



**SOUTHERN METROPOLITAN
REGIONAL COUNCIL**

AGENDA PAPERS

ORDINARY MEETING OF COUNCIL

THURSDAY 26 AUGUST 2021
4.00pm

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

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



SOUTHERN METROPOLITAN
REGIONAL COUNCIL

Dear Members

The next Ordinary Meeting of the Southern Metropolitan Regional Council will be held at SMRC offices, 9 Aldous Place Booragoon commencing at 4.00pm on Thursday 26th August 2021.

**Tim Youé
CHIEF EXECUTIVE OFFICER**

**COUNCIL AGENDA
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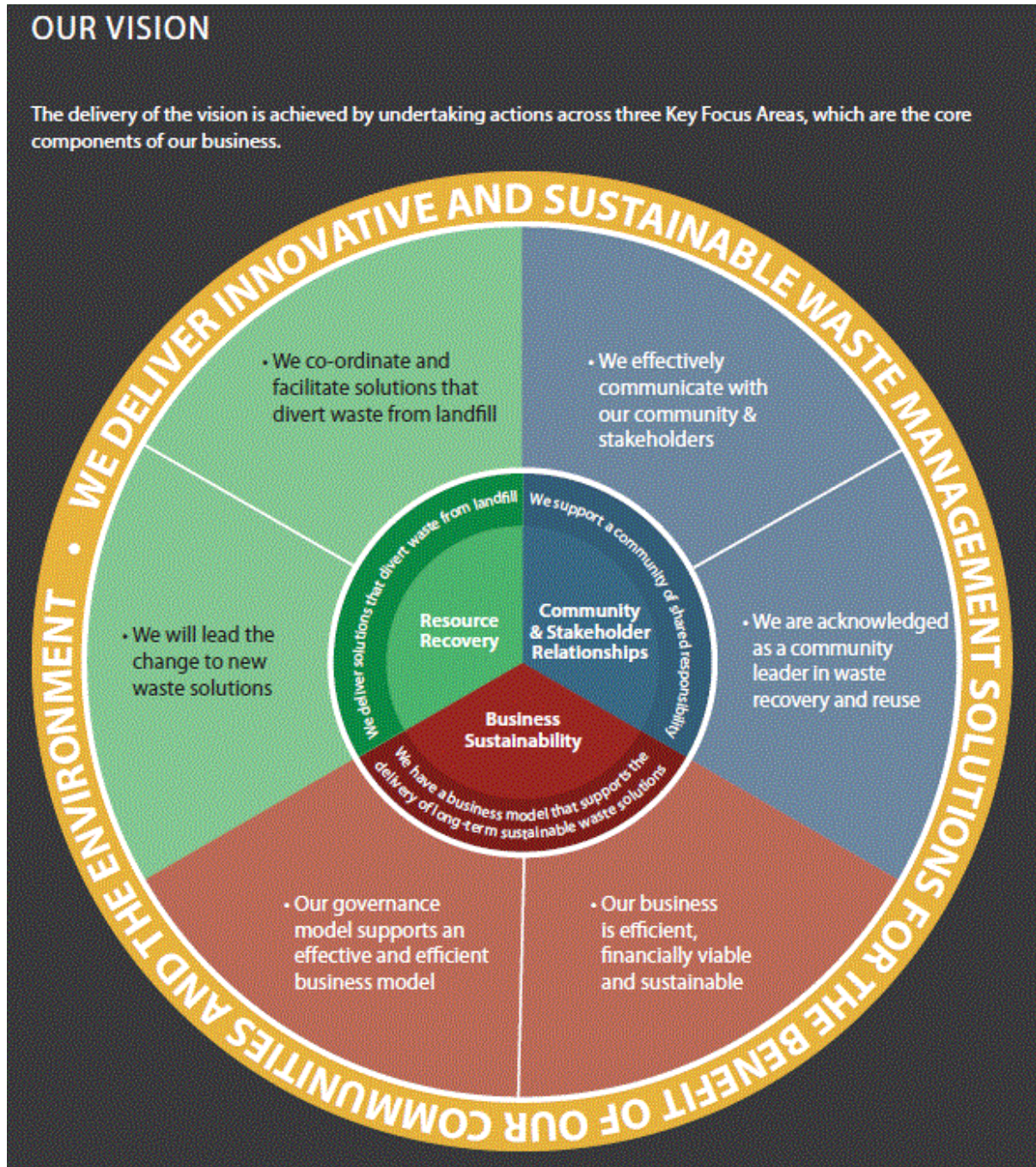
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Corporate Business Plan

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

Our Vision

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



REPORT NO	11.1
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

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%

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. RRRC CONTINGENCY RESERVE POLICY NO 2.7 c. OFFICE ACCOMMODATION RESERVE POLICY NO. 2.9 d. TRAVEL & CONFERENCE RESERVE POLICY NO. 2.12 e. RRRC REHABILITATION RESERVE POLICY NO. 2.13 f. RISK MANAGEMENT POLICY NO 4.2 g. EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION PREVENTION POLICY NO 4.3

CEO RECOMMENDATION:

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

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 <p>To consolidate risk management into the daily planning of the SMRC and its operations.</p>	No proposed changes
4.3	Employee Misconduct, Fraud & Corruption Prevention	To meet the SMRCs reporting obligations under section 28 of the Corruption and Crime Commission Act (WA) 2003.	Change to employee only

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

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

VOTING REQUIREMENT

Absolute Majority for budget amendments

PURPOSE OF REPORT

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

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- The Council resolved at its meeting on 27 August 2020 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates. (FM Regs 34(4)(a))

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
30 June 2021	30 Aug 2021	26 Aug 2021
31 July 2021	30 Sept 2021	26 Aug 2021

REPORT

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

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

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

2. Financial Statements for the period ended 30 June 2021

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

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

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



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

Notes:

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

3. Budget Amendments for 2021/22

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

Account	Project Description	Regulatory/ 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

CEO RECOMMENDATION:

THE SMRC CASH INVESTMENT PORTFOLIO AS AT 31 JULY 2021 BE RECEIVED

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

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

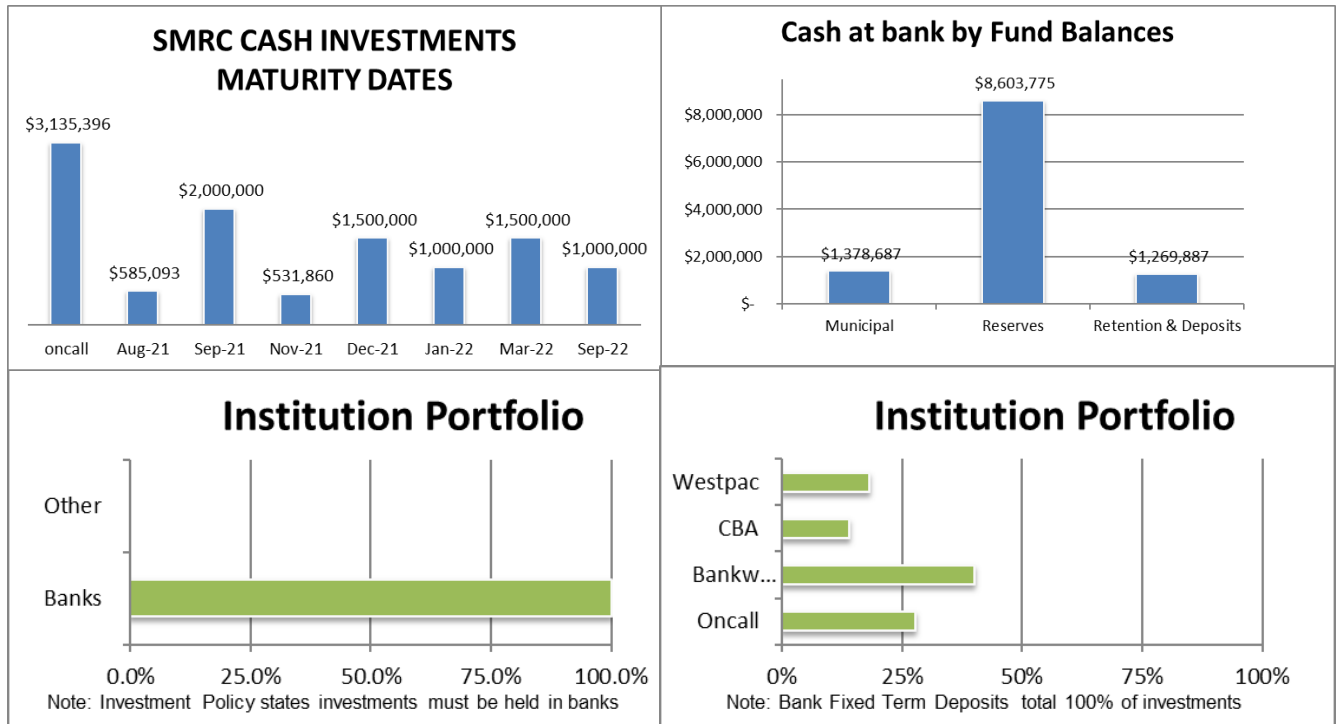
Of our \$11.2 million investment portfolio this represents 9% of funds invested in “green” investments.

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								

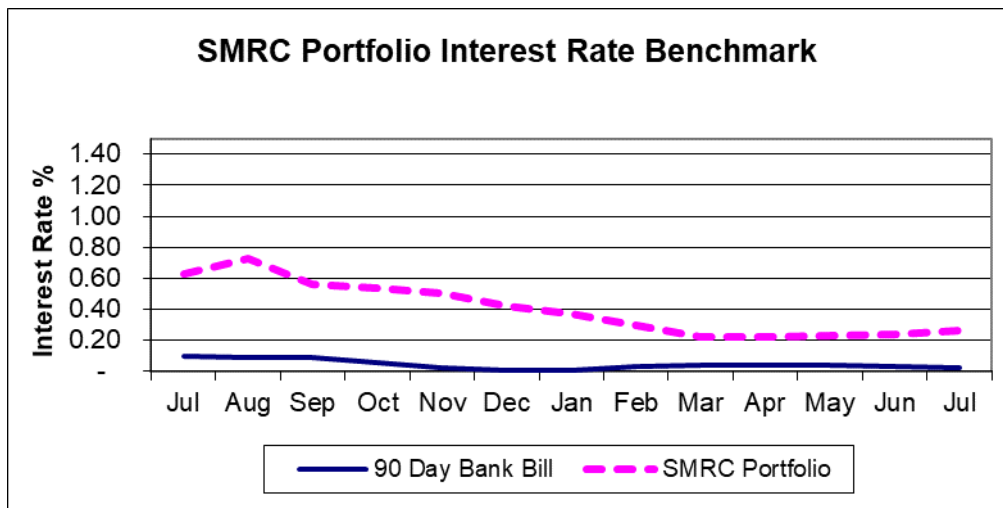


The Cash Investment Portfolio exposure is shown in the following graphs:



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	<ol style="list-style-type: none"> 1. Payments list for June 2021 2. Payments list for July 2021

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;**

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.

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	Nil

CEO PERFORMANCE REVIEW COMMITTEE RECOMMENDATION:

TBC

VOTING REQUIREMENT

Simple Majority-

PURPOSE OF REPORT

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

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

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

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

IMPLICATIONS TO CONSIDER:

Consultative:

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

Strategic relevance:

Key Focus Area Business Sustainability

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

Policy related:

CEO Performance Review Committee

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

Financial:

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

Legal and statutory:

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

Risk related:

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

REPORT

The Committee reports directly to the Council under confidential item.



SOUTHERN METROPOLITAN
REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

MINUTES

ORDINARY MEETING OF COUNCIL

THURSDAY 27 MAY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

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



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

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Cr Wendy Cooper	City of Kwinana

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

APOLOGIES

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

3. DISCLOSURE OF INTERESTS:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil (1 member of the public was present)

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

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

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



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

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

7. PETITIONS / DEPUTATIONS / PRESENTATIONS:

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL ORDINARY MEETING HELD ON 25 FEBRUARY 2021

COUNCIL RESOLUTION

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

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

CARRIED 4/-

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

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

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

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

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING

Nil

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

MOVED TO ITEM 15.1 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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

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

MOVED TO ITEM 15.2 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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

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

MOVED TO ITEM 15.3 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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

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

MOVED TO ITEM 15.4 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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

COUNCIL RESOLUTION

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

21.05-02

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

**CEO RECOMMENDATION:
THAT THE REPORT BE RECEIVED FOR INFORMATION.**

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

For the Regional Council to consider receiving the report.

STRATEGIC RELEVANCE

Key Result Area 3 Community & Stakeholder Relationships

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

Strategy 3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse



BACKGROUND

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

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

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

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

CEO RECOMMENDATION:

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

CARRIED 4/-

REPORT

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

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

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

FINANCIAL

Nil



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

COUNCIL RESOLUTION

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

CEO RECOMMENDATIONS:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

STRATEGIC RELEVANCE

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

PURPOSE OF REPORT

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

BACKGROUND

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

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



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

COUNCIL RESOLUTION

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

21.05-04

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

CEO RECOMMENDATION:

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

CARRIED BY ABSOLUTE MAJORITY 4/-

VOTING REQUIREMENT

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



PURPOSE OF REPORT

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

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

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

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

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

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

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

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

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

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Key Focus Area Business Sustainability

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

Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:

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

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

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

REPORT

Model Code

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

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

The Model Code consists of four Divisions:

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

The Model Code Regulations outline:

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

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



Additions to the Model Code

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

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

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

Code of Conduct Breach

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

Part of the implementation of the Model Code is to:

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

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

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

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

Employee Code Regulations

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

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

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



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

COUNCIL RESOLUTION

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

21.05-05

MOVED: CR C COLLINSON

SECONDED: CR S KEPERT

CEO RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority-

PURPOSE OF REPORT

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



NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Council Polices are to be reviewed regularly

Legislative

The Local Government Act 1995

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Key Focus Area Business Sustainability

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

Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:

Policy No 4.1 Policy Development and Procedures

Policy No 1.10 CEO Performance Review Committee

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

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

REPORT

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

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

CEO Standards

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

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

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

Key provisions include:



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

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

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

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

UNCONFIRMED

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

MOVED TO ITEM 15.5 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

- 1. Financial Statements for the period ended 30 April 2021**
- 2. Financial Statements for the period ended 31 March 2021**
- 3. Financial Statements for the period ended 28 February 2021**
- 4. Cash investment portfolio as at 30 April 2021**

STRATEGIC RELEVANCE

Key Result Area 2: Business Sustainability

Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- The Council resolved at its meeting on 27 August 2020 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates. (FM Regs 34(4)(a))

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
28 Feb 2021	30 Apr 2021	27 May 2021
31 Mar 2021	31 May 2021	27 May 2021
30 April 2021	30 June 2021	27 May 2021
31 May 2021	31 Jul 2021	24 June 2021

REPORT

1. Financial Statements for the period ended 30 April 2021

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

Notes:

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

SMRC Reserve Strategy

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

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

SMRC Debtors as on 30 April 2021

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

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

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

Late payments may be subject to interest charges.

2. Financial Statements for the period ended 31 March 2021

	YTD BUDGET	YTD ACTUAL	CHANGE
	Mar-21	Mar-21	
	(\$M)	(\$M)	
OPERATING REVENUES	\$23.4	\$23.8	\$0.4
OPERATING EXPENSES (BEFORE DEPRECIATION)	\$18.4	\$18.4	\$0.0
OPERATING SURPLUS/ DEFICIT	\$5.0	\$5.4	\$0.4
	CURRENT BUDGET	YTD ACTUAL	ACTUAL
	Jun-21	Mar-21	30/06/2020
	(\$M)	(\$M)	
CASH IN BANK	\$10.7	\$11.2	\$10.2
OUTSTANDING LOANS	\$8.4	\$9.3	\$11.7
NET ASSETS	\$34.7	\$35.2	\$32.4

Notes:

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

3. Financial Statements for the period ended 28 February 2021

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

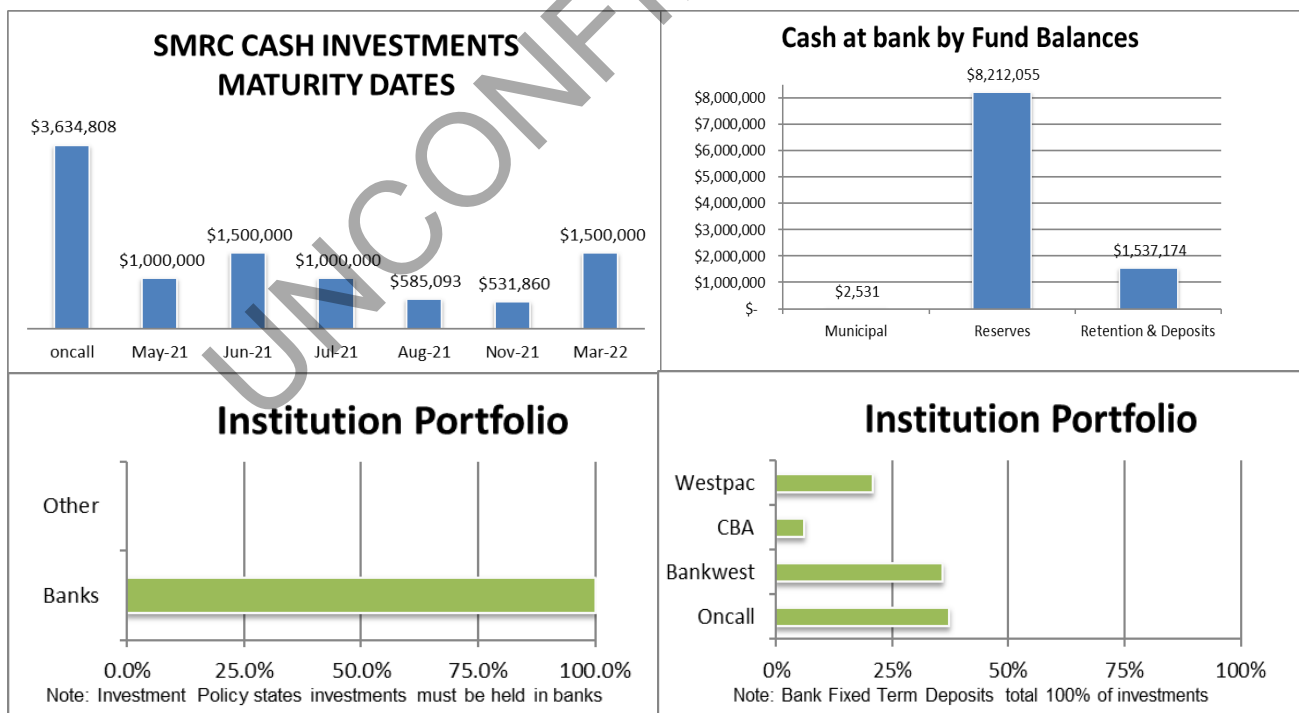
Notes:

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

4. The SMRC Cash Investment portfolio is as follows

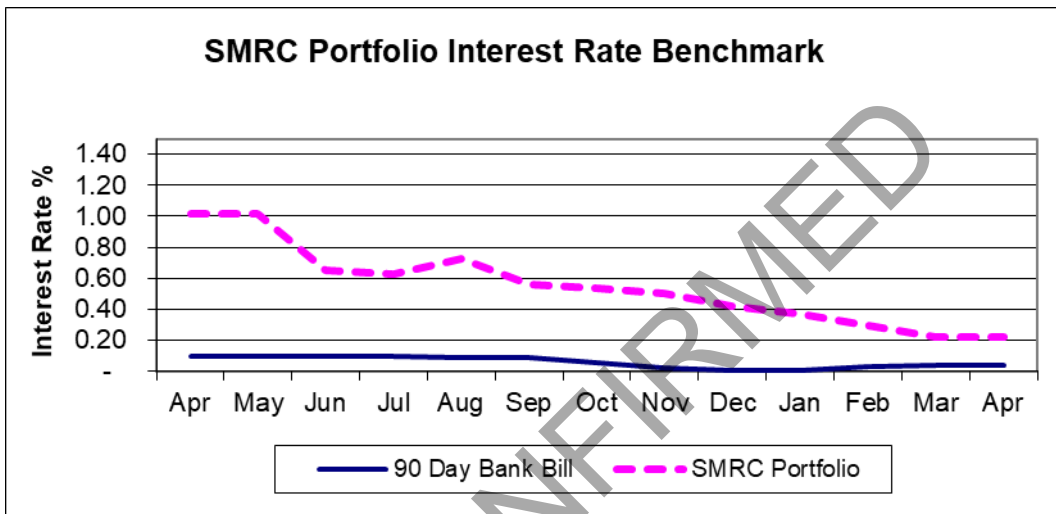
SOUTHERN METROPOLITAN REGIONAL COUNCIL								
CASH INVESTMENT PORTFOLIO								
As at 30 April 2021								
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	0.05%	\$ 3,634,808	oncall	BWA Oncall	AA	Bank	100%	\$ 3,634,808
11	0.80%	\$ 585,093	22/08/2021	CBA	AA	Bank	100%	\$ 585,093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

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



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

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



FINANCIAL IMPLICATIONS

RISK MANAGEMENT

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

Ref	The Risk: what can happen and how it can happen	Existing controls	Adequacy of existing controls	Total Level of Risk Evaluation Likelihood x Consequence
FA 02	Failing market value of investments	Investment policy guidelines	Adequate	1 x 3 = 3 (Minor)



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

COUNCIL RESOLUTION

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

CEO RECOMMENDATIONS:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

STRATEGIC RELEVANCE

Key Result Area - 2:

Business Sustainability

Objective 2.4

Our Business is financially viable and sustainable

BACKGROUND

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

FINANCIAL IMPLICATIONS

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

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

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

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

13.1 City of Canning (Confidential)

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

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

15. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

COUNCIL RESOLUTION

21.05-8 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

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

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

CARRIED 4/-

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

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

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

CARRIED BY ABSOLUTE MAJORITY 4/-

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

COUNCIL RESOLUTION

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

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

CARRIED 4/-

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

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

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

CARRIED 4/-

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

- 1) THAT COUNCIL NOTES THE CHIEF EXECUTIVE OFFICER'S DELEGATED AUTHORITY AWARDED TENDER T2020-01 PROVISION OF CONSULTANCY SERVICES FOR ODOUR ASSESSMENTS TO ENVIRONMENTAL AIR QUALITY CONSULTING PTY LTD FOR TWELVE MONTHS TO 15 NOVEMBER 2021.**
- 2) THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO EXERCISE THE COUNCIL'S OPTION FOR EXTENDED TERMS IN ACCORDANCE WITH THE TERMS CONTAINED IN THE AGREEMENT.**

CARRIED 4/-



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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION:

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

CARRIED 4/-

15.6 LATE REPORT ITEM 13.1 CITY OF CANNING

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

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

CARRIED 4/-

16. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chair thanked those present for their attendance and the meeting was declared closed at 5:00 pm.



SOUTHERN METROPOLITAN
REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

MINUTES

ORDINARY MEETING OF COUNCIL

THURSDAY 25 FEBRUARY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

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

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

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Cr Wendy Cooper	City of Kwinana

Mr Peter Kocian (Deputy REG Member)	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member)	City of Melville
Mr Tim Youé	SMRC, Chief Executive Officer
Mr Brendan Doherty	SMRC, Executive Manager Strategic Projects
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services
Mr Keith Swift	SMRC, Executive Manager RRRRC Operations

APOLOGIES

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

3. DISCLOSURE OF INTERESTS:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

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

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

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

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

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

7. PETITIONS / DEPUTATIONS / PRESENTATIONS:

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL ORDINARY MEETING HELD ON 26 NOVEMBER 2020

COUNCIL RESOLUTION

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

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

CARRIED 4/-

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

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

8.3 MINUTES OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL SPECIAL MEETING HELD ON 10 DECEMBER 2020

COUNCIL RESOLUTION

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

THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 10 DECEMBER 2020 BE RECEIVED AS A TRUE AND CORRECT RECORD

CARRIED 4/-

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

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

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

Report Item 11.1, 11.8, and Late report item 13.1

10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING

Nil

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

MOVED TO ITEM 15.1 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

THE REPORTS BE DISCUSSED BEHIND CLOSED DOORS IN ACCORDANCE WITH SECTION 5.23(2)(C) OF THE LOCAL GOVERNMENT ACT MATTERS DEALING WITH CONTRACTS ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND;

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



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

COUNCIL RESOLUTION

Mr Doherty provided a brief background to the Plan.

21.02-03

MOVED: CR W COOPER

SECONDED: CR S KEPERT

CEO RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

For the Regional Council to consider receiving the report.

STRATEGIC RELEVANCE

Key Result Area 3 Community & Stakeholder Relationships

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

Strategy 3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse



BACKGROUND

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

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

REPORT

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

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

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

FINANCIAL

Nil

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

COUNCIL RESOLUTION

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

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

21.02-04

MOVED: CR W COOPER

SECONDED: CR S KEPERT

STAKEHOLDER RELATIONS COMMITTEE RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

STRATEGIC RELEVANCE

Key Focus Area	3	Community & Stakeholder Relationships
Objective	3.2	We effectively communicate with our community & stakeholders



- Strategy** 3.2.2 Partner with member councils and complementary organisations to promote behavioural change towards waste recovery and reuse

PURPOSE OF REPORT

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

BACKGROUND

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

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

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

It aimed to achieve this by:

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

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

CURRENT TERMS OF REFERENCE

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

The over-arching aim of the WREN is to:

- *increase community understanding of the importance of waste reduction, recycling and sustainable living through education;*



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

The WREN will achieve this by:

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

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

RECENT ACTIVITIES OF THE WREN

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

CURRENT SITUATION

Currently, the WREN is:

- No longer involved in feedback regarding odour issues, and this is no longer a major concern for SMRC/RRRC.
- Members are no longer truly representative of the SMRC community. Only seven members (of a maximum of 14) and only representing two councils (Melville and Fremantle).
- No success in trying to inject new members (e.g. younger bin-tagers / university students) into the group.
- 2019/20 Chairperson stepped down at the end of the year. No current Chairperson.
- Planning for 'Community Chats' – have been preparing a detailed script since 2018. First talk happened in November 2020. These 'Community Chats' are planned to run for approximately 90 minutes.
- Considerable time is taken up responding to enquiries and coordinating the group's activities by Comms staff.



- Planned to volunteer at the 2020 Royal show, organise for GO2 cups and investigate why no sustainable waste management plan is in existence. Royal Show cancelled for 2020.
- Wanted to contact business sector to offer advice on waste reduction and recycling. Not deemed their role.

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

REPORT

SHOULD THE WREN BE PROVIDING INDEPENDENT TALKS/ADVICE?

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

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

OTHER VOLUNTEER GROUPS

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

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

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



PROPOSAL: RECYCLE RIGHT 'VOLUNTEERS'

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

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



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

COUNCIL RESOLUTION

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

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The CEO ensures that the SMRC complies with statutory legislation

Legislative

Disability Services Act (1993)



IMPLICATIONS TO CONSIDER:

Consultative:

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

Strategic relevance:

Key Focus Area Business Sustainability

Objective 2.2 Our business is efficient, financially viable and sustainable

Strategy 2.2.4 Being a responsible and considered employer

Policy related:

SMRC Recruitment and Selection Policy (July, 2020)

Equal Employment Opportunity Management Plan (July 2020)

6.8 Equal Opportunity Standard (2018)

Financial:

No implications

Legal and statutory:

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

Risk related:

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

BACKGROUND:

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

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

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



REPORT:

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

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

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



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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority-

PURPOSE OF REPORT

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



NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Council Polices are to be reviewed regularly

Legislative

The Local Government Act 1995

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Key Focus Area Business Sustainability

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

Strategy 2.1.1 Adapt and improve existing governance arrangements

Policy related:

Policy No 4.1 Policy Development and Procedures

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

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

REPORT

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

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

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

SOCIAL MEDIA POLICY (NEW)

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

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

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

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

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

COUNCIL RESOLUTION

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

AUDIT & RISK COMMITTEE RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable



Legislative

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

IMPLICATIONS TO CONSIDER:

Consultative:

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

Strategic relevance:

Business Sustainability

Our governance model supports an effective and efficient business model.

Policy related:

Not applicable

Financial:

The report was prepared inhouse.

Legal and statutory:

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

Risk related:

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

BACKGROUND

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



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

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

REPORT

The Compliance Audit Return was undertaken internally by SMRC's recently appointed Accountant, Mr Ravi Gudi.

Mr Gudi meets the separation of duties rule and has no conflict of interest as he was not responsible for any of the compliance tasks and has relied upon evidence in performing his assessment.

There are no non-compliance matters raised.

UNCONFIRMED

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

COUNCIL RESOLUTION

Mr Youé provided a brief background to the recommended amendments.

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

CEO RECOMMENDATION/S:

1. THAT THE FOLLOWING DELEGATIONS OF POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER FOR THE 2021 CALENDAR YEAR BE ADOPTED:
 - 1) TENDER FOR GOODS AND SERVICES:
 - a) CALL AND INVITE TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET.
 - b) TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES WITHIN THE APPROVED BUDGET TO THE VALUE OF \$300,000.
 - 2) DISPOSAL OF REGIONAL COUNCIL ASSETS SURPLUS TO COUNCIL'S REQUIREMENTS AS FOLLOWS:
 - a) BELOW \$100,000 WRITTEN DOWN BOOK VALUE WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.
 - b) BETWEEN \$100,001 AND \$500,000 WRITTEN DOWN BOOK VALUE IN CONSULTATION WITH THE CHAIR OR IN ABSENCE OF THE CHAIR, THE DEPUTY CHAIR WITHOUT THE NEED TO OBTAIN COUNCIL APPROVAL PRIOR TO DISPOSAL.
 - 3) APPROVAL, AUTHORISATION AND PAYMENT OF ACCOUNTS IN ACCORDANCE WITH COUNCIL'S POLICY.
 - 4) SIGN THE FOLLOWING CERTIFICATES ON BEHALF OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL AND ITS PARTICIPANTS IN ACCORDANCE WITH THE TERMS AND

CONDITIONS OF THE SECURED LENDING FACILITY AGREEMENT WITH THE WA TREASURY CORPORATION FOR THE:

- a) **REGIONAL RESOURCE RECOVERY CENTRE & SMRC ADMINISTRATION BUILDING.**
 - i. **SIGN AS AN AUTHORISED SIGNATORY ALL WA TREASURY CORPORATION LOAN DRAW-DOWN SCHEDULES PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
 - ii. **SIGN AS AN AUTHORISED SIGNATORY ALL CERTIFICATIONS OF PARTICIPANTS SHARE'S IN THE SECURED LENDING FACILITY WITH THE WA TREASURY CORPORATION PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
 - iii. **NOTIFY IN WRITING TO THE WA TREASURY CORPORATION ANY FAILURE BY A PARTICIPANT TO PAY PRINCIPAL OR INTEREST WITHIN THE TIME SPECIFIED PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
- 5) **DISPOSAL OF PRODUCTS PROCESSED AT THE RRRRC TO STATE AND LOCAL GOVERNMENTS AND THE PRIVATE SECTOR UP TO \$50,000.**
- 6) **AUTHORITY TO NEGOTIATE AND ENTER INTO SERVICE AGREEMENTS FOR SMRC SERVICES AND CONSULTANCIES WITHIN THE RANGE OF ADOPTED FEES AND CHARGES WITH A TOTAL VALUE NOT EXCEEDING \$20,000,000 AND TEN YEARS AND IN CONSULTATION WITH THE CHAIR.**
- 7) **NEGOTIATE A PERCENTAGE WITHIN THE ADOPTED FEE STRUCTURE FOR ACCEPTING PRE-SORTED RECYCLABLE MATERIAL AT THE RRRRC.**
- 8) **APPROVE VARIATIONS TO SMRC CONTRACTS UP TO A TOTAL VALUE OF 10% OF THE CONTRACT VALUE.**
- 9) **SELL CARBON OFFSET CREDITS AT THE PREVAILING MARKET PRICE.**
- 10) **SELL COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE AT THE PREVAILING MARKET PRICE IN ACCORDANCE WITH SECTION 3.58(5)(B) OF THE LOCAL GOVERNMENT ACT 1995.**
- 11) **SELL COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE THAT DO NOT MEET CONTRACTED MATERIAL SPECIFICATIONS.**
- 12) **AWARD PUBLIC TENDERS FOR THE SALE OF COMMODITIES PRODUCED AT THE REGIONAL RESOURCE RECOVERY CENTRE WITH A TENDER VALUE NOT EXCEEDING \$1,000,000.**
- 13) **TO NEGOTIATE AN AGREED FINANCIAL CONTRIBUTION FEE WITH PARTICIPANTS WHERE ANY WASTE IS DIVERTED FROM THE RRRRC.**
- 14) **SIGN DOCUMENTS ON BEHALF OF THE REGIONAL COUNCIL INCLUDING THE EXECUTION OF DEEDS SUBJECT TO THE FOLLOWING CONDITIONS:**
 1. **RESTRICTED TO DOCUMENTS NOT REQUIRING THE COMMON SEAL OF THE SMRC**
 2. **SUBJECT TO THE APPROVALS IN DA NO 6, RESTRICTED TO CONTRACTS WITH A VALUE NOT EXCEEDING THE CEO'S DELEGATED AUTHORITY EXPENDITURE LIMIT (EG \$300,000)**
 3. **RESTRICTED TO AGREEMENTS AND CONTRACTS WITH TERMS NOT EXCEEDING 10 YEARS**

4. RESTRICTED TO AGREEMENTS AND CONTRACTS REQUIRING REGIONAL COUNCIL APPROVAL IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT
5. ALL TRANSACTIONS UNDER THIS DELEGATION ARE TO BE RECORDED IN THE DELEGATED AUTHORITY REGISTER

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

- 15) POWER TO ACT ON BEHALF OF THE COUNCIL TO RESOLVE THE MATTER AT A MEDIATION CONFERENCE WITH REFERENCE TO THE CONFIDENTIAL REPORT DATED 15 NOVEMBER 2019 AND IN CONSULTATION WITH THE CHAIR.
- 16) TO ENTER INTO A CONTRACT WITH CLEANAWAY FOR THE RECEIVAL AND PROCESSING OF RECYCLING MATERIAL, WITH CONSULTATION WITH THE CHAIR
- 17) TO ENTER INTO A CONTRACT WITH SOLO RESOURCES PTY LTD FOR A TERM OF FIVE YEARS WITH AN OPTION TO EXTEND FOR A FURTHER FIVE YEARS FOR THE RECEIVAL AND PROCESSING OF RECYCLING MATERIAL.
- 18) TO APPROVE THE SUPPLY OF TEMPORARY WORKFORCE FOR THE RRRR OPERATIONS THROUGH LABOUR HIRE AGENCIES IN THE WALGA PREFERRED SUPPLIER PANEL AND OTHER EMPLOYMENT AGENCIES FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021.

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

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

CARRIED BY ABSOLUTE MAJORITY 4/-

VOTING REQUIREMENTS:

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

PURPOSE OF THIS REPORT:

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

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

STRATEGIC RELEVANCE

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

BACKGROUND

Delegated Authority to CEO

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

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

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

Amendments to DA6

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

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

It is proposed to amend Delegation No 6 –

AUTHORITY TO NEGOTIATE AND ENTER INTO SERVICE AGREEMENTS FOR SMRC SERVICES AND CONSULTANCIES WITHIN THE RANGE OF ADOPTED FEES AND CHARGES WITH A TOTAL VALUE NOT EXCEEDING \$10,000,000 **\$20,000,000** AND **THREE TEN** YEARS AND IN CONSULTATION WITH THE CHAIR.

Amendments to DA8

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

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 21A

21A . *Varying a contract for the supply of goods or services*

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless –

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

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

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

NEW Delegations

1. DA 17

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

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

2. DA 18

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

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

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

DELEGATED AUTHORITY TO COMMITTEES

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

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

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

DELEGATED AUTHORITY TO OTHER EMPLOYEES

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

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

The following CEO delegations have been delegated to other employees.

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

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

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

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

Delegated to Executive Manager Strategic Projects and Executive Manager RRRRC Operations

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

Delegated to Executive Manager RRRRC operations

FINANCIAL IMPLICATIONS:

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

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

MOVED TO ITEM 15.2 – CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

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

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



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

COUNCIL RESOLUTION

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

21.02-09 MOVED: CR W COOPER SECONDED: CR S KEPERT

CEO RECOMMENDATION:

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

CARRIED BY ABSOLUTE MAJORITY 4/-

VOTING REQUIREMENT

Absolute Majority

PURPOSE OF REPORT

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

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

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

IMPLICATIONS TO CONSIDER:

Consultative:

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

Strategic relevance:

Business Sustainability

Our governance model supports an effective and efficient business model.

Policy related:

Not applicable

Financial:

Refer to the attached report.

