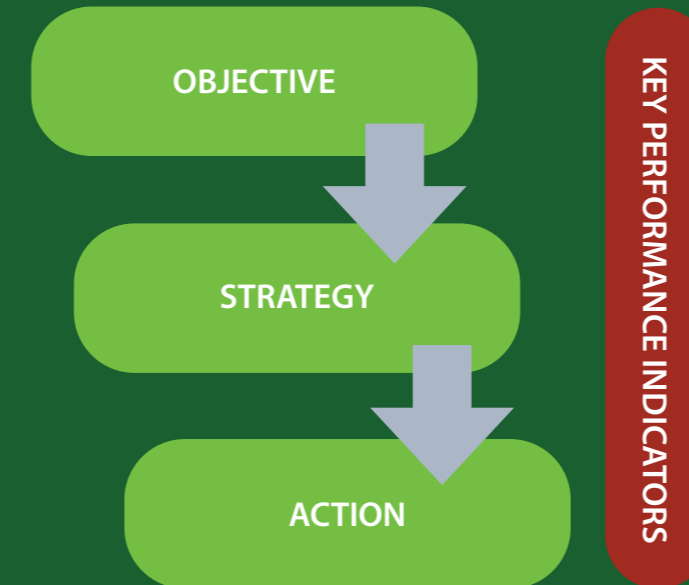
A new shredder is in use at the Waste Composting Facility

## 4. How to read this document

The following section outlines our three key focus areas (as outlined in the Strategic Community Plan).

For each key focus area we have identified Objectives (what we aim to achieve). Each objective is supported by one or more Strategies (what we will do to achieve the objectives). For each Strategy, we have identified the key projects or programs of work.

To measure if we have succeeded in delivering on the objectives, we have identified key performance indicators that we will measure and report on each year. In some cases the key performance indicators are measures of "doing", and in other cases they are measures of "outcomes" such as changes in the community's perceptions and behaviours.



Entrance and weighbridge and the RRRC

## 5. Key Focus Areas

### Key Focus: Resource Recovery

#### Our Vision – We are a leader in recovery and reuse

#### What this means

- Minimising waste to landfill is at the core of our business.
- We deliver waste management solutions that are effective and efficient.
- We identify partnership opportunities to deliver waste management solutions.
- We work towards solutions that value add to our residual products.

#### Outcomes

- We will continue to be exceeding the State Government's targets of diversion from landfill.
- We will be recognised as leaders in our field.
- We will be financially sustainable and our facilities will operate close to capacity.
- We will facilitate an expanded range of services in waste management.
- We will facilitate the processing of a wide range of waste types, including e-waste, containers, and Commercial & Industrial waste.
- We will continue to be a recognised knowledge base and source of expertise in resource recovery and waste management.

#### Key Challenges Affecting this Activity

- Our ability to communicate the environmental benefits of processing technologies.
- Our ability to manage contractual complexities.
- Our ability to comply with regulatory obligations.
- Our ability to demonstrate our costs are balanced against the environmental benefits gained.
- Our ability to manage a diverse stakeholder group.



Green waste verge collection

### Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill

| Strategies  | Actions   | Timeframe |         |         |         |
|---|---|-----------|---------|---------|---------|
|   |   | 2021/22   | 2022/23 | 2023/24 | 2024/25 |
| 1.1.1 Optimise operations in recovery and re-use to add value | a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery           | ✓         | ✓       | ✓       | ✓       |
|   | b. Consider opportunities for divesting resource recovery and disposal activities   | ✓         | ✓       | ✓       | ✓       |
| 1.1.3 Lead initiatives to deal with problematic waste         | a. Continue to explore sustainable recycling markets  | ✓         | ✓       | ✓       | ✓       |
|   | b. Work with State agencies, local governments, and commercial waste operators to identify uses for problematic materials | ✓         | ✓       | ✓       | ✓       |
|   | c. Pursue opportunities to partner with other organisations to develop regional processing hubs                           | ✓         | ✓       | ✓       | ✓       |
|   | d. Facilitate community-based recycling services for HHW, batteries, polystyrene etc.                                     |           |         | ✓       | ✓       |

**Objective 1.2 We will lead the change to new waste solutions**

| Strategies  | Actions   | Responsibility | Timeframe |         |         |         | Informing Documents |
|---|---|----------------|-----------|---------|---------|---------|---------------------|
|   |   |                | 2021/22   | 2022/23 | 2023/24 | 2024/25 |                     |
| 1.2.1 Investigate the viability of new technologies for waste recovery, including Energy from Waste | a. Consider EfW for the RRRC residuals and member Councils MSW          | CEO            | ✓         | ✓       | ✓       | ✓       | SWMP No9            |
| 1.2.2 Investigate best use scenarios for current technology and site in regards to FOGO             | a. Tender for FOGO processing and/or provision of composting technology | EMSP           | ✓         |         |         |         | SWMP No6            |
|   | b. Optimise the use and revenue obtained from the RRRC                  | SMG            | ✓         | ✓       | ✓       | ✓       | SWMP No7            |

FOGO compost being matured at Purearth



**Resource Recovery Key Performance Indicators**

| Performance Indicator  | How it will be measured   | Actuals |         | Targets |         |         |         |
|--|---|---------|---------|---------|---------|---------|---------|
|  |   | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| Waste diverted from landfill                                   | Percentage of waste diverted = (1 - total residuals/total waste processed x 100%) | 62%     |         | 65%     | 65%     | 65%     |         |
| Contamination is reduced in the three waste streams collected. | Lime-Green Bin FOGO <2% contamination (Waste Audits)                              | 2%      |         | <2%     | <2%     | <2%     |         |
|  | Yellow Bin Recycling <5% contamination  | 10%     |         | 10%     | <5%     | <5%     |         |
|  | Red Bin Residuals   | <7%     |         | <7%     | <5%     | <5%     |         |

# Key focus: Business Sustainability

## Our Vision – We have a business model that supports the delivery of long-term sustainable waste solutions

### What this means

- Delivering sustainable waste management solutions in an efficient and effective manner is essential to our business.
- Our business model must reflect the current commercial environment, and have the flexibility to continually evolve as conditions change.
- We must be able to understand and integrate the expectations of our member councils into a governance structure that is equitable and representative.

### Outcomes

- By 2023, our member councils will be receiving social and economic dividends for their investment.
- We understand the acceptable level of cost our member councils are willing to pay, and have priced our services accordingly.
- Our capital investments are efficiently utilised and we are financially sustainable over the long-term.
- Our business model and governance structure are appropriate to enable the delivery of our services.

### Key Challenges Affecting this Activity

- Changes in legislation.
- Potential withdrawals from the SMRC Establishment Agreement.
- Stakeholder support



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

| Strategies   | Actions   | Responsibility | Timeframe |         |         |         | Informing Documents  |
|--|---|----------------|-----------|---------|---------|---------|--|
|  |   |                | 2021/22   | 2022/23 | 2023/24 | 2024/25 |  |
| 2.1.1 Adapt and improve existing governance arrangements   | a. Facilitate review of SMRC Establishment Agreement and Project Participant Agreements           | CEO MEMBERS    | ✓         | ✓       |         |         | Establishment Agreement<br>Local Government Act                                  |
| 2.1.2 Investigate alternative business delivery models to ensure our business practices are reflective of the commercial environment | a. Review the current governance structure entity to ensure it is aligned with the business model | CEO            | ✓         | ✓       | ✓       | ✓       | Local Government Act<br>WARR Act<br>Regional Subsidiaries Bill<br>LTFP, AMP, WF, |
| 2.1.3 Rebrand existing entities and operations to reflect vision & objectives  | a. Create and promote a brand that reflects the vision and objectives of SMRC                     | CEO MEMBERS    | ✓         | ✓       | ✓       | ✓       | Communications Plan  |
| 2.1.4 Understanding our business proposition   | a. Prepare a value proposition statement  | CEO            | ✓         | ✓       | ✓       | ✓       |  |

## Objective 2.2 Our business is efficient, financially viable and sustainable

| Strategies   | Actions   | Responsibility     | Timeframe |         |         |         | Informing Documents |
|--|---|--------------------|-----------|---------|---------|---------|---------------------|
|  |   |                    | 2021/22   | 2022/23 | 2023/24 | 2024/25 |                     |
| 2.2.1 Identify and deliver process improvements                      | a. Review and implement a continuous process improvement program              | Operations         | ✓         | ✓       | ✓       | ✓       |                     |
| 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                 |
| 2.2.3 Develop a sustainable long term financial plan                 | a. Undertake an annual review of the Long Term Financial Plan                 | Corporate Services | ✓         | ✓       | ✓       | ✓       | LTFP                |
| 2.2.4 We will be a responsible employer                              | a. Review and update the Workforce Plan to reflect the service delivery model | Corporate Services | ✓         | ✓       | ✓       | ✓       | WFP                 |
|  | b. Implement the OH&S Plan  | Corporate Services | ✓         | ✓       | ✓       | ✓       | OHS Plan            |



## Business Sustainability Key Performance Indicators

| Performance Indicator                               | How it will be measured                      | Actuals |         | Targets |         |         |         |
|---|--|---------|---------|---------|---------|---------|---------|
|   |  | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| Key stakeholders are satisfied with our performance | Stakeholder survey                           | 80%     |         | >80%    | >80%    | >80%    |         |
| Plant availability                                  | Percentage of member tonnes accepted at RRRC | 100%    |         | >95%    | >95%    | >95%    |         |
| Current Ratio                                       | Current assets over current liabilities      | 1.10    |         | =>1.10  | =>1.10  | =>1.10  |         |
| Number of lost time incidents (LTIFR)               | Number of lost time injuries                 | 0       |         | 0       | 0       | 0       |         |



SMRC were winners of the 2021 WA Waste Award

## Key Focus: Community & Stakeholder Relationships

### Our Vision – We support a community of shared responsibility

#### What this means

- 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.

#### Outcomes

- We will be leading a regional and metropolitan approach to education.
- Our brand is positively recognised by our communities.
- We have a positive and ongoing relationship with our communities and stakeholders.
- We are the leaders in achieving the Waste Authority's targets on diversion from landfill and resource recovery.

- Our member councils and others look to us for guidance and advice in waste education and minimisation practices.

#### Key Challenges Affecting this Activity

- Change in legislation.
- Change in Federal and State Government policy.
- Availability of our financial, physical and human resources to deliver meaningful education and behaviour change programs.



Bin tagging program

**Objective 3.1 We are acknowledged as a community leader in waste recovery & reuse**

| Strategies  | Actions   | Responsibility | Timeframe |         |         |         | Informing Documents  |
|---|---|----------------|-----------|---------|---------|---------|--|
|   |   |                | 2021/22   | 2022/23 | 2023/24 | 2024/25 |  |
| 3.1.1 Participate in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation | a. Continue to develop existing relationships with Waste Authority and DWER       | CEO            | ✓         | ✓       | ✓       | ✓       | Communications Plan  |
|   | b. Advocate for extended producer responsibility and circular economy principals. | CEO            | ✓         | ✓       | ✓       | ✓       | Communications Plan<br>SWMP No36,37                        |
|   | c. Advocate for legislation that supports the state's waste hierarchy             | CEO            | ✓         | ✓       | ✓       | ✓       | National Waste Policy State Waste Strategy<br>SWMP No35,36 |

**Objective 3.2 We effectively communicate with our community & stakeholders**

| Strategies  | Actions   | Responsibility         | Timeframe |         |         |         | Informing Documents                             |
|---|---|------------------------|-----------|---------|---------|---------|---|
|   |   |                        | 2021/22   | 2022/23 | 2023/24 | 2024/25 |   |
| 3.2.1 Develop and implement an effective community education program  | a. Implement community education plan actions   | CEO and Communications | ✓         | ✓       | ✓       | ✓       | Communications Plan<br>Recycle Right Plan       |
|   | b. Undertake an annual review of the community education plan                                     | Communications         | ✓         | ✓       | ✓       | ✓       | SWMP<br>Recycle Right Plan                      |
| 3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse | a. Continue to work with and provide support to waste reduction groups                            | Communications         | ✓         | ✓       | ✓       | ✓       | Community Engagement Plan<br>Recycle Right Plan |
|   | b. Promote the Recycle Right Program amongst member councils as the regional recycling initiative | Communications         | ✓         | ✓       | ✓       | ✓       | Community Engagement Plan<br>Recycle Right Plan |
|   | c. Promote the benefits of source separation for 3-bin systems                                    | Communications         | ✓         | ✓       | ✓       | ✓       | Community Engagement Plan<br>Recycle Right Plan |
|   | d. Actively pursue funding and partnership opportunities for educational programs                 | Communications         | ✓         | ✓       | ✓       | ✓       | Community Engagement Plan<br>Recycle Right Plan |
|   | e. Lead trial projects to reuse recycled materials  | Communications         | ✓         | ✓       | ✓       | ✓       | Community Engagement Plan<br>Recycle Right Plan |

Photo: Waste Education display at Kidchella event in Melville



Community & Stakeholder Relationships Key Performance Indicators

| Performance Indicator  | How it will be measured   | Actuals |         | Targets |         |         |         |
|--|---|---------|---------|---------|---------|---------|---------|
|  |   | 2019/20 | 2019/20 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| SMRC is acknowledged as a leader in waste management and resource recovery | Community survey  | >80%    |         | >80%    | >80%    | >80%    |         |
| Community awareness of the Recycle Right brand                             | Community Survey  | >40%    |         | >50%    | >50%    | >50%    |         |
| Number of community contacts   | Number of persons receiving waste education from SMRC e.g. RRRC tour visitors, community and school education, awareness programs run by SMRC | >5,000  |         | >5,000  | >5,000  | >5,000  |         |
| RecycleRight Website   | Number of hits on the Recycle Right website   | >50,000 |         | >60,000 | >60,000 | >60,000 |         |



6. Resourcing Plans

6.1 Long-Term Financial Plan (LTFP)

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

SMRC's revenue sources include: Participant contributions towards operating, education and capital (borrowings), customers fee for service and cash backed reserves.

The RRRC Amended Business Plan assumes the complete transition of the WCF to a Pre-Sort and Transfer Station for FOGO processing by 1 July 2020.

Financial resources are planned for in the annual budget, as adopted by Council, and the 10 year Long Term Financial Plan. These documents are available on the SMRC's website.

6.2 Asset Management Plans (AMP)

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

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

6.3 Workforce Plan (WFP)

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



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# Recycle Right Plan 2021-2023



BROUGHT TO YOU BY



SOUTHERN METROPOLITAN REGIONAL COUNCIL

**Southern Metropolitan Regional Council**

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# Recycle Right Plan 2021-2023

## PURPOSE: COLLABORATION TO MAINTAIN AND IMPROVE WASTE MANAGEMENT ACROSS THE COMMUNITIES IN THE SOUTH METRO REGION

**Outcome 1:** Inform the Recycle Right Strategy with a strong evidence base

**Outcome 2:** Deliver consistent waste education messages

**Outcome 3:** Maximise effectiveness through collaboration and partnership

**Outcome 4:** Monitor outcomes and refine performance

| #   | Actions required   | SMRC   | Member Councils   | Recycle Right 'Members'  | Timeframe | Priority-SMRC |   |   |
|---|--|--|---|--|-----------|---------------|---|---|
|   |  |  |   |  |           | L             | M | H |
| <b>Outcome 1: Inform the Recycle Right Strategy with a strong evidence base</b> |  |  |   |  |           |               |   |   |
| Strategy 1.1 Maximise benefit from community perception surveys                 |  |  |   |  |           |               |   |   |
| 1   | Undertake Biennial community perception survey (with Catalyse) and use results to inform waste education, promotion and events and review effectiveness on behaviour change. | Work with Member Councils to formulate questions that are beneficial to all.<br>Coordinate survey with Catalyse.<br>Circulate results to Member Councils<br>Inform community education (tours and outreach events) as well as school-based education (tours and incursions)<br>Report on effectiveness of Recycle Right activities on behaviour change. Use to inform future strategies. | Contribute to development of survey questions.<br>Promote survey results.<br>Use results to Inform community education (tours and outreach events) as well as school-based education (tours and incursions) | NA   | Sep-21    |               |   |   |
| Strategy 1.2 Share learnings from individual and collective research            |  |  |   |  |           |               |   |   |
| 2   | Maintain and increase collaboration between educators and communication staff across member councils   | Ensure open communication channels and regular planning meetings for key promotion activities and events   | Ensure open communication channels and regular planning meetings for key promotion activities and events  | Regular 3-monthly Recycle Right 'Reference Group' Meetings - feed in key promotion activities and events | Ongoing   |               |   |   |

| #   | Actions required  | SMRC   | Member Councils  | Recycle Right 'Members'   | Timeframe | Priority-SMRC |   |   |  |
|---|---|--|--|---|-----------|---------------|---|---|--|
|   |   |  |  |   |           | L             | M | H |  |
| <b>Outcome 2: Deliver consistent waste education messages</b>   |   |  |  |   |           |               |   |   |  |
| Strategy 2.1 Ensure regionally consistent waste education messaging across Councils and all waste types |   |  |  |   |           |               |   |   |  |
| 3   | "Deliver consistent waste education messages and resources via:<br>- the Recycle Right website and app<br>- material for social media and publications<br>- annual waste calendar/waste guides for Councils (if required)<br>- regular Recycle Right eNews<br>- CALD/community resources" | "Promote Recycle Right and WasteSorted messages (& State Waste Strategy).<br>Ongoing formulation of FOGO, RRRC & general waste messaging and production of material. " | "Promote Recycle Right and WasteSorted messages (& State Waste Strategy) in print, social media, digital media (LCD, screens), and other (eg. truck decals, buses, billboards).<br>Distribute ongoing FOGO, RRRC and general waste messaging.<br><br>Advise SMRC of events for inclusion in the Regional Event Calendar (e.g. PFJ, National Recycling Week, Science Week, Easter, etc)." | "Promote Recycle Right and WasteSorted messages (& State Waste Strategy) in print, social media, digital media (screens), and other (eg. truck decals). Distribute ongoing FOGO, RRRC and general waste messaging.<br><br>Liaise on National Campaigns (e.g. PFJ, National Recycling Week, Science Week, Easter, etc)." | Ongoing   |               |   |   |  |
| 4   | Raise community awareness on how to recycle waste not destined for household bins (e.g. bulk verge, hazardous materials, E-waste, construction waste)   | Develop education/promotional material to align with HHW, C&D and bulk verge   | Use education material to promote collection, recycling and disposal of HHW, C&D and bulk verge waste.   | If relevant, use education material to promote collection, recycling and disposal of HHW, C&D and bulk verge waste.   | Ongoing   |               |   |   |  |

| #  | Actions required   | SMRC  | Member Councils   | Recycle Right 'Members'   | Timeframe  | Priority-SMRC |   |   |  |
|--|--|---|---|---|------------|---------------|---|---|--|
|  |  |   |   |   |            | L             | M | H |  |
| <b>Outcome 2: Deliver consistent waste education messages (continued)</b>                          |  |   |   |   |            |               |   |   |  |
| Strategy 1.2 Share learnings from individual and collective research (continued)                   |  |   |   |   |            |               |   |   |  |
| 5  | Develop business education material to improve waste outcomes                                  | With Waste Ed Officers to develop business education material to avoid/reduce/sort waste.   | "Work with SMRC to develop material. Identify businesses suitable for rollout of produced material. "   | Consider sharing material if successful.                            | 2020-22    |               |   |   |  |
| 6  | Review Recycle Right Style Guide   | "Work with Comms Officers to review the style guide so it fits better and is complimentary to Council branding. Promote use of style guide to all who use Recycle Right material" | "Work with SMRC to review the style guide so it is complimentary to Council branding. Follow style guide when promoting Recycle Right material" | Follow style guide when promoting Recycle Right material            | Jul-Aug 21 |               |   |   |  |
| Strategy 2.2 Develop and update education material for use during tours, incursions and excursions |  |   |   |   |            |               |   |   |  |
| 7  | Update and promote education material and lesson plans for schools and community events        | Develop the 7-Station School Full-Day Incursion Program (with WMRC).  | Support, promote and utilise school/community based education in own Council.   | Utilise school/community based resources in own Region if relevant. | Jun-21     |               |   |   |  |
| 8  | Revamp the RRRC Education Centre to make it a State-of-the-Art showcase of waste and recycling | Develop material for Education Centre (11 topics). Feedback from Councils during development process.   | Feedback in the development of Education Centre material.   | Feedback in the development of Education Centre material.           | Jul-22     |               |   |   |  |
| 9  | Maintain and further develop the Community Garden at the RRRC                                  | Develop material for Community Garden with a focus on FOGO/Compost  | Promote community garden (on tours)   | Promote community garden (on tours).                                | Ongoing    |               |   |   |  |
| 10   | Build the Recycle Right Rangers volunteer program  |   |   | NA  | Jul-21     |               |   |   |  |

| #  | Actions required  | SMRC   | Member Councils  | Recycle Right 'Members'   | Timeframe   | Priority-SMRC |   |   |
|--|---|--|--|---|-------------|---------------|---|---|
|  |   |  |  |   |             | L             | M | H |
| <b>Outcome 2: Deliver consistent waste education messages (continued)</b>      |   |  |  |   |             |               |   |   |
| Strategy 2.3 Develop online/digital/audio resources                            |   |  |  |   |             |               |   |   |
| 11   | Develop online webinars (six per year)  | Provide business case. Liaise with Member Councils to determine appropriate topics for webinars. | Liaise with SMRC to determine appropriate topics for webinars. Promote webinars. | Liaise with SMRC to determine appropriate topics for webinars. Promote webinars.                | 2021-22     |               |   |   |
| 12   | Develop 'Talking Rubbish' podcast and interview experts from all facets of waste industry                               | Provide business case. Develop ideas for podcasts.   | Identify experts to interview. Promote podcasts.                                 | Identify experts to interview. Promote podcasts.  | 2021-22     |               |   |   |
| <b>Outcome 3: Maximise effectiveness through collaboration and partnership</b> |   |  |  |   |             |               |   |   |
| Strategy 3.1 Investigate new partnerships and funding opportunities            |   |  |  |   |             |               |   |   |
| 13   | Expand the Recycle Right 'Membership' program   | Identify Councils, Regional Councils and Shires to approach with Recycle Right Business Plan     | NA   | "Liaise with SMRC regarding member benefits etc. Attend Recycle Right Reference Group Meetings" | Ongoing     |               |   |   |
| 14   | Identify additional funding sources (including grants)  | Identify grants and write applications.  | Provide letters of support.  | Provide letters of support.   | As required |               |   |   |
| 15   | Collaborate with national schemes and activities e.g. Plastic Free July, National Recycling Week, National Science Week | Develop Regional partnerships if appropriate. Further promotion.                                 | Develop Regional partnerships if appropriate. Further promotion.                 | Develop Regional partnerships if appropriate. Further promotion.                                | Ongoing     |               |   |   |

| #  | Actions required   | SMRC  | Member Councils   | Recycle Right 'Members'  | Timeframe | Priority-SMRC |   |   |
|--|--|---|---|--|-----------|---------------|---|---|
|  |  |   |   |  |           | L             | M | H |
| <b>Outcome 4: Monitor outcomes and refine performance</b>                  |  |   |   |  |           |               |   |   |
| Strategy 4.1 Monitor improvements in accuracy of household waste behaviour |  |   |   |  |           |               |   |   |
| 16   | Undertake bin tagging program  | "Plan and execute audits and bin tagging programs targeting households and areas with high levels of contamination. Analyse data and provide report on findings to Member Councils. " | "Provide household data to inform bin tagging zones. Utilise reports to inform waste management strategies and community members (to improve residents behaviour)." | Investigate sharing 'pool' of trained bin taggers between regions. | Ongoing   |               |   |   |
| 17   | Assist with education related to roll-out of FOGO to Multi-Unit Developments (MUDs), shared bin residences and commercial properties (if required) | Explore issues faced in Multi-Unit Developments (MUDs), shared bin residences' and commercial properties.   | Rollout FOGO to MUDs and shared bin residences.   | NA   | by 2025   |               |   |   |
| 18   | Promote FOGO processing and FOGO-derived end-products  | Liaise with Member Councils to produce material to promote FOGO processing/end products - Q&As, comms plan, FOGO video and photos for use by Councils.                                | "Work with SMRC to develop FOGO promotional material. Utilise resources to promote FOGO processing and end-products to residents. "                                 | NA   | by 2025   |               |   |   |



Date: 18 June 2021  
Version 1.0

SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

**Draft**  
**2021/22**  
**ANNUAL BUDGET**

UNCONFIRMED

For the Year ending 30 June 2022

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

On behalf of our Participant Local Governments







# Contents

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## 1 STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached budget financial report of the Southern Metropolitan Regional Council for financial year ending 30 June 2022 has been prepared in accordance with applicable the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and Regulations under that Act.

## 2 BUDGET OVERVIEW 2021-2022

The 2021/22 Annual Budget has reduced due to the factors itemized in the report and mainly resulting from a reduction in tonnes from commercial customers.

The annual budget estimates are based on known tonnages, variable process costs and fixed costs. It does not consider hypothetical additional tonnes that may be received during the year.

The RRRC Project Budget is SMRC's core business and makes up the following:

- Operating Revenue \$16.5M (\$29.1M)
- Operating Expenditure \$20M (\$27M)
- Capital Expenditure \$2M (\$4.4M)
- Capital Loan Repayment \$3.4M (\$3.3M)

In March 2021, the Regional Council Participants reviewed the strategic direction agreeing to continue the operations and attracting new business and re-purpose existing assets on the RRRC site.

The annual financial impact of the withdrawal of the City of Kwinana is just under \$100K and will be re-distributed to remaining participants.

The introduction of the Container Deposit Scheme (CDS) provides the revenue opportunity to reduce RRRC participants' contributions.

The introduction of the commonwealth mixed plastics export ban will negatively impact income due to higher onshore processing costs. The MRF budget base gate fees will be adjusted through our rise and fall mechanism ensuring any additional costs are fully funded.

### 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 Melville**

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.

In March 2021, the Regional Council Participants again reviewed the strategic direction noting that:

- a. The three-bin Food Organics and Garden Organics (FOGO) system had been successfully implemented in the three participant council jurisdictions;
- b. the existing Waste Composting Facility has been re-roofed, the removal of decommissioned redundant equipment, including digesters and associated infrastructure;
- c. a transitioning to a modified Food and Organics process is underway with excess capacity available for third party contracts;
- d. the Container Deposit Scheme (CDS) had provided additional revenues;
- e. rapidly changing market conditions for recovered recyclables due to export bans between 2021 and 2024 will bring about unknown future cost implications for all local governments in Australia, and
- f. Agreements have been signed with Avertas to dispose of genuine residual waste to an Energy from Waste Facility in Kwinana
- g. reduced membership.

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.

#### **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:

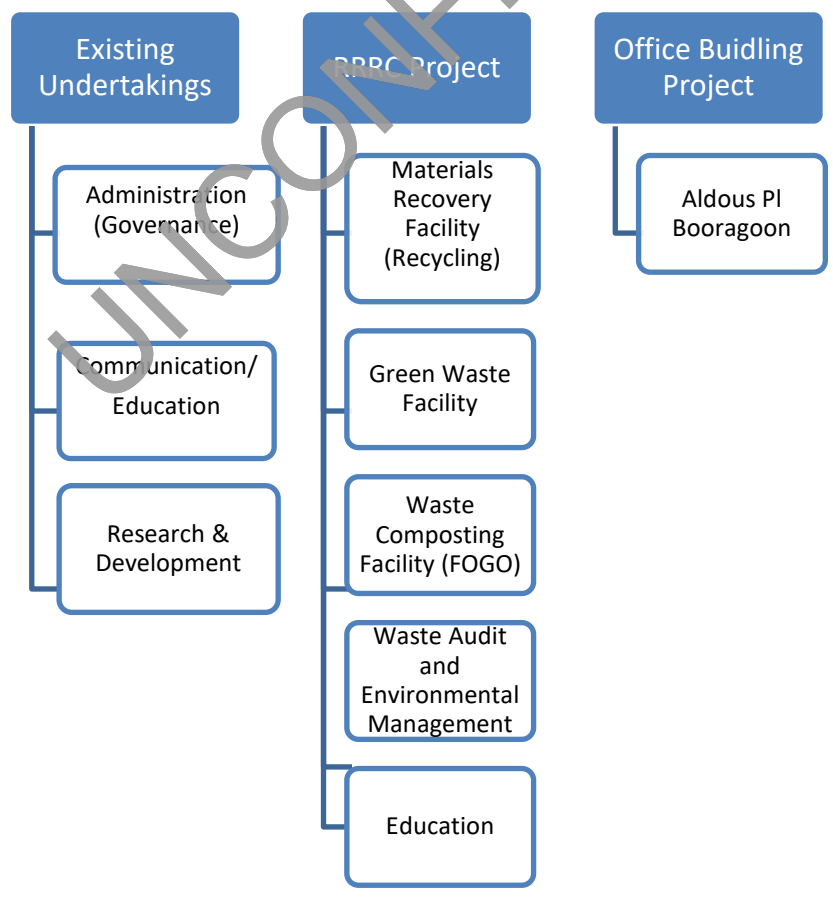
- (a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;
- (b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

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.

Table 1



## 5 STRATEGIC PLAN

### Our Vision...

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

A strategic directions workshop was held in March 2021, the following strategies and actions were the outcomes from the workshop.

The strategies remain in alignment in the Strategic Community Plan and Corporate Business Plan.

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

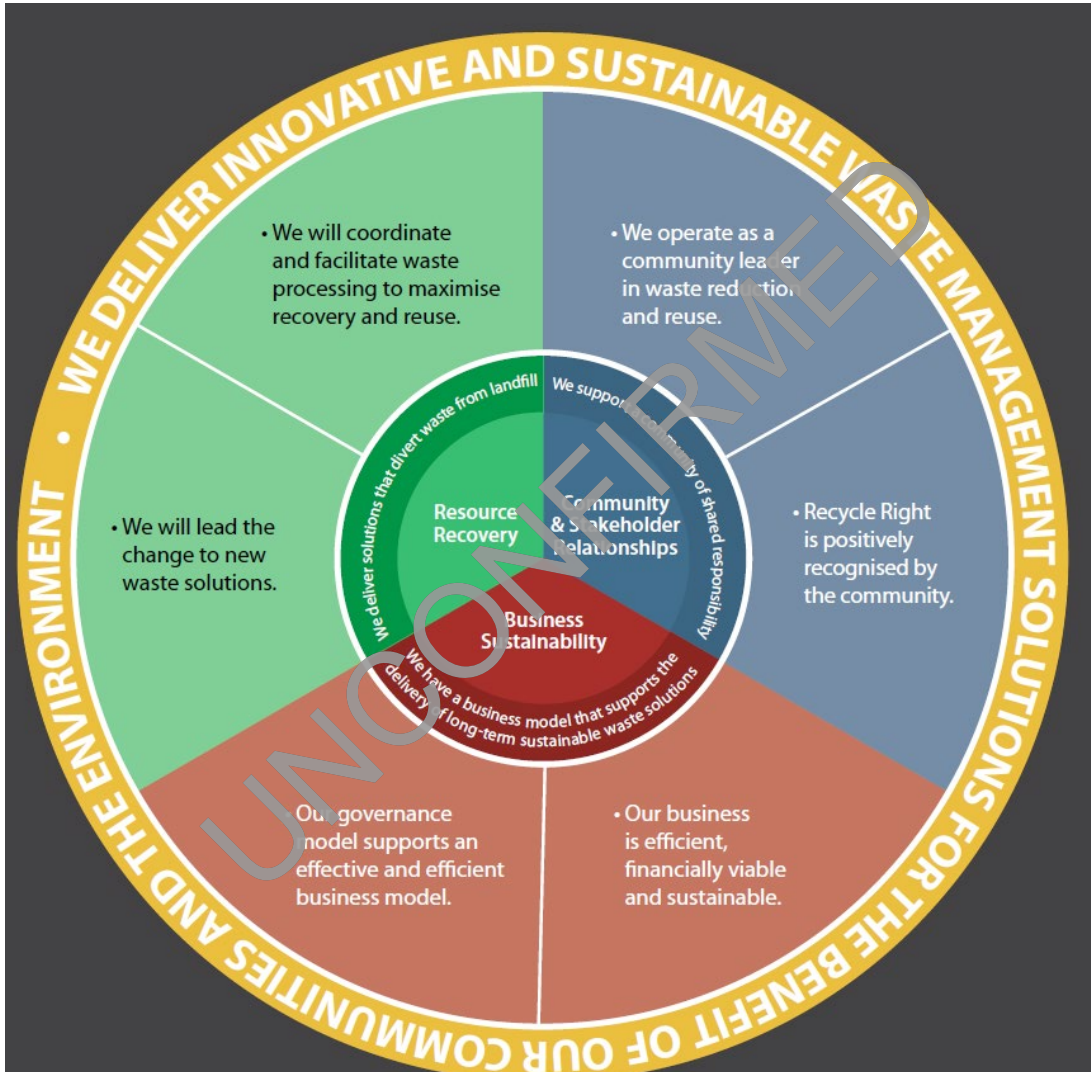
Table 2

| Key Strategies                                     | Actions   |
|--|---|
| 1. Review governance structure                     | Facilitate review of SMRC Establishment Agreement, Project Participant Agreements and meeting structures  |
| 2. Understand and articulate our value proposition | Prepare a Value Proposition Statement   |
| 3. Form alliances & partnerships                   | Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.   |
| 4. Enhance and leverage brand equity               | Create and promote a brand that reflects the vision and objectives of SMRC  |
| 5. Develop an advocacy strategy                    | Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes.<br><br>Establish a working group to ensure a collaborative approach to delivering the advocacy strategy. |
| 6. Deliver communication and waste education       | Undertake a review, in consultation with participants, on the regional community education program.   |

## Our Vision

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

Table 3



## 6 STATEMENT OF FINANCIAL ACTIVITY

Table 4

| SOUTHERN METROPOLITAN REGIONAL COUNCIL         |                    |                    |                    |
|--|--------------------|--------------------|--------------------|
| STATEMENT OF FINANCIAL ACTIVITY                |                    |                    |                    |
| FOR THE YEAR ENDED 30 JUNE 2022                |                    |                    |                    |
| BY NATURE OR TYPE                              |                    |                    |                    |
|  | 2020/21            | 2021/22            |                    |
|  | Rev. Budget        | Budget             | Variance           |
|  | \$                 | \$                 | \$                 |
| <b>REVENUE</b>                                 |                    |                    |                    |
| Operating Grants, Subsidies and Contributions: |                    |                    |                    |
| Members:                                       | 13,178,364         | 11,276,748         | (1,901,616)        |
| Others:  | 2,964,334          | 1,772,642          | (1,251,692)        |
| Fees and Charges                               | 13,441,458         | 3,841,053          | (9,600,395)        |
| Interest Earnings                              | 24,000             | 24,000             | -                  |
| Other Revenues                                 | 1,100              | 1,100              | -                  |
|  | 29,609,256         | 16,855,553         | (12,753,703)       |
| <b>EXPENSES</b>                                |                    |                    |                    |
| Employee Costs                                 | 8,656,534          | 5,568,798          | (3,067,736)        |
| Materials and Contracts                        | 12,032,715         | 9,072,318          | (2,960,397)        |
| Utility Charges                                | 789,570            | 449,590            | (339,980)          |
| Depreciation on Non-current Assets             | 2,697,576          | 2,697,576          | -                  |
| Interest Expenses                              | 838,110            | 514,114            | (323,996)          |
| Insurance Expenses                             | 1,876,872          | 2,228,230          | 351,358            |
|  | 26,871,377         | 20,530,626         | (6,340,751)        |
| <b>NET OPERATING SURPLUS / (DEFICIT)</b>       | <b>2,737,879</b>   | <b>(3,675,073)</b> | <b>- 6,412,952</b> |
| Add:   |                    |                    |                    |
| Depreciation on Non-current Assets             | 2,697,576          | 2,697,576          | -                  |
| Interest for Make Good Provision               | 83,000             | 80,700             | (2,300)            |
| <b>NET OPERATING POSITION</b>                  | <b>5,518,455</b>   | <b>(896,797)</b>   | <b>(6,415,252)</b> |
| Add / (Less):                                  |                    |                    |                    |
| Add: Non-operating Grants                      | 250,000            | -                  | (250,000)          |
| Less : Capital Expenditure                     | (4,365,000)        | (2,000,000)        | 2,365,000          |
| Less: Loan Repayments                          | (3,284,059)        | (3,398,802)        | (114,743)          |
| Add :Loan Contributions from Members           | 3,284,059          | 3,398,802          | 114,743            |
| Less: Lease Repayments                         | (669,741)          | (574,203)          | 95,538             |
| Add : Transfer from Reserves                   | 1,743,000          | 2,000,000          | 257,000            |
| Less: Transfer to Reserves                     | (3,400,000)        | (400,000)          | 3,000,000          |
| <b>NET CAPITAL POSITION</b>                    | <b>(6,441,741)</b> | <b>(974,203)</b>   | <b>5,467,538</b>   |
| <b>NET OPERATING &amp; CAPITAL POSITION</b>    | <b>(923,286)</b>   | <b>(1,871,000)</b> | <b>(947,714)</b>   |
| Add: OPENING FUNDS                             | 3,414,757          | 4,271,000          | 856,243            |
| <b>CLOSING FUNDS</b>                           | <b>2,491,471</b>   | <b>2,400,000</b>   | <b>(91,471)</b>    |

Table 5

| EXPLANATION FOR VARIANCES                          |  |                     |
|--|--|---------------------|
| <b>REVENUE</b>                                     |  |                     |
| Members  | RRRC Overhead contributions reduced                      | (1,901,616)         |
| Others   | Reduction in grants and CDS revenue                      | (1,251,692)         |
| Fees and Charges                                   | Reduction in MRF customers                               | (9,600,395)         |
| Interest Earnings                                  |  | -                   |
| Other  |  | -                   |
| <b>Total Revenue Variance (Gain)</b>               |  | <b>(12,753,703)</b> |
| <b>EXPENDITURE</b>                                 |  |                     |
| Employee Costs                                     | Reduction in MRF employment                              | (3,067,736)         |
| Materials and Contracts                            | Reduction in MRF variable Expenses for additional tonnes | (2,960,397)         |
| Utility Charges                                    | Reduction in consumption usage                           | (339,980)           |
| Depreciation                                       |  | -                   |
| Interest Expenses                                  |  | (323,996)           |
| Insurance Expenses                                 | premium increase   | 351,358             |
| <b>Total Expenditure Variance (Gain)</b>           |  | <b>(6,340,751)</b>  |
| <b>Net Operating Surplus Variance</b>              |  | <b>(6,412,952)</b>  |
| Less: Make Good Provision                          | Non-Cash Interest on future value                        | (2,300)             |
| Less: Non-operating Grants                         | Waste Authority Grant towards FOGO Shredder              | (250,000)           |
| Less Capital Expenditure                           | \$2 M 2021/22 program refer to Capex Table               | 2,365,000           |
| Add Capital Lease Repayment                        | RRRC Ground Lease Right of Use Asset                     | 95,538              |
| Add Transfer from Reserve                          | \$2 M 2021/22 program refer to Capex Table               | 257,000             |
| Less Transfer to Reserve                           | Reduction in MRF surplus                                 | 3,000,000           |
| <b>Increase in Operating &amp; Capital Budgets</b> |  | <b>(947,714)</b>    |
| <b>Increase in Opening Funds due to surplus</b>    |  | <b>856,243</b>      |
| <b>Increase in Closing Funds</b>                   |  | <b>(91,471)</b>     |



## 7 EXISTING UNDERTAKINGS BUDGET

Table 6

| SOUTHERN METROPOLITAN REGIONAL COUNCIL |                  |                  |                  |
|--|------------------|------------------|------------------|
| STATEMENT OF FINANCIAL ACTIVITY        |                  |                  |                  |
| FOR THE YEAR ENDED 30 JUNE 2022        |                  |                  |                  |
| BY ACTIVITY                            |                  |                  |                  |
|  | 2020/21          | 2021/22          |                  |
|  | Rev. Budget      | Budget           | Variance         |
|  | \$               | \$               | \$               |
| <b>REVENUE</b>                         |                  |                  |                  |
| Governance                             | 141,407          | 109,100          | (32,307)         |
| Administration                         | 1,000            | 1,000            | -                |
| Education                              | 209,329          | 165,829          | (43,500)         |
| R&D Projects                           | 144,000          | 34,000           | (110,000)        |
| <b>OPERATING REVENUE</b>               | <b>495,736</b>   | <b>309,929</b>   | <b>(185,807)</b> |
| <b>EXPENSES</b>                        |                  |                  |                  |
| Governance                             | 206,407          | 209,100          | 2,693            |
| Administration                         | 1,000            | 1,000            | -                |
| Education                              | 187,329          | 165,829          | (21,500)         |
| R&D Projects                           | 187,612          | 74,000           | (110,612)        |
| MUDS Grant                             | 21,000           | 51,000           | 30,000           |
| <b>OPERATING EXPENDITURE</b>           | <b>600,348</b>   | <b>500,929</b>   | <b>(99,419)</b>  |
| Add: Depreciation                      |                  |                  | -                |
| <b>OPERATING EXPENDITURE</b>           | <b>600,348</b>   | <b>500,929</b>   | <b>(99,419)</b>  |
| <b>NET RESULT</b>                      | <b>(104,612)</b> | <b>(191,000)</b> |                  |

Administration budget of \$2M is allocated to other cost centre as administration overheads.

Net result of \$191,000 is funded from brought forward surpluses.

Net result variance is attributed to the reduction in R&D project one-off contribution in 2020-21.

### 7.1 Reserve Funds

Table 7. Conference Reserve– to be used to fund the requirements for staff and Councillors' travel and conference attendance.

| CASH BACKED RESERVES                 |               |               |         |
|--------------------------------------|---------------|---------------|---------|
| Break-up                             | 2020/21       | 2021/22       | Remarks |
|                                      | Rev. Budget   | Budget        |         |
|                                      | \$            | \$            |         |
| <b>Travel and Conference Reserve</b> |               |               |         |
| Opening Balance                      | 25,000        | 25,000        |         |
| Transfer to Reserves                 |               |               |         |
| Transfer from Reserves               | -             | -             |         |
| <b>Closing Balance</b>               | <b>25,000</b> | <b>25,000</b> |         |

## 7.2 Estimated Population (All Participants)

In accordance with the Establishment Agreement the population data used for calculating Participants' contributions shall be an amount which bears the same proportion to that operating, capital or borrowing expenditure as the Population of that Participant bears to the total of the Populations of all Participants.

Table 7. The City of Kwinana withdrew from the SMRC effective 1 July 2021 and no longer contributes to the SMRC. The population figures is taken from the 2020 Estimated Local Government Population data published by the Australian Bureau of Statistics (ABS).

Below is the percentage share for 3 participants. Used for calculating contributions for Existing Undertakings eg Governance, R&D, Education and Office Project.

| POPULATION     | Est Pop 2019   |                | Est Pop 2020   |                | Change          |               |
|----------------|----------------|----------------|----------------|----------------|-----------------|---------------|
| East Fremantle | 7,837          | 4.21%          | 7,908          | 5.53%          | 71              | 0.9%          |
| Fremantle      | 31,084         | 16.68%         | 31,517         | 22.04%         | 433             | 1.4%          |
| Kw inana       | 45,092         | 24.20%         | -              | 0.00%          | (45,092)        | -100.0%       |
| Melville       | 102,307        | 54.91%         | 103,581        | 72.43%         | 1,274           | 1.2%          |
| <b>Total</b>   | <b>186,320</b> | <b>100.00%</b> | <b>143,006</b> | <b>100.00%</b> | <b>(43,314)</b> | <b>-23.2%</b> |

Source: Australian Bureau of Statistics (ABS)

## 7.3 Proposed 2021/22 Annual Contributions

Table 8.

The City of Kwinana withdrew from the SMRC effective 1 July 2021 and no longer contributes to the SMRC. The financial impact from the withdrawal is \$96,333.

It is proposed that Communication & Education contribution of \$50,700 be re- distributed to the remaining participants.

The remaining \$45,618 be added to the administrative overhead cost, funded within the overhead contribution fee.

|                | ESTIMATED ANNUAL SMRC CONTRIBUTIONS |                   | POPULATION 2020   |                   |                   |
|----------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                | Governance                          | Communication     | Total             | Total             | change            |
|                | Office Project                      | Education         |                   |                   |                   |
|                | R&D                                 |                   |                   |                   | \$                |
| Cockburn       |                                     |                   | \$ -              | \$ -              | \$ -              |
| East Fremantle | \$ 7,913                            | \$ 20,323         | \$ 28,236         | \$ 25,520         | \$ 2,716          |
| Fremantle      | \$ 31,538                           | \$ 80,993         | \$ 112,531        | \$ 101,220        | \$ 11,311         |
| Kw inana       | \$ -                                | \$ -              | \$ -              | \$ 96,333         | -\$ 96,333        |
| Melville       | \$ 103,650                          | \$ 266,184        | \$ 369,834        | \$ 333,146        | \$ 36,688         |
| <b>Total</b>   | <b>\$ 143,101</b>                   | <b>\$ 367,500</b> | <b>\$ 510,601</b> | <b>\$ 556,219</b> | <b>-\$ 45,618</b> |

## 8 RRRC PROJECT BUDGET

### 8.1 Key Budget Assumptions

1. General expense increase based on Dept of Treasury WA 2021-22 forward estimates 2.5%.
2. Salaries and wages increase of 1.5% in accordance with the RRRC Workers Enterprise Agreement. Estimated additional increase \$113,000.
3. An allowance of 0.5% increase in compulsory superannuation guarantee to 10% from 1 July 2021. Estimated total on current workforce \$20,000.
4. Increase in overhead workforce by 1.4 FTE \$125,000pa. Procurement/contracts and accounts.
5. Increase in insurance premiums by 25% \$380,000.
6. Contributions applied to Est 2020 Residential Population for each participant.
7. City of Kwinana's contribution revenue financial impact from withdrawal (\$96,300).
8. MRF gate fee provision for the export ban legislation for plastic recycling.

The Following table summarises the estimated RRRC operational parameters applied in the 2021/22 budget.

1. MRF net inflow of \$1.5 M from container deposit revenue.
2. Green Waste net surplus of \$0.4 M
3. Waste Composting Facility fixed costs include insurance, ground lease and electricity.
4. FOGO operations net surplus \$0.7M
5. Overheads revenue from contributions and net expense funded from surplus.
6. B/forward surplus FOGO net surplus
7. B/forward surplus includes portion of 2020/21 surplus spread over three years.

Table 9

| FY 2021/22                              |        |              |               |               |                |
|---|--------|--------------|---------------|---------------|----------------|
| RRRC PROJECT BUDGET                     | Tonnes | Opening      | Revenue       | Expenditure   | Net            |
| Material Recovery Facility              | 26,000 |              | \$ 6,371,000  | \$ 4,871,000  | \$ 1,500,000   |
| Green Waste Facility                    | 8,160  |              | \$ 740,000    | \$ 342,200    | \$ 397,800     |
| WCF Fixed Costs                         |        |              |               | \$ 1,700,000  | \$ (1,700,000) |
| FOGO Operations                         | 27,530 | \$ 270,608   | \$ 4,133,685  | \$ 3,463,890  | \$ 940,403     |
| Overheads                               |        |              | \$ 2,200,000  | \$ 4,338,203  | \$ (2,138,203) |
| Red Bin Waste                           | 13,600 |              | \$ 2,000,000  | \$ 2,000,000  | \$ -           |
| B/Forward Surplus Yr 1 (\$3M / 3 years) |        | \$ 1,000,000 |               |               | \$ 1,000,000   |
| Total                                   |        | \$ 1,270,608 | \$ 15,444,685 | \$ 16,715,293 | \$ -           |

## 8.2 Proposed 2021/22 RRRC Project Contributions

### RRRC Gate fees - Participants

1. **Material Recovery Facility (MRF)** – Calculated on net operational cost with exception of container deposit revenue and with a quarterly adjustment on recycling commodity pricing.
2. **Green Waste Facility (GWF)** – Calculated on net operational cost after commercial revenue and \$0.4M contribution margin towards RRRC fixed costs.
3. **Residents Red Bin Disposal** – Calculated on actual contracted cost of transfer/disposal service.
4. **Food Organic Green Organic (FOGO)** – Calculated on net operational cost after \$0.5M contribution margin towards RRRC fixed costs.
5. **RRRC Administrative Overheads Contribution** – Corporate and RRRC administrative costs are not directly allocated to RRRC business units and contributions are calculated on tonnes generated from participants' FOGO and red bin less operational surpluses and a \$1M brought forward surplus.

