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### APPENDICES

**Ordinary Council Meeting –  
20 August 2015**

**Financial Statements for the period ended 31 May 2015**

Item  
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APPENDIX NO. 1

Item  
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# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 MAY 2015**

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 31 May 2015**

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	1,844,010	1,653,908	1,542,264			
User Charges - City of Wanneroo	10,464,350	9,268,203	8,277,380			
User Charges - City of Joondalup	8,532,855	7,756,108	7,635,421			
User Charges - City of Stirling	14,750,147	11,892,989	12,633,966			
User Charges - Town of Cambridge	1,043,108	869,977	942,632			
User Charges - City of Vincent	1,997,658	1,775,266	1,756,739			
User Charges - Town of Victoria Park	2,023,153	1,895,567	1,503,175			
User Charges - RRF Residues	6,254,524	5,640,620	5,960,399			
	<b>46,909,805</b>	<b>40,752,638</b>	<b>40,251,976</b>	<b>(500,662)</b>	<b>(1.23%)</b>	1
<b>Non Member User Charges</b>						
User Charges - Casual Tipping Fees	5,553,022	3,341,452	3,023,554	(317,898)	(9.51%)	2
	<b>5,553,022</b>	<b>3,341,452</b>	<b>3,023,554</b>	<b>(317,898)</b>	<b>(9.51%)</b>	
<b>Total User Charges</b>	<b>52,462,827</b>	<b>44,094,090</b>	<b>43,275,530</b>	<b>(818,560)</b>	<b>(1.86%)</b>	
<b>Other Charges</b>						
Service Charges						
Carbon Price	-	-	-	-		
Sale of Recyclable Materials	680,000	623,333	615,738	(7,595)	(1.22%)	
Gas Power Generation Sales	505,000	505,000	656,423	151,423	29.98%	
Grants and Subsidies	-	-	10,000	10,000		
Contributions, Reimbursements & Donations	5,000	29,287	17,687	(11,600)	(39.61%)	
Interest Earnings	700,900	642,490	638,789	(3,701)	(0.58%)	
Other Revenue	396,000	346,375	343,406	(2,969)	(0.86%)	
<b>Total Other Charges</b>	<b>2,286,900</b>	<b>2,146,485</b>	<b>2,282,043</b>	<b>135,558</b>	<b>6.32%</b>	
<b>Total Revenue from Ordinary Activities</b>	<b>54,749,727</b>	<b>46,240,575</b>	<b>45,557,573</b>	<b>(683,002)</b>	<b>(1.48%)</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	5,187,509	4,457,032	4,114,612	342,420	7.68%	3
Materials and Contracts						
Consultants and Contract Labour	486,500	495,603	149,455	346,148	69.84%	4
Communications and Public Consultation	392,500	361,207	88,245	272,962	75.57%	5
Landfill Expenses	1,226,930	1,082,347	557,659	524,688	48.48%	6
Office Expenses	218,650	188,465	168,776	19,689	10.45%	
Information System Expenses	218,050	142,147	216,187	(74,040)	(52.09%)	
Building Maintenance	156,500	108,348	107,447	901	0.83%	
Plant and Equipment Operating & Hire	1,169,400	740,238	763,954	(23,716)	(3.20%)	
RRF Other Operating Expenses	23,048,800	21,011,891	21,306,079	(294,188)	(1.40%)	7
Utilities	182,300	167,107	164,666	2,441	1.46%	
Depreciation	1,155,400	1,061,270	1,062,653	(1,383)	(0.13%)	
Borrowing Costs	906,300	755,706	524,854	230,852	30.55%	8
Insurances	348,430	211,023	162,999	48,024	22.76%	
DEP Landfill Levy	11,643,900	9,775,058	8,952,927	822,131	8.41%	9
Land Lease/Rental	758,500	694,350	638,032	56,318	8.11%	
Other Expenditure						
Members Costs	241,950	100,375	103,090	(2,715)	(2.70%)	
Administration Expenses	217,500	152,130	126,948	25,182	16.55%	
Carbon Price	-	-	-	-		
Amortisation for Cell Development	3,654,900	3,321,746	2,880,047	441,699	13.30%	9
Amortisation for Decommissioning Asset	846,100	775,592	775,592	-	0.00%	
Capping Accretion Expense	258,469	236,929	236,929	-	0.00%	
Post Closure Accretion Expense	212,728	195,001	195,001	-	0.00%	
RRF Amortisation	540,200	495,183	495,183	-	0.00%	
<b>Total Expenses</b>	<b>53,071,516</b>	<b>46,528,748</b>	<b>43,791,333</b>	<b>2,737,415</b>	<b>5.88%</b>	
Profit on Sale of Assets	7,722	3,372	18,680	15,308	453.99%	
Loss on Sale of Assets	8,781	31,127	317,009	(285,882)	918.44%	
	<b>(1,059)</b>	<b>(27,755)</b>	<b>(298,328)</b>	<b>(270,574)</b>	<b>974.86%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,677,152</b>	<b>(315,928)</b>	<b>1,467,911</b>	<b>1,783,839</b>	<b>(564.63%)</b>	

## NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of Unfavourable variance where actual is 10% and \$10,000 from YTD Budget
1	User Charges - Members	The Member Councils, year to date have delivered less processable tonnes (3,757t) and less non processable tonnes (2,113t) than the phased budget for the month. RRF residue is greater than the monthly forecast by 2,719t as a result of increased tonnes processed at the facility. The Wanneroo MRF facility ceased tipping in November 2014 and as a result, the result is in line with the revised budget.
2	Casual Tipping Fees	Revenue from non-members continues to track behind budget as a result of commercials shifting tonnes to their own processing facilities.

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 31 May 2015

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Resource Recovery Facility</b>						
<b>Operating Expenditure</b>						
<b>Employee Costs</b>						
Salaries	-	-	-	-		
Allowances	-	-	-	-		
Workers Compensation Premium	-	-	-	-		
	-	-	-	-		
<b>Consultants and Contract Labour</b>						
Consultancy	35,000	32,083	-	(32,083)	(100.00%)	
Contract Labour External	-	-	-	-		
	<b>35,000</b>	<b>32,083</b>	<b>-</b>	<b>(32,083)</b>	<b>(100.00%)</b>	
<b>Office Expenses</b>						
Cleaning of Buildings	15,000	13,750	9,567	(4,183)	(30.42%)	
	<b>15,000</b>	<b>13,750</b>	<b>9,567</b>	<b>(4,183)</b>	<b>(30.42%)</b>	
<b>Information System Expenses</b>						
Computer System Maintenance	24,000	15,583	14,900	(683)	(4.38%)	
	<b>24,000</b>	<b>15,583</b>	<b>14,900</b>	<b>(683)</b>	<b>(4.38%)</b>	
<b>Building Maintenance</b>						
Building Maintenance	3,500	1,800	4,920	3,120	173.33%	
Building Security	2,700	2,475	1,315	(1,160)	(46.85%)	
	<b>6,200</b>	<b>4,275</b>	<b>6,235</b>	<b>1,960</b>	<b>45.86%</b>	
RRF Operation Expenses						
Fencing and Gate Maintenance	4,000	1,500	1,092	(408)	(27.23%)	
Road Maintenance	-	-	-	-		
Bores and Pipework	1,000	1,000	715	(285)	(28.50%)	
Vehicle Wash Facility Operations	-	-	-	-		
Landscaping and Gardens	17,500	7,500	12,571	5,071	67.62%	
Compost Disposal	408,300	374,275	358,109	(16,166)	(4.32%)	
Contractor's Fees	22,618,000	20,627,616	20,933,592	305,976	1.48%	
	<b>23,048,800</b>	<b>21,011,891</b>	<b>21,306,079</b>	<b>294,188</b>	<b>1.40%</b>	
<b>Utilities</b>						
Electricity	9,000	8,250	2,520	(5,730)	(69.45%)	
Rates	32,000	29,333	18,999	(10,334)	(35.23%)	
	<b>41,000</b>	<b>37,583</b>	<b>21,519</b>	<b>(16,064)</b>	<b>(42.74%)</b>	
<b>Insurance</b>						
Municipal Property Insurance	-	-	-	-		
Public Liability Insurance	-	-	-	-		
	-	-	-	-		
<b>Cost of Borrowings</b>						
Interest on Loans	368,200	339,566	226,959	(112,607)	(33.16%)	
Loan Expenses	8,000	6,000	7,572	1,572	26.20%	
	<b>376,200</b>	<b>345,566</b>	<b>234,531</b>	<b>(111,035)</b>	<b>(32.13%)</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs	104,700	95,975	95,975	-	0.00%	
Amortisation Costs	435,500	399,208	399,208	-	0.00%	
	<b>540,200</b>	<b>495,183</b>	<b>495,183</b>	<b>-</b>	<b>0.00%</b>	
<b>Depreciation</b>						
Depreciation on Infrastructure	4,100	3,758	3,758	0	0.01%	
	<b>4,100</b>	<b>3,758</b>	<b>3,758</b>	<b>0</b>	<b>0.01%</b>	
<b>Total Operating Expenditure</b>	<b>24,090,500</b>	<b>21,959,672</b>	<b>22,091,773</b>	<b>132,101</b>	<b>0.60%</b>	
<b>Net Total</b>	<b>(24,090,500)</b>	<b>(21,959,672)</b>	<b>(22,091,773)</b>	<b>(132,101)</b>	<b>0.60%</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 May 2015

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>					
<b>Operating Revenues</b>					
General Purpose Funding	54,749,727	46,240,575	45,547,573	693,002	1.50%
Community Amenities	-	-	10,000	(10,000)	
Resource Recovery Facility	-	-	-	-	
	<b>54,749,727</b>	<b>46,240,575</b>	<b>45,557,573</b>	<b>683,002</b>	<b>1.48%</b>
<b>Profit on Disposal of Assets</b>					
Governance	-	3,372	3,372	0	0.00%
Community Amenities	7,722	-	15,309	(15,309)	
Resource Recovery Facility	-	-	-	-	
	<b>7,722</b>	<b>3,372</b>	<b>18,680</b>	<b>(15,308)</b>	
<b>Total Revenue</b>	<b>54,757,449</b>	<b>46,243,947</b>	<b>45,576,253</b>	<b>667,694</b>	<b>1.44%</b>
<b>Expenses from Ordinary Activities</b>					
<b>Operating Expenditure</b>					
Governance	4,192,051	3,403,852	3,154,477	249,375	7.33%
Community Amenities	24,258,865	20,755,084	18,254,761	2,500,323	12.05%
Resource Recovery Facility	23,714,300	21,614,106	21,857,242	(243,136)	(1.12%)
	<b>52,165,216</b>	<b>45,773,042</b>	<b>43,266,480</b>	<b>2,506,562</b>	<b>5.48%</b>
<b>Loss on Sale of Assets</b>					
Governance	5,898	9,158	9,158	(0)	(0.00%)
Community Amenities	2,883	21,969	307,851	(285,882)	(1301.30%)
Resource Recovery Facility	-	-	-	-	
	<b>8,781</b>	<b>31,127</b>	<b>317,009</b>	<b>(285,882)</b>	
<b>Cost of Borrowings</b>					
Community Amenities	530,100	410,140	290,322	119,818	29.21%
Resource Recovery Facility	376,200	345,566	234,531	111,035	32.13%
	<b>906,300</b>	<b>755,706</b>	<b>524,854</b>	<b>230,852</b>	<b>30.55%</b>
<b>Total Expenditure</b>	<b>53,080,297</b>	<b>46,559,875</b>	<b>44,108,342</b>	<b>2,451,533</b>	<b>5.27%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,677,152</b>	<b>(315,928)</b>	<b>1,467,911</b>	<b>(1,783,839)</b>	<b>564.63%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
**For the month ended 31 May 2015**

