



**SOUTHERN METROPOLITAN  
REGIONAL COUNCIL**

**AGENDA PAPERS**

**ORDINARY MEETING OF COUNCIL**

**THURSDAY 27 MAY 2021  
4.00pm**

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

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



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 27th May 2021.**

**Tim Youé  
CHIEF EXECUTIVE OFFICER**

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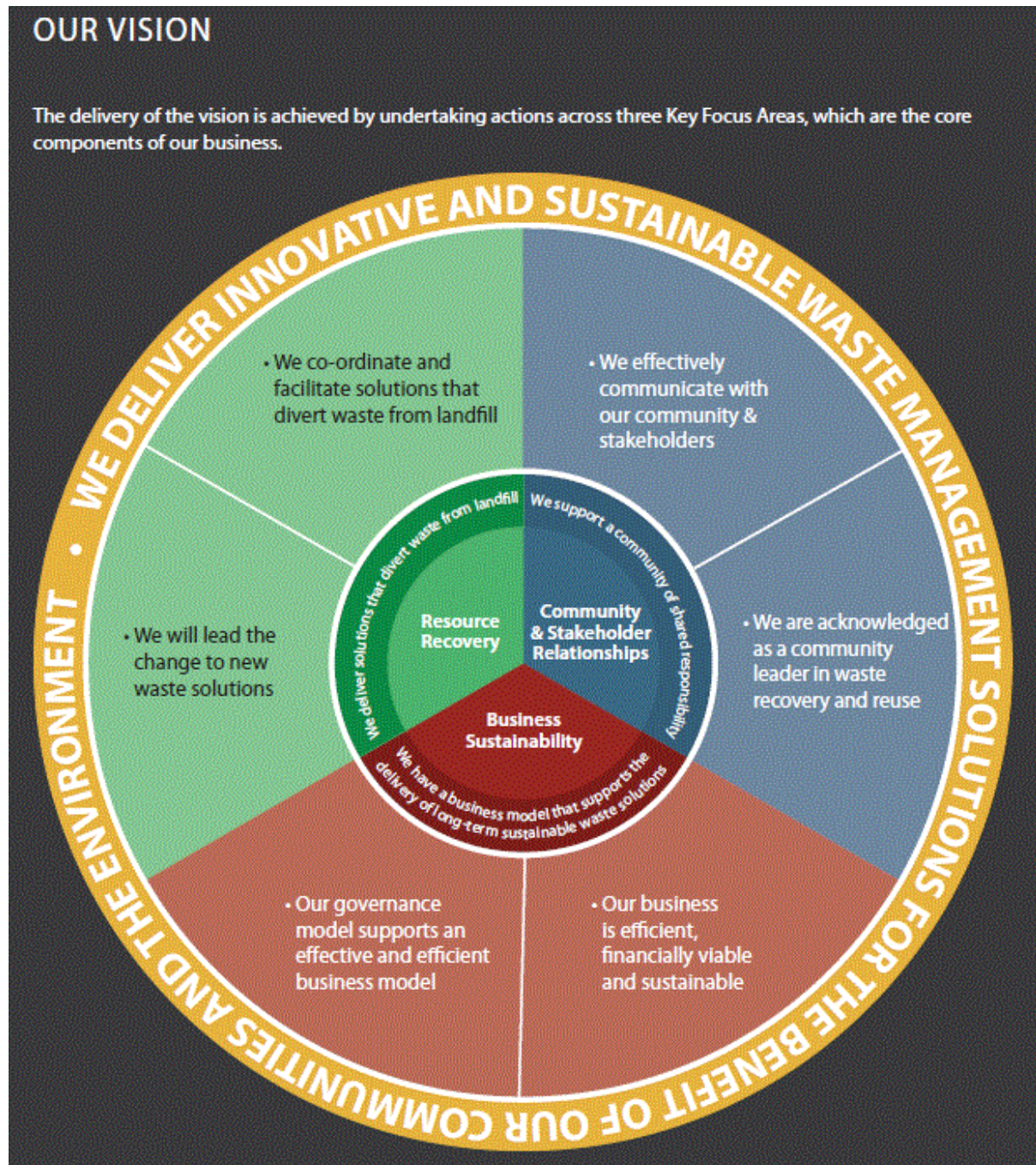


# Corporate Business Plan

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

## Our Vision

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





SOUTHERN METROPOLITAN REGIONAL COUNCIL CONFIDENTIAL AGENDA REPORT	
SUBMISSION TO	Ordinary Council Meeting – 27 May 2021
REPORT NO	11.1
SUBJECT	T2019-02 – Waste Composting Facility (WCF) Roof Remedial Works
AUTHOR	Tim Youé, Chief Executive Officer
DATE OF REPORT	14 May 2021
FILE REFERENCE	FD
ATTACHMENT/S	nil

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (d) legal advice. (Legal Privilege exemption under the Freedom of Information Act)

**Improper Use of Information**

5.93. A person who is a Council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10,000 or imprisonment for 2 years.



SOUTHERN METROPOLITAN REGIONAL COUNCIL <b>CONFIDENTIAL</b> AGENDA REPORT	
<b>SUBMISSION TO</b>	Ordinary Council Meeting – 27 May 2021
<b>REPORT NO.</b>	11.2
<b>SUBJECT</b>	TENDER T2020-01 WCF DECOMMISSIONING & CIVIL WORKS
<b>AUTHOR</b>	Brendan Doherty, Executive Manager Strategic Projects
<b>AUTHOR'S INTEREST</b>	Nil
<b>DATE OF REPORT</b>	21 May 2021
<b>FILE REFERENCE</b>	FD/Tenders/T2020-01
<b>ATTACHMENT/S</b>	Nil

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), and (d). Dealing with contracts, legal advice

**Improper Use of Information**

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- (b) to cause detriment to the local government or any other person.

Penalty: \$10,000 or imprisonment for 2 years.

The evaluation panel is currently assessing the tenders received and an updated report will be presented to Council on 27 May 2021.

**PURPOSE OF THIS REPORT**

To report on the evaluation of tenders for the WCF decommissioning of digesters and associated equipment and civil works to repair and make good following the removal of equipment.

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

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), (d) and (e). Dealing with contracts, legal advice which may be obtained and third party commercial values.

**Improper Use of Information**

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- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10,000 or imprisonment for 2 years.

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

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), (d) and (e). Dealing with contracts, legal advice which may be obtained and third party commercial values.

**Improper Use of Information**

5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10,000 or imprisonment for 2 years.





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

**CEO RECOMMENDATION:**

**THAT THE REPORT BE RECEIVED FOR INFORMATION.**

**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



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

#### **CEO RECOMMENDATION/S:**

- 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.**

#### **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.

The notes from the workshop is attached.



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

**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.**

**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.



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

**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**

**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>



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

**CEO RECOMMENDATION:**

**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.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

For the Regional Council to consider the draft 2021/22 budget parameters required to prepare its annual budget.

**STRATEGIC RELEVANCE**

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

**BACKGROUND**

The SMRC is required to prepare budgets for its Projects in April each year pursuant to the Project Participants' Agreement. 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.

**REPORT**

The budget parameter estimates are based on known tonnages, variable process costs and fixed costs. The parameters' does not allow for hypothetical additional tonnes that may be received during the year.

The budget will be adopted at a Special Meeting of Council to be held on 24 June 2021.



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

**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.**

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

### SMRC Debtors as on 30 April 2021

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

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

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

Late payments may be subject to interest charges.



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

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

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

Notes:

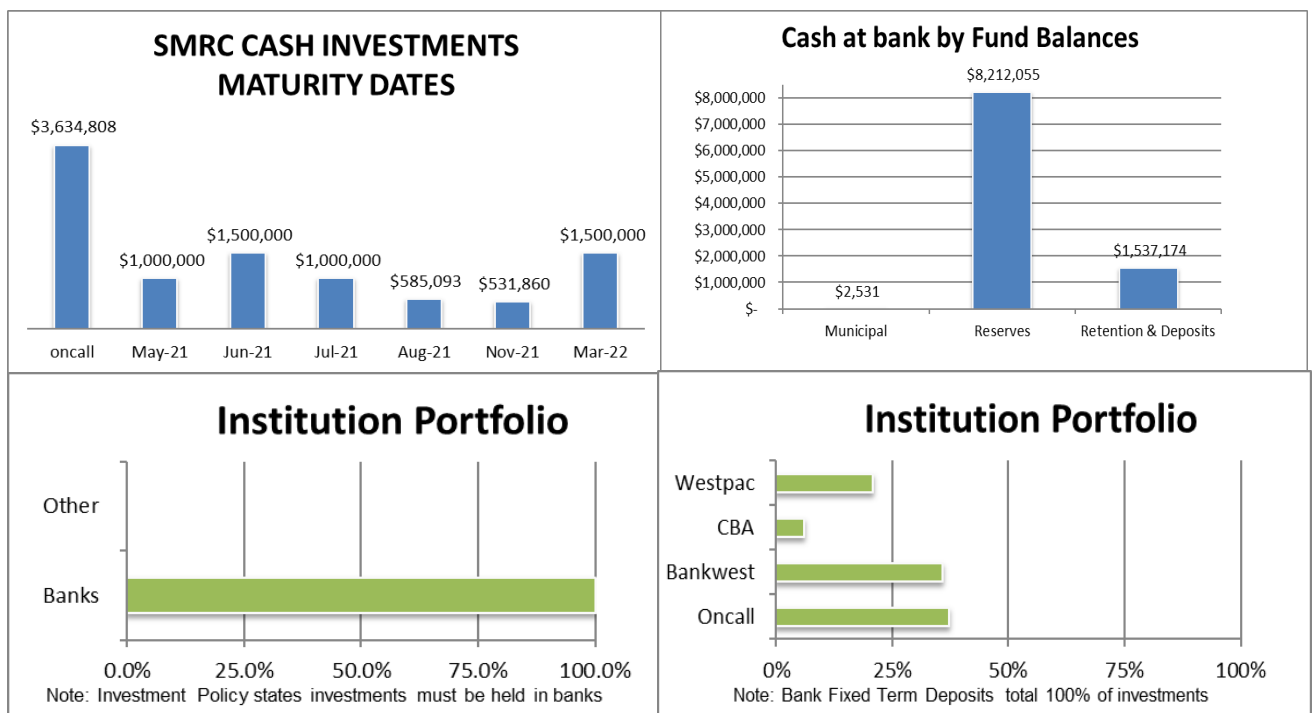
- 1) Operating Revenue is higher due to MRF commodity prices.
- 2) Operating Expenses are in line with the budget
- 3) YTD Operating Surplus is in better than the budget due to the above.
- 4) Net Assets are currently lower than the revised budget.



