



INFORMATION BULLETIN

Issue No. 63



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RRF Update Report for reporting period July 2021

RESOURCE RECOVERY FACILITY UPDATE REPORT	
File No:	GF-21-0000008
Attachment/s:	Nil
Date:	19 August 2021
Prepared by:	DIRECTOR CORPORATE SERVICES

This report presents a summary of activities that have taken place in the reporting period covering 1 July to 31 July 2021.

OPERATIONAL MATTERS

No operational issues to report in July 2021

OPERATIONAL INFORMATION

Waste Delivery

Waste Delivery Summary for Reporting Period

MONTH	SCHEDULED TONNES	DELIVERED TONNES	DIFFERENCE TONNES
July 2021	8,800	9,153	353

For the 13th Contract Year, for the period to 31 July 2021, the RRF was 353 tonnes ahead of schedule as a result of additional throughput at the plant.

The RRF is operating as anticipated in the RRFA, with average availability of 106% over the past 12 months.

On a monthly basis, Additional Tonnes (those tonnes greater than the monthly scheduled tonnes) only incur the Variable Operating Cost charge, but not the Capital Cost or Fixed Operating Cost charges.

Unavailable Tonnes (those tonnes less than the monthly scheduled tonnes) are not paid for unless:

- Within the Contract Year there is a positive balance of Additional Tonnes, these Additional Tonnes can be off-set against the Unavailable Tonnes. In this case, the off-set Additional Tonnes incur the full gate fee cost less the Variable Operating Cost (which has already been paid on the Additional Tonnes); or
- If the RRF Availability for a month is less than 92% of the monthly Scheduled Tonnes and there are no accumulated Additional Tonnes remaining to be off-set, then the MRC is required to pay the Capital Cost on all Unavailable Tonnes up to 92% of the monthly Scheduled Tonnes.

At the end of the Contract Year, if 100,000 tonnes of waste have been delivered to the RRF then the above “overs and unders” system should balance out.

The exception to the above is the tonnes not processed during the composter replacement.

The MRC entered into a standstill deed with BioVision which deals with the operations of the plant during this period. The tonnes scheduled for processing but not processed during the

shutdown have been recorded as Accrued Tonnes. The MRC has already paid the capital cost component of the RRF Gate Fee in relation to these tonnes and so the Accrued Tonnes will be processed for the MRC at the end of the RRFA contract with the MRC only have to pay the fixed and variable components of the RRF Gate Fee.

Waste Diversion

Waste Diversion for the past six months (ended July 2021) was 45.5% against a Waste Diversion Target of 43.3%.

Community Complaints

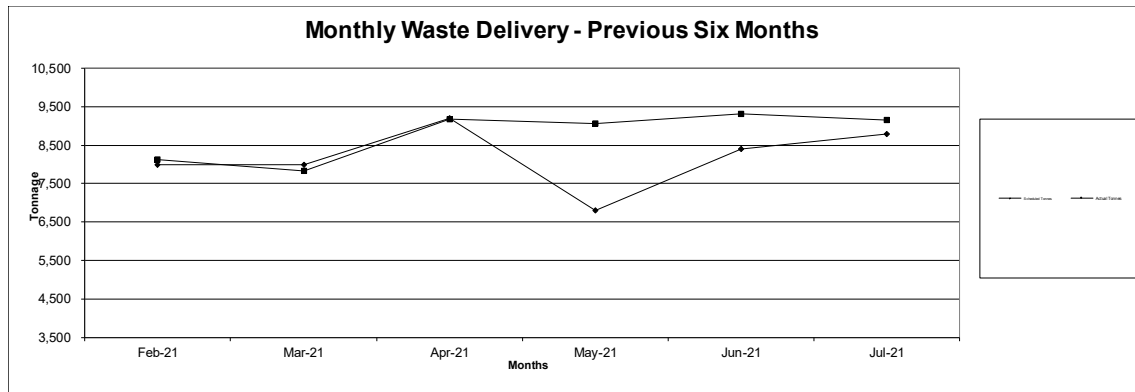
BioVision is continuing engagement with the selected key stakeholders, in particular the Banksia Grove development and the Wanneroo Golf Course.