Description	ACTUAL 2014/2015	Movement	ACTUAL 2013/2014
<b>CURRENT ASSETS</b>			
Cash	1,156,870	(1,398,937)	2,555,806
Investments	23,085,383	2,437,640	20,647,743
MRC Security (Guarantee) Account	603,413	18,287	585,126
Debtors	3,627,237	491,473	3,135,764
Stock	12,956	676	12,280
Prepayments	125,564	10,428	115,136
Accrued Income	126,961	42,683	84,279
Work In Progress - Infrastructure	61,558	61,558	-
Other Current Assets	230,682	(89,644)	320,326
<b>TOTAL CURRENT ASSETS</b>	<b>31,036,480</b>	<b>3,580,019</b>	<b>27,456,461</b>
<b>NON-CURRENT ASSETS</b>			
Land	7,000,000	-	7,000,000
Buildings & Improvements	1,306,819	(171,904)	1,478,722
Furniture & Equipment	40,961	(31,047)	72,008
Computing Equipment	25,558	(57,124)	82,682
Plant & Equipment	3,562,193	315,145	3,247,048
Infrastructure - Other	1,607,144	(71,798)	1,678,941
Infrastructure - Excavation	12,173,883	(2,880,047)	15,053,930
Infrastructure - RRF	6,131,428	(399,208)	6,530,636
Decommissioning Asset	4,693,696	(489,959)	5,183,655
Post Closure	3,141,927	(285,633)	3,427,560
Pre-operating RRF	1,473,621	(95,975)	1,569,596
<b>TOTAL NON-CURRENT ASSETS</b>	<b>41,157,229</b>	<b>(4,167,550)</b>	<b>45,324,779</b>
<b>TOTAL ASSETS</b>	<b>72,193,709</b>	<b>(587,531)</b>	<b>72,781,240</b>
<b>CURRENT LIABILITIES</b>			
Creditors	3,086,278	(1,718,644)	4,804,922
Provisions for Leave	394,566	(45,770)	440,336
Current Loans	235,081	(2,444,694)	2,679,776
Accruals	2,019,828	1,571,812	448,016
Other Current Liabilities	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,735,754</b>	<b>(2,637,296)</b>	<b>8,373,050</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	337,266	64,099	273,167
Non Current Loans	9,169,239	-	9,169,239
Decommission Provision for Capping	14,478,176	431,930	14,046,246
Other Non Current Liabilities	3,984,126	(38,249)	4,022,375
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>27,968,807</b>	<b>457,780</b>	<b>27,511,027</b>
<b>TOTAL LIABILITIES</b>	<b>33,704,561</b>	<b>(2,179,516)</b>	<b>35,884,077</b>
<b>NET ASSETS</b>	<b>38,489,148</b>	<b>1,591,986</b>	<b>36,897,163</b>
<b>EQUITY</b>			
Retained Surplus	14,332,315	1,390,721	12,941,595
Reserves (Cash Back)	15,213,294	77,191	15,136,103
Reserves (Non Cash Back)	5,613,019	-	5,613,019
Council Contribution	3,330,520	124,075	3,206,446
<b>TOTAL EQUITY</b>	<b>38,489,148</b>	<b>1,591,986</b>	<b>36,897,163</b>



**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 31 May 2015

<b>Description</b>	<b>ACTUAL 2013/2014</b>
<b>Opening Balance - 1 July 2013</b>	
Site Rehabilitation	8,237,996
Capital Expenditure	1,500,841
Participants Surplus Reserve	2,000,000
RRF Operational Requirement	-
Carbon Price	3,397,266
	<b><u>15,136,103</u></b>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Operational Requirement	-
Carbon Price	-
	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	431,530
Capital Expenditure	1,375,000
Participants Surplus Reserve	-
Carbon Price	-
	<b>1,806,530</b>
<b>Total Transfer from Operations</b>	<b><u>1,806,530</u></b>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	<b><u>-</u></b>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	1,672,804
RRF Operational Requirement	-
Carbon Price	56,535
	<b><u>1,729,339</u></b>
<b>Closing Balance</b>	
Site Rehabilitation	8,669,526
Capital Expenditure	1,203,037
Participants Surplus Reserve	2,000,000
RRF Operational Requirement	-
Carbon Price	3,340,731
	<b><u>15,213,294</u></b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2015

Description	Adopted Budget	YTD Actual	% to Adopted Budget	Note
<b>PLANT, VEHICLES AND MACHINERIES</b>				
<b>Plant and Vehicles</b>				
Replacement of Hino Bin Truck (Plant61)	190,000	-		
Replacement of Bomag Landfill Compactor (Plant65)	1,500,000	1,257,600.00	83.84%	
Replacement of Navara RXD40 (Plant69)	40,000	47,577.36	118.94%	
Replacement of Kia Grand Carnival (Plant84)	47,000	-		
Replacement of Land Rover Defender (Plant81)	48,000	47,576.42		
Replacement of Ford MKII G6E (Plant82)	52,000	47,695.45		
Replacement of Cat247 MTL (Plant74)	105,000	88,000.00		
Replacement of Nissan Pathfinder (Plant75)	45,000	45,000.00		
Replacement of Kubota Lawnmowere (Plant77)	5,000	-		
Replace Caterpillar Forklift (Plant59) - budgeted 2013/2014	-	24,500.00		
	<b>2,032,000</b>	<b>1,557,949.23</b>	<b>76.67%</b>	
<b>Machinery and Equipment</b>				
2x Hook Lift Bins	40,000	35,400.00	88.50%	
Hook Lift Body	85,000	-		
2way Radio System (Radio Repeater)	60,000	-		
4x Tarpomatic Tarps	60,000	50,000.00	83.33%	
	<b>245,000</b>	<b>85,400.00</b>	<b>34.86%</b>	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>2,277,000</b>	<b>1,643,349.23</b>	<b>72.17%</b>	
<b>FURNITURE AND EQUIPMENT</b>				
<b>Furniture and Fittings</b>				
Furniture and Fittings (Miscellaneous Replacements)	5,000	-		
Airconditioning Units to Various Locations	22,000	-		
	<b>27,000</b>	<b>-</b>	<b>0.00%</b>	
<b>Office Equipment</b>				
Replacement of PABX System	15,000	-		
	<b>15,000</b>	<b>-</b>	<b>0.00%</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>42,000</b>	<b>-</b>		
<b>COMPUTING EQUIPMENT</b>				
<b>Computing Equipment</b>				
Replacement of Laptop - Management Accountant	2,500	1,790.00	71.60%	
Replacement of Laptop - Waste Education Manager	2,500	1,790.00	71.60%	
Replacement of Laptop - Director Corporate Services	2,500	1,790.00	71.60%	
Replacement of Desktop - HR/Payroll Officer	1,200	1,165.00	97.08%	
Replacement of Desktop - Technical Officer	1,200	1,165.00	97.08%	
Replacement of Desktop - Weatherman	1,200	1,165.00	97.08%	
Replacement of Desktop - Finance Accounts Receivable	1,200	1,165.00	97.08%	
Replacement of Desktop - Waste Education Assistant	1,200	1,165.00	97.08%	
Replacement of Desktop - Receptionist	1,200	1,165.00	97.08%	
Replacement of Desktop - Landfill Manager	1,200	1,165.00	97.08%	
Replacement of Desktop - Environmental Supervisor	1,200	1,165.00	97.08%	
Replacement of Desktop - Waste Education Officer	1,200	1,165.00	97.08%	
Replacement of Servers (Tamala and Neerabup)	48,000	1,790.00	3.73%	
	<b>66,300</b>	<b>17,645.00</b>	<b>26.61%</b>	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>66,300</b>	<b>17,645.00</b>	<b>26.61%</b>	
<b>LAND AND BUILDINGS</b>				
<b>Building</b>				
Recycling Centre Renovation and Alignment	60,000	-		
<b>brought forward item:</b>				
Administration Office Renovation	60,000	-		
Recycling Centre Toilet	15,000	-		
Education Centre Toilet	15,000	-		
Sorting Shed	4,000,000	-		
	<b>4,150,000</b>	<b>-</b>		
<b>Land</b>				
Land Purchase (New Landfill Site)	6,000,000	-		
	<b>6,000,000</b>	<b>-</b>		
<b>TOTAL LAND AND BUILDINGS</b>	<b>10,150,000</b>	<b>-</b>		

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2015

Description	Adopted Budget	YTD Actual	% to Adopted Budget	Note
<b>INFRASTRUCTURE</b>				
<b>Operations</b>				
Landfill Gas Well Installations	25,000	11,810.00	47.24%	
	<b>25,000</b>	<b>11,810.00</b>	<b>47.24%</b>	
<b>Landfill Infrastructure Phase3</b>				
Cell Development - Lining (inc. c/f)	3,800,000	1,024,597.04	26.96%	
	<b>3,800,000</b>	<b>1,024,597.04</b>	<b>26.96%</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>3,825,000</b>	<b>1,036,407.04</b>	<b>27.10%</b>	

**INFORMATION ON BORROWINGS**

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2014	Principal Drawn Down to 30/06/2015	Repayments Actual to 31/05/2015	Outstanding Actual to 31/05/2015	Repayments Actual to 31/05/2015	Note
Community Amenities									
Tamala Park Landfill									
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	3,895,785	-	1,298,605	2,597,180	167,911	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	1,800,000	-	233,544	1,566,456	107,611	
Loan 14 - Purchase of Land for the New Landfill	6,000,000			-	-	-	-	-	2
Loan 15 - Shed Project	4,000,000			-	-	-	-	-	
Regional Resource Recovery Facility									
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	879,281	-	252,757	626,524	41,730	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	1,380,822	-	92,382	1,288,440	75,427	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	2,115,000	-	160,000	1,955,000	52,255	1
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	1,777,780	-	407,407	1,370,373	57,548	
TOTAL	42,730,000			11,848,668	-	2,444,694	9,403,974	502,482	
						Facility Fee		22,372	
						Total Borrowing Costs		524,854	

Note 1: Loan 10b has a variable rate of 3.27% for the quarter of July 2013 to October 2013.

Note 2: Council approval will be obtained when Land is identified.