Risk related:

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



REPORT

BUDGET 2020-21 REVISION SUMMARY

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

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

ADDITIONS

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

FAVOURABLE

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



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

COUNCIL RESOLUTION

21.02-10 MOVED: CR W COOPER SECONDED: CR S KEPERT

CEO RECOMMENDATION:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

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

STRATEGIC RELEVANCE

Key Result Area 2: Business Sustainability

Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- The Council resolved at its meeting on 27 August 2020 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates. (FM Regs 34(4)(a))

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

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

REPORT

1. Financial Statements for the period ended 31 January 2021

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

Notes:

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

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

SMRC Reserve Strategy

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

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



SMRC Debtors as on 31 January 2021

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

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

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

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

UNCONFIRMED

2. Financial Statements for the period ended 31 December 2020

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

Notes:

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

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

3. Financial Statements for the period ended 30 November 2020

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

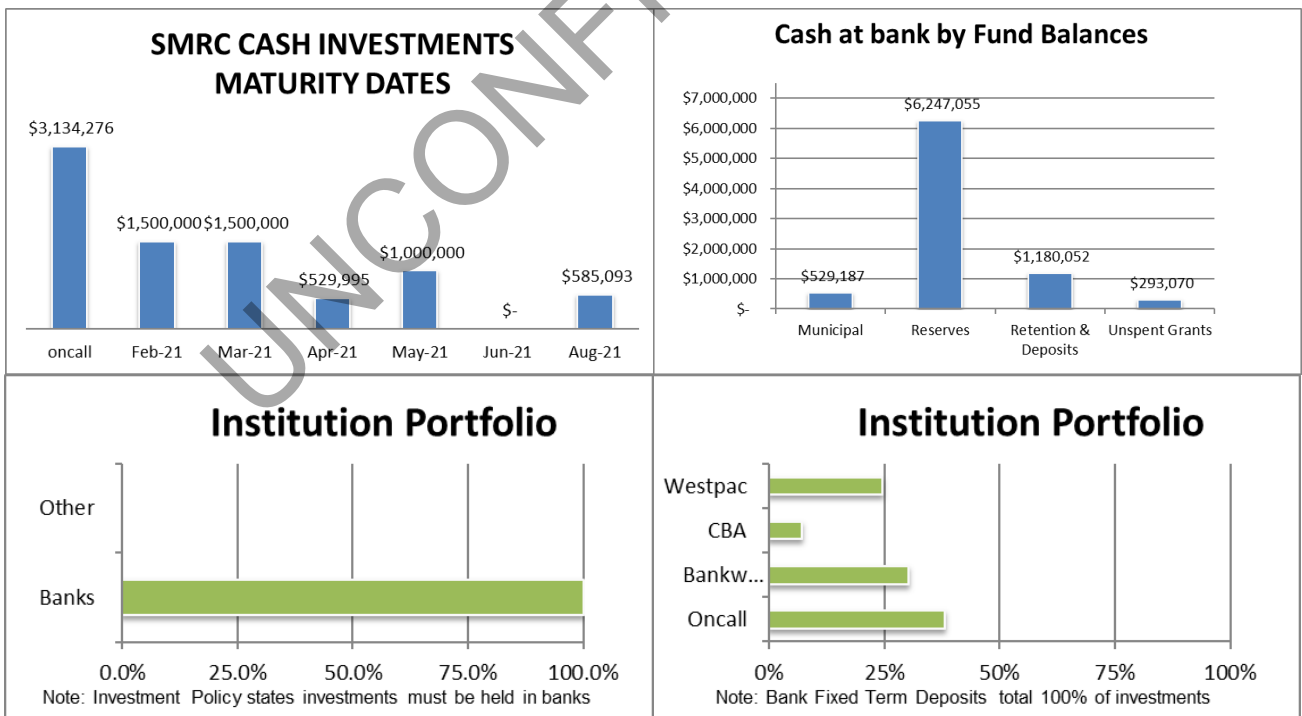
Notes:

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

4. The SMRC Cash Investment portfolio is as follows

SOUTHERN METROPOLITAN REGIONAL COUNCIL								
CASH INVESTMENT PORTFOLIO								
As at 31 January 2021								
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	0.05%	\$ 3,134,276	oncall	BWA Oncall	AA	Bank	100%	\$ 3,134,276
11	0.80%	\$ 585,093	22/08/2021	CBA	AA	Bank	100%	\$ 585,093
12	0.65%	\$ 1,500,000	26/03/2021	WBC	AA	Bank	100%	\$ 1,500,000
31	0.60%	\$ 529,995	9/04/2021	WBC	AA	Bank	100%	\$ 529,995
47	0.30%	\$ 1,000,000	11/05/2021	BWA	AA	Bank	100%	\$ 1,000,000
52	0.55%	\$ 1,500,000	11/02/2021	BWA	AA	Bank	100%	\$ 1,500,000
Total		\$ 8,249,364						\$ 8,249,364
Weighted Average		0.37%						100.00%
90 day bank bill		0.10%						
As at 31 January 2021								

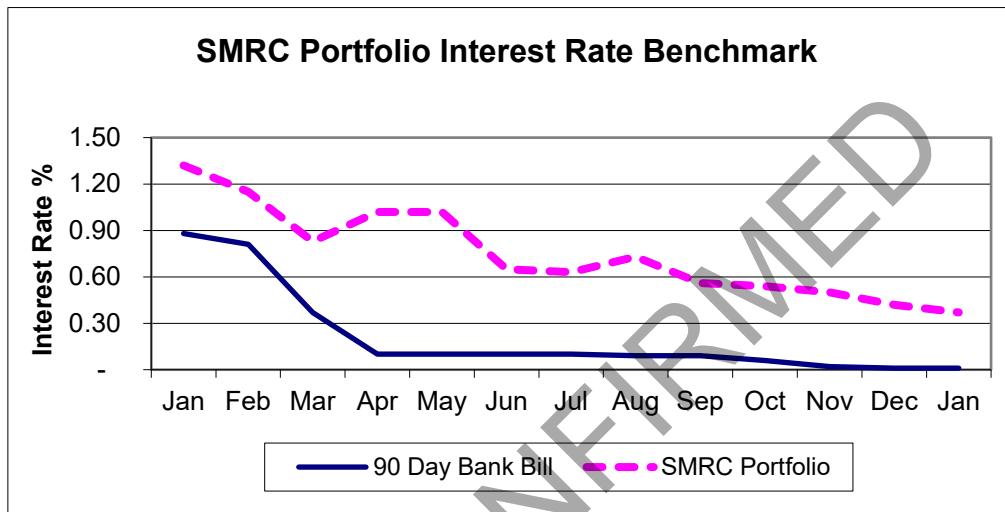
The Cash Investment Portfolio exposure is shown in the following graphs:





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

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



FINANCIAL IMPLICATIONS

RISK MANAGEMENT

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

Ref	The Risk: what can happen and how it can happen	Existing controls	Adequacy of existing controls	Total Level of Risk Evaluation Likelihood x Consequence
FA 02	Failing market value of investments	Investment policy guidelines	Adequate	1 x 3 = 3 (Minor)



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

COUNCIL RESOLUTION

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

CEO RECOMMENDATIONS:

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

STRATEGIC RELEVANCE

Key Result Area - 2:

Business Sustainability

Objective 2.4

Our Business is financially viable and sustainable

BACKGROUND

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

FINANCIAL IMPLICATIONS

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

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

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

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

13.1 RRRC Ground Lease Valuation

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

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

- 15. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

COUNCIL RESOLUTION

21.02-12 MOVED: CR S KEPERT SECONDED: CR C COLLINSON

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

CARRIED 4/-

Members of public departed from the meeting room.

- 15.1 CEO Report Item 11.1 Tender T2019-02 WCF Roof Remedial Works**
15.2 CEO Report Item 11.8 SMRC Marketing Plan 2021
15.3 Late Report Item 13.1 RRRC Ground Lease Valuation

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

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

COUNCIL RESOLUTION 21-02-12

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

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

Report is Confidential

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

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

COUNCIL RESOLUTION 21-02-12

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

COUNCIL RESOLUTION

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

RRRC PROJECT COMMITTEE RECOMMENDATION

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

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF THIS REPORT

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

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

Not applicable

Legislative

Not applicable

IMPLICATIONS TO CONSIDER:

Consultative:

The RRRC Project Committee – meeting held 12 February 2021

The REG – meeting held 12 February 2021

CEO to have discussions with prospective partners and new customers.

Strategic relevance:

All local governments within Western Australia, including Regional Councils, are required to plan for the future in accordance with Section 5.56(1) of the Local Government Act 1995 and adopt an Integrated Planning and Reporting Framework.

Key Focus: Resource Recovery

Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2020/21	2021/22	2022/23	2023/24	
1.1.1 Optimise operations in recovery and re-use to add value	a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery	CEO	✓	✓	✓	✓	SWMP No23,27

Key Focus: Resource Recovery

Objective 1.2 We will lead the change to new waste solutions

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

Policy related:

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

Financial:

Operating Budgets for 2020-21 and future years.

Legal and statutory:

SMRC Amended Business Plan
Enter into a commercial supply agreement binding by all parties

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
BD06	Lack of Customers	Income loss and higher gate fees for lower tonnes processed	1- Annual Marketing Plan, 2- Pricing Policy, 3- Financial Business Model	High 15

REPORT

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

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

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

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

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

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

COUNCIL RESOLUTION 21-02-12

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

COUNCIL RESOLUTION

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

CEO RECOMMENDATION

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

CARRIED 4/-

VOTING REQUIREMENTS

simple majority of Council

PURPOSE OF REPORT

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



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

16. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chair thanked those present for their attendance and the meeting was declared closed at 4:45 pm.

UNCONFIRMED

ORDINARY COUNCIL MEETING 25 FEBRUARY 2021 ACTION LIST

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

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

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



Mr Tim Youé
Chief Executive Officer
Southern Metropolitan Regional Council

Email: tyoue@smrc.com.au

Dear Mr Youé

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

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

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

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

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

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

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

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

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

Yours sincerely



Mike Rowe
DIRECTOR GENERAL

19 April 2021

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

Attendees:

Town of East Fremantle

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

City of Fremantle

Cr Doug Thompson,
Mr Graham Tattersall,
Mr Glen Dougall

City of Kwinana

Cr Wendy Cooper,

City of Melville

Mr Mick McCarthy,
Mr Alan Ferris,

SMRC

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

Facilitator

Mrs Helen Hardcastle, Learning Horizons

Apologies

Cr Steve Kepert City of Melville

Introduction:

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

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

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

Should SMRC grow, windup or stay as we are?

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

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

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

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

Agreed Strategic Direction Summary

Subject to final endorsement by Participants and SMRC.

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

Decision Process:

April 2021

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

May 2021

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

June 2021

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

1. Review Governance Structure

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

For consideration:

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

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

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

Key Focus: Business Sustainability

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

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

2. Understanding and articulate our value proposition.

Action: Prepare a Value Proposition Statement.

For consideration:

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

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

For example;

Benefits include:

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

Strategic Alignment: This is a new strategy:

Key Focus: Business Sustainability

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

Strategies	Actions	Timeframes			
		2021/ 22	2022/ 23	2023/ 24	2024 /25
2.1.4 Understanding our business proposition	a. Prepare a value proposition statement	✓	✓	✓	✓

3. Form alliances and business partnerships

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

For consideration:

1. Identify opportunities in the business marketing plan.

Eg: Increase customer base.

Partner with private waste sector

Realise the FOGO opportunity.

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

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

Key Focus: Resource Recovery

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

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

4. Enhance and leverage our brand equity

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

For consideration:

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

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

Key Focus: Business Sustainability

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

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

5. Develop an advocacy strategy

Actions

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

For consideration:

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

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

Key Focus: Community & Stakeholder Relationships

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

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

6. Deliver communication and waste education

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

For consideration:

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

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

Key Focus: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders.

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



CORPORATE POLICY NO 1.1

CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS

DIVISION 1 – PRELIMINARY PROVISIONS

1. Citation

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

1.1. Legislation

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

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

- Local Government (Model Code of Conduct) Regulations 2021;
 - Local Government (Administration) Amendment Regulations 2021; and
 - Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021,
- were gazetted and came into effect on 3 February 2021, with an implementation phase of up to three months, during which time the Council will be required to undertake a series of actions to operationalise the new requirements.

1.2. Scope

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

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

2. Terms used

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

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

Regional Group Member	Executive	A participant member local government employee appointed by their participant to be a member or deputy member of the SMRC's Regional Executive Group.
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DIVISIONS 2 - GENERAL PRINCIPLES

3. Overview of Division

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

4. Personal Integrity

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

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

5. Relationship with others

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

6. Accountability

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

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

DIVISION 3 - BEHAVIOUR

7. Overview of Division

This Division sets out —

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

8. Personal Integrity

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

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

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

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

9. Relationship with others

A council member, committee member or group member —

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

10. Council, committee or group meetings

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

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

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

11. Complaint about alleged breach

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

12. Dealing with Complaint

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

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

13. Dismissal of Complaint

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

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

14. Withdrawal of Complaint

- 1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

- 2) The withdrawal of a complaint must be —
 - a) in writing; and
 - b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

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

DIVISION 4 - RULES OF CONDUCT

Notes for this Division:

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

16. Overview of Division

- 1) This Division sets out rules of conduct for council members.

- 2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- 1) In this clause —

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

resources of a local government includes —

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

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

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

18. Securing person advantage or disadvantaging others

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

19. Prohibition against involvement in administration

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

20. Relationship with local government employees

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

21. Disclosure of information

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

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

- 2) A council member must not disclose information that the council member —
 - a) derived from a confidential document; or
 - b) acquired at a closed meeting other than information derived from a non-confidential document.

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

22. Disclosure of interests

- 1) In this clause —
 - interest* —
 - a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - b) includes an interest arising from kinship, friendship or membership of an association.

- 2) A council member who has an interest in any matter to be discussed at a council, committee or group meeting attended by the council member must disclose the nature of the interest —
 - a) in a written notice given to the CEO before the meeting; or
 - b) at the meeting immediately before the matter is discussed.

- 3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- 4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - a) that they had an interest in the matter; or
 - b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

- 5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

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

- 7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

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

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CORPORATE POLICY NO 1.1

CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS

REFERENCES & REVIEW

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

DOCUMENT CONTROL REGISTER

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

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

Behaviour Complaint

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

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

To make a valid Behaviour Complaint:

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

Rules of Conduct Complaint

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

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

Need Advice?

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

Behaviour Complaint Form

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

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

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

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

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

6. State the full details of the alleged breach.

[Empty text area for details of the alleged breach]

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

[Empty text area for additional information]

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

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

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

11	<p>Desired outcome of the Complaint</p> <p><i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i></p>
<div style="text-align: center; opacity: 0.3; font-size: 48px; transform: rotate(-30deg); pointer-events: none;">UNCONFIRMED</div>	

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

Please submit completed Behaviour Complaint to:

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

Mailing Address: smrc@smrc.com.au

Postal Address: PO Box 1501, Booragoon WA 6954

In person: 9 Aldous Place, Booragoon WA 6154

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

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WALGA Policy Development Framework

Code of Conduct Behaviour

Complaints Management Policy

WALGA Note:

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

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

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

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

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

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

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

Instructions for use:

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

Remember:

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

Feedback:

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

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Policy Objective

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

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

Policy Scope

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

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

Definitions

Act means the *Local Government Act 1995*.

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

WALGA Note:

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

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

WALGA Note:

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

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

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

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

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

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

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

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

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

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

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

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

WALGA Note:

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

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct [by Council resolution or by the CEO exercising delegated authority].

Council means the Council of the <<Shire/ Town / City of XXX>>.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

WALGA Note:

Local Governments may wish to refer to the Ombudsman WA Guidelines: [Procedural fairness \(natural justice\)](#) for detailed commentary on these principles.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The <<Shire/ Town / City of XXX>> will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

WALGA Note:

There is no direct statutory provision for confidentiality of behaviour breach allegations under the Act or Local Government (Model Code of Conduct) Regulations 2021. Local Governments may therefore wish to include in this Policy specific steps they will take to maintain confidentiality, and any limits on confidentiality. This information could be included in the Complaint Form and any internal procedures. For example:

- In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.*
- The Complainant's contact information will not be provided to the Respondent.*
- The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.*
- The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.*

In accordance with Local Government (Administration) Regulations 1996, r.11(d) the details of decisions made at Council or Committee meetings must be included in the minutes. Local Governments should consider how resolutions are drafted to ensure that they are suitable for inclusion in the public record.

A breach of confidentiality by Council Members or Committee Members under an adopted Complaints Policy would breach the Code of Conduct clause 8(2)(b) requirement to comply with all Local Government Policies. In the case of Council Members, this may also be a breach of Rule of Conduct 18(1).

1.4. Accessibility

The <<Shire/ Town / City of XXX>> will ensure that information on how to make a complaint, including this Policy, is available at the <<Shire/ Town / City>>'s Administration Building and on the <<Shire/ Town / City>>'s website. The <<Shire/ Town / City>> will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

WALGA Note:

Local Governments may wish to include the contact information for the Behaviour Complaints Officer under Part 1.4. If the contact information changes more frequently than the Policy is reviewed, the information could be inserted as an administrative note to the administrative/working versions of the Policy, or otherwise made publicly available when publishing the Policy on the Local Government's website.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

WALGA Note:

This framework is drafted on the basis that the Behaviour Complaints Officer is a Local Government employee. Local Governments should review the functions that are allocated to the Behaviour Complaints Officer under this Policy and consider the skills, knowledge and training required.

External Behaviour Complaints Officer

Local Governments may authorise an external party as the Behaviour Complaints Officer. Local Governments would need to consider:

- *What role the Behaviour Complaints Officer would play under their Policy and therefore the scope of services to be provided;*
- *What would be the necessary qualities in an external party;*
- *How that external party would be selected (procurement process);*
- *How a contract/performance would be managed;*
- *How the external party would receive complaints and withdrawals of complaints;*
- *How the external party would ensure they have available capacity to receive complaints and fulfil their role within the scope of services defined by the Local Government;*
- *How the external party would liaise with the Local Government;*
- *How the external party would keep and manage records in accordance with the Local Governments Recordkeeping Plan;*
- *How the external party would access Local Government records;*
- *Which Local Government employee would prepare reports to the Council or Behaviour Complaints Committee?*

2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

WALGA Note:

Local Governments should give serious consideration to the role of the Complaint Assessor, and the scope of their activities under this Policy. Local Governments should decide whether the Complaint Assessor may undertake an investigation, and if so the scope of the investigation, or whether they should simply request a written response from the Respondent and review all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents).

Based on this decision, Local Governments may wish to develop specifications for the assessment process which may form the basis for a procurement process when appointing the Assessor. Local Governments could choose to be very detailed in this consideration, for example by identifying criteria by which Complaints can be categorised (minor/major etc.) and developing corresponding specifications for each category. Some or all of these specifications could be included in this Policy.

As a minimum, Local Governments should ensure that they have sufficient oversight and control of the work that will be undertaken by the Complaint Assessor to be satisfied that the process will be reasonable and proportionate in scope and cost and align with the Principles set out in Part 1. Consider contract management, performance and value for money.

2.3. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Council Policy <XXX> Behaviour Complaints Committee Terms of Reference.

WALGA Resources:

WALGA has developed a template [Behaviour Complaints Committee Terms of Reference](#) and template [Behaviour Complaints Committee Delegation](#) to assist the implementation of Part 2.3 of this Policy.

The Behaviour Complaints Committee is proposed to operate under delegated authority in accordance with s.5.16 of the Act with a critical condition prohibiting the Behaviour Complaints Committee from exercising its delegated authority if the Complainant or Respondent attend a meeting as a Behaviour Complaints Committee Member.

The Terms of Reference for the Behaviour Complaints Committee provides that it is a requirement before the Committee can exercise delegated authority that a Committee Member will submit an apology for any meeting of the Behaviour Complaints Committee that will consider a Complaint in which they are either the Complainant or Respondent.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

WALGA Resources:

WALGA has developed a template [Behaviour Complaint Form](#) incorporating requirements from specific details that will assist the Behaviour Complaints Officer deal with a Complaint, including the option to direct a Complaint for Alternative Dispute Resolution.

WALGA can assist Local Governments that may wish to incorporate a Statutory Declaration as a Behaviour Complaint Form document, that requires a Complainant to attest to the truthfulness and accuracy of the information provided.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

WALGA Note:

Certain Parts of this Framework require the Behaviour Complaints Officer to undertake particular functions. Local Governments wishing to reduce officer involvement even further could choose to bring forward Part 3.8 Appointment of a Complaints Assessor, so that a Complaint Assessor is appointed on receipt of a Complaint. Part 3.4 Notice to Complainant, Part 3.5 Notice to Respondent, and Part 3.6 Alternative Dispute Resolution, could then be re-drafted to allocate Behaviour Complaints Officer functions to the Complaint Assessor. Timeframes may need to be reviewed if an external appointment is made.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The <<Shire/ Town / City of XXX>> recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

WALGA Note:

Local Governments may wish to modify this section to specify the available option(s) for Alternative Dispute Resolution. For example:

- negotiation with the assistance of the Behaviour Complaints Officer or other appropriate person as intermediary;*
- facilitation with a contracted service provider.*

If engaging an external service provider, consider procurement and contract management issues. Some Local Governments may already have arrangements with the Citizens Advice Bureau or other community organisation. It may be appropriate when engaging a supplier to specify a time/cost threshold, for example if no agreement between the parties within a reasonable timeframe, then Alternative Dispute Resolution will be deemed as unsuccessful, and the formal complaints procedure resumed.

Local Governments should remove this section and subsequent references if they do not wish, or are not able, to make Alternative Dispute Resolution available.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the <<Shire/ Town / City of XXX>>'s Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

WALGA Note:

Local Governments should consider their preferred method of selection and appointment. Some options include:

- The Behaviour Complaints Officer undertakes procurement in accordance with the Local Government's Purchasing Policy, based on sufficiently detailed guidance on suitable qualifications and experience.*
- Local Governments may choose to carry out an RFQ, or other appropriate procurement process, to identify and appoint a standing Complaint Assessor for a period of time, rather than waiting for a Complaint.*
- Local Governments could formally establish a Complaints Assessors Panel as a panel of pre-qualified suppliers, in accordance with Division 3 of the Local Government (Functions and General) Regulations 1996.*

Local Governments may also wish to consider criteria by which a Behaviour Complaints Officer could identify Complaints which may not require external assessment. This could include the substance of the Complaint; whether it is capable of being assessed; and whether or not the Complaint includes complex allegations. This mechanism could be limited, to allow Local Governments to deal with Complaints that lack substance, without the expenditure of resources on a Complaint Assessor.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the <<Shire/ Town / City>>'s Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the <<Shire/ Town / City of XXX>> <Meeting Procedures/Standing Orders Local Law YYYY>.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

WALGA Note:

As outlined in the WALGA Note at Part 2.2, Local Governments may wish to include details of their assessment process in their Policy. This may empower the Complaint Assessor to undertake an investigation within defined parameters. Alternatively, the Policy may require that Complaint Assessor to request that the Respondent provide a written response, including any evidence or information that the Respondent considers relevant. The assessment would then be conducted purely on the basis of all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents).

The Code of Conduct requires that a Respondent is provided with a reasonable opportunity to be heard. What may be considered reasonable may depend on the process that is followed, and on the circumstances. For example, if the Complaints Assessor is empowered to gather additional evidence or information, the Respondent must be presented with this information, and have an opportunity to respond. If a Respondent is asked for a written response, the Complaint Assessor should ensure they are given a reasonable period in which to respond. It may also be reasonable to accept responses in other formats. Given this variation, Local Governments may wish to specify minimum requirements, and/or direct the Complaint Assessor to exercise their professional skill and judgment.

3.11. Complaint Report

WALGA Note:

Local Governments that do not wish to refer all complaints to a standing Complaints Committee with delegated authority should remove all references to 'Behaviour Complaints Committee' in the following sections, and replace with 'Council'.

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

WALGA Note:

Local Governments may wish to include in their Policy a requirement that the Respondent is provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.

If the Complaint Report includes a Proposed Plan, this may contribute to consultation in accordance with clause 12(5) of the Code of Conduct.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

WALGA Note:

The Local Government is required to include reasons when providing notice of its decisions under clauses 12(4), 12(7) and 13 of the Code of Conduct. The Complaint Report is required to provide reasons for each of its recommendations, which become the Officer Recommendations.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

WALGA Note:

**In actioning clause 12(5) of the Code of Conduct, the Respondent may be invited to make an oral submission or provide a written response. If the final decision to implement a Plan is referred to a subsequent meeting of the Committee, the Complaints Assessor or Behavioural Complaints Officer may provide a report attaching the written response and potentially make an associated recommendation as to the effect of a Plan.*

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the <<Shire/ Town / City of XXX>> <Meeting Procedures/Standing Orders Local Law YYYY>.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;

- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

WALGA Note:

Local Governments have broad discretion in deciding whether to take no further action or prepare and implement a Plan. Local Governments may wish to modify this Part to reflect Council's position on when it may be appropriate to impose a Plan, and the requirements that may be included.

The Local Government will be responsible for the cost of the Plan requirements. Local Governments may wish to consider how any activities will be arranged, booked and paid for. Local Governments may choose to specify that the administrative arrangements will be managed, for example in accordance with their Continuing Professional Development Policy.

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Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021						
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2.							

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CORPORATE POLICY NO 1.16 CEO RECRUITMENT, PERFORMANCE AND TERMINATION

DIVISION 1 – PRELIMINARY PROVISIONS

1. Citation

These are the Southern Metropolitan Regional Council standards for CEO recruitment, performance and termination.

1.1. Legislation

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

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

- local government (model code of conduct) regulations 2021;
- local government (administration) amendment regulations 2021; and
- local government regulations amendment (employee code of conduct) regulations 2021,

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

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO’s contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Southern Metropolitan Regional Council;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

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CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

DIVISIONS 2 - Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO’s contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government’s consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

- (3) The selection panel must comprise —
- (a) at least three (3) council members; and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant’s knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel’s assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel’s recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

- (4) The selection panel must act under subclauses (1), (2) and (3) —
- (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.

- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

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CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO’s contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO’s contract of employment.

(4) This clause does not prevent the incumbent CEO’s contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

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CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

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

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO’s performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO’s performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO’s performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

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

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CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO’s employment, including —

- (a) informing the CEO of the CEO’s rights, entitlements and responsibilities in relation to the termination process; and
- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO’s performance.

(2) The local government must not terminate the CEO’s employment unless the local government has —

- (a) in the course of carrying out the review of the CEO’s performance referred to in subclause (3) or any other review of the CEO’s performance, identified any issues (the performance issues) related to the performance of the CEO; and
- (b) informed the CEO of the performance issues; and
- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO’s employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government’s reasons for terminating the employment of the CEO.

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CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ Local Government (Administration) Regulations 2021 ▪ SMRC Standing Orders Local Law 2008 				
Organisational Compliance	<ul style="list-style-type: none"> ▪ Code of Conduct for Councillors and Committee and Group Members ▪ CEO Performance Review Committee Policy 1.10 ▪ CEO Contract of Employment 				
Approved by	Regional Council				
Next Revision Date	Feb 2022				
Related Documents					
Policy Administration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Responsible Officer</td> <td style="width: 33%;">Review Cycle</td> </tr> <tr> <td>Corporate</td> <td>Biennial</td> </tr> </table>	Responsible Officer	Review Cycle	Corporate	Biennial
Responsible Officer	Review Cycle				
Corporate	Biennial				
Risk Rating	Operational Risk Register – Risk Medium				
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services				

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2021	Original	1	EMCS	CEO	

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CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

POLICY REVIEW – MAY 2021

1.0 STATEMENT

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

2.0 SCOPE

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

3.0 OBJECTIVE

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

4.0 ROLES & RESPONSIBILITIES

Chief Executive Officer

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

5.0 CONTENT

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

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

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

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

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

1. 75% of the maximum annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B

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CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

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

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

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

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

Allowance for Chairperson S5.98(5) LGA

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

1. 75% of the maximum annual local government allowance for Regional Local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

Allowance for Deputy Chairperson S5.98 LGA

1. The deputy chairperson of the local government be paid an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the Chairperson is entitled under section 5.98(5).
2. The allowance under subsection (1) is to be paid on a daily pro-rata amount, in addition to any amount to which the deputy chairperson is entitled under section 5.99 and 5.99A where the deputy chairperson is acting in the role of chairperson during the chairperson's leave of absence.

Payment of Fees and Allowances

1. The payment is applicable to each financial year, i.e. July to June
2. The payment of any taxation liability is the responsibility of the member.
3. Payment entitlements will be made to all members unless a member gives notice to the CEO in writing that the member does not wish to be paid his/her entitlement for the period stated in the notice.

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CORPORATE POLICY NO 1.8 MEMBERS FEES & ALLOWANCES

4. Annual Payments are paid by monthly instalments in arrears into a nominated bank account
5. Annual payments in whole or part may be paid into the member's superannuation fund (refer to the Australian Taxation Office Interpretative Decision ATO ID 2007/205)
6. Where an annual fee in lieu of sitting fees is paid, the fee is to be reduced on a pro-rata basis by any period of leave of absence or missed ordinary council meetings of three or more cumulative meetings during the year (except whilst on Council business).

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ <i>Local Government (Administration) Amendment Regulations</i> (Section 5.99 of the Local Government Act 1995 and Regulations 30 & 34 of the Local Government (Administration) Regulations should be observed in relation to fee & allowance payments) ▪ Determination for Local Government Elected Council Members Pursuant to Section 7B of the <i>Salaries and Allowances Act 1975</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Accounting Policies and Procedures 	
Next Review Date	June 2021	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Annual
Risk Rating	Risk Register – Low	
Location of document	SMRC Website – Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRR, 350 Bannister Road, Canning Vale – staff room	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	29/06/2006
2012	Review	2	DCS	DCS	26/07/2012
2013	Review	3	EMCS	EMCS	22/08/2013
2013	Review	4	EMCS	EMCS	24/10/2013
2014	Review	5	EMCS	CEO	28/08/2014
2016	Review	6	EMCS	CEO	27/10/2016
2017	Review	7	EMCS	CEO	29/06/2017
2018	Review	8	EMCS	CEO	21/06/2018
2019	Review	9	EMCS	CEO	22/08/2019
2020	Review	10	EMCS	CEO	27/08/2020
2021	Review	11	CSM	CEO	

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

POLICY REVIEW – MAY 2021

STATEMENT

This policy sets out a structure for managing public question time at council meetings, pursuant to the Local Government Act 1995, its Regulations and SMRC's Standing Orders Local Law.

SCOPE

The Policy assists Presiding Members to apply consistent and fair procedures in managing public questions at Council meetings.

OBJECTIVE

- Time must be made available at every council meeting (ordinary and special) and every committee meeting with delegated powers or duties, for members of the public to ask questions and have them responded to.
- To provide a clear set of procedures for the public to have an opportunity to ask questions and the requirement to manage proceedings at council meetings.

ROLES & RESPONSIBILITIES

Council

The Regional Council is to determine and adopt suitable procedures for managing public question time at council meetings.

Presiding Members of meetings (Chairperson)

The Chairperson of meetings is to be familiar with the rules of Public Question Time and shall manage questions as per this policy.

Chief Executive Officer

The Chief Executive Officer is to ensure the policy is consistent with the Local Government Act and Standing Orders Local Law and provided assistance to Presiding Members in managing public questions during meetings.

DEFINITIONS

"Presiding Member" means any person presiding at a meeting

"Relevant Person" SMRC regional councillor or employee

CONTENT

Introduction

- Question Time will be limited to fifteen (15) minutes or earlier if there are no further questions. and be the first item of business at each Council Meeting following disclosure of interests, at the start of the Council Meeting.
- At any Ordinary Council Meeting the public will be able to ask questions relating to a matter involving the regional local government, not just relating to an item on the agenda. Questions

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

asked at a Special Council Meeting or Committee meeting to which the local government has delegated a power or duty can only relate to the purpose of the meeting.

- To provide all members of the public with an equal and fair opportunity to ask questions, persons with multiple questions may be asked after the second question to wait until others have asked questions and then if time permitting may continue to ask further questions. Sub-parts of questions will be counted as a question.

Submitting Questions

- All questions must be submitted in writing, along with the name and address of the person submitting, **prior to the commencement of the Council Meeting**
- All questions will be registered.
- It is recommended that complex questions requiring research be submitted in writing to the SMRC three (3) working days prior to the Council Meeting in order to allow the SMRC sufficient time to prepare a response
- Written questions can be provided in the following forms:
 - a. Emails sent to smrc@smrc.com.au, subject line: "Questions for Council Meeting", two (2) hours before the meeting commence time.
 - b. On the day of Council Meetings, written questions are to be registered and placed in the "Questions Tray" located in the meeting venue. The register will be open thirty (30) minutes prior to the commencement of the Council Meeting.
 - c. Members of the public may submit questions up until the commencement of the Council Meeting, but all questions must be submitted in writing and the details of the person asking the question/s must be added to the Register. SMRC staff will be available at the meeting to assist members of the public in understanding the procedure and submitting questions.
- All questions should not contain defamatory remarks, offensive language or questioning the competency of councillors or employees. Questions should be on the issue rather than on individuals.

Procedure at Council Meetings

- During the Council Meeting persons who have registered their questions will be the only persons able to speak. The first priority will be given to persons who are asking questions relating to items on the current meeting agenda. The second priority will be given to other questions.
- Where questions are registered, but the person fails to attend the meeting, the question will not be put to the meeting and the CEO is to reply in writing at a time after the meeting.
- The Presiding Member will manage public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state their name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated.
- The person should then proceed to ask their questions one at a time. Questions should not include statements or express opinions, nor be offensive or defamatory.
- The presiding member will respond to the question or nominate a relevant person to respond on behalf of the council. Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed at specific members of council or employees. Address all question to the Chair.

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

- Questions are not to be framed in such a way as to reflect adversely on a particular councillor or employee.
- There is no debate or discussion permitted on any question or response.
- Public question time is declared closed following the expiration of the allocated fifteen (15) minute time period, or earlier if there are no further questions. By resolution of Council the public question time period may be extended for a further period as nominated in the resolution.

In accordance with Local Government (Administration) Regulation 7(5) if a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to:

- declare that he or she has an interest in the matter; and
- allow another person to respond to the question.

While the above regulation prohibits a person responding to a question relating to a matter in which they have an interest, the Act does not require that person to leave the meeting or comply with any other requirement for disclosing interests.

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After the Council Meeting

- Recording questions and responses given during public question time to be recorded as a summary (not verbatim) in the minutes in accordance with local government regulations.
- Where questions are taken on notice, a summary of the question is recorded in the minutes and the CEO is to ensure a written response is provided to the questioner in a timely manner after the meeting.
- A summary of the response to the questions taken on notice must be recorded in the minutes of the next council or committee meeting. (Also noting that the questioner has received the response).

REFERENCES & REVIEW

Statutory Compliance	Local Government Act 1995 Section 5.24 Local Government (Administration) Regulations 5, 6, 7	
Organisational Compliance	SMRC Standing Orders Amendment Local Law 2009 Section 3.4	
Next Revision Date	August 2021	
Related Documents	"Managing Public Question Time" Dept of Local Government Guidelines No 3 "Public Question Time" Form	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Operational Risk Register – Risk Low	
Location of document	SMRC Website – Meetings SMRC Website – Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

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**CORPORATE POLICY NO 1.13
PUBLIC QUESTION TIME**

SOUTHERN METROPOLITAN REGIONAL COUNCIL

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	DCS	26/07/2012
2014	Review	2	EMCS	EMCS	28/08/2014
2016	Review	3	EMCS	EMCS	27/10/2016
2018	Review	4	EMCS	EMCS	16/08/2018
2020	Review	5	EMCS	EMCS	27/02/2020
<u>2021</u>	<u>Review</u>	<u>6</u>	<u>CSM</u>	<u>EMCS</u>	

UNCONFIRMED

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CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

STATEMENT

The Southern Metropolitan Regional Council is committed to ensuring that employees are taking their leave entitlements.

SCOPE

This Policy applies to all employees of SMRC.

OBJECTIVES

1. To ensure all employees receive their leave entitlements in accordance with award or employment contract provisions.
2. To provide guidelines for ensuring leave entitlements are taken within appropriate time-frames.

DEFINITIONS

Term	Definition
LSL	Long Service Leave
Deed of Compromise	Written agreement between SMRC and the employee where the employee has chosen to relinquish the taking of leave in return for a cash payment in lieu of that leave

ROLES AND RESPONSIBILITIES

Regional Council

To monitor the Chief Executive’s leave management as part of the annual performance review.

Chief Executive Officer

The Chief Executive Officer is responsible in managing all employee leave under the prescribed Regulations, Agreements, Contracts and Guidelines. The CEO reports his leave arrangements to the Chairperson, or in the absence of the Chairperson to the Deputy Chairperson.

Managers

Managers and supervisors are responsible for employee leave plans and ensuring that the correct leave procedure is adhered to.

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CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

Human Resources Manager

The Human Resources Manager is responsible for assisting employees with the practical aspects of taking their leave entitlements and ensuring ~~an accurate record is being kept of all employee leave – both that taken and due to be taken.~~ that accrued employee leave is taken in a timely manner and in accordance with policy.

Assistant Accountant

Is responsible for the accurate accrual of employees leave entitlements.

Employees

Each individual staff member is required to ensure that they use their leave entitlements in accordance with Award or Employment Contract provisions.

CONTENT

Annual Leave

Annual leave shall be given and taken in such period or periods and at such a time or at such times mutually convenient to the employer and the employee and, except as provided below, within twelve months of the date when the accrued leave is due.

Operational staff receive leave loading in addition to the base rate of pay during periods of annual leave to compensate for shift loading, allowances and overtime, refer award for further details.

Requirement to take annual leave – excessive accrual and annual close-down

An employer may require an employee to take annual leave by giving at least four weeks' notice in the following circumstances:

- a. As part of a close-down of its operations; or
- b. Where more than eight weeks' leave is accrued, and providing four weeks' notice is given by the employer, an employee may be requested to take annual leave provided that the employee retains a balance of at least eight weeks.
- c. In special circumstances, an employee may apply in writing to the CEO to be granted an extension.

Payment in Lieu of Annual Leave

Other arrangements such as receiving payment in lieu of leave, are only considered and approved by the CEO, or in the case of the CEO by the SMRC, ~~where the employee has accumulated enough leave to take half in leave and the balance in payment provided that the employee retains a balance of not less than four weeks leave entitlement,~~ or such other arrangements as deemed satisfactory by the CEO, or in the case of the CEO by the Council, and is subject to the employee's well being and reasons such as financial hardship.

The CEO and the employee agree to sign a "Deed of Compromise" to that effect.

Long Service Leave

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CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

Having regard to the provisions of the Local Government (Long Service Leave) Regulations, the following shall apply:

Employees who are eligible for LSL may request the following leave arrangements -:

- a. Take 13 weeks leave at normal pay (paid in advance or f/nightly)
- b. Take half pay but double the time (6mths leave) (reg 6A)
- c. Take half leave but double the pay (6.5weeks) (reg 6B)
- d. Leave can be taken in three (3) separate periods (reg 7(1)(d))

Employees must provide a written application giving at least two months notice of the date from which the LSL is to be taken.

