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APPENDICES

**Ordinary Council Meeting –
14
September
2017**

Financial Statements for the period ended 31 May 2017

Item 9.1		Item 9.1
	APPENDIX NO. 1	



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 MAY 2017**



Mindari Regional Council INCOME
STATEMENT BY NATURE AND TYPE For the
month ended 31 May 2017

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities							
Member User Charges							
User Charges - City of Perth	2,244,000	2,244,769	2,073,621	2,103,632			
User Charges - City of Wanneroo	12,210,000	12,338,761	11,275,658	10,169,519			
User Charges - City of Joondalup	10,807,500	8,966,401	8,300,349	8,262,277			
User Charges - City of Stirling	12,830,115	11,050,285	10,163,855	9,725,791			
User Charges - Town of Cambridge	1,435,500	1,434,308	1,329,996	1,098,700			
User Charges - City of Vincent	2,508,000	2,522,130	2,329,534	2,163,946			
User Charges - Town of Victoria Park	2,722,500	2,720,184	2,521,053	1,874,848			
User Charges - RRF Residues	8,035,500	8,028,933	7,328,376	7,664,937			
	52,793,115	49,305,771	45,322,442	43,063,650	(2,258,792)	(4.98%)	
Non Member User Charges							
User Charges - WMRC	3,052,500	3,052,500	-	-	-		
User Charges - Casual Tipping Fees	2,981,848	2,984,940	2,784,263	2,559,183	(225,080)	(8.08%)	
	6,034,348	6,037,440	2,784,263	2,559,183	(225,080)	(8.08%)	
Total User Charges	58,827,463	55,343,211	48,106,705	45,622,833	(2,483,872)	(5.16%)	1
Other Charges							
Service Charges							
Sale of Recyclable Materials	785,000	685,378	639,886	684,081	44,195	6.91%	
Gas Power Generation Sales	580,000	580,000	580,000	1,241,090	661,090	113.98%	
Grants and Subsidies	-	-	-	-	-		
Contributions, Reimbursements & Donations	5,000	5,906	5,906	18,329	12,423	210.34%	
Interest Earnings	593,000	593,000	543,583	497,764	(45,820)	(8.43%)	
Other Revenue	352,300	313,606	312,487	352,259	39,772	12.73%	
Total Other Charges	2,315,300	2,177,890	2,081,862	2,793,522	711,660	34.18%	2
Total Revenue from Ordinary Activities	61,142,763	57,521,101	50,188,567	48,416,355	(1,772,212)	(3.53%)	
Expenses from Ordinary Activities							
Employee Costs	5,410,752	5,413,400	4,911,236	4,605,695	305,541	6.22%	3
Materials and Contracts							
Consultants and Contract Labour	1,034,000	1,379,000	727,200	669,057	58,143	8.00%	
Communications and Public Consultation	377,980	377,980	170,968	191,969	(21,001)	(12.28%)	
Landfill Expenses	1,262,600	1,291,085	929,983	916,876	13,107	1.41%	
Office Expenses	217,740	220,682	186,434	172,552	13,881	7.45%	
Information System Expenses	178,900	176,991	133,558	92,271	41,287	30.91%	
Building Maintenance	207,800	207,036	125,895	90,492	35,404	28.12%	
Plant and Equipment Operating & Hire	995,280	1,013,307	740,659	652,473	88,186	11.91%	
RRF Other Operating Expenses	26,211,300	26,304,349	23,600,032	23,794,913	(194,881)	(0.83%)	4
Waste Minimisation	3,052,500	3,052,500	-	-	-		
Utilities	185,229	266,564	244,384	256,405	(12,021)	(4.92%)	
Depreciation	1,705,220	1,928,675	1,767,952	1,738,618	29,334	1.66%	
Borrowing Costs	382,472	89,727	82,854	83,309	(455)	(0.55%)	
Insurances	293,676	297,582	145,750	149,336	(3,585)	(2.46%)	
DEP Landfill Levy	13,138,200	11,460,737	10,925,778	9,808,342	1,117,435	10.23%	5
Land Lease/Rental	709,000	709,000	649,500	641,017	8,483	1.31%	
Other Expenditure							
Members Costs	247,213	247,213	101,856	103,289	(1,433)	(1.41%)	
Administration Expenses	192,000	246,512	161,478	99,742	61,735	38.23%	
Amortisation for Cell Development	2,701,400	2,356,511	2,246,513	1,707,023	539,489	24.01%	5
Amortisation for Decommissioning Asset	846,087	846,087	775,580	775,580	-	0.00%	
Capping Accretion Expense	274,234	274,234	251,381	251,381	-	0.00%	
Post Closure Accretion Expense	156,128	156,128	143,117	143,117	-	0.00%	
RRF Amortisation	491,348	491,348	450,402	450,402	-	0.00%	
Total Expenses	60,271,059	58,806,648	49,472,510	47,393,860	2,078,650	4.20%	
Profit on Sale of Assets	26,122	54,207	49,207	62,277	13,070	26.56%	
Loss on Sale of Assets	70,725	70,725	-	1,167	(1,167)		
Revaluation of Assets	-	-	-	-	-		
	(44,603)	(16,518)	49,207	61,110	11,903	24.19%	
Changes in Net Assets Resulting from Operations	827,101	(1,302,065)	765,264	1,083,605	318,341	41.60%	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of variance where: 1. Member Revenue (Aggregated) variances greater than \$250,000. 2. Non Member Revenue (Aggregated) variances greater than \$100,000. 3. Other Revenues Charged (Per Line Item) variances greater than \$100,000. 4. All Expense variances (Per Line Item) greater than \$100,000.
1	User Charges - Members and Non Members	Total user charges year to date are lower than budget (\$2,484k). Member councils (\$2,259k) below budget mainly Cities of Stirling, Joondalup and Town of Victoria Park bulk waste. Non-members are below budget (\$225k) driven mainly by Casuals. The Member Councils, year to date have delivered less processable tonnes (6,507t) and less non processable tonnes (9,129t) than the phased annual budget mainly attributable to Cities of Joondalup and Stirling and Town of Victoria Park. RRF residues are slightly above budget (2,104t). Cash and Trade customers are below budget (1,284t).
2	Other Charges	Other Charges is \$711k higher than the budget mainly due the sale of REC's (renewable energy certificates) is \$661k higher than the budget; all other revenue is \$50k over the budget.
3	Employee Costs	Employee costs for year to date are below budget by \$305k due to unspent wages, superannuation and workers compensation insurance.
4	RRF Other Operating Expenses	RRF Other Operating Expenses is \$195k higher than the budget which is tonnage driven.
5	DEP Landfill Levy/Amortisation for Cell Development	DEP Landfill Levy is \$1,117m lower than the budget and Amortisation for Cell Development is \$539k below budget due to lower waste delivered to landfill.

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 31 May 2017

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Resource Recovery Facility						
Operating Expenditure						
Employee Costs						
Salaries	-	-	-	-	-	-
Allowances	-	-	-	-	-	-
Workers Compensation Premium	-	-	-	-	-	-
	-	-	-	-	-	-
Consultants and Contract Labour						
Consultancy	15,000	15,000	4,800	4,757	(43)	(0.90%)
Contract Labour External	-	-	-	-	-	-
	15,000	15,000	4,800	4,757	(43)	(0.90%)
Office Expenses						
Cleaning of Buildings						
General cleaning	9,000	7,706	6,956	2,468	(4,488)	(64.52%)
Window cleaning	2,000	3,294	3,127	5,946	2,819	90.14%
	11,000	11,000	10,083	8,414	(1,669)	(16.55%)
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	2,000	1,995	(5)	(0.25%)
Newcastle Weighing Services-Gen Maintenance	12,000	12,000	11,000	9,556	(1,444)	(13.13%)
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	5,500	4,664	(836)	(15.20%)
	20,000	20,000	18,500	16,215	(2,285)	(12.35%)
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	3,000	3,000	2,750	2,857	107	3.89%
Community Education Centre	2,000	2,000	2,000	616	(1,384)	(69.20%)
Weighbridge and Calibration	7,500	7,500	700	677	(23)	(3.33%)
Building Security						
Security - Monitoring	2,000	2,000	1,833	237	(1,597)	(87.10%)
Security - Alarm maintenance	2,000	2,000	1,200	1,248	48	3.96%
Security - call out	1,000	1,000	200	210	10	4.97%
	17,500	17,500	8,683	5,844	(2,840)	(32.70%)
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	7,500	7,500	3,600	3,600	-	0.00%
Repair of Boom Gate	2,500	2,500	-	-	-	-
Road Maintenance	-	-	-	-	-	-
Bores and Pipework						
Bore maint/calibration/electronics	5,000	5,000	1,000	913	(87)	(8.71%)
Groundwater sampling	2,500	2,500	1,000	2,768	1,768	176.80%
Bacteria sampling	1,000	1,000	-	-	-	-
Vermin control	1,000	1,000	-	-	-	-
Spills/leaks/incident management	500	500	-	-	-	-
Vehicle Wash Facility Operations	-	-	-	-	-	-
Landscaping and Gardens	12,000	12,000	4,380	4,987	607	13.86%
Compost Disposal	408,300	501,349	314,900	378,086	63,186	20.07%
Contractor's Fees	25,521,000	25,521,000	23,275,152	23,404,559	129,407	0.56%
RRF Maintenance Funding	250,000	250,000	-	-	-	-
	26,211,300	26,304,349	23,600,032	23,794,913	194,881	0.83%
Utilities						
Electricity	10,000	10,000	9,167	-	(9,167)	(100.00%)
Rates	25,829	107,164	98,234	98,234	0	0.00%
	35,829	117,164	107,400	98,234	(9,166)	(8.53%)
Insurance						
Municipal Property Insurance	3,000	3,000	2,750	3,939	1,189	43.23%
Public Liability Insurance	5,600	5,600	5,133	4,744	(390)	(7.59%)
	8,600	8,600	7,883	8,682	799	10.14%
Cost of Borrowings						
Interest on Loans						
Loan 10A	69,779	69,779	63,964	62,637	(1,327)	(2.07%)
Loan 10B	-	644	644	644	0	0.04%
Loan 10C	-	2,795	2,795	2,795	(0)	(0.00%)
Loan 11	12,693	12,693	11,635	13,417	1,782	15.31%
Loan Expenses	-	1,065	1,065	1,065	(0)	(0.02%)
	82,472	86,976	80,103	80,558	455	0.57%
Amortisations						
Amortisation Pre-operating Costs	104,700	104,700	95,975	95,975	-	0.00%
Amortisation Costs	386,648	386,648	354,427	354,427	-	0.00%
	491,348	491,348	450,402	450,402	-	0.00%
Depreciation						
Depreciation on Building	23,600	23,600	21,633	21,636	2	0.01%
Depreciation on Infrastructure	26,700	26,700	24,475	24,472	(3)	(0.01%)
	50,300	50,300	46,108	46,107	(1)	(0.00%)
Total Operating Expenditure	26,943,349	27,122,237	24,333,996	24,514,128	180,135	0.74%
Net Total	(26,943,349)	(27,122,237)	(24,333,996)	(24,514,128)	(180,135)	0.74%

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 May 2017

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities						
Operating Revenues						
General Purpose Funding	61,142,763	57,521,101	50,188,567	48,416,355	1,772,212	3.53%
Community Amenities	-	-	-	-	-	
Resource Recovery Facility	-	-	-	-	-	
	61,142,763	57,521,101	50,188,567	48,416,355	1,772,212	3.53%
Profit on Disposal of Assets						
Governance	4,998	3,356	3,356	3,356	(0)	(0.01%)
Community Amenities	21,124	50,851	45,851	58,921	(13,070)	(28.50%)
Resource Recovery Facility	-	-	-	-	-	
	26,122	54,207	49,207	62,277	(13,070)	
Total Revenue	61,168,885	57,575,308	50,237,774	48,478,632	1,759,142	3.50%
Expenses from Ordinary Activities						
Operating Expenditure						
Governance	4,239,998	4,297,114	3,447,578	3,131,117	316,461	9.18%
Community Amenities	28,787,712	27,384,546	21,688,185	19,745,864	1,942,321	8.96%
Resource Recovery Facility	26,860,877	27,035,261	24,253,893	24,433,569	(179,676)	(0.74%)
	59,888,587	58,716,921	49,389,656	47,310,551	2,079,105	4.21%
Loss on Sale of Assets						
Governance	-	-	-	-	-	
Community Amenities	70,725	70,725	-	1,167	(1,167)	
Resource Recovery Facility	-	-	-	-	-	
	70,725	70,725	-	1,167	(1,167)	
Cost of Borrowings						
Community Amenities	300,000	2,751	2,751	2,751	(0)	(0.00%)
Resource Recovery Facility	82,472	86,976	80,103	80,558	(455)	(0.57%)
	382,472	89,727	82,854	83,309	(455)	(0.55%)
Total Expenditure	60,341,784	58,877,373	49,472,510	47,395,027	2,077,483	4.20%
Changes in Net Assets Resulting from Operations	827,101	(1,302,065)	765,264	1,083,605	(318,341)	(41.60%)

Mindarie Regional Council
Balance Sheet
For the month ended 31 May 2017

Description	ACTUAL 2016/2017	Movement	ACTUAL 2015/2016
CURRENT ASSETS			
Cash	2,048,703	(2,494,502)	4,543,205
Investments	22,611,758	2,361,798	20,249,960
Debtors	3,340,345	(196,448)	3,536,793
Stock	11,217	(887)	12,105
Prepayments	138,202	54,564	83,638
Accrued Income	112,380	(21,268)	133,649
Work In Progress - Landfill Stage2 Phase3 Development (Lining)	5,863	1,313	4,550
Work In Progress - Recycling Centre Renovation and Alignment	144,468	144,468	-
Work In Progress - SAN Upgrade	123,855	123,855	-
Other Current Assets	287,669	(338,861)	626,531
TOTAL CURRENT ASSETS	28,824,460	(365,970)	29,190,430
NON-CURRENT ASSETS			
Land	7,000,000	-	7,000,000
Buildings & Improvements	2,799,905	(165,551)	2,965,455
Furniture & Equipment	128,025	54,336	73,688
Computing Equipment	191,247	(216,138)	407,384
Plant & Equipment	3,568,335	(281,404)	3,849,739
Infrastructure - Other	6,352,894	170,837	6,182,057
Infrastructure - Excavation	28,239,330	(1,707,023)	29,946,353
Infrastructure - RRF	4,328,303	(354,427)	4,682,730
Decommissioning Asset	3,624,706	(489,949)	4,114,655
Post Closure	2,518,729	(285,631)	2,804,360
Pre-operating RRF	1,264,221	(95,975)	1,360,196
TOTAL NON-CURRENT ASSETS	60,015,694	(3,370,924)	63,386,618
TOTAL ASSETS	88,840,154	(3,736,894)	92,577,048
CURRENT LIABILITIES			
Creditors	3,596,953	(2,473,056)	6,070,009
Provisions for Leave	756,295	(66,258)	822,553
Current Loans	-	(4,187,049)	4,187,049
Accruals	1,591,155	1,384,734	206,421
TOTAL CURRENT LIABILITIES	5,944,402	(5,341,630)	11,286,032
NON CURRENT LIABILITIES			
Provisions for Leave	150,804	67,613	83,191
Non Current Loans	1,157,807	(38,683)	1,196,489
Decommission Provision for Capping	15,349,685	400,542	14,949,143
Other Non Current Liabilities	39,983	-	39,983
TOTAL NON CURRENT LIABILITIES	16,698,279	429,473	16,268,806
TOTAL LIABILITIES	22,642,681	(4,912,157)	27,554,838
NET ASSETS	66,197,473	1,175,263	65,022,210
EQUITY			
Retained Surplus	15,891,988	(2,666,629)	18,558,617
Reserves (Cash Back)	16,986,741	3,750,234	13,236,506
Reserves (Non Cash Back)	29,451,302	(48,535)	29,499,837
Council Contribution	3,867,443	140,193	3,727,249
TOTAL EQUITY	66,197,473	1,175,263	65,022,210