### RRRC Commercial gate fees

1. As per adopted fees and changes
2. Contracted price as per SMRC's Pricing Policy.

### RRRC Annual Loan Repayment Contribution

Table 10

| RRRC Loan      | Population     | Est Pop<br>2020<br>% | Budget              | Actual              | Change          |
|----------------|----------------|----------------------|---------------------|---------------------|-----------------|
|                |                |                      | 2021/22             | 2020/21             | \$              |
| Cockburn       | 117,352        | 45.07%               | \$ 1,634,539        | \$ 1,632,128        | 2,411           |
| East Fremantle | 7,908          | 3.04%                | \$ 110,251          | \$ 111,995          | (1,744)         |
| Fremantle      | 31,517         | 12.11%               | \$ 439,190          | \$ 443,600          | (4,410)         |
| Melville       | 103,581        | 39.78%               | \$ 1,442,689        | \$ 1,460,306        | (17,617)        |
| <b>Total</b>   | <b>260,358</b> | <b>100.00%</b>       | <b>\$ 3,626,669</b> | <b>\$ 3,648,029</b> | <b>(21,360)</b> |

## 8.3 Proposed 2021/22 RRRC Project Budget

Table 11

Budget reduction is due to reduced tonnes processed at the facility.

| SOUTHERN METROPOLITAN REGIONAL COUNCIL      |                    |                    |                     |
|---|--------------------|--------------------|---------------------|
| STATEMENT OF FINANCIAL ACTIVITY             |                    |                    |                     |
| FOR THE YEAR ENDED 30 JUNE 2022             |                    |                    |                     |
| BY ACTIVITY                                 | 2020/21            | 2021/22            |                     |
|   | Rev. Budget        | Budget             | Variance            |
|   | \$                 | \$                 | \$                  |
| <b>REVENUE</b>                              |                    |                    |                     |
| RRRC Education                              | 208,672            | 261,972            | 53,300              |
| RRRC Administration                         | 4,084,100          | 2,284,100          | (1,800,000)         |
| RRRC Loan Interest                          | 364,000            | 227,867            | (136,133)           |
| Muds Grant                                  | -                  | 30,000             | 30,000              |
| RRRC MRF                                    | 16,976,236         | 6,371,000          | (10,605,236)        |
| RRRC Greenwaste                             | 766,000            | 740,000            | (26,000)            |
| RRRC WCF                                    | 1,958,944          | 2,000,000          | 41,056              |
| RRRC WCF Transition                         | -                  | -                  | -                   |
| RRRC FOGO                                   | 4,220,868          | 4,133,685          | (87,183)            |
| RRRC Business Development                   | 400,000            | 400,000            | -                   |
| RRRC Waste Audits                           | 109,700            | 97,000             | (12,700)            |
| RRRC Maintenance Overheads                  | -                  | -                  | -                   |
| RRRC FOGO Education                         | 25,000             | -                  | (25,000)            |
| <b>OPERATING REVENUE</b>                    | <b>29,113,520</b>  | <b>16,541,621</b>  | <b>(12,567,896)</b> |
| <b>EXPENSES</b>                             |                    |                    |                     |
| RRRC Education                              | 290,672            | 261,972            | (28,700)            |
| RRRC Administration                         | 4,976,452          | 4,114,347          | (864,135)           |
| RRRC Loan Interest                          | 364,000            | 227,867            | (136,133)           |
| RRRC MRF                                    | 10,220,760         | 4,871,000          | (5,349,760)         |
| RRRC Greenwaste                             | 290,200            | 352,200            | 62,000              |
| RRRC WCF                                    | 3,872,944          | 3,700,000          | (172,944)           |
| RRRC WCF Transition                         | -                  | -                  | -                   |
| RRRC FOGO                                   | 3,745,123          | 3,527,735          | (217,388)           |
| RRRC Business Development                   | -                  | -                  | -                   |
| RRRC Waste Audits                           | 109,700            | 97,000             | (12,700)            |
| RRRC Maintenance Overheads                  | -                  | -                  | -                   |
| RRRC FOGO Education                         | 371,313            | 180,000            | (191,313)           |
| Provision for employee redundancies         | -                  | -                  | -                   |
| <b>OPERATING EXPENDITURE</b>                | <b>24,243,194</b>  | <b>17,332,121</b>  | <b>(6,911,073)</b>  |
| Add: Depreciation                           | 2,697,576          | 2,697,576          | -                   |
| <b>OPERATING EXPENDITURE</b>                | <b>26,940,770</b>  | <b>20,029,697</b>  | <b>(6,911,073)</b>  |
| <b>NET RESULT</b>                           | <b>2,172,750</b>   | <b>(3,484,073)</b> |                     |
| Add: ROU Interest                           | 1,003,651          | -                  | (1,003,651)         |
| Less: Adjustment                            | -                  | -                  | -                   |
| Less: Provision for Redundancy              | -                  | -                  | -                   |
| Less: Provision for Inventory               | -                  | -                  | -                   |
| Add: Interest for Make Good Provision       | 83,000             | 80,700             | (2,300)             |
| <b>NET OPERATING POSITION</b>               | <b>5,956,977</b>   | <b>(705,797)</b>   | <b>(6,662,774)</b>  |
| Add / (Less):                               |                    |                    |                     |
| Add: Non-operating Grants                   | 250,000            | -                  | (250,000)           |
| Less Capital Expenditure                    | (4,365,000)        | (2,000,000)        | 2,365,000           |
| Depreciation on Non-current Assets          | -                  | -                  | -                   |
| Less: Loan Repayments                       | (3,284,059)        | (3,398,802)        | (114,743)           |
| Add :Loan Contributions from Members        | 3,284,059          | 3,398,802          | 114,743             |
| Less: Lease Repayments                      | -                  | (574,203)          | (574,203)           |
| Add: Past Participants Contribution         | -                  | -                  | -                   |
| Add : Transfer from Reserves                | 1,743,000          | 2,000,000          | 257,000             |
| Less: Transfer to Reserves                  | (3,400,000)        | (400,000)          | 3,000,000           |
| <b>NET CAPITAL POSITION</b>                 | <b>(5,772,000)</b> | <b>(974,203)</b>   | <b>4,797,797</b>    |
| <b>NET OPERATING &amp; CAPITAL POSITION</b> | <b>184,977</b>     | <b>(1,680,000)</b> | <b>(1,864,977)</b>  |
| Add: OPENING FUNDS                          | 3,414,757          | 4,271,000          | 856,243             |
| <b>CLOSING FUNDS</b>                        | <b>3,599,734</b>   | <b>2,591,000</b>   | <b>(1,008,734)</b>  |

8.4 Proposed 2021/22 RRRC Capital Expenditure Budget

Table 12

| CAPITAL EXPENDITURE                                   |                  |                  |                    |   |
|---|------------------|------------------|--------------------|---|
| Facility  | 2020/21          | 2021/22          | Variance           | Remarks   |
|   | Rev. Budget      | Budget           |                    |   |
| <b>RRRC ADMIN</b>                                     |                  |                  |                    |   |
| <b>MRF</b>  |                  |                  |                    |   |
| <b>Mobile Plant</b>                                   |                  |                  |                    |   |
| 2 x Forklifts   | 135,000          |                  | (135,000)          |   |
| <b>Baling Line</b>                                    |                  |                  |                    |   |
| Bailer Twin Ram                                       | 400,000          |                  | (400,000)          |   |
| Baler - Godswill - Repair floor                       |                  | 50,000           | 50,000             | Major Overhaul                                      |
| Baler - Conveyor BFC1 & BF1-4                         |                  | 90,000           | 90,000             | Roller Replacement/ belt repairs/ skirts - BFC1, BF |
| <b>Container Line</b>                                 |                  |                  |                    |   |
| C2 Conveyor Chains & Guards                           | 70,000           | 150,000          | 80,000             | Major Overhaul                                      |
| OCCS1 separator screen                                | 200,000          |                  | (200,000)          |   |
| News sort screen                                      | 460,000          |                  | (460,000)          |   |
| PLC Contoller   | 80,000           |                  | (80,000)           |   |
| Optical Sorters                                       | 233,000          | 300,000          | 67,000             | Renewal upgrate                                     |
| Polishing Screen                                      | 152,000          | 40,000           | (112,000)          | Renewal upgrate                                     |
| Glass Breaker shaft overhaul                          | 200,000          |                  | (200,000)          |   |
| Critical Spares - Large                               | 60,000           |                  | (60,000)           |   |
| Gearboxes on chain conveyors                          |                  |                  |                    |   |
| Replacement Dust Collector and ducting – MRF Baghouse | 70,000           | 50,000           | (20,000)           | Major Overhaul                                      |
| Glass Bunker Curtain Replacement                      | 10,000           | 20,000           | 10,000             | Major Overhaul                                      |
| Glass Tommel Mech Replacement                         |                  | 30,000           | 30,000             | Worn mesh affests glass quality                     |
| Plastic Bottle perforator                             | 30,000           | 50,000           | 20,000             | Renewal upgrate                                     |
| Waste compactors                                      |                  | 40,000           | 40,000             | Rebuld  |
| Bale Shed CCTV  | 20,000           |                  | (20,000)           | New   |
| <b>Sub Total</b>                                      | <b>2,120,000</b> | <b>820,000</b>   | <b>(1,300,000)</b> | <b>-</b>  |
| <b>WCF</b>  |                  |                  |                    |   |
| WCF Roof Remediation Works                            | 1,350,000        |                  | (1,350,000)        |   |
| 2 x 30m3 waste bins                                   |                  |                  | -                  |   |
| WCF Trommel Upgrades                                  | 40,000           | 30,000           | (10,000)           | FOGO operations                                     |
| Decommissioning of digestors                          | 500,000          | 500,000          | -                  | Civil Works to make good demolition works           |
| Slow Speed Shredder                                   | 325,000          |                  | (325,000)          |   |
| Loader Bucket   | 30,000           |                  | (30,000)           |   |
| HookLift Truck  |                  | 300,000          | 300,000            | Replacement FOGO operations                         |
| Front End Loander                                     |                  | 350,000          | 350,000            | Replacement FOGO operations                         |
| <b>Sub Total</b>                                      | <b>2,245,000</b> | <b>1,180,000</b> | <b>(1,065,000)</b> | <b>-</b>  |
| <b>Total Capital Expenditure</b>                      | <b>4,365,000</b> | <b>2,000,000</b> | <b>2,365,000</b>   | <b>-</b>  |
| Funded from Operations                                | 665,000          |                  | (665,000)          |   |
| Funded from Reserves                                  | 1,743,000        | 2,000,000        | 257,000            |   |
| Funded from Grant                                     | 1,957,000        |                  | (1,957,000)        |   |
| <b>Total Capital Expenditure</b>                      | <b>4,365,000</b> | <b>2,000,000</b> | <b>(2,365,000)</b> | <b>-</b>  |
| Buildings   | 1,350,000        | -                | (1,350,000)        |   |
| Mobile Plant  | 530,000          | 650,000          | 120,000            |   |
| Fixed Plant & equipment                               | 2,465,000        | 1,350,000        | (1,115,000)        |   |
| IT Equipment  | 20,000           | 0                | (20,000)           |   |
| <b>Total Capital Expenditure</b>                      | <b>4,365,000</b> | <b>2,000,000</b> | <b>(2,365,000)</b> | <b>-</b>  |

**8.5 2021/22 RRRC Borrowing Program**

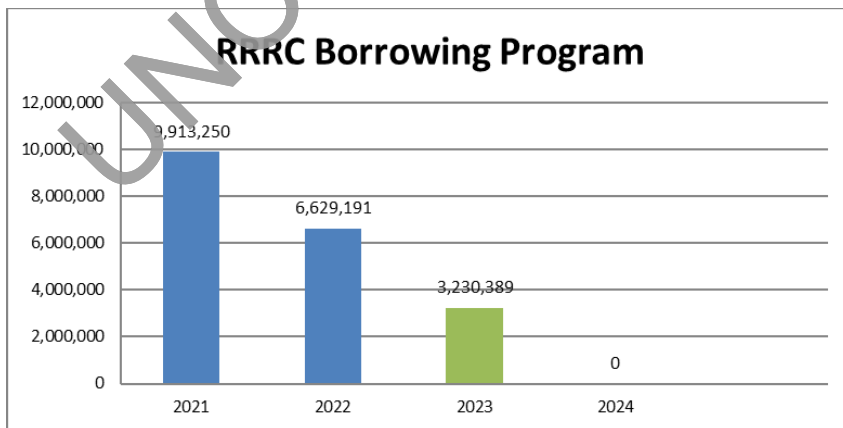
Table 13

Outstanding Borrowing Program

| <b>(a). The Regional Resource Recovery Centre Loan</b>   |        |                  |        |                  |
|--|--------|------------------|--------|------------------|
| The RRRC Project 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 RRRC Project. |        |                  |        |                  |
| Project Participants' limit of its share of the loan liability is as follows:  |        |                  |        |                  |
|  |        | <b>30-Jun-21</b> |        | <b>30-Jun-22</b> |
| City of Cockburn   | 44.74% | 2,965,900        | 45.07% | 1,455,936        |
| Town of East Fremantle   | 3.07%  | 203,516          | 3.04%  | 98,004           |
| City of Fremantle  | 12.16% | 806,110          | 12.11% | 391,200          |
| City of Melville   | 40.03% | 2,653,665        | 39.78% | 1,285,049        |
|  |        | <b>6,629,191</b> |        | <b>3,230,389</b> |

**Key Budget Assumptions**

1. Contributions and borrowing liability based on annual changes in population.
2. Fixed interest on borrowings \$227,867
3. Capital repayment on borrowings of \$3.4 Million.
4. Annual Borrowing Contributions by participants \$3.6M
5. No new borrowings.



### 8.6 2021/22 RRRC Reserve Funds

Table 14

| Draft Budget Reserve Balances as at 30 June 2022 |                     |                     |                     |
|--|---------------------|---------------------|---------------------|
|  | Contingency         | Restoration         | Total               |
| <b>30-Jun-21</b>                                 | \$ 7,296,815        | \$ 1,370,247        | \$ 8,667,062        |
| <b>Transfer To</b>                               | 61,658              | 338,342             | 400,000             |
| <b>Transfer From</b>                             | (2,000,000)         | -                   | (2,000,000)         |
| <b>30-Jun-22</b>                                 | <b>\$ 5,358,473</b> | <b>\$ 1,708,589</b> | <b>\$ 7,067,062</b> |

Table 15

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.

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.

Contingency Reserve funds Capital Expenditure Program of \$2M

| CASH BACKED RESERVES              |                    |                    |                          |
|-----------------------------------|--------------------|--------------------|--------------------------|
| Break-up                          | 2020/21            | 2021/22            | Remarks                  |
|                                   | Rev. Budget<br>\$  | Budget<br>\$       |                          |
| <b>RRRC Contingency Reserve</b>   |                    |                    |                          |
| Opening Balance                   | 5,639,815          | 7,296,815          | Actual BFwd Balance      |
| Transfer to Reserves              | 400,000            | 61,658             | Carbon Credit Sales      |
| Transfer to Reserves              | (2,000,000)        | -                  | MRF Operational Surplus  |
| <b>Total</b>                      | <b>3,400,000</b>   | <b>61,658</b>      |                          |
| Transfer from Reserves            |                    |                    | IT Equipment             |
| Transfer from Reserves            |                    |                    | GWf Shredder overhaul    |
| Transfer from Reserves            | (393,000)          | (820,000)          | MRF Major Mtce Program   |
| Transfer from Reserves            |                    | (1,180,000)        | Mobile plant             |
| Transfer from Reserves            | (1,350,000)        |                    | WCF Roof Remedial Works  |
| Transfer from Reserves            |                    |                    | WCF FOGO Trommel Upgrade |
| Transfer from Reserves            |                    |                    |                          |
| <b>Total</b>                      | <b>(1,743,000)</b> | <b>(2,000,000)</b> |                          |
| <b>Closing Balance</b>            | <b>7,296,815</b>   | <b>5,358,473</b>   |                          |
| <b>RRRC Restoration Reserve</b>   |                    |                    |                          |
| Opening Balance                   | 1,365,988          | 1,370,247          |                          |
| Transfer to Reserves              | -                  | 338,342            |                          |
| Transfer from Reserves            | -                  | -                  |                          |
| <b>Closing Balance</b>            | <b>1,365,988</b>   | <b>1,708,589</b>   |                          |
| <b>Total Cash Backed Reserves</b> |                    |                    |                          |
| Opening Balance                   | 7,005,803          | 8,667,062          |                          |
| Transfer to Reserves              | 3,400,000          | 400,000            |                          |
| Transfer from Reserves            | (1,743,000)        | (2,000,000)        |                          |
| <b>Closing Balance</b>            | <b>8,662,803</b>   | <b>7,067,062</b>   |                          |



## 9 OFFICE PROJECT BUDGET

### 9.1 Key Budget Assumptions

6. City of Kwinana's contribution revenue financial impact from withdrawal (\$96,300).
7. Interest on borrowings for fixed two-year loan program.
8. No capital repayment on borrowings of \$1.8 Million.

Table 16

### 9.2 Outstanding Borrowing Program

City of Kwinana withdrawal for the Project effective from 1 July 2021.

#### (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-21 |                  | 30-Jun-22 |                  |
|------------------------|-----------|------------------|-----------|------------------|
| Town of East Fremantle | 4.21%     | 75,780           | 5.53%     | 99,540           |
| City of Fremantle      | 16.08%    | 300,240          | 22.04%    | 396,720          |
| Town of Kwinana        | 24.20%    | 435,600          | 0.00%     | 0                |
| City of Melville       | 54.51%    | 988,380          | 72.43%    | 1,303,740        |
|                        |           | <u>1,800,000</u> |           | <u>1,800,000</u> |

### 9.3 Cash-Backed Reserve Fund

Table 17

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.

| CASH BACKED RESERVES                |                |                |         |
|-------------------------------------|----------------|----------------|---------|
| Break-up                            | 2020/21        | 2021/22        | Remarks |
|                                     | Rev. Budget    | Budget         |         |
|                                     | \$             | \$             |         |
| <b>Office Accommodation Reserve</b> |                |                |         |
| Opening Balance                     | 271,252        | 271,252        |         |
| Transfer to Reserves                | -              | -              |         |
| Transfer from Reserves              | -              | -              |         |
| <b>Closing Balance</b>              | <b>271,252</b> | <b>271,252</b> |         |

## 10 FEES AND CHARGES 2021/22

| REGIONAL RESOURCE RECOVERY CENTRE GATE FEES<br>(Public Rates effective from 1 July 2020)                                  | BUDGET<br>2020-2021  | BUDGET<br>2019-2020  |
|---|--|--|
| <b>MATERIAL RECOVERY FACILITY GATE FEE</b>  | <b>Ex GST</b>  | <b>Ex GST</b>  |
| Commercial  | \$50.00 - \$200.00 p/t   | \$50.00 - \$200.00 p/t   |
| Over Compaction Levy (>200kg)   | \$15.00 - \$50.00  | \$15.00 - \$50.00  |
| <b>GREEN WASTE GATE FEE</b>   | <b>GST incl</b>  | <b>GST incl</b>  |
| Cars, Utilities & Trailers up to 1.5 cubic metres   | \$30.00 per entry  | \$30.00 per entry  |
| Cars, Utilities & Trailers up to 1.5 – 3.0 cubic metres   | \$55.00 per entry  | \$55.00 per entry  |
| Trucks & Heavy Vehicles   | \$75.00 per tonne  | \$75.00 per tonne  |
| Trucks & Heavy Vehicles minimum entry charge  | \$75.00 per entry  | \$75.00 per entry  |
| Trucks & Heavy Vehicles oversized logs > 1.5m length 0.3m wide  | \$150.00 per tonne   | \$150.00 per tonne   |
| Commercial contracts over 200 tonnes pa   | \$50.00 - \$75.00 p/t  | \$50.00 - \$75.00 p/t  |
| Palms (max cut lengths 300mm)   |  |  |
| Cars, Utilities & Trailers up to 1.5 cubic metres   | \$55.00 per entry  | \$55.00 per entry  |
| Cars, Utilities & Trailers up to 1.5 – 3.0 cubic metres   | \$75.00 per entry  | \$75.00 per entry  |
| Trucks & Heavy Vehicles   | \$150.00 per tonne   | \$150.00 per tonne   |
| Trucks & Heavy Vehicles oversized > 1.5m length 0.3m wide   | \$150.00 per tonne   | \$150.00 per tonne   |
| Weighbridge out of use  |  |  |
| Uncompacted green waste (heavy vehicle)   | \$30.00 per wheel  | \$30.00 per wheel  |
| Compacted green waste (heavy vehicle)   | \$40.00 per wheel  | \$40.00 per wheel  |
| Cars & Trailers over 3.0m3  | \$75.00 per entry  | \$75.00 per entry  |
| <b>FOGO GATE FEE</b>  | <b>Ex GST</b>  | <b>Ex GST</b>  |
| Clean Organic   | \$50.00 - \$200.00 p/t   | \$50.00 - \$250.00 p/t   |
| Municipal FOGO (3rd Bin)  | \$50.00 - \$200.00 p/t   | \$50.00 - \$250.00 p/t   |
| <b>RRRC SALE OF MATERIAL</b>  |  |  |
| Mulch Course Grade  | \$0.00 to \$25.00 p/t  | \$0.00 to \$25.00 p/t  |
| Mulch Standard Re-grind   | \$10.00 to \$35.00 p/t   | \$10.00 to \$35.00 p/t   |
| Mulch 4" Fine Re-grind  | \$15.00 to \$40.00 p/t   | \$15.00 to \$40.00 p/t   |
| <b>RRRC WASTE AUDIT</b>   |  |  |
| Waste Audit Service   | Cost price +10% to 50%   | Cost price 10% to 50%  |
| Non-refundable Deposit (Booking Fee)  | 30% of fee   | 30% of fee   |
| <b>RRRC EDUCATION CENTRE</b>  | <b>GST incl</b>  | <b>GST incl</b>  |
| Room Hire Fee   | \$17.00 per Hour or<br>\$136.00 per day<br>After hours Fee – Add Staff<br>overtime Rate + 10%    | \$17.00 per Hour or<br>\$136.00 per day<br>After hours Fee – Add<br>Staff overtime Rate +<br>10% |
| Catering for Meetings   | Cost recovery + 10%  | Cost recovery + 10%  |
| Tea and Coffee  | \$2.75 per person  | \$2.75 per person  |
| Photocopying Charges (B&W)<br>(colour)  | 30 cents per copy (A4)<br>60 cents per copy  | 30 cents per copy (A4)<br>60 cents per copy  |
| <b>OTHER</b>  |  |  |
| Recycle Right Consultancy   | Cost price +10% to 50%   |  |
| Copies of information available under Division 7 of Part 5 Administration of<br>the Local Govt Act 1995 (B&W)<br>(colour) | 30 cents per copy (A4)<br>60 cents per copy (A4)   | 30 cents per copy (A4)<br>60 cents per copy (A4)   |
| Statement Admin Fee for Non Members 30 day Credit Accounts  | \$5.50 inc GST per monthly<br>statement  | \$5.50 inc GST per<br>monthly statement  |
| Late Payment Fee (All overdue accounts)   | Interest at an annual rate<br>of 2% higher than overdraft<br>rates charged by the<br>SMRC's bank | Interest at an annual rate<br>of 2% higher than<br>overdraft rates charged<br>by the SMRC's bank |



## 11 STATUTORY FINANCIAL STATEMENTS

UNCONFIRMED

**SPECIAL COUNCIL MEETING 24 JUNE 2021  
ACTION LIST**

| <b>AGENDA ITEM NO.</b> | <b>SUBJECT</b>                                       | <b>LIST ACTION TAKEN</b>  | <b>ACTION BY</b> | <b>STATUS</b> |
|------------------------|--|---|------------------|---------------|
| 9.1                    | SMRC STRATEGIC PLAN REVIEW 2021                      | Update to Intranet, Website & FD                                    | CEO              | Completed     |
| 9.2                    | RECYCLE RIGHT PLAN                                   | Update to Intranet, Website & FD                                    | CM               | Completed     |
| 9.3                    | INSURANCE 2021-22                                    | Renew RRRC Property Insurance Risk Position be on Limited Indemnity | EMCS             | Completed     |
| 9.4                    | SMRC 2021-22 ANNUAL BUDGET                           | Adopt and send letters to members, load on Website                  | CSM              | Completed     |
| 9.5                    | FINANCIAL REPORTS                                    | Update to Intranet, Website & FD                                    | CSM              | Completed     |
| 9.6                    | ANZ EFTPOS MACHINE MERCHANT SERVICES                 | Procure new EFTPOS machine  | CSM              | Completed     |
| 9.7                    | SCHEDULE OF PAYMENTS                                 | No further action required  | CSM              | Completed     |
| 9.8                    | COMMITTEE MEMBER APPOINTMENT – STAKEHOLDER RELATIONS | Update membership   | CSM              | Completed     |

**SPECIAL COUNCIL MEETING 24 JUNE 2021  
ACTION LIST**

|  |          |         |
|--|----------|---------|
| <b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>  |          |         |
| 11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2<br>THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.  | CEO      | Ongoing |
| <b>Ordinary Council Meeting- 19 April 2018 Outstanding Actions</b>   |          |         |
| 11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS<br>(This resolution has been substituted for 11.2 Ordinary Council Meeting 27 May 2021 (see below)   | CEO/EMCS | CLOSED  |
| <b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>  |          |         |
| 11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007<br>1. The draft waste plan must be submitted by 1 April 2020.<br>2. Final Waste Plan must be submitted by 30 September 2020.<br>3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.   | CEO      | Ongoing |
| 15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS<br>Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019   | CEO      | Ongoing |
| <b>Special Council Meeting- 9 April 2020 Outstanding Actions</b>   |          |         |
| 9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC<br>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.<br>2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL.<br>(This resolution was substituted in the Corporate Business Plan Review adopted 24 June 2021) | CEO      | Ongoing |
| <b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>   |          |         |
| 11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS<br>1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS.<br>2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING   | CEO      | Ongoing |



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### SPECIAL MEETING OF COUNCIL

THURSDAY 8 JULY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
RRRC MEETING ROOM 350 BANNISTER ROAD CANNINGVALE

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

On behalf of our Participant Local Government



**SPECIAL MEETING OF COUNCIL  
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| 1.  | <b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b><br>"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". |   |
| 2.  | <b>RECORD OF ATTENDANCE / APOLOGIES</b>   |   |
| 3.  | <b>DISCLOSURE OF INTERESTS</b>  |   |
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| 5.  | <b>DEPUTATIONS / PRESENTATION</b>   |   |
| 6.  | <b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON</b>  |   |
| 7.  | <b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>   |   |
| 8.  | <b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b>   |   |
| 9   | <b>REPORTS OF THE CEO</b>   |   |
| 9.1 | 2021-22 GREENWASTE FEES AND CHARGES AMENDMENT   | 4 |
| 10. | <b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>  |   |
| 11. | <b>DECLARATION OF CLOSURE OF MEETING</b>  |   |

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed everyone in attendance and declared the meeting open at 5.10pm.

“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 |

|                                   |  |
|-----------------------------------|--|
| Mr Graham Tattersall (REG Member) | City of Fremantle                          |
| Mr Nick King                      | Town of East Fremantle                     |
| Mr Paul Molony                    | City of Melville                           |
| Mr Tim Youé                       | SMRC, Chief Executive Officer              |
| Mr Chris Wiggins                  | SMRC, Executive Manager Corporate Services |
| Mr Keith Swift                    | SMRC, Executive Manager RRRC Operations    |

**APOLOGIES**

|                                     |                        |
|-------------------------------------|------------------------|
| Mr Glen Dougall (Deputy REG Member) | City of Fremantle      |
| Mr Gary Tuffin (REG Member)         | Town of East Fremantle |
| Mr Mick McCarthy (REG Member)       | City of Melville       |

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS / PRESENTATIONS:**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

Nil

**7. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**9. REPORTS OF THE CEO**



|                   |   |
|-------------------|---|
| REPORT NO         | 9.1   |
| SUBJECT           | AMENDMENT OF 2021-22 GREEN WASTE FEES AND CHARGES |
| AUTHOR            | C Wiggins, Executive Manager Corporate Services   |
| AUTHOR'S INTEREST | Nil   |
| DATE OF REPORT    | 6 July 2021                                       |
| ATTACHMENTS       | Nil   |

### COUNCIL RESOLUTION

21.07-01      MOVED: CR C COLLINSON      SECONDED: CR S REPERT

### CEO RECOMMENDATION:

1. THE SMRC 2021-22 FEES AND CHARGES BE AMENDED AS FOLLOWS:
  - a. GREEN WASTE COMMERCIAL CONTRACTS OVER 200 TONNES PA GATE FEE RANGE BETWEEN \$30.00 - \$75.00 P/T EX GST.
2. GIVE LOCAL PUBLIC NOTICE FOR THE AMENDED ADOPTED RANGE OF FEES AND CHARGES FOR GREEN WASTE RECEIVED AT THE RRRC FROM 12 JULY 2021.  
CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 3/-

### VOTING REQUIREMENT

Absolute Majority of Council - S6.19 LGA

### PURPOSE OF REPORT

To consider and adopt an amendment to the 2021-22 Green Waste Fees and Charges to attract new commercial business delivering green waste to the RRRC.

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

#### Advocative

Not applicable

#### Executive

The Council adopts Fees and Charges in accordance with section 6.16 of the Local Government Act.

#### Legislative

Local Government Act 1995 sections 6.16 and 6.19.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

It is a requirement under the Local Government to advertise all new and amended fees and charges after adopting the budget.

**s1.7 LGA . Local public notice**

*Where under this Act local public notice of a matter is required to be given, notice of the matter must be –*

- (a) *published on the official website of the local government; and*
- (b) *given in at least 3 of the ways prescribed for a period of not less than 7 days.*
  - i. *publication in a newspaper circulating generally in the State;*
  - ii. *exhibition on a notice board at the local government offices*
  - iii. *posting on a social media account administered by the local government.*

**Strategic relevance:**

**Key Focus: Resource Recovery**

**Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill.**

| Strategies  | Actions   | Timeframe |         |         |         |
|---|---|-----------|---------|---------|---------|
|   |   | 2021/22   | 2022/23 | 2023/24 | 2024/25 |
| 1.1.1 Optimise operations in recovery and re-use to add value | a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery | ✓         | ✓       | ✓       | ✓       |

**Objective 1.2 We will lead the change to new waste solutions.**

| Strategies   | Actions  | Timeframe |         |         |         | Informing Document |
|--|--|-----------|---------|---------|---------|--------------------|
|  |  | 2021/22   | 2022/23 | 2023/24 | 2024/25 |                    |
| 1.2.1 Investigate the viability of new technologies for waste recovery               | a. Consider options for on site processing and resource recovery | ✓         | ✓       | ✓       | ✓       | SWMP No9           |
| 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           | ✓         | ✓       | ✓       | ✓       | SWMP No7           |

**Policy related:**

1. Pricing Policy No 2.6 (Adopted Aug 2020)
2. SMRC Marketing Plan 2020-2024 (Adopted Feb 2021)
3. Adopted Annual Budget Fees and Charges 2021-22 (Adopted June 2021)
4. CEO Delegations 2021-22 (Adopted Feb 2021)

**CEO DELEGATIONS 2021-22**

DA 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 EX GST AND TEN YEARS AND IN CONSULTATION WITH THE CHAIR.

**Financial:**

All proposed gate fees must achieve our pricing policy parameters with estimated additional profit margins funding offset fixed costs and overheads, future replacements or lowering current member gate fees.

**Legal and statutory:**

Local Government Act 1995

**Section 6.16 . Imposition of fees and charges**

(1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

(a) *imposed\* during a financial year; and*

(b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

**Section 6.19 . Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

(a) *its intention to do so; and*

(b) *the date from which it is proposed the fees or charges will be imposed.*

**REPORT:**

SMRC has an opportunity to provide a competitive quotation for receipt and processing approx. 10,000 tonnes per annum of green waste.

To attract new business a competitive gate fee offering will need to be below our current range of scheduled fees and charges and requires council approval. The CEO has delegated authority to offer fees within the adopted range and delegated limits (DA6).

All proposed gate fees must meet our pricing policy parameters with estimated additional profit margins either funding fixed costs and overheads, or future replacements, or lowering current member gate fees.

It is proposed to amend the Green Waste Fees and Charges 2021-22 as follows:

Replace the minimum fee of \$50 with \$30.

**Green Waste Commercial contracts over 200 tonnes pa - Range between \$30.00 - ~~\$50.00~~ - \$75.00 p/t EX GST.**

#### **SMRC MARKETING PLAN 2020-2024**

##### **5.3 GREEN WASTE FACILITY**

1. Green Waste site is licenced to process 52,000tpa under the RRRC Operating Licence issued by DWER. (currently processing 9,000tpa)
2. Revenue from gate fees and sale of bulk processed mulch to licenced organics processors achieves gross profits to fund RRRC fixed overheads.
3. SMRC achieves a 100% recovery of clean uncontaminated green waste by its processing methods through a grinder to produce a shredded mulch. The shredded mulch is sent in bulk to licenced organics processors and used as an ingredient in the production of a range of AS4454 compliant soil conditioners, potting mixes and mulches.
4. Re-purpose or divide site to provided additional community services such as community drop off for problematic materials such as mattresses, e-waste, polystyrene etc.

#### **PRICING POLICY No 2.6**

SMRC's Pricing Policy (Policy no 2.6) provides a set of principles to assist in the preparation of a pricing model for its various stakeholders and customers. The following principles have been identified as relevant for SMRC's business activities and the revenue they generate:

2. Commercial Customer Pricing. These charges include an economic profit return and are based on industry market prices in both the public and private sector. The principles that influence this pricing model are:

- Account for operating variable costs and semi-variable costs
- Break-even analysis
- Profit margins
- Current market pricing - the price that could be charged by an alternative provider
- Demand

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

Nil

#### **11. DECLARATION OF CLOSURE OF MEETING**

**There being no further business, the Chairman thanked those present for their attendance and the meeting was declared closed at 5:22 pm.**

**SPECIAL COUNCIL MEETING 8 JULY 2021  
ACTION LIST**

| AGENDA<br>ITEM NO. | SUBJECT                                       | LIST ACTION TAKEN  | ACTION<br>BY | STATUS    |
|--------------------|---|--|--------------|-----------|
| 9.1                | 2021-22 GREENWASTE FEES AND CHARGES AMENDMENT | 1. Give Local Public Notice – LG Notice Advertisement, Notice Board, Social Media<br><br>2. Update to Intranet, Website & FD | CSM          | Completed |

UNCONFIRMED

**SPECIAL COUNCIL MEETING 8 JULY 2021  
ACTION LIST**

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



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### SPECIAL MEETING OF COUNCIL

THURSDAY 5 AUGUST 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Adous Place  
BOORAGOON

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

On behalf of our Participant Local Government



**SPECIAL MEETING OF COUNCIL  
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| 2.  | <b>RECORD OF ATTENDANCE / APOLOGIES</b>   |   |
| 3.  | <b>DISCLOSURE OF INTERESTS</b>  |   |
| 4.  | <b>PUBLIC QUESTION TIME</b>   |   |
| 5.  | <b>DEPUTATIONS / PRESENTATION</b>   |   |
| 6.  | <b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON</b>  |   |
| 7.  | <b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>   |   |
| 8.  | <b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b>   |   |
| 9   | <b>REPORTS OF THE CEO</b>   |   |
| 9.1 | SMRC RE-BRANDING  | 4 |
| 10. | <b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>  |   |
| 11. | <b>DECLARATION OF CLOSURE OF MEETING</b>  |   |



**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed everyone in attendance and declared the meeting open at 4.03pm.

“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                     |
| Mr Graham Tattersall (REG Member) | City of Fremantle                          |
| Mr Mick McCarthy (REG Member)     | City of Melville                           |
| Mr Tim Youé                       | SMRC, Chief Executive Officer              |
| Mr Chris Wiggins                  | SMRC, Executive Manager Corporate Services |
| Mr Keith Swift                    | SMRC, Executive Manager RRRRC Operations   |

**APOLOGIES**

|                             |                        |
|-----------------------------|------------------------|
| Mr Gary Tuffin (REG Member) | Town of East Fremantle |
| Mr Nick King                | Town of East Fremantle |

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS / PRESENTATIONS:**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

Nil

**7. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

## 9. REPORTS OF THE CEO

|                   |  |
|-------------------|--|
| REPORT NO         | 9.1  |
| SUBJECT           | SMRC RE-BRANDING   |
| AUTHOR            | T Youè, Chief Executive Officer  |
| AUTHOR'S INTEREST | Nil  |
| DATE OF REPORT    | 2 August 2021  |
| ATTACHMENTS       | 1. Brand Concept Presentation 2<br>2. Recommended brand concept<br>3. Recommended Parent brand linkage |

### COUNCIL RESOLUTION

21.08-01      MOVED: CR C COLLINSON      SECONDED: CR S KEPERT

### CEO RECOMMENDATION:

1. THAT THE NAME "RESOURCE RECOVERY GROUP" AND ASSOCIATED LOGO BEING CONCEPT A AND PARENT BRAND 1 REPLACE THE NAME AND LOGO OF "SOUTHERN METROPOLITAN REGIONAL COUNCIL".
2. THAT THE NAME "RESOURCE RECOVERY GROUP" BE REFLECTED IN THE REVIEW OF THE ESTABLISHMENT AGREEMENT.

CARRIED 3/-

### VOTING REQUIREMENT

Simple Majority

### PURPOSE OF REPORT

For the Regional Council to consider a new Name and Logo.

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

#### Advocative

Not applicable

#### Executive

The brand development workshop considered the name change and logo and recommends to Council that a new name and logo be adopted.

#### Legislative

Not applicable

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

All Council members and members of the Regional Executive committee or delegates attended the Brand Development workshops and provided input and feedback to arrive at a consensus view with variations presented to the CEO for consideration in conjunction with the Chair.

**Strategic relevance:**

**Key Focus Area**

Objective 2.1 Our governance model supports an effective & efficient business model.

**Strategy**

| Strategies  | Actions   | Responsibility | Timeframe |         |         |         | Informing Documents |
|---|---|----------------|-----------|---------|---------|---------|---------------------|
|   |   |                | 2021/22   | 2022/23 | 2023/24 | 2024/25 |                     |
| 2.1.3 Rebrand existing entities and operations to reflect vision & objectives | a. Create and promote a brand that reflects the vision and objectives of SMRC | CEO MEMBERS    | ✓         | ✓       | ✓       | ✓       | Communications Plan |

**Policy related:**

Not applicable

**Financial:**

The cost to replace name and logos nil for electronic media. The main cost is for building signage namely the Regional Resource Recovery Centre (RRRC) and Booragoon office which are estimated to be \$5-10,000.

**Legal and statutory:**

In order to formally change the name, it needs to be incorporated into the review of the Establishment Agreement which once finalise requires approval of the Minister. In the interim the SMRC is able trade with the new name and logo and maintain the name SMRC for formal documents and other matters until this occurs.

**Risk related:**

Potential loss of any brand equity associated with the previous name and logo.

**BACKGROUND:**

The Strategic Workshop held 18 March 2021 agreed to continue to provide regional services for Participants and other stakeholders recognising the RRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.

One of 6 key strategies adopted was to create and promote a brand that reflects the vision and objectives of SMRC. It was further agreed that consideration be given to re-brand the regional local government and its projects to re-vitalise and enhance brand awareness.

**REPORT:**

SMRC engaged Market Creations Agency to undertake a re-branding exercise. This consisted of two focussed workshops, provision of branding options and final selection. It will also include provision of style guide and various templates once the concept is endorsed.

All Council members and members of the Regional Executive committee or delegates attended the Brand Development workshops and provided input and feedback to arrive at a consensus view that the existing name and logo required changing.

In summary, the unanimous view was that the existing brand was outdated, insular, did not evoke the vision and objectives of SMRC or even provide a signal as to who or what we are as an organisation.

The new brand is considered contemporary, inclusive and evocative of what we do.

The final selection is attached for consideration.

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

Nil

**11. DECLARATION OF CLOSURE OF MEETING**

There being no further business, the Chairman thanked those present for their attendance and the meeting was declared closed at 4:29 pm.



# Resource Recovery Group

Recycle. Innovate. Educate.

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Concept A



**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.



**Resource  
Recovery  
Group**

Canning Vale Centre



**recycle<sup>®</sup>  
right**

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**Parent Brand 1**



SOUTHERN METROPOLITAN REGIONAL COUNCIL

## SPECIAL COUNCIL MEETING 5 AUGUST 2021 ACTION LIST

| AGENDA ITEM NO. | SUBJECT          | LIST ACTION TAKEN   | ACTION BY | STATUS  |
|-----------------|------------------|---|-----------|---------|
| 9.1             | SMRC RE-BRANDING | 1. Replace Name and Logo<br>2. Name be reflected in the review of Establishment Agreement | CEO       | Ongoing |

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**SPECIAL COUNCIL MEETING 5 AUGUST 2021  
ACTION LIST**

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



# SOUTHERN METROPOLITAN REGIONAL COUNCIL



OFFICE ACCOMMODATION PROJECT AMENDED  
BUSINESS PLAN 2021 (DRAFT)

*30 June 2021*

# TABLE OF CONTENTS

## Contents

|    |                                |    |
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# INTRODUCTION

## 1. Introduction

### 1. BACKGROUND

Southern Metropolitan Regional Council (SMRC) is a statutory local government authority consisting of four local governments in the southern part of metropolitan Perth.

Town of East Fremantle      City of Fremantle

City of Kwinana              City of Melville

The SMRC is responsible for developing environmentally sustainable waste management solutions and climate change abatement measures for the communities of the Participants.

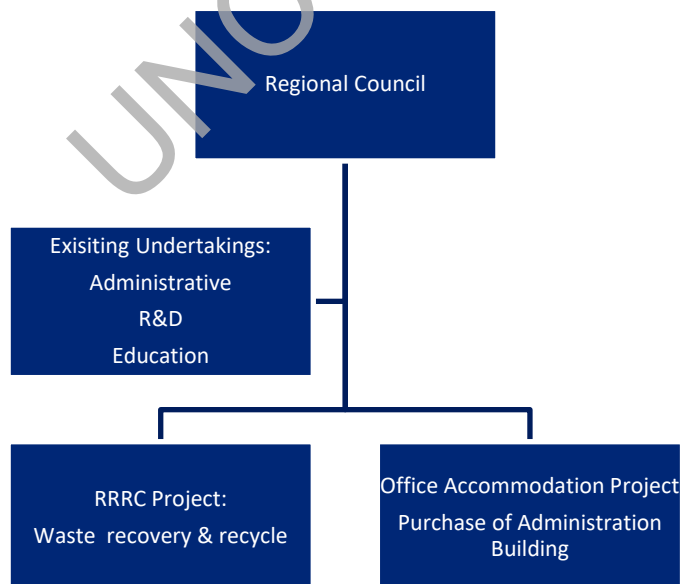
Underlying SMRC are two core projects, being;

1. the Regional Resources Recovery Centre (RRRC) Project (the RRRC Project) and,
2. the Office Accommodation Project (the Office Project).

Each of these projects was established via a separate project agreement, and not all Participants are parties to each project agreement. In addition to the two core projects, the support activities of SMRC, such as education and marketing, research and development and administrative activities, are referred to as Existing Undertakings.

Existing Undertakings include Education and Marketing, Research and Development and Administrative activities.

The following diagram illustrates the organisational structure of SMRC:



# INTRODUCTION

## 2. CITY OF KWINANA WITHDRAWAL FROM THE PROJECT

Pursuant to a resolution of the City of Kwinana (City) on 24 June 2020, the City has given notice of its intention to withdraw from the SMRC Establishment Agreement and the Office Accommodation Project Agreement effective from 30 June 2021.

Clause 8.10 of the Establishment Agreement states that a Project Participant may, at any time, give notice of its intention to withdraw from the Project.

Clause 8.11 of the Establishment Agreement states the withdrawal of a Project Participant shall take effect:

- a) From the end of the financial year after the financial year in which notice under clause 8.10 has been given by the Project Participant to the Regional Local Government; or
- b) On any earlier date agreed by the Project Participants.

Upon withdrawal of a participant from a project, each project agreement stipulates that an Amended Business Plan is to be prepared for the related project. The Establishment Agreement further stipulates that upon withdrawal of a Participant from SMRC that the amount of any surplus funds or deficit be calculated as if SMRC was wound up. The winding up of SMRC includes:

- a) Winding up of each Project separately
- b) Winding up of each Existing Undertaking.

This Amended Business Plan addresses the Office Project and the withdrawal of the City from that project.

## 3. OFFICE ACCOMMODATION PROJECT

In May 2003, The Regional Council adopted the Office Project Business Plan for the purposes of purchasing office accommodation. All its Member Councils entered into a Project Participants Agreement as a joint investment venture.

In 2004 the SMRC purchased freehold land and building situated at 9 Aldous Place, Booragoon, Western Australia for its administration office.

The Office Project pertains to SMRC's office located at 9 Aldous Place, Booragoon, Western Australia.

The expenditure of the Office Project covers the following:

- Costs associated with financing, maintaining and operating (utilities and outgoings) the office accommodation.

The assets and liabilities that relate to the Office Project are the land and buildings and the associated loan facility.

The office accommodates 15 full time employees who are employed in relation to the Existing Undertaking and the RRRC Project (serving a variety of functions such as engineering services, administration and finance, business development and communications). The office has meeting rooms, a rear warehouse and garage.

# INTRODUCTION

Current participants in the Office Project include:

- Town of East Fremantle
- City of Fremantle
- City of Kwinana
- City of Melville

(collectively, **the Project Participants** – the **Remaining Project Participants** is defined as all Project Participants excluding the City of Kwinana)

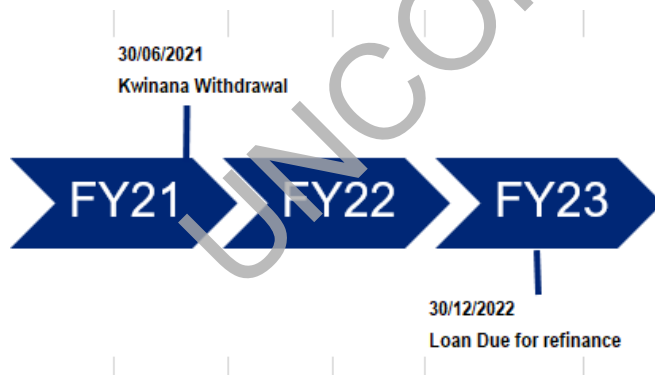
## 4. AMENDED BUSINESS PLAN

As outlined in the Office Project Agreement, this Amended Business Plan addresses the following:

- The effect of the withdrawal of the City of Kwinana
- Details of any changes to the annual contributions payable by the remaining Project Participants after the withdrawal takes effect.

Accordingly, this Amended Business Plan incorporates the outcome of a financial model which models the effect of the City of Kwinana's withdrawal on the Remaining Project Participants and further provides an indicative estimate of the proportional entitlement payable to the City of Kwinana, based on a notional winding up of the Office Project on 30 June 2021.

Figure 1. Office Project Events



# EXECUTIVE SUMMARY

## 2. Executive Summary

### 1. ANNUAL CONTRIBUTIONS

The impact of the City of Kwinana's withdrawal is to change the proportion of annual participant contributions and spreads the City's contribution across the Remaining Project Participants proportionately.

The following table indicates the change in annual member contribution proportions to 30 June 2025 assuming prevailing interest rates are applicable for the term of the loan.

A fixed interest rate to 30 December 2022 is 0.35% + 0.70% govt guarantee fee.

For modelling purposes a forecast interest rate from 1 January 2022 is 1.5% + 0.70%.

Table 1

| Project Expenses                  | 01-Jul-20 | 01-Jul-21 | 01-Jul-22 | 01-Jul-23 | 30-Jun-24 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|
|                                   | 30-Jun-21 | 30-Jun-22 | 30-Jun-23 | 29-Jun-24 | 29-Jun-25 |
| Loan Interest Payment             | 18,900    | 18,900    | 42,300    | 42,300    | 48,600    |
| <b>Participants' Contribution</b> |           |           |           |           |           |
| East Fremantle                    | 795       | 1,045     | 2,334     | 2,334     | 2,334     |
| Fremantle                         | 3,153     | 4,165     | 9,335     | 9,335     | 9,335     |
| Kwinana                           | 4,574     | -         | -         | -         | -         |
| Melville                          | 10,378    | 13,690    | 30,631    | 30,631    | 30,631    |
| Total Income                      | 18,900    | 18,900    | 42,300    | 42,300    | 42,300    |

### 2. LOAN CAPITAL CONTRIBUTIONS

The change for the remaining Project Participants (percentage and dollar changes) for contingent liability for the \$1.8 million loan in FY22 is provided in the following table:

Table 2

| Impact of Kwinana's withdrawal on loan liability proportionments |         |           |        |           |
|--|---------|-----------|--------|-----------|
|  | FY21    |           | FY22   |           |
|  | %       | \$        | %      | \$        |
| East Fremantle   | 4.21%   | 75,712    | 5.53%  | 99,537    |
| Fremantle  | 16.68%  | 300,296   | 22.04% | 396,701   |
| Kwinana  | 24.20%  | 435,625   | 0.00%  | -         |
| Melville   | 54.91%  | 988,367   | 72.43% | 1,303,762 |
| Total  | 100.00% | 1,800,000 | 100.0% | 1,800,000 |

# EXECUTIVE SUMMARY

## 3. NOTIONAL WINDING UP

The Project Agreement states that following the withdrawal of a project participant, SMRC shall determine the amount equal to the proportional entitlement or proportional liability payable to/collectable from the withdrawing project participant. Following quantification of the proportional entitlement or liability, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

The notional winding up includes a sworn property valuation within six months prior to withdrawal, and costs associated with winding up the project at the withdrawal date, 30 June 2021.

1. An independent sworn market valuation dated 1 June 2021 values the property at \$1.8 million.
2. Notional winding up costs is estimated at \$135,000.

### Conclusion:

1. In accordance with Clause 2.7, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project is a surplus of \$136,252. The proportional entitlement of the withdrawing project participant is \$26,629 and the SMRC is to pay the withdrawing project participant the relevant amount less costs associated with the preparation of this plan.
2. In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC), SMRC and its remaining Participants shall:
  - a. Pass a resolution giving its consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as "the Loan Agreement") with the WATC with effect from 30 June 2021.
  - b. Accordingly the remaining Participants hereby requests that SMRC deliver a revised Exhibit B Certificate to WATC as required under the provisions of the Loan Agreement to notify WATC of the new percentages of the SMRC debt being apportioned to the remaining participants following the withdrawal of City of Kwinana from the SMRC effective 30 June 2021.

Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-

| <u>Name of Participant</u> | <u>Old Share</u> | <u>New Share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |

# 3 FINANCIAL MODEL

## 3 Financial Model

### 1. INTRODUCTION

The cost estimates provided in this Amended Business Plan are based on the SMRC's most recent estimates of ongoing loan interest payments. The assumptions with regards to the Amended Business Plan are discussed further below.

### 2. ASSUMPTIONS

#### Project length

The Office Project is an ongoing project and accordingly does not have a finite completion date. The project will cease when the building is sold. For the purpose of the Amended Business Plan the Office Project has been modelled over a two-year period to FY23, in line with the fixed borrowing and future transition plan of the SMRC.

#### Population growth

Data from the Australian Bureau of Statistics (ABS) combined with Forecast.ID growth rates has been used to estimate participants' population growth during the plan period. SMRC uses the ABS's Estimated Population by Local Government Region for calculating actual annual contributions.

#### Project income

There is currently no additional income received for this Project, other than member contributions.