COMMUNITY COMPLAINTS SUMMARY FOR THE REPORTING PERIOD

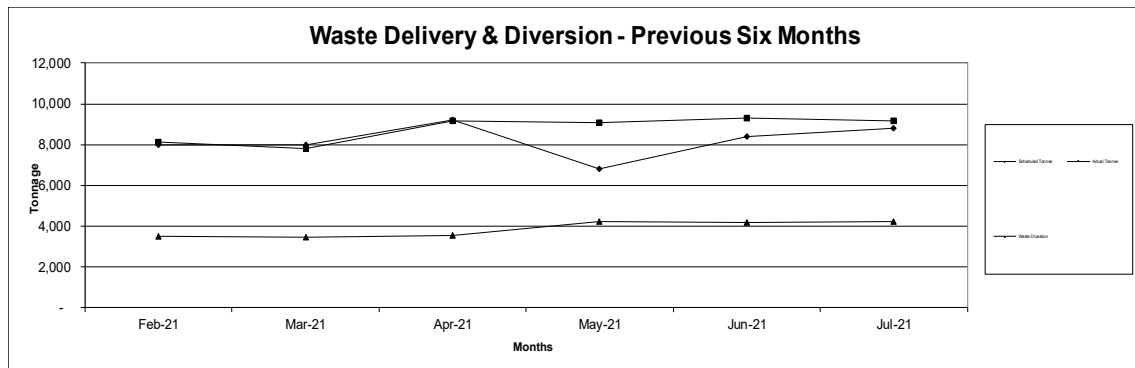
Date	Complaint	From	Outcome
July 2021	None	N/A	N/A

The graphs below provide data up to **31 July 2021**.

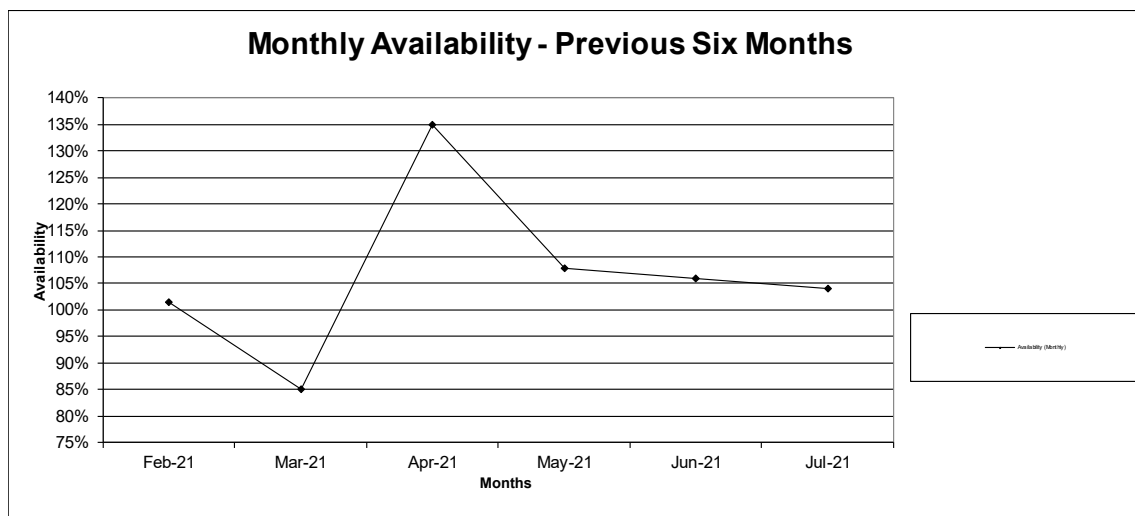
Graph No. 1 – Monthly Waste Delivery – Previous Six Months