**4. The SMRC Cash Investment portfolio is as follows**

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

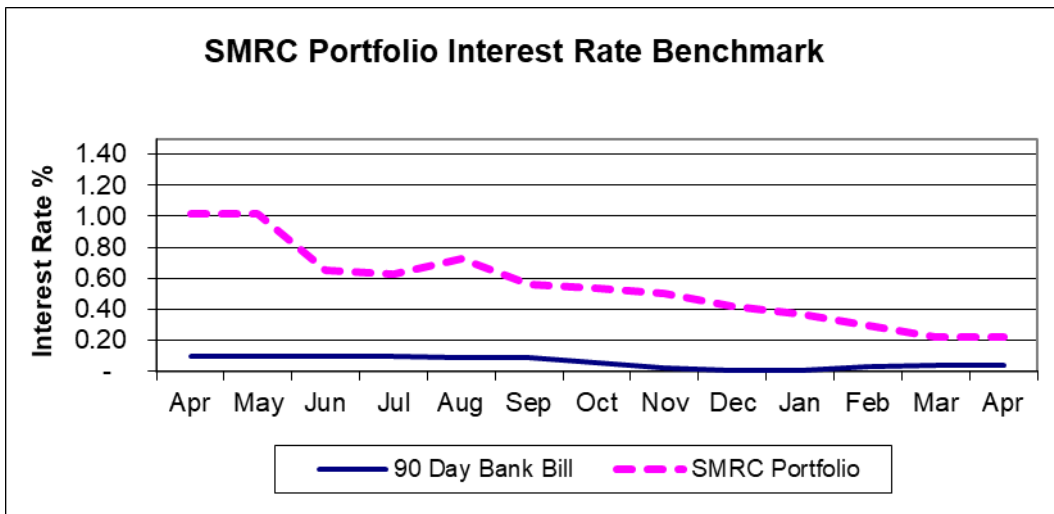
The Cash Investment Portfolio exposure is shown in the following graphs:





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

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



### FINANCIAL IMPLICATIONS

### RISK MANAGEMENT

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

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



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

**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.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

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

**STRATEGIC RELEVANCE**

**Key Result Area - 2:**

Business Sustainability

**Objective 2.4**

Our Business is financially viable and sustainable

**BACKGROUND**

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

**FINANCIAL IMPLICATIONS**

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



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL

# SOUTHERN METROPOLITAN REGIONAL COUNCIL

## MINUTES

### ORDINARY MEETING OF COUNCIL

THURSDAY 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

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

**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.**



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



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

#### **COUNCIL RESOLUTION**

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

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

**21.02-04                                      MOVED: CR W COOPER                                      SECONDED: CR S KEPERT**

#### **STAKEHOLDER RELATIONS COMMITTEE RECOMMENDATION:**

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

**CARRIED 4/-**

#### **VOTING REQUIREMENT**

Simple Majority

#### **STRATEGIC RELEVANCE**

<b>Key Focus Area</b>	3	Community & Stakeholder Relationships
<b>Objective</b>	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	
<b>SUBMISSION TO</b>	Ordinary Meeting of Council – 25 February 2021
<b>REPORT NO</b>	11.4
<b>SUBJECT</b>	Disability and Access Inclusion Plan (2021-26)
<b>AUTHOR</b>	Teresa Belcher, Communications Manager
<b>DATE OF REPORT</b>	09/02/2021
<b>FILE REFERENCE</b>	FD: Corporate Governance/ Statutory Requirements
<b>ATTACHMENTS</b>	Disability and Access Inclusion Plan (2021-26)

#### COUNCIL RESOLUTION

21.02-05

MOVED: CR W COOPER

SECONDED: CR S KEPERT

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

CARRIED 4/-

#### VOTING REQUIREMENT

Simple Majority

#### PURPOSE OF REPORT

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

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

##### Advocative

Not applicable

##### Executive

The CEO ensures that the SMRC complies with statutory legislation

##### Legislative

*Disability Services Act (1993)*



## IMPLICATIONS TO CONSIDER:

### Consultative:

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

### Strategic relevance:

**Key Focus Area** Business Sustainability

**Objective 2.2** Our business is efficient, financially viable and sustainable

**Strategy 2.2.4** Being a responsible and considered employer

### Policy related:

SMRC Recruitment and Selection Policy (July, 2020)

Equal Employment Opportunity Management Plan (July 2020)

6.8 Equal Opportunity Standard (2018)

### Financial:

No implications

### Legal and statutory:

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

### Risk related:

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

## BACKGROUND:

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

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

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



## REPORT:

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

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

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



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

#### **COUNCIL RESOLUTION**

**21.02-06**

**MOVED: CR W COOPER**

**SECONDED: CR S KEPERT**

#### **CEO RECOMMENDATION:**

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



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

#### **COUNCIL RESOLUTION**

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

#### **AUDIT & RISK COMMITTEE RECOMMENDATION:**

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

**CARRIED 4/-**

#### **VOTING REQUIREMENT**

Simple Majority

#### **PURPOSE OF REPORT**

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

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

##### **Advocative**

Not applicable

##### **Executive**

Not applicable



**Legislative**

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

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

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

**Strategic relevance:**

Business Sustainability

Our governance model supports an effective and efficient business model.

**Policy related:**

Not applicable

**Financial:**

The report was prepared inhouse.

**Legal and statutory:**

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

**Risk related:**

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

**BACKGROUND**

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



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

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

## **REPORT**

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

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

There are no non-compliance matters raised.

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

#### COUNCIL RESOLUTION

Mr Youé provided a brief background to the recommended amendments.

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

#### CEO RECOMMENDATION/S:

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



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

- a) **REGIONAL RESOURCE RECOVERY CENTRE & SMRC ADMINISTRATION BUILDING.**
  - i. **SIGN AS AN AUTHORISED SIGNATORY ALL WA TREASURY CORPORATION LOAN DRAW-DOWN SCHEDULES PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
  - ii. **SIGN AS AN AUTHORISED SIGNATORY ALL CERTIFICATIONS OF PARTICIPANTS SHARE'S IN THE SECURED LENDING FACILITY WITH THE WA TREASURY CORPORATION PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
  - iii. **NOTIFY IN WRITING TO THE WA TREASURY CORPORATION ANY FAILURE BY A PARTICIPANT TO PAY PRINCIPAL OR INTEREST WITHIN THE TIME SPECIFIED PURSUANT TO THE SECURED LENDING FACILITY AGREEMENT.**
- 5) **DISPOSAL OF PRODUCTS PROCESSED AT THE 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

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

## BACKGROUND

### Delegated Authority to CEO

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

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

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

### Amendments to DA6

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

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

It is proposed to amend Delegation No 6 –

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

### Amendments to DA8

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

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

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

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

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

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

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

### **NEW Delegations**

#### **1. DA 17**

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

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

#### **2. DA 18**

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

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

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

### **DELEGATED AUTHORITY TO COMMITTEES**

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

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

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



## **DELEGATED AUTHORITY TO OTHER EMPLOYEES**

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

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

**The following CEO delegations have been delegated to other employees.**

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

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

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

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

Delegated to Executive Manager Strategic Projects and Executive Manager RRRR Operations

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

Delegated to Executive Manager RRRR operations

## **FINANCIAL IMPLICATIONS:**

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

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

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

**COUNCIL RESOLUTION**

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

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



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

#### **COUNCIL RESOLUTION**

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

21.02-09

MOVED: CR W COOPER

SECONDED: CR S KEPERT

#### **CEO RECOMMENDATION:**

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

**CARRIED BY ABSOLUTE MAJORITY 4/-**

#### **VOTING REQUIREMENT**

Absolute Majority

#### **PURPOSE OF REPORT**

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

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

##### **Advocative**

Not applicable

##### **Executive**

Not applicable



### Legislative

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

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

### IMPLICATIONS TO CONSIDER:

#### Consultative:

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

#### Strategic relevance:

Business Sustainability

Our governance model supports an effective and efficient business model.

#### Policy related:

Not applicable

#### Financial:

Refer to the attached report.

#### Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-compliance (Corporate)	Infringement by relevant authority  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.



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

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

## REPORT

### 1. Financial Statements for the period ended 31 January 2021

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

#### Notes:

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

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

#### SMRC Reserve Strategy

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

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



### SMRC Debtors as on 31 January 2021

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

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

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

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

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

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

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

### Notes:

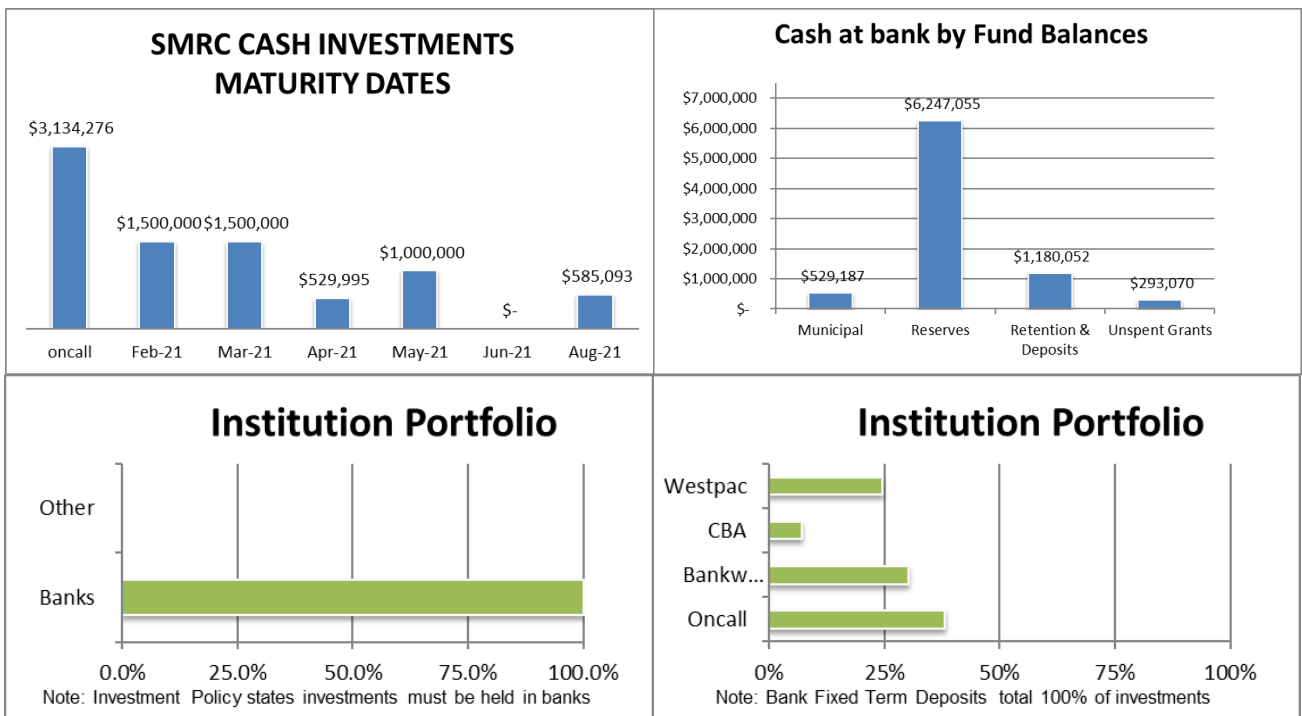
- 1) Operating Revenue is higher due to MRF & FOGO tonnages.
- 2) Operating Expenses are higher to date due to plant maintenance expenditure
- 3) YTD Operating Surplus is lower than the budget due to higher expenditure.
- 4) Net Assets are currently higher than the budget due to Asset revaluation & new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



