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APPENDICES

Ordinary Council Meeting –

16 September 2021

Financial Statements for the period ended 31 July 2021

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APPENDIX 1

Item
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MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 July 2021**

Mindarie Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 July 2021

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities						
Member User Charges						
User Charges - City of Perth	2,769,000	236,205	228,191			
User Charges - City of Wanneroo	10,255,950	910,850	988,778			
User Charges - City of Joondalup	6,980,010	599,972	593,453			
User Charges - City of Stirling	9,798,000	865,176	832,381			
User Charges - Town of Cambridge	1,262,025	107,655	108,875			
User Charges - City of Vincent	1,650,750	148,158	193,119			
User Charges - Town of Victoria Park	2,609,250	222,578	217,735			
User Charges - RRF Residues	12,077,100	1,086,806	1,044,247			
	47,402,085	4,177,400	4,206,779	29,379	0.70%	
Non Member User Charges						
User Charges - Casual Tipping Fees	3,123,885	251,602	495,923	244,321	97.11%	
	3,123,885	251,602	495,923	244,321	97.11%	
Total User Charges	50,525,970	4,429,002	4,702,702	273,700	6.18%	1
Other Charges						
Service Charges						
Sale of Recyclable Materials	-	-	-	-		
Gas Power Generation Sales	1,130,000	-	-	-		
Contributions, Reimbursements & Donations	1,500	-	-	-		
Interest Earnings	139,812	8,060	8,060	(0)	(0.00%)	
Reimbursement of Administration Expenses	4,216,336	351,361	351,361	0	0.00%	
Other Revenue	555,370	43,967	44,887	920	2.09%	
Total Other Charges	6,043,018	403,388	404,308	920	0.23%	
Total Revenue from Ordinary Activities	56,568,988	4,832,390	5,107,010	274,620	5.68%	
Expenses from Ordinary Activities						
Employee Costs	4,090,266	335,484	337,299	(1,815)	(0.54%)	
Materials and Contracts						
Consultants and Contract Labour	369,080	-	-	-		
Communications and Public Consultation	17,000	1,438	1,439	(1)	(0.05%)	
Landfill Expenses	1,530,770	36,200	35,316	884	2.44%	
Office Expenses	229,779	15,945	14,018	1,927	12.09%	
Information System Expenses	262,665	15,400	12,808	2,592	16.83%	
Building Maintenance	165,600	1,282	1,282	0	0.01%	
Plant and Equipment Operating & Hire	835,640	48,739	48,739	(0)	(0.00%)	
RRF Other Operating Expenses	30,873,481	2,685,558	2,741,179	(55,621)	(2.07%)	
Utilities	308,350	20,449	20,706	(257)	(1.26%)	
Depreciation	2,151,238	176,720	187,606	(10,886)	(6.16%)	
Depreciation - Right of Use Asset	689,476	56,609	56,632	(23)	(0.04%)	
Finance Costs (leases)	337,120	28,093	28,093	-	0.00%	
Insurances	233,745	20,102	20,996	(894)	(4.45%)	
DEP Landfill Levy	8,828,920	771,781	861,553	(89,772)	(11.63%)	
Other Expenditure						
Members Costs	250,413	-	-	-		
Administration Expenses	636,500	1,312	1,312	-	0.00%	
Amortisation for Cell Development	2,127,710	185,994	207,629	(21,635)	(11.63%)	
Amortisation for Decommissioning Asset	1,097,917	91,492	91,493	(1)	(0.00%)	
Capping Accretion Expense	237,079	19,756	19,756	-	0.00%	
Post Closure Accretion Expense	866,887	72,240	72,240	-	0.00%	
RRF Amortisation	462,791	38,565	38,565	-	0.00%	
Total Expenses	56,602,427	4,623,159	4,798,661	(175,502)	(3.80%)	
Profit on Sale of Assets	173,789	-	-	-		
Loss on Sale of Assets	31,219	-	-	-		
Revaluation of Assets	-	-	-	-		
	142,570	-	-	-		
Changes in Net Assets Resulting from Operations	109,131	209,231	308,349	99,118	47.37%	

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 in the month are above budget by \$274k; with Member Councils being (\$29k) and casuals and trade (\$245k). The variance is due to non members tonnes received under the trade waste tender.</p> <p>Member Councils delivered more processable tonnes (1,118t) for the month, mainly attributed to the Cities of Vincent and Wanneroo. Less non processable tonnes were received in month from all member councils (782t) against phased budget.</p> <p>RRF residues delivered less than phased budget for the month (200t).</p>

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 31 July 2021

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance
Resource Recovery Facility						
Operating Expenditure						
Employee Costs						
Salaries	-	-	-	-	-	
Allowances	-	-	-	-	-	
Workers Compensation Premium	-	-	-	-	-	
	-	-	-	-	-	
Consultants and Contract Labour						
Consultancy	10,000	10,000	-	-	10,000	100.00%
	10,000	10,000	-	-	10,000	100.00%
Office Expenses						
Cleaning of Buildings						
General cleaning (Enviro Care)	-	-	-	-	-	
Window cleaning	-	-	-	-	-	
	-	-	-	-	-	
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	-	-	2,000	100.00%
Newcastle Weighing Services-Gen Maintenance	12,000	12,000	1,000	869	11,131	92.76%
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	500	451	5,549	92.48%
	20,000	20,000	1,500	1,320	18,680	93.40%
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	2,500	2,500	300	300	2,200	88.00%
Septic system maintenance	-	-	-	-	-	
Community Education Centre	2,500	2,500	-	-	2,500	100.00%
Weighbridge and Calibration	9,000	9,000	-	-	9,000	100.00%
Building Security						
Security - Monitoring	-	-	-	-	-	
	14,000	14,000	300	300	13,700	97.86%
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	-	-	-	-	-	
Repair of Boom Gate	-	-	-	-	-	
Access control infrastructure maintenance	-	-	-	-	-	
Road Maintenance	-	-	-	-	-	
Bores and Pipework						
Bore maint/calibration/electronics	5,000	5,000	-	-	5,000	100.00%
Groundwater sampling	2,000	2,000	-	-	2,000	100.00%
Bacteria sampling	1,000	1,000	-	-	1,000	100.00%
Vermine control	500	500	-	-	500	100.00%
Spills/leaks/incident management	500	500	-	-	500	100.00%
Environmental monitoring	5,000	5,000	-	-	5,000	100.00%
Landscaping and Gardens	5,000	5,000	-	-	5,000	100.00%
Compost Disposal	472,050	472,050	41,540	24,161	447,889	94.88%
Contractor's Fees	30,132,431	30,132,431	2,644,018	2,717,018	27,415,413	90.98%
RRF Maintenance Funding	250,000	250,000	-	-	250,000	100.00%
	30,873,481	30,873,481	2,685,558	2,741,179	28,132,302	91.12%
Utilities						
Electricity	5,100	5,100	425	420	4,680	91.76%
Rates	105,000	105,000	8,750	9,777	95,223	90.69%
	110,100	110,100	9,175	10,197	99,903	90.74%
Insurance						
Municipal Property Insurance	4,000	4,000	333	366	3,634	90.85%
Public Liability Insurance	6,500	6,500	541	547	5,953	91.59%
	10,500	10,500	874	913	9,587	91.31%
Cost of Borrowings						
Interest on Loans						
Loan 10A	-	-	-	-	-	
Loan Expenses	-	-	-	-	-	
	-	-	-	-	-	
Amortisations						
Amortisation Pre-operating Costs	104,784	104,784	8,732	8,732	96,052	91.67%
Amortisation Costs	358,007	358,007	29,833	29,833	328,174	91.67%
	462,791	462,791	38,565	38,565	424,226	91.67%
Depreciation						
Depreciation on Building	36,515	36,515	3,042	3,043	33,472	91.67%
Depreciation on Infrastructure	43,183	43,183	3,598	3,599	39,584	91.67%
	79,698	79,698	6,640	6,642	73,056	91.67%
Total Operating Expenditure	31,580,570	31,580,570	2,742,612	2,799,115	28,741,871	91.01%
Net Total	(31,580,570)	(31,580,570)	(2,742,612)	(2,799,115)	(28,741,871)	91.01%

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 July 2021

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
General Purpose Funding	56,568,988	4,832,390	5,107,010	274,620	5.68%
Community Amenities	-	-	-	-	
Resource Recovery Facility	-	-	-	-	
	56,568,988	4,832,390	5,107,010	274,620	5.68%
Profit on Disposal of Assets					
Governance	48,974	-	-	-	
Community Amenities	124,815	-	-	-	
Resource Recovery Facility	-	-	-	-	
	173,789	-	-	-	
Total Revenue	56,742,777	4,832,390	5,107,010	274,620	5.68%
Expenses from Ordinary Activities					
Operating Expenditure					
Governance	4,545,439	285,243	286,723	(1,480)	(0.52%)
Community Amenities	20,139,298	1,567,211	1,684,729	(117,518)	(7.50%)
Resource Recovery Facility	31,580,570	2,742,612	2,799,115	(56,503)	(2.06%)
	56,265,307	4,595,066	4,770,567	(175,501)	(3.82%)
Loss on Sale of Assets					
Governance	-	-	-	-	
Community Amenities	31,219	-	-	-	
Resource Recovery Facility	-	-	-	-	
	31,219	-	-	-	
Cost of Borrowings					
Governance	337,120	28,093	28,093	(0)	(0.00%)
Community Amenities	-	-	-	-	
Resource Recovery Facility	-	-	-	-	
	337,120	28,093	28,093	(0)	(0.00%)
Total Expenditure	56,633,646	4,623,159	4,798,661	(175,502)	(3.80%)
Revaluation of Assets	-	-	-	-	
Changes in Net Assets Resulting from Operations	109,131	209,231	308,349	99,118	47.37%

Mindarie Regional Council
Balance Sheet
For the month ended 31 July 2021

Description	ACTUAL 2021/2022	Movement	ACTUAL 2020/2021
CURRENT ASSETS			
Cash and cash equivalents	35,389,039	(2,895,239)	38,284,278
Debtors and other receivables	5,714,106	1,510,667	4,203,439
Inventories	12,880	(2,786)	15,666
Other Current Assets	346,171	(21,403)	367,575
TOTAL CURRENT ASSETS	41,462,196	(1,408,761)	42,870,957
NON-CURRENT ASSETS			
Property, plant and equipment	14,435,046	(145,523)	14,580,568
Work in progress - property, plant and equipment	26,144	880	25,264
Right of Use Asset	6,415,770	(56,632)	6,472,402
Infrastructure	6,619,251	(42,083)	6,661,334
Work in progress - Infrastructure	-	-	-
Excavation work	19,556,842	(207,629)	19,764,471
Resource recovery facility	3,596,480	(38,565)	3,635,045
Rehabilitation asset	8,237,641	(91,493)	8,329,134
Work in progress - Rehabilitation	-	-	-
TOTAL NON-CURRENT ASSETS	58,887,174	(581,044)	59,468,218
TOTAL ASSETS	100,349,370	(1,989,805)	102,339,175
CURRENT LIABILITIES			
Trade and other payables	5,085,289	(2,368,151)	7,453,440
Provisions	754,297	9,738	744,559
Right of Use Asset (leases)	456,276	(39,907)	496,183
TOTAL CURRENT LIABILITIES	6,295,862	(2,398,319)	8,694,181
NON CURRENT LIABILITIES			
Provisions for Leave	77,665	8,169	69,496
Decommission Provision for Capping	22,257,739	91,996	22,165,743
Right of Use Asset (leases)	6,363,018	-	6,363,018
TOTAL NON CURRENT LIABILITIES	28,698,422	100,165	28,598,257
TOTAL LIABILITIES	34,994,284	(2,298,154)	37,292,438
NET ASSETS	65,355,086	308,349	65,046,737
EQUITY			
Retained Surplus	17,797,898	217,232	17,580,666
Reserves (Cash Back)	19,845,868	91,117	19,754,751
Reserves (Non Cash Back)	23,625,594	-	23,625,594
Council Contribution	4,085,726	-	4,085,726
TOTAL EQUITY	65,355,086	308,349	65,046,737

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 31 July 2021

Description	ACTUAL 2020/2021
Opening Balance - 1 July 2021	
Site Rehabilitation	15,138,197
Capital Expenditure	2,977,954
RRF Maintenance Funding	1,147,524
Carbon Abatement	491,076
	<u>19,754,751</u>
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
RRF Maintenance Funding	-
Carbon Abatement	-
	-
Transfer from Operating Surplus	
Site Rehabilitation	91,997
Capital Expenditure	-
RRF Maintenance Funding	-
Carbon Abatement	-
	91,997
Total Transfer from Operations	<u>91,997</u>
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	<u>-</u>
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	880
RRF Maintenance Funding	-
Carbon Abatement	-
	<u>880</u>
Closing Balance	
Site Rehabilitation	15,230,194
Capital Expenditure	2,977,074
RRF Maintenance Funding	1,147,524
Carbon Abatement	491,076
	<u>19,845,868</u>

