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APPENDICES

**Ordinary Council Meeting –
19 September 2019**

Financial Statements for the period ended 31 May 2019

Item
9.1

APPENDIX NO. 1

Item
9.1



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 May 2019**

Mindari Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 May 2019

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities							
Member User Charges							
User Charges - City of Perth	2,767,500	2,755,487	2,527,275	2,494,149			
User Charges - City of Wanneroo	13,673,500	13,170,583	12,173,208	12,095,102			
User Charges - City of Joondalup	9,858,860	9,789,432	8,807,781	8,508,241			
User Charges - City of Stirling	7,892,500	12,478,409	11,377,486	10,338,679			
User Charges - Town of Cambridge	1,465,750	1,214,462	1,095,103	1,066,243			
User Charges - City of Vincent	2,870,000	2,776,708	2,531,752	2,415,213			
User Charges - Town of Victoria Park	2,562,500	2,551,704	2,330,169	2,201,100			
User Charges - RRF Residues	9,983,500	9,983,500	9,184,820	9,430,268			
	51,074,110	54,720,285	50,027,594	48,548,997	(1,478,597)	(2.96%)	
Non Member User Charges							
User Charges - WMRC	4,920,000	4,920,000	-	-	-	-	
User Charges - Casual Tipping Fees	3,044,976	3,044,976	2,813,198	2,393,956	(419,242)	(14.90%)	
	7,964,976	7,964,976	2,813,198	2,393,956	(419,242)	(14.90%)	
Total User Charges	59,039,086	62,685,261	52,840,792	50,942,953	(1,897,839)	(3.59%)	1
Other Charges							
Service Charges							
Sale of Recyclable Materials	897,225	886,443	815,763	755,031	(60,732)	(7.44%)	
Gas Power Generation Sales	730,000	1,130,000	130,000	132,330	2,330	1.79%	
Grants and Subsidies	16,000	16,000	4,000	4,000	-	0.00%	
Contributions, Reimbursements & Donations	16,160	16,660	16,475	26,835	10,360	62.88%	
Interest Earnings	656,400	656,400	601,700	634,527	32,827	5.46%	
Other Revenue	462,258	513,671	425,034	471,880	46,846	11.02%	
Total Other Charges	2,778,043	3,219,174	1,992,972	2,024,603	31,631	1.59%	
Total Revenue from Ordinary Activities	61,817,129	65,904,435	54,833,764	52,967,556	(1,866,208)	(3.40%)	
Expenses from Ordinary Activities							
Employee Costs	4,989,575	4,977,804	4,550,095	4,693,438	(143,343)	(3.15%)	2
Materials and Contracts							
Consultants and Contract Labour	627,340	1,303,882	837,724	920,861	(83,137)	(9.92%)	
Communications and Public Consultation	555,500	585,224	416,640	438,307	(21,667)	(5.20%)	
Landfill Expenses	1,240,670	1,290,837	776,677	801,214	(24,537)	(3.16%)	
Office Expenses	235,711	343,525	279,236	272,156	7,080	2.54%	
Information System Expenses	178,970	200,572	144,636	109,242	35,394	24.47%	
Building Maintenance	132,800	148,398	62,620	73,556	(10,936)	(17.46%)	
Plant and Equipment Operating & Hire	738,820	890,340	654,571	698,808	(44,237)	(6.76%)	
RRF Other Operating Expenses	29,050,500	29,051,801	26,481,078	26,900,376	(419,298)	(1.58%)	3
WMRC	4,920,000	4,920,000	-	-	-	-	
Utilities	345,934	345,934	306,067	269,855	36,211	11.83%	
Depreciation	1,810,367	2,140,911	1,989,728	2,081,289	(91,561)	(4.60%)	
Borrowing Costs	56,088	56,088	51,751	51,751	-	0.00%	
Insurances	269,940	202,169	175,166	172,136	3,030	1.73%	
DEP Landfill Levy	10,622,260	11,723,894	10,661,897	9,773,929	887,968	8.33%	4
Land Lease/Rental	716,075	716,075	656,105	651,156	4,949	0.75%	
Other Expenditure							
Members Costs	247,213	295,213	109,739	112,095	(2,356)	(2.15%)	
Administration Expenses	114,520	122,020	72,971	68,098	4,873	6.68%	
Amortisation for Cell Development	1,187,580	1,462,899	1,344,166	1,093,025	251,141	18.68%	5
Amortisation for Decommissioning Asset	545,191	545,191	499,758	499,758	-	0.00%	
Capping Accretion Expense	239,255	239,255	219,317	219,317	-	0.00%	
Post Closure Accretion Expense	156,333	156,333	143,305	143,305	-	0.00%	
RRF Amortisation	462,791	495,552	456,986	489,943	(32,957)	(7.21%)	
Total Expenses	59,443,433	62,213,917	50,890,233	50,533,614	356,618	0.70%	
Profit on Sale of Assets	46,339	52,455	7,595	7,394	(201)	(2.64%)	
Loss on Sale of Assets	290,608	290,608	-	8,870	(8,870)		
Revaluation of Assets	-	-	-	-	-		
	(244,269)	(238,153)	7,595	(1,476)	(9,071)	(119.43%)	
Changes in Net Assets Resulting from Operations	2,129,427	3,452,365	3,951,127	2,432,466	(1,518,660)	(38.44%)	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of variance where:
		<p>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.</p>
1	User Charges - Members and Non Members	<p>Total user charges for the year to date are below budget \$1,897k due to less than budgeted member councils waste of \$1,478k, the main contributors being the City of Stirling and the City of Joondalup, and Non-member waste being \$419k below budget as trade customers find alternative options for waste disposal.</p>
		<p>The Member Councils have delivered more processable tonnes (1,160t) and less non processable tonnes (9,577t) than budget year to date. Overall the member councils have delivered 6,873 less tonnes than budget.</p>
2	Employee Costs	<p>Employee costs for year to date are above budget by \$143k mainly due to overtime due to annual leave cover, back pays of casual loadings and overtime costs for the Open Day.</p>
3	RRF Operating Expenses	<p>RRF other operating expenses are \$419k above budget mainly due to City of Stirling waste being diverted to the RRF whilst their facility undertook scheduled maintenance.</p>
4	DWER Landfill Levy	<p>DWER Landfill Levy is \$888k below budget due to City of Stirling being diverted to the RRF, therefore less tonnages going to landfill.</p>
5	Cell Development	<p>Cell development is \$251k below budget which is also tonnage driven.</p>

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 31 May 2019

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	-	1,340	1,340	4,370	(3,030)	(226.12%)
	-	1,340	1,340	4,370	(3,030)	(226.12%)
Office Expenses						
Cleaning of Buildings						
General cleaning (Enviro Care)	10,600	10,600	9,716	9,647	953	8.99%
Window cleaning	2,000	2,000	816	-	2,000	100.00%
	12,600	12,600	10,532	9,647	2,953	23.43%
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	-	-	2,000	100.00%
Newcastle Weighing Services-Gen Maintenance	11,500	11,500	10,541	9,556	1,944	16.90%
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	5,500	4,786	1,214	20.24%
	19,500	19,500	16,041	14,342	5,158	26.45%
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	3,000	3,000	683	812	2,188	72.93%
Community Education Centre	2,000	3,646	2,646	2,646	1,000	27.42%
Weighbridge and Calibration	7,500	7,500	220	220	7,280	97.07%
Building Security						
Security - Monitoring	-	-	-	255	(255)	
	12,500	14,146	3,549	3,933	10,213	72.20%
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	9,000	9,000	920	920	8,080	89.78%
Repair of Boom Gate	-	-	-	-	-	
Road Maintenance	5,000	5,000	-	-	5,000	100.00%
Bores and Pipework						
Bore maint/calibration/electronics	4,500	4,500	4,500	6,113	(1,613)	(35.85%)
Groundwater sampling	2,500	3,801	3,801	3,801	-	0.00%
Bacteria sampling	1,000	1,000	-	-	1,000	100.00%
Vermin control	500	500	-	-	500	100.00%
Spills/leaks/incident management	500	500	-	-	500	100.00%
Landscaping and Gardens	6,000	6,000	1,500	1,500	4,500	75.00%
Compost Disposal	433,500	433,500	399,397	396,532	36,968	8.53%
Contractor's Fees	28,338,000	28,338,000	26,070,960	26,491,510	1,846,490	6.52%
RRF Maintenance Funding	250,000	250,000	-	-	250,000	100.00%
	29,050,500	29,051,801	26,481,078	26,900,376	2,151,425	7.41%
Utilities						
Electricity	15,800	15,800	2,940	4,620	11,180	70.76%
Rates	108,894	108,894	99,820	98,119	10,775	9.89%
	124,694	124,694	102,760	102,739	21,955	17.61%
Insurance						
Municipal Property Insurance	3,500	3,500	3,208	3,226	274	7.82%
Public Liability Insurance	5,650	5,650	5,179	4,878	772	13.66%
	9,150	9,150	8,387	8,105	1,045	11.43%
Cost of Borrowings						
Interest on Loans						
Loan 10A	56,088	56,088	51,751	51,751	4,337	7.73%
Loan Expenses	-	-	-	-	-	
	56,088	56,088	51,751	51,751	4,337	7.73%
Amortisations						
Amortisation Pre-operating Costs	104,784	133,501	124,769	124,769	8,732	6.54%
Amortisation Costs	358,007	362,051	332,217	365,174	(3,123)	(0.86%)
	462,791	495,552	456,986	489,943	5,609	1.13%
Depreciation						
Depreciation on Building	25,124	168,129	163,943	166,036	2,093	1.25%
Depreciation on Infrastructure	26,697	186,257	178,402	183,351	2,906	1.56%
	51,821	354,386	342,345	349,386	5,000	1.41%
Total Operating Expenditure	29,799,644	30,139,257	27,474,769	27,934,592	2,201,759	7.31%
Net Total	(29,799,644)	(30,139,257)	(27,474,769)	(27,934,592)	(2,201,759)	7.31%

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 May 2019

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities						
Operating Revenues						
General Purpose Funding	61,817,129	65,904,435	54,833,764	52,967,557	(1,866,207)	(3.40%)
Community Amenities	-	-	-	-	-	-
Resource Recovery Facility	-	-	-	-	-	-
	61,817,129	65,904,435	54,833,764	52,967,557	(1,866,207)	(3.40%)
Profit on Disposal of Assets						
Governance	1,479	1,799	1,799	1,598	(201)	(11.17%)
Community Amenities	44,860	50,656	5,796	5,796	0	0.00%
Resource Recovery Facility	-	-	-	-	-	-
	46,339	52,455	7,595	7,394	(201)	
Total Revenue	61,863,468	65,956,890	54,841,359	52,974,951	(1,866,408)	(3.40%)
Expenses from Ordinary Activities						
Operating Expenditure						
Governance	3,886,114	4,028,871	3,324,859	3,243,146	81,713	2.46%
Community Amenities	25,757,675	28,045,789	20,090,605	19,355,877	734,728	3.66%
Resource Recovery Facility	29,743,556	30,083,169	27,423,018	27,882,842	(459,824)	(1.68%)
	59,387,345	62,157,829	50,838,482	50,481,865	356,617	0.70%
Loss on Sale of Assets						
Governance	-	-	-	8,870	(8,870)	
Community Amenities	290,608	290,608	-	-	-	
Resource Recovery Facility	-	-	-	-	-	
	290,608	290,608	-	8,870	(8,870)	
Cost of Borrowings						
Governance	-	-	-	-	-	
Community Amenities	-	-	-	-	-	
Resource Recovery Facility	56,088	56,088	51,751	51,751	-	0.00%
	56,088	56,088	51,751	51,751	-	0.00%
Total Expenditure	59,734,041	62,504,525	50,890,233	50,542,485	347,747	0.68%
Revaluation of Assets	-	-	-	-	-	
Changes in Net Assets Resulting from Operations	2,129,427	3,452,365	3,951,127	2,432,466	(1,518,661)	(38.44%)

Mindarie Regional Council
Balance Sheet
For the month ended 31 May 2019

Description	ACTUAL 2018/2019	Movement	ACTUAL 2017/2018
CURRENT ASSETS			
Cash	1,276,823	(665,242)	1,942,065
Investments	32,057,641	3,499,778	28,557,863
Debtors	4,204,290	1,058,660	3,145,629
Stock	10,308	(5,425)	15,733
Prepayments	146,256	43,676	102,579
Accrued Income	163,834	(116,293)	280,127
Work In Progress - Leachate treatment project	20,243	(21,090)	41,333
Work In Progress - Landfill Stage2 Phase3 Development	38,415	38,415	-
Work In Progress - Computing Equipment	25,274	25,274	-
Work In Progress - Furniture and equipment	-	-	-
Work In Progress - Recycling Centre Renovation and Alignment	201,022	(80,272)	281,294
Work In Progress - Airconditioning Units	13,372	13,372	-
Work In Progress - UHF Radios and Chargers	-	-	-
Work In Progress - 2x Cardboard Compactor	172,594	172,594	-
Other Current Assets	345,133	30,291	314,843
TOTAL CURRENT ASSETS	38,675,203	3,993,738	34,681,465
NON-CURRENT ASSETS			
Land	6,760,000	-	6,760,000
Buildings & Improvements	3,177,782	(61,366)	3,239,148
Furniture & Equipment	114,292	(136,260)	250,552
Computing Equipment	258,818	(126,402)	385,220
Plant & Equipment	3,425,345	391,638	3,033,707
Infrastructure - Other	6,348,126	(325,002)	6,673,128
Infrastructure - Excavation	25,821,588	(1,093,025)	26,914,614
Infrastructure - RRF	3,544,260	(365,174)	3,909,434
Decommissioning Asset	2,868,333	(285,536)	3,153,869
Post Closure	2,083,794	(214,222)	2,298,016
Pre-operating RRF	1,054,660	(124,769)	1,179,429
TOTAL NON-CURRENT ASSETS	55,456,999	(2,340,119)	57,797,117
TOTAL ASSETS	94,132,202	1,653,620	92,478,582
CURRENT LIABILITIES			
Creditors	4,122,585	(2,048,483)	6,171,069
Provisions for Leave	801,727	(74,133)	875,860
Current Loans	-	(117,948)	117,948
Accruals	1,490,202	1,026,440	463,762
TOTAL CURRENT LIABILITIES	6,414,515	(1,214,124)	7,628,639
NON CURRENT LIABILITIES			
Provisions for Leave	171,594	72,574	99,020
Non Current Loans	855,078	-	855,078
Decommission Provision for Capping	16,311,978	362,622	15,949,356
Other Non Current Liabilities	39,983	-	39,983
TOTAL NON CURRENT LIABILITIES	17,378,633	435,196	16,943,437
TOTAL LIABILITIES	23,793,148	(778,928)	24,572,076
NET ASSETS	70,339,054	2,432,548	67,906,506
EQUITY			
Retained Surplus	11,766,047	1,462,939	10,303,108
Reserves (Cash Back)	23,734,438	995,047	22,739,391
Reserves (Non Cash Back)	30,752,844	(25,438)	30,778,281
Council Contribution	4,085,726	-	4,085,726
TOTAL EQUITY	70,339,054	2,432,548	67,906,506

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 31 May 2019

Description	ACTUAL 2018/2019
Opening Balance - 1 July 2018	
Site Rehabilitation	10,187,356
Capital Expenditure	9,560,960
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	500,000
Carbon Abatement	491,076
	<u>22,739,391</u>
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
	-
Transfer from Operating Surplus	
Site Rehabilitation	2,862,622
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	229,166
Carbon Abatement	-
	<u>3,091,788</u>
Total Transfer from Operations	<u>3,091,788</u>
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	<u>-</u>
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	1,994,266
RRF Maintenance Funding	102,476
Carbon Abatement	-
	<u>2,096,741</u>
Closing Balance	
Site Rehabilitation	13,049,978
Capital Expenditure	7,566,694
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	626,690
Carbon Abatement	491,076
	<u>23,734,438</u>