#### Project expenses

- The annual loan interest payments are fixed to 31 December 2020 at \$58,500pa. Should the loan be re-financed after this period interest rates will be at the prevailing rates from December 2020.
- Major repairs & maintenance are to be funded from the purpose reserve fund. The building will require internal and external repainting, general repairs and maintenance and landscaping prior to any disposal of the building in the short-term.

#### Member proportions

The annual loan interest payments of the Office Project are to be shared amongst the Project Participants based on their proportional populations.



# 3 FINANCIAL MODEL

## Reserve Fund

The Office Accommodation Reserve was established and maintained in accordance with section 6.11 of the Local Government Act 1995.

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

Table 3

| Project Reserve Fund         | 01-Jul-20 | 01-Jul-21 | 01-Jul-22 | 01-Jul-23 | 30-Jun-24 |
|------------------------------|-----------|-----------|-----------|-----------|-----------|
|                              | 30-Jun-21 | 30-Jun-22 | 30-Jun-23 | 29-Jun-24 | 29-Jun-25 |
| Office Accommodation Reserve |           |           |           |           |           |
| Balance as at 1 July         | 271,252.  | 271,252.  | 271,252.  | 271,252.  | 271,252.  |
| Transfers to Reserve         |           |           |           |           |           |
| Transfers from Reserve       |           |           |           |           |           |
| Balance as at 30 June        | 271,252.  | 271,252.  | 271,252.  | 271,252.  | 271,252.  |

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# 3 FINANCIAL MODEL

## 3. OUTPUTS

### Annual contributions

Pursuant to the Agreement, the Project Participants shall pay to the Regional Local Government:

- a. an annual contribution towards the cost of the acquisition of any asset of a capital nature for the Project; and
- b. an annual contribution towards all other expenditure relating to the Project including:
  - i. the cost of acquisition of any asset of a non-capital nature for the Project; and
  - ii. all operating expenditure, including administrative expenses, relating to the Project,

The annual contribution towards the Office Project are to be shared amongst the Project Participants based on their proportional populations.

The Office Project budget is in two parts;

1. Expenditure towards the cost of the borrowings for the acquisition of the assets. Eg Interest Expense. Participants pay this via an annual contribution forming part of the Governance Contribution.
2. Income and Expenses towards the running of the Asset eg, warehouse rent, maintenance, rates, rubbish charges, cleaning, utilities, etc.

Participants' indirectly pay the proportional net costs through allocations to the existing undertakings and the RRRC Project and is not an additional contribution payable by the remaining participants.

The financial model indicates that the following changes in participant contributions, by way of percentage contribution, will result following the withdrawal of the City of Kwinana:

Table 4

| Impact of withdrawal on remaining participants' proportions |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| Participants  | FY21   | FY22   | FY23   | FY24   | FY25   |
| East Fremantle  | 4.2%   | 5.5%   | 5.5%   | 5.5%   | 5.5%   |
| Fremantle   | 16.7%  | 22.0%  | 22.1%  | 22.1%  | 22.1%  |
| Kwinana   | 24.2%  | 0.0%   | 0.0%   | 0.0%   | 0.0%   |
| Melville  | 54.9%  | 72.4%  | 72.4%  | 72.4%  | 72.4%  |
| Total   | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

Table 5

| Project Expenses                  | 01-Jul-20     | 01-Jul-21     | 01-Jul-22     | 01-Jul-23     | 30-Jun-24     |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 30-Jun-21     | 30-Jun-22     | 30-Jun-23     | 29-Jun-24     | 29-Jun-25     |
| Loan Interest Payment             | 18,900        | 18,900        | 42,300        | 48,600        | 48,600        |
| <b>Participants' Contribution</b> |               |               |               |               |               |
| East Fremantle                    | 795           | 1,045         | 2,334         | 2,334         | 2,334         |
| Fremantle                         | 3,153         | 4,165         | 9,335         | 9,335         | 9,335         |
| Kwinana                           | 4,574         | -             | -             | -             | -             |
| Melville                          | 10,378        | 13,690        | 30,631        | 30,631        | 30,631        |
| <b>Total Income</b>               | <b>18,900</b> | <b>18,900</b> | <b>42,300</b> | <b>42,300</b> | <b>42,300</b> |

# 3 FINANCIAL MODEL

## 4. LOAN CAPITAL CONTRIBUTIONS

SMRC has a \$1,800,000 loan owing to Western Australian Treasury Corporation relating to the original purchase and fit out of the office accommodation. The Project Participants each have a contingent liability in relation to their guarantee of repayment of their portion of the loan. Upon withdrawal of the City of Kwinana, the Remaining Project Participants are required under the Project Agreement to take on the guarantee for repayment of the loan in the revised proportions.

In accordance with the Participants' Agreement, a withdrawing participant no longer is liable for the borrowing and it is a requirement of the continuing participants to consent to the withdrawing participant's retirement from the loan obligations with the Western Australian Treasury Corporation.

Currently there is no requirement for the participants to pay annual capital contributions towards the repayment of the principal loan. Interest repayments are included in the operating annual contributions.

The loan is an interest only fixed borrowing and any reduction of the principal or loan balance will be in consultation with Project Participants.

The loan is fixed to 31 December 2022. At that date the loan can either be repaid or refinanced. Early retirement of the loan during its fixed period is allowable however, may attract lender discount charges.

The change in contingent liability in FY22 for the remaining Project Participants (percentage and dollar changes) is provided in the following table:

Table 6

| Impact of Kwinana's withdrawal on loan liability proportions |                |                  |               |                  |
|--|----------------|------------------|---------------|------------------|
|  | FY21           |                  | FY22          |                  |
|  | %              | \$               | %             | \$               |
| East Fremantle   | 4.21%          | 75,712           | 5.53%         | 99,537           |
| Fremantle  | 16.68%         | 300,296          | 22.04%        | 396,701          |
| Kwinana  | 24.20%         | 435,625          | 0.00%         | -                |
| Melville   | 54.91%         | 988,367          | 72.43%        | 1,303,762        |
| <b>Total</b>   | <b>100.00%</b> | <b>1,800,000</b> | <b>100.0%</b> | <b>1,800,000</b> |

# NOTIONAL WINDING UP OF PROJECT

## 4 Notional Winding Up of Project

### 1. INTRODUCTION

The Office Project Participants' Agreement outlines in clause 2.6 that in the event of the withdrawal of a project participant from the Office Project that SMRC shall prepare an amended business plan for that Project. The amended business plan is to have regard to the effect of the withdrawal of the project participant giving the notice.

Clause 2.7 further states that following the withdrawal of a project participant that SMRC shall determine the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project. The proportional entitlement of the withdrawing project participant is then to be applied to this amount. Following quantification of the proportional entitlement, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

### 2. METHODOLOGY AND ASSUMPTIONS

- The percentage of the total contributions paid by the remaining participants since the commencement of the Project.
- A sworn property market value within six months prior to withdrawal date.
- The outstanding WATC loan is \$1.8 million.
- Office Accommodation Reserve \$271,252 million
- Winding up costs \$135,000

# NOTIONAL WINDING UP OF PROJECT

The following table shows the annual contributions expressed as a percentage since the commencement of the Project.

The percentage of contributions have been adjusted following the withdrawal of Canning, Rockingham and Cockburn to determine a 100% share equity between the remaining four participants.

Table 6

| OFFICE PROJECT                     |         |          |                   |           |         |          |            |       |
|------------------------------------|---------|----------|-------------------|-----------|---------|----------|------------|-------|
| Year of contribution               | CANNING | COCKBURN | EAST<br>FREMANTLE | FREMANTLE | KWINANA | MELVILLE | ROCKINGHAM | Total |
| FY                                 | %       | %        | %                 | %         | %       | %        | %          |       |
| 2007                               | 20.81%  | 18.75%   | 1.80%             | 7.11%     | 5.88%   | 25.80%   | 19.85%     | 100%  |
| 2008                               | 20.81%  | 18.75%   | 1.80%             | 7.11%     | 5.88%   | 25.80%   | 19.85%     | 100%  |
| 2009                               | 20.14%  | 19.40%   | 1.74%             | 6.47%     | 6.04%   | 24.23%   | 21.97%     | 100%  |
| 2010                               | 20.14%  | 19.40%   | 1.74%             | 6.47%     | 6.04%   | 24.23%   | 21.97%     | 100%  |
| 2011                               |         | 24.30%   | 2.18%             | 8.10%     | 7.57%   | 30.34%   | 27.51%     | 100%  |
| 2012                               |         | 24.30%   | 2.18%             | 8.10%     | 7.57%   | 30.34%   | 27.51%     | 100%  |
| 2013                               |         | 35.43%   | 2.92%             | 11.07%    | 11.47%  | 39.11%   | 0.00%      | 100%  |
| 2014                               |         | 36.39%   | 2.79%             | 10.81%    | 11.98%  | 38.03%   |            | 100%  |
| 2015                               |         | 36.63%   | 2.74%             | 10.74%    | 12.20%  | 37.69%   |            | 100%  |
| 2016                               |         | 36.91%   | 2.71%             | 10.70%    | 12.52%  | 37.16%   |            | 100%  |
| 2017                               |         | 37.09%   | 2.67%             | 10.70%    | 12.80%  | 36.74%   |            | 100%  |
| 2018                               |         | 37.29%   | 2.65%             | 10.61%    | 13.22%  | 36.23%   |            | 100%  |
| 2019                               |         | 37.67%   | 2.68%             | 10.52%    | 14.34%  | 34.79%   |            | 100%  |
| 2020                               |         |          | 4.24%             | 16.76%    | 23.63%  | 55.36%   |            |       |
| 2021                               |         |          | 4.21%             | 16.68%    | 24.20%  | 54.91%   |            |       |
|                                    |         |          | 2.60%             | 10.13%    | 11.69%  | 35.38%   |            | 60%   |
| Excl Canning, Rockingham, Cockburn |         |          | 4.35%             | 16.94%    | 19.54%  | 59.16%   |            | 100%  |

# NOTIONAL WINDING UP OF PROJECT

**Table 7 – Excerpt of Sworn Valuation Report dated 1 June 2021**

2105047619  
9 Aldous Place, Booragoon WA 6154



## 10 Valuation

Subject to the conditions, limitations and qualifications contained within the body of this report, we assess the Market Value exclusive of GST of the subject property, for Internal Transfer purposes, as at 1 June 2021, to be:

Market Value – As Is

\$1,800,000

(ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS)

Valuer Tony Gorman  
FAPI CPV 64979  
WA Licence No. 42002

Entity Acumentis (WA) Pty Ltd trading as Acumentis  
Office Perth

Co-signatory Matthew Crofts  
AAPI CPV 65149  
WA Licence No. 44324

Position Director

**Table 8 – Winding up costs**

| Winding Up costs             |    |                 |
|------------------------------|----|-----------------|
| Sale Agent Fees              | 2% | 36,000.         |
| Sale Marketing Fees          |    | 10,000.         |
| Conveyancing                 |    | 5,000.          |
| External & Internal Painting |    | 40,000.         |
| General building repairs     |    | 20,000.         |
| Landscaping for sale         |    | 5,000.          |
| Relocation Costs             |    | 15,000.         |
| Other                        |    | 4,000.          |
| <b>Total</b>                 |    | <b>135,000.</b> |

# NOTIONAL WINDING UP OF PROJECT

**Table 9 - Proportional calculation:**

|                             |         |             |
|-----------------------------|---------|-------------|
| 2021 Market Valuation       |         | 1,800,000.  |
| Office Reserve              |         | 271,252.    |
| Less winding up costs       |         | (135,000)   |
| Less Loan                   |         | (1,800,000) |
| Balance                     |         | 136,252.    |
| <b>Participants' Share</b>  |         |             |
| Based on past contributions |         |             |
| East Fremantle              | 4.36%   | 5,934.      |
| Fremantle                   | 16.94%  | 23,080.     |
| Kwinana                     | 19.54%  | 26,629.     |
| Melville                    | 59.16%  | 80,609.     |
| Total Income                | 100.00% | 136,252.    |

### 3. CONCLUSION

- In accordance with Clause 2.7, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project is a surplus of \$136,252. The proportional entitlement of the withdrawing project participant is \$26,629 and the SMRC is to pay the withdrawing project participant the relevant amount less costs associated with the preparation of this plan.
- In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC), SMRC and its remaining Participants shall:
  - Pass a resolution giving its consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as "the Loan Agreement") with the WATC with effect from 30 June 2021.
  - Accordingly the remaining Participants hereby requests that SMRC deliver a revised Exhibit B Certificate to WATC as required under the provisions of the Loan Agreement to notify WATC of the new percentages of the SMRC debt being apportioned to the remaining participants following the withdrawal of City of Kwinana from the SMRC effective 30 June 2021.

**Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-**

| <u>Name of Participant</u> | <u>Old share</u> | <u>New share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |



# CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

POLICY REVIEW AUGUST 2021

## STATEMENT

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.

## SCOPE

This Policy applies to all employees.

## OBJECTIVES

- To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations as amended.
- To deliver a best practice approach and procedures to internal purchasing for the SMRC.
- To ensure consistency for all purchasing activities that integrates within all the SMRC's operational areas (Business Units).
- All staff are to comply with the policies and procedures of this policy
- Goods and services purchased must only be for the use of the SMRC. Purchases must not be made for private use.

## DEFINITIONS

Direct Sourcing – means identifying a supplier and making a purchase

Preferred Suppliers – includes: SMRC Preferred Supply Panel Contracts, WALGA panels and State Govt CUA

## ROLES & RESPONSIBILITIES

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the appropriate purchasing policy and procedures exist for the organisation and the purchasing delegations are strictly adhered to.

## CONTENT

### 1. Principles

There are four principles which apply to procuring goods and services.

- 1.1 The Economic Principle - the need to achieve best value for the SMRC by considering the true cost of the acquisition including:
  - i. Price
  - ii. Suitability for purpose/compliance with specifications
  - iii. Compatibility (if it is a requirement)

|   |                            |  |             |
|---|----------------------------|--|-------------|
| Issued: November 2020   | Review Date: November 2022 | Title: CORPORATE POLICY NO 2.5<br>PROCUREMENT POLICY | Version 7   |
| Prepared: EMCS  | Reviewed by: EMCS          | Approved: CEO  | Page 1 of 7 |
| Printed documents are not controlled. Check the electronic version for the latest version |                            |  |             |





# CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

- iv. Cost of delivery and installation
- v. Timeliness of goods and services
- vi. Operating costs (service life, maintenance and energy)
- vii. Service history of supplier and product
- viii. Cost of disposal

"Life Cycle Costing" should apply in the procurement of goods and services for the SMRC. Life cycle costing includes the total cost of the item or service over its lifetime through to its eventual disposal and replacement. (Productivity cost should also be a factor)

- 1.2 The Ethics Principle - the need to conduct business in a fair, honest, impartial and ethical manner. Staff with purchasing authority shall disclose any interest of conflicts and whenever possible disqualify themselves from dealing with those persons.
- 1.3 The Environmental Principle - the need for reduced effect on the environment. Consideration is to be given to the purchase of recycled and environmentally sustainable products wherever practical.
- 1.4 Occupational Health & Safety Principle - It must also be ensured that goods and services obtained, comply with Occupational Health & Safety specifications and standards

## 2. Responsibility for Purchasing Functions

- 2.1 Purchasing at the SMRC is decentralized, empowering business units to purchase and receipt their own goods and services. Business units must comply with these purchasing policies and any internal procedures.
- 2.2 It is generally accepted in Australia that purchasing by publicly funded authorities is subject to certain constraints, which may be summarised as follows:
  - i. the purchasing system shall be designed to provide the best value for money;
  - ii. the procedures used must be, and must be believed to be, able to withstand public scrutiny;
  - iii. all suppliers who wish to participate in the business of such authorities shall be given, within reasonable limits, the opportunity to do so;
  - iv. purchasing procedures shall ensure open competition and no individual supplier shall be given advantage over others.

## 3. Approval to Purchase

- 3.1 The Local Government Act 1995 and its regulations as well as this policy must be complied with when considering purchasing goods and services for the SMRC.
- 3.2 The SMRC adopts its **annual budget** at the commencement of each financial year. s6.2 LGA

The annual budget is to include particulars of the estimated expenditure proposed to be incurred s6.4(a) LGA

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## 4. Purchasing Delegation

4.1 Only authorised delegated officers are permitted to purchase goods and services. The limit to which an employee can approve a purchase is that specified in the “Purchasing Delegations List”. Delegated officers have a responsibility to ensure compliance with SMRC purchasing policies and procedures.

## 5. Environmental Purchasing Strategy

5.1 Every opportunity shall be taken to purchase recycled, recyclable, energy efficient and other environmentally sustainable products, wherever practical, to minimize their impact on the environment.

5.2 SMRC will demonstrate to the community that the organisation’s purchasing decisions can improve markets for recycled products, enhance environmental quality and be resource responsible.

5.3 Consideration is to be given to the purchase of recycled and environmentally sustainable products whenever they perform satisfactorily and are available at a reasonable price.

1. Environmentally sustainable products are products that don’t have a negative impact on human health and the environment when compared with competing products. This comparison may consider the source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, or disposal of the product
2. Recycled materials are materials that have been reprocessed from recovered material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

## 6. Quotation and Tender Requirements

### 6.1 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract is over the full contract period (including options to extend) is, or is expected to be:

| Expenditure Thresholds<br>ex GST | Purchasing Requirements   | Purchasing Method                 |
|----------------------------------|---|-----------------------------------|
| < \$ 5,000T                      | Direct Sourcing requires one(1) verbal or written quote)                                | Purchasing Card or Purchase Order |
| \$5,000 - \$10,000               | One (1) written quote   | Purchase Order                    |
| \$ 10,001 - \$50,000             | Two (2) written quotes (or 1 written quote from Preferred Suppliers)                    | Purchase Order                    |
| \$50,001 –\$249,999              | Two (2) written quotes  | Purchase Order or Contract        |
| > \$250,000                      | Public Tender Process (or 2 written quotes from Pre-qualified or WALGA panel Suppliers) | Purchase Order or Contract        |

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# CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

Record keeping requirements must be maintained in accordance with this policy.

All employees are expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

### 6.1 The general principles relating to verbal quotations are:

- Ensure that the requirement/specification is clearly communicated to the supplier.
- Ensures the SMRC and the supplier have clearly agreed the purchase order value for committed expenditure.
- Written notes detailing each verbal quotation must be recorded.
- Where it is not practical e.g. due to limited suppliers, urgency of work, it must be noted through records relating to the process.
- Raising of a requisition and purchase order and noting the requested good/service and quoted amount must be issued to the successful supplier prior to commencing the work or service.
- Invitations to submit quotations or tenders shall request that prices be submitted including the Goods and Services Tax.

### 6.2 The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- Ensures the SMRC and the supplier have clearly agreed the purchase order value for committed expenditure.
- The request for written quotation should include as a minimum:
- Written specification
- Price Schedule
- Terms and conditions
- Where it is not practical e.g. due to limited suppliers, urgency of work, it must be noted through records relating to the process.
- Invitations to submit quotations or tenders shall request that prices be submitted including the Goods and Services Tax.
- recordkeeping requirements, e.g. attach electronic records to Synergysoft Purchase Order and/or payment approval vouchers and retention schedules.

### 6.3 The general principles relating to Tenders are:

- All tendering procedures from planning to contract award, shall be undertaken in a manner so as to ensure:
  - Sufficient time is given to plan and run the process
  - Equal opportunity and equal treatment
  - Openness and transparency

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# CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

- Probity
- Outcomes that deliver sustainability, efficiency and cost savings (where appropriate).

For record keeping requirements, as this process is a more formal procedure, refer to the SMRC Procurement Standard and Guidelines for the content and format of tenders prior to issue.

Note: Any goods and services may be supplied through a public tender process in order to provide fair and open competition. Public tenders are to be advertised in accordance with the Local Government Act.

## 6.4 Waiver of Quotation

Where quotes are not practical eg due to limited suppliers or urgency of the requirement precludes normal purchasing action, justifiable reasons must be in written form by the purchaser and approved by the employee within their delegated value limitations.

## 7. Panel of Pre-Qualified Suppliers

The SMRC manages a business activity that requires regular goods and services from a multi-disciplined resource of experienced and skilled contractors and consultants and requires a panel of suppliers on hand to immediately respond to its business needs.

In some incidences the procurement process of open tenders and quotes for routine work can disrupt service and therefore the appointment of panels will meet the following:

- the SMRC has determined that a range of similar goods and services are required to be procured on a continuing and regular basis;
- Panels will streamline and will improve procurement processes; and
- the SMRC has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

7.1 The establishment of Pre-qualified suppliers to supply particular goods or services is in accordance with Part 4 Division 3 -- Panels of pre-qualified suppliers of the Local Government (Functions & General) Regulations.

7.2 To establish a panel, there must be a continuing need for the particular goods or services to be supplied.

7.3 The procuring of goods or services from a panel of pre-qualified suppliers shall be as follows:

- Develop a ranking system for pre-qualified suppliers that best demonstrate their ability to deliver the goods or services to the expected standard at a competitive price,
- The best ranking supplier will have first opportunity to provide the goods or services and if not accepted will go to the next best ranking supplier.
- A quotation or cost and work estimation may be required from one or more suppliers where the value exceeds the Pre-qualified supplier purchasing threshold for individual goods or services'

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# CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

- A written contract not exceeding 12 months term may be provided to the supplier depending upon the nature and complexity of work,
- A purchase order must always be raised for work itemising the work requirements and estimated value. (A standing purchase order not exceeding 12 months may be issued for regular goods or services based on estimated requirements and quoted prices)

7.4 The following detailed information is to be prepared and included in a Request For Tender (RFT) to join a panel of pre-qualified suppliers for a particular goods or services:

- A panel may be divided into different categories or sub-panels to reflect the different types of goods or services required, especially if not all potential suppliers can supply all categories,
- Detailed Specifications of the goods or services,
- a criteria for deciding which applications should be accepted,
- explanation of how the panel will operate,
- whether or not procurement will be exclusively from the panel or other non-panel suppliers,
- a statement to the effect that there is no guarantee that procurement will be from pre-qualified panel suppliers,
- the period for which the panel will be established,
- the number of pre-qualified suppliers per panel if applicable,
- a requirement for indicative or set prices or rates, including a pricing schedule or outline of the pricing format required from tenderers.

7.5 A statewide public notice for a Request For Tender (RFT) inviting persons to apply to join a panel of pre-qualified suppliers for particular goods or services shall be the same as a Public Tender process. (Refer to SMRC Procurement Standards).

7.6 The SMRC may enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for a term not exceeding 12 months and must not contain an option to renew or extend the term.

7.7 The employee responsible for managing the panel of the particular goods or services shall ensure:

- clear, consistent and regular communication between the employees using the panel and the panel suppliers,
- adequate contract management systems are in place,
- that employees using panels adhere to matters relating to the panel, such as the scope, pricing and manner of purchase,
- Information for employees concerning a panel's operation needs to be readily available, up-to-date, and consistent, in accordance with the size and complexity of a panel arrangement,
- Panel information available to employees through the staff intranet site and through a single point of contact.

7.8 all records of the procurement process, payments and communications with suppliers are to be kept in accordance with the State Records Act and SMRC recordkeeping procedures.

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## CORPORATE POLICY NO 2.5 PROCUREMENT POLICY

### REFERENCES & REVIEW

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 &amp; Regulations (Functions)</li> <li>▪ State Records Act (Retention &amp; Disposal Schedule)</li> </ul>          |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Purchasing Standard and Procedures</li> <li>▪ CEO Delegated Authorities Register</li> <li>▪ Staff Purchasing Delegation Authority</li> </ul> |                     |
| <b>Next Revision Date</b>        | November 2022   |                     |
| <b>Responsible Officer</b>       | Executive Manager Corporate Services  |                     |
| <b>Policy Administration</b>     |   | <b>Review Cycle</b> |
| Corporate (Finance)              |   | Biennial            |
| <b>Risk Rating</b>               | High  |                     |
| <b>Location of document</b>      | SMRC Website<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRRC, 350 Bannister Road, Canning Vale – staff rooms                                       |                     |

### DOCUMENT CONTROL REGISTER

| Date | Review   | Rev No. | Author | Resp Officer | Council    |
|------|----------|---------|--------|--------------|------------|
| 2007 | Original | 1       | MAF    | MAF          | 28/06/2007 |
| 2012 | Review   | 2       | DCS    | DCS          | 26/07/2012 |
| 2013 | Review   | 3       | EMCS   | EMCS         | 24/10/2013 |
| 2016 | Review   | 4 (FD2) | EMCS   | EMCS         | 25/02/2016 |
| 2016 | Review   | 5 (FD4) | EMCS   | EMCS         | 25/08/2016 |
| 2018 | Review   | 6       | EMCS   | CEO          | 22/11/2018 |
| 2020 | Review   | 7       | EMCS   | CEO          | 27/11/2020 |
| 2021 | Review   | 8       | EMCS   | CEO          | 26/08/2021 |

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

|   |                            |  |             |
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## CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE

### STATEMENT

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

### SCOPE

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

### OBJECTIVE

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

### ROLES & RESPONSIBILITIES

#### Council

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

### CONTENT

The purpose of the RRRC Contingency Reserve is to fund shortfalls in operating expenditure, asset renewals and disposals, employment termination provisions and insurance claims below the excess for the Canning Vale RRRC project.

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

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

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

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

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

### REFERENCES & REVIEW

|                                  |  |
|----------------------------------|--|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ Local Government (Financial) Regulations</li> </ul>                      |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ RRRC Project Participants Agreement</li> </ul>  |
| <b>Approved by</b>               | Regional Council   |
| <b>Revision Date</b>             | June 2021  |
| <b>Related Documents</b>         | <ul style="list-style-type: none"> <li>• SMRC Corporate Business Plan</li> <li>• SMRC Ten Year Financial Plan</li> <li>• SMRC Annual Budget</li> </ul> |

|   |                       |  |             |
|---|-----------------------|--|-------------|
| Issued: June 2019   | Review Date: Jun 2021 | Title: CORPORATE POLICY NO 2.7<br>RRRC CONTINGENCY RESERVE | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS     | Approved: CEO  | Page 1 of 2 |
| Printed documents are not controlled. Check the electronic version for the latest version |                       |  |             |



# CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE

|                              |   |                     |
|------------------------------|---|---------------------|
| <b>Policy Administration</b> | <b>Responsible Officer</b>  | <b>Review Cycle</b> |
| Corporate (Finance)          | Executive Manager, Corporate Services   | Biennial            |
| <b>Risk Rating</b>           | Risk Register – High  |                     |
| <b>Location of document</b>  | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room |                     |

## DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council    |
|------|----------|-----|--------|--------------|------------|
| 2007 | Original | 1   |        |              | 28/06/2007 |
| 2013 | Review   | 2   | DCS    | DCS          | 28/02/2013 |
| 2015 | Review   | 3   | DCS    | DCS          | 26/02/2015 |
| 2016 | Review   | 4   | EA     | EMCS         | 30/06/2016 |
| 2019 | Review   | 5   | EMCS   | CEO          | 27/06/2019 |

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|---|-----------------------|--|-------------|
| Issued: June 2019   | Review Date: Jun 2021 | Title: CORPORATE POLICY NO 2.7<br>RRRC CONTINGENCY RESERVE | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS     | Approved: CEO  | Page 2 of 2 |
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## CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE

### 1.0 STATEMENT

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

### 2.0 SCOPE

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

### 3.0 OBJECTIVE

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

### 4.0 ROLES & RESPONSIBILITIES

#### Council

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

### 5.0 CONTENT

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

### 6.0 REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 &amp; Regulations</li> <li>▪ Australian Accounting Standards</li> </ul> |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Council Reporting requirements</li> </ul>   |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | June 2021  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate (Finance)              | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>               | Operational Risk Register – Low  |                     |

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|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 2.9<br>OFFICE ACCOMMODATION RESERVE | Version 3   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO  | Page 1 of 2 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |  |             |



# CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE

|                             |   |
|-----------------------------|---|
| <b>Location of document</b> | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room |
|-----------------------------|---|

## 7.0 DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council    |
|------|----------|-----|--------|--------------|------------|
| 2014 | Original | 1   | EMCS   | EMCS         | 28/06/2014 |
| 2016 | Review   | 2   | EA     | EMCS         | 30/06/2016 |
| 2019 | Review   | 3   | EMCS   | EMCS         | 27/06/2019 |

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|   |                        |  |             |
|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 2.9<br>OFFICE ACCOMMODATION RESERVE | Version 3   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO  | Page 2 of 2 |
| Printed documents are not controlled. Check the electronic version for the latest version |                        |  |             |



## CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE

### 1.0 STATEMENT

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

### 2.0 SCOPE

This Policy applies to Councillors and employees of the SMRC.

### 3.0 OBJECTIVE

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

### 4.0 ROLES & RESPONSIBILITIES

#### Council

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

### 5.0 CONTENT

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

### 6.0 REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 &amp; Regulations</li> <li>▪ Australian Accounting Standards</li> </ul>       |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Council Reporting requirements</li> <li>▪ Conference &amp; Industry Events Attendance Policy</li> </ul> |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | June 2021  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate (Finance)              | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>               | Operational Risk Register – Low  |                     |
| <b>Location of document</b>      | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRR, 350 Bannister Road, Canning Vale – staff room                    |                     |

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|---|------------------------|--|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 2.12<br>TRAVEL & CONFERENCE RESERVE | Version 3   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO  | Page 1 of 2 |
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# CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE

## 7.0 DOCUMENT CONTROL REGISTER

| Date | Review   | No.  | Author | Resp Officer | Council    |
|------|----------|------|--------|--------------|------------|
| 2013 | Original | 1.14 | EMCS   | EMCS         | 24/10/2013 |
| 2016 | Review   | 2.12 | EMCS   | EMCS         | 30/06/2016 |
| 2019 | Review   | 3    | EMCS   | EMCS         | 27/06/2019 |

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| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 2.12<br>TRAVEL & CONFERENCE RESERVE | Version 3   |
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# CORPORATE POLICY NO 2.13 RRRC REHABILITATION RESERVE POLICY

## STATEMENT

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

## SCOPE

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

## OBJECTIVE

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

## ROLES & RESPONSIBILITIES

### Council

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

## CONTENT

- a. Participants of the Regional Local Government entered into a Participants' Project Agreement in 2000 known as the Regional Resource Recovery Centre (RRRC).
- b. The SMRC entered into a Ground Lease with the City of Canning in 2000 (Owners of the land located at 350 Bannister Road Canning Vale).
- c. The SMRC and City of Canning agreed to an 'Extension and Variation of Lease' dated Feb 2016
- d. The SMRC has obligations under the Ground Lease and Variation of Lease in the following clauses:
  - a. Clause 4.5 Removal of Improvements;
    - (a) All improvements to the Leased Land remain the property of the Lessee.
    - (b) If so directed by the Lessor, the Lessee must, at its own cost, take down and remove each improvement identified by the Lessor on the Leased Land by no later than the expiry of the Term. To avoid doubt, the Lessor cannot require the Lessee to leave some or all of the improvements on the Leased Land if the Lessee elects to take down and remove the same.
    - (c) Any improvements which the Lessor did not direct the Lessee to remove in accordance with clause 4.5(b) that remain on the Leased Land after the expiry of the Term shall be deemed abandoned and become the property of the Lessor.'
  - b. Clause 4.6 Condition in which the leased land is to be left;
 

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

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|---|------------------------|---|-------------|
| Issued: June 2019   | Review Date: June 2021 | Title: CORPORATE POLICY NO 2.13<br>RRRC REHABILITATION RESERVE POLICY | Version 1   |
| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO   | Page 1 of 2 |
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## CORPORATE POLICY NO 2.13 RRRC REHABILITATION RESERVE POLICY

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

### REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 &amp; Regulations</li> <li>▪ Australian Accounting Standards</li> </ul>                               |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ City of Canning Ground Lease &amp; Variation to Lease</li> <li>▪ Accounting for Restoration and Make Good Provisions</li> </ul> |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | June 2021  |                     |
| <b>Related Documents</b>         | Accounting for Restoration and Make Good Provisions Report June 2018   |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate (Finance)              | Chief Executive Officer  | Biennial            |
| <b>Risk Rating</b>               | Operational Risk Register – High   |                     |
| <b>Location of document</b>      | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room  |                     |

### DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council    |
|------|----------|-----|--------|--------------|------------|
| 2016 | Original | 1.  | EMCS   | CEO          | 30/06/2016 |
| 2019 | Review   | 2   | EMCS   | CEO          | 27/06/2019 |

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| Prepared: EMCS  | Reviewed by: EMCS      | Approved: CEO   | Page 2 of 2 |
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# CORPORATE POLICY NO 4.2 RISK MANAGEMENT

POLICY REVIEW AUGUST 2021

## 1.0 RISK APPEPTITE STATEMENT

The Southern Metropolitan Regional Council is a leading provider and innovator in the waste recovery industry and has a strong focus on maintaining a competitive advantage.

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

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

## 2.0 SCOPE

This Policy applies to all employees of the SMRC.

## 3.0 OBJECTIVE

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

## 4.0 DEFINITIONS

| Term                    | Definition   |
|-------------------------|--|
| Risk                    | The chance of something happening that will have a negative impact on how the SMRC pursues its' strategic priorities. Risk is measured in terms of consequence and likelihood.                         |
| Risk Assessment         | The overall process of risk identification, risk analysis and risk evaluation.   |
| Risk Management         | The culture, processes, strategies and structures that are directed towards realising potential opportunities whilst managing adverse effects in the SMRC environment.                                 |
| Risk Management Process | The systematic application of policies, processes and procedures to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk. |

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|---|-------------------------------|---|-------------|
| Issued: August 2021   | Next Review Date: August 2023 | Title: CORPORATE POLICY NO 4.2<br>RISK MANAGEMENT | Version 9   |
| Prepared: EMCS  | Reviewed by: EMCS             | Approved: CEO                                     | Page 1 of 4 |
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# CORPORATE POLICY NO 4.2 RISK MANAGEMENT

|                             |  |
|-----------------------------|--|
| Risk Register               | The documented evidence arising from the application of the Risk Management Process.               |
| Risk Treatment (or Control) | The specific procedure or process developed to mitigate or minimise risk at the operational level. |

## 5.0 ROLES & RESPONSIBILITIES

### 5.1 Regional Council

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

### 5.2 Audit Committee

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

### 5.3 Chief Executive Officer / Senior Management Group

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

The Senior Management Group is responsible for:

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

### 5.4 Executive Manager Corporate Services

The Executive Manager Corporate Services is responsible for:

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

### 5.5 Business Unit Managers and Supervisors

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

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

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# CORPORATE POLICY NO 4.2 RISK MANAGEMENT

## 5.6 SMRC Employees

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

## 6.0 CONTENT

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

### 6.1 Risk Management Strategy

The Risk Management Strategy is an integral part of the organisational processes and decision making. The risk management framework should be systematic and structured and the process to be dynamic and responsive to change and improvement.

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

The Risk Management Strategy of the SMRC follows the ISO 31000:2009– Risk Management Standard.

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

### 6.2 Risk Management Framework

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

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

### 6.3 Accountability and Reporting

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

High Risks have an evaluation factor of 15 and above.

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# CORPORATE POLICY NO 4.2 RISK MANAGEMENT

## 7.0 REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | ISO 31000:2009 – Risk Management   |                     |
| <b>Organisational Compliance</b> | Reg 17 Risk Management Reviews   |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | August 2023  |                     |
| <b>Related Documents</b>         | Risk Management Procedures / Risk Management Manual<br>SMRC Risk Registers<br>Reg 17 Risk Management Review  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>               | Risk Register – High   |                     |
| <b>Location of document</b>      | Members Area – SMRC website<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services<br>RRRC, 350 Bannister Road, Canning Vale – staff room |                     |

## 8.0 DOCUMENT CONTROL REGISTER

| Date | Review   | No. | Author | Resp Officer | Council    |
|------|----------|-----|--------|--------------|------------|
| 2008 | Original | 1   | MAF    | MAF          | 31/07/08   |
| 2008 | Original | 2   | MAF    | MAF          | 11/2008    |
| 2010 | Revised  | 3   | CO     | CO           | 25/02/2010 |
| 2012 | Review   | 4   | DCS    | DCS          | 26/07/2012 |
| 2014 | Review   | 5   | EMCS   | EMCS         | 28/08/2014 |
| 2015 | Review   | 6   | EMCS   | EMCS         | 27/08/2015 |
| 2017 | Review   | 7   | EMCS   | EMCS         | 24/08/2017 |
| 2019 | Review   | 8   | EMCS   | EMCS         | 28/11/2019 |
| 2021 | Review   | 9   | EMCS   | EMCS         | 26/08/2021 |

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| Issued: August 2021   | Next Review Date: August 2023 | Title: CORPORATE POLICY NO 4.2<br>RISK MANAGEMENT | Version 9   |
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**1.0 STATEMENT**

The SMRC will:

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

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

**2.0 SCOPE**

This Policy applies to all SMRC employees, ~~Councillors, Elected Members, Committee Members, contractors, sub-contractors, consultants, clients and volunteers, or any other persons engaged with the SMRC for the purpose of conducting business or providing a service. The Commission considers that labour hire workers are not Public Officers pursuant to the CCM Act.~~

**3.0 OBJECTIVE**

The SMRC is committed to:

- Minimising the opportunities for misconduct, fraud and corruption and by employees, ~~members of the public, contractors and clients;~~
- Detecting, investigating and disciplining/prosecuting misconduct, fraud and corruption;
- Reporting suspected misconduct, fraud and corruption to the Public Sector Commission (PSC) or serious misconduct matters to the CCC and, where appropriate, the WA Police;
- Prevention; and
- Developing and utilising the Misconduct, Fraud & Corruption Investigation Guidelines in the event of an act of suspected misconduct, fraud, corruption, or bribery.

**4.0 DEFINITIONS**

|   |   |  |                               |
|---|---|--|-------------------------------|
| Issued: <del>November 2020</del> <u>August 2021</u>                                       | Review Date: August <del>2021</del> <u>2023</u> | Title: CORPORATE POLICY NO 4.3<br><u>EMPLOYEE MISCONDUCT, FRAUD &amp; CORRUPTION</u> | Version <del>5</del> <u>6</u> |
| Prepared: EMCS  | Reviewed by: EMCS                               | Approved: CEO  | Page 1 of 7                   |
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**CORPORATE POLICY NO 4.3****EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION  
PREVENTION**

| Term            | Definition   |
|-----------------|--|
| CCC/Commission  | The Corruption and Crime Commission established under Section 8 of the <i>Corruption and Crime Commission Act (WA) 2003</i> .  |
| Corrupt conduct | Is taken from s4 of the <i>CCC Act</i> to describe where a public officer has: <ul style="list-style-type: none"> <li>Engaged in the dishonest or preferential use of power or position,</li> <li>Committed a breach of public trust</li> <li>Misused information or material acquired in the course of official functions</li> <li>Acted corruptly or failed to act honourably in the performance of functions of his or her office or employment; or</li> <li>Corruptly taken advantage of his or her office or employment as a public officer to obtain any benefit for himself or herself or for another person.</li> </ul>  |
| Corruption      | Is defined in section 83 of the <i>Criminal Code (WA)</i> and is taken to mean any public officer who, without lawful authority or a reasonable excuse: <ul style="list-style-type: none"> <li>acts upon any knowledge or information obtained by reason of his or her office or employment;</li> <li>acts in any matter, in the performance or discharge of the functions of his or her office or employment, for which he or she has, directly or indirectly, any pecuniary interest; or</li> <li>acts corruptly in the performance or discharge of the functions of his or her office or employment so as to gain a benefit, whether pecuniary or otherwise, for himself or herself or any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person.</li> </ul> |
| Fraud           | As a general dictionary definition includes inducing a course of action by deceit or other dishonest conduct, involving acts or omissions or the making of false statements, whether orally, in writing or by electronic means, with the object of obtaining money or other benefits from or of evading a liability to, the SMRC. Fraud is not restricted too monetary or material benefits and includes intangibles such as status and information and could include intellectual property.   |

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|---|--|--|------------------------|
| Issued: <del>November 2020</del> August 2021  | Review Date: August <del>2021</del> 2023 | Title: CORPORATE POLICY NO 4.3<br><u>EMPLOYEE</u> MISCONDUCT, FRAUD & CORRUPTION | Version <del>5</del> 6 |
| Prepared: EMCS  | Reviewed by: EMCS                        | Approved: CEO  | Page 2 of 7            |
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**CORPORATE POLICY NO 4.3**  
**EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION**  
**PREVENTION**

| Term                            | Definition  |
|---------------------------------|---|
| Misconduct                      | <p>At SMRC it includes the following interpretations of misconduct:</p> <ol style="list-style-type: none"> <li>1. <i>CCC Misconduct</i> as defined by section 4 of the <i>Corruption and Crime Commission Act (WA) 2000</i>;</li> <li>2. <i>Criminal and HR Misconduct</i>.</li> </ol> <p><i>CCC, Criminal and HR Misconduct</i> are further defined in the "Misconduct, Fraud &amp; Corruption Prevention Guidelines" document.</p>  |
| Public Officer                  | <p>It has the same meaning as in section 1(d) and (e) of <i>The Criminal Code (WA)</i> and refers to a person exercising authority under a written law, and includes a member, officer or employee of any authority, board, corporation, commission, municipality, council or committee or similar body established under a written law.</p>  |
| Principal Officer               | <p>Principal Officer is defined in section 3 of the CCM Act and may include the chief executive or chief employee of a department or organisation, or a specified person holding the office of Principal Officer.<br/>           (CCC Guidelines for Notification of Serious Misconduct July 15)</p>  |
| Public Sector Commission (PSC)  | <p>The Public Sector Commission (PSC) is responsible for dealing with minor misconduct and for misconduct prevention and education</p>  |
| Serious Misconduct              | <p>Serious misconduct is conduct by a public officer:</p> <ul style="list-style-type: none"> <li>☑ who acts corruptly or corruptly fails to act in the course of their duties; OR</li> <li>☑ who corruptly takes advantage of their office or employment to obtain a benefit or to cause detriment to any person and/or organisation; OR</li> <li>☑ who, in the course of their duties, commits an offence punishable by two or more years' imprisonment.</li> </ul> <p>(CCC Guidelines for Notification of Serious Misconduct July 15)</p> |
| Suspicion on reasonable grounds | <p>means a Principal Officer has made an assessment that their suspicion about the alleged serious misconduct is well-founded. Information about the alleged serious misconduct does not have to be in the direct knowledge of the Principal Officer but should be obtained from reliable sources.</p> <p>Suspicion on reasonable grounds requires some factual basis, and a stronger level of knowledge than mere speculation, rumour, gossip or innuendo. (CCC Guidelines for Notification of Serious Misconduct July 15)</p>             |

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| Prepared: EMCS  | Reviewed by: EMCS                        | Approved: CEO   | Page 3 of 7            |
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| Term | Definition |
|------|------------|
|      |            |

**5.0 ROLES & RESPONSIBILITIES**

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

**5.1. Chief Executive Officer**

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

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

**5.2 Council/Senior Management**

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

**5.3 Line Managers/Supervisors**

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

**5.4 Employees**

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

5.4.2 Employees are responsible for reporting corrupt conduct through the internal reporting framework, as per the flowcharts attached in the appendices of the Investigation Guidelines or specific advice from the SMRC's PID Officer.

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| Prepared: EMCS  | Reviewed by: EMCS                        | Approved: CEO   | Page 4 of 7            |
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**6.0 CONTENT**

**6.1 Principles**

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

- 6.1.1 Raise the awareness of the potential circumstances of misconduct, fraud and corruption and the prevention of it at SMRC.
- 6.1.2 Give guidance and protection to staff and others who report misconduct, fraud and corruption (also called ‘whistleblowers’) to the SMRC or CCC, and to those staff members who form the basis of an allegation. For more information on the protection afforded to parties who report suspected misconduct, fraud and corruption, and those who are the subject of an allegation, see the Public Interest Disclosure Guidelines on the SMRC’s staff intranet at: <http://intranet.smrc.com.au>.
- 6.1.3 Outline the processes for any investigation into allegations of reported misconduct, fraud and corruption by both staff and elected members.
- 6.1.4 Outline the process for reporting suspected acts of misconduct to the Public Sector Commission (PSC) or Corruption and Crime Commission, and other external agencies.