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 July 2021

Description	Adopted Budget	YTD Actual	% to Adopted Budget
PLANT, VEHICLES AND MACHINERIES			
Plant and Vehicles			
Replacement of Tractor and Dinosaur Water Cart (Plant76)	265,000	-	
Replacement of Hino Bin Truck (Plant83)	330,000	-	
Replacement of Lighting Tower (Plant114)	50,000	-	
Replacement of VW Amarok (Plant128)	54,000	-	
Replacement of Ford Everest (Plant127)	49,000	-	
Replacement of CAT SSL (Plant130)	94,000	-	
Replacement of Holden Colorado (Plant129)	47,000	-	
Replacement of Toyota Hi-lux (Plant123)	35,000	-	
Replacement of Holden Colorado (Plant122)	35,000	-	
Replacement of Ford Ranger (Plant113)	35,000	-	
Replacement of Isuzu Fire Truck (Plant119)	100,000	-	
	1,094,000	-	
Machinery and Equipment			
Hook Lift Bins	37,000	-	
	37,000	-	
TOTAL PLANT, VEHICLES AND MACHINERIES	1,131,000	-	
FURNITURE AND EQUIPMENT			
Furniture and Fittings			
Replacement of Airconditioning Units	10,000	-	
	10,000	-	0.00%
TOTAL FURNITURE AND EQUIPMENT	10,000	-	
COMPUTING EQUIPMENT			
Computing Equipment			
Network Security Changes	20,000	-	
Replacement of 5x Laptops	11,000	-	
Replacement of RRF Server	25,000	-	
Replacement of UPS	150,000	-	
<i>brought forward items from 2020/2021</i>			
Microsoft Dynamics Navision upgrade	47,000	-	
	253,000	-	
TOTAL COMPUTING EQUIPMENT	253,000	-	
LAND AND BUILDINGS			
Building			
Transfer Station improvement works	350,000	880	0.25%
	350,000	880	0.25%
TOTAL LAND AND BUILDINGS	350,000	880	0.25%
INFRASTRUCTURE			
Operations			
Replacement of Compressor	80,800	-	
Telemetry / Automation	30,000	-	
Gas Well Installations	31,000	-	
Replacement of Airwell pumps (transfer pump)	10,000	-	
	151,800	-	
Landfill Infrastructure Phase 3			
Cell Development	50,000	-	
Stage2, Phase2 capping work	3,344,825	-	
	3,394,825	-	
TOTAL INFRASTRUCTURE	3,546,625	-	

Tonnage Report to 31 July 2021

Item 9.1	APPENDIX G	Item 9.1
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Information relating to landfill, resource recovery & recycling tonnages year to date 2020/21

Month: Jul-21 ¹²

TONNAGE								
RRF Actual	Landfill Actual	Total Tonnage	Adopted Budget 2021/22	Variance YTD	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year

MEMBERS

Processable									
Cambridge	-	511	511	503	8	8.5%	1	101.6%	499
Joondalup	957	1,790	2,747	2,743	4	8.5%		100.2%	2,760
Perth	58	1,013	1,071	1,109	(38)	8.5%		96.6%	1,053
Stirling	1,832	1,890	3,722	3,583	139	8.5%		103.9%	3,626
Victoria Park	994	29	1,023	1,045	(22)	8.5%		97.9%	1,040
Vincent	847	2	849	576	273	8.5%		147.4%	886
Wanneroo	4,438	5	4,443	3,689	753	8.5%		120.4%	5,101
Sub Total Processable	9,125	5,240	14,366	13,248	1,118	8.5%		108.4%	14,967
Non-Processable									
Cambridge		-	-	2	(2)	12.0%	1	0.0%	8
Joondalup		39	39	74	(35)	12.0%		52.8%	48
Perth		0	0	-	0	12.0%		0.0%	-
Stirling		186	186	479	(293)	12.0%		38.8%	646
Victoria Park		-	-	-	-	12.0%		0.0%	-
Vincent		58	58	120	(62)	12.0%		48.2%	69
Wanneroo	32	166	197	587	(390)	12.0%		33.6%	178
Sub Total Non-Processable	32	449	480	1,262	(782)	12.0%		38.1%	949
Other									
Sita Biovision Residues		4,903	4,903	5,102	(200)	9.0%	1	96.1%	5,200
Wanneroo WRC		-	-	-	-	-		-	
Sub Total Other	-	4,903	4,903	5,102	(200)		96.1%	5,200	
SUB TOTAL MEMBERS	9,157	10,591	19,748	19,612	136	0.69		100.7%	21,115

CASUALS

Cash	970	970	906	64	8.1%	1	107.1%	1,013
Trade	351	351	266	86	8.1%	1	132.2%	221
Trade Waste Tender	1,560	1,560	-	1,560	-	1	0.0%	-
Sub Total Casuals	-	2,882	2,882	1,172	1,710	8.1%	245.9%	1,234
TOTAL	9,157	13,473	22,630	20,784	1,846			22,349

RECYCLING

Recycling centre sales								
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Notes 1* Based on 20/21 actual tonnages

REVENUE				
Actual G/L \$	Adopted Budget 2021/22	Target % Year to Date	Note	Actual % Year to Date

\$ 108,875	107,201	8.5%	1	101.6%
\$ 585,079	584,154	8.5%		100.2%
\$ 228,147	236,205	8.5%		96.6%
\$ 792,763	763,125	8.5%		103.9%
\$ 217,735	222,578	8.5%		97.8%
\$ 180,822	122,645	8.5%		147.4%
\$ 946,529	785,837	8.5%		120.4%
\$ 3,059,950	\$ 2,821,745	8.5%		108.4%

\$ -	454	12.0%	1	0.0%
\$ 8,374	15,818	12.0%		52.9%
\$ 45	-	12.0%		-
\$ 39,618	102,051	12.0%		38.8%
\$ -	-	12.0%		0.0%
\$ 12,296	25,513	12.0%		48.2%
\$ 42,249	125,013	12.0%		33.8%
\$ 102,582	\$ 268,849	12.0%		38.2%

\$ 1,044,247	1,086,806	9.0%	1	96.1%
\$ -	-	0.0%		-
\$ 1,044,247	\$ 1,086,806			96.1%
\$ 4,206,779	\$ 4,177,400			100.7%

\$ 202,964	194,538	8.1%	1	104.3%
\$ 74,540	57,064	8.1%	1	130.6%
\$ 218,418	-	0.0%	2	-
\$ 495,923	\$ 251,602	8.1%		197.1%
\$ 4,702,702	\$ 4,429,002			

\$ -	-	0.0%		0.0%
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Waste to Landfill Tonnages Report for the period to 31 July 2021

Members

The Member Councils' processable waste for the year to date is 1,118 tonnes above budget, mainly City of Wanneroo delivering more than anticipated to date (753t).

The non processable waste for year to date is 782 tonnes below budget, primarily as a result of the City of Wanneroo (390t) delivering less than their estimated non processable tonnage.

These variances leave the MRC below in its budgeted waste receipts (0.69%) from Member Councils for the month. Overall the Member Council waste is 136 tonnes above budget as at the end of July 2021.

RRF

The Resource Recovery Facility residue tonnes are below budget (200t) for the month to July 2021.

Trade & Casual

The Casual and Trade tonnages in total are 1,710 tonnes above budget for the month. Cash customers exceeding budget (64t) year to date and Trade tonnages exceeding budget (1,646t) due to the Trade Waste Tender (1,560t).

Overall for the period ended 31st July 2021, the tonnes received were 1,846 tonnes above budget.

List of Payments made for the month ended 31 July 2021

Item 9.2

APPENDIX 3

Item 9.2

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
16/07/2021	802 Cash		Staff Lotto	\$440.00
30/07/2021	803 Cash		Staff Lotto	\$220.00
30/07/2021	804 Water Corporation		Water use 22.05.2021 to 20.07.2021	\$530.05
Total CBA cheques				\$1,190.05
21/07/2021	DP-01913	Australian Taxation Office	BAS payment June 2021	\$83,600.00
28/07/2021	DP-01914	MRC Credit Card	See Schedule Attached	\$12,734.86
2/07/2021	DP-01915	Commonwealth Bank	CBA Merchant Fee	\$138.90
2/07/2021	DP-01916	Commonwealth Bank	CBA Merchant Fee	\$1,240.49
15/07/2021	DP-01917	Commonwealth Bank	CommBiz Fees	\$38.45
15/07/2021	DP-01918	Commonwealth Bank	CBA Acc Serv Fee	\$9.75
	DP-01919	Dated August	Report August	\$0.00
	DP-01920	Dated August	Report August	\$0.00
	DP-01921	Dated August	Report August	\$0.00
	DP-01922	Dated August	Report August	\$0.00
30/07/2021	DP-01923	National Australia Bank	NAB Acc Fee	\$10.00
Total Direct Payments & Fees				\$97,772.45
Total Inter account Transfers				\$0.00
Posting Date	Document No.	Vendor Name	Details	EFT Amount
2/07/2021	EFT-02142	Payroll Employee Wages	PAYFE020721	\$84,004.39
2/07/2021	EFT-02143	Australian Taxation Office	PAYG	\$26,952.00
8/07/2021	EFT-02144	Telstra	Mobiles 14/05/21 - 13/06/2021	\$649.15
9/07/2021	EFT-02145	360 Environmental P/L	Landfill Gas Assessment Report	\$7,700.00
9/07/2021	EFT-02145	360 Environmental P/L	CSIRO Groundwater Report - May 2021 work	\$7,073.00

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

9/07/2021	EFT-02145	Air-Met Scientific Pty Ltd	Workshop Gas Detection Unit - service/calibration	\$484.00
9/07/2021	EFT-02145	Allightsykes Pty Limited	Plt114 - Repair lighting tower fault	\$668.25
9/07/2021	EFT-02145	Amalgam Recruitment	Data Entry Assistance	\$1,320.89
9/07/2021	EFT-02145	Bardap Hydraulics	Plt130 - Tilt Ram Repairs	\$1,219.20
9/07/2021	EFT-02145	Bardap Hydraulics	Plt118 - Hose replacement	\$236.95
9/07/2021	EFT-02145	Blackwoods & Atkins	Coldsaw blades 315x2.5x32 (4)	\$732.78
9/07/2021	EFT-02145	Blackwoods & Atkins	Nut Hex ZP Nylon Inserts	\$49.50
9/07/2021	EFT-02145	Blackwoods & Atkins	Digital Multimeter	\$39.80
9/07/2021	EFT-02145	BOC Limited	Welding gas bottle refill	\$106.54
9/07/2021	EFT-02145	Bunnings	Bird spikes	\$14.28
9/07/2021	EFT-02145	Bunnings	Concrete kwikset, ramplug set, screws	\$36.03
9/07/2021	EFT-02145	Bunnings	PVC piping, vents, taps & joiners	\$156.57
9/07/2021	EFT-02145	Bunnings	Landfill consumables	\$311.84
9/07/2021	EFT-02145	City of Joondalup	TP Lease - May 21 - Joondalup	\$11,297.17
9/07/2021	EFT-02145	City of Vincent	TP Lease - Vincent - July 2021	\$6,233.33
9/07/2021	EFT-02145	COVS Parts Pty Ltd	Jerry cans - 20litres x 10	\$329.45
9/07/2021	EFT-02145	COVS Parts Pty Ltd	Headlight restoration kit	\$30.15
9/07/2021	EFT-02145	COVS Parts Pty Ltd	Fuel can sceptor kits x 18	\$154.84
9/07/2021	EFT-02145	David Moss Corporation P/L	110mm, 90mm and 63mm poly pipe	\$5,125.27
9/07/2021	EFT-02145	Deloitte	Consultancy fees	\$1,515.94
9/07/2021	EFT-02145	Domus Nursery	Plants for Weighbridge, Recycling & Transfer	\$1,166.77
9/07/2021	EFT-02145	Eco Logical Australia Pty Ltd	Bushland Fuel Load Assessment - Final stage pymt	\$6,294.20
9/07/2021	EFT-02145	Envirocare Systems	Neerabup Montly Hygiene Services	\$231.77
9/07/2021	EFT-02145	Envirocare Systems	Tamala Park Monthly Hygiene Services	\$697.62
9/07/2021	EFT-02145	Gentronics	Welding parts & helmet, cutting & grinding discs,	\$2,510.54
9/07/2021	EFT-02145	Iron Mountain Australia Pty Ltd	Data Storage - May 2021	\$46.10
9/07/2021	EFT-02145	Ironcat Tyres	Plt104 - Puncture repair	\$55.00
9/07/2021	EFT-02145	Jemane Enterprises Pty Ltd	Plt112 Tyres and Tubes	\$726.00
9/07/2021	EFT-02145	Kitec Electrical Services	Evacuation siren fault finding and other repairs	\$905.10
9/07/2021	EFT-02145	Kitec Electrical Services	Move traffic lights @ weighbridge	\$1,385.23
9/07/2021	EFT-02145	Kyocera Document Solutions	Photocopying Expenses - May 2021	\$192.21
9/07/2021	EFT-02145	Moore Stephens WA	GST Workshop 2021 - Finance Officer	\$1,705.00
9/07/2021	EFT-02145	Newcastle Weighing Services Pt	Exterior LED Scale indicator	\$2,101.00
9/07/2021	EFT-02145	Office National Canning Vale	Photocopying Paper	\$104.45
9/07/2021	EFT-02145	Reece Australia Pty Ltd	PVC Press Tee 50 mm	\$79.86
9/07/2021	EFT-02145	Ronco Group Pty Ltd	Plt104 - Bob weights for hook loader	\$807.40
9/07/2021	EFT-02145	Starzone Holdings Pty Ltd	Plt130 to Plt138 - Swap radios	\$336.60
9/07/2021	EFT-02145	Starzone Holdings Pty Ltd	Plt120 - New camera	\$577.50
9/07/2021	EFT-02145	Starzone Holdings Pty Ltd	Plt119 - Solar charging system installed	\$837.10
9/07/2021	EFT-02145	Starzone Holdings Pty Ltd	Plt131 - Repair emergency stop button	\$258.50
9/07/2021	EFT-02145	Town of Cambridge	TP Lease - TOC July21	\$6,233.33