The above leave arrangements are subject to CEO's approval (or in the case of the CEO, the Council). Options "b" to "d" are only approved at such times mutually convenient to the employer and the employee and, except as provided below, within six months of the date when the accrued leave is due.

In special circumstances, and with the consent of the CEO, an employee may apply in writing to the CEO requesting to defer the taking of any entitled LSL, or any part thereof not taken after 6 months when the leave was due.

Where the LSL has been postponed beyond the period of 6 months when it was due to meet the convenience of the employee, the rate of payment for that leave shall be the rate applicable at the end of the six months,

Where the LSL has been postponed beyond the period of 6 months to meet the convenience of the employer, the rate of payment for that leave shall be the current rate applicable at the time of commencing leave.

General Leave Entitlements

Unless specified above, all leave entitlements are as per the employee's contract of employment, [SMRC Collective Agreement 2008](#), [Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021](#), Local Government Industry Award [2010-2020](#) or any other employee legislation or regulations in force at the time.

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Industry Awards 2010-2020 ▪ National Employment Standards 2009 ▪ Local Government (Long Service Leave) Regulations
Organisational Compliance	<ul style="list-style-type: none"> ▪ Employee Awards or Contracts ▪ Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021 Southern Metropolitan Regional Council Collective Agreement 2008
Approved by	Regional Council – Resolution No:
Related Documents	<ul style="list-style-type: none"> • All relevant HR policies and procedures • Leave Application Form • Request for Leave Deferral Form • Request for Payment In Lieu of Taking Leave Form

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 3.1 LEAVE MANAGEMENT	Version 6
Prepared: EMCS	Reviewed by: EMCS	Approved: COUNCIL	Page 3 of 4
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CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

Next Revision Date	June 2021	
Policy Administration	Responsible Officer	Review Cycle
Corporate (HR)	Executive Manager Corporate Services	Biennial
Risk Rating	Medium	
Location of document	SMRC Website – Members Area 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	MAF	MAF	24/8/2007
2009	Review	2	HRO		
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	28/04/2016
2019	Review	6	EMCS	EMCS	27/06/2019
<u>2021</u>	<u>Review</u>	<u>7</u>	<u>HRM</u>	<u>EMCS</u>	

UNCONFIRMED

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 3.1 LEAVE MANAGEMENT	Version 6
Prepared: EMCS	Reviewed by: EMCS	Approved: COUNCIL	Page 4 of 4
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**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 April 2021**

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
5,159,108	Contributions, Donations & Reimbursements	4,364,032	4,382,611	18,579
21,595,470	Fees & Charges	19,336,999	19,986,710	649,711
24,000	Interest Received	22,043	28,396	6,353
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	2,174,340	2,182,321	7,981
29,609,256	Total Operating Revenue	26,009,414	26,692,039	682,625
	Expenditure from operating activities			
(8,552,534)	Employee Costs	(7,349,511)	(7,260,770)	88,741
(12,820,366)	Materials & Contracts	(10,190,648)	(10,242,774)	(52,125)
(789,570)	Utilities	(682,980)	(664,244)	18,736
(1,876,872)	Insurance	(1,527,171)	(1,423,014)	104,157
(804,200)	Interest	(597,770)	(614,377)	(16,607)
(2,697,576)	Depreciation	(2,697,576)	(2,889,515)	(191,939)
0	Other Expenses	(18,120)	(1,581)	16,539
(27,541,118)	Total Operating Expenses	(23,063,777)	(23,096,275)	(32,499)
	Profit/ (Loss) on Sale of Assets		16,033	16,033
2,068,138	Operating Surplus / (Deficit)	2,945,638	3,611,796	666,159
	LESS: Non-cash items			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,697,576	2,889,515	191,939
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
2,780,576	Total Non-cash items	2,697,576	2,873,482	175,906
(24,760,542)	Total Operating Expenses (Before Non-cash items)	(20,366,201)	(20,222,793)	143,407
4,848,714	Operating Surplus / (Deficit) (Before Non-cash items) (A)	5,643,214	6,469,246	826,032
	Capital Expenditure			0
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(2,358,000)	(2,358,253)	(253)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
(4,365,000)	Total Capital Expenditure (B)	(3,676,000)	(3,627,352)	48,648
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(2,452,450)	(2,452,450)	0
3,284,059	Reimbursement of Loan Repayments	2,452,450	2,452,450	0
(3,400,000)	Transfers TO Cash Reserves	(2,800,000)	(2,810,000)	(10,000)
1,743,000	Transfers FROM Cash Reserves	1,553,000	1,553,000	0
(1,407,000)	Total Funding / Other Capital Items (C)	(997,000)	(1,007,000)	(10,000)
(923,286)	CHANGES IN NET ASSETS (A to C)	970,214	1,834,894	864,680
2,885,956	Opening Funds Surplus(Deficit)	2,885,956	2,885,956	-
1,962,670	Closing Funds Surplus(Deficit)	3,856,170	4,720,850	864,680

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 April 2021**

Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	18,579	Positive	
Fees & Charges	649,711	Positive	MRF commodity prices
Interest Received	6,353	Positive	
Operating Grants	-		
Other Revenue	7,981	Positive	
<u>Expenditure from operating activities</u>			
Employee Costs	88,741	Positive	Maint. Employment costs
Materials & Contracts	(52,125)	Negative	Plant maintenance expenses
Utilities	18,736	Positive	
Insurance	104,157	Positive	Insurance premium savings
Interest	(16,607)	Negative	
Depreciation	(191,939)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases)
Other Expenses	16,539	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<u>Investing Activities</u>			
<u>Capital Expenditure</u>			
Buildings	(157)	Negative	
Plant & Equipment	(253)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<u>Funding / Other Capital Items</u>			
Transfers TO Cash Reserves	(10,000)	Positive	
Transfers FROM Cash Reserves	-		

Statement of Financial Position
as at 30 APR 2021

	2020/2021	2019/2020
CURRENT ASSETS		
Cash	11,238,880.27	10,174,250.55
Receivables	7,602,228.04	8,271,547.02
Prepayments	299,062.73	19,861.11
Accrued Income	1,123,712.07	55,908.18
Inventories	1,087,665.91	1,190,165.61
Non-current assets held for sale	0.00	0.00
TOTAL CURRENT ASSETS	21,351,549.02	19,711,732.47
CURRENT LIABILITIES		
Payables	1,172,671.31	2,947,341.46
Accrued Expenses	2,137,372.19	588,570.00
Income Rec'd in Advance	92,703.18	0.00
GST	252,362.88	0.00
Payroll Liabilities	5,123.32	828.92
Retentions & Bonds	1,490,225.67	1,027,913.24
Borrowings	3,398,801.63	5,084,059.01
Provisions	763,294.52	708,687.00
Lease Liabilities	655,000.61	638,765.34
TOTAL CURRENT LIABILITIES	9,967,555.31	10,996,164.97
NET CURRENT ASSETS	11,383,993.71	8,715,567.50
NON-CURRENT ASSETS		
Buildings	1,562,999.64	1,576,887.27
Information Technology	3,992.25	13,115.09
Office Furniture & Fittings	1,563.14	7,060.90
Fixed Plant & Equipment	4,801,208.62	5,518,865.30
Mobile Plant & Equipment	241,854.26	368,954.04
RRRC Leasehold Improvements	17,476,798.01	18,677,361.54
RRRC Other	0.00	0.00
Capital Work in Progress	4,298,243.24	1,143,042.44
Loan Receivables	5,861,998.11	6,629,191.09
Consultants & Admin	0.00	0.00
Right of Use Assets	8,482,112.34	9,182,775.94
TOTAL NON-CURRENT ASSETS	42,730,769.61	43,117,253.61
NON-CURRENT LIABILITIES		
Provisions	3,775,914.14	3,685,038.00
Borrowings	5,861,998.10	6,629,191.08
Lease Liabilities	8,617,203.04	9,110,278.54
TOTAL NON-CURRENT LIABILITIES	18,255,115.28	19,424,507.62
NET ASSETS	35,859,648.04	32,408,313.49

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 April 2021**

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities

Receipts for Operations	24,618,777
Payments for Operations	(19,811,956)
Receipts from Government	362,000

Net cash provided by operating activities **5,168,821**

Cashflow from Investing Activities

Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(17,754)
Payment for Property, Plant and Equipment	(3,656,410)

Net cash provided/(absorbed) by investing activities **(3,627,352)**

Cashflow from Financing Activities

Contributions from Project Participants	2,452,450
Payments for principal portion of lease liabilities	(476,840)
Repayments of Borrowings	(2,452,450)

Net cash provided by financing activities **(476,840)**

Net increase(decrease) in cash held **1,064,629**

Cash at the beginning of the year	10,174,251
Cash at the end of the period	11,238,880

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
30 April 2021**

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	6,469,246
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	669,319
Less adjustment for Accrued Income	(1,067,804)
Less adjustment for Income in advance	(92,703)
Less adjustment for Loan Receivables	(767,193)
Less adjustment for Prepayments	(279,202)
Less adjustment for Inventories	(102,500)
Less adjustment for Payables	(1,774,670)
Plus adjustment for Accrued Expenses	1,548,802
Plus adjustment for GST	252,363
Plus adjustment for Payroll Liabilities	4,294
Plus adjustment for Retentions & Bonds	462,312
Less adjustment for Borrowings	(767,193)
Less adjustment for Provisions	90,876
Less adjustment for Lease Liabilities	(493,076)
Less adjustment for Right of Use Assets	(700,664)
Less adjustment for Transfer to CWIP	(3,155,201)
Plus adjustment for Others	501,588
Movement in cash balances	1,064,629

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 March 2021

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
5,159,108	Contributions, Donations & Reimbursements	3,878,510	3,878,613	103
21,595,470	Fees & Charges	17,495,872	17,897,799	401,927
24,000	Interest Received	19,056	26,149	7,093
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	1,884,275	1,883,427	(848)
29,609,256	Total Operating Revenue	23,389,713	23,797,988	408,275
	Expenditure from operating activities			
(8,552,534)	Employee Costs	(6,629,835)	(6,518,626)	111,209
(12,820,366)	Materials & Contracts	(9,169,158)	(9,410,482)	(241,324)
(789,570)	Utilities	(614,083)	(608,111)	5,972
(1,876,872)	Insurance	(1,352,454)	(1,276,189)	76,265
(804,200)	Interest	(561,303)	(544,685)	16,618
(2,697,576)	Depreciation	(2,550,933)	(2,889,515)	(338,582)
0	Other Expenses	(20,806)	(1,581)	19,225
(27,541,118)	Total Operating Expenses	(20,898,572)	(21,249,189)	(350,617)
	Profit/ (Loss) on Sale of Assets		16,033	16,033
2,068,138	Operating Surplus / (Deficit)	2,491,141	2,564,832	73,690
	LESS: Non-cash items			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,550,933	2,889,515	338,582
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
2,780,576	Total Non-cash items	2,550,933	2,873,482	322,549
(24,760,542)	Total Operating Expenses (Before Non-cash items)	(18,347,639)	(18,375,707)	(28,068)
4,848,714	Operating Surplus / (Deficit) (Before Non-cash Items) (A)	5,042,074	5,422,281	380,207
	Capital Expenditure			0
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(1,966,000)	(1,966,829)	(829)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
(4,365,000)	Total Capital Expenditure (B)	(3,284,000)	(3,235,928)	48,072
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(2,452,450)	(2,452,450)	0
3,284,059	Reimbursement of Loan Repayments	2,452,450	2,452,450	0
(3,400,000)	Transfers TO Cash Reserves	(2,733,000)	(2,743,000)	(10,000)
1,743,000	Transfers FROM Cash Reserves	1,833,000	1,833,000	0
(1,407,000)	Total Funding / Other Capital Items (C)	(650,000)	(660,000)	(10,000)
(923,286)	CHANGES IN NET ASSETS (A to C)	1,108,074	1,526,353	418,279
2,885,956	Opening Funds Surplus(Deficit)	2,885,956	2,885,956	-
1,962,670	Closing Funds Surplus(Deficit)	3,994,030	4,412,309	418,279

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 March 2021**

Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	103	Positive	
Fees & Charges	401,927	Positive	MRF commodity prices
Interest Received	7,093	Positive	
Operating Grants	-		
Other Revenue	(848)	Negative	
<u>Expenditure from operating activities</u>			
Employee Costs	111,209	Positive	Maint. Employment costs
Materials & Contracts	(241,324)	Negative	Plant maintenance expenses
Utilities	5,972	Positive	
Insurance	76,265	Positive	Insurance premium savings
Interest	16,618	Positive	
Depreciation	(338,582)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases)
Other Expenses	19,225	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<u>Investing Activities</u>			
<u>Capital Expenditure</u>			
Buildings	(157)	Negative	
Plant & Equipment	(829)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<u>Funding / Other Capital Items</u>			
Transfers TO Cash Reserves	(10,000)	Positive	
Transfers FROM Cash Reserves	-		

Statement of Financial Position
as at 31 MAR 2021

	2020/2021	2019/2020
CURRENT ASSETS		
Cash	11,206,166.91	10,174,250.55
Receivables	7,962,139.01	8,271,547.02
Prepayments	509,200.63	19,861.11
Accrued Income	278,826.09	55,908.18
Inventories	1,145,195.56	1,190,165.61
Non-current assets held for sale	0.00	0.00
TOTAL CURRENT ASSETS	21,101,528.20	19,711,732.47
CURRENT LIABILITIES		
Payables	1,414,899.29	2,947,341.46
Accrued Expenses	1,993,187.66	588,570.00
Income Rec'd in Advance	139,054.76	0.00
GST	416,625.72	0.00
Payroll Liabilities	5,234.08	828.92
Retentions & Bonds	1,507,174.49	1,027,913.24
Borrowings	3,369,723.07	5,084,059.01
Provisions	754,577.89	708,687.00
Lease Liabilities	655,000.61	638,765.34
TOTAL CURRENT LIABILITIES	10,255,477.57	10,996,164.97
NET CURRENT ASSETS	10,846,050.63	8,715,567.50
NON-CURRENT ASSETS		
Buildings	1,562,999.64	1,576,887.27
Information Technology	3,992.25	13,115.09
Office Furniture & Fittings	1,563.14	7,060.90
Fixed Plant & Equipment	4,801,208.62	5,518,865.30
Mobile Plant & Equipment	241,854.26	368,954.04
RRRC Leasehold Improvements	17,476,798.01	18,677,361.54
RRRC Other	0.00	0.00
Capital Work in Progress	4,127,573.30	1,143,042.44
Loan Receivables	5,891,076.67	6,629,191.09
Consultants & Admin	0.00	0.00
Right of Use Assets	8,482,112.34	9,182,775.94
TOTAL NON-CURRENT ASSETS	42,589,178.23	43,117,253.61
NON-CURRENT LIABILITIES		
Provisions	3,703,804.00	3,685,038.00
Borrowings	5,891,076.66	6,629,191.08
Lease Liabilities	8,617,203.04	9,110,278.54
TOTAL NON-CURRENT LIABILITIES	18,212,083.70	19,424,507.62
NET ASSETS	35,223,145.16	32,408,313.49

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 March 2021**

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities

Receipts for Operations	21,456,456
Payments for Operations	(17,073,771)
Receipts from Government	362,000

Net cash provided by operating activities **4,744,685**

Cashflow from Investing Activities

Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(17,754)
Payment for Property, Plant and Equipment	(3,264,986)

Net cash provided/(absorbed) by investing activities **(3,235,928)**

Cashflow from Financing Activities

Contributions from Project Participants	2,452,450
Payments for principal portion of lease liabilities	(476,840)
Repayments of Borrowings	(2,452,450)

Net cash provided by financing activities **(476,840)**

Net increase(decrease) in cash held **1,031,916**

Cash at the begining of the year	10,174,251
Cash at the end of the period	11,206,167

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
31 March 2021**

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	5,422,281
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	309,408
Less adjustment for Accrued Income	(222,918)
Less adjustment for Income in advance	(139,055)
Less adjustment for Loan Receivables	(738,114)
Less adjustment for Prepayments	(489,340)
Less adjustment for Inventories	44,970
Less adjustment for Payables	(1,532,442)
Plus adjustment for Accrued Expenses	1,404,618
Plus adjustment for GST	416,626
Plus adjustment for Payroll Liabilities	4,405
Plus adjustment for Retentions & Bonds	479,261
Less adjustment for Borrowings	(738,114)
Less adjustment for Provisions	18,766
Less adjustment for Lease Liabilities	(493,076)
Plus adjustment for Right of Use Assets	700,664
Less adjustment for Transfer to CWIP	(2,984,531)
Less adjustment for Others	(697,525)
Movement in cash balances	1,031,917

SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
28 February 2021

STATEMENT OF FINANCIAL ACTIVITY

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	Revenue from operating activities			
5,159,108	Contributions, Donations & Reimbursements	3,411,896	3,412,297	401
21,595,470	Fees & Charges	14,959,393	15,405,153	445,760
24,000	Interest Received	16,069	21,315	5,245
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	1,324,210	1,323,384	(826)
29,609,256	Total Operating Revenue	19,823,568	20,274,148	450,580
	Expenditure from operating activities			
(8,552,534)	Employee Costs	(5,903,050)	(5,741,015)	162,035
(12,820,366)	Materials & Contracts	(8,239,978)	(8,441,067)	(201,088)
(789,570)	Utilities	(543,951)	(545,400)	(1,449)
(1,876,872)	Insurance	(1,177,736)	(1,129,363)	48,373
(804,200)	Interest	(453,336)	(446,437)	6,899
(2,697,576)	Depreciation	(2,267,496)	(2,696,007)	(428,511)
0	Other Expenses	(18,492)	(1,581)	16,911
(27,541,118)	Total Operating Expenses	(18,604,040)	(19,000,870)	(396,831)
	Profit/ (Loss) on Sale of Assets		16,033	16,033
2,068,138	Operating Surplus / (Deficit)	1,219,529	1,289,311	69,782
	LESS: Non-cash items			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,267,496	2,696,007	428,511
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
0	Asset Revaluation Decrements	0	0	0
2,780,576	Total Non-cash items	2,267,496	2,679,974	412,478
(24,760,542)	Total Operating Expenses (Before Non-cash items)	(16,336,544)	(16,320,896)	15,648
4,848,714	Operating Surplus / (Deficit) (Before Non-cash Items) (A)	3,487,025	3,953,253	466,228
	Capital Expenditure			0
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(1,715,000)	(1,715,092)	(92)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
(4,365,000)	Total Capital Expenditure (B)	(3,033,000)	(2,984,191)	48,809
	Funding / Other Capital Items			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(1,627,947)	(1,627,947)	0
3,284,059	Reimbursement of Loan Repayments	1,627,947	1,627,947	0
(3,400,000)	Transfers TO Cash Reserves	(1,583,000)	(1,583,000)	0
1,743,000	Transfers FROM Cash Reserves	1,583,000	1,583,000	(0)
(1,407,000)	Total Funding / Other Capital Items (C)	250,000	250,000	(0)
(923,286)	CHANGES IN NET ASSETS (A to C)	704,025	1,219,062	515,037
2,885,956	Opening Funds Surplus(Deficit)	2,885,956	2,885,956	-
1,962,670	Closing Funds Surplus(Deficit)	3,589,981	4,105,018	515,037

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
28 February 2021
(PROVISIONAL AND SUBJECT TO AUDIT)**

Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<u>Revenue from operating activities</u>			
Contributions, Donations & Reimbursements	401	Positive	
Fees & Charges	445,760	Positive	MRF commodity prices
Interest Received	5,245	Positive	
Operating Grants	-		
Other Revenue	(826)	Negative	
<u>Expenditure from operating activities</u>			
Employee Costs	162,035	Positive	Maint. Employment costs
Materials & Contracts	(201,088)	Negative	Plant maintenance expenses
Utilities	(1,449)	Negative	
Insurance	48,373	Positive	Insurance premium savings
Interest	6,899	Positive	
Depreciation	(428,511)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases) not in the budget
Other Expenses	16,911	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<u>Investing Activities</u>			
<u>Capital Expenditure</u>			
Buildings	(157)	Negative	
Plant & Equipment	(92)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<u>Funding / Other Capital Items</u>			
Transfers TO Cash Reserves	-		
Transfers FROM Cash Reserves	(0)		

SOUTHERN METROPOLITAN REGIONAL COUNCIL FINANCIAL REPORTS FOR THE PERIOD ENDED 28 February 2021

NET CURRENT ASSETS

	As at 28/02/2021	As at 30/06/2020
CURRENT ASSETS		
Cash	9,013,710	10,174,251
Receivables	7,760,207	8,271,547
Prepayments	612,575	19,861
Accrued Income	1,322,367	55,908
Inventories	1,071,934	1,190,166
TOTAL CURRENT ASSETS	19,780,793	19,711,732
CURRENT LIABILITIES		
Payables	1,898,137	2,947,341
Accrued Expenses	1,905,273	588,570
Income Rec'd in Advance	46,352	0
GST	204,071	0
Payroll Liabilities	5,381	829
Retentions & Bonds	1,457,954	1,027,913
Borrowings	3,340,908	5,084,059
Provisions (CL)	757,023	708,687
Lease Liabilities	653,143	638,765
TOTAL CURRENT LIABILITIES	10,268,242	10,996,165
NET CURRENT ASSETS	9,512,551	8,715,568
Adjustments		
Less: Restricted Cash - Reserves	(8,885,055)	(7,302,055)
Add: Transfers from Reserves	1,583,000	0
Add: Loan contributions from members	1,627,947	0
Less: Profit/ (Loss) on Sale of Assets	16,033	0
Add: NCL reclassification to CL	298,970	0
Add: Decrease in Non-Current Provisions	(48,427)	(48,427)
Adjusted Net Current Assets	4,105,018	1,365,086

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
28 February 2021**

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities

Receipts for Operations	18,580,553
Payments for Operations	(17,541,215)
Receipts from Government	362,000

Net cash provided by operating activities **1,401,338**

Cashflow from Investing Activities

Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(17,754)
Payment for Property, Plant and Equipment	(3,013,249)

Net cash provided/(absorbed) by investing activities **(2,984,191)**

Cashflow from Financing Activities

Contributions from Project Participants	1,627,947
Payments for principal portion of lease liabilities	422,312
Repayments of Borrowings	(1,627,947)

Net cash provided by financing activities **422,312**

Net increase(decrease) in cash held **(1,160,540)**

Cash at the beginning of the year	10,174,251
Cash at the end of the period	9,013,710

**SOUTHERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORTS FOR THE PERIOD ENDED
28 February 2021**

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	3,953,253
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	511,340
Less adjustment for Accrued Income	(1,266,459)
Less adjustment for Income in advance	(46,352)
Less adjustment for Loan Receivables	(1,627,947)
Less adjustment for Prepayments	(592,714)
Less adjustment for Inventories	118,232
Less adjustment for Payables	(1,049,204)
Plus adjustment for Accrued Expenses	1,316,703
Plus adjustment for GST	204,071
Plus adjustment for Payroll Liabilities	4,552
Plus adjustment for Retentions & Bonds	430,041
Less adjustment for Borrowings	(1,627,947)
Less adjustment for Provisions	0
Less adjustment for Lease Liabilities	(438,112)
Plus adjustment for Right of Use Assets	621,391
Less adjustment for Transfer to CWIP	(2,732,794)
Less adjustment for Others	795,372
Movement in cash balances	<u>(1,160,540)</u>

Schedule of Payments made in April 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23260	01/04/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services for the period March 2021	460.35
EFT23261	01/04/2021	Acco Airconditioning	Booragoon office aircon repairs	512.00
EFT23262	01/04/2021	Advance Press	4 types of postcards FOGO/MUDs	979.00
EFT23263	01/04/2021	Arbon Equipment Pty Ltd	MRF Despatch door repairs	1,914.00
EFT23264	01/04/2021	B.Waddell Consulting Engineers Pty Ltd	Aeration building - structural inspection January 2021	660.00
EFT23265	01/04/2021	BP Australia P/L	Supply and deliver diesel fuel for March 2021	11,537.19
EFT23266	01/04/2021	Beaurepaires	MRF Loader tyre repairs FEL012	765.20
EFT23267	01/04/2021	Blackwoods Atkins	Parts, equipment & hire of industrial gas cylinders	2,210.18
EFT23268	01/04/2021	Bunnings Group Limited	Cleaning materials for MRF	1,239.22
EFT23269	01/04/2021	CEA Specialty Equipment Pty Ltd	WCF Mustang carrier rollers	787.29
EFT23270	01/04/2021	CJD Equipment Pty Ltd	Plant maintenance	4,540.93
EFT23271	01/04/2021	CTI Logistics Interstate	T2020-03 Transport of Recyclables to Adelaide	7,420.32
EFT23272	01/04/2021	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	1,645.60
EFT23273	01/04/2021	Cleveland Compressed Air Services	Plant maintenance	4,936.77
EFT23274	01/04/2021	Con - Mech Pty Ltd	MRF Parts	1,129.26
EFT23275	01/04/2021	Control Systems Technology Pty Ltd	MRF C3 Loadcell install and calibration	3,945.15
EFT23276	01/04/2021	DLA Piper Australia	Professional services for Commercial contracts advice	3,693.25
EFT23277	01/04/2021	Department of Fire & Emergency Services	RRRC False fire alarms attendance	1,840.00
EFT23278	01/04/2021	Ecocycle Pty Ltd	Collection and disposal of batteries (lead and lithium).	389.61
EFT23279	01/04/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - 9 Aldous Pl Booragoon	42.00
EFT23280	01/04/2021	Environmental & Air Quality Consulting Pty Ltd	RRRC Odour Compliance and reporting - March 2021	7,849.60
EFT23281	01/04/2021	Fox Refrigeration and Air-Conditioning	RRRC Repair to air-conditioners across the site	2,362.80
EFT23282	01/04/2021	Fuji Xerox	Photocopier Mtce Fee - Feb 2021	578.35
EFT23283	01/04/2021	Golden West Lubricants	2 x AZOLLA ZS68 208L (Hydraulic 68) oil	1,172.60
EFT23284	01/04/2021	Hoisting Equipment Specialist (HESWA)	Safety equipment inspections	303.60
EFT23285	01/04/2021	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape Maintenance/Services - Feb 2021	3,730.38
EFT23286	01/04/2021	Hose Mania	Parts as required	2,401.30
EFT23287	01/04/2021	Hydraulink Australia Pty Ltd	Plant maintenance	1,227.74
EFT23288	01/04/2021	Hydrodynamic Pumps Pty Ltd	Refurbish Pump/ motor for Gas scrubbers	1,584.00
EFT23289		Refer March 2021 Payments Schedule		0.00
EFT23290	01/04/2021	Applied Industrial Technologies Pty Ltd	Parts for News, Polish and OCC screens	33,375.49
EFT23291	01/04/2021	Australian Bale Press Company	MRF Parts	84,673.82
EFT23292	01/04/2021	Purearth	T2019-01 Beneficial Reuse of FOGO - February 2021	91,291.20
EFT23293	01/04/2021	Selectro Services P/L	Plant maintenance - parts and services	78,989.68
EFT23294	01/04/2021	All Rubber TMH Pty Ltd	Plant maintenance - parts and services	31,488.98
EFT23295	01/04/2021	Effect Engineering Projects Pty Ltd	Supply parts	13,132.90
EFT23296	01/04/2021	Material Recovery Solutions Pty Ltd	Ex-factory Taiwan - 40% - MRF Baler	173,098.20
EFT23297	01/04/2021	Perth Bin Hire	Residual Transport - February 2021	91,779.60
EFT23298	01/04/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal - T2019-05 - February 2021	169,825.58
EFT23299	01/04/2021	IT Vision Australia Pty Ltd	Synergysoft Monthly Subscription Fee - Mar 2021	2,338.60
EFT23300	01/04/2021	Industrial Power Tool Services	Parts & equipment	1,351.90
EFT23301	01/04/2021	Industrial Protective Products (WA)	RRRC PPE	4,456.88
EFT23302	01/04/2021	Instant Weighing	Test and recalibrate Loaders	1,094.50
EFT23303	01/04/2021	Lighthouse Locksmiths	Replace cam locks at the RRRC	457.60
EFT23304	01/04/2021	MM Electrical Merchandising	Electrical parts and equipment	2,140.71
EFT23305	01/04/2021	Motiontech Hydraulic Services	WCF mustang hydraulic hose repairs	533.48
EFT23306	01/04/2021	Myelec Electrical Wholesalers	Electrical parts and equipment	4,942.45
EFT23307	01/04/2021	Network-IT(WA) PTY LTD	IT services, parts & equipment	6,495.72
EFT23308	01/04/2021	OTR Tyres	Mobile plant tyre repairs and disposal	2,865.61
EFT23309	01/04/2021	Onsite Rental Group Operations Pty Ltd	Equipment hire	2,906.20
EFT23310	01/04/2021	PEP Transport	Courier Services for RRRC	296.78
EFT23311	01/04/2021	Perth Contract Hydraulics	Plant maintenance	3,198.84
EFT23312	01/04/2021	Perth Office Equipment	A3 Pouch Laminator ALC ECO330 to replace damaged unit	394.90
EFT23313	01/04/2021	Perth Recruitment Services Pty Ltd	Labour hire	6,276.29
EFT23314	01/04/2021	Powerdrive (WA) PTY LTD	GEARBOX/MOTOR ASSEMBLY BONFIGLIOLI W63 UH25 RATIO	608.30
EFT23315	01/04/2021	Premier Workplace Solutions	Supply and install new removable bollard - Weighbridge	295.90
EFT23316	01/04/2021	Pritchard Francis	Consultancy services for WCF Decommissioning - Feb 21	5,363.88
EFT23317	01/04/2021	SAGE Automation Pty Ltd	Plant maintenance	3,174.60
EFT23318	01/04/2021	Simplified Mechanical and Transport	News screen works and glass trommel repairs	26,477.00
EFT23319	01/04/2021	Snap Printing Canning Vale	30 x A5 Load out/Weighbridge docket books.	660.59
EFT23320	01/04/2021	Sonic Health Plus	Medical services	1,236.40
EFT23321	01/04/2021	Southern Cross Cleaning Services	Regular Office Cleaning Booragoon - 2 days per week	1,749.86
EFT23322	01/04/2021	Statewide Bearings	Parts	1,053.69
EFT23323	01/04/2021	Synergy - Electricity Retail Corporation	Electricity charges 18 Feb 2021 - 18 Mar 2021 - Booragoon	723.11
EFT23324	01/04/2021	System Maintenance	Plant maintenance	11,969.19
EFT23325	01/04/2021	Tema Services Pty Ltd	Maintenance laundry expenses - February 2021	562.43
EFT23326	01/04/2021	Total Packaging (WA) Pty Ltd	Bin liner on rolls 1600mm x 710mm for Waste Audits	1,597.20
EFT23327	01/04/2021	Totally Workwear Canning Vale	RRRC uniforms and PPE	1,952.01
EFT23328	01/04/2021	Toyota Material Handling WA Pty Ltd	Ongoing weekly Forklift rental - February 2021	976.95
EFT23329	01/04/2021	United Equipment Pty Ltd	Equipment hire	4,140.95
EFT23330	01/04/2021	WA Fasteners Pty Ltd	Parts & equipment	8,882.23
EFT23331	01/04/2021	WD Installation Services	Plant maintenance	3,509.00
EFT23332	01/04/2021	Wastech Engineering Pty Ltd	Parts	1,271.82
EFT23333	01/04/2021	Wastedrive Pty Ltd	MRF excel baler parts	422.40
EFT23334	01/04/2021	Water2Water Pty Ltd	MRF monthly rental for Hydrotap February & March 2021	280.00
EFT23335	01/04/2021	Western Australian Local Government Association	Preferred Supplier Quarterly rebate payment to Sept 2020	3,445.70
EFT23336	01/04/2021	Wilson Security	Security Patrols Service to RRRC Site - February 2021	990.09
EFT23337	01/04/2021	Winc Australia Pty Limited	Office stationery	3,118.35
EFT23338	01/04/2021	Wren Oil	Oil Waste Disposal	731.50
EFT23339 - EFT23340		Refer March 2021 Payments Schedule		0.00
EFT23341	14/04/2021	SMRC Net Payroll Clearing Creditor	Payroll f/e 11.04.2021	138,562.02
EFT23342	15/04/2021	Analytical Reference Laboratory (WA) P/L	Purearth compost testing	752.40
EFT23343	15/04/2021	Aurora environmental	Consulting services FOGO approval advice - January	242.00
EFT23344	15/04/2021	Australian Bale Press Company	MRF Metering Drum parts	1,188.00
EFT23345	15/04/2021	BP Australia P/L	Supply and Deliver Diesel Fuel for Mar 2021	1,366.72
EFT23346	15/04/2021	CTI Logistics Interstate	T2020-03 Transport of Recyclables to Adelaide	4,946.88
EFT23347	15/04/2021	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	1,871.65
EFT23348	15/04/2021	DLA Piper Australia	Legal services	2,152.15

Schedule of Payments made in April 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23349	15/04/2021	Department of Fire & Emergency Services	RRC False fire alarm attendance	920.00
EFT23350	15/04/2021	Majestic Plumbing Pty Ltd	WCF shed plumbing services	1,441.00
EFT23351	15/04/2021	Marketforce Productions	Advert for Tender T2020/01 on Saturday 13/03/2021	642.09
EFT23352	15/04/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	44,958.00
EFT23353	15/04/2021	Perth Bin Hire	Residual Transport Glass - February 2021	77,428.89
EFT23354	15/04/2021	Perth Graphics Centre	Signage installed to 4 Recycling Hubs - Kalamunda	1,100.00
EFT23355	15/04/2021	Safety Signs Service	RRC Custom Sign- No Parking in front of fire hydrant	87.12
EFT23356	15/04/2021	System Maintenance	RRC fire main isolations	346.75
EFT23357	15/04/2021	Temptations Catering	Catering for WREN meeting	276.10
EFT23358	15/04/2021	Winc Australia Pty Limited	RRC office stationery	42.15
EFT23359	15/04/2021	Amalgamated Services Pty Ltd	Labour hire	288,158.65
EFT23360	15/04/2021	CTM Recruitment Pty Ltd	Labour hire	38,170.58
EFT23361	15/04/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	10,972.50
EFT23362	15/04/2021	Perth Recruitment Services Pty Ltd	Labour hire	19,513.54
EFT23363		Cancelled		0.00
EFT23364	15/04/2021	Solo Resource Recovery	Quarterly CDS Sharing for the period to 31/12/2020	13,101.53
EFT23365	15/04/2021	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing for the period to 31/12/2020	35,644.96
EFT23366	15/04/2021	Telstra	Mobile Phone Rental & Calls - Mar 2021	392.73
EFT23367	15/04/2021	Water Corporation*	Water Usage - Head Office	737.79
EFT23368	15/04/2021	Cr Cliff Collinson*	Members Allowance for April 2021	660.00
EFT23369	15/04/2021	Cr Doug Thompson*	Members Allowance for April 2021	2,243.92
EFT23370	15/04/2021	Cr Stephen Kepert*	Members Allowance for April 2021	660.00
EFT23371	15/04/2021	Cr Wendy Cooper*	Members Allowance for April 2021	660.00
EFT23372	16/04/2021	Cleanaway Operations Pty Ltd	Quarterly CDS Sharing for the period to 31/12/2020	568,973.43
EFT23373	21/04/2021	BAS - Australian Taxation Office (ATO)	BAS MAR 2021 - GST	254,394.00
EFT23374	28/04/2021	SMRC Net Payroll Clearing Creditor	Payroll	148,283.05
EFT23375 - EFT23380		Refer May 2021 Payments Schedule		0.00
EFT23381	06/04/2021	City of Canning	RRC Lease 12/03/2021 - 11/04/2021	59,583.34
EFT23382	07/04/2021	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT23383	15/04/2021	SG Fleet Australia Pty Limited	Vehicle lease	2,492.82
EFT23384.1	01/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,635.33
EFT23384.2	15/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	22,074.74
EFT23384.3	28/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,656.67
EFT23385	22/04/2021	Vocus Pty Ltd	Internet Service (Booragoon and Canning Vale) - Apr 21	1,097.80
EFT23386 - EFT23437		Refer May 2021 Payments Schedule		0.00
EFT23438	30/04/2021	Custom Service Leasing Ltd	Vehicle lease and fuel	222.58
EFT23439	30/04/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction April 2021	9,380.99
TOAL PAYMENTS				2,765,446.97