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

**6.2 Procedures**

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

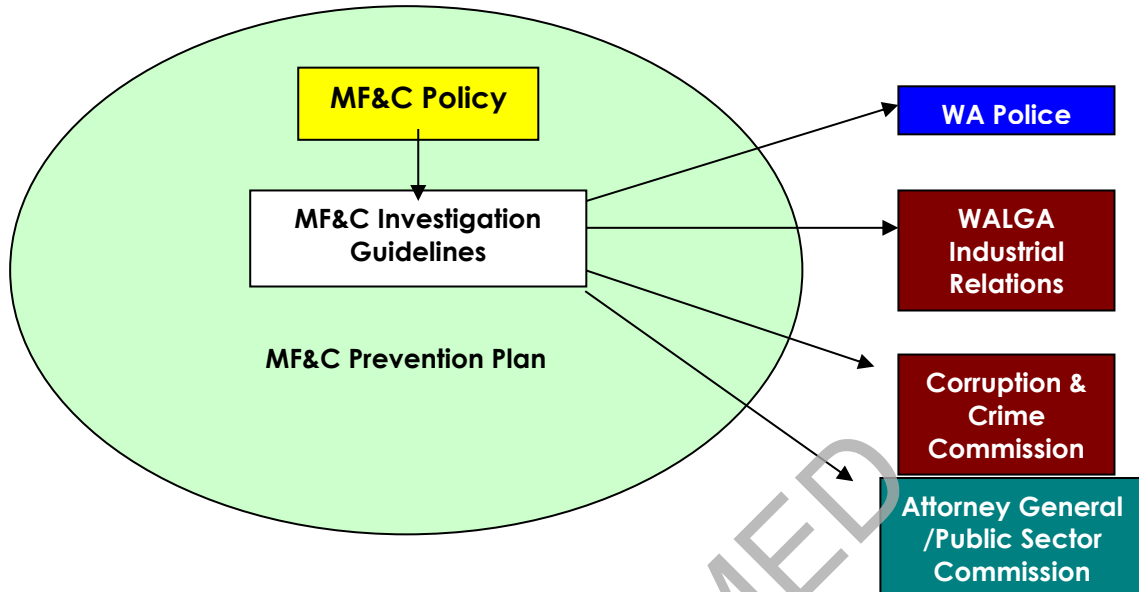
**6.3 Misconduct, Fraud & Corruption Prevention Plan**

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

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**7.0 PROCESS MAP**



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| Prepared: EMCS  | Reviewed by: EMCS                        | Approved: CEO   | Page 6 of 7            |
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**CORPORATE POLICY NO 4.3**  
**EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION**  
**PREVENTION**

**8.0 REFERENCES & REVIEW**

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ <del>Local Government (Official Conduct) Amendment Act 2007</del></li> <li>▪ <del>Local Government (Rules of Conduct) Regulations 2007</del></li> </ul>   |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Public Interest Disclosure Act (WA) 2003</li> <li>▪ Corruption and Crime Commission Act 2003</li> <li>▪ Fraud Prevention in the Western Australian Public Sector 1999 – a publication from the Ministry of the Premier and Cabinet (now archived and replaced with circular 2009-25 Corruption Prevention)</li> <li>▪ CCC Guidelines for Notification of Serious Misconduct July 15;</li> <li>▪ Notification of Misconduct in Western Australia; and</li> <li>▪ Summary of Misconduct Notification Categories Flow Chart</li> </ul>     |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | August <del>2021</del> <u>2023</u>   |                     |
| <b>Related Documents</b>         | <ul style="list-style-type: none"> <li>• Misconduct, Fraud &amp; Corruption Prevention Plan</li> <li>• Misconduct, Fraud &amp; Corruption Investigation Guidelines</li> <li>• SMRC Risk Management Policy – Policy No. 4.2</li> <li>• Staff members’ related Industrial Agreements</li> <li>• <del>SMRC Code of Conduct for Councillors</del></li> <li>• SMRC Code of Conduct for Employees</li> <li>• <del>SMRC Code of Conduct for Committee Members</del></li> <li>• Anti-Harassment, Bullying and Discrimination Policy</li> <li>• Grievance Resolution Procedure</li> </ul> |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>               | High – A02 Employee Fraud or Corruption  |                     |
| <b>Location of document</b>      | SMRC Website Members Area<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon<br>RRRC, 350 Bannister Road, Canning Vale<br>Network IT   |                     |

**9.0 DOCUMENT CONTROL REGISTER**

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

|   |   |  |                           |
|---|---|--|---------------------------|
| Issued: <del>November 2020</del> <u>August 2021</u>                                       | Review Date: August <del>2021</del> <u>2023</u> | Title: CORPORATE POLICY NO 4.3<br><u>EMPLOYEE MISCONDUCT, FRAUD &amp; CORRUPTION</u> | Version <u>56</u>         |
| Prepared: EMCS  | Reviewed by: EMCS                               | Approved: CEO  | Page <b>7</b> of <b>7</b> |
| Printed documents are not controlled. Check the electronic version for the latest version |   |  |                           |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 June 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**STATEMENT OF FINANCIAL ACTIVITY**

| Current<br>Budget<br>\$ | Particulars  | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ | Variance to<br>YTD Budget<br>\$ |
|-------------------------|--|---------------------|---------------------|---------------------------------|
|                         | <b>Revenue from operating activities</b>                             |                     |                     |                                 |
| 5,159,108               | Contributions, Donations & Reimbursements                            | 5,159,108           | 5,205,721           | 46,613                          |
| 21,595,470              | Fees & Charges   | 21,595,470          | 23,332,564          | 1,737,094                       |
| 24,000                  | Interest Received  | 24,000              | 38,506              | 14,506                          |
| 112,000                 | Operating Grants   | 112,000             | 112,000             | 0                               |
| 2,718,678               | Other Revenue  | 2,718,678           | 3,098,196           | 379,518                         |
| <b>29,609,256</b>       | <b>Total Operating Revenue</b>                                       | <b>29,609,256</b>   | <b>31,786,988</b>   | <b>2,177,732</b>                |
|                         | <b>Expenditure from operating activities</b>                         |                     |                     |                                 |
| (8,552,534)             | Employee Costs   | (8,552,534)         | (8,424,738)         | 127,797                         |
| (12,820,366)            | Materials & Contracts  | (12,820,366)        | (11,154,613)        | 1,665,753                       |
| (789,570)               | Utilities  | (789,570)           | (742,848)           | 46,722                          |
| (1,876,872)             | Insurance  | (1,876,872)         | (1,765,890)         | 110,982                         |
| (804,200)               | Interest   | (804,200)           | (670,219)           | 133,981                         |
| (2,697,576)             | Depreciation   | (2,697,576)         | (2,984,158)         | (286,582)                       |
| 0                       | Other Expenses   | 0                   | (1,581)             | (1,581)                         |
| <b>(27,541,118)</b>     | <b>Total Operating Expenses</b>                                      | <b>(27,541,118)</b> | <b>(25,744,047)</b> | <b>1,797,071</b>                |
|                         | Profit/ (Loss) on Sale of Assets                                     |                     | 16,033              | 16,033                          |
| <b>2,068,138</b>        | <b>Operating Surplus / (Deficit)</b>                                 | <b>2,068,138</b>    | <b>6,058,974</b>    | <b>3,990,836</b>                |
|                         | <b>LESS: Non-cash items</b>  |                     |                     |                                 |
|                         | Adjust Profit/ (Loss) on Sale of Assets                              |                     | (16,033)            | (16,033)                        |
| 2,697,576               | Add Back Depreciation  | 2,697,576           | 2,984,158           | 286,582                         |
| 83,000                  | Add Back Interest on unwinding of discount on<br>Make Good Provision | 83,000              | 82,360              | (640)                           |
| <b>2,780,576</b>        | <b>Total Non-cash items</b>  | <b>2,780,576</b>    | <b>3,050,485</b>    | <b>269,909</b>                  |
| <b>(24,760,542)</b>     | <b>Total Operating Expenses<br/>(Before Non-cash items)</b>          | <b>(24,760,542)</b> | <b>(22,693,562)</b> | <b>2,066,980</b>                |
| <b>4,848,714</b>        | <b>Operating Surplus / (Deficit)<br/>(Before Non-cash items) (A)</b> | <b>4,848,714</b>    | <b>9,093,426</b>    | <b>4,244,712</b>                |
|                         | <b>Investing Activities</b>  |                     |                     |                                 |
|                         | <b>Capital Expenditure</b>   |                     |                     | 0                               |
| (1,720,000)             | Buildings  | (1,720,000)         | (1,838,546)         | (118,546)                       |
| (2,995,000)             | Plant & Equipment  | (2,995,000)         | (2,683,176)         | 311,824                         |
| (20,000)                | Information Technology   | (20,000)            | (17,754)            | 2,246                           |
|                         | Proceeds from disposal of Assets                                     |                     | 46,812              | 46,812                          |
| <b>(4,735,000)</b>      | <b>Total Capital Expenditure (B)</b>                                 | <b>(4,735,000)</b>  | <b>(4,492,664)</b>  | <b>242,336</b>                  |
|                         | <b>Funding / Other Capital Items</b>                                 |                     |                     |                                 |
| 250,000                 | Non-operating Grants, Subsidies & contributions                      | 250,000             | 250,000             | 0                               |
| (3,284,059)             | Repayment of Loans   | (3,284,059)         | (3,284,059)         | 0                               |
| 3,284,059               | Reimbursement of Loan Repayments                                     | 3,284,059           | 3,284,059           | 0                               |
| (3,400,000)             | Transfers TO Cash Reserves   | (3,400,000)         | (3,414,720)         | (14,720)                        |
| 2,113,000               | Transfers FROM Cash Reserves   | 2,113,000           | 2,113,000           | 0                               |
| <b>(1,037,000)</b>      | <b>Total Funding / Other Capital Items (C)</b>                       | <b>(1,037,000)</b>  | <b>(1,051,720)</b>  | <b>(14,720)</b>                 |
| <b>(923,286)</b>        | <b>CHANGES IN NET ASSETS (A to C)</b>                                | <b>(923,286)</b>    | <b>3,549,043</b>    | <b>4,472,329</b>                |
| <b>2,885,956</b>        | <b>Opening Funds Surplus(Deficit)</b>                                | <b>2,885,956</b>    | <b>2,885,956</b>    | <b>-</b>                        |
| <b>1,962,670</b>        | <b>Closing Funds Surplus(Deficit)</b>                                | <b>1,962,670</b>    | <b>6,434,999</b>    | <b>4,472,329</b>                |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 June 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**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<br>Variance<br>\$ | Var.     | Explanation<br>of Variance with +-\$20,000              |
|--|-----------------------|----------|---|
| <b>Revenue from operating activities</b>     |                       |          |   |
| Contributions, Donations & Reimbursements    | 46,613                | Positive | RecycleRight memberships and Diversion reimbursements   |
| Fees & Charges                               | 1,737,094             | Positive | MRF commodity prices                                    |
| Interest Received                            | 14,506                | Positive |   |
| Operating Grants                             | -                     |          |   |
| Other Revenue                                | 379,518               | Positive | CDS Income (Q4 estimate higher due to Cleanaway tonnes) |
| <b>Expenditure from operating activities</b> |                       |          |   |
| Employee Costs                               | 127,797               | Positive | Maint. Employment costs                                 |
| Materials & Contracts                        | 1,030,743             | Positive | Various other unspent                                   |
|  | 352,413               | Positive | FOGO fines and overs - lower tonnes                     |
|  | 191,931               | Positive | Consultants   |
|  | 90,666                | Positive | MFF disposal costs                                      |
| Utilities                                    | 46,722                | Positive | WCF lower than budget                                   |
| Insurance                                    | 110,982               | Positive | Insurance premium savings                               |
| Interest                                     | 133,981               | Positive | Lower due to the RRRC lease revaluation                 |
| Depreciation                                 | (286,582)             | Negative | Asset valuation & Right-use Assets (Leases)             |
| Other Expenses                               | (1,581)               | Negative |   |
| Profit/ (Loss) on Sale of Assets             | 16,033                | Positive |   |
| <b>Investing Activities</b>                  |                       |          |   |
| <b>Capital Expenditure</b>                   |                       |          |   |
| Buildings                                    | (118,546)             | Negative | WCF Roof additional works required                      |
| Plant & Equipment                            | (147,464)             | Positive | GWF Shredder Overhaul as required                       |
|  | 459,288               | Positive | Decommissioning of digestors - c/fwd                    |
| Information Technology                       | 2,246                 | Positive |   |
| Proceeds from disposal of Assets             | 46,812                | Positive | Sale of WCF Front end loaders                           |
| <b>Funding / Other Capital Items</b>         |                       |          |   |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 June 2021**  
**(PROVISIONAL AND SUBJECT TO AUDIT)**

**NET CURRENT ASSETS**

|                                  | As at<br>30/06/2021 | As at<br>30/06/2020 |
|----------------------------------|---------------------|---------------------|
| <b>CURRENT ASSETS</b>            |                     |                     |
| Cash                             | 13,053,557          | 10,174,251          |
| Receivables                      | 6,178,754           | 8,271,547           |
| Prepayments                      | 101,684             | 19,861              |
| Accrued Income                   | 822,523             | 55,908              |
| Inventories                      | 1,223,151           | 1,190,166           |
| <b>TOTAL CURRENT ASSETS</b>      | <b>21,379,669</b>   | <b>19,711,733</b>   |
| <br>                             |                     |                     |
| <b>CURRENT LIABILITIES</b>       |                     |                     |
| Payables                         | 1,759,474           | 2,947,341           |
| Accrued Expenses                 | 452,283             | 588,570             |
| Income Rec'd in Advance          | 56,889              | 0                   |
| GST                              | 0                   | 0                   |
| Payroll Liabilities              | 2,932               | 829                 |
| Retentions & Bonds               | 1,269,887           | 1,027,913           |
| Borrowings (CL)                  | 3,398,802           | 5,084,059           |
| Provisions (CL)                  | 749,154             | 708,687             |
| Lease Liabilities (CL)           | 486,613             | 638,765             |
| <b>TOTAL CURRENT LIABILITIES</b> | <b>8,176,033</b>    | <b>10,996,164</b>   |
| <br>                             |                     |                     |
| <b>NET CURRENT ASSETS</b>        | <b>13,203,636</b>   | <b>8,715,569</b>    |

Statement of Financial Position  
as at 30 JUN 2021

|                                      | 2020/2021            | 2019/2020            |
|--------------------------------------|----------------------|----------------------|
| <b>CURRENT ASSETS</b>                |                      |                      |
| Cash                                 | 13,053,556.68        | 10,174,250.55        |
| Receivables                          | 6,178,754.06         | 8,271,547.02         |
| Prepayments                          | 101,684.48           | 19,861.11            |
| Accrued Income                       | 822,523.39           | 55,908.18            |
| Inventories                          | 1,223,150.66         | 1,190,165.61         |
| Non-current assets held for sale     | 0.00                 | 0.00                 |
| <b>TOTAL CURRENT ASSETS</b>          | <b>21,379,669.27</b> | <b>19,711,732.47</b> |
| <b>CURRENT LIABILITIES</b>           |                      |                      |
| Payables                             | 1,759,473.68         | 2,947,341.46         |
| Accrued Expenses                     | 452,283.22           | 588,570.00           |
| Income Rec'd in Advance              | 56,888.54            | 0.00                 |
| GST                                  | 0.00                 | 0.00                 |
| Payroll Liabilities                  | 2,932.16             | 828.92               |
| Retentions & Bonds                   | 1,269,886.87         | 1,027,913.24         |
| Borrowings                           | 3,398,801.63         | 5,084,059.01         |
| Provisions                           | 749,154.00           | 708,687.00           |
| Lease Liabilities                    | 486,613.15           | 638,765.84           |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>8,176,033.25</b>  | <b>10,996,164.97</b> |
| <b>NET CURRENT ASSETS</b>            | <b>13,203,636.02</b> | <b>8,715,567.50</b>  |
| <b>NON-CURRENT ASSETS</b>            |                      |                      |
| Buildings                            | 1,559,907.87         | 1,576,887.27         |
| Information Technology               | 3,458.23             | 13,115.09            |
| Office Furniture & Fittings          | 339.18               | 7,060.90             |
| Fixed Plant & Equipment              | 4,569,470.75         | 5,518,865.30         |
| Mobile Plant & Equipment             | 221,037.14           | 368,954.04           |
| RRRC Leasehold Improvements          | 17,209,519.26        | 18,677,361.54        |
| RRRC Other                           | 0.00                 | 0.00                 |
| Capital Work in Progress             | 5,384,546.91         | 1,143,042.44         |
| Loan Receivables                     | 5,030,389.02         | 6,629,191.09         |
| Consultants & Admin                  | 0.00                 | 0.00                 |
| Right of Use Assets                  | 5,600,268.67         | 9,182,775.94         |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>39,578,937.03</b> | <b>43,117,253.61</b> |
| <b>NON-CURRENT LIABILITIES</b>       |                      |                      |
| Provisions                           | 3,788,998.00         | 3,685,038.00         |
| Borrowings                           | 5,030,389.01         | 6,629,191.08         |
| Lease Liabilities                    | 5,245,899.00         | 9,110,278.54         |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>14,065,286.01</b> | <b>19,424,507.62</b> |
| <b>NET ASSETS</b>                    | <b>38,717,287.04</b> | <b>32,408,313.49</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 June 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**STATEMENT OF CASH FLOWS**

**Cashflows from Operating Activities**

|                          |              |
|--------------------------|--------------|
| Receipts for Operations  | 30,155,698   |
| Payments for Operations  | (22,590,407) |
| Receipts from Government | 362,000      |

**Net cash provided by operating activities** **7,927,292**

**Cashflow from Investing Activities**

|   |             |
|---|-------------|
| Proceeds on Sale of Assets                | 46,812      |
| Payment for IT Equipment                  | (17,754)    |
| Payment for Property, Plant and Equipment | (4,521,722) |

**Net cash provided/(absorbed) by investing activities** **(4,492,664)**

**Cashflow from Financing Activities**

|   |             |
|---|-------------|
| Contributions from Project Participants             | 3,284,059   |
| Payments for principal portion of lease liabilities | (555,322)   |
| Repayments of Borrowings                            | (3,284,059) |

**Net cash provided by financing activities** **(555,322)**

**Net increase(decrease) in cash held** **2,879,306**

|                                      |                   |
|--------------------------------------|-------------------|
| Cash at the beginning of the year    | 10,174,251        |
| <b>Cash at the end of the period</b> | <b>13,053,557</b> |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 June 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

|  |             |
|--|-------------|
| Net Changes in Assets from Operations                | 9,093,426   |
| Plus Receipts from Government                        | 250,000     |
| Less adjustment for (Profit)/ Loss on Sale of Assets | 16,033      |
| Less adjustment for Receivables                      | 2,092,793   |
| Less adjustment for Accrued Income                   | (766,615)   |
| Less adjustment for Income in advance                | (56,889)    |
| Less adjustment for Loan Receivables                 | (1,598,802) |
| Less adjustment for Prepayments                      | 81,823      |
| Less adjustment for Inventories                      | 32,985      |
| Less adjustment for Payables                         | (1,187,868) |
| Plus adjustment for Accrued Expenses                 | (136,287)   |
| Plus adjustment for GST                              | 0           |
| Plus adjustment for Payroll Liabilities              | (2,103)     |
| Plus adjustment for Retentions & Bonds               | (241,974)   |
| Less adjustment for Borrowings                       | (1,598,802) |
| Plus adjustment for Lease Liabilities (current)      | 152,152     |
| Less adjustment for Provisions                       | (103,960)   |
| Plus adjustment for Lease Liabilities                | 3,864,380   |
| Less adjustment for Right of Use Assets              | (3,582,507) |
| Less adjustment for Transfer to CWIP                 | (4,241,504) |
| Less adjustment for others                           | 813,025     |
| Movement in cash balances                            | 2,879,306   |

**Schedule of Payments made in June 2021**

| Chq/EFT  | Date       | Name  | Description                          | Amount    |
|----------|------------|---|--------------------------------------|-----------|
| EFT23526 | 01/06/2021 | Allerding & Associates                          | Professional Fees                    | 1,364.55  |
| EFT23527 | 01/06/2021 | Amalgamated Services Pty Ltd                    | Labour Hire                          | 69,105.08 |
| EFT23528 | 01/06/2021 | Arbon Equipment Pty Ltd                         | Mrf #5 Door Drum Replacement         | 10,420.30 |
| EFT23529 | 01/06/2021 | BAS - Australian Taxation Office (ATO)          | Bas Apr21                            | 80,667.00 |
| EFT23530 | 01/06/2021 | BP Australia P/L                                | Deisel Fuel                          | 1,345.91  |
| EFT23531 | 01/06/2021 | Blue Force Pty Ltd                              | Service Call Out Fee                 | 602.80    |
| EFT23532 | 01/06/2021 | CTM Recruitment Pty Ltd                         | Labour Hire                          | 3,763.22  |
| EFT23533 | 01/06/2021 | Golden West Lubricants                          | Consumables                          | 1,405.54  |
| EFT23534 | 01/06/2021 | Hands-On Infection Control                      | Vaccines                             | 569.50    |
| EFT23535 | 01/06/2021 | Hays Specialist Recruitment (Australia) Pty Ltd | Labour Hire                          | 10,972.50 |
| EFT23536 | 01/06/2021 | Haz-Ed Services                                 | Safety Audit                         | 396.00    |
| EFT23537 | 01/06/2021 | Industrial Protective Products (WA)             | Saftey Equipment                     | 3,955.01  |
| EFT23538 | 01/06/2021 | LGISWA  | Insurance                            | 1,500.00  |
| EFT23539 | 01/06/2021 | Minter Ellison Lawyers                          | Legal Fees                           | 862.40    |
| EFT23540 | 01/06/2021 | Network-IT(WA) PTY LTD                          | Software Licences                    | 1,732.07  |
| EFT23541 | 01/06/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll Deductions                   | 50,716.00 |
| EFT23542 | 01/06/2021 | Perth Recruitment Services Pty Ltd              | Labour Hire                          | 10,796.16 |
| EFT23543 | 01/06/2021 | Simplified Mechanical and Transport             | Subcontractor Labour                 | 57,717.55 |
| EFT23544 | 01/06/2021 | St John Ambulance Australia                     | First Aid Training                   | 160.00    |
| EFT23545 |            | Cancelled payment                               |                                      | 0.00      |
| EFT23546 | 01/06/2021 | Synergy - Electricity Retail Corporation        | April-Electricity                    | 61,805.83 |
| EFT23547 | 01/06/2021 | Temptations Catering                            | Catering For Meetings                | 158.85    |
| EFT23548 | 01/06/2021 | Toll Transport Pty Ltd                          | Courier Hire                         | 15.74     |
| EFT23549 | 01/06/2021 | United Equipment Pty Ltd                        | Mobile Plant Hire                    | 1,915.10  |
| EFT23550 | 01/06/2021 | All Fire and Electrical WA Pty Ltd              | Audit Monthly Fire Systems           | 1,256.20  |
| EFT23551 | 01/06/2021 | All Rubber TMH Pty Ltd                          | Mrf Call Out For Belt/Roller Repairs | 5,006.06  |
| EFT23552 | 01/06/2021 | Analytical Reference Laboratory (WA) P/L        | Compost Audit                        | 250.80    |
| EFT23553 | 01/06/2021 | Applied Industrial Technologies Pty Ltd         | Steel                                | 178.75    |
| EFT23554 | 01/06/2021 | BACKSAFE Australia                              | Safety Equipment                     | 6,723.20  |
| EFT23555 | 01/06/2021 | Blackwoods Atkins                               | Safety Equipment                     | 790.19    |
| EFT23556 | 01/06/2021 | Bunnings Group Limited                          | Tools And Equipment                  | 81.19     |
| EFT23557 | 01/06/2021 | CEA Specialty Equipment Pty Ltd                 | Mustang Parts                        | 2,801.43  |
| EFT23558 | 01/06/2021 | CJD Equipment Pty Ltd                           | Servicing For Fel006.                | 8,789.67  |
| EFT23559 | 01/06/2021 | CTI Logistics Interstate                        | Couriers                             | 20,197.08 |
| EFT23560 | 01/06/2021 | Cleanaway Solid Waste Pty Ltd                   | Mrf Landfill                         | 2,742.14  |
| EFT23561 | 01/06/2021 | Control Systems Technology Pty Ltd              | Weighing System                      | 946.00    |
| EFT23562 | 01/06/2021 | Cutting Edges Equipment Parts                   | Machine Parts                        | 2,121.52  |
| EFT23563 | 01/06/2021 | DLA Piper Australia                             | Legal Fees                           | 12,177.55 |



| Chq/EFT             | Date       | Name   | Description                                   | Amount     |
|---------------------|------------|--|---|------------|
| EFT23564            | 01/06/2021 | EDAC Electronics Australasia                   | Software Upgrades                             | 667.39     |
| EFT23565            | 01/06/2021 | Ecocycle Pty Ltd                               | Battery Storage                               | 538.13     |
| EFT23566            | 01/06/2021 | Effect Engineering Projects Pty Ltd            | Machine Repairs                               | 946.00     |
| EFT23567            | 01/06/2021 | Fox Refrigeration and Air-Conditioning         | Quarterly Maintenance Of Air-Conditioners     | 3,487.80   |
| EFT23568            | 01/06/2021 | Fuji Xerox                                     | Photocopier Maintenance - Mrf                 | 297.99     |
| EFT23569            | 01/06/2021 | Hoisting Equipment Specialist (HESWA)          | Lifting Equipment                             | 614.90     |
| EFT23570            | 01/06/2021 | Horizon West Landscape & Irrigation Pty Ltd    | Rrrc Landscape Maintenance/Services           | 3,730.38   |
| EFT23571            | 01/06/2021 | Hose Mania                                     | Mrf Consumables/Parts                         | 138.13     |
| EFT23572            | 01/06/2021 | Hydraulink Australia Pty Ltd                   | Wcf Loader/Dingo/Mustang                      | 805.65     |
| EFT23573            | 01/06/2021 | Industrial Power Tool Services                 | Repair Hydraulic Pump                         | 1,072.14   |
| EFT23574            | 01/06/2021 | L.M.H Repairers                                | Labour And Parts - Mulcher                    | 83,190.71  |
| EFT23575            | 01/06/2021 | Majestic Plumbing Pty Ltd                      | Wcf Plumbing Services                         | 3,007.40   |
| EFT23576            | 01/06/2021 | Mandalay Technologies Pty Ltd                  | Annual Software Subscription                  | 12,732.50  |
| EFT23577            | 01/06/2021 | Myelec Electrical Wholesalers                  | Electrical Parts                              | 132.75     |
| EFT23578            | 01/06/2021 | OTR Tyres                                      | Tyres   | 1,122.00   |
| EFT23579            | 01/06/2021 | Onsite Rental Group Operations Pty Ltd         | Machine Hire                                  | 3,196.82   |
| EFT23580            | 01/06/2021 | PEP Transport                                  | Courier Services                              | 254.56     |
| EFT23581            | 01/06/2021 | Perth Contract Hydraulics                      | Labour Hire                                   | 476.12     |
| EFT23582            | 01/06/2021 | Pritchard Francis                              | Consultant Hire                               | 2,865.50   |
| EFT23583            | 01/06/2021 | SAGE Automation Pty Ltd                        | Wcf Service                                   | 1,709.40   |
| EFT23584            | 01/06/2021 | Safety Signs Service                           | Signage                                       | 1,373.13   |
| EFT23585            | 01/06/2021 | Selectro Services P/L                          | Electrician Hire                              | 20,887.35  |
| EFT23586            | 01/06/2021 | Southern Cross Cleaning Services               | Cleaning Services                             | 2,058.19   |
| EFT23587            | 01/06/2021 | Statewide Bearings                             | Bearings                                      | 808.50     |
| EFT23588            | 01/06/2021 | Tema Services Pty Ltd                          | Mnt Laundry Expenses                          | 619.32     |
| EFT23589            | 01/06/2021 | Thrifty Car Rental                             | Hire Vehicle                                  | 3,274.26   |
| EFT23590            | 01/06/2021 | Total Electrical & Mechanical Services Pty Ltd | Electrical Servicing                          | 1,039.50   |
| EFT23591            | 01/06/2021 | Totally Workwear Canning Vale                  | Mrf Staff - Uniforms                          | 87.91      |
| EFT23592            | 01/06/2021 | WA Fasteners Pty Ltd                           | Consumables                                   | 3,695.29   |
| EFT23593            | 01/06/2021 | Wastedrive Pty Ltd                             | Machine Repairs                               | 1,921.51   |
| EFT23594            | 01/06/2021 | Water2Water Pty Ltd                            | Plumbing Repairs                              | 3,862.60   |
| EFT23595            | 01/06/2021 | Winc Australia Pty Limited                     | Office Amenities                              | 423.82     |
| EFT23596            | 01/06/2021 | Telstra  | Mobile Phone Rental & Calls - Apr 2021        | 428.47     |
| EFT23597            | 01/06/2021 | Studio Elementa*                               | Custom Boardgame                              | 440.00     |
| EFT23598 - EFT23600 |            | Refer May Payments                             |   | 0.00       |
| EFT23601            | 11/06/2021 | All Rubber TMH Pty Ltd                         | Mrf Call Out For Belt/Roller Repairs Estimate | 2,117.94   |
| EFT23602            | 11/06/2021 | Bunnings Group Limited                         | Tools And Equipment                           | 373.10     |
| EFT23603            | 11/06/2021 | Command-A-Com Pty (CAC) Ltd                    | Onsite It Services                            | 198.00     |
| EFT23604            | 11/06/2021 | Lighthouse Locksmiths                          | Repairs For Fel008                            | 121.00     |
| EFT23605            | 11/06/2021 | Perth Bin Hire                                 | Mrf Mixed Glass Disposal                      | 154,408.08 |
| EFT23606            | 11/06/2021 | Purearth                                       | Composting                                    | 99,903.10  |

| Chq/EFT             | Date       | Name  | Description                        | Amount     |
|---------------------|------------|---|------------------------------------|------------|
| EFT23607            | 11/06/2021 | Totally Workwear Canning Vale                                     | Safety Clothing                    | 478.89     |
| EFT23608            | 11/06/2021 | Toyota Material Handling WA Pty Ltd                               | Machine Repairs.                   | 488.40     |
| EFT23609            | 11/06/2021 | Winc Australia Pty Limited  | Office Amenities                   | 23.36      |
| EFT23610            | 11/06/2021 | AMC Commercial Cleaning (WA) Pty Ltd                              | Cleaning Services                  | 1,609.30   |
| EFT23611            | 11/06/2021 | Amalgamated Services Pty Ltd                                      | Labour Hire                        | 2,138.85   |
| EFT23612            | 11/06/2021 | Australian Bale Press Company                                     | Machinery Maintenance              | 7,614.20   |
| EFT23613            | 11/06/2021 | BP Australia P/L  | Deisel Fuel                        | 10,030.96  |
| EFT23614            | 11/06/2021 | CTM Recruitment Pty Ltd   | Labour Hire                        | 5,033.65   |
| EFT23615            | 11/06/2021 | Elton's Lawnmowing and Gardening Service*                         | Lawn Mowing                        | 42.00      |
| EFT23616            | 11/06/2021 | Marketforce Productions   | Advert For Local Government Tender | 663.16     |
| EFT23617            | 11/06/2021 | Octagon-BKG Lifts   | Equipment Repars                   | 437.80     |
| EFT23618            | 11/06/2021 | Perth Recruitment Services Pty Ltd                                | Labour Hire                        | 60,736.74  |
| EFT23619            | 11/06/2021 | Synergy - Electricity Retail Corporation                          | April-Electricity                  | 671.51     |
| EFT23620            | 09/06/2021 | SMRC Net Payroll Clearing Creditor                                | Payroll                            | 120,320.33 |
| EFT23621            | 15/06/2021 | Amalgamated Services Pty Ltd                                      | Labour Hire                        | 211,469.46 |
| EFT23622            | 15/06/2021 | Australian Bale Press Company                                     | Machinery Maintenance              | 4,956.60   |
| EFT23623            | 15/06/2021 | Golden West Lubricants  | Consumables                        | 1,143.38   |
| EFT23624            | 15/06/2021 | Marketforce Productions   | Employment Advertising             | 324.50     |
| EFT23625            | 15/06/2021 | Minter Ellison Lawyers  | Legal Fees                         | 6,124.80   |
| EFT23626            | 15/06/2021 | Muzzcuts Lawns and Gardens  | Gardening Services                 | 143.00     |
| EFT23627            | 15/06/2021 | PAYG - Australian Taxation Office (ATO)                           | Payroll Deductions                 | 48,940.00  |
| EFT23628            | 15/06/2021 | Patrick's Professional Building & Maintenance                     | General Maintenance                | 130.00     |
| EFT23629            | 15/06/2021 | Temptations Catering  | Catering For Meetings              | 296.60     |
| EFT23630            | 15/06/2021 | The Trustee for DDT Holdings Discretionary Trust T/A Falcon Paper | Refund Of Tender Deposit           | 274,500.00 |
| EFT23631 - EFT23632 |            | Refer to May Payments   |                                    | 0.00       |
| EFT23633            | 16/06/2021 | Amalgamated Services Pty Ltd                                      | Labour Hire                        | 70,097.81  |
| EFT23634            | 16/06/2021 | CTM Recruitment Pty Ltd   | Labour Hire                        | 40,784.91  |
| EFT23635            | 16/06/2021 | PAYG - Australian Taxation Office (ATO)                           | Payroll Deductions                 | 38,484.00  |
| EFT23636            | 16/06/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd                         | Disposal Of Residual Waste         | 673,450.62 |
| EFT23637            | 16/06/2021 | Cr Cliff Collinson*   | Members Allowance For June 2021    | 660.00     |
| EFT23638            | 16/06/2021 | Cr Doug Thompson*   | Members Allowance For June 2021    | 2,243.92   |
| EFT23639            | 16/06/2021 | Cr Stephen Kepert*  | Members Allowance For June 2021    | 660.00     |
| EFT23640            | 16/06/2021 | Cr Wendy Cooper*  | Members Allowance For June 2021    | 660.00     |
| EFT23641            | 17/06/2021 | Hays Specialist Recruitment (Australia) Pty Ltd                   | Labour Hire                        | 7,315.00   |
| EFT23642            | 17/06/2021 | LGISWA  | Insurance                          | 1,391.56   |
| EFT23643            | 17/06/2021 | Network-IT(WA) PTY LTD  | Managed Services                   | 9,668.00   |

| Chq/EFT  | Date       | Name                                      | Description   | Amount     |
|----------|------------|---|---|------------|
| EFT23644 | 17/06/2021 | Perth Recruitment Services Pty Ltd        | Labour Hire   | 67,461.98  |
| EFT23645 | 17/06/2021 | Trident Australia Pty Ltd                 | Machinery   | 5,060.00   |
| EFT23646 | 23/06/2021 | SMRC Net Payroll Clearing Creditor        | Payroll   | 127,884.40 |
| EFT23647 | 07/06/2021 | Fleetcare Pty Ltd                         | Novated Lease - June 21   | 1,955.35   |
| EFT23648 | 09/06/2021 | SuperChoice Services Pty Ltd              | Superannuation Contributions                                      | 22,028.69  |
| EFT23649 | 11/06/2021 | City of Canning                           | Rrrc Ground Lease 12 May 21-11Jun-21                              | 59,583.34  |
| EFT23650 | 15/06/2021 | SG Fleet Australia Pty Limited            | Fleet Hire  | 2,492.82   |
| EFT23651 | 18/06/2021 | SuperChoice Services Pty Ltd              | Superannuation Contributions                                      | 19,248.50  |
| EFT23652 | 22/06/2021 | Vocus Pty Ltd                             | Monthly Internet Service - June 2021                              | 1,097.80   |
| EFT23653 | 21/06/2021 | Custom Service Leasing Ltd                | Plv48 Rentals-Jun-21  | 317.80     |
| EFT23654 | 24/06/2021 | CJD Equipment Pty Ltd                     | Servicing For Fel006.   | 33,461.05  |
| EFT23655 | 24/06/2021 | L.M.H Repairers                           | Labour And Parts - Mulcher  | 16,995.00  |
| EFT23656 | 24/06/2021 | Office of the Auditor General             | Auditing Fee For 30 June 2020                                     | 24,310.00  |
| EFT23657 | 24/06/2021 | Perth Fire Protection Pty Ltd             | Fire Servicing  | 20,680.00  |
| EFT23658 | 24/06/2021 | Purearth                                  | Tenders   | 84,629.60  |
| EFT23659 | 24/06/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd | Disposal Of Residual Waste  | 178,735.59 |
| EFT23660 | 24/06/2021 | Truck Centre WA                           | Wcf-Mobile Plant  | 16,519.02  |
| EFT23661 | 24/06/2021 | Cleanaway Operations Pty Ltd              | Quarterly Cds Sharing Payment Assessmen                           | 393,771.66 |
| EFT23662 | 24/06/2021 | Solo Resource Recovery                    | Quarterly Cds Payment Sharing                                     | 11,834.58  |
| EFT23663 | 24/06/2021 | Stondon Pty Ltd T/A Avon Waste            | Quarterly Cds Payment Sharing                                     | 30,574.56  |
| EFT23664 | 24/06/2021 | Advance Press                             | 3950 X East Fremantle Calendars 21-22 (3600 X 3-Bin, 350 X 2-Bin) | 4,268.00   |
| EFT23665 | 24/06/2021 | All Fire and Electrical WA Pty Ltd        | Mrf Call Out And Repair Estimate                                  | 21,352.86  |
| EFT23666 | 24/06/2021 | All Rubber TMH Pty Ltd                    | Mrf Call Out For Belt/Roller Repairs                              | 26,457.72  |
| EFT23667 | 24/06/2021 | Analytical Reference Laboratory (WA) P/L  | Compost Audit   | 1,003.20   |
| EFT23668 | 24/06/2021 | Applied Industrial Technologies Pty Ltd   | Vehicle Maintenance   | 13,820.61  |
| EFT23669 | 24/06/2021 | BACKSAFE Australia                        | Safety Equipment  | 5,200.80   |
| EFT23670 | 24/06/2021 | Blackwoods Atkins                         | Safety Equipment  | 1,163.19   |
| EFT23671 | 24/06/2021 | Bunnings Group Limited                    | Tools And Equipment   | 193.15     |
| EFT23672 | 24/06/2021 | CEA Specialty Equipment Pty Ltd           | Mustang Parts   | 1,914.06   |
| EFT23673 | 24/06/2021 | CTI Logistics Interstate                  | Couriers  | 10,221.08  |
| EFT23674 | 24/06/2021 | Chivers Asphalt Pty Ltd                   | Road Repairs  | 7,150.00   |
| EFT23675 | 24/06/2021 | Cleanaway Co Pty Ltd                      | Flammable Materials Removal                                       | 2,148.30   |
| EFT23676 | 24/06/2021 | Concept Wire Industries                   | Bailing Wire  | 11,234.19  |
| EFT23677 | 24/06/2021 | DLA Piper Australia                       | Legal Fees  | 2,595.45   |
| EFT23678 | 24/06/2021 | Ecocycle Pty Ltd                          | Battery Storage   | 607.72     |
| EFT23679 | 24/06/2021 | Effect Engineering Projects Pty Ltd       | Machine Repairs   | 3,581.60   |
| EFT23680 | 24/06/2021 | Fox Refrigeration and Air-Conditioning    | Maintenance Of Air-Conditioners                                   | 2,340.80   |
| EFT23681 | 24/06/2021 | General Crane Services (WA) Pty Ltd       | Hire Of 25T Pick And Carry Rigger                                 | 2,598.75   |
| EFT23682 | 24/06/2021 | Hoisting Equipment Specialist (HESWA)     | Lifting Equipment   | 1,009.80   |

| Chq/EFT  | Date       | Name   | Description                              | Amount    |
|----------|------------|--|--|-----------|
| EFT23683 | 24/06/2021 | Hydraulink Australia Pty Ltd                   | Fel006 - Hydraulic Hose Repair Call Outs | 3,403.02  |
| EFT23684 | 24/06/2021 | IT Vision Australia Pty Ltd                    | Software Subscription                    | 2,338.60  |
| EFT23685 | 24/06/2021 | Komatsu Forest Pty Ltd                         | Gwf Shredder Assembly                    | 1,665.73  |
| EFT23686 | 24/06/2021 | LSA Lubricants                                 | Consumables                              | 3,042.08  |
| EFT23687 | 24/06/2021 | Lighthouse Locksmiths                          | Lockton Padlock                          | 726.00    |
| EFT23688 | 24/06/2021 | MM Electrical Merchandising                    | Electrical Parts                         | 6,484.07  |
| EFT23689 | 24/06/2021 | Majestic Plumbing Pty Ltd                      | Mnt General Plumbing Services            | 93.50     |
| EFT23690 | 24/06/2021 | Material Recovery Solutions Pty Ltd            | Oil                                      | 12,100.66 |
| EFT23691 | 24/06/2021 | Myelec Electrical Wholesalers                  | Electrical Parts                         | 403.84    |
| EFT23692 | 24/06/2021 | OPS Screening & Crushing Equipment Pty Ltd     | Machine Hire                             | 2,843.88  |
| EFT23693 | 24/06/2021 | Onsite Rental Group Operations Pty Ltd         | Machine Hire                             | 3,051.51  |
| EFT23694 | 24/06/2021 | PEP Transport                                  | Courier Services                         | 200.51    |
| EFT23695 | 24/06/2021 | Perth Contract Hydraulics                      | Labour Hire                              | 2,152.80  |
| EFT23696 | 24/06/2021 | Plant Safety Solutions Pty Ltd                 | Plant And Equipment Safety Inspection    | 4,400.00  |
| EFT23697 | 24/06/2021 | Pritchard Francis                              | Consultant Hire                          | 2,288.00  |
| EFT23698 | 24/06/2021 | SAGE Automation Pty Ltd                        | Mrf Service                              | 1,058.20  |
| EFT23699 | 24/06/2021 | SAI Global Limited                             | Surveillance - Audit                     | 858.00    |
| EFT23700 | 24/06/2021 | Selectro Services P/L                          | Electrician Hire                         | 20,976.89 |
| EFT23701 | 24/06/2021 | Snap Printing Canning Vale                     | Emergency Flip Charts                    | 2,532.74  |
| EFT23702 | 24/06/2021 | Sonic Health Plus                              | Pre-Employment Medical For New Employees | 1,701.04  |
| EFT23703 | 24/06/2021 | Southern Cross Cleaning Services               | Cleaning Services                        | 1,893.88  |
| EFT23704 | 24/06/2021 | Tema Services Pty Ltd                          | Mnt Laundry Expenses                     | 675.95    |
| EFT23705 | 24/06/2021 | Thrifty Car Rental                             | Hire Vehicle                             | 3,274.26  |
| EFT23706 | 24/06/2021 | WA Fasteners Pty Ltd                           | Consumables                              | 2,701.42  |
| EFT23707 | 24/06/2021 | Wastech Engineering Pty Ltd                    | Machine Repairs                          | 7,838.60  |
| EFT23708 | 24/06/2021 | Water2Water Pty Ltd                            | Plumbing Repairs                         | 285.30    |
| EFT23709 | 24/06/2021 | Winc Australia Pty Limited                     | Office Amenities                         | 1,818.25  |
| EFT23710 | 25/06/2021 | AMC Commercial Cleaning (WA) Pty Ltd           | Cleaning Services                        | 7,620.73  |
| EFT23711 | 25/06/2021 | BP Australia P/L                               | Deisel Fuel                              | 1,253.11  |
| EFT23712 | 25/06/2021 | FUJIFILM Business Innovation Australia Pty Ltd | Photocopier Maintenance                  | 457.84    |
| EFT23713 | 25/06/2021 | Golden West Lubricants                         | Consumables                              | 2,585.00  |
| EFT23714 | 25/06/2021 | Hands-On Infection Control                     | Vaccines                                 | 50.20     |
| EFT23715 | 25/06/2021 | Industrial Protective Products (WA)            | Saftey Equipment                         | 154.33    |
| EFT23716 | 25/06/2021 | Network-IT(WA) PTY LTD                         | Software Licences                        | 1,253.04  |
| EFT23717 | 25/06/2021 | PAYG - Australian Taxation Office (ATO)        | Payroll Deductions                       | 43,598.00 |
| EFT23718 | 25/06/2021 | Simplified Mechanical and Transport            | Subcontractor Labour                     | 14,935.25 |
| EFT23719 | 25/06/2021 | St John Ambulance Australia                    | First Aid Training                       | 160.00    |
| EFT23720 | 25/06/2021 | Super Sweep                                    | Road Sweeping                            | 4,466.00  |
| EFT23721 | 25/06/2021 | Synergy - Electricity Retail Corporation       | May-Electricity                          | 67,411.15 |
| EFT23722 | 25/06/2021 | United Equipment Pty Ltd                       | Mobile Plant Hire                        | 4,121.15  |
| EFT23723 | 25/06/2021 | WasteTrans WA                                  | Glass Disposal                           | 91,588.64 |

| Chq/EFT              | Date       | Name                                   | Description                          | Amount              |
|----------------------|------------|--|--------------------------------------|---------------------|
| EFT23724             | 25/06/2021 | Wilson Security                        | Security Patrols                     | 990.09              |
| EFT23725             | 25/06/2021 | BAS - Australian Taxation Office (ATO) | Gst                                  | 79,489.00           |
| EFT23726             | 28/06/2021 | Amalgamated Services Pty Ltd           | Labour Hire                          | 70,112.04           |
| EFT23727             | 28/06/2021 | Cleanaway Operations Pty Ltd           | Quarterly Cds Deposit Scheme         | 194,959.05          |
| EFT23728             | 29/06/2021 | Spielberg Solutions Australia Pty Ltd  | Licensing Fees                       | 13,642.20           |
| EFT23729 - EFT 23743 |            | Cancelled Payments                     |                                      | 0.00                |
| EFT23744             | 25/06/2021 | City of Canning                        | Rrrc Rent Adjustment Due To Increase | 200,429.19          |
| EFT23745             | 30/06/2021 | WA Treasury Corporation                | Loan Repayments                      | 897,298.80          |
| EFT23746             | 30/06/2021 | National Australia Bank (NAB)          | Credit Card Transactions June 2021   | 9657.54             |
| <b>TOAL PAYMENTS</b> |            |  |                                      | <b>5,493,313.64</b> |

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| Chq/EFT    | Date       | Name  | Description   | Amount  |
|------------|------------|---|---|---------|
| DD12113.9  | 30/06/2021 | IGA   | Catering For Audit Meeting                                  | 114.55  |
| DD12113.8  | 30/06/2021 | Engineers Australia                                 | Membership Subscription                                     | 683.00  |
| DD12113.7  | 30/06/2021 | Zoom Video Communications Inc.                      | Video Conference Service Fee                                | 23.09   |
| DD12113.6  | 30/06/2021 | Napoli Mercato Harrisdale                           | Office Amenities  | 8.67    |
| DD12113.5  | 30/06/2021 | The Cheesecake Shop                                 | Dessert For Smrc Function 21 May 2021                       | 176.40  |
| DD12113.41 | 30/06/2021 | Vintage Cellars Myaree                              | Council Dinner Beverages                                    | 129.95  |
| DD12113.40 | 30/06/2021 | CONNECT Call Centre Services                        | Community Feedback Hotline Services                         | 171.00  |
| DD12113.4  | 30/06/2021 | R&R Fencing   | New Fence Panels For Mrf                                    | 108.50  |
| DD12113.39 | 30/06/2021 | Lago di Como Ristorante                             | Payroll Deduction   | 97.00   |
| DD12113.38 | 30/06/2021 | GROUCH & CO PTY LTD                                 | Office Amenities  | 110.00  |
| DD12113.37 | 30/06/2021 | Contractor Safe                                     | Online Safety Training                                      | 400.00  |
| DD12113.36 | 30/06/2021 | Qantas  | Membership Fees   | 660.00  |
| DD12113.35 | 30/06/2021 | Trybooking P/L                                      | Training  | 80.50   |
| DD12113.34 | 30/06/2021 | Mega Thing Pty Ltd                                  | Cd Labels For School Incursion Material                     | 55.00   |
| DD12113.33 | 30/06/2021 | VentralP Australia                                  | Monthly Additional Hosting Cost.                            | 52.90   |
| DD12113.32 | 30/06/2021 | Chambers Pest Solutions Pty Ltd                     | Annual Timber Pest Inspection                               | 170.00  |
| DD12113.31 | 30/06/2021 | UBER  | Uber Business Account - Monthly Premium Service Fee         | 1.87    |
| DD12113.30 | 30/06/2021 | The Little Parry                                    | Coffees For Performance Review                              | 10.50   |
| DD12113.3  | 30/06/2021 | KMART   | Office Amenities  | 19.00   |
| DD12113.29 | 30/06/2021 | Amazon.com  | Monthly Web Hosting Costs                                   | 39.84   |
| DD12113.28 | 30/06/2021 | Toyota Material Handling WA Pty Ltd                 | Fuel Tank Cap For Forklift                                  | 127.49  |
| DD12113.27 | 30/06/2021 | Apple   | New Computer  | 3448.00 |
| DD12113.26 | 30/06/2021 | Blend Cafe and Pizza Melville                       | Performance Review  | 14.80   |
| DD12113.25 | 30/06/2021 | CHAMP AUSTRALIA PTY LTD                             | Taxi  | 41.95   |
| DD12113.24 | 30/06/2021 | EVENTRITE AU PTY LIMITED                            | Fees For Workshop Bookings                                  | 15.18   |
| DD12113.23 | 30/06/2021 | ID Warehouse Pty Ltd                                | Pvc Cards And Printer Cartridge For Induction Card Printer. | 156.75  |
| DD12113.22 | 30/06/2021 | Parkwood Hardware                                   | Drain Covers  | 7.20    |
| DD12113.21 | 30/06/2021 | Canning Vale Newsagency                             | Leaving Card Rio  | 12.00   |
| DD12113.20 | 30/06/2021 | Coles Express                                       | Office Amenities  | 2.50    |
| DD12113.2  | 30/06/2021 | The West Australian                                 | Newspaper Subscription                                      | 84.00   |
| DD12113.19 | 30/06/2021 | Live Taxi   | Taxi  | 38.13   |
| DD12113.18 | 30/06/2021 | Myaree Lunch Bar Booragoon                          | Catering For Meeting  | 70.00   |
| DD12113.17 | 30/06/2021 | Blackwoods Atkins                                   | Consumables   | 515.20  |
| DD12113.16 | 30/06/2021 | Bunnings Group Limited                              | Consumables   | 606.29  |
| DD12113.15 | 30/06/2021 | Upwork Global Inc Dublin                            | Mailchimp Monthly Costs                                     | 82.05   |
| DD12113.14 | 30/06/2021 | Walshs Glass Canning Vale                           | Consumables   | 121.00  |
| DD12113.13 | 30/06/2021 | The Reject Shop                                     | Consumables   | 4.00    |
| DD12113.12 | 30/06/2021 | George St Cafe and Patisserie (Goreygorey Pty Ltd ) | Performance Review  | 19.90   |
| DD12113.11 | 30/06/2021 | Adobe Systems                                       | Monthly Software Subscription Costs                         | 424.89  |

| Chq/EFT                                  | Date       | Name                        | Description                             | Amount          |
|--|------------|-----------------------------|---|-----------------|
| DD12113.10                               | 30/06/2021 | Lochsoft Pty Ltd (Wageloch) | Software Licensing And Maintenance Fees | 604.04          |
| DD12113.1                                | 30/06/2021 | Woolworths                  | Office Amenities                        | 150.40          |
| <b>Credit Card Purchases - June 2021</b> |            |                             |   | <b>9,657.54</b> |