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 May 2019

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
PLANT, VEHICLES AND MACHINERIES				
Plant and Vehicles				
Replacement of Bomag Compactor (Plant100)	1,700,000	1,061,060	-	
Replacement of Sumitomo Excavator (Plant89)	350,000	245,172	245,172	100.00%
Replacement of Holden Colorado-OM (Plant112)	45,000	45,000	43,400	96.44%
Replacement of VW Amarok-DCS (Plant111)	48,000	48,000	47,003	97.92%
Replacement of Ford Falcon G6E-CEO (Plant109)	52,000	52,000	50,065	96.28%
Replacement of Toyota Forklift (Plant98)	35,000	-	-	
Replacement of Komatsu WA470 (Plant93)	385,000	418,044	-	
Replacement of Komatsu WA470 (Plant94)	385,000	456,973	413,468	90.48%
Replacement of Caterpillar Skidsteer Loader MTL (Plant108)	105,000	95,952	87,152	90.83%
Replacement of 30T Dump Truck (Plant90)	415,000	404,029	404,029	100.00%
	3,520,000	2,826,230	1,290,288	45.65%
Machinery and Equipment				
Replacement of 6x Hooklift Bins @ \$12k each	72,000	72,000	5,400	7.50%
Replacement of 2x Tarpomatic Tarps	25,000	25,000	-	
Small Equipments	5,000	-	-	
Purchase and install 2 Cardboard Compactors	275,000	275,000	172,594	
2way radios	5,000	5,000	484	
CCTV at Tamala Park	-	37,000	-	
	382,000	414,000	178,478	43.11%
TOTAL PLANT, VEHICLES AND MACHINERIES	3,902,000	3,240,230	1,468,767	37.64%
FURNITURE AND EQUIPMENT				
Furniture and Fittings				
New Telephone System	15,000	15,000	-	
Replacement of Furniture and Fittings	7,300	7,300	1,055	14.46%
Replacement of Airconditioning Units	65,000	65,000	13,372	20.57%
	87,300	87,300	14,427	16.53%
TOTAL FURNITURE AND EQUIPMENT	87,300	87,300	14,427	16.53%
COMPUTING EQUIPMENT				
Computing Equipment				
Microsoft Server 2003 upgrade	19,000	19,000	20,997	110.51%
Replacement of Admin Server UPS	10,500	21,100	22,349	105.92%
Replacement of HP Elite Desktops	16,000	16,000	12,469	77.93%
Replacement of Document Management System	60,000	60,000	25,274	42.12%
Replacement of DCS at Neerabup	-	16,650	-	
	105,500	132,750	81,088	61.08%
TOTAL COMPUTING EQUIPMENT	105,500	132,750	81,088	61.08%
LAND AND BUILDINGS				
Building				
Upgrade of kitchen and ablution at Tipface	20,000	20,000	-	
Weighbridge - Tamala park	20,000	20,000	5,930	
Weighbridge and other infrastructure - Neerabup	20,000	20,000	-	
Recycling Centre renovation and alignment phase2	145,296	505,296	318,661	
	205,296	565,296	324,591	57.42%
TOTAL LAND AND BUILDINGS	205,296	565,296	324,591	158.11%

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 May 2019

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
INFRASTRUCTURE				
Operations				
Environmental drilling Prog1 Stage1 north	50,000	50,000	-	
Environmental drilling Prog2	50,000	50,000	7,176	14.35%
Environmental drilling 1x nested groundwater well set	15,000	15,000	-	
2x Airwell pumps	16,000	16,000	-	
2x Gas monitoring units	35,000	35,000	27,465	
Leachate treatment project	500,000	500,000	134,988	27.00%
3x Leachate extraction risers	22,000	30,720	30,720	100.00%
Irrigation and garden around Recycling new shop	10,000	10,000	7,168	71.68%
1x Compressor back-up - or hire as an option @ \$655.00 + gst/week	44,121	44,121	-	
Transfer station extension	200,000	200,000	-	
	942,121	950,841	207,517	21.82%
Landfill Infrastructure Phase 3				
Cell Development - Lining (inc. c/f)	203,219	203,219	38,415	18.90%
	203,219	203,219	38,415	18.90%
TOTAL INFRASTRUCTURE	1,145,340	1,154,060	245,932	21.47%

INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2018	Principal Drawn Down to 30/06/2019	Principal Repayments	Principal Outstanding	Interest Repayments	Note
						Actual to 31/05/2019	Actual to 31/05/2019	Actual to 31/05/2019	
Community Amenities Regional Resource Recovery Facility Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	973,026	-	117,948	855,078	51,751	
TOTAL	2,000,000			973,026	-	117,948	855,078	51,751	
						Facility Fee		-	
						Total Borrowing Costs		51,751	

Financial Statements for the period ended 30 June 2019

Item
9.1

APPENDIX NO. 2

Item
9.1



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
30 June 2019
(Pre Audit Approval)**

Mindari Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 30 June 2019

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities							
Member User Charges							
User Charges - City of Perth	2,767,500	2,755,487	2,755,487	2,701,399			
User Charges - City of Wanneroo	13,673,500	13,170,583	13,170,583	12,929,072			
User Charges - City of Joondalup	9,858,860	9,789,432	9,789,432	8,979,963			
User Charges - City of Stirling	7,892,500	12,478,409	12,478,409	10,975,654			
User Charges - Town of Cambridge	1,465,750	1,214,462	1,214,462	1,151,091			
User Charges - City of Vincent	2,870,000	2,776,708	2,776,708	2,602,972			
User Charges - Town of Victoria Park	2,562,500	2,551,704	2,551,704	2,368,936			
User Charges - RRF Residues	9,983,500	9,983,500	9,983,500	10,492,703			
	51,074,110	54,720,285	54,720,285	52,201,789	(2,518,496)	(4.60%)	
Non Member User Charges							
User Charges - WMRC	4,920,000	4,920,000	4,920,000	-	(4,920,000)	(100.00%)	
User Charges - Casual Tipping Fees	3,044,976	3,044,976	3,044,976	2,568,390	(476,586)	(15.65%)	
	7,964,976	7,964,976	7,964,976	2,568,390	(5,396,586)	(67.75%)	
Total User Charges	59,039,086	62,685,261	62,685,261	54,770,180	(7,915,081)	(12.63%)	1
Other Charges							
Service Charges							
Sale of Recyclable Materials	897,225	886,443	886,443	820,336	(66,107)	(7.46%)	
Gas Power Generation Sales	730,000	1,130,000	1,130,000	1,009,330	(120,670)	(10.68%)	
Grants and Subsidies	16,000	16,000	16,000	85,450	69,450	434.06%	
Contributions, Reimbursements & Donations	16,160	16,660	16,660	26,835	10,175	61.08%	
Interest Earnings	656,400	656,400	656,400	688,491	32,091	4.89%	
Other Revenue	462,258	513,671	513,671	550,689	37,018	7.21%	
Total Other Charges	2,778,043	3,219,174	3,219,174	3,181,131	(38,043)	(1.18%)	
Total Revenue from Ordinary Activities	61,817,129	65,904,435	65,904,435	57,951,311	(7,953,124)	(12.07%)	
Expenses from Ordinary Activities							
Employee Costs	4,989,575	4,977,804	4,977,804	5,308,674	(330,870)	(6.65%)	2
Materials and Contracts							
Consultants and Contract Labour	627,340	1,303,882	1,303,882	1,208,142	95,740	7.34%	
Communications and Public Consultation	555,500	585,224	585,224	469,690	115,534	19.74%	3
Landfill Expenses	1,240,670	1,290,837	1,290,837	981,751	309,086	23.94%	4
Office Expenses	235,711	343,525	343,525	296,376	47,149	13.73%	
Information System Expenses	178,970	200,572	200,572	119,790	80,782	40.28%	
Building Maintenance	132,800	148,398	148,398	80,444	67,954	45.79%	
Plant and Equipment Operating & Hire	738,820	890,340	890,340	761,096	129,244	14.52%	5
RRF Other Operating Expenses	29,050,500	29,051,801	29,051,801	29,709,971	(658,170)	(2.27%)	6
WMRC	4,920,000	4,920,000	4,920,000	-	4,920,000	100.00%	
Utilities	345,934	345,934	345,934	293,054	52,880	15.29%	
Depreciation	1,810,367	2,140,911	2,140,911	2,240,267	(99,356)	(4.64%)	
Borrowing Costs	56,088	56,088	56,088	56,088	-	0.00%	
Insurances	269,940	202,169	202,169	187,685	14,484	7.16%	
DEP Landfill Levy	10,622,260	11,723,894	11,723,894	10,410,948	1,312,946	11.20%	7
Land Lease/Rental	716,075	716,075	716,075	721,992	(5,917)	(0.83%)	
Other Expenditure							
Members Costs	247,213	295,213	295,213	190,586	104,627	35.44%	8
Administration Expenses	114,520	122,020	122,020	86,536	35,484	29.08%	
Amortisation for Cell Development	1,187,580	1,462,899	1,462,899	1,164,245	298,654	20.42%	7
Amortisation for Decommissioning Asset	545,191	545,191	545,191	545,191	-	0.00%	
Capping Accretion Expense	239,255	239,255	239,255	239,255	-	0.00%	
Post Closure Accretion Expense	156,333	156,333	156,333	156,333	-	0.00%	
RRF Amortisation	462,791	495,552	495,552	528,237	(32,685)	(6.60%)	
Total Expenses	59,443,433	62,213,917	62,213,917	55,756,350	6,457,568	10.38%	
Profit on Sale of Assets	46,339	52,455	52,455	7,394	(45,061)	(85.90%)	
Loss on Sale of Assets	290,608	290,608	290,608	13,860	276,748	(95.23%)	
Revaluation of Assets	-	-	-	49,501	(49,501)		
	(244,269)	(238,153)	(238,153)	(55,967)	182,186	(76.50%)	
Changes in Net Assets Resulting from Operations	2,129,427	3,452,365	3,452,365	2,138,994	(1,313,371)	(38.04%)	

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 for the year to date are below budget \$7,915k; \$4,920k is explained by the unused WMRC agreement tonnes which has a contra entry in expenses. Member Councils are below budget (\$2,518k), mainly due to less than budgeted tonnes from Cities of Joondalup and Stirling, non-member waste is \$477k below budget as trade customers find alternative options for waste disposal.</p> <p>The Member Councils have delivered less processable tonnes (1,582t) and less non processable tonnes (13,197t) than budget year to date. Overall the member councils have delivered 12,059t less tonnes than budget.</p>
2	Employee Costs	<p>Employee costs are \$331k above budget due to back pays of casual loadings, leave cover, overtime and provisions for annual leave, sick leave and long service leave adjustments for the financial year end 2019.</p>
3	Communication and Public Consultation	<p>Communication and Public Communication is \$116k below budget mainly due to the rollover of projects in waste management education to next financial year.</p>
4	Landfill Expenses	<p>Landfill expenses is \$309k below budget mainly due to less mattresses sent to landfill from Cities of Joondalup and Wanneroo.</p>
5	Plant and Equipment Operating & Hire	<p>Plant equipment operating and hire is \$129k below budget due to savings in tyres and tubes and repair and maintenance as we continue with the asset management program.</p>
6	RRF Other Operating Expenses	<p>RRF other operating expenses are \$658k above budget mainly due to 1,693 tonnes more being delivered as City of Stirling diverted waste to the RRF whilst they carried out repairs to their facility during May and June 2019.</p>
7	DWER Landfill Levy and Cell Development	<p>DWER Landfill Levy is \$1,313k below budget mainly due to 20,388 tonnes less of levied waste being delivered against budget. Cell development is \$299k below budget which is also tonnage driven.</p>
8	Member Costs	<p>Members Cost is \$105k below budget due to lower participation in Waste Management Conferences offered to elected members.</p>

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 30 June 2019

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	-	1,340	1,340	4,370	(3,030)	(226.12%)
	-	1,340	1,340	4,370	(3,030)	(226.12%)
Office Expenses						
Cleaning of Buildings						
General cleaning (Enviro Care)	10,600	10,600	10,600	10,129	471	4.45%
Window cleaning	2,000	2,000	2,000	-	2,000	100.00%
	12,600	12,600	12,600	10,129	2,471	19.61%
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	2,000	2,000	-	0.00%
Newcastle Weighing Services-Gen Maintenance	11,500	11,500	11,500	10,425	1,075	9.35%
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	6,000	5,221	779	12.98%
	19,500	19,500	19,500	17,646	1,854	9.51%
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	3,000	3,000	3,000	812	2,188	72.93%
Community Education Centre	2,000	3,646	3,646	2,646	1,000	27.42%
Weighbridge and Calibration	7,500	7,500	7,500	220	7,280	97.07%
Building Security						
Security - Monitoring	-	-	-	255	(255)	
	12,500	14,146	14,146	3,933	10,213	72.20%
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	9,000	9,000	9,000	920	8,080	89.78%
Repair of Boom Gate	-	-	-	-	-	
Road Maintenance	5,000	5,000	5,000	-	5,000	100.00%
Bores and Pipework						
Bore maint/calibration/electronics	4,500	4,500	4,500	6,113	(1,613)	(35.85%)
Groundwater sampling	2,500	3,801	3,801	3,801	-	0.00%
Bacteria sampling	1,000	1,000	1,000	-	1,000	100.00%
Vermin control	500	500	500	-	500	100.00%
Spills/leaks/incident management	500	500	500	-	500	100.00%
Landscaping and Gardens	6,000	6,000	6,000	1,500	4,500	75.00%
Compost Disposal	433,500	433,500	433,500	419,310	14,190	3.27%
Contractor's Fees	28,338,000	28,338,000	28,338,000	29,278,326	(940,326)	(3.32%)
RRF Maintenance Funding	250,000	250,000	250,000	-	250,000	100.00%
	29,050,500	29,051,801	29,051,801	29,709,971	(658,170)	(2.27%)
Utilities						
Electricity	15,800	15,800	15,800	(2,520)	18,320	115.95%
Rates	108,894	108,894	108,894	107,039	1,855	1.70%
	124,694	124,694	124,694	104,519	20,175	16.18%
Insurance						
Municipal Property Insurance	3,500	3,500	3,500	3,519	(19)	(0.56%)
Public Liability Insurance	5,650	5,650	5,650	5,322	328	5.81%
	9,150	9,150	9,150	8,841	309	3.37%
Cost of Borrowings						
Interest on Loans						
Loan 10A	56,088	56,088	56,088	56,088	(0)	(0.00%)
Loan Expenses	-	-	-	-	-	
	56,088	56,088	56,088	56,088	(0)	(0.00%)
Amortisations						
Amortisation Pre-operating Costs	104,784	133,501	133,501	133,501	-	0.00%
Amortisation Costs	358,007	362,051	362,051	394,736	(32,685)	(9.03%)
	462,791	495,552	495,552	528,237	(32,685)	(6.60%)
Depreciation						
Depreciation on Building	25,124	168,129	168,129	168,129	(0)	(0.00%)
Depreciation on Computing	-	-	-	21	(21)	
Depreciation on Infrastructure	26,697	186,257	186,257	186,257	0	0.00%
	51,821	354,386	354,386	354,407	(21)	(0.01%)
Total Operating Expenditure	29,799,644	30,139,257	30,139,257	30,798,140	(658,863)	(2.19%)
Net Total	(29,799,644)	(30,139,257)	(30,139,257)	(30,798,140)	658,863	(2.19%)

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 30 June 2019

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities						
Operating Revenues						
General Purpose Funding	61,817,129	65,904,435	65,904,435	57,951,311	(7,953,124)	(12.07%)
Community Amenities	-	-	-	-	-	-
Resource Recovery Facility	-	-	-	-	-	-
	61,817,129	65,904,435	65,904,435	57,951,311	(7,953,124)	(12.07%)
Profit on Disposal of Assets						
Governance	1,479	1,799	1,799	1,598	(201)	(11.17%)
Community Amenities	44,860	50,656	50,656	5,796	(44,860)	(88.56%)
Resource Recovery Facility	-	-	-	-	-	-
	46,339	52,455	52,455	7,394	(45,061)	
Total Revenue	61,863,468	65,956,890	65,956,890	57,958,706	(7,998,184)	(12.13%)
Expenses from Ordinary Activities						
Operating Expenditure						
Governance	3,886,114	4,028,871	4,028,871	3,669,200	359,671	8.93%
Community Amenities	25,757,675	28,045,789	28,045,789	21,289,010	6,756,779	24.09%
Resource Recovery Facility	29,743,556	30,083,169	30,083,169	30,742,052	(658,883)	(2.19%)
	59,387,345	62,157,829	62,157,829	55,700,261	6,457,568	10.39%
Loss on Sale of Assets						
Governance	-	-	-	13,860	(13,860)	-
Community Amenities	290,608	290,608	290,608	-	290,608	100.00%
Resource Recovery Facility	-	-	-	-	-	-
	290,608	290,608	290,608	13,860	276,748	
Cost of Borrowings						
Governance	-	-	-	-	-	-
Community Amenities	-	-	-	-	-	-
Resource Recovery Facility	56,088	56,088	56,088	56,088	-	0.00%
	56,088	56,088	56,088	56,088	-	0.00%
Total Expenditure	59,734,041	62,504,525	62,504,525	55,770,210	6,734,315	10.77%
Revaluation of Assets	-	-	-	49,501	(49,501)	-
Changes in Net Assets Resulting from Operations	2,129,427	3,452,365	3,452,365	2,138,995	(1,313,370)	(38.04%)