4. The SMRC Cash Investment portfolio is as follows

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

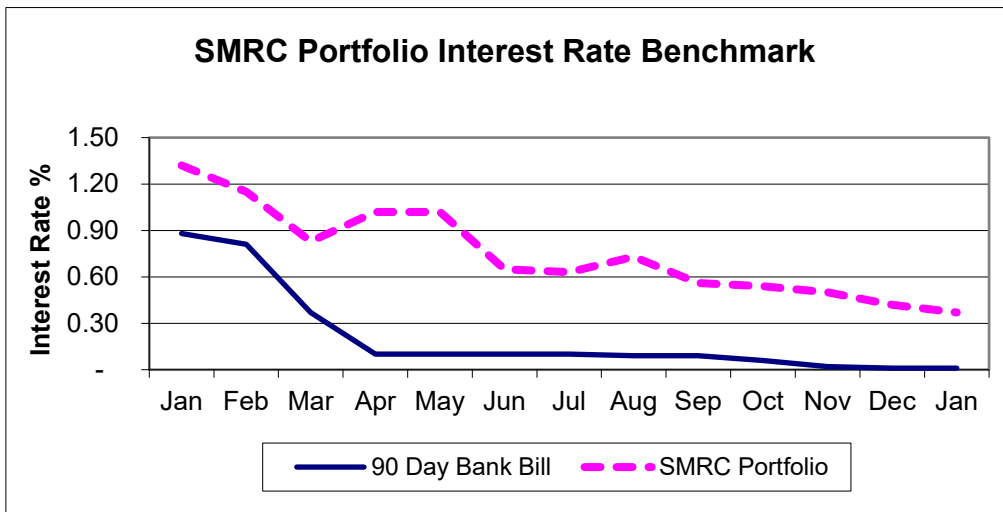
The Cash Investment Portfolio exposure is shown in the following graphs:





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

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



### FINANCIAL IMPLICATIONS

### RISK MANAGEMENT

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

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



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

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

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

#### **COUNCIL RESOLUTION 21-02-12**

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

#### **COUNCIL RESOLUTION**

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

#### **CEO RECOMMENDATION**

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

Report is Confidential

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

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

#### **COUNCIL RESOLUTION 21-02-12**

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

#### **COUNCIL RESOLUTION**

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

#### **RRRC PROJECT COMMITTEE RECOMMENDATION**

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

**CARRIED 4/-**

#### **VOTING REQUIREMENT**

Simple Majority

#### **PURPOSE OF THIS REPORT**

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

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

Not applicable

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

The RRRC Project Committee – meeting held 12 February 2021

The REG – meeting held 12 February 2021

CEO to have discussions with prospective partners and new customers.

**Strategic relevance:**

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

**Key Focus: Resource Recovery**

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

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

**Key Focus: Resource Recovery**

**Objective 1.2 We will lead the change to new waste solutions**

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



**Policy related:**

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

**Financial:**

Operating Budgets for 2020-21 and future years.

**Legal and statutory:**

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

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
BD06	Lack of Customers	Income loss and higher gate fees for lower tonnes processed	1- Annual Marketing Plan, 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.



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

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

#### **COUNCIL RESOLUTION 21-02-12**

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

#### **COUNCIL RESOLUTION**

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

#### **CEO RECOMMENDATION**

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

CARRIED 4/-

#### **VOTING REQUIREMENTS**

simple majority of Council

#### **PURPOSE OF REPORT**

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



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

**16. DECLARATION OF CLOSURE OF MEETING**

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

## 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**

<b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>		
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
<b>Ordinary Council Meeting- 19 April 2018 Outstanding Actions</b>		
11.4 TRANSITION OF REGIONAL RESOURCE RECOVERY CENTRE WASTE COMPOSTING FACILITY – CEO DELEGATION OF DISPOSAL OF ASSETS	CEO/EMCS	Ongoing
<b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 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 <sup>st</sup> 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
<b>Special Council Meeting- 9 April 2020 Outstanding Actions</b>		
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](mailto:tyoue@smrc.com.au)

Dear Mr Youé

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

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

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

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

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

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

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

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

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

Yours sincerely



Mike Rowe  
**DIRECTOR GENERAL**

19 April 2021





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

**Attendees:**

**Town of East Fremantle**

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

**City of Fremantle**

Cr Doug Thompson,  
Mr Graham Tattersall,  
Mr Glen Dougall

**City of Kwinana**

Cr Wendy Cooper,

**City of Melville**

Mr Mick McCarthy,  
Mr Alan Ferris,

**SMRC**

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

**Facilitator**

Mrs Helen Hardcastle, Learning Horizons

**Apologies**

Cr Steve Kepert City of Melville

**Introduction:**

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

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

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

Should SMRC grow, windup or stay as we are?

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

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

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

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

## Agreed Strategic Direction Summary

*Subject to final endorsement by Participants and SMRC.*

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

### Decision Process:

#### **April 2021**

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

#### **May 2021**

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

#### **June 2021**

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



## 1. Review Governance Structure

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

For consideration:

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

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

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

Key Focus: Business Sustainability

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

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

## 2. Understanding and articulate our value proposition.

Action: Prepare a Value Proposition Statement.

For consideration:

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

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

For example;

Benefits include:

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

*Strategic Alignment:* This is a new strategy:

Key Focus: Business Sustainability

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

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

### 3. Form alliances and business partnerships

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

For consideration:

1. Identify opportunities in the business marketing plan.

Eg: Increase customer base.

Partner with private waste sector

Realise the FOGO opportunity.

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

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

Key Focus: Resource Recovery

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

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

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

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

For consideration:

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

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

Key Focus: Business Sustainability

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

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

## 5. Develop an advocacy strategy

### Actions

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

### For consideration:

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

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

*Key Focus: Community & Stakeholder Relationships*

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

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



## 6. Deliver communication and waste education

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

For consideration:

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

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

Key Focus: Community & Stakeholder Relationships

Objective 3.2 We effectively communicate with our community & stakeholders.

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



# CORPORATE POLICY NO 1.1

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

### DIVISION 1 – PRELIMINARY PROVISIONS

#### 1. Citation

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

##### 1.1. Legislation

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

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

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

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

##### 1.2. Scope

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

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

#### 2. Terms used

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

<b>Regional Group Member</b>	<b>Executive</b>	A participant member local government employee appointed by their participant to be a member or deputy member of the SMRC's Regional Executive Group.
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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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# CORPORATE POLICY NO 1.1 CODE OF CONDUCT FOR COUNCILLORS AND COMMITTEE MEMBERS AND GROUP MEMBERS

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

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

## 22. Disclosure of interests

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

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

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

**23. Compliance with plan requirement**

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

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

## REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ <a href="#">Local Government (Model Code of Conduct) Regulations 2021</a></li> <li>▪ Local Government (Administration) Regulations 2021</li> <li>▪ Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Misconduct, Fraud &amp; Corruption Prevention Policy</li> </ul>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Model Code of Conduct Explanatory Notes</a></li> <li>• <a href="#">Model Code of Conduct Guidelines</a></li> <li>• Complaint About Alleged Breach Form – Code of Conduct for Council members, committee members and group members</li> </ul>	
<b>Approved by</b>	Regional Council – <i>by Absolute Majority section 5.104</i>	
<b>Next Revision Date</b>	November 2022	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate Services	Chief Executive officer	Biennial
<b>Risk Rating</b>	High	
<b>Location of document</b>	SMRC Website – Key Documents - Policies 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](http://www.dlgsc.wa.gov.au); OR
- The Southern Metropolitan Regional Council's (SMRC) Rules of Conduct Complaints Officer: (08) 9329 2700 or [smrc@smrc.com.au](mailto:smrc@smrc.com.au)

### Need Advice?

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

## Behaviour Complaint Form

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

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

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

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

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

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

[Empty text area for details of the alleged breach]

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

[Empty text area for additional information]

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

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

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

<b>11</b>	<p><b>Desired outcome of the Complaint</b></p> <p><i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i></p>

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

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SOUTHERN METROPOLITAN REGIONAL COUNCIL

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

**Please submit completed Behaviour Complaint to:**

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

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

Postal Address: PO Box 1501, Booragoon WA 6954

In person: 9 Aldous Place, Booragoon WA 6154

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

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# WALGA Policy Development Framework

## Code of Conduct Behaviour

## Complaints Management Policy

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### WALGA Note:

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

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

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

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

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

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

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

**Instructions for use:**

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

**Remember:**

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

**Feedback:**

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

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## Policy Objective

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

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

## Policy Scope

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

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

## Definitions

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

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

### **WALGA Note:**

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

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

***WALGA Note:***

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

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

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

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

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

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

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

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

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

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

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

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

***WALGA Note:***

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



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

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

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

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

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

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

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

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

## Policy Statement

### 1. Principles

#### 1.1. Procedural fairness

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

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

***WALGA Note:***

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

## 1.2. Consistency

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

## 1.3. Confidentiality

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

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

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

### ***WALGA Note:***

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

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

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

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

## 1.4. Accessibility

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

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

### ***WALGA Note:***

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

## 2. Roles

### 2.1. Behaviour Complaints Officer

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

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

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

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

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

### ***WALGA Note:***

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

#### *External Behaviour Complaints Officer*

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

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

## **2.2. Complaint Assessor**

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

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

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

### ***WALGA Note:***

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

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

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

## 2.3. Behaviour Complaints Committee

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

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

### **WALGA Resources:**

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

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

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

## 3. Procedure

### 3.1. Making a complaint

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

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

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

### **WALGA Resources:**

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

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

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

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

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

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

### **3.2. Candidate Complaints**

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

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

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

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

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

### **3.3. Withdrawing a Complaint**

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

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

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

***WALGA Note:***

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

### **3.4. Notice to Complainant**

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

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

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

### **3.5. Notice to Respondent**

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

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

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



### 3.6. Alternative Dispute Resolution

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

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

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

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

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

#### ***WALGA Note:***

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

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

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

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

### 3.7. Order of Complaints

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

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

### 3.8. Appointment of Complaints Assessor

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

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

#### ***WALGA Note:***

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

- *The Behaviour Complaints Officer undertakes procurement in accordance with the Local Government's Purchasing Policy, based on sufficiently detailed guidance on suitable qualifications and experience.*
- *Local Governments may choose to carry out an RFQ, or other appropriate procurement process, to identify and appoint a standing Complaint Assessor for a period of time, rather than waiting for a Complaint.*
- *Local Governments could 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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<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
1.	[decision date / TRIM Ref]	[brief description of the adoption / changes approved]					
2.							



