



SOUTHERN METROPOLITAN
REGIONAL COUNCIL

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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

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%
TOTAL⁽¹⁾	100.00%	100.00%

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 GST	GST	Amount
Business Plan Preparation	\$6,725.00		
Valuation Fee	\$ 1,300.00		
Total (ex GST)	\$8,025.00	\$802.50	\$8,827.50
Less PROPORTIONAL ENTITLEMENT	(26,629.00)		(\$26,629.00)
Net amount to be paid to withdrawing Participant			(\$17,801.50)

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	reduced revenue and cost impact on remaining members. Loan share of 23.23% (\$418,000) to be re-distributed to remaining members	1- WATC Loan is interest only, 2- Asset value matches loan liability, 3- Interest rates and charges have a low financial impact.	Low 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%
TOTAL⁽¹⁾	100.00%	100.00%

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

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. RRRRC CONTINGENCY RESERVE POLICY NO 2.7
 - c. OFFICE ACCOMMODATION RESERVE POLICY NO. 2.9
 - d. TRAVEL & CONFERENCE RESERVE POLICY NO. 2.12
 - e. RRRRC 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, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6

REPORT

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

No.	Policy Title	Objective	Proposed Amendments
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 a. Purchase is to be worth \$250 000 or less. 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"> 1. To provide a framework to manage risks related to the SMRC's business activities; 2. To outline the SMRC's approach to Risk Management; 3. To improve the accountability, decision making process and outcomes through the efficient use of risk management; and To consolidate risk management into the daily planning of the SMRC and its operations.	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

REPORT NO	11.3
SUBJECT	FINANCIAL REPORTS
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	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/ Operational/ Other</u>	<u>Adopted Bgt</u>	<u>Amendments</u>	<u>New Amended 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
	TOTALS		90,552	168,753	259,305

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.

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THURSDAY 26 AUGUST 2021**



	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/ Operational/ Other	Adopted Bgt	Amendments	New Amended 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
	TOTALS		90,552	168,753	259,305		

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, 2 - Minimum credit rating is A-	Low 4

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

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:

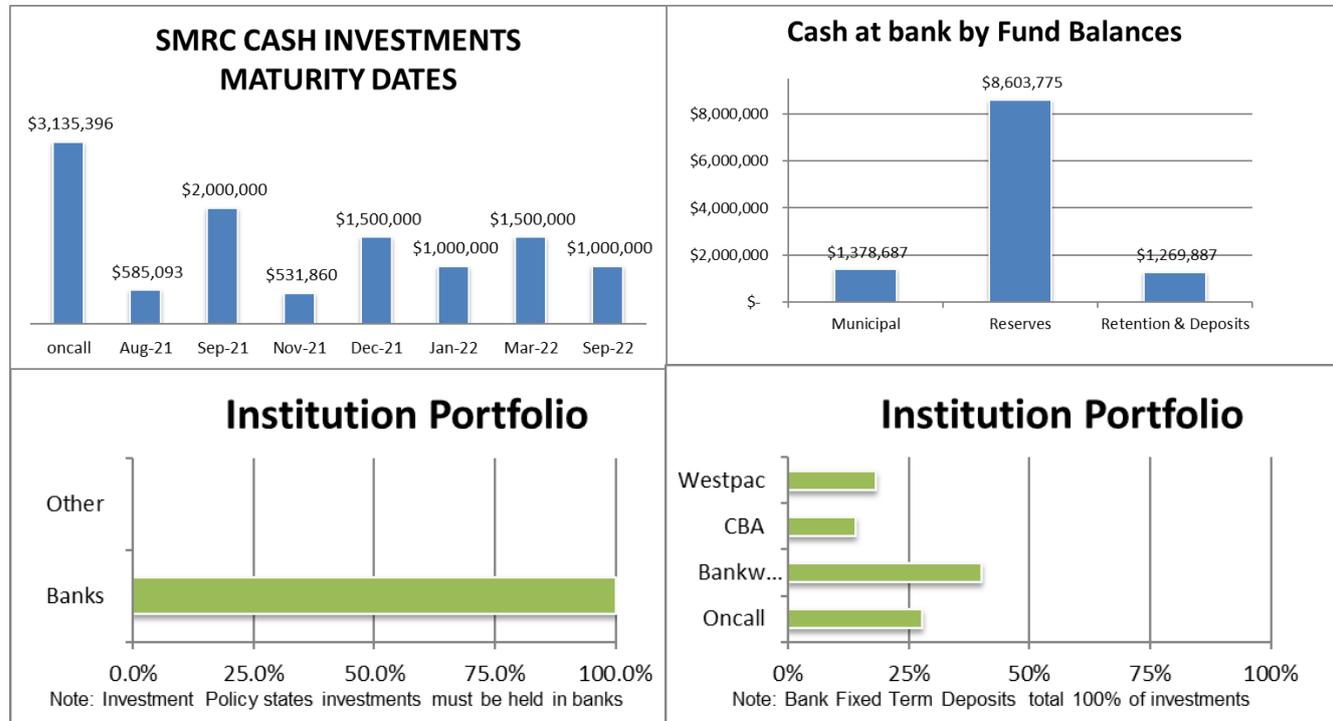
1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