Mindarie Regional Council

Balance Sheet

For the month ended 30 June 2019

Description	ACTUAL 2018/2019	Movement	ACTUAL 2017/2018
CURRENT ASSETS			
Cash	298,393	(1,643,672)	1,942,065
Investments	31,849,823	3,291,960	28,557,863
Debtors	3,798,166	652,537	3,145,629
Stock	12,967	(2,765)	15,733
Prepayments	103,826	1,247	102,579
Accrued Income	1,051,903	771,777	280,127
Work In Progress - Leachate treatment project	5,349	(35,983)	41,333
Work In Progress - Recycling Centre Renovation and Alignment	-	(281,294)	281,294
Other Current Assets	542,144	227,302	314,843
TOTAL CURRENT ASSETS	37,662,572	2,981,107	34,681,465
NON-CURRENT ASSETS			
Land	6,760,000	-	6,760,000
Buildings & Improvements	3,916,570	677,422	3,239,148
Furniture & Equipment	242,752	(7,800)	250,552
Computing Equipment	440,832	55,612	385,220
Plant & Equipment	5,931,963	2,898,256	3,033,707
Infrastructure - Other	6,656,195	(16,933)	6,673,128
Infrastructure - Excavation	25,750,369	(1,164,245)	26,914,614
Infrastructure - RRF	3,511,430	(398,004)	3,909,434
Decommissioning Asset	2,842,375	(311,494)	3,153,869
Post Closure	2,064,319	(233,697)	2,298,016
Pre-operating RRF	1,049,196	(130,233)	1,179,429
TOTAL NON-CURRENT ASSETS	59,166,001	1,368,884	57,797,117
TOTAL ASSETS	96,828,573	4,349,991	92,478,582
CURRENT LIABILITIES			
Creditors	6,574,378	403,309	6,171,069
Provisions for Leave	1,011,792	135,932	875,860
Current Loans	127,163	9,215	117,948
Accruals	184,064	(279,698)	463,762
TOTAL CURRENT LIABILITIES	7,897,397	268,758	7,628,639
NON CURRENT LIABILITIES			
Provisions for Leave	38,965	(60,055)	99,020
Non Current Loans	727,915	(127,163)	855,078
Decommission Provision for Capping	16,344,944	395,588	15,949,356
Other Non Current Liabilities	39,983	-	39,983
TOTAL NON CURRENT LIABILITIES	17,151,807	208,370	16,943,437
TOTAL LIABILITIES	25,049,204	477,128	24,572,076
NET ASSETS	71,779,370	3,872,863	67,906,506
EQUITY			
Retained Surplus	13,352,712	3,049,605	10,303,108
Reserves (Cash Back)	21,953,499	(785,893)	22,739,391
Reserves (Non Cash Back)	32,387,432	1,609,151	30,778,281
Council Contribution	4,085,726	-	4,085,726
TOTAL EQUITY	71,779,370	3,872,863	67,906,506

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 30 June 2019

Description	ACTUAL 2018/2019
Opening Balance - 1 July 2018	
Site Rehabilitation	10,187,356
Capital Expenditure	9,560,960
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	500,000
Carbon Abatement	491,076
	<u>22,739,391</u>
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
	-
Transfer from Operating Surplus	
Site Rehabilitation	2,895,588
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	250,000
Carbon Abatement	-
	<u>3,145,588</u>
Total Transfer from Operations	<u>3,145,588</u>
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	<u>-</u>
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	3,829,005
RRF Maintenance Funding	102,476
Carbon Abatement	-
	<u>3,931,481</u>
Closing Balance	
Site Rehabilitation	13,082,944
Capital Expenditure	5,731,955
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	647,524
Carbon Abatement	491,076
	<u>21,953,499</u>

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2019

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
PLANT, VEHICLES AND MACHINERIES				
Plant and Vehicles				
Replacement of Bomag Compactor (Plant100)	1,700,000	1,061,060	1,114,500	105.04%
Replacement of Sumitomo Excavator (Plant89)	350,000	245,172	245,172	100.00%
Replacement of Holden Colorado-OM (Plant112)	45,000	45,000	43,400	96.44%
Replacement of VW Amarok-DCS (Plant111)	48,000	48,000	47,003	97.92%
Replacement of Ford Falcon G6E-CEO (Plant109)	52,000	52,000	50,065	96.28%
Replacement of Toyota Forklift (Plant98)	35,000	-	-	
Replacement of Komatsu WA470 (Plant93)	385,000	418,044	439,268	105.08%
Replacement of Komatsu WA470 (Plant94)	385,000	456,973	413,468	90.48%
Replacement of Caterpillar Skidsteer Loader MTL (Plant108)	105,000	95,952	87,152	90.83%
Replacement of 30T Dump Truck (Plant90)	415,000	404,029	404,029	100.00%
	3,520,000	2,826,230	2,844,056	100.63%
Machinery and Equipment				
Replacement of 6x Hooklift Bins @ \$12k each	72,000	72,000	60,475	83.99%
Replacement of 2x Tarpomatic Tarps	25,000	25,000	14,564	58.25%
Small Equipments	5,000	-	-	
Purchase and install 2 Cardboard Compactors	275,000	275,000	172,594	
2way radios	5,000	5,000	484	
CCTV at Tamala Park	-	37,000	33,415	
	382,000	414,000	281,532	68.00%
TOTAL PLANT, VEHICLES AND MACHINERIES	3,902,000	3,240,230	3,125,589	80.10%
FURNITURE AND EQUIPMENT				
Furniture and Fittings				
New Telephone System	15,000	15,000	16,674	111.16%
Replacement of Furniture and Fittings	7,300	7,300	1,055	14.46%
Replacement of Airconditioning Units	65,000	65,000	43,682	67.20%
	87,300	87,300	61,411	70.35%
TOTAL FURNITURE AND EQUIPMENT	87,300	87,300	61,411	70.35%
COMPUTING EQUIPMENT				
Computing Equipment				
Microsoft Server 2003 upgrade	19,000	19,000	20,997	110.51%
Replacement of Admin Server UPS	10,500	21,100	22,349	105.92%
Replacement of HP Elite Desktops	16,000	16,000	12,469	77.93%
Replacement of Document Management System	60,000	60,000	50,548	84.25%
Replacement of DCS at Neerabup	-	16,650	22,356	134.27%
	105,500	132,750	128,718	96.96%
TOTAL COMPUTING EQUIPMENT	105,500	132,750	128,718	96.96%
LAND AND BUILDINGS				
Building				
Upgrade of kitchen and ablution at Tipface	20,000	20,000	-	
Weighbridge - Tamala park	20,000	20,000	18,650	
Weighbridge and other infrastructure - Neerabup	20,000	20,000	-	
Recycling Centre renovation and alignment phase2	145,296	505,296	359,479	
	205,296	565,296	378,129	66.89%
TOTAL LAND AND BUILDINGS	205,296	565,296	378,129	184.19%

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2019

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
INFRASTRUCTURE				
Operations				
Environmental drilling Prog1 Stage1 north	50,000	50,000	-	
Environmental drilling Prog2	50,000	50,000	7,176	14.35%
Environmental drilling 1x nested groundwater well set	15,000	15,000	-	
2x Airwell pumps	16,000	16,000	-	
2x Gas monitoring units	35,000	35,000	27,465	
Leachate treatment project	500,000	500,000	165,503	33.10%
3x Leachate extraction risers	22,000	30,720	30,720	100.00%
Irrigation and garden around Recycling new shop	10,000	10,000	7,168	71.68%
1x Compressor back-up - or hire as an option @ \$655.00 + gst/week	44,121	44,121	-	
Transfer station extension	200,000	200,000	-	
	942,121	950,841	238,032	25.03%
Landfill Infrastructure Phase 3				
Cell Development - Lining (inc. c/f)	203,219	203,219	44,580	21.94%
	203,219	203,219	44,580	21.94%
TOTAL INFRASTRUCTURE	1,145,340	1,154,060	282,612	24.67%

INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2018	Principal Drawn Down to 30/06/2019	Principal Repayments	Principal Outstanding	Interest Repayments	Note
						Actual to 30/06/2019	Actual to 30/06/2019	Actual to 30/06/2019	
Community Amenities Regional Resource Recovery Facility Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	973,026	-	117,948	855,078	56,088	
TOTAL	2,000,000			973,026	-	117,948	855,078	56,088	
						Facility Fee		-	
						Total Borrowing Costs		56,088	

Tonnage Report to 30 June 2019

Item
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APPENDIX NO. 3

Item
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Information relating to landfill, resource recovery & recycling tonnages year to date 2018/19 ²⁵

Month: Jun-19

TONNAGE								
RRF Actual	Landfill Actual	Total Tonnage	Budget 2018/19	Variance YTD	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year

MEMBERS

<u>Processable</u>									
Cambridge	718	4,880	5,597	5,900	(303)	100.0%	1	94.9%	3,841
Joondalup	31,516	11,723	43,239	40,331	2,908	100.0%		107.2%	34,326
Perth	-	13,234	13,234	13,500	(266)	100.0%		98.0%	9,007
Stirling	3,627	36,722	40,348	40,722	(374)	100.0%		99.1%	24,673
Victoria Park	10,239	1,314	11,553	12,000	(447)	100.0%		96.3%	8,024
Vincent	8,571	2,778	11,349	12,000	(651)	100.0%		94.6%	8,052
Wanneroo	49,567	6,984	56,551	59,000	(2,449)	100.0%		95.8%	38,590
Sub Total Processable	104,236	77,635	181,871	183,453	(1,582)	100.0%			99.1%
<u>Non-Processable</u>									
Cambridge		44	44	50	(6)	100.0%	1	88.5%	536
Joondalup		786	786	7,644	(6,858)	100.0%		10.3%	1,269
Perth		5	5	3	-	100.0%		204.7%	3
Stirling		13,474	13,474	20,424	(6,950)	100.0%		66.0%	11,234
Victoria Park		56	56	500	(444)	100.0%		11.1%	171
Vincent		1,403	1,403	1,600	(197)	100.0%		87.7%	1,195
Wanneroo		6,807	6,807	5,551	1,256	100.0%		122.6%	7,637
Sub Total Non-Processable	-	22,575	22,575	35,772	(13,197)	100.0%			63.1%
<u>Other</u>									
Sita Biovision Residues		51,419	51,419	48,700	2,719	100.0%	1	105.6%	33,279
Wanneroo WRC		-	-	-	-	-		-	115
Sub Total Other	-	51,419	51,419	48,700	2,719			105.6%	33,395
SUB TOTAL MEMBERS	104,236	151,629	255,865	267,925	(12,059)	(4.50)		95.5%	181,954

CASUALS

Trade		10,794	10,794	12,500	(1,706)	100.0%	1	86.4%	7,574
Cash		2,654	2,654	3,300	(646)	100.0%	1	80.4%	3,277
Sub Total Casuals	-	13,448	13,448	15,800	(2,352)	100.0%		85.1%	10,851
TOTAL	104,236	165,077	269,313	283,725	(14,411)				192,805

RECYCLING

Recycling centre sales									
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Notes 1* Based on 17/18 actual tonnages

REVENUE				
Actual G/L \$	Budget 2018/19	Target % Year to Date	Note	Actual % Year to Date

\$ 1,142,016	1,204,211	100.0%	1	94.8%
\$ 8,820,305	8,224,211	100.0%		107.2%
\$ 2,700,339	2,754,892	100.0%		98.0%
\$ 8,271,373	7,844,595	100.0%		105.4%
\$ 2,357,642	2,449,297	100.0%		96.3%
\$ 2,315,857	2,449,303	100.0%		94.6%
\$ 11,546,162	12,046,812	100.0%		95.8%
\$ 37,153,694	\$ 36,973,321	100.0%		

\$ 9,075	10,251	100.0%	1	88.5%
\$ 159,658	1,565,221	100.0%		10.2%
\$ 1,060	596	100.0%		-
\$ 2,704,281	4,633,813	100.0%		58.4%
\$ 11,294	102,408	100.0%		11.0%
\$ 287,114	327,404	100.0%		87.7%
\$ 1,382,909	1,123,771	100.0%		123.1%
\$ 4,555,392	\$ 7,763,464	100.0%		

\$ 10,492,703	9,983,500	100.0%	1	105.1%
\$ -	-	0.0%		-
\$ 10,492,703	\$ 9,983,500			105.1%
\$ 52,201,789	\$ 54,720,285			95.4%

\$ 2,059,918	2,409,000	100.0%	1	85.5%
\$ 508,472	635,976	100.0%	1	80.0%
\$ 2,568,390	\$ 3,044,976	100.0%		84.3%
\$ 54,770,180	\$ 57,765,261			

\$ 820,336	897,225	100.0%		91.4%
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Waste to Landfill Tonnages Report for the period to 30 June 2019

Members

The Member Councils' processable waste for the financial year to date is 1,582 tonnes below forecast, primarily as a result of the City of Wanneroo (2,449t), abated, in part, by City of Joondalup delivering more waste than phased budget (2,908t).

The non processable waste for the year to date is 13,197 tonnes below the financial forecast, primarily as a result of the City of Stirling (6,950t) and City of Joondalup (6,858t), abated, in part, by City of Wanneroo delivering more waste than phased budget (1,256t).

These variances leave the MRC 4.5% behind in its budgeted waste receipts from Member Councils for the financial year 2018/2019.

Overall the Member Council waste is 12,059 tonnes below the phased budget as at the end of June 2019.

RRF

The Resource Recovery Facility residue tonnes are above phased budget (2,719t) due to the more than the contracted 100,000 tonnes being delivered to the facility (104,236t).

Trade & Casual

The Casual and Trade tonnages are 2,352 tonnes lower than forecast for the financial year as trade customers find alternative waste disposal solutions.

Overall for the period ended 30th June 2019, the tonnes received are 14,411 tonnes below what was budgeted.

List of Payments made for the month ended 31 May 2019

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APPENDIX NO. 4

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**Schedule of Payments for May 2019
Council Meeting - 19th September 2019**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
1/05/2019	640	Cash - Petty Cash	Petty Cash Reimbursement	\$1,813.10
10/05/2019	641	Cash	Staff lotto - Deducted from staff salary	\$300.00
10/05/2019	642	Telstra	Directory Charges May19	\$849.00
14/05/2019	643	Telstra	Telephone Usage Apr19	\$433.10
17/05/2019	644	Cash - Petty Cash	Petty Cash Reimbursement	\$1,397.95
23/05/2019	645	Telstra	Mobiles May 2019	\$657.40
24/05/2019	646	Cash	Staff lotto - Deducted from staff salary	\$300.00
24/05/2019	647	Child Support	Child Support Allowance payment - Deduction made from staff salary	\$810.00
24/05/2019	648	Water Corporation	Water 24/03 - 21/05/19	\$1,196.69

Total CBA cheques \$7,757.24

20/05/2019	DP-01733	Australian Taxation Office	BAS Payment April 2019	\$106,795.00
1/05/2019	DP-01734	iiNet Limited	Voip Services	\$9.95
2/05/2019	DP-01735	Commonwealth Bank	CBA Merchant Fee	\$1,204.97
2/05/2019	DP-01736	Commonwealth Bank	CBA Merchant Fee	\$82.94
15/05/2019	DP-01737	Commonwealth Bank	Acct Service Fee	\$24.10
15/05/2019	DP-01738	Commonwealth Bank	CommBiz Fee	\$48.18
28/05/2019	DP-01739	MRC Credit Card	See attached schedule*	\$5,690.24

Total Direct Payments \$113,855.38

2/05/2019	Trf 1	Commonwealth Bank	Inter-account Transfer	\$1,800,000.00
22/05/2019	Trf 2	Commonwealth Bank	Inter-account Transfer	\$500,000.00
29/05/2019	Trf 3	Commonwealth Bank	Inter-account Transfer	\$500,000.00