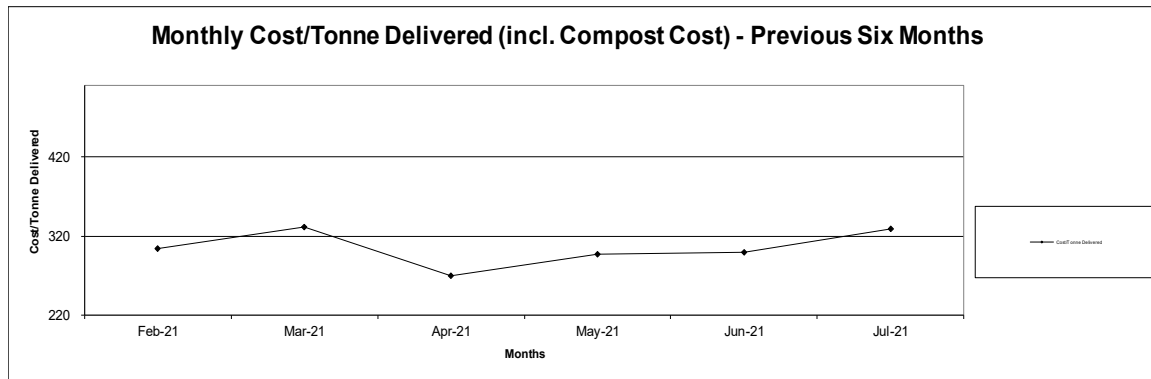
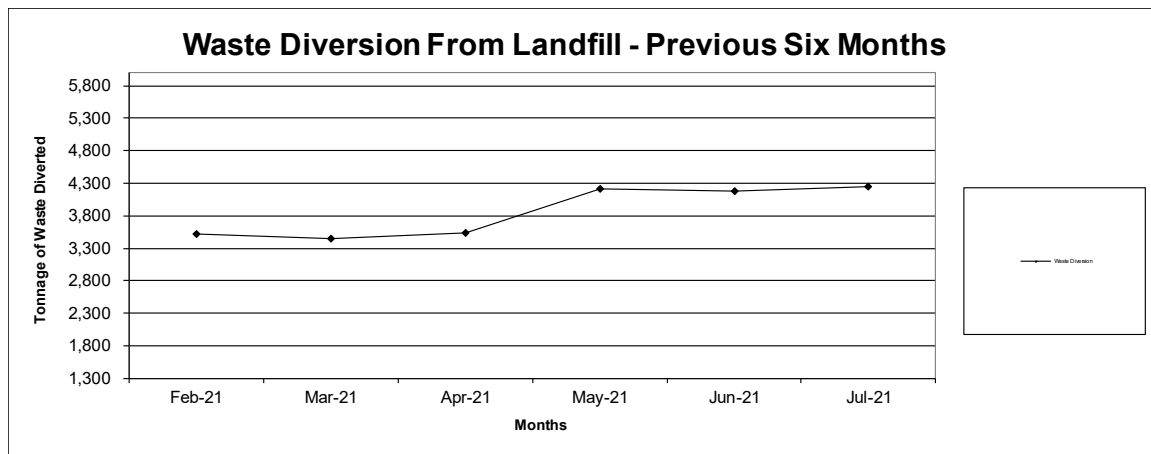


Graph No. 2 – Waste Delivery & Diversion – Previous Six Months



Graph No. 3 – Monthly Availability – Previous Six Months



Graph No. 4 – Monthly Cost/tonne Delivered (incl. Compost Cost) – Previous Six Months**Graph No. 5 – Waste Diversion from Landfill – Previous Six Months**

Performance Indicators

KPI's as per the RRFA are as follows:

Table No. 1 – KPI Summary (to 31 July 2021)

KPI	Target	Previous six months	July
Availability*	95%	106.7%	104%
Environmental Standard - Number of Breaches	0	0	0
Waste Diversion*****	43.3%	45.5%	46.4%
Quality of Compost - Number of Breaches**/*****	0	0	0
Quantity of Recyclable Packaging ***	1.2%	0.9%	0.8%
Health and Safety - Number of LTI's	0	0	0
Community Acceptance - Number of Complaints ****	0	0	0
Project Culture - PAG Chairperson Score	100%	100%	100%

* The Target Availability during the Initial Operating Period is to achieve an Availability of greater than 95% over a six-month period.

** The compost standard within the RRFA was amended by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013.

*** Financial impacts of the KPI were removed by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013. Ferrous diversion has recommenced.