Mindarie Regional Council
STATEMENT OF RESERVES For
the month ended 31 May 2017

Description	ACTUAL 2016/2017
Opening Balance - 1 July 2016	
Site Rehabilitation	9,140,456
Capital Expenditure	1,604,975
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	-
Carbon Abatement	491,076
	13,236,506
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
	-
Transfer from Operating Surplus	
Site Rehabilitation	394,499
Capital Expenditure	4,583,334
Participants Surplus Reserve	-
RRF Maintenance Funding	229,166
Carbon Abatement	-
	5,206,999
Total Transfer from Operations	5,206,999
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	-
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	1,456,764
RRF Maintenance Funding	-
Carbon Abatement	-
	1,456,764
Closing Balance	
Site Rehabilitation	9,534,954
Capital Expenditure	4,731,545
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	229,166
Carbon Abatement	491,076
	16,986,741

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 May 2017

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
PLANT, VEHICLES AND MACHINERIES				
Plant and Vehicles				
Replacement of Hino Bin Truck (Plant83)	286,000	286,000	-	
Replacement of Cat 257 MTL (Plant99)	90,000	90,000	86,350	95.94%
Replacement of Lighting tower (Plant88)	45,000	45,000	35,853	79.67%
Replacement of DCS vehicle (Plant97)	48,000	47,916	47,916	100.00%
Replacement of CEO vehicle (Plant96)	52,000	48,088	48,088	100.00%
Replacement of Ops Manager vehicle (Plant101)	45,000	40,810	40,810	100.00%
brought forward item:				
Replacement of Fire Ute (Plant10)	70,000	70,000	40,682	58.12%
Replacement of Fire Truck (Plant14)	200,000	200,000	210,660	105.33%
Replacement of Fire Cat Forklift (Plant59)	35,000	35,000	31,909	91.17%
Replacement of Nissan Ute (Plant86)	30,000	30,000	29,589	98.63%
	901,000	892,814	571,856	64.05%
Machinery and Equipment				
3 Odour monitoring units	45,000	45,000	-	
Replacement of Radiation equipment	5,000	5,000	-	
Replacement of Biodiesel equipment	2,500	2,500	2,500	
Irrigation on Waugal	5,000	5,000	-	
Hook Lift Bins	50,000	50,000	45,640	
Tarpomatic Spindle	27,000	27,000	20,390	
Tarpomatic Tarps	60,000	60,000	50,455	
Education Trailer	-	10,000	-	
brought forward item:				
Woodchipper	60,000	60,000	-	
	254,500	264,500	118,985	44.98%
TOTAL PLANT, VEHICLES AND MACHINERIES	1,155,500	1,157,314	690,841	59.79%
FURNITURE AND EQUIPMENT				
Furniture and Fittings				
Furniture and Fittings (Miscellaneous Replacements)	5,100	5,100	2,882	56.51%
New CCTV for Tamala Park and Neerabup	90,000	90,000	87,484	97.20%
Airconditioning Units to Various Locations	22,800	22,800	-	
	117,900	117,900	90,366	76.65%
TOTAL FURNITURE AND EQUIPMENT	117,900	117,900	90,366	76.65%
COMPUTING EQUIPMENT				
Computing Equipment				
Custom PC for DCS upgrade	5,000	-	-	
Dust Monitoring upgrade	5,500	5,500	-	
HP switch with POE upgrade	14,000	14,000	-	
Network, wi-fi and power to transfer hut	23,000	23,000	17,789	77.34%
Admin Network and Server cabinets	23,000	30,000	-	
Server upgrade at Tamala Park	24,000	-	-	
SAN upgrade	130,000	160,500	123,855	77.17%
Desktop HP8100 for Transfer Station	-	1,245	958	76.96%
Desktop HP8100 for Recycling drop off	-	1,245	-	
Laptop for Project Manager	-	2,100	2,004	95.43%
	224,500	237,590	144,606	60.86%
TOTAL COMPUTING EQUIPMENT	224,500	237,590	144,606	60.86%
LAND AND BUILDINGS				
Building				
Second BioDiesel Shed	15,000	15,000	10,283	68.55%
Admin office renovation	80,000	80,000	109,558	136.95%
Recycling Centre renovation and alignment phase2	428,000	428,000	144,468	33.75%
	523,000	523,000	264,309	50.54%
TOTAL LAND AND BUILDINGS	523,000	523,000	264,309	50.54%

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 May 2017

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
INFRASTRUCTURE				
Operations				
Telemetry system-4 leachate sys, weather and comp.	130,000	130,000	-	
Litter fence	20,000	20,000	31,272	156.36%
Drizzle mat extension	15,000	15,000	13,636	90.91%
Gas monitoring wells - program7	45,000	45,000	40,909	90.91%
Gas monitoring wells - program8	45,000	45,000	44,277	98.39%
Gas remediation wells - program4	45,000	45,000	-	
Gas remediation wells - program5	22,500	22,500	22,500	100.00%
Gas remediation wells - program6	22,500	22,500	20,455	90.91%
Groundwater monitoring wells	26,000	26,000	19,520	75.08%
Groundwater remediation pumps	30,000	30,000	10,750	35.83%
Millipede barrier	35,000	35,000	3,564	10.18%
Wastewater treatment plant - redesign	10,000	10,000	2,694	26.94%
Fuel tanks	50,000	50,000	43,043	86.09%
Signage	50,000	50,000	11,690	23.38%
Gas well installations	27,000	27,000	1,021	3.78%
	573,000	573,000	265,329	46.31%
Waste Infrastructure				
<i>brought forward item:</i>				
Waste Facility	6,000,000	6,000,000	-	
Waste Facility Buiding	5,000,000	5,000,000	-	
	11,000,000	11,000,000	-	
Landfill Infrastructure Phase3				
Cell Development - Lining (inc. c/f)	3,000,000	3,000,000	1,313	0.04%
	3,000,000	3,000,000	1,313	0.04%
TOTAL INFRASTRUCTURE	14,573,000	14,573,000	266,641	1.83%

INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual						Principal Repayments	Principal Outstanding	Interest Repayments	Note
	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2016	Principal Drawn Down to 30/06/2017	Actual to 31/05/2017	Actual to 31/05/2017	Actual to 31/05/2017	
Community Amenities									
Tamala Park Landfill									
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	-	-	-	-	-	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	1,151,157	-	1,151,156	-	2,751	
Loan 14 - Waste Facility	6,000,000			-	-	-	-	-	
Loan 15 - Waste Facility Building	4,000,000			-	-	-	-	-	
Loan 16 - Cell Development Expenditure	1,346,000			-	-	-	-	-	
Regional Resource Recovery Facility									
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	358,477	-	284,650	73,827	13,417	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	1,190,014	-	106,034	1,083,980	62,637	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	1,795,000	-	1,795,000	-	644	
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	888,892	-	888,892	-	2,795	
TOTAL	44,076,000			5,383,540	-	4,225,732	1,157,807	82,245	
						Facility Fee		1,065	
						Total Borrowing Costs		83,309	

Financial Statements for the period ended 30 June 2017

Item
9.1

APPENDIX NO.2

Item
9.1



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
30 JUNE 2017**

Mindari Regional Council INCOME
STATEMENT BY NATURE AND TYPE For the
month ended 30 June 2017

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities						
Member User Charges						
User Charges - City of Perth	2,244,000	2,244,769	2,286,446			
User Charges - City of Wanneroo	12,210,000	12,338,761	10,980,197			
User Charges - City of Joondalup	10,807,500	8,966,401	8,947,887			
User Charges - City of Stirling	12,830,115	11,050,285	10,553,697			
User Charges - Town of Cambridge	1,435,500	1,434,308	1,179,743			
User Charges - City of Vincent	2,508,000	2,522,130	2,338,157			
User Charges - Town of Victoria Park	2,722,500	2,720,184	2,031,774			
User Charges - RRF Residues	8,035,500	8,028,933	8,426,574			
	52,793,115	49,305,771	46,744,475	(2,561,296)	(5.19%)	
Non Member User Charges						
User Charges - WMRC	3,052,500	3,052,500	-	(3,052,500)	(100.00%)	
User Charges - Casual Tipping Fees	2,981,848	2,984,940	2,763,665	(221,276)	(7.41%)	
	6,034,348	6,037,440	2,763,665	(3,273,776)	(54.22%)	
Total User Charges	58,827,463	55,343,211	49,508,139	(5,835,072)	(10.54%)	1
Other Charges						
Service Charges						
Sale of Recyclable Materials	785,000	685,378	748,917	63,539	9.27%	
Gas Power Generation Sales	580,000	580,000	1,288,449	708,449	122.15%	
Grants and Subsidies	-	-	-	-	-	
Contributions, Reimbursements & Donations	5,000	5,906	18,329	12,423	210.34%	
Interest Earnings	593,000	593,000	540,922	(52,078)	(8.78%)	
Other Revenue	352,300	313,606	483,949	170,343	54.32%	
Total Other Charges	2,315,300	2,177,890	3,080,566	902,676	41.45%	2
Total Revenue from Ordinary Activities	61,142,763	57,521,101	52,588,705	(4,932,396)	(8.57%)	
Expenses from Ordinary Activities						
Employee Costs	5,410,752	5,413,400	5,150,277	263,123	4.86%	3
Materials and Contracts						
Consultants and Contract Labour	1,034,000	1,379,000	892,022	486,978	35.31%	4
Communications and Public Consultation	377,980	377,980	294,010	83,970	22.22%	
Landfill Expenses	1,262,600	1,291,085	1,054,216	236,869	18.35%	5
Office Expenses	217,740	220,682	190,486	30,196	13.68%	
Information System Expenses	178,900	176,991	99,231	77,760	43.93%	
Building Maintenance	207,800	207,036	104,512	102,524	49.52%	6
Plant and Equipment Operating & Hire	995,280	1,013,307	715,055	298,252	29.43%	7
RRF Other Operating Expenses	26,211,300	26,304,349	26,080,476	223,873	0.85%	8
Waste Minimisation	3,052,500	3,052,500	-	3,052,500	100.00%	
Utilities	185,229	266,564	293,119	(26,555)	(9.96%)	
Depreciation	1,705,220	1,928,675	1,888,555	40,120	2.08%	
Borrowing Costs	382,472	89,727	89,168	559	0.62%	
Insurances	293,676	297,582	162,631	134,951	45.35%	9
DEP Landfill Levy	13,138,200	11,460,737	10,577,045	883,692	7.71%	10
Land Lease/Rental	709,000	709,000	704,777	4,223	0.60%	
Other Expenditure						
Members Costs	247,213	247,213	183,351	63,862	25.83%	
Administration Expenses	192,000	246,512	103,754	142,758	57.91%	11
Amortisation for Cell Development	2,701,400	2,356,511	1,897,628	458,883	19.47%	10
Amortisation for Decommissioning Asset	846,087	846,087	846,087	-	0.00%	
Capping Accretion Expense	274,234	274,234	274,234	-	0.00%	
Post Closure Accretion Expense	156,128	156,128	156,128	-	0.00%	
RRF Amortisation	491,348	491,348	491,348	-	0.00%	
Total Expenses	60,271,059	58,806,648	52,248,110	6,558,538	11.15%	
Profit on Sale of Assets	26,122	54,207	62,277	8,070	14.89%	
Loss on Sale of Assets	70,725	70,725	24,489	46,236	(65.37%)	
Revaluation of Assets	-	-	380,045	(380,045)		
	(44,603)	(16,518)	(342,256)	(325,739)	1972.02%	
Changes in Net Assets Resulting from Operations	827,101	(1,302,065)	(1,661)	1,300,404	(99.87%)	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of variance where:
		1. Member Revenue (Aggregated) variances greater than \$250,000. 2. Non Member Revenue (Aggregated) variances greater than \$100,000. 3. Other Revenues Charged (Per Line Item) variances greater than \$100,000. 4. All Expense variances (Per Line Item) greater than \$100,000.
1	User Charges - Members and Non Members	<p>Total user charges year to date are lower than budget (\$5,835k). \$3,053k relates to the WMRC tonnes that haven't materialised in year and are offset to zero against the related operating expenses. Member councils (\$2,561k) below budget mainly Cities of Stirling, Wannon and Town of Victoria Park bulk waste. Non-members are below budget (\$221k) simply reflecting lower demand. The Member Councils, year to date have delivered less processable tonnes (6,679t) and less non processable tonnes (11,333t) than the phased annual budget mainly attributable to Cities of Stirling and Wannon and the Town of Victoria Park. RRF residues are slightly above budget (2,435t) off the back of above budget throughput at the facility. Cash and Trade customers are below budget (1,206t).</p>
2	Other Charges	<p>Other Charges is \$902k higher than the budget mainly due to the sale of REC's (renewable energy certificates).</p>
3	Employee Costs	<p>Employee costs for year to date are below budget by \$263k due to unspent wages, superannuation and workers compensation insurance.</p>
4	Consultants and Contract Labour	<p>Consultants and contract labour for the year to date is under budget by \$487k due unspent waste precinct funds and post closure funds.</p>
5	Landfill Expenses	<p>Landfill expenses are \$237k below budget mainly due to less spending in limestone cover, bushland management, groundwater management, signs and barricades and monitoring program.</p>
6	Building Maintenance	<p>Building maintenance is \$103k lower than the budget due to lower in building maintenance.</p>
7	Plant and Equipment Operating & Hire	<p>Plant and equipment operating and hire are \$298k below budget mainly due to lower fuel usage and savings in repair and maintenance.</p>
8	RRF Other Operating Expenses	<p>RRF Other Operating Expenses is \$224k higher than the budget which is tonnage driven.</p>
9	Insurances	<p>Insurances are \$135k below budget due to pollution liability insurance not taken this financial year.</p>
10	DEP Landfill Levy and Amortisation for Cell Development	<p>DEP Landfill Levy is \$884k lower than the budget and Amortisation for Cell Development is \$459k below budget due to lower waste delivered to landfill.</p>
11	Administration Expenses	<p>Administration expenses is \$143k lower than the budget mainly due to lower in legal expenses and bank charges.</p>