# CORPORATE POLICY NO 1.16 CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## DIVISION 1 – PRELIMINARY PROVISIONS

### 1. Citation

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

#### 1.1. Legislation

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

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

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

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

### 2. Terms used

(1) In these standards —

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

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

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

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

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

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

**local government** means the Southern Metropolitan Regional Council;

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

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

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

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## DIVISIONS 2 - Standards for recruitment of CEOs

### 3. Overview of Division

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

### 4. Application of Division

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

(2) This Division does not apply —

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

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

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

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

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

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

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

### 6. Advertising requirements

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

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

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

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

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

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

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

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

### 8. Establishment of selection panel for employment of CEO

(1) In this clause —

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

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

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

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

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

## 9. Recommendation by selection panel

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

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

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

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

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

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

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

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

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

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

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

## 11. Offer of employment in position of CEO

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

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

## 12. Variations to proposed terms of contract of employment

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

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

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

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

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

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

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

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## 14. Confidentiality of information

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

## Division 3 — Standards for review of performance of CEOs

### 15. Overview of Division

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

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

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

### 17. Carrying out a performance review

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

### 18. Endorsement of performance review by local government

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

### 19. CEO to be notified of results of performance review

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

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

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# CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

## Division 4 — Standards for termination of employment of CEOs

### 20. Overview of Division

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

### 21. General principles applying to any termination

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

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

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

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

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

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

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

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

### 23. Decision to terminate

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

### 24. Notice of termination of employment

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

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

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## CORPORATE POLICY NO CEO RECRUITMENT, PERFORMANCE AND TERMINATION

### 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ Local Government (Administration) Regulations 2021</li> <li>▪ SMRC Standing Orders Local Law 2008</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Code of Conduct for Councillors and Committee and Group Members</li> <li>▪ CEO Performance Review Committee Policy 1.10</li> <li>▪ CEO Contract of Employment</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	Feb 2022	
<b>Related Documents</b>		
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk Medium	
<b>Location of document</b>	Staff Intranet 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

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Local Government (Administration) Amendment Regulations</i> (Section 5.99 of the Local Government Act 1995 and Regulations 30 &amp; 34 of the Local Government (Administration) Regulations should be observed in relation to fee &amp; allowance payments)</li> <li>▪ Determination for Local Government Elected Council Members Pursuant to Section 7B of the <i>Salaries and Allowances Act 1975</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Accounting Policies and Procedures</li> </ul>	
<b>Next Review Date</b>	June 2021	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Annual
<b>Risk Rating</b>	Risk Register – Low	
<b>Location of document</b>	SMRC Website – Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRRC, 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](mailto:smrc@smrc.com.au), subject line: "Questions for Council Meeting", two (2) hours before the meeting commence time.
  - b. On the day of Council Meetings, written questions are to be registered and placed in the "Questions Tray" located in the meeting venue. The register will be open thirty (30) minutes prior to the commencement of the Council Meeting.
  - c. Members of the public may submit questions up until the commencement of the Council Meeting, but all questions must be submitted in writing and the details of the person asking the question/s must be added to the Register. SMRC staff will be available at the meeting to assist members of the public in understanding the procedure and submitting questions.
- All questions should not contain defamatory remarks, offensive language or questioning the competency of councillors or employees. Questions should be on the issue rather than on individuals.

### Procedure at Council Meetings

- During the Council Meeting persons who have registered their questions will be the only persons able to speak. The first priority will be given to persons who are asking questions relating to items on the current meeting agenda. The second priority will be given to other questions.
- Where questions are registered, but the person fails to attend the meeting, the question will not be put to the meeting and the CEO is to reply in writing at a time after the meeting.
- The Presiding Member will manage public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state their name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated.
- The person should then proceed to ask their questions one at a time. Questions should not include statements or express opinions, nor be offensive or defamatory.
- The presiding member will respond to the question or nominate a relevant person to respond on behalf of the council. Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed at specific members of council or employees. Address all question to the Chair.

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## CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

- Questions are not to be framed in such a way as to reflect adversely on a particular councillor or employee.
- There is no debate or discussion permitted on any question or response.
- Public question time is declared closed following the expiration of the allocated fifteen (15) minute time period, or earlier if there are no further questions. By resolution of Council the public question time period may be extended for a further period as nominated in the resolution.

In accordance with Local Government (Administration) Regulation 7(5) if a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to:

- declare that he or she has an interest in the matter; and
- allow another person to respond to the question.

While the above regulation prohibits a person responding to a question relating to a matter in which they have an interest, the Act does not require that person to leave the meeting or comply with any other requirement for disclosing interests.

### After the Council Meeting

- Recording questions and responses given during public question time to be recorded as a summary (not verbatim) in the minutes in accordance with local government 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

<b>Statutory Compliance</b>	Local Government Act 1995 Section 5.24 Local Government (Administration) Regulations 5, 6, 7	
<b>Organisational Compliance</b>	SMRC Standing Orders Amendment Local Law 2009 Section 3.4	
<b>Next Revision Date</b>	August 2021	
<b>Related Documents</b>	"Managing Public Question Time" Dept of Local Government Guidelines No 3 "Public Question Time" Form	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk Low	
<b>Location of document</b>	SMRC Website – Meetings 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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SOUTHERN METROPOLITAN REGIONAL COUNCIL

## CORPORATE POLICY NO 1.13 PUBLIC QUESTION TIME

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	DCS	26/07/2012
2014	Review	2	EMCS	EMCS	28/08/2014
2016	Review	3	EMCS	EMCS	27/10/2016
2018	Review	4	EMCS	EMCS	16/08/2018
2020	Review	5	EMCS	EMCS	27/02/2020
<u>2021</u>	<u>Review</u>	<u>6</u>	<u>CSM</u>	<u>EMCS</u>	

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# CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

## STATEMENT

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The Southern Metropolitan Regional Council is committed to ensuring that employees are taking their leave entitlements.

## SCOPE

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This Policy applies to all employees of SMRC.

## OBJECTIVES

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1. To ensure all employees receive their leave entitlements in accordance with award or employment contract provisions.
2. To provide guidelines for ensuring leave entitlements are taken within appropriate time-frames.

## DEFINITIONS

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Term	Definition
LSL	Long Service Leave
Deed of Compromise	Written agreement between SMRC and the employee where the employee has chosen to relinquish the taking of leave in return for a cash payment in lieu of that leave

## ROLES AND RESPONSIBILITIES

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### Regional Council

To monitor the Chief Executive’s leave management as part of the annual performance review.

### Chief Executive Officer

The Chief Executive Officer is responsible in managing all employee leave under the prescribed Regulations, Agreements, Contracts and Guidelines. The CEO reports his leave arrangements to the Chairperson, or in the absence of the Chairperson to the Deputy Chairperson.

### Managers

Managers and supervisors are responsible for employee leave plans and ensuring that the correct leave procedure is adhered to.

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 3.1 LEAVE MANAGEMENT	Version 6
Prepared: EMCS	Reviewed by: EMCS	Approved: COUNCIL	Page 1 of 4
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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

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 2 of 4
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## CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

Having regard to the provisions of the Local Government (Long Service Leave) Regulations, the following shall apply:

Employees who are eligible for LSL may request the following leave arrangements -:

- a. Take 13 weeks leave at normal pay (paid in advance or f/nightly)
- b. Take half pay but double the time (6mths leave) (reg 6A)
- c. Take half leave but double the pay (6.5weeks) (reg 6B)
- d. Leave can be taken in three (3) separate periods (reg 7(1)(d))

Employees must provide a written application giving at least two months notice of the date from which the LSL is to be taken.

The above leave arrangements are subject to CEO's approval (or in the case of the CEO, the Council). Options "b" to "d" are only approved at such times mutually convenient to the employer and the employee and, except as provided below, within six months of the date when the accrued leave is due.

In special circumstances, and with the consent of the CEO, an employee may apply in writing to the CEO requesting to defer the taking of any entitled LSL, or any part thereof not taken after 6 months when the leave was due.

Where the LSL has been postponed beyond the period of 6 months when it was due to meet the convenience of the employee, the rate of payment for that leave shall be the rate applicable at the end of the six months,

Where the LSL has been postponed beyond the period of 6 months to meet the convenience of the employer, the rate of payment for that leave shall be the current rate applicable at the time of commencing leave.

### General Leave Entitlements

Unless specified above, all leave entitlements are as per the employee's contract of employment, [SMRC Collective Agreement 2008](#), [Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021](#), Local Government Industry Award [2010-2020](#) or any other employee legislation or regulations in force at the time.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Industry Awards <a href="#">2010-2020</a></li> <li>▪ National Employment Standards 2009</li> <li>▪ Local Government (Long Service Leave) Regulations</li> </ul>
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Employee Awards or Contracts</li> <li>▪ <a href="#">Southern Metropolitan Regional Council Regional Resource Recovery Centre Enterprise Agreement 2021</a> <del><a href="#">Southern Metropolitan Regional Council Collective Agreement 2008</a></del></li> </ul>
<b>Approved by</b>	Regional Council – Resolution No:
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• All relevant HR policies and procedures</li> <li>• Leave Application Form</li> <li>• Request for Leave Deferral Form</li> <li>• Request for Payment In Lieu of Taking Leave Form</li> </ul>

Issued: June 2019	Review Date: June 2021	Title: CORPORATE POLICY NO 3.1 LEAVE MANAGEMENT	Version 6
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## CORPORATE POLICY NO 3.1 (HR 8.1) LEAVE MANAGEMENT

<b>Next Revision Date</b>	June 2021	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (HR)	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Medium	
<b>Location of document</b>	SMRC Website – Members Area 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>	

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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 \$
	<b>Revenue from operating activities</b>			
5,159,108	Contributions, Donations & Reimbursements	4,364,032	4,382,611	18,579
21,595,470	Fees & Charges	19,336,999	19,986,710	649,711
24,000	Interest Received	22,043	28,396	6,353
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	2,174,340	2,182,321	7,981
<b>29,609,256</b>	<b>Total Operating Revenue</b>	<b>26,009,414</b>	<b>26,692,039</b>	<b>682,625</b>
	<b>Expenditure from operating activities</b>			
(8,552,534)	Employee Costs	(7,349,511)	(7,260,770)	88,741
(12,820,366)	Materials & Contracts	(10,190,648)	(10,242,774)	(52,125)
(789,570)	Utilities	(682,980)	(664,244)	18,736
(1,876,872)	Insurance	(1,527,171)	(1,423,014)	104,157
(804,200)	Interest	(597,770)	(614,377)	(16,607)
(2,697,576)	Depreciation	(2,697,576)	(2,889,515)	(191,939)
0	Other Expenses	(18,120)	(1,581)	16,539
<b>(27,541,118)</b>	<b>Total Operating Expenses</b>	<b>(23,063,777)</b>	<b>(23,096,275)</b>	<b>(32,499)</b>
	Profit/ (Loss) on Sale of Assets		16,033	16,033
<b>2,068,138</b>	<b>Operating Surplus / (Deficit)</b>	<b>2,945,638</b>	<b>3,611,796</b>	<b>666,159</b>
	<b>LESS: Non-cash items</b>			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,697,576	2,889,515	191,939
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
<b>2,780,576</b>	<b>Total Non-cash items</b>	<b>2,697,576</b>	<b>2,873,482</b>	<b>175,906</b>
<b>(24,760,542)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(20,366,201)</b>	<b>(20,222,793)</b>	<b>143,407</b>
<b>4,848,714</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>5,643,214</b>	<b>6,469,246</b>	<b>826,032</b>
	<b>Capital Expenditure</b>			0
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(2,358,000)	(2,358,253)	(253)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
<b>(4,365,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(3,676,000)</b>	<b>(3,627,352)</b>	<b>48,648</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(2,452,450)	(2,452,450)	0
3,284,059	Reimbursement of Loan Repayments	2,452,450	2,452,450	0
(3,400,000)	Transfers TO Cash Reserves	(2,800,000)	(2,810,000)	(10,000)
1,743,000	Transfers FROM Cash Reserves	1,553,000	1,553,000	0
<b>(1,407,000)</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(997,000)</b>	<b>(1,007,000)</b>	<b>(10,000)</b>
<b>(923,286)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>970,214</b>	<b>1,834,894</b>	<b>864,680</b>
<b>2,885,956</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>2,885,956</b>	<b>2,885,956</b>	<b>-</b>
<b>1,962,670</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>3,856,170</b>	<b>4,720,850</b>	<b>864,680</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
30 April 2021**

**Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	18,579	Positive	
Fees & Charges	649,711	Positive	MRF commodity prices
Interest Received	6,353	Positive	
Operating Grants	-		
Other Revenue	7,981	Positive	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	88,741	Positive	Maint. Employment costs
Materials & Contracts	(52,125)	Negative	Plant maintenance expenses
Utilities	18,736	Positive	
Insurance	104,157	Positive	Insurance premium savings
Interest	(16,607)	Negative	
Depreciation	(191,939)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases)
Other Expenses	16,539	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<b><u>Investing Activities</u></b>			
<b><u>Capital Expenditure</u></b>			
Buildings	(157)	Negative	
Plant & Equipment	(253)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<b><u>Funding / Other Capital Items</u></b>			
Transfers TO Cash Reserves	(10,000)	Positive	
Transfers FROM Cash Reserves	-		



Statement of Financial Position  
as at 30 APR 2021

	2020/2021	2019/2020
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

<b>Net cash provided by operating activities</b>	<b>5,168,821</b>
--	------------------

**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)

<b>Net cash provided/(absorbed) by investing activities</b>	<b>(3,627,352)</b>
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**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)

<b>Net cash provided by financing activities</b>	<b>(476,840)</b>
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<b>Net increase(decrease) in cash held</b>	<b>1,064,629</b>
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Cash at the beginning of the year	10,174,251
<b>Cash at the end of the period</b>	<b>11,238,880</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 April 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

Net Changes in Assets from Operations	6,469,246
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	669,319
Less adjustment for Accrued Income	(1,067,804)
Less adjustment for Income in advance	(92,703)
Less adjustment for Loan Receivables	(767,193)
Less adjustment for Prepayments	(279,202)
Less adjustment for Inventories	(102,500)
Less adjustment for Payables	(1,774,670)
Plus adjustment for Accrued Expenses	1,548,802
Plus adjustment for GST	252,363
Plus adjustment for Payroll Liabilities	4,294
Plus adjustment for Retentions & Bonds	462,312
Less adjustment for Borrowings	(767,193)
Less adjustment for Provisions	90,876
Less adjustment for Lease Liabilities	(493,076)
Less adjustment for Right of Use Assets	(700,664)
Less adjustment for Transfer to CWIP	(3,155,201)
Plus adjustment for Others	501,588
Movement in cash balances	<u>1,064,629</u>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 March 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b>Revenue from operating activities</b>			
5,159,108	Contributions, Donations & Reimbursements	3,878,510	3,878,613	103
21,595,470	Fees & Charges	17,495,872	17,897,799	401,927
24,000	Interest Received	19,056	26,149	7,093
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	1,884,275	1,883,427	(848)
<b>29,609,256</b>	<b>Total Operating Revenue</b>	<b>23,389,713</b>	<b>23,797,988</b>	<b>408,275</b>
	<b>Expenditure from operating activities</b>			
(8,552,534)	Employee Costs	(6,629,835)	(6,518,626)	111,209
(12,820,366)	Materials & Contracts	(9,169,158)	(9,410,482)	(241,324)
(789,570)	Utilities	(614,083)	(608,111)	5,972
(1,876,872)	Insurance	(1,352,454)	(1,276,189)	76,265
(804,200)	Interest	(561,303)	(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
<b>(27,541,118)</b>	<b>Total Operating Expenses</b>	<b>(20,898,572)</b>	<b>(21,249,189)</b>	<b>(350,617)</b>
	Profit/ (Loss) on Sale of Assets		16,033	16,033
<b>2,068,138</b>	<b>Operating Surplus / (Deficit)</b>	<b>2,491,141</b>	<b>2,564,832</b>	<b>73,690</b>
	<b>LESS: Non-cash items</b>			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,550,933	2,889,515	338,582
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
<b>2,780,576</b>	<b>Total Non-cash items</b>	<b>2,550,933</b>	<b>2,873,482</b>	<b>322,549</b>
<b>(24,760,542)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(18,347,639)</b>	<b>(18,375,707)</b>	<b>(28,068)</b>
<b>4,848,714</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>5,042,074</b>	<b>5,422,281</b>	<b>380,207</b>
	<b>Capital Expenditure</b>			
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(1,966,000)	(1,966,829)	(829)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
<b>(4,365,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(3,284,000)</b>	<b>(3,235,928)</b>	<b>48,072</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(2,452,450)	(2,452,450)	0
3,284,059	Reimbursement of Loan Repayments	2,452,450	2,452,450	0
(3,400,000)	Transfers TO Cash Reserves	(2,733,000)	(2,743,000)	(10,000)
1,743,000	Transfers FROM Cash Reserves	1,833,000	1,833,000	0
<b>(1,407,000)</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(650,000)</b>	<b>(660,000)</b>	<b>(10,000)</b>
<b>(923,286)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>1,108,074</b>	<b>1,526,353</b>	<b>418,279</b>
<b>2,885,956</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>2,885,956</b>	<b>2,885,956</b>	<b>-</b>
<b>1,962,670</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>3,994,030</b>	<b>4,412,309</b>	<b>418,279</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
31 March 2021**

**Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	103	Positive	
Fees & Charges	401,927	Positive	MRF commodity prices
Interest Received	7,093	Positive	
Operating Grants	-		
Other Revenue	(848)	Negative	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	111,209	Positive	Maint. Employment costs
Materials & Contracts	(241,324)	Negative	Plant maintenance expenses
Utilities	5,972	Positive	
Insurance	76,265	Positive	Insurance premium savings
Interest	16,618	Positive	
Depreciation	(338,582)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases)
Other Expenses	19,225	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<b><u>Investing Activities</u></b>			
<b><u>Capital Expenditure</u></b>			
Buildings	(157)	Negative	
Plant & Equipment	(829)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<b><u>Funding / Other Capital Items</u></b>			
Transfers TO Cash Reserves	(10,000)	Positive	
Transfers FROM Cash Reserves	-		

Statement of Financial Position  
as at 31 MAR 2021

	2020/2021	2019/2020
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 beginning of the year	10,174,251
<b>Cash at the end of the period</b>	<b>11,206,167</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 March 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

Net Changes in Assets from Operations	5,422,281
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	309,408
Less adjustment for Accrued Income	(222,918)
Less adjustment for Income in advance	(139,055)
Less adjustment for Loan Receivables	(738,114)
Less adjustment for Prepayments	(489,340)
Less adjustment for Inventories	44,970
Less adjustment for Payables	(1,532,442)
Plus adjustment for Accrued Expenses	1,404,618
Plus adjustment for GST	416,626
Plus adjustment for Payroll Liabilities	4,405
Plus adjustment for Retentions & Bonds	479,261
Less adjustment for Borrowings	(738,114)
Less adjustment for Provisions	18,766
Less adjustment for Lease Liabilities	(493,076)
Plus adjustment for Right of Use Assets	700,664
Less adjustment for Transfer to CWIP	(2,984,531)
Less adjustment for Others	(697,525)
Movement in cash balances	1,031,917



**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**28 February 2021**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b>Revenue from operating activities</b>			
5,159,108	Contributions, Donations & Reimbursements	3,411,896	3,412,297	401
21,595,470	Fees & Charges	14,959,393	15,405,153	445,760
24,000	Interest Received	16,069	21,315	5,245
112,000	Operating Grants	112,000	112,000	0
2,718,678	Other Revenue	1,324,210	1,323,384	(826)
<b>29,609,256</b>	<b>Total Operating Revenue</b>	<b>19,823,568</b>	<b>20,274,148</b>	<b>450,580</b>
	<b>Expenditure from operating activities</b>			
(8,552,534)	Employee Costs	(5,903,050)	(5,741,015)	162,035
(12,820,366)	Materials & Contracts	(8,239,978)	(8,441,067)	(201,088)
(789,570)	Utilities	(543,951)	(545,400)	(1,449)
(1,876,872)	Insurance	(1,177,736)	(1,129,363)	48,373
(804,200)	Interest	(453,336)	(446,437)	6,899
(2,697,576)	Depreciation	(2,267,496)	(2,696,007)	(428,511)
0	Other Expenses	(18,492)	(1,581)	16,911
<b>(27,541,118)</b>	<b>Total Operating Expenses</b>	<b>(18,604,040)</b>	<b>(19,000,870)</b>	<b>(396,831)</b>
	Profit/ (Loss) on Sale of Assets		16,033	16,033
<b>2,068,138</b>	<b>Operating Surplus / (Deficit)</b>	<b>1,219,529</b>	<b>1,289,311</b>	<b>69,782</b>
	<b>LESS: Non-cash items</b>			
	Adjust Profit/ (Loss) on Sale of Assets		(16,033)	(16,033)
2,697,576	Add Back Depreciation	2,267,496	2,696,007	428,511
83,000	Add Back Interest on unwinding of discount on Make Good Provision	0	0	0
0	Asset Revaluation Decrements	0	0	0
<b>2,780,576</b>	<b>Total Non-cash items</b>	<b>2,267,496</b>	<b>2,679,974</b>	<b>412,478</b>
<b>(24,760,542)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(16,336,544)</b>	<b>(16,320,896)</b>	<b>15,648</b>
<b>4,848,714</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>3,487,025</b>	<b>3,953,253</b>	<b>466,228</b>
	<b>Capital Expenditure</b>			0
(1,350,000)	Buildings	(1,298,000)	(1,298,157)	(157)
(2,995,000)	Plant & Equipment	(1,715,000)	(1,715,092)	(92)
(20,000)	Information Technology	(20,000)	(17,754)	2,246
	Proceeds from disposal of Assets		46,812	46,812
<b>(4,365,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(3,033,000)</b>	<b>(2,984,191)</b>	<b>48,809</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	250,000	250,000	0
(3,284,059)	Repayment of Loans	(1,627,947)	(1,627,947)	0
3,284,059	Reimbursement of Loan Repayments	1,627,947	1,627,947	0
(3,400,000)	Transfers TO Cash Reserves	(1,583,000)	(1,583,000)	0
1,743,000	Transfers FROM Cash Reserves	1,583,000	1,583,000	(0)
<b>(1,407,000)</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>250,000</b>	<b>250,000</b>	<b>(0)</b>
<b>(923,286)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>704,025</b>	<b>1,219,062</b>	<b>515,037</b>
<b>2,885,956</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>2,885,956</b>	<b>2,885,956</b>	<b>-</b>
<b>1,962,670</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>3,589,981</b>	<b>4,105,018</b>	<b>515,037</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
28 February 2021  
(PROVISIONAL AND SUBJECT TO AUDIT)**

**Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$20,000.

Particulars	YTD Variance \$	Var.	Explanation of Variance with +-\$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	401	Positive	
Fees & Charges	445,760	Positive	MRF commodity prices
Interest Received	5,245	Positive	
Operating Grants	-		
Other Revenue	(826)	Negative	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	162,035	Positive	Maint. Employment costs
Materials & Contracts	(201,088)	Negative	Plant maintenance expenses
Utilities	(1,449)	Negative	
Insurance	48,373	Positive	Insurance premium savings
Interest	6,899	Positive	
Depreciation	(428,511)	Negative	Asset valuation & New treatment of depreciation on Right-use Assets (Leases) not in the budget
Other Expenses	16,911	Positive	
Profit/ (Loss) on Sale of Assets	16,033	Positive	
<b><u>Investing Activities</u></b>			
<b><u>Capital Expenditure</u></b>			
Buildings	(157)	Negative	
Plant & Equipment	(92)	Negative	
Information Technology	2,246	Positive	
Proceeds from disposal of Assets	46,812	Positive	Sale of WCF Front end loaders
<b><u>Funding / Other Capital Items</u></b>			
Transfers TO Cash Reserves	-		
Transfers FROM Cash Reserves	(0)		