Total Inter account Transfers \$2,800,000.00

Posting Date	Document No	Vendor Name	Details	EFT Amount
2/05/2019	EFT-01736	City of Joondalup	Lease Fees CoJ May 2019	\$10,974.70
2/05/2019	EFT-01736	City of Perth	Lease fees CoP May 19	\$5,512.14
2/05/2019	EFT-01736	City of Vincent	TP Lease Fees May 2019 CoV	\$5,442.78
2/05/2019	EFT-01736	City of Wanneroo	TP Lease Fees CoW May 2019	\$11,027.07
2/05/2019	EFT-01736	Town of Cambridge	Lease fees ToC May 2019	\$5,442.78
2/05/2019	EFT-01736	Town of Victoria Park	TP Lease Fee May 2019 ToVP	\$5,469.99
3/05/2019	EFT-01737	Aaron Griffiths	Open Day 2019 - bread rolls for sausage sizzle	\$500.00
3/05/2019	EFT-01737	Appliance Testing Supplies	Test & Tag consumables	\$132.50
3/05/2019	EFT-01737	Australian Services Union	Staff Superannuation	\$25.90
3/05/2019	EFT-01737	Australian Services Union	Staff Superannuation	\$25.90
3/05/2019	EFT-01737	Blackwoods & Atkins	Milwaukee Battery Pack	\$86.00
3/05/2019	EFT-01737	BOQ Asset Finance & Leasing Pty Ltd	Kyocera Lease - May 19	\$446.85
3/05/2019	EFT-01737	Brodie Atkinson	CoJ recycling bin number audit	\$1,712.50
3/05/2019	EFT-01737	DCM Services	Building Maintenance - Quarter 3 - Jan/Mar 2019	\$704.00
3/05/2019	EFT-01737	Deloitte	Deloitte Fin Adv - 2nd Inv Sup Analysis	\$54,643.86
3/05/2019	EFT-01737	Driven Mobile Auto Electrics	Plant 76 Isolator Switch	\$348.85
3/05/2019	EFT-01737	IRP Pty Ltd	Ops Admin Relief w/e 14/4/19	\$1,876.88
3/05/2019	EFT-01737	Jim's Mowing (Hillarys Marmion)	Garden Maintenance @ TP April 19	\$435.00
3/05/2019	EFT-01737	Jim's Mowing (Hillarys Marmion)	Garden Maintenance @ TP March19	\$435.00
3/05/2019	EFT-01737	Komatsu Australia	Plant 94 Brakes	\$23,911.79
3/05/2019	EFT-01737	Major Motors Pty Ltd	Plant 120 Service	\$1,628.64
3/05/2019	EFT-01737	Marsh Advertising Agencies	FYW advertising	\$1,804.00
3/05/2019	EFT-01737	Michael Page International P/L	Relief Admin Officer w/e 21/4/19	\$1,220.55
3/05/2019	EFT-01737	Midalia Steel	New Baler Ramps	\$1,025.70
3/05/2019	EFT-01737	Neverfail Springwater Ltd	15L Springwater	\$98.15
3/05/2019	EFT-01737	Newcastle Weighing Services Pt	DCS Rolls 3 boxes x 6 rolls inc freight	\$1,574.65
3/05/2019	EFT-01737	PIRTEK (MALAGA) PTY LTD	Skid Steer hydraulic hose replacement	\$517.15
3/05/2019	EFT-01737	Push My Button Australia Ltd	Happy Or Not devices - Year 2 of 3	\$6,072.00
3/05/2019	EFT-01737	Ronco Group Pty Ltd	Plant 104 Bin Lock Ram	\$1,495.84
3/05/2019	EFT-01737	Satellite Security Services P/L	Building Security - September - December 2018	\$982.80
3/05/2019	EFT-01737	ST JOHN AMBULANCE	Site Wide First Aid Kit Inspection and Replacement	\$1,400.02

3/05/2019	EFT-01737	TOX FREE AUSTRALIA P/L	Gas bottle removed to be recycled	\$309.93
3/05/2019	EFT-01737	Trade West Industrial Supplies	PERS-Pro Fit Riggamate Glove SMALL	\$634.27
3/05/2019	EFT-01737	Trade West Industrial Supplies	102- OP- AM-Eyres Terminator I/O Safety Glasses	\$324.01
3/05/2019	EFT-01737	Tudor House	Tip Face Flags (2 green, 2 red)	\$106.00
3/05/2019	EFT-01737	Tyrecycle P/L	Tyres collection for recycling x 69	\$444.08
3/05/2019	EFT-01737	Winc Australia P/L	Env Expnle C4 Envelopes	\$61.50
3/05/2019	EFT-01737	Wren Oil	Oil Waste	\$16.50
10/05/2019	EFT-01738	Payroll Employee Wages	PAY FE100519	\$126,905.15
10/05/2019	EFT-01739	Australian Taxation Office	Payroll PAYG	\$47,269.00
10/05/2019	EFT-01740	Airwell Group Pty Ltd	Training of the leachate treatment	\$1,019.70
10/05/2019	EFT-01740	Aurora Environmental (Perth) Pty Ltd	Asbestos Awareness Training Session 15.4.19	\$770.00
10/05/2019	EFT-01740	Ausrecord	Pocket files x 100	\$130.90
10/05/2019	EFT-01740	BENARA NURSERIES	40 plants for reuse shop garden revamp	\$246.40
10/05/2019	EFT-01740	Blackwoods & Atkins	Clamp hose	\$116.01
10/05/2019	EFT-01740	Blackwoods & Atkins	Clamp Hose Kit for workshop	\$168.00
10/05/2019	EFT-01740	BOC Limited	Welding Gas cylinder refills	\$171.16
10/05/2019	EFT-01740	Central Fire Services P/L	HHW Fire System Inspection - July 18	\$73.33
10/05/2019	EFT-01740	ChemCentre	HHW classification for Vic Park HHW day	\$1,245.20
10/05/2019	EFT-01740	CHUBB FIRE SAFETY LTD	Fire Extinguisher Inspection - Site Wide	\$1,875.23
10/05/2019	EFT-01740	COVS Parts Pty Ltd	Workshop Consumables - Loctite	\$112.45
10/05/2019	EFT-01740	COVS Parts Pty Ltd	Plant 122 engine oil	\$109.30
10/05/2019	EFT-01740	COVS Parts Pty Ltd	Denso Tape	\$14.34
10/05/2019	EFT-01740	Cutting Edges Equipment Parts	Grouser Bar inc freight	\$575.16
10/05/2019	EFT-01740	Data#3	RFF Cisco Switch Support/Maintenance	\$585.87
10/05/2019	EFT-01740	David Moss Corporation P/L	Priming fittings/filter fittings	\$450.05
10/05/2019	EFT-01740	Eco Environmental	Ambisense Gas Flux service (3M)	\$605.00
10/05/2019	EFT-01740	EMRC	Wood sent fr recycling	\$143.00
10/05/2019	EFT-01740	Envirocare Systems	TP Hygiene Services	\$635.33
10/05/2019	EFT-01740	Envirocare Systems	RRF Hygiene Services	\$229.16
10/05/2019	EFT-01740	Fastfwd IT	MRC IT 16/4 - 30/4/2019	\$7,499.56
10/05/2019	EFT-01740	Great Southern Fuel Supplies	Fuel April 2019	\$28,838.05
10/05/2019	EFT-01740	Gutters Supa Kleen	Gutter clean/fire debris removal	\$3,325.00
10/05/2019	EFT-01740	IRP Pty Ltd	Ops Admin Relief w/e 7/4/19	\$1,918.13
10/05/2019	EFT-01740	IRP Pty Ltd	Admin Relief Operations w/e 21/4/19	\$1,619.20
10/05/2019	EFT-01740	Kyocera Document Solutions	Printing March 2019	\$520.01
10/05/2019	EFT-01740	Landfill Gas & Power Pty Ltd	Electricity Mar 19	\$14,588.29
10/05/2019	EFT-01740	Magicorp Pty Ltd	Sub for On Hold Messages	\$113.33
10/05/2019	EFT-01740	Michael Page International P/L	Admin Relief w/e 7/4/19	\$1,500.68
10/05/2019	EFT-01740	PIRTEK (MALAGA) PTY LTD	Plant 93 repairs	\$157.75
10/05/2019	EFT-01740	SafeWork Laboratories Pty Ltd	D&A Testing 27/03/19 (45 tests)	\$363.00
10/05/2019	EFT-01740	Staff Australia	Help with the WWTP	\$113.51
10/05/2019	EFT-01740	The Creative Living Centre	Bus subsidy - tour to TPk Ed Ctr & RRF	\$221.50
10/05/2019	EFT-01740	The Royal Agricultural Society of Australia	Perth Royal Show exhibit site	\$7,262.20
10/05/2019	EFT-01740	Trade West Industrial Supplies	BK6975ONM-Huski 'Venture' Hi-Vis Taped 4-IN-1 jack	\$182.62
10/05/2019	EFT-01740	Trade West Industrial Supplies	Chemical Apron PVC Black 900 x 1200mm	\$105.16
10/05/2019	EFT-01740	Trade West Industrial Supplies	BP6999N92L-Bisley Coolweight Utility Pants Navy SI	\$1,392.60
10/05/2019	EFT-01740	Trade West Industrial Supplies	22-205SZ6-Oliver PVC Gumboot+metguard+penetrat	\$87.13
10/05/2019	EFT-01740	Tutt Bryant Equipment WA	Plant 100 500hr service kit and door seal	\$772.51
10/05/2019	EFT-01740	Upbeat Events	Stall - Mt Hawthorne Festival 2019	\$165.00
10/05/2019	EFT-01740	Western Tree Recyclers	Mulch for the recycling garden	\$1,421.20
17/05/2019	EFT-01741	Airwell Group Pty Ltd	Attachments for the leachate pump to Tank	\$525.82
17/05/2019	EFT-01741	Airwell Group Pty Ltd	Replace solar panels and Battery	\$310.09
17/05/2019	EFT-01741	All Fence U Rent P/L	Fencing Hire 12/2-12/3/19	\$116.88
17/05/2019	EFT-01741	Aurora Environmental (Perth) Pty Ltd	Asbestos Awareness Training Session 15.4.19	\$1,089.00
17/05/2019	EFT-01741	Biovision 2020 Pty Ltd	Contractor's Fees - April 2019	\$2,631,336.25
17/05/2019	EFT-01741	Blackwoods & Atkins	Plant 76 repairs - relay fuses	\$109.56
17/05/2019	EFT-01741	Bubble Ventures	Monster Bubbles TP Open Day 19 - 50% deposit	\$699.50
17/05/2019	EFT-01741	CALTEX AUSTRALIA PETROLEUM PTY	Fuel April 19 - BT	\$927.18
17/05/2019	EFT-01741	Command A Com	2 Panasonic Desk Phones - Waste Ed	\$198.00
17/05/2019	EFT-01741	Command A Com	2 Panasonic Desk Phones (1st office & spare)	\$220.00
17/05/2019	EFT-01741	Crossland & Hardy Pty Ltd	Site Survey - Tamala Park	\$2,929.30
17/05/2019	EFT-01741	David Moss Corporation P/L	Priming fittings/filter fittings	\$1,021.41
17/05/2019	EFT-01741	Driven Mobile Auto Electics	Plant 119 no power to pump	\$572.59
17/05/2019	EFT-01741	Flick Anticimex P/L	Pest Control 6 weekly (April)	\$286.00

17/05/2019	EFT-01741	Flick Anticimex P/L	Pest Control Jan - 6 weekly service	\$286.00
17/05/2019	EFT-01741	Kitec Electrical Services	Height restrictor timer	\$556.88
17/05/2019	EFT-01741	Macri Partners	Interim Audit Fees for ye 2019	\$14,850.00
17/05/2019	EFT-01741	MARKETFORCE P/L	FYW - Cinema April 19	\$3,594.45
17/05/2019	EFT-01741	MARKETFORCE P/L	FYW Hay/Murray St Malls	\$5,741.55
17/05/2019	EFT-01741	Michael Page International P/L	Admin Relief w/e 14/4/2019	\$600.27
17/05/2019	EFT-01741	Microbeix P/L	Bio Wash (12 of 40)	\$2,027.34
17/05/2019	EFT-01741	Northwest Shedmasters Pty Ltd	EPS Shed	\$28,575.80
17/05/2019	EFT-01741	Perth Face Painting Company	Tamala Park Open Day 2019	\$1,584.00
17/05/2019	EFT-01741	Plants & Garden Rentals	Plant hire May 2019	\$220.00
17/05/2019	EFT-01741	REmida Perth Inc	Remida workshop for EC course	\$110.00
17/05/2019	EFT-01741	Spectur Ltd	Quarterly Server, Alarms & CCTV Bundle	\$264.00
17/05/2019	EFT-01741	ST JOHN AMBULANCE	Mental Health First Aid Training	\$1,404.00
17/05/2019	EFT-01741	ST JOHN AMBULANCE	Mental Health First Aid 1 student 08/04/19	\$156.00
17/05/2019	EFT-01741	ST JOHN AMBULANCE	Mental Health First Aid Training 8 students 8/4/19	\$1,248.00
17/05/2019	EFT-01741	Staff Australia	1 person 1 day - vetive grass service	\$245.95
17/05/2019	EFT-01741	Trade West Industrial Supplies	382152W9-Steel Blue Argyle (Wheat) SIZE 9 UK-Steve	\$341.00
17/05/2019	EFT-01741	Trade West Industrial Supplies	BP6999N92L-Bisley Coolweight Utility Pants Navy SI	\$198.00
17/05/2019	EFT-01741	Trade West Industrial Supplies	CW75 Wipes Alcohol Bacterial ISOWipes 420 x 143mm	\$77.88
17/05/2019	EFT-01741	Trade West Industrial Supplies	SS1-Pro Choice Sun Screen SPF 50+ 1LTR	\$174.90
17/05/2019	EFT-01741	Trade West Industrial Supplies	Staff boots x 1 & gloves	\$560.56
17/05/2019	EFT-01741	Tutt Bryant Equipment WA	Plant 100 500hr service kit	\$132.63
17/05/2019	EFT-01741	Wren Oil	Recycling of Oil	\$16.50
17/05/2019	EFT-01742	Fastfwd IT	MRC IT 01/05-15/05/19	\$10,181.60
24/05/2019	EFT-01743	Payroll Employee Wages	Cancelled	\$0.00
24/05/2019	EFT-01744	Payroll Employee Wages	PAY FE240519	\$112,865.22
24/05/2019	EFT-01745	A & G Wines Plumbing	Upgrade to onsite plumbing infrastructure	\$2,338.49
24/05/2019	EFT-01745	A & G Wines Plumbing	Investigations & repair of Eye Wash (final)	\$517.00
24/05/2019	EFT-01745	Benara Nurseries	Plants for the Reuse garden shop	\$635.25
24/05/2019	EFT-01745	BOC Limited	Welding Gas cylinder refills 29/3-27/4/19	\$68.60
24/05/2019	EFT-01745	Bunnings	Walkway fence at recycling	\$304.92
24/05/2019	EFT-01745	Bunnings	Wire Mesh for Bushland Management	\$160.55
24/05/2019	EFT-01745	Bunnings	Sanding sheets & silicone for workshop	\$147.62
24/05/2019	EFT-01745	Cabcharge Australia Ltd	Waste Conference Taxi Fares KG	\$540.96
24/05/2019	EFT-01745	CAPS Australia Pty Ltd	Annual Service - Compressor and Dryer	\$1,561.21
24/05/2019	EFT-01745	Command A Com	Telephone Repair & Maintenance	\$165.00
24/05/2019	EFT-01745	Command A Com	Telephone Repair & Maintenance	\$242.00
24/05/2019	EFT-01745	Command A Com	Telephone Repair & Maintenance	\$242.00
24/05/2019	EFT-01745	Command A Com	Telephone Repair & Maintenance	\$88.00
24/05/2019	EFT-01745	COVS Parts Pty Ltd	Battery for Landfill Pump	\$138.78
24/05/2019	EFT-01745	Eco Faeries	Tamala Park Open Day 2019	\$700.00
24/05/2019	EFT-01745	EMRC	Wood sent for recycling	\$145.29
24/05/2019	EFT-01745	Geoffrey Atkinson	Shades for Open Day and other Events	\$1,152.21
24/05/2019	EFT-01745	Geoffrey Atkinson	Flight to Waste Conference - GA	\$1,317.36
24/05/2019	EFT-01745	GHD PTY LTD	Update the CSM	\$1,087.81
24/05/2019	EFT-01745	HCS Group P/L	TP Monthly Clean	\$2,302.29
24/05/2019	EFT-01745	Keith Sargent	WC Expenses - Meals Cr Sargent & Cr Proud	\$174.00
24/05/2019	EFT-01745	Komatsu Australia	Plant 93 9000hr service	\$3,732.59
24/05/2019	EFT-01745	Lasso E & P P/L	FYW back page & front page editorial	\$3,300.00
24/05/2019	EFT-01745	MARKETFORCE P/L	Open Day Joon/WT 6x3 advert	\$1,097.65
24/05/2019	EFT-01745	Mike Norman	WC Expenses - Taxi Cr Norman	\$132.89
24/05/2019	EFT-01745	Neverfail Springwater Ltd	Springwater 15L x 16	\$199.84
24/05/2019	EFT-01745	Neverfail Springwater Ltd	Spring Water 15L x 3	\$22.65
24/05/2019	EFT-01745	Offspring Magazine	FYW ad/editorial Winter edition	\$1,595.00
24/05/2019	EFT-01745	Perth City Farm	Earth Carers Course room hire - 14/8/19	\$68.75
24/05/2019	EFT-01745	RAICH AND ASSOCIATES	Down dust monitors and service	\$1,231.65
24/05/2019	EFT-01745	Rose Rogers Creative	Design - Open Day A4 and A5 Flyer & Advert	\$500.00
24/05/2019	EFT-01745	Soft Landing	Mattresses Landfill x537	\$14,767.50
24/05/2019	EFT-01745	Soft Landing	657 mattresses	\$19,862.70
24/05/2019	EFT-01745	Soft Landing	643 mattresses	\$17,682.50
24/05/2019	EFT-01745	SURVEY GRAPHICS	R/L base level of phase 2 for gas wells	\$379.50
24/05/2019	EFT-01745	TOX FREE AUSTRALIA P/L	HHW processed - Vic Park HHW day	\$4,198.10
24/05/2019	EFT-01745	TOX FREE AUSTRALIA P/L	HHW processed - Vic Park HHW day	\$415.80
24/05/2019	EFT-01745	Trident Signs Pty Ltd	Wayfinding generic event signage	\$665.50