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 30 June 2017

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
Resource Recovery Facility						
Operating Expenditure						
Employee Costs						
Salaries	-	-	-	-		
Allowances	-	-	-	-		
Workers Compensation Premium	-	-	-	-		
	-	-	-	-		
Consultants and Contract Labour						
Consultancy	15,000	15,000	4,757	(10,243)	(68.29%)	
Contract Labour External	-	-	-	-		
	15,000	15,000	4,757	(10,243)	(68.29%)	
Office Expenses						
Cleaning of Buildings						
General cleaning	9,000	7,706	2,673	(5,033)	(65.32%)	
Window cleaning	2,000	3,294	7,716	4,422	134.26%	
	11,000	11,000	10,389	(611)	(5.55%)	
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	1,995	(5)	(0.25%)	
Newcastle Weighing Services-Gen Maintenance	12,000	12,000	10,425	(1,575)	(13.13%)	
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	5,091	(909)	(15.15%)	
	20,000	20,000	17,511	(2,489)	(12.45%)	
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	3,000	3,000	4,666	1,666	55.54%	
Community Education Centre	2,000	2,000	879	(1,121)	(56.07%)	
Weighbridge and Calibration	7,500	7,500	677	(6,823)	(90.98%)	
Building Security						
Security - Monitoring	2,000	2,000	409	(1,591)	(79.55%)	
Security - Alarm maintenance	2,000	2,000	1,248	(752)	(37.62%)	
Security - call out	1,000	1,000	210	(790)	(79.01%)	
	17,500	17,500	8,088	(9,412)	(53.78%)	
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	7,500	7,500	3,600	(3,900)	(52.00%)	
Repair of Boom Gate	2,500	2,500	-	(2,500)	(100.00%)	
Road Maintenance	-	-	-	-		
Bores and Pipework						
Bore maint/calibration/electronics	5,000	5,000	4,341	(659)	(13.19%)	
Groundwater sampling	2,500	2,500	2,768	268	10.72%	
Bacteria sampling	1,000	1,000	-	(1,000)	(100.00%)	
Vermine control	1,000	1,000	-	(1,000)	(100.00%)	
Spills/leaks/incident management	500	500	-	(500)	(100.00%)	
Vehicle Wash Facility Operations	-	-	-	-		
Landscaping and Gardens	12,000	12,000	6,099	(5,901)	(49.17%)	
Compost Disposal	408,300	501,349	414,497	(86,852)	(17.32%)	
Contractor's Fees	25,521,000	25,521,000	25,649,172	128,172	0.50%	
RRF Maintenance Funding	250,000	250,000	-	(250,000)	(100.00%)	
	26,211,300	26,304,349	26,080,476	(223,873)	(0.85%)	
Utilities						
Electricity	10,000	10,000	-	(10,000)	(100.00%)	
Rates	25,829	107,164	107,164	0	0.00%	
	35,829	117,164	107,164	(10,000)	(8.53%)	
Insurance						
Municipal Property Insurance	3,000	3,000	4,297	1,297	43.23%	
Public Liability Insurance	5,600	5,600	5,175	(425)	(7.59%)	
	8,600	8,600	9,472	872	10.14%	
Cost of Borrowings						
Interest on Loans						
Loan 10A	69,779	69,779	68,134	(1,645)	(2.36%)	
Loan 10B	-	644	644	0	0.04%	
Loan 10C	-	2,795	2,795	(0)	(0.00%)	
Loan 11	12,693	12,693	13,779	1,086	8.56%	
Loan Expenses	-	1,065	1,065	(0)	(0.02%)	
	82,472	86,976	86,417	(559)	(0.64%)	
Amortisations						
Amortisation Pre-operating Costs	104,700	104,700	104,700	-	0.00%	
Amortisation Costs	386,648	386,648	386,648	-	0.00%	
	491,348	491,348	491,348	-	0.00%	
Depreciation						
Depreciation on Building	23,600	23,600	23,603	3	0.01%	
Depreciation on Infrastructure	26,700	26,700	26,696	(4)	(0.01%)	
	50,300	50,300	50,299	(1)	(0.00%)	
Total Operating Expenditure	26,943,349	27,122,237	26,865,921	(256,313)	(0.95%)	
Net Total	(26,943,349)	(27,122,237)	(26,865,921)	256,313	(0.95%)	

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 30 June 2017

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
General Purpose Funding	61,142,763	57,521,101	52,588,705	4,932,396	8.57%
Community Amenities	-	-	-	-	
Resource Recovery Facility	-	-	-	-	
	61,142,763	57,521,101	52,588,705	4,932,396	8.57%
Profit on Disposal of Assets					
Governance	4,998	3,356	3,356	(0)	(0.01%)
Community Amenities	21,124	50,851	58,921	(8,070)	(15.87%)
Resource Recovery Facility	-	-	-	-	
	26,122	54,207	62,277	(8,070)	
Total Revenue	61,168,885	57,575,308	52,650,982	4,924,326	8.55%
Expenses from Ordinary Activities					
Operating Expenditure					
Governance	4,239,998	4,297,114	3,558,151	738,963	17.20%
Community Amenities	28,787,712	27,384,546	21,821,287	5,563,259	20.32%
Resource Recovery Facility	26,860,877	27,035,261	26,779,504	255,757	0.95%
	59,888,587	58,716,921	52,158,942	6,557,979	11.17%
Loss on Sale of Assets					
Governance	-	-	-	-	
Community Amenities	70,725	70,725	24,489	46,236	65.37%
Resource Recovery Facility	-	-	-	-	
	70,725	70,725	24,489	46,236	
Cost of Borrowings					
Governance	300,000	2,751	2,751	(0)	(0.00%)
Community Amenities	-	-	-	-	
Resource Recovery Facility	82,472	86,976	86,417	559	0.64%
	382,472	89,727	89,168	559	0.62%
Total Expenditure	60,341,784	58,877,373	52,272,599	6,604,774	11.22%
Revaluation of Assets	-	-	380,045	(380,045)	
Changes in Net Assets Resulting from Operations	827,101	(1,302,065)	(1,661)	(1,300,404)	99.87%

Mindarie Regional Council
Balance Sheet
For the month ended 30 June 2017

Description	ACTUAL 2016/2017	Movement	ACTUAL 2015/2016
CURRENT ASSETS			
Cash	1,890,276	(2,652,929)	4,543,205
Investments	23,350,015	3,100,055	20,249,960
Debtors	3,633,418	96,625	3,536,793
Stock	10,667	(1,438)	12,105
Prepayments	114,326	30,688	83,638
Accrued Income	183,037	49,389	133,649
Work In Progress - Landfill Stage2 Phase3 Development (Lining)	11,439	6,889	4,550
Work In Progress - Recycling Centre Renovation and Alignment	-	-	-
Work In Progress - SAN Upgrade	150,831	150,831	-
Other Current Assets	280,033	(346,497)	626,531
TOTAL CURRENT ASSETS	29,624,042	433,612	29,190,430
NON-CURRENT ASSETS			
Land	6,760,000	(240,000)	7,000,000
Buildings & Improvements	3,487,866	522,411	2,965,455
Furniture & Equipment	123,400	49,711	73,688
Computing Equipment	182,707	(224,677)	407,384
Plant & Equipment	3,434,383	(415,356)	3,849,739
Infrastructure - Other	6,373,018	190,962	6,182,057
Infrastructure - Excavation	28,048,725	(1,897,628)	29,946,353
Infrastructure - RRF	4,296,082	(386,648)	4,682,730
Decommissioning Asset	3,580,165	(534,490)	4,114,655
Post Closure	2,492,763	(311,597)	2,804,360
Pre-operating RRF	1,255,496	(104,700)	1,360,196
TOTAL NON-CURRENT ASSETS	60,034,605	(3,352,013)	63,386,618
TOTAL ASSETS	89,658,647	(2,918,401)	92,577,048
CURRENT LIABILITIES			
Creditors	5,787,675	(282,334)	6,070,009
Provisions for Leave	854,398	31,845	822,553
Current Loans	184,781	(4,002,268)	4,187,049
Accruals	412,636	206,215	206,421
TOTAL CURRENT LIABILITIES	7,239,489	(4,046,543)	11,286,032
NON CURRENT LIABILITIES			
Provisions for Leave	72,731	(10,460)	83,191
Non Current Loans	973,026	(223,464)	1,196,489
Decommission Provision for Capping	15,379,505	430,362	14,949,143
Other Non Current Liabilities	39,983	-	39,983
TOTAL NON CURRENT LIABILITIES	16,465,245	196,439	16,268,806
TOTAL LIABILITIES	23,704,734	(3,850,105)	27,554,838
NET ASSETS	65,953,913	931,704	65,022,210
EQUITY			
Retained Surplus	14,644,882	(3,913,734)	18,558,617
Reserves (Cash Back)	17,148,580	3,912,074	13,236,506
Reserves (Non Cash Back)	30,148,552	648,714	29,499,837
Council Contribution	4,011,899	284,650	3,727,249
TOTAL EQUITY	65,953,913	931,704	65,022,210

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 30 June 2017

Description	ACTUAL 2016/2017
Opening Balance - 1 July 2016	
Site Rehabilitation	9,140,456
Capital Expenditure	1,604,975
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	-
Carbon Abatement	491,076
	13,236,506
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
Transfer from Operating Surplus	
Site Rehabilitation	430,362
Capital Expenditure	5,000,000
Participants Surplus Reserve	-
RRF Maintenance Funding	250,000
Carbon Abatement	-
	5,680,362
Total Transfer from Operations	5,680,362
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	-
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	1,768,288
RRF Maintenance Funding	-
Carbon Abatement	-
	1,768,288
Closing Balance	
Site Rehabilitation	9,570,818
Capital Expenditure	4,836,686
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	250,000
Carbon Abatement	491,076
	17,148,580

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2017

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
PLANT, VEHICLES AND MACHINERIES				
Plant and Vehicles				
Replacement of Hino Bin Truck (Plant83)	286,000	286,000	-	
Replacement of Cat 257 MTL (Plant99)	90,000	90,000	86,350	95.94%
Replacement of Lighting tower (Plant88)	45,000	45,000	35,853	79.67%
Replacement of DCS vehicle (Plant97)	48,000	47,916	47,916	100.00%
Replacement of CEO vehicle (Plant96)	52,000	48,088	48,088	100.00%
Replacement of Ops Manager vehicle (Plant101)	45,000	40,810	40,810	100.00%
brought forward item:				
Replacement of Fire Ute (Plant10)	70,000	70,000	40,682	58.12%
Replacement of Fire Truck (Plant14)	200,000	200,000	210,660	105.33%
Replacement of Fire Cat Forklift (Plant59)	35,000	35,000	31,909	91.17%
Replacement of Nissan Ute (Plant86)	30,000	30,000	29,589	98.63%
	901,000	892,814	571,856	64.05%
Machinery and Equipment				
3 Odour monitoring units	45,000	45,000	-	
Replacement of Radiation equipment	5,000	5,000	-	
Replacement of Biodiesel equipment	2,500	2,500	2,500	
Irrigation on Waugal	5,000	5,000	-	
Hook Lift Bins	50,000	50,000	45,640	
Tarpomatic Spindle	27,000	27,000	20,390	
Tarpomatic Tarps	60,000	60,000	50,455	
Education Trailer	-	10,000	-	
brought forward item:				
Woodchipper	60,000	60,000	-	
	254,500	264,500	118,985	44.98%
TOTAL PLANT, VEHICLES AND MACHINERIES	1,155,500	1,157,314	690,841	59.79%
FURNITURE AND EQUIPMENT				
Furniture and Fittings				
Furniture and Fittings (Miscellaneous Replacements)	5,100	5,100	2,882	56.51%
New CCTV for Tamala Park and Neerabup	90,000	90,000	87,484	97.20%
Airconditioning Units to Various Locations	22,800	22,800	-	
	117,900	117,900	90,366	76.65%
TOTAL FURNITURE AND EQUIPMENT	117,900	117,900	90,366	76.65%
COMPUTING EQUIPMENT				
Computing Equipment				
Custom PC for DCS upgrade	5,000	-	-	
Dust Monitoring upgrade	5,500	5,500	-	
HP switch with POE upgrade	14,000	14,000	5,327	38.05%
Network, wi-fi and power to transfer hut	23,000	23,000	14,659	63.73%
Admin Network and Server cabinets	23,000	30,000	-	
Server upgrade at Tamala Park	24,000	-	-	
SAN upgrade	130,000	160,500	150,831	93.98%
Desktop HP8100 for Transfer Station	-	1,245	958	76.96%
Desktop HP8100 for Recycling drop off	-	1,245	-	
Laptop for Project Manager	-	2,100	2,004	95.43%
	224,500	237,590	173,778	73.14%
TOTAL COMPUTING EQUIPMENT	224,500	237,590	173,778	73.14%
LAND AND BUILDINGS				
Building				
Second BioDiesel Shed	15,000	15,000	10,283	68.55%
Admin office renovation	80,000	80,000	92,324	115.40%
Recycling Centre renovation and alignment phase2	428,000	428,000	144,468	33.75%
	523,000	523,000	247,075	47.24%
TOTAL LAND AND BUILDINGS	523,000	523,000	247,075	47.24%

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2017

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
INFRASTRUCTURE				
Operations				
Pylon Signage	-	-	42,600	
Telemetry system-4 leachate sys, weather and comp.	130,000	130,000	-	
Litter fence	20,000	20,000	31,272	156.36%
Drizzle mat extension	15,000	15,000	13,636	90.91%
Gas monitoring wells - program7	45,000	45,000	40,909	90.91%
Gas monitoring wells - program8	45,000	45,000	44,277	98.39%
Gas remediation wells - program4	45,000	45,000	37,286	82.86%
Gas remediation wells - program5	22,500	22,500	22,500	100.00%
Gas remediation wells - program6	22,500	22,500	20,455	90.91%
Groundwater monitoring wells	26,000	26,000	19,520	75.08%
Groundwater remediation pumps	30,000	30,000	24,312	81.04%
Millipede barrier	35,000	35,000	3,564	10.18%
Wastewater treatment plant - redesign	10,000	10,000	2,603	26.03%
Fuel tanks	50,000	50,000	43,043	86.09%
Signage	50,000	50,000	11,690	23.38%
Gas well installations	27,000	27,000	1,021	3.78%
	573,000	573,000	358,686	62.60%
Waste Infrastructure				
brought forward item:				
Waste Facility	6,000,000	6,000,000	-	
Waste Facility Buiding	5,000,000	5,000,000	-	
	11,000,000	11,000,000	-	
Landfill Infrastructure Phase3				
Cell Development - Lining (inc. c/f)	3,000,000	3,000,000	214,432	7.15%
	3,000,000	3,000,000	214,432	7.15%
TOTAL INFRASTRUCTURE	14,573,000	14,573,000	573,118	3.93%

INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual						Principal tfer from Non Current to Current	Principal Repayments	Principal Outstanding	Interest Repayments	Note
	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2016	Principal Drawn Down to 30/06/2017	Actual to 30/06/2017	Actual to 30/06/2017	Actual to 30/06/2017	Actual to 30/06/2017	
Community Amenities										
Tamala Park Landfill										
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	-	-	-	-	-	-	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	1,151,157	-	1,151,156	-	-	2,751	
Loan 14 - Waste Facility	6,000,000			-	-	-	-	-	-	
Loan 15 - Waste Facility Building	4,000,000			-	-	-	-	-	-	
Loan 16 - Cell Development Expenditure	1,346,000			-	-	-	-	-	-	
Regional Resource Recovery Facility										
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	358,477	-	73,827	284,650	73,827	13,779	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	1,190,014	-	112,600	106,034	1,083,980	68,134	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	1,795,000	-	-	1,795,000	-	644	
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	888,892	-	37,037	888,892	-	2,795	
TOTAL	44,076,000			5,383,540	-	223,464	4,225,732	1,157,807	88,103	
									1,065	
									89,168	

TONNAGE REPORT TO 30 JUNE 2017

Item
9.1

APPENDIX NO. 3

Item
9.1

Waste to Landfill Tonnages Report for the period to 30 June 2017

Members

The Member Councils' Processable waste for the full year is 6,679 tonnes lower than forecast, with predominantly the City of Vincent and the Towns of Victoria Park and Cambridge delivering 5,172 tonnes less than forecast between them.

The non processable waste for the period to date was 11,332 tonnes below the financial forecast, primarily as a result of reductions in member council waste deliveries primarily from the Cities of Wanneroo (7,367t) and Stirling (2,698t).

These variances leave the MRC 7% behind in its waste receipts from member councils. This reduction in waste to landfill is consistent with the MRC's vision of '*Winning Back Waste*' but will over time see the cost per tonne to landfill for the remaining waste increasing proportionally over time.

RRF

The Resource Recovery Facility residue tonnes are 2,434 tonnes ahead of forecast in direct response to the operator trying to increase annual throughput at the RRF.

Trade & Casual

The Casual and Trade tonnages are 665 tonnes lower than financial forecast.

Overall for the year ended 30 June 2017, the tonnes received are 16,783 tonnes (5.3%) below what was budgeted.