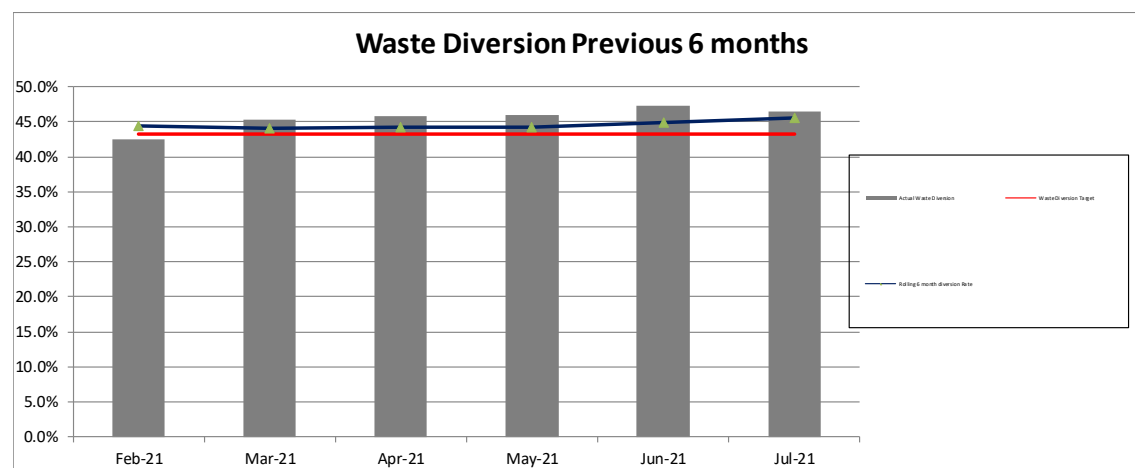
**** Numerous complaints relating to a single event are treated as a single complaint. Biofilter odour is not registered as a complaint as this is seen as a normal operating odour condition.

*****KPI's were suspended and closely monitored as City of Joondalup transition to a change in bin system (3 bins). The Soluble Phosphorus and Electrical Conductivity KPI's were further suspended at 2 April 2020 Special Council Meeting until September 2020.

*****Waste Diversion targeted was renegotiated to 43.3% from 51.3% in December 2019.

Waste Diversion

The average waste diversion for the past six months (February 2021 to July 2021) has been 45.5%



Project Advisory Group (PAG)

MRC Representatives:

Cr Dot Newton JP
 Gunther Hoppe (CEO)
 Andrea Slater (DCS)
 Cr Frank Cvitan JP (alternative)

BioVision Representatives:

Craig Barker
 Daniel van Veen
 Frank Sciarrone
 Alan Turner
 Francois Gouezigoux
 Ian Hunter (alternative)

Chairperson:

Ian Watkins

The PAG last met on 18 August 2021.

Items dealt with by the group included:

- Presentation from C-Wise
- BioVision Monthly Report/Updates
- Audit matters
- Contractual amendments, DWER Licence renewal discussion, COVID-19
- Residue Waste and deliveries
- COW third bin impact

Copies of the meeting minutes are distributed to the Strategic Working Group members and all MRC Councillors following the meetings.

FINANCIAL IMPLICATIONS

Operational Expenditure

The Project Operational Summary below sets out the 2021/22 facility operating budget against which operational costs are tracked throughout the year. The variance over budget is as a result of the additional tonnes put through the facility during the year.

Project Operational Costs Summary for 2020/21 Financial Year – for the period ended 31 July 2021

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%

Donations- Financial Assistance/Support

DONATIONS – FINANCIAL ASSISTANCE/SUPPORT	
File No:	GF-20-0001321
Appendix(s):	Nil
Date:	16 August 2021
Responsible Officer:	Director Corporate Services

BACKGROUND

Council Policy Number CP10 *Donations – Financial Assistance/Support* provides the opportunity for qualifying not for profit community groups and schools to receive a donation of up to \$500 and/or free tipping of up to 5 tonnes of waste in any financial year.

The policy requires a report to be placed in the MIB annually providing details on the groups to whom support was provided and the type of support provided.