24/05/2019	EFT-01745	Tudor House	3 wind sock (white)	\$700.00
24/05/2019	EFT-01745	Tyrecycle P/L	Tyres Recycling x 369	\$1,944.89
24/05/2019	EFT-01745	Tyresack Wholesale T/A Tyres Your Way	Plant 113 R/H/R Tyres and Tubes	\$220.00
24/05/2019	EFT-01745	Winc Australia P/L	General Stationery	\$241.52
24/05/2019	EFT-01745	Work Health Professionals Pty Ltd	Serology Testing Hep A & B	\$809.60
24/05/2019	EFT-01745	Worldwide Printing Solutions	A5 Flyer printing	\$390.00
24/05/2019	EFT-01746	Australian Taxation Office	Payroll PAYG	\$38,485.00
28/05/2019	EFT-01747	Australian Taxation Office	Payroll PAYG	\$4,254.00
31/05/2019	EFT-01748	A & G Wines Plumbing	Adjustments to Plumbing in recycling	\$282.21
31/05/2019	EFT-01748	Australian Services Union	Staff Superannuation	\$25.90
31/05/2019	EFT-01748	Australian Services Union	Staff Superannuation	\$25.90
31/05/2019	EFT-01748	Blackwoods & Atkins	6 Loctite 250ml tubes	\$776.89
31/05/2019	EFT-01748	Bunnings	Rubbish bags	\$104.20
31/05/2019	EFT-01748	Bunnings	Open Day Sausage Sizzle utensils	\$45.20
31/05/2019	EFT-01748	Bunnings	Fertilizer, brooms, bin liners	\$277.68
31/05/2019	EFT-01748	Bunnings	Open Day Repairs	\$136.55
31/05/2019	EFT-01748	Bunnings	Recycling Centre Renovation parts	\$914.94
31/05/2019	EFT-01748	Cabcharge Australia Ltd	Waste Conference - Cr taxi fares	\$446.57
31/05/2019	EFT-01748	City of Joondalup	Lease Fees - June 19 - CoJ	\$10,974.70
31/05/2019	EFT-01748	City of Perth	Lease fees CoP June 19	\$5,512.14
31/05/2019	EFT-01748	City of Stirling	Lease Fees June 19 CoS	\$22,054.14
31/05/2019	EFT-01748	City of Stirling	Lease fees May 19 CoS	\$22,054.14
31/05/2019	EFT-01748	City of Vincent	TP Lease fees - June 2019 - CoV	\$5,442.78
31/05/2019	EFT-01748	City of Vincent	Lease Fees CPI increase Vincent Jan-Jun	\$424.56
31/05/2019	EFT-01748	COVS Parts Pty Ltd	Polish Ex Cut	\$10.77
31/05/2019	EFT-01748	Crossland & Hardy Pty Ltd	Rainfall bench depths/wells locations	\$464.75
31/05/2019	EFT-01748	Data#3	Document Management Desktop	\$1,595.59
31/05/2019	EFT-01748	Deloitte	Co-operative Model-MRC Preferred Future	\$1,859.66
31/05/2019	EFT-01748	ECOLO WA	Filling of Odour management pods	\$2,024.00
31/05/2019	EFT-01748	EmbroidMe	TP OD - T-shirts - face your waste	\$605.00
31/05/2019	EFT-01748	Enviro Sweep	December 2018 Service	\$756.25
31/05/2019	EFT-01748	Event Marquees	TP OD E/Marquees cafe tables, umbrellas, chairs	\$1,283.00
31/05/2019	EFT-01748	Event Marquees	Event Marquees TP OD 2019	\$5,520.00
31/05/2019	EFT-01748	Gavin Burgess	Community collections April 19	\$10,238.00
31/05/2019	EFT-01748	Greg Miller	The Joy of Wood - Workshop	\$1,400.00
31/05/2019	EFT-01748	Image Bollards	Bollards along roadside x 22	\$5,181.00
31/05/2019	EFT-01748	Instant Products Group	Ed Centre toilets hire and clean April 19	\$702.75
31/05/2019	EFT-01748	Instant Products Group	Toilet Hire - 3 services	\$140.25
31/05/2019	EFT-01748	Iron Mountain Australia Pty Ltd	Data Storage April 2019	\$54.00
31/05/2019	EFT-01748	Ironcat Tyres	Plant 110 - Tyres logger style	\$1,456.00
31/05/2019	EFT-01748	IRP Pty Ltd	Ops Admin Relief w/e 28/4/2019	\$986.70
31/05/2019	EFT-01748	Jim's Mowing (Hillarys Marmion)	Tamala Park Garden Maintenance	\$435.00
31/05/2019	EFT-01748	Jindalee Bus Charter	Tamala Park Open Day 2019	\$3,630.00
31/05/2019	EFT-01748	Kyocera Document Solutions	Printing April 2019	\$333.28
31/05/2019	EFT-01748	Mettler Toledo Ltd	Annual Tamala WB Calibration	\$4,273.50
31/05/2019	EFT-01748	Michael Page International P/L	Admin Relief w/e 28/4/19	\$900.41
31/05/2019	EFT-01748	MPL Laboratories	Leachate soil testing	\$3,696.00
31/05/2019	EFT-01748	MPL Laboratories	PFAS and Heavy metal soil testing	\$951.50
31/05/2019	EFT-01748	Ricciardo Earth Moving	Bitumen Works - Recycling	\$31,482.00
31/05/2019	EFT-01748	Ricciardo Earth Moving	Replace/move pits in support of bitumen works	\$6,753.84
31/05/2019	EFT-01748	Satellite Security Services P/L	GPRS Monitoring - RRF 01/05-31/08/19	\$1,328.39
31/05/2019	EFT-01748	Satellite Security Services P/L	System Update - Remote Downloading	\$50.00
31/05/2019	EFT-01748	ST JOHN AMBULANCE	Mental Health First Aid Training	\$1,404.00
31/05/2019	EFT-01748	ST JOHN AMBULANCE	Mental Health Training 29/04/19	\$156.00
31/05/2019	EFT-01748	T & C Transport Services	Courier Exp Apr 19	\$191.48
31/05/2019	EFT-01748	Total Eden Pty Ltd	Retic fittings	\$356.04
31/05/2019	EFT-01748	Town of Cambridge	Lease Fees June 19 - ToC	\$5,442.78
31/05/2019	EFT-01748	Tudor House	Banners - Bus Stop x 2 Cup Wash Station x 1	\$594.00
31/05/2019	EFT-01748	Tutman Safety and Risk Engineering	Recycling Dangerous Goods Assessment	\$2,365.00
31/05/2019	EFT-01748	Tyrecycle P/L	Recycling of 166 tyres	\$988.87
31/05/2019	EFT-01748	Veraison Enterprises P/L	Management Impact March 2019	\$12,573.00
31/05/2019	EFT-01748	Western Tree Recyclers	City of Perth	\$476.26
31/05/2019	EFT-01748	Western Tree Recyclers	City of Joondalup	\$5,822.43
31/05/2019	EFT-01748	WesTrac Pty Ltd	Plant 118 2000hr service	\$35,930.99

31/05/2019	EFT-01748	Worldwide Printing Solutions	A4 Program printing Open Day	\$475.00
31/05/2019	EFT-01748	Wren Oil	Recycling of waste oil	\$16.50
31/05/2019	EFT-01749	ANZ Smart Choice Super	Staff Superannuation	\$545.74
31/05/2019	EFT-01749	Australian Ethical Super	Staff Superannuation	\$152.41
31/05/2019	EFT-01749	Australian Ethical Super	Staff Superannuation	\$152.41
31/05/2019	EFT-01749	Australian Ethical Super	Staff Superannuation	\$838.28
31/05/2019	EFT-01749	Australian Super Administration	Staff Superannuation	\$858.98
31/05/2019	EFT-01749	Australian Super Administration	Staff Superannuation	\$33.92
31/05/2019	EFT-01749	Australian Super Administration	Staff Superannuation	\$2,817.00
31/05/2019	EFT-01749	BT Super for Life - SG	Staff Superannuation	\$32.92
31/05/2019	EFT-01749	BT Super for Life - SG	Staff Superannuation	\$32.65
31/05/2019	EFT-01749	BT Super for Life - SG	Staff Superannuation	\$819.63
31/05/2019	EFT-01749	CBUS	Staff Superannuation	\$241.79
31/05/2019	EFT-01749	CBUS	Staff Superannuation	\$208.89
31/05/2019	EFT-01749	CBUS	Staff Superannuation	\$1,239.38
31/05/2019	EFT-01749	Colonial First State	Staff Superannuation	\$208.89
31/05/2019	EFT-01749	Colonial First State	Staff Superannuation	\$263.32
31/05/2019	EFT-01749	Colonial First State	Staff Superannuation	\$2,805.02
31/05/2019	EFT-01749	Energy Superannuation	Staff Superannuation	\$608.84
31/05/2019	EFT-01749	Hesta Super Fund	Staff Superannuation	\$385.93
31/05/2019	EFT-01749	HOSTPLUS	Staff Superannuation	\$506.76
31/05/2019	EFT-01749	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$454.55
31/05/2019	EFT-01749	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$437.66
31/05/2019	EFT-01749	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$2,702.61
31/05/2019	EFT-01749	MLC Master Key Personal Super	Staff Superannuation	\$424.75
31/05/2019	EFT-01749	Netwealth Superannuation	Staff Superannuation	\$548.08
31/05/2019	EFT-01749	Rest Superannuation	Staff Superannuation	\$661.88
31/05/2019	EFT-01749	Sunsuper	Staff Superannuation	\$172.92
31/05/2019	EFT-01749	Sunsuper	Staff Superannuation	\$183.31
31/05/2019	EFT-01749	Sunsuper	Staff Superannuation	\$1,568.80
31/05/2019	EFT-01749	TWU Superannuation Fund	Staff Superannuation	\$473.32
31/05/2019	EFT-01749	WALGS PLAN PTY LTD	Staff Superannuation	\$4,141.29
31/05/2019	EFT-01749	WALGS PLAN PTY LTD	Staff Superannuation	\$4,067.34
31/05/2019	EFT-01749	WALGS PLAN PTY LTD	Staff Superannuation	\$22,141.91

Total EFT Payments

\$3,636,901.29

CBA Cheque No. 640 to 648	\$7,757.24
Electronic Payments:	
DP- 01733 to DP- 01739	\$113,855.38
Inter-Account Transfers	\$2,800,000.00
EFT- 01736 to EFT- 01749	\$3,636,901.29
Grand Total	\$6,558,513.91

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 19 September 2019 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 May 2019
Council Meeting - 19th September 2019**

Date	Payment to	Description	Amount
27-Apr-19	Coles	Fuel	\$92.79
29-Apr-19	Kennards Hire	Pumps Manage Landfill Rainwater	\$191.00
1-May-19	ARC Ltd	Staff Training Licence Degas	\$225.00
1-May-19	Coles	Staff Amenties	\$118.82
2-May-19	City of Fremantle	Parking	\$11.00
2-May-19	Coles	Open Day Sausage Sizzle	\$391.02
3-May-19	City of Fremantle	Parking	\$11.00
5-May-19	Coles	Milk Staff Amenties	\$47.60
7-May-19	Express Fresh	Open Day Sausage Sizzle	\$223.00
9-May-19	Raine Square	Parking	\$24.30
10-May-19	Cardsprint	Staff ID Cards	\$245.85
10-May-19	Flexiglass	Lock Canopy	\$132.00
10-May-19	Exclusive Charters	Mid Year Staff Function	\$1,254.54
12-May-19	Coles	Staff Amenties	\$69.30
13-May-19	Kennards Hire	Pumps Manage Landfill Rainwater	\$191.00
13-May-19	Airport Retail	Waste Conference Meal/Drinks	\$65.50
13-May-19	Relay	Phone Accessories	\$40.42
13-May-19	Taxi Combined	Waste Conference Travel	\$23.84
13-May-19	Gloria Jeans	Waste Conference Meal/Drinks	\$13.45
13-May-19	Taxi Epay	Waste Conference Travel	\$96.81
13-May-19	Who Gives a Crap	Toilet Paper	\$144.00
13-May-19	Ultimo Catering	Open Day Catering	\$450.11
14-May-19	Chasa Taxi Services	Waste Conference Travel	\$38.43
14-May-19	Opal Cove Resort	Waste Conference Meal/Drinks	\$9.00
17-May-19	Swan Taxis	Waste Conference Travel	\$97.49
17-May-19	Martbarr Pty Ltd	Waste Conference Meal/Drinks	\$10.00
17-May-19	Aanuka Beach Resort	Waste Conference Accomodation	\$120.81
20-May-19	City of Vincent	Parking	\$5.00
20-May-19	Austin Computers	Samsung Monitors x 2	\$323.78
21-May-19	Coles	Staff Amenties	\$54.30
24-May-19	Boss Air Suspension	Electric Compressor	\$489.00
24-May-19	Bunnings	Safety Glasses	\$25.96
24-May-19	City of Joondalup	Breakfast Forum - CoJ	\$60.00
27-May-19	Kennards Hire	Interface Meter 60MT Water & Oil	\$182.00
27-May-19	Kennards Hire	Interface Meter 60MT Water & Oil	\$200.00
28-May-19	CPP Convention Centre	Parking	\$12.12

Total CBA Credit Card - 27 April 2019 - 28 May 2019

\$5,690.24

List of Payments made for the month ended 30 June 2019

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APPENDIX NO. 5

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**Schedule of Payments for June 2019
Council Meeting - 19th September 2019**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
6/06/2019	649	Cash	Staff lotto - Deducted from staff salary	\$300.00
6/06/2019	650	Telstra	Directory Charges June 2019	\$848.76
20/06/2019	651	Telstra	Telephone Usage May 19	\$467.29
21/06/2019	652	Child Support	Child Support Allowance payment - Deduction made from staff salary	\$861.00
21/06/2019	653	Alinta Energy	Gas 11/02/19 - 10/06/19	\$58.80
21/06/2019	654	Cash	Staff lotto - Deducted from staff salary	\$300.00
21/06/2019	655	Telstra	Mobiles June 2019	\$687.16
27/06/2019	656	Cancelled Cheque	-	\$0.00
27/06/2019	657	Cancelled Cheque	-	\$0.00
27/06/2019	658	Synergy	Electricity 12/04/19-17/06/19	\$118.60
27/06/2019	659	Department of Transport	Vehicle Registrations Various Plant Vehicles	\$6,059.10
28/06/2019	660	Eric William Lumsden	Member Meeting Fees	\$5,650.00
28/06/2019	661	Frank Cvitan	Member Meeting Fees	\$5,650.00
28/06/2019	662	Karen Vernon	Member Meeting Fees	\$5,650.00
28/06/2019	663	Russell Driver	Member Meeting Fees	\$5,650.00
28/06/2019	664	Susan Gontaszewski	Member Meeting Fees	\$140.00
28/06/2019	665	Cancelled Cheque	-	\$0.00
28/06/2019	666	Cash - Petty Cash	Petty Cash Reimbursement	\$1,358.20
Total CBA cheques				\$33,798.91
2/03/2019	Fees	Commonwealth Bank	Merchant Fees	\$1,272.86
3/06/2019	DP-01740	iiNet	Voip Services	\$399.80
20/06/2019	DP-01741	Australian Taxation Office	BAS May 2019	\$121,916.00
17/06/2019	DP-01742	Commonwealth Bank	Commbiz Fees May 19	\$48.51
17/06/2019	DP-01743	Commonwealth Bank	CBA Bank Fees May 19	\$27.40
Total Direct Payments & Fees				\$123,664.57
27/06/2019		Commonwealth Bank	Inter-account Transfer	\$850,000.00
Total Inter account Transfers				\$850,000.00
Posting Date	Document No	Vendor Name	Details	EFT Amount
7/06/2019	EFT-01750	Payroll Employee Wages	PAY FE070619	\$118,497.97
7/06/2019	EFT-01751	Australian Taxation Office	Payroll PAYG	\$41,431.00
7/06/2019	EFT-01752	Alance Newspaper & Magazine Delivery	Newspapers 08/10/18-12/05/19	\$1,197.90
7/06/2019	EFT-01752	Australian Training Management	HD Plant VOC's	\$3,520.00
7/06/2019	EFT-01752	Bale Data Services	Thermal Rolls	\$277.73
7/06/2019	EFT-01752	Blackwoods & Atkins	Spray bottle	\$232.80
7/06/2019	EFT-01752	Blackwoods & Atkins	Power tools	\$347.00