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

9/07/2021 EFT-02145	Department of Transport	Electronic Information Searches	\$21.10
9/07/2021 EFT-02145	Tyrecycle P/L	Recycling Tyres 11/06/21 x134	\$1,147.26
9/07/2021 EFT-02145	Winc Australia P/L	Photocopying Paper	\$206.36
9/07/2021 EFT-02145	Workpower Incorporated	WP Battery Rescue MRDC0521	\$793.76
9/07/2021 EFT-02145	Wren Oil	Waste engine oil collection - June 2021	\$49.50
16/07/2021 EFT-02146	Payroll Employee Wages	PAYFE160721	\$83,868.62
14/07/2021 EFT-02147	Australian Taxation Office	PAYG	\$27,058.00
16/07/2021 EFT-02148	EASISALARY PTY LTD	Staff Salary Sacrifice	\$959.68
16/07/2021 EFT-02149	Amalgam Recruitment	Data Entry Assistance	\$2,450.00
16/07/2021 EFT-02149	Amalgam Recruitment	Database Management	\$1,601.36
16/07/2021 EFT-02149	AUSTRALIA POST - PERTH	Postage & freight - June 2021	\$33.52
16/07/2021 EFT-02149	Bealeseez	Plt107 Engine light	\$1,556.50
16/07/2021 EFT-02149	BOQ Asset Finance & Leasing Pty Ltd	Printer Rental July 2021	\$446.85
16/07/2021 EFT-02149	COVS Parts Pty Ltd	Plt118 Fuel & air filters	\$398.20
16/07/2021 EFT-02149	Crown Security (WA) Pty Ltd	CCTV Maintenance - Site Wide	\$7,298.30
16/07/2021 EFT-02149	CSIRO	Groundwater Sampling for Tamala Park and Buffer	\$214,894.90
16/07/2021 EFT-02149	CSIRO	Hydra Sleeve (passive g/w testing)	\$8,288.50
16/07/2021 EFT-02149	Data#3	Vmware Licences 17/06/2021 - 16/06/2022	\$7,645.59
16/07/2021 EFT-02149	EMRC	CCA to Red Hill	\$616.00
16/07/2021 EFT-02149	Gentronics	Chainsaw blades - workshop	\$1,083.04
16/07/2021 EFT-02149	Gentronics	Drill set	\$177.53
16/07/2021 EFT-02149	Geofabrics Aust. Pty Ltd	5th Liner material inc transport	\$17,363.50
16/07/2021 EFT-02149	Great Southern Fuel Supplies	Fuel May 2021	\$38,338.26
16/07/2021 EFT-02149	Hello People	Chemcapture Service Agreement 1/7/21-30/6/21	\$20,592.00
16/07/2021 EFT-02149	Inception Video Production Pty Ltd	Site Safety Video	\$6,820.00
16/07/2021 EFT-02149	Ironcat Tyres	Plt104 - Tyres and Tubes	\$1,530.70
16/07/2021 EFT-02149	Ironcat Tyres	Plt120 - New steer tyre	\$649.00
16/07/2021 EFT-02149	Kitec Electrical Services	Reconnect new weighbridge scale sign	\$145.75
16/07/2021 EFT-02149	Komatsu Australia	Plt134 - part of bucket blade set	\$1,394.62
16/07/2021 EFT-02149	Komatsu Australia	Plt134 - part 2 of bucket blade set	\$1,349.15
16/07/2021 EFT-02149	Komatsu Australia	Plt134 - bolts & nuts for bucket blade set	\$285.38
16/07/2021 EFT-02149	LO-GO APPOINTMENTS	Recruitment of CEO - second instalment	\$5,736.50
16/07/2021 EFT-02149	Neverfail Springwater Ltd	Bottled water 3 x 15l	\$23.76
16/07/2021 EFT-02149	OCP Sales	Site radio base station	\$928.31
16/07/2021 EFT-02149	Office National Canning Vale	Cotton mop heads	\$23.39
16/07/2021 EFT-02149	Olivers Lawn & Landscaping Pty Ltd	Audit on Garden Irrigation System	\$216.00
16/07/2021 EFT-02149	Pirtek (Malaga) Pty Ltd	Plt104 - Hydraulic repairs	\$189.75
16/07/2021 EFT-02149	Rebecca Gordon	Travel Expenses for Meeting 20-21	\$389.84
16/07/2021 EFT-02149	ReNew Property Maintenance	Labour for weeding, litter & vetiver grass June21	\$7,124.00
16/07/2021 EFT-02149	ReNew Property Maintenance	June Litter (7,14,21,28)	\$16,900.00
16/07/2021 EFT-02149	Starzone Holdings Pty Ltd	Plt139 - Equipment swap over from old plant	\$911.90

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

16/07/2021	EFT-02149	Starzone Holdings Pty Ltd	Plt118 - Repair wiring	\$171.60
16/07/2021	EFT-02149	Total Green Recycling Pty Ltd	E-Waste recycling for June	\$1,033.45
16/07/2021	EFT-02149	Tyrecycle P/L	Recycling Tyres 16/06/21 x160	\$1,469.78
16/07/2021	EFT-02149	Vertical Telecoms Pty Ltd	RRF Comm system 1/7/21 - 30/9/21	\$1,489.51
16/07/2021	EFT-02149	WA Heritage Tree Surgeons	Boundary/track maintenance - Extra day (day 3)	\$2,750.00
16/07/2021	EFT-02149	Winc Australia P/L	Paper towel	\$182.78
16/07/2021	EFT-02150	Telstra	Internet Charges - July 21 Equipment	\$1,210.00
16/07/2021	EFT-02151	Biovision 2020 Pty Ltd	Contractor's Fees - June 2021	\$3,064,546.23
23/07/2021	EFT-02152	Cancelled	Cancelled	\$0.00
23/07/2021	EFT-02153	360 Environmental P/L	Quarterly - Asbestos Monitoring - March 2021	\$2,500.00
23/07/2021	EFT-02153	360 Environmental P/L	Routine Asbestos Monitoring	\$387.50
23/07/2021	EFT-02153	A & G Wines Plumbing	Underground water defect repair	\$215.22
23/07/2021	EFT-02153	A & G Wines Plumbing	Leaking toilet Reuse shop crib room	\$1,206.70
23/07/2021	EFT-02153	Advanced Liquid Waste	Desludge PST tank and Rec Sumps	\$1,491.88
23/07/2021	EFT-02153	Airgen Australia	Degas Air Compressors	\$462.00
23/07/2021	EFT-02153	Airwell Group Pty Ltd	Technician 2 days June 2021	\$1,570.80
23/07/2021	EFT-02153	Allwest Plant Hire Australia	30T Dump Truck Hire 28/06-30/06/21	\$2,479.13
23/07/2021	EFT-02153	Amalgam Recruitment	Database Management	\$2,485.09
23/07/2021	EFT-02153	Australian Training Management	Skid Steer Training Waste Management Attendant 21-22 June 2021	\$995.00
23/07/2021	EFT-02153	Australian Training Management	Front End Loader Training Waste Management Attendant	\$995.00
23/07/2021	EFT-02153	Australian Training Management	Additional lesson HR - Waste Management Attendant	\$675.00
23/07/2021	EFT-02153	Blackwoods & Atkins	Active Hearing Protection - Trial Units	\$525.59
23/07/2021	EFT-02153	Blackwoods & Atkins	Wrench pipe - workshop tool	\$144.00
23/07/2021	EFT-02153	Bunnings	Threaded rods, nuts & bolts for workshop	\$86.86
23/07/2021	EFT-02153	Caltex - Ampol Australia Petroleum Pty Ltd	Fuel - June 2021 - BT	\$1,206.62
23/07/2021	EFT-02153	Chubb Fire Safety Ltd	Plt135 Bomag - Fire Supression System added	\$12,096.70
23/07/2021	EFT-02153	City of Wanneroo	TP Lease - July 2021 - Wanneroo	\$12,466.66
23/07/2021	EFT-02153	Cleanaway Co Pty Ltd formally TOX FREE	Recycling of Fluro Tubes Commercial	\$1,403.44
23/07/2021	EFT-02153	Cleanaway Co Pty Ltd formally TOX FREE	Comingled Recycling Bin Collection - monthly	\$57.86
23/07/2021	EFT-02153	Command A Com	Barracuda Waf As A Service License 18/6-17/6/21	\$15,726.00
23/07/2021	EFT-02153	COVS Parts Pty Ltd	Grease gun hand piece	\$223.48
23/07/2021	EFT-02153	COVS Parts Pty Ltd	Hot Water High pressure cleaner	\$2,698.96
23/07/2021	EFT-02153	Data#3	Backup Server	\$13,374.53
23/07/2021	EFT-02153	Enviro Sweep	Monthly Road Sweeping	\$594.00
23/07/2021	EFT-02153	Flick Anticimex P/L	6 weekly service	\$286.00
23/07/2021	EFT-02153	Hello People	Admin Chemcapture - replace PO21239	\$2,904.00
23/07/2021	EFT-02153	Herbert Smith Freehills	Legal Expenses RRF to 15/06/21	\$10,127.04
23/07/2021	EFT-02153	Instant Products Group	Chemical toilet monthly hire, restock & cleaning	\$259.03
23/07/2021	EFT-02153	Iron Mountain Australia Pty Ltd	Data Storage - June 2021	\$46.10
23/07/2021	EFT-02153	IW Projects	PAG Meeting attendance April & June 2021	\$1,888.70
23/07/2021	EFT-02153	Kandu Partners	Website Maintenance 20.21	\$10,662.00