Information relating to landfill, resource recovery & recycling tonnages year to date 2016/17

		TONNAGE						
	RRF Actual	Landfill Actual	Total Tonnage	Budget 2016/17	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year
MEMBERS								
Processable								
Cambridge	-	6,077	6,077	7,500	100.0%	1	81.0%	6,617
Joondalup	43,338	8,801	52,139	52,597	100.0%		99.1%	51,972
Perth	-	13,705	13,705	13,500	100.0%		101.5%	12,964
Stirling	-	43,148	43,148	43,525	100.0%		99.1%	43,651
Victoria Park	5,578	6,504	12,082	14,500	100.0%		83.3%	12,269
Vincent	7,395	4,775	12,170	13,500	100.0%		90.1%	12,432
Wanneroo	50,152	7,294	57,446	58,324	100.0%		98.5%	56,369
Sub Total Processable	106,463	90,304	196,767	203,446	100.0%		96.7%	196,275
Non-Processable								
Cambridge		1,080	1,080	1,200	100.0%	1	90.0%	1,197
Joondalup		2,144	2,144	1,800	100.0%		119.1%	10,524
Perth		167	167	120	100.0%		139.4%	72
Stirling		22,303	22,303	25,000	100.0%		89.2%	31,885
Victoria Park		246	246	2,000	100.0%		12.3%	190
Vincent		2,015	2,015	1,800	100.0%		111.9%	2,210
Wanneroo		9,147	9,147	16,514	100.0%		55.4%	9,240
Sub Total Non-Processable	-	37,101	37,101	48,434	100.0%		76.6%	55,318
Other								
Sita Biovision Residues		51,135	51,135	48,700	100.0%	1	105.0%	39,076
Wanneroo WRC		-	-	-	0.0%		0.0%	137
Sub Total Other	-	51,135	51,135	48,700			105.0%	39,213
SUB TOTAL MEMBERS	106,463	178,540	285,003	300,580			94.8%	290,807

CASUALS

Trade		12,435	12,435	13,100	100.0%	94.9%	13,140	
Cash		2,759	2,759	3,300	100.0%	83.6%	2,928	
Sub Total Casuals	-	15,193	15,193	16,400	100.0%	92.6%	16,067	
TOTAL	106,463	193,733	300,197	316,980			306,874	

RECYCLING

Recycling centre sales								
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Notes 1* Based on 15/16 actual tonnages

Month: Jun-17

REVENUE				
Actual G/L \$	Budget 2016/17	Target % Year to Date	Note	Actual % Year to Date
\$ 1,001,457	1,236,307	100.0%	1	81.0%
\$ 8,593,665	8,669,214	100.0%		99.1%
\$ 2,258,841	2,224,969	100.0%		101.5%
\$ 6,971,570	7,032,385	100.0%		99.1%
\$ 1,991,207	2,390,198	100.0%		83.3%
\$ 2,005,785	2,225,236	100.0%		90.1%
\$ 9,471,205	9,615,417	100.0%		98.5%
\$ 32,293,731	\$ 33,393,726	100.0%		96.7%
\$ 178,286	198,001	100.0%	1	90.0%
\$ 354,222	297,187	100.0%		119.2%
\$ 27,605	19,800	100.0%		139.4%
\$ 3,582,128	4,017,900	100.0%		89.2%
\$ 40,566	329,986	100.0%		12.3%
\$ 332,372	296,894	100.0%		111.9%
\$ 1,508,992	2,723,344	100.0%		55.4%
\$ 6,024,171	\$ 7,883,112	100.0%		76.4%
\$ 8,426,574	8,028,933	100.0%	1	105.0%
\$ -	-	0.0%		0.0%
\$ 8,426,574	\$ 8,028,933			105.0%
\$ 46,744,475	\$ 49,305,771			94.8%

\$ 2,261,911	2,383,831	100.0%	1	94.9%
\$ 501,754	601,109	100.0%	1	83.5%
\$ 2,763,665	\$ 2,984,940	100.0%		92.6%
\$ 49,508,139	\$ 52,290,711			

\$ 748,917	785,000	83.3%		95.4%
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<p>LIST OF PAYMENTS MADE FOR THE MONTH ENDED 31 MAY 2017</p>

<p>Item 9.2</p>	<p>APPENDIX NO. 4</p>	<p>Item 9.2</p>
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Schedule of Payment for May 2017
Council Meeting - 14th September 2017

Cheque Posting	Document	Vendor Name	Description	Cheque Amount
Date	No.			
3/05/2017	336	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$146.50
3/05/2017	337	Cash	Staff lotto - Deducted from staff salary	\$310.00
3/05/2017	338	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,667.31
3/05/2017	339	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$367.35
9/05/2017	340	TELSTRA	Telephone Expenses	\$2,639.94
9/05/2017	341	Department of Transport	Vehicle search fees	\$6.60
12/05/2017	342	Cash	Staff lotto - Deducted from staff salary	\$310.00
12/05/2017	343	Cash - Petty Cash	Reimbursement of petty cash expenses	\$802.00
16/05/2017	344	TELSTRA	Telephone Expenses	\$1,253.93
16/05/2017	345	Department of Transport	Vehicle search fees	\$3.30
18/05/2017	346	The Good Guys	Purchase of Sony TV's - Open day	\$1,976.00
23/05/2017	347	Cash - Petty Cash	Reimbursement of petty cash expenses	\$500.00
26/05/2017	349	Cash	Staff lotto - Deducted from staff salary	\$310.00
26/05/2017	350	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,544.29
26/05/2017	351	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$331.40
26/05/2017	352	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$146.50
Total Cheque Payments				\$12,315.12
1/05/2017	DP-01555	linet Ltd	VOIP Charges	\$9.95
2/05/2017	DP-01556	Commonwealth Bank	Merchant Fees	\$187.05
2/05/2017	DP-01557	Commonwealth Bank	Merchant Fees	\$2.03
2/05/2017	DP-01558	Commonwealth Bank	Merchant Fees	\$828.20
2/05/2017	DP-01559	Commonwealth Bank	Merchant Fees	\$56.84
2/05/2017	DP-01560	Commonwealth Bank	Merchant Fees	\$72.43
8/05/2017	DP-01561	Commonwealth Bank	Loan 11 Repayment	\$74,937.84
15/05/2017	DP-01562	Commonwealth Bank	Merchant Fees	\$19.45
15/05/2017	DP-01563	Commonwealth Bank	CommBiz Fees	\$16.50
15/05/2017	DP-01564	Commonwealth Bank	CommBiz Fees	\$40.76
17/05/2017	DP-01565	Australian Taxation Office	BAS April 17	\$0.00
17/05/2017	DP-01566	National Australia Bank	NAB Connect fee	\$5.00
30/05/2017	DP-01567	National Australia Bank	NAB Connect fee	\$5.00
31/05/2017	DP-01568	Commonwealth Bank	Account Keeping Fee	\$20.00
31/05/2017	DP-01569	National Australia Bank	Account Keeping Fee	\$9.00
Total Direct Payments				\$76,210.05
1/05/2017	Trf 1	Commonwealth Bank	Inter-account transfer	\$1,200,000.00
Total Inter account Transfers				\$1,200,000.00
1/05/2017	EFT-01378	MRC Credit Card	See separate schedule	\$14,636.18
2/05/2017	EFT-01379	COVS Parts Pty Ltd	AdBlue Hose reel for new fuel tank	\$2,523.50
3/05/2017	EFT-01380	City of Joondalup	Lease Fees for May 2017	\$10,788.46
3/05/2017	EFT-01380	City of Perth	Lease Fees for May 2017	\$5,399.60
3/05/2017	EFT-01380	City of Stirling	Lease Fees for May 2017	\$21,576.93
3/05/2017	EFT-01380	City of Vincent	Lease Fees for May 2017	\$5,480.19
3/05/2017	EFT-01380	City of Wanneroo	Lease Fees for May 2017	\$10,788.47

3/05/2017	EFT-01380	Town of Cambridge	Lease Fees for May 2017	\$5,394.23
3/05/2017	EFT-01380	Town of Victoria Park	Lease Fees for May 2017	\$5,394.23
3/05/2017	EFT-01381	AMP FLEXIBLE SUPER	Superannuation Premium	\$829.98
3/05/2017	EFT-01381	ANZ Smart Choice Super	Superannuation Premium	\$545.20
3/05/2017	EFT-01381	Australian Ethical Super	Superannuation Premium	\$1,373.64
3/05/2017	EFT-01381	Australian Super Administration	Superannuation Premium	\$922.23
3/05/2017	EFT-01381	BT Super for Life - SG	Superannuation Premium	\$743.46
3/05/2017	EFT-01381	Colonial First State	Superannuation Premium	\$1,530.56
3/05/2017	EFT-01381	HOSTPLUS	Superannuation Premium	\$1,113.34
3/05/2017	EFT-01381	IOOF Portfolio Service Superannuation Fund	Superannuation Premium	\$1,286.60
3/05/2017	EFT-01381	Netwealth Superannuation	Superannuation Premium	\$560.55
3/05/2017	EFT-01381	North Personal Superannuation	Superannuation Premium	\$2,469.76
3/05/2017	EFT-01381	Plum Superannuation Fund	Superannuation Premium	\$236.74
3/05/2017	EFT-01381	Sunsuper	Superannuation Premium	\$1,531.89
3/05/2017	EFT-01381	WALGS PLAN PTY LTD	Superannuation Premium	\$41,697.02
4/05/2017	EFT-01382	A & G Wines Plumbing	Faulty toilets at RRF and maintenance to septic tank	\$4,685.18
4/05/2017	EFT-01382	AIR MET SCIENTIFIC PTY LTD	Groundwater sampling & reporting	\$1,919.50
4/05/2017	EFT-01382	Amalgam Recruitment	Workshop relief staff	\$1,665.84
4/05/2017	EFT-01382	ATOM Supply	Industrial cleaning wipes	\$258.72
4/05/2017	EFT-01382	BENARA NURSERIES	Rehabilitation work	\$545.82
4/05/2017	EFT-01382	Castle Security & Electrical Pty	RRF - alarm power issues after storm	\$269.28
4/05/2017	EFT-01382	Data#3	Purchase of computer equipment	\$972.55
4/05/2017	EFT-01382	DUN & BRADSTREET AUSTRALIA P/L	Debt collection commission	\$5.83
4/05/2017	EFT-01382	ECOLO WA	Monthly service BioSolution	\$2,112.00
4/05/2017	EFT-01382	FILTER SUPPLIES	Various filters for workshop	\$894.78
4/05/2017	EFT-01382	Gunther Hoppe	Reimbursement of flight travel - W2E plants in UK	\$1,780.89
4/05/2017	EFT-01382	Heavy Duty Auto Electrics	Airconditioning repairs for Skid Steer Loader (PLANT99)	\$1,078.00
4/05/2017	EFT-01382	Joondalup Office National	Stationery and Printing	\$427.33
4/05/2017	EFT-01382	JSB FENCING & Machinery Hire P/L	Litter fence	\$25,346.75
4/05/2017	EFT-01382	Kitec Electrical Services	Repairs to waste pump - RRF	\$2,395.45
4/05/2017	EFT-01382	Kott Gunning Lawyers	Legal Expenses	\$486.42
4/05/2017	EFT-01382	L & T Venables	Expendable Tools for workshop usage	\$631.95
4/05/2017	EFT-01382	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$13,895.81
4/05/2017	EFT-01382	Muchea Tree Farm	Northern Waugal revegetation	\$3,160.00
4/05/2017	EFT-01382	National Geotech	Drilling of wells	\$91,426.23
4/05/2017	EFT-01382	Signs & Lines	Pylon Sign	\$12,858.46
4/05/2017	EFT-01382	Spider Waste Collection Services P/L	Mattress recycling	\$6,233.70
4/05/2017	EFT-01382	SURVEY GRAPHICS	Updating Buffer Zone information	\$227.70
4/05/2017	EFT-01382	The Hire Guys - Wangara	Plant hire costs - Roller hire	\$95.00
4/05/2017	EFT-01382	The Pest Guys	Quarterly inspection/baiting	\$286.00
4/05/2017	EFT-01382	The Planning Group WA Pty Ltd	Post closure stage 1 work	\$17,540.27
4/05/2017	EFT-01382	Thermo Fisher Scientific	Calibration of dust monitor	\$334.18
4/05/2017	EFT-01382	Total Eden Pty Ltd	Evaporation pond fittings & supplies	\$2,065.86
4/05/2017	EFT-01382	Tutt Bryant Equipment WA	Repair of control consol on Excavator (PLANT89)	\$1,049.88
4/05/2017	EFT-01382	Vertical Telecoms Pty Ltd	RRF antenna maintenance	\$1,408.99
4/05/2017	EFT-01382	Vibra Industrial Filtration	Filter supplies for workshop	\$204.60
4/05/2017	EFT-01382	WesTrac Pty Ltd	Scheduled service for Skid Steer loader (PLANT108)	\$1,238.42
4/05/2017	EFT-01382	WORK CLOBBER	Staff uniforms & Protective gear	\$1,676.43
9/05/2017	EFT-01383	APN Outdoor (Trading) P/L	Bus backs and Billboards - March 2017	\$8,132.15

12/05/2017	EFT-01384	MRC	Payroll Employee Wages	\$113,732.24
11/05/2017	EFT-01385	A & G Wines Plumbing	Lightning Strike Sewer Pump repairs - RRF	\$3,767.71
11/05/2017	EFT-01385	All Air Services	Air conditioning maintenance - RRF	\$141.90
11/05/2017	EFT-01385	Amalgam Recruitment	Workshop relief staff	\$3,444.11
11/05/2017	EFT-01385	ATOM Supply	Industrial cleaning wipes	\$315.58
11/05/2017	EFT-01385	BOBJANE TMART	Replacement tyres for Education trailer	\$483.00
11/05/2017	EFT-01385	Bowman & Associates P/L	Superintendent Fees	\$866.25
11/05/2017	EFT-01385	Bunnings	Cordless hammer drill & wire mesh	\$663.60
11/05/2017	EFT-01385	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$501.70
11/05/2017	EFT-01385	City of Wanneroo	Road realignment works	\$154,845.07
11/05/2017	EFT-01385	COVS Parts Pty Ltd	Gear Oil for service of New Holland (PLANT76)	\$308.00
11/05/2017	EFT-01385	Crossland & Hardy Pty Ltd	Prepare and supply temporary drainage design	\$1,012.00
11/05/2017	EFT-01385	CSIRO	2017 Groundwater Report	\$24,096.00
11/05/2017	EFT-01385	David Moss Corporation P/L	63 mm pipes 1.1km	\$3,197.30
11/05/2017	EFT-01385	Davidson Projects P/L	Replacement signage for admin reception	\$192.50
11/05/2017	EFT-01385	Department of Water & Environment Regulation	Environmental Licence 2017/18	\$22,771.73
11/05/2017	EFT-01385	EMRC	Timber processing	\$505.38
11/05/2017	EFT-01385	Envirocare Systems	Hygiene services - RRF & Tamala Park	\$720.91
11/05/2017	EFT-01385	Excel Carpet Cleaning WA	Cleaning of Buildings - RRF	\$590.00
11/05/2017	EFT-01385	Fennell Tyres International Pty Ltd	Replacement tyre for MAN Truck (PLANT104)	\$556.80
11/05/2017	EFT-01385	Gavin Burgess	Community battery collection	\$3,130.00
11/05/2017	EFT-01385	Great Southern Fuel Supplies	Distillate	\$34,198.06
11/05/2017	EFT-01385	Heavy Duty Auto Electrics	Regas TANA (PLANT107) after new condensor fitted	\$561.00
11/05/2017	EFT-01385	Komatsu Australia	Teeth and hardware for Komatsu loader (PLANT93)	\$9,069.75
11/05/2017	EFT-01385	Major Motors Pty Ltd	Call out for Alarm on Water Truck	\$945.34
11/05/2017	EFT-01385	MEEC	Maintenance for ground water pipes	\$273.90
11/05/2017	EFT-01385	Northern Mowers & Chainsaws	Replacement chain saw & bushland management supplies	\$768.45
11/05/2017	EFT-01385	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$352.00
11/05/2017	EFT-01385	Perth Tree Services	Pruning of trees along the western boundary fence	\$5,720.00
11/05/2017	EFT-01385	Protector Fire Services	Basic Fire Warden Kits including Vest, Hats & Bag	\$962.50
11/05/2017	EFT-01385	RCG TECHNOLOGIES	Drop off of Asbestos	\$3,204.00
11/05/2017	EFT-01385	Reece Vellios	Computer system maintenance	\$7,634.01
11/05/2017	EFT-01385	Signhere Signs P/L	Waste Truck stickers	\$1,848.00
11/05/2017	EFT-01385	Staples Australia P/L	Computer Systems Consumables	\$584.72
11/05/2017	EFT-01385	Star Consulting	Training sessions - Education team	\$2,970.00
11/05/2017	EFT-01385	Suez Recycling & Recovery (Perth) P/L	Confidential bin collection	\$52.04
11/05/2017	EFT-01385	TILT TRAY RENTAL	Transportation of Skid Steer Loader (PLANT99) to Westrac's workshop	\$1,097.25
11/05/2017	EFT-01385	Tyrecycle P/L	Collection of Tyres from Transfer station	\$834.69
11/05/2017	EFT-01385	WORK CLOBBER	Staff uniform & Protective gear	\$3,527.85
12/05/2017	EFT-01386	MRC	Payroll Employee Wages	\$542.71
15/05/2017	EFT-01387	Entertain Oz Pty Ltd	Staff Mid year Function	\$775.00
16/05/2017	EFT-01388	MRC	Payroll Employee Wages	\$1,011.82
18/05/2017	EFT-01389	ALLMARK & ASSOCIATES PTY LTD	Recycled pencils - promotional stock for Education department	\$2,634.50
18/05/2017	EFT-01389	Amalgam Recruitment	Workshop relief staff	\$1,166.09
18/05/2017	EFT-01389	Aquion P/L	Network server monitoring	\$3,754.03
18/05/2017	EFT-01389	ATOM Supply	Ear Muffs	\$169.09
18/05/2017	EFT-01389	AUSTRALIA POST - PERTH	Postage & Freight	\$10.82
18/05/2017	EFT-01389	AUSTRALIAN TRAINING MANAGEMENT	Staff Training	\$1,000.00
18/05/2017	EFT-01389	Bearcat Tyres	Replacement tracks for Skid Steer loader (PLANT108)	\$3,660.80