**Financial Statements for the period ended 30 June 2015**

Item  
9.1

APPENDIX NO. 2

Item  
9.1



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
30 JUNE 2015  
(unaudited)**

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 30 June 2015**

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	1,844,010	1,782,593	1,693,799			
User Charges - City of Wanneroo	10,464,350	9,955,226	8,929,079			
User Charges - City of Joondalup	8,532,855	8,371,127	8,276,616			
User Charges - City of Stirling	14,750,147	12,436,215	13,642,560			
User Charges - Town of Cambridge	1,043,108	919,741	1,018,182			
User Charges - City of Vincent	1,997,658	1,906,899	1,919,818			
User Charges - Town of Victoria Park	2,023,153	2,062,080	1,645,226			
User Charges - RRF Residues	6,254,524	6,230,029	6,568,952			
	<b>46,909,805</b>	<b>43,663,910</b>	<b>43,694,231</b>	<b>30,321</b>	<b>0.07%</b>	
<b>Non Member User Charges</b>						
User Charges - Casual Tipping Fees	5,553,022	3,305,087	3,277,392	(27,695)	(0.84%)	1
	<b>5,553,022</b>	<b>3,305,087</b>	<b>3,277,392</b>	<b>(27,695)</b>	<b>(0.84%)</b>	
<b>Total User Charges</b>	<b>52,462,827</b>	<b>46,968,997</b>	<b>46,971,622</b>	<b>2,625</b>	<b>0.01%</b>	
<b>Other Charges</b>						
Service Charges						
Carbon Price	-	-	-	-		
Sale of Recyclable Materials	680,000	680,000	722,108	42,108	6.19%	
Gas Power Generation Sales	505,000	505,000	825,075	320,075	63.38%	2
Grants and Subsidies	-	-	10,000	10,000		
Contributions, Reimbursements & Donations	5,000	29,287	18,035	(11,252)	(38.42%)	
Interest Earnings	700,900	700,900	692,362	(8,538)	(1.22%)	
Other Revenue	396,000	396,000	347,141	(48,859)	(12.34%)	
<b>Total Other Charges</b>	<b>2,286,900</b>	<b>2,311,187</b>	<b>2,614,721</b>	<b>303,534</b>	<b>13.13%</b>	
<b>Total Revenue from Ordinary Activities</b>	<b>54,749,727</b>	<b>49,280,184</b>	<b>49,586,344</b>	<b>306,160</b>	<b>0.62%</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	5,187,509	4,928,509	4,512,101	416,408	8.45%	3
Materials and Contracts						
Consultants and Contract Labour	486,500	552,693	154,255	398,438	72.09%	4
Communications and Public Consultation	392,500	392,500	116,825	275,675	70.24%	5
Landfill Expenses	1,226,930	1,232,392	678,015	554,377	44.98%	6
Office Expenses	218,650	218,050	181,683	36,367	16.68%	
Information System Expenses	218,050	218,050	241,333	(23,283)	(10.68%)	
Building Maintenance	156,500	156,297	113,422	42,875	27.43%	
Plant and Equipment Operating & Hire	1,169,400	1,170,056	839,773	330,283	28.23%	7
RRF Other Operating Expenses	23,048,800	23,048,800	23,420,410	(371,610)	(1.61%)	8
Utilities	182,300	182,300	182,350	(50)	(0.03%)	
Depreciation	1,155,400	1,157,556	1,159,899	(2,343)	(0.20%)	
Borrowing Costs	906,300	806,300	568,087	238,213	29.54%	9
Insurances	348,430	348,430	177,011	171,419	49.20%	10
DEP Landfill Levy	11,643,900	10,101,906	9,831,093	270,813	2.68%	11
Land Lease/Rental	758,500	758,500	686,153	72,347	9.54%	
Other Expenditure						
Members Costs	241,950	246,270	185,696	60,574	24.60%	
Administration Expenses	217,500	217,500	138,303	79,197	36.41%	
Carbon Price	-	-	-	-		
Amortisation for Cell Development	3,654,900	3,429,737	3,082,581	347,156	10.12%	10
Amortisation for Decommissioning Asset	846,100	846,100	846,100	-	0.00%	
Capping Accretion Expense	258,469	258,469	258,469	-	0.00%	
Post Closure Accretion Expense	212,728	212,728	212,728	-	0.00%	
RRF Amortisation	540,200	540,200	540,200	-	0.00%	
<b>Total Expenses</b>	<b>53,071,516</b>	<b>51,023,343</b>	<b>48,126,487</b>	<b>2,896,856</b>	<b>5.68%</b>	
Profit on Sale of Assets	7,722	3,372	18,680	15,308	453.99%	
Loss on Sale of Assets	8,781	31,127	317,009	(285,882)	918.44%	
	<b>(1,059)</b>	<b>(27,755)</b>	<b>(298,328)</b>	<b>(270,574)</b>	<b>974.86%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,677,152</b>	<b>(1,770,914)</b>	<b>1,161,528</b>	<b>2,932,442</b>	<b>(165.59%)</b>	

## NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of Unfavourable variance where actual is 10% and \$10,000 from YTD Budget
1	Casual Tipping Fees	Revenue from non-members is \$28k below the full year budget as a result of lower than anticipated tonnes received from commercials.



**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 30 June 2015

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Resource Recovery Facility</b>						
<b>Operating Expenditure</b>						
<b>Employee Costs</b>						
Salaries	-	-	-	-		
Allowances	-	-	-	-		
Workers Compensation Premium	-	-	-	-		
	-	-	-	-		
<b>Consultants and Contract Labour</b>						
Consultancy	35,000	35,000	-	(35,000)	(100.00%)	
Contract Labour External	-	-	-	-		
	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>(35,000)</b>	<b>(100.00%)</b>	
<b>Office Expenses</b>						
Cleaning of Buildings	15,000	15,000	9,747	(5,253)	(35.02%)	
	<b>15,000</b>	<b>15,000</b>	<b>9,747</b>	<b>(5,253)</b>	<b>(35.02%)</b>	
<b>Information System Expenses</b>						
Computer System Maintenance	24,000	24,000	16,184	(7,816)	(32.57%)	
	<b>24,000</b>	<b>24,000</b>	<b>16,184</b>	<b>(7,816)</b>	<b>(32.57%)</b>	
<b>Building Maintenance</b>						
Building Maintenance	3,500	6,999	5,230	(1,769)	(25.28%)	
Building Security	2,700	2,700	1,665	(1,035)	(38.34%)	
	<b>6,200</b>	<b>9,699</b>	<b>6,895</b>	<b>(2,804)</b>	<b>(28.91%)</b>	
RRF Operation Expenses						
Fencing and Gate Maintenance	4,000	4,000	1,092	(2,908)	(72.71%)	
Road Maintenance	-	-	-	-		
Bores and Pipework	1,000	1,000	715	(285)	(28.50%)	
Vehicle Wash Facility Operations	-	-	-	-		
Landscaping and Gardens	17,500	17,500	13,173	(4,327)	(24.73%)	
Compost Disposal	408,300	408,300	396,744	(11,556)	(2.83%)	
Contractor's Fees	22,618,000	22,618,000	23,008,686	390,686	1.73%	
	<b>23,048,800</b>	<b>23,048,800</b>	<b>23,420,410</b>	<b>371,610</b>	<b>1.61%</b>	
<b>Utilities</b>						
Electricity	9,000	9,000	2,520	(6,480)	(72.00%)	
Rates	32,000	32,000	20,727	(11,273)	(35.23%)	
	<b>41,000</b>	<b>41,000</b>	<b>23,247</b>	<b>(17,753)</b>	<b>(43.30%)</b>	
<b>Insurance</b>						
Municipal Property Insurance	-	-	-	-		
Public Liability Insurance	-	-	-	-		
	-	-	-	-		
<b>Cost of Borrowings</b>						
Interest on Loans	368,200	368,200	249,634	(118,566)	(32.20%)	
Loan Expenses	8,000	8,000	7,722	(278)	(3.48%)	
	<b>376,200</b>	<b>376,200</b>	<b>257,355</b>	<b>(118,845)</b>	<b>(31.59%)</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs	104,700	104,700	104,700	-	0.00%	
Amortisation Costs	435,500	435,500	435,500	-	0.00%	
	<b>540,200</b>	<b>540,200</b>	<b>540,200</b>	<b>-</b>	<b>0.00%</b>	
<b>Depreciation</b>						
Depreciation on Infrastructure	4,100	4,100	4,100	0	0.00%	
	<b>4,100</b>	<b>4,100</b>	<b>4,100</b>	<b>0</b>	<b>0.00%</b>	
<b>Total Operating Expenditure</b>	<b>24,090,500</b>	<b>24,093,999</b>	<b>24,278,138</b>	<b>184,139</b>	<b>0.76%</b>	
<b>Net Total</b>	<b>(24,090,500)</b>	<b>(24,093,999)</b>	<b>(24,278,138)</b>	<b>(184,139)</b>	<b>0.76%</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 30 June 2015

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>					
<b>Operating Revenues</b>					
General Purpose Funding	54,749,727	49,280,184	49,576,343	(296,159)	(0.60%)
Community Amenities	-	-	10,000	(10,000)	
Resource Recovery Facility	-	-	-	-	
	<b>54,749,727</b>	<b>49,280,184</b>	<b>49,586,343</b>	<b>(306,159)</b>	<b>(0.62%)</b>
<b>Profit on Disposal of Assets</b>					
Governance	-	3,372	3,372	0	0.00%
Community Amenities	7,722	-	15,309	(15,309)	
Resource Recovery Facility	-	-	-	-	
	<b>7,722</b>	<b>3,372</b>	<b>18,680</b>	<b>(15,308)</b>	
<b>Total Revenue</b>	<b>54,757,449</b>	<b>49,283,556</b>	<b>49,605,024</b>	<b>(321,468)</b>	<b>(0.65%)</b>
<b>Expenses from Ordinary Activities</b>					
<b>Operating Expenditure</b>					
Governance	4,192,051	4,209,244	3,496,633	712,611	16.93%
Community Amenities	24,258,865	22,290,000	20,040,985	2,249,015	10.09%
Resource Recovery Facility	23,714,300	23,717,799	24,020,782	(302,983)	(1.28%)
	<b>52,165,216</b>	<b>50,217,043</b>	<b>47,558,400</b>	<b>2,658,643</b>	<b>5.29%</b>
<b>Loss on Sale of Assets</b>					
Governance	5,898	9,158	9,158	(0)	(0.00%)
Community Amenities	2,883	21,969	307,851	(285,882)	(1301.30%)
Resource Recovery Facility	-	-	-	-	
	<b>8,781</b>	<b>31,127</b>	<b>317,009</b>	<b>(285,882)</b>	
<b>Cost of Borrowings</b>					
Community Amenities	530,100	430,100	310,731	119,369	27.75%
Resource Recovery Facility	376,200	376,200	257,355	118,845	31.59%
	<b>906,300</b>	<b>806,300</b>	<b>568,087</b>	<b>238,213</b>	<b>29.54%</b>
<b>Total Expenditure</b>	<b>53,080,297</b>	<b>51,054,470</b>	<b>48,443,496</b>	<b>2,610,974</b>	<b>5.11%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,677,152</b>	<b>(1,770,914)</b>	<b>1,161,528</b>	<b>(2,932,442)</b>	<b>165.59%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
**For the month ended 30 June 2015**

Description	ACTUAL 2014/2015	Movement	ACTUAL 2013/2014
<b>CURRENT ASSETS</b>			
Cash	1,680,167	(875,640)	2,555,806
Investments	24,212,581	3,564,839	20,647,743
MRC Security (Guarantee) Account	604,865	19,739	585,126
Debtors	3,024,878	(110,887)	3,135,764
Stock	11,462	(818)	12,280
Prepayments	88,525	(26,611)	115,136
Accrued Income	151,872	67,593	84,279
Work In Progress - Infrastructure	61,558	61,558	-
Other Current Assets	242,056	(78,271)	320,326
<b>TOTAL CURRENT ASSETS</b>	<b>32,083,818</b>	<b>4,627,358</b>	<b>27,456,461</b>
<b>NON-CURRENT ASSETS</b>			
Land	7,000,000	-	7,000,000
Buildings & Improvements	1,291,281	(187,441)	1,478,722
Furniture & Equipment	38,376	(33,631)	72,008
Computing Equipment	19,517	(63,165)	82,682
Plant & Equipment	3,495,636	248,589	3,247,048
Infrastructure - Other	1,600,617	(78,324)	1,678,941
Infrastructure - Excavation	11,971,349	(3,082,581)	15,053,930
Infrastructure - RRF	6,095,136	(435,500)	6,530,636
Decommissioning Asset	4,649,155	(534,500)	5,183,655
Post Closure	3,115,960	(311,600)	3,427,560
Pre-operating RRF	1,464,896	(104,700)	1,569,596
<b>TOTAL NON-CURRENT ASSETS</b>	<b>40,741,925</b>	<b>(4,582,854)</b>	<b>45,324,779</b>
<b>TOTAL ASSETS</b>	<b>72,825,743</b>	<b>44,504</b>	<b>72,781,240</b>
<b>CURRENT LIABILITIES</b>			
Creditors	5,975,747	1,170,825	4,804,922
Provisions for Leave	404,061	(36,274)	440,336
Current Loans	348	(2,679,428)	2,679,776
Accruals	119,284	(328,732)	448,016
Other Current Liabilities	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,499,441</b>	<b>(1,873,609)</b>	<b>8,373,050</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	342,595	69,428	273,167
Non Current Loans	9,169,239	-	9,169,239
Decommission Provision for Capping	14,517,443	471,197	14,046,246
Other Non Current Liabilities	3,985,579	(36,796)	4,022,375
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>28,014,856</b>	<b>503,829</b>	<b>27,511,027</b>
<b>TOTAL LIABILITIES</b>	<b>34,514,296</b>	<b>(1,369,781)</b>	<b>35,884,077</b>
<b>NET ASSETS</b>	<b>38,311,447</b>	<b>1,414,284</b>	<b>36,897,163</b>
<b>EQUITY</b>			
Retained Surplus	13,861,702	920,107	12,941,595
Reserves (Cash Back)	15,377,524	241,421	15,136,103
Reserves (Non Cash Back)	5,613,019	-	5,613,019
Council Contribution	3,459,202	252,757	3,206,446
<b>TOTAL EQUITY</b>	<b>38,311,447</b>	<b>1,414,284</b>	<b>36,897,163</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
**For the month ended 30 June 2015**