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**Schedule of Payments made in July 2021**

| Chq/EFT             | Date       | Name  | Description   | Amount     |
|---------------------|------------|---|---|------------|
| EFT23730            | 05/07/2021 | All Rubber TMH Pty Ltd                          | Plant Maintenance - Parts And Services              | 20,932.51  |
| EFT23731            | 05/07/2021 | Bunnings Group Limited                          | Parts & Equipment                                   | 13.15      |
| EFT23732            | 05/07/2021 | Complete Tyre Solutions                         | Tyres   | 9,859.31   |
| EFT23733            | 05/07/2021 | Cancelled Payment                               |   | 0.00       |
| EFT23734            | 05/07/2021 | Onsite Rental Group Operations Pty Ltd          | Equipment Hire                                      | 610.63     |
| EFT23735            | 05/07/2021 | SVT Engineering Consultants Pty Ltd             | Wcf Noise Assessment                                | 7,316.10   |
| EFT23736            | 05/07/2021 | Cancelled Payment                               |   | 0.00       |
| EFT23737            | 05/07/2021 | Water2Water Pty Ltd                             | Mrf Monthly Rental For Hydro Tap                    | 140.00     |
| EFT23738            | 05/07/2021 | Amalgamated Services Pty Ltd                    | Labour Hire   | 66,886.92  |
| EFT23739            | 06/07/2021 | Telstra   | Telephone Landline - Apr 2021                       | 3,748.82   |
| EFT23740            | 06/07/2021 | Water Corporation*                              | Water Service And Usage Fees                        | 2,143.33   |
| EFT23741            | 07/07/2021 | Material Recovery Solutions Pty Ltd             | One - 120Hp Series Baler                            | 42,820.80  |
| EFT23742            | 07/07/2021 | SMRC Net Payroll Clearing Creditor              | Payroll   | 114,292.64 |
| EFT23743 - EFT23746 |            | Refer June payments schedule                    |   | 0.00       |
| EFT23747            | 15/07/2021 | AMC Commercial Cleaning (WA) Pty Ltd            | Cleaning  | 1,494.35   |
| EFT23748            | 15/07/2021 | Amalgamated Services Pty Ltd                    | Labour Hire   | 18,971.44  |
| EFT23749            | 15/07/2021 | Australian Bale Press Company                   | Roller Chain  | 64,267.50  |
| EFT23750            | 15/07/2021 | BP Australia P/L                                | Diesel Fuel   | 15,498.00  |
| EFT23751            | 15/07/2021 | CJD Equipment Pty Ltd                           | Repairs For Fe1010 (Estimate)                       | 7,988.60   |
| EFT23752            | 15/07/2021 | CTM Recruitment Pty Ltd                         | Labour Hire   | 8,844.16   |
| EFT23753            | 15/07/2021 | Complete Tyre Solutions                         | Tyres   | 7,990.13   |
| EFT23754            | 15/07/2021 | Department of Fire & Emergency Services         | Alarm Fee   | 920.00     |
| EFT23755            | 15/07/2021 | Elton's Lawnmowing and Gardening Service*       | Lawn Mowing   | 42.00      |
| EFT23756            | 15/07/2021 | Environmental & Air Quality Consulting Pty Ltd  | Odour Compliance And Reporting - April 2021         | 7,427.20   |
| EFT23757            | 15/07/2021 | Hays Specialist Recruitment (Australia) Pty Ltd | Labour Hire   | 5,197.50   |
| EFT23758            | 15/07/2021 | Horizon West Landscape & Irrigation Pty Ltd     | Landscape Maintenance/Services - March 2021         | 3,730.38   |
| EFT23759            | 15/07/2021 | Hose Mania                                      | Mrf Consumables/ Parts                              | 462.88     |
| EFT23760            | 15/07/2021 | Industrial Protective Products (WA)             | Rrrc Ppe  | 2,250.73   |
| EFT23761            | 15/07/2021 | Marketforce Productions                         | Seek Advertisement - Sorter                         | 1,815.33   |
| EFT23762            | 15/07/2021 | Material Recovery Solutions Pty Ltd             | Bailing Wire  | 17,622.53  |
| EFT23763            | 15/07/2021 | Minter Ellison Lawyers                          | Legal Fees  | 9,289.50   |
| EFT23764            | 15/07/2021 | Moore Stephens                                  | Employee Training                                   | 1,925.00   |
| EFT23765            | 15/07/2021 | Network-IT(WA) PTY LTD                          | Cloud Backup For Microsoft Office 365               | 348.40     |
| EFT23766            | 15/07/2021 | Octagon-BKG Lifts                               | Quarterly Service Of Lift At The Mrf                | 548.31     |
| EFT23767            | 15/07/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll Deductions                                  | 36,474.00  |
| EFT23768            | 15/07/2021 | Perth Recruitment Services Pty Ltd              | Labour Hire   | 84,460.14  |
| EFT23769            | 15/07/2021 | Simplified Mechanical and Transport             | Digester Decommissioning Inspection                 | 1,748.18   |
| EFT23770            | 15/07/2021 | Snap Printing Canning Vale                      | Pre-Start Vehicle Checklist Printing                | 285.40     |
| EFT23771            | 15/07/2021 | Super Sweep                                     | Degreasing Of Mrf Baling Area                       | 616.00     |
| EFT23772            | 15/07/2021 | Temptations Catering                            | Catering For Special Council Meeting On 24 Jun 2021 | 296.60     |



| Chq/EFT  | Date       | Name   | Description   | Amount       |
|----------|------------|--|---|--------------|
| EFT23773 | 15/07/2021 | Total Electrical & Mechanical Services Pty Ltd | Mrf Call Out/Service Estimate For Electrician                       | 2,673.00     |
| EFT23774 | 15/07/2021 | Total Packaging (WA) Pty Ltd                   | Bin Liner On Rolls  | 1,064.80     |
| EFT23775 | 15/07/2021 | Totally Workwear Canning Vale                  | Rrrc Ppe  | 257.44       |
| EFT23776 | 15/07/2021 | United Equipment Pty Ltd                       | Forklift Maintenance  | 1,533.07     |
| EFT23777 | 15/07/2021 | Wilson Security                                | Security Services   | 990.09       |
| EFT23778 | 15/07/2021 | National Recovery Technologies(NRT)            | Mrf Imported Part   | 799.74       |
| EFT23779 | 21/07/2021 | SMRC Net Payroll Clearing Creditor             | Payroll   | 112,039.65   |
| EFT23780 | 21/07/2021 | BAS - Australian Taxation Office (ATO)         | Bas June 2021 - Gst   | 14,690.58    |
| EFT23781 | 21/07/2021 | Cr Cliff Collinson*                            | Members Allowance For July 2021                                     | 660.00       |
| EFT23782 | 21/07/2021 | Cr Doug Thompson*                              | Members Allowance For May 2021                                      | 2,243.92     |
| EFT23783 | 21/07/2021 | Cr Stephen Kepert*                             | Members Allowance For July 2021                                     | 660.00       |
| EFT23784 | 07/07/2021 | Fleetcare Pty Ltd                              | Vehicle Lease June 2021   | 1,955.35     |
| EFT23785 | 07/07/2021 | SuperChoice Services Pty Ltd                   | Superannuation Contributions  | 20,661.39    |
| EFT23786 | 07/07/2021 | SuperChoice Services Pty Ltd                   | Superannuation Contributions  | 20,106.13    |
| EFT23787 | 26/07/2021 | LGIS Insurance Broking                         | Industrial Special Risks A  | 1,122,707.01 |
| EFT23788 | 26/07/2021 | LGIS Insurance Broking                         | Industrial Special Risks B  | 570,831.91   |
| EFT23789 | 26/07/2021 | LGISWA   | Public Liability Insurance  | 195,760.29   |
| EFT23790 | 26/07/2021 | Advance Press                                  | Calendars - Fremantle 2021  | 18,326.00    |
| EFT23791 | 26/07/2021 | All Fire and Electrical WA Pty Ltd             | Fire And Electrical Servicing And Maintenance                       | 2,449.70     |
| EFT23792 | 26/07/2021 | Analytical Reference Laboratory (WA) P/L       | Purearth Compost Testing  | 2,346.30     |
| EFT23793 | 26/07/2021 | Applied Industrial Technologies Pty Ltd        | Plant Maintenance   | 13,993.84    |
| EFT23794 | 26/07/2021 | Aust-Weigh Pty Ltd                             | Calibration Of Wedderburn Digi Di -                                 | 1,086.25     |
| EFT23795 | 26/07/2021 | BACKSAFE Australia                             | Parts   | 5,200.80     |
| EFT23796 | 26/07/2021 | Blackwoods Atkins                              | Hire Of Industrial Gas Cylinders                                    | 264.44       |
| EFT23797 | 26/07/2021 | Bunnings Group Limited                         | Parts & Equipment   | 63.56        |
| EFT23798 | 26/07/2021 | Buss Group                                     | Building Repairs  | 10,437.90    |
| EFT23799 | 26/07/2021 | CEA Specialty Equipment Pty Ltd                | Diesel Mustang - Parts For Repairs                                  | 8,173.45     |
| EFT23800 | 26/07/2021 | CJD Equipment Pty Ltd                          | Repairs For Fel012.   | 42,502.52    |
| EFT23801 | 26/07/2021 | CTI Logistics Interstate                       | Transport Of Recyclables To Adelaide                                | 12,765.05    |
| EFT23802 | 26/07/2021 | Cleanaway Co Pty Ltd                           | Gas Cylinder Disposal Costs   | 3,434.75     |
| EFT23803 | 26/07/2021 | Complete Tyre Solutions                        | Tyre Earthmover 20.5R25 - New                                       | 6,687.18     |
| EFT23804 | 26/07/2021 | Concept Wire Industries                        | Baling Wire   | 3,044.21     |
| EFT23805 | 26/07/2021 | DLA Piper Australia                            | Drafting Contract For Deconstruction Of Digesters                   | 9,854.90     |
| EFT23806 | 26/07/2021 | Department of Fire & Emergency Services        | Dfes False Fire Alarm Attendance                                    | 920.00       |
| EFT23807 | 26/07/2021 | Di Candilo Steel City                          | Steel Purchase  | 942.35       |
| EFT23808 | 26/07/2021 | Direct Communications                          | Repair Mnt Radio  | 379.50       |
| EFT23809 | 26/07/2021 | Effect Engineering Projects Pty Ltd            | Plant Maintenance   | 7,623.00     |
| EFT23810 | 26/07/2021 | Ektimo Pty Ltd                                 | Odour Assessor Training   | 440.00       |
| EFT23811 | 26/07/2021 | Engie Mechanical Services (WA) Pty Limited     | Rrrc Call Out   | 228.25       |
| EFT23812 | 26/07/2021 | Fox Refrigeration and Air-Conditioning         | Aircon Servicing - January To December 2021                         | 495.00       |
| EFT23813 | 26/07/2021 | General Crane Services (WA) Pty Ltd            | Hire Of 25T Franna - \$165/Hour For 12 Hours/Day (Friday To Sunday) | 8,354.50     |

| Chq/EFT  | Date       | Name   | Description   | Amount     |
|----------|------------|--|---|------------|
| EFT23814 | 26/07/2021 | Horizon West Landscape & Irrigation Pty Ltd      | Rrrc Landscape Maintenance/Services - March 2021                | 3,730.38   |
| EFT23815 | 26/07/2021 | Hose Mania                                       | Mrf Consumables/ Parts  | 47.59      |
| EFT23816 | 26/07/2021 | Hydraulink Australia Pty Ltd                     | Fel010 - Hydraulic Hose Repair Call Outs                        | 2,901.40   |
| EFT23817 | 26/07/2021 | IT Vision Australia Pty Ltd                      | Synergysoft & Universe Annual License Fees April 21             | 2,338.60   |
| EFT23818 | 26/07/2021 | Industrial Power Tool Services                   | Sm01010 Hydraulic Ram   | 763.40     |
| EFT23819 | 26/07/2021 | Instant Weighing                                 | Repair Compuload On Loader 11                                   | 593.01     |
| EFT23820 | 26/07/2021 | Kennards Hire Pty Ltd                            | Equipment hire  | 625.00     |
| EFT23821 | 26/07/2021 | L.M.H Repairers                                  | Parts For Gwf Shredder (S883)                                   | 12,672.00  |
| EFT23822 | 26/07/2021 | MM Electrical Merchandising                      | Electrical Parts  | 198.00     |
| EFT23823 | 26/07/2021 | Majestic Plumbing Pty Ltd                        | Mrf Plumbing Call Out Service                                   | 8,353.07   |
| EFT23824 | 26/07/2021 | Mandalay Technologies Pty Ltd                    | Mandalaycs Implementation - Services                            | 9,194.17   |
| EFT23825 | 26/07/2021 | Motiontech Hydraulic Services                    | Plant Maintenance   | 264.00     |
| EFT23826 | 26/07/2021 | Myelec Electrical Wholesalers                    | Parts And Equipment   | 5,658.57   |
| EFT23827 | 26/07/2021 | OPS Screening & Crushing Equipment Pty Ltd       | Fogo Shredder Service   | 4,104.92   |
| EFT23828 | 26/07/2021 | Onsite Rental Group Operations Pty Ltd           | Equipment Hire  | 3,302.20   |
| EFT23829 | 26/07/2021 | PEP Transport                                    | Courier Service   | 130.05     |
| EFT23830 | 26/07/2021 | Perth Contract Hydraulics                        | Decommissioning   | 8,919.02   |
| EFT23831 | 26/07/2021 | Perth Fire Protection Pty Ltd                    | Fixed Plant Services  | 10,340.00  |
| EFT23832 | 26/07/2021 | Purearth   | Tender T2019-01 Beneficial Reuse Of Fogo                        | 87,500.00  |
| EFT23833 | 26/07/2021 | Repeat Plastics WA                               | Plastics  | 2,451.46   |
| EFT23834 | 26/07/2021 | SAGE Automation Pty Ltd                          | Plant Maintenance   | 1,532.30   |
| EFT23835 | 26/07/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd        | General Waste Disposal - T2019-05                               | 253,330.12 |
| EFT23836 | 26/07/2021 | SVT Engineering Consultants Pty Ltd              | Wcf Retaining Wall Assessment                                   | 3,657.50   |
| EFT23837 | 26/07/2021 | Cancelled payment                                |   | 0.00       |
| EFT23838 | 26/07/2021 | Selectro Services P/L                            | Plant Maintenance - Parts And Services                          | 27,252.28  |
| EFT23839 | 26/07/2021 | Sonic Health Plus                                | Medical Services  | 529.37     |
| EFT23840 | 26/07/2021 | Southern Cross Cleaning Services                 | Regular Office Cleaning Booragoon                               | 1,849.08   |
| EFT23841 | 26/07/2021 | System Maintenance                               | Office Building Maintenance                                     | 2,025.69   |
| EFT23842 | 26/07/2021 | Tema Services Pty Ltd                            | Wcf Laundry Expenses Estimate                                   | 630.41     |
| EFT23843 | 26/07/2021 | Thrifty Car Rental                               | Hire Vehicle For Kerbside Waste Audit                           | 3,274.26   |
| EFT23844 | 26/07/2021 | Total Electrical & Mechanical Services Pty Ltd   | Aeration Building Lighting & Power                              | 51,370.90  |
| EFT23845 | 26/07/2021 | Totally Workwear Canning Vale                    | Ppe Purchase  | 1,512.80   |
| EFT23846 | 26/07/2021 | WA Fasteners Pty Ltd                             | Parts & Equipment   | 8,565.44   |
| EFT23847 | 26/07/2021 | Water2Water Pty Ltd                              | Mrf Monthly Rental For Hydro Tap                                | 60.90      |
| EFT23848 | 26/07/2021 | Willeng Pty Ltd                                  | Diesel Mustang - Parts For Repairs                              | 7,144.50   |
| EFT23849 | 26/07/2021 | Winc Australia Pty Limited                       | Stationary  | 3,959.07   |
| EFT23850 | 26/07/2021 | Wren Oil   | Exchange Hydrocarbon Drum 205L - Including Delivering 205L Drum | 121.00     |
| EFT23851 | 27/07/2021 | Acumentis (WA) Pty Ltd                           | Valuation Report: Non-Specialised                               | 1,430.00   |
| EFT23852 | 27/07/2021 | Amalgamated Services Pty Ltd                     | Labour Hire   | 20,844.37  |
| EFT23853 | 27/07/2021 | Arbon Equipment Pty Ltd                          | Trakline Door - Limit Switch Parts                              | 1,529.04   |
| EFT23854 | 27/07/2021 | Australian Organics Recycling Association (AORA) | Member Fees   | 550.00     |
| EFT23855 | 27/07/2021 | Blue Force Pty Ltd                               | Security Monitoring   | 1,469.60   |
| EFT23856 | 27/07/2021 | DBC Waste Management Pty Ltd                     | Vacuum Truck And Operator Hire                                  | 2,794.00   |
| EFT23857 | 27/07/2021 | DRWA Building Doors                              | Roller Door Replacement Motor                                   | 3,663.00   |

| Chq/EFT               | Date       | Name   | Description                                 | Amount              |
|-----------------------|------------|--|---|---------------------|
| EFT23858              | 27/07/2021 | FUJIFILM Business Innovation Australia Pty Ltd | Printing Services                           | 224.31              |
| EFT23859              | 27/07/2021 | Industrial Protective Products (WA)            | Rrrc Ppe                                    | 3,792.69            |
| EFT23860              | 27/07/2021 | Natsync Environmental                          | Pest Control At Rrrc For April To June 2021 | 4,871.00            |
| EFT23861              | 27/07/2021 | PAYG - Australian Taxation Office (ATO)        | Payroll Deductions                          | 34,904.00           |
| EFT23862              | 27/07/2021 | Perth Recruitment Services Pty Ltd             | Labour Hire                                 | 20,970.57           |
| EFT23863              | 27/07/2021 | Protector Fire Services Pty Ltd                | Mrf Fire System Audit                       | 15,372.50           |
| EFT23864              | 27/07/2021 | SOS-Switched Onto Safety                       | Annual Maintenance Fee - Chemwatch          | 1,925.00            |
| EFT23865              | 27/07/2021 | Simplified Mechanical and Transport            | Panel Member Glass Trommel P1744            | 374.00              |
| EFT23866              | 27/07/2021 | Studio Elementa*                               | Awesome Avoiders Game Board Design          | 960.00              |
| EFT23867              | 27/07/2021 | Super Sweep                                    | Road Sweeping August 2020 To June 2021      | 4,426.13            |
| EFT23868              | 27/07/2021 | Synergy - Electricity Retail Corporation       | Electricity 01 Jun 2021 - 06 Jul 20         | 59,017.30           |
| EFT23869              | 27/07/2021 | Cancelled payment                              |   | 0.00                |
| EFT23870              | 27/07/2021 | Telstra  | Telephone Landline - Jun 2021               | 982.39              |
| EFT23871              | 27/07/2021 | Water Corporation*                             | Water 20 Apr 2021 - 22 Jun 2021             | 3,131.02            |
| EFT23872              | 27/07/2021 | WasteTrans WA                                  | Transport Fogo (G-H)                        | 72,188.74           |
| EFT23873              | 15/07/2021 | SG Fleet Australia Pty Limited                 | Vehicle Rental Lease 15/07/2021             | 2,492.82            |
| EFT23874              | 16/07/2021 | City of Canning                                | Rrrc Lease                                  | 69,643.75           |
| EFT23875              | 20/07/2021 | Custom Service Leasing Ltd                     | Plv Rentals June 2021                       | 238.27              |
| EFT23876              | 22/07/2021 | Vocus Pty Ltd                                  | Internet Service                            | 1,097.80            |
| EFT23877              | 23/07/2021 | WA Treasury Corporation                        | Guarantee Fee - Rrrc Project                | 35,938.49           |
| EFT23878              | 23/07/2021 | Refer August payments schedule                 |   | 0.00                |
| EFT23879              | 30/07/2021 | National Australia Bank (NAB)                  | Credit Card Transactions For July 2021      | 6,703.04            |
| <b>TOTAL PAYMENTS</b> |            |  |   | <b>3,701,362.58</b> |

| Chq/EFT                          | Date       | Name  | Description   | Amount          |
|----------------------------------|------------|---|---|-----------------|
| DD12170.9                        | 30/07/2021 | TenderLink.com                              | Tender Wcf Construction Of Civil Works              | 387.20          |
| DD12170.8                        | 30/07/2021 | Department of Transport                     | Vehicle Licence Renewal                             | 339.10          |
| DD12170.7                        | 30/07/2021 | Woolworths                                  | Bread For Rrrc Admin                                | 64.70           |
| DD12170.6                        | 30/07/2021 | Site Skills Group Pty Ltd                   | Forklift Training                                   | 555.00          |
| DD12170.5                        | 30/07/2021 | Nexacu                                      | Word Advanced Training                              | 330.00          |
| DD12170.4                        | 30/07/2021 | Coles Supermarkets Australia                | Office Amenities                                    | 54.59           |
| DD12170.37                       | 30/07/2021 | ID Warehouse Pty Ltd                        | Induction Card Printer Cartridges                   | 101.75          |
| DD12170.36                       | 30/07/2021 | The Lucky Charm Newsagency Southern River   | Gift Card   | 9.99            |
| DD12170.35                       | 30/07/2021 | IGA   | Milk For Staff Info Session                         | 5.98            |
| DD12170.34                       | 30/07/2021 | Totally Workwear Canning Vale               | Safety Boots  | 551.86          |
| DD12170.33                       | 30/07/2021 | The Cheesecake Shop                         | Office Amenities                                    | 130.79          |
| DD12170.32                       | 30/07/2021 | Coles Express                               | Milk For Admin                                      | 5.20            |
| DD12170.31                       | 30/07/2021 | Local Government Professionals Australia WA | Membership Dues 2021-22                             | 1,062.00        |
| DD12170.30                       | 30/07/2021 | Biome Eco Store                             | Vouchers (Prizes) For Plastic Free July Competition | 120.00          |
| DD12170.3                        | 30/07/2021 | Caltex                                      | Refund  | -120.00         |
| DD12170.29                       | 30/07/2021 | EVENTBRITE AU PTY LIMITED                   | Fees For Using Eventbrite                           | 52.44           |
| DD12170.28                       | 30/07/2021 | Zoom Video Communications Inc.              | Video Conference Service Monthly Fee                | 23.09           |
| DD12170.27                       | 30/07/2021 | Linkly                                      | Software - Establishment Fee                        | 55.00           |
| DD12170.26                       | 30/07/2021 | Lochsoft Pty Ltd (Wageloch)                 | Software Licensing And Maintenance Fees             | 483.52          |
| DD12170.25                       | 30/07/2021 | CONNECT Call Centre Services                | Community Feedback Hotline Services                 | 171.00          |
| DD12170.24                       | 30/07/2021 | Adobe Systems                               | Licence Fees  | 424.89          |
| DD12170.23                       | 30/07/2021 | Mail Chimp                                  | Email Newsletter Publishing Costs                   | 42.15           |
| DD12170.22                       | 30/07/2021 | Amazon.com                                  | Monthly App/Web Hosting Costs                       | 43.40           |
| DD12170.21                       | 30/07/2021 | Google Australia P/L                        | Monthly Api Charges                                 | 141.50          |
| DD12170.20                       | 30/07/2021 | VentralP Australia                          | Monthly Additional Hosting Costs                    | 2.95            |
| DD12170.2                        | 30/07/2021 | GROUCH & CO PTY LTD                         | Office Amenities                                    | 220.00          |
| DD12170.19                       | 30/07/2021 | St John Ambulance Australia                 | First Aid Course                                    | 160.00          |
| DD12170.18                       | 30/07/2021 | Miniprice Harrisdale                        | Farewell Card                                       | 5.00            |
| DD12170.17                       | 30/07/2021 | Total Tools                                 | Consumables   | 146.70          |
| DD12170.16                       | 30/07/2021 | Seton Australia                             | Aed Metal Sign For Mrf Door                         | 64.68           |
| DD12170.15                       | 30/07/2021 | Lighthouse Locksmiths                       | Copy Of Keys Cut For Gwf Shed                       | 13.20           |
| DD12170.14                       | 30/07/2021 | Kerfab Industries                           | Parts For Fel011                                    | 684.20          |
| DD12170.13                       | 30/07/2021 | R&R Fencing                                 | New Fence Panels For Mrf                            | 114.00          |
| DD12170.12                       | 30/07/2021 | Taipan Pty Ltd                              | Parts For Diesel Mustang                            | 107.98          |
| DD12170.11                       | 30/07/2021 | Secure Parking Pty Ltd                      | Parking For A Meeting At Walga Offices              | 9.23            |
| DD12170.10                       | 30/07/2021 | Australia Post                              | Postage Purchase                                    | 5.40            |
| DD12170.1                        | 30/07/2021 | Bunnings Group Limited                      | Work Light For Wcf                                  | 134.55          |
| <b>TOAL CREDIT CARD PAYMENTS</b> |            |   |   | <b>6,703.04</b> |



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE MEETING

WEDNESDAY 18 AUGUST 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL  
9 Aldous Place  
BOORAGOON

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

On behalf of our Participant Local Government



**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman welcomed everyone in attendance and declared the meeting open at 4pm.

“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)

Cr Steve Kepert

Mrs Helen Hardcastle, Facilitator, Minute taker

City of Fremantle

City of Melville

Learning Horizons

Mr Tim Youé (invited at end of meeting)

SMRC, Chief Executive Officer

**APOLOGIES**

Cr Cliff Collinson

Town of East Fremantle

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS / PRESENTATIONS:**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON**

Nil

**7. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

The meeting was closed to the public to discuss a matter affecting an employee pursuant to section 5.23 (2)(a) of the Local Government Act 1995.

## 9. REPORTS

### 9.1 CEO APPRAISAL REPORT

Mrs Hardcastle facilitated the CEO appraisal review.

#### COUNCIL RESOLUTION

21.08-01            MOVED: CR S KEPERT            SECONDED: CR D THOMPSON

#### 1. THE COMMITTEE RECOMMEND TO THE COUNCIL THAT:

- A. COUNCIL CONGRATULATES THE CEO IN MEETING AND EXCEEDING PERFORMANCE KPIS DELIVERED 2020-21.
- B. COUNCIL APPROVES THE 2021-22 PERFORMANCE KPIS.
- C. THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 1.5% FROM THE REVIEW DATE OF HIS CONTRACT.
- D. THE CEO PROFESSIONAL DEVELOPMENT ANNUAL BUDGET BE INCREASED TO \$3,000 AND ANY PRIOR UNUSED FUNDS BE ROLLED OVER EACH YEAR.

CARRIED 2/-

The CEO joined the meeting and was advised of the Committee's decision and invited to speak with the Committee.

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

Nil

#### 11. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman thanked those present for their attendance and the meeting was declared closed at 5pm.

**ORDINARY COUNCIL MEETING 26 AUGUST 2021  
ACTION LIST**

| <b>AGENDA ITEM NO.</b> | <b>SUBJECT</b>  | <b>LIST ACTION TAKEN</b>   | <b>ACTION BY</b> | <b>STATUS</b> |
|------------------------|---|--|------------------|---------------|
| 8.1                    | MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 27 MAY 2021  | Post to Intranet and Website   | CSM              | Completed     |
| 8.3                    | MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 24 JUNE 2021  | Post to Intranet and Website   | CSM              | Completed     |
| 8.5                    | MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 8 JULY 2021   | Post to Intranet and Website   | CSM              | Completed     |
| 8.7                    | MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 5 AUGUST 2021 | Post to Intranet and Website   | CSM              | Completed     |
| 11.1                   | OFFICE PROJECT AMENDED BUSINESS PLAN 2021                       | <ol style="list-style-type: none"> <li>1. Provide a copy to Project Participants</li> <li>2. WATC Consent to retire Kwinana from loan agreement</li> <li>3. Pay the withdrawing Project Participant the relevant amount less costs associated with the preparation of the Business Plan</li> </ol> | EMCS             |               |
| 11.2                   | CORPORATE POLICY REVIEW   | Update to Intranet, Website & FD   | CSM              |               |
| 11.3                   | FINANCIAL REPORT  | Budget Amendments  | CSM              |               |
| 11.4                   | CASH INVESTMENT PORTFOLIO                                       | No further action required   | CSM              | -             |
| 11.5                   | SCHEDULE OF PAYMENTS  | No further action required   | CSM              | -             |
| 13.1                   | CEO LSL DEFERMENT REQUEST                                       | THE CHIEF EXECUTIVE OFFICER'S REQUEST TO DEFER THE TAKING OF THIRTEEN WEEKS LONG SERVICE LEAVE TO MEET THE CONVENIENCE OF THE COUNCIL FOR TWELVE MONTHS TO 26 AUGUST 2022 BE APPROVED.   | HRM              |               |
| 15.1                   | CEO PERFORMANCE REVIEW 2021                                     | REMUNERATION PACKAGE UPDATE<br>CEO PROFESSIONAL DEVELOPMENT BUDGET   | EMCS             |               |



**ORDINARY COUNCIL MEETING 26 AUGUST 2021  
ACTION LIST**

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

# **Southern Metropolitan Regional Council**

## **Existing Undertakings**

### **Preliminary Estimate of a Notional Winding Up Surplus/Deficit**

Draft

31 October 2021

# Contents

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# 1 Notional winding up

## 1.1 Introduction

### 1.1.1 Background

Southern Metropolitan Regional Council (**SMRC**) is a statutory local government authority originally established by seven local governments in the southern part of metropolitan Perth.

Effective from 30 June 2010, the City of Canning withdrew from the SMRC,

Effective from 30 June 2012, the City of Rockingham withdrew from, the SMRC,

Effective from 30 June 2019, the City of Cockburn withdrew from the SMRC, resulting in four local governments remaining as participants (**the Participants**):

Town of East Fremantle

City of Fremantle

City of Kwinana

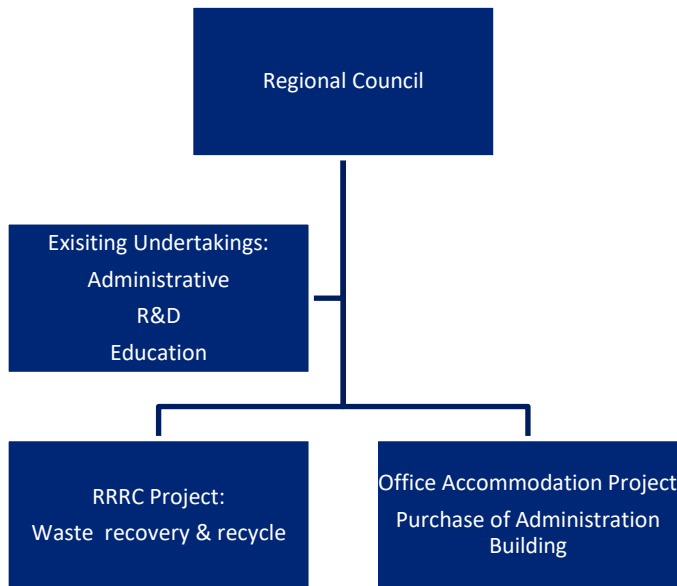
City of Melville

The SMRC is responsible for developing environmentally sustainable waste management solutions and climate change abatement measures for the communities of the Participants.

Underlying SMRC are two core projects, being the Regional Resources Recovery Centre (**RRRC**) Project (**the RRRC Project**) and the Office Accommodation Project (**the Office Project**). Each of these projects was established via a separate project agreement, and the City of Kwinana is not a project participant for the RRRC Project. In addition to the two core projects, the support activities of SMRC, such as education and marketing, research and development and administrative activities, are referred to as Existing Undertakings.

Existing Undertakings include Education and Marketing, Research and Development and Administrative activities.

The following illustrates the organisational structure of Southern Metropolitan Regional Council:



## 1.1.2 City of Kwinana Withdrawal

Pursuant to a resolution of the City of Kwinana on 24 June 2020, the City, as a Participant under the Establishment Agreement and Office Accommodation Project gave notice of its intention to withdraw from the SMRC and the Office Accommodation Project effective from 30 June 2021.

Clause 8.10 of the Establishment Agreement states that a Project Participant may, at any time, give notice of its intention to withdraw from the Project.

Clause 8.11 of the Establishment Agreement states the withdrawal of a Project Participant shall take effect:

- a) From the end of the financial year after the financial year in which notice under clause 8.10 has been given by the Project Participant to the Regional Local Government; or
- b) On any earlier date agreed by the Project Participants.

Clause 11.3 of the SMRC Establishment Agreement states that following the withdrawal of a project participant SMRC shall:

- a) Distribute to the withdrawing Participant an amount equal to the proceeds and any surplus funds which would have been payable if the SMRC was wound up; or
- b) Be entitled to recover from the withdrawing Participant an amount equal to the liability or debt which would be payable by the Participant if SMRC was wound up.

Clause 10.2 of the SMRC Establishment Agreement provides guidance as to how SMRC is to be wound up, as follows:

- a) Each Project is to be wound up separately
- b) Each Existing Undertaking is to be wound up separately
- c) The provisions of clauses 8.21, 8.22 and 8.23 shall apply to the winding up of each Project; and
- d) The provisions of clauses 9.9 and 9.10 shall apply to the winding up of each Existing Undertaking.

Clauses 9.9 and 9.10 outline that if an Existing Undertaking is wound up and there remains a surplus or deficit after taking into consideration the assets and liabilities of the Existing Undertaking then the surplus/deficit should be provided to/collected from the Participants based on the proportions contributed to the Existing Undertaking.

On the basis that the City of Kwinana is withdrawing from the SMRC, effective 30 June 2021, an indicative calculation in accordance with Clauses 9.9 and 9.10 has been prepared.

This calculation is preliminary only and is an indicative estimate of the proportional entitlement/liability of the City of Kwinana to the net assets/liabilities of the SMRC Existing Undertakings as forecast at 30 June 2021. The deficit calculated is indicative only and is subject to change upon finalisation of the 30 June 2021 audited financial position of the SMRC.

## 1.2 Methodology and assumptions

### 1.2.1 Methodology

The Establishment Agreement outlines the broad methodology to be applied in preparing the proportional entitlement of surplus funds/deficit as follows:

- The proportional entitlement of a withdrawing participant to any surplus funds/proportional liability for any deficit is to be in the same proportion as the contributions that the withdrawing project participant made to the Existing Undertakings
- For the purpose of determining the proportional surplus or liability of the withdrawing project participant, the net assets/liability of the Existing Undertakings are to be determined as if the assets were realised and all liabilities were satisfied.
- The Establishment Agreement is silent as to the method of valuation in the event that the winding up is conducted on a notional basis on the withdrawal of a participant.

Based on this broad methodology, the following specific methodology was applied to calculate the preliminary indicative estimate of the proportional deficit collectable from the City of Kwinana, following its effective withdrawal from the SMRC on 30 June 2021:

- Preparation of the balance sheet position of the Existing Undertakings as at 30 June 2021, is subject to final audit
- Preliminary estimation of the realisable value of the balance sheet position as at 30 June 2021
- Subtraction of any estimated additional costs to wind up the Existing Undertakings
- Percentage of the annual contributions made by the Project Participants to the Existing Undertakings
- Calculation of the proportional contribution by each Project Participant to the Existing Undertakings
- Application of the proportional contribution to the deficit position to estimate the proportional deficit collectable from the City of Kwinana.

### 1.2.2 Assumptions

The key assumptions are as follows:

- The 30 June 2021 book values for Cash & Investments, Trade & Other Receivables and Inventories are as presented for audit
- Sundry debtors are 100% collectible
- FY21 additions to property, plant and equipment are included, if any, in the 30 June 2021 balance sheet position
- Prepaid expenses are not realisable in a notional winding up scenario
- IT equipment, furniture and fittings and plant and equipment are realised at 10% of their net book value
- Employee leave and termination provisions are payable as at 30 June 2021. RRRC operational employees are excluded from the calculations.
- Accounting, legal and administrative provisional costs will be required in winding up the SMRC. 70% of these costs will be attributable to the Existing Undertakings. RRRC Project is excluded.
- A further \$225,000 in winding up costs will be incurred during a notional winding up of the SMRC. These costs are estimated to cover operational expenses including insurance, utilities, and employee wages during an estimate winding up period of two months. 70% of these costs will be attributable to the Existing Undertakings. RRRC Project is excluded.

- 5% of written down values of property plant and equipment will be incurred following 30 June 2021 in order to realise the property, plant and equipment (as required by virtue of a notional winding up). This calculation excludes RRRC Project property.
- Contract termination clauses, if any, will be triggered.

## 1.3 Estimated deficit

Applying the above methodology and assumptions, the preliminary estimate of the deficit position of the Existing Undertakings as at 30 June 2021 is \$249,122.

The proportional contribution of the City of Kwinana to the total contributions to the Existing Undertakings is 18.30<sup>1</sup>%.

On this basis, an estimated sum of \$45,589 is payable from the City of Kwinana following their withdrawal from the SMRC on 30 June 2021.

This deficit is forecast and should be considered indicative only. It is likely to change upon receipt of the updated audited financial statements for 30 June 2021.

The following table provides a summary of the notional winding up calculation which estimates the deficit payable from the City of Kwinana.

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<sup>1</sup> Rounded to two decimal places for reporting purposes

**CONFIDENTIAL**

**Summary of Notional Winding Up calculation – Existing Undertakings  
(INDICATIVE ESTIMATE ONLY)**

|   |  | SMRC                      | Existing Undertakings     |             |                           | Notes |
|---|--|---------------------------|---------------------------|-------------|---------------------------|-------|
|   |  | 30 June 2021<br>UNAudited | 30 June 2021<br>UNAudited | Adjustments | 30 June 2021<br>UNAudited |       |
| <b>ASSETS</b>   | Cash & cash equivalents                                  | 13,053,556                | 1,251,725                 | -           | 1,251,725                 |       |
|   | Investments  | -                         | -                         | -           | -                         |       |
|   | Trade & other receivables:                               | -                         | -                         | -           | -                         |       |
|   | Sundry debtors   | 2,779,952                 | -                         | -           | -                         |       |
|   | Accrued income - Insurance Claim                         | -                         | -                         | -           | -                         |       |
|   | Other Accrued income                                     | 977,051                   | 6,201                     | -           | 6,201                     |       |
|   | Prepaid expenses   | -                         | -                         | -           | -                         |       |
|   | GST Receivable   | -                         | -                         | -           | -                         |       |
|   | Loan debtors - project participants                      | 8,429,191                 | -                         | -           | -                         |       |
|   | <b>Total trade &amp; other receivables</b>               | 12,186,194                | 6,201                     | -           | 6,201                     |       |
|   | Inventories  | 1,081,373                 | -                         | -           | -                         |       |
|   | <u>Property, plant &amp; equipment:</u>                  |                           |                           |             |                           |       |
|   | Leasehold improvements                                   | 17,250,402                | -                         | -           | -                         |       |
|   | Freehold land & building                                 | 1,798,521                 | -                         | -           | -                         |       |
|   | IT equipment   | 3,195                     | -                         | -           | -                         |       |
|   | Furniture & equipment                                    | 4                         | -                         | -           | -                         |       |
|   | Plant & equipment  | 6,134,899                 | -                         | -           | -                         |       |
|   | Capital Work in progress                                 | 207,646                   | -                         | -           | -                         |       |
|   | <b>Total property, plant &amp; equipment</b>             | 25,394,667                | -                         | -           | -                         |       |
|   | <b>Total assets</b>                                      | 51,715,790                | 1,257,926                 | -           | 1,257,926                 |       |
| <b>LESS</b>   |  |                           |                           |             |                           |       |
| <b>LIABILITIES</b>  | Trade & Other Payables:                                  |                           |                           |             |                           |       |
|   | Sundry creditors   | 3,590,411                 | 108,467                   | -           | 108,467                   |       |
|   | Accrued Expenses   | -                         | -                         | -           | -                         |       |
|   | Bonds & Retentions                                       | -                         | -                         | -           | -                         |       |
|   | <b>Total trade &amp; other payables</b>                  | 3,590,411                 | 108,467                   | -           | 108,467                   |       |
|   | Provisions (annual and long service leave)               | 849,181                   | 431,420                   | 29,188      | 402,232                   | 1     |
|   | Long-term borrowings                                     | 8,429,191                 | -                         | -           | -                         |       |
|   | <b>Total liabilities</b>                                 | 12,868,783                | 539,887                   | 29,188      | 510,699                   |       |
| <b>EQUALS</b>   |  |                           |                           |             |                           |       |
| <b>NET ASSETS AVAILABLE TO MEMBER COUNCILS BEFORE WIND-UP COSTS &amp; ADJUSTMENTS</b> |  | 38,847,007                | 718,039                   | - 29,188    | 747,227                   |       |
| <b>LESS</b>   |  |                           |                           |             |                           |       |
| <b>COSTS TO WIND-UP OPERATIONS</b>  | Closing Waste in process                                 | -                         | -                         | -           | -                         |       |
|   | <u>External Consultant Cost (Legal &amp; Accounting)</u> | 150,000                   | 150,000                   | -           | 150,000                   | 2     |
|   | <u>Asset realisation costs</u>                           | 135,000                   | -                         | -           | -                         | 3     |
|   | <u>Estimated winding up costs</u>                        | 225,000                   | 225,000                   | -           | 225,000                   | 4     |
|   |  | 510,000                   | 375,000                   | -           | 375,000                   |       |
| <b>LESS</b>   |  |                           |                           |             |                           |       |
| <u>ADJUSTMENTS RE TERMINATION OF CONTRACTS</u>  | - Xerox Contract   | -                         | -                         | -           | -                         |       |
|   | - Vehicle Lease agreements                               | -                         | -                         | -           | -                         |       |
|   | - Ground Lease   | -                         | -                         | -           | -                         |       |
|   | - Employment contracts                                   | 621,349                   | 621,349                   | -           | 621,349                   | 5     |
|   | - R & D Grants   | -                         | -                         | -           | -                         |       |
|   |  | 621,349                   | 621,349                   | -           | 621,349                   |       |
| <b>EQUALS</b>   |  |                           |                           |             |                           |       |
| <b>SURPLUS (DEFICIT)</b>  |  | 37,715,658                | (278,310)                 | (29,188)    | (249,122)                 |       |
| <b>PARTICIPANTS' LIABILITIES</b>  |  | Share (%)                 |                           |             |                           | 6     |
|   | Town of East Fremantle                                   | 4.38%                     |                           |             | (10,912)                  |       |
|   | City of Fremantle  | 17.02%                    |                           |             | (42,401)                  |       |
|   | City of Kwinana  | 18.30%                    |                           |             | (45,589)                  |       |
|   | City of Melville   | 60.30%                    |                           |             | (150,221)                 |       |
|   | <b>Total</b>   | 100%                      |                           |             | (249,123)                 |       |

Notes

- Employee annual leave and Long Service Leave accruals are payable as at 30 June 2021 for administration staff, excluding the RRRC operational employees. Adjustment relates to oncosts being excluded from this calculation
- external legal and accounting fees are estimated to wind-up the SMRC.
- Costs associated to sell the property.
- A winding up contingency has been included to cover administrative and employee costs during the period of winding up the projects. These costs are based on a two month winding up program for administrative functions. (RRRC Project has been excluded)
- Termination costs have estimated based on termination clauses included in relevant contracts.
- Participants' contributions for the existing undertakings are calculated for the period from FY 97 to FY 21. Data as to contributions prior to FY 97 is unavailable.



# SOUTHERN METROPOLITAN REGIONAL COUNCIL



## OFFICE ACCOMMODATION PROJECT AMENDED BUSINESS PLAN 2021 (DRAFT)

*30 June 2021*

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# INTRODUCTION

## 1. Introduction

### 1. BACKGROUND

Southern Metropolitan Regional Council (SMRC) is a statutory local government authority consisting of four local governments in the southern part of metropolitan Perth.

Town of East Fremantle      City of Fremantle

City of Kwinana              City of Melville

The SMRC is responsible for developing environmentally sustainable waste management solutions and climate change abatement measures for the communities of the Participants.

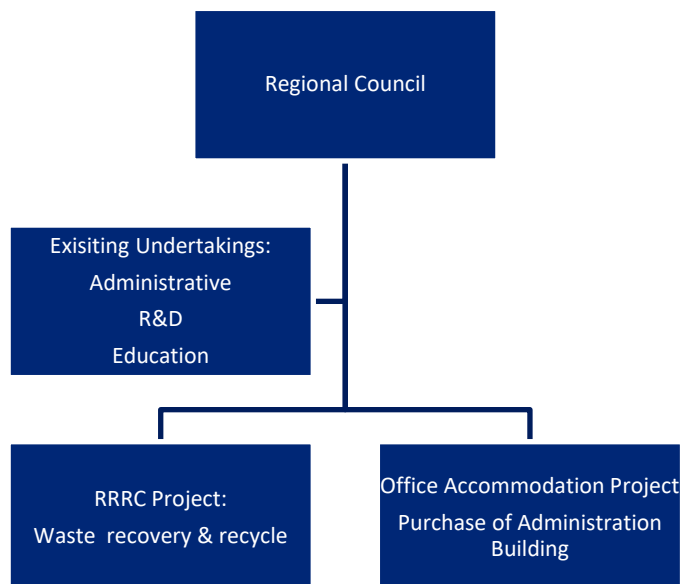
Underlying SMRC are two core projects, being;

1. the Regional Resources Recovery Centre (RRRC) Project (the RRRC Project) and,
2. the Office Accommodation Project (the Office Project).

Each of these projects was established via a separate project agreement, and not all Participants are parties to each project agreement. In addition to the two core projects, the support activities of SMRC, such as education and marketing, research and development and administrative activities, are referred to as Existing Undertakings.

Existing Undertakings include Education and Marketing, Research and Development and Administrative activities.

The following diagram illustrates the organisational structure of SMRC:



# INTRODUCTION

## 2. CITY OF KWINANA WITHDRAWAL FROM THE PROJECT

Pursuant to a resolution of the City of Kwinana (City) on 24 June 2020, the City has given notice of its intention to withdraw from the SMRC Establishment Agreement and the Office Accommodation Project Agreement effective from 30 June 2021.

Clause 8.10 of the Establishment Agreement states that a Project Participant may, at any time, give notice of its intention to withdraw from the Project.

Clause 8.11 of the Establishment Agreement states the withdrawal of a Project Participant shall take effect:

- a) From the end of the financial year after the financial year in which notice under clause 8.10 has been given by the Project Participant to the Regional Local Government; or
- b) On any earlier date agreed by the Project Participants.

Upon withdrawal of a participant from a project, each project agreement stipulates that an Amended Business Plan is to be prepared for the related project. The Establishment Agreement further stipulates that upon withdrawal of a Participant from SMRC that the amount of any surplus funds or deficit be calculated as if SMRC was wound up. The winding up of SMRC includes:

- a) Winding up of each Project separately
- b) Winding up of each Existing Undertaking.

This Amended Business Plan addresses the Office Project and the withdrawal of the City from that project.

## 3. OFFICE ACCOMMODATION PROJECT

In May 2003, The Regional Council adopted the Office Project Business Plan for the purposes of purchasing office accommodation. All its Member Councils entered into a Project Participants Agreement as a joint investment venture.

In 2004 the SMRC purchased freehold land and building situated at 9 Aldous Place, Booragoon, Western Australia for its administration office.

The Office Project pertains to SMRC's office located at 9 Aldous Place, Booragoon, Western Australia.

The expenditure of the Office Project covers the following:

- Costs associated with financing, maintaining and operating (utilities and outgoings) the office accommodation.

The assets and liabilities that relate to the Office Project are the land and buildings and the associated loan facility.

The office accommodates 15 full time employees who are employed in relation to the Existing Undertaking and the RRRC Project (serving a variety of functions such as engineering services, administration and finance, business development and communications). The office has meeting rooms, a rear warehouse and garage.

# INTRODUCTION

Current participants in the Office Project include:

- Town of East Fremantle
- City of Fremantle
- City of Kwinana
- City of Melville

(collectively, **the Project Participants** – the **Remaining Project Participants** is defined as all Project Participants excluding the City of Kwinana)

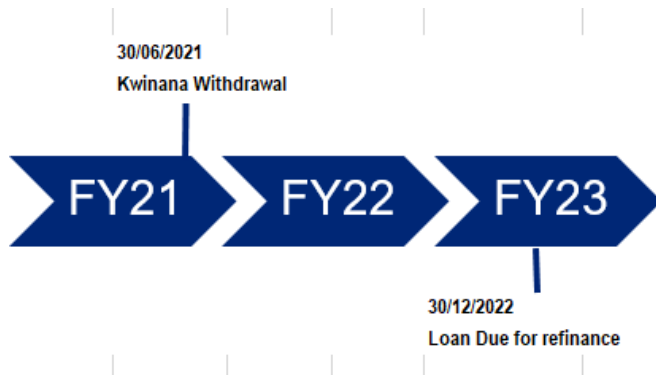
## 4. AMENDED BUSINESS PLAN

As outlined in the Office Project Agreement, this Amended Business Plan addresses the following:

- The effect of the withdrawal of the City of Kwinana
- Details of any changes to the annual contributions payable by the remaining Project Participants after the withdrawal takes effect.

Accordingly, this Amended Business Plan incorporates the outcome of a financial model which models the effect of the City of Kwinana's withdrawal on the Remaining Project Participants and further provides an indicative estimate of the proportional entitlement payable to the City of Kwinana, based on a notional winding up of the Office Project on 30 June 2021.

Figure 1. Office Project Events



# EXECUTIVE SUMMARY

## 2. Executive Summary

### 1. ANNUAL CONTRIBUTIONS

The impact of the City of Kwinana's withdrawal is to change the proportion of annual participant contributions and spreads the City's contribution across the Remaining Project Participants proportionately.

The following table indicates the change in annual member contribution proportions to 30 June 2025 assuming prevailing interest rates are applicable for the term of the loan.

A fixed interest rate to 30 December 2022 is 0.35% + 0.70% govt guarantee fee.

For modelling purposes a forecast interest rate from 1 January 2022 is 1.5% + 0.70%.

Table 1

| Project Expenses                  | 01-Jul-20     | 01-Jul-21     | 01-Jul-22     | 01-Jul-23     | 30-Jun-24     |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 30-Jun-21     | 30-Jun-22     | 30-Jun-23     | 29-Jun-24     | 29-Jun-25     |
| Loan Interest Payment             | 18,900        | 18,900        | 42,300        | 48,600        | 48,600        |
| <b>Participants' Contribution</b> |               |               |               |               |               |
| East Fremantle                    | 795           | 1,045         | 2,334         | 2,334         | 2,334         |
| Fremantle                         | 3,153         | 4,165         | 9,335         | 9,335         | 9,335         |
| Kwinana                           | 4,574         | -             | -             | -             | -             |
| Melville                          | 10,378        | 13,690        | 30,631        | 30,631        | 30,631        |
| <b>Total Income</b>               | <b>18,900</b> | <b>18,900</b> | <b>42,300</b> | <b>42,300</b> | <b>42,300</b> |

### 2. LOAN CAPITAL CONTRIBUTIONS

The change for the remaining Project Participants (percentage and dollar changes) for contingent liability for the \$1.8 million loan in FY22 is provided in the following table:

Table 2

|                | FY21           |                  | FY22          |                  |
|----------------|----------------|------------------|---------------|------------------|
|                | %              | \$               | %             | \$               |
| East Fremantle | 4.21%          | 75,712           | 5.53%         | 99,537           |
| Fremantle      | 16.68%         | 300,296          | 22.04%        | 396,701          |
| Kwinana        | 24.20%         | 435,625          | 0.00%         | -                |
| Melville       | 54.91%         | 988,367          | 72.43%        | 1,303,762        |
| <b>Total</b>   | <b>100.00%</b> | <b>1,800,000</b> | <b>100.0%</b> | <b>1,800,000</b> |

# EXECUTIVE SUMMARY

## 3. NOTIONAL WINDING UP

The Project Agreement states that following the withdrawal of a project participant, SMRC shall determine the amount equal to the proportional entitlement or proportional liability payable to/collectable from the withdrawing project participant. Following quantification of the proportional entitlement or liability, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

The notional winding up includes a sworn property valuation within six months prior to withdrawal, and costs associated with winding up the project at the withdrawal date, 30 June 2021.

1. An independent sworn market valuation dated 1 June 2021 values the property at \$1.8 million.
2. Notional winding up costs is estimated at \$135,000.

### Conclusion:

1. In accordance with Clause 2.7, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project is a surplus of \$136,252. The proportional entitlement of the withdrawing project participant is \$26,629 and the SMRC is to pay the withdrawing project participant the relevant amount less costs associated with the preparation of this plan.
2. In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC), SMRC and its remaining Participants shall:
  - a. Pass a resolution giving its consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as “the Loan Agreement”) with the WATC with effect from 30 June 2021.
  - b. Accordingly the remaining Participants hereby requests that SMRC deliver a revised Exhibit B Certificate to WATC as required under the provisions of the Loan Agreement to notify WATC of the new percentages of the SMRC debt being apportioned to the remaining participants following the withdrawal of City of Kwinana from the SMRC effective 30 June 2021.

**Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-**

| <u>Name of Participant</u> | <u>Old Share</u> | <u>New Share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |

# 3 FINANCIAL MODEL

## 3 Financial Model

### 1. INTRODUCTION

The cost estimates provided in this Amended Business Plan are based on the SMRC's most recent estimates of ongoing loan interest payments. The assumptions with regards to the Amended Business Plan are discussed further below.

### 2. ASSUMPTIONS

#### Project length

The Office Project is an ongoing project and accordingly does not have a finite completion date. The project will cease when the building is sold. For the purpose of the Amended Business Plan the Office Project has been modelled over a two-year period to FY23, in line with the fixed borrowing and future transition plan of the SMRC.

#### Population growth

Data from the Australian Bureau of Statistics (ABS) combined with Forecast.ID growth rates has been used to estimate participants' population growth during the plan period. SMRC uses the ABS's Estimated Population by Local Government Region for calculating actual annual contributions.

#### Project income

There is currently no additional income received for this Project, other than member contributions.

#### Project expenses

- The annual loan interest payments are fixed to 31 December 2020 at \$58,500pa. Should the loan be re-financed after this period interest rates will be at the prevailing rates from December 2020.
- Major repairs & maintenance are to be funded from the purpose reserve fund. The building will require internal and external repainting, general repairs and maintenance and landscaping prior to any disposal of the building in the short-term.

#### Member proportions

The annual loan interest payments of the Office Project are to be shared amongst the Project Participants based on their proportional populations.



# 3 FINANCIAL MODEL

## Reserve Fund

The Office Accommodation Reserve was established and maintained in accordance with section 6.11 of the Local Government Act 1995.