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

The SMRC Cash Investment portfolio is as follows

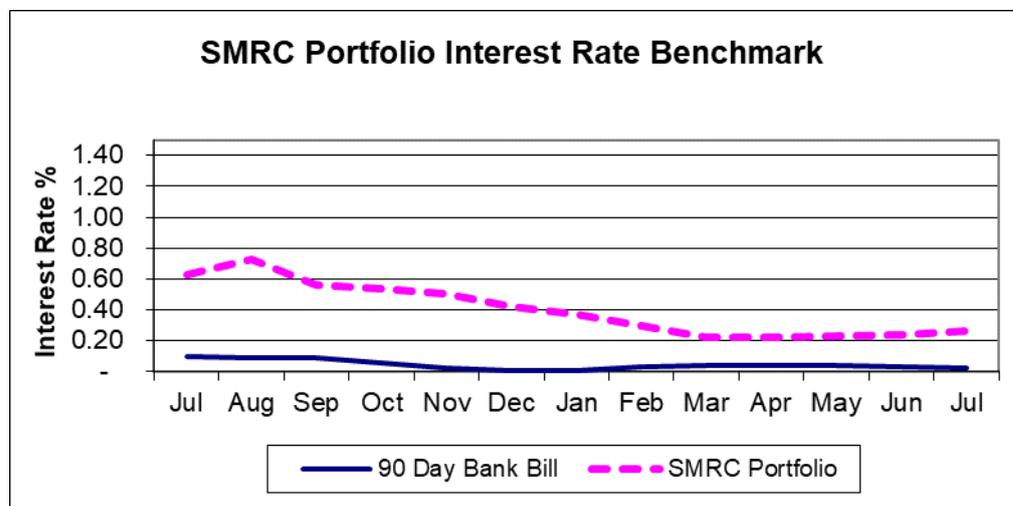
SOUTHERN METROPOLITAN REGIONAL COUNCIL							
CASH INVESTMENT PORTFOLIO							
As at 31 July 2021							
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation
1	0.05%	\$ 3,135,396	oncall	BWA Oncall	AA	Bank	100% \$ 3,135,396
11	0.80%	\$ 585,093	22/08/2021	CBA	AA	Bank	100% \$ 585,093
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
Total		\$ 11,252,349					\$ 11,252,349
Weighted Average		0.26%					100.00%
90 day bank bill		0.02%					
As at 31 July 2021							

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



Institution Portfolio	S&P Rating	Weighted Avg	% share
Oncall	AA-	0.05%	28%
Bankwest	AA-	0.36%	40%
CBA	AA-	0.45%	14%
Westpac	AA-	0.24%	18%
Total		0.26%	100%

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 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**

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.

I hereby certify that the Minutes of the Ordinary Council Meeting held on 26 August 2021 were confirmed on 25 November 2021.