**Schedule of Payments for July 2021
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23/07/2021	EFT-02153	Kitec Electrical Services	Repair workshop security light	\$239.42
23/07/2021	EFT-02153	KPMG Financial Advisory Services	Assistance with AASB1059	\$27,972.95
23/07/2021	EFT-02153	Kyocera Document Solutions	Photocopying Expenses - June 2021	\$194.94
23/07/2021	EFT-02153	Landfill Gas & Power Pty Ltd	Electricity - May 2021	\$10,835.47
23/07/2021	EFT-02153	Leadership WA	Leadership WA - A Griffiths	\$660.00
23/07/2021	EFT-02153	Leadership WA	Rising Leadership Program 2021 - AG	\$7,150.00
23/07/2021	EFT-02153	LGISWA	Insurance Workcare 6 months	\$36,212.49
23/07/2021	EFT-02153	LGISWA	Insurance - Property 6 months	\$58,515.36
23/07/2021	EFT-02153	LGISWA	Insurance Liability 6 months	\$41,646.00
23/07/2021	EFT-02153	LGISWA	Management Liability 12 months	\$25,777.82
23/07/2021	EFT-02153	LGISWA	Personal Accident 12 months	\$467.50
23/07/2021	EFT-02153	LGISWA	Insurance Travel 12 months	\$825.00
23/07/2021	EFT-02153	LGISWA	Motor Vehicle 12 months	\$21,542.04
23/07/2021	EFT-02153	LGISWA	Crime and Cyber 12 months	\$11,054.85
23/07/2021	EFT-02153	Lynn Douglas	Spectacle Allowance	\$200.00
23/07/2021	EFT-02153	MARKETFORCE P/L	Advertising Major Land Transaction - The West	\$371.68
23/07/2021	EFT-02153	National Geotech	9 Landfill Gas Monitoring Wells	\$43,142.00
23/07/2021	EFT-02153	Neverfail Springwater Ltd	Bottled Water 3 x 15 litres	\$23.76
23/07/2021	EFT-02153	Olivers Lawn & Landscaping Pty Ltd	June lawn service and maintenance	\$330.00
23/07/2021	EFT-02153	Open Office	Ledger System Upgrade - Milestone	\$27,790.00
23/07/2021	EFT-02153	Plants & Garden Rentals	Office Plants - July 2021	\$220.00
23/07/2021	EFT-02153	Position Partners	GPS System Transfer/Installation to Plt139	\$2,131.50
23/07/2021	EFT-02153	REPCO AUTO PARTS- Clarkson	Plt131 - globes	\$15.40
23/07/2021	EFT-02153	SafeWork Laboratories Pty Ltd	Drug and Alcohol Testing 20/06/2021	\$30.80
23/07/2021	EFT-02153	SafeWork Laboratories Pty Ltd	Drug and Alcohol Testing 20/6/2021 - labour & kms	\$603.46
23/07/2021	EFT-02153	Security Specialists Australia Pty Ltd	Cash Collection - June 2021	\$139.66
23/07/2021	EFT-02153	Senversa Pty Ltd	Groundwater Report - Interim Report	\$10,808.88
23/07/2021	EFT-02153	Smart Waste Solutions Pty Ltd	EPS machine compressor repair / replace	\$393.58
23/07/2021	EFT-02153	Smart Waste Solutions Pty Ltd	Cardboard baler repairs	\$486.20
23/07/2021	EFT-02153	Soft Landing	Mattress Collections MRC June 2021	\$13,172.50
23/07/2021	EFT-02153	Soft Landing	CoS RCB Mattresses - June 2021	\$25,162.50
23/07/2021	EFT-02153	Soft Landing	CoS Ondemand Mattresses June 2021	\$27,044.60
23/07/2021	EFT-02153	Soft Landing	CoW Mattress Collections - June 2021	\$57,134.00
23/07/2021	EFT-02153	Suez Recycling & Recovery (Perth) P/L	Confidential Paper Bin	\$56.54
23/07/2021	EFT-02153	T & C Transport Services	Courier - June 2021	\$196.85
23/07/2021	EFT-02153	Talis Consultants P/L	Soil Stability Risk Assessment	\$8,102.33
23/07/2021	EFT-02153	Talis Consultants P/L	Landfill Capping Design Works	\$40,287.50
23/07/2021	EFT-02153	Total Green Recycling Pty Ltd	E-Waste recycling for June	\$2,072.95
23/07/2021	EFT-02153	Trade West Industrial Supplies	PPE order May 2021	\$540.27
23/07/2021	EFT-02153	Trident Signs Pty Ltd	Site signage	\$5,115.00
23/07/2021	EFT-02153	Tutt Bryant Equipment WA	Plt135 - 250hr service	\$1,733.16

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

23/07/2021	EFT-02153	Tyrecycle P/L	Recycling Tyres 21/06/21 x70	\$569.49
23/07/2021	EFT-02153	Tyrecycle P/L	Recycling Tyres 30/06/21 x 136	\$2,135.45
23/07/2021	EFT-02153	Western Tree Recyclers	CoJ Greens Handling - June 2021	\$6,894.69
23/07/2021	EFT-02153	Western Tree Recyclers	CoP Greens Handling - June 2021	\$690.18
23/07/2021	EFT-02153	Winc Australia P/L	USB's, sharpies & pens	\$158.82
23/07/2021	EFT-02153	Workpower Incorporated	Battery Rescue MDRC0621	\$2,739.66
23/07/2021	EFT-02153	Worldwide Printing Solutions	Printing Pre-Start books Water Cart x 20	\$480.00
23/07/2021	EFT-02153	Wormald	Monthly HHW Fire Panel Inspections and Testing	\$53.81
23/07/2021	EFT-02153	Wren Oil	Waste engine oil collection - June 2021	\$16.50
23/07/2021	EFT-02154	Department of Water & Environment Regulation	DEP Landfill levy - Apr - Jun 21 Qtr	\$2,658,129.96
30/07/2021	EFT-02155	Payroll Employee Wages	PAYFE300721	\$82,536.85
30/07/2021	EFT-02156	Australian Taxation Office	PAYG	\$26,170.00
29/07/2021	EFT-02157	Telstra	Mobile 14.06.2021 to 13.07.2021	\$614.59
30/07/2021	EFT-02158	360 Environmental P/L	GME Review	\$7,326.00
30/07/2021	EFT-02158	Airgen Australia	Replacement of hose	\$3,185.60
30/07/2021	EFT-02158	Alance Newspaper & Magazine Delivery	West Aust News 10.05.21-04.07.21	\$208.00
30/07/2021	EFT-02158	Appliance Testing Supplies	Test and Tag tags - new to service/black & freight	\$92.40
30/07/2021	EFT-02158	Australian Institute of Company Directors	AICD Membership DCS (2457555)	\$825.00
30/07/2021	EFT-02158	Australian Services Union	Staff Union Fees	\$77.70
30/07/2021	EFT-02158	Blackwoods & Atkins	Wrench pipe - workshop tool	\$737.99
30/07/2021	EFT-02158	Breeze Printing	Hard Copy Minute Books	\$790.00
30/07/2021	EFT-02158	City of Joondalup	TP Lease - August 2021 - COJ	\$11,297.17
30/07/2021	EFT-02158	City of Perth	TP Lease - August 2021 - Perth	\$6,233.33
30/07/2021	EFT-02158	City of Stirling	TP Lease - August 2021 - COS	\$24,933.32
30/07/2021	EFT-02158	DCM Services	Quarterly Air conditioner maintenance Jan 2021	\$990.00
30/07/2021	EFT-02158	ELO Digital Office AU/NA Pty Ltd	ELO Support Services - Bronze 5 hr per month	\$935.00
30/07/2021	EFT-02158	Fennell Tyres International Pty Ltd	Plt134 POS 2 repairs	\$888.50
30/07/2021	EFT-02158	Landfill Gas & Power Pty Ltd	Electricity June 2021	\$11,748.00
30/07/2021	EFT-02158	LGIS Risk Management	Salary Continuance 12 months	\$2,940.85
30/07/2021	EFT-02158	Local Government Professionals Australia	LGPA Membership 2021/2022 - AS	\$531.00
30/07/2021	EFT-02158	MPL Laboratories	WWTP analysis	\$4,739.90
30/07/2021	EFT-02158	Neverfail Springwater Ltd	WATER	\$15.84
30/07/2021	EFT-02158	North Coast Auto & Marine Electrics Pty Ltd	Plt113 air con work	\$1,197.90
30/07/2021	EFT-02158	North Coast Auto & Marine Electrics Pty Ltd	Tana air con repairs	\$1,417.35
30/07/2021	EFT-02158	North Coast Auto & Marine Electrics Pty Ltd	Tana air con repairs	\$195.80
30/07/2021	EFT-02158	Olivers Lawn & Landscaping Pty Ltd	July Lawn /fertiliser/hedges/maintenance	\$735.00
30/07/2021	EFT-02158	Position Partners	Monitoring system - Jul 2021	\$2,200.00
30/07/2021	EFT-02158	Town of Cambridge	TP Lease - August 2021 - TOC	\$6,233.33
30/07/2021	EFT-02158	Trade West Industrial Supplies	Safety boots	\$198.00
30/07/2021	EFT-02158	Trident Signs Pty Ltd	Rates signage	\$1,529.00
30/07/2021	EFT-02158	Vinidex P/L	Compressed Air Valve and fittings (to isolate)	\$1,658.91

**Schedule of Payments for July 2021
Council Meeting - 16th September 2021**

30/07/2021 EFT-02158	Winc Australia P/L	Cleaning products	\$111.64
30/07/2021 EFT-02158	Winc Australia P/L	Stationery - Stamper	\$22.18
30/07/2021 EFT-02158	Winc Australia P/L	Cleaning products	\$152.24
30/07/2021 EFT-02159	SuperChoice	Staff Superannuation	\$62,043.43

Total EFT Payments **\$7,288,072.56**

CBA Cheque No. 802 - 803	\$1,190.05
Electronic Payments:	
DP- 01913 to DP- 01923	\$97,772.45
Inter-Account Transfers	\$0.00
EFT- 02142 to EFT- 02159	\$7,288,072.56
Grand Total	\$7,387,035.06

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 16th September 2021 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 July 2021
Council Meeting - 16th September 2021**

Date	Payment to	Description	Amount
29-Jun-21	Dome Warwick	Hospitality	\$5.30
02-Jul-21	Event and Conference Corporation	Waste Conference 3pax	\$5,541.90
05-Jul-21	Abacus Cash Systems	Change Scales for Weighbridge	\$577.50
08-Jul-21	Coles Group Limited	Staff Service Awards	\$714.85
08-Jul-21	CA ANZ	CA Membership	\$753.00
09-Jul-21	Team Viewer Pty Ltd	Licence Subscription	\$1,834.92
14-Jul-21	Union Kitchen	Hospitality	\$9.08
14-Jul-21	SEC ErgoLink	Sit Stand Desks x 2	\$2,424.00
26-Jul-21	Telkee Key Cabinets	Key Cabinet for Admin Building	\$874.31
Total CBA Credit Card - 28 May 2021 - 27 June 2021			\$12,734.86

Council Policies – tracked changes

Item 9.3

APPENDIX 4

Item 9.3

Policy No: CP 01

Reference: D/21/0003911

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	Nil		
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. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the 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	21/11/2019
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; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021
Next Review Date	12/08/202 2 1
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed <u>12/08/2021 - no change</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02

Reference: D/21/0003910

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	19/09/2019
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>2</u> ⁺
Delegation to the Chief Executive Officer	Nil
Review History	<u>12/08/2021 – no change</u>

Policy No: CP 03

Reference: D/21/0003909

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 ~~\$75-100~~ 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 their 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 their 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-a~~ relevant waste cConference annually.

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	
Review History	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>24</u>
Delegation to the Chief Executive Officer	Nil
<u>Review History</u>	<u>12/08/2021 – rate increase item 3 and change to</u>

	<u>relevant conference item 7.</u>
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Policy No: CP 04

Reference: D/21/0003907

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 \$~~10075~~ 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	
Review History	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>2</u> ⁺
Delegation to the Chief Executive Officer	Nil
<u>Review History</u>	<u>12/08/2021 – item 3 rate increase</u>

Policy No: CP 06

Reference: D/20/4262

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 \$194,999 (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 \$205,000 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 \$249,999 (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 \$250,000 threshold (excluding GST). If a decision is made to seek public Tenders for the Contracts of less than \$250,000, 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: Variations to purchase order may be approved where the value is minor and where the services being provided are difficult to estimate due to labour services and or similar/alternative products are agreed. A minor valuation must be within 5% of the original value and must not exceed \$250,000.

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 \$250,000 (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 \$250,000.

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.

Criteria weightings will be determined with reference to the complexity and nature of the specific goods or services being tendered for.

An evaluation panel consisting of at least four 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**

Publicly inviting tenders, requirements:

- (i) To remain open for at least 14 full days after the date the Tender is advertised.
- (ii) Statewide public notice, to include:
 - a. Publication on the MRC official website;
 - and at least 3 of the following:
 - b. publication in a newspaper circulating generally in the State, preferably on a Wednesday or Saturday;
 - c. publication in a newspaper circulating generally in the district;
 - d. publication in 1 or more newsletters circulating generally in the district;
 - a. —
 - e. circulation by the MRC by email, text message or similar electronic means;
 - f. exhibition on the MRC notice board;
 - g. posted on the MRC social media account by the MRC administration.
- (iii) A brief description of the goods and services required;
- (iv) Information as to where and how Tenders may be submitted;
- (v) The date and time after which Tenders cannot be submitted;
- (vi) Particulars identifying the person from whom more detailed information on the Tender may be obtained;
- (vii) Such information as the CEO decides should be disclosed to those interested in submitting a Tender;
- (viii) Detailed specifications of the goods and services required;
- (ix) The criteria for deciding which Tender should be accepted;
- (x) Whether or not the MRC has decided to submit an in-house Tender; and
- (xi) Whether or not Tenders can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

Where the CEO has prepared a list of acceptable Tenders under the regulations, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed. All other requirement under section C of the procedure still to be adhered to.