The following table provides details of the organisations that received donations and/or assistance/support during the period 1 July 2020 – 30 June 2021:

From 1 September 2021 the reuse shop and recycling area was contracted out to an external party, and as such, MRC ceased any new applications.

Year Ended	School/Not for Profit Community Group	Support in \$	Support in Tipping (Tonnes)
July 2020 - June 2021	Alkimos Primary School	134.82	
July 2020 - June 2021	Hammersley Habitat Community Garden	4.55	
July 2020 - June 2021	Milestones ELC	35.46	0.17
July 2020 - June 2021	Ridgewood Men's Shed	32.80	1.73
July 2020 - June 2021	West Greenwood Primary School	63.64	
July 2020 - June 2021	Yanchep Community Men's Shed	352.75	
	TOTAL	624.02	1.90

Employee/Employer Matching Community Contributions

EMPLOYEE/EMPLOYER MATCHING COMMUNITY CONTRIBUTIONS	
File No:	GF-20-0001321
Appendix(s):	Nil
Date:	16 August 2021
Responsible Officer:	Director Corporate Services

BACKGROUND

Council Policy Number *CP15 Employee/Employer matching community contributions* provides the opportunity for employees as a group to support the broader community through charitable causes and organisations and the MRC matches their contributions to approved initiatives on a dollar for dollar basis from \$100 - \$5,000 maximum in total per financial year.

The policy requires a report to be placed in the MIB providing details on the charitable group and level of support provided.

The following table provides details of the organisations that received donations during the period 1 July 2020 – 30 June 2021:

Year ended	Charity	Support in \$
July 2020 – June 2021	None	None

Common Seal Report

DOCUMENTS EXECUTED BY AFFIXING THE COMMON SEAL	
File No:	G-20-0014265
Appendix(s):	Nil
Date:	1 September 2021
Responsible Officer:	Chief Executive Officer

SUMMARY

The report is for Council to note the documents executed by affixing the Common Seal of the Mindarie Regional Council.

BACKGROUND

The MRC enters into various agreements by affixing its Common Seal in accordance with *Division 3, s9.49A of the Local Government Act 1995*. Documents that are executed by affixing the Common Seal are reported to Council for information.

DETAIL

During the period 15 May 2021 to 1 September 2021, two (2) documents were executed by affixing the Common Seal. A summary is provided below:

Date	Document	Signed/Sealed
25/08/2021	Deed of Settlement and Release Ref: GF-20-0000548	Sealed and signed by Chair and CEO
01/09/2021	Surrender of Lease Lease K473016 Ref: GF-20-0001335	Sealed and signed by Chair and CEO

If further information is required on the documents signed under common seal, please contact the Chief Executive Officer.