Cr Doug Thompson
Presiding Member

Signature



ORDINARY COUNCIL MEETING 27 MAY 2021 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
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"> 1. Forward actions to participants for comment and/or endorsement. 2. Provide the updated Corporate Business Plan at the June Special Council Meeting. 	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**

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

**SPECIAL COUNCIL MEETING 24 JUNE 2021
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
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**

Ordinary Council Meeting- 21 June 2018 Outstanding Actions		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Ongoing
Ordinary Council Meeting- 19 April 2018 Outstanding Actions		
11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS (This resolution has been substituted for 11.2 Ordinary Council Meeting 27 May 2021 (see below)	CEO/EMCS	CLOSED
Ordinary Council Meeting- 28 November 2019 Outstanding Actions		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1 st October 2021.	CEO	Ongoing
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Ongoing
Special Council Meeting- 9 April 2020 Outstanding Actions		
9.1 REQUEST FOR TENDER FOGO PROCESS AT RRRC 1. THE SMRC INVITE PUBLIC TENDERS FOR FOGO PROCESSING AT THE RRRC AND THE EVALUATION PANEL CONSIST OF THE SMRC CEO AND ONE REGIONAL EXECUTIVE GROUP MEMBER FROM EACH PROJECT PARTICIPANT. 2. THE SMRC EXECUTIVE MANAGERS OF STRATEGIC PROJECTS AND CORPORATE SERVICES PROVIDE ADVICE TO THE PANEL. (This resolution was substituted in the Corporate Business Plan Review adopted 24 June 2021)	CEO	Ongoing
Ordinary Council Meeting- 27 May 2021 Outstanding Actions		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS 1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing



SOUTHERN METROPOLITAN REGIONAL COUNCIL

SPECIAL COUNCIL MEETING 8 JULY 2021 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	2021-22 GREENWASTE FEES AND CHARGES AMENDMENT	1. Give Local Public Notice – LG Notice Advertisement, Notice Board, Social Media 2. Update to Intranet, Website & FD	CSM	Completed

**SPECIAL COUNCIL MEETING 8 JULY 2021
ACTION LIST**

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



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 2. Name be reflected in the review of Establishment Agreement	CEO	Ongoing

**SPECIAL COUNCIL MEETING 5 AUGUST 2021
ACTION LIST**

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

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4	Notional Winding Up of Project _____	10

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.

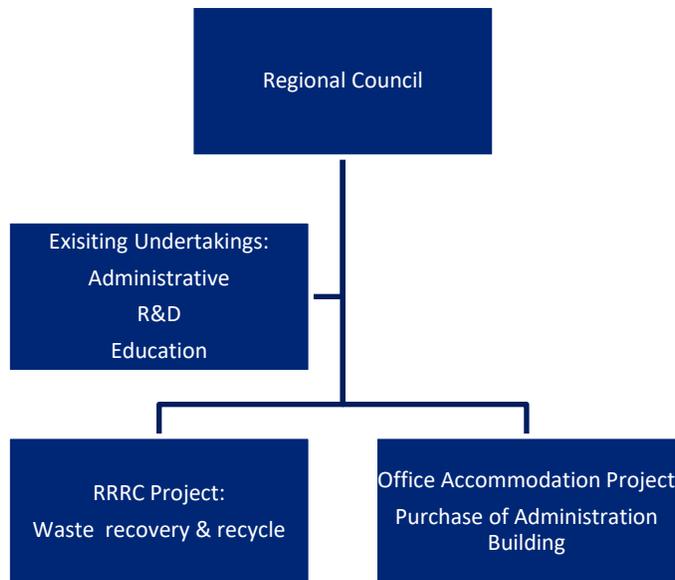
Underlying SMRC are two core projects, being;

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)

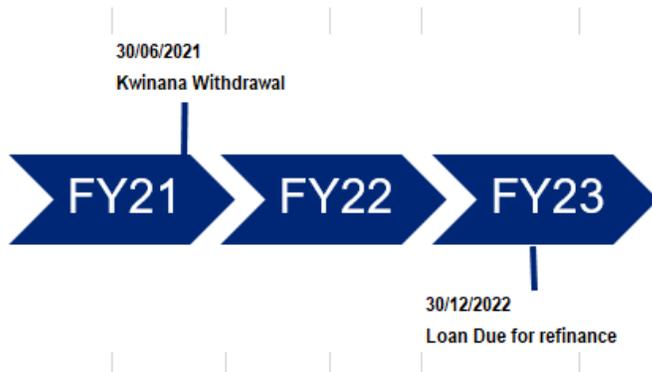
4. AMENDED BUSINESS PLAN

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
Participants' Contribution					
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