~~———— 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.~~

e.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.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.

e.f. Opening of Tenders

All Tenders may be received electronic or hard copies, as per the requirements stated in the Tender documents.

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.

For Tenders received in hard copy, 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.

f.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 \$70,000 and \$249,999 (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.

g.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.

h.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.

i.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.

j.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.

k.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.

l.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-Quotes**), 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 \$69,999, 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. State of Emergency Conditions

When a State of Emergency is declared in WA, the provisions in the regulations governing a State of Emergency are deemed to apply.

8. Recording Quotations

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

9. 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.

10. Environmental Consideration

In the absence of any other differences, a product that has less of an environmental and human health impact, will be given preference.

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	
Review History	28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; 14/08/2018, 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 2 ⁴
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. 14/08/2018 1. Changes to part 4. Increases to the threshold values 2. Change to part 5 b. Aligning the number of panel members to same value as in part 5 h. 3. Change to part 5 g. Increasing values 4. Change to part 6 a. Minor spelling. 5. Change to 6 b. Increasing values 6. Added part 9 to include an Environmental Consideration 13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes. 18/06/2020 State of Emergency additions <u>12/08/2021, recommendations by Auditors May 2021 and the LG Amendment Regulations gazetted 06/11/2020.</u>
Delegation to the Chief Executive	Yes

Officer	
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Policy No: CP 08

Reference: D/21/0003904

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 62,400	Per Contract
Director Corporate Services	Any within Value	Up to \$48,000 57,600	Per Contract
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$45,000 57,600	Commuting or Private (Restricted)
<u>Where no other cheaper alternative is identified, vehicles are to be purchased using the State Vehicle Pricing contract.</u>			

- 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 may elect to take Restricted Private Use of the vehicle by contributing *\$~~2530~~/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 Manager's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.
- During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
- 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	
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 2 ⁴
Revision History	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads <u>12/08/2021 Vehicle value increase and remove reference to the RAC guide.</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

Reference: D/21/0003903

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.
9. Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information

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	
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/2022
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. <u>12/08/2021 no change</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

Reference: D/21/0003901

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 is 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 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	
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 2 <u>4</u>
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity <u>12/08/2021 – no change</u>
Delegation to the Chief Executive Officer	

Policy No: CP11

Reference: D/21/0003900

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. A summary of expenditures incurred by the CEO on the MRC credit card will be presented to each Council meeting as part of the financial reporting pack.
11. 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.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 2 ⁴
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. <u>12/08/2021 no change.</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

Reference: D/21/0003899

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	
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022 21
Delegation to the Chief Executive Officer	Yes
Review History	12/08/2021 no - change

Policy No: CP13

Reference: D/21/0003896

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	
Review History	01/09/2016; 14/09/17, 14/08/2018; 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>24</u>
Revision History	<u>12/08/2021 no change Nil</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 14

Reference: D/21/0003894

Policy Title: ACTING INTERIM CHIEF EXECUTIVE OFFICER APPOINTMENT

PURPOSE

To provide guidance to the **Council's appointed** Chief Executive Officer (CEO) for the process of appointing an Acting CEO or Interim CEO in the event the incumbent is not available to perform normal duties

or

to provide guidance to the **Council's appointed** Interim Chief Executive Officer (ICEO) for the process of appointing an Acting CEO in the event the incumbent is not available to perform normal duties.

For this policy:

1. **CEO** is the Council appointed Chief Executive Officer
2. **ICEO** is the Council appointed Interim Chief Executive Officer
3. **Acting CEO** is appointed by either the CEO or the ICEO.

OBJECTIVE

To:

1. ensure that the Council is not without a CEO for any period;
2. remove uncertainty on the procedure to follow when the CEO or ICEO is absent or not available to perform normal duties; and
3. provide for an orderly transfer of power.

PROCEDURE

The role of the CEO or ICEO may be delegated as follows:

1. When leave or other absence from the office is known and or arranged in advance.
 - 5 Days or less
 - a) No need to appoint an Acting CEO if the CEO or ICEO is contactable.
 - b) Discretion of the CEO / ICEO whether Acting CEO is necessary.
 - c) CEO/ICEO to appoint Acting CEO if necessary.

More than 5 days up to 3 months

- a) CEO/ICEO to appoint an Acting CEO.

The appointment of an Acting CEO for periods in excess of 3 months should be presented in a report to Council for consideration.

2. Absence from Australia for any reason, including leave or work related travel, the CEO/ICEO is to appoint an Acting CEO.
3. If the position of CEO/ICEO is vacant for any reason other than the above:
 - a) The Council is to appoint an Acting CEO ICEO, at the next scheduled ordinary Council meeting if the timing of the meeting allows for the timely appointment to occur,

Otherwise;

- b) The Chairman shall call for a Special Council meeting for the purpose of appointing an Acting CEO.

Where the CEO/ICEO delegates any powers to an Acting CEO, the delegations are to be made in accordance with the Act.

The CEO / ICEO will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

If the position of the CEO/ICEO is vacant, the Council will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

Legislation	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
Reference/s	
Attachment/s	
Council Meeting Date	
Responsible Officer	CEO
Review History	13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 2 ⁴
Revision History	13/08/2019 no change <u>12/08/2021 added ICEO to item 3 and purpose.</u>

Policy No: CP15

Reference: D/21/0003892

Policy Title: Employee / Employer Matching Community Contributions
Policy Statement:

The Mindarie Regional Council (MRC) recognises that employees may as a group wish to support the broader community through various charitable causes and organisations that are of importance to them. In support of its employees the MRC will match employee contributions to approved initiatives on a dollar for dollar basis for monetary donations.

Procedure:

1. All permanent employees may apply to have their personal contributions to an approved community based charity or cause matched, dollar for dollar by the MRC.
2. The total contributions by the MRC under this policy are limited to \$5,000 per financial year, in aggregate.
3. The minimum application amount for matching is \$100.
4. All applications must:
 - a. Be in writing, addressed to the Chief Executive Officer (CEO);
 - b. Support a recognised charity or community organisation;
 - c. Be supported by at least 4 additional employees.
 - d. State the matching amount requested;
 - e. State the organisation's cause or benefit;
 - f. Impact the WA community.
 - g. Be accompanied by proof of employee personal contribution e.g. tax receipt.
3. The CEO is authorised to approve which charities or causes the MRC will support and to accept or decline any application.
4. Donations made under this policy will be reported to Council via the Members' Information Bulletin annually.
5. Applications that fall outside this policy may be referred to Council at the discretion of the CEO for determination.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>4</u>
Delegation to the Chief Executive Officer	13/08/2019 no change <u>12/08/2021 no change</u>

Policy No: CP16

Reference: D/21/0003891

Policy Title: Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees.

Policy Statement:

The Council may provide financial assistance to relevant persons in connection with the performance of their functions provided that the relevant person has acted in good faith and in accordance with their role(s), power(s) and responsibility(s).

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the Council.

Definitions

Approved lawyer is to be:

- a) A 'person who is admitted to the legal profession' under the *Legal Profession Act 2008*;
- b) From a law firm listed as a WALGA preferred supplier, if relevant, unless the Council considers that this is not the appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- c) Approved in writing by the Council or the Chief Executive Officer (CEO) under delegated authority.

Council is the Mindarie Regional Council

Good faith means a sincere belief or motive without any malice or desire to defraud others.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that are in respect of;

- a) A matter or matters arising from the performance of the functions of the relevant person; and
- b) Legal proceedings involving the relevant person that have been or may be commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services include advice, representation or documentation that is provided by an approved lawyer.

Payment by the Council of legal representation costs may be either by:

- a) A direct payment to the approved lawyer; or
- b) A reimbursement to the relevant person.

Relevant Person mean a current or former Elected Members, Committee Members and Employees of the Council.

Procedure:

1. Payment Criteria

- 1.1. There are four major criteria for determining whether the Council will pay the legal representation costs of a relevant person. These are:
- a) The legal representation costs must relate to a matter that arises from the performance by the relevant person, or his or her functions;
 - b) The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
 - c) In performing his or her functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
 - d) The legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of Legal Representation Costs that may be Approved

- 2.1. If the criteria in clause 1 of this policy are satisfied, the Council may approve the payment of legal representation costs:
- a) where proceedings are brought against a relevant person in connection with his or her functions an action for defamation or negligence arising out of a decision made or action taken by the relevant person;
 - b) to enable proceedings to be commenced and/or maintained by a relevant person to permit his or her functions (e.g. where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or
 - c) where exceptional circumstances are involved (e.g. where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.)
- 2.2. The Council will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a relevant person.

3. Applications for Payment

- 3.1. A relevant person who seeks assistance under this policy is to make an application in writing to the Council or the CEO.
- 3.2. The written application for payment of legal representation costs is to give details of:
- a) the matter for which legal representation is sought;
 - b) how the matter relates to the functions of the relevant person making the application;
 - c) the proposed lawyer (or law firm) who is to be asked to provide the legal representation;
 - d) the nature of legal representation to be sought (such as advice, representation in court, preparation of documents etc.);
 - e) an estimated cost of the legal representation; and
 - f) why it is in the interest of the Council for payment to be made.
- 3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4. As far as possible the application is to be made before commencement of the legal representation to which the application relates.

3.5. The application is to be accompanied by a signed written statement by the applicant that he or she:

- a) has read and understands, the terms of this policy;
- b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
- c) undertakes to repay the Council any legal representation costs in accordance with the provisions of clause 7.

3.6. In relation to clause 3.5 (c), when a relevant person is to be in receipt of such monies the relevant person should sign a document which requires repayment of that money to the Council as may be required by the Council and the terms of the Policy.

3.7. An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant, by an appropriate employee.

4. Legal representation costs – Limit

4.1. The Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application or any other amount that it sees fit.

4.2. A relevant person may make a further application to the Council in respect of the same matter.

5. Council's Powers

5.1. The Council may:

- a) refuse;
- b) grant; or
- c) grant subjects to conditions,

an application for payment of legal representation costs.

5.2. Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3. In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Council relevant person's insurance policy or its equivalent.

5.4. The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.5. The Council may, subject to clause 5.6, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) given false or misleading information in respect of the application.

5.6. A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7. Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Council are to be repaid by the relevant person in accordance with clause 7.

6. Delegation to the Chief Executive Officer

- 6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.
- 6.2. An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.
- 6.3. This clause shall not apply where the applicant is the CEO. The matter will instead be referred to Council at the earliest opportunity, including a special meeting.

7. Repayment of Legal Representation Costs

- 7.1. A relevant person whose legal representation costs have been paid by the Council is to repay the Council:
- a) all or part of those costs – in accordance with a determination by Council under clause 5.7;
 - b) as much of those costs as are available to be paid by way of set-off, where the relevant employee receives monies paid for costs, damages or settlement, in respect of the matter for which the Council paid the legal representation costs.
- 7.2. The Council may take action in a court of competent jurisdiction to recover any monies due to it under Policy.

Legislation	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2) Legal Profession Act 2008</i>
Guidelines	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	01/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/2021
Delegation to the Chief Executive Officer	
Review History	<u>12/08/2021 no change</u>

Policy No: CP17**Reference:** D-21-0003889**Policy Title:** Elected Member continuing professional development**Policy Statement:**

The Mindarie Regional Council (MRC) is required to adopt a policy regarding the continuing professional development of council members.

The MRC is made up of seven local governments comprising of the Cities of Joondalup, Perth, Stirling, Vincent, Wanneroo and the Towns of Cambridge and Victoria Park.

Policy Procedure:

Under section 5.128 of the Local Government Act 1995 (the Act), local governments are required to have adopted a policy regarding the continuing professional development of council members.

The MRC's Councillors are each required to complete training that is set in the regulations within twelve (12) months of being elected by their respective local government.

Each of the MRC's member councils is required to prepare and adopt a policy for the continuing professional development of its council members.

Each member council CEO is required to prepare a report per financial year outlining the training that has been completed by each of their respective council members in that financial year.

Each member council CEO is then required to publish the report on the local government website within one month of the end of the financial year.

The policy, training and reporting requirements of the MRC Councillors, as required under the Act, are fulfilled by the training undertaken through their respective councils.

To comply with the requirements of the Act, the MRC's website will provide a link to each member councils' website where compliance with the policy, training and reporting requirements in respect of each of the MRC's respective councillors is evidenced. In addition, the MRC requires Councillors, within 3 months of their appointment onto the MRC, to take part in a tour of MRC facilities and to complete the next WASTE 101 training course delivered by WALGA.