18/05/2017	EFT-01389	Biovision 2020 Pty Ltd	Contractor's Fees April 2017	\$1,666,270.66
18/05/2017	EFT-01389	BOULEVARD FLORIST	Flowers for staff	\$90.00
18/05/2017	EFT-01389	Cabcharge Australia Ltd	Travelling expenses	\$409.64
18/05/2017	EFT-01389	Car Care (WA) - Mindarie	Maintenance for Kia Carnival (PLANT106)	\$350.00
18/05/2017	EFT-01389	Castledine Gregory	Legal Expenses	\$2,120.80
18/05/2017	EFT-01389	Central Fire Services P/L	HHW Fire System - Call out and fault finding	\$275.00
18/05/2017	EFT-01389	Eastside Commercials P/L	Replacement Fire Ute (PLANT119)	\$42,990.00
18/05/2017	EFT-01389	Heavy Duty Auto Electrics	Replacement of alternator on Grader (PLANT01)	\$578.60
18/05/2017	EFT-01389	KD Aire Mechanical and Electrical Services	Airconditioning maintenance - admin	\$528.00
18/05/2017	EFT-01389	Kitec Electrical Services	Repair front entrance flood light	\$718.62
18/05/2017	EFT-01389	Magicorp Pty Ltd	Telephone Expenses	\$113.33
18/05/2017	EFT-01389	Midalia Steel	Steel for bin repairs	\$577.61
18/05/2017	EFT-01389	Neverfail Springwater Ltd	Staff Amenities	\$262.01
18/05/2017	EFT-01389	Plants & Garden Rentals	Monthly Plants rental	\$220.00
18/05/2017	EFT-01389	Soft Landing	Mattress recycling	\$61,627.50
18/05/2017	EFT-01389	Spider Waste Collection Services P/L	Mattress recycling	\$3,624.50
18/05/2017	EFT-01389	Stantons International	ERMC Tender - Consultancy	\$2,604.25
18/05/2017	EFT-01389	Stephen Michael Terenciuk	Replacement tyre for MAN Truck (PLANT104)	\$646.00
18/05/2017	EFT-01389	The Factory	Signage for compost shell	\$3,371.50
18/05/2017	EFT-01389	The Royal Agricultural Society of Australia	Perth Royal Show site booking	\$2,102.70
18/05/2017	EFT-01389	TOX FREE AUSTRALIA P/L	HHW collection day - Vic Park	\$7,262.64
18/05/2017	EFT-01389	Toyota Material Handling P/L	Repairs & maintenance for Toyota Forklift (PLANT98)	\$349.00
18/05/2017	EFT-01389	Western Tree Recyclers	Processing of green waste	\$1,825.12
18/05/2017	EFT-01389	WesTrac Pty Ltd	Cat Skid steer (Replace Plant99)	\$96,191.52
19/05/2017	EFT-01390	MRC	Payroll Employee Wages	\$7,215.65
23/05/2017	EFT-01391	Access Technologies P/L	Speed Humps, Supply and Install	\$4,325.64
23/05/2017	EFT-01391	APN Outdoor (Trading) P/L	No Glass billboard - April	\$3,535.72
23/05/2017	EFT-01391	AV Truck Services P/L	Repair & maintenance for MAN truck (PLANT108)	\$195.26
23/05/2017	EFT-01391	COVS Parts Pty Ltd	Fuel hose reel, Engine oil supplies for workshop	\$1,718.20
23/05/2017	EFT-01391	Daniel Collings Mobile Mechanic	Pre purchase inspection of Fire Truck	\$264.00
23/05/2017	EFT-01391	Devco Holdings Pty Ltd	Insurance claim works - Neerabup Education Centre	\$4,488.00
23/05/2017	EFT-01391	ECOLO WA	Monthly service BioSolution	\$2,112.00
23/05/2017	EFT-01391	EMRC	Timber processing	\$496.78
23/05/2017	EFT-01391	Kyocera Document Solutions	Photocopying Expenses	\$720.37
23/05/2017	EFT-01391	L & T Venables	Consumable tools for workshop	\$155.15
23/05/2017	EFT-01391	Lasso E & P P/L	Advertising expenses for various MRC campaigns	\$1,100.00
23/05/2017	EFT-01391	Lastminute Multi Media	No Glass - 6PR adverts	\$2,178.00
23/05/2017	EFT-01391	MARKETFORCE P/L	Phase 1 - Research for community engagement	\$11,307.81
23/05/2017	EFT-01391	Natural Area Management & Services	Bushland Management	\$5,258.00
23/05/2017	EFT-01391	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$587.00
23/05/2017	EFT-01391	Proofload P/L	Lifting & Rigging Equipment - 6 Monthly inspection	\$594.00
23/05/2017	EFT-01391	Reece Vellios	Computer system maintenance	\$8,900.69
23/05/2017	EFT-01391	Soft Landing	Mattress recycling	\$14,822.50
23/05/2017	EFT-01391	Spider Waste Collection Services P/L	Mattress recycling	\$5,472.50
23/05/2017	EFT-01391	Star Consulting	Training session - Finance team	\$660.00
23/05/2017	EFT-01391	Talis Consultants P/L	EMRC Tender - Consultancy	\$7,452.50
23/05/2017	EFT-01391	The Herald Publishing Company	Advertising expenses	\$1,875.50
23/05/2017	EFT-01391	Tyrecycle P/L	Collection of Tyres from Transfer station	\$728.96
23/05/2017	EFT-01391	URBAN RESOURCES	Demobilisation of Equipment from Tamala Park	\$1,451.00

23/05/2017	EFT-01391	Ventouras Advertising & Design	Tamala Park Aerial displays	\$893.20
23/05/2017	EFT-01391	Western Tree Recyclers	Processing of green waste	\$2,216.00
26/05/2017	EFT-01392	MRC	Payroll Employee Wages	\$115,997.47
30/05/2017	EFT-01393	Sonia Cherico	Reimbursement - Dyson Vacuum Cleaner for admin	\$1,094.75
31/05/2017	EFT-01394	MRC Credit Card	See separate schedule	\$7,222.80
Total EFT Payments				\$2,879,451.38

Cheque No. 336 to 352	\$12,315.12
Electronic Payments:	
DP- 01555 to DP- 01569	\$76,210.05
Inter-Account Transfers	\$1,200,000.00
EFT- 01378 to EFT- 01394	\$2,879,451.38
Grand Total	\$4,167,976.55

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 14th September 2017 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

**Credit Card detailed analysis for the month
Council Meeting - 14th September 2017**

Date	Payment to	Description	Amount
29-Mar-17	Mindarie Marina	Meals & entertainment	31.30
29-Mar-17	Zarraffas	Meals & entertainment	14.65
1-Apr-17	Rydes Parramatta	Staff Conference	4,532.87
3-Apr-17	CBA	Credit card fees	40.00
4-Apr-17	Adobe Acropro	Adobe renewal	224.27
4-Apr-17	Mwave	CCTV materials & supplies	1,239.17
5-Apr-17	Prestige Pumps	Pumps hire - Drizzle mat	6,495.50
7-Apr-17	Coles	Amenities	277.00
10-Apr-17	Basil's Fine Foods	Tip talk	234.00
13-Apr-17	Performance Packaging	Paper towels	354.42
13-Apr-17	Leadership WA	Membership fees	280.00
18-Apr-17	Australian Refrigeration	Degasing Licence renewal for staff	286.00
18-Apr-17	Coles	Amenities	127.00
20-Apr-17	Portofinos Restaurant	MRC staff function deposit	500.00
Total Credit Card - 29 March 2017 to 27 April 2017			14,636.18
1-May-17	State Law Publisher	Subscription	86.40
3-May-17	Coles	Amenities	50.96
7-May-17	Coles	Soft drinks for Open day	513.96
9-May-17	Tudor House	Printing & stationery	468.00
10-May-17	Prestige Pumps	Pumps hire - Drizzle mat	2,566.30
11-May-17	Who Gives a Crap	Paper towels	144.00
16-May-17	Chartered Accountants Australia	Seminar	35.00
17-May-17	Wild Honey	Bee hive removal	250.00
17-May-17	Coles	Amenities	72.75
18-May-17	Performance Packaging	Paper towels	259.05
18-May-17	Chartered Accountants Australia	Seminar	20.00
18-May-17	Coles	Amenities	143.72
19-May-17	Express Fresh	BBQ supplies - Open day	123.75
24-May-17	Landgate	Survey - Tamala Park	49.70
24-May-17	The 12V Shop	Solar panel & fuel bowser at tipface	1,947.36
24-May-17	Seton	Stickers for corrosive & flammable gas	331.10
24-May-17	Coles	Amenities	160.75
Total Credit Card - 28 April 2017 to 26 May 2017			7,222.80

Financial Statements for the period ended 30 June 2017

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APPENDIX NO.5 .

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Schedule of Payment for June 2017
Council Meeting - 14th September 2017

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
1/06/2017	353	TELSTRA	Telephone Expenses	\$1,330.89
1/06/2017	354	WATER CORPORATION	Water usage	\$699.42
2/06/2017	355	Cash - Petty Cash	Reimbursement of petty cash expenses	\$813.35
9/06/2017	356	TELSTRA	Telephone Expenses	\$807.80
9/06/2017	357	Department of Transport	Vehicle registration charges	\$1,306.10
16/06/2017	358	Cash	Staff lotto - Deducted from staff salary	\$310.00
16/06/2017	359	Dan Loden	Member Meeting Fees	\$140.00
16/06/2017	360	Dot Newton	Member Meeting Fees	\$5,650.00
16/06/2017	361	Elizabeth Re	Member Meeting Fees	\$140.00
16/06/2017	362	Russell Driver	Member Meeting Fees	\$5,650.00
16/06/2017	363	Department of Transport	Vehicle registration charges	\$1,540.20
23/06/2017	364	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$0.00
23/06/2017	365-367	Cancelled	Cancelled	\$0.00
23/06/2017	368	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$331.40
23/06/2017	369	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$146.50
23/06/2017	370	Cash	Staff lotto - Deducted from staff salary	\$310.00
23/06/2017	371	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$2,542.15
28/06/2017	372	ALINTA ENERGY	Gas usage	\$63.90
28/06/2017	373	BOC Limited	Workshop cylinder gas - welding	\$69.49
30/06/2017	374	Cash - Petty Cash	Reimbursement of petty cash expenses	\$943.05
Total Cheque Payments				\$22,794.25
1/06/2017	DP-01570	Commonwealth Bank	Merchant Fees	\$74.45
1/06/2017	DP-01571	Commonwealth Bank	Merchant Fees	\$769.78
2/06/2017	DP-01572	Commonwealth Bank	Merchant Fees	\$218.08
27/06/2017	DP-01573	Commonwealth Bank	Account Service Fee	\$26.45
1/06/2017	DP-01573a	linet Ltd	VOIP Charges	\$399.80
27/06/2017	DP-01574	Commonwealth Bank	CommBiz Fees	\$60.39
21/06/2017	DP-01575	Commonwealth Bank	Bank fees	\$2.50
15/06/2017	DP-01576	Commonwealth Bank	CommBiz Fees	\$86.84
15/06/2017	DP-01577	Commonwealth Bank	CommBiz Fees	-\$86.84
19/06/2017	DP-01577a	Australian Taxation Office	BAS May 17	\$202,613.00
30/06/2017	DP-01578	National Australia Bank	Account Keeping Fee	\$25.00
20/06/2017	DP-01579	National Australia Bank	Credit card Fee	\$9.00
Total Direct Payments				\$204,198.45
3/06/2017	Trf 1	Commonwealth Bank	Inter-account transfer	\$1,500,000.00
20/06/2017	Trf 2	Commonwealth Bank	Inter-account transfer	\$1,200,000.00
Total Inter account Transfers				\$2,700,000.00
1/06/2017	EFT-01395	City of Joondalup	Lease Fees for June 2017	\$10,788.46
1/06/2017	EFT-01395	City of Perth	Lease Fees for June 2017	\$5,399.60
1/06/2017	EFT-01395	City of Stirling	Lease Fees for June 2017	\$21,576.93
1/06/2017	EFT-01395	City of Vincent	Lease Fees for June 2017	\$5,394.23
1/06/2017	EFT-01395	City of Wanneroo	Lease Fees for June 2017	\$10,788.47