<b>Description</b>	<b>ACTUAL 2013/2014</b>
<b>Opening Balance - 1 July 2013</b>	
Site Rehabilitation	8,237,996
Capital Expenditure	1,500,841
Participants Surplus Reserve	2,000,000
RRF Operational Requirement	-
Carbon Price	3,397,266
	<b>15,136,103</b>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Operational Requirement	-
Carbon Price	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	470,760
Capital Expenditure	1,500,000
Participants Surplus Reserve	-
Carbon Price	-
	<b>1,970,760</b>
<b>Total Transfer from Operations</b>	<b>1,970,760</b>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	<b>-</b>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	1,672,804
RRF Operational Requirement	-
Carbon Price	56,535
	<b>1,729,339</b>
<b>Closing Balance</b>	
Site Rehabilitation	8,708,756
Capital Expenditure	1,328,037
Participants Surplus Reserve	2,000,000
RRF Operational Requirement	-
Carbon Price	3,340,731
	<b>15,377,524</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2015

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>PLANT, VEHICLES AND MACHINERIES</b>					
<b>Plant and Vehicles</b>					
Replacement of Hino Bin Truck (Plant61)	190,000	190,000	-		
Replacement of Bomag Landfill Compactor (Plant65)	1,500,000	1,500,000	1,257,600	83.84%	
Replacement of Navara RXD40 (Plant69)	40,000	40,000	47,577	118.94%	
Replacement of Kia Grand Carnival (Plant84)	47,000	47,000	-		
Replacement of Land Rover Defender (Plant81)	48,000	48,000	47,576		
Replacement of Ford MKII G6E (Plant82)	52,000	52,000	47,695		
Replacement of Cat247 MTL (Plant74)	105,000	105,000	88,000		
Replacement of Nissan Pathfinder (Plant75)	45,000	45,000	45,000		
Replacement of Kubota Lawnmowere (Plant77)	5,000	5,000	-		
Replace Caterpillar Forklift (Plant59) - budgeted 2013/2014	-	-	24,500		
	<b>2,032,000</b>	<b>2,032,000</b>	<b>1,557,949</b>	<b>76.67%</b>	
<b>Machinery and Equipment</b>					
2x Hook Lift Bins	40,000	40,000	35,400	88.50%	
Hook Lift Body	85,000	85,000	-		
2way Radio System (Radio Repeater)	60,000	60,000	-		
4x Tarpomatic Tarps	60,000	60,000	50,000	83.33%	
	<b>245,000</b>	<b>245,000</b>	<b>85,400</b>	<b>34.86%</b>	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>2,277,000</b>	<b>2,277,000</b>	<b>1,643,349</b>	<b>72.17%</b>	
<b>FURNITURE AND EQUIPMENT</b>					
<b>Furniture and Fittings</b>					
Furniture and Fittings (Miscellaneous Replacements)	5,000	5,000	-		
Airconditioning Units to Various Locations	22,000	22,000	-		
	<b>27,000</b>	<b>27,000</b>	<b>-</b>	<b>0.00%</b>	
<b>Office Equipment</b>					
Replacement of PABX System	15,000	15,000	-		
	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>0.00%</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>42,000</b>	<b>42,000</b>	<b>-</b>		
<b>COMPUTING EQUIPMENT</b>					
<b>Computing Equipment</b>					
Replacement of Laptop - Management Accountant	2,500	2,500	1,790	71.60%	
Replacement of Laptop - Waste Education Manager	2,500	2,500	1,790	71.60%	
Replacement of Laptop - Director Corporate Services	2,500	2,500	1,790	71.60%	
Replacement of Desktop - HR/Payroll Officer	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Technical Officer	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Weatherman	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Finance Accounts Receivable	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Waste Education Assistant	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Receptionist	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Landfill Manager	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Environmental Supervisor	1,200	1,200	1,165	97.08%	
Replacement of Desktop - Waste Education Officer	1,200	1,200	1,165	97.08%	
Replacement of Servers (Tamala and Neerabup)	48,000	48,000	1,790	3.73%	
	<b>66,300</b>	<b>66,300</b>	<b>17,645</b>	<b>26.61%</b>	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>66,300</b>	<b>66,300</b>	<b>17,645</b>	<b>26.61%</b>	
<b>LAND AND BUILDINGS</b>					
<b>Building</b>					
Recycling Centre Renovation and Alignment	60,000	60,000	-		
<b>brought forward item:</b>					
Administration Office Renovation	60,000	60,000	-		
Recycling Centre Toilet	15,000	15,000	-		
Education Centre Toilet	15,000	15,000	-		
Sorting Shed	4,000,000	4,000,000	-		
	<b>4,150,000</b>	<b>4,150,000</b>	<b>-</b>		
<b>Land</b>					
Land Purchase (New Landfill Site)	6,000,000	6,000,000	-		
	<b>6,000,000</b>	<b>6,000,000</b>	<b>-</b>		
<b>TOTAL LAND AND BUILDINGS</b>	<b>10,150,000</b>	<b>10,150,000</b>	<b>-</b>		

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2015

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>INFRASTRUCTURE</b>					
<b>Operations</b>					
Landfill Gas Well Installations	25,000	25,000	11,810	47.24%	
	<b>25,000</b>	<b>25,000</b>	<b>11,810</b>	<b>47.24%</b>	
<b>Landfill Infrastructure Phase3</b>					
Cell Development - Lining (inc. c/f)	3,800,000	3,800,000	1,024,597	26.96%	
	<b>3,800,000</b>	<b>3,800,000</b>	<b>1,024,597</b>	<b>26.96%</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>3,825,000</b>	<b>3,825,000</b>	<b>1,036,407</b>	<b>27.10%</b>	

**INFORMATION ON BORROWINGS**

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2014	Principal Drawn Down to 30/06/2015	Repayments Actual to 30/06/2015	Outstanding Actual to 30/06/2015	Repayments	Note
Community Amenities									
Tamala Park Landfill									
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	3,895,785	-	1,416,660	2,479,125	179,663	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	1,800,000	-	313,185	1,486,815	116,118	
Loan 14 - Purchase of Land for the New Landfill	6,000,000			-	-	-	-	-	2
Loan 15 - Shed Project	4,000,000			-	-	-	-	-	
Regional Resource Recovery Facility									
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	879,281	-	252,757	626,524	44,804	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	1,380,822	-	92,382	1,288,440	81,950	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	2,115,000	-	160,000	1,955,000	60,578	1
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	1,777,780	-	444,444	1,333,336	62,301	
TOTAL	42,730,000			11,848,668	-	2,679,428	9,169,240	545,415	
						Facility Fee		22,672	
						Total Borrowing Costs		568,087	

Note 1: Loan 10b has a variable rate of 3.27% for the quarter of July 2013 to October 2013.

Note 2: Council approval will be obtained when Land is identified.

**Tonnage Report for the year to 30 June 2015**

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APPENDIX NO. 3

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## **Waste to Landfill Tonnages Report for the year to 30 June 2015**

### **Members**

The Member Councils' Processable waste for financial year to date is 375 tonnes lower than the financial year forecast. The non processable waste for the financial year is 959 tonnes below the financial forecast.

These variances are materially in line with the budget.

### **RRF**

The Resource Recovery Facility residue tonnes are 2,875 tonnes higher than forecast as a result of increased throughput at the facility during the year-to-date as BioVision ended the year 5,657 tonnes above the 100,000 tonne contracted total.

The MRC does not pay the capital cost on these tonnes and as a result, these additional tonnes are processed for less than it would cost to landfill the tonnes.

### **Trade & Casual**

The Casual and Trade tonnes are 564 tonnes lower than the full financial forecast, as a result of the lower than budgeted tonnes from commercial operators.

Overall for the year ended June 2015, the tonnes received are 1,074 tonnes above what was budgeted.

## Information relating to landfill, resource recovery &amp; recycling tonnages year to date 2014/15

Month: Jun-15

TONNAGE					
RRF Actual	Landfill Actual	Total Tonnage	Budget 2014/15	Target % Year to Date	Note
Year to date Tonnage previous year	Actual % Year to Date				

## MEMBERS

Processable	1,164	5,623	6,787	6,100	100.0%	1	7,191
Cambridge	41,759	11,070	52,829	53,500	100.0%		53,144
Joondalup	-	13,259	13,259	13,900	100.0%		13,899
Perth	-	74,048	74,048	66,421	100.0%		72,187
Stirling	7,141	5,529	12,670	14,500	100.0%		12,329
Victoria Park	7,995	4,932	12,927	13,200	100.0%		13,024
Vincent	47,600	8,125	55,726	61,000	100.0%		53,741
Wanneroo	105,660	122,585	228,246	228,621	100.0%		225,514
<b>Sub Total Processable</b>							

Non-Processable									
Cambridge		1,224	1,224	1,200	100.0%	1		1,355	
Joondalup		12,491	12,491	12,500	100.0%			13,903	
Perth		85	85	85	100.0%			75	
Stirling		40,703	40,703	38,654	100.0%			40,147	
Victoria Park		320	320	1,500	100.0%			1,105	
Vincent		2,167	2,167	1,800	100.0%			2,569	
Wanneroo		10,790	10,790	13,000	100.0%			14,989	
Sub Total Non-Processable	-	67,780	67,780	68,739	100.0%		74,143		

Other	51,575	51,575	48,700	100.0%	1	44,059
Sita Biovision Residues	4,862	4,862	4,765	100.0%		8,987
Wanneroo WRC	56,437	56,437	53,465	100.0%		53,047
<b>Sub Total Other</b>						
<b>SUB TOTAL MEMBERS</b>						

## CASUALS

Trade	5,626	5,626	6,611	100.0%	1	16,598
Cash	14,271	14,271	13,850	100.0%	1	14,020
<b>Sub Total Casuals</b>						
<b>TOTAL</b>						

## RECYCLING

Recycling centre sales						

Notes 1\* Based on historic tonnages (3 years Ave)