Legislation	Local Government Act 1995 s.5.128
Responsible Officer	Chief Executive Officer
Council Meeting Date	24 September 2020
Review History	<u>12/08/2021</u>
Next Review Date	01/08/2022 ²⁴
Delegation to the Chief Executive Officer	Nil
Review History	<u>12/08/2021 no change</u>

Policy No: CP18

Reference: D-21-0003888

Policy Title: Information Technology Policy**PURPOSE**

To show that the Mindarie Regional Council (MRC) is committed to managing and maintaining its Information Technology whilst using current best practices.

- The MRC practices the highest levels of security measures to ensure the safety of its data. This is achieved by partnering with the Australian Cyber Security Centre (ACSC) and the WA Local Government Association (WALGA) IT development division, to stay informed of current best practice in local government.
- The MRC assists users to make appropriate use of the MRC's Information Technology resources and keeps users regularly informed about the consequences of misuse, to avoid exposure to viruses and attacks that can compromise the network and its data.
- The MRC manages all records in compliance with the State Records Act 2000 and Australian Standards on Records Management AS ISO 15489.
- The MRC provides employees with regular training on new systems and hardware to keep users competent in current best practice.
- The MRC manages all Information Technology assets and maintains its warranty and licensing to ensure all hardware and systems are compliant.
- The MRC completes quarterly access audits across all its systems to ensure that users have the correct permissions for their roles.
- The MRC maintains an Information Technology strategic plan to project future upgrades to, or replacements of software, systems and hardware, ensuring that the MRC's systems continue to meet the needs of the organisation.

Legislation	
Reference/s	
Attachment/s	Nil
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	07/09/2020, <u>12/08/2021</u>
Next Review Date	<u>12/08/2022</u>
Revision History	<u>12/08/2021 no change</u>

Policy No: EP 01

Reference: D/21/0003885

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 to protect the natural environment and to minimise the social and environmental impacts associated with its landfill and recycling 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 Site Management Plan (SMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Periodically review the environmental aspect register.

Legislation	DWER
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, <u>12/08/2021</u>
Next Review Date	01/08/202 <u>24</u>
Revision History	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words 'non-legal' at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP <u>12/06/2021 no change</u>

Council Policies – Clean Copy

Item
9.3

APPENDIX 5

Item
9.3

Policy No: CP 01

Reference: D/21/0003911

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	Nil		
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. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the 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	21/11/2019
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; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021
Next Review Date	12/08/2022
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 - no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02

Reference: D/21/0003910

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	19/09/2019
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – no change

Policy No: CP 03

Reference: D/21/0003909

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 \$100 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 their 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 their 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 a relevant waste conference annually.

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	
Review History	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – rate increase item 3 and change to relevant conference item 7.

Policy No: CP 04

Reference: D/21/0003907

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 \$100 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	
Review History	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – item 3 rate increase

Policy No: CP 06

Reference: D/20/4262

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 \$4,999 (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 \$5,000 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 \$249,999 (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 \$250,000 threshold (excluding GST). If a decision is made to seek public Tenders for the Contracts of less than \$250,000, 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: Variations to purchase order may be approved where the value is minor and where the services being provided are difficult to estimate due to labour services and or similar/alternative products are agreed. A minor valuation must be within 5% of the original value and must not exceed \$250,000.

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 \$250,000 (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 \$250,000.

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.

Criteria weightings will be determined with reference to the complexity and nature of the specific goods or services being tendered for.

An evaluation panel consisting of at least four 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

Publicly inviting tenders, requirements:

- (i) To remain open for at least 14 **full** days after the date the Tender is advertised.
- (ii) Statewide public notice, to include:
 - a. Publication on the MRC official website;
 - and at least 3 of the following:
 - b. publication in a newspaper circulating generally in the State, preferably on a Wednesday or Saturday;
 - c. publication in a newspaper circulating generally in the district;
 - d. publication in 1 or more newsletters circulating generally in the district;
 - e. circulation by the MRC by email, text message or similar electronic means;
 - f. exhibition on the MRC notice board;
 - g. posted on the MRC social media account by the MRC administration.
- (iii) A brief description of the goods and services required;
- (iv) Information as to where and how Tenders may be submitted;
- (v) The date and time after which Tenders cannot be submitted;
- (vi) Particulars identifying the person from whom more detailed information on the Tender may be obtained;
- (vii) Such information as the CEO decides should be disclosed to those interested in submitting a Tender;
- (viii) Detailed specifications of the goods and services required;
- (ix) The criteria for deciding which Tender should be accepted;
- (x) Whether or not the MRC has decided to submit an in-house Tender; and
- (xi) Whether or not Tenders can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

Where the CEO has prepared a list of acceptable Tenders under the regulations, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed. All other requirement under section C of the procedure still to be adhered to.

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**

All Tenders may be received electronic or hard copies, as per the requirements stated in the Tender documents.

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.

For Tenders received in hard copy, 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 \$70,000 and \$249,999 (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-Quotes**), 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 \$69,999, 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. State of Emergency Conditions

When a State of Emergency is declared in WA, the provisions in the regulations governing a State of Emergency are deemed to apply.

8. Recording Quotations

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

9. 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.

10. Environmental Consideration

In the absence of any other differences, a product that has less of an environmental and human health impact, will be given preference.

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	
Review History	28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021

Next Review Date	01/08/2022
Revision History	<p>04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers.</p> <p>05/11/2015</p> <ol style="list-style-type: none"> 1. Increases to the values of the Tendering and quoting requirements. 2. Changes made to Part 5(k) Variation of contract. <p>14/08/2018</p> <ol style="list-style-type: none"> 1. Changes to part 4. Increases to the threshold values 2. Change to part 5 b. Aligning the number of panel members to same value as in part 5 h. 3. Change to part 5 g. Increasing values 4. Change to part 6 a. Minor spelling. 5. Change to 6 b. Increasing values 6. Added part 9 to include an Environmental Consideration <p>13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes.</p> <p>18/06/2020 State of Emergency additions</p> <p>12/08/2021, recommendations by Auditors May 2021 and the LG Amendment Regulations gazetted 06/11/2020.</p>
Delegation to the Chief Executive Officer	Yes

Policy No: CP 08

Reference: D/21/0003904

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

1. 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 \$62,400	Per Contract
Director Corporate Services	Any within Value	Up to \$57,600	Per Contract
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$57,600	Commuting or Private (Restricted)
Where no other cheaper alternative is identified, vehicles are to be purchased using the State Vehicle Pricing contract.			

2. 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.

3. The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$30/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.
4. Use of the Manager's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.
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	
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads 12/08/2021 Vehicle value increase and remove reference to the RAC guide.
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

Reference: D/21/0003903

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.
9. Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information

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	
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

Reference: D/21/0003901

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 is 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 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	
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change
Delegation to the Chief Executive Officer	

Policy No: CP11

Reference: D/21/0003900

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. A summary of expenditures incurred by the CEO on the MRC credit card will be presented to each Council meeting as part of the financial reporting pack.
11. 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.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change.
Delegation to the Chief Executive Officer	Yes

Policy No: CP12**Reference: D/21/0003899****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	
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	Yes
Review History	12/08/2021 no - change

Policy No: CP13**Reference: D/21/0003896****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	
Review History	01/09/2016; 14/09/17, 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	12/08/2021 no change
Delegation to the Chief Executive Officer	Nil

Policy Title: ACTING / INTERIM CHIEF EXECUTIVE OFFICER APPOINTMENT

PURPOSE

To provide guidance to the **Council's appointed** Chief Executive Officer (CEO) for the process of appointing an Acting CEO or Interim CEO in the event the incumbent is not available to perform normal duties

or

to provide guidance to the **Council's appointed** Interim Chief Executive Officer (ICEO) for the process of appointing an Acting CEO in the event the incumbent is not available to perform normal duties.

For this policy:

1. **CEO** is the Council appointed Chief Executive Officer
2. **ICEO** is the Council appointed Interim Chief Executive Officer
3. **Acting CEO** is appointed by either the CEO or the ICEO.

OBJECTIVE

To:

1. ensure that the Council is not without a CEO for any period;
2. remove uncertainty on the procedure to follow when the CEO or ICEO is absent or not available to perform normal duties; and
3. provide for an orderly transfer of power.

PROCEDURE

The role of the CEO or ICEO may be delegated as follows:

1. When leave or other absence from the office is known and or arranged in advance.
 - 5 Days or less
 - a) No need to appoint an Acting CEO if the CEO or ICEO is contactable.
 - b) Discretion of the CEO / ICEO whether Acting CEO is necessary.
 - c) CEO/ICEO to appoint Acting CEO if necessary.

More than 5 days up to 3 months

- a) CEO/ICEO to appoint an Acting CEO.

The appointment of an Acting CEO for periods in excess of 3 months should be presented in a report to Council for consideration.

2. Absence from Australia for any reason, including leave or work related travel, the CEO/ICEO is to appoint an Acting CEO.
3. If the position of CEO/ICEO is vacant for any reason other than the above:
 - a) The Council is to appoint an ICEO, at the next scheduled ordinary Council meeting if the timing of the meeting allows for the timely appointment to occur,

Otherwise;

- b) The Chairman shall call for a Special Council meeting for the purpose of appointing an Acting CEO.

Where the CEO/ICEO delegates any powers to an Acting CEO, the delegations are to be made in accordance with the Act.

The CEO / ICEO will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

If the position of the CEO/ICEO is vacant, the Council will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

Legislation	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
Reference/s	
Attachment/s	
Council Meeting Date	
Responsible Officer	CEO
Review History	13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	13/08/2019 no change 12/08/2021 added ICEO to item 3 and purpose.

Policy No: CP15

Reference: D/21/0003892

Policy Title:	Employee / Employer Matching Community Contributions
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Policy Statement:

The Mindarie Regional Council (MRC) recognises that employees may as a group wish to support the broader community through various charitable causes and organisations that are of importance to them. In support of its employees the MRC will match employee contributions to approved initiatives on a dollar for dollar basis for monetary donations.

Procedure:

1. All permanent employees may apply to have their personal contributions to an approved community based charity or cause matched, dollar for dollar by the MRC.
2. The total contributions by the MRC under this policy are limited to \$5,000 per financial year, in aggregate.
3. The minimum application amount for matching is \$100.
4. All applications must:
 - a. Be in writing, addressed to the Chief Executive Officer (CEO);
 - b. Support a recognised charity or community organisation;
 - c. Be supported by at least 4 additional employees.
 - d. State the matching amount requested;
 - e. State the organisation's cause or benefit;
 - f. Impact the WA community.
 - g. Be accompanied by proof of employee personal contribution e.g. tax receipt.
3. The CEO is authorised to approve which charities or causes the MRC will support and to accept or decline any application.
4. Donations made under this policy will be reported to Council via the Members' Information Bulletin annually.
5. Applications that fall outside this policy may be referred to Council at the discretion of the CEO for determination.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	13/08/2019 no change 12/08/2021 no change

Policy No: CP16

Reference: D/21/0003891

Policy Title: Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees.

Policy Statement:

The Council may provide financial assistance to relevant persons in connection with the performance of their functions provided that the relevant person has acted in good faith and in accordance with their role(s), power(s) and responsibility(s).

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the Council.

Definitions

Approved lawyer is to be:

- a) A 'person who is admitted to the legal profession' under the *Legal Profession Act 2008*;
- b) From a law firm listed as a WALGA preferred supplier, if relevant, unless the Council considers that this is not the appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- c) Approved in writing by the Council or the Chief Executive Officer (CEO) under delegated authority.

Council is the Mindarie Regional Council

Good faith means a sincere belief or motive without any malice or desire to defraud others.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that are in respect of;

- a) A matter or matters arising from the performance of the functions of the relevant person; and
- b) Legal proceedings involving the relevant person that have been or may be commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services include advice, representation or documentation that is provided by an approved lawyer.

Payment by the Council of legal representation costs may be either by:

- a) A direct payment to the approved lawyer; or
- b) A reimbursement to the relevant person.

Relevant Person mean a current or former Elected Members, Committee Members and Employees of the Council.

Procedure:

1. Payment Criteria

- 1.1. There are four major criteria for determining whether the Council will pay the legal representation costs of a relevant person. These are:
- a) The legal representation costs must relate to a matter that arises from the performance by the relevant person, or his or her functions;
 - b) The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
 - c) In performing his or her functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
 - d) The legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of Legal Representation Costs that may be Approved

- 2.1. If the criteria in clause 1 of this policy are satisfied, the Council may approve the payment of legal representation costs:
- a) where proceedings are brought against a relevant person in connection with his or her functions an action for defamation or negligence arising out of a decision made or action taken by the relevant person;
 - b) to enable proceedings to be commenced and/or maintained by a relevant person to permit his or her functions (e.g. where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or
 - c) where exceptional circumstances are involved (e.g. where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.)
- 2.2. The Council will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a relevant person.