1/06/2017	EFT-01395	Town of Cambridge	Lease Fees for June 2017	\$5,394.23
1/06/2017	EFT-01395	Town of Victoria Park	Lease Fees for June 2017	\$5,394.23
1/06/2017	EFT-01396	AMP FLEXIBLE SUPER	Superannuation Premium	\$817.02
1/06/2017	EFT-01396	ANZ Smart Choice Super	Superannuation Premium	\$561.01
1/06/2017	EFT-01396	Australian Ethical Super	Superannuation Premium	\$1,373.64
1/06/2017	EFT-01396	Australian Super Administration	Superannuation Premium	\$1,166.72
1/06/2017	EFT-01396	BT Super for Life - SG	Superannuation Premium	\$790.51
1/06/2017	EFT-01396	Colonial First State	Superannuation Premium	\$1,530.56
1/06/2017	EFT-01396	HOSTPLUS	Superannuation Premium	\$1,060.87
1/06/2017	EFT-01396	IOOF Portfolio Service Superannuation Fund	Superannuation Premium	\$1,392.99
1/06/2017	EFT-01396	Netwealth Superannuation	Superannuation Premium	\$572.98
1/06/2017	EFT-01396	North Personal Superannuation	Superannuation Premium	\$2,646.83
1/06/2017	EFT-01396	Plum Superannuation Fund	Superannuation Premium	\$236.35
1/06/2017	EFT-01396	Sunsuper	Superannuation Premium	\$1,564.45
1/06/2017	EFT-01396	WALGS PLAN PTY LTD	Superannuation Premium	\$42,625.77
2/06/2017	EFT-01397	Advanced Linemarking	MRC & RRF Line Marking	\$4,335.10
2/06/2017	EFT-01397	Alcan Fire Safety	Spill Response Training	\$209.00
2/06/2017	EFT-01397	BOC Limited	Cylinder gas	\$278.53
2/06/2017	EFT-01397	BRITEL ENTERPRISES PTY LTD	Advert in Safety House 2017 booklet	\$630.00
2/06/2017	EFT-01397	Bunnings	Degassing equipment sundaries	\$902.70
2/06/2017	EFT-01397	COMMUNITY NEWSPAPER GROUP	No Glass advertising	\$4,735.51
2/06/2017	EFT-01397	Corporate Health Professionals	Wellness Programs	\$2,932.60
2/06/2017	EFT-01397	COVS Parts Pty Ltd	AdBlue	\$935.00
2/06/2017	EFT-01397	Cutting Edges Equipment Parts	Repair & maintenance for Komatsu Loader (PLANT93)	\$243.38
2/06/2017	EFT-01397	Department of Water & Environment Regulation	Fees to amend the DER licence	\$2,176.00
2/06/2017	EFT-01397	Enviro Sweep	Access Road Maintenance	\$1,650.00
2/06/2017	EFT-01397	Fennell Tyres International Pty Ltd	Replacement tyre for Komatsu Loader (PLANT94)	\$633.10
2/06/2017	EFT-01397	Gavin Burgess	Community battery collection	\$3,072.00
2/06/2017	EFT-01397	Gunther Hoppe	Reimbursement of petty cash expenses	\$640.73
2/06/2017	EFT-01397	Iron Mountain Australia Pty Ltd	Data storage	\$44.20
2/06/2017	EFT-01397	Joondalup Office National	Stationery and Printing	\$655.24
2/06/2017	EFT-01397	Keith D'Sa	Reimbursement of course fees	\$1,995.00
2/06/2017	EFT-01397	Kott Gunning Lawyers	Legal Expenses	\$725.45
2/06/2017	EFT-01397	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$12,639.57
2/06/2017	EFT-01397	Mission Impossible	Cleaning of Buildings - Tamala Park	\$1,956.30
2/06/2017	EFT-01397	Perth Tree Services	Pruning of main road in and out bound	\$7,370.00
2/06/2017	EFT-01397	RCG TECHNOLOGIES	Drop off of Asbestos	\$1,792.00
2/06/2017	EFT-01397	Satellite Security Services P/L	Labelled and changed over key panel at Education centre	\$785.00
2/06/2017	EFT-01397	Security Specialists Australia Pty Ltd	Cash collection charges	\$353.99
2/06/2017	EFT-01397	SEEK Limited	Advertising expenses	\$297.00
2/06/2017	EFT-01397	Staples Australia P/L	Stationery and Printing	\$167.29
2/06/2017	EFT-01397	T & C Transport Services	Courier Expenses	\$108.12
2/06/2017	EFT-01397	Talis Consultants P/L	Consultancy - RRF project	\$10,796.50
2/06/2017	EFT-01397	The Herald Publishing Company	Adverts in the Voice community newspaper	\$1,875.50
2/06/2017	EFT-01397	TOX FREE AUSTRALIA P/L	Annual Desludging	\$1,465.75
2/06/2017	EFT-01397	Waste Equipment Solutions	Repair of cylinder mount point	\$336.29
2/06/2017	EFT-01397	Western Tree Recyclers	Processing of green waste	\$5,494.81
2/06/2017	EFT-01397	WORK CLOBBER	Staff uniform & work boots	\$2,100.59
9/06/2017	EFT-01398	MRC	Payroll Employee Wages	\$125,573.85

9/06/2017	EFT-01399	Airwell Group Pty Ltd	Servicing of pumps	\$1,597.24
9/06/2017	EFT-01399	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$551.70
9/06/2017	EFT-01399	Andrew Murphy	Reimbursement of petty cash expenses	\$32.60
9/06/2017	EFT-01399	COVS Parts Pty Ltd	Grease & lubricants for workshop usage	\$1,745.09
9/06/2017	EFT-01399	Davidson Projects P/L	Final claim - Retention money (admin refurbishment)	\$2,603.58
9/06/2017	EFT-01399	Envirocare Systems	Hygiene services - RRF & Tamala Park	\$720.91
9/06/2017	EFT-01399	Greencandy P/L	BioWish product - odour control	\$3,740.00
9/06/2017	EFT-01399	Instant Products Group	Portable toilet hire & servicing	\$578.34
9/06/2017	EFT-01399	Lachlan Atkinson	Casual staff - education centre	\$180.00
9/06/2017	EFT-01399	Mining & Hydraulic Supplies	Repair & maintenance for Bomag Compactor (PLANT100)	\$74.80
9/06/2017	EFT-01399	Plants & Garden Rentals	Monthly Plants rental	\$220.00
9/06/2017	EFT-01399	Reece Vellios	Computer system maintenance	\$8,267.35
9/06/2017	EFT-01399	SafeWork	Drug and Alcohol Testing	\$1,363.74
9/06/2017	EFT-01399	Spider Waste Collection Services P/L	Mattress recycling	\$3,518.90
9/06/2017	EFT-01399	The Herald Publishing Company	No Glass campaign advertising	\$1,331.00
9/06/2017	EFT-01399	Tyrecycle P/L	Collection of Tyres from Transfer station	\$1,056.99
9/06/2017	EFT-01399	Wangara Kia	Repair & maintenance for Kia Carnival (PLANT106)	\$1,165.00
9/06/2017	EFT-01399	WANNEROO CRANE HIRE	Crane Hire	\$2,112.00
9/06/2017	EFT-01399	Water Dynamics	Bushland Management supplies	\$165.25
9/06/2017	EFT-01399	Western Tree Recyclers	Processing of green waste	\$3,057.91
9/06/2017	EFT-01399	WORK CLOBBER	Work boots	\$139.46
9/06/2017	EFT-01399	Wren Oil	Admin costs - Collection of waste oil	\$49.50
13/06/2017	EFT-01400	Airwell Group Pty Ltd	Annual calibration of ground water pumps	\$1,889.80
13/06/2017	EFT-01400	All Air Services	Air conditioning maintenance - RRF	\$1,015.30
13/06/2017	EFT-01400	AUSTRALIA POST - PERTH	Postage & Freight	\$51.13
13/06/2017	EFT-01400	AV Truck Services P/L	Scheduled service for MAN truck (PLANT104)	\$3,044.20
13/06/2017	EFT-01400	Cabcharge Australia Ltd	Travelling expenses	\$181.37
13/06/2017	EFT-01400	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$453.99
13/06/2017	EFT-01400	Castledine Gregory	Legal Expenses	\$1,016.40
13/06/2017	EFT-01400	Central Fire Services P/L	HHW Fire system Service - Monthly	\$73.33
13/06/2017	EFT-01400	CSE Crosscom	Remove radio from PL99 (Skid Steer Loader) and fit into replacement PL118 (Skid Steer Loader)	\$444.95
13/06/2017	EFT-01400	DUN & BRADSTREET AUSTRALIA P/L	Debt collection commission	\$41.25
13/06/2017	EFT-01400	EMRC	Timber processing	\$667.52
13/06/2017	EFT-01400	Fennell Tyres International Pty Ltd	Repair to puncture tyres for Grader (PLANT01)	\$532.40
13/06/2017	EFT-01400	FILTER SUPPLIES	Replacement filters for Tana Compactor (PLANT108)	\$299.10
13/06/2017	EFT-01400	Great Southern Fuel Supplies	Distillate	\$40,574.11
13/06/2017	EFT-01400	Joondalup Office National	Stationery and Printing	\$223.56
13/06/2017	EFT-01400	Komatsu Australia	Repair & maintenance for Komatsu Dump truck (PLANT90)	\$725.92
13/06/2017	EFT-01400	Kyocera Document Solutions	Photocopier expenses	\$1,767.30
13/06/2017	EFT-01400	Lachlan Atkinson	Casual staff - education centre	\$200.00
13/06/2017	EFT-01400	Neverfail Springwater Ltd	Staff Amenities	\$324.00
13/06/2017	EFT-01400	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$329.00
13/06/2017	EFT-01400	PIRTEK (MALAGA) PTY LTD	Replacement hose to fuel tank at tipface	\$607.51
13/06/2017	EFT-01400	Prestige Communications	Ear Piece's for Radios - Education	\$202.00
13/06/2017	EFT-01400	RAICH AND ASSOCIATES	Humidity sensor repair	\$1,648.70
13/06/2017	EFT-01400	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,924.00
13/06/2017	EFT-01400	REmida Perth Inc	Earth Carers venue hire	\$127.50
13/06/2017	EFT-01400	SEEK Limited	Advertising expenses	\$355.30
13/06/2017	EFT-01400	Solo Waste Australia P/L	Oily Sludge Disposal - Recycling centre	\$1,776.50

13/06/2017	EFT-01400	Spider Waste Collection Services P/L	Mattress recycling	\$6,272.20
13/06/2017	EFT-01400	ST JOHN AMBULANCE	First Aid Kit Servicing	\$649.25
13/06/2017	EFT-01400	Stephen Michael Terenciuk	Puncture tyre repairs for Hino Bin truck (PLANT83)	\$335.00
13/06/2017	EFT-01400	Suez Recycling & Recovery (Perth) P/L	Confidential bin collection	\$52.04
13/06/2017	EFT-01400	Superior Environment Solutions	Replace burnt tarps	\$27,500.00
13/06/2017	EFT-01400	SURVEY GRAPHICS	Co-ordinates for the side of landfill	\$115.50
13/06/2017	EFT-01400	The Pest Guys	Pest control	\$451.00
13/06/2017	EFT-01400	Tyrecycle P/L	Collection of Tyres from Transfer station	\$747.94
13/06/2017	EFT-01400	WA Local Government Association	Staff Training	\$1,134.00
14/06/2017	EFT-01401	Entertain Oz Pty Ltd	MRC staff function	\$775.00
16/06/2017	EFT-01402	Andrew Guilfoyle	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	Corinne MacRae	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	David Boothman	Member Meeting Fees	\$8,096.50
16/06/2017	EFT-01402	Emma Cole & John Welch	Member Meeting Fees	\$2,825.00
16/06/2017	EFT-01402	Jim Adamos	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	Michael Norman	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	Russ Fishwick	Member Meeting Fees	\$18,010.00
16/06/2017	EFT-01402	Samantha Jenkinson	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	Stephanie Proud	Member Meeting Fees	\$5,650.00
16/06/2017	EFT-01402	Vince Maxwell	Member Meeting Fees	\$5,650.00
19/06/2017	EFT-01403	Biovision 2020 Pty Ltd	Contractor's Fees May 2017	\$2,571,542.55
20/06/2017	EFT-01404	Bale Data Services	Cash register rolls	\$129.62
20/06/2017	EFT-01404	CHUBB FIRE SAFETY LTD	Fire Extinguisher Training - Site Wide	\$1,694.00
20/06/2017	EFT-01404	COMMUNITY NEWSPAPER GROUP	Adverts for Compost in May/No Glass/Open Day	\$21,510.41
20/06/2017	EFT-01404	COVS Parts Pty Ltd	Workshop Consumables	\$1,491.46
20/06/2017	EFT-01404	Devco Holdings Pty Ltd	Investigation work - Visitors Centre at RRF	\$288.75
20/06/2017	EFT-01404	Eco Faeries	Open Day - activities	\$600.00
20/06/2017	EFT-01404	EMRC	Timber processing	\$240.67
20/06/2017	EFT-01404	Fennell Tyres International Pty Ltd	Puncture repairs for Komatsu Loader (PLANT94)	\$519.28
20/06/2017	EFT-01404	FILTER SUPPLIES	Filters for Bomag Compactor (PLANT100)	\$180.31
20/06/2017	EFT-01404	H & L GLASS	Replacement front screen for Komatsu Loader (PLANT94)	\$605.00
20/06/2017	EFT-01404	Instant Products Group	Portable toilets for Open day	\$917.40
20/06/2017	EFT-01404	Jindalee Bus Charter	Open Day - Tour bus hire	\$1,782.00
20/06/2017	EFT-01404	Jumbos Party Hire	Open Day - Marquee Tent hire	\$2,330.00
20/06/2017	EFT-01404	Kiss Cafe	Open Day - Coffee vans	\$3,000.00
20/06/2017	EFT-01404	Kitec Electrical Services	Electrical works onsite	\$6,638.50
20/06/2017	EFT-01404	L & T Venables	Tarp nuts & bolts	\$110.93
20/06/2017	EFT-01404	Macri Partners	Interim audit 2016/17	\$13,200.00
20/06/2017	EFT-01404	MMT Mining Services	Replacement seat belt for Komatsu Loader (PLANT94)	\$342.29
20/06/2017	EFT-01404	Modo Gelato	Open Day - Gelato ice creams	\$3,852.00
20/06/2017	EFT-01404	Perth Face Painting Company	Open Day - Face Painters	\$1,188.00
20/06/2017	EFT-01404	Post Newspapers Pty Ltd	Compost in May press advertising	\$682.61
20/06/2017	EFT-01404	Prestige Communications	2 x kenwood NX 340 two way radios plus battery	\$1,515.66
20/06/2017	EFT-01404	SIGNARAMA	Site Wide Signage	\$4,705.80
20/06/2017	EFT-01404	SNAP Joondalup	Printing & stationery	\$75.00
20/06/2017	EFT-01404	Soft Landing	Mattress recycling	\$31,487.50
20/06/2017	EFT-01404	Staples Australia P/L	Computer Systems Consumables	\$104.60
20/06/2017	EFT-01404	The Funk Factory	Open Day - Junkadelic Band	\$1,936.00
20/06/2017	EFT-01404	Tudor House	Tear Drop Banners	\$2,019.60