Schedule of Payments made in April 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23439	30/04/2021	PURCHASE CARD PAYMENT DETAILS		
DD12016.1	30/04/2021	Adobe Systems	Monthly software subscription costs	423.39
DD12016.2	30/04/2021	Office Works	Audit supplies and equipment	455.88
DD12016.3	30/04/2021	Super Cheap Auto	Backseat organiser for RRRRC Toyota Ute	27.99
DD12016.4	30/04/2021	Outpost Central Pty Ltd	drawing for autocad	14.19
DD12016.5	30/04/2021	Napoli Mercato Harrisdale	Office amenities	8.67
DD12016.6	30/04/2021	Woolworths	Office amenities	46.35
DD12016.7	30/04/2021	UBER	Nil charge	0.00
DD12016.8	30/04/2021	St John Ambulance Australia	First aid course	160.00
DD12016.9	30/04/2021	IGA	Office amenities	10.80
DD12016.10	30/04/2021	Department of Transport	Vehicle Licence Renewal - Front end loader	79.35
DD12016.11	30/04/2021	SW Hart & Co	MRF Optic sorter part	206.25
DD12016.12	30/04/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD12016.13	30/04/2021	Haymarket Media Group Ltd	Festival circular economy online Conference	263.76
DD12016.14	30/04/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	483.23
DD12016.15	30/04/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD12016.16	30/04/2021	Kaplan Distributors	Keys to suit Tork Tripleline hand towel dispensers.	52.53
DD12016.17	30/04/2021	NetRegistry	Bi-Annual Recycleright.net.au domain name renewal	46.95
DD12016.18	30/04/2021	Mail Chimp	Mailchimp subscription monthly charge	41.22
DD12016.19	30/04/2021	The Cheesecake Shop	Birthday Cake for Team Leader	47.42
DD12016.20	30/04/2021	Wilson Parking	Parking for meeting	13.16
DD12016.21	30/04/2021	Morley Canvas	Tarps for bins at MRF	649.00
DD12016.22	30/04/2021	Mills Wilson	Table of 10 for Waste Sorted Awards dinner - 5 May 2021	1,850.00
DD12016.23	30/04/2021	Amazon.com	Monthly additional hosting cost	41.65
DD12016.24	30/04/2021	Battery World	New battery for diesel mustang	318.30
DD12016.25	30/04/2021	Google Australia P/L	Google cloud monthly costs	9.35
DD12016.26	30/04/2021	VentralIP Australia	Additional monthly hosting costs	2.95
DD12016.27	30/04/2021	Total Tools	Cordless Hand Grinder for MRF	319.00
DD12016.28	30/04/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	171.00
DD12016.29	30/04/2021	FedEx Express	Customs charges for International Light Tech part	230.79
DD12016.30	30/04/2021	Apple Store Garden City Perth	Replacement work phone	1,788.00
DD12016.31	30/04/2021	International Light Technologies Inc.	MRF Optic parts	1,486.72
	30/04/2021		Credit Card Purchases - April 2021	9,380.99

UNCONFIRMED

Schedule of Payments made in March 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23126	01/03/2021	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	1,121.45
EFT23127	01/03/2021	Cleanaway Solid Waste Pty Ltd	FOGO Overs & MRF Landfill - January 2021	87,948.70
EFT23128	01/03/2021	Purearth	T2019-01 Beneficial Reuse of FOGO - January 2021	95,356.80
EFT23129	01/03/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	46,326.00
EFT23130	01/03/2021	Water Corporation*	MRF, GWF & RRRC Office water usage	1,421.78
EFT23131	01/03/2021	Perth Bin Hire	Residual Transport - January 2021	227,457.20
EFT23132	01/03/2021	BAS - Australian Taxation Office (ATO)	BAS January 2021	40,730.92
EFT23133	01/03/2021	Toyota Material Handling WA Pty Ltd	New Toyota Forklift x 2	122,339.80
EFT23134	02/03/2021	Cleveland Compressed Air Services	Repairs on Boge compressor	1,832.33
EFT23135	02/03/2021	DLA Piper Australia	Commercial contracts advice up to 28 January 2021	3,459.50
EFT23136	02/03/2021	Department of Fire & Emergency Services	DFES False Fire alarm attendance	920.00
EFT23137	02/03/2021	Di Candilo Steel City	Parts	737.00
EFT23138	02/03/2021	Effect Engineering Projects Pty Ltd	Plant maintenance	25,959.40
EFT23139	02/03/2021	Flick Anticimex Pty Ltd	Supply Sanitary Disposal Service	1,224.72
EFT23140	02/03/2021	Hands-On Infection Control	Medical services	537.10
EFT23141	02/03/2021	Hoisting Equipment Specialist (HESWA)	Quarterly Safety Equipment Inspections	708.40
EFT23142	02/03/2021	Hose Mania	MRF consumables/ parts	110.57
EFT23143	02/03/2021	Industrial Power Tool Services	Parts and spares	918.50
EFT23144	02/03/2021	Industrial Protective Products (WA)	RRRC PPE	7,366.48
EFT23145	02/03/2021	Majestic Plumbing Pty Ltd	Plumbing services for biofilter 2 and WCF building	3,214.13
EFT23146	02/03/2021	Motiontech Hydraulic Services	Plant maintenance	1,278.10
EFT23147	02/03/2021	Octagon-BKG Lifts	Quarterly service of lift at the MRF	548.31
EFT23148	02/03/2021	Onsite Rental Group Operations Pty Ltd	Equipment hire	3,051.51
EFT23149	02/03/2021	Premier Workplace Solutions	Plant maintenance	993.30
EFT23150	02/03/2021	Southern Cross Cleaning Services	Regular office cleaning Booragoon - January 2021	2,615.03
EFT23151	02/03/2021	Toyota Material Handling WA Pty Ltd	Ongoing weekly Forklift rental	2,521.98
EFT23152	02/03/2021	Water2Water Pty Ltd	MRF monthly rental charge for Hydrotap	140.00
EFT23153	02/03/2021	Wilson Security	Security patrols service to RRRC Site	990.09
EFT23154	02/03/2021	Wren Oil	Oil Waste disposal	1,094.50
EFT23155	02/03/2021	All Fire and Electrical WA Pty Ltd	WCF Emergency lighting and Fire detection system check	1,256.20
EFT23156	02/03/2021	Applied Industrial Technologies Pty Ltd	Parts	2,704.51
EFT23157	02/03/2021	CTI Logistics Interstate	T2020-03 Transport of Recyclables to Adelaide	7,374.87
EFT23158	02/03/2021	Control Systems Technology Pty Ltd	Full service, alignment and calibrations.	795.85
EFT23159	02/03/2021	Fox Refrigeration and Air-Conditioning	RRRC Quarterly maintenance of air-conditioners	2,998.00
EFT23160	02/03/2021	Horizon West Landscape & Irrigation Pty Ltd	Garden maintenance service - January 2021	3,818.38
EFT23161	02/03/2021	Hydraulink Australia Pty Ltd	Plant maintenance	802.06
EFT23162	02/03/2021	Lonsdale Merchants	Bristle for big broom at MRF.	1,306.80
EFT23163	02/03/2021	Myelec Electrical Wholesalers	Parts and equipment	3,673.33
EFT23164	02/03/2021	OTR Tyres	Disposal of old rubber conveyor belts	495.00
EFT23165	02/03/2021	Perth Contract Hydraulics	Plant maintenance	4,831.28
EFT23166	02/03/2021	Remondis Australia Pty Ltd	Release final retention held for T2019-04	15,922.19
EFT23167	02/03/2021	SAGE Automation Pty Ltd	Call out for faults with FTViewPoint v11 & Electric trolley	2,997.50
EFT23168	02/03/2021	Selectro Services P/L	Plant maintenance	9,075.22
EFT23169	02/03/2021	WA Fasteners Pty Ltd	Parts, PPE & consumables	3,278.16
EFT23170	02/03/2021	Westfab Welding and Engineering Pty Ltd	1 x Hardox plate for Excel baler floor	4,620.00
EFT23171	02/03/2021	Winc Australia Pty Limited	Stationery & office amenities	1,369.11
EFT23172	02/03/2021	Perth Recruitment Services Pty Ltd	Labour hire	39,197.32
EFT23173	02/03/2021	Advance Press	Supply banners & business cards	574.20
EFT23174	02/03/2021	All Rubber TMH Pty Ltd	Plant maintenance	68,557.44
EFT23175	02/03/2021	Australian Bale Press Company	MRF Plant maintenance	50,071.45
EFT23176	02/03/2021	Beaupaires	Plant maintenance	2,006.80
EFT23177	02/03/2021	Blackwoods Atkins	Parts, equipment & hire of industrial gas cylinders	1,287.51
EFT23178	02/03/2021	Bunnings Group Limited	Parts & equipment	1,415.58
EFT23179	02/03/2021	CJD Equipment Pty Ltd	Plant maintenance	7,321.83
EFT23180	02/03/2021	Cutting Edges Equipment Parts	Supply cutting edge DBF bolt for front end loader bucket	2,149.02
EFT23181	02/03/2021	Fuji Xerox	Photocopier Mtce Fee - January 2021	311.52
EFT23182	02/03/2021	IT Vision Australia Pty Ltd	Synergysoft monthly subscription fee	2,338.60
EFT23183	02/03/2021	MM Electrical Merchandising	Parts and spares	6,989.17
EFT23184	02/03/2021	Marketforce Productions	Seek advertisement for vacant positions	643.50
EFT23185	02/03/2021	PEP Transport	Courier Services for RRRC	186.87
EFT23186	02/03/2021	Powerdrive (WA) PTY LTD	GWF TIMKEN blue brute bearings	3,011.80
EFT23187	02/03/2021	Pritchard Francis	Consultancy services for WCF Decommissioning - January	20,505.38
EFT23188	02/03/2021	Snap Printing Canning Vale	Load out docket books for MRF	1,658.33
EFT23189	02/03/2021	Totally Workwear Canning Vale	RRRC uniforms and PPE	1,354.37
EFT23190	02/03/2021	United Equipment Pty Ltd	Equipment hire	2,647.70
EFT23191	02/03/2021	Wastedrive Pty Ltd	3.00mm Balomax baling wire	8,584.25
EFT23192	03/03/2021	SMRC Net Payroll Clearing Creditor	Payroll	141,265.34
EFT23193 - EFT23196		Refer February 2021 Payments Schedule		0.00
EFT23197	09/03/2021	All Rubber TMH Pty Ltd	Parts	3,185.15
EFT23198	09/03/2021	Arbon Equipment Pty Ltd	Call out for RRRC Gate repairs	1,336.72
EFT23199	09/03/2021	Con - Mech Pty Ltd	16 panels UHMWPE 25mm x 190mm x 3m	5,544.00
EFT23200	09/03/2021	Eilbeck Cranes	GWF Shredder breakdown	104.50
EFT23201	09/03/2021	Fox Refrigeration and Air-Conditioning	Air-con Filter clean on 4 cabins at MRF	495.00
EFT23202	09/03/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	10,164.00
EFT23203	09/03/2021	Industrial Power Tool Services	Repair hitachi grinder	76.92
EFT23204	09/03/2021	Marketforce Productions	Advert for Tender T2021/S01 on Saturday 06/02/2021	589.44
EFT23205	09/03/2021	Minter Ellison Lawyers	Consultancy services - Tender T2017/06 Waste to Energy	6,208.40
EFT23206	09/03/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	45,213.00
EFT23207	09/03/2021	Synergy - Electricity Retail Corporation	Electricity usage - RRRC - 05 Jan 2021 - 02 Feb 2021	65,478.92
EFT23208	09/03/2021	Tema Services Pty Ltd	Maintenance laundry expenses - January 2021	563.86
EFT23209	09/03/2021	WD Installation Services	Installation of patches to existing Dust collector base	2,035.00
EFT23210 - EFT23213		Refer February 2021 Payments Schedule		0.00
EFT23214	10/03/2021	National Recovery Technologies(NRT)	MRF parts for Optic sorters overhaul - final 20%	39,801.91
EFT23215	17/03/2021	SMRC Net Payroll Clearing Creditor	Payroll	137,109.55

Schedule of Payments made in March 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23216	18/03/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services for March 2021	8,035.43
EFT23217	18/03/2021	Australia Post	PO Box Annual fee	205.00
EFT23218	18/03/2021	BAS - Australian Taxation Office (ATO)	BAS February 2021	55,923.00
EFT23219	18/03/2021	BP Australia P/L	Supply and deliver diesel fuel	9,972.54
EFT23220	18/03/2021	Blue Force Pty Ltd	Security services and call out to repair fault	3,336.87
EFT23221	18/03/2021	Catalyse Pty Ltd	2020 Key Stakeholder Survey - presentation	550.00
EFT23222	18/03/2021	DLA Piper Australia	Legal services to January 2021	8,531.60
EFT23223	18/03/2021	DMD Storage Group	Onsite inspection of pallet racking to comply with AS4084.	544.50
EFT23224	18/03/2021	Environmental & Air Quality Consulting Pty Ltd	Odour assessment compliance & Annual Env Report	11,193.60
EFT23225	18/03/2021	Griffin Valuation Advisory	Professional Valuation - RRRC land market value review	2,475.00
EFT23226	18/03/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	5,197.50
EFT23227	18/03/2021	Minter Ellison Lawyers	Professional fees - Valuation advice	3,190.00
EFT23228	18/03/2021	Network-IT(WA) PTY LTD	IT services, parts & equipment	11,163.81
EFT23229	18/03/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	43,188.00
EFT23230	18/03/2021	Panetta McGrath Lawyers	Legal advice in relation to 2021 Enterprise Agreement	7,990.40
EFT23231	18/03/2021	Perth Recruitment Services Pty Ltd	Labour hire	17,567.59
EFT23232	18/03/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal - T2019-05	182,719.77
EFT23233	18/03/2021	Simplified Mechanical and Transport	OCC screen overhaul	21,912.00
EFT23234	18/03/2021	St John Ambulance Australia	Battery for Defibrillator	249.99
EFT23235	18/03/2021	Super Sweep	RRRC Road sweeping for January & February 2021	8,294.00
EFT23236	18/03/2021	Synergy - Electricity Retail Corporation	RRRC Electricity charges February 2021	59,661.39
EFT23237	18/03/2021	The Odour Unit (WA) Pty Ltd	WCF Odour systems evaluation for licence amendment	907.50
EFT23238	18/03/2021	WD Installation Services	Replacement Dust Collector and ducting - MRF Baghouse	24,062.50
EFT23239	18/03/2021	Amalgamated Services Pty Ltd	Labour hire	232,303.68
EFT23240	18/03/2021	Cr Cliff Collinson*	Members Allowance for Mar 2021	660.00
EFT23241	18/03/2021	Cr Doug Thompson*	Members Allowance for Mar 2021	2,243.92
EFT23242	18/03/2021	Cr Stephen Kepert*	Members Allowance for Mar 2021	660.00
EFT23243	18/03/2021	Cr Wendy Cooper*	Members Allowance for Mar 2021	660.00
EFT23244	18/03/2021	Telstra	Telephone Landline & Mobiles	1,324.46
EFT23245	18/03/2021	Water Corporation*	WCF Water usage	4,916.40
EFT23246	18/03/2021	Safeway Building & Renovations Pty Ltd	WCF Roof Replacement - Progress Claim 7	257,266.97
EFT23247	19/03/2021	City of Canning	RRRC Lease 12/02/2021 - 11/03/2021	59,583.34
EFT23248	01/03/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction February 2021	12,414.34
EFT23249	19/03/2021	SG Fleet Australia Pty Limited	Lease Payment 78/78 Volvo Hooklift Truck 13/04/2021	2,933.26
EFT23250	19/03/2021	SuperChoice Services Pty Ltd	Superannuation contributions	20,887.46
EFT23251	22/03/2021	Hard Hat Media Pty Ltd	Filming and editing of induction video	1,408.00
EFT23252	22/03/2021	Minter Ellison Lawyers	Consultancy services - Tender T2017/06 Waste to Energy	6,406.40
EFT23253	22/03/2021	Polyurethane Processors (PUP)	Refurbish Mustang spare part	506.00
EFT23254	22/03/2021	United Equipment Pty Ltd	Call out to repair damages	1,689.41
EFT23255	22/03/2021	Greenwaste Services Pty Ltd	Downsize green waste stockpile, Hire of Excavator	33,137.50
EFT23256	30/03/2021	Custom Service Leasing Ltd	Vehicle lease and fuel	222.58
EFT23257	30/03/2021	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT23258	30/03/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,816.56
EFT23259	30/03/2021	Vocus Pty Ltd	Monthly Internet Service - March 2021	1,097.80
EFT23260 - EFT23288		Refer April 2021 Payments Schedule		0.00
EFT23289	31/03/2021	SMRC Net Pavroll Clearing Creditor	Pavroll	140,916.86
EFT23290 - EFT23338		Refer April 2021 Payments Schedule		0.00
EFT23339	31/03/2021	WA Treasury Corporation	RRRC Loans repayment	897,298.78
EFT23340	31/03/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction March 2021	9,894.44
TOAL PAYMENTS				3,629,301.91

Schedule of Payments made in March 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23248	01/03/2021	PURCHASE CARD PAYMENT DETAILS		
DD11928.1	01/03/2021	Department of Transport	Loader licensing.	79.35
DD11928.2	01/03/2021	UBER	Catering for council meeting	381.96
DD11928.3	01/03/2021	IGA	Office amenities	10.81
DD11928.4	01/03/2021	Bunnings Group Limited	Bin tagging material	106.63
DD11928.5	01/03/2021	Woolworths	Office amenities & cleaning materials	138.97
DD11928.6	01/03/2021	Office Works	Staples and pens for bin tagging	73.99
DD11928.7	01/03/2021	Modern Teaching Aids Pty Ltd	Beanbags and pawns for school incursion activities	40.76
DD11928.8	01/03/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11928.9	01/03/2021	Coles Express	Office amenities	2.50
DD11928.10	01/03/2021	SUEZ Environment	Sharps Disposal MRF	1,164.38
DD11928.11	01/03/2021	Subway Catering	ISO Auditors Lunch	21.00
DD11928.12	01/03/2021	Lighthouse Locksmiths	Spare keys cut for GWF hut	19.80
DD11928.13	01/03/2021	Hose Mania	Parts for NSC Screen overhaul	755.30
DD11928.14	01/03/2021	The Cheesecake Shop	Farewell	67.57
DD11928.15	01/03/2021	JB HI-FI GROUP PTY LTD	Evolve Headsets & charge stand - cancelled due to ETA	0.00
DD11928.16	01/03/2021	Getty Images Sales Australia PTY LTD (iStock)	iStock Image Library	11.44
DD11928.17	01/03/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11928.18	01/03/2021	Simply Headsets Pty Ltd	Jabra Headsets & charging stand for new phone system	5,272.40
DD11928.19	01/03/2021	JP Pallets	20 x hardwood pallets (2.5 tonne) for MNT workshop	1,207.09
DD11928.20	01/03/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	120.81
DD11928.21	01/03/2021	The Art of Hearing	Industrial full audio assessment for new employee	242.00
DD11928.22	01/03/2021	Napoli Mercato Harrisdale	Office amenities	5.78
DD11928.23	01/03/2021	The Lucky Charm Newsagency Southern River	Farewell card	9.99
DD11928.24	01/03/2021	KMART	Staples for bin tagging	2.00
DD11928.25	01/03/2021	Mail Chimp	Monthly subscription cost	40.56
DD11928.26	01/03/2021	Coles Supermarkets Australia	Water for weekend works due to hot weather	43.00
DD11928.27	01/03/2021	Caltex	Transaction in dispute - card cancelled	120.00
DD11928.28	01/03/2021	Myaree NewsEXTRA Newsagency	Laminating pouches (for bin tagging)	23.95
DD11928.29	01/03/2021	Soils Aint Soils P/L	Cracker dust for GWF	959.00
DD11928.30	01/03/2021	RED DOT STORES	8 tidy bins for school incursion game	80.00
DD11928.31	01/03/2021	Department of Mining, Industry Regulations and Safety	Renewal of high risk license	42.50
DD11928.32	01/03/2021	Amazon.com	Monthly app and website hosting costs	40.88
DD11928.33	01/03/2021	St John Ambulance Australia	Sharps 3L container wall mount bracket x 10	464.50
DD11928.34	01/03/2021	Skoolsport Equipment P/L T/as Buffalo Sports	Beanbags for school incursion activities	51.60
DD11928.35	01/03/2021	VentralP Australia	Monthly additional hosting subscription	2.95
DD11928.36	01/03/2021	Swan Yacht Club	Deposit for Function Room for Strategic Workshop	170.00
DD11928.37	01/03/2021	Genetech	Web development software for the intranet	39.91
DD11928.38	01/03/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	186.48
DD11928.39	01/03/2021	Sensory Central Aus Pty Ltd	Buzzers for school incursion activities	59.90
DD11928.40	01/03/2021	Total Tools	Air Engine Cleaning Guns (x2) to be used at MRF	46.60
DD11928.41	01/03/2021	Vintage Cellars Myaree	Beverages for council meetings	97.90
DD11928.42	01/03/2021	Adobe Systems	Monthly software subscription	76.99
	01/03/2021		Credit Card Purchases - February 2021	12,414.34

Schedule of Payments made in March 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23340	31/03/2021	PURCHASE CARD PAYMENT DETAILS		
DD11993.1	31/03/2021	Australia Post	Registered post	21.95
DD11993.2	31/03/2021	Woolworths	Office amenities & cleaning materials	44.55
DD11993.3	31/03/2021	Adobe Systems	Acrobat Pro DC, Premiere Pro, InDesign monthly Licence fees	722.79
DD11993.4	31/03/2021	Coles Supermarkets Australia	Cleaning materials for audit shed	16.50
DD11993.5	31/03/2021	Upwork Global Inc Dublin	Programming for SMRC website	36.49
DD11993.6	31/03/2021	Big W	Bin for ladies toilet.	7.00
DD11993.7	31/03/2021	TenderLink.com	Tender T2021-S01 Sales & T2021-03 Plant maintenance	387.20
DD11993.8	31/03/2021	Vintage Cellars Myaree	Council meeting beverages	120.00
DD11993.9	31/03/2021	City of Perth	Parking West Perth for WasteSorted judging panel	4.14
DD11993.10	31/03/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11993.11	31/03/2021	RED DOT STORES	Bins for school incursion activities	120.00
DD11993.12	31/03/2021	VentralP Australia	Monthly extra SMRC hosting cost	2.95
DD11993.13	31/03/2021	Mail Chimp	Mailchimp monthly subscription cost	40.53
DD11993.14	31/03/2021	Amazon.com	Recycle Right website and app monthly hosting costs	36.21
DD11993.15	31/03/2021	Kitchen Warehouse Pty Ltd	Thank you gifts for WREN members	197.10
DD11993.16	31/03/2021	Swan Yacht Club	Strategic Workshop - meeting room & lunch	459.04
DD11993.17	31/03/2021	Bunnings Group Limited	Sockets for workshop assv of PSC1 shafts	79.77
DD11993.18	31/03/2021	Total Tools	Sockets for PSC1 shaft rebuilds	90.75
DD11993.19	31/03/2021	Department of Mining, Industry Regulations and Safety	Forklift ticket renewal	42.50
DD11993.20	31/03/2021	Napoli Mercato Harrisdale	Office amenities	14.45
DD11993.21	31/03/2021	Myaree Lunch Bar Booragoon	Catering for FOGO lunch meeting	84.00
DD11993.22	31/03/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	171.00
DD11993.23	31/03/2021	Caltex	Hydration for NSC3 overhaul	49.20
DD11993.24	31/03/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11993.25	31/03/2021	AnyDesk Software GmbH*	Annual subscription for application to access plant servers	325.63
DD11993.26	31/03/2021	LINKEDIN SINGAPORE PTE LTD	LinkedIn/Lynda annual online learning subscription	299.88
DD11993.27	31/03/2021	Soils Aint Soils P/L	Cracker dust delivered for GWF	276.00
DD11993.28	31/03/2021	Priceless Variety	Stickers for Hazard Reward Chart (MRF).	16.00
DD11993.29	31/03/2021	The Quarter Acre Hotel	Comms Team lunch	85.00
DD11993.30	31/03/2021	WA Bolts P/L	Parts required for job to be completed at MRF	91.98
DD11993.31	31/03/2021	Zephyr Cafe & Kiosk	Strategic workshop morning tea	20.50
DD11993.32	31/03/2021	Prezi Inc	Annual subscription - online presentation software	260.26
DD11993.33	31/03/2021	Dolce & Salato	Strategic Workshop morning tea	24.00
DD11993.34	31/03/2021	Perth Scale & Slicer Service	Investigate Audit scale fault - Scale not repairable	60.50
DD11993.35	31/03/2021	AJM Home Health Care	Wheelchair for use at RRRR/tours	294.00
DD11993.36	31/03/2021	Babyroad	Cloth nappy for education demo	24.99
DD11993.37	31/03/2021	Dshop.com.au	2 x toy (waste) storage bags - for school incursions	54.57
DD11993.38	31/03/2021	Duckstein Brewery Restaurant	Site Tour Go Organics lunch	138.40
DD11993.39	31/03/2021	R&R Fencing	New fence panels to replace damaged ones in workshop yard	392.00
DD11993.40	31/03/2021	Aireng Pty Ltd	Parts	2,900.28
DD11993.41	31/03/2021	J & K Hopkins	New office chair for Maintenance	399.00
DD11993.42	31/03/2021	The Art of Hearing	Industrial audio assessment - new employee	242.00
DD11993.43	31/03/2021	Hose Mania	Fitting for pump	59.43
DD11993.44	31/03/2021	Rentokil Initial Pty Ltd	Equipment hire	163.02
DD11993.45	31/03/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	483.23
DD11993.46	31/03/2021	Office Works	Office stationery	146.83
DD11993.47	31/03/2021	IGA	Office amenities	17.08
DD11993.48	31/03/2021	St John Ambulance Australia	Eyewash station refills for MRF	154.65
DD11993.49	31/03/2021	The West Australian	Newspaper Subscription	84.00
	31/03/2021		Credit Card Purchases - March 2021	9,894.44

Schedule of Payments made in February 2021

EFT No	Date	Name	Description	Amount (\$)
EFT22989	01/02/2021	Amalgamated Services Pty Ltd	Labour hire	171,835.05
EFT22990	01/02/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	10,972.50
EFT22991	01/02/2021	Perth Recruitment Services Pty Ltd	Labour hire	81,723.39
EFT22992	01/02/2021	Access Hire Australia	Hire of Boom Lift - Articulating - Electric: 34ft-BEA	1,690.48
EFT22993	01/02/2021	Allerding & Associates	MRF Consulting services to July to November 2020	4,410.58
EFT22994	01/02/2021	Cleveland Compressed Air Services	Replace thermostat valve kit	583.22
EFT22995	01/02/2021	Corrotek Consultants Pty Ltd	WCF Aeration roof - structural steel inspections	4,493.50
EFT22996	01/02/2021	Direct Communications	Supply & programme mobile radio for the weighbridge	973.50
EFT22997	01/02/2021	Effect Engineering Projects Pty Ltd	MRF Plant improvements	41,353.95
EFT22998	01/02/2021	Industrial Protective Products (WA)	RRRC PPE	1,630.60
EFT22999	01/02/2021	Lighthouse Locksmiths	Supply and repair of various locks at the RRRC	1,539.50
EFT23000	01/02/2021	Octagon-BKG Lifts	MRF passenger lift - call out and repairs	437.80
EFT23001	01/02/2021	Office Works	Stationery for Booragoon office	382.02
EFT23002	01/02/2021	Reinol WA	Cleaner dispenser cartridge	315.74
EFT23003	01/02/2021	Super Sweep	RRRC Sweeping services for December 2020	5,581.13
EFT23004	01/02/2021	System Maintenance	Install isolation valve to sprinkler system on C2 conveyor	8,276.40
EFT23005	01/02/2021	Toyota Material Handling WA Pty Ltd	Ongoing weekly Forklift rental	2,521.98
EFT23006	01/02/2021	Truck Centre WA	Plant maintenance	549.25
EFT23007	01/02/2021	Water2Water Pty Ltd	MRF monthly rental charge for Hydrotap	140.00
EFT23008	01/02/2021	AMC Commercial Cleaning (WA) Pty Ltd	Supply disposable wipes for the RRRC	24.75
EFT23009	01/02/2021	All Fire and Electrical WA Pty Ltd	Fire and Electrical servicing and maintenance	7,015.33
EFT23010	01/02/2021	Applied Industrial Technologies Pty Ltd	Parts	3,784.20
EFT23011	01/02/2021	Arbon Equipment Pty Ltd	Repair roller door at Booragoon office	794.75
EFT23012	01/02/2021	BP Australia P/L	Supply and Deliver Diesel Fuel for December 2020	13,241.20
EFT23013	01/02/2021	DBC Waste Management Pty Ltd	Vacuum Truck & Operator to pump out various pits on site	3,231.25
EFT23014	01/02/2021	Dapper Apps Pty Ltd	Technical support for Recycle Right website and app	687.50
EFT23015	01/02/2021	Dial Before You Dig WA Ltd	Quarterly Referral Fee for October to December 2020	110.00
EFT23016	01/02/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - Booragoon office	42.00
EFT23017	01/02/2021	Fox Refrigeration and Air-Conditioning	Repairs to mixed paper cabin air con and rebuild one unit	3,294.20
EFT23018	01/02/2021	Golden West Lubricants	Oil & lubricants for Plant maintenance	3,361.56
EFT23019	01/02/2021	Hydraulink Australia Pty Ltd	MRF Excel Bailer hose repair call out	485.82
EFT23020	01/02/2021	Marsh Pty Ltd	Contract Risk Training Webinar provided by LGIS/Marsh P/L	324.50
EFT23021	01/02/2021	Mylec Electrical Wholesalers	Electrical parts & equipment	4,959.23
EFT23022	01/02/2021	Perth Contract Hydraulics	Plant maintenance	18,160.70
EFT23023	01/02/2021	SAGE Automation Pty Ltd	Supply of additional Rockwell licenses	12,943.70
EFT23024	01/02/2021	Safetv Training Professionals	Emergency Fire Warden & Fire Extinguisher Training	250.00
EFT23025	01/02/2021	Selectro Services P/L	Plant maintenance	45,255.98
EFT23026	01/02/2021	Simplified Mechanical and Transport	Plant maintenance	693.00
EFT23027	01/02/2021	WA Fasteners Pty Ltd	Parts, equipment & PPE	4,924.32
EFT23028	01/02/2021	Winc Australia Pty Limited	Stationery for RRRC & Booragoon office	516.44
EFT23029	01/02/2021	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	2,137.30
EFT23030	01/02/2021	Cleanaway Solid Waste Pty Ltd	FOGO Overs & MRF Landfill - December 2020	155,776.75
EFT23031	01/02/2021	OPS Screening & Crushing Equipment Pty Ltd	Hire & final payment for FOGO Slow speed shredder	83,403.00
EFT23032	01/02/2021	Perth Bin Hire	Residual Transport - December 2020	216,178.24
EFT23033	01/02/2021	Pritchard Francis	Consultancy services for WCF Decommissioning - December	25,820.85
EFT23034	01/02/2021	Purearth	T2019-01 Beneficial Reuse of FOGO - December 2020	106,130.75
EFT23035	01/02/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal for December 2020 - T2019-05	199,392.17
EFT23036	01/02/2021	Synergy - Electricity Retail Corporation	RRRC Electricity for December 2020	63,552.23
EFT23037	01/02/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	46,036.00
EFT23038	01/02/2021	Telstra	Telephone Landline & Mobiles - December 2020	1,221.31
EFT23039	02/02/2021	Australian Bale Press Company	C2 Tail Drum Shaft	5,534.10
EFT23040	02/02/2021	Beaurepairs	WCF Loader tyre repairs - FEL011	356.60
EFT23041	02/02/2021	Blackwoods Atkins	Parts, equipment & gas cylinder hire	855.38
EFT23042	02/02/2021	Bunnings Group Limited	Parts and equipment	982.92
EFT23043	02/02/2021	CJD Equipment Pty Ltd	Plant maintenance	28,874.56
EFT23044	02/02/2021	CTI Logistics Interstate	T2020-03 Transport of Recyclables to Adelaide	4,908.90
EFT23045	02/02/2021	Cutting Edges Equipment Parts	Parts	2,999.68
EFT23046	02/02/2021	DC Test & Tag*	Annual Test & Tag of electrical equipment at Booragoon	595.00
EFT23047	02/02/2021	Delta Roofing Pty Ltd	MRF Wall cladding removal/ reinstatement	5,901.50
EFT23048	02/02/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing at 9 Aldous Pl Booragoon	44.00
EFT23049	02/02/2021	Entag Communications Pty Ltd	Handsets for new phone system	3,839.00
EFT23050	02/02/2021	Environmental & Air Quality Consulting Pty Ltd	RRRC Odour assessment compliance - January 2021	2,041.60
EFT23051	02/02/2021	FastTrack Computer Solutions	Excel training course	649.00
EFT23052	02/02/2021	Fuji Xerox	Photocopy Mtce Fee - December 2020	378.28
EFT23053	02/02/2021	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape maintenance/services for December 2020	3,730.38
EFT23054	02/02/2021	IT Vision Australia Pty Ltd	Synergysoft Monthly Subscription Fee - Jan21	2,338.60
EFT23055	02/02/2021	Kennards Hire Pty Ltd	Equipment hire	2,095.60
EFT23056	02/02/2021	Local Government Professionals Australia WA	Grant writing workshop	900.00
EFT23057	02/02/2021	MM Electrical Merchandising	Parts	183.66
EFT23058	02/02/2021	Network-IT(WA) PTY LTD	IT services, parts & equipment	28,089.06
EFT23059	02/02/2021	SVT Engineering Consultants Pty Ltd	WCF Noise compliance modelling	9,065.10
EFT23060	02/02/2021	St John Ambulance Australia	First Aid Kit inspection and service	354.87
EFT23061	02/02/2021	Tema Services Pty Ltd	Maintenance laundry expenses - November 2020	669.41
EFT23062	02/02/2021	The West Australian	WREN ads about waste reduction and recycling tips	1,140.00
EFT23063	02/02/2021	Total Electrical & Mechanical Services Pty Ltd	Electrical parts and services - MRF call out	594.00
EFT23064	02/02/2021	Totally Workwear Canning Vale	RRRC Staff - Uniforms	1,233.72
EFT23065	02/02/2021	United Equipment Pty Ltd	Equipment hire	1,459.15
EFT23066	02/02/2021	Waste Management and Resource Recovery Association of	Annual Subscription 2021	2,345.00
EFT23067	02/02/2021	Wastedrive Pty Ltd	MRF baling wire and baler parts	14,359.25
EFT23068	02/02/2021	BAS - Australian Taxation Office (ATO)	BAS December 2020	68,425.00
EFT23069 - EFT23073		Refer January 2021 Payments Schedule		0.00
EFT23074	03/02/2021	SMRC Net Payroll Clearing Creditor	Payroll	139,367.79
EFT23075	04/02/2021	BHS Bulk Handling Systems	Freight charges for parts imported	20,383.57
EFT23076		Refer January 2021 Payments Schedule		0.00

Schedule of Payments made in February 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23077	01/02/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction January 2021	10,697.41
EFT23078	16/02/2021	Tovota Material Handling WA Pty Ltd	Repairs to damaged forklift attachment	1,733.99
EFT23079	16/02/2021	All Fire and Electrical WA Pty Ltd	L1 Scheduled service and repairs for mobile plant	5,815.57
EFT23080	16/02/2021	Applied Industrial Technologies Pty Ltd	Parts	966.42
EFT23081	16/02/2021	Beaurepairs	WCF Loader tyre repairs	1,144.60
EFT23082	16/02/2021	Blackwoods Atkins	Parts	57.12
EFT23083	16/02/2021	Effect Engineering Projects Pty Ltd	Structural repairs to Mustang Conveyor	10,637.00
EFT23084	16/02/2021	EmbroidMe Myaree	Staff uniforms	376.20
EFT23085	16/02/2021	Hydraulink Australia Pty Ltd	Plant maintenance	730.55
EFT23086	16/02/2021	L.M.H Repairers	Green waste Shredder major overhaul	97,406.53
EFT23087	16/02/2021	Motiontech Hydraulic Services	Plant maintenance	499.10
EFT23088	16/02/2021	Onsite Rental Group Operations Pty Ltd	Equipment hire	3,342.13
EFT23089	16/02/2021	Purearth	T2019-01 Beneficial Reuse of FOGO - November 2020	100,367.90
EFT23090	16/02/2021	SAGE Automation Pty Ltd	MRF call outs & Installation of FTView server V11	3,174.60
EFT23091	16/02/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	MRF Diversions - December 2020	12,696.75
EFT23092	16/02/2021	Southern Cross Cleaning Services	Regular Office Cleaning Booragoon - December 2020	1,833.06
EFT23093	16/02/2021	System Maintenance	Investigate and repair damaged fire hydrant water supply	2,386.56
EFT23094	16/02/2021	Tema Services Pty Ltd	Maintenance laundry expenses - December 2020	670.45
EFT23095	16/02/2021	United Equipment Pty Ltd	Equipment hire	1,562.00
EFT23096	16/02/2021	WA Fasteners Pty Ltd	Parts	3,920.20
EFT23097	17/02/2021	SMRC Net Payroll Clearing Creditor	Payroll	137,346.60
EFT23098	18/02/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services for January & February 2021	13,746.29
EFT23099	18/02/2021	Aurora environmental	Consulting services FOGO approval advice - December 2020	665.50
EFT23100	18/02/2021	BP Australia P/L	Supply and Deliver Diesel Fuel for January 2021	15,055.30
EFT23101	18/02/2021	Blue Force Pty Ltd	MRF Camera repairs	1,384.11
EFT23102	18/02/2021	Elite Lock Service	Supply & install lock at Booragoon office	275.00
EFT23103	18/02/2021	Environmental & Air Quality Consulting Pty Ltd	RRRC Biofilter odour assessment compliance - January 2021	4,823.50
EFT23104	18/02/2021	Golden West Lubricants	AZOLLA ZS46 208L (Hydraulic 46) oil	1,073.60
EFT23105	18/02/2021	JEM Training Pty Ltd	Time Management training workshop	2,060.00
EFT23106	18/02/2021	Lockdoc	New keys as required for Workshop	140.00
EFT23107	18/02/2021	Marketforce Productions	Adverts for Local Government Tenders - January 2021	1,497.82
EFT23108	18/02/2021	Muzzcuts Lawns and Gardens	Gardening Services every second month - Booragoon Office	143.00
EFT23109	18/02/2021	Natsync Environmental	Pest control at RRRC for October to December 2020	4,871.00
EFT23110	18/02/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	48,144.00
EFT23111	18/02/2021	Simplified Mechanical and Transport	Plant maintenance	23,021.63
EFT23112	18/02/2021	Synergv - Electricity Retail Corporation	Electricity - Booragoon office - January 2021	826.98
EFT23113	18/02/2021	Wilson Security	RRRC Security Patrols - December 2020	974.00
EFT23114	18/02/2021	Amalgamated Services Pty Ltd	Labour hire	63,239.76
EFT23115	18/02/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	1,155.00
EFT23116	18/02/2021	Perth Recruitment Services Pty Ltd	Labour hire	34,072.09
EFT23117	18/02/2021	Cr Cliff Collinson*	Members Allowance for FEB 2021	660.00
EFT23118	18/02/2021	Cr Doug Thompson*	Members Allowance for FEB 2021	2,243.92
EFT23119	18/02/2021	Cr Stephen Kepert*	Members Allowance for FEB 2021	660.00
EFT23120	18/02/2021	Cr Wendy Cooper*	Members Allowance for FEB 2021	660.00
EFT23121	18/02/2021	Telstra	Telephone Landline - Jan 2021	805.86
EFT23122	18/02/2021	Water Corporation*	Booragoon office water usage January - February 2021	746.05
EFT23123	18/02/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	48,410.00
EFT23124	18/02/2021	Water Corporation*	WCF Trade Waste Charges - Annual charge lot 78	241.84
EFT23125	23/02/2021	Safeway Building & Renovations Pty Ltd	WCF Roof Replacement - 6th Progress claim	172,168.84
EFT23126 - EFT23192		Refer March 2021 Payments Schedule		0.00
EFT23193	03/02/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,053.15
EFT23194	12/02/2021	SuperChoice Services Pty Ltd	Superannuation contributions	20,494.10
EFT23195	18/02/2021	SuperChoice Services Pty Ltd	Superannuation contributions	20,760.80
EFT23196	02/02/2021	City of Canning	RRRC Lease 12/01/2021 - 11/02/2021	59,583.34
EFT23197 - EFT23209		Refer March 2021 Payments Schedule		0.00
EFT23210	22/02/2021	Custom Service Leasing Ltd	Vehicle lease & fuel	280.66
EFT23211	05/02/2021	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT23212	15/02/2021	SG Fleet Australia Pty Limited	Vehicle Lease Payment 77/78 Volvo Hooklift Truck	2,933.26
EFT23213	22/02/2021	Vocus Pty Ltd	Monthly Internet Service - Feb 2021	1,097.80
TOAL PAYMENTS				2,687,142.59