3. Applications for Payment

- 3.1. A relevant person who seeks assistance under this policy is to make an application in writing to the Council or the CEO.
- 3.2. The written application for payment of legal representation costs is to give details of:
- a) the matter for which legal representation is sought;
 - b) how the matter relates to the functions of the relevant person making the application;
 - c) the proposed lawyer (or law firm) who is to be asked to provide the legal representation;
 - d) the nature of legal representation to be sought (such as advice, representation in court, preparation of documents etc.);
 - e) an estimated cost of the legal representation; and
 - f) why it is in the interest of the Council for payment to be made.
- 3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4. As far as possible the application is to be made before commencement of the legal representation to which the application relates.

3.5. The application is to be accompanied by a signed written statement by the applicant that he or she:

- a) has read and understands, the terms of this policy;
- b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
- c) undertakes to repay the Council any legal representation costs in accordance with the provisions of clause 7.

3.6. In relation to clause 3.5 (c), when a relevant person is to be in receipt of such monies the relevant person should sign a document which requires repayment of that money to the Council as may be required by the Council and the terms of the Policy.

3.7. An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant, by an appropriate employee.

4. Legal representation costs – Limit

- 4.1. The Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application or any other amount that it sees fit.
- 4.2. A relevant person may make a further application to the Council in respect of the same matter.

5. Council's Powers

5.1. The Council may:

- a) refuse;
- b) grant; or
- c) grant subjects to conditions,

an application for payment of legal representation costs.

5.2. Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3. In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Council relevant person's insurance policy or its equivalent.

5.4. The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.5. The Council may, subject to clause 5.6, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) given false or misleading information in respect of the application.

5.6. A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7. Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Council are to be repaid by the relevant person in accordance with clause 7.

6. Delegation to the Chief Executive Officer

- 6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.
- 6.2. An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.
- 6.3. This clause shall not apply where the applicant is the CEO. The matter will instead be referred to Council at the earliest opportunity, including a special meeting.

7. Repayment of Legal Representation Costs

- 7.1. A relevant person whose legal representation costs have been paid by the Council is to repay the Council:
- a) all or part of those costs – in accordance with a determination by Council under clause 5.7;
 - b) as much of those costs as are available to be paid by way of set-off, where the relevant employee receives monies paid for costs, damages or settlement, in respect of the matter for which the Council paid the legal representation costs.
- 7.2. The Council may take action in a court of competent jurisdiction to recover any monies due to it under Policy.

Legislation	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2)</i> <i>Legal Profession Act 2008</i>
Guidelines	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	01/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2021
Delegation to the Chief Executive Officer	
Review History	12/08/2021 no change

Policy No: CP17**Reference: D-21-0003889****Policy Title: Elected Member continuing professional development****Policy Statement:**

The Mindarie Regional Council (MRC) is required to adopt a policy regarding the continuing professional development of council members.

The MRC is made up of seven local governments comprising of the Cities of Joondalup, Perth, Stirling, Vincent, Wanneroo and the Towns of Cambridge and Victoria Park.

Policy Procedure:

Under section 5.128 of the Local Government Act 1995 (the Act), local governments are required to have adopted a policy regarding the continuing professional development of council members.

The MRC's Councillors are each required to complete training that is set in the regulations within twelve (12) months of being elected by their respective local government.

Each of the MRC's member councils is required to prepare and adopt a policy for the continuing professional development of its council members.

Each member council CEO is required to prepare a report per financial year outlining the training that has been completed by each of their respective council members in that financial year.

Each member council CEO is then required to publish the report on the local government website within one month of the end of the financial year.

The policy, training and reporting requirements of the MRC Councillors, as required under the Act, are fulfilled by the training undertaken through their respective councils.

To comply with the requirements of the Act, the MRC's website will provide a link to each member councils' website where compliance with the policy, training and reporting requirements in respect of each of the MRC's respective councillors is evidenced.

In addition, the MRC requires Councillors, within 3 months of their appointment onto the MRC, to take part in a tour of MRC facilities and to complete the next WASTE 101 training course delivered by WALGA.

Legislation	Local Government Act 1995 s.5.128
Responsible Officer	Chief Executive Officer
Council Meeting Date	24 September 2020
Review History	12/08/2021
Next Review Date	01/08/2022
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 no change

Policy No: CP18

Reference: D-21-0003888

Policy Title: Information Technology Policy**PURPOSE**

To show that the Mindarie Regional Council (MRC) is committed to managing and maintaining its Information Technology whilst using current best practices.

- The MRC practices the highest levels of security measures to ensure the safety of its data. This is achieved by partnering with the Australian Cyber Security Centre (ACSC) and the WA Local Government Association (WALGA) IT development division, to stay informed of current best practice in local government.
- The MRC assists users to make appropriate use of the MRC's Information Technology resources and keeps users regularly informed about the consequences of misuse, to avoid exposure to viruses and attacks that can compromise the network and its data.
- The MRC manages all records in compliance with the State Records Act 2000 and Australian Standards on Records Management AS ISO 15489.
- The MRC provides employees with regular training on new systems and hardware to keep users competent in current best practice.
- The MRC manages all Information Technology assets and maintains its warranty and licensing to ensure all hardware and systems are compliant.
- The MRC completes quarterly access audits across all its systems to ensure that users have the correct permissions for their roles.
- The MRC maintains an Information Technology strategic plan to project future upgrades to, or replacements of software, systems and hardware, ensuring that the MRC's systems continue to meet the needs of the organisation.

Legislation	
Reference/s	
Attachment/s	Nil
Responsible Officer	Chief Executive Officer
Council Meeting Date	
Review History	07/09/2020, 12/08/2021
Next Review Date	12/08/2022
Revision History	12/08/2021 no change

Policy No: EP 01

Reference: D/21/0003885

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 to protect the natural environment and to minimise the social and environmental impacts associated with its landfill and recycling 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 Site Management Plan (SMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Periodically review the environmental aspect register.

Legislation	DWER
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018;13/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2022
Revision History	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words 'non-legal' at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP 12/06/2021 no change

Mindarie Regional Council Waste Facility Site Local Law 2020

Item
9.4

APPENDIX 6

Item
9.4

Local Government Act 1995
Mindarie Regional Council
Waste Facility Local Law 2020

ARRANGEMENT

Part 1 — Preliminary

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2. Commencement
3. Principal Local Law Amended
4. Interpretations used in this Local Law
5. Site
6. Permissions

Part 2 — Access to the site

7. Local government may restrict access
8. Unauthorised entry
9. Defence

Part 3 — Regulation of vehicles

10. Traffic signs and directions
11. Parking
12. Emergency vehicles

Part 4 — Protection of the environment

13. Protection of flora and fungi
14. Protection of fauna
15. Protection of rocks, soil, culture heritage etc.
16. Litter/Environmental spill

Part 5 — Control of certain activities

17. Unauthorised structures
18. Unauthorised trading, etc.
19. Commercial photography
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21. Lighting fires etc.
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Part 6 — Enforcement

25. Offences
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27. Hours of operation
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Schedule 1 - Prescribed Offences

Local Government Act 1995
Mindarie Regional Council
Waste Facility Site Local Law 2020

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Mindarie Regional Council resolved on 17 December 2020 to make the following local law.

Part 1 — Preliminary

1. Title Citation

This local law is the *Mindarie Regional Council Waste Facility Site Local Law 2020*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal Local Law Amended

This local law amends the Mindarie Regional Council Waste Facility Site Local Law 2013 as published in the *Government Gazette* on 12 May 2012 and as amended in the *Government Gazette* on 15 March 2013.

4. Interpretations used in this Local Law

In this local law, unless the contrary intention appears —

Act means the *Local Government Act 1995*;

authorised officer means a person authorised by the local government under section 9.10 of the Act, to perform any of the functions under this Local Law;

carriageway has the same meaning as it has in the *Road Traffic Code 2000*;

contamination in relation to land, water or a site, means having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value.

disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

drive has the same meaning as in the *Road Traffic Act 1974*;

emergency vehicle has the same meaning as in the *Road Traffic Code 2000*;

local government means the Mindarie Regional Council;

litter has the same meaning as given in the *Litter Act 1979*;

parking area means an area designated for the parking of vehicles;

permission has the meaning given in clause 6;

protection in relation to the environment, includes conservation, preservation, enhancement and management thereof: *has the same meaning as given in the Environmental Protection Act 1984*;

road has the same meaning as given in the *Road Traffic Act 1974*;

sign includes a traffic sign, inscription, road marking, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking of vehicles;

site has the meaning given in clause 5;

traffic sign has the meaning given to it by the *Road Traffic Code 2000*;

unattended in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle:

- (a) restricting or regulating the use of roads, tracks or paths on the site; or
- (b) prohibiting, restricting or regulating the use, standing or parking of vehicles on the site;

vehicle has the same meaning as given in the *Road Traffic Act 1974*.

5. Site

The site is all of the land being Parcel 39285 = Part Lot 9026 on Deposited Plan 415564 as shown on certificate of title 2971/931 known as 1700 Marmion Avenue, Tamala Park, Western Australia.

6. Permissions

- (1) Where a provision of this local law states that an act or activity must not be done or carried on without permission, the reference to permission is to the permission of the local government.
- (2) For the purposes of any such provision, the local government may refuse permission or in the exercise of its power, it may grant permission —
 - (a) generally or for any specific instance; or
 - (b) on and subject to such terms and conditions as it considers appropriate including terms and conditions as to —
 - (i) the part of the site to which the permission applies;
 - (ii) the class or description of persons to whom the permission extends; or
 - (iii) the payment of any fee or charge whether before the act is done or the activity is commenced or otherwise.
- (3) The local government may amend or revoke a permission that has been granted.
- (4) A permission must be in writing and must be obtained before the act is done or the activity is commenced.
- (5) Where a permission has been given to a person subject to any condition, the permission is to be taken to have lapsed during any period when the condition was not observed or performed according to its tenor by that person.

Part 2 — Access to the site

7. Local government may restrict access

- (1) The local government may —
 - (a) close the site or part of the site; or

- (b) close a road, track or path on the site, or
- (c) otherwise restrict access

to pedestrians or vehicles or both for such period as the local government considers fit.

- (2) Where the local government closes any part of the site including a road, track or path on the site, it shall erect signs to give effect to the closure.
- (3) The inscription on a sign erected or established under this clause operates according to its tenor.
- (4) A person must not, without written permission —
 - (a) enter the site or any part of the site that is for the time being closed under this clause; or
 - (b) drive a vehicle on a road, track, bushland or path that is for the time being closed under this clause.

8. Unauthorised entry

A person must not, without written permission, enter or attempt to enter the site except through an entrance provided by the local government for that purpose.

9. Defence

It is a defence for the defendant to prove that the act complained of was necessary to prevent or mitigate injury to a person or damage to property.

Part 3 — Regulation of vehicles

10. Traffic signs and directions

- (1) The local government may erect or establish traffic signs on the site.
- (2) The inscription on a traffic sign operates according to its tenor.
- (3) A person must comply with —
 - (a) the inscription on a traffic sign erected or established under subclause (1); or
 - (b) a signal or direction by an authorised officer as to the use, parking or movement of a vehicle that is addressed to the person and that is reasonably required for the regulation of traffic on the site.

11. Parking

- (1) A person must not, without permission, park a vehicle, or cause or permit it to be parked, on the site —
 - (a) in a place, other than a parking area, that is off a carriageway;
 - (b) on part of a carriageway, if the parking of vehicles on that part of the carriageway is prohibited by a traffic sign;
 - (c) during a period when the person is not on the site, whether or not the vehicle is parked in a parking area;
 - (d) in a place that is marked with parking bays, unless it is entirely within the confines of a parking bay; or
 - (e) in an area designated for the parking of vehicles of people with a disability,

unless —

- (i) a person with a disability is the driver of, or a passenger in the vehicle; and
- (ii) a disability parking permit is displayed in a prominent position on the vehicle.

- (2) Any person, who commits a parking offence under this local law is liable, upon conviction, to a penalty not exceeding \$1000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100, for each day or part of a day during which the offence has continued.

12. Emergency vehicles

In an emergency situation a driver of an emergency vehicle may park or stop that emergency vehicle at any place on the site at any time when it is expedient and safe to do so.