20/06/2017	EFT-01404	Tutt Bryant Equipment WA	Replacement batteries for Bomag Compactor (PLANT100)	\$14,532.30
20/06/2017	EFT-01404	Tyrecycle P/L	Collection of Tyres from Transfer station	\$247.94
20/06/2017	EFT-01404	Ventouras Advertising & Design	Advert artwork and design	\$2,068.00
20/06/2017	EFT-01404	Western Tree Recyclers	Processing of green waste	\$655.25
20/06/2017	EFT-01405	National Geotech	Drilling of wells on Northern edge of landfill	\$41,014.08
20/06/2017	EFT-01405	Reece Vellios	Computer system maintenance	\$9,041.39
20/06/2017	EFT-01405	Talis Consultants P/L	EMRC Tender - Consultancy	\$6,931.38
23/06/2017	EFT-01406	MRC	Payroll Employee Wages	\$117,856.79
28/06/2017	EFT-01407	MRC Credit Card	See separate schedule	\$4,528.03
28/06/2017	EFT-01408	A1 Locksmiths	Replacement Padlocks	\$716.78
28/06/2017	EFT-01408	Anne Pettit	Earth carer support	\$2,097.25
28/06/2017	EFT-01408	APN Outdoor (Trading) P/L	Advertising billboard at Joondalup Station	\$1,650.00
28/06/2017	EFT-01408	APV Valuers	Valuation - Land and Building	\$2,415.60
28/06/2017	EFT-01408	Australian Institute of Management	Staff Training	\$1,566.00
28/06/2017	EFT-01408	BENARA NURSERIES	Weighbridge plants - open day	\$646.36
28/06/2017	EFT-01408	BRITEL ENTERPRISES PTY LTD	No Glass advert in SES planner	\$550.00
28/06/2017	EFT-01408	Bunnings	Tools & equipment for Open day	\$1,907.69
28/06/2017	EFT-01408	CAPS MALAGA	Service leachate compressor	\$942.32
28/06/2017	EFT-01408	Central Fire Services P/L	HHW Fire System - Call out and fault finding	\$73.33
28/06/2017	EFT-01408	City of Wanneroo	Application and removal of Truck stickers	\$1,650.00
28/06/2017	EFT-01408	Command A Com	Telephone maintenance	\$374.00
28/06/2017	EFT-01408	Copyright Agency Ltd	Copyright access 2017/18	\$1,167.17
28/06/2017	EFT-01408	Couplers Malaga	100m roll blue stripe washdown hose	\$591.14
28/06/2017	EFT-01408	COVS Parts Pty Ltd	Replacement parts, engine oil, gear oil supplies for workshop	\$1,268.34
28/06/2017	EFT-01408	Crossland & Hardy Pty Ltd	Surveying winter plan	\$5,896.00
28/06/2017	EFT-01408	CSIRO	2017 Groundwater Report	\$23,213.00
28/06/2017	EFT-01408	Data#3	Laptop Battery replacement	\$160.21
28/06/2017	EFT-01408	DLA Environmental Services P/L	Risk assessment report on leachate & landfill gas	\$13,447.50
28/06/2017	EFT-01408	ECOLO WA	Service of odour control and new product trial	\$2,199.73
28/06/2017	EFT-01408	Enviro Sweep	Access Road Maintenance	\$2,257.75
28/06/2017	EFT-01408	Fennell Tyres International Pty Ltd	Replacement tyre for Komatsu Loader (PLANT94)	\$508.85
28/06/2017	EFT-01408	Gastech Australia Pty Ltd	Gas monitors calibration	\$4,790.50
28/06/2017	EFT-01408	Geoffrey Atkinson	Reimbursement of petty cash expenses	\$906.68
28/06/2017	EFT-01408	Joondalup Office National	Stationery and Printing	\$184.92
28/06/2017	EFT-01408	KD Aire Mechanical and Electrical Services	Air conditioning maintenance	\$1,831.50
28/06/2017	EFT-01408	Komatsu Australia	Repair & maintenance for Komatsu Loader (PLANT93)	\$3,190.88
28/06/2017	EFT-01408	Kyocera Document Solutions	Photocopying Expenses	\$459.58
28/06/2017	EFT-01408	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$13,600.82
28/06/2017	EFT-01408	Magicorp Pty Ltd	Telephone Expenses	\$113.33
28/06/2017	EFT-01408	MAGNETIC AUTOMATION PTY LTD	Service call to test induction loop - main gate	\$286.00
28/06/2017	EFT-01408	Major Motors Pty Ltd	Repair & maintenance for Fire Ute (PLANT119)	\$348.14
28/06/2017	EFT-01408	Mission Impossible	Cleaning of Buildings - Tamala Park	\$1,956.30
28/06/2017	EFT-01408	Neverfail Springwater Ltd	Staff Amenities	\$95.75
28/06/2017	EFT-01408	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$199.00
28/06/2017	EFT-01408	PIRTEK (MALAGA) PTY LTD	Fuel hose fitted to hose reel for fuel tank	\$293.12
28/06/2017	EFT-01408	Plants & Garden Rentals	Monthly Plants rental	\$220.00
28/06/2017	EFT-01408	Prendiville Ave Medical Centre	Pre-employment medicals	\$320.00
28/06/2017	EFT-01408	Prestige Communications	4 x handheld radios	\$2,845.88
28/06/2017	EFT-01408	RCG TECHNOLOGIES	Drop off of Asbestos	\$4,148.00

28/06/2017	EFT-01408	Relationships Australia	Wellness Programs	\$165.00
28/06/2017	EFT-01408	REPCO AUTO PARTS- Clarkson	Workshop consumables	\$46.35
28/06/2017	EFT-01408	Security Specialists Australia Pty Ltd	Cash collection charges	\$385.97
28/06/2017	EFT-01408	SGS Australia Pty Ltd	Surveillance Audit	\$2,633.17
28/06/2017	EFT-01409	Envirocare Systems	Hygiene services - RRF & Tamala Park	\$720.91
28/06/2017	EFT-01409	Excel Carpet Cleaning WA	Cleaning of Buildings - RRF & Tamala Park windows	\$1,275.00
28/06/2017	EFT-01409	Gunther Hoppe	Reimbursement of petty cash expenses	\$108.13
28/06/2017	EFT-01409	Instant Products Group	Portable toilet servicing	\$93.50
28/06/2017	EFT-01409	Ivan Mihaljevich	Prescription safety glasses	\$261.60
28/06/2017	EFT-01409	L & T Venables	Selection of bolts/nuts/washers for workshop	\$352.28
28/06/2017	EFT-01409	Spider Waste Collection Services P/L	Mattress recycling	\$8,605.30
28/06/2017	EFT-01409	Staples Australia P/L	Staff amenities & stationery	\$521.27
28/06/2017	EFT-01409	Stephen Michael Terenciuk	Repairs to puncture tyre for MAN truck (PLANT104)	\$240.00
28/06/2017	EFT-01409	Strata Green	Stakes for guards - vegetation project	\$286.35
28/06/2017	EFT-01409	T & C Transport Services	Courier Expenses	\$424.16
28/06/2017	EFT-01409	The Factory	Repairs to water damaged signage	\$2,051.50
28/06/2017	EFT-01409	The Hire Guys - Wangara	VMS Board hire	\$440.00
28/06/2017	EFT-01409	Total Eden Pty Ltd	Bushland Management supplies	\$37.09
28/06/2017	EFT-01409	Tyrecycle P/L	Collection of Tyres from Transfer station	\$851.49
28/06/2017	EFT-01409	Ventouras Advertising & Design	RRF brochures	\$696.30
28/06/2017	EFT-01409	Vertical Telecoms Pty Ltd	RRF tower maintenance	\$1,408.99
28/06/2017	EFT-01409	Western Tree Recyclers	Processing of green waste	\$12,162.89
28/06/2017	EFT-01409	WesTrac Pty Ltd	Repair & maintenance for Skid Steer Loader (PLANT108)	\$1,715.91
28/06/2017	EFT-01409	Wilfred Higo	Wellness Program	\$200.00
28/06/2017	EFT-01409	WORK CLOBBER	Staff uniform & work boots	\$1,626.23
30/06/2017	EFT-01410	AMP FLEXIBLE SUPER	Superannuation Premium	\$829.98
30/06/2017	EFT-01410	Australian Ethical Super	Superannuation Premium	\$1,481.04
30/06/2017	EFT-01410	Australian Super Administration	Superannuation Premium	\$1,343.46
30/06/2017	EFT-01410	BT Super for Life - SG	Superannuation Premium	\$58.69
30/06/2017	EFT-01410	HOSTPLUS	Superannuation Premium	\$37.16
30/06/2017	EFT-01410	North Personal Superannuation	Superannuation Premium	\$550.59
30/06/2017	EFT-01410	Sunsuper	Superannuation Premium	\$400.00
30/06/2017	EFT-01410	WALGS PLAN PTY LTD	Superannuation Premium	\$13,903.04
30/06/2017	EFT-01411	ANZ Smart Choice Super	Superannuation Premium	\$562.14
30/06/2017	EFT-01411	Australian Super Administration	Superannuation Premium	\$1,459.81
30/06/2017	EFT-01411	BT Super for Life - SG	Superannuation Premium	\$733.69
30/06/2017	EFT-01411	Colonial First State	Superannuation Premium	\$1,530.56
30/06/2017	EFT-01411	HOSTPLUS	Superannuation Premium	\$1,045.23
30/06/2017	EFT-01411	IOOF Portfolio Service Superannuation Fund	Superannuation Premium	\$1,327.37
30/06/2017	EFT-01411	Netwealth Superannuation	Superannuation Premium	\$558.83
30/06/2017	EFT-01411	North Personal Superannuation	Superannuation Premium	\$2,122.46
30/06/2017	EFT-01411	Plum Superannuation Fund	Superannuation Premium	\$147.96
30/06/2017	EFT-01411	Sunsuper	Superannuation Premium	\$1,140.86
30/06/2017	EFT-01411	WALGS PLAN PTY LTD	Superannuation Premium	\$28,164.04
Total EFT Payments				\$3,590,623.70

Cheque No. 353 to 374	\$22,794.25
Electronic Payments:	
DP- 01570 to DP- 01579	\$204,198.45
Inter-Account Transfers	\$2,700,000.00
EFT- 01395 to EFT- 01411	\$3,590,623.70
Grand Total	\$6,517,616.40

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 14th September 2017 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

**Credit Card detailed analysis for month
Council Meeting - 14th September 2017**

Date	Payment to	Description	Amount
27-May-17	Seton	Stickers for corrosive & flammable gas	331.10
27-May-17	Boulevard Florist	Flowers for staff	90.00
1-Jun-17	Australian Refrigeration	Degasing Licence renewal for staff	143.00
1-Jun-17	Soil Aint Soils	Cracked coffee rock	1,664.00
2-Jun-17	Coles	BBQ supplies - Open day	414.00
2-Jun-17	Coles	Amenities	59.00
6-Jun-17	Burst SMS Australia	Bursts SMS warning	51.00
6-Jun-17	Who gives a crap	Paper towels	96.00
6-Jun-17	Alga Perth	Seminar	132.00
9-Jun-17	ISWA	Annual membership	91.72
12-Jun-17	Qantas	Flight booking	698.90
13-Jun-17	Coles	Amenities	241.67
15-Jun-17	Access Office Industries	Book shelves	464.64
23-Jun-17	Burst SMS Australia	Bursts SMS warning	51.00
Total Credit Card - 27 May 2017 to 27 June 2017			4,528.03

Council Policy Manual (Current)

Item 9.3	APPENDIX NO. 6	Item 9.3
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MINDARIE REGIONAL

COUNCIL POLICY

MANUAL

MINDARIE REGIONAL COUNCIL POLICIES



CP01	ANNUAL FEES, ALLOWANCE AND EXPENSES FOR COUNCILLORS
CP02	APPLICATION OF THE COMMON SEAL
CP03	COUNCILLOR ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
CP04	EMPLOYEE ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
CPOS	ENVIRONMENTAL MANAGEMENT OF TAMALA PARK
CP06	PURCHASE OF GOODS AND SERVICES
CPO?	GRATUITY PAYMENTS (Withdrawn by Council on 20/08/2015)
CPOS	PROVISION AND USE OF COUNCIL VEHICLES
CP09	INVESTMENTS
CP10	DONATIONS- FINANCIAL ASSISTANCE/SUPPORT
CP11	USE OF CORPORATE CREDIT CARDS
CP12	GATE FEE SETTING
CP13	BUDGET VARIANCE REPORTING THRESHOLD
EP01	ENVIRONMENTAL POLICY

Policy Title: Annual Fees, Allowances and Expenses for Councillors

Policy Statement:

To determine the level of fees, allowances and expenses to be paid to Councillors annually.

Policy Procedure:

1. Level of Fees, Allowances and Expenses to be paid to Councillors annually are as follows:

	Fee(\$)	Allowance (\$)	Expense(\$) (Technology)
Chairperson	15,450	19,570	1,000
Deputy Chairperson	10,300	4,893	1,000
Councillor	10,300		1,000
Deputy Councillor	\$140 per meeting		
Expenses Other	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996		

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in two (2) equal instalments in July and December of each financial year.
3. A claim for childcare, travel and/or other relevant expenses will be paid on receipt of sufficient information verifying the expense incurred. Payment will be limited to the amount specified in legislation.
4. The fees, allowances and expenses be increased annually in line with the determination of the Salaries and Allowances Tribunal made in accordance with the Salaries and Allowances Act 1975.

Legislation	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015
Next Review Date	31/08/2016
Revision History	04/09/2014 -Increase in fees/allowances provided to councillors as determined by SAT. New part 4.
Delegation to the Chief Executive Officer	Nil

Policy Title: Affixing of the Common Seal

Policy Statement:

To authorise the affixing of the Common Seal to documents

Policy Procedure:

1. The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson and the Chief Executive Officer, or the person acting in the Chief Executive Officer's position, are authorised to affix the Common Seal to documents requiring the Common Seal.
2. The Chief Executive Officer will maintain a register, in a secure location, detailing:
 - a. The type of document requiring the Common Seal;
 - b. The names of the persons who signed the document; and
 - c. The date the document was signed.
3. A report listing the documents to which the Common Seal has been affixed will be presented to the next Ordinary Meeting of Council.

Legislation	Local Government Act 1995 s.9.49A
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	27/10/2005,05/09/2013,04/09/2014,20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Nil

Policy No: CP 3

TRIM Reference: D/13/396

Policy Title: Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

Policy Statement:

To determine the expenses and arrangements for Councillors attending Overseas, Interstate or Intrastate Conferences.

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. A cash advance of \$75 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the Director Corporate Services (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Director Corporate Services and any expenditure over and above the cash advance will be reimbursed at his discretion.
4. Where a Councillor elects not to make use of the cash advance detailed under (3), they can submit their receipts to the Director Corporate Services for review and reimbursement at his discretion.
5. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel accommodation.
6. The Chief Executive Officer will review the program of conferences being attended by employees and if it is considered that the program offers benefits to the Councillors in their role then a report will be presented to Council inviting one or more Councillors to attend the conference.
7. All Councillors will be provided the opportunity to attend the Biennial Enviro Conference.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer.
2. Conference attendance will be subject to the availability of funds in the Budget or by approval of Council.

legislation	local Government Act 1995 s.5.99A local Government (Admin) regulations 1996 34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	20/04/2000,27/10/2005,22/04/2010,02/05/2013, 04/09/2014, 20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Nil

Policy No: CP 4

TRIM Reference: D/13/397

Policy Title: Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

Policy Statement:

To determine the expenses and arrangements for employees attending Overseas, Interstate or Intrastate conferences.

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. An allowance of \$75 per day (payable from one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be issued as a cash advance prior to the conference. Any expenses incurred over and above the allowance issued will only be reimbursed on the production of receipts and at the discretion of the Director Corporate Services.
4. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer or the Chairperson, if the variation results from the Chief Executive Officer attending a conference.
2. Conference attendance will be subject to the availability of funds in the Budget or by approval of Council.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	27/10/2005,22/04/2010,05/09/2013,04/09/2014, 20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Nil

Policy No: CP OS

TRIM Reference: D/13/398

Policy Title: Environmental Management of Tamala Park

Policy Statement:

To ensure that the environmental aspects of waste management at Tamala Park are managed in a systematic way using accredited standards and reporting.

Policy Procedure:

1. Maintain and continually improve an audited environmental management system in accordance with ISO 14001: 2004: International standard.
2. Annually review the Environmental Management and Monitoring Plan (EMMP) against its measureable environmental objectives and targets, and set new actions to ensure objectives and targets are met. Outcomes, including any new actions are to be endorsed by the Management Group.
3. Communicate openly with stakeholders, government, staff, contractors and community on environmental matters affecting Tamala Park.
4. Develop relevant reports, systems and audits (internal and external) to provide evidence of performance against the EMMP and compliance with statutory obligations.

legislation	
Reference	International Standard ISO 14001
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	23/07/2009,05/09/2013,04/09/2014,20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Nil

Policy Title: Purchase of Goods and Services

Policy Statement:

To ensure that goods and services are purchased competitively in accordance with the Local Government Act and associated regulations.

Policy Procedure:

The following requirements shall be observed before entering into a contract or placing an order for the purchase of goods or services:

1. Goods or services not exceeding \$1,999 (excluding GST)
No quotations are required to be obtained however it is recommended that at least two (2) verbal quotations be obtained, where possible. Periodic market testing with a greater number or more formal forms of quotation should be undertaken to ensure best value is maintained.
Notes: The general principles for obtaining verbal quotations are:
 - a. Ensure that the requirements/specifications are clearly understood by the person seeking the quotation.
 - b. Ensure that the requirements/specifications are clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
 - c. Read back the details to the supplier contact person to confirm their accuracy.
 - d. Written notes detailing each verbal quotation must be recorded.
2. Goods and services between \$2,000 and \$19,999 (excluding GST).
At least three (3) verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.
Notes: Refer to (1) above for details on obtaining verbal quotes.
The general principles relating to written quotations are:
 - a. An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
 - b. The request for a written quotation should include as a minimum:
 - (i) Written specification
 - (ii) Price Schedule
 - (iii) Any conditions relating to the submission of the quotation.
 - (iv) The period or date until which the offer remains valid.
 - c. Invitations to quote should be separately issued to suppliers at the same time.
 - d. Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as the new or amended requirement is determined. Such communication must be made to all

invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, letter) immediately thereafter.

e. Responses should be assessed for compliance, in order:

- (i) against the selection criteria, and
- (ii) value for money.