<b>SOUTHERN METROPOLITAN REGIONAL COUNCIL</b> <b>FINANCIAL REPORTS FOR THE PERIOD ENDED</b> <b>28 February 2021</b>
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## NET CURRENT ASSETS

	As at 28/02/2021	As at 30/06/2020
<b>CURRENT ASSETS</b>		
Cash	9,013,710	10,174,251
Receivables	7,760,207	8,271,547
Prepayments	612,575	19,861
Accrued Income	1,322,367	55,908
Inventories	1,071,934	1,190,166
<b>TOTAL CURRENT ASSETS</b>	<b>19,780,793</b>	<b>19,711,732</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,898,137	2,947,341
Accrued Expenses	1,905,273	588,570
Income Rec'd in Advance	46,352	0
GST	204,071	0
Payroll Liabilities	5,381	829
Retentions & Bonds	1,457,954	1,027,913
Borrowings	3,340,908	5,084,059
Provisions (CL)	757,023	708,687
Lease Liabilities	653,143	638,765
<b>TOTAL CURRENT LIABILITIES</b>	<b>10,268,242</b>	<b>10,996,165</b>
<b>NET CURRENT ASSETS</b>	<b>9,512,551</b>	<b>8,715,568</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(8,885,055)	(7,302,055)
Add: Transfers from Reserves	1,583,000	0
Add: Loan contributions from members	1,627,947	0
Less: Profit/ (Loss) on Sale of Assets	16,033	0
Add: NCL reclassification to CL	298,970	0
Add: Decrease in Non-Current Provisions	(48,427)	(48,427)
<b>Adjusted Net Current Assets</b>	<b>4,105,018</b>	<b>1,365,086</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORTS FOR THE PERIOD ENDED  
28 February 2021**

**STATEMENT OF CASH FLOWS**

**Cashflows from Operating Activities**

Receipts for Operations	18,580,553
Payments for Operations	(17,541,215)
Receipts from Government	362,000

<b>Net cash provided by operating activities</b>	<b>1,401,338</b>
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**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)

<b>Net cash provided/(absorbed) by investing activities</b>	<b>(2,984,191)</b>
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**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)

<b>Net cash provided by financing activities</b>	<b>422,312</b>
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<b>Net increase(decrease) in cash held</b>	<b>(1,160,540)</b>
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Cash at the beginning of the year	10,174,251
<b>Cash at the end of the period</b>	<b>9,013,710</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**28 February 2021**

**STATEMENT OF CASH FLOWS**

**Reconciliation of Net Changes in Assets to Operating Cash Flow**

Net Changes in Assets from Operations	3,953,253
Plus Receipts from Government	250,000
Less adjustment for (Profit)/ Loss on Sale of Assets	16,033
Less adjustment for Receivables	511,340
Less adjustment for Accrued Income	(1,266,459)
Less adjustment for Income in advance	(46,352)
Less adjustment for Loan Receivables	(1,627,947)
Less adjustment for Prepayments	(592,714)
Less adjustment for Inventories	118,232
Less adjustment for Payables	(1,049,204)
Plus adjustment for Accrued Expenses	1,316,703
Plus adjustment for GST	204,071
Plus adjustment for Payroll Liabilities	4,552
Plus adjustment for Retentions & Bonds	430,041
Less adjustment for Borrowings	(1,627,947)
Less adjustment for Provisions	0
Less adjustment for Lease Liabilities	(438,112)
Plus adjustment for Right of Use Assets	621,391
Less adjustment for Transfer to CWIP	(2,732,794)
Less adjustment for Others	795,372
Movement in cash balances	<u>(1,160,540)</u>

**Schedule of Payments made in April 2021**

EFT No	Date	Name	Description	Amount (\$)
EFT23260	01/04/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services for the period March 2021	460.35
EFT23261	01/04/2021	Acco Airconditioning	Booragoon office aircon repairs	512.00
EFT23262	01/04/2021	Advance Press	4 types of postcards FOGO/MUDs	979.00
EFT23263	01/04/2021	Arbon Equipment Pty Ltd	MRF Despatch door repairs	1,914.00
EFT23264	01/04/2021	B.Waddell Consulting Engineers Pty Ltd	Aeration building - structural inspection January 2021	660.00
EFT23265	01/04/2021	BP Australia P/L	Supply and deliver diesel fuel for March 2021	11,537.19
EFT23266	01/04/2021	Beaurepaires	MRF Loader tyre repairs FEL012	765.20
EFT23267	01/04/2021	Blackwoods Atkins	Parts, equipment & hire of industrial gas cylinders	2,210.18
EFT23268	01/04/2021	Bunnings Group Limited	Cleaning materials for MRF	1,239.22
EFT23269	01/04/2021	CEA Specialty Equipment Pty Ltd	WCF Mustang carrier rollers	787.29
EFT23270	01/04/2021	CJD Equipment Pty Ltd	Plant maintenance	4,540.93
EFT23271	01/04/2021	CTI Logistics Interstate	T2020-03 Transport of Recyclables to Adelaide	7,420.32
EFT23272	01/04/2021	Cleanaway Co Pty Ltd	Gas bottles, Extinguisher, Soda Stream bottles disposal	1,645.60
EFT23273	01/04/2021	Cleveland Compressed Air Services	Plant maintenance	4,936.77
EFT23274	01/04/2021	Con - Mech Pty Ltd	MRF Parts	1,129.26
EFT23275	01/04/2021	Control Systems Technology Pty Ltd	MRF C3 Loadcell install and calibration	3,945.15
EFT23276	01/04/2021	DLA Piper Australia	Professional services for Commercial contracts advice	3,693.25
EFT23277	01/04/2021	Department of Fire & Emergency Services	RRRC False fire alarms attendance	1,840.00
EFT23278	01/04/2021	Ecocycle Pty Ltd	Collection and disposal of batteries (lead and lithium).	389.61
EFT23279	01/04/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - 9 Aldous Pl Booragoon	42.00
EFT23280	01/04/2021	Environmental & Air Quality Consulting Pty Ltd	RRRC Odour Compliance and reporting - March 2021	7,849.60
EFT23281	01/04/2021	Fox Refrigeration and Air-Conditioning	RRRC Repair to air-conditioners across the site	2,362.80
EFT23282	01/04/2021	Fuji Xerox	Photocopier Mtce Fee - Feb 2021	578.35
EFT23283	01/04/2021	Golden West Lubricants	2 x AZOLLA ZS68 208L (Hydraulic 68) oil	1,172.60
EFT23284	01/04/2021	Hoisting Equipment Specialist (HESWA)	Safety equipment inspections	303.60
EFT23285	01/04/2021	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape Maintenance/Services - Feb 2021	3,730.38
EFT23286	01/04/2021	Hose Mania	Parts as required	2,401.30
EFT23287	01/04/2021	Hydraulink Australia Pty Ltd	Plant maintenance	1,227.74
EFT23288	01/04/2021	Hydrodynamic Pumps Pty Ltd	Refurbish Pump/ motor for Gas scrubbers	1,584.00
EFT23289		Refer March 2021 Payments Schedule		0.00
EFT23290	01/04/2021	Applied Industrial Technologies Pty Ltd	Parts for News, Polish and OCC screens	33,375.49
EFT23291	01/04/2021	Australian Bale Press Company	MRF Parts	84,673.82
EFT23292	01/04/2021	Purearth	T2019-01 Beneficial 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**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
EFT23349	15/04/2021	Department of Fire & Emergency Services	RRRC False fire alarm attendance	920.00
EFT23350	15/04/2021	Majestic Plumbing Pty Ltd	WCF shed plumbing services	1,441.00
EFT23351	15/04/2021	Marketforce Productions	Advert for Tender T2020/01 on Saturday 13/03/2021	642.09
EFT23352	15/04/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	44,958.00
EFT23353	15/04/2021	Perth Bin Hire	Residual Transport Glass - February 2021	77,428.89
EFT23354	15/04/2021	Perth Graphics Centre	Signage installed to 4 Recycling Hubs - Kalamunda	1,100.00
EFT23355	15/04/2021	Safety Signs Service	RRRC Custom Sign- No Parking in front of fire hydrant	87.12
EFT23356	15/04/2021	System Maintenance	RRRC fire main isolations	346.75
EFT23357	15/04/2021	Temptations Catering	Catering for WREN meeting	276.10
EFT23358	15/04/2021	Winc Australia Pty Limited	RRRC office stationery	42.15
EFT23359	15/04/2021	Amalgamated Services Pty Ltd	Labour hire	288,158.65
EFT23360	15/04/2021	CTM Recruitment Pty Ltd	Labour hire	38,170.58
EFT23361	15/04/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	10,972.50
EFT23362	15/04/2021	Perth Recruitment Services Pty Ltd	Labour hire	19,513.54
EFT23363		Cancelled		0.00
EFT23364	15/04/2021	Solo Resource Recovery	Quarterly CDS Sharing for the period to 31/12/2020	13,101.53
EFT23365	15/04/2021	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing for the period to 31/12/2020	35,644.96
EFT23366	15/04/2021	Telstra	Mobile Phone Rental & Calls - Mar 2021	392.73
EFT23367	15/04/2021	Water Corporation*	Water Usage - Head Office	737.79
EFT23368	15/04/2021	Cr Cliff Collinson*	Members Allowance for April 2021	660.00
EFT23369	15/04/2021	Cr Doug Thompson*	Members Allowance for April 2021	2,243.92
EFT23370	15/04/2021	Cr Stephen Kepert*	Members Allowance for April 2021	660.00
EFT23371	15/04/2021	Cr Wendy Cooper*	Members Allowance for April 2021	660.00
EFT23372	16/04/2021	Cleanaway Operations Pty Ltd	Quarterly CDS Sharing for the period to 31/12/2020	568,973.43
EFT23373	21/04/2021	BAS - Australian Taxation Office (ATO)	BAS MAR 2021 - GST	254,394.00
EFT23374	28/04/2021	SMRC Net Payroll Clearing Creditor	Payroll	148,283.05
EFT23375 - EFT23380		Refer May 2021 Payments Schedule		0.00
EFT23381	06/04/2021	City of Canning	RRRC Lease 12/03/2021 - 11/04/2021	59,583.34
EFT23382	07/04/2021	Fleetcare Pty Ltd	Vehicle lease	1,955.35
EFT23383	15/04/2021	SG Fleet Australia Pty Limited	Vehicle lease	2,492.82
EFT23384.1	01/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,635.33
EFT23384.2	15/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	22,074.74
EFT23384.3	28/04/2021	SuperChoice Services Pty Ltd	Superannuation contributions	21,656.67
EFT23385	22/04/2021	Vocus Pty Ltd	Internet 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
<b>TOAL PAYMENTS</b>				<b>2,765,446.97</b>