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

Table 3

| Project Reserve Fund         | 01-Jul-20 | 01-Jul-21 | 01-Jul-22 | 01-Jul-23 | 30-Jun-24 |
|------------------------------|-----------|-----------|-----------|-----------|-----------|
|                              | 30-Jun-21 | 30-Jun-22 | 30-Jun-23 | 29-Jun-24 | 29-Jun-25 |
| Office Accommodation Reserve |           |           |           |           |           |
| Balance as at 1 July         | 271,252.  | 271,252.  | 271,252.  | 271,252.  | 271,252.  |
| Transfers to Reserve         |           |           |           |           |           |
| Transfers from Reserve       |           |           |           |           |           |
| Balance as at 30 June        | 271,252.  | 271,252.  | 271,252.  | 271,252.  | 271,252.  |

# 3 FINANCIAL MODEL

## 3. OUTPUTS

### Annual contributions

Pursuant to the Agreement, the Project Participants shall pay to the Regional Local Government:

- a. an annual contribution towards the cost of the acquisition of any asset of a capital nature for the Project; and
- b. an annual contribution towards all other expenditure relating to the Project including:
  - i. the cost of acquisition of any asset of a non-capital nature for the Project; and
  - ii. all operating expenditure, including administrative expenses, relating to the Project,

The annual contribution towards the Office Project are to be shared amongst the Project Participants based on their proportional populations.

The Office Project budget is in two parts;

1. Expenditure towards the cost of the borrowings for the acquisition of the assets. Eg Interest Expense. Participants pay this via an annual contribution forming part of the Governance Contribution.
2. Income and Expenses towards the running of the Asset eg, warehouse rent, maintenance, rates, rubbish charges, cleaning, utilities, etc.

Participants' indirectly pay the proportional net costs through allocations to the existing undertakings and the RRRC Project and is not an additional contribution payable by the remaining participants.

The financial model indicates that the following changes in participant contributions, by way of percentage contribution, will result following the withdrawal of the City of Kwinana:

Table 4

| Impact of withdrawal on remaining participants' proportions |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| Participants  | FY21   | FY22   | FY23   | FY24   | FY25   |
| East Fremantle  | 4.2%   | 5.5%   | 5.5%   | 5.5%   | 5.5%   |
| Fremantle   | 16.7%  | 22.0%  | 22.1%  | 22.1%  | 22.1%  |
| Kwinana   | 24.2%  | 0.0%   | 0.0%   | 0.0%   | 0.0%   |
| Melville  | 54.9%  | 72.4%  | 72.4%  | 72.4%  | 72.4%  |
| Total   | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

Table 5

| Project Expenses                  | 01-Jul-20     | 01-Jul-21     | 01-Jul-22     | 01-Jul-23     | 30-Jun-24     |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 30-Jun-21     | 30-Jun-22     | 30-Jun-23     | 29-Jun-24     | 29-Jun-25     |
| Loan Interest Payment             | 18,900        | 18,900        | 42,300        | 48,600        | 48,600        |
| <b>Participants' Contribution</b> |               |               |               |               |               |
| East Fremantle                    | 795           | 1,045         | 2,334         | 2,334         | 2,334         |
| Fremantle                         | 3,153         | 4,165         | 9,335         | 9,335         | 9,335         |
| Kwinana                           | 4,574         | -             | -             | -             | -             |
| Melville                          | 10,378        | 13,690        | 30,631        | 30,631        | 30,631        |
| <b>Total Income</b>               | <b>18,900</b> | <b>18,900</b> | <b>42,300</b> | <b>42,300</b> | <b>42,300</b> |

# 3 FINANCIAL MODEL

## 4. LOAN CAPITAL CONTRIBUTIONS

SMRC has a \$1,800,000 loan owing to Western Australian Treasury Corporation relating to the original purchase and fit out of the office accommodation. The Project Participants each have a contingent liability in relation to their guarantee of repayment of their portion of the loan. Upon withdrawal of the City of Kwinana, the Remaining Project Participants are required under the Project Agreement to take on the guarantee for repayment of the loan in the revised proportions.

In accordance with the Participants' Agreement, a withdrawing participant no longer is liable for the borrowing and it is a requirement of the continuing participants to consent to the withdrawing participant's retirement from the loan obligations with the Western Australian Treasury Corporation.

Currently there is no requirement for the participants to pay annual capital contributions towards the repayment of the principal loan. Interest repayments are included in the operating annual contributions.

The loan is an interest only fixed borrowing and any reduction of the principal or loan balance will be in consultation with Project Participants.

The loan is fixed to 31 December 2022. At that date the loan can either be repaid or refinanced. Early retirement of the loan during its fixed period is allowable however, may attract lender discount charges.

The change in contingent liability in FY22 for the remaining Project Participants (percentage and dollar changes) is provided in the following table:

Table 6

|                | FY21           |                  | FY22          |                  |
|----------------|----------------|------------------|---------------|------------------|
|                | %              | \$               | %             | \$               |
| East Fremantle | 4.21%          | 75,712           | 5.53%         | 99,537           |
| Fremantle      | 16.68%         | 300,296          | 22.04%        | 396,701          |
| Kwinana        | 24.20%         | 435,625          | 0.00%         | -                |
| Melville       | 54.91%         | 988,367          | 72.43%        | 1,303,762        |
| <b>Total</b>   | <b>100.00%</b> | <b>1,800,000</b> | <b>100.0%</b> | <b>1,800,000</b> |

# NOTIONAL WINDING UP OF PROJECT

## 4 Notional Winding Up of Project

### 1. INTRODUCTION

The Office Project Participants' Agreement outlines in clause 2.6 that in the event of the withdrawal of a project participant from the Office Project that SMRC shall prepare an amended business plan for that Project. The amended business plan is to have regard to the effect of the withdrawal of the project participant giving the notice.

Clause 2.7 further states that following the withdrawal of a project participant that SMRC shall determine the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project. The proportional entitlement of the withdrawing project participant is then to be applied to this amount. Following quantification of the proportional entitlement, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

### 2. METHODOLOGY AND ASSUMPTIONS

- The percentage of the total contributions paid by the remaining participants since the commencement of the Project.
- A sworn property market value within six months prior to withdrawal date.
- The outstanding WATC loan is \$1.8 million.
- Office Accommodation Reserve \$271,252 million
- Winding up costs \$135,000

# NOTIONAL WINDING UP OF PROJECT

The following table shows the annual contributions expressed as a percentage since the commencement of the Project.

The percentage of contributions have been adjusted following the withdrawal of Canning, Rockingham and Cockburn to determine a 100% share equity between the remaining four participants.

Table 6

| OFFICE PROJECT                     |         |          |                   |           |         |          |            |       |
|------------------------------------|---------|----------|-------------------|-----------|---------|----------|------------|-------|
| Year of contribution               | CANNING | COCKBURN | EAST<br>FREMANTLE | FREMANTLE | KWINANA | MELVILLE | ROCKINGHAM | Total |
| FY                                 | %       | %        | %                 | %         | %       | %        | %          |       |
| 2007                               | 20.81%  | 18.75%   | 1.80%             | 7.11%     | 5.88%   | 25.80%   | 19.85%     | 100%  |
| 2008                               | 20.81%  | 18.75%   | 1.80%             | 7.11%     | 5.88%   | 25.80%   | 19.85%     | 100%  |
| 2009                               | 20.14%  | 19.40%   | 1.74%             | 6.47%     | 6.04%   | 24.23%   | 21.97%     | 100%  |
| 2010                               | 20.14%  | 19.40%   | 1.74%             | 6.47%     | 6.04%   | 24.23%   | 21.97%     | 100%  |
| 2011                               |         | 24.30%   | 2.18%             | 8.10%     | 7.57%   | 30.34%   | 27.51%     | 100%  |
| 2012                               |         | 24.30%   | 2.18%             | 8.10%     | 7.57%   | 30.34%   | 27.51%     | 100%  |
| 2013                               |         | 35.43%   | 2.92%             | 11.07%    | 11.47%  | 39.11%   | 0.00%      | 100%  |
| 2014                               |         | 36.39%   | 2.79%             | 10.81%    | 11.98%  | 38.03%   |            | 100%  |
| 2015                               |         | 36.63%   | 2.74%             | 10.74%    | 12.20%  | 37.69%   |            | 100%  |
| 2016                               |         | 36.91%   | 2.71%             | 10.70%    | 12.52%  | 37.16%   |            | 100%  |
| 2017                               |         | 37.09%   | 2.67%             | 10.70%    | 12.80%  | 36.74%   |            | 100%  |
| 2018                               |         | 37.29%   | 2.65%             | 10.61%    | 13.22%  | 36.23%   |            | 100%  |
| 2019                               |         | 37.67%   | 2.68%             | 10.52%    | 14.34%  | 34.79%   |            | 100%  |
| 2020                               |         |          | 4.24%             | 16.76%    | 23.63%  | 55.36%   |            |       |
| 2021                               |         |          | 4.21%             | 16.68%    | 24.20%  | 54.91%   |            |       |
|                                    |         |          | 2.60%             | 10.13%    | 11.69%  | 35.38%   |            | 60%   |
| Excl Canning, Rockingham, Cockburn |         |          | 4.35%             | 16.94%    | 19.54%  | 59.16%   |            | 100%  |

# NOTIONAL WINDING UP OF PROJECT

**Table 7 – Excerpt of Sworn Valuation Report dated 1 June 2021**

2105047619  
9 Aldous Place, Booragoon WA 6154



## 10 Valuation

Subject to the conditions, limitations and qualifications contained within the body of this report, we assess the Market Value exclusive of GST of the subject property, for Internal Transfer purposes, as at 1 June 2021, to be:

Market Value – As Is

\$1,800,000

(ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS)

Valuer Tony Gorman  
FAPI CPV 64979  
WA Licence No. 42002  
Entity Acumentis (WA) Pty Ltd trading as Acumentis  
Office Perth

Co-signatory Matthew Crofts  
AAPI CPV 65149  
WA Licence No. 44324  
Position Director

**Table 8 – Winding up costs**

| Winding Up costs             |    |          |
|------------------------------|----|----------|
| Sale Agent Fees              | 2% | 36,000.  |
| Sale Marketing Fees          |    | 10,000.  |
| Conveyancing                 |    | 5,000.   |
| External & Internal Painting |    | 40,000.  |
| General building repairs     |    | 20,000.  |
| Landscaping for sale         |    | 5,000.   |
| Relocation Costs             |    | 15,000.  |
| Other                        |    | 4,000.   |
| Total                        |    | 135,000. |

# NOTIONAL WINDING UP OF PROJECT

**Table 9 - Proportional calculation:**

|                             |         |             |
|-----------------------------|---------|-------------|
| 2021 Market Valuation       |         | 1,800,000.  |
| Office Reserve              |         | 271,252.    |
| Less winding up costs       |         | (135,000)   |
| Less Loan                   |         | (1,800,000) |
| Balance                     |         | 136,252.    |
| <b>Participants' Share</b>  |         |             |
| Based on past contributions |         |             |
| East Fremantle              | 4.36%   | 5,934.      |
| Fremantle                   | 16.94%  | 23,080.     |
| Kwinana                     | 19.54%  | 26,629.     |
| Melville                    | 59.16%  | 80,609.     |
| Total Income                | 100.00% | 136,252.    |

### 3. CONCLUSION

1. In accordance with Clause 2.7, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project is a surplus of \$136,252. The proportional entitlement of the withdrawing project participant is \$26,629 and the SMRC is to pay the withdrawing project participant the relevant amount less costs associated with the preparation of this plan.
2. In accordance with the Lending Agreement between Western Australian Treasury Corporation (WATC), SMRC and its remaining Participants shall:
  - a. Pass a resolution giving its consent to the City of Kwinana withdrawing from its obligations under the \$2 Million Secured Lending Facility Agreement (known as the Office Project Loan) (hereinafter referred to as "the Loan Agreement") with the WATC with effect from 30 June 2021.
  - b. Accordingly the remaining Participants hereby requests that SMRC deliver a revised Exhibit B Certificate to WATC as required under the provisions of the Loan Agreement to notify WATC of the new percentages of the SMRC debt being apportioned to the remaining participants following the withdrawal of City of Kwinana from the SMRC effective 30 June 2021.

**Southern Metropolitan Regional Council hereby certifies that as at the date hereof, the Share of the Facility (expressed as a percent) owed by each Participant is as follows:-**

| <u>Name of Participant</u> | <u>Old share</u> | <u>New share</u> |
|----------------------------|------------------|------------------|
| City of Fremantle          | 16.70%           | 22.04%           |
| City of Melville           | 55.82%           | 72.43%           |
| Town of East Fremantle     | 4.25%            | 5.53%            |
| City of Kwinana            | 23.23%           | 0%               |
| <b>TOTAL<sup>(1)</sup></b> | <b>100.00%</b>   | <b>100.00%</b>   |

# Energy Framework Offer Document

RFQ 06/21

Contestable Electricity Supply for Western Australian  
Member Local Governments

**Prepared by:** Toby Costanzo  
WALGA Contract Manager, Commercial  
Management (Project Manager)

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## 1. Glossary

|                                      |   |
|--------------------------------------|---|
| <b>Contestable Energy</b>            | Means, in the context of this Project, any supply point with its own unique National Meter Identifier that is able to be under a contract or sits outside the Synergy gazetted tariff |
| <b>ESA</b>                           | Electricity Supply Agreement  |
| <b>Evaluation Panel</b>              | The group comprising individual members who will conduct the evaluation of each Response  |
| <b>LGA</b>                           | Local Government Authority  |
| <b>LGC</b>                           | Large-Scale Generation Certificate  |
| <b>Members</b>                       | Members of WALGA  |
| <b>MOU</b>                           | Memorandum of Understanding   |
| <b>NMI</b>                           | National Meter Identifier   |
| <b>PPA</b>                           | Power Purchase Agreement  |
| <b>Project</b>                       | Contestable Electricity Supply for Member Local Governments falling within the greater Energy Sustainability and Renewables Project being undertaken by WALGA.                        |
| <b>REC</b>                           | Renewable Energy Certificate  |
| <b>Respondent or Supplier</b>        | Suppliers of energy who may respond to the RFQ  |
| <b>RFQ or Request</b>                | Request for Quote   |
| <b>Quote, Submission or Response</b> | The offer provided by a Respondent in response to the RFQ   |
| <b>STC</b>                           | Small Scale Technology Certification  |
| <b>Steering Group</b>                | A volunteer group of representatives of the Local Government's participating in the Project   |

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## 2. Executive Summary

### 2.1. Background

Synergy have been awarded the supply of energy, renewables and integrated projects enclosed in phase one of the Energy Sustainability and Renewables Project subject to contracting, satisfaction of minor variations and the minimum thresholds of Local Government participation reached. WALGA estimates the product will deliver a collective saving of 5 million dollars a year and deliver the single largest reduction in carbon footprint for the Local Government Sector if, fully adopted.

Forty-seven (47) Local Governments have made declarations acknowledging that climate change is occurring, and that climate change will continue to have significant effects on the WA environment, society, economy, and Local Government sector. Many of these Local Governments have adopted environmental policies with carbon neutral targets included. WALGA was requested by its Members to explore alternative options for a whole of Sector Power Purchase Agreement (PPA). In the course of the investigation, while engaging with Members, it emerged that a PPA would deliver some benefits, however other aspects of energy procurement such as contract misalignment, transitioning networks and Local Government infrastructure agreements, put the sectors needs beyond that of a conventional PPA. It was identified that there are varying levels of commitment to renewable energy across the sector. Many of the Local Governments participating in this market process identified a strong desire to procure renewable energy, however they are limited by the current options being offered individually in the market.

WALGA concluded that an alternate solution was necessary in order to align contracts and develop integrated systems to allow for proper aggregation. A Steering Group comprising of WA Local Governments was assembled with the task of conceiving an optimal solution to rising energy costs and inflated renewables prices.

The founding members of the Steering Group include: Stirling, Mandurah, Perth, Fremantle, Cockburn, Bayswater, Canning, Joondalup, Wanneroo, Gosnells and Armadale. On the 28<sup>th</sup> of November 2021, The Finance and Services Committee, a delegated authority of State Council endorsed the recommendation from the Energy Sustainability and Renewables Local Government Steering Group to award the supply to Synergy.

On the 26<sup>th</sup> of August 2021, the Australian Competition & Consumer Commission (ACCC) decided to grant authorisation to the Western Australian Local Government Association to enable local governments who are current and future members of a proposed joint renewable energy purchasing group to pool their demand and collectively tender for and negotiate an electricity supply arrangement. The ACCC has decided to grant authorisation for 15 years, until 30 September 2036. The ACCC determined the period intended to cover an initial 3-year agreement, which will provide price transparency to the Proposed Energy Group and align Local Government contract terms for the development of a longer-term 10-year agreement when the initial 3-year agreement expires.

The group is seeking a cost-effective and long-term solution to enable Local Government in Western Australia to achieve their renewable energy and carbon emissions targets. The Sector sits in the level of government closest to the community which mandates a solution that is able to clearly report and articulate sustainability accomplishments.

## 2.2. Scope

As part of the greater Energy Sustainability and Renewables Project, the scope of the exercise and of Phase 1 is the aggregation of contestable energy supply. In general terms the phasing is as follows:

Phase 1 – Contestable energy supply and Renewable Energy options

Phase 2 – Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, non-contestable supply investigation, preparation for carbon offset integration and preparation for a PPA

Phase 3 – Carbon management, offsets, integrated technologies

Phase 5 – Long Term PPA

Phase 6 – Sustainable Fleet Transition and Sustainable Infrastructure Technologies

Phase 7 – Large-scale Local Government Sustainability projects

Using a staged approach, WALGA is looking to develop a long-term partner, or consortium of partners, to provide energy and sustainability solutions for the sector.

### **Three key objectives for the greater project include:**

- Enhance access to and development of renewable energy for Western Australian Local Government thereby driving positive climate change outcomes
- Diversify supply options and application of new technology
- Leverage the best price outcomes for Local Government supply.

### 3. Offer in Brief

You may select from **Option 1** or **Option 2** for your electricity supply:

#### Option 1. Western Australia Uniform Supply

| Unbundled                      |                  | Supply Period (3 Years)  |                  |                                |                  |
|--------------------------------|------------------|--|------------------|--------------------------------|------------------|
| 1/04/2022 - 31/03/2023 (Yr. 1) |                  | 1/04/2023 - 31/03/2024 (Yr. 2)   |                  | 1/04/2024 - 31/03/2025 (Yr. 3) |                  |
| Peak (c/kWh)                   | Off-Peak (c/kWh) | Peak (c/kWh)   | Off-Peak (c/kWh) | Peak (c/kWh)                   | Off-Peak (c/kWh) |
| 5.691                          | 5.174            | 5.940  | 5.400            | 5.862                          | 5.329            |
| Daily Supply Charge (Per NMI)  |                  | N/A (\$0)  |                  |                                |                  |
| CPI                            |                  | There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term. |                  |                                |                  |

| Benchmarking range for non-Commodity Cost (Applied flat)   | Low-Point Rate (c/ kWh) | High-Point Rate (c/ kWh) |
|--|-------------------------|--------------------------|
|  | 13.692                  | 18.322                   |
| Local Government's managing their energy profiles and consumption may expect lower non-commodity costs. Factors such as remote locality and intermittent supply result in a higher rate. |                         |                          |
| Weighted Average Price<br>(Calculated using the total WA portfolio. Each Local Government will have minor variations due to unique energy profiles)                                      | Flat (c/ kWh)           |                          |
|  | 5.57                    |                          |

#### Option 2. Specific to Southern Metropolitan Regional Council

| Bundled                       |  | Supply Period (End of Existing Agreement – 31/3/2025)  |  |
|-------------------------------|--|--|--|
| Peak (c/kWh)                  |  | Off-Peak (c/kWh)   |  |
| 32.79                         |  | 14.50  |  |
| Daily Supply Charge (Per NMI) |  | \$2.53   |  |
| CPI                           |  | There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term. |  |

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**Renewable Energy.**

| <b>Natural Power (Renewable Energy)</b> |  | <b>Option available per Supply Period</b> |  |
|---|--|---|--|
| 1/04/2022 - 31/03/2023 (Yr. 1)          | 1/04/2023 - 31/03/2024 (Yr. 2)   | 1/04/2024 - 31/03/2025 (Yr. 3)            |  |
| Rate (c/ kWh)                           | Rate (c/ kWh)  | Rate (c/ kWh)                             |  |
| 3.00                                    | 2.60   | 2.23                                      |  |
| CPI                                     | There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term. |   |  |

---

In order to realise the full potential of this product and to align energy structures to any future PPA, the Project Team highly recommends electing for the unbundled offer. Unbundled energy allows Local Governments to immediately realise a reduction in non-commodity charges that make up your energy bill. When Local Governments are quoted a bundled price, the retailer will fix your non commodity costs for the life of your contract. These charges typically represent 60-70 percent of your invoice charges. By unbundling your supply and taking an active role in energy management with Synergy, the Project Team and WALGA, Members will be granted the ability to reduce an additional component of their energy bill and realise the cost saving immediately.

WALGA recognises the complexity and additional account management required for an unbundled structure. In conjunction with Synergy, WALGA will produce any relevant models, ledgers and management systems in partnership with Local Governments. For more information, please reach out to Toby Costanzo on how Local Governments can manage their energy supply. The project team can direct you to Local Governments who have been managing their supply through unbundled structures as an active reference to their experience and cost saving.

The renewable energy market is experiencing a steady increase in competition, placing upwards pricing pressure on supply. For this reason, the project Team recommends taking a renewable adoption of the final year in order to enable a stepped approach for renewable supply and to secure a trip of dedicated renewables to your Local Government to protect against the rising market. Please contact the Project Manager for more information.

## 4. Summary Offer



Electricity Generation and Retail Corporation trading as Synergy

### Summary Sheet

Dated: **30 September 2021**

If there is any inconsistency between the Agreement and the Amendments, the terms of the Amendments will prevail to the extent of the inconsistency

|                    |   |
|--------------------|---|
| <b>Term:</b>       | <p>3 Years</p> <p>Contract Year 1: 1 April 2022 - 31 March 2023</p> <p>Contract Year 2: 1 April 2023 - 31 March 2024</p> <p>Contract Year 3: 1 April 2024 - 31 March 2025</p> <p>Where an LGA has a contract date that starts prior 01/04/2022, Synergy has provided a preliminary Bridging Offer.</p> <p>Where an LGA has a contract start date starts after 01/04/2022. They will be able to take up this offer on the expiry of their current contract.</p>  |
| <b>Agreements:</b> | <p><b>Option 1:</b></p> <p>Unbundled Electricity Sale General Conditions April 2021.</p> <p><b>Option 2:</b></p> <p>Bundled Terms and Conditions April 2017.</p> <p><b>Bridging Offer (Where Applicable):</b></p> <p>Bundled Terms and Conditions April 2017.</p> <p>Please note the following relates to Synergy's unbundled offer:</p> <p>Metering charges may apply for sites to move to Comms, these charges will be passed through. Synergy's proposal and the details described herein (including pricing) are not legally binding on Synergy or the LGAs (the Customer). A binding contract will not be formed between Synergy and the Customer until a contract has been executed by Synergy and the Customer in writing.</p> <p>Any contract resulting from Synergy's proposal will be subject to:</p> <p>(1) Synergy management approval prior to contract execution; and</p> <p>(2) Synergy's terms and conditions referenced in the contract.</p> |

| <b>Offer Validity:</b>                     | LGAs must sign and accept the offer and pricing by 30 November 2021 with a minimum of 60 GWh committed to access sector wide pricing  |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
|--|---|---------------|---------------------------|---------------|---------------------------|------------|------------|------|--------|------------|------------|------|--------|------------|------------|------|--------|
| <b>Payment Terms:</b>                      | 30-day payment terms  |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| <b>CPI</b>                                 | There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term   |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| <b>Roll In/ Roll Out Allowance</b>         | -/+20% roll in/out allowance on the total annual usage across all contestable sites for each LGA  |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| <b>Minimum or Maximum Take Provisions:</b> | No minimum or maximum take provisions   |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| <b>Renewables Offering:</b>                | <p>Synergy offers the LGAs Natural Power under its standard terms and conditions at the rates set out below. These rates are only offered on the basis that the LGA's, in aggregate, can commit to specified volumes in the total offer:</p> <table border="1" data-bbox="427 831 1385 1048"> <thead> <tr> <th>Start date</th> <th>End date</th> <th>Rate (c/ kWh)</th> <th>Volumes (Certificate/MWh)</th> </tr> </thead> <tbody> <tr> <td>01/04/2022</td> <td>31/03/2023</td> <td>3.00</td> <td>12,200</td> </tr> <tr> <td>01/04/2023</td> <td>31/03/2024</td> <td>2.60</td> <td>24,400</td> </tr> <tr> <td>01/04/2024</td> <td>31/03/2025</td> <td>2.23</td> <td>48,800</td> </tr> </tbody> </table> <p>Local Governments who wish to elect for Natural Power from the outset then this can be provided at the rates above but must be confirmed prior to validity date expiration. Synergy will sell your Local Government a portion of Natural Power, based on your chosen Natural Power contribution (e.g. 25%, 50%, 75% etc).</p>   | Start date    | End date                  | Rate (c/ kWh) | Volumes (Certificate/MWh) | 01/04/2022 | 31/03/2023 | 3.00 | 12,200 | 01/04/2023 | 31/03/2024 | 2.60 | 24,400 | 01/04/2024 | 31/03/2025 | 2.23 | 48,800 |
| Start date                                 | End date  | Rate (c/ kWh) | Volumes (Certificate/MWh) |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| 01/04/2022                                 | 31/03/2023  | 3.00          | 12,200                    |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| 01/04/2023                                 | 31/03/2024  | 2.60          | 24,400                    |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| 01/04/2024                                 | 31/03/2025  | 2.23          | 48,800                    |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |
| <b>Natural Power - WA Projects</b>         | <p>Synergy utilises a total of 3 accredited sites to source LGCs for Natural Power</p> <p><b>Albany Wind Farm:</b> Synergy's Albany wind farm, a joint venture with Bright Energy Investments, is an accredited energy supplier for the GreenPower program, with 18 wind turbines, with a maximum generating capacity of 35.4 MW of electricity. This wind farm sits 80m above the Southern Ocean. It's in such a prime location that there are only approximately 7 days a year where the wind is not strong enough to turn the turbines.</p> <p><b>Collgar Wind Farm:</b> A renewable power project located in the central wheatbelt area of Western Australia. The wind farm situated 25km southeast of Merredin is built over a land envelope of 18,000 hectares. With 111 turbines, the wind farm has a total power production capacity of 222 megawatts (MW) and generates between 630-750 gigawatt hours (GWh) each year.</p> <p><b>Emu Downs Wind Farm:</b> Located 30 kilometres east of Cervantes and approximately 200 kilometres north of Perth, EDWF generates electricity from wind powered turbine technology. The wind farm has 48 turbines with a capacity to produce 80 megawatts of electricity at peak.</p> |               |                           |               |                           |            |            |      |        |            |            |      |        |            |            |      |        |

|   |   |
|---|---|
| <p><b>Alternative Natural Power Offer:</b></p>                          | <p><b>Standard Natural Power</b></p> <p>If the LGA's do not want to commit to volumes upfront, then Synergy recommend their standard Natural Power offer. Synergy offers the standard Natural Power product whereby each LGA has the option to purchase Natural Power as it decides each year. The prices applied will be set each year by Synergy as per our standard terms and conditions. This includes Natural Power for bridging agreements.</p> <p>The current standard Natural Power product is 3.537c/kWh.</p> <p>Please refer to the attached:</p> <p><i>Unbundled: DRAFT Form of Agreement – Unbundled – Special Conditions - Clause 7.5</i></p> <p><i>Unbundled: DRAFT Form of Agreement – Bundled – Special Conditions - Clause 3</i></p>   |
| <p><b>Natural Power for Streetlights and Non-Contestable Sites:</b></p> | <p>Synergy can offer Natural Power on your Non-Contestable Sites and Streetlight electricity deemed consumption.</p> <p>Natural Power can be added to any existing Synergy streetlights agreement. For Streetlights, choose how much of your streetlight deemed consumption you want to offset with LGCs from renewable electricity by selecting set increments of 25% up to 100% across all streetlights you own. Synergy will sell Local Governments a portion of Natural Power, based on your chosen Natural Power contribution (e.g. 25%, 50%, 75% etc).</p> <p>The Natural Power charge will be calculated on a percentage of the deemed streetlight electricity consumption. This deemed consumption is based on lamp wattage and turn off time. The Natural Power charge is in addition to your retail tariff and other charges you pay. Synergy purchases LGCs on your behalf to match the amount of your Local Government's chosen Natural Power contribution – that is, the chosen percentage of your deemed electricity consumption.</p> |
| <p><b>Transition to PPA:</b></p>  | <p>Synergy has renewable supply from an existing portfolio of contracted renewable generation assets in Western Australia. These assets have been developed by Synergy or a 3rd party. This portfolio includes the recently developed 180MW Warradarge wind Farm and Greenough River Solar Farm (both located North of Perth and developed by Synergy).</p> <p>Synergy has access to all generation and renewable certificates produced from the sites. Synergy, through Synergy Red (a wholly owned subsidiary of Synergy), is actively developing a pipeline of new wind farm locations in the South-West Interconnected System (SWIS) to continue the transition of the market to renewables, including the potential development of a large-scale battery at Kwinana.</p>   |



|   |  |
|---|--|
| <b>Transition to PPA:</b>                           | <p>Synergy is currently developing a long-term Renewable Energy Supply Agreement (RESA) for customers wanting to commit to longer term renewable purchases, often referred to as a PPA in the market. Synergy is happy to discuss options on how it can work with the Local Governments to ensure a smooth transfer from the existing customer agreement to a future PPA or alternative contract structure. This may include clauses for the existing agreement to roll off earlier/extend until the new agreement and relevant supply are operational (if linked to a new asset).</p> <p>Synergy is well positioned to provide this type of product given its existing fleet of generation assets, ability to firm renewable generation and proven ability to develop new assets.</p>   |
| <b>Synergy Project Capability:</b>                  | <p>In addition to supporting Western Australian renewable energy projects and working towards a PPA agreement to secure long-term renewable energy for the sector, Synergy seek to expand this commitment above and beyond to innovate and engage the community through industry leading DER projects.</p> <p>With Synergy as the Local Government energy partner, LGAs and their members have the opportunity to be involved and benefit from a number of green and community focused initiatives.</p> <p>These include, but aren't limited to:</p> <ul style="list-style-type: none"> <li>• Project Symphony</li> <li>• Virtual Power Plants for Schools</li> <li>• The EV Highway</li> <li>• Solar Energy for Social Housing.</li> </ul> <p>With the high impact and visibility of these pilots within in the community, Synergy values a strong relationship with the Local Governments that help makes these possible through the Sector's support. Through Retailer and Local Government co-operation, the Sector can amplify these messages and create momentum to help change the lives of all West Australians.</p> |
| <b>Service Level arrangements and capabilities:</b> | <p>Participating Local Governments will be provided with a dedicated Account Manager who is supported by a Contract Management, Billing, Local Government Energy Steering Group, WALGA and Synergy Support team.</p> <p>The Contract Management Team proactively manages and administers Synergy's sales contracts. The members of the Contract Management team have extensive account management experience and sound knowledge of the supply system.</p> <p>The Billing and Support teams have highly experienced support Members who are equipped to assist the account managers with varying tasks to deliver to our customer requests.</p> <p>In addition, Synergy has a dedicated Supply Services Manager with extensive knowledge of the transmission and distribution networks system. The Supply Services Manager will complement the Account Manager in providing service and attend to supply issues related to the networks system by liaising directly with Western Power</p>   |

|   |   |
|---|---|
| <b>Peak Demand Notification:</b>            | <p>Synergy offers a Peak Demand Notification subscription service intended to provide information that can inform energy consumption decisions during predicted periods of high system demand for electricity sites.</p> <p>Please refer to <i>Appendix 1 - Peak Demand Notification</i></p>  |
| <b>Group CSV billing file:</b>              | <p>Grouped Electronic billing is available to the LGAs.</p> <p>Please refer to <i>Appendix 2 - Sample CSV file.csv</i> for the format in which the file will be provided.</p> <p>WALGA will assist in modelling to translate to any existing Local Government Ledgers.</p>  |
| <b>Consumption and Expenditure reports:</b> | <p>Consumption and Expenditure reporting is available to all Synergy Customers.</p> <p>Please refer to the <i>Appendix 3 - Consumption and Expenditure Report</i>.</p>  |
| <b>LGA Customer Details Report:</b>         | <p>Synergy offers to provide each LGA Customer Details Reporting. This report can be run on postcode or suburb level for each LGA providing high level data for residential and business customers within the LGA jurisdiction area. This report can also be amended to include/exclude data. Granularity is subject to what is available in Synergy's data system.</p> <p>Please refer to the <i>Appendix 4 - LGA Customer Details Report</i></p>  |
| <b>Network Tariff Analysis:</b>             | <p>Synergy can complete a network tariff analysis for sites within each Local Governments energy portfolio. Synergy can provide one complete analysis per contract year.</p> <p>Synergy has a successful and well-established relationship with the Network Provider. This strong relationship ensures the customer's requirements for network provisions are met. Synergy has an extensive understanding of the Technical Rules and are able to assist the customer in network related issues.</p> <p>Synergy can provide contestability requests to the Network Provider for Local Governments upon request given the request is compliant to the Access Agreement and Network Regulations.</p> |

## 5. Offer Acceptance

WALGA and the Local Government Steering Group encourage confirmation in writing to [tcostanzo@walga.asn.au](mailto:tcostanzo@walga.asn.au) as soon as practicable in order to set a transition plan for each Member's energy supply.

When writing in your acceptance to WALGA, we request that each Member indicate their preferred option for energy and the renewable adoption structure desired, if applicable.

Once acceptance has been received, WALGA will deem that as confirmation to enter into agreement with Synergy under the agreed terms. Your volumes will be attributed to a Sector portfolio in order to calculate committed volumes. Once the minimum volumes of Electricity Supply and Renewable Adoption have been met, Synergy will distribute contracts for execution.

## Timeline

The following table provides a timeline for the current and next steps of the project.

| Stage   | Timeframe  |
|---|--|
| Finance and Services Committee Endorsement                  | 28 <sup>th</sup> September 2021                                  |
| Award of Tender to Synergy                                  | 30 <sup>th</sup> September 2021                                  |
| WALGA Award of Contract                                     | 20 <sup>th</sup> September 2021                                  |
| Local Government Internal approvals and Written Acceptance. | 20 <sup>th</sup> September 2021 – 18 <sup>th</sup> November 2021 |
| Offer Notification Deadline                                 | 18 <sup>th</sup> November 2021                                   |
| Offer Contracting Deadline                                  | 30 <sup>th</sup> November 2021                                   |
| Contract transition   | December 2021 – April 2022                                       |
| Contract Live Date for Portfolio Pricing                    | 1 <sup>st</sup> April 2022                                       |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
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**STATEMENT OF FINANCIAL ACTIVITY**

| <b>Current<br/>Budget<br/>\$</b> | <b>Particulars</b>   | <b>YTD<br/>Budget<br/>\$</b> | <b>YTD<br/>Actual<br/>\$</b> | <b>Variance to<br/>YTD Budget<br/>\$</b> |
|----------------------------------|--|------------------------------|------------------------------|--|
|                                  | <b>Revenue from operating activities</b>                             |                              |                              |  |
| 3,121,708                        | Contributions, Donations & Reimbursements                            | 1,068,415                    | 1,080,409                    | 11,994                                   |
| 12,148,565                       | Fees & Charges   | 3,883,980                    | 4,136,798                    | 252,818                                  |
| 24,000                           | Interest Received  | 8,000                        | 3,322                        | (4,678)                                  |
| 1,561,280                        | Other Revenue  | 497,202                      | 557,759                      | 60,557                                   |
| <b>16,855,553</b>                | <b>Total Operating Revenue</b>                                       | <b>5,457,597</b>             | <b>5,778,288</b>             | <b>320,691</b>                           |
|                                  | <b>Expenditure from operating activities</b>                         |                              |                              |  |
| (5,498,492)                      | Employee Costs   | (1,856,964)                  | (1,739,664)                  | 117,300                                  |
| (9,142,624)                      | Materials & Contracts  | (2,970,366)                  | (2,222,658)                  | 747,708                                  |
| (449,590)                        | Utilities  | (149,789)                    | (228,865)                    | (79,076)                                 |
| (2,228,230)                      | Insurance  | (742,744)                    | (589,813)                    | 152,931                                  |
| (514,114)                        | Interest   | (148,669)                    | (161,014)                    | (12,345)                                 |
| (4,028,686)                      | Depreciation   | (1,342,904)                  | (1,433,818)                  | (90,914)                                 |
|                                  | Other Expenses   | 4                            |                              | (4)                                      |
| <b>(21,861,736)</b>              | <b>Total Operating Expenses</b>                                      | <b>(7,211,432)</b>           | <b>(6,375,832)</b>           | <b>835,600</b>                           |
|                                  | Profit/ (Loss) on Sale of Assets                                     |                              | (57,019)                     | (57,019)                                 |
| <b>(5,006,183)</b>               | <b>Operating Surplus / (Deficit)</b>                                 | <b>(1,753,835)</b>           | <b>(654,563)</b>             | <b>1,099,272</b>                         |
|                                  | <b>LESS: Non-cash items</b>  |                              |                              |  |
|                                  | Add Back Loss on Sale of Assets                                      |                              | 57,019                       | 57,019                                   |
| 4,028,686                        | Add Back Depreciation  | 1,342,904                    | 1,433,818                    | 90,914                                   |
| 80,700                           | Add Back Interest on unwinding of discount on<br>Make Good Provision | 26,900                       | 26,902                       | 2  |
| <b>4,109,386</b>                 | <b>Total Non-cash items</b>  | <b>1,369,804</b>             | <b>1,517,739</b>             | <b>147,935</b>                           |
| <b>(17,752,350)</b>              | <b>Total Operating Expenses<br/>(Before Non-cash items)</b>          | <b>(5,841,628)</b>           | <b>(4,915,112)</b>           | <b>926,516</b>                           |
| <b>(896,797)</b>                 | <b>Operating Surplus / (Deficit)<br/>(Before Non-cash Items) (A)</b> | <b>(384,031)</b>             | <b>863,176</b>               | <b>1,247,207</b>                         |
|                                  | <b>Capital Expenditure</b>   |                              |                              |  |
| (2,000,000)                      | Plant & Equipment  | (895,000)                    | (131,851)                    | 763,149                                  |
| <b>(2,000,000)</b>               | <b>Total Capital Expenditure (B)</b>                                 | <b>(895,000)</b>             | <b>(131,851)</b>             | <b>763,149</b>                           |
|                                  | <b>Funding / Other Capital Items</b>                                 |                              |                              |  |
| (3,398,802)                      | Repayment of Loans   | (838,780)                    | (838,780)                    |  |
| 3,398,802                        | Reimbursement of Loan Repayments                                     | 838,780                      | 838,780                      |  |
| (574,203)                        | Lease Principal repayments   | (185,499)                    | (178,860)                    | 6,639                                    |
| (400,000)                        | Transfers TO Cash Reserves   |                              |                              |  |
| 2,000,000                        | Transfers FROM Cash Reserves   |                              |                              |  |
| <b>1,025,797</b>                 | <b>Total Funding / Other Capital Items (C)</b>                       | <b>(185,499)</b>             | <b>(178,860)</b>             | <b>6,639</b>                             |
| <b>(1,871,000)</b>               | <b>CHANGES IN NET ASSETS (A to C)</b>                                | <b>(1,464,530)</b>           | <b>552,464</b>               | <b>2,016,994</b>                         |
| <b>4,271,000</b>                 | <b>Opening Funds Surplus(Deficit)</b>                                | <b>4,271,000</b>             | <b>4,271,000</b>             | <b>-</b>                                 |
| <b>2,400,000</b>                 | <b>Closing Funds Surplus(Deficit)</b>                                | <b>2,806,470</b>             | <b>4,823,464</b>             | <b>2,016,994</b>                         |

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

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2021/22 year is \$20,000.

| <b>Particulars</b>                                  | <b>YTD<br/>Variance<br/>\$</b> | <b>Variance</b> | <b>Explanation<br/>of Variance with +/- \$20,000</b> |
|---|--------------------------------|-----------------|--|
| <b><u>Revenue from operating activities</u></b>     |                                |                 |  |
| Contributions, Donations & Reimbursements           | 11,994                         | Positive        |  |
| Fees & Charges                                      | 252,818                        | Positive        | MRF commodity prices and commercial tonnes           |
| Interest Received                                   | (4,678)                        | Negative        |  |
| Other Revenue                                       | 60,557                         | Positive        | Higher CDS estimate for the month                    |
| <b><u>Expenditure from operating activities</u></b> |                                |                 |  |
| Employee Costs                                      | 117,300                        | Positive        | Lower wage costs for the period                      |
| Materials & Contracts                               | 747,708                        | Positive        | Lower plant maintenance and disposal costs           |
| Utilities   | (79,076)                       | Negative        | Higher than budgeted electricity costs in MRF        |
| Insurance   | 152,931                        | Positive        | Insurance premium savings                            |
| Interest  | (12,345)                       | Negative        |  |
| Depreciation  | (90,914)                       | Negative        | Timing difference                                    |
| Other Expenses                                      | (4)                            | Negative        |  |
| Profit/(Loss) on Sale of Assets                     | (57,019)                       | Negative        | Disposal of Digester assets due to decommissioning   |
| <b><u>Capital Expenditure</u></b>                   |                                |                 |  |
| Plant & Equipment                                   | 763,149                        | Positive        | Timing difference                                    |
| Lease Principal repayments                          | 6,639                          | Positive        |  |

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
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**STATEMENT OF FINANCIAL POSITION**

|                                      | As at<br>31/10/2021 | As at<br>30/06/2021 |
|--------------------------------------|---------------------|---------------------|
| <b>CURRENT ASSETS</b>                |                     |                     |
| Cash                                 | 12,059,720          | 13,053,557          |
| Receivables                          | 4,604,745           | 6,178,754           |
| Prepayments                          | 1,308,957           | 87,243              |
| Accrued Income                       | 511,825             | 1,395,815           |
| Inventories                          | 1,168,663           | 1,081,373           |
| Non-current assets held              |                     |                     |
| <b>TOTAL CURRENT ASSETS</b>          | <b>19,653,910</b>   | <b>21,796,741</b>   |
| <b>CURRENT LIABILITIES</b>           |                     |                     |
| Payables                             | 923,466             | 1,759,474           |
| Accrued Expenses                     | 96,637              | 1,007,236           |
| Income Rec'd in Advance              | (37,822)            | 56,889              |
| GST                                  | 28,632              |                     |
| Payroll Liabilities                  | 5,123               | 2,932               |
| Retentions & Bonds                   | 1,312,487           | 1,269,887           |
| Borrowings                           | 3,398,802           | 3,398,802           |
| Provisions                           | 717,551             | 749,154             |
| Lease Liabilities                    | 366,175             | 545,035             |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>6,811,050</b>    | <b>8,789,408</b>    |
| <b>NET CURRENT ASSETS</b>            | <b>12,842,860</b>   | <b>13,007,334</b>   |
| <b>NON-CURRENT ASSETS</b>            |                     |                     |
| Buildings                            | 1,792,455           | 1,798,521           |
| Information Technology               | 2,119               | 3,196               |
| Office Furniture & Fittings          | (0)                 | 4                   |
| Fixed Plant & Equipment              | 5,251,626           | 5,655,295           |
| Mobile Plant & Equipment             | 407,286             | 479,604             |
| RRRC Leasehold Improvements          | 18,358,865          | 18,940,171          |
| RRRC Other                           | 88,279              | 91,483              |
| Capital Work in Progress             | 207,646             | 207,646             |
| Loan Receivables                     | 5,030,389           | 5,030,389           |
| Right of Use Assets                  | 5,736,319           | 5,970,643           |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>36,874,985</b>   | <b>38,176,951</b>   |
| <b>NON-CURRENT LIABILITIES</b>       |                     |                     |
| Provisions                           | 3,815,900           | 3,788,998           |
| Borrowings                           | 4,191,609           | 5,030,389           |
| Lease Liabilities                    | 6,114,756           | 6,114,756           |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>14,122,266</b>   | <b>14,934,143</b>   |
| <b>NET ASSETS</b>                    | <b>35,595,579</b>   | <b>36,250,142</b>   |

Statement of Cash Flows  
for the reporting period ended 31 OCT 2021

Cashflows from Operating Activities

|                         |                |
|-------------------------|----------------|
| Receipts for Operations | 8,141,576.17   |
| Payments for Operations | <7,873,438.69> |

|   |            |
|---|------------|
| Net cash provided by operating activities | 268,137.48 |
|---|------------|

Cashflow from Investing Activities

|   |              |
|---|--------------|
| Interest received                         | 0.00         |
| Proceeds on Sale of Assets                | <423,193.97> |
| Payment for Property, Plant and Equipment | 0.00         |

|  |              |
|--|--------------|
| Net cash provided/(absorbed) by investing activities | <423,193.97> |
|--|--------------|

Cashflow from Financing Activities

|                          |              |
|--------------------------|--------------|
| Interest paid            | 0.00         |
| Proceeds from Borrowings | 0.00         |
| Repayments of Borrowings | <838,779.71> |

|   |              |
|---|--------------|
| Net cash provided by financing activities | <838,779.71> |
|---|--------------|

|                                     |              |
|-------------------------------------|--------------|
| Net increase(decrease) in cash held | <993,836.20> |
|-------------------------------------|--------------|

|                                  |               |
|----------------------------------|---------------|
| Cash at the begining of the year | 13,053,556.68 |
| Cash at the end of the year      | 12,059,720.48 |

|                           |              |
|---------------------------|--------------|
| Movement in cash balances | <993,836.20> |
|---------------------------|--------------|

Reconciliation of Cash  
Cash

<993,836.20>



Statement of Cash Flows  
for the reporting period ended 31 OCT 2021

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <654,563.03>

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

|                                      |            |
|--------------------------------------|------------|
| Loss on Sale / Disposal of Assets    | 57,018.76  |
| Building Depreciation                | 562,355.21 |
| Mobile Plant Depreciation            | 77,946.07  |
| Fixed Plant & Equipment Depreciation | 529,891.49 |
| Office Furniture Depreciation        | 4.28       |
| Computer & IT Equip. Depreciation    | 1,076.80   |
| Other Depreciation                   | 28,220.26  |
| Right of use Asset - Depreciation    | 234,323.84 |
|                                      | -----      |
|                                      | 836,273.68 |

|   |              |
|---|--------------|
| Plus adjustment for Receivables             | 1,574,008.88 |
| Plus adjustment for Accrued Income          | 883,989.76   |
| Less adjustment for Income Rec'd in Advance | <94,710.38>  |
| Less adjustment for Loan Receivables        | 0.00         |

|   |                |
|---|----------------|
| Less adjustment for Prepayments         | <1,221,713.44> |
| Less adjustment for Inventories         | <87,289.96>    |
| Less adjustment for Payables            | <836,007.84>   |
| Less adjustment for Accrued Expenses    | <910,599.43>   |
| Plus adjustment for GST                 | 28,632.14      |
| Plus adjustment for Payroll Liabilities | 2,191.29       |
| Plus adjustment for Retentions & Bonds  | 42,600.06      |
| Less adjustment for Borrowings          | 0.00           |
| Less adjustment for Provisions          | <31,603.21>    |
| Less adjustment for Lease Liabilities   | <178,860.03>   |
| Plus adjustment for Provisions          | 26,902.12      |
| Less adjustment for Lease Liabilities   | 0.00           |
| Plus adjustment for Right of Use Assets | 234,323.84     |

-----  
<568,136.20>  
-----  
268,137.48



Recycle. Innovate. Educate.