	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%
TOTAL⁽¹⁾	100.00%	100.00%

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
Participants' Contribution					
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

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
Total	100.00%	1,800,000	100.0%	1,800,000

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 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.
Participants' Share		
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%
TOTAL⁽¹⁾	100.00%	100.00%



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)

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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 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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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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- 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

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations (Functions) ▪ State Records Act (Retention & Disposal Schedule) 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Purchasing Standard and Procedures ▪ CEO Delegated Authorities Register ▪ Staff Purchasing Delegation Authority 	
Next Revision Date	November 2022	
Responsible Officer	Executive Manager Corporate Services	
Policy Administration		Review Cycle
Corporate (Finance)		Biennial
Risk Rating	High	
Location of document	SMRC Website Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRC, 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

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ Local Government (Financial) Regulations
Organisational Compliance	<ul style="list-style-type: none"> ▪ RRRC Project Participants Agreement
Approved by	Regional Council
Revision Date	June 2021
Related Documents	<ul style="list-style-type: none"> • SMRC Corporate Business Plan • SMRC Ten Year Financial Plan • SMRC Annual Budget

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CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE

Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager, Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

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

Issued: June 2019	Review Date: Jun 2021	Title: CORPORATE POLICY NO 2.7 RRRC CONTINGENCY RESERVE	Version 5
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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

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations ▪ Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Council Reporting requirements 	
Approved by	Regional Council	
Next Revision Date	June 2021	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Corporate Services	Biennial
Risk Rating	Operational Risk Register – Low	

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 3
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CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE

Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room
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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

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE	Version 3
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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

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations ▪ Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Council Reporting requirements ▪ Conference & Industry Events Attendance Policy 	
Approved by	Regional Council	
Next Revision Date	June 2021	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Corporate Services	Biennial
Risk Rating	Operational Risk Register – Low	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRR, 350 Bannister Road, Canning Vale – staff room	

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 3
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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

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE	Version 3
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
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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.

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.13 RRRC REHABILITATION RESERVE POLICY	Version 1
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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

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations ▪ Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ City of Canning Ground Lease & Variation to Lease ▪ Accounting for Restoration and Make Good Provisions 	
Approved by	Regional Council	
Next Revision Date	June 2021	
Related Documents	Accounting for Restoration and Make Good Provisions Report June 2018	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – High	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2016	Original	1.	EMCS	CEO	30/06/2016
2019	Review	2	EMCS	CEO	27/06/2019

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 2.13 RRRC REHABILITATION RESERVE POLICY	Version 1
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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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

Statutory Compliance	ISO 31000:2009 – Risk Management	
Organisational Compliance	Reg 17 Risk Management Reviews	
Approved by	Regional Council	
Next Revision Date	August 2023	
Related Documents	Risk Management Procedures / Risk Management Manual SMRC Risk Registers Reg 17 Risk Management Review	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of document	Members Area – SMRC website Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2008	Original	1	MAF	MAF	31/07/08
2008	Original	2	MAF	MAF	11/2008
2010	Revised	3	CO	CO	25/02/2010
2012	Review	4	DCS	DCS	26/07/2012
2014	Review	5	EMCS	EMCS	28/08/2014
2015	Review	6	EMCS	EMCS	27/08/2015
2017	Review	7	EMCS	EMCS	24/08/2017
2019	Review	8	EMCS	EMCS	28/11/2019
2021	Review	9	EMCS	EMCS	26/08/2021

Issued: August 2021	Next Review Date: August 2023	Title: CORPORATE POLICY NO 4.2 RISK MANAGEMENT	Version 9
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CORPORATE POLICY NO 4.3 **EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION PREVENTION**