Schedule of Payments made in February 2021

EFT No	Date	Name	Description	Amount (\$)
EFT23077	01/02/2021	PURCHASE CARD PAYMENT DETAILS		
DD11887.1	01/02/2021	Envato Market	Web development software (plugin)	40.70
DD11887.2	01/02/2021	Treblex Industrial P/L	18kg Lithplex Purple grease x3	709.50
DD11887.3	01/02/2021	Google Australia P/L	Monthly app Google api costs	0.04
DD11887.4	01/02/2021	Adobe Systems	Acrobat Pro DC - monthly Licence fees	399.89
DD11887.5	01/02/2021	EasvFlowers	Flowers for staff newborn baby	73.90
DD11887.6	01/02/2021	City of Perth	Parking for attendance at WMRR event	10.10
DD11887.7	01/02/2021	Australian Institute of Company Directors	AICD Annual Membership	687.50
DD11887.8	01/02/2021	Myaree Lunch Bar Booragoon	Catering for FOGO lunch meeting	78.00
DD11887.9	01/02/2021	Australia Post	Postage stamps	23.10
DD11887.10	01/02/2021	Coles Express	Office amenities	5.00
DD11887.11	01/02/2021	Total Tools	Tools as required	89.70
DD11887.12	01/02/2021	The Good Guys	Microwave for Maintenance Workshop	254.00
DD11887.13	01/02/2021	Department of Transport	Vehicle Licence Renewal - Loader	79.35
DD11887.14	01/02/2021	Napoli Mercato Harrisdale	Office amenities	8.67
DD11887.15	01/02/2021	Waste Management and Resource Recovery Association of	WMRR Ministers breakfast event	60.78
DD11887.16	01/02/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11887.17	01/02/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11887.18	01/02/2021	Woolworths	Office amenities & cleaning materials	173.10
DD11887.19	01/02/2021	Mail Chimp	Monthly mailchimp subscription cost	40.73
DD11887.20	01/02/2021	St John Ambulance Australia	First Aid Training & CPR Refresher	307.00
DD11887.21	01/02/2021	Lighthouse Locksmiths	Cut spare key as required	46.20
DD11887.22	01/02/2021	Mega Thing Pty Ltd	CD Labels for school incursion material	55.00
DD11887.23	01/02/2021	Apple	Refund - disputed transaction	-497.97
DD11887.24	01/02/2021	JB HI-FI GROUP PTY LTD	USB-C to HDMI Adapter for Maintenance GoPro	44.00
DD11887.25	01/02/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	483.23
DD11887.26	01/02/2021	Ledlenser Australia	head lamp - maintenance workshop	299.95
DD11887.27	01/02/2021	Totally Workwear Canning Vale	Staff Work Pants - maintenance	89.90
DD11887.28	01/02/2021	B.A.R Group P/L	nozzle set for GWF shredder misting system	736.00
DD11887.29	01/02/2021	Hose Mania	hydraulic fittings for MRF	34.23
DD11887.30	01/02/2021	Hoisting Equipment Specialist (HESWA)	lifting and rigging gear for MRF works	1,226.72
DD11887.31	01/02/2021	IGA	Office amenities & cleaning materials	21.68
DD11887.32	01/02/2021	City of Canning	Building & planning application fees	640.00
DD11887.33	01/02/2021	WA Fasteners Pty Ltd	Fixed castor wheels (x20) required for MRF bins	4,009.50
DD11887.34	01/02/2021	Amazon.com	Recycle Right App and Web hosting	39.21
DD11887.35	01/02/2021	Facebook Ads	Boosting for 'Sleigh Your Waste' Christmas webinar event	24.67
DD11887.36	01/02/2021	The West Australian	Newspaper Subscription	84.00
DD11887.37	01/02/2021	VentralP Australia	Monthly additional hosting costs	2.95
DD11887.38	01/02/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	172.84
DD11887.39	01/02/2021	Coles Supermarkets Australia	Office amenities	11.15
	01/02/2021		Credit Card Purchases - January 2021	10,697.41

UNCONFIRMED

**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



SOUTHERN METROPOLITAN
REGIONAL COUNCIL

SOUTHERN METROPOLITAN REGIONAL COUNCIL

MINUTES

SPECIAL MEETING OF COUNCIL

THURSDAY 24 JUNE 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL
9 Aldous Place
BOORAGOON

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

SPECIAL MEETING COUNCIL TABLE OF CONTENTS

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3.	DISCLOSURE OF INTERESTS	
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5.	DEPUTATIONS / PRESENTATION	
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7.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	
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10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	
11.	DECLARATION OF CLOSURE OF MEETING	

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer advised that the Chairman would be attending later in the meeting.

The Deputy Chairman agreed to chair the meeting in the interim and welcomed everyone in attendance and declared the meeting open at 4.03pm.

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

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Steve Kepert (Deputy Chairman) (Presiding Member)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Cr Wendy Cooper	City of Kwinana
Cr Doug Thompson (Chairman) Joined 4:27pm	City of Fremantle

Mr Mick McCarthy (REG Member)	City of Melville
Mr David Janssens	City of Fremantle
Mr Tim Youé	SMRC, Chief Executive Officer
Mr Brendan Doherty	SMRC, Executive Manager Strategic Projects
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services
Mr Keith Swift	SMRC, Executive Manager RRRC Operations

APOLOGIES

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

3. DISCLOSURE OF INTERESTS:

Nil

4. PUBLIC QUESTION TIME

Nil

5. DEPUTATIONS / PRESENTATIONS:

Nil

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

Nil

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

Nil

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

9. **REPORTS OF THE CEO**

REPORT NO	9.1
SUBJECT	SMRC STRATEGIC PLAN REVIEW 2021
AUTHOR	T Youé Chief Executive Officer
AUTHOR'S INTEREST	Nil
DATE OF REPORT	16 June 2021
ATTACHMENTS	Draft Corporate Business Plan 2021-2025

COUNCIL RESOLUTION

21.06-01 **MOVED: CR W COOPER** **SECONDED: CR C COLLINSON**

CEO RECOMMENDATION:

THE COUNCIL ADOPTS THE SMRC CORPORATE BUSINESS PLAN 2021 – 2025.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 3/-

VOTING REQUIREMENT

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

PURPOSE OF REPORT

To review and adopt the SMRC's Corporate Business Plan (last review 2020).

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

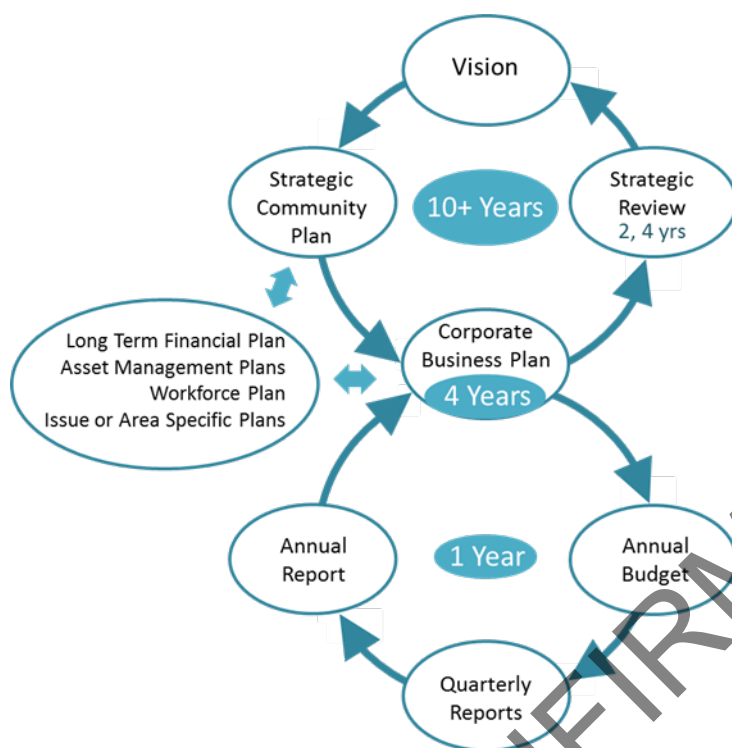
Not applicable

Executive

The Regional Council determines and sets the strategic direction of the local government in consultation with its Participant Local Governments.

Legislative

Local governments are required under section 5.56 of the Local Government Act 1995 to make forward plans. The detail as to how this is to be achieved is set out in the Local Government (Administration) Regulations 1996, which is summarised below:



Source: Department of Local Government and Communities
Integrated Planning and Reporting Framework and Guidelines, September 2016

Regulation 19C requires a local government to develop and regularly review a strategic community plan (SCP). Amongst other things, the SCP is to cover a period of at least 10 financial years, and sets out the vision, aspirations and objectives of the community in the district. SCPs are to be reviewed at least once every 4 years. The current version of the SCP which covers the period 2016-2026 was adopted by Council in June 2016.

In addition, Regulation 19DA requires local governments to prepare a corporate business plan. Local governments are to review their current corporate business plan for its district every year.

The corporate business plan is to cover at least 4 financial years and is to:

- set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

IMPLICATIONS TO CONSIDER:

Consultative:

Strategic Directions Review Workshop 18 March 2021.

The workshop was facilitated by Helen Hardcastle, Learning Horizons, and attended by Regional Councillors, Regional Executive Officers from participant local governments and SMRC Executive staff.

Financial:

All actions identified in the plan are to be included in SMRC's Long Term Financial Plan.

BACKGROUND:

Council considered the agreed actions from the Strategic Directions Workshop held on 18 March 2021 at its Ordinary meeting of Council held 27 May 2021, and resolved the following:

COUNCIL RESOLUTION

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

CEO RECOMMENDATIONS:

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

CARRIED 4/-

No responses or comments have been received.

REPORT:

The Corporate Business Plan has been updated to include the agreed strategic directions from the March 2021 Workshop.

2.3 Key Issues: Regional Resource Recovery Centre Strategy

Continue to provide regional services for Participants and other stakeholders recognising the RRRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.

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

STATUTORY REQUIREMENTS

Local Government Act 1995 and Regulations

S5.56 (1) A local government is to plan for the future of the district.

19DA . Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —
(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

REPORT NO	9.2
SUBJECT	Recycle Right Plan (2021-23)
AUTHOR	Teresa Belcher
AUTHOR'S INTEREST	Communications Manager
DATE OF REPORT	14/06/2021
ATTACHMENTS	Recycle Right Plan (2021-23)

COUNCIL RESOLUTION

21.06-02 MOVED: CR W COOPER SECONDED: CR C COLLINSON

STAKEHOLDER COMMITTEE RECOMMENDATION:

THAT THE RECYCLE RIGHT PLAN (2021-23) BE ADOPTED.

CARRIED 3/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To endorse the Recycle Right Plan 2021-23.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The Stakeholder Relations Committee reviewed and endorses the Plan at its meeting 21 June 2021 and recommends to Council that the plan be adopted in line with its Corporate Business Plan.

Legislative

Not applicable

IMPLICATIONS TO CONSIDER:

Consultative:

The Recycle Right Plan is required to be developed to engage Participant Local Governments in the development of a waste education program for their region which aligns with strategies in the SMRC Corporate Business Plan.

The Communications Manager has been working with the Regional Executive Group members, Waste Managers, Sustainability Officers and the Communications teams from Participant Local Governments to develop a strategy for implementing Recycle Right into their communities.

Workshop dates:

14 Dec 20 First Workshop with Member Councils
12 May 21 Second Workshop with Member Councils

Strategic relevance:

Key Focus Area: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders

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

Policy related:

1. Stakeholder Relations Committee Policy and Terms of Reference – To review strategic communications strategies.
2. SMRC Communications Plan – A link to implementing Recycle Right Strategies
3. SMRC Community Engagement Plan – A link to Implementing Recycle Right Strategies

Financial:

SMRC has an annual budget of approx. \$700,000 towards community communication and education. Most of these funds are spent on Recycle Right initiatives. Included in the budget amount, SMRC receives consultancy and membership income from non-participant local governments accessing the Recycle Right brand.

Legal and statutory:

Not applicable

Risk related:

Not applicable

REPORT:

The Communications Manager has been working with the Regional Executive Group members, Waste Managers, Sustainability Officers and the Communications teams from Member Councils to develop a strategy for implementing Recycle Right into their communities. There has been considerable re-working of the actions and discussion of priorities from SMRC and Member Councils' point-of-view to reach a consensus. It is important that we have this document to maintain consistency of messaging across the region.

The Communications Plan that will subsequently be developed following on as part of this Recycle Right Plan will identify specific tasks, timelines and outcomes for activities over the coming year.

PURPOSE: COLLABORATION TO MAINTAIN AND IMPROVE WASTE MANAGEMENT
ACROSS THE COMMUNITIES IN THE SOUTH METRO REGION

Outcome 1: Inform the Recycle Right Strategy with a strong evidence base
Outcome 2: Deliver consistent waste education messages
Outcome 3: Maximise effectiveness through collaboration and partnership
Outcome 4: Monitor outcomes and refine performance

The Recycle Right Plan will be presented to the Council Meeting on 24 June 2021.

UNCONFIRMED

REPORT NO	9.3
SUBJECT	INSURANCE 2021-22
AUTHOR	C Wiggins, Executive Manager Corporate Services
AUTHOR'S INTEREST	Nil
DATE OF REPORT	16 June 2021
ATTACHMENTS	Nil

COUNCIL RESOLUTION

21.06-03 MOVED: CR W COOPER SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

THAT THE RRRRC PROPERTY INSURANCE RISK POSITION BE ON LIMITED INDEMNITY AS PER OPTION 2 IN THE AGENDA REPORT DATED 16 JUNE 2021.

CARRIED 3/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To consider a position statement for the RRRRC property insurance renewal for 2021-22.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Increases in insurance is a burden on three RRRRC project participant local governments by maintaining essential services such as; waste infrastructure assets that may be called upon by other local governments in a likelihood of a contingency, as recently experienced by the Cleanaway fire.

The RRRRC plant is now underutilised, mainly due to aggressive competitor pricing, however, WALGA and State Government have expectations that the SMRC will provide contingency at affordable recycling processing services for 75,000 to 100,000 tonnes of local government recycling.

This forms part of SMRC's advocacy strategy in discussions with WALGA (LGIS) and State Government.

Executive

The Council is to be fully informed of the risks associated with its property and sets the direction for the local government to deliver its Corporate Business Plan.

Legislative

Not applicable

IMPLICATIONS TO CONSIDER:

Consultative:

Discussions with SMRC's insurance broker, LGIS. Request to reconsider re-entering the RRRC Property insurance self-insurance property scheme with rebate premiums within the pool or financial assistance.

Discussions with State Government to consider financial assistance or insurance through the State's Risk Cover. This was initially commenced with DWER however in summary they advise the following:

- The State Government insurance is paid for by each agency for their own assets.
- The Insurance Commission of Western Australia is a statutory corporation and Government Trading Enterprise owned by the Western Australian Government.
- They are the State's insurer providing injury insurance to motorists and self-insurance to Government.
- They cover over 169 WA State Government public authorities for workers' compensation, property and liability.
- We are not aware of any precedent whereby the State has insured a local government's assets, either directly through the Insurance Commission of Western Australia or indirectly through a subsidy or payment to an entity to pay for their insurance costs.
- The State Government budget process for 2021-22 is also closed off in terms of requests to the Estimates Review Committee (ERC) – this was all finalised in April 2021 in terms of all Departmental ERC submissions for new funding requests, noting that the instructions from Treasury were to include only previously approved requests or new election promises and associated funding.
- The 2021-22 WARR Account budget of \$20.75m has already been set against the various approved line items, in consultation with the Waste Authority and the Minister's Office, and today we understand that the Minister has already approved the 2021-22 Business Plan which includes the full allocation of the full budget amount.
- This does not include any funding for insurance or similar payment to SMRC.
- A decision to support SMRC with WARR Account funding would need to be made by the Minister.

Strategic relevance:

Key Focus Area Business Sustainability

Objective 2.1 Our Business is efficient, financially viable & sustainable

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2021/22	2022/23	2023/24	2024/25	
2.2.2 Develop an appropriate and efficient asset management strategy	a. Develop and deliver a transition maintenance program for assets	Operations	✓	✓			AMP
	b. Develop and deliver an asset management plan for repurposing of assets	Operations	✓				AMP

Policy related:

Council Policy 4.2 Risk Management

Council policy 4.9 Business Continuity Management.

Financial:

A 25% increase in premiums is \$381,250. This is a major cost impost on the RRRC Project fixed costs.

UNCONFIRMED

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
FA07	Ineffective/insufficient insurance	Financial implications of diminished asset/business capacity resulting in increased work costs or purchase of new assets	1- External insurance broker conducts annual insurance policy reviews, 2- Risk management culture, 3-Property/asset valuations, 4- Underwriter risk reviews, 5- RRRC Property Insurance Reserve Policy	High 10
GWF01	Loss of asset	Halt to services, increased cost of using landfill, reduced income	1- Business Continuity Plan, 2- Alternative contractors, 3- Insurance rebuild	High 10
MRF02	Loss of plant	Disruption to services, financial implications such as lack of income	1- Fire safety equipment, 2- Work practices/standards, 3- OH&S standards & requirements, 4- Monitored alarm system, 5- Insurance cover, 6- EMS, 7- Business Continuity Plan	High 10
RRRC04	Loss of Assets (RRRC Admin Building / Education Centre)	Partial or total loss of assets due to natural or man-made event	1- Fire safety equipment; 2- Work practices/standards, 3- OH&S standards and requirements; 4- RRRC Hazards Risk Controls; 5- EMS and Odour Management Systems; 6- Strict adherence to Maintenance schedules	Medium 6
WB01	Complete Loss of Weighbridge	Disruption to services , financial implications such as lack of income	1 - Smoke detectors connected to and monitored by Blue Force Security, 2 - Appropriate fire insurance cover, 3 - Appropriate fire fighting equipment, 4 - Fire proofed safe for services and equipment, 5 - Forward planning of projects	Low 4
WCF02	Loss of asset (WCF)	Halt to services, increase cost of using landfill, reduced income	1- Fire hydrants, fire hoses and fire extinguisher for staff trained in emergency responses, 2- Smoke alarm monitored remotely by security company, 3- Methane detection system, emergency response plan, 4- staff on site 24 hours, air extraction system	High 10

BACKGROUND:

The RRRC's Property Insurance expires on the 30 June 2021. It covers the SMRC up to a liability limit of \$50 million for any physical loss, destruction of or damage to property by any unexpected cause or event. The limit includes business income loss.

The Western Australian Local Government Association (WALGA) owns the Local Government Insurance Services (LGIS). The RRRC Property insurance does not form part of the LGIS pooled self-insured property scheme. We have appointed LGIS as insurance brokers to seek cover outside the scheme utilising the insurance panel available under the pool. LGIS fee for this service is \$25,000 ex GST per year.

In June 2020 the Regional Council resolved the following insurance risk position:

- A limit of indemnity of \$50 million with a \$1 million excess.

It was noted that "while a comprehensive or full cover is normal for a local government asset, in the case of the RRRC asset it is not necessary". The RRRC site has four asset buildings and equipment adequately separated to prevent an entire loss event. This was demonstrated in the 2009 MRF fire. No other property was damaged.

Since 2009 the SMRC has made no claims and improved its risk profile. The SMRC has built a good relationship with the policy insurance underwriters by involving them with regular risk/operational updates and surveys to ensure we have their confidence in good management risk practices.

Chubb Insurance Australia prepared a risk assessment report in March 2021 for the purposes of insurance renewal.

They note in the report:

The site has good management procedures in place.

Two recommendations has been issued. Specifically:

- Test each diesel pump during a combined sprinkler and hydrant flow test. Also, not enough water was flowed during the last sprinkler and hydrant flow test.
- Install sprinklers within the enclosed conveyor shafts handling combustibles.

SMRC has developed an action plan for addressing the recommendations.

REPORT:

LGIS has advised that as will all insurance classes we can expect an increase in premiums of between 20 and 25%.

Our current RRRC Property insurance premium is \$1,525,000.

25% increase is \$381,250.

SMRC 2020/21 Budget has an increase provision of 15% \$230,000.

The possible shortfall of \$150,000 will be from estimate RRRC operational surpluses earmarked for funding admin overhead costs.

A lower limit option say \$25M or \$35M would not result in a cost relief. Losing \$15M of cover for a price of \$4k per \$1M of limit is considered unacceptable and not something recommended pursuing. The reason why rates and costs don't reduce proportionately to limit is due to the likelihood of loss/claims being within this exposure, typically underwriting risk starts from the ground up – for example locally the two major fires over the last decade (SMRC 2009 & Cleanaway 2019) have both been around \$25M.”

The following table provides Options for insurance, As per the recommendation from LGIS we should continue with the \$50 M limited indemnity.

	Option 1 Full Indemnity	Option 2 Limited Indemnity
Limit of Liability: any one claim and in the aggregate	Limit \$104m Replacement 'like for like'	Limit \$50m any one loss
Consequential Loss (Business Interruption)	Limit \$22m up to 36mths (included in \$104M)	Limit \$22m up to 36mths (included in \$50M)
Deductible (Excess)	\$1million	\$1 million
Premium	Not requested	\$1.9 million
Position Separate incidences	Rebuild like for like	rebuild MRF like for like. rebuild a smaller modified FOGO facility rebuild administration and weighbridge offices like for like rebuild Mtce Shed like for like
Position Full Catastrophe	Rebuild like for like	rebuild MRF rebuild a smaller modified FOGO facility rebuild administration and weighbridge offices Seek payout and discontinue with site

OTHER INSURANCE POLICIES:

The SMRC will renew all its other general, vehicles, workers compensation and liability insurance to 30 June 2022 through LGIS with an average increase of 8%.

REPORT NO	9.4
SUBJECT	SMRC 2021-22 ANNUAL BUDGET
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	16 June 2021
ATTACHMENT/S	SMRC 2021/22 Annual Budget Report dated 18 June 2021

Cr Thompson entered the meeting at 4:27pm. Cr Thompson requested that Cr Kepernt continue to Chair for the duration of the meeting.

COUNCIL RESOLUTION

21.06-04 MOVED: CR C COLLINSON SECONDED: CR D THOMPSON

CEO RECOMMENDATION:

COUNCIL ADOPTS:

1. THE 2021/2022 ANNUAL BUDGET FOR THE SOUTHERN METROPOLITAN REGIONAL COUNCIL AS PER THE ATTACHED BUDGET REPORT DATED 18 JUNE 2021.
2. THE 2021/2022 FEES AND CHARGES AS DETAILED IN THE ANNUAL BUDGET REPORT DATED 18 JUNE 2021.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 4/-

VOTING REQUIREMENT

Absolute Majority required for Budget Adoption

PURPOSE OF REPORT

For the Regional Council to consider and adopt the 2021/22 annual budget.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The Regional Council adopts its budget and sets the strategic direction of the local government in consultation with its Participant Local Governments.

Legislative

Local Government Act 1995 Section 6.2 . Local government to prepare annual budget.

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

Part 3 of the Local Government (Financial Management) Regulations details the form and content of the annual budget.

IMPLICATIONS TO CONSIDER:

Consultative:

The Project Budget Parameters were prepared on 26 April 2021 and presented to the REG meeting on 14 May 2021 and the Ordinary Meeting of Regional Council on 27 May 2021.

No comments to adjust the budget has been received from the Participants.

Strategic relevance:

2 Business Sustainability

Key Focus Area

Objective 2.4 Our business is financially viable and sustainable

Policy related:

Pursuant to the Project Participant Agreements, the SMRC is required to prepare budgets for its Projects in April each year. The Budgets are presented to the participants for comment. Any comments received are submitted to the regional council prior to its adoption of its annual budget.

Accounting Policies 2.1

RRRC Contingency Reserve 2.7

Office Accommodation Reserve 2.9

Participants' Estimated Resident Population Policy 2.11

Travel & Conference Reserve 2.12

RRRRC Rehabilitation Reserve 2.13

Financial:

Refer Annual Budget Report.

BACKGROUND

Council resolved at its meeting 27 May 2021 to:

THE REGIONAL COUNCIL ENDORSES THE DRAFT 2021/21 BUDGET PARAMETERS AND A COPY OF THE REPORT BE PROVIDED TO MEMBERS FOR COMMENT PRIOR TO ADOPTION IN JUNE 2021. CARRIED 4/-

REPORT

BUDGET OVERVIEW 2021-2022

The 2021/22 Annual Budget has reduced due to the factors itemized in the report and mainly resulting from a reduction in tonnes from commercial customers.

The annual budget estimates are based on known tonnages, variable process costs and fixed costs. It does not consider hypothetical additional tonnes that may be received during the year.

The RRRC Project Budget is SMRC's core business and makes up the following:

- Operating Revenue \$16.5M (\$29.1M)
- Operating Expenditure \$20M (\$27M)
- Capital Expenditure \$2M (\$4.4M)
- Capital Loan Repayment \$3.4M (\$3.3M)

In March 2021, the Regional Council Participants reviewed the strategic direction agreeing to continue the operations and attracting new business and re-purpose existing assets on the RRRC site.

The annual financial impact of the withdrawal of the City of Kwinana is just under \$100K and will be re-distributed to remaining participants.

The introduction of the Container Deposit Scheme (CDS) provides the revenue opportunity to reduce RRRC participants' contributions.

The introduction of the commonwealth mixed plastics export ban will negatively impact income due to higher onshore processing costs. The MRF budget base gate fees will be adjusted through our rise and fall mechanism ensuring any additional costs are fully funded.

REPORT NO	9.5
SUBJECT	FINANCIAL REPORTS
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	24 June 2021
ATTACHMENT/S	

The CEO tabled the Financial Statements. The Presiding Member gave 5 minutes for Councillors to read the report. Mr Wiggins responded to questions raised by Cr Kepert relating to the financial statements.

COUNCIL RESOLUTION

21.06-05 MOVED: CR C COLLINSON SECONDED: CR W COOPER

CEO RECOMMENDATION:

1. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 MAY 2021 BE RECEIVED.

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To receive the financial statements for the following periods:

1. Financial Statements for the period ended 31 May 2021

STRATEGIC RELEVANCE

Key Result Area 2: Business Sustainability

Objective 2.4 Our Business is financially viable and sustainable.

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- The Council resolved at its meeting on 27 August 2020 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates. (FM Regs 34(4)(a))

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

Periods Ended	Due for presentation within 2 mths	Next Scheduled Ordinary Meeting
31 May 2021	31 July 2021	26 Aug 2021
30 June 2021	30 Aug 2021	26 Aug 2021

REPORT

1. Financial Statements for the period ended 31 May 2021

	YTD BUDGET May-21 (\$M)	YTD ACTUAL May-21 (\$M)	CHANGE
OPERATING REVENUES	\$28.0	\$29.4	\$1.4
OPERATING EXPENSES (BEFORE DEPRECIATION)	\$22.3	\$21.6	-\$0.7
OPERATING SURPLUS/ DEFICIT	\$5.7	\$7.8	\$2.1

	CURRENT BUDGET Jun-21 (\$M)	YTD ACTUAL May-21 (\$M)	ACTUAL 30/06/2020
CASH IN BANK	\$10.7	\$12.5	\$10.2
OUTSTANDING LOANS	\$8.4	\$9.3	\$11.7
NET ASSETS	\$34.7	\$37.5	\$32.4

Notes:

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

REPORT NO	9.6
SUBJECT	ANZ EFTPOS MACHINE MERCHANT SERVICES
AUTHOR	C Wiggins, Executive Manager Corporate Services
AUTHOR'S INTEREST	Nil
DATE OF REPORT	18 June 2021
ATTACHMENTS	Nil

COUNCIL RESOLUTION

21.06-06 MOVED: CR W COOPER SECONDED: CR C COLLINSON

CEO RECOMMENDATION:

THE COUNCIL APPROVES THE FOLLOWING AUTHORISED SIGNATORIES FOR THE ANZ EFTPOS MERCHANT SERVICES ACCOUNT;

- MR TIMOTHY YOUÉ, CHIEF EXECUTIVE OFFICER.
- MR CHRISTOPHER WIGGINS, EXECUTIVE MANAGER CORPORATE SERVICES
- MR TAMOLE TAFUA, CORPORATE SERVICES MANAGER

CARRIED 4/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

To approve authorised signatories for ANZ EFTPOS Merchant services.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The Council may delegate its powers to the CEO in accordance with section 5.42 of LGA.

Legislative

Not applicable

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable.

Strategic relevance:

Key Focus: Business Sustainability

Objective 2.2 Our Business is efficient, financially viable & sustainable

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2021/22	2022/23	2023/24	2024/25	
2.2.1 Identify and deliver process improvements	a. Review and implement a continuous process improvement program	Operations	✓	✓	✓	✓	

Policy related:

Nil

Financial:

Banking fee expenditure is provided for in operating budget accounts.

Legal and statutory:

Not applicable

Risk related:

Not applicable

REPORT:

The Regional Resource Recovery Centre (RRRC) has an ANZ merchant services facility for green waste customers paying by credit card and EFTPOS. This is managed at the weighbridge.

The CEO approved a replacement of the existing weighbridge point of sale software system with a Mandalay point of sale software commencing from 1 July 2021.

To interface with the new point of sale system the current EFTPOS standalone machine will be replaced with an integrated payment processing solution linked to the point of sale software.

An application has been submitted with ANZ for this new system, however, a pre-condition of our request requires a council minute appointing authorised signatures for the account.

It is proposed that the CEO, Corporate services Manager and myself are authorised signatories to ensure on going administration of the account is covered.

REPORT NO	9.7
SUBJECT	SCHEDULE OF PAYMENTS
AUTHOR	C Wiggins, Executive Manager Corporate Services
DATE OF REPORT	18 June 2021
ATTACHMENTS	

WITHDRAWN

The CEO requested that this item be withdrawn as the report was not finalised in time for the meeting. The Schedule will be presented to next ordinary meeting of council.

UNCONFIRMED

STAKEHOLDER RELATIONS COMMITTEE MEMBERS

THE FOLLOWING PERSONS BE APPOINTED ON THE COMMITTEE FOR A TERM EXPIRING NOVEMBER 2021:

1. CR WENDY COOPER
2. CR STEVE KEPERT
3. CR CLIFF COLLINSON
4. MS ISABELLE GAGNON

Members who are or will no longer be committee members are:

1. Cr Cooper (City of Kwinana withdrawing from SMRC effective 1 July 2021)
2. Ms Isabelle Gagnon (Ex Chair of the WREN – WREN disbanded in Feb 2021)

The committee currently has two elected members and may have at least three councillors as per its policy.

Cr Thompson has expressed an interest in joining the committee.

Objectives:

The Stakeholder Relations Committee role is to:

- Identify and deliver programs and strategies for community education, marketing and media campaigns and community engagement.
- The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.

Membership:

1. The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995.
2. Membership to include one external person appointed on the Waste Recycling Education Network (WREN)
3. The Committee shall have no delegated powers unless expressly given by the Council.

FINANCIAL IMPLICATIONS

There are no additional financial cost for the appointment of members on this committee.

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

- 11. DECLARATION OF CLOSURE OF MEETING**

There being no further business, the Presiding Member thanked those present for their attendance and farewelled Cr Cooper of the City of Kwinana for her last meeting and the meeting was declared closed at 5:02 pm.

UNCONFIRMED

CORPORATE BUSINESS PLAN

2021-2025

Draft Version 1 – May 2021

UNCONFIDENTIAL



SOUTHERN METROPOLITAN REGIONAL COUNCIL

Southern Metropolitan Regional Council

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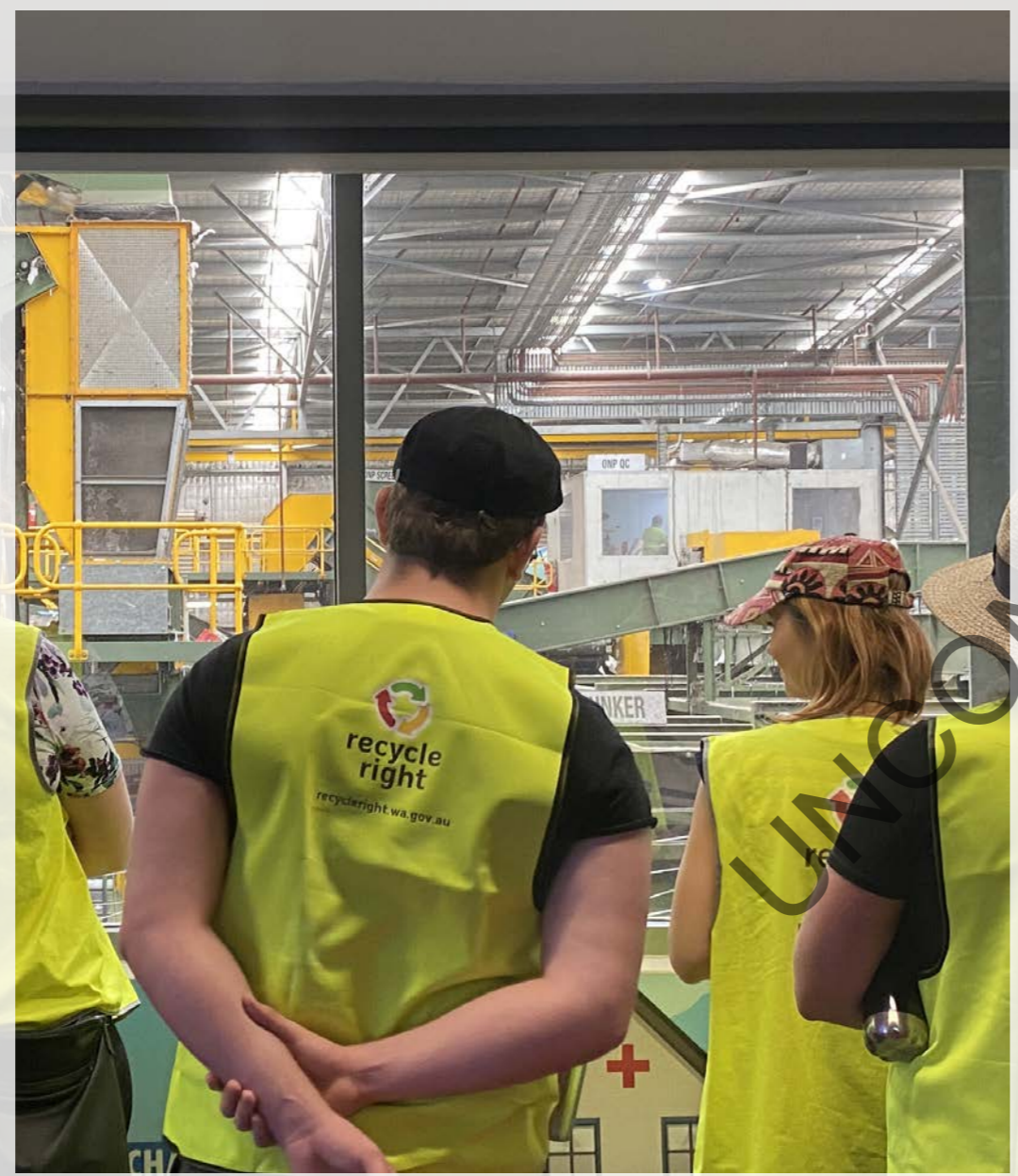


SOUTHERN METROPOLITAN REGIONAL COUNCIL

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Cover image: Entrance at the RRRRC



Recycle Right tours at the RRRRC

Message from the Chief Executive Officer



The Corporate Business Plan (the Plan) details the actions the Regional Council will undertake to achieve our stakeholders' aspirations and objectives detailed in the Strategic Community Plan (2020-30), Regional Strategic Waste Management Plan (2016), Waste Plan 2020 and the Amended Business Plan (2017).

The Waste Composting Facility (WCF) was commissioned in 2003 with a projected life span until 2023, although the ongoing RRRC participants have tenure on the site in Canning Vale until 2050.