7/06/2019 EFT-01752	Blackwoods & Atkins	Power tools	\$337.00
7/06/2019 EFT-01752	Blackwoods & Atkins	Milwaukee Battery Rechargeable	\$140.00
7/06/2019 EFT-01752	BOQ Asset Finance & Leasing Pty Ltd	Kyocera Lease - June 2019	\$446.85
7/06/2019 EFT-01752	Bunnings	Steel Vice - Crafright for workshop	\$88.35
7/06/2019 EFT-01752	Bunnings	Hex Nuts for the workshop	\$38.00
7/06/2019 EFT-01752	Bunnings	Rodenticide	\$10.26
7/06/2019 EFT-01752	Bunnings	Safety flags	\$99.30
7/06/2019 EFT-01752	Carnival Coffee Van (k/a Trustee Granger Trust)	Open Day Coffee Van	\$1,810.00
7/06/2019 EFT-01752	Central Fire Services P/L	HHW Fire System Inspection - July 18	\$73.33
7/06/2019 EFT-01752	Copyright Agency Ltd	Copywrite subs 17/6/19-16/6/20	\$1,214.31
7/06/2019 EFT-01752	Couplers Malaga	Fittings for the rainfall filter	\$139.55
7/06/2019 EFT-01752	Couplers Malaga	Cam Locks for the Irrigators	\$40.13
7/06/2019 EFT-01752	Couplers Malaga	4 Cam locks	\$219.67
7/06/2019 EFT-01752	COVS Parts Pty Ltd	Araldite	\$268.24
7/06/2019 EFT-01752	CSIRO	Annual Report	\$31,511.81
7/06/2019 EFT-01752	Data#3	3x Adobe Acrobat Licenses	\$1,179.55
7/06/2019 EFT-01752	Data#3	WinSvrSTDCore LicSAPK Standard - 9EM-004400	\$20,828.47
7/06/2019 EFT-01752	Driven Mobile Auto Electics	Plant 94 Warning Light	\$456.50
7/06/2019 EFT-01752	ECOLO WA	3 odour units service and fill	\$3,036.00
7/06/2019 EFT-01752	ECOLO WA	Solar unit - product	\$550.00
7/06/2019 EFT-01752	EMRC	CCA Timber to Red Hill	\$703.98
7/06/2019 EFT-01752	EMRC	Recycling of Timber 01-07/05/19	\$240.24
7/06/2019 EFT-01752	Envirocare Systems	Hygiene Services TP monthly	\$635.33
7/06/2019 EFT-01752	Envirocare Systems	Hygiene Services RRF monthly May19	\$229.16
7/06/2019 EFT-01752	Fordham Management Services Pty Ltd	Open day flyer delivery	\$261.25
7/06/2019 EFT-01752	Instant Products Group	Toilets for Open Day 2019	\$1,327.17
7/06/2019 EFT-01752	IRP Pty Ltd	Ops Admin Relief w/e 5/5/19	\$2,024.00
7/06/2019 EFT-01752	Kitec Electrical Services	Repair faulty driveway safety sign	\$294.80
7/06/2019 EFT-01752	Kitec Electrical Services	Repair timer switch on weighbridge	\$99.00
7/06/2019 EFT-01752	Magicorp Pty Ltd	Sub for On Hold Messages	\$113.33
7/06/2019 EFT-01752	Michael Page International P/L	Admin Relief w/e 05/05/19	\$1,840.83
7/06/2019 EFT-01752	Mirco Bros Pty Ltd	Filter fittings	\$79.60
7/06/2019 EFT-01752	Mirco Bros Pty Ltd	Fittings for the leachate pipes	\$76.20
7/06/2019 EFT-01752	Mobile Mouse	Excel Essentials Course DT 7/6/19	\$265.00
7/06/2019 EFT-01752	Modo Gelato	Open Day Ice Cream	\$3,664.90
7/06/2019 EFT-01752	Neverfail Springwater Ltd	Spring Water 15L x 10	\$75.50
7/06/2019 EFT-01752	One Fun Band (Club Band Pty Ltd)	Entertainment - mid-yr function 20/7/19	\$302.50
7/06/2019 EFT-01752	Preferred Training Network Pty Ltd	Supervisor Training 28/29 May 2019	\$7,645.00
7/06/2019 EFT-01752	Rowe Scientific Pty Ltd	Silcon Gel beads and funnel	\$83.77
7/06/2019 EFT-01752	Royal Wolf Trading Australia Pty Ltd	Shipping Containers for Storage x 2, inc delivery	\$16,370.20
7/06/2019 EFT-01752	Satellite Security Services P/L	System Update - Remote Downloading	\$300.00
7/06/2019 EFT-01752	Security Specialists Australia Pty Ltd	Cash Security Collection April 2019	\$414.02
7/06/2019 EFT-01752	SGS Australian Radiation Services P/L	Repairs to Radiation handheld ludlum	\$682.00
7/06/2019 EFT-01752	SHERIDAN'S FOR BADGES	Name badges staff and councillors	\$207.52
7/06/2019 EFT-01752	Staff Australia	4 staff Aust for 4 days assistance	\$4,408.14
7/06/2019 EFT-01752	Steelforce Australia Ltd	Transfer Bays - Maintenance Protection	\$1,851.30
7/06/2019 EFT-01752	Suez Recycling & Recovery (Perth) P/L	Confidential Paper Bin	\$52.04
7/06/2019 EFT-01752	Suzanne Migdale	Member Councillors Expenses - Babysitting	\$87.50
7/06/2019 EFT-01752	Technronic Services	Service and Maintenance of 2 units	\$970.20
7/06/2019 EFT-01752	The Funk Factory	TP OD Junkadelic (Band & Workshop)	\$3,619.00

7/06/2019	EFT-01752	THE PRINTING FACTORY	350 Business cards MD	\$185.27
7/06/2019	EFT-01752	TOX FREE AUSTRALIA P/L	Fluoro (Commerial drop offs)	\$987.53
7/06/2019	EFT-01752	Trade West Industrial Supplies	Thorst Hydration Sachets Pk50 Individual	\$58.19
7/06/2019	EFT-01752	Tyrecycle P/L	Recycling of 107 tyres	\$724.78
7/06/2019	EFT-01752	Zachary Atkinson	Open day flyers/mascots	\$450.00
14/06/2019	EFT-01753	Able Innovators	5 trailers for leachate system	\$5,335.00
14/06/2019	EFT-01753	All Air Services	Qrtly Maint May 19 RRF Air Condition	\$141.90
14/06/2019	EFT-01753	Appliance Testing Supplies	Test & Tag testing machine	\$1,498.20
14/06/2019	EFT-01753	APV Valuers	Valuation MRC Assets 2019	\$10,956.00
14/06/2019	EFT-01753	Blackwoods & Atkins	Workshop - Spray Bottles	\$114.04
14/06/2019	EFT-01753	Bolivian Buzz Coffee	Open Day Coffee Caravan	\$1,000.00
14/06/2019	EFT-01753	Caltex Australia	Fuel May 19	\$836.71
14/06/2019	EFT-01753	Datacom Systems WA	HPE LT06-2.5/6.25Tb Data cartridge x 12	\$573.94
14/06/2019	EFT-01753	ELO Digital Office AU/NA Pty Ltd	ELO Software Project Commencing (50%)	\$27,801.35
14/06/2019	EFT-01753	EMRC	Recycling of 2.06t Timber	\$117.83
14/06/2019	EFT-01753	Event Marquees	Open Day replace Broken Umbrella	\$139.00
14/06/2019	EFT-01753	Flick Anticimex P/L	Treatment of bugs in finance	\$198.00
14/06/2019	EFT-01753	Great Southern Fuel Supplies	Fuel May 2019	\$34,392.01
14/06/2019	EFT-01753	IRP Pty Ltd	Ops Admin Relief w/e 12/05/19	\$1,922.80
14/06/2019	EFT-01753	Joondalup Office National	Assorted Stationary Items	\$195.00
14/06/2019	EFT-01753	Lachlan Atkinson	Open Day flyers and mascot	\$362.50
14/06/2019	EFT-01753	Michael Page International P/L	Admin Relief-A McGinty - overtime 4/5/19	\$232.10
14/06/2019	EFT-01753	Michael Page International P/L	Admin Relief - A McGinty w/e 12.5.19	\$1,500.68
14/06/2019	EFT-01753	Mirco Bros Pty Ltd	Algaecide	\$188.00
14/06/2019	EFT-01753	MPL Laboratories	Green Algae sampling	\$631.40
14/06/2019	EFT-01753	OzSpy Joondalup	Cable Pit - Supply and Install	\$954.00
14/06/2019	EFT-01753	Penske Power Systems	Plant 104 - belt lock	\$178.12

14/06/2019	EFT-01753	Super Clean Bins	Cleaning of clear bins	\$263.34
14/06/2019	EFT-01753	Total Eden Pty Ltd	Irrigation Fittings for recycling garden	\$540.44
14/06/2019	EFT-01753	Town of Victoria Park	Lease Fees - June 19 ToVP	\$5,513.54
14/06/2019	EFT-01753	Town of Victoria Park	Lease Fees Adjustment Jan-May 19 ToVP	\$217.73
14/06/2019	EFT-01753	Trade West Industrial Supplies	Heavy Duty Nitrole Gloves Black - Large	\$278.03
14/06/2019	EFT-01753	Tyrecycle P/L	Recycling of 140 tyres	\$722.43
14/06/2019	EFT-01753	United Equipment	Plant 117 - seat base	\$588.30
14/06/2019	EFT-01753	Western Tree Recyclers	Mulch-35m3 for recycling rehab	\$1,421.20
14/06/2019	EFT-01753	Winc Australia P/L	Stationary Order	\$65.35
14/06/2019	EFT-01753	Winc Australia P/L	Stationary Order	\$66.85
14/06/2019	EFT-01753	Winc Australia P/L	Assorted Stationary	\$156.88
14/06/2019	EFT-01753	Winc Australia P/L	Coffee	\$110.48
14/06/2019	EFT-01753	Winc Australia P/L	Assorted Stationary Items	\$82.82
14/06/2019	EFT-01753	Winc Australia P/L	Various Stationary	\$251.70
14/06/2019	EFT-01753	Winc Australia P/L	Coffee	\$184.55
18/06/2019	EFT-01754	Mobile Glass	Crib Room Door Replacement	\$2,629.00
19/06/2019	EFT-01755	Biovision 2020 Pty Ltd	Contractor's Fees - May 19	\$3,160,127.10
21/06/2019	EFT-01756	Payroll Employee Wages	PAY FE210619	\$117,048.73
21/06/2019	EFT-01757	Australian Taxation Office	Payroll PAYG	\$41,431.00
21/06/2019	EFT-01758	A1 Locksmiths	12 x Operations Padlocks	\$1,145.40
21/06/2019	EFT-01758	AD Engineering International P/L	Traffic Light Controler Remote	\$242.00
21/06/2019	EFT-01758	Airwell Group Pty Ltd	Leachate System Maintenance	\$497.75
21/06/2019	EFT-01758	Anne Pettit	Earth Carers support - March to May 19	\$1,505.00
21/06/2019	EFT-01758	Bealeseez	Plant 107 Priority repairs to Tana king pin	\$19,385.88
21/06/2019	EFT-01758	Blackwoods & Atkins	Workshop - Cut off wheels	\$253.00
21/06/2019	EFT-01758	Bunnings	Line marking paint	\$159.96
21/06/2019	EFT-01758	City of Wanneroo	TP Lease Fees June 2019 CoW	\$11,027.07
21/06/2019	EFT-01758	Cockburn Electrical Company	Additional Drilling and Elec - Recycling Compound	\$6,051.32
21/06/2019	EFT-01758	Cockburn Electrical Company	Electrical Works, as per Rev 4 E2701	\$9,544.48
21/06/2019	EFT-01758	COVS Parts Pty Ltd	Workshop - Electrical Wires	\$1,102.72
21/06/2019	EFT-01758	Data#3	HP Desktop for Ops Manager	\$1,890.11
21/06/2019	EFT-01758	EMRC	Recycled wood 15-21/05/19 - 4.94 tonne	\$282.57
21/06/2019	EFT-01758	Excel Carpet Cleaning WA	Window Cleaning Services Tamala Park	\$355.00
21/06/2019	EFT-01758	Excel Carpet Cleaning WA	Window Cleaning Services Tamala Park	\$460.00
21/06/2019	EFT-01758	Fastfwd IT	MRC IT 16/05/19 - 31/05/19	\$8,158.20
21/06/2019	EFT-01758	Fastfwd IT	MRC IT 01/06-19 - 15/06/19	\$8,301.77
21/06/2019	EFT-01758	Goollelal Greenwood Scout	TP OD Donation - Scouts Help	\$600.00
21/06/2019	EFT-01758	Ironcat Tyres	Plant 104 - Steer Tyres	\$2,592.70
21/06/2019	EFT-01758	IRP Pty Ltd	Ops Admin Relief w/e 17/05/19	\$1,922.80
21/06/2019	EFT-01758	Jim's Mowing (Hillarys Marmion)	Tamala Park Monthly Maintenance - June19	\$435.00
21/06/2019	EFT-01758	Jim's Mowing (Hillarys Marmion)	Neerabup Monthly Maintenance Qtr June 19	\$385.00
21/06/2019	EFT-01758	Kitec Electrical Services	Re-route electrical/CCTV cables	\$890.31
21/06/2019	EFT-01758	Kitec Electrical Services	Install Fiber at Recycling Crib room to compound	\$2,296.80
21/06/2019	EFT-01758	Kitec Electrical Services	Electrical Isolation of old poly shed	\$248.05
21/06/2019	EFT-01758	Komatsu Australia	Komatsu Quarry Loader WA470-8	\$483,194.80
21/06/2019	EFT-01758	Landfill Power and Gas Pty Ltd	Electricity April 2019	\$12,669.67

21/06/2019	EFT-01758	Lindsay Miles	Presentation from LM	\$500.00
21/06/2019	EFT-01758	MARKETFORCE P/L	FYW - cinema, social media	\$9,148.61
21/06/2019	EFT-01758	MARKETFORCE P/L	FYW Social media management March 19	\$2,640.00
21/06/2019	EFT-01758	Microbeix P/L	20 bags Biowish Aqua Fog	\$3,400.00
21/06/2019	EFT-01758	Microbeix P/L	The remainder 20 bags from PO18274	\$2,817.20
21/06/2019	EFT-01758	Neverfail Springwater Ltd	Spring Water 15l x 6	\$45.30
21/06/2019	EFT-01758	Northwest Shedmasters Pty Ltd	Bailer Shed - supply and install	\$29,882.00
21/06/2019	EFT-01758	Northwest Shedmasters Pty Ltd	Auger Hire - Shed Installation	\$345.00
21/06/2019	EFT-01758	Northwest Shedmasters Pty Ltd	2 x Windows for new EPS shed.	\$1,370.00
21/06/2019	EFT-01758	OzSpy Joondalup	Additional CCTV - Site wide	\$28,190.00
21/06/2019	EFT-01758	OzSpy Joondalup	Additional installation of CCTV	\$954.00
21/06/2019	EFT-01758	PIRTEK (MALAGA) PTY LTD	Plant 001 hoses and fittings	\$1,673.21
21/06/2019	EFT-01758	Plants & Garden Rentals	Plant Hire June 2019	\$220.00
21/06/2019	EFT-01758	SafeWork Laboratories Pty Ltd	D&A Testing Weekend Collector	\$995.34
21/06/2019	EFT-01758	ST JOHN AMBULANCE	Provide 1st Aid G Hoppe 27-28/3/19 - DNA	\$199.00
21/06/2019	EFT-01758	Town of Cambridge	TP Lease Fees - ToC CPI increase	\$424.53
21/06/2019	EFT-01758	Trade West Industrial Supplies	Bisley Coolweight Utility Pants Navy SI	\$212.69
21/06/2019	EFT-01758	Tyrecycle P/L	Recycling of tyres x 77	\$420.24
21/06/2019	EFT-01758	Western Roadtrain Driver Training	HR-B license - HR synchro course - BL	\$970.00
21/06/2019	EFT-01758	Western Roadtrain Driver Training	HR-B license - synchro course	\$970.00
21/06/2019	EFT-01758	WesTrac Pty Ltd	Plant 118 hydrolic repair	\$385.22
21/06/2019	EFT-01758	Winc Australia P/L	Stationery Order	\$309.17
21/06/2019	EFT-01758	Wren Oil	Recycling of Oil 2400litres	\$16.50
25/06/2019	EFT-01759	Command A Com	Repairs to faulty telephone cable	\$1,303.50
25/06/2019	EFT-01760	Payroll Employee Wages	Corrections	\$0.00
26/06/2019	EFT-01761	ANZ Smart Choice Super	Staff Superannuation	\$545.74
26/06/2019	EFT-01761	Australian Ethical Super	Staff Superannuation	\$165.66
26/06/2019	EFT-01761	Australian Ethical Super	Staff Superannuation	\$152.41
26/06/2019	EFT-01761	Australian Ethical Super	Staff Superannuation	\$874.70
26/06/2019	EFT-01761	Australian Super Administration	Staff Superannuation	\$33.46
26/06/2019	EFT-01761	Australian Super Administration	Staff Superannuation	\$33.68
26/06/2019	EFT-01761	Australian Super Administration	Staff Superannuation	\$2,611.66
26/06/2019	EFT-01761	BT Super for Life - SG	Staff Superannuation	\$25.78
26/06/2019	EFT-01761	BT Super for Life - SG	Staff Superannuation	\$56.07
26/06/2019	EFT-01761	BT Super for Life - SG	Staff Superannuation	\$1,023.07
26/06/2019	EFT-01761	CBUS	Staff Superannuation	\$231.73
26/06/2019	EFT-01761	CBUS	Staff Superannuation	\$208.89
26/06/2019	EFT-01761	CBUS	Staff Superannuation	\$1,211.71
26/06/2019	EFT-01761	Colonial First State	Staff Superannuation	\$208.89
26/06/2019	EFT-01761	Colonial First State	Staff Superannuation	\$220.93
26/06/2019	EFT-01761	Colonial First State	Staff Superannuation	\$2,688.44
26/06/2019	EFT-01761	Energy Superannuation	Staff Superannuation	\$618.20
26/06/2019	EFT-01761	Rest Superannuation	Staff Superannuation	\$370.52
26/06/2019	EFT-01761	HOSTPLUS	Staff Superannuation	\$504.52
26/06/2019	EFT-01761	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$410.26