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

**STATEMENT OF FINANCIAL ACTIVITY**

| <b>Current Budget</b><br><b>\$</b> | <b>Particulars</b>  | <b>YTD Budget</b><br><b>\$</b> | <b>YTD Actual</b><br><b>\$</b> | <b>Variance to YTD Budget</b><br><b>\$</b> |
|------------------------------------|---|--------------------------------|--------------------------------|--|
|                                    | <b>Revenue from operating activities</b>                          |                                |                                |  |
| 3,121,708                          | Contributions, Donations & Reimbursements                         | 836,622                        | 854,269                        | 17,647                                     |
| 12,148,565                         | Fees & Charges  | 2,855,475                      | 3,102,665                      | 247,190                                    |
| 24,000                             | Interest Received   | 6,000                          | 3,214                          | (2,786)                                    |
| 1,561,280                          | Other Revenue   | 362,453                        | 473,607                        | 111,154                                    |
| <b>16,855,553</b>                  | <b>Total Operating Revenue</b>                                    | <b>4,060,550</b>               | <b>4,433,756</b>               | <b>373,206</b>                             |
|                                    | <b>Expenditure from operating activities</b>                      |                                |                                |  |
| (5,498,492)                        | Employee Costs  | (1,451,396)                    | (1,391,891)                    | 59,505                                     |
| (9,142,624)                        | Materials & Contracts   | (2,187,101)                    | (1,861,502)                    | 325,599                                    |
| (449,590)                          | Utilities   | (112,710)                      | (168,581)                      | (55,871)                                   |
| (2,228,230)                        | Insurance   | (557,058)                      | (442,360)                      | 114,698                                    |
| (514,114)                          | Interest  | (126,482)                      | (134,529)                      | (8,047)                                    |
| (4,028,686)                        | Depreciation  | (1,007,178)                    | (2,079,628)                    | (1,072,450)                                |
|                                    | Other Expenses  | 3                              |                                | (3)  |
| <b>(21,861,736)</b>                | <b>Total Operating Expenses</b>                                   | <b>(5,441,922)</b>             | <b>(6,078,491)</b>             | <b>(636,569)</b>                           |
|                                    | Profit/ (Loss) on Sale of Assets                                  |                                | (57,019)                       | (57,019)                                   |
| <b>(5,006,183)</b>                 | <b>Operating Surplus / (Deficit)</b>                              | <b>(1,381,372)</b>             | <b>(1,701,754)</b>             | <b>(320,382)</b>                           |
|                                    | <b>LESS: Non-cash items</b>                                       |                                |                                |  |
|                                    | Add Back Loss on Sale of Assets                                   |                                | 57,019                         | 57,019                                     |
| 4,028,686                          | Add Back Depreciation   | 1,007,178                      | 2,079,628                      | 1,072,450                                  |
| 80,700                             | Add Back Interest on unwinding of discount on Make Good Provision | 20,175                         | 20,177                         | 2  |
| <b>4,109,386</b>                   | <b>Total Non-cash items</b>                                       | <b>1,027,353</b>               | <b>2,156,824</b>               | <b>1,129,471</b>                           |
| <b>(17,752,350)</b>                | <b>Total Operating Expenses (Before Non-cash items)</b>           | <b>(4,414,569)</b>             | <b>(3,978,686)</b>             | <b>435,883</b>                             |
| <b>(896,797)</b>                   | <b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>  | <b>(354,019)</b>               | <b>455,069</b>                 | <b>809,088</b>                             |
|                                    | <b>Capital Expenditure</b>  |                                |                                |  |
| (2,000,000)                        | Plant & Equipment   | (245,000)                      | (60,578)                       | 184,422                                    |
| <b>(2,000,000)</b>                 | <b>Total Capital Expenditure (B)</b>                              | <b>(245,000)</b>               | <b>(60,578)</b>                | <b>184,422</b>                             |
|                                    | <b>Funding / Other Capital Items</b>                              |                                |                                |  |
| (3,398,802)                        | Repayment of Loans  | (838,780)                      | (838,780)                      |  |
| 3,398,802                          | Reimbursement of Loan Repayments                                  | 838,780                        | 838,780                        |  |
| (574,203)                          | Lease Principal repayments  | (89,536)                       | (88,874)                       | 662  |
| (400,000)                          | Transfers TO Cash Reserves  |                                |                                |  |
| 2,000,000                          | Transfers FROM Cash Reserves                                      |                                |                                |  |
| <b>1,025,797</b>                   | <b>Total Funding / Other Capital Items (C)</b>                    | <b>(89,536)</b>                | <b>(88,874)</b>                | <b>662</b>                                 |
| <b>(1,871,000)</b>                 | <b>CHANGES IN NET ASSETS (A to C)</b>                             | <b>(688,555)</b>               | <b>305,617</b>                 | <b>994,172</b>                             |
| <b>4,271,000</b>                   | <b>Opening Funds Surplus(Deficit)</b>                             | <b>4,271,000</b>               | <b>4,271,000</b>               | <b>-</b>                                   |
| <b>2,400,000</b>                   | <b>Closing Funds Surplus(Deficit)</b>                             | <b>3,582,445</b>               | <b>4,576,617</b>               | <b>994,172</b>                             |



Recycle. Innovate. Educate.

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

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2021/22 year is \$20,000.

| <b>Particulars</b>                                  | <b>YTD<br/>Variance<br/>\$</b> | <b>Variance</b> | <b>Explanation<br/>of Variance with +-\$20,000</b> |
|---|--------------------------------|-----------------|--|
| <b><u>Revenue from operating activities</u></b>     |                                |                 |  |
| Contributions, Donations & Reimbursements           | 17,647                         | Positive        |  |
| Fees & Charges                                      | 247,190                        | Positive        | MRF commodity prices and commercial tonnes         |
| Interest Received                                   | (2,786)                        | Negative        |  |
| Other Revenue                                       | 111,154                        | Positive        | Higher CDS estimate for the month                  |
| <b><u>Expenditure from operating activities</u></b> |                                |                 |  |
| Employee Costs                                      | 59,505                         | Positive        | Lower wage costs for the period                    |
| Materials & Contracts                               | 325,599                        | Positive        | Lower plant maintenance and disposal costs         |
| Utilities   | (55,871)                       | Negative        | Higher than budgeted electricity costs in MRF      |
| Insurance   | 114,698                        | Positive        | Insurance premium savings                          |
| Interest  | (8,047)                        | Negative        |  |
| Depreciation  | (1,072,450)                    | Negative        | Timing difference - Correction in October          |
| Profit/(Loss) on Sale of Assets                     | (57,019)                       | Negative        | Disposal of Digester assets due to decommissioning |
| <b><u>Capital Expenditure</u></b>                   |                                |                 |  |
| Plant & Equipment                                   | 184,422                        | Positive        | Timing difference                                  |
| <b><u>Funding / Other Capital Items</u></b>         |                                |                 |  |
| Lease Principal repayments                          | 662                            | Positive        |  |

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

**STATEMENT OF FINANCIAL POSITION**

|                                      | As at<br>30/09/2021 | As at<br>30/06/2021 |
|--------------------------------------|---------------------|---------------------|
| <b>CURRENT ASSETS</b>                |                     |                     |
| Cash                                 | 12,395,736          | 13,053,557          |
| Receivables                          | 4,305,739           | 6,178,754           |
| Prepayments                          | 1,456,410           | 87,243              |
| Accrued Income                       | 429,567             | 1,395,815           |
| Inventories                          | 1,068,051           | 1,081,373           |
| Non-current assets held              |                     |                     |
| <b>TOTAL CURRENT ASSETS</b>          | <b>19,655,503</b>   | <b>21,796,741</b>   |
| <b>CURRENT LIABILITIES</b>           |                     |                     |
| Payables                             | 579,930             | 1,759,474           |
| Accrued Expenses                     | 629,874             | 1,007,236           |
| Income Rec'd in Advance              | 35,192              | 56,889              |
| GST                                  | 48,962              |                     |
| Payroll Liabilities                  | 3,370               | 2,932               |
| Retentions & Bonds                   | 1,306,617           | 1,269,887           |
| Borrowings                           | 3,398,802           | 3,398,802           |
| Provisions                           | 749,154             | 749,154             |
| Lease Liabilities                    | 410,930             | 545,035             |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>7,162,830</b>    | <b>8,789,408</b>    |
| <b>NET CURRENT ASSETS</b>            | <b>12,492,673</b>   | <b>13,007,334</b>   |
| <b>NON-CURRENT ASSETS</b>            |                     |                     |
| Buildings                            | 1,789,358           | 1,798,521           |
| Information Technology               | 1,592               | 3,196               |
| Office Furniture & Fittings          | (0)                 | 4                   |
| Fixed Plant & Equipment              | 4,963,449           | 5,655,295           |
| Mobile Plant & Equipment             | 388,808             | 479,604             |
| RRRC Leasehold Improvements          | 18,062,498          | 18,940,171          |
| RRRC Other                           | 89,087              | 91,483              |
| Capital Work in Progress             | 207,646             | 207,646             |
| Loan Receivables                     | 5,030,389           | 5,030,389           |
| Right of Use Assets                  | 5,638,429           | 5,970,643           |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>36,171,255</b>   | <b>38,176,951</b>   |
| <b>NON-CURRENT LIABILITIES</b>       |                     |                     |
| Provisions                           | 3,809,175           | 3,788,998           |
| Borrowings                           | 4,191,609           | 5,030,389           |
| Lease Liabilities                    | 6,114,756           | 6,114,756           |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>14,115,540</b>   | <b>14,934,143</b>   |
| <b>NET ASSETS</b>                    | <b>34,548,387</b>   | <b>36,250,142</b>   |

Statement of Cash Flows  
for the reporting period ended 30 SEP 2021

## Cashflows from Operating Activities

|                         |                |
|-------------------------|----------------|
| Receipts for Operations | 7,251,321.53   |
| Payments for Operations | <6,607,197.62> |

|   |            |
|---|------------|
| Net cash provided by operating activities | 644,123.91 |
|---|------------|

## Cashflow from Investing Activities

|   |              |
|---|--------------|
| Interest received                         | 0.00         |
| Proceeds on Sale of Assets                | <463,164.91> |
| Payment for Property, Plant and Equipment | 0.00         |

|  |              |
|--|--------------|
| Net cash provided/(absorbed) by investing activities | <463,164.91> |
|--|--------------|

## Cashflow from Financing Activities

|                          |              |
|--------------------------|--------------|
| Interest paid            | 0.00         |
| Proceeds from Borrowings | 0.00         |
| Repayments of Borrowings | <838,779.71> |

|   |              |
|---|--------------|
| Net cash provided by financing activities | <838,779.71> |
|---|--------------|

|                                     |              |
|-------------------------------------|--------------|
| Net increase(decrease) in cash held | <657,820.71> |
|-------------------------------------|--------------|

|                                  |               |
|----------------------------------|---------------|
| Cash at the begining of the year | 13,053,556.68 |
| Cash at the end of the year      | 12,395,735.97 |

|                           |              |
|---------------------------|--------------|
| Movement in cash balances | <657,820.71> |
|---------------------------|--------------|

Reconciliation of Cash  
Cash <657,820.71>

Statement of Cash Flows  
for the reporting period ended 30 SEP 2021

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <1,701,754.27>

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

|                                      |            |
|--------------------------------------|------------|
| Loss on Sale / Disposal of Assets    | 57,018.76  |
| Building Depreciation                | 868,124.41 |
| Mobile Plant Depreciation            | 95,006.12  |
| Fixed Plant & Equipment Depreciation | 761,567.59 |
| Office Furniture Depreciation        | 4.28       |
| Computer & IT Equip. Depreciation    | 1,603.41   |
| Other Depreciation                   | 21,107.84  |
| Right of use Asset - Depreciation    | 332,214.61 |
|                                      | -----      |
|                                      | 434,892.75 |

|   |              |
|---|--------------|
| Plus adjustment for Receivables             | 1,873,015.10 |
| Plus adjustment for Accrued Income          | 966,247.60   |
| Less adjustment for Income Rec'd in Advance | <21,696.79>  |
| Less adjustment for Loan Receivables        | 0.00         |

|   |                |
|---|----------------|
| Less adjustment for Prepayments         | <1,369,166.66> |
| Plus adjustment for Inventories         | 13,321.68      |
| Less adjustment for Payables            | <1,179,543.99> |
| Less adjustment for Accrued Expenses    | <377,362.66>   |
| Plus adjustment for GST                 | 48,962.00      |
| Plus adjustment for Payroll Liabilities | 438.31         |
| Plus adjustment for Retentions & Bonds  | 36,730.01      |
| Less adjustment for Borrowings          | 0.00           |
| Less adjustment for Provisions          | 0.00           |
| Less adjustment for Lease Liabilities   | <134,104.64>   |
| Plus adjustment for Provisions          | 20,176.59      |
| Less adjustment for Lease Liabilities   | 0.00           |
| Plus adjustment for Right of Use Assets | 332,214.61     |

-----  
209,231.16  
-----  
644,123.91

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

**STATEMENT OF FINANCIAL ACTIVITY**

| <b>Current<br/>Budget<br/>\$</b> | <b>Particulars</b>   | <b>YTD<br/>Budget<br/>\$</b> | <b>YTD<br/>Actual<br/>\$</b> | <b>Variance to<br/>YTD Budget<br/>\$</b> |
|----------------------------------|--|------------------------------|------------------------------|--|
|                                  | <b><u>Revenue from operating activities</u></b>                      |                              |                              |  |
| 3,121,708                        | Contributions, Donations & Reimbursements                            | 547,908                      | 540,472                      | (7,436)                                  |
| 12,148,565                       | Fees & Charges   | 1,906,439                    | 2,133,484                    | 227,044                                  |
| 24,000                           | Interest Received  | 4,000                        | 2,112                        | (1,888)                                  |
| 1,561,280                        | Other Revenue  | 242,424                      | 177,453                      | (64,971)                                 |
| <b>16,855,553</b>                | <b>Total Operating Revenue</b>                                       | <b>2,700,771</b>             | <b>2,853,520</b>             | <b>152,749</b>                           |
|                                  | <b><u>Expenditure from operating activities</u></b>                  |                              |                              |  |
| (5,498,492)                      | Employee Costs   | (1,014,351)                  | (995,046)                    | 19,305                                   |
| (9,142,624)                      | Materials & Contracts  | (1,428,424)                  | (1,226,714)                  | 201,710                                  |
| (449,590)                        | Utilities  | (75,117)                     | (111,423)                    | (36,306)                                 |
| (2,228,230)                      | Insurance  | (371,372)                    | (294,906)                    | 76,466                                   |
| (514,114)                        | Interest   | (44,374)                     | (51,202)                     | (6,828)                                  |
| (4,028,686)                      | Depreciation   | (671,452)                    | (671,452)                    |  |
|                                  | Other Expenses   | 2                            |                              | (2)                                      |
| <b>(21,861,736)</b>              | <b>Total Operating Expenses</b>                                      | <b>(3,605,088)</b>           | <b>(3,350,744)</b>           | <b>254,344</b>                           |
| <b>(5,006,183)</b>               | <b>Operating Surplus / (Deficit)</b>                                 | <b>(904,317)</b>             | <b>(497,223)</b>             | <b>407,093</b>                           |
|                                  | <b><u>LESS: Non-cash items</u></b>                                   |                              |                              |  |
| 4,028,686                        | Add Back Depreciation  | 671,452                      | 671,452                      |  |
| 80,700                           | Add Back Interest on unwinding of discount on<br>Make Good Provision | 13,450                       | 13,451                       | 1  |
| <b>4,109,386</b>                 | <b>Total Non-cash items</b>  | <b>684,902</b>               | <b>684,903</b>               | <b>1</b>                                 |
| <b>(17,752,350)</b>              | <b>Total Operating Expenses<br/>(Before Non-cash items)</b>          | <b>(2,920,186)</b>           | <b>(2,665,840)</b>           | <b>254,346</b>                           |
|                                  | <b>Operating Surplus / (Deficit)<br/>(Before Non-cash Items) (A)</b> |                              |                              |  |
| <b>(896,797)</b>                 |  | <b>(219,415)</b>             | <b>187,680</b>               | <b>407,094</b>                           |
|                                  | <b><u>Capital Expenditure</u></b>                                    |                              |                              |  |
| (2,000,000)                      | Plant & Equipment  | (245,000)                    | (60,578)                     | 184,422                                  |
| <b>(2,000,000)</b>               | <b>Total Capital Expenditure (B)</b>                                 | <b>(245,000)</b>             | <b>(60,578)</b>              | <b>184,422</b>                           |
|                                  | <b><u>Funding / Other Capital Items</u></b>                          |                              |                              |  |
| (3,398,802)                      | Repayment of Loans   |                              |                              |  |
| 3,398,802                        | Reimbursement of Loan Repayments                                     |                              | 838,780                      | 838,780                                  |
| (574,203)                        | Lease Principal repayments   | (89,536)                     | (88,874)                     | 662                                      |
| (400,000)                        | Transfers TO Cash Reserves   |                              |                              |  |
| 2,000,000                        | Transfers FROM Cash Reserves   |                              |                              |  |
| <b>1,025,797</b>                 | <b>Total Funding / Other Capital Items (C)</b>                       | <b>(89,536)</b>              | <b>749,905</b>               | <b>839,441</b>                           |
| <b>(1,871,000)</b>               | <b>CHANGES IN NET ASSETS (A to C)</b>                                | <b>(553,951)</b>             | <b>877,007</b>               | <b>1,430,957</b>                         |
| <b>4,271,000</b>                 | <b>Opening Funds Surplus(Deficit)</b>                                | <b>4,271,000</b>             | <b>4,271,000</b>             | <b>-</b>                                 |
| <b>2,400,000</b>                 | <b>Closing Funds Surplus(Deficit)</b>                                | <b>3,717,049</b>             | <b>5,148,007</b>             | <b>1,430,957</b>                         |



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

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2021/22 year is \$20,000.

| <b>Particulars</b>                                  | <b>YTD<br/>Variance<br/>\$</b> | <b>Variance</b> | <b>Explanation<br/>of Variance with +-\$20,000</b> |
|---|--------------------------------|-----------------|--|
| <b><u>Revenue from operating activities</u></b>     |                                |                 |  |
| Contributions, Donations & Reimbursements           | (7,436)                        | Negative        |  |
| Fees & Charges                                      | 227,044                        | Positive        | MRF commodity prices and commercial tonnes         |
| Interest Received                                   | (1,888)                        | Negative        |  |
| Other Revenue                                       | (64,971)                       | Negative        | Lower CDS estimate for the month                   |
| <b><u>Expenditure from operating activities</u></b> |                                |                 |  |
| Employee Costs                                      | 19,305                         | Positive        |  |
| Materials & Contracts                               | 201,710                        | Positive        | Lower plant maintenance and disposal costs         |
| Utilities   | (36,306)                       | Negative        | Higher than budgeted electricity costs in MRF      |
| Insurance   | 76,466                         | Positive        | Insurance premium savings                          |
| Interest  | (6,828)                        | Negative        |  |
| Other Expenses                                      | (2)                            | Negative        |  |
| <b><u>Capital Expenditure</u></b>                   |                                |                 |  |
| Plant & Equipment                                   | 184,422                        | Positive        | Timing difference                                  |
| <b><u>Funding / Other Capital Items</u></b>         |                                |                 |  |
| Reimbursement of Loan Repayments                    | 838,780                        | Positive        | Timing difference - repayment due in September     |
| Lease Principal repayments                          | 662                            | Positive        |  |

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

**STATEMENT OF FINANCIAL POSITION**

|                                      | As at<br>31/08/2021 | As at<br>30/06/2021 |
|--------------------------------------|---------------------|---------------------|
| <b>CURRENT ASSETS</b>                |                     |                     |
| Cash                                 | 12,964,091          | 13,053,557          |
| Receivables                          | 5,590,256           | 6,178,754           |
| Prepayments                          | 1,606,487           | 87,243              |
| Accrued Income                       | (383,067)           | 1,395,815           |
| Inventories                          | 1,106,302           | 1,081,373           |
| Non-current assets held              |                     |                     |
| <b>TOTAL CURRENT ASSETS</b>          | <b>20,884,069</b>   | <b>21,796,741</b>   |
| <b>CURRENT LIABILITIES</b>           |                     |                     |
| Payables                             | 1,137,699           | 1,759,474           |
| Accrued Expenses                     | 397,246             | 1,007,236           |
| Income Rec'd in Advance              | 77,742              | 56,889              |
| GST                                  | 259,306             |                     |
| Payroll Liabilities                  | 3,638               | 2,932               |
| Retentions & Bonds                   | 1,269,887           | 1,269,887           |
| Borrowings                           | 3,398,802           | 3,398,802           |
| Provisions                           | 749,154             | 749,154             |
| Lease Liabilities                    | 456,161             | 545,035             |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>7,749,634</b>    | <b>8,789,408</b>    |
| <b>NET CURRENT ASSETS</b>            | <b>13,134,435</b>   | <b>13,007,334</b>   |
| <b>NON-CURRENT ASSETS</b>            |                     |                     |
| Buildings                            | 1,795,437           | 1,798,521           |
| Information Technology               | 2,664               | 3,196               |
| Office Furniture & Fittings          | 4                   | 4                   |
| Fixed Plant & Equipment              | 5,472,389           | 5,655,295           |
| Mobile Plant & Equipment             | 455,134             | 479,604             |
| RRRC Leasehold Improvements          | 16,955,152          | 17,250,402          |
| RRRC Other                           | 91,483              | 91,483              |
| Capital Work in Progress             | 207,646             | 207,646             |
| Loan Receivables                     | 5,030,389           | 5,030,389           |
| Right of Use Assets                  | 5,866,011           | 5,970,643           |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>35,876,309</b>   | <b>36,487,183</b>   |
| <b>NON-CURRENT LIABILITIES</b>       |                     |                     |
| Provisions                           | 3,802,449           | 3,788,998           |
| Borrowings                           | 5,030,389           | 5,030,389           |
| Lease Liabilities                    | 6,114,756           | 6,114,756           |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>14,947,595</b>   | <b>14,934,143</b>   |
| <b>NET ASSETS</b>                    | <b>34,063,149</b>   | <b>34,560,373</b>   |

Statement of Cash Flows  
for the reporting period ended 31 AUG 2021

## Cashflows from Operating Activities

|                         |                |
|-------------------------|----------------|
| Receipts for Operations | 5,241,753.28   |
| Payments for Operations | <5,166,008.61> |

|   |           |
|---|-----------|
| Net cash provided by operating activities | 75,744.67 |
|---|-----------|

## Cashflow from Investing Activities

|   |              |
|---|--------------|
| Interest received                         | 0.00         |
| Proceeds on Sale of Assets                | 0.00         |
| Payment for Property, Plant and Equipment | <165,210.49> |

|  |              |
|--|--------------|
| Net cash provided/(absorbed) by investing activities | <165,210.49> |
|--|--------------|

## Cashflow from Financing Activities

|                          |      |
|--------------------------|------|
| Interest paid            | 0.00 |
| Proceeds from Borrowings | 0.00 |
| Repayments of Borrowings | 0.00 |

|   |      |
|---|------|
| Net cash provided by financing activities | 0.00 |
|---|------|

|                                     |             |
|-------------------------------------|-------------|
| Net increase(decrease) in cash held | <89,465.82> |
|-------------------------------------|-------------|

|                                  |               |
|----------------------------------|---------------|
| Cash at the begining of the year | 13,053,556.68 |
| Cash at the end of the year      | 12,964,090.86 |

|                           |             |
|---------------------------|-------------|
| Movement in cash balances | <89,465.82> |
|---------------------------|-------------|

Statement of Cash Flows  
for the reporting period ended 31 AUG 2021

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <497,223.19>

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

|   |                |
|---|----------------|
| Building Depreciation                       | 298,334.00     |
| Mobile Plant Depreciation                   | 24,470.00      |
| Fixed Plant & Equipment Depreciation        | 243,484.00     |
| Computer & IT Equip. Depreciation           | 532.00         |
| Right of use Asset - Depreciation           | 104,632.00     |
|   | -----          |
|   | 174,228.81     |
| Plus adjustment for Receivables             | 588,497.60     |
| Plus adjustment for Accrued Income          | 1,778,882.11   |
| Plus adjustment for Income Rec'd in Advance | 20,853.21      |
| Less adjustment for Loan Receivables        | 0.00           |
| Less adjustment for Prepayments             | <1,519,244.32> |
| Less adjustment for Inventories             | <24,929.20>    |
| Less adjustment for Payables                | <621,774.61>   |
| Less adjustment for Accrued Expenses        | <609,989.77>   |
| Plus adjustment for GST                     | 259,306.24     |
| Plus adjustment for Payroll Liabilities     | 705.82         |
| Less adjustment for Retentions & Bonds      | <0.01>         |
| Less adjustment for Borrowings              | 0.00           |
| Less adjustment for Provisions              | 0.00           |
| Less adjustment for Lease Liabilities       | <88,874.27>    |
| Plus adjustment for Provisions              | 13,451.06      |
| Less adjustment for Lease Liabilities       | 0.00           |
| Plus adjustment for Right of Use Assets     | 104,632.00     |
|   | -----          |
|   | <98,484.14>    |
|   | -----          |
|   | 75,744.67      |

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

**STATEMENT OF FINANCIAL ACTIVITY**

| <b>Current<br/>Budget<br/>\$</b> | <b>Particulars</b>   | <b>YTD<br/>Budget<br/>\$</b> | <b>YTD<br/>Actual<br/>\$</b> | <b>Variance to<br/>YTD Budget<br/>\$</b> |
|----------------------------------|--|------------------------------|------------------------------|--|
|                                  | <b><u>Revenue from operating activities</u></b>                      |                              |                              |  |
| 3,121,708                        | Contributions, Donations & Reimbursements                            | 304,895                      | 448,702                      | 143,807                                  |
| 12,148,565                       | Fees & Charges   | 950,857                      | 1,137,705                    | 186,849                                  |
| 24,000                           | Interest Received  | 2,000                        | 1,221                        | (779)                                    |
| 1,561,280                        | Other Revenue  | 124,646                      | 91,873                       | (32,773)                                 |
| <b>16,855,553</b>                | <b>Total Operating Revenue</b>                                       | <b>1,382,398</b>             | <b>1,679,501</b>             | <b>297,103</b>                           |
|                                  | <b><u>Expenditure from operating activities</u></b>                  |                              |                              |  |
| (5,498,492)                      | Employee Costs   | (422,295)                    | (386,044)                    | 36,251                                   |
| (9,142,624)                      | Materials & Contracts  | (713,530)                    | (577,943)                    | 135,587                                  |
| (449,590)                        | Utilities  | (37,503)                     | (55,056)                     | (17,553)                                 |
| (2,228,230)                      | Insurance  | (185,686)                    | (147,453)                    | 38,233                                   |
| (514,114)                        | Interest   | (22,187)                     | (25,664)                     | (3,477)                                  |
| (4,028,686)                      | Depreciation   | (335,726)                    | (335,726)                    |  |
|                                  | Other Expenses   | 1                            |                              | (1)                                      |
| <b>(21,861,736)</b>              | <b>Total Operating Expenses</b>                                      | <b>(1,716,926)</b>           | <b>(1,527,886)</b>           | <b>189,040</b>                           |
| <b>(5,006,183)</b>               | <b>Operating Surplus / (Deficit)</b>                                 | <b>(334,528)</b>             | <b>151,616</b>               | <b>486,144</b>                           |
|                                  | <b><u>LESS: Non-cash items</u></b>                                   |                              |                              |  |
| 4,028,686                        | Add Back Depreciation  | 335,726                      | 335,726                      |  |
| 80,700                           | Add Back Interest on unwinding of discount on<br>Make Good Provision | 6,725                        | 6,726                        | 1  |
| <b>4,109,386</b>                 | <b>Total Non-cash items</b>  | <b>342,451</b>               | <b>342,452</b>               | <b>1</b>                                 |
| <b>(17,752,350)</b>              | <b>Total Operating Expenses<br/>(Before Non-cash items)</b>          | <b>(1,374,475)</b>           | <b>(1,185,434)</b>           | <b>189,041</b>                           |
|                                  | <b>Operating Surplus / (Deficit)<br/>(Before Non-cash Items) (A)</b> | <b>7,923</b>                 | <b>494,067</b>               | <b>486,144</b>                           |
|                                  | <b><u>Capital Expenditure</u></b>                                    |                              |                              |  |
| (2,000,000)                      | Plant & Equipment  | (40,000)                     | (48,413)                     | (8,413)                                  |
| <b>(2,000,000)</b>               | <b>Total Capital Expenditure (B)</b>                                 | <b>(40,000)</b>              | <b>(48,413)</b>              | <b>(8,413)</b>                           |
|                                  | <b><u>Funding / Other Capital Items</u></b>                          |                              |                              |  |
| (3,398,802)                      | Repayment of Loans   |                              |                              |  |
| 3,398,802                        | Reimbursement of Loan Repayments                                     |                              |                              |  |
| (574,203)                        | Lease Principal repayments   | (44,768)                     | (44,374)                     | 394                                      |
| (400,000)                        | Transfers TO Cash Reserves   |                              |                              |  |
| 2,000,000                        | Transfers FROM Cash Reserves   |                              |                              |  |
| <b>1,025,797</b>                 | <b>Total Funding / Other Capital Items (C)</b>                       | <b>(44,768)</b>              | <b>(44,374)</b>              | <b>394</b>                               |
| <b>(1,871,000)</b>               | <b>CHANGES IN NET ASSETS (A to C)</b>                                | <b>(76,845)</b>              | <b>401,280</b>               | <b>478,125</b>                           |
| <b>4,271,000</b>                 | <b>Opening Funds Surplus(Deficit)</b>                                | <b>4,271,000</b>             | <b>4,271,000</b>             | <b>-</b>                                 |
| <b>2,400,000</b>                 | <b>Closing Funds Surplus(Deficit)</b>                                | <b>4,194,155</b>             | <b>4,672,280</b>             | <b>478,125</b>                           |

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

| <b>Particulars</b>                                  | <b>YTD<br/>Variance<br/>\$</b> | <b>Variance</b> | <b>Explanation<br/>of Variance with +-\$20,000</b> |
|---|--------------------------------|-----------------|--|
| <b><u>Revenue from operating activities</u></b>     |                                |                 |  |
| Contributions, Donations & Reimbursements           | 143,807                        | Positive        | Overheads (corrected in August)                    |
| Fees & Charges                                      | 186,849                        | Positive        | MRF commodity prices and commercial tonnes         |
| Interest Received                                   | (779)                          | Negative        |  |
| Other Revenue                                       | (32,773)                       | Negative        | Lower CDS estimate for the month                   |
| <b><u>Expenditure from operating activities</u></b> |                                |                 |  |
| Employee Costs                                      | 36,251                         | Positive        | Lower due to vacant positions                      |
| Materials & Contracts                               | 135,587                        | Positive        | Lower plant maintenance and disposal costs         |
| Utilities   | (17,553)                       | Negative        |  |
| Insurance   | 38,233                         | Positive        | Insurance premium savings                          |
| Interest  | (3,477)                        | Negative        |  |
| Other Expenses                                      | (1)                            | Negative        |  |
| <b><u>Capital Expenditure</u></b>                   |                                |                 |  |
| Plant & Equipment                                   | (8,413)                        | Negative        |  |
| <b><u>Funding / Other Capital Items</u></b>         |                                |                 |  |
| Lease Principal repayments                          | 394                            | Positive        |  |

Statement of Financial Position  
as at 31 JUL 2021

|                                  | 2021/2022     | 2020/2021     |
|----------------------------------|---------------|---------------|
| CURRENT ASSETS                   |               |               |
| Cash                             | 11,867,668.50 | 13,053,556.68 |
| Receivables                      | 5,509,913.88  | 6,178,754.06  |
| Prepayments                      | 1,753,940.69  | 87,243.15     |
| Accrued Income                   | 981,481.07    | 889,807.87    |
| Inventories                      | 1,085,561.08  | 1,081,372.71  |
| Non-current assets held for sale | 0.00          | 0.00          |
| TOTAL CURRENT ASSETS             | 21,198,565.22 | 21,290,734.47 |
| CURRENT LIABILITIES              |               |               |
| Payables                         | 1,078,403.05  | 1,759,473.68  |
| Accrued Expenses                 | 637,523.07    | 501,229.22    |
| Income Rec'd in Advance          | <42,550.00>   | 56,888.54     |
| GST                              | 148,846.31    | 0.00          |
| Payroll Liabilities              | 4,852.00      | 2,932.16      |
| Retentions & Bonds               | 1,269,886.87  | 1,269,886.87  |
| Borrowings                       | 3,398,801.63  | 3,398,801.63  |
| Provisions                       | 749,154.00    | 749,154.00    |
| Lease Liabilities                | 500,660.73    | 545,034.77    |
| TOTAL CURRENT LIABILITIES        | 7,745,577.66  | 8,283,400.87  |
| NET CURRENT ASSETS               | 13,452,987.56 | 13,007,333.60 |
| NON-CURRENT ASSETS               |               |               |
| Buildings                        | 1,796,978.55  | 1,798,520.55  |
| Information Technology           | 2,929.60      | 3,195.60      |
| Office Furniture & Fittings      | 4.28          | 4.28          |
| Fixed Plant & Equipment          | 5,581,966.00  | 5,655,294.87  |
| Mobile Plant & Equipment         | 467,369.14    | 479,604.14    |
| RRRC Leasehold Improvements      | 17,102,776.97 | 17,250,401.97 |
| RRRC Other                       | 91,483.05     | 91,483.05     |
| Capital Work in Progress         | 207,645.91    | 207,645.91    |
| Loan Receivables                 | 5,030,389.02  | 5,030,389.02  |
| Consultants & Admin              | 0.00          | 0.00          |
| Right of Use Assets              | 5,918,327.13  | 5,970,643.13  |
| TOTAL NON-CURRENT ASSETS         | 36,199,869.65 | 36,487,182.52 |
| NON-CURRENT LIABILITIES          |               |               |
| Provisions                       | 3,795,723.53  | 3,788,998.00  |
| Borrowings                       | 5,030,389.01  | 5,030,389.01  |
| Lease Liabilities                | 6,114,756.46  | 6,114,756.46  |
| TOTAL NON-CURRENT LIABILITIES    | 14,940,869.00 | 14,934,143.47 |
| NET ASSETS                       | 34,711,988.21 | 34,560,372.65 |

Statement of Cash Flows  
for the reporting period ended 31 JUL 2021

## Cashflows from Operating Activities

|                         |                |
|-------------------------|----------------|
| Receipts for Operations | 2,157,229.83   |
| Payments for Operations | <3,242,388.88> |

|   |                |
|---|----------------|
| Net cash provided by operating activities | <1,085,159.05> |
|---|----------------|

## Cashflow from Investing Activities

|   |              |
|---|--------------|
| Interest received                         | 0.00         |
| Proceeds on Sale of Assets                | 0.00         |
| Payment for Property, Plant and Equipment | <100,729.13> |

|  |              |
|--|--------------|
| Net cash provided/(absorbed) by investing activities | <100,729.13> |
|--|--------------|

## Cashflow from Financing Activities

|                          |      |
|--------------------------|------|
| Interest paid            | 0.00 |
| Proceeds from Borrowings | 0.00 |
| Repayments of Borrowings | 0.00 |

|   |      |
|---|------|
| Net cash provided by financing activities | 0.00 |
|---|------|

|                                     |                |
|-------------------------------------|----------------|
| Net increase(decrease) in cash held | <1,185,888.18> |
|-------------------------------------|----------------|

|                                  |               |
|----------------------------------|---------------|
| Cash at the begining of the year | 13,053,556.68 |
| Cash at the end of the year      | 11,867,668.50 |

|                           |                |
|---------------------------|----------------|
| Movement in cash balances | <1,185,888.18> |
|---------------------------|----------------|



Statement of Cash Flows  
for the reporting period ended 31 JUL 2021

## Reconciliation of Net Changes in Assets to Operating Cash Flow

|                                       |            |
|---------------------------------------|------------|
| Net Changes in Assets from Operations | 151,615.56 |
|---------------------------------------|------------|

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

|                                      |            |
|--------------------------------------|------------|
| Building Depreciation                | 149,167.00 |
| Mobile Plant Depreciation            | 12,235.00  |
| Fixed Plant & Equipment Depreciation | 121,742.00 |
| Computer & IT Equip. Depreciation    | 266.00     |
| Right of use Asset - Depreciation    | 52,316.00  |
|                                      | -----      |
|                                      | 487,341.56 |

|   |             |
|---|-------------|
| Plus adjustment for Receivables             | 668,840.18  |
| Less adjustment for Accrued Income          | <91,673.20> |
| Less adjustment for Income Rec'd in Advance | <99,438.54> |
| Less adjustment for Loan Receivables        | 0.00        |

|   |                |
|---|----------------|
| Less adjustment for Prepayments         | <1,666,697.54> |
| Less adjustment for Inventories         | <4,188.37>     |
| Less adjustment for Payables            | <681,070.63>   |
| Plus adjustment for Accrued Expenses    | 136,293.85     |
| Plus adjustment for GST                 | 148,846.31     |
| Plus adjustment for Payroll Liabilities | 1,919.84       |
| Less adjustment for Retentions & Bonds  | 0.00           |
| Less adjustment for Borrowings          | 0.00           |
| Less adjustment for Provisions          | 0.00           |
| Less adjustment for Lease Liabilities   | <44,374.04>    |
| Plus adjustment for Provisions          | 6,725.53       |
| Less adjustment for Lease Liabilities   | 0.00           |
| Plus adjustment for Right of Use Assets | 52,316.00      |

|  |                |
|--|----------------|
|  | -----          |
|  | <1,572,500.61> |
|  | -----          |
|  | <1,085,159.05> |

## 1.0 STATEMENT

This policy provides the framework to invest in the approved investment classes. The investment of cash is to endeavour to maximise the return on funds, and to ensure the cash flow requirements of the SMRC are met.

## 2.0 SCOPE

This policy applies to by the Chief Executive Officer or Officer delegated by the Chief Executive Officer, to invest in the approved investment classes.

## 3.0 OBJECTIVE

- To invest the local government’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement is being met.
- While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

## LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management)
- Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
| Issued: November 2021   | Next Review Date: November 2023 | Title: CORPORATE POLICY NO 2.3<br>CASH INVESTMENTS | Version 7   |
| Prepared: CSM   | Reviewed by: EMCS               | Approved: CEO                                      | Page 1 of 5 |
| Printed documents are not controlled. Check the electronic version for the latest version |                                 |  |             |

**DELEGATION OF AUTHORITY**

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day to day management of Council’s Investment to senior staff or Chief Financial Officer subject to regular reviews.

**PRUDENT PERSON STANDARD**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

**ETHICS AND CONFLICTS OF INTEREST**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council’s investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

**APPROVED INVESTMENTS**

Cash may only be invested in accordance with Regulation 19C of the Local Government (Financial Management) Regulations 1996, which provides that:

**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

(1) In this regulation —

**authorised institution** means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**foreign currency** means a currency except the currency of Australia.

**PROHIBITED INVESTMENTS**

**19C. (2)** When investing money under section 6.14(1), a local government may not do any of the following —

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

[Regulation 19C inserted in Gazette 20 Apr 2012 p. 1701; amended in Gazette 12 May 2017 p. 2469.]

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
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**RISK MANAGEMENT GUIDELINES**

Investments obtained are to comply with two key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions

**a) Overall Portfolio Limits**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

| <b>S&amp;P<br/>Long Term<br/>Rating</b> | <b>S&amp;P<br/>Short Term<br/>Rating</b> | <b>Direct<br/>Investment<br/>Maximum %</b> | <b>Managed<br/>Funds<br/>Maximum %</b> |
|---|--|--|--|
| <b>AAA</b>                              | <b>A-1+</b>                              | <b>100%</b>                                | <b>100%</b>                            |
| <b>AA</b>                               | <b>A-1</b>                               | <b>100%</b>                                | <b>100%</b>                            |
| <b>A</b>                                | <b>A-2</b>                               | <b>60%</b>                                 | <b>80%</b>                             |

**b) Counterparty Credit Framework**

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

| <b>S&amp;P<br/>Long Term<br/>Rating</b> | <b>S&amp;P<br/>Short Term<br/>Rating</b> | <b>Direct<br/>Investment<br/>Maximum %</b> | <b>Managed<br/>Funds<br/>Maximum %</b> |
|---|--|--|--|
| <b>AAA</b>                              | <b>A-1+</b>                              | <b>45%</b>                                 | <b>50%</b>                             |
| <b>AA</b>                               | <b>A-1</b>                               | <b>35%</b>                                 | <b>45%</b>                             |
| <b>A</b>                                | <b>A-2</b>                               | <b>20%</b>                                 | <b>40%</b>                             |

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

**REPORTING & MEASUREMENT**

An agenda report is to be prepared for each Audit & Risk Committee meeting and Ordinary Council meeting.

The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
| Issued: November 2021   | Next Review Date: November 2023 | Title: CORPORATE POLICY NO 2.3<br>CASH INVESTMENTS | Version 7   |
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### 4.0 ROLES & RESPONSIBILITIES

The Council and delegated officers have fiduciary responsibilities under section 6.14 of the Local Government Act 1995 and therefore the “Prudent Person” rule must be complied with. This rule ensures a conservative approach and low risk strategies as well as seeking expert assistance in investing council funds.

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

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
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### 5.0 REFERENCES & REVIEW

|                                  |  |                     |
|----------------------------------|--|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 and Regulations</li> <li>▪ Trustees Act, Bank Act 1959</li> </ul> |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ CEO Approved Delegations</li> <li>▪ SMRC Investment Standards</li> </ul>                    |                     |
| <b>Approved by</b>               | Regional Council   |                     |
| <b>Next Revision Date</b>        | <del>October 2021</del> <u>November 2023</u>   |                     |
| <b>Related Documents</b>         | Dept of Local Government Operational Guidelines  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>   | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services   | Biennial            |
| <b>Risk Rating</b>               | High   |                     |
| <b>Location of document</b>      | SMRC Website Members Area<br>Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services                                  |                     |

### 6.0 DOCUMENT CONTROL REGISTER

| Date        | Review        | No.      | Author     | Resp Officer | Council           |
|-------------|---------------|----------|------------|--------------|-------------------|
| 2007        | Review        | 1        | MAF        | MAF          | 12/11/07          |
| 2011        | Review        | 2        | DCS        | DCS          | 22/08/11          |
| 2013/08     | Review        | 3        | EMCS       | EMCS         | 12/08/2013        |
| 2015        | Review        | 4        | EMCS       | EMCS         | 24/08/2015        |
| 2017        | Review        | 5        | EMCS       | EMCS         | 21/08/2017        |
| 2019        | Review        | 6        | EMCS       | EMCS         | 28/11/2019        |
| <u>2021</u> | <u>Review</u> | <u>7</u> | <u>CSM</u> | <u>EMCS</u>  | <u>25/11/2021</u> |

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
| Issued: November 2021   | Next Review Date: November 2023 | Title: CORPORATE POLICY NO 2.3<br>CASH INVESTMENTS | Version 7   |
| Prepared: CSM   | Reviewed by: EMCS               | Approved: CEO                                      | Page 5 of 5 |
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#### STATEMENT

This Standard should be read in conjunction with Council Policy (Cash Investments No 2.3) and provides the control procedures and framework to invest surplus cash.

#### SCOPE

This Standard applies to the Chief Executive Officer or Officer delegated by the Chief Executive Officer, to invest in nominated asset classes.

The Local Government (Financial Management) Regulations 1996 – Reg 19

19 . Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

- (a) the nature and location of all investments; and
- (b) the transactions related to each investment.

#### OBJECTIVES

- To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement is being met.
- While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles

#### LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

|   |                           |   |             |
|---|---------------------------|---|-------------|
| Issued: 5/11/2021   | Review Date: October 2023 | Title: STANDARD NO 2.2<br>CASH INVESTMENTS CONTROL PROCEDURES | Version 5   |
| Prepared: EMCS  | Reviewed by: EMCS         | Approved: CEO   | Page 1 of 6 |
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#### DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day to day management of Council's Investment to senior staff subject to regular reviews.

#### PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

#### ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

#### APPROVED INVESTMENTS

Cash may only be invested in accordance with Regulation 19C of the Local Government (Financial Management) Regulations 1996, which provides that:

**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

(1) In this regulation —

**authorised institution** means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**foreign currency** means a currency except the currency of Australia.

#### PROHIBITED INVESTMENTS

**19C. (2)** When investing money under section 6.14(1), a local government may not do any of the following —

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

[Regulation 19C inserted in Gazette 20 Apr 2012 p. 1701; amended in Gazette 12 May 2017 p. 2469.]

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## STANDARD NO 2.2 CASH INVESTMENTS CONTROL PROCEDURES

### RISK MANAGEMENT GUIDELINES

Investments obtained are to comply with two key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions

#### a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum % | Managed Funds Maximum % |
|----------------------|-----------------------|-----------------------------|-------------------------|
| AAA                  | A-1+                  | 100%                        | 100%                    |
| AA                   | A-1                   | 100%                        | 100%                    |
| A                    | A-2                   | 60%                         | 80%                     |

#### b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum % | Managed Funds Maximum % |
|----------------------|-----------------------|-----------------------------|-------------------------|
| AAA                  | A-1+                  | 45%                         | 50%                     |
| AA                   | A-1                   | 35%                         | 45%                     |
| A                    | A-2                   | 20%                         | 40%                     |

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

### REPORTING & MEASUREMENT

An agenda report is to be prepared for each Audit & Risk Committee meeting and Ordinary Council meeting.

The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

|   |                           |   |             |
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#### AUTHORISED INVESTMENTS

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##### 1. Cash/Bank Deposits/Securities

- a. At call/short-dated term deposits with an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5 – (maximum term 1 year).
- b. Bills of exchange that have been accepted or endorsed by a bank – (maximum term 1 year)
- c. Certificates of deposit and term deposits issued by a bank whether negotiable, convertible or not – (maximum term 1 year)
- d. Floating rate notes – (maximum term 1 year)
- e. All other investments as approved by a resolution of the Regional Council.

#### CONTROLS/RECONCILIATION/REPORTING ACTIVITIES

##### 1. New, Redeemed and re-invested Investments

- a. Authorised deposit taking institution to confirm in writing investment instrument, terms and interest rates.
- b. Transaction documentation to be filed in eDRMS in accordance with record keeping procedures relating to investments.
- c. Maintain an up to date master copy excel spreadsheet register after each transaction in the eDRMS.

##### 2. Reconciling statements with general ledger

- a. At the end of each month the investments are to be reconciled with the general ledger, bank statements and master copy excel spreadsheet register.

##### 3. Reporting

- a. At the end of each month the total investments are to be updated in the reporting template – Investments Portfolio and:
- b. Reported to the Council Ordinary Meeting under Finance Reports
- c. Reported to the Audit & Risk Committee meetings

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## STANDARD NO 2.2

### CASH INVESTMENTS CONTROL PROCEDURES

#### ROLES AND RESPONSIBILITIES

The Council and delegated officers have fiduciary responsibilities under section 6.14 of the Local Government Act 1995 and therefore the “Prudent Person” rule must be complied with. This rule ensures a conservative approach and low risk strategies as well as seeking expert assistance in investing council funds.