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

In March 2021 the Regional Council Participants again reviewed the strategic direction noting that:

- a) The three-bin Food Organics and Garden Organics (FOGO) system had been successfully implemented in the three participant council jurisdictions;
- b) the existing Waste Composting Facility has been re-roofed, the decommissioning of redundant equipment including digesters and associated infrastructure is in train;

- c) a transitioning to a modified Food and Organics process is underway with excess capacity available for third party contracts;
- d) the Container Deposit Scheme (CDS) had provided additional revenues;
- e) rapidly changing market conditions for recovered recyclables due to export bans between 2021 and 2024 will bring about unknown future cost implications for all local governments in Australia; and
- f) Agreements have been signed with Avertas to dispose of genuine residual waste to an Energy from Waste Facility in Kwinana
- g) reduced membership.

Against this changing and challenging backdrop, I look forward to continuing to work with our progressive regional local government partners, community, industry and government leaders, councillors and staff to achieve a positive future for the SMRC's members and the broader community.

Tim Youé
Chief Executive Officer

Terminology used in this document

AMPAsset Management Plan	FOGO Food Organics, Green Organics	SCP Strategic Community Plan
CBP Corporate Business Plan	GWF Green Waste Facility	SOP Standard Operating Procedures
C&D Construction and Demolition Waste	LTFP Long Term Financial Plan	SMRC Southern Metropolitan Regional Council
C&I Commercial and Industrial Waste	MRF Materials Recovery Facility	SWMP Strategic Waste Management Plan
DWER Department of Water and Environmental Regulation	MSW Municipal Solid Waste	WARR Waste Avoidance and Resource Recovery
EMS Environmental Management System	OHS Occupational Health & Safety	WCF Waste Composting Facility
	RRRC Regional Resource Recovery Centre	WFP Workforce Plan

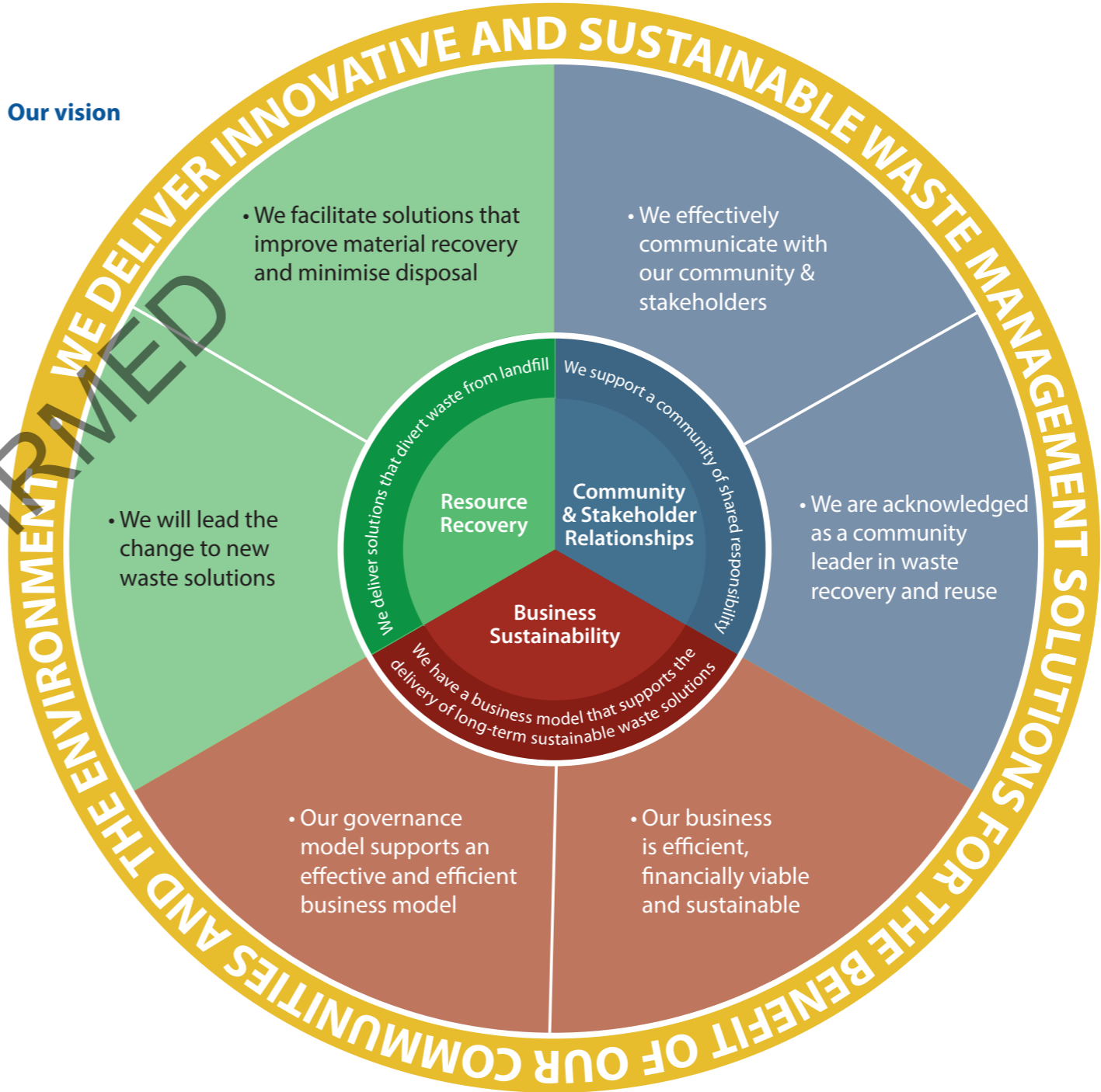
1. Corporate Business Plan

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

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



Our vision



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

The Corporate Business Plan follows these key focus areas that are outlined in the Strategic Community Plan, and details what the Council will do over the next four years to work towards the achievement of stakeholders' aspirations and objectives. For each key focus area, the strategies and key actions are identified.

The Corporate Business Plan will drive the operation of the SMRC over the short to medium-term (four-year period). It will be reviewed annually and as required, a re-prioritisation of activities will take place to ensure that the SMRC has an agreed strategic direction and that it has the resources it needs to meet these priorities.

1. Corporate Business Plan (continued)

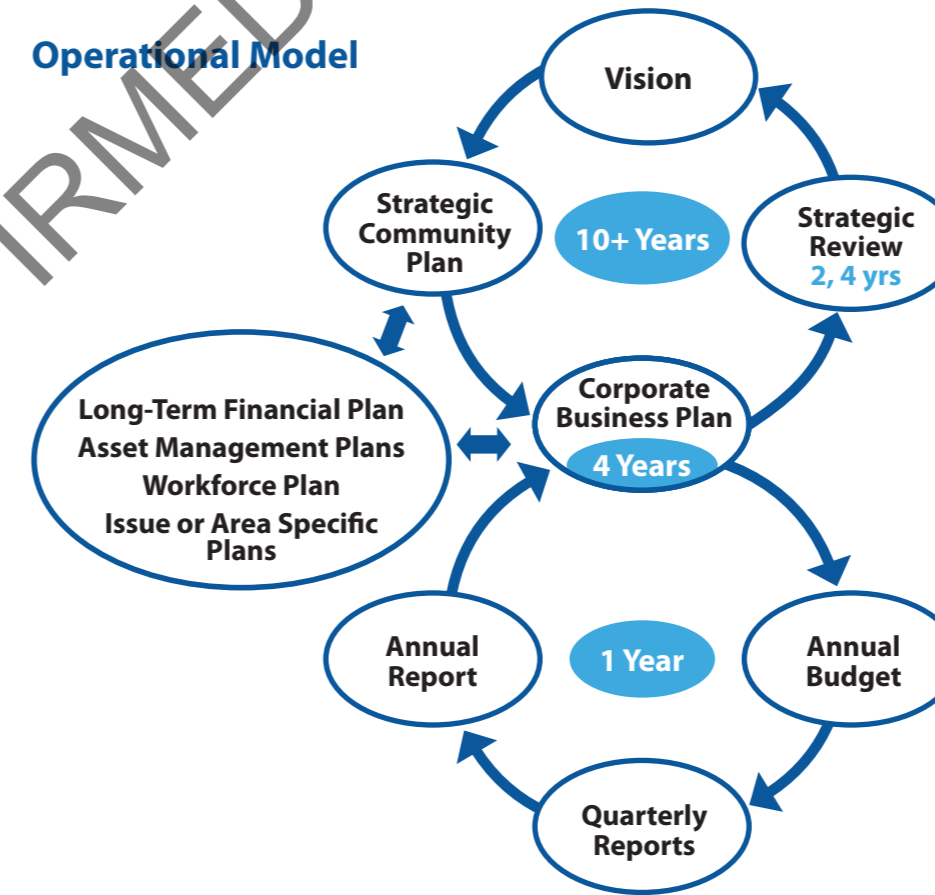
1.1 Strategic and Business Planning Framework

All local governments within Western Australia, including Regional Councils, are required to plan for the future in accordance with Section 5.56(1) of the *Local Government Act 1995* and adopt an Integrated Planning and Reporting Framework.

Component	Purpose	Informing Document
Strategic Community Plan	Articulates the long-term vision, aspirations and strategies for member councils and our communities.	SMRC Strategic Community Plan 2020-2030
Corporate Business Plan	Details the actions Council will undertake, and resources required, over a four-year period to achieve stakeholders' aspirations and the objectives of the Strategic Community Plan.	This Document
Long-Term Financial Plan	Provides a forecast of the financial position of Council for the next ten years. It indicates Council's long-term financial sustainability and allows early identification of financial issues and their longer-term impacts.	SMRC Long-Term Financial Plan 2020-2030 RRRC Amended Business Plan 2017
Asset Management Plan	Outlines how Council's assets will meet the service delivery needs of the community into the future based on a 'whole of life' and 'whole of organisation' approach.	SMRC Asset Management Plans
Workforce Plan	Outlines the workforce requirements and workforce strategies for the delivery of the current and future operations of Council.	SMRC Workforce Plan 2018-2023
Information & Communication Technology Plan	Outlines the ICT requirements and strategies for the delivery of the current and future operations of Council.	SMRC ICT Strategic Plan 2018 -2021
Issue Specific Strategies	These are specific strategies that Council has developed to respond specific issues or guide its approach to a program of work.	Strategic Waste Management Plan (SWMP) Community Engagement Strategy Communication Plan Recycle Right Plan SMRC Marketing Plan Environmental Management System (EMS) Establishment Agreement Project Participants Agreement

Component	Purpose	Informing Document
Annual Budget	The process by which Council informs the community and statutory bodies of its progress in delivering services, projects and other operations to meet the community's short-term, medium-term and long-term aspirations.	Annual Budget
Measurement & Reporting	The reporting process allows Council to inform its stakeholders and statutory bodies of its progress in delivering services, projects and other operations to meet the short-term, medium-term and long-term aspirations.	Annual Report

Operational Model



Source: Department of Local Government and Communities Integrated Planning and Reporting Framework and Guidelines, September 2016



2. Our story

2.1 How we came about

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

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

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

2.2 What we do

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

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

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

There are two core projects, being:

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

Both the projects were established through separate project participants' agreements. The City of Kwinana is not a participant in the RRRC project. In addition to the above two projects, support activities such as administration, education and research are also undertaken.

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

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

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

As an organisation, we inject over \$20 million per year into the economy, employ over 75 staff and provide work for 100 local small businesses and contractors each month.

2.3 Key Issues: Regional Resource Recovery Centre Strategy

Agreed Strategic Direction

Based on a members/participant workshop held 18 March 2021

Continue to provide regional services for Participants and other stakeholders recognising the RRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.

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

2.3.1 Continue to pursue outsourcing part/s or all of the RRRC

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

For consideration:

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

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

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

Key Focus: Business Sustainability

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

2. Our story (continued)

2.3.2 Understand and articulate our value proposition

Action: Prepare a Value Proposition Statement.

For consideration:

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

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

Value proposition includes:

- SMRC is the local government leader in achieving state material recovery targets - Members benefit from this association and should leverage this to attract other like-minded local governments and have state government recognition.
- MRF – is a valuable asset to members but also, in times of contingency an essential service facility

and as such, must be recognised and supported by state, industry and local government.

- The FOGO processing facility has the capacity to attract new customers and utilise an existing assets.
- SMRC have developed considerable intellectual property in the resource recovery industry and professional advice could be provided on a fee for service basis.
- Our communities are unlikely to accept reduced services or environmentally unsustainable outcomes and solutions.
- Through the SMRC, members control the waste streams and environmental outcomes eg recovery targets and chain of custody of materials.
- Intangibles such as quality, sustainability and chain of custody protocols need to be fully understood and represented.
- Improved site utilisation would re-distribute overhead expenditure.

Strategic Alignment: This is a new strategy:

Key Focus: Business Sustainability

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

2.3.3 Form alliances and business partnerships

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

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

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

Key Focus: Resource Recovery

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

2.3.4 Enhance and leverage our brand equity

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

For consideration:

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

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

Key Focus: Business Sustainability

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

2.3.5 Develop an Advocacy Strategy

Actions:

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

For consideration:

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

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

Key Focus: Community & Stakeholder Relationships

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

2.3.6 Deliver communication and waste education

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

For consideration:

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

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

Key Focus: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders.

3. 2016 Strategic Waste Management Plan Recommendations

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

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

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

Waste plans include a five plus year implementation plan. SMRC’s plan for future remains aligned to its 2016 Strategic Waste Management Plan (SWMP), and the DWER approved Waste Plan 2020

- 1) Further roll out of FOGO and FO to MUD’s in Melville, Fremantle and East Fremantle
- 2) Roll out of FOGO and FO to mixed use and commercial areas in Melville, Fremantle and East Fremantle
- 3) General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside performance

Ongoing
<ol style="list-style-type: none"> 1) Recycle Right and bin tagging 2) Further discussions with State Government, WALGA, Regional Councils and other local governments for partnering and use of educational resources such as the Recycle Right brand and resources (e.g. website/app and education centre) 3) Facilitate and support the ongoing work of the SMRC community advisory group 4) Development of new FOGO processing system to achieve current diversion target of 65% has been completed in the period November 2019 to June 2020 5) Further roll out to MUD’s in Melville, Fremantle and East Fremantle 6) Kerbside Waste Auditing program and overall collection and processing system performance measurement
Short term (within the next 1-2 years)
<ol style="list-style-type: none"> 1) Transition of Waste Composting Facility to FOGO processing stage 1 - 60,000 tonnes per annum capacity 2) General Waste RED bin to Waste to Energy from 2022 will add another 4% to 6% diversion points to overall kerbside performance
Medium term (within the next 3-5 years)
<p>Transition of Waste Composting Facility to FOGO processing stage 2 - 120,000 tonnes per annum capacity</p>
Long term (more than 5 years)
<p>Develop regional processing ‘hubs’ for mattresses, HHW, batteries, C&D materials, whitegoods, e-waste, tyres, cars,</p>

The community garden at the RRRRC with FOGO compost





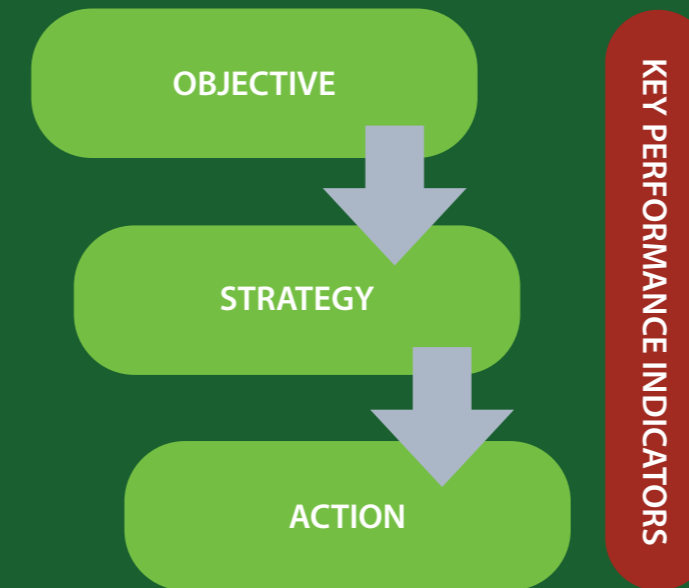
A new shredder is in use at the Waste Composting Facility

4. How to read this document

The following section outlines our three key focus areas (as outlined in the Strategic Community Plan).

For each key focus area we have identified Objectives (what we aim to achieve). Each objective is supported by one or more Strategies (what we will do to achieve the objectives). For each Strategy, we have identified the key projects or programs of work.

To measure if we have succeeded in delivering on the objectives, we have identified key performance indicators that we will measure and report on each year. In some cases the key performance indicators are measures of “doing”, and in other cases they are measures of “outcomes” such as changes in the community’s perceptions and behaviours.



Entrance and weighbridge and the RRRC

5. Key Focus Areas

Key Focus: Resource Recovery

Our Vision – We are a leader in recovery and reuse

What this means

- Minimising waste to landfill is at the core of our business.
- We deliver waste management solutions that are effective and efficient.
- We identify partnership opportunities to deliver waste management solutions.
- We work towards solutions that value add to our residual products.

Outcomes

- We will continue to be exceeding the State Government's targets of diversion from landfill.
- We will be recognised as leaders in our field.
- We will be financially sustainable and our facilities will operate close to capacity.
- We will facilitate an expanded range of services in waste management.
- We will facilitate the processing of a wide range of waste types, including e-waste, containers, and Commercial & Industrial waste.
- We will continue to be a recognised knowledge base and source of expertise in resource recovery and waste management.

Key Challenges Affecting this Activity

- Our ability to communicate the environmental benefits of processing technologies.
- Our ability to manage contractual complexities.
- Our ability to comply with regulatory obligations.
- Our ability to demonstrate our costs are balanced against the environmental benefits gained.
- Our ability to manage a diverse stakeholder group.



Green waste verge collection

Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill

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

Objective 1.2 We will lead the change to new waste solutions

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2021/22	2022/23	2023/24	2024/25	
1.2.1 Investigate the viability of new technologies for waste recovery, including Energy from Waste	a. Consider EfW for the RRRC residuals and member Councils MSW	CEO	✓	✓	✓	✓	SWMP No9
1.2.2 Investigate best use scenarios for current technology and site in regards to FOGO	a. Tender for FOGO processing and/or provision of composting technology	EMSP	✓				SWMP No6
	b. Optimise the use and revenue obtained from the RRRC	SMG	✓	✓	✓	✓	SWMP No7

Resource Recovery Key Performance Indicators

Performance Indicator	How it will be measured	Actuals		Targets			
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Waste diverted from landfill	Percentage of waste diverted = (1 - total residuals/total waste processed x 100%)	62%		65%	65%	65%	
Contamination is reduced in the three waste streams collected.	Lime-Green Bin FOGO <2% contamination (Waste Audits)	2%		<2%	<2%	<2%	
	Yellow Bin Recycling <5% contamination	10%		10%	<5%	<5%	
	Red Bin Residuals	<7%		<7%	<5%	<5%	

FOGO compost being matured at Purearth



Key focus: Business Sustainability

Our Vision – We have a business model that supports the delivery of long-term sustainable waste solutions

What this means

- Delivering sustainable waste management solutions in an efficient and effective manner is essential to our business.
- Our business model must reflect the current commercial environment, and have the flexibility to continually evolve as conditions change.
- We must be able to understand and integrate the expectations of our member councils into a governance structure that is equitable and representative.

Outcomes

- By 2023, our member councils will be receiving social and economic dividends for their investment.
- We understand the acceptable level of cost our member councils are willing to pay, and have priced our services accordingly.
- Our capital investments are efficiently utilised and we are financially sustainable over the long-term.
- Our business model and governance structure are appropriate to enable the delivery of our services.

Key Challenges Affecting this Activity

- Changes in legislation.
- Potential withdrawals from the SMRC Establishment Agreement.
- Stakeholder support



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

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2021/22	2022/23	2023/24	2024/25	
2.1.1 Adapt and improve existing governance arrangements	a. Facilitate review of SMRC Establishment Agreement and Project Participant Agreements	CEO MEMBERS	✓	✓			Establishment Agreement <i>Local Government Act</i>
2.1.2 Investigate alternative business delivery models to ensure our business practices are reflective of the commercial environment	a. Review the current governance structure entity to ensure it is aligned with the business model	CEO	✓	✓	✓	✓	<i>Local Government Act</i> <i>WARR Act</i> Regional Subsidiaries Bill LTFP, AMP, WF,
2.1.3 Rebrand existing entities and operations to reflect vision & objectives	a. Create and promote a brand that reflects the vision and objectives of SMRC	CEO MEMBERS	✓	✓	✓	✓	Communications Plan
2.1.4 Understanding our business proposition	a. Prepare a value proposition statement	CEO	✓	✓	✓	✓	

Objective 2.2 Our business is efficient, financially viable and sustainable

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2021/22	2022/23	2023/24	2024/25	
2.2.1 Identify and deliver process improvements	a. Review and implement a continuous process improvement program	Operations	✓	✓	✓	✓	
2.2.2 Develop an appropriate and efficient asset management strategy	a. Develop and deliver a transition maintenance program for assets	Operations	✓	✓			AMP
	b. Develop and deliver an asset management plan for repurposing of assets	Operations	✓	✓			AMP
2.2.3 Develop a sustainable long term financial plan	a. Undertake an annual review of the Long Term Financial Plan	Corporate Services	✓	✓	✓	✓	LTFP
2.2.4 We will be a responsible employer	a. Review and update the Workforce Plan to reflect the service delivery model	Corporate Services	✓	✓	✓	✓	WFP
	b. Implement the OH&S Plan	Corporate Services	✓	✓	✓	✓	OHS Plan

Business Sustainability Key Performance Indicators

Performance Indicator	How it will be measured	Actuals		Targets			
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Key stakeholders are satisfied with our performance	Stakeholder survey	80%		>80%	>80%	>80%	
Plant availability	Percentage of member tonnes accepted at RRRC	100%		>95%	>95%	>95%	
Current Ratio	Current assets over current liabilities	1.10		=>1.10	=>1.10	=>1.10	
Number of lost time incidents (LTIFR)	Number of lost time injuries	0		0	0	0	



SMRC were winners of the 2021 WA Waste Award

Key Focus: Community & Stakeholder Relationships

Our Vision – We support a community of shared responsibility

What this means

- Our communities/stakeholders are at the core of our existence.
- Our communities possess the right level of knowledge and education so that change happens in the household, at the grassroots of our society.
- Education and environmental stewardship play a fundamental supporting role in all areas of the waste hierarchy. These are paramount in the reduction of waste to landfill, and play a significant role in supporting many of our operational elements.

Outcomes

- We will be leading a regional and metropolitan approach to education.
- Our brand is positively recognised by our communities.
- We have a positive and ongoing relationship with our communities and stakeholders.
- We are the leaders in achieving the Waste Authority's targets on diversion from landfill and resource recovery.

- Our member councils and others look to us for guidance and advice in waste education and minimisation practices.

Key Challenges Affecting this Activity

- Change in legislation.
- Change in Federal and State Government policy.
- Availability of our financial, physical and human resources to deliver meaningful education and behaviour change programs.



Bin tagging program

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

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2021/22	2022/23	2023/24	2024/25	
3.1.1 Participate in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation	a. Continue to develop existing relationships with Waste Authority and DWER	CEO	✓	✓	✓	✓	Communications Plan
	b. Advocate for extended producer responsibility and circular economy principals.	CEO	✓	✓	✓	✓	Communications Plan SWMP No36,37
	c. Advocate for legislation that supports the state's waste hierarchy	CEO	✓	✓	✓	✓	National Waste Policy State Waste Strategy SWMP No35,36

Objective 3.2 We effectively communicate with our community & stakeholders

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

Photo: Waste Education display at Kidchella event in Melville



Community & Stakeholder Relationships Key Performance Indicators

Performance Indicator	How it will be measured	Actuals		Targets			
		2019/20	2019/20	2021/22	2022/23	2023/24	2024/25
SMRC is acknowledged as a leader in waste management and resource recovery	Community survey	>80%		>80%	>80%	>80%	
Community awareness of the Recycle Right brand	Community Survey	>40%		>50%	>50%	>50%	
Number of community contacts	Number of persons receiving waste education from SMRC e.g. RRRRC tour visitors, community and school education, awareness programs run by SMRC	>5,000		>5,000	>5,000	>5,000	
RecycleRight Website	Number of hits on the Recycle Right website	>50,000		>60,000	>60,000	>60,000	



6. Resourcing Plans

6.1 Long-Term Financial Plan (LTFP)

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

SMRC's revenue sources include: Participant contributions towards operating, education and capital (borrowings); customers fee for service and cash backed reserves.

The RRRRC Amended Business Plan assumes the complete transition of the WCF to a Pre-Sort and Transfer Station for FOGO processing by 1 July 2020.

Financial resources are planned for in the annual budget, as adopted by Council, and the 10 year Long Term Financial Plan. These documents are available on the SMRC's website.

6.2 Asset Management Plans (AMP)

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

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

6.3 Workforce Plan (WFP)

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



Recycle Right Plan 2021-2023



BROUGHT TO YOU BY



SOUTHERN METROPOLITAN REGIONAL COUNCIL

Southern Metropolitan Regional Council

9 Aldous Place, Booragoon WA 6154

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UNCONFERMED

Recycle Right Plan 2021-2023

PURPOSE: COLLABORATION TO MAINTAIN AND IMPROVE WASTE MANAGEMENT ACROSS THE COMMUNITIES IN THE SOUTH METRO REGION

Outcome 1: Inform the Recycle Right Strategy with a strong evidence base

Outcome 2: Deliver consistent waste education messages

Outcome 3: Maximise effectiveness through collaboration and partnership

Outcome 4: Monitor outcomes and refine performance

#	Actions required	SMRC	Member Councils	Recycle Right 'Members'	Timeframe	Priority-SMRC		
						L	M	H
Outcome 1: Inform the Recycle Right Strategy with a strong evidence base								
Strategy 1.1 Maximise benefit from community perception surveys								
1	Undertake Biennial community perception survey (with Catalyse) and use results to inform waste education, promotion and events and review effectiveness on behaviour change.	Work with Member Councils to formulate questions that are beneficial to all. Coordinate survey with Catalyse. Circulate results to Member Councils Inform community education (tours and outreach events) as well as school-based education (tours and incursions) Report on effectiveness of Recycle Right activities on behaviour change. Use to inform future strategies.	Contribute to development of survey questions. Promote survey results. Use results to Inform community education (tours and outreach events) as well as school-based education (tours and incursions)	NA	Sep-21			
Strategy 1.2 Share learnings from individual and collective research								
2	Maintain and increase collaboration between educators and communication staff across member councils	Ensure open communication channels and regular planning meetings for key promotion activities and events	Ensure open communication channels and regular planning meetings for key promotion activities and events	Regular 3-monthly Recycle Right 'Reference Group' Meetings - feed in key promotion activities and events	Ongoing			

#	Actions required	SMRC	Member Councils	Recycle Right 'Members'	Timeframe	Priority-SMRC			
						L	M	H	
Outcome 2: Deliver consistent waste education messages									
Strategy 2.1 Ensure regionally consistent waste education messaging across Councils and all waste types									
3	"Deliver consistent waste education messages and resources via: - the Recycle Right website and app - material for social media and publications - annual waste calendar/waste guides for Councils (if required) - regular Recycle Right eNews - CALD/community resources"	"Promote Recycle Right and WasteSorted messages (& State Waste Strategy). Ongoing formulation of FOGO, RRRC & general waste messaging and production of material. "	"Promote Recycle Right and WasteSorted messages (& State Waste Strategy) in print, social media, digital media (LCD, screens), and other (eg. truck decals, buses, billboards). Distribute ongoing FOGO, RRRC and general waste messaging. Advise SMRC of events for inclusion in the Regional Event Calendar (e.g. PFJ, National Recycling Week, Science Week, Easter, etc)."	"Promote Recycle Right and WasteSorted messages (& State Waste Strategy) in print, social media, digital media (screens), and other (eg. truck decals). Distribute ongoing FOGO, RRRC and general waste messaging. Liaise on National Campaigns (e.g. PFJ, National Recycling Week, Science Week, Easter, etc)."	Ongoing				
4	Raise community awareness on how to recycle waste not destined for household bins (e.g. bulk verge, hazardous materials, E-waste, construction waste)	Develop education/promotional material to align with HHW, C&D and bulk verge	Use education material to promote collection, recycling and disposal of HHW, C&D and bulk verge waste.	If relevant, use education material to promote collection, recycling and disposal of HHW, C&D and bulk verge waste.	Ongoing				

#	Actions required	SMRC	Member Councils	Recycle Right 'Members'	Timeframe	Priority-SMRC			
						L	M	H	
Outcome 2: Deliver consistent waste education messages (continued)									
Strategy 1.2 Share learnings from individual and collective research (continued)									
5	Develop business education material to improve waste outcomes	With Waste Ed Officers to develop business education material to avoid/reduce/sort waste.	"Work with SMRC to develop material. Identify businesses suitable for rollout of produced material. "	Consider sharing material if successful.	2020-22				
6	Review Recycle Right Style Guide	"Work with Comms Officers to review the style guide so it fits better and is complimentary to Council branding. Promote use of style guide to all who use Recycle Right material"	"Work with SMRC to review the style guide so it is complimentary to Council branding. Follow style guide when promoting Recycle Right material"	Follow style guide when promoting Recycle Right material	Jul-Aug 21				
Strategy 2.2 Develop and update education material for use during tours, incursions and excursions									
7	Update and promote education material and lesson plans for schools and community events	Develop the 7-Station School Full-Day Incursion Program (with WMRC).	Support, promote and utilise school/community based education in own Council.	Utilise school/community based resources in own Region if relevant.	Jun-21				
8	Revamp the RRRC Education Centre to make it a State-of-the-Art showcase of waste and recycling	Develop material for Education Centre (11 topics). Feedback from Councils during development process.	Feedback in the development of Education Centre material.	Feedback in the development of Education Centre material.	Jul-22				
9	Maintain and further develop the Community Garden at the RRRC	Develop material for Community Garden with a focus on FOGO/Compost	Promote community garden (on tours)	Promote community garden (on tours).	Ongoing				
10	Build the Recycle Right Rangers volunteer program			NA	Jul-21				

#	Actions required	SMRC	Member Councils	Recycle Right 'Members'	Timeframe	Priority-SMRC		
						L	M	H
Outcome 2: Deliver consistent waste education messages (continued)								
Strategy 2.3 Develop online/digital/audio resources								
11	Develop online webinars (six per year)	Provide business case. Liaise with Member Councils to determine appropriate topics for webinars.	Liaise with SMRC to determine appropriate topics for webinars. Promote webinars.	Liaise with SMRC to determine appropriate topics for webinars. Promote webinars.	2021-22			
12	Develop 'Talking Rubbish' podcast and interview experts from all facets of waste industry	Provide business case. Develop ideas for podcasts.	Identify experts to interview. Promote podcasts.	Identify experts to interview. Promote podcasts.	2021-22			
Outcome 3: Maximise effectiveness through collaboration and partnership								
Strategy 3.1 Investigate new partnerships and funding opportunities								
13	Expand the Recycle Right 'Membership' program	Identify Councils, Regional Councils and Shires to approach with Recycle Right Business Plan	NA	"Liaise with SMRC regarding member benefits etc. Attend Recycle Right Reference Group Meetings"	Ongoing			
14	Identify additional funding sources (including grants)	Identify grants and write applications.	Provide letters of support.	Provide letters of support.	As required			
15	Collaborate with national schemes and activities e.g. Plastic Free July, National Recycling Week, National Science Week	Develop Regional partnerships if appropriate. Further promotion.	Develop Regional partnerships if appropriate. Further promotion.	Develop Regional partnerships if appropriate. Further promotion.	Ongoing			

#	Actions required	SMRC	Member Councils	Recycle Right 'Members'	Timeframe	Priority-SMRC		
						L	M	H
Outcome 4: Monitor outcomes and refine performance								
Strategy 4.1 Monitor improvements in accuracy of household waste behaviour								
16	Undertake bin tagging program	"Plan and execute audits and bin tagging programs targeting households and areas with high levels of contamination. Analyse data and provide report on findings to Member Councils. "	"Provide household data to inform bin tagging zones. Utilise reports to inform waste management strategies and community members (to improve residents behaviour)."	Investigate sharing 'pool' of trained bin taggers between regions.	Ongoing			
17	Assist with education related to roll-out of FOGO to Multi-Unit Developments (MUDs), shared bin residences and commercial properties (if required)	Explore issues faced in Multi-Unit Developments (MUDs), shared bin residences' and commercial properties.	Rollout FOGO to MUDs and shared bin residences.	NA	by 2025			
18	Promote FOGO processing and FOGO-derived end-products	Liaise with Member Councils to produce material to promote FOGO processing/end products - Q&As, comms plan, FOGO video and photos for use by Councils.	"Work with SMRC to develop FOGO promotional material. Utilise resources to promote FOGO processing and end-products.to residents. "	NA	by 2025			



Date: 18 June 2021
Version 1.0

SOUTHERN METROPOLITAN
REGIONAL COUNCIL

Draft
2021/22
ANNUAL BUDGET

UNCONFIRMED

For the Year ending 30 June 2022

Our Vision:
We deliver innovative and sustainable waste management solutions for the benefit of our communities and the environment

On behalf of our Participant Local Governments





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UNCONFIRMED



1 STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached budget financial report of the Southern Metropolitan Regional Council for financial year ending 30 June 2022 has been prepared in accordance with applicable the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and Regulations under that Act.

2 BUDGET OVERVIEW 2021-2022

The 2021/22 Annual Budget has reduced due to the factors itemized in the report and mainly resulting from a reduction in tonnes from commercial customers.

The annual budget estimates are based on known tonnages, variable process costs and fixed costs. It does not consider hypothetical additional tonnes that may be received during the year.

The RRRC Project Budget is SMRC's core business and makes up the following:

- Operating Revenue \$16.5M (\$29.1M)
- Operating Expenditure \$20M (\$27M)
- Capital Expenditure \$2M (\$4.4M)
- Capital Loan Repayment \$3.4M (\$3.3M)

In March 2021, the Regional Council Participants reviewed the strategic direction agreeing to continue the operations and attracting new business and re-purpose existing assets on the RRRC site.

The annual financial impact of the withdrawal of the City of Kwinana is just under \$100K and will be re-distributed to remaining participants.

The introduction of the Container Deposit Scheme (CDS) provides the revenue opportunity to reduce RRRC participants' contributions.

The introduction of the commonwealth mixed plastics export ban will negatively impact income due to higher onshore processing costs. The MRF budget base gate fees will be adjusted through our rise and fall mechanism ensuring any additional costs are fully funded.

3 THE SMRC AT A GLANCE

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

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

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

In March 2021, the Regional Council Participants again reviewed the strategic direction noting that:

- a. The three-bin Food Organics and Garden Organics (FOGO) system had been successfully implemented in the three participant council jurisdictions;
- b. the existing Waste Composting Facility has been re-roofed, the removal of decommissioned redundant equipment including digesters and associated infrastructure;
- c. a transitioning to a modified Food and Organics process is underway with excess capacity available for third party contracts;
- d. the Container Deposit Scheme (CDS) had provided additional revenues;
- e. rapidly changing market conditions for recovered recyclables due to export bans between 2021 and 2024 will bring about unknown future cost implications for all local governments in Australia, and
- f. Agreements have been signed with Avertas to dispose of genuine residual waste to an Energy from Waste Facility in Kwinana
- g. reduced membership.

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

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

Enabling legislation

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



4 REGIONAL PURPOSE

The regional purposes for which the SMRC is established are:

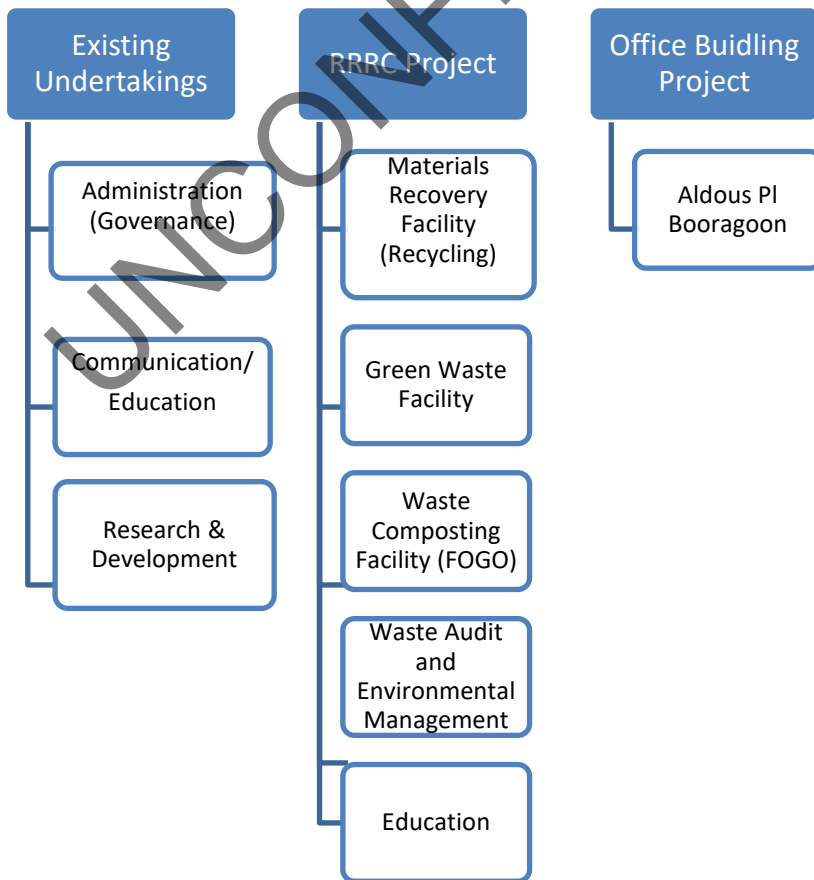
- (a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;
- (b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

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

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

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

Table 1



5 STRATEGIC PLAN

Our Vision...