**List of Payments for the month ended 31 May 2015**

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APPENDIX NO. 4

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**Schedule of Payments for May 2015  
Council Meeting - 20 August 2015**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
8/05/2015	10624	TELSTRA	Telephone Expenses	\$1,102.20
8/05/2015	10625	Department of Transport	Vehicle Registration	\$272.30
8/05/2015	10626	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
15/05/2015	10627	Car Care (WA) - Mindarie	Car detailing for Kia Carnival (PLANT84)	\$340.00
15/05/2015	10628	TELSTRA	Telephone Expenses	\$1,003.22
18/05/2015	10629	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
22/05/2015	10630	Reliance Petroleum	Distillate	\$51,067.04
22/05/2015	10631	Department of Transport	Vehicle Registration	\$272.30
22/05/2015	10632	TELSTRA	Telephone Expenses	\$501.78
22/05/2015	10633	Department of Transport	Vehicle search fees	\$16.25
30/05/2015	10634	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
30/05/2015	10635	Australian Services Union	Union membership fee deducted from staff salary	\$75.30
30/05/2015	10636	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,696.11
30/05/2015	10637	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$500.70
29/05/2015	10638	TELSTRA	Telephone Expenses	\$700.91
		<b>Total Cheque Payments</b>		<b>\$58,358.11</b>
15/05/2015	DP-01252	Commonwealth Bank	CommBizz Fees	\$33.73
15/05/2015	DP-01253	Commonwealth Bank	Merchant Fees	\$762.81
15/05/2015	DP-01254	Commonwealth Bank	Merchant Fees	\$268.75
15/05/2015	DP-01255	Commonwealth Bank	CommBizz Fees	\$33.73
15/05/2015	DP-01256	National Australia Bank	Nab Connect Fees	\$5.00
15/05/2015	DP-01257	National Australia Bank	Nab Connect Fees	\$5.00
15/05/2015	DP-01258	National Australia Bank	Loan 10B Repayment	\$40,000.00
15/05/2015	DP-01259	National Australia Bank	Loan 11 Repayment	\$74,937.85
18/05/2015	DP-01260	National Australia Bank	Loan 12 Repayment	\$129,661.75
18/05/2015	DP-01261	National Australia Bank	Loan 12 Bill Drawdown Fee	\$150.00
29/05/2015	DP-01262	National Australia Bank	Loan 10C Repayment	\$41,787.11
29/05/2015	DP-01263	National Australia Bank	Loan 10C Bill Drawdown Fee	\$150.00
31/05/2015	DP-01264	National Australia Bank	Account Keeping Fees	\$28.40
31/05/2015	DP-01265	National Australia Bank	Merchant Fees	\$50.90
31/05/2015	DP-01266	National Australia Bank	Merchant Fees	\$82.90

31/05/2015	DP-01267	Cancelled	Total Direct Payments		Cancelled	\$0.00
						<b>\$287,957.93</b>
4/05/2015	Trf 1	Commonwealth Bank			Inter-account transfer	\$1,500,000.00
27/05/2015	Trf 2	Commonwealth Bank			Inter-account transfer	\$1,000,000.00
			Total Inter account Transfers			<b>\$2,500,000.00</b>
1/05/2015	EFT-01001	MRC			Payroll Employee Wages	\$107,735.51
1/05/2015	EFT-01002	Airwell Group Pty Ltd			Industrial Sprinkler system	\$32,016.32
1/05/2015	EFT-01002	AT Hydraulics			Lift cylinder repairs for Hino Bin Truck (PLANT83)	\$2,134.00
1/05/2015	EFT-01002	AUSTRALIA POST - PERTH			Postage & Freight	\$403.99
1/05/2015	EFT-01002	BOC Limited			Gas cylinder hire charges	\$98.45
1/05/2015	EFT-01002	Bunnings			Expendable Tools for workshop usage	\$112.26
1/05/2015	EFT-01002	Cabcharge Australia Ltd			Account keeping fee	\$6.00
1/05/2015	EFT-01002	COMMUNITY NEWSPAPER GROUP			Advertising Earth Carers course	\$3,738.22
1/05/2015	EFT-01002	Couplers Malaga			Flanges and gaskets for leachate holding tank	\$220.26
1/05/2015	EFT-01002	COVS Parts Pty Ltd			Adblue x 1000lt for workshop	\$1,529.71
1/05/2015	EFT-01002	DRIVE IN ELECTRICS			Starter motor repairs for Hino Bin Truck (PLANT14)	\$2,144.30
1/05/2015	EFT-01002	Elan Energy Management P/L			Collection of tyres from transfer station	\$960.00
1/05/2015	EFT-01002	Enviro Sweep			Access Road Maintenance	\$1,650.00
1/05/2015	EFT-01002	Fennell Tyres International Pty Ltd			Replacement tyres for Komatsu Loader (PLANT93)	\$2,310.00
1/05/2015	EFT-01002	Flick Anticimex P/L			Hygiene Services	\$830.69
1/05/2015	EFT-01002	Fuji Xerox Australia Pty Ltd			Photocopier Lease and Photocopying expenses	\$1,448.27
1/05/2015	EFT-01002	Guardall Security WA			Call out fee for repairing safe at weighbridge	\$368.00
1/05/2015	EFT-01002	Instant Products Group			Portable toilet hire & servicing	\$797.10
1/05/2015	EFT-01002	Jason Signmakers			Signage on site	\$1,430.00
1/05/2015	EFT-01002	L & T Venables			Workshop Consumable items	\$235.84
1/05/2015	EFT-01002	LANDFILL GAS & POWER PTY LTD			Electricity usage	\$7,706.17
1/05/2015	EFT-01002	Magicorp Pty Ltd			Voicemail subscription	\$113.33
1/05/2015	EFT-01002	MINDARIE BUS CHARTER			Waste Education bus tours	\$880.00
1/05/2015	EFT-01002	Mining & Hydraulic Supplies			Repair & maintenance for Hino Bin Truck (PLANT83)	\$103.75
1/05/2015	EFT-01002	Mission Impossible			Cleaning of Buildings	\$2,302.80
1/05/2015	EFT-01002	NEWCASTLE WEIGHING SERVICES PT			DCS register rolls	\$370.70
1/05/2015	EFT-01002	ORS GROUP			Wellness Program	\$442.75
1/05/2015	EFT-01002	Performance Packaging			Paper towels	\$73.59

1/05/2015	EFT-01002	Position Partners	GPS hire charges - landfill compactor	\$4,851.00
1/05/2015	EFT-01002	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,693.50
1/05/2015	EFT-01002	Security Specialists Australia Pty Ltd	Cash Collection fees	\$295.90
1/05/2015	EFT-01002	Stalker Pumps	Purchase of gland pump	\$4,029.30
1/05/2015	EFT-01002	T & C Transport Services	Courier Expenses	\$313.63
1/05/2015	EFT-01002	The Hire Guys - Wangara	VMS sign board	\$550.00
1/05/2015	EFT-01002	WA Local Government Association	Advertising expenses	\$349.55
1/05/2015	EFT-01002	WestTrac Pty Ltd	Wiper blades and arms for Skid steer Loader (PLANT99)	\$300.06
5/05/2015	EFT-01003	The Royal Agricultural Society of Australia	Perth Royal Show 2015 deposit	\$2,052.00
8/05/2015	EFT-01004	Airwell Group Pty Ltd	Ground Water Management	\$920.70
8/05/2015	EFT-01004	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$134.10
8/05/2015	EFT-01004	APV Valuers	Asset Valuations	\$12,325.50
8/05/2015	EFT-01004	Aspen Corporate Health	Flu Vaccinations	\$440.00
8/05/2015	EFT-01004	Castle Security & Electrical Pty	Call out charges	\$212.80
8/05/2015	EFT-01004	Castledine Gregory	Legal Expenses	\$3,275.80
8/05/2015	EFT-01004	COVS Parts Pty Ltd	Engine oil, Coolant for various plant	\$2,566.58
8/05/2015	EFT-01004	Domain Catering	Catering expenses - Earth Carers course	\$221.00
8/05/2015	EFT-01004	EMRC	FORC reimbursement	\$2,651.05
8/05/2015	EFT-01004	Excel Carpet Cleaning WA	Cleaning of Buildings - RRF	\$885.00
8/05/2015	EFT-01004	Information Proficiency	TRIM training	\$1,980.00
8/05/2015	EFT-01004	Joondalup Office National	Stationery and Printing	\$122.25
8/05/2015	EFT-01004	Neverfail Springwater Ltd	Staff Amenities	\$194.50
8/05/2015	EFT-01004	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$55.00
8/05/2015	EFT-01004	REmida Perth Inc	Waste Education Workshop	\$1,326.00
8/05/2015	EFT-01004	Spider Waste Collection Services P/L	Collection of mattresses from transfer station	\$2,416.00
8/05/2015	EFT-01004	Staples Australia P/L	Stationery and Printing	\$299.20
8/05/2015	EFT-01004	The Pest Guys	Termite Treatment	\$286.00
8/05/2015	EFT-01004	Toyota Material Handling P/L	Replacement of screen for Forklift (PLANT98)	\$1,724.25
8/05/2015	EFT-01004	WILSON SECURITY P/L	Building Security	\$1,752.55
12/05/2015	EFT-01005	Reece Vellios	Computer Systems Maintenance	\$7,020.20
15/05/2015	EFT-01006	MRC	Payroll Employee Wages	\$97,551.01
15/05/2015	EFT-01007	AT Hydraulics	Cylinder repairs for Tana Compactor (PLANT78)	\$1,623.60
15/05/2015	EFT-01007	Bowman & Associates P/L	Superintendent Fees	\$748.00
15/05/2015	EFT-01007	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$625.21
15/05/2015	EFT-01007	Castle Security & Electrical Pty	Change battery & quarterly monitoring fee at RRF	\$537.80
15/05/2015	EFT-01007	Department of Environment Regulation	Controlled waste tracking form	\$39.50
15/05/2015	EFT-01007	DRIVE IN ELECTRICS	Repair & maintenance for Grader (PLANT01) & Nissan Navara (PLANT68)	\$3,527.10