26/06/2019	EFT-01761	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$475.53
26/06/2019	EFT-01761	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$2,633.03
26/06/2019	EFT-01761	MLC Master Key Personal Super	Staff Superannuation	\$388.34
26/06/2019	EFT-01761	Netwealth Superannuation	Staff Superannuation	\$549.34
26/06/2019	EFT-01761	Rest Superannuation	Staff Superannuation	\$628.00
26/06/2019	EFT-01761	Sunsuper	Staff Superannuation	\$180.71
26/06/2019	EFT-01761	Sunsuper	Staff Superannuation	\$164.76
26/06/2019	EFT-01761	Sunsuper	Staff Superannuation	\$1,539.21
26/06/2019	EFT-01761	TWU Superannuation Fund	Staff Superannuation	\$552.52
26/06/2019	EFT-01761	WALGS PLAN PTY LTD	Staff Superannuation	\$4,087.77
26/06/2019	EFT-01761	WALGS PLAN PTY LTD	Staff Superannuation	\$6,227.05
26/06/2019	EFT-01761	WALGS PLAN PTY LTD	Staff Superannuation	\$23,048.52
28/06/2019	EFT-01762	Australian Services Union	Staff Superannuation	\$25.90
28/06/2019	EFT-01762	Australian Services Union	Staff Superannuation	\$25.90
28/06/2019	EFT-01762	Brendan Twine	Dinner at Brisbane Conference BT/KG/AG/Guest	\$198.00
28/06/2019	EFT-01762	City of Joondalup	Lease Fees - July 2017 - CoJ	\$11,117.37
28/06/2019	EFT-01762	City of Perth	Lease Fees July 19 - CoP	\$5,512.14
28/06/2019	EFT-01762	City of Stirling	Lease Fees July 19 - CoS	\$22,054.14
28/06/2019	EFT-01762	City of Vincent	Lease Fees - CoV July2019	\$5,513.54
28/06/2019	EFT-01762	David Boothman	Member Meeting Fees	\$9,005.00
28/06/2019	EFT-01762	David Boothman (SMSF acc)	Member Meeting Fees	\$9,005.00
28/06/2019	EFT-01762	Emma Cole	Member Meeting Fees	\$5,650.00
28/06/2019	EFT-01762	Keith Sargent	Member Meeting Fees	\$5,650.00
28/06/2019	EFT-01762	Keri Shannon	Member Meeting Fees	\$5,650.00
28/06/2019	EFT-01762	Margarate Davies	Open Day items for stalls & displays	\$249.08
28/06/2019	EFT-01762	Michael Norman	Member Meeting Fees	\$8,096.50
28/06/2019	EFT-01762	Nigel Ashley Jones	Member Meeting Fees	\$140.00
28/06/2019	EFT-01762	Penny Dowd	3 x Fitbits - Fitbit for fun project	\$297.00
28/06/2019	EFT-01762	Russ Fishwick	Member Meeting Fees	\$5,650.00
28/06/2019	EFT-01762	Stephanie Proud	Member Meeting Fees	\$5,650.00
28/06/2019	EFT-01762	Suzanne Migdale	Member Meeting Fees	\$1,594.39
28/06/2019	EFT-01763	ACT Industrial Pty Ltd	Hooklift Bins with Extended Cover Plates - 5	\$60,582.50
28/06/2019	EFT-01763	CAPS Australia Pty Ltd	Leachate System Service - labour	\$886.71
28/06/2019	EFT-01763	CHUBB FIRE SAFETY LTD	Fire Extinguishers x 2	\$103.18
28/06/2019	EFT-01763	Cockburn Electrical Company	D Type Circuit Breaker	\$393.80
28/06/2019	EFT-01763	Cockburn Electrical Company	Electrical Works, as per Rev 4 E2701	\$1,684.32
28/06/2019	EFT-01763	Cockburn Electrical Company	Additional Cable Pit	\$972.40
28/06/2019	EFT-01763	Cockburn Electrical Company	Temp Generator Commissioning	\$895.40
28/06/2019	EFT-01763	Cutting Edges Equipment Parts	Grouser Bar inc freight	\$328.44
28/06/2019	EFT-01763	Enviro Sweep	Sweeping of site December 2018 Service	\$756.25
28/06/2019	EFT-01763	Felis Services	Initial Clean - RRF	\$2,700.50
28/06/2019	EFT-01763	Flick Anticimex P/L	6 weekly service - rodents	\$286.00
28/06/2019	EFT-01763	Gavin Burgess	Community Small Recycling Collections	\$7,056.00
28/06/2019	EFT-01763	Geofabrics Aust. Pty Ltd	Megaflow and fittings + Del	\$4,059.66
28/06/2019	EFT-01763	Geofabrics Aust. Pty Ltd	Megaflow and fittings + Del	\$76.69
28/06/2019	EFT-01763	Image Bollards	Bollards along roadside x 22 - final instalment	\$5,181.00
28/06/2019	EFT-01763	Instant Products Group	Shop toilet hire servicing May 19	\$93.50
28/06/2019	EFT-01763	Instant Products Group	Ed Cent toilet hire and clean May 19	\$630.56
28/06/2019	EFT-01763	INX Software Pty Ltd	InTuition 01/7/19-30/6/20	\$6,828.80
28/06/2019	EFT-01763	Iron Mountain Australia Pty Ltd	Data Storage May 2019	\$52.44

28/06/2019	EFT-01763	IRP Pty Ltd	Ops Admin Relief w/e 26/05/19	\$2,024.00
28/06/2019	EFT-01763	Key2creative P/L	Annual Report Design 2019	\$1,078.00
28/06/2019	EFT-01763	Kyocera Document Solutions	Printing May 2019	\$373.77
28/06/2019	EFT-01763	Lasso E & P P/L	FYW KIP front page & website feature	\$880.00
28/06/2019	EFT-01763	Lasso E & P P/L	FYW - KIP Bk Page - May 19	\$4,400.00
28/06/2019	EFT-01763	Magicorp Pty Ltd	Sub for On Hold Messages	\$113.33
28/06/2019	EFT-01763	MARKETFORCE P/L	Reuse Shop Advertising Comm News	\$4,197.02
28/06/2019	EFT-01763	Meridian Industries Pty Ltd	Retractable 30m3 bin tarp x2	\$5,940.00
28/06/2019	EFT-01763	Michael Page International P/L	Admin Temp w/e 26/05/19 Alana Gasson	\$300.14
28/06/2019	EFT-01763	Michael Page International P/L	Admin temp - w/e 26/05/19 Ashling McGinty	\$1,500.68
28/06/2019	EFT-01763	Mirco Bros Pty Ltd	Star pickets for leachate pipe	\$500.00
28/06/2019	EFT-01763	Murdoch University	Ibis Autopsy (Transfer Station 1)	\$643.20
28/06/2019	EFT-01763	Murdoch University	Increase in cost for Ibis autopsy	\$396.05
28/06/2019	EFT-01763	Nationwide Transport Training	Staff Training - HR Licence	\$630.00
28/06/2019	EFT-01763	Position Partners	GPS Clarkson - Landfill	\$2,200.00
28/06/2019	EFT-01763	Position Partners	GPS Clarkson - Landfill	\$2,200.00
28/06/2019	EFT-01763	Ricciardo Earth Moving	Bitumen Works - Recycling	\$31,476.45
28/06/2019	EFT-01763	SafeWork Laboratories Pty Ltd	D & A Testing 25/05/19 (24 tests)	\$52.80
28/06/2019	EFT-01763	Satellite Security Services P/L	PIR Replacement - Ops Manager Office	\$200.00
28/06/2019	EFT-01763	Satellite Security Services P/L	Security System update	\$110.00
28/06/2019	EFT-01763	Security Specialists Australia Pty Ltd	Cash Security Collection May 2019	\$414.02
28/06/2019	EFT-01763	Soft Landing	Recycling of mattresses 663 Pres, 65 Non Pres	\$20,034.30
28/06/2019	EFT-01763	Soft Landing	Recycling of mattresses - CoS	\$14,080.00
28/06/2019	EFT-01763	Soft Landing	Recycling of mattresses - CoS	\$8,800.00
28/06/2019	EFT-01763	Steelforce Australia Ltd	Steel for Barricades - 25x25x1.6 rhs 6.5mtrs	\$2,180.75
28/06/2019	EFT-01763	Suez Recycling & Recovery (Perth) P/L	Confidential Paper Bin	\$52.04
28/06/2019	EFT-01763	T & C Transport Services	Courier Exp May 19	\$411.19
28/06/2019	EFT-01763	Talis Consultants P/L	Winter odour investigation/report	\$3,098.34
28/06/2019	EFT-01763	Trade West Industrial Supplies	Bisley Coolweight Utility Pants Navy SIZE 87	\$1,922.81
28/06/2019	EFT-01763	Trident Signs Pty Ltd	Signs for the odour/leachate trailers	\$302.50
28/06/2019	EFT-01763	Tutt Bryant Equipment WA	Bomag Landfill Refuse Compactor, BC1172RB-2	\$1,225,950.00
28/06/2019	EFT-01763	Tyrecycle P/L	Recycling of 120 tyres	\$1,603.64
28/06/2019	EFT-01763	Veraison Enterprises P/L	Re-print of report - LSI	\$165.00
28/06/2019	EFT-01763	Wanneroo Agricultural Society (Inc)	Trade stall Wanneroo show	\$274.00
28/06/2019	EFT-01763	WANNEROO CRANE HIRE	Crane Hire 1 day leachate risers	\$1,161.60
28/06/2019	EFT-01763	City of Wanneroo Charity Golf Day	Registration	\$1,500.00
28/06/2019	EFT-01763	Waterchem Australia P/L	EcoSorb 20l drums x4	\$5,720.00
28/06/2019	EFT-01763	Western Tree Recyclers	City of Joondalup - Greens recycled	\$10,651.52
28/06/2019	EFT-01763	Western Tree Recyclers	City of Perth greens recycled	\$579.83
28/06/2019	EFT-01763	Wren Oil	Recycling of oil admin fee	\$16.50
28/06/2019	EFT-01764	SIGN-A-RAMA	Informational and Directional Signage	\$12,000.00
28/06/2019	EFT-01765	MRC Credit Card	See attached schedule*	\$358.60
28/06/2019	EFT-01765	MRC Credit Card	See attached schedule*	\$5,371.01

**Credit Card detailed analysis for June 2019
Council Meeting - 19th September 2019**

Date	Payment to	Description	Amount
29-May-19	Dome Currambine	Coffee Meeting	\$10.00
30-May-19	Getty Images	iStock Photo Subscription	\$382.80
30-May-19	Dome Currambine	Coffee Meeting	\$9.20
31-May-19	Sarah Flowers	Flowers for Staff Member Get Well Soon	\$99.95
31-May-19	Sarah Flowers	Flowers for Volunteer Open Day Preparations	\$165.30
31-May-19	Coles	Staff Amenties	\$180.00
5-Jun-19	Jaylon Industries	Shade Cloth	\$358.60
5-Jun-19	PLE Computers	2 x LCD Screens	\$618.00
6-Jun-19	Wilson Parking	Parking	\$18.23
7-Jun-19	Indian Ocean Brewing	Open Day Celebration	\$22.70
7-Jun-19	Indian Ocean Brewing	Open Day Celebration	\$95.70
7-Jun-19	Indian Ocean Brewing	Open Day Celebration	\$17.10
10-Jun-19	Kennards Hire	Pumps Manage Landfill Rainwater	\$382.00
10-Jun-19	Telstra	Prepaid Credit	\$50.00
10-Jun-19	Aliment WA P/L	Coffee Meeting	\$9.40
11-Jun-19	Coles	Staff Amenties	\$69.00
12-Jun-19	Prime Creative Media	Inside Waste Report	\$500.00
13-Jun-19	Prime Creative Media	Inside Waste Publications x 10	\$595.00
13-Jun-19	City of Vincent	Parking	\$5.00
14-Jun-19	Locktec Australia	Scanning Templates	\$62.80
14-Aug-19	Kennards Hire	Pumps Manage Landfill Rainwater	\$152.80
14-Jun-19	Rendezvous Grand Hotel	Chairman / CEO Meeting	\$83.50
17-Jun-19	Kennards Hire	Hire of Cable Tracer	\$240.00
17-Jun-19	Department of Transport	Vehicle Registration 1TTL024	\$18.60
17-Jun-19	Coles	Staff Amenties	\$115.40
18-Jun-19	Mobile Mouse	Excel Staff Training	\$265.00
18-Jun-19	Mobile Mouse	Excel Staff Training	\$265.00
20-Jun-19	Chucks Cantina	Coffee Meeting	\$8.00
20-Jun-19	CPP Convention Centre	Parking	\$12.12
20-Jun-19	Wilson Parking	Parking	\$13.16
21-Jun-19	2187 LP	Safety Glasses	\$609.00
23-Jun-19	Coles	Staff Amenties	\$181.10
23-Jun-19	BP Baldis	Fuel CEO	\$112.44
26-Jun-19	Town of Cambridge	Parking	\$2.71
Total CBA Credit Card - 29 May 2019 - 27 June 2019			\$5,729.61

Council Policies – with tracked changes

Item
9.3

APPENDIX NO. 6

Item
9.3

LIST OF POLICIES

NUMBER	TITLE	LAST REVIEWED	NEXT REVIEW DATE	TRIM NO.
CP01	Annual Fees, Allowances and Expenses for Councillors	13/08/2019	01/08/2020	D/13/393
CP02	Affixing of the Common Seal	13/08/2019	01/08/2020	D/13/394
CP03	Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference	13/08/2019	01/08/2020	D/13/396
CP04	Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference	13/08/2019	01/08/2020	D/13/397
CP05	Environmental Management of Tamala Park	14/09/2017	OBSOLETE – REMOVED BY COUNCIL 6/9/2018	D/13/398
CP06	Purchase of Goods and Services	13/08/2019	01/08/2020	D/13/400
CP07	Gratuity Payments	20/08/2015	OBSOLETE – REMOVED BY COUNCIL 20/08/2015	D/13/401
CP08	Provision and Use of Council Vehicles	13/08/2019	01/08/2020	D/13/404
CP09	Investments	13/08/2019	01/08/2020	D/13/405
CP10	Donations – Financial Assistance/Support	13/08/2019	01/08/2020	D/13/921
CP11	Use of Corporate Credit Cards	13/08/2019	01/08/2020	D/14/3754
CP12	Gate Fee Setting	13/08/2019	01/08/2020	D/14/3756
CP13	Budget Variance Reporting Threshold	13/08/2019	01/08/2020	D/15/3224
CP14	Acting Chief Executive Officer Appointment	13/08/2019	01/08/2020	D/18/5158
CP15	Employee Matching Community Contributions	13/08/2019	01/08/2020	D/18/5180
CP16	Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees	13/08/2019	01/08/2020	d/19/5253
EP01	Environmental Policy	13/08/2019	01/08/2020	D/13/3910



Policy No: CP 01

TRIM Reference: D/13/393

Policy Title: Annual Fees, Allowances and Expenses for Councillors

Policy Statement:

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

Policy Procedure:

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

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

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in two (2) equal instalments in July and December of each financial year. 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	19/09/2019 06/09/2018
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; <u>13/08/2019</u>
Next Review Date	01/08/20 <u>2019</u>
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4.