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

A strategic directions workshop was held in March 2021, the following strategies and actions were the outcomes from the workshop.

The strategies remain in alignment in the Strategic Community Plan and Corporate Business Plan.

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

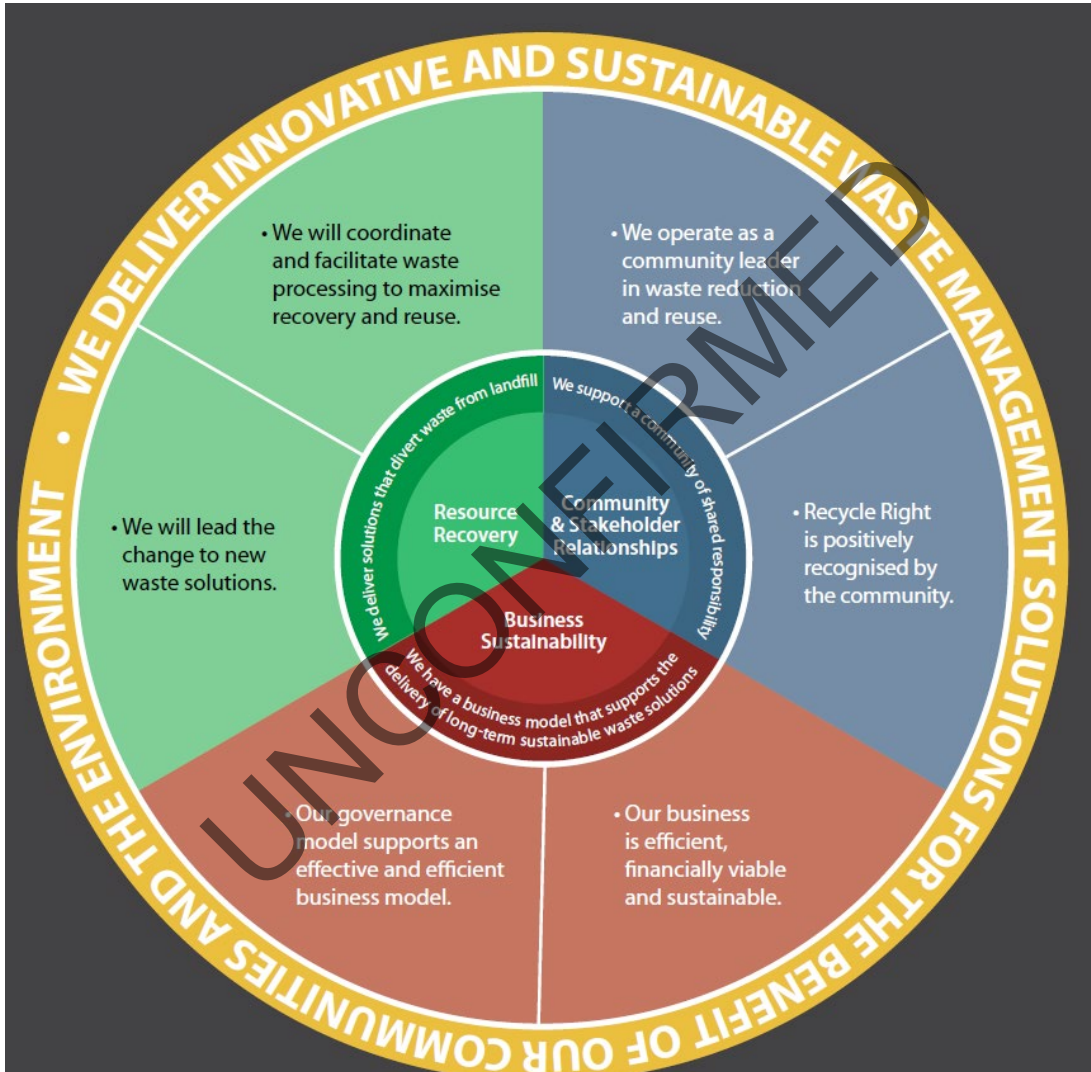
Table 2

Key Strategies	Actions
1. Review governance structure	Facilitate review of SMRC Establishment Agreement, Project Participant Agreements and meeting structures
2. Understand and articulate our value proposition	Prepare a Value Proposition Statement
3. Form alliances & partnerships	Maintain a flexible approach to opportunities for outsourcing SMRC activities and/or business partnering.
4. Enhance and leverage brand equity	Create and promote a brand that reflects the vision and objectives of SMRC
5. Develop an advocacy strategy	Develop an advocacy strategy to promote SMRC's value proposition to stakeholders including WA Government, WALGA and individual local governments in order to achieve desired outcomes. Establish a working group to ensure a collaborative approach to delivering the advocacy strategy.
6. Deliver communication and waste education	Undertake a review, in consultation with participants, on the regional community education program.

Our Vision

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

Table 3



6 STATEMENT OF FINANCIAL ACTIVITY

Table 4

SOUTHERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF FINANCIAL ACTIVITY			
FOR THE YEAR ENDED 30 JUNE 2022			
BY NATURE OR TYPE			
	2020/21	2021/22	
	Rev. Budget	Budget	Variance
	\$	\$	\$
REVENUE			
Operating Grants, Subsidies and Contributions:			
Members:	13,178,364	11,276,748	(1,901,616)
Others:	2,964,334	1,712,642	(1,251,692)
Fees and Charges	13,441,458	3,841,063	(9,600,395)
Interest Earnings	24,000	24,000	-
Other Revenues	1,100	1,100	-
	29,609,256	16,855,553	(12,753,703)
EXPENSES			
Employee Costs	8,636,534	5,568,798	(3,067,736)
Materials and Contracts	12,032,715	9,072,318	(2,960,397)
Utility Charges	789,570	449,590	(339,980)
Depreciation on Non-current Assets	2,697,576	2,697,576	-
Interest Expenses	838,110	514,114	(323,996)
Insurance Expenses	1,876,872	2,228,230	351,358
	26,871,377	20,530,626	(6,340,751)
NET OPERATING SURPLUS / (DEFICIT)	2,737,879	(3,675,073)	- 6,412,952
Add:			
Depreciation on Non-current Assets	2,697,576	2,697,576	-
Interest for Make Good Provision	83,000	80,700	(2,300)
NET OPERATING POSITION	5,518,455	(896,797)	(6,415,252)
Add / (Less):			
Add: Non-operating Grants	250,000	-	(250,000)
Less : Capital Expenditure	(4,365,000)	(2,000,000)	2,365,000
Less: Loan Repayments	(3,284,059)	(3,398,802)	(114,743)
Add :Loan Contributions from Members	3,284,059	3,398,802	114,743
Less: Lease Repayments	(669,741)	(574,203)	95,538
Add : Transfer from Reserves	1,743,000	2,000,000	257,000
Less: Transfer to Reserves	(3,400,000)	(400,000)	3,000,000
NET CAPITAL POSITION	(6,441,741)	(974,203)	5,467,538
NET OPERATING & CAPITAL POSITION	(923,286)	(1,871,000)	(947,714)
Add: OPENING FUNDS	3,414,757	4,271,000	856,243
CLOSING FUNDS	2,491,471	2,400,000	(91,471)

Table 5

EXPLANATION FOR VARIANCES		
REVENUE		
Members	RRRC Overhead contributions reduced	(1,901,616)
Others	Reduction in grants and CDS revenue	(1,251,692)
Fees and Charges	Reduction in MRF customers	(9,600,395)
Interest Earnings		-
Other		-
Total Revenue Variance (Gain)		(12,753,703)
EXPENDITURE		
Employee Costs	Reduction in MRF employment	(3,067,736)
Materials and Contracts	Reduction in MRF variable Expenses for additional tonnes	(2,960,397)
Utility Charges	Reduction in consumption usage	(339,980)
Depreciation		-
Interest Expenses		(323,996)
Insurance Expenses	premium increase	351,358
Total Expenditure Variance (Gain)		(6,340,751)
Net Operating Surplus Variance		(6,412,952)
Less: Make Good Provision	Non-Cash Interest on future value	(2,300)
Less: Non-operating Grants	Waste Authority Grant towards FOGO Shredder	(250,000)
Less Capital Expenditure	\$2 M 2021/22 program refer to Capex Table	2,365,000
Add Capital Lease Repayment	RRRC ground Lease Right of Use Asset	95,538
Add Transfer from Reserve	\$2 M 2021/22 program refer to Capex Table	257,000
Less Transfer to Reserve	Reduction in MRF surplus	3,000,000
Increase in Operating & Capital Budgets		(947,714)
Increase in Opening Funds due to surplus		856,243
Increase in Closing Funds		(91,471)

7 EXISTING UNDERTAKINGS BUDGET

Table 6

SOUTHERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF FINANCIAL ACTIVITY			
FOR THE YEAR ENDED 30 JUNE 2022			
BY ACTIVITY	2020/21	2021/22	
	Rev. Budget	Budget	Variance
	\$	\$	\$
REVENUE			
Governance	141,407	109,100	(32,307)
Administration	1,000	1,000	-
Education	209,329	165,829	(43,500)
R&D Projects	144,000	34,000	(110,000)
OPERATING REVENUE	495,736	309,929	(185,807)
EXPENSES			
Governance	206,407	209,100	2,693
Administration	1,000	1,000	-
Education	187,329	165,829	(21,500)
R&D Projects	184,612	74,000	(110,612)
MUDS Grant	21,000	51,000	30,000
OPERATING EXPENDITURE	600,348	500,929	(99,419)
Add: Depreciation			-
OPERATING EXPENDITURE	600,348	500,929	(99,419)
NET RESULT	(104,612)	(191,000)	

Administration budget of \$2M is allocated to other cost centre as administration overheads.

Net result of \$191,000 is funded from brought forward surpluses.

Net result variance is attributed to the reduction in R&D project one-off contribution in 2020-21.

7.1 Reserve Funds

Table 7. Conference Reserve– to be used to fund the requirements for staff and Councillors' travel and conference attendance.

CASH BACKED RESERVES			
Break-up	2020/21	2021/22	Remarks
	Rev. Budget	Budget	
	\$	\$	
Travel and Conference Reserve			
Opening Balance	25,000	25,000	
Transfer to Reserves			
Transfer from Reserves	-	-	
Closing Balance	25,000	25,000	

7.2 Estimated Population (All Participants)

In accordance with the Establishment Agreement the population data used for calculating Participants' contributions shall be an amount which bears the same proportion to that operating, capital or borrowing expenditure as the Population of that Participant bears to the total of the Populations of all Participants.

Table 7. The City of Kwinana withdrew from the SMRC effective 1 July 2021 and no longer contributes to the SMRC. The population figures is taken from the 2020 Estimated Local Government Population data published by the Australian Bureau of Statistics (ABS).

Below is the percentage share for 3 participants. Used for calculating contributions for Existing Undertakings eg Governance, R&D, Education and Office Project.

POPULATION	Est Pop 2019		Est Pop 2020		Change	
East Fremantle	7,837	4.21%	7,908	5.53%	71	0.9%
Fremantle	31,084	16.68%	31,517	22.04%	433	1.4%
Kw inana	45,092	24.20%	-	0.00%	(45,092)	-100.0%
Melville	102,307	54.91%	103,581	72.43%	1,274	1.2%
Total	186,320	100.00%	143,006	100.00%	(43,314)	-23.2%

Source: Australian Bureau of Statistics (ABS)

7.3 Proposed 2021/22 Annual Contributions

Table 8.

The City of Kwinana withdrew from the SMRC effective 1 July 2021 and no longer contributes to the SMRC. The financial impact from the withdrawal is \$96,333.

It is proposed that Communication & Education contribution of \$50,700 be re- distributed to the remaining participants.

The remaining \$45,618 be added to the administrative overhead cost, funded within the overhead contribution fee.

	ESTIMATED ANNUAL SMRC CONTRIBUTIONS		POPULATION 2020		
	Governance	Communication	Total	Total	change
	Office Project	Education			
	R&D				\$
Cockburn			\$ -	\$ -	\$ -
East Fremantle	\$ 7,913	\$ 20,323	\$ 28,236	\$ 25,520	\$ 2,716
Fremantle	\$ 31,538	\$ 80,993	\$ 112,531	\$ 101,220	\$ 11,311
Kw inana	\$ -	\$ -	\$ -	\$ 96,333	-\$ 96,333
Melville	\$ 103,650	\$ 266,184	\$ 369,834	\$ 333,146	\$ 36,688
Total	\$ 143,101	\$ 367,500	\$ 510,601	\$ 556,219	-\$ 45,618

8 RRRC PROJECT BUDGET

8.1 Key Budget Assumptions

1. General expense increase based on Dept of Treasury WA 2021-22 forward estimates 2.5%.
2. Salaries and wages increase of 1.5% in accordance with the RRRC Workers Enterprise Agreement. Estimated additional increase \$113,000.
3. An allowance of 0.5% increase in compulsory superannuation guarantee to 10% from 1 July 2021. Estimated total on current workforce \$20,000.
4. Increase in overhead workforce by 1.4 FTE \$125,000pa. Procurement/contracts and accounts.
5. Increase in insurance premiums by 25% \$380,000.
6. Contributions applied to Est 2020 Residential Population for each participant.
7. City of Kwinana's contribution revenue financial impact from withdrawal (\$96,300).
8. MRF gate fee provision for the export ban legislation for plastic recycling.

The Following table summarises the estimated RRRC operational parameters applied in the 2021/22 budget.

1. MRF net inflow of \$1.5 M from container deposit revenue.
2. Green Waste net surplus of \$0.4 M
3. Waste Composting Facility fixed costs include insurance, ground lease and electricity.
4. FOGO operations net surplus \$0.7M
5. Overheads revenue from contributions and net expense funded from surplus.
6. B/forward surplus FOGO net surplus
7. B/forward surplus includes portion of 2020/21 surplus spread over three years.

Table 9

FY 2021/22					
RRRC PROJECT BUDGET	Tonnes	Opening	Revenue	Expenditure	Net
Material Recovery Facility	26,000		\$ 6,371,000	\$ 4,871,000	\$ 1,500,000
Green Waste Facility	8,160		\$ 740,000	\$ 342,200	\$ 397,800
WCF Fixed Costs				\$ 1,700,000	\$ (1,700,000)
FOGO Operations	27,530	\$ 270,608	\$ 4,133,685	\$ 3,463,890	\$ 940,403
Overheads			\$ 2,200,000	\$ 4,338,203	\$ (2,138,203)
Red Bin Waste	13,600		\$ 2,000,000	\$ 2,000,000	\$ -
B/Forward Surplus Yr 1 (\$3M / 3 years)		\$ 1,000,000			\$ 1,000,000
Total		\$ 1,270,608	\$ 15,444,685	\$ 16,715,293	\$ -

8.2 Proposed 2021/22 RRRC Project Contributions

RRRC Gate fees - Participants

1. **Material Recovery Facility (MRF)** – Calculated on net operational cost with exception of container deposit revenue and with a quarterly adjustment on recycling commodity pricing.
2. **Green Waste Facility (GWF)** – Calculated on net operational cost after commercial revenue and \$0.4M contribution margin towards RRRC fixed costs.
3. **Residents Red Bin Disposal** – Calculated on actual contracted cost of transfer/disposal service.
4. **Food Organic Green Organic (FOGO)** – Calculated on net operational cost after \$0.5M contribution margin towards RRRC fixed costs.
5. **RRRC Administrative Overheads Contribution** – Corporate and RRRC administrative costs are not directly allocated to RRRC business units and contributions are calculated on tonnes generated from participants' FOGO and red bin less operational surpluses and a \$1M brought forward surplus.

RRRC Commercial gate fees

1. As per adopted fees and changes
2. Contracted price as per SMRC's Pricing Policy.

RRRC Annual Loan Repayment Contribution

Table 10

RRRC Loan	Population	Est Pop	Budget	Actual	Change
		2020	2021/22	2020/21	\$
		%			
Cockburn	117,352	45.07%	\$ 1,634,539	\$ 1,632,128	2,411
East Fremantle	7,908	3.04%	\$ 110,251	\$ 111,995	(1,744)
Fremantle	31,517	12.11%	\$ 439,190	\$ 443,600	(4,410)
Melville	103,581	39.78%	\$ 1,442,689	\$ 1,460,306	(17,617)
Total	260,358	100.00%	\$ 3,626,669	\$ 3,648,029	(21,360)

8.3 Proposed 2021/22 RRRC Project Budget

Table 11

Budget reduction is due to reduced tonnes processed at the facility.

SOUTHERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF FINANCIAL ACTIVITY			
FOR THE YEAR ENDED 30 JUNE 2022			
BY ACTIVITY	2020/21	2021/22	
	Rev. Budget	Budget	Variance
	\$	\$	\$
REVENUE			
RRRC Education	208,672	261,972	53,300
RRRC Administration	4,084,100	2,284,100	(1,800,000)
RRRC Loan Interest	364,000	227,867	(136,133)
Muds Grant	-	30,000	30,000
RRRC MRF	16,976,236	6,371,000	(10,605,236)
RRRC Greenwaste	766,000	740,000	(26,000)
RRRC WCF	1,958,944	2,000,000	41,056
RRRC WCF Transition	-	-	-
RRRC FOGO	4,220,868	4,133,685	(87,183)
RRRC Business Development	400,000	400,000	-
RRRC Waste Audits	109,700	97,000	(12,700)
RRRC Maintenance Overheads	-	-	-
RRRC FOGO Education	25,000	-	(25,000)
OPERATING REVENUE	29,113,520	16,545,624	(12,567,896)
EXPENSES			
RRRC Education	290,672	261,972	(28,700)
RRRC Administration	4,978,482	4,114,347	(864,135)
RRRC Loan Interest	364,000	227,867	(136,133)
RRRC MRF	10,220,760	4,871,000	(5,349,760)
RRRC Greenwaste	290,200	352,200	62,000
RRRC WCF	3,872,944	3,700,000	(172,944)
RRRC WCF Transition	-	-	-
RRRC FOGO	3,745,123	3,527,735	(217,388)
RRRC Business Development	-	-	-
RRRC Waste Audits	109,700	97,000	(12,700)
RRRC Maintenance Overheads	-	-	-
RRRC FOGO Education	371,313	180,000	(191,313)
Provision for employee redundancies	-	-	-
OPERATING EXPENDITURE	24,243,194	17,332,121	(6,911,073)
Add: Depreciation	2,697,576	2,697,576	-
OPERATING EXPENDITURE	26,940,770	20,029,697	(6,911,073)
NET RESULT	2,172,750	(3,484,073)	
Add: ROU Interest	1,003,651		(1,003,651)
Less: Adjustment			-
Less: Provision for Redundancy			-
Less: Provision for Inventory			-
Add: Interest for Make Good Provision	83,000	80,700	(2,300)
NET OPERATING POSITION	5,956,977	(705,797)	(6,662,774)
Add / (Less):			
Add: Non-operating Grants	250,000	-	(250,000)
Less Capital Expenditure	(4,365,000)	(2,000,000)	2,365,000
Depreciation on Non-current Assets			-
Less: Loan Repayments	(3,284,059)	(3,398,802)	(114,743)
Add :Loan Contributions from Members	3,284,059	3,398,802	114,743
Less: Lease Repayments	-	(574,203)	(574,203)
Add: Past Participants Contribution			-
Add : Transfer from Reserves	1,743,000	2,000,000	257,000
Less: Transfer to Reserves	(3,400,000)	(400,000)	3,000,000
NET CAPITAL POSITION	(5,772,000)	(974,203)	4,797,797
NET OPERATING & CAPITAL POSITION	184,977	(1,680,000)	(1,864,977)
Add: OPENING FUNDS	3,414,757	4,271,000	856,243
CLOSING FUNDS	3,599,734	2,591,000	(1,008,734)

8.4 Proposed 2021/22 RRRC Capital Expenditure Budget

Table 12

CAPITAL EXPENDITURE				
Facility	2020/21	2021/22	Variance	Remarks
	Rev. Budget	Budget		
RRRC ADMIN				
MRF				
Mobile Plant				
2 x Forklifts	135,000		(135,000)	
Baling Line				
Bailer Twin Ram	400,000		(400,000)	
Baler - Godswill - Repair floor		50,000	50,000	Major Overhaul
Baler - Conveyor BFC1 & BF1-4		90,000	90,000	Roller Replacement/ bed repairs/ skirts - BFC1, BF
Container Line				
C2 Conveyor Chains & Guards	70,000	150,000	80,000	Major Overhaul
OCCS1 separator screen	200,000		(200,000)	
News sort screen	460,000		(460,000)	
PLC Contoller	80,000		(80,000)	
Optical Sorters	233,000	300,000	67,000	Renewal upgrade
Polishing Screen	152,000	40,000	(112,000)	Renewal upgrade
Glass Breaker shaft overhaul	200,000		(200,000)	
Critical Spares - Large	60,000		(60,000)	
Gearboxes on chain conveyors				
Replacement Dust Collector and ducting – MRF Baghouse	70,000	50,000	(20,000)	Major Overhaul
Glass Bunker Curtain Replacement	10,000	20,000	10,000	Major Overhaul
Glass Tommel Mech Replacement		30,000	30,000	Worn mesh affests glass quality
Plastic Bottle perforator	30,000	50,000	20,000	Renewal upgrade
Waste compactors		40,000	40,000	Rebuld
Bale Shed CCTV	20,000		(20,000)	New
Sub Total	2,120,000	820,000	(1,300,000)	-
WCF				
WCF Roof Remediation Works	1,350,000		(1,350,000)	
2 x 30m3 waste bins			-	
WCF Trommel Upgrades	40,000	30,000	(10,000)	FOGO operations
Decommissioning of digestors	500,000	500,000	-	Civil Works to make good demolition works
Slow Speed Shredder	325,000		(325,000)	
Loader Bucket	30,000		(30,000)	
HookLift Truck		300,000	300,000	Replacement FOGO operations
Front End Loander		350,000	350,000	Replacement FOGO operations
Sub Total	2,245,000	1,180,000	(1,065,000)	-
Total Capital Expenditure	4,365,000	2,000,000	2,365,000	-
Funded from Operations	665,000		(665,000)	
Funded from Reserves	1,743,000	2,000,000	257,000	
Funded from Grant	1,957,000		(1,957,000)	
Total Capital Expenditure	4,365,000	2,000,000	(2,365,000)	-
Buildings	1,350,000	-	(1,350,000)	
Mobile Plant	530,000	650,000	120,000	
Fixed Plant & equipment	2,465,000	1,350,000	(1,115,000)	
IT Equipment	20,000	0	(20,000)	
Total Capital Expenditure	4,365,000	2,000,000	(2,365,000)	-

8.5 2021/22 RRRC Borrowing Program

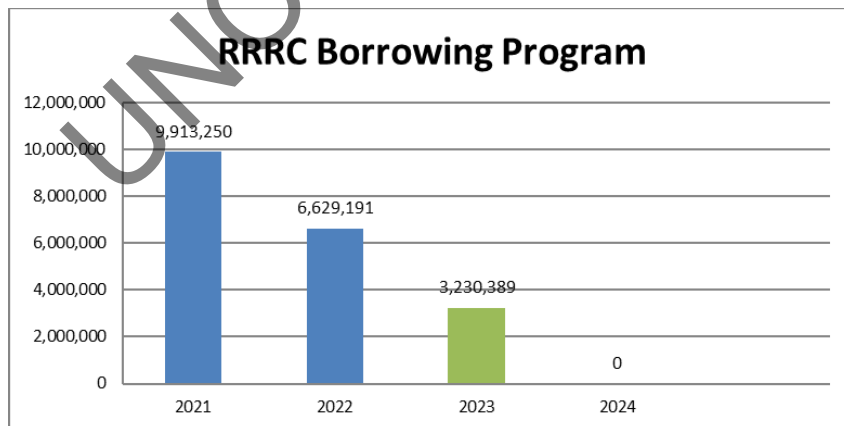
Table 13

Outstanding Borrowing Program

(a). The Regional Resource Recovery Centre Loan				
The RRRC Project Participants have guaranteed by way of security, to the Western Australian Treasury Corporation, a charge over its general funds for the share of any outstanding debenture borrowings provided for the RRRC Project.				
Project Participants' limit of its share of the loan liability is as follows:				
		30-Jun-21		30-Jun-22
City of Cockburn	44.74%	2,965,900	45.07%	1,455,936
Town of East Fremantle	3.07%	203,516	3.04%	98,204
City of Fremantle	12.16%	806,110	12.11%	391,200
City of Melville	40.03%	2,653,665	39.78%	1,285,049
		6,629,191		3,230,389

Key Budget Assumptions

1. Contributions and borrowing liability based on annual changes in population.
2. Fixed interest on borrowings \$227,867
3. Capital repayment on borrowings of \$3.4 Million.
4. Annual Borrowing Contributions by participants \$3.6M
5. No new borrowings.



8.6 2021/22 RRRC Reserve Funds

Table 14

Draft Budget Reserve Balances as at 30 June 2022			
	Contingency	Restoration	Total
30-Jun-21	\$ 7,296,815	\$ 1,370,247	\$ 8,667,062
Transfer To	61,658	338,342	400,000
Transfer From	(2,000,000)	-	(2,000,000)
30-Jun-22	\$ 5,358,473	\$ 1,708,589	\$ 7,067,062

Table 15

RRRC Contingency - To fund shortfalls in operating expenditure, asset renewals and disposals, employment termination provisions and Insurance claims below the excess for the Canning Vale RRRC Project.

RRRC Restoration – to be used to meet lease obligations resulting from an early termination of the Ground Lease or at the expiry of the Ground Lease.

Contingency Reserve funds Capital Expenditure Program of \$2M

CASH BACKED RESERVES			
Break-up	2020/21	2021/22	Remarks
	Rev. Budget \$	Budget \$	
RRRC Contingency Reserve			
Opening Balance	5,639,815	7,296,815	Actual BFwd Balance
Transfer to Reserves	400,000	61,658	Carbon Credit Sales
Transfer to Reserves	3,000,000	-	MRF Operational Surplus
Total	3,400,000	61,658	
Transfer from Reserves			IT Equipment
Transfer from Reserves			GWf Shredder overhaul
Transfer from Reserves	(393,000)	(820,000)	MRF Major Mtce Program
Transfer from Reserves		(1,180,000)	Mobile plant
Transfer from Reserves	(1,350,000)		WCF Roof Remedial Works
Transfer from Reserves			WCF FOGO Trommel Upgrade
Transfer from Reserves			
Total	(1,743,000)	(2,000,000)	
Closing Balance	7,296,815	5,358,473	
RRRC Restoration Reserve			
Opening Balance	1,365,988	1,370,247	
Transfer to Reserves	-	338,342	
Transfer from Reserves	-	-	
Closing Balance	1,365,988	1,708,589	
Total Cash Backed Reserves			
Opening Balance	7,005,803	8,667,062	
Transfer to Reserves	3,400,000	400,000	
Transfer from Reserves	(1,743,000)	(2,000,000)	
Closing Balance	8,662,803	7,067,062	

9 OFFICE PROJECT BUDGET

9.1 Key Budget Assumptions

6. City of Kwinana's contribution revenue financial impact from withdrawal (\$96,300).
7. Interest on borrowings for fixed two-year loan program.
8. No capital repayment on borrowings of \$1.8 Million.

Table 16

9.2 Outstanding Borrowing Program

City of Kwinana withdrawal for the Project effective from 1 July 2021.

(b). Administration Building (9 Aldous Place, Booragoon) Loan Limit \$2 Milli

The SMRC Participants have guaranteed by way of security, to the Western Australian Treasury Corporation, a charge over its general funds for the share of any outstanding debenture borrowings provided for the SMRC Administration building at 9 Aldous Place, Booragoon. WA 6154.

Participants' limit of its share of the loan liability is as follows.

	30-Jun-21		30-Jun-22	
Town of East Fremantle	4.21%	75,780	5.53%	99,540
City of Fremantle	16.68%	300,240	22.04%	396,720
Town of Kwinana	24.20%	435,600	0.00%	0
City of Melville	54.91%	988,380	72.43%	1,303,740
		<u>1,800,000</u>		<u>1,800,000</u>

9.3 Cash-Backed Reserve Fund

Table 17

Office Project - to be used for funding capital renewal expenditure and non-recurrent maintenance expenditure for the SMRC property located at 9 Aldous Place Booragoon.

CASH BACKED RESERVES			
Break-up	2020/21	2021/22	Remarks
	Rev. Budget	Budget	
	\$	\$	
Office Accommodation Reserve			
Opening Balance	271,252	271,252	
Transfer to Reserves	-	-	
Transfer from Reserves	-	-	
Closing Balance	271,252	271,252	

10 FEES AND CHARGES 2021/22

REGIONAL RESOURCE RECOVERY CENTRE GATE FEES (Public Rates effective from 1 July 2020)	BUDGET 2020-2021	BUDGET 2019-2020
MATERIAL RECOVERY FACILITY GATE FEE	Ex GST	Ex GST
Commercial	\$50.00 - \$200.00 p/t	\$50.00 - \$200.00 p/t
Over Compaction Levy (>200kg)	\$15.00 - \$50.00	\$15.00 - \$50.00
GREEN WASTE GATE FEE	GST incl	GST incl
Cars, Utilities & Trailers up to 1.5 cubic metres	\$30.00 per entry	\$30.00 per entry
Cars, Utilities & Trailers up to 1.5 – 3.0 cubic metres	\$55.00 per entry	\$55.00 per entry
Trucks & Heavy Vehicles	\$75.00 per tonne	\$75.00 per tonne
Trucks & Heavy Vehicles minimum entry charge	\$75.00 per entry	\$75.00 per entry
Trucks & Heavy Vehicles oversized logs > 1.5m length 0.3m wide	\$150.00 per tonne	\$150.00 per tonne
Commercial contracts over 200 tonnes pa	\$50.00 - \$75.00 p/t	\$50.00 - \$75.00 p/t
Palms (max cut lengths 300mm)		
Cars, Utilities & Trailers up to 1.5 cubic metres	\$55.00 per entry	\$55.00 per entry
Cars, Utilities & Trailers up to 1.5 – 3.0 cubic metres	\$75.00 per entry	\$75.00 per entry
Trucks & Heavy Vehicles	\$150.00 per tonne	\$150.00 per tonne
Trucks & Heavy Vehicles oversized > 1.5m length 0.3m wide	\$150.00 per tonne	\$150.00 per tonne
Weighbridge out of use		
Uncompacted green waste (heavy vehicle)	\$30.00 per wheel	\$30.00 per wheel
Compacted green waste (heavy vehicle)	\$40.00 per wheel	\$40.00 per wheel
Cars & Trailers over 3.0m3	\$75.00 per entry	\$75.00 per entry
FOGO GATE FEE	Ex GST	Ex GST
Clean Organic	\$50.00 - \$200.00 p/t	\$50.00 - \$250.00 p/t
Municipal FOGO (3rd Bin)	\$50.00 - \$200.00 p/t	\$50.00 - \$250.00 p/t
RRRC SALE OF MATERIAL		
Mulch Course Grade	\$0.00 to \$25.00 p/t	\$0.00 to \$25.00 p/t
Mulch Standard Re-grind	\$10.00 to \$35.00 p/t	\$10.00 to \$35.00 p/t
Mulch 4" Fine Re-grind	\$15.00 to \$40.00 p/t	\$15.00 to \$40.00 p/t
RRRC WASTE AUDIT		
Waste Audit Service	Cost price +10% to 50%	Cost price 10% to 50%
Non-refundable Deposit (Booking Fee)	30% of fee	30% of fee
RRRC EDUCATION CENTRE	GST incl	GST incl
Room Hire Fee	\$17.00 per Hour or \$136.00 per day After hours Fee – Add Staff overtime Rate + 10%	\$17.00 per Hour or \$136.00 per day After hours Fee – Add Staff overtime Rate + 10%
Catering for Meetings	Cost recovery + 10%	Cost recovery + 10%
Tea and Coffee	\$2.75 per person	\$2.75 per person
Photocopying Charges (B&W) (colour)	30 cents per copy (A4) 60 cents per copy	30 cents per copy (A4) 60 cents per copy
OTHER		
Recycle Right Consultancy	Cost price +10% to 50%	
Copies of information available under Division 7 of Part 5 Administration of the Local Govt Act 1995 (B&W) (colour)	30 cents per copy (A4) 60 cents per copy (A4)	30 cents per copy (A4) 60 cents per copy (A4)
Statement Admin Fee for Non Members 30 day Credit Accounts	\$5.50 inc GST per monthly statement	\$5.50 inc GST per monthly statement
Late Payment Fee (All overdue accounts)	Interest at an annual rate of 2% higher than overdraft rates charged by the SMRC's bank	Interest at an annual rate of 2% higher than overdraft rates charged by the SMRC's bank



11 STATUTORY FINANCIAL STATEMENTS

UNCONFIRMED

**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

SOUTHERN METROPOLITAN REGIONAL COUNCIL

MINUTES

SPECIAL MEETING OF COUNCIL

THURSDAY 8 JULY 2021

SOUTHERN METROPOLITAN REGIONAL COUNCIL
RRRC MEETING ROOM 350 BANNISTER ROAD CANNINGVALE

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

On behalf of our Participant Local Government



**SPECIAL MEETING OF COUNCIL
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1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS "We respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present".	
2.	RECORD OF ATTENDANCE / APOLOGIES	
3.	DISCLOSURE OF INTERESTS	
4.	PUBLIC QUESTION TIME	
5.	DEPUTATIONS / PRESENTATION	
6.	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON	
7.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	
8.	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC	
9	REPORTS OF THE CEO	
9.1	2021-22 GREENWASTE FEES AND CHARGES AMENDMENT	4
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	
11.	DECLARATION OF CLOSURE OF MEETING	

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman welcomed everyone in attendance and declared the meeting open at 5.10pm.

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

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle

Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Nick King	Town of East Fremantle
Mr Paul Molony	City of Melville
Mr Tim Youé	SMRC, Chief Executive Officer
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services
Mr Keith Swift	SMRC, Executive Manager RRR Operations

APOLOGIES

Mr Glen Dougall (Deputy REG Member)	City of Fremantle
Mr Gary Tuffin (REG Member)	Town of East Fremantle
Mr Mick McCarthy (REG Member)	City of Melville

3. DISCLOSURE OF INTERESTS:

Nil

4. PUBLIC QUESTION TIME

Nil

5. DEPUTATIONS / PRESENTATIONS:

Nil

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

Nil

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

Nil

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

Nil

9. REPORTS OF THE CEO

REPORT NO	9.1
SUBJECT	AMENDMENT OF 2021-22 GREEN WASTE FEES AND CHARGES
AUTHOR	C Wiggins, Executive Manager Corporate Services
AUTHOR'S INTEREST	Nil
DATE OF REPORT	6 July 2021
ATTACHMENTS	Nil

COUNCIL RESOLUTION

21.07-01 MOVED: CR C COLLINSON SECONDED: CR S KEPERT

CEO RECOMMENDATION:

1. THE SMRC 2021-22 FEES AND CHARGES BE AMENDED AS FOLLOWS:
 - a. GREEN WASTE COMMERCIAL CONTRACTS OVER 200 TONNES PA GATE FEE RANGE BETWEEN \$30.00 - \$75.00 P/T EX GST.
2. GIVE LOCAL PUBLIC NOTICE FOR THE AMENDED ADOPTED RANGE OF FEES AND CHARGES FOR GREEN WASTE RECEIVED AT THE RRRC FROM 12 JULY 2021.
CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 3/-

VOTING REQUIREMENT

Absolute Majority of Council - S6.19 LGA

PURPOSE OF REPORT

To consider and adopt an amendment to the 2021-22 Green Waste Fees and Charges to attract new commercial business delivering green waste to the RRRC.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The Council adopts Fees and Charges in accordance with section 6.16 of the Local Government Act.

Legislative

Local Government Act 1995 sections 6.16 and 6.19.

IMPLICATIONS TO CONSIDER:

Consultative:

It is a requirement under the Local Government to advertise all new and amended fees and charges after adopting the budget.

s1.7 LGA . Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) *published on the official website of the local government; and*
- (b) *given in at least 3 of the ways prescribed for a period of not less than 7 days.*
 - i. *publication in a newspaper circulating generally in the State;*
 - ii. *exhibition on a notice board at the local government offices*
 - iii. *posting on a social media account administered by the local government.*

Strategic relevance:

Key Focus: Resource Recovery

Objective 1.1 We co-ordinate and facilitate solutions that divert waste from landfill.

Strategies	Actions	Timeframe			
		2021/22	2022/23	2023/24	2024/25
1.1.1 Optimise operations in recovery and re-use to add value	a. Pursue opportunities to partner with other organisations to achieve regional solutions for resource recovery	✓	✓	✓	✓

Objective 1.2 We will lead the change to new waste solutions.

Strategies	Actions	Timeframe				Informing Document
		2021/22	2022/23	2023/24	2024/25	
1.2.1 Investigate the viability of new technologies for waste recovery	a. Consider options for on site processing and resource recovery	✓	✓	✓	✓	SWMP No9
1.2.2 Investigate best use scenarios for current technology and site set up for FOGO	b. Optimise the use and revenue obtained from the RRRC	✓	✓	✓	✓	SWMP No7

Policy related:

1. Pricing Policy No 2.6 (Adopted Aug 2020)
2. SMRC Marketing Plan 2020-2024 (Adopted Feb 2021)
3. Adopted Annual Budget Fees and Charges 2021-22 (Adopted June 2021)
4. CEO Delegations 2021-22 (Adopted Feb 2021)

CEO DELEGATIONS 2021-22

DA 6)

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

Financial:

All proposed gate fees must achieve our pricing policy parameters with estimated additional profit margins funding offset fixed costs and overheads, future replacements or lowering current member gate fees.

Legal and statutory:

Local Government Act 1995

Section 6.16 . Imposition of fees and charges

(1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

(a) *imposed* during a financial year; and*

(b) *amended* from time to time during a financial year.*

** Absolute majority required.*

Section 6.19 . Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) *its intention to do so; and*

(b) *the date from which it is proposed the fees or charges will be imposed.*

REPORT:

SMRC has an opportunity to provide a competitive quotation for receipt and processing approx. 10,000 tonnes per annum of green waste.