15/05/2015	EFT-01007	EMRC	Timber recycling	\$264.00
15/05/2015	EFT-01007	FILTER SUPPLIES	Hydraulic filters for various plant	\$400.40
15/05/2015	EFT-01007	Fuji Xerox Australia Pty Ltd	Photocopying Expenses	\$323.84
15/05/2015	EFT-01007	Joondalup Cabinets	Kitchen for Fist Aid room	\$2,728.00
15/05/2015	EFT-01007	KD Aire Mechanical and Electrical Services	Quarterly Air condition maintenance	\$770.00
15/05/2015	EFT-01007	Kitec Electrical Services	Electrical works	\$544.07
15/05/2015	EFT-01007	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$9,945.85
15/05/2015	EFT-01007	MOBILE MASTERS	Kenwood microphones	\$376.20
15/05/2015	EFT-01007	Mormac Packaging Australia	Wrapping material	\$177.98
15/05/2015	EFT-01007	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$308.00
15/05/2015	EFT-01007	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,765.13
15/05/2015	EFT-01007	RESQ Pty Ltd	Nable monitoring	\$856.90
15/05/2015	EFT-01007	SEEK Limited	Advertisment	\$280.50
15/05/2015	EFT-01007	Staples Australia P/L	Waste Management Education	\$194.32
15/05/2015	EFT-01007	Stephen Michael Terenciuk	Puncture repairs for Hino Bin Truck (PLANT61)	\$495.00
15/05/2015	EFT-01007	Tanks for Hire	Water cart for Open day	\$614.24
15/05/2015	EFT-01007	The Hire Guys - Wangara	VMS sign board	\$1,100.00
15/05/2015	EFT-01007	Wanneroo Giants Baseball Club Inc	BBQ & drinks at Open day	\$1,250.00
15/05/2015	EFT-01007	WesTrac Pty Ltd	Repair & maintenance for Tana Compactor (PLANT78)	\$2,229.25
15/05/2015	EFT-01007	Worldwide Printing Solutions	Pre Start Books	\$655.00
15/05/2015	EFT-01008	Dave Cherico	Safety Glasses for staff	\$259.00
19/05/2015	EFT-01009	Biovision 2020 Pty Ltd	Contractor's Fees	\$2,308,913.82
22/05/2015	EFT-01010	BOC Limited	Cylinder hire charges	\$95.28
22/05/2015	EFT-01010	Bunnings	Bushland management supplies	\$644.62
22/05/2015	EFT-01010	Cabcharge Australia Ltd	Account keeping fee	\$6.00
22/05/2015	EFT-01010	Castle Security & Electrical Pty	Security code maintenance & replacement of faulty panel and keypad	\$3,068.93
22/05/2015	EFT-01010	COVS Parts Pty Ltd	Workshop Consumable items	\$15.93
22/05/2015	EFT-01010	Department of Environment Regulation	Controlled waste tracking form	\$41.00
22/05/2015	EFT-01010	Domain Catering	Catering expenses - Earth Carers course	\$718.00
22/05/2015	EFT-01010	Elan Energy Management P/L	Collection of tyres from transfer station	\$460.80
22/05/2015	EFT-01010	Excel Carpet Cleaning WA	Window cleaning Tamala Park & RRF	\$1,165.00
22/05/2015	EFT-01010	Gavin Burgess	Battery collection program	\$1,664.80
22/05/2015	EFT-01010	GCM Enviro Pty Ltd	Repair & maintenance for Tana Compactor (PLANT78)	\$1,294.65
22/05/2015	EFT-01010	Instant Products Group	Portable toilet hire & servicing	\$1,103.67

22/05/2015	EFT-01010	IW Projects		PAG meeting attendance	\$3,584.35
22/05/2015	EFT-01010	Joondalup Office National		Stationery and Printing	\$497.89
22/05/2015	EFT-01010	LGISWA		Health seminars & exercise workshop	\$9,194.50
22/05/2015	EFT-01010	Media Imagineers P/L		Corporate Communications Strategy	\$3,850.00
22/05/2015	EFT-01010	METTLER TOLEDO LIMITED		Weighbridge calibration	\$3,883.00
22/05/2015	EFT-01010	MINDARIE BUS CHARTER		Waste Education bus tours	\$1,294.00
22/05/2015	EFT-01010	Northern Lawnmower & Chainsaw Greenwood)		Purchase of Hedge Trimmer and blades for chain saw	\$1,329.00
22/05/2015	EFT-01010	Olivers Lawn & Landscaping Pty Ltd		Landscaping and Gardens - RRF	\$352.00
22/05/2015	EFT-01010	Plants & Garden Rentals		Plants rental	\$264.00
22/05/2015	EFT-01010	RCG TECHNOLOGIES		Drop off of Asbestos	\$2,416.37
22/05/2015	EFT-01010	RESQ Pty Ltd		Nable monitoring	\$891.00
22/05/2015	EFT-01010	Spider Waste Collection Services P/L		Collection of mattresses from transfer station	\$4,096.00
22/05/2015	EFT-01010	ST JOHN AMBULANCE		Staff Training	\$600.00
22/05/2015	EFT-01010	The Pest Guys		Rodent rebaiting program	\$286.00
25/05/2015	EFT-01011	Reece Vellios		Computer Systems Maintenance	\$7,614.20
25/05/2015	EFT-01012	MRC Credit Card		Fox Traps	\$930.00
25/05/2015	EFT-01012	MRC Credit Card		Repair & maintenance for Hino Bin Truck (PLANT61)	\$935.00
25/05/2015	EFT-01012	MRC Credit Card		Safety spectacles for staff	\$2,672.55
26/05/2015	EFT-01013	Kathrine Goldsmith		Reimbursement of petty cash expenses	\$190.00
29/05/2015	EFT-01014	MRC		Payroll Employee Wages	\$96,293.71
27/05/2015	EFT-01015	Bowman & Associates P/L		Superintendent Fees	\$4,631.70
27/05/2015	EFT-01016	Gunther Hoppe		Reimbursement of petty cash expenses	\$75.69
29/05/2015	EFT-01017	AUSTRALIA POST - PERTH		Postage & Freight	\$23.89
29/05/2015	EFT-01017	Blackwoods & Atkins		Safety clothing	\$1,223.40
29/05/2015	EFT-01017	Bunnings		Workshop supplies	\$141.86
29/05/2015	EFT-01017	Castledine Gregory		Legal Expenses	\$6,702.30
29/05/2015	EFT-01017	Cloe's Workwear		Staff Uniforms/Protective Clothing	\$409.95
29/05/2015	EFT-01017	COMMUNITY NEWSPAPER GROUP		Advertising expense - MRC Open day	\$2,703.20
29/05/2015	EFT-01017	COVS Parts Pty Ltd		Beacon amber	\$307.52
29/05/2015	EFT-01017	DRIVE IN ELECTRICS		Repair & maintenance for Hino Bin Truck (PLANT61)	\$330.00
29/05/2015	EFT-01017	Flick Anticimex P/L		Hygiene Services	\$830.69
29/05/2015	EFT-01017	Fuji Xerox Australia Pty Ltd		Photocopier Lease and Photocopying expenses	\$1,133.00
29/05/2015	EFT-01017	GHD PTY LTD		Development of a Conceptual Site Model	\$8,195.00
29/05/2015	EFT-01017	Herbert Smith Freehills		Legal Expenses	\$5,112.24
29/05/2015	EFT-01017	Instant Products Group		Portable toilet hire & servicing	\$516.60
29/05/2015	EFT-01017	Iron Mountain Australia Pty Ltd		Data storage	\$43.58
29/05/2015	EFT-01017	Joondalup Office National		Stationery and Printing	\$126.12



29/05/2015	EFT-01017	Magicorp Pty Ltd	Voicemail subscription	\$113.33
29/05/2015	EFT-01017	Media Imagineers P/L	Winning back Waste segment	\$3,850.00
29/05/2015	EFT-01017	Midalia Steel	Steel for workshop	\$2,999.30
29/05/2015	EFT-01017	Mission Impossible	Cleaning of Buildings	\$1,956.30
29/05/2015	EFT-01017	ORS GROUP	Wellness Program	\$192.50
29/05/2015	EFT-01017	Performance Packaging	Paper towels	\$177.21
29/05/2015	EFT-01017	PIRTEK (MALAGA) PTY LTD	Repair & maintenance for pump	\$276.18
29/05/2015	EFT-01017	Position Partners	GPS hire charges - landfill compactor	\$15,246.00
29/05/2015	EFT-01017	RESQ Pty Ltd	Nable monitoring	\$314.99
29/05/2015	EFT-01017	Security Specialists Australia Pty Ltd	Cash Collection fees	\$278.30
29/05/2015	EFT-01017	Spider Waste Collection Services P/L	Collection of mattresses from transfer station	\$1,504.00
29/05/2015	EFT-01017	T & C Transport Services	Courier Expenses	\$459.74
29/05/2015	EFT-01017	Tutt Bryant Equipment WA	Repair & maintenance for Excavator (PLANT98)	\$2,868.68
29/05/2015	EFT-01017	WA HINO SALES & SERVICE	Filters for Hino Bin Truck (PLANT83)	\$244.35
29/05/2015	EFT-01017	WesTrac Pty Ltd	Engine Oil & Hydraulic Oil supply for various plant	\$1,064.12
29/05/2015	EFT-01017	WILSON SECURITY P/L	Building Security	\$1,764.15
29/05/2015	EFT-01017	Worldwide Printing Solutions	Degassing labels	\$1,021.00
29/05/2015	EFT-01018	City of Joondalup	Lease Fees for June 2015	\$10,586.70
29/05/2015	EFT-01018	City of Perth	Lease Fees for June 2015	\$5,293.34
29/05/2015	EFT-01018	City of Stirling	Lease Fees for June 2015	\$21,173.36
29/05/2015	EFT-01018	City of Vincent	Lease Fees for June 2015	\$5,293.34
29/05/2015	EFT-01018	City of Wanneroo	Lease Fees for June 2015	\$10,586.69
29/05/2015	EFT-01018	Town of Cambridge	Lease Fees for June 2015	\$5,293.34
29/05/2015	EFT-01018	Town of Victoria Park	Lease Fees for June 2015	\$5,293.34
<b>Total EFT Payments</b>				<b>\$2,950,318.40</b>

## Summary Schedule of Payments

Cheque Payments	
Cheque No. 10624 to 10638	\$58,358.11
Electronic Payments:	
DP- 01252 to DP- 01267	\$287,957.93
Inter-Account Transfers	\$2,500,000.00
EFT- 01001 to EFT- 01018	\$2,950,318.40
Grand Total	\$5,796,634.44

## 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 20 August 2015 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.

**List of Payments for the month ended 30 June 2015**

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APPENDIX NO. 5

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**Schedule of Payments for June 2015  
Council Meeting - 20 August 2015**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
2/06/2015	10639	Petty Cash	Petty cash expenses & reimbursements	\$967.00
10/06/2015	10640	TELSTRA	Telephone Expenses	\$985.80
10/06/2015	10641	WATER CORPORATION	Water usage	\$2,189.36
15/06/2015	10642	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
19/06/2015	10643	Reliance Petroleum	Distillate	\$37,219.26
19/06/2015	10644	TELSTRA	Telephone Expenses	\$510.16
19/06/2015	10645	Department of Transport	Vehicle search fees	\$19.50
26/06/2015	10646	Australian Services Union	Union membership fee deducted from staff salary	\$50.20
26/06/2015	10647	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$813.06
26/06/2015	10648	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$333.80
26/06/2015	10649	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
26/06/2015	10650	Colonial First State	Superannuation Premium	\$1,171.33
30/06/2015	10651	Petty Cash	Petty cash expenses & reimbursements	\$885.65
30/06/2015	10652	Dot Newton	Member Meeting Fees	\$5,650.00
30/06/2015	10653	Elizabeth Re	Member Meeting Fees	\$5,650.00
30/06/2015	10654	Janet Davidson	Member Meeting Fees	\$5,650.00
30/06/2015	10655	John Carey	Member Meeting Fees	\$5,650.00
30/06/2015	10656	Russell Driver	Member Meeting Fees	\$5,650.00
30/06/2015	10657	Simon Withers	Member Meeting Fees	\$5,650.00
30/06/2015	10658	Stephanie Proud	Member Meeting Fees	\$5,650.00
<b>Total Cheque Payments</b>				<b>\$85,235.12</b>
15/06/2015	DP-01268	National Australia Bank	Loan 12 Bill Facility Fee	\$3,895.78
16/06/2015	DP-01269	National Australia Bank	Loan 12 Repayment	\$129,514.44
16/06/2015	DP-01270	National Australia Bank	Loan 12 Bill Drawdown Fee	\$150.00
16/06/2015	DP-01271	inet	VOIP Charges	\$399.80
16/06/2015	DP-01272	Cancelled	Cancelled	\$0.00
16/06/2015	DP-01273	Commonwealth Bank	Loan 13 Repayment	\$106,710.97
16/06/2015	DP-01274	Cancelled	Cancelled	\$0.00
16/06/2015	DP-01275	Australian Taxation Office	BAS May 2015	\$257,904.00
16/06/2015	DP-01276	Commonwealth Bank	CommBiz Fees	\$57.49
16/06/2015	DP-01277	Commonwealth Bank	Merchant Fees	\$1,087.16
30/06/2015	DP-01278	National Australia Bank	Loan 10C Repayment	\$41,517.61
30/06/2015	DP-01278	National Australia Bank	Loan 10C Bill Drawdown Fee	\$150.00
30/06/2015	DP-01279	National Australia Bank	Account Keeping Fees	\$29.30
30/06/2015	DP-01280	National Australia Bank	Merchant Fees	\$133.80
30/06/2015	DP-01281	National Australia Bank	NAB Connect Fees	\$5.00
<b>Total Direct Payments</b>				<b>\$541,555.35</b>