	14/8/2018 clarification regarding pro rata payments
Delegation to the Chief Executive Officer	Nil

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Policy No: CP 02

TRIM Reference: D/13/394

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	06/09/2018 <u>19/09/2019</u>
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; <u>13/09/2019</u>
Next Review Date	01/08/ 2019 <u>2020</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

TRIM Reference: D/13/396

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

Policy Statement:

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

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. A cash advance of \$75 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the Director Corporate Services (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Director Corporate Services and any expenditure over and above the cash advance will be reimbursed at 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 Conference.

Notes:

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

Legislation	Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 19/09/2019
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, <u>13/08/2019</u>
Next Review Date	01/08/ 2019 2020
Delegation to the Chief Executive Officer	Nil

Policy No: CP 04

TRIM Reference: D/13/397

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

Policy Statement:

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

Policy Procedure:

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

Notes:

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

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 19/09/2019
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
Next Review Date	01/08/2019 01/08/2020
Delegation to the Chief Executive Officer	Nil

- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

7. Recording Quotations

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

8. Local supplier

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

9. 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	14/09/2017, 6/09/2018,- <u>19/09/2019</u>
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, <u>13/08/2019</u>
Next Review Date	01/08/20 <u>2019</u>
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 tender 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 <u>6.</u> Added part 9 to include an Environmental Consideration <u>13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes.</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP 06

TRIM Reference: D/13/400

Policy Title: Purchase of Goods and Services

Policy Statement:

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

Policy Procedure:

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

1. Goods or services not exceeding \$1,999 (excluding GST)

No quotations are required to be obtained however it is recommended that at least two (2) verbal quotations be obtained, where possible. Periodic market testing with a greater number or more formal forms of quotation should be undertaken to ensure best value is maintained.

Notes: The general principles for obtaining verbal quotations are:

- a. Ensure that the requirements/specifications are clearly understood by the person seeking the quotation.
- b. Ensure that the requirements/specifications are clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- c. Read back the details to the supplier contact person to confirm their accuracy.
- d. Written notes detailing each verbal quotation must be recorded.

2. Goods and services between \$2,000 and \$19,999 (excluding GST).

At least three (3) verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.

Notes: Refer to (1) above for details on obtaining verbal quotes.

The general principles relating to written quotations are:

- a. An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
- b. The request for a written quotation should include as a minimum:
 - (i) Written specification
 - (ii) Price Schedule
 - (iii) Any conditions relating to the submission of the quotation.
 - (iv) The period or date until which the offer remains valid.
- c. Invitations to quote should be separately issued to suppliers at the same time.
- d. Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as the new or amended requirement is determined. Such communication must be made to all invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, letter) immediately thereafter.
- e. Responses should be assessed for compliance, in order:
 - (i) against the selection criteria, and
 - (ii) value for money.
 All evaluations must be documented.

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

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

At least three (3) written quotes are required.

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

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

At least three (3) written quotes are required.

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

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

Where it is considered beneficial, ~~tender~~Tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public ~~tender~~Tenders for the Contracts of less than \$150,000, a Request for ~~Tender~~Tender process that entails all the procedures for ~~tender~~Tendering outlined in this procedure must be followed in full.

The procurement of goods and/or services available from only one private sector source of supply (Monopoly Supplier), (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is genuinely only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

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

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

The following minimum requirements must be met:

a. **Anti-Avoidance**

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

b. **~~Tender~~Tender Criteria**

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

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

c. **Advertising ~~Tender~~Tenders**

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

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

The notice must include:

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

d. **Issuing ~~Tender~~Tender Documentation**

The issuing of ~~tender~~Tender documentation, whether by counter, mail, internet, referral or other means, to an interested potential ~~tender~~Tenderer is conditional upon the potential ~~tender~~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 ~~tender~~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~~Tender Deadline**

A ~~tender~~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 ~~Tender~~Tenders**

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

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

~~Tender~~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 ~~tender~~Tenders received and opened shall be recorded in the ~~Tender~~Tenders Register.

~~Tender~~Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record ~~tender~~Tendered prices at the ~~tender~~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 ~~tender~~Tenders.

For Tenders received in hard copy, t
The ~~Tender~~Tenderer's Offer Form, Price Schedule and other appropriate pages from each ~~tender~~Tender shall be date stamped and initialled by at least two MRC Officers present at the opening of ~~tender~~Tenders.

f.g. ~~No Tender~~Tender Received

Where the MRC has invited ~~tender~~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 \$149,999 (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~~Tender.

g.h. ~~Tender~~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~~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~~Tender Evaluation

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

i.j. ~~Addendum to Tender~~Tender

If, after a ~~tender~~Tender has been publicly advertised, any changes, variations or adjustments to the ~~tender~~Tender document and/or the conditions of ~~tender~~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~~Tender documents notice of the variation.

j.k. Variation of Contract**(1) Minor Variation**

If after the ~~tender~~Tender has been publicly advertised and a successful ~~tender~~Tenderer has been chosen, but before the MRC and ~~tender~~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~~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 ~~tender~~Tenderer shall be notified of the outcome of the ~~tender~~Tender following Council resolution. Notification shall include:

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

l.m. Records Management

All records associated with the ~~tender~~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 ~~tender~~Tenders or quotations are NOT required

In the following instances public ~~tender~~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. Recording Quotations

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

8. Local supplier

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

9. 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	14/09/2017, 6/09/2018,- <u>19/09/2019</u>
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, <u>13/08/2019</u>
Next Review Date	01/08/20 <u>2019</u>
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 tender 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 <u>6.</u> Added part 9 to include an Environmental Consideration <u>13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes.</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP 08

TRIM Reference: D/13/404

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

- The following positions will be allocated vehicles as follows:

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

- Vehicle Usage Type

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

- The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$25/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	06/09/2018 19/09/2019
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
Next Review Date	01/08/ 2019 2020
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
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

TRIM Reference: D/13/405

Policy Title: Investments
Policy Statement:

To ensure that funds held by the Council are invested:

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

Policy Procedure:

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

Legislation	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 <u>19/09/2019</u>
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; <u>13/08/2019</u>
Next Review Date	01/08/ 2019 <u>2020</u>
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors.
Delegation to the Chief Executive Officer	Yes



Policy No: CP 10

TRIM Reference: D/13/921

Policy Title: Donations – Financial Assistance/Support

Policy Statement:

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 19/09/2019
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
Next Review Date	01/08/ 2019 2020
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar
Delegation to the Chief Executive Officer	

Policy No: CP11

TRIM Reference: D/14/3754

Policy Title: Use of Corporate Credit Cards

Policy Statement:

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

Policy Procedure:

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is in issue, a register of cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder, except with the express authorisation of the CEO. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify the MRC immediately.
6. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
7. The credit limit on each Card is to be determined by the CEO, but may not exceed the value of an employee's delegated financial authority.
8. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited. All purchases are to be made in accordance with policy CP06 – Purchases of Goods and Services.
9. Cardholders are to provide receipts each month to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Director Corporate Services monthly.
10. 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	06/09/2018 19/09/2019
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019
Next Review Date	01/08/ 2019 2020
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11.
Delegation to the Chief Executive Officer	Yes



Policy No: CP12

TRIM Reference: D/14/3756

Policy Title: Gate Fee Setting

Policy Statement:

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

Policy Procedure:

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

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

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 19/09/2019
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019
Next Review Date	01/08/ 2019 2020
Delegation to the Chief Executive Officer	Yes



Policy No: CP13

TRIM Reference: D/15/3224

Policy Title: Budget Variance Reporting Threshold

Policy Statement:

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

Policy Procedure:

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

Revenue:

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

Expenses:

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

Legislation	Local Government (Financial Management) Regulations 1996
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018 <u>19/09/2019</u>
Review History	01/09/2016; 14/09/17, 14/08/2018; <u>13/08/2019</u>
Next Review Date	01/08/2018 <u>01/08/2020</u>
Revision History	Nil
Delegation to the Chief Executive Officer	Nil

Policy No: CP 14

TRIM Reference: D/18/5158

Policy Title: ACTING 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 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, 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	06/09/2018 <u>19/09/2019</u>
Responsible Officer	CEO
Review History	<u>13/08/2019</u>
Next Review Date	<u>01/08/2020</u>
Revision History	<u>13/08/2019 no change</u>

Policy No: CP15

TRIM Reference: D/18/5180

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	06/09/2018 19/09/2019
Review History	<u>13/08/2019</u>
Next Review Date	<u>01/08/2020</u>
Delegation to the Chief Executive Officer	<u>13/08/2019 no change</u>

NEW POLICY



Policy No: CP16

TRIM Reference: D/19/5253

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:
- all or part of those costs – in accordance with a determination by Council under clause 5.7;
 - 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	19/09/2019
Review History	01/08/2019
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	

Policy No: EP 01

TRIM Reference: D/13/3910

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 Environmental Management and Monitoring Plan (EMMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Periodically review the environmental aspect register.

Legislation	DWER
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	06/09/2019 19/09/2019
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018; <u>13/08/2019</u>
Next Review Date	30/06/2019 01/08/2020
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. <u>13/08/2019 – no change</u>

Council Policies – clean copy

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APPENDIX NO. 7

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LIST OF POLICIES

NUMBER	TITLE	LAST REVIEWED	NEXT REVIEW DATE	TRIM NO.
CP01	Annual Fees, Allowances and Expenses for Councillors	13/08/2019	01/08/2020	D/13/393
CP02	Affixing of the Common Seal	13/08/2019	01/08/2020	D/13/394
CP03	Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference	13/08/2019	01/08/2020	D/13/396
CP04	Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference	13/08/2019	01/08/2020	D/13/397
CP05	Environmental Management of Tamala Park	14/09/2017	OBSOLETE – REMOVED BY COUNCIL 6/9/2018	D/13/398
CP06	Purchase of Goods and Services	13/08/2019	01/08/2020	D/13/400
CP07	Gratuity Payments	20/08/2015	OBSOLETE – REMOVED BY COUNCIL 20/08/2015	D/13/401
CP08	Provision and Use of Council Vehicles	13/08/2019	01/08/2020	D/13/404
CP09	Investments	13/08/2019	01/08/2020	D/13/405
CP10	Donations – Financial Assistance/Support	13/08/2019	01/08/2020	D/13/921
CP11	Use of Corporate Credit Cards	13/08/2019	01/08/2020	D/14/3754
CP12	Gate Fee Setting	13/08/2019	01/08/2020	D/14/3756
CP13	Budget Variance Reporting Threshold	13/08/2019	01/08/2020	D/15/3224
CP14	Acting Chief Executive Officer Appointment	13/08/2019	01/08/2020	D/18/5158
CP15	Employee Matching Community Contributions	13/08/2019	01/08/2020	D/18/5180
CP16	Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees	13/08/2019	01/08/2020	d/19/5253
EP01	Environmental Policy	13/08/2019	01/08/2020	D/13/3910

Policy No: CP 01

TRIM Reference: D/13/393

Policy Title: Annual Fees, Allowances and Expenses for Councillors

Policy Statement:

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

Policy Procedure:

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

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

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in two (2) equal instalments in July and December of each financial year. 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	19/09/2019
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
Next Review Date	01/08/2020
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4.

	14/8/2018 clarification regarding pro rata payments
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02

TRIM Reference: D/13/394

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
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

TRIM Reference: D/13/396

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

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

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. A cash advance of \$75 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the Director Corporate Services (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Director Corporate Services and any expenditure over and above the cash advance will be reimbursed at 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 Conference.

Notes:

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

Legislation	Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	19/09/2019
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
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	Nil

Policy No: CP 04

TRIM Reference: D/13/397

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

Policy Statement:

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

Policy Procedure:

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

Notes:

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

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	19/09/2019
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
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	Nil

Policy No: CP 06

TRIM Reference: D/13/400

Policy Title: Purchase of Goods and Services

Policy Statement:

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

Policy Procedure:

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

1. Goods or services not exceeding \$1,999 (excluding GST)

No quotations are required to be obtained however it is recommended that at least two (2) verbal quotations be obtained, where possible. Periodic market testing with a greater number or more formal forms of quotation should be undertaken to ensure best value is maintained.

Notes: The general principles for obtaining verbal quotations are:

- a. Ensure that the requirements/specifications are clearly understood by the person seeking the quotation.
- b. Ensure that the requirements/specifications are clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- c. Read back the details to the supplier contact person to confirm their accuracy.
- d. Written notes detailing each verbal quotation must be recorded.

2. Goods and services between \$2,000 and \$19,999 (excluding GST).

At least three (3) verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.

Notes: Refer to (1) above for details on obtaining verbal quotes.

The general principles relating to written quotations are:

- a. An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
- b. The request for a written quotation should include as a minimum:
 - (i) Written specification
 - (ii) Price Schedule
 - (iii) Any conditions relating to the submission of the quotation.
 - (iv) The period or date until which the offer remains valid.
- c. Invitations to quote should be separately issued to suppliers at the same time.
- d. Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as the new or amended requirement is determined. Such communication must be made to all invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, letter) immediately thereafter.
- e. Responses should be assessed for compliance, in order:
 - (i) against the selection criteria, and
 - (ii) value for money.
 All evaluations must be documented.

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

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

At least three (3) written quotes are required.

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

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

At least three (3) written quotes are required.

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

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

Where it is considered beneficial, Tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public Tenders for the Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for Tendering outlined in this procedure must be followed in full.

The procurement of goods and/or services available from only one private sector source of supply (Monopoly Supplier), (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is genuinely only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

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

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

The following minimum requirements must be met:

a. **Anti-Avoidance**

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

b. **Tender Criteria**

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

An evaluation panel consisting of at least 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**

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

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

The notice must include:

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

d. **Issuing Tender Documentation**

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

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

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

e. **Tender Deadline**

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

f. **Opening of Tenders**

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 \$149,999 (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. Recording Quotations

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

8. Local supplier

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

9. 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	19/09/2019
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
Next Review Date	01/08/2020
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.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 08

TRIM Reference: D/13/404

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

- The following positions will be allocated vehicles as follows:

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

- Vehicle Usage Type

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

- The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$25/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	19/09/2019
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
Next Review Date	01/08/2020
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
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

TRIM Reference: D/13/405

Policy Title: Investments

Policy Statement:

To ensure that funds held by the Council are invested:

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

Policy Procedure:

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

Legislation	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
Responsible Officer	Chief Executive Officer
Council Meeting Date	19/09/2019
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019
Next Review Date	01/08/2020
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

TRIM Reference: D/13/921

Policy Title: Donations – Financial Assistance/Support

Policy Statement:

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2020
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
Next Review Date	01/08/2020
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar
Delegation to the Chief Executive Officer	

Policy No: CP11

TRIM Reference: D/14/3754

Policy Title: Use of Corporate Credit Cards

Policy Statement:

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

Policy Procedure:

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is in issue, a register of cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder, except with the express authorisation of the CEO. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify the MRC immediately.
6. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
7. The credit limit on each Card is to be determined by the CEO, but may not exceed the value of an employee's delegated financial authority.
8. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited. All purchases are to be made in accordance with policy CP06 – Purchases of Goods and Services.
9. Cardholders are to provide receipts each month to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Director Corporate Services monthly.
10. 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	19/09/2019
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019
Next Review Date	01/08/2020
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11.
Delegation to the Chief Executive Officer	Yes

Policy No: CP11

TRIM Reference: D/14/3754

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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	19/09/2019
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019
Next Review Date	01/08/2020
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11.
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

TRIM Reference: D/14/3756

Policy Title: Gate Fee Setting

Policy Statement:

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

Policy Procedure:

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

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

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	19/09/2019
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	Yes

Policy No: CP13

TRIM Reference: D/15/3224

Policy Title: Budget Variance Reporting Threshold
Policy Statement:

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

Policy Procedure:

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

Revenue:

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

Expenses:

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

Legislation	Local Government (Financial Management) Regulations 1996
Responsible Officer	Chief Executive Officer
Council Meeting Date	19/09/2019
Review History	01/09/2016; 14/09/17, 14/08/2018; 13/08/2019
Next Review Date	01/08/2020
Revision History	Nil
Delegation to the Chief Executive Officer	Nil

Policy No: CP 14

TRIM Reference: D/18/5158

Policy Title: ACTING 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 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, 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	19/09/2019
Responsible Officer	CEO
Review History	13/08/2019
Next Review Date	01/08/2020
Revision History	13/08/2019 no change

Policy No: CP15

TRIM Reference: D/18/5180

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	19/09/2019
Review History	13/08/2019
Next Review Date	01/08/2020
Delegation to the Chief Executive Officer	13/08/2019 no change

Policy No: EP 01

TRIM Reference: D/13/3910

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 Environmental Management and Monitoring Plan (EMMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Periodically review the environmental aspect register.

Legislation	DWER
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	19/09/2019
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
Next Review Date	01/08/2020
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