To attract new business a competitive gate fee offering will need to be below our current range of scheduled fees and charges and requires council approval. The CEO has delegated authority to offer fees within the adopted range and delegated limits (DA6).

All proposed gate fees must meet our pricing policy parameters with estimated additional profit margins either funding fixed costs and overheads, or future replacements, or lowering current member gate fees.

It is proposed to amend the Green Waste Fees and Charges 2021-22 as follows:

Replace the minimum fee of \$50 with \$30.

Green Waste Commercial contracts over 200 tonnes pa - Range between \$30.00 - ~~\$50.00~~ - \$75.00 p/t EX GST.

SMRC MARKETING PLAN 2020-2024

5.3 GREEN WASTE FACILITY

1. Green Waste site is licenced to process 52,000tpa under the RRRC Operating Licence issued by DWER. (currently processing 9,000tpa)
2. Revenue from gate fees and sale of bulk processed mulch to licenced organics processors achieves gross profits to fund RRRC fixed overheads.
3. SMRC achieves a 100% recovery of clean uncontaminated green waste by its processing methods through a grinder to produce a shredded mulch. The shredded mulch is sent in bulk to licenced organics processors and used as an ingredient in the production of a range of AS4454 compliant soil conditioners, potting mixes and mulches.
4. Re-purpose or divide site to provided additional community services such as community drop off for problematic materials such as mattresses, e-waste, polystyrene etc.

PRICING POLICY No 2.6

SMRC's Pricing Policy (Policy no 2.6) provides a set of principles to assist in the preparation of a pricing model for its various stakeholders and customers. The following principles have been identified as relevant for SMRC's business activities and the revenue they generate:

2. Commercial Customer Pricing. These charges include an economic profit return and are based on industry market prices in both the public and private sector. The principles that influence this pricing model are:

- Account for operating variable costs and semi-variable costs
- Break-even analysis
- Profit margins
- Current market pricing - the price that could be charged by an alternative provider
- Demand

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

Nil

11. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman thanked those present for their attendance and the meeting was declared closed at 5:22 pm.



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

SOUTHERN METROPOLITAN REGIONAL COUNCIL

MINUTES

SPECIAL MEETING OF COUNCIL

THURSDAY 5 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



**SPECIAL MEETING OF COUNCIL
TABLE OF CONTENTS**

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS "We respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present".	
2.	RECORD OF ATTENDANCE / APOLOGIES	
3.	DISCLOSURE OF INTERESTS	
4.	PUBLIC QUESTION TIME	
5.	DEPUTATIONS / PRESENTATION	
6.	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON	
7.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	
8.	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC	
9	REPORTS OF THE CEO	
9.1	SMRC RE-BRANDING	4
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	
11.	DECLARATION OF CLOSURE OF MEETING	

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT

Cr Doug Thompson (Chairman)	City of Fremantle
Cr Steve Kepert (Deputy Chairman)	City of Melville
Cr Cliff Collinson	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Mick McCarthy (REG Member)	City of Melville
Mr Tim Youé	SMRC, Chief Executive Officer
Mr Chris Wiggins	SMRC, Executive Manager Corporate Services
Mr Keith Swift	SMRC, Executive Manager RRRRC Operations

APOLOGIES

Mr Gary Tuffin (REG Member)	Town of East Fremantle
Mr Nick King	Town of East Fremantle

3. DISCLOSURE OF INTERESTS:

Nil

4. PUBLIC QUESTION TIME

Nil

5. DEPUTATIONS / PRESENTATIONS:

Nil

6. ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON

Nil

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

Nil

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

Nil

9. REPORTS OF THE CEO

REPORT NO	9.1
SUBJECT	SMRC RE-BRANDING
AUTHOR	T Youè, Chief Executive Officer
AUTHOR'S INTEREST	Nil
DATE OF REPORT	2 August 2021
ATTACHMENTS	1. Brand Concept Presentation 2 2. Recommended brand concept 3. Recommended Parent brand linkage

COUNCIL RESOLUTION

21.08-01 **MOVED: CR C COLLINSON** **SECONDED: CR S KEPERT**

CEO RECOMMENDATION:

1. THAT THE NAME "RESOURCE RECOVERY GROUP" AND ASSOCIATED LOGO BEING CONCEPT A AND PARENT BRAND 1 REPLACE THE NAME AND LOGO OF "SOUTHERN METROPOLITAN REGIONAL COUNCIL".
2. THAT THE NAME "RESOURCE RECOVERY GROUP" BE REFLECTED IN THE REVIEW OF THE ESTABLISHMENT AGREEMENT.

CARRIED 3/-

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

For the Regional Council to consider a new Name and Logo.

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The brand development workshop considered the name change and logo and recommends to Council that a new name and logo be adopted.

Legislative

Not applicable

IMPLICATIONS TO CONSIDER:

Consultative:

All Council members and members of the Regional Executive committee or delegates attended the Brand Development workshops and provided input and feedback to arrive at a consensus view with variations presented to the CEO for consideration in conjunction with the Chair.

Strategic relevance:

Key Focus Area

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

Strategy

Strategies	Actions	Responsibility	Timeframe				Informing Documents
			2021/22	2022/23	2023/24	2024/25	
2.1.3 Rebrand existing entities and operations to reflect vision & objectives	a. Create and promote a brand that reflects the vision and objectives of SMRC	CEO MEMBERS	✓	✓	✓	✓	Communications Plan

Policy related:

Not applicable

Financial:

The cost to replace name and logo is nil for electronic media. The main cost is for building signage namely the Regional Resource Recovery Centre (RRRC) and Booragoon office which are estimated to be \$5-10,000.

Legal and statutory:

In order to formally change the name, it needs to be incorporated into the review of the Establishment Agreement which once finalise requires approval of the Minister. In the interim the SMRC is able trade with the new name and logo and maintain the name SMRC for formal documents and other matters until this occurs.

Risk related:

Potential loss of any brand equity associated with the previous name and logo.

BACKGROUND:

The Strategic Workshop held 18 March 2021 agreed to continue to provide regional services for Participants and other stakeholders recognising the RRRC as a strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.

One of 6 key strategies adopted was to create and promote a brand that reflects the vision and objectives of SMRC. It was further agreed that consideration be given to re-brand the regional local government and its projects to re-vitalise and enhance brand awareness.

REPORT:

SMRC engaged Market Creations Agency to undertake a re-branding exercise. This consisted of two focussed workshops, provision of branding options and final selection. It will also include provision of style guide and various templates once the concept is endorsed.

All Council members and members of the Regional Executive committee or delegates attended the Brand Development workshops and provided input and feedback to arrive at a consensus view that the existing name and logo required changing.

In summary, the unanimous view was that the existing brand was outdated, insular, did not evoke the vision and objectives of SMRC or even provide a signal as to who or what we are as an organisation.

The new brand is considered contemporary, inclusive and evocative of what we do.

The final selection is attached for consideration.

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

Nil

11. DECLARATION OF CLOSURE OF MEETING

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



Resource Recovery Group

Recycle. Innovate. Educate.

Concept A



**Resource
Recovery
Group**

Recycle. Innovate. Educate.



**Resource
Recovery
Group**

Canning Vale Centre



**recycle[®]
right**

UNCONFIRMED

Parent Brand 1



SOUTHERN METROPOLITAN REGIONAL COUNCIL

SPECIAL COUNCIL MEETING 5 AUGUST 2021 ACTION LIST

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	SMRC RE-BRANDING	1. Replace Name and Logo 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
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SOUTHERN METROPOLITAN REGIONAL COUNCIL



OFFICE ACCOMMODATION PROJECT AMENDED BUSINESS PLAN 2021 (DRAFT)

30 June 2021

TABLE OF CONTENTS

Contents

1.	Introduction_____	1
2.	Executive Summary _____	4
3	Financial Model_____	6
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.

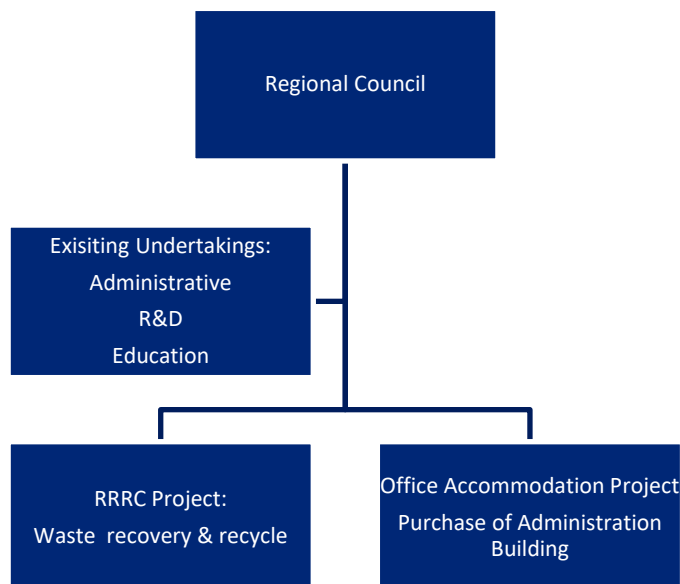
Underlying SMRC are two core projects, being;

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)

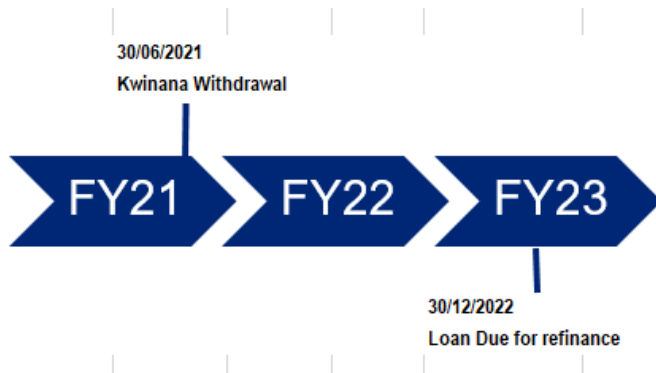
4. AMENDED BUSINESS PLAN

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

Impact of Kwinana's withdrawal on loan liability proportionments				
	FY21		FY22	
	%	\$	%	\$
East Fremantle	4.21%	75,712	5.53%	99,537
Fremantle	16.68%	300,296	22.04%	396,701
Kwinana	24.20%	435,625	0.00%	-
Melville	54.91%	988,367	72.43%	1,303,762
Total	100.00%	1,800,000	100.0%	1,800,000

EXECUTIVE SUMMARY

3. NOTIONAL WINDING UP

The Project Agreement states that following the withdrawal of a project participant, SMRC shall determine the amount equal to the proportional entitlement or proportional liability payable to/collectable from the withdrawing project participant. Following quantification of the proportional entitlement or liability, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

The notional winding up includes a sworn property valuation within six months prior to withdrawal, and costs associated with winding up the project at the withdrawal date, 30 June 2021.

1. An independent sworn market valuation dated 1 June 2021 values the property at \$1.8 million.
2. Notional winding up costs is estimated at \$135,000.

Conclusion:

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

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

<u>Name of Participant</u>	<u>Old Share</u>	<u>New Share</u>
City of Fremantle	16.70%	22.04%
City of Melville	55.82%	72.43%
Town of East Fremantle	4.25%	5.53%
City of Kwinana	23.23%	0%
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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- 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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- 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

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 2.7 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
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
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CORPORATE POLICY NO 2.9 OFFICE ACCOMMODATION RESERVE

1.0 STATEMENT

The Office Accommodation Reserve be established and maintained in accordance with section 6.11 of the Local Government Act 1995 for the purposes of setting aside money for a future financial year during the term of the property held by the SMRC.

2.0 SCOPE

This Policy applies to the SMRC property – 9 Aldous Place Booragoon.

3.0 OBJECTIVE

The purpose of the reserve is for funding capital renewal expenditure and non-recurrent maintenance expenditure for the SMRC property located at 9 Aldous Place Booragoon.

4.0 ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the Southern Metropolitan Regional Council utilise any funds held in the Reserve only for the purpose for which they have been allocated. Unless it resolves to change the purpose or use the funds for another purpose in accordance with 6.11 of the Local Government Act 1995.

5.0 CONTENT

- a. The Participants of the Regional Council entered into a Participants' Project Agreement in 2005 to purchase a property for the administration use of the Regional Council.
- b. The Participant local governments contribute towards the annual operating budget of the Office Accommodation Project.
- c. The property referred to in this reserve is 9 Aldous Place Booragoon
- d. The reserve is to set aside funds for future financial years to fund capital renewal expenditure and non-recurrent maintenance expenditure
- e. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by some other period by resolution of absolute majority.

6.0 REFERENCES & REVIEW

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	

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CORPORATE POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2013	Original	1.14	EMCS	EMCS	24/10/2013
2016	Review	2.12	EMCS	EMCS	30/06/2016
2019	Review	3	EMCS	EMCS	27/06/2019

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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
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			



CORPORATE POLICY NO 2.13 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
Printed documents are not controlled. Check the electronic version for the latest version			



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.

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 4.2 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.

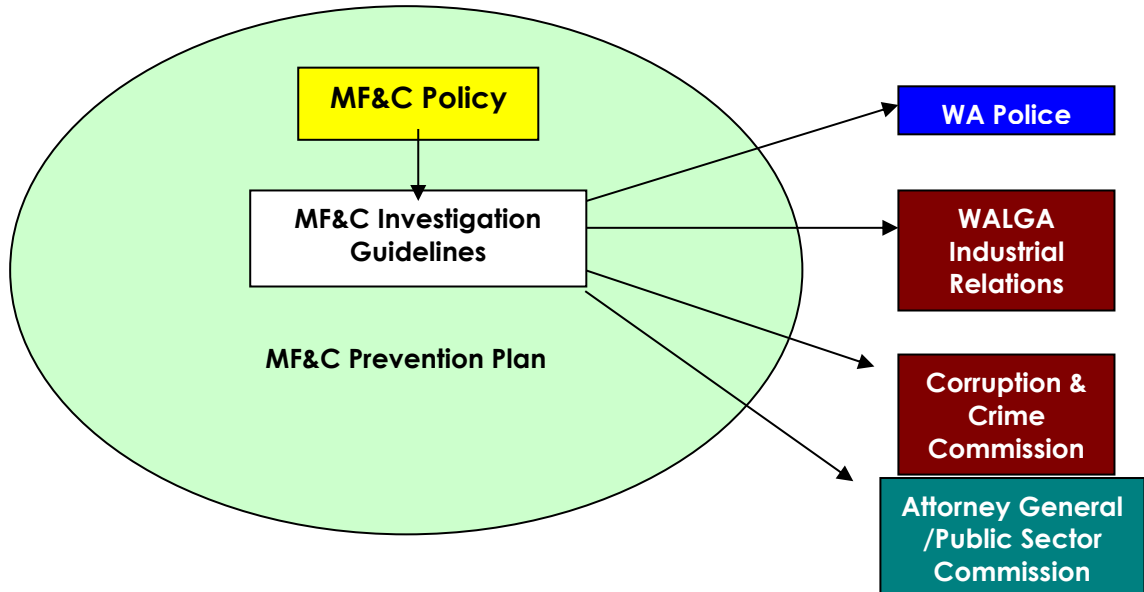
6.3 Misconduct, Fraud & Corruption Prevention Plan

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 2023	
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
2021	Review	6	EMCS	EMCS	26/08/2021

Issued: November 2020 August 2021	Review Date: August 2021 2023	Title: CORPORATE POLICY NO 4.3 EMPLOYEE MISCONDUCT, FRAUD & CORRUPTION	Version 5 6
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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)

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
(PROVISIONAL AND SUBJECT TO AUDIT)**

STATEMENT OF CASH FLOWS

Cashflows from Operating Activities

Receipts for Operations	30,155,698
Payments for Operations	(22,590,407)
Receipts from Government	362,000

Net cash provided by operating activities **7,927,292**

Cashflow from Investing Activities

Proceeds on Sale of Assets	46,812
Payment for IT Equipment	(17,754)
Payment for Property, Plant and Equipment	(4,521,722)

Net cash provided/(absorbed) by investing activities **(4,492,664)**

Cashflow from Financing Activities

Contributions from Project Participants	3,284,059
Payments for principal portion of lease liabilities	(555,322)
Repayments of Borrowings	(3,284,059)

Net cash provided by financing activities **(555,322)**

Net increase(decrease) in cash held **2,879,306**

Cash at the beginning of the year	10,174,251
Cash at the end of the period	13,053,557

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

STATEMENT OF CASH FLOWS

Reconciliation of Net Changes in Assets to Operating Cash Flow

Net Changes in Assets from Operations	9,093,426
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	2,092,793
Less adjustment for Accrued Income	(766,615)
Less adjustment for Income in advance	(56,889)
Less adjustment for Loan Receivables	(1,598,802)
Less adjustment for Prepayments	81,823
Less adjustment for Inventories	32,985
Less adjustment for Payables	(1,187,868)
Plus adjustment for Accrued Expenses	(136,287)
Plus adjustment for GST	0
Plus adjustment for Payroll Liabilities	(2,103)
Plus adjustment for Retentions & Bonds	(241,974)
Less adjustment for Borrowings	(1,598,802)
Plus adjustment for Lease Liabilities (current)	152,152
Less adjustment for Provisions	(103,960)
Plus adjustment for Lease Liabilities	3,864,380
Less adjustment for Right of Use Assets	(3,582,507)
Less adjustment for Transfer to CWIP	(4,241,504)
Less adjustment for others	813,025
Movement in cash balances	2,879,306

Schedule of Payments made in June 2021

Chq/EFT	Date	Name	Description	Amount
EFT23526	01/06/2021	Allerding & Associates	Professional Fees	1,364.55
EFT23527	01/06/2021	Amalgamated Services Pty Ltd	Labour Hire	69,105.08
EFT23528	01/06/2021	Arbon Equipment Pty Ltd	Mrf #5 Door Drum Replacement	10,420.30
EFT23529	01/06/2021	BAS - Australian Taxation Office (ATO)	Bas Apr21	80,667.00
EFT23530	01/06/2021	BP Australia P/L	Deisel Fuel	1,345.91
EFT23531	01/06/2021	Blue Force Pty Ltd	Service Call Out Fee	602.80
EFT23532	01/06/2021	CTM Recruitment Pty Ltd	Labour Hire	3,763.22
EFT23533	01/06/2021	Golden West Lubricants	Consumables	1,405.54
EFT23534	01/06/2021	Hands-On Infection Control	Vaccines	569.50
EFT23535	01/06/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour Hire	10,972.50
EFT23536	01/06/2021	Haz-Ed Services	Safety Audit	396.00
EFT23537	01/06/2021	Industrial Protective Products (WA)	Saftey Equipment	3,955.01
EFT23538	01/06/2021	LGISWA	Insurance	1,500.00
EFT23539	01/06/2021	Minter Ellison Lawyers	Legal Fees	862.40
EFT23540	01/06/2021	Network-IT(WA) PTY LTD	Software Licences	1,732.07
EFT23541	01/06/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	50,716.00
EFT23542	01/06/2021	Perth Recruitment Services Pty Ltd	Labour Hire	10,796.16
EFT23543	01/06/2021	Simplified Mechanical and Transport	Subcontractor Labour	57,717.55
EFT23544	01/06/2021	St John Ambulance Australia	First Aid Training	160.00
EFT23545		Cancelled payment		0.00
EFT23546	01/06/2021	Synergy - Electricity Retail Corporation	April-Electricity	61,805.83
EFT23547	01/06/2021	Temptations Catering	Catering For Meetings	158.85
EFT23548	01/06/2021	Toll Transport Pty Ltd	Courier Hire	15.74
EFT23549	01/06/2021	United Equipment Pty Ltd	Mobile Plant Hire	1,915.10
EFT23550	01/06/2021	All Fire and Electrical WA Pty Ltd	Audit Monthly Fire Systems	1,256.20
EFT23551	01/06/2021	All Rubber TMH Pty Ltd	Mrf Call Out For Belt/Roller Repairs	5,006.06
EFT23552	01/06/2021	Analytical Reference Laboratory (WA) P/L	Compost Audit	250.80
EFT23553	01/06/2021	Applied Industrial Technologies Pty Ltd	Steel	178.75
EFT23554	01/06/2021	BACKSAFE Australia	Safety Equipment	6,723.20
EFT23555	01/06/2021	Blackwoods Atkins	Safety Equipment	790.19
EFT23556	01/06/2021	Bunnings Group Limited	Tools And Equipment	81.19
EFT23557	01/06/2021	CEA Specialty Equipment Pty Ltd	Mustang Parts	2,801.43
EFT23558	01/06/2021	CJD Equipment Pty Ltd	Servicing For Fel006.	8,789.67
EFT23559	01/06/2021	CTI Logistics Interstate	Couriers	20,197.08
EFT23560	01/06/2021	Cleanaway Solid Waste Pty Ltd	Mrf Landfill	2,742.14
EFT23561	01/06/2021	Control Systems Technology Pty Ltd	Weighing System	946.00
EFT23562	01/06/2021	Cutting Edges Equipment Parts	Machine Parts	2,121.52
EFT23563	01/06/2021	DLA Piper Australia	Legal Fees	12,177.55

Chq/EFT	Date	Name	Description	Amount
EFT23564	01/06/2021	EDAC Electronics Australasia	Software Upgrades	667.39
EFT23565	01/06/2021	Ecocycle Pty Ltd	Battery Storage	538.13
EFT23566	01/06/2021	Effect Engineering Projects Pty Ltd	Machine Repairs	946.00
EFT23567	01/06/2021	Fox Refrigeration and Air-Conditioning	Quarterly Maintenance Of Air-Conditioners	3,487.80
EFT23568	01/06/2021	Fuji Xerox	Photocopier Maintenance - Mrf	297.99
EFT23569	01/06/2021	Hoisting Equipment Specialist (HESWA)	Lifting Equipment	614.90
EFT23570	01/06/2021	Horizon West Landscape & Irrigation Pty Ltd	Rrrc Landscape Maintenance/Services	3,730.38
EFT23571	01/06/2021	Hose Mania	Mrf Consumables/Parts	138.13
EFT23572	01/06/2021	Hydraulink Australia Pty Ltd	Wcf Loader/Dingo/Mustang	805.65
EFT23573	01/06/2021	Industrial Power Tool Services	Repair Hydraulic Pump	1,072.14
EFT23574	01/06/2021	L.M.H Repairers	Labour And Parts - Mulcher	83,190.71
EFT23575	01/06/2021	Majestic Plumbing Pty Ltd	Wcf Plumbing Services	3,007.40
EFT23576	01/06/2021	Mandalay Technologies Pty Ltd	Annual Software Subscription	12,732.50
EFT23577	01/06/2021	Myelec Electrical Wholesalers	Electrical Parts	132.75
EFT23578	01/06/2021	OTR Tyres	Tyres	1,122.00
EFT23579	01/06/2021	Onsite Rental Group Operations Pty Ltd	Machine Hire	3,196.82
EFT23580	01/06/2021	PEP Transport	Courier Services	254.56
EFT23581	01/06/2021	Perth Contract Hydraulics	Labour Hire	476.12
EFT23582	01/06/2021	Pritchard Francis	Consultant Hire	2,865.50
EFT23583	01/06/2021	SAGE Automation Pty Ltd	Wcf Service	1,709.40
EFT23584	01/06/2021	Safety Signs Service	Signage	1,373.13
EFT23585	01/06/2021	Selectro Services P/L	Electrician Hire	20,887.35
EFT23586	01/06/2021	Southern Cross Cleaning Services	Cleaning Services	2,058.19
EFT23587	01/06/2021	Statewide Bearings	Bearings	808.50
EFT23588	01/06/2021	Tema Services Pty Ltd	Mnt Laundry Expenses	619.32
EFT23589	01/06/2021	Thrifty Car Rental	Hire Vehicle	3,274.26
EFT23590	01/06/2021	Total Electrical & Mechanical Services Pty Ltd	Electrical Servicing	1,039.50
EFT23591	01/06/2021	Totally Workwear Canning Vale	Mrf Staff - Uniforms	87.91
EFT23592	01/06/2021	WA Fasteners Pty Ltd	Consumables	3,695.29
EFT23593	01/06/2021	Wastedrive Pty Ltd	Machine Repairs	1,921.51
EFT23594	01/06/2021	Water2Water Pty Ltd	Plumbing Repairs	3,862.60
EFT23595	01/06/2021	Winc Australia Pty Limited	Office Amenities	423.82
EFT23596	01/06/2021	Telstra	Mobile Phone Rental & Calls - Apr 2021	428.47
EFT23597	01/06/2021	Studio Elementa*	Custom Boardgame	440.00
EFT23598 - EFT23600		Refer May Payments		0.00
EFT23601	11/06/2021	All Rubber TMH Pty Ltd	Mrf Call Out For Belt/Roller Repairs Estimate	2,117.94
EFT23602	11/06/2021	Bunnings Group Limited	Tools And Equipment	373.10
EFT23603	11/06/2021	Command-A-Com Pty (CAC) Ltd	Onsite It Services	198.00
EFT23604	11/06/2021	Lighthouse Locksmiths	Repairs For Fel008	121.00
EFT23605	11/06/2021	Perth Bin Hire	Mrf Mixed Glass Disposal	154,408.08
EFT23606	11/06/2021	Purearth	Composting	99,903.10

Chq/EFT	Date	Name	Description	Amount
EFT23607	11/06/2021	Totally Workwear Canning Vale	Safety Clothing	478.89
EFT23608	11/06/2021	Toyota Material Handling WA Pty Ltd	Machine Repairs.	488.40
EFT23609	11/06/2021	Winc Australia Pty Limited	Office Amenities	23.36
EFT23610	11/06/2021	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning Services	1,609.30
EFT23611	11/06/2021	Amalgamated Services Pty Ltd	Labour Hire	2,138.85
EFT23612	11/06/2021	Australian Bale Press Company	Machinery Maintenance	7,614.20
EFT23613	11/06/2021	BP Australia P/L	Deisel Fuel	10,030.96
EFT23614	11/06/2021	CTM Recruitment Pty Ltd	Labour Hire	5,033.65
EFT23615	11/06/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing	42.00
EFT23616	11/06/2021	Marketforce Productions	Advert For Local Government Tender	663.16
EFT23617	11/06/2021	Octagon-BKG Lifts	Equipment Repars	437.80
EFT23618	11/06/2021	Perth Recruitment Services Pty Ltd	Labour Hire	60,736.74
EFT23619	11/06/2021	Synergy - Electricity Retail Corporation	April-Electricity	671.51
EFT23620	09/06/2021	SMRC Net Payroll Clearing Creditor	Payroll	120,320.33
EFT23621	15/06/2021	Amalgamated Services Pty Ltd	Labour Hire	211,469.46
EFT23622	15/06/2021	Australian Bale Press Company	Machinery Maintenance	4,956.60
EFT23623	15/06/2021	Golden West Lubricants	Consumables	1,143.38
EFT23624	15/06/2021	Marketforce Productions	Employment Advertising	324.50
EFT23625	15/06/2021	Minter Ellison Lawyers	Legal Fees	6,124.80
EFT23626	15/06/2021	Muzzcuts Lawns and Gardens	Gardening Services	143.00
EFT23627	15/06/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	48,940.00
EFT23628	15/06/2021	Patrick's Professional Building & Maintenance*	General Maintenance	130.00
EFT23629	15/06/2021	Temptations Catering	Catering For Meetings	296.60
EFT23630	15/06/2021	The Trustee for DDT Holdings Discretionary Trust T/A Falcon Paper	Refund Of Tender Deposit	274,500.00
EFT23631 - EFT23632		Refer to May Payments		0.00
EFT23633	16/06/2021	Amalgamated Services Pty Ltd	Labour Hire	70,097.81
EFT23634	16/06/2021	CTM Recruitment Pty Ltd	Labour Hire	40,784.91
EFT23635	16/06/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	38,484.00
EFT23636	16/06/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Disposal Of Residual Waste	673,450.62
EFT23637	16/06/2021	Cr Cliff Collinson*	Members Allowance For June 2021	660.00
EFT23638	16/06/2021	Cr Doug Thompson*	Members Allowance For June 2021	2,243.92
EFT23639	16/06/2021	Cr Stephen Kepert*	Members Allowance For June 2021	660.00
EFT23640	16/06/2021	Cr Wendy Cooper*	Members Allowance For June 2021	660.00
EFT23641	17/06/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour Hire	7,315.00
EFT23642	17/06/2021	LGISWA	Insurance	1,391.56
EFT23643	17/06/2021	Network-IT(WA) PTY LTD	Managed Services	9,668.00

Chq/EFT	Date	Name	Description	Amount
EFT23644	17/06/2021	Perth Recruitment Services Pty Ltd	Labour Hire	67,461.98
EFT23645	17/06/2021	Trident Australia Pty Ltd	Machinery	5,060.00
EFT23646	23/06/2021	SMRC Net Payroll Clearing Creditor	Payroll	127,884.40
EFT23647	07/06/2021	Fleetcare Pty Ltd	Novated Lease - June 21	1,955.35
EFT23648	09/06/2021	SuperChoice Services Pty Ltd	Superannuation Contributions	22,028.69
EFT23649	11/06/2021	City of Canning	Rrrc Ground Lease 12 May 21-11Jun-21	59,583.34
EFT23650	15/06/2021	SG Fleet Australia Pty Limited	Fleet Hire	2,492.82
EFT23651	18/06/2021	SuperChoice Services Pty Ltd	Superannuation Contributions	19,248.50
EFT23652	22/06/2021	Vocus Pty Ltd	Monthly Internet Service - June 2021	1,097.80
EFT23653	21/06/2021	Custom Service Leasing Ltd	Plv48 Rentals-Jun-21	317.80
EFT23654	24/06/2021	CJD Equipment Pty Ltd	Servicing For Fel006.	33,461.05
EFT23655	24/06/2021	L.M.H Repairers	Labour And Parts - Mulcher	16,995.00
EFT23656	24/06/2021	Office of the Auditor General	Auditing Fee For 30 June 2020	24,310.00
EFT23657	24/06/2021	Perth Fire Protection Pty Ltd	Fire Servicing	20,680.00
EFT23658	24/06/2021	Purearth	Tenders	84,629.60
EFT23659	24/06/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	Disposal Of Residual Waste	178,735.59
EFT23660	24/06/2021	Truck Centre WA	Wcf-Mobile Plant	16,519.02
EFT23661	24/06/2021	Cleanaway Operations Pty Ltd	Quarterly Cds Sharing Payment Assessmen	393,771.66
EFT23662	24/06/2021	Solo Resource Recovery	Quarterly Cds Payment Sharing	11,834.58
EFT23663	24/06/2021	Stondon Pty Ltd T/A Avon Waste	Quarterly Cds Payment Sharing	30,574.56
EFT23664	24/06/2021	Advance Press	3950 X East Fremantle Calendars 21-22 (3600 X 3-Bin, 350 X 2-Bin)	4,268.00
EFT23665	24/06/2021	All Fire and Electrical WA Pty Ltd	Mrf Call Out And Repair Estimate	21,352.86
EFT23666	24/06/2021	All Rubber TMH Pty Ltd	Mrf Call Out For Belt/Roller Repairs	26,457.72
EFT23667	24/06/2021	Analytical Reference Laboratory (WA) P/L	Compost Audit	1,003.20
EFT23668	24/06/2021	Applied Industrial Technologies Pty Ltd	Vehicle Maintenance	13,820.61
EFT23669	24/06/2021	BACKSAFE Australia	Safety Equipment	5,200.80
EFT23670	24/06/2021	Blackwoods Atkins	Safety Equipment	1,163.19
EFT23671	24/06/2021	Bunnings Group Limited	Tools And Equipment	193.15
EFT23672	24/06/2021	CEA Specialty Equipment Pty Ltd	Mustang Parts	1,914.06
EFT23673	24/06/2021	CTI Logistics Interstate	Couriers	10,221.08
EFT23674	24/06/2021	Chivers Asphalt Pty Ltd	Road Repairs	7,150.00
EFT23675	24/06/2021	Cleanaway Co Pty Ltd	Flammable Materials Removal	2,148.30
EFT23676	24/06/2021	Concept Wire Industries	Bailing Wire	11,234.19
EFT23677	24/06/2021	DLA Piper Australia	Legal Fees	2,595.45
EFT23678	24/06/2021	Ecocycle Pty Ltd	Battery Storage	607.72
EFT23679	24/06/2021	Effect Engineering Projects Pty Ltd	Machine Repairs	3,581.60
EFT23680	24/06/2021	Fox Refrigeration and Air-Conditioning	Maintenance Of Air-Conditioners	2,340.80
EFT23681	24/06/2021	General Crane Services (WA) Pty Ltd	Hire Of 25T Pick And Carry Rigger	2,598.75
EFT23682	24/06/2021	Hoisting Equipment Specialist (HESWA)	Lifting Equipment	1,009.80

Chq/EFT	Date	Name	Description	Amount
EFT23683	24/06/2021	Hydraulink Australia Pty Ltd	Fel006 - Hydraulic Hose Repair Call Outs	3,403.02
EFT23684	24/06/2021	IT Vision Australia Pty Ltd	Software Subscription	2,338.60
EFT23685	24/06/2021	Komatsu Forest Pty Ltd	Gwf Shredder Assembly	1,665.73
EFT23686	24/06/2021	LSA Lubricants	Consumables	3,042.08
EFT23687	24/06/2021	Lighthouse Locksmiths	Lockton Padlock	726.00
EFT23688	24/06/2021	MM Electrical Merchandising	Electrical Parts	6,484.07
EFT23689	24/06/2021	Majestic Plumbing Pty Ltd	Mnt General Plumbing Services	93.50
EFT23690	24/06/2021	Material Recovery Solutions Pty Ltd	Oil	12,100.66
EFT23691	24/06/2021	Myelec Electrical Wholesalers	Electrical Parts	403.84
EFT23692	24/06/2021	OPS Screening & Crushing Equipment Pty Ltd	Machine Hire	2,843.88
EFT23693	24/06/2021	Onsite Rental Group Operations Pty Ltd	Machine Hire	3,051.51
EFT23694	24/06/2021	PEP Transport	Courier Services	200.51
EFT23695	24/06/2021	Perth Contract Hydraulics	Labour Hire	2,152.80
EFT23696	24/06/2021	Plant Safety Solutions Pty Ltd	Plant And Equipment Safety Inspection	4,400.00
EFT23697	24/06/2021	Pritchard Francis	Consultant Hire	2,288.00
EFT23698	24/06/2021	SAGE Automation Pty Ltd	Mrf Service	1,058.20
EFT23699	24/06/2021	SAI Global Limited	Surveillance Audit	858.00
EFT23700	24/06/2021	Selectro Services P/L	Electrician Hire	20,976.89
EFT23701	24/06/2021	Snap Printing Canning Vale	Emergency Flip Charts	2,532.74
EFT23702	24/06/2021	Sonic Health Plus	Pre-Employment Medical For New Employees	1,701.04
EFT23703	24/06/2021	Southern Cross Cleaning Services	Cleaning Services	1,893.88
EFT23704	24/06/2021	Tema Services Pty Ltd	Mnt Laundry Expenses	675.95
EFT23705	24/06/2021	Thrifty Car Rental	Hire Vehicle	3,274.26
EFT23706	24/06/2021	WA Fasteners Pty Ltd	Consumables	2,701.42
EFT23707	24/06/2021	Wastech Engineering Pty Ltd	Machine Repairs	7,838.60
EFT23708	24/06/2021	Water2Water Pty Ltd	Plumbing Repairs	285.30
EFT23709	24/06/2021	Winc Australia Pty Limited	Office Amenities	1,818.25
EFT23710	25/06/2021	AMC Commercial Cleaning (WA) Pty Ltd	Cleaning Services	7,620.73
EFT23711	25/06/2021	BP Australia P/L	Deisel Fuel	1,253.11
EFT23712	25/06/2021	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier Maintenance	457.84
EFT23713	25/06/2021	Golden West Lubricants	Consumables	2,585.00
EFT23714	25/06/2021	Hands-On Infection Control	Vaccines	50.20
EFT23715	25/06/2021	Industrial Protective Products (WA)	Saftey Equipment	154.33
EFT23716	25/06/2021	Network-IT(WA) PTY LTD	Software Licences	1,253.04
EFT23717	25/06/2021	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	43,598.00
EFT23718	25/06/2021	Simplified Mechanical and Transport	Subcontractor Labour	14,935.25
EFT23719	25/06/2021	St John Ambulance Australia	First Aid Training	160.00
EFT23720	25/06/2021	Super Sweep	Road Sweeping	4,466.00
EFT23721	25/06/2021	Synergy - Electricity Retail Corporation	May-Electricity	67,411.15
EFT23722	25/06/2021	United Equipment Pty Ltd	Mobile Plant Hire	4,121.15
EFT23723	25/06/2021	WasteTrans WA	Glass Disposal	91,588.64

Chq/EFT	Date	Name	Description	Amount
EFT23724	25/06/2021	Wilson Security	Security Patrols	990.09
EFT23725	25/06/2021	BAS - Australian Taxation Office (ATO)	Gst	79,489.00
EFT23726	28/06/2021	Amalgamated Services Pty Ltd	Labour Hire	70,112.04
EFT23727	28/06/2021	Cleanaway Operations Pty Ltd	Quarterly Cds Deposit Scheme	194,959.05
EFT23728	29/06/2021	Spielberg Solutions Australia Pty Ltd	Licensing Fees	13,642.20
EFT23729 - EFT 23743		Cancelled Payments		0.00
EFT23744	25/06/2021	City of Canning	Rrrc Rent Adjustment Due To Increase	200,429.19
EFT23745	30/06/2021	WA Treasury Corporation	Loan Repayments	897,298.80
EFT23746	30/06/2021	National Australia Bank (NAB)	Credit Card Transactions June 2021	9657.54
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