5/06/2015	Trf 1	Commonwealth Bank	Inter-account transfer	\$600,000.00
25/06/2015	Trf 2	Commonwealth Bank	Inter-account transfer	\$1,000,000.00
<b>Total Inter account Transfers</b>				<b>\$1,600,000.00</b>
5/06/2015	EFT-01019	AGM Automation North	Tamala Park main gate motor replacement	\$7,254.00
5/06/2015	EFT-01019	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$139.20
5/06/2015	EFT-01019	BI Systems	Airkey Antenna installed for gate	\$272.80
5/06/2015	EFT-01019	Bowman & Associates P/L	Superintendent Fees	\$93.50
5/06/2015	EFT-01019	Cabcharge Australia Ltd	Account Keeping fee	\$6.00
5/06/2015	EFT-01019	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$914.85
5/06/2015	EFT-01019	COVS Parts Pty Ltd	Plant - Repair and Maintenance	\$73.88
5/06/2015	EFT-01019	Data#3	Replacement printer	\$660.00
5/06/2015	EFT-01019	Department of Environment Regulation	Controlled waste tracking form	\$82.00
5/06/2015	EFT-01019	Fuji Xerox Australia Pty Ltd	Photocopier Lease & Photocopying expenses	\$1,915.44
5/06/2015	EFT-01019	Glenmarri Pty Ltd	Dieback Treatment in Bushforever site	\$2,223.00
5/06/2015	EFT-01019	Infoactiv Logistics Solutions P/L	E-waste recycling	\$593.29
5/06/2015	EFT-01019	Joondalup Office National	Staff Amenities	\$184.98
5/06/2015	EFT-01019	Neverfail Springwater Ltd	Staff Amenities	\$90.85
5/06/2015	EFT-01019	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$55.00
5/06/2015	EFT-01019	Ornithological Technical Services	Culling program	\$3,316.00
5/06/2015	EFT-01019	Performance Packaging	Paper towels	\$177.21
5/06/2015	EFT-01019	RAICH AND ASSOCIATES	Maintenance of weather station	\$1,100.00
5/06/2015	EFT-01019	Reece Vellios	Computer Systems Maintenance	\$7,746.20
5/06/2015	EFT-01019	REPCO AUTO PARTS- Clarkson	Workshop consumable supplies	\$56.99
5/06/2015	EFT-01019	SEEK Limited	Advertising expense	\$319.00
5/06/2015	EFT-01019	Sustainable Resources Industry Training	Staff Training	\$1,890.00
5/06/2015	EFT-01019	Trophy Specialists	Employee Honour board	\$509.00
5/06/2015	EFT-01019	Wanneroo Foton	Replacement vehicles purchased - Foton Tunland D/Cab & S/Cab (PLANT102 & PLANT103)	\$52,939.81
5/06/2015	EFT-01019	WestTrac Pty Ltd	Repair & maintenance for Skid Steer Loader (PLANT99)	\$184.10
5/06/2015	EFT-01020	Gunther Hoppe	Reimbursement of Scheduled service for VW Amarok (PLANT97)	\$746.95
9/06/2015	EFT-01021	The West Australian	Advertising expense - World Environment Day	\$4,290.00
12/06/2015	EFT-01022	MRC	Payroll Employee Wages	\$103,422.57
12/06/2015	EFT-01023	Airwell Group Pty Ltd	Ground Water Management	\$5,889.05
12/06/2015	EFT-01023	BOC Limited	3 x Welding gas - 2 x Argoshield, 1 x Oxy	\$722.27
12/06/2015	EFT-01023	Boyare Primary School	Waste Education Bus tours	\$200.00
12/06/2015	EFT-01023	Bunnings	Building maintenance	\$449.00
12/06/2015	EFT-01023	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$532.05
12/06/2015	EFT-01023	Castle Security & Electrical Pty	Building Security - Call out charges	\$108.68
12/06/2015	EFT-01023	City of Stirling	Waste Management Education - Venue hire	\$25.00
12/06/2015	EFT-01023	City of Wanneroo	Waste Management Education - Venue hire	\$89.25

12/06/2015	EFT-01023	CID Equipment P/L	Repair & maintenance for Skid Steer Loader (PLANT92)	\$102.30
12/06/2015	EFT-01023	COVS Parts Pty Ltd	Expendable Tools for workshop	\$141.20
12/06/2015	EFT-01023	DRAGE SIGNS	Banner CoW e-waste day	\$352.00
12/06/2015	EFT-01023	Eco Faeries	Casual Labour - Support for Compost party	\$350.00
12/06/2015	EFT-01023	Elan Energy Management P/L	Collection of Tyres from transfer station	\$774.40
12/06/2015	EFT-01023	Enviro Sweep	Access Road Maintenance	\$1,650.00
12/06/2015	EFT-01023	GCM Enviro Pty Ltd	Repair & maintenance for Tana Compactor (PLANT78)	\$693.87
12/06/2015	EFT-01023	Glenmarri Pty Ltd	Dieback Treatment	\$7,100.00
12/06/2015	EFT-01023	IFAP	Staff Training	\$737.50
12/06/2015	EFT-01023	Joondalup Office National	Staff Amenities	\$185.77
12/06/2015	EFT-01023	Kapish Services Pty Ltd	TRIM Maintenance	\$475.22
12/06/2015	EFT-01023	Komatsu Australia	Repair & maintenance for Komatsu (PLANT94)	\$184.61
12/06/2015	EFT-01023	MAGNETIC AUTOMATION PTY LTD	Boom gate keys	\$1,122.00
12/06/2015	EFT-01023	NORTHSIDE NISSAN	Repair & maintenance for Nissan Navara (PLANT69)	\$244.21
12/06/2015	EFT-01023	Peter's Bus Charters	Waste Education Bus tours	\$270.00
12/06/2015	EFT-01023	RCG TECHNOLOGIES	Drop off of Asbestos	\$1,768.80
12/06/2015	EFT-01023	RESQ Pty Ltd	Nable monitoring	\$856.90
12/06/2015	EFT-01023	SafeWork	Drug & Alcohol testing	\$955.09
12/06/2015	EFT-01023	SITA Australia Pty Ltd	Confidential bin collection	\$49.50
12/06/2015	EFT-01023	Spider Waste Collection Services P/L	Collection of mattresses from transfer station	\$2,992.00
12/06/2015	EFT-01023	Superior Environment Solutions	Tarps for tarpomatic x 4	\$55,000.00
12/06/2015	EFT-01023	The Valve Company P/L	Repair & maintenance for Hino Bin Truck (PLANT14)	\$193.60
12/06/2015	EFT-01023	TOX FREE AUSTRALIA P/L	Collection and disposal of Automotive Gas Bottles	\$2,481.60
12/06/2015	EFT-01023	YMCA of Perth Inc	Waste Education Bus tours	\$200.00
15/06/2015	EFT-01024	Entertain Oz Pty Ltd	Staff Function	\$1,182.50
17/06/2015	EFT-01025	AMP FLEXIBLE SUPER	Superannuation Premium	\$956.10
17/06/2015	EFT-01025	Aon Master Trust - Personal Super	Superannuation Premium	\$1,480.66
17/06/2015	EFT-01025	Australian Ethical Super	Superannuation Premium	\$1,923.66
17/06/2015	EFT-01025	Australian Super Administration	Superannuation Premium	\$901.77
17/06/2015	EFT-01025	BT Super for Life - SG	Superannuation Premium	\$909.47
17/06/2015	EFT-01025	CBUS	Superannuation Premium	\$1,015.93
17/06/2015	EFT-01025	Colonial First State	Superannuation Premium	\$1,849.47
17/06/2015	EFT-01025	HSTPLUS	Superannuation Premium	\$1,334.07
17/06/2015	EFT-01025	North Personal Superannuation	Superannuation Premium	\$1,706.76
17/06/2015	EFT-01025	Plum Superannuation Fund	Superannuation Premium	\$334.20
17/06/2015	EFT-01025	Spectrum Super	Superannuation Premium	\$686.58
17/06/2015	EFT-01025	WALGS PLAN PTY LTD	Superannuation Premium	\$63,166.72
19/06/2015	EFT-01026	Biovision 2020 Pty Ltd	Contractor's Fees - May 2015	\$2,128,597.29
19/06/2015	EFT-01027	ACT Industrial Pty Ltd	30m Hooklift bins	\$38,940.00
19/06/2015	EFT-01027	Bale Data Services	Cash register rolls	\$126.46
19/06/2015	EFT-01027	BOC Limited	Hire of gas cylinders	\$98.45

19/06/2015	EFT-01027	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$4,577.90
19/06/2015	EFT-01027	COVS Parts Pty Ltd	40 rolls stretch wrap	\$1,639.00
19/06/2015	EFT-01027	Crossland & Hardy Pty Ltd	Bi - Monthly volume survey	\$2,722.50
19/06/2015	EFT-01027	Deering Autronics Clarkson	Repair & maintenance for Ford Ranger (PLANT101)	\$1,180.00
19/06/2015	EFT-01027	Domain Catering	Catering Expenses - Earth Carers course	\$265.00
19/06/2015	EFT-01027	Enviro Sweep	Access Road Maintenance	\$1,650.00
19/06/2015	EFT-01027	Environment House Incorporated	Earth Carers training Workshop	\$660.00
19/06/2015	EFT-01027	GHD PTY LTD	Drilling program	\$651.75
19/06/2015	EFT-01027	MOBILE MASTERS	Install & fit two way radio for Fotons (PLANT102 & PLANT103)	\$1,708.85
19/06/2015	EFT-01027	Neverfail Springwater Ltd	Staff Amenities	\$39.65
19/06/2015	EFT-01027	Performance Packaging	Bin Liners	\$110.44
19/06/2015	EFT-01027	PIRTEK (MALAGA) PTY LTD	Repair & maintenance for Tana Compactor (PLANT78)	\$1,639.96
19/06/2015	EFT-01027	Plants & Garden Rentals	Plants rental	\$264.00
19/06/2015	EFT-01027	Quinns Rocks Primary School	Waste Education Bus tours	\$400.00
19/06/2015	EFT-01027	Reece Vellios	Computer Systems Maintenance	\$7,746.20
19/06/2015	EFT-01027	RESQ Pty Ltd	Nable monitoring	\$125.99
19/06/2015	EFT-01027	SGS Australia Pty Ltd	ISO 14001 re-certification audit	\$7,010.30
19/06/2015	EFT-01027	Sign on Group P/L	Signage	\$165.00
19/06/2015	EFT-01027	Spider Waste Collection Services P/L	Collection of mattresses from transfer station	\$1,456.00
19/06/2015	EFT-01027	Stalker Pumps	Repair & maintenance for Water Cart (PLANT76)	\$1,509.09
19/06/2015	EFT-01027	Staples Australia P/L	Staff Amenities	\$158.61
19/06/2015	EFT-01027	The Valve Company P/L	Repair & maintenance for Hino Bin Truck (PLANT14)	\$145.75
22/06/2015	EFT-01028	HSE Control Pty Ltd	Desk top audit into the effectiveness of the WWTP system	\$1,056.00
22/06/2015	EFT-01029	MRC Credit Card	Reticulation supplies	\$496.80
22/06/2015	EFT-01029	MRC Credit Card	Two way radio for RRF	\$1,443.47
26/06/2015	EFT-01030	MRC	Payroll Employee Wages	\$100,828.89
23/06/2015	EFT-01031	Department of Environment Regulation	Landfill Licence 2015/16	\$21,045.39
23/06/2015	EFT-01031	M&M Professionals	Mini bins	\$6,930.00
26/06/2015	EFT-01032	AMP FLEXIBLE SUPER	Superannuation Premium	\$670.83
26/06/2015	EFT-01032	Aon Master Trust - Personal Super	Superannuation Premium	\$872.07
26/06/2015	EFT-01032	Australian Ethical Super	Superannuation Premium	\$1,282.44
26/06/2015	EFT-01032	Australian Super Administration	Superannuation Premium	\$676.05
26/06/2015	EFT-01032	BT Super for Life - SG	Superannuation Premium	\$660.04
26/06/2015	EFT-01032	CBUS	Superannuation Premium	\$793.30
26/06/2015	EFT-01032	HOSTPLUS	Superannuation Premium	\$1,015.84
26/06/2015	EFT-01032	North Personal Superannuation	Superannuation Premium	\$2,244.69
26/06/2015	EFT-01032	Plum Superannuation Fund	Superannuation Premium	\$194.95
26/06/2015	EFT-01032	Spectrum Super	Superannuation Premium	\$469.37
26/06/2015	EFT-01032	WALGS PLAN PTY LTD	Superannuation Premium	\$45,652.96
25/06/2015	EFT-01033	Castle Security & Electrical Pty	RRF quarterly Security Monitoring	\$1,173.54
25/06/2015	EFT-01033	Castledine Gregory	Legal Expenses	\$2,795.10