**Schedule of Payments made in April 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
<b>EFT23439</b>	<b>30/04/2021</b>	<b>PURCHASE CARD PAYMENT DETIALS</b>		
DD12016.1	30/04/2021	Adobe Systems	Monthly software subscription costs	423.39
DD12016.2	30/04/2021	Office Works	Audit supplies and equipment	455.88
DD12016.3	30/04/2021	Super Cheap Auto	Backseat organiser for 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	VentralP 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
	<b>30/04/2021</b>		<b>Credit Card Purchases - April 2021</b>	<b>9,380.99</b>



**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 Owers & 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 & RRRRC 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 RRRRC 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 RRRRC	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 RRRRC 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 - RRRRC - 05 Jan 2021 - 02 Feb 2021	65,478.92
EFT23208	09/03/2021	Tema Services Pty Ltd	Maintenance laundry expenses - January 2021	563.86
EFT23209	09/03/2021	WD Installation Services	Installation of patches to existing Dust collector base	2,035.00
EFT23210 - EFT23213		Refer February 2021 Payments Schedule		0.00
EFT23214	10/03/2021	National Recovery Technologies(NRT)	MRF parts for Optic sorters overhaul - final 20%	39,801.91
EFT23215	17/03/2021	SMRC Net Payroll Clearing Creditor	Payroll	137,109.55

**Schedule of Payments made in March 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
EFT23216	18/03/2021	AMC Commercial Cleaning (WA) Pty Ltd	RRRC Cleaning Services for March 2021	8,035.43
EFT23217	18/03/2021	Australia Post	PO Box Annual fee	205.00
EFT23218	18/03/2021	BAS - Australian Taxation Office (ATO)	BAS February 2021	55,923.00
EFT23219	18/03/2021	BP Australia P/L	Supply and deliver diesel fuel	9,972.54
EFT23220	18/03/2021	Blue Force Pty Ltd	Security services and call out to repair fault	3,336.87
EFT23221	18/03/2021	Catalyse Pty Ltd	2020 Key Stakeholder Survey - presentation	550.00
EFT23222	18/03/2021	DLA Piper Australia	Legal services to January 2021	8,531.60
EFT23223	18/03/2021	DMD Storage Group	Onsite inspection of pallet racking to comply with AS4084.	544.50
EFT23224	18/03/2021	Environmental & Air Quality Consulting Pty Ltd	Odour assessment compliance & Annual Env Report	11,193.60
EFT23225	18/03/2021	Griffin Valuation Advisory	Professional Valuation - RRRC land market value review	2,475.00
EFT23226	18/03/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	5,197.50
EFT23227	18/03/2021	Minter Ellison Lawyers	Professional fees - Valuation advice	3,190.00
EFT23228	18/03/2021	Network-IT(WA) PTY LTD	IT services, parts & equipment	11,163.81
EFT23229	18/03/2021	PAYG - Australian Taxation Office (ATO)	Payroll deductions	43,188.00
EFT23230	18/03/2021	Panetta McGrath Lawyers	Legal advice in relation to 2021 Enterprise Agreement	7,990.40
EFT23231	18/03/2021	Perth Recruitment Services Pty Ltd	Labour hire	17,567.59
EFT23232	18/03/2021	SUEZ Recycling & Recovery (Perth) Pty Ltd	General Waste Disposal - T2019-05	182,719.77
EFT23233	18/03/2021	Simplified Mechanical and Transport	OCC screen overhaul	21,912.00
EFT23234	18/03/2021	St John Ambulance Australia	Battery for Defibrillator	249.99
EFT23235	18/03/2021	Super Sweep	RRRC Road sweeping for January & February 2021	8,294.00
EFT23236	18/03/2021	Synergy - Electricity Retail Corporation	RRRC Electricity charges February 2021	59,661.39
EFT23237	18/03/2021	The Odour Unit (WA) Pty Ltd	WCF Odour systems evaluation for licence amendment	907.50
EFT23238	18/03/2021	WD Installation Services	Replacement Dust Collector and ducting - MRF Baghouse	24,062.50
EFT23239	18/03/2021	Amalgamated Services Pty Ltd	Labour hire	232,303.68
EFT23240	18/03/2021	Cr Cliff Collinson*	Members Allowance for Mar 2021	660.00
EFT23241	18/03/2021	Cr Doug Thompson*	Members Allowance for Mar 2021	2,243.92
EFT23242	18/03/2021	Cr Stephen Kepert*	Members Allowance for Mar 2021	660.00
EFT23243	18/03/2021	Cr Wendy Cooper*	Members Allowance for Mar 2021	660.00
EFT23244	18/03/2021	Telstra	Telephone Landline & Mobiles	1,324.46
EFT23245	18/03/2021	Water Corporation*	WCF Water usage	4,916.40
EFT23246	18/03/2021	Safeway Building & Renovations Pty Ltd	WCF Roof Replacement - Progress Claim 7	257,266.97
EFT23247	19/03/2021	City of Canning	RRRC Lease 12/02/2021 - 11/03/2021	59,583.34
EFT23248	01/03/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction February 2021	12,414.34
EFT23249	19/03/2021	SG Fleet Australia Pty Limited	Lease Payment 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
			<b>TOAL PAYMENTS</b>	<b>3,629,301.91</b>

**Schedule of Payments made in March 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
<b>EFT23248</b>	<b>01/03/2021</b>	<b>PURCHASE CARD PAYMENT DETAILS</b>		
DD11928.1	01/03/2021	Department of Transport	Loader licensing.	79.35
DD11928.2	01/03/2021	UBER	Catering for council meeting	381.96
DD11928.3	01/03/2021	IGA	Office amenities	10.81
DD11928.4	01/03/2021	Bunnings Group Limited	Bin tagging material	106.63
DD11928.5	01/03/2021	Woolworths	Office amenities & cleaning materials	138.97
DD11928.6	01/03/2021	Office Works	Staples and pens for bin tagging	73.99
DD11928.7	01/03/2021	Modern Teaching Aids Pty Ltd	Beanbags and pawns for school incursion activities	40.76
DD11928.8	01/03/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11928.9	01/03/2021	Coles Express	Office amenities	2.50
DD11928.10	01/03/2021	SUEZ Environment	Sharps Disposal MRF	1,164.38
DD11928.11	01/03/2021	Subway Catering	ISO Auditors Lunch	21.00
DD11928.12	01/03/2021	Lighthouse Locksmiths	Spare keys cut for GWF hut	19.80
DD11928.13	01/03/2021	Hose Mania	Parts for NSC Screen overhaul	755.30
DD11928.14	01/03/2021	The Cheesecake Shop	Farewell	67.57
DD11928.15	01/03/2021	JB HI-FI GROUP PTY LTD	Evolve Headsets & charge stand - cancelled due to ETA	0.00
DD11928.16	01/03/2021	Getty Images Sales Australia PTY LTD (iStock)	iStock Image Library	11.44
DD11928.17	01/03/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11928.18	01/03/2021	Simply Headsets Pty Ltd	Jabra Headsets & charging stand for new phone system	5,272.40
DD11928.19	01/03/2021	JP Pallets	20 x hardwood pallets (2.5 tonne) for MNT workshop	1,207.09
DD11928.20	01/03/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	120.81
DD11928.21	01/03/2021	The Art of Hearing	Industrial full audio assessment for new employee	242.00
DD11928.22	01/03/2021	Napoli Mercato Harrisdale	Office amenities	5.78
DD11928.23	01/03/2021	The Lucky Charm Newsagency Southern River	Farewell card	9.99
DD11928.24	01/03/2021	KMART	Staples for bin tagging	2.00
DD11928.25	01/03/2021	Mail Chimp	Monthly subscription cost	40.56
DD11928.26	01/03/2021	Coles Supermarkets Australia	Water for weekend works due to hot weather	43.00
DD11928.27	01/03/2021	Caltex	Transaction in dispute - card cancelled	120.00
DD11928.28	01/03/2021	Myaree NewsEXTRA Newsagency	Laminating pouches (for bin tagging)	23.95
DD11928.29	01/03/2021	Soils Aint Soils P/L	Cracker dust for 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		<b>Credit Card Purchases - February 2021</b>	<b>12,414.34</b>

**Schedule of Payments made in March 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
<b>EFT23340</b>	<b>31/03/2021</b>	<b>PURCHASE CARD PAYMENT DETAILS</b>		
DD11993.1	31/03/2021	Australia Post	Registered post	21.95
DD11993.2	31/03/2021	Woolworths	Office amenities & cleaning materials	44.55
DD11993.3	31/03/2021	Adobe Systems	Acrobat Pro DC, Premiere Pro, InDesign monthly Licence fees	722.79
DD11993.4	31/03/2021	Coles Supermarkets Australia	Cleaning materials for audit shed	16.50
DD11993.5	31/03/2021	Upwork Global Inc Dublin	Programming for SMRC website	36.49
DD11993.6	31/03/2021	Big W	Bin for ladies toilet.	7.00
DD11993.7	31/03/2021	TenderLink.com	Tender T2021-S01 Sales & T2021-03 Plant maintenance	387.20
DD11993.8	31/03/2021	Vintage Cellars Myaree	Council meeting beverages	120.00
DD11993.9	31/03/2021	City of Perth	Parking West Perth for WasteSorted judging panel	4.14
DD11993.10	31/03/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11993.11	31/03/2021	RED DOT STORES	Bins for school incursion activities	120.00
DD11993.12	31/03/2021	VentralP Australia	Monthly extra SMRC hosting cost	2.95
DD11993.13	31/03/2021	Mail Chimp	Mailchimp monthly subscription cost	40.53
DD11993.14	31/03/2021	Amazon.com	Recycle Right website and app monthly hosting costs	36.21
DD11993.15	31/03/2021	Kitchen Warehouse Pty Ltd	Thank you gifts for WREN members	197.10
DD11993.16	31/03/2021	Swan Yacht Club	Strategic Workshop - meeting room & lunch	459.04
DD11993.17	31/03/2021	Bunnings Group Limited	Sockets for workshop assv of PSC1 shafts	79.77
DD11993.18	31/03/2021	Total Tools	Sockets for PSC1 shaft rebuilds	90.75
DD11993.19	31/03/2021	Department of Mining, Industry Regulations and Safety	Forklift ticket renewal	42.50
DD11993.20	31/03/2021	Napoli Mercato Harrisdale	Office amenities	14.45
DD11993.21	31/03/2021	Myaree Lunch Bar Booragoon	Catering for FOGO lunch meeting	84.00
DD11993.22	31/03/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	171.00
DD11993.23	31/03/2021	Caltex	Hydration for NSC3 overhaul	49.20
DD11993.24	31/03/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11993.25	31/03/2021	AnyDesk Software GmbH*	Annual subscription for application to access plant servers	325.63
DD11993.26	31/03/2021	LINKEDIN SINGAPORE PTE LTD	LinkedIn/Lynda annual online learning subscription	299.88
DD11993.27	31/03/2021	Soils Aint Soils P/L	Cracker dust delivered for GWF	276.00
DD11993.28	31/03/2021	Priceless Variety	Stickers for Hazard Reward Chart (MRF).	16.00
DD11993.29	31/03/2021	The Quarter Acre Hotel	Comms Team lunch	85.00
DD11993.30	31/03/2021	WA Bolts P/L	Parts required for job to be completed at MRF	91.98
DD11993.31	31/03/2021	Zephyr Cafe & Kiosk	Strategic workshop morning tea	20.50
DD11993.32	31/03/2021	Prezi Inc	Annual subscription - online presentation software	260.26
DD11993.33	31/03/2021	Dolce & Salato	Strategic Workshop morning tea	24.00
DD11993.34	31/03/2021	Perth Scale & Slicer Service	Investigate Audit scale fault - Scale not repairable	60.50
DD11993.35	31/03/2021	AJM Home Health Care	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		<b>Credit Card Purchases - March 2021</b>	<b>9,894.44</b>