Summary of Council Resolutions

List of resolutions for the financial year 2021/22 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
19-Aug-21	6.1	That Council: 1. Authorises the Chief Executive Officer and the Chair to execute the Final Draft Deed of Settlement at Appendix 3, subject to: a. minor drafting changes that may be required, after consultation with the MRC's legal advisors, and b. conditions precedent in the deed being met, and c. Inclusion of a new clause including associated drafting in the Deed of Settlement with the intent to specifically address the Contractor's release in respect of the local government parties, ensuring that on completion, the Contractor: i) releases and discharges the Local Government Parties from any claim, action, demand, suit or proceeding for damages, debt, restitution, equitable compensation, account, injunction, specific performance or any other remedy that Contractor has or may have against the Local Government Parties under or in in respect of the Deed of Guarantee or its termination in accordance with this document, whether arising at common law, in equity, or under statute or otherwise (the Local Government Released Matters); and ii) covenants with the Local Government Parties not to claim, sue or take any action against the Local Government Parties in respect of the Local Government Released Matters, and	COMPLETED
		2. Concurrent with the execution of point 1. above, authorises the Chief Executive Officer to proceed with the Major Land Transaction in respect of the re-acquisition of a leasehold interest in the land at 109 (Lot 801) Pederick Road, Neerabup, and	COMPLETED
		3. Subject to execution of point 1. above, authorises the Chief Executive Officer and the Chair to execute the Final Draft Operating Agreement at Appendix 4, subject to any minor drafting changes that may be required, after consultation with the MRC's legal advisors, with the costs reflected in the ECMS Plan at Appendix 5, being funded in the mid-year budget review, and	COMPLETED
		4. Subject to successful completion of the settlement transaction, approves the reduction in the MRC Members' Gate Fee from \$213 per tonne to \$162.50 per tonne (both excluding GST), effective from 1 September 2021, with the change to be reflected in the mid-year budget review.	COMPLETED
12-Aug-21	14.1	That Council: 1. Appoint the Operations Manager, Mr Brendan Twine, as the Interim Chief Executive Officer from 3 September 2021 to the earlier of 28 September 2021 or the date the new CEO commences.	COMPLETED
		2. Approves the proposed remuneration in respect of item 1, as contained in the Detail section of the confidential report, in accordance with the Salaries and Allowance Tribunal Band 3 for Regional Council CEOs.	COMPLETED
	10	That the members Information Bulletin Issue No. 62 be received.	For information
	9.5	To appoint Cr Vernon as the member of the Municipal Waste Advisory Council.	COMPLETED
	9.4	That Council: 1. Resolves to provide an undertaking to the Joint Standing Committee on Delegated Legislation that: i. Within six months, the MRC will remove either item 18 or 20 in Schedule 1 of the Local Law or combine them to the same item. ii. The MRC will not enforce the local law contrary to the undertaking in i. above. iii. The MRC will ensure all consequential amendments arising from the undertaking will be made. iv. Where the Local Law is made publicly available by the MRC, whether in hard copy or electronic form, the MRC will ensure that it is accompanied by a copy of these undertakings. 2. Approves the Chair to write to the Joint Standing Committee on Delegated Legislation requesting the Committee to give further consideration to allow the Mindarie Regional Council Amendment Local Law 2020, on the basis that clauses 27 and 27A are deleted.	

OCM /SCM Date	Item #	Resolution	Status
	9.3	<p>That Council:1. Resolves to provide the following undertakings to the Joint Standing Committee on Delegated Legislation that:</p> <p>1. When the Local Law is next reviewed, the MRC will:</p> <p>a) Correct the typographical errors as outlined under point 2 in the Detail section of this report</p> <p>b) Include a definition of 'substantive motion' in the Local Law and the amendments as outlined under point 3 in the Detail section of this report</p> <p>c) Ensure all consequential amendments arising from the undertaking will be made.</p> <p>2. The MRC will not enforce the Local Law contrary to undertaking 1.1.</p> <p>3. Where the Local Law is made publicly available by the MRC, whether in hard copy or electronic form, the MRC will ensure that it is accompanied by a copy of the undertaking.</p> <p>4. The MRC will provide clarification about the removal of clause 16.2, as outlined under point 1 in the Detail section of this report</p> <p>5. The MRC will provide clarification about the interaction between clauses 7.15 (3) and 7.16 (1) (b), as outlined under point 4 in the Detail section of this report.</p> <p>2. Approves the Chair to write to the Joint Standing Committee on Delegated Legislation, providing the required clarification and corrections for the Mindarie Regional Council Meeting Procedures Local Law 2020.</p>	COMPLETED
	9.2	Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2021 and 30 June 2021.	For information
	9.1	Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 May 2021 and 30 June 2021.	For information
	8.2	That the Minutes of the Special Meeting of Council held on 08 July 2021 be confirmed as a true record of the proceedings.	For information
	8.1	That the Minutes of the Ordinary Meeting of Council held on 24 June 2021 be confirmed as a true record of the proceedings.	For information
8-Jul-21	8.1	<p>1. That the MRC reconfirms its position from the OCM 24.6.2021 in respect of item 14.1 as a full and final offer.</p> <p>2. Endorses the Chair to accompany the CEO in any further negotiations.</p>	COMPLETED COMPLETED
6-Jul-17	13	That the Chief Executive Officer be requested to conduct a review of the Mindarie Regional Council's (MRC) band classification as determined by the Salaries and Allowances Tribunal (SAT) to ascertain if there is justification for the MRC in making a submission to the SAT to be reclassified from a band 3 Regional Council to a band 2 Regional Council.	OUTSTANDING