Part 4 — Protection of the environment

13. Protection of flora and fungi

- (1) In this clause —
flora means any form of plant life including any part, seeds or spores;
fungi means yeast, mould, smuts, mushrooms and toadstools; and
take includes gather, pluck, cut, pull up and dig up.
- (2) A person must not, without written authorisation under another written law, intentionally damage, destroy or take any flora, or fungi living or dead on the site.
- (3) A person must not, without written authorisation, intentionally remove any stake-supporting label on or near;
 - (a) protective fencing; or
 - (b) any flora or fungi living or dead on the site.

14. Protection of fauna

- (1) In this clause —
fauna means any living thing that is not a human being or a plant and the eggs and immature stages of any such living thing; and
take includes remove, catch, trap and snare.
- (2) A person must not, without written authorisation under any other written law, injure, take, or interfere with any fauna on the site.
- (3) A person must not, without written authorisation under any other written law, intentionally carry or have in the person's possession on the site, a trap, cage, net, or other device for taking or transporting fauna.
- (4) A person must not, without written authorisation under any other written law, intentionally lay or place any trap, net or other device for the taking of fauna on the site.
- (5) A person must not, or without written authorisation under another written law,

intentionally interfere with or destroy any nest or habitat of fauna on the site.

15. Protection of rocks, soil, culture heritage etc.

A person must not, without written authorisation under any other written law —

- (a) intentionally remove, damage, interfere with or mark any rock or other geological material on the site;
- (b) intentionally remove or displace soil on the site;
- (c) intentionally otherwise damage or interfere with the natural surface of the site; or
- (d) intentionally disturb and/or remove cultural significant artefacts from the site.

16. Litter/Environmental spill

(1) A person must not,—

- (a) deposit litter, or cause litter to be deposited, on the site unless the litter is deposited in a litter receptacle;
- (b) deposit litter, or cause litter to be deposited, in a litter receptacle on the site if the litter was not generated on the site; or
- (c) discharge liquids/ rubbish to the environment that cause, or are known to cause contamination to the soil, water and/or air

Part 5 — Control of certain activities

17. Unauthorised structures

(1) In this clause —

structure means a building, tent, shelter, fence or other thing that is fixed permanently or temporarily, to land or to anything that is fixed to land.

(2) A person must not, without permission, erect or place a structure on the site.

18. Unauthorised trading, etc.

A person must not, without written authorisation —

- (a) sell or hire, any goods or services;
- (b) provide any service or conduct any business or activity for fee or reward;
- (c) sell, distribute, or offer or expose for sale or distribute any printed or written material on the site.

19. Commercial photography

A person must not, without permission, take still or motion pictures on the site by photographic or electronic means for —

- (a) the purpose of public display, broadcast or transmission; or
- (b) use in the promotion or sale of goods or services.

20. Unauthorised advertising

A person must not, without written permission —

- (a) place any notice, advertisement or document on any structure, object or

natural surface on the site;

- (b) paint, mark or deface any structure, object or natural surface on the site.
- (c) cause any of the acts prohibited by paragraph (a) or (b) to be done by another person.

21. Lighting fires etc.

- (1) A person must not, without written permission —
 - (a) light a fire; or
 - (b) use a gas barbecue or other cooker, on the site.

22. Explosive devices

A person must not, without written permission, possess, throw, set off or ignite a firework, sparkler or other explosive device on the site.

23. Camping

- (1) In this clause —
camp means to stay or lodge, whether in a tent, temporary shelter, vehicle or otherwise.
- (2) A person must not camp on the site without written authorisation.

24. Unauthorised removal of property

- (1) A person must not remove or disturb any property on the site without written authorisation.
- (2) Subclause (1) does not apply to the owner of the property or to any person legally entitled to possession of the property.

Part 6—Enforcement

25. Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$1000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100, for each day or part of a day during which the offence has continued.

26. Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

Part 7—Waste Disposal Services**27. Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

27A. Depositing Waste

- (1) A person must not deposit waste at a waste facility other than—
 - (a) at a location determined by a sign and in accordance with the sign; and
 - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

27B. Fees and charges

- (1) A person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
 - (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
 - (3) Subclause (1) does not apply—
 - (a) to a person who disposes of waste in accordance with the terms of—
 - (i) a credit arrangement with the local government; or
 - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
 - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.
 - (4) All fees and charges applicable under this local law shall be as determined by the local government from time to time in accordance with 6.16 to 6.19 of the Act.
-

Schedule 1

Prescribed Offences

[clause 26]

Modified Penalties

Item Number.	Clause No.	Nature of offence	Modified Penalties \$
1	7(4)(a) and (b)	Enter the site or any part of the site that is closed; or drive a vehicle on a road, track or path that is closed.	100
2	8	Enter the site other than through an entrance without permission.	100
3	11(1) (a)	Park a vehicle, or cause or permit it to be parked, on the site without permission in a place, other than a parking area, that is off a carriageway.	100
4	11(1)(b)	Park a vehicle, or cause or permit it to be parked, on the site without permission on part of a carriageway, if the parking of vehicles on that part of the carriageway is prohibited by a traffic sign.	100
5	11(1)(c)	Park a vehicle, or cause or permit it to be parked, on the site without permission during a period when the person is not on the site, whether or not the vehicle is parked in a parking area.	100
6	11(1)(d)	Park a vehicle, or cause or permit it to be parked, on the site without permission in a place that is marked with parking bays, unless it is entirely within the confines of a parking bay.	100
7	11(1) (e)	Park a vehicle or vehicles in an area designated for a person or persons with a disability, unless the person or persons with a disability is the driver of, or a passenger in, the vehicle and a disability parking permit is displayed in a prominent position on the vehicle.	100
8	13(2)	Damage, destroy or take away flora without permission.	100
9	14(2)	Injure, take, or interfere with any fauna without permission.	100
10	15(d)	Damage, destroy or take cultural sensitive items	100
11	16(1)	Deposit litter other than in a litter receptacle.	100
12	16(d)	Environmental Contamination, discharge liquids/ rubbish to the environment that cause, or are known to cause contamination to the soil, water and/or air.	100
13	20(a)	Place any notice, advertisement or document on any structure, object or natural surface on the site without permission	100
14	20(b)	Paint, mark or deface any structure, object or natural surface on the site without permission.	100
15	21	Light a fire (minor impact, managed on site) or use a gas barbecue or other cooker without permission.	100
16	21	Light a fire – (significant impact e.g. call of DFES)	100
17	24(1)	Disturb or remove property from the site without permission.	100

18	27A(1) (2)	Fail to comply with a sign or direction	100
19	27B(1) (2)	Disposing waste without payment of fee or charge	100
20	27A(1) (2)	Depositing waste contrary to sign or direction	100

Dated 17 December 2020

THE COMMON SEAL of MINDARIE)
 REGIONAL COUNCIL was)
 affixed pursuant to a resolution of the)
 Council in the presence of—



David Boothman
Chairperson




Günther Hoppe
Chief Executive Officer

LOCAL GOVERNMENT ACT 1995
MINDARIE REGIONAL COUNCIL
WASTE FACILITY SITE AMENDMENT LOCAL LAW 2020

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Mindarie Regional Council resolved on 17 December 2020 to make the following local law.

1. Title Citation

This local law may be cited as the *Mindarie Regional Council Waste Facility Site Amendment Local Law 2020*.

2. Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

3. Principal Local Law Amended

This local law amends the Mindarie Regional Council Waste Facility Site Local Law 2013 as published in the *Government Gazette* on 12 May 2012 and as amended in the *Government Gazette* on 15 March 2013.

4. Clause 4

In clause 4 amend the following definition in alphabetical order:

- (a) Insert **"contamination"** in relation to land, water or a site, means having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value";
- (b) Insert **"disability parking permit"** has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;
- (c) Delete **"ACROD sticker"** has the same meaning as given in the *Local Government (Parking for Disabled Persons) Regulations 1988*.

5. Clause 5

Clause 5 is amended as follows:

- (a) Delete "Lot 9504 on Plan 52070" and replace with "Parcel 39285 = Part Lot 9026 on Deposited Plan 415564 as known on certificate of title 2971/931"; and
- (b) Delete "Mindarie" and replace with "Tamala Park".

6. Clause 7

In clause 7(1) delete "thinks" and replace with "considers".

7. Clause 11

In Clause 11 delete "an ACROD sticker" and replace with "a disability parking permit".

8. Clause 13

In Clause 13 amended as follows:

- (a) Removed item 3 "1" and "2" inserted "a" and "b",
- (b) Removed "around or near".

9. Clause 15

In Clause 15 amended as follows:

- (a) Inserted to the clause title "culture heritage"

- (b) Insert "(d) intentionally disturb and/or remove cultural significant artefacts from the site".

10. Clause 16

In Clause 16 amended as follows:

- (a) Inserted to clause title "Environmental spill"
- (b) Insert (c) "discharge liquids/ rubbish to the environment that cause, or are known to cause contamination to the soil, water and/or air"
- (c) Delete (2) "Any person found littering under this local law is liable, upon conviction, to a penalty not exceeding \$1000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100, for each day or part of a day during which the offence has continued".

11. Clause 21

In Clause 21 delete "Any person found lighting fires under this local law is liable, upon conviction, to a penalty not exceeding \$1000".

12. Part 7 - Waste Disposal Services

Insert "Part 7 - Waste Disposal Services"

Insert Clause 27 as follow:

- (a) Inserted "Hours of operation
The local government may from time to time determine the hours of operation of a waste facility".
- (b) Inserted 27A "Depositing Waste"
 - (1) A person must not deposit waste at a waste facility other than—
 - (a) at a location determined by a sign and in accordance with the sign; and
 - (b) in accordance with the direction of an authorised person.
 - (2) The local government may determine the classification of any waste that may be deposited at a waste facility".
- (c) Insert 27B "Fees and charges"
 - (1) A person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
 - (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
 - (3) Subclause (1) does not apply—
 - (a) to a person who disposes of waste in accordance with the terms of—
 - (i) a credit arrangement with the local government; or
 - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
 - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.
 - (4) All fees and charges applicable under this local law shall be as determined by the local government from time to time in accordance with 6.16 to 6.19 of the Act".

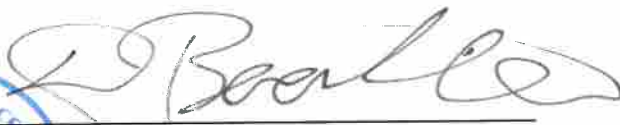


13. Schedule 1

In Schedule 1, delete the existing table and replace with the following

Item Number.	Clause No.	Nature of offence	Modified Penalties \$
1	7(4)(a) and (b)	Enter the site or any part of the site that is closed; or drive a vehicle on a road, track or path that is closed.	100
2	8	Enter the site other than through an entrance without permission.	100
3	11(1) (a)	Park a vehicle, or cause or permit it to be parked, on the site without permission in a place, other than a parking area, that is off a carriageway.	100
4	11(1)(b)	Park a vehicle, or cause or permit it to be parked, on the site without permission on part of a carriageway, if the parking of vehicles on that part of the carriageway is prohibited by a traffic sign.	100
5	11(1)(c)	Park a vehicle, or cause or permit it to be parked, on the site without permission during a period when the person is not on the site, whether or not the vehicle is parked in a parking area.	100
6	11(1)(d)	Park a vehicle, or cause or permit it to be parked, on the site without permission in a place that is marked with parking bays, unless it is entirely within the confines of a parking bay.	100
7	11(1) (e)	Park a vehicle or vehicles in an area designated for a person or persons with a disability, unless the person or persons with a disability is the driver of, or a passenger in, the vehicle and an disability parking permit is displayed in a prominent position on the vehicle.	100
8	13(2)	Damage, destroy or take away flora without permission.	100
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10	15(d)	Damage, destroy or take cultural sensitive items	100
11	16(1)	Deposit litter other than in a litter receptacle.	100
12	16(d)	Environmental Contamination, discharge liquids/ rubbish to the environment that cause, or are known to cause contamination to the soil, water and/or air.	100
13	20(a)	Place any notice, advertisement or document on any structure, object or natural surface on the site without permission	100
14	20(b)	Paint, mark or deface any structure, object or natural surface on the site without permission.	100
15	21	Light a fire (minor impact, managed on site) or use a gas barbecue or other cooker without permission.	100
16	21	Light a fire – (significant impact e.g. call of DFES)	100
17	24(1)	Disturb or remove property from the site without permission.	100
18	27A(1) (2)	Fail to comply with a sign or direction	100
19	27B(1) (2)	Disposing waste without payment of fee or charge	100
20	27A(1) (2)	Depositing waste contrary to sign or direction	100

Dated: 17 December 2020

The Common Seal of the Mindarie Regional Council was affixed by authority of a resolution of the Council in the presence of:



Cr David Boothman, Chairperson

Mr Gunther Hoppe, Chief Executive Officer