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

#### REFERENCES & REVIEW

|                                  |   |                     |
|----------------------------------|---|---------------------|
| <b>Statutory Compliance</b>      | <ul style="list-style-type: none"> <li>▪ Local Government Act 1995 and Regulations</li> <li>▪ Trustees Act, Banking Act 1959</li> </ul> |                     |
| <b>Organisational Compliance</b> | <ul style="list-style-type: none"> <li>▪ Investment Policy</li> <li>▪ CEO Approved Delegations</li> </ul>                               |                     |
| <b>Approved by</b>               | CEO   |                     |
| <b>Next Revision Date</b>        | October 2023  |                     |
| <b>Policy Administration</b>     | <b>Responsible Officer</b>  | <b>Review Cycle</b> |
| Corporate                        | Executive Manager Corporate Services  | Biennial            |
| <b>Risk Rating</b>               | High  |                     |
| <b>Location of document</b>      | Staff Intranet<br>SMRC, 9 Aldous Place, Booragoon – Corporate Services  |                     |

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## STANDARD NO 2.2 CASH INVESTMENTS CONTROL PROCEDURES

Authorised by:



TIM YOUÉ  
CHIEF EXECUTIVE OFFICER

|   |                           |   |             |
|---|---------------------------|---|-------------|
| Issued: 5/11/2021   | Review Date: October 2023 | Title: STANDARD NO 2.2<br>CASH INVESTMENTS CONTROL PROCEDURES | Version 5   |
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**Schedule of Payments made in August 2021**

| <b>Chq/EFT</b> | <b>Date</b> | <b>Name</b>                                    | <b>Description</b>                          | <b>Amount</b> |
|----------------|-------------|--|---|---------------|
| EFT23878       | 04/08/2021  | SMRC Net Payroll Clearing Creditor             | Payroll                                     | 134575.88     |
| EFT23879       |             | Refer July Payment Schedule                    |   |               |
| EFT23880       | 10/08/2021  | Suez Recycling & Recovery (Perth) Pty Ltd      | Disposal Of Residual Waste and FOGO         | 120647.38     |
| EFT23881       | 10/08/2021  | Safeway Building & Renovations Pty Ltd         | Roof Repairs                                | 601740.93     |
| EFT23882       | 10/08/2021  | Sonic Health Plus                              | Corporate Consult                           | 246.40        |
| EFT23883       | 11/08/2021  | SMRC Net Payroll Clearing Creditor             | Payroll                                     | 247.62        |
| EFT23884       | 04/08/2021  | Superchoice Services Pty Ltd                   | Superannuation Contributions                | 20072.59      |
| EFT23885       | 18/08/2021  | SMRC Net Payroll Clearing Creditor             | Payroll                                     | 135142.62     |
| EFT23886       | 19/08/2021  | Amalgamated Services Pty Ltd                   | Labour Hire                                 | 9559.51       |
| EFT23887       | 19/08/2021  | Arbon Equipment Pty Ltd                        | MRF Building Maintenance                    | 10940.60      |
| EFT23888       | 19/08/2021  | Bp Australia P/L                               | Diesel Fuel                                 | 8221.33       |
| EFT23889       | 19/08/2021  | Coffey Services Australia Pty Ltd              | Ground Water Monitoring And Reporting       | 9704.48       |
| EFT23890       | 19/08/2021  | Encycle Consulting                             | Consulting Fees                             | 1974.50       |
| EFT23891       | 19/08/2021  | Environmental & Air Quality Consulting Pty Ltd | Odour Compliance And Reporting - April 2021 | 6865.10       |
| EFT23892       | 19/08/2021  | Event & Conference Co. Pty Ltd                 | Waste Conference 2021 Sponsorship           | 3500.00       |
| EFT23893       | 19/08/2021  | Golden West Lubricants                         | MNT Parts                                   | 1715.07       |
| EFT23894       | 19/08/2021  | Marketforce Productions                        | Seek Advertisement                          | 1853.07       |
| EFT23895       | 19/08/2021  | Muzzcuts Lawns And Gardens                     | Garden Services                             | 143.00        |
| EFT23896       | 19/08/2021  | Network-It(Wa) Pty Ltd                         | Cloud Backup For Microsoft Office 365       | 265.00        |
| EFT23897       | 19/08/2021  | PAYG - Australian Taxation Office (Ato)        | Payroll Deductions                          | 45336.00      |
| EFT23898       | 19/08/2021  | Petro Industrial (Bne) Pty Ltd                 | Accounting Software                         | 792.00        |
| EFT23899       | 19/08/2021  | Perth Recruitment Services Pty Ltd             | Labour Hire                                 | 10437.64      |
| EFT23900       | 19/08/2021  | St John Ambulance Australia                    | First Aid Kits                              | 160.00        |
| EFT23901       | 19/08/2021  | Synergy - Electricity Retail Corporation       | Utilities - Electricity Booragoon           | 686.98        |
| EFT23902       | 19/08/2021  | System Maintenance                             | Plant Maintenance - Parts And Services      | 317.79        |
| EFT23903       | 19/08/2021  | Wastetrans Wa                                  | Transport Glass                             | 35342.08      |
| EFT23904       | 19/08/2021  | Wilson Security                                | Security                                    | 990.09        |
| EFT23905       | 19/08/2021  | Winc Australia Pty Limited                     | Office Amenities                            | 865.62        |
| EFT23906       | 20/08/2021  | Commonwealth Bank Of Australia                 | Term Deposits                               | 1000000.00    |
| EFT23907       | 24/08/2021  | Cr Cliff Collinson*                            | Members Allowance For August 2021           | 660.00        |
| EFT23908       | 24/08/2021  | Cr Doug Thompson*                              | Members Allowance For August 2021           | 2243.92       |
| EFT23909       | 24/08/2021  | Cr Stephen Kepert*                             | Members Allowance For August 2021           | 660.00        |
| EFT23910       | 24/08/2021  | Advance Press                                  | Calendars                                   | 7370.00       |
| EFT23911       | 24/08/2021  | All Fire And Electrical Wa Pty Ltd             | Call Outs And Repairs                       | 8879.41       |
| EFT23912       | 24/08/2021  | All Rubber Tmh Pty Ltd                         | Plant Maintenance - Parts And Services      | 11328.24      |
| EFT23913       | 24/08/2021  | Analytical Reference Laboratory (Wa) P/L       | Waste Auditing                              | 1504.80       |
| EFT23914       | 24/08/2021  | Applied Industrial Technologies Pty Ltd        | MRF Parts                                   | 1079.64       |

| Chq/EFT  | Date       | Name  | Description                                 | Amount   |
|----------|------------|---|---|----------|
| EFT23915 | 24/08/2021 | Aust-Weigh Pty Ltd                          | Weighbridge Maintenance                     | 307.45   |
| EFT23916 | 24/08/2021 | Blackwoods Atkins                           | Gas Hire                                    | 210.54   |
| EFT23917 | 24/08/2021 | Bunnings Group Limited                      | Parts & Equipment                           | 22.86    |
| EFT23918 | 24/08/2021 | Cea Specialty Equipment Pty Ltd             | Plant Maintenance - Parts And Services      | 7893.53  |
| EFT23919 | 24/08/2021 | Cnw Pty Ltd                                 | Plant Maintenance - Parts And Services      | 265.77   |
| EFT23920 | 24/08/2021 | Cti Logistics Interstate                    | Transport Of Recyclables To Adelaide        | 10304.28 |
| EFT23921 | 24/08/2021 | Cathedral Office Products Pty Ltd           | MRF Parts And Services                      | 2347.40  |
| EFT23922 | 24/08/2021 | Cleanaway Co Pty Ltd                        | Removal Of Aerosols                         | 1109.35  |
| EFT23923 | 24/08/2021 | Cleveland Compressed Air Services           | Plant Maintenance - Parts And Services      | 4869.25  |
| EFT23924 | 24/08/2021 | Complete Tyre Solutions                     | Tyres                                       | 795.36   |
| EFT23925 | 24/08/2021 | Concept Wire Industries                     | Bailing Wire                                | 21725.18 |
| EFT23926 | 24/08/2021 | Dla Piper Australia                         | Legal Fees                                  | 9407.20  |
| EFT23927 | 24/08/2021 | Di Candilo Steel City                       | Steel Supplies                              | 509.30   |
| EFT23928 | 24/08/2021 | Direct Communications                       | Communications Equipment                    | 159.50   |
| EFT23929 | 24/08/2021 | Effect Engineering Projects Pty Ltd         | MRF Parts And Services                      | 2114.33  |
| EFT23930 | 24/08/2021 | Flick Anticimex Pty Ltd                     | MRF Parts And Services                      | 1224.72  |
| EFT23931 | 24/08/2021 | Fox Refrigeration And Air-Conditioning      | Building Maintenance                        | 7990.00  |
| EFT23932 | 24/08/2021 | Hoisting Equipment Specialist (Heswa)       | Plant Maintenance - Parts And Services      | 723.80   |
| EFT23933 | 24/08/2021 | Horizon West Landscape & Irrigation Pty Ltd | Landscape Maintenance/Services - March 2021 | 3730.38  |
| EFT23934 | 24/08/2021 | Hose Mania                                  | MRF Consumables/ Parts                      | 190.79   |
| EFT23935 | 24/08/2021 | Hydraulink Australia Pty Ltd                | Plant Maintenance - Parts And Services      | 1521.90  |
| EFT23936 | 24/08/2021 | Industrial Power Tool Services              | Plant Maintenance - Parts And Services      | 2196.68  |
| EFT23937 | 24/08/2021 | Kennards Hire Pty Ltd                       | Equipment Hire                              | 1154.00  |
| EFT23938 | 24/08/2021 | Komatsu Forest Pty Ltd                      | MRF Consumables/ Parts                      | 1297.89  |
| EFT23939 | 24/08/2021 | Lighthouse Locksmiths                       | Rrrc Building Maintenance                   | 346.50   |
| EFT23940 | 24/08/2021 | Mm Electrical Merchandising                 | MRF Consumables/ Parts                      | 1875.50  |
| EFT23941 | 24/08/2021 | Majestic Plumbing Pty Ltd                   | Rrrc Building Maintenance                   | 638.00   |
| EFT23942 | 24/08/2021 | Mandalay Technologies Pty Ltd               | Employee Training                           | 1576.66  |
| EFT23943 | 24/08/2021 | Material Recovery Solutions Pty Ltd         | One - 120Hp Series Baler                    | 4191.12  |
| EFT23944 | 24/08/2021 | Mobile Test N' Cal"                         | Equipment Servicing                         | 2412.85  |
| EFT23945 | 24/08/2021 | Onsite Rental Group Operations Pty Ltd      | Equipment Hire                              | 3172.51  |
| EFT23946 | 24/08/2021 | Pep Transport                               | Courier Services                            | 194.88   |
| EFT23947 | 24/08/2021 | Perth Contract Hydraulics                   | Plant Maintenance - Parts And Services      | 4128.47  |
| EFT23948 | 24/08/2021 | Pritchard Francis                           | Structural Testing                          | 3162.50  |
| EFT23949 | 24/08/2021 | Sage Automation Pty Ltd                     | WCF Callouts And Services                   | 2934.25  |
| EFT23950 | 24/08/2021 | Safety Training Professionals               | Employee Training                           | 595.00   |
| EFT23951 | 24/08/2021 | Selectro Services P/L                       | Plant Maintenance - Parts And Services      | 36745.61 |
| EFT23952 | 24/08/2021 | Snap Printing Canning Vale                  | Printing Fees                               | 674.85   |
| EFT23953 | 24/08/2021 | Sonic Health Plus                           | Employee Vaccinations                       | 2517.62  |

| Chq/EFT               | Date       | Name  | Description                                    | Amount            |
|-----------------------|------------|---|--|-------------------|
| EFT23955              | 24/08/2021 | Tema Services Pty Ltd                           | MNT Laundry Expenses                           | 665.84            |
| EFT23956              | 24/08/2021 | Thrifty Car Rental                              | Vehicle Hire                                   | 3274.26           |
| EFT23957              | 24/08/2021 | Totally Workwear Canning Vale                   | Employee Ppe                                   | 105.51            |
| EFT23958              | 24/08/2021 | Wa Fasteners Pty Ltd                            | MNT Parts                                      | 3387.20           |
| EFT23959              | 24/08/2021 | Water2Water Pty Ltd                             | MRF Monthly Rental For Hydro Tap               | 140.00            |
| EFT23960              | 24/08/2021 | Western Australian Local Government Association | Quarterly Rebate For 01/04/2021 To 30/06/2021  | 1138.13           |
| EFT23961              | 24/08/2021 | Winc Australia Pty Limited                      | Office Amenities                               | 1902.68           |
| EFT23962              | 24/08/2021 | Wren Oil  | Disposal Of Oil                                | 863.50            |
| EFT23963              | 24/08/2021 | Amalgamated Services Pty Ltd                    | Labour Hire                                    | 3617.37           |
| EFT23964              | 24/08/2021 | Bp Australia P/L                                | Diesel Fuel                                    | 3206.49           |
| EFT23965              | 24/08/2021 | Blue Force Pty Ltd                              | Security Services                              | 176.57            |
| EFT23966              | 24/08/2021 | Drwa Building Doors                             | Gate Repairs                                   | 781.00            |
| EFT23967              | 24/08/2021 | Department Of Fire & Emergency Services         | Alarm Fee                                      | 1881.00           |
| EFT23968              | 24/08/2021 | Elton'S Lawnmowing And Gardening Service*       | Lawn Mowing                                    | 44.00             |
| EFT23969              | 24/08/2021 | Fujifilm Business Innovation Australia Pty Ltd  | Photocopier Fees                               | 702.89            |
| EFT23970              | 24/08/2021 | Michael Page International (Australia) Pty Ltd  | Labour Hire                                    | 3215.85           |
| EFT23971              | 24/08/2021 | PAYG - Australian Taxation Office (Ato)         | Payroll Deductions                             | 43944.00          |
| EFT23972              | 24/08/2021 | Perth Recruitment Services Pty Ltd              | Labour Hire                                    | 926.71            |
| EFT23973              | 24/08/2021 | Purearth  | Tender T2019-01 Beneficial Reuse Of Fogo       | 89199.55          |
| EFT23974              | 24/08/2021 | Synergy - Electricity Retail Corporation        | Utilities - Electricity Rrrc                   | 59356.50          |
| EFT23975              | 24/08/2021 | United Equipment Pty Ltd                        | Equipment Hire                                 | 2737.90           |
| EFT23976              | 24/08/2021 | Wastetrans Wa                                   | Residuals Transport                            | 73137.49          |
| EFT23977              | 06/08/2021 | Fleetcare Pty Ltd                               | Vehicle Lease July 2021                        | 1955.35           |
| EFT23978              | 16/08/2021 | Sg Fleet Australia Pty Limited                  | Vehicle Leasing                                | 2492.82           |
| EFT23979              | 19/08/2021 | Superchoice Services Pty Ltd                    | Superannuation Contributions                   | 22038.39          |
| EFT23980              | 20/08/2021 | Custom Service Leasing Ltd                      | Vehicle Leasing                                | 238.27            |
| EFT23981              | 23/08/2021 | City Of Canning                                 | Rrrc Lease                                     | 69643.75          |
| EFT23982              | 23/08/2021 | Vocus Pty Ltd                                   | Monthly Internet Service                       | 1097.80           |
| EFT23983-EFT23990     |            | Refer September Payments Schedule               |  |                   |
| EFT23991              | 30/08/2021 | National Australia Bank (Nab)                   | Credit Card Transactions 29/07/21 - 28/08/2021 | 18076.77          |
| <b>TOTAL PAYMENTS</b> |            |   |  | <b>2753254.66</b> |

## EFT23991 30/08/2021 PURCHASE CARD PAYMENT DETIALS

| Chq/EFT               | Date       | Name                           | Description                                | Amount          |
|-----------------------|------------|--------------------------------|--|-----------------|
| DD12234.1             | 30/08/2021 | Australia Post                 | Office Amenities                           | 110.00          |
| DD12234.2             | 30/08/2021 | Woolworths                     | Office Amenities                           | 103.70          |
| DD12234.3             | 30/08/2021 | Adobe Systems                  | Monthly Software Subscription Charge       | 424.89          |
| DD12234.4             | 30/08/2021 | Coles Express                  | Catering For Meetings                      | 11.00           |
| DD12234.5             | 30/08/2021 | Coles Supermarkets Australia   | Catering For Meetings                      | 39.25           |
| DD12234.6             | 30/08/2021 | Vintage Cellars Myaree         | Office Amenities                           | 120.00          |
| DD12234.7             | 30/08/2021 | Aliment Cafe West Leederville  | Walga Meeting                              | 18.20           |
| DD12234.8             | 30/08/2021 | Uber                           | Travel Refunded 09/08/2021                 | 0.00            |
| DD12234.9             | 30/08/2021 | Bunnings Group Limited         | MNT Tools                                  | 176.71          |
| DD12234.10            | 30/08/2021 | Ventraip Australia             | Monthly Web Hosting Cost For SMRC          | 2.95            |
| DD12234.11            | 30/08/2021 | Facebook Ads                   | Promotion Of Plastic Free July             | 17.03           |
| DD12234.12            | 30/08/2021 | Amazon.Com                     | Monthly Web And App Hosting Charges        | 47.70           |
| DD12234.13            | 30/08/2021 | Kerfab Industries              | MNT Parts                                  | 1610.40         |
| DD12234.14            | 30/08/2021 | Myaree Lunch Bar Booragoon     | Catering For Meeting                       | 126.00          |
| DD12234.15            | 30/08/2021 | Event & Conference Co. Pty Ltd | Waste & Recycle 2021 Conference Tour       | 3420.55         |
| DD12234.16            | 30/08/2021 | Connect Call Centre Services   | Community Feedback Hotline Services        | 171.00          |
| DD12234.17            | 30/08/2021 | Teksal Controls Pty Ltd        | Office Amenities                           | 834.53          |
| DD12234.18            | 30/08/2021 | Caltex                         | Office Amenities                           | 14.20           |
| DD12234.19            | 30/08/2021 | Zoom Video Communications Inc. | Video Conference Service Monthly Fee       | 23.09           |
| DD12234.20            | 30/08/2021 | Simply Headsets Pty Ltd        | It Parts                                   | 2609.75         |
| DD12234.21            | 30/08/2021 | Fresh Convenience Catering     | Catering For Meetings                      | 117.97          |
| DD12234.22            | 30/08/2021 | Liberty Gosnells               | Office Amenities                           | 6.00            |
| DD12234.23            | 30/08/2021 | Canvas Your Life               | Print & Frame Certificates                 | 325.00          |
| DD12234.24            | 30/08/2021 | Vodien Australia Pty Ltd       | SMRC.Com.Au Domain Name Renewal For 1 Year | 34.50           |
| DD12234.25            | 30/08/2021 | Lgiswa                         | Lgis Workcare Forum                        | 230.50          |
| DD12234.26            | 30/08/2021 | Hose Mania                     | MRF Parts                                  | 785.13          |
| DD12234.27            | 30/08/2021 | City Of Melville               | City Of Melville Rates                     | 2831.17         |
| DD12234.28            | 30/08/2021 | Lochsoft Pty Ltd (Wageloch)    | Software Licensing And Maintenance Fees    | 483.52          |
| DD12234.29            | 30/08/2021 | Office Works                   | Education Parts                            | 47.64           |
| DD12234.30            | 30/08/2021 | Iga                            | Catering For Meetings                      | 22.98           |
| DD12234.31            | 30/08/2021 | Canning Vale Iga               | Catering For Meetings                      | 54.50           |
| DD12234.32            | 30/08/2021 | His Majesty'S Cpp Car Park     | Parking For Conferences                    | 158.04          |
| DD12234.33            | 30/08/2021 | Gilberts Fresh Market          | Office Amenities                           | 65.11           |
| DD12234.34            | 30/08/2021 | Mailchimp                      | IT Services                                | 42.70           |
| DD12234.35            | 30/08/2021 | Two Ants                       | Communications Equipment                   | 78.95           |
| DD12234.36            | 30/08/2021 | A2B Training                   | Employee Training                          | 475.00          |
| DD12234.37            | 30/08/2021 | Safety Training Professionals  | Employee Training                          | 405.00          |
| DD12234.38            | 30/08/2021 | Google Australia P/L           | Software Licensing And Maintenance Fees    | 496.84          |
| DD12234.39            | 30/08/2021 | Statewide Bearings             | Plant Maintenance - Parts And Services     | 1535.27         |
| <b>TOTAL PAYMENTS</b> |            |                                |  | <b>18076.77</b> |



**Schedule of Payments made in September 2021**

| <b>Chq/EFT</b> | <b>Date</b> | <b>Name</b>                                    | <b>Description</b>                     | <b>Amount</b> |  |
|----------------|-------------|--|--|---------------|--|
| EFT23983       | 01/09/2021  | SMRC Net Payroll Clearing Creditor             | Payroll                                | 121218.21     |  |
| EFT23984       | 02/09/2021  | National Recovery Technologies(NRT)            | Plant Maintenance - Parts              | 7451.21       |  |
| EFT23985       | 02/09/2021  | Armadale Steel & Industrial Supplies           | Plant Maintenance - Parts              | 10731.37      |  |
| EFT23986       | 02/09/2021  | CJD Equipment Pty Ltd                          | Plant Maintenance - Parts And Services | 1145.10       |  |
| EFT23987       | 02/09/2021  | Market Creations Agency Pty Ltd                | Rebranding Costs                       | 11759.00      |  |
| EFT23988       | 02/09/2021  | Network-IT(WA) PTY LTD                         | IT Services                            | 5901.86       |  |
| EFT23989       | 02/09/2021  | SUEZ Recycling & Recovery (Perth) Pty Ltd      | General Waste Diversions               | 258665.48     |  |
| EFT23990       | 02/09/2021  | United Equipment Pty Ltd                       | Plant Maintenance - Parts And Services | 224.95        |  |
| EFT23991       | 30/08/2021  | Refer August Payment Schedule                  |  |               |  |
| EFT23992       | 09/09/2021  | Synergy - Electricity Retail Corporation       | Utility Costs                          | 850.17        |  |
| EFT23993       | 09/09/2021  | Telstra  | Telephone                              | 5884.23       |  |
| EFT23994       | 09/09/2021  | Water Corporation*                             | Utility Costs                          | 2605.71       |  |
| EFT23995       | 09/09/2021  | Allerding & Associates                         | Legal Fees                             | 2447.78       |  |
| EFT23996       | 09/09/2021  | Amalgamated Services Pty Ltd                   | Labour Hire                            | 6299.48       |  |
| EFT23997       | 09/09/2021  | Arbon Equipment Pty Ltd                        | Plant Maintenance - Parts And Services | 3685.00       |  |
| EFT23998       | 09/09/2021  | BP Australia P/L                               | Diesel Fuel                            | 4419.50       |  |
| EFT23999       | 09/09/2021  | Cleveland Compressed Air Services              | Plant Maintenance - Parts And Services | 2075.48       |  |
| EFT24000       | 09/09/2021  | DRWA Building Doors                            | Building Maintenance                   | 3663.00       |  |
| EFT24001       | 09/09/2021  | Environmental & Air Quality Consulting Pty Ltd | Waste Audit                            | 2041.60       |  |
| EFT24002       | 09/09/2021  | IT Vision Australia Pty Ltd                    | Annual Subscription                    | 19311.81      |  |
| EFT24003       | 09/09/2021  | Marketforce Productions                        | Recruitment                            | 1883.00       |  |
| EFT24004       | 09/09/2021  | Michael Page International (australia) Pty Ltd | Labour Hire                            | 6110.12       |  |
| EFT24005       | 09/09/2021  | Network-IT(WA) PTY LTD                         | IT Services                            | 11493.75      |  |
| EFT24006       | 09/09/2021  | PAYG - Australian Taxation Office (ATO)        | Payroll                                | 37900.00      |  |
| EFT24007       | 09/09/2021  | Perth Recruitment Services Pty Ltd             | Waste Audit                            | 21533.72      |  |
| EFT24008       | 09/09/2021  | United Equipment Pty Ltd                       | Plant Maintenance - Parts And Services | 336.67        |  |
| EFT24009       | 09/09/2021  | Wastetrans Wa                                  | Transport Residual Waste               | 33248.32      |  |
| EFT24010       | 09/09/2021  | Eftsure Pty Ltd                                | IT Services                            | 2750.00       |  |
| EFT24011       | 09/09/2021  | IT Vision User Group Inc.                      | Annual Subscription                    | 748.00        |  |
| EFT24012       | 09/09/2021  | Outpost Central Pty Ltd                        | SMRC Water Meters                      | 1210.00       |  |
| EFT24013       | 02/09/2021  | SuperChoice Services Pty Ltd                   | Super Contributions                    | 21615.92      |  |
| EFT24014       | 15/09/2021  | SMRC Net Payroll Clearing Creditor             | Payroll                                | 120934.85     |  |
| EFT24015       | 16/09/2021  | Blue Force Pty Ltd                             | Building Maintenance                   | 9539.83       |  |
| EFT24016       | 16/09/2021  | Complete Tyre Solutions                        | Plant Maintenance - Parts And Services | 1667.09       |  |
| EFT24017       | 16/09/2021  | Miniquip                                       | Hire Equipment                         | 2222.55       |  |
| EFT24018       | 16/09/2021  | Network-IT(WA) PTY LTD                         | IT Services                            | 2544.00       |  |
|                |             |  |  |               |  |

| Chq/EFT  | Date       | Name  | Description                            | Amount    |
|----------|------------|---|--|-----------|
| EFT24019 | 16/09/2021 | Thermo Fisher Scientific Australia Pty Ltd  | Waste Audit                            | 7693.31   |
| EFT24020 | 16/09/2021 | Work Clobber                                | Protective Equipment                   | 778.90    |
| EFT24021 | 07/09/2021 | Fleetcare Pty Ltd                           | Vehicle Lease                          | 1955.35   |
| EFT24022 | 15/09/2021 | SG Fleet Australia Pty Limited              | Vehicle Lease                          | 2492.82   |
| EFT24023 | 16/09/2021 | SuperChoice Services Pty Ltd                | Super Contributions                    | 20946.93  |
| EFT24024 | 17/09/2021 | Cleanaway Operations Pty Ltd                | Quarterly CDS Sharing                  | 465869.29 |
| EFT24025 | 17/09/2021 | Solo Resource Recovery                      | Quarterly CDS Sharing                  | 11242.93  |
| EFT24026 | 17/09/2021 | Stondon Pty Ltd T/A Avon Waste              | Quarterly CDS Sharing                  | 22052.98  |
| EFT24027 | 20/09/2021 | Australian Communications & Media Authority | Licences                               | 284.00    |
| EFT24028 | 21/09/2021 | Cr Cliff Collinson*                         | Members Allowance for 2021             | 660.00    |
| EFT24029 | 21/09/2021 | Cr Doug Thompson*                           | Members Allowance for 2021             | 2243.92   |
| EFT24030 | 21/09/2021 | Cr Stephen Kepert*                          | Members Allowance for 2021             | 660.00    |
| EFT24031 | 22/09/2021 | Advance Press                               | Waste Calendars                        | 4961.00   |
| EFT24032 | 22/09/2021 | All Fire and Electrical WA Pty Ltd          | WCF Callout                            | 5696.19   |
| EFT24033 | 22/09/2021 | Allclean Property Services Plus             | Monthly Cleaning                       | 6031.52   |
| EFT24034 | 22/09/2021 | Analytical Reference Laboratory (WA) P/L    | Waste Audit                            | 752.40    |
| EFT24035 | 22/09/2021 | Applied Industrial Technologies Pty Ltd     | Plant Maintenance - Parts And Services | 3626.89   |
| EFT24036 | 22/09/2021 | Blackwoods Atkins                           | Hire of industrial gas cylinders       | 555.87    |
| EFT24037 | 22/09/2021 | Bunnings Group Limited                      | Plant Maintenance - Parts              | 1142.45   |
| EFT24038 | 22/09/2021 | Buss Group                                  | Building Maintenance                   | 2080.50   |
| EFT24039 | 22/09/2021 | CJD Equipment Pty Ltd                       | Plant Maintenance - Parts And Services | 744.88    |
| EFT24040 | 22/09/2021 | CNW Pty Ltd                                 | IT parts and services                  | 1966.94   |
| EFT24041 | 22/09/2021 | CTI Logistics Interstate                    | Transport Costs                        | 15658.50  |
| EFT24042 | 22/09/2021 | Complete Tyre Solutions                     | Plant Maintenance - Parts And Services | 2368.30   |
| EFT24043 | 22/09/2021 | Concept Wire Industries                     | Plant Maintenance - Parts              | 9369.26   |
| EFT24044 | 22/09/2021 | Ecocycle Pty Ltd                            | Transport Costs                        | 171.25    |
| EFT24045 | 22/09/2021 | Effect Engineering Projects Pty Ltd         | Plant Maintenance - Parts And Services | 1650.00   |
| EFT24046 | 22/09/2021 | General Crane Services (WA) Pty Ltd         | Crane hire                             | 363.00    |
| EFT24047 | 22/09/2021 | Horizon West Landscape & Irrigation Pty Ltd | Office Maintenance                     | 3730.38   |
| EFT24048 | 22/09/2021 | Hydraulink Australia Pty Ltd                | Plant Maintenance - Parts And Services | 2492.41   |
| EFT24049 | 22/09/2021 | Industrial Power Tool Services              | Protective Equipment                   | 148.50    |
| EFT24050 | 22/09/2021 | Komatsu Forest Pty Ltd                      | Plant Maintenance - Parts And Services | 10443.40  |
| EFT24051 | 22/09/2021 | Lighthouse Locksmiths                       | Plant Maintenance - Parts And Services | 192.50    |
| EFT24052 | 22/09/2021 | MM Electrical Merchandising                 | Building Maintenance                   | 1290.75   |
| EFT24053 | 22/09/2021 | Majestic Plumbing Pty Ltd                   | Plant Maintenance - Parts And Services | 2712.60   |
| EFT24054 | 22/09/2021 | Market Creations Agency Pty Ltd             | Rebranding Costs                       | 22647.79  |
| EFT24055 | 22/09/2021 | Myelec Electrical Wholesalers               | Building Maintenance                   | 3468.39   |
|          |            |   |  |           |

| Chq/EFT               | Date       | Name  | Description   | Amount            |
|-----------------------|------------|---|---|-------------------|
| EFT24056              | 22/09/2021 | Netelec Pty Ltd T/A Netelec Electrical Supplies | Building Maintenance                                | 6198.65           |
| EFT24057              | 22/09/2021 | Perth Contract Hydraulics                       | Plant Maintenance - Parts And Services              | 13169.07          |
| EFT24058              | 22/09/2021 | Premier Workplace Solutions                     | Building Maintenance                                | 5539.60           |
| EFT24059              | 22/09/2021 | Pritchard Francis                               | Legal Fees  | 1611.50           |
| EFT24060              | 22/09/2021 | SAGE Automation Pty Ltd                         | Plant Maintenance - Parts And Services              | 1306.25           |
| EFT24061              | 22/09/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd       | Red Bin Disposal Costs                              | 257409.09         |
| EFT24062              | 22/09/2021 | Safety Training Professionals                   | Employee Training                                   | 295.00            |
| EFT24063              | 22/09/2021 | Selectro Services P/L                           | Plant Maintenance - Parts And Services              | 12531.26          |
| EFT24064              | 22/09/2021 | Sonic Health Plus                               | Pre-Employment testing                              | 1446.50           |
| EFT24065              | 22/09/2021 | Southern Cross Cleaning Services                | Cleaning Expences                                   | 1833.06           |
| EFT24066              | 22/09/2021 | St John Ambulance Australia                     | 2021 Quarterly First Aid Kit Inspection and Service | 496.63            |
| EFT24067              | 22/09/2021 | Thermo Fisher Scientific Australia Pty Ltd      | Waste Audit   | 819.50            |
| EFT24068              | 22/09/2021 | Thrifty Car Rental                              | Hire Vehicle for MUD Waste Audit                    | 3274.24           |
| EFT24069              | 22/09/2021 | WA Fasteners Pty Ltd                            | Protective Equipment                                | 3122.09           |
| EFT24070              | 22/09/2021 | Water2Water Pty Ltd                             | Monthly Hire Charges                                | 140.00            |
| EFT24071              | 22/09/2021 | Winc Australia Pty Limited                      | Office Amenities                                    | 364.23            |
| EFT24072              | 22/09/2021 | BAS - Australian Taxation Office (ATO)          | BAS August 2021                                     | 111357.00         |
| EFT24073              | 23/09/2021 | Amalgamated Services Pty Ltd                    | Labour Hire   | 3505.68           |
| EFT24074              | 23/09/2021 | Aveling   | Fire training                                       | 3520.00           |
| EFT24075              | 23/09/2021 | BP Australia P/L                                | Diesel Fuel   | 3993.50           |
| EFT24076              | 28/09/2021 | Cancelled Payment                               |   |                   |
| EFT24077              | 23/09/2021 | City of Melville                                | Education Expenses                                  | 115.00            |
| EFT24078              | 23/09/2021 | FUJIFILM Business Innovation Australia Pty Ltd  | Photocopier Maintenance                             | 214.71            |
| EFT24079              | 23/09/2021 | JD Organics Pty Ltd T/A Garden Organics         | Education Expenses                                  | 184.80            |
| EFT24080              | 23/09/2021 | Network-IT(WA) PTY LTD                          | IT Services   | 7590.05           |
| EFT24081              | 23/09/2021 | Office Works                                    | Office Amenities                                    | 238.95            |
| EFT24082              | 23/09/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll   | 38612.00          |
| EFT24083              | 23/09/2021 | Super Sweep                                     | Road sweeping                                       | 9363.75           |
| EFT24084              | 23/09/2021 | Synergy - Electricity Retail Corporation        | Utility Costs                                       | 58853.25          |
| EFT24085              | 23/09/2021 | Wastetrans Wa                                   | Diversions to Landfill                              | 2574.00           |
| EFT24086              | 23/09/2021 | Wilson Security                                 | Security Expenses                                   | 1051.13           |
| EFT24087              | 23/09/2021 | Work Clobber                                    | Protective Equipment                                | 400.06            |
| EFT24088              | 23/09/2021 | Water Corporation*                              | Utility Costs                                       | 3528.27           |
| EFT24089              | 20/09/2021 | Custom Service Leasing Ltd                      | Vehicle Lease                                       | 266.71            |
| EFT24090              | 22/09/2021 | Vocus Pty Ltd                                   | Monthly Subscription IT Expenses                    | 1097.80           |
| EFT24091              | 29/09/2021 | SMRC Net Payroll Clearing Creditor              | Payroll   | 125096.56         |
| EFT24092              | 24/09/2021 | City of Canning                                 | RRTC Lease  | 69643.75          |
| EFT24093              | 29/09/2021 | SuperChoice Services Pty Ltd                    | Super Contributions                                 | 21888.70          |
| EFT24094              | 30/09/2021 | WA Treasury Corporation                         | Loan Repayments                                     | 897298.80         |
| EFT24095              | 30/09/2021 | National Australia Bank (NAB)                   | Credit Card Transactions - September 2021           | 11346.27          |
| <b>TOTAL PAYMENTS</b> |            |   |   | <b>3068562.27</b> |

## EFT24095 30/09/2021 PURCHASE CARD PAYMENT DETIALS

| Chq/EFT               | Date       | Name                              | Description                                     | Amount          |
|-----------------------|------------|-----------------------------------|---|-----------------|
| DD12285.1             | 30/09/2021 | Woolworths                        | Office Amenities                                | 183.07          |
| DD12285.10            | 30/09/2021 | Lochsoft Pty Ltd (Wageloch)       | IT Services                                     | 604.40          |
| DD12285.11            | 30/09/2021 | Bunnings Group Limited            | Waste & Recycling Conference - Consumables      | 119.40          |
| DD12285.12            | 30/09/2021 | The West Australian               | Newspaper Subscription                          | 84.00           |
| DD12285.13            | 30/09/2021 | ATTUNE HEARING PTY LTD            | Pre-Employment testing                          | 181.50          |
| DD12285.14            | 30/09/2021 | MailChimp                         | IT Services                                     | 42.61           |
| DD12285.15            | 30/09/2021 | Crown Perth                       | Parking   | 25.30           |
| DD12285.16            | 30/09/2021 | Work Clobber                      | Protective Equipment                            | 94.00           |
| DD12285.17            | 30/09/2021 | Darringtons                       | Education Expenses                              | 76.00           |
| DD12285.18            | 30/09/2021 | Waldecks Garden Centre            | Waste & Recycling Conference 2021 - Consumables | 630.37          |
| DD12285.19            | 30/09/2021 | Event & Conference Co. Pty Ltd    | Waste & Recycle 2021 Conference Registration    | 747.04          |
| DD12285.2             | 30/09/2021 | Canningvale IGA                   | Office Amenities                                | 237.45          |
| DD12285.20            | 30/09/2021 | Total Digital Solutions           | Rebranding Costs                                | 297.00          |
| DD12285.21            | 30/09/2021 | SUEZ Environment                  | Sharps disposal from MRF                        | 121.43          |
| DD12285.22            | 30/09/2021 | Online Workwear                   | Protective Equipment                            | 184.80          |
| DD12285.23            | 30/09/2021 | Acco Airconditioning              | Air Con Servicing                               | 350.00          |
| DD12285.24            | 30/09/2021 | Taipan Pty Ltd                    | Plant Maintenance - Parts                       | 92.29           |
| DD12285.25            | 30/09/2021 | Amazon.com                        | Recycle Right website                           | 46.07           |
| DD12285.26            | 30/09/2021 | Aquip                             | Hire of industrial gas cylinders                | 1325.50         |
| DD12285.27            | 30/09/2021 | Teksal Controls Pty Ltd           | Credit Refund                                   | -13.20          |
| DD12285.28            | 30/09/2021 | HelloDoor                         | IT Services                                     | 818.88          |
| DD12285.29            | 30/09/2021 | Facebook Ads                      | Education Expenses                              | 12.97           |
| DD12285.3             | 30/09/2021 | Perth Scale & Slicer Service      | Waste Audit                                     | 990.00          |
| DD12285.30            | 30/09/2021 | GROUCH & CO PTY LTD               | Office Amenities                                | 110.00          |
| DD12285.31            | 30/09/2021 | Google Australia P/L              | IT Services                                     | 276.94          |
| DD12285.32            | 30/09/2021 | Coles Supermarkets Australia      | Office Amenities                                | 31.38           |
| DD12285.33            | 30/09/2021 | CONNECT Call Centre Services      | IT Services                                     | 171.00          |
| DD12285.34            | 30/09/2021 | VentralP Australia                | IT Expenses                                     | 2.95            |
| DD12285.35            | 30/09/2021 | Australian online courses         | Employee Training                               | 399.00          |
| DD12285.36            | 30/09/2021 | TenderLink.com                    | Tender T2021/S03                                | 193.60          |
| DD12285.37            | 30/09/2021 | Tecpro Australia                  | Plant Maintenance - Parts And Services          | 1953.68         |
| DD12285.38            | 30/09/2021 | Australia Post                    | Postage   | 22.90           |
| DD12285.4             | 30/09/2021 | Coles Express                     | Office Amenities                                | 5.00            |
| DD12285.5             | 30/09/2021 | SAI Global Limited                | Soil testing                                    | 24.96           |
| DD12285.6             | 30/09/2021 | Judroc Pty Ltd T/A The Water Shed | Plant Maintenance - Parts And Services          | 78.00           |
| DD12285.7             | 30/09/2021 | Zoom Video Communications Inc.    | IT Expenses                                     | 23.09           |
| DD12285.8             | 30/09/2021 | Harvey Norman                     | Waste Audit Expenses                            | 378.00          |
| DD12285.9             | 30/09/2021 | Adobe Systems                     | Monthly software subscription                   | 424.89          |
| <b>TOTAL PAYMENTS</b> |            |                                   |   | <b>11346.27</b> |

**Schedule of Payments made in October 2021**

| <b>Chq/EFT</b> | <b>Date</b> | <b>Name</b>                                | <b>Description</b>                     | <b>Amount</b> |
|----------------|-------------|--|--|---------------|
| EFT24096       | 06/10/2021  | Child Support Agency (Tracey)              | Payroll                                | 128.37        |
| EFT24097       | 07/10/2021  | Fleetcare Pty Ltd                          | Vehicle Lease                          | 1955.35       |
| EFT24098       | 12/10/2021  | BHS Bulk Handling Systems                  | Plant Maintenance - Parts And Services | 112755.17     |
| EFT24099       | 13/10/2021  | Cancelled Payment                          |  |               |
| EFT24100       | 13/10/2021  | SMRC Net Payroll Clearing Creditor         | Payroll                                | 127891.41     |
| EFT24101       | 13/10/2021  | SMRC Net Payroll Clearing Creditor         | Payroll                                | 2790.07       |
| EFT24102       | 14/10/2021  | All Fire and Electrical WA Pty Ltd         | Plant Maintenance - Parts And Services | 1138.50       |
| EFT24103       | 14/10/2021  | All Rubber TMH Pty Ltd                     | Plant Maintenance - Parts And Services | 7687.80       |
| EFT24104       | 14/10/2021  | Analytical Reference Laboratory (WA) P/L   | Waste Audit                            | 1302.40       |
| EFT24105       | 14/10/2021  | Blackwoods Atkins                          | Hire of Industrial Gas Cylinders       | 1019.11       |
| EFT24106       | 14/10/2021  | Bunnings Group Limited                     | Plant Maintenance - Parts              | 14.39         |
| EFT24107       | 14/10/2021  | CJD Equipment Pty Ltd                      | Plant Maintenance - Parts And Services | 37769.87      |
| EFT24108       | 14/10/2021  | Chivers Asphalt Pty Ltd                    | Building Maintenance - Land            | 550.00        |
| EFT24109       | 14/10/2021  | Cleveland Compressed Air Services          | Plant Maintenance - Parts And Services | 2097.72       |
| EFT24110       | 14/10/2021  | Complete Tyre Solutions                    | Plant Maintenance - Tyres And Services | 5170.00       |
| EFT24111       | 14/10/2021  | Di Candilo Steel City                      | Steel Consumables                      | 3366.00       |
| EFT24112       | 14/10/2021  | Effect Engineering Projects Pty Ltd        | Building Maintenance - Drains          | 2651.00       |
| EFT24113       | 14/10/2021  | Fox Refrigeration and Air-Conditioning     | Air-Conditioner Maintenance            | 3133.00       |
| EFT24114       | 14/10/2021  | Hydraulink Australia Pty Ltd               | Plant Maintenance - Parts And Services | 5895.68       |
| EFT24115       | 14/10/2021  | Industrial Power Tool Services             | Maintenance - Tools                    | 649.10        |
| EFT24116       | 14/10/2021  | Komatsu Forest Pty Ltd                     | Plant Maintenance - Parts              | 3360.61       |
| EFT24117       | 14/10/2021  | Majestic Plumbing Pty Ltd                  | Plumbing Expenses                      | 704.00        |
| EFT24118       | 14/10/2021  | Market Creations Agency Pty Ltd            | Online Web Services                    | 16181.00      |
| EFT24119       | 14/10/2021  | Material Recovery Solutions Pty Ltd        | Plant Maintenance - Consumables        | 204.60        |
| EFT24120       | 14/10/2021  | Motiontech Hydraulic Services              | Plant Maintenance - Parts And Services | 311.34        |
| EFT24121       | 14/10/2021  | OPS Screening & Crushing Equipment Pty Ltd | Plant Maintenance - Parts And Services | 186.27        |
| EFT24122       | 14/10/2021  | PEP Transport                              | Transport Costs                        | 239.33        |
| EFT24123       | 14/10/2021  | SAGE Automation Pty Ltd                    | Plant Maintenance - Parts And Services | 488.40        |
| EFT24124       | 14/10/2021  | Selectro Services P/L                      | Building Maintenance                   | 10310.08      |
| EFT24125       | 14/10/2021  | Toyota Material Handling WA Pty Ltd        | Plant Maintenance - Parts And Services | 622.95        |
| EFT24126       | 14/10/2021  | Winc Australia Pty Limited                 | Office Amenities                       | 91.45         |
| EFT24127       | 14/10/2021  | AMC Commercial Cleaning (WA) Pty Ltd       | Office Cleaning Expenses               | 574.75        |
| EFT24128       | 14/10/2021  | Amalgamated Services Pty Ltd               | Labour Hire                            | 1713.49       |
| EFT24129       | 14/10/2021  | Arbon Equipment Pty Ltd                    | Building Maintenance                   | 2183.54       |
|                |             |  |  |               |

| Chq/EFT  | Date       | Name   | Description                            | Amount   |
|----------|------------|--|--|----------|
| EFT24130 | 14/10/2021 | Australian Bale Press Company                  | Plant Maintenance - Parts And Services | 12171.50 |
| EFT24131 | 14/10/2021 | BP Australia P/L                               | Deisel Fuel                            | 9362.07  |
| EFT24132 | 14/10/2021 | DRWA Building Doors                            | Building Maintenance                   | 7936.50  |
| EFT24133 | 14/10/2021 | Elton's Lawnmowing and Gardening Service*      | Office Maintenance                     | 44.00    |
| EFT24134 | 14/10/2021 | Encycle Consulting                             | Waste Audit                            | 2887.50  |
| EFT24135 | 14/10/2021 | Environmental & Air Quality Consulting Pty Ltd | Waste Audit - Odour Compliance         | 4404.40  |
| EFT24136 | 14/10/2021 | Golden West Lubricants                         | Oil                                    | 1245.38  |
| EFT24137 | 14/10/2021 | Hands-On Infection Control                     | Medical Vaccinations                   | 793.00   |
| EFT24138 | 14/10/2021 | Industrial Protective Products (WA)            | Plant Maintenance - Parts              | 914.76   |
| EFT24139 | 14/10/2021 | Learning Horizons                              | CEO Performance Review 2021            | 5500.00  |
| EFT24140 | 14/10/2021 | Marketforce Productions                        | Employee Recruitment                   | 1207.21  |
| EFT24141 | 14/10/2021 | Minter Ellison Lawyers                         | Legal Fees                             | 8787.24  |
| EFT24142 | 14/10/2021 | Muzzcuts Lawns and Gardens                     | Office Maintenance                     | 143.00   |
| EFT24143 | 14/10/2021 | Network-IT(WA) PTY LTD                         | IT Services                            | 8671.90  |
| EFT24144 | 14/10/2021 | Octagon-BKG Lifts                              | Plant Maintenance - Parts And Services | 553.78   |
| EFT24145 | 14/10/2021 | PAYG - Australian Taxation Office (ATO)        | Payroll                                | 39130.00 |
| EFT24146 | 14/10/2021 | Perth Recruitment Services Pty Ltd             | Labour Hire                            | 5365.14  |
| EFT24147 | 14/10/2021 | Simplified Mechanical and Transport            | Plant Maintenance - Parts And Services | 25447.95 |
| EFT24148 | 14/10/2021 | Synergy - Electricity Retail Corporation       | Utility Costs                          | 618.70   |
| EFT24149 | 14/10/2021 | United Equipment Pty Ltd                       | Plant Hire                             | 5220.05  |
| EFT24150 | 14/10/2021 | Wastetrans Wa                                  | Transport Costs                        | 79944.47 |
| EFT24151 | 13/10/2021 | SuperChoice Services Pty Ltd                   | Payroll                                | 22661.95 |
| EFT24152 | 20/10/2021 | BAS - Australian Taxation Office (ATO)         | BAS September 2021 - GST               | 44863.00 |
| EFT24153 | 20/10/2021 | Child Support Agency                           | Payroll                                | 128.37   |
| EFT24154 | 20/10/2021 | Telstra  | Utility Costs                          | 2958.47  |
| EFT24155 | 20/10/2021 | Water Corporation*                             | Utility Costs                          | 2134.69  |
| EFT24156 | 22/10/2021 | Advance Press                                  | Waste Calendars                        | 9537.00  |
| EFT24157 | 22/10/2021 | All Fire and Electrical WA Pty Ltd             | Plant Maintenance - Parts And Services | 3041.50  |
| EFT24158 | 22/10/2021 | Analytical Reference Laboratory (WA) P/L       | Waste Audit                            | 752.40   |
| EFT24159 | 22/10/2021 | Applied Industrial Technologies Pty Ltd        | Plant Maintenance - Parts And Services | 238.92   |
| EFT24160 | 22/10/2021 | BP Australia P/L                               | Deisel Fuel                            | 2420.45  |
| EFT24161 | 22/10/2021 | Blackwoods Atkins                              | Hire of Industrial Gas Cylinders       | 284.83   |
| EFT24162 | 22/10/2021 | Blue Force Pty Ltd                             | Workshop Intercom                      | 536.80   |
| EFT24163 | 22/10/2021 | CJD Equipment Pty Ltd                          | Plant Maintenance - Parts And Services | 12047.03 |
| EFT24164 | 22/10/2021 | Cea Specialty Equipment Pty Ltd                | Plant Maintenance - Parts And Services | 5476.08  |
| EFT24165 | 22/10/2021 | Cleveland Compressed Air Services              | Plant Maintenance - Parts And Services | 1721.50  |
| EFT24166 | 22/10/2021 | Complete Tyre Solutions                        | Plant Maintenance - Services           | 572.00   |
| EFT24167 | 22/10/2021 | EmbroidMe Myaree                               | Protective Equipment                   | 476.30   |
| EFT24168 | 22/10/2021 | FUJIFILM Business Innovation Australia Pty Ltd | Office Amenities                       | 368.89   |

| Chq/EFT  | Date       | Name  | Description                                   | Amount    |
|----------|------------|---|---|-----------|
| EFT24169 | 22/10/2021 | Fox Refrigeration and Air-Conditioning          | Air-Conditioner Maintenance                   | 495.00    |
| EFT24170 | 22/10/2021 | Global Rewinds                                  | Plant Maintenance - Parts And Services        | 4796.00   |
| EFT24171 | 22/10/2021 | Hands-On Infection Control                      | Medical Vaccinations                          | 220.80    |
| EFT24172 | 22/10/2021 | Horizon West Landscape & Irrigation Pty Ltd     | Building Maintenance - Land                   | 3730.38   |
| EFT24173 | 22/10/2021 | Hydraulink Australia Pty Ltd                    | Plant Maintenance - Parts And Services        | 2829.43   |
| EFT24174 | 22/10/2021 | Instant Weighing                                | POS Consumables                               | 89.10     |
| EFT24175 | 22/10/2021 | Komatsu Forest Pty Ltd                          | Plant Maintenance - Parts                     | 2266.00   |
| EFT24176 | 22/10/2021 | Lighthouse Locksmiths                           | Building Maintenance                          | 264.00    |
| EFT24177 | 22/10/2021 | MM Electrical Merchandising                     | Plant Maintenance - Parts And Services        | 1668.19   |
| EFT24178 | 22/10/2021 | Majestic Plumbing Pty Ltd                       | Plumbing Expenses                             | 2003.75   |
| EFT24179 | 22/10/2021 | Market Creations Agency Pty Ltd                 | Online Web Services                           | 3412.20   |
| EFT24180 | 22/10/2021 | Material Recovery Solutions Pty Ltd             | Plant Maintenance - Consumables               | 41785.17  |
| EFT24181 | 22/10/2021 | Myelec Electrical Wholesalers                   | Plant Maintenance - Consumables               | 77.78     |
| EFT24182 | 22/10/2021 | Netelec Pty Ltd T/A Netelec Electrical Supplies | IT Services                                   | 5931.42   |
| EFT24183 | 22/10/2021 | OPS Screening & Crushing Equipment Pty Ltd      | Plant Maintenance - Parts And Services        | 10706.38  |
| EFT24184 | 22/10/2021 | OTR Tyres                                       | Plant Maintenance - Tyres And Services        | 847.00    |
| EFT24185 | 22/10/2021 | Onsite Rental Group Operations Pty Ltd          | Plant Hire                                    | 759.00    |
| EFT24186 | 22/10/2021 | PAYG - Australian Taxation Office (ATO)         | Payroll                                       | 43270.00  |
| EFT24187 | 22/10/2021 | Perth Contract Hydraulics                       | Plant Maintenance - Parts And Services        | 1364.00   |
| EFT24188 | 22/10/2021 | Polyurethane Processors (PUP)                   | Mobile Plant Maintenance - Parts And Services | 1012.00   |
| EFT24189 | 22/10/2021 | SAGE Automation Pty Ltd                         | Plant Maintenance - Parts And Services        | 2851.75   |
| EFT24190 | 22/10/2021 | SVT Engineering Consultants Pty Ltd             | WCF Building Maintenance                      | 4093.10   |
| EFT24191 | 22/10/2021 | Selectro Services P/L                           | Building Maintenance                          | 34393.92  |
| EFT24192 | 22/10/2021 | Snap Printing Canning Vale                      | Safety Signs                                  | 95.00     |
| EFT24193 | 22/10/2021 | Sonic Health Plus                               | Pre-employment Medical                        | 550.00    |
| EFT24194 | 22/10/2021 | Southern Cross Cleaning Services                | Office Cleaning                               | 1658.03   |
| EFT24195 | 22/10/2021 | Super Sweep                                     | Road Sweeping                                 | 4578.75   |
| EFT24196 | 22/10/2021 | Synergy - Electricity Retail Corporation        | Utility Costs                                 | 58372.93  |
| EFT24197 | 22/10/2021 | Tema Services Pty Ltd                           | Laundry Expenses                              | 695.50    |
| EFT24198 | 22/10/2021 | Totally Workwear Canning Vale                   | Protective Equipment                          | 105.51    |
| EFT24199 | 22/10/2021 | WA Fasteners Pty Ltd                            | Protective Equipment                          | 2025.71   |
| EFT24200 | 22/10/2021 | Water2Water Pty Ltd                             | Monthly Equipment Rental                      | 140.00    |
| EFT24201 | 22/10/2021 | Willeng Pty Ltd                                 | Design/Engineering Costs                      | 2332.00   |
| EFT24202 | 22/10/2021 | Wilson Security                                 | Security Costs                                | 1024.73   |
| EFT24203 | 22/10/2021 | Winc Australia Pty Limited                      | Office Amenities                              | 1078.20   |
| EFT24204 | 22/10/2021 | SUEZ Recycling & Recovery (Perth) Pty Ltd       | Waste Collection                              | 190419.56 |

|                       |            |                                    |                               |                   |
|-----------------------|------------|------------------------------------|-------------------------------|-------------------|
| EFT24205              | 22/10/2021 | Cr Cliff Collinson*                | Members Allowance for 2021    | 660.00            |
| EFT24206              | 22/10/2021 | Cr Doug Thompson*                  | Members Allowance for 2021    | 2243.92           |
| EFT24207              | 22/10/2021 | Cr Stephen Kepert*                 | Members Allowance for 2021    | 660.00            |
| EFT24208              | 27/10/2021 | SMRC Net Payroll Clearing Creditor | Payroll                       | 143797.02         |
| EFT24209              | 20/10/2021 | Custom Service Leasing Ltd         | Vehicle Lease                 | 268.45            |
| EFT24210              | 22/10/2021 | Vocus Pty Ltd                      | Monthly Internet Subscription | 1097.80           |
| EFT24211              | 28/10/2021 | SuperChoice Services Pty Ltd       | Payroll                       | 23308.37          |
| EFT24212              | 29/10/2021 | City of Canning                    | RRRC Lease                    | 69643.75          |
| <b>TOTAL PAYMENTS</b> |            |                                    |                               | <b>1359327.08</b> |