All evaluations must be documented.

f. Invited suppliers should be advised of the outcome of their quotations as soon as possible after the final determination is made and approved.

3. Goods or services between \$20,000 and \$69,999 (excluding GST)

At least three (3) written quotes are required.

Note: Refer to (2) above for details on obtaining written quotes.

4. Goods or services between \$70,000 and \$149,999 (excluding GST).

At least three (3) written quotes are required.

Note: In addition to the requirements for obtaining written quotes detailed in (2) above, qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation's capability, previous relevant experience and any other relevant factor should be considered as part of the assessment.

An evaluation panel consisting of at least three members shall be established prior to the advertising for goods or services. The panel should include a mix of skills and experience relevant to the nature of the purchase.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for the Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this procedure must be followed in full. The procurement of goods and/or services available from only one private sector source of supply (Monopoly Supplier), (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is genuinely only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of "sole source of supply" provision should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

5. Goods or services over \$150,000 (excluding GST).

The following minimum requirements must be met:

a. Anti-Avoidance

Officers shall not divide a tender or quotation for goods or services into two or more contracts for the purpose of reducing each component contract to below \$150,000.

b. Tender Criteria

The officer authorised to manage a public tender shall, before tenders are publicly invited; determine in writing the criteria and criteria weightings for deciding which tender should be accepted.

An evaluation panel consisting of at least three members shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

c. Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 full days after the date the tender is advertised.

The notice must include:

- (i) A brief description of the goods and services required;
- (ii) Information as to where and how tenders may be submitted;
- (iii) The date and time after which tenders cannot be submitted;
- (iv) Particulars identifying the person from whom more detailed information on the tender may be obtained;
- (v) Such information as the CEO decides should be disclosed to those interested in submitting a tender;
- (vi) Detailed specifications of the goods and services required;
- (vii) The criteria for deciding which tender should be accepted;
- (viii) Whether or not the MRC has decided to submit an in-house tender; and
- (ix) Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

d. Issuing Tender Documentation

The issuing of tender documentation, whether by counter, mail, internet, referral or other means, to an interested potential tenderer is conditional upon the potential tenderer disclosing the name, contact person and contact details of the entity he or she owns or represents.

These details must be recorded and will be used for the purpose of any subsequent clarifications, addendums or further communication that may be required prior to the close of the tenders.

The Council reserves the right to charge a non-refundable 'documents fee' for large construction projects comprising voluminous specifications and design drawings.

e. Tender Deadline

A tender that is not received in full and/or in the required format by the advertised closing time and date shall be disqualified and will not be evaluated.

f. **Opening of Tenders**

No tenders are to be removed from the tender box, opened, read or evaluated prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee along with at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the MRC. Members of the public are entitled to be present at opening of tenders.

The Tenderer's Offer Form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two MRC Officers present at the opening of tenders.

g. **No Tender Received**

Where the MRC has invited tenders but no compliant submissions were received, direct purchases can be arranged on the basis of the following:

- (i) A sufficient number of quotations are obtained;
- (ii) The process follows the guidelines for seeking quotations between \$40,000 and \$99,999 (listed above);
- (iii) The specification for goods and/or services remains unchanged;
- (iv) Purchasing is arranged within six (6) months of the closing date of the lapsed tender.

h. **Tender Evaluation Panel**

A minimum of four members should be selected for the panel. The members are to be selected based on their knowledge of the subject matter being considered or based on their contract experience.

Each member of the panel is to sign a declaration acknowledging their responsibility to keep the tender information confidential and noting any potential conflicts of interest that they may have.

Where a member has a significant conflict of interest, they are to be excused from the panel and replaced by another suitable member.

i. **Tender Evaluation**

Each tender that has not been disqualified shall be assessed by a tender evaluation panel. The panel must provide a written evaluation against the pre-determined criteria.

j. **Addendum to Tender**

If, after a tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the MRC may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

k. **Variation of Contract**

(1) **Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen, but before the MRC and tenderer have entered into a Contract, a minor variation may be authorised by the CEO. A minor variation is deemed to be one where the scope and price does not vary by more than 10% of the original scope and price. Variations in price alone, i.e. without a change in scope or variation in specification, will not be authorised.

A minor variation must not alter the nature of the goods and/or services procured, nor materially alter the specification or structure provided for by the initial tender.

(2) **Contracts Entered into**

A contract that has been entered into may only be varied if:

- (a) the variation is necessary for the supply of the goods and service and the variation does not change the scope of the contract; or
- (b) It is a renewal or a term extension of a contract required for emergency under 6.8(1)(c) of the Local Government Act 1995.

l. **Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- (i) The name of the successful tenderer;
- (ii) The total value of consideration of the tender as detailed in the Council resolution;
- (iii) The details and total value of consideration must also be entered into the Tender register at the conclusion of the tender process.

m. **Records Management**

All records associated with the tender process or a direct purchase must be recorded and retained in accordance with the minimum requirements of the State Records Act.

6. When public tenders or quotations are NOT required

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- a. An emergency situation as defined by the Local Government Act 1995;

- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements or **E-Quates**), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
 - (i) Notwithstanding the above, where there are multiple WALGA Preferred Suppliers and the contract value is in excess of \$39,999, the requirements of 4. above are to be complied with;
- c. The purchase is under auction which has been authorised by Council;
- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

7. Recording Quotations

All quotations, whether verbal or written, must be recorded in compliance with the Record Keeping Act.

8. Local supplier

If a local supplier is invited to quote and provides a quotation which, on evaluation, is either equal or better than a non-local supplier, then preference must be given to that local supplier.

Legislation	1. Local Government Act 1995 s.3.57. 1. Local Government (Functions & General) Regulations 1996- Part 4
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015;05/11/2015
Review History	28/02/2008; 05/09/2013; 04/09/2014,20/08/2015; 05/11/2015
Next Review Date	31/08/2016
Revision History	04/09/2014- Part 5 to include "h". Part 6b reworded to clarify use of WALGA preferred suppliers. 05/11/2015 1. Increases to the values of the tendering and quoting requirements. 2. Changes made to Part 5(k) Variation of contract.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 07

TRIM Reference: D/13/401

Policy Title: Gratuity Payments

Removed by Council at the Ordinary Council Meeting held on 20 August 2015.

Reason:

The Councillors agreed that Gratuity Payments as permitted in the *Local Government Act 1995* were adequate.

legislation	Local Government Act 1995 s.5.50 Local Government (Admin.) Regulations 1996 Reg.19A
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	02/05/2013;05/09/2013;04/09/2014, 20/08/2015
Next Review Date	
Delegation to the Chief Executive Officer	Nil

Policy No: CP 08

TRIM Reference: D/13/404

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

- The following positions will be allocated vehicles as follows:

Position Type	Vehicle Type	Vehicle Value (Excl. GST)	Usage
Chief Executive Officer	Any within Value	Up to \$52,000	Per Contract
Director Corporate Services	Any within Value	Up to \$48,000	Private (Unrestricted)
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$45,000	Commuting or Private (Restricted)
Site Supervisor	Four Wheel Drive Min. 1 Tonne Tare	Up to \$38,000	Commuting or Private (Restricted)
Plant Supervisor	Four Wheel Drive Min. 1 Tonne Tare	Up to \$38,000	Commuting or Private (Restricted)
Vehicles are to be purchased using the State Vehicle Pricing contract			

- Vehicle Usage Type

Use Type	Definition
Private (Unrestricted)	Travel is permitted within the geographical area of the State/Territory including during periods of leave.
Private (Restricted)	Travel is permitted within the geographical area of the State/Territory excluding periods of leave.
Commuting	Travel is limited to and from the workplace and usual residence of the employee.

- The Manager Operations, Site Supervisor and Plant Supervisor may elect to take Restricted Private Use of the vehicle by contributing *\$20/week after tax, drawn from their salary.
*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.
- Use of the Managers/Supervisors vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads.

5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.
7. Fuel costs will be provided as follows:

Use Type	Fuel Purchase
Unrestricted Private	for all use
Restricted Private	for all use other than weekends where travel is outside the Metropolitan Area (Scheme Boundary) when the employee will meet the cost of refuelling.
Commuter	Use between the workplace and usual residence of the employee
Note: Wherever possible the fuel station at Tamala Park should be used. Where an employee with Restricted Private Use refuels the vehicle at the weekend to travel outside the metropolitan area the employee must meet the cost of refuelling and provide receipts for any fuel purchases to the Director Corporate Services as soon as practicable. (This is for Fringe Benefits Tax reduction purposes).	

8. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this clause is permitted to drive the vehicle. A friend may only drive the vehicle when the vehicle is not required for work purposes and the employee is an occupant of the vehicle.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	02/05/2013;05/09/2013;04/09/2014,20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

TRIM Reference: D/13/405

Policy Title: Investments

Policy Statement:

To ensure that funds held by the Council are invested:

1. In a conservative manner, whilst striving to achieve the best outcome for the Council;
2. So as to yield a suitable level of diversification of counter party risk;
3. So as to maintain a low level of risk exposure by using recognised rating criteria; and
4. So as to allow for ready access to funds for day to day requirements.

Policy Procedure:

1. Reserve Funds and funds surplus to the immediate needs of the Regional Council may be invested with financial institutions with a Standard and Poors rating of "AA-" or better.
2. Where funds are invested with a financial institution whose credit rating falls below the prescribed level, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing deposits or other bank guaranteed instruments.
4. Where the funds are placed for a tenor of not more than 90 days, they may be invested with one financial institution
5. Where the funds are placed for a tenor exceeding 90 days, no more than 50% of the total funds shall be held by any one institution. The tenor of any investment is not to exceed 365 days.
6. Details of the performance and amounts invested with each financial institution shall be reported regularly in the Regional Council's Members' Information Bulletin
7. Where practical, funds should be invested in such a manner as to provide sufficient access to funds within any normal payment cycle.
8. The Regional Council's investment portfolio is not to be leveraged to obtain funding.

Legislation	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	02/05/2013; 04/09/2014, 20/08/2015
Next Review Date	31/08/2016
Revision History	04/09/2014- Changes made to procedure for clarity as per recommendations made by MRC Auditors.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

TRIM Reference: D/13/921

Policy Title: Donations – Financial Assistance/Support

Policy Statement:

To provide support to community groups, schools and MRC employees.

Procedure:

1. A not-for-profit community group (incorporated) or school within the Region that are performing an activity or activities that assists the MRC in achieving its objectives may be provided with a donation of up to \$500 or a discount on MRC goods and services up to a value of \$500 and/or free tipping of up to 5 tonnes of waste in any financial year.
2. An employee who is selected by a:
 - a. sporting governing body to represent the State/Commonwealth in a recognised sporting event; or
 - b. recognised educational institution to represent the State/Commonwealth for academic or educational achievement.may be provided with a donation of \$200 if the representation is at a State level or \$500 if the representation is at a Commonwealth level.
3. Applications must be made in writing, addressed to the Chief Executive Officer.
4. The Chief Executive Officer is authorised to accept or decline any application.
5. Retrospective applications will not be considered.
6. Donations made under delegated authority will be reported to Council via the Members' Information Bulletin annually.
7. Applications that fall outside this policy may be referred to Council for determination.

legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	02/05/2013;05/09/2013;04/09/2014,20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	

Policy No: CPII

TRIM Reference: D/14/3754

Policy Title: Use of Corporate Credit Cards

Policy Statement:

The purpose of this policy is to prescribe the principles governing the use of corporate credit cards by employees and to outline the responsibilities of cardholders.

Policy Procedure:

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is in issue, a register of cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder, except with the express authorisation of the CEO. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify the MRC immediately.
6. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
7. The credit limit on each Card is to be determined by the CEO, but may not exceed the value of an employee's delegated financial authority.
8. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited. All purchases are to be made in accordance with policy CP06- Purchases of Goods and Services.
9. Cardholders are to provide receipts each month to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Director Corporate Services monthly.
10. Failure by a cardholder to abide by this policy will result in disciplinary action, which may include the revocation of the Card.

Legislation	Local Government Act 1995 s.2.7(2)(a) and (b), s.6.S(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	03/09/2014; 20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

TRIM Reference: D/14/3756

Policy Title: Gate Fee Setting

Policy Statement:

The purpose of this policy is to outline the principles for gate fee setting.

Policy Procedure:

1. The Mindarie Regional Council (MRC) will set the Members' and Non-members' gate fee rates in the budget each year such that the MRC is able to:
 - Cover the costs of its operations, including the costs associated with the Resource Recovery Facility
 - Adequately fund its site restoration and post closure liabilities
 - Adequately fund its non-infrastructure capital expenditures
 - Keep its liquidity and debt ratios within the levels prescribed in the 20 year Financial Plan
2. Non-members' gate fee rates are to be set so as to cover the cost of the service at a minimum.
3. The distribution of a year-end surplus will be determined by Council when adopting the Annual Report and Audited Financial Statements.
4. The Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
5. The Chief Executive Officer may approve a discount to the Non-Members' gate fee in line with limits set as part of the annual budget process.
6. Specific fees and charges for others services provided by the MRC are to be set so as to cover the cost of the service at a minimum.

The gate fee rates are to be reviewed annually during the mid-year budget review and the Council may choose to adjust the gate fee rates to take into account an expected deficit or surplus if it deems it appropriate to do so.

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	03/09/2015;20/08/2015
Next Review Date	31/08/2016
Delegation to the Chief Executive Officer	Yes

Policy No: CP13

TRIM Reference: D/15/3224

Policy Title: Budget Variance Reporting Threshold

Policy Statement:

To set the threshold for variances(\$) that are required to be reported to Council in the Month End Financial Statements

Policy Procedure:

The following year-to-date variances to Budget will be reported in the Financial Statements for each month presented to Council.

Revenue:

1. Member Revenue (Aggregated) variances greater than \$250,000.
2. Non Member Revenue (Aggregated) variances greater than \$100,000.
3. Other Revenues Charged (Per Line Item) variances greater than \$100,000.

Expenses:

1. All Expense variances (Per Line Item) greater than \$100,000.

Legislation	Local Government (Financial Management) Regulations 1996
Responsible Officer	Chief Executive Officer
Council Meeting Date	20/08/2015
Review History	Nil
Next Review Date	31/08/2016
Revision History	Nil
Delegation to the Chief Executive Officer	Nil

Policy Title: ENVIRONMENTAL POLICY**PURPOSE**

To show that Mindarie Regional Council (MRC) is committed to pollution prevention strategies and compliance with legal and non-legal requirements. MRC strives to undertake best practice environmental approaches and to minimise the social and environmental impacts associated with its landfill operations at Tamala Park.

MRC is committed to:

- Managing the facilities in accordance with the various legal regulations and other relevant non-legal environmental requirements
- Promoting a '*Reduce, Reuse and Recycle and Dispose Wisely*' ethos to its staff and the wider community in its campaign on "Winning Back Waste"
- Providing employees with information and training on environmental aspects pertaining to the facility
- Actively mitigating pollution impacts and continuously improving the standard of environmental management through audits and reviews of the Environmental Management and Monitoring Plan (EMMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Maintaining an audited environmental management system in accordance with ISO 14001: 2004: International standard
- Periodically reviewing the environmental aspect register, the objectives and measureable targets relevant to those significant environmental aspects identified by MRC

Legislation	DER
Reference/s	ISO 14001
Attachment/s	Nil
Responsible Officer	CEO
Review History	03/10/2013;08/05/2014;07/05/2015
Next Review Date	30/06/2016
Revision History	08/05/2014- minor changes throughout the document. 07/05/2015- included words 'non-legal' at the first dot point.