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: November 2020 <u>August 2021</u>	Review Date: August 2021 <u>2023</u>	Title: CORPORATE POLICY NO 4.3 EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION	Version 5 <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"> Engaged in the dishonest or preferential use of power or position, Committed a breach of public trust Misused information or material acquired in the course of official functions Acted corruptly or failed to act honourably in the performance of functions of his or her office or employment; or Corruptly taken advantage of his or her office or employment as a public officer to obtain any benefit for himself or herself or for another person.
Corruption	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"> acts upon any knowledge or information obtained by reason of his or her office or employment; 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 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.
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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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"> 1. <i>CCC Misconduct</i> as defined by section 4 of the <i>Corruption and Crime Commission Act (WA) 2000</i>; 2. <i>Criminal and HR Misconduct</i>. <p><i>CCC, Criminal and HR Misconduct</i> are further defined in the "Misconduct, Fraud & 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. (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"> ☒ who acts corruptly or corruptly fails to act in the course of their duties; OR ☒ who corruptly takes advantage of their office or employment to obtain a benefit or to cause detriment to any person and/or organisation; OR ☒ who, in the course of their duties, commits an offence punishable by two or more years' imprisonment. <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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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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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.

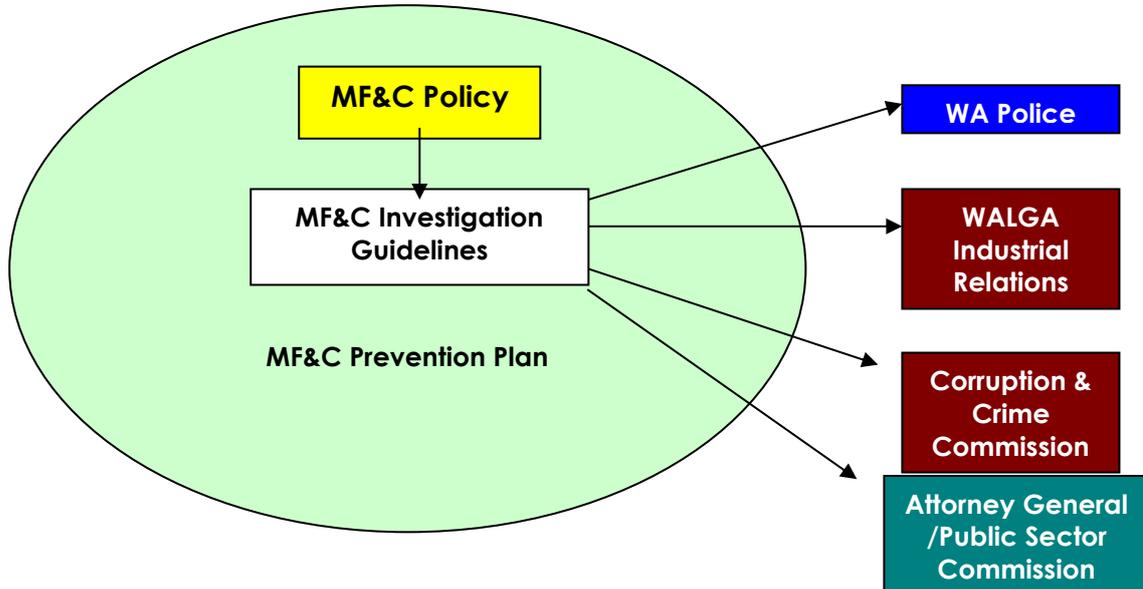
6.3 Misconduct, Fraud & Corruption Prevention Plan

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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CORPORATE POLICY NO 4.3
EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION
PREVENTION

8.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government (Official Conduct) Amendment Act 2007 ▪ Local Government (Rules of Conduct) Regulations 2007 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Public Interest Disclosure Act (WA) 2003 ▪ Corruption and Crime Commission Act 2003 ▪ Fraud Prevention in the Western Australian Public Sector 1999 – a publication from the Ministry of the Premier and Cabinet (now archived and replaced with circular 2009-25 Corruption Prevention) ▪ CCC Guidelines for Notification of Serious Misconduct July 15; ▪ Notification of Misconduct in Western Australia; and ▪ Summary of Misconduct Notification Categories Flow Chart 	
Approved by	Regional Council	
Next Revision Date	August 2021 <u>2023</u>	
Related Documents	<ul style="list-style-type: none"> • Misconduct, Fraud & Corruption Prevention Plan • Misconduct, Fraud & Corruption Investigation Guidelines • SMRC Risk Management Policy – Policy No. 4.2 • Staff members’ related Industrial Agreements • SMRC Code of Conduct for Councillors • SMRC Code of Conduct for Employees • SMRC Code of Conduct for Committee Members • Anti-Harassment, Bullying and Discrimination Policy • Grievance Resolution Procedure 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	High – A02 Employee Fraud or Corruption	
Location of document	SMRC Website Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon RRRC, 350 Bannister Road, Canning Vale 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: November 2020 <u>August 2021</u>	Review Date: August 2021 <u>2023</u>	Title: CORPORATE POLICY NO 4.3 <u>EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION</u>	Version 5 <u>6</u>
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SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2021
(PROVISIONAL AND SUBJECT TO AUDIT)