**Schedule of Payments made in February 2021**

EFT No	Date	Name	Description	Amount (\$)
EFT22989	01/02/2021	Amalgamated Services Pty Ltd	Labour hire	171,835.05
EFT22990	01/02/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	10,972.50
EFT22991	01/02/2021	Perth Recruitment Services Pty Ltd	Labour hire	81,723.39
EFT22992	01/02/2021	Access Hire Australia	Hire of Boom Lift - Articulating - Electric: 34ft-BEA	1,690.48
EFT22993	01/02/2021	Allerding & Associates	MRF Consulting services to July to November 2020	4,410.58
EFT22994	01/02/2021	Cleveland Compressed Air Services	Replace thermostat valve kit	583.22
EFT22995	01/02/2021	Corrotek Consultants Pty Ltd	WCF Aeration roof - structural steel inspections	4,493.50
EFT22996	01/02/2021	Direct Communications	Supply & programme mobile radio for the weighbridge	973.50
EFT22997	01/02/2021	Effect Engineering Projects Pty Ltd	MRF Plant improvements	41,353.95
EFT22998	01/02/2021	Industrial Protective Products (WA)	RRRC PPE	1,630.60
EFT22999	01/02/2021	Lighthouse Locksmiths	Supply and repair of various locks at the RRRC	1,539.50
EFT23000	01/02/2021	Octagon-BKG Lifts	MRF passenger lift - call out and repairs	437.80
EFT23001	01/02/2021	Office Works	Stationery for Booragoon office	382.02
EFT23002	01/02/2021	Reinol WA	Cleaner dispenser cartridge	315.74
EFT23003	01/02/2021	Super Sweep	RRRC Sweeping services for December 2020	5,581.13
EFT23004	01/02/2021	System Maintenance	Install isolation valve to sprinkler system on C2 conveyor	8,276.40
EFT23005	01/02/2021	Toyota Material Handling WA Pty Ltd	Ongoing weekly Forklift rental	2,521.98
EFT23006	01/02/2021	Truck Centre WA	Plant maintenance	549.25
EFT23007	01/02/2021	Water2Water Pty Ltd	MRF monthly rental charge for Hydrotap	140.00
EFT23008	01/02/2021	AMC Commercial Cleaning (WA) Pty Ltd	Supply disposable wipes for the RRRC	24.75
EFT23009	01/02/2021	All Fire and Electrical WA Pty Ltd	Fire and Electrical servicing and maintenance	7,015.33
EFT23010	01/02/2021	Applied Industrial Technologies Pty Ltd	Parts	3,784.20
EFT23011	01/02/2021	Arbon Equipment Pty Ltd	Repair roller door at Booragoon office	794.75
EFT23012	01/02/2021	BP Australia P/L	Supply and Deliver Diesel Fuel for December 2020	13,241.20
EFT23013	01/02/2021	DBC Waste Management Pty Ltd	Vacuum Truck & Operator to pump out various pits on site	3,231.25
EFT23014	01/02/2021	Dapper Apps Pty Ltd	Technical support for Recycle Right website and app	687.50
EFT23015	01/02/2021	Dial Before You Dig WA Ltd	Quarterly Referral Fee for October to December 2020	110.00
EFT23016	01/02/2021	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - Booragoon office	42.00
EFT23017	01/02/2021	Fox Refrigeration and Air-Conditioning	Repairs to mixed paper 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 Companv	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	Photocopying Mtce Fee - December 2020	378.28
EFT23053	02/02/2021	Horizon West Landscape & Irrigation Pty Ltd	RRRC Landscape maintenance/services for December 2020	3,730.38
EFT23054	02/02/2021	IT Vision Australia Pty Ltd	Synergysoft Monthly Subscription Fee - Jan21	2,338.60
EFT23055	02/02/2021	Kennards Hire Pty Ltd	Equipment hire	2,095.60
EFT23056	02/02/2021	Local Government Professionals Australia WA	Grant writing workshop	900.00
EFT23057	02/02/2021	MM Electrical Merchandising	Parts	183.66
EFT23058	02/02/2021	Network-IT(WA) PTY LTD	IT services, parts & equipment	28,089.06
EFT23059	02/02/2021	SVT Engineering Consultants Pty Ltd	WCF Noise compliance modelling	9,065.10
EFT23060	02/02/2021	St John Ambulance Australia	First Aid Kit inspection and service	354.87
EFT23061	02/02/2021	Tema Services Pty Ltd	Maintenance laundry expenses - November 2020	669.41
EFT23062	02/02/2021	The West Australian	WREN ads about waste reduction and recycling tips	1,140.00
EFT23063	02/02/2021	Total Electrical & Mechanical Services Pty Ltd	Electrical parts and services - MRF call out	594.00
EFT23064	02/02/2021	Totally Workwear Canning Vale	RRRC Staff - Uniforms	1,233.72
EFT23065	02/02/2021	United Equipment Pty Ltd	Equipment hire	1,459.15
EFT23066	02/02/2021	Waste Management and Resource Recovery Association of	Annual Subscription 2021	2,345.00
EFT23067	02/02/2021	Wastedrive Pty Ltd	MRF baling wire and baler parts	14,359.25
EFT23068	02/02/2021	BAS - Australian Taxation Office (ATO)	BAS December 2020	68,425.00
EFT23069 - EFT23073		Refer January 2021 Payments Schedule		0.00
EFT23074	03/02/2021	SMRC Net Payroll Clearing Creditor	Payroll	139,367.79
EFT23075	04/02/2021	BHS Bulk Handling Systems	Freight charges for parts imported	20,383.57
EFT23076		Refer January 2021 Payments Schedule		0.00

**Schedule of Payments made in February 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
EFT23077	01/02/2021	National Australia Bank (NAB)	SMRC Credit Card Transaction January 2021	10,697.41
EFT23078	16/02/2021	Tovota Material Handling WA Pty Ltd	Repairs to damaged forklift attachment	1,733.99
EFT23079	16/02/2021	All Fire and Electrical WA Pty Ltd	L1 Scheduled service and repairs for mobile plant	5,815.57
EFT23080	16/02/2021	Applied Industrial Technologies Pty Ltd	Parts	966.42
EFT23081	16/02/2021	Beaurepairs	WCF Loader tyre repairs	1,144.60
EFT23082	16/02/2021	Blackwoods Atkins	Parts	57.12
EFT23083	16/02/2021	Effect Engineering Projects Pty Ltd	Structural repairs to Mustang Convevor	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
<b>TOAL PAYMENTS</b>				<b>2,687,142.59</b>

**Schedule of Payments made in February 2021**

<b>EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount (\$)</b>
<b>EFT23077</b>	<b>01/02/2021</b>	<b>PURCHASE CARD PAYMENT DETAILS</b>		
DD11887.1	01/02/2021	Envato Market	Web development software (plugin)	40.70
DD11887.2	01/02/2021	Treblex Industrial P/L	18kg Lithplex Purple grease x3	709.50
DD11887.3	01/02/2021	Google Australia P/L	Monthly app Google api costs	0.04
DD11887.4	01/02/2021	Adobe Systems	Acrobat Pro DC - monthly Licence fees	399.89
DD11887.5	01/02/2021	EasvFlowers	Flowers for staff newborn baby	73.90
DD11887.6	01/02/2021	City of Perth	Parking for attendance at WMRR event	10.10
DD11887.7	01/02/2021	Australian Institute of Company Directors	AICD Annual Membership	687.50
DD11887.8	01/02/2021	Myaree Lunch Bar Booragoon	Catering for FOGO lunch meeting	78.00
DD11887.9	01/02/2021	Australia Post	Postage stamps	23.10
DD11887.10	01/02/2021	Coles Express	Office amenities	5.00
DD11887.11	01/02/2021	Total Tools	Tools as required	89.70
DD11887.12	01/02/2021	The Good Guys	Microwave for Maintenance Workshop	254.00
DD11887.13	01/02/2021	Department of Transport	Vehicle Licence Renewal - Loader	79.35
DD11887.14	01/02/2021	Napoli Mercato Harrisdale	Office amenities	8.67
DD11887.15	01/02/2021	Waste Management and Resource Recovery Association of	WMRR Ministers breakfast event	60.78
DD11887.16	01/02/2021	Zoom Video Communications Inc.	Video Conference Premium service monthly fee	23.09
DD11887.17	01/02/2021	GROUCH & CO PTY LTD	Office amenities	110.00
DD11887.18	01/02/2021	Woolworths	Office amenities & cleaning materials	173.10
DD11887.19	01/02/2021	Mail Chimp	Monthly mailchimp subscription cost	40.73
DD11887.20	01/02/2021	St John Ambulance Australia	First Aid Training & CPR Refresher	307.00
DD11887.21	01/02/2021	Lighthouse Locksmiths	Cut spare key as required	46.20
DD11887.22	01/02/2021	Mega Thing Pty Ltd	CD Labels for school incursion material	55.00
DD11887.23	01/02/2021	Apple	Refund - disputed transaction	-497.97
DD11887.24	01/02/2021	JB HI-FI GROUP PTY LTD	USB-C to HDMI Adapter for Maintenance GoPro	44.00
DD11887.25	01/02/2021	Lochsoft Pty Ltd (Wageloch)	Software licensing and maintenance fees	483.23
DD11887.26	01/02/2021	Ledlenser Australia	head lamp - maintenance workshop	299.95
DD11887.27	01/02/2021	Totally Workwear Canning Vale	Staff Work Pants - maintenance	89.90
DD11887.28	01/02/2021	B.A.R Group P/L	nozzle set for GWF shredder misting system	736.00
DD11887.29	01/02/2021	Hose Mania	hydraulic fittings for MRF	34.23
DD11887.30	01/02/2021	Hoisting Equipment Specialist (HESWA)	lifting and rigging gear for MRF works	1,226.72
DD11887.31	01/02/2021	IGA	Office amenities & cleaning materials	21.68
DD11887.32	01/02/2021	City of Canning	Building & planning application fees	640.00
DD11887.33	01/02/2021	WA Fasteners Pty Ltd	Fixed castor wheels (x20) required for MRF bins	4,009.50
DD11887.34	01/02/2021	Amazon.com	Recycle Right App and Web hosting	39.21
DD11887.35	01/02/2021	Facebook Ads	Boosting for 'Sleigh Your Waste' Christmas webinar event	24.67
DD11887.36	01/02/2021	The West Australian	Newspaper Subscription	84.00
DD11887.37	01/02/2021	VentralP Australia	Monthly additional hosting costs	2.95
DD11887.38	01/02/2021	CONNECT Call Centre Services	Community Feedback hotline answering services	172.84
DD11887.39	01/02/2021	Coles Supermarkets Australia	Office amenities	11.15
	01/02/2021		<b>Credit Card Purchases - January 2021</b>	<b>10,697.41</b>