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<u>Revenue from operating activities</u>			
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
29,609,256	Total Operating Revenue	29,609,256	31,786,988	2,177,732
	<u>Expenditure from operating activities</u>			
(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)
(27,541,118)	Total Operating Expenses	(27,541,118)	(25,744,047)	1,797,071
	Profit/ (Loss) on Sale of Assets		16,033	16,033
2,068,138	Operating Surplus / (Deficit)	2,068,138	6,058,974	3,990,836
	LESS: Non-cash items			
	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 Make Good Provision	83,000	82,360	(640)
2,780,576	Total Non-cash items	2,780,576	3,050,485	269,909
(24,760,542)	Total Operating Expenses (Before Non-cash items)	(24,760,542)	(22,693,562)	2,066,980
4,848,714	Operating Surplus / (Deficit) (Before Non-cash Items) (A)	4,848,714	9,093,426	4,244,712
	<u>Investing Activities</u>			
	<u>Capital Expenditure</u>			
(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
(4,735,000)	Total Capital Expenditure (B)	(4,735,000)	(4,492,664)	242,336
	<u>Funding / Other Capital Items</u>			
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
(1,037,000)	Total Funding / Other Capital Items (C)	(1,037,000)	(1,051,720)	(14,720)
(923,286)	CHANGES IN NET ASSETS (A to C)	(923,286)	3,549,043	4,472,329
2,885,956	Opening Funds Surplus(Deficit)	2,885,956	2,885,956	-
1,962,670	Closing Funds Surplus(Deficit)	1,962,670	6,434,999	4,472,329

**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 Variance \$	Var.	Explanation of Variance with +-\$20,000
Revenue from operating activities			
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)
Expenditure from operating activities			
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	MRF 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	
Investing Activities			
Capital Expenditure			
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
Funding / Other Capital Items			

SOUTHERN METROPOLITAN REGIONAL COUNCIL FINANCIAL REPORTS FOR THE PERIOD ENDED 30 June 2021 (PROVISIONAL AND SUBJECT TO AUDIT)
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NET CURRENT ASSETS

	As at 30/06/2021	As at 30/06/2020
CURRENT ASSETS		
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
TOTAL CURRENT ASSETS	21,379,669	19,711,733
CURRENT LIABILITIES		
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
TOTAL CURRENT LIABILITIES	8,176,033	10,996,164
NET CURRENT ASSETS	13,203,636	8,715,569

Statement of Financial Position
as at 30 JUN 2021

	2020/2021	2019/2020
CURRENT ASSETS		
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
TOTAL CURRENT ASSETS	21,379,669.27	19,711,732.47
CURRENT LIABILITIES		
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	638,765.34
TOTAL CURRENT LIABILITIES	8,176,033.25	10,996,164.97
NET CURRENT ASSETS	13,203,636.02	8,715,567.50
NON-CURRENT ASSETS		
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
TOTAL NON-CURRENT ASSETS	39,578,937.03	43,117,253.61
NON-CURRENT LIABILITIES		
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
TOTAL NON-CURRENT LIABILITIES	14,065,286.01	19,424,507.62
NET ASSETS	38,717,287.04	32,408,313.49

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 June 2021
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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
Cash at the end of the period	13,053,557

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
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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
TOAL PAYMENTS				5,493,313.64

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	EVENTBRITE 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
Credit Card Purchases - June 2021				9,657.54

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 13/07/2021	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
TOAL PAYMENTS				3,701,362.58

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
TOAL CREDIT CARD PAYMENTS				6,703.04