25/06/2015	EFT-01033	COVS Parts Pty Ltd	Expendable tools for workshop	\$295.62
25/06/2015	EFT-01033	CSIRO	Groundwater sampling	\$39,262.30
25/06/2015	EFT-01033	Cutting Edges Equipment parts	Repair & maintenance for Skid Steer (PLANT92)	\$42.77
25/06/2015	EFT-01033	DRIVE IN ELECTRICS	Repair & maintenance for Tana Compactor (PLANT78)	\$266.55
25/06/2015	EFT-01033	Elan Energy Management P/L	Collection of Tyres from transfer station	\$489.60
25/06/2015	EFT-01033	Excel Carpet Cleaning W/A	Cleaning of Buildings - RRF	\$1,165.00
25/06/2015	EFT-01033	Fennell Tyres International Pty Ltd	Puncture repairs for Komatsu (PLANT94)	\$487.85
25/06/2015	EFT-01033	Flick Anticimex P/L	Cleaning of Buildings - RRF & Tamala Park	\$830.69
25/06/2015	EFT-01033	Fuji Xerox Australia Pty Ltd	Photocopying Expenses	\$991.54
25/06/2015	EFT-01033	Gavin Burgess	Battery program collection	\$1,704.80
25/06/2015	EFT-01033	GOLDER ASSOCIATES PTY LTD	Landfill Phase 3 Development	\$1,760.00
25/06/2015	EFT-01033	Greenway Enterprises	Fertiliser & Bushland Management supplies	\$1,728.94
25/06/2015	EFT-01033	Instant Products Group	Portable toilet hire & servicing	\$548.37
25/06/2015	EFT-01033	Iron Mountain Australia Pty Ltd	Data storage	\$43.73
25/06/2015	EFT-01033	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$10,450.39
25/06/2015	EFT-01033	Magcorp Pty Ltd	Voicemail subscription	\$113.33
25/06/2015	EFT-01033	MEEC	Service of Bore water controls	\$2,801.08
25/06/2015	EFT-01033	Mission Impossible	Cleaning of Buildings - Tamala Park	\$1,956.30
25/06/2015	EFT-01033	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$587.00
25/06/2015	EFT-01033	Position Partners	GPS hire charges - landfill compactor	\$14,553.00
25/06/2015	EFT-01033	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,326.50
25/06/2015	EFT-01033	SAI GLOBAL LTD	Periodicals/ Publications	\$237.74
25/06/2015	EFT-01033	SIGN-A-RAMA	Signage	\$205.70
25/06/2015	EFT-01033	Staples Australia P/L	Staff Amenities	\$237.48
25/06/2015	EFT-01033	T & C Transport Services	Courier Expenses	\$286.93
25/06/2015	EFT-01033	The Hire Guys - Wangara	Plant Hire Costs - Lighting Tower	\$572.00
25/06/2015	EFT-01033	The Royal Agricultural Society of Australia	Royal Show site	\$4,790.00
25/06/2015	EFT-01033	Vertical Telecoms Pty Ltd	Microwave Antenna maintenance - RRF	\$1,370.36
25/06/2015	EFT-01033	WILSON SECURITY P/L	Building Security	\$1,764.15
26/06/2015	EFT-01034	Margarate Davies	Reimbursement of petty cash expenses	\$1,119.57
29/06/2015	EFT-01035	Geoffrey Atkinson	Reimbursement of petty cash expenses	\$857.97
		<b>Total EFT Payments</b>		<b>\$2,843,337.56</b>



## Summary Schedule of Payments

Cheque Payments	
Cheque No. 10639 to 10658	\$85,235.12
Electronic Payments:	
DP- 01268 to DP- 01281	\$541,555.35
Inter-Account Transfers	\$1,600,000.00
EFT- 01019 to EFT- 01035	\$2,843,337.56
Grand Total	\$5,070,128.03

## 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 20 August 2015 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.

**MRC Council Policies (Current)**

Item  
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APPENDIX NO. 6

Item  
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# **MINDARIE REGIONAL COUNCIL**

## **POLICY MANUAL**



## MINDARIE REGIONAL COUNCIL POLICIES

CP01	ANNUAL FEES, ALLOWANCE AND EXPENSES FOR COUNCILLORS
CP02	APPLICATION OF THE COMMON SEAL
CP03	COUNCILLOR ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
CP04	EMPLOYEE ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
CP05	ENVIRONMENTAL MANAGEMENT OF TAMALA PARK
CP06	PURCHASE OF GOODS AND SERVICES
CP07	GRATUITY PAYMENTS
CP08	PROVISION AND USE OF COUNCIL VEHICLES
CP09	INVESTMENTS
CP10	DONATIONS - FINANCIAL ASSISTANCE/SUPPORT
CP11	USE OF CORPORATE CREDIT CARDS
CP12	GATE FEE SETTING
EP01	ENVIRONMENTAL POLICY

**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:

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

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

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

<b>Legislation</b>	Local Government Act 1995 s.9.49A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	27/10/2005, 05/09/2013, 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	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 his discretion.
4. Where a Councillor elects not to make use of the cash advance detailed under (3), they can submit their receipts to the Director Corporate Services for review and reimbursement at his discretion.
5. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel accommodation.
6. The Chief Executive Officer will review the program of conferences being attended by employees and if it is considered that the program offers benefits to the Councillors in their role then a report will be presented to Council inviting one or more Councillors to attend the conference.
7. All Councillors will be provided the opportunity to attend the Biennial Enviro Conference.

Notes:

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

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

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



**Policy No: CP 05**

**TRIM Reference: D/13/398**

**Policy Title: Environmental Management of Tamala Park**

**Policy Statement:**

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

**Policy Procedure:**

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

<b>Legislation</b>	
<b>Reference</b>	International Standard ISO 14001
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	23/07/2009, 05/09/2013, 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	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 \$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 \$1,000 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 \$39,999 (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 \$40,000 and \$99,999 (excluding GST).**

At least three (3) written quotes are required.

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

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

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

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

### **5. Goods or services over \$100,000 (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 \$100,000.

**b. Tender Criteria**

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

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

**c. Advertising Tenders**

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

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

The notice must include:

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

**d. Issuing Tender Documentation**

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

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

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

**e. Tender Deadline**

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

f. **Opening of Tenders**

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

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

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

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

g. **No Tender Received**

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

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

h. **Tender Evaluation Panel**

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

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

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

i. **Tender Evaluation**

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

j. **Addendum to Tender**

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

k. **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.

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 \$39,999, the requirements of 4. above are to be complied with;
- c. The purchase is under auction which has been authorised by Council;
- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

**7. Recording Quotations**

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

**8. Local supplier**

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

<b>Legislation</b>	1. Local Government Act 1995 s.3.57. 1. Local Government (Functions & General) Regulations 1996 – Part 4
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	28/02/2008; 05/09/2013; 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Revision History</b>	04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers.
<b>Delegation to the Chief Executive Officer</b>	Yes

**Policy No: CP 07****TRIM Reference: D/13/401**

## Policy Title: Gratuity Payments

**Policy Statement:**

To provide the Council the opportunity to confer a gratuity benefit on an employee who retires or resigns from full-time employment with MRC.

**Policy Procedure:**

1. A report may be presented to Council recommending that a full time employee receive a gratuity payment of monies in excess of the employee's contractual or award entitlement. A gratuity benefit must not exceed the amount specified in Clause19A of the *Local Government (Administration) Regulations 1996*; and
2. Any gratuity benefit approved by Council will be published in accordance with the provisions of Section 5.50(2) of the *Local Government Act 1995*.

**Note:**

The CEO or Council may provide a farewell gift to a value not exceeding \$250 and/or a farewell function not exceeding \$50 per head to a maximum of \$1,000. Any such gift or function is not considered to be a gratuity.

<b>Legislation</b>	Local Government Act 1995 s.5.50 Local Government (Admin.) Regulations 1996 Reg.19A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	Nil



**Policy No: CP 08****TRIM Reference:** D/13/404**Policy Title: Provision and use of Council Vehicles****Policy Statement:**

To determine the vehicle type and usage for employees.

**Policy Procedure:**

- The following positions will be allocated vehicles as follows:

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

- Vehicle Usage Type

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

- The Manager Operations, Site Supervisor and Plant Supervisor may elect to take Restricted Private Use of the vehicle by contributing \*\$20/week after tax, drawn from their salary.

\*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.
- Use of the Managers/Supervisors vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads.

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

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

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

<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	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.

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

**Policy No: CP 10****TRIM Reference: D/13/921****Policy Title: Donations – Financial Assistance/Support****Policy Statement:**

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

**Procedure:**

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

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	

**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. Failure by a cardholder to abide by this policy will result in disciplinary action, which may include the revocation of the Card.

<b>Legislation</b>	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)
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	04/09/2014
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	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.

<b>Legislation</b>	Local Government Act 1995 s.6.16
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	03/09/2014
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2015
<b>Delegation to the Chief Executive Officer</b>	Yes

**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 and to minimise the social and environmental impacts associated with its landfill operations at Tamala Park.

MRC is committed to:

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

<b>Legislation</b>	DER
<b>Reference/s</b>	ISO 14001
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	CEO
<b>Review History</b>	03/10/2013; 08/05/2014
<b>Next Review Date</b>	30/06/2015
<b>Revision History</b>	08/05/2014 – minor changes throughout the document.

**Delegations of Authority Register to CEO (Current)**

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**MINDARIE REGIONAL COUNCIL – Delegations of Authority Register –  
September 2014**

**COUNCIL TO CHIEF EXECUTIVE OFFICER**

<b>1. GOVERNANCE</b>				
No.	Reference	Delegation	Condition(s)	Assignee(s)?
1.1	LGAct 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purposes of performing particular functions	Each authorised person to be issued with a certificate of authorisation	NO
1.2	LGAct 1995 s.5.42	Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable, or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the functions of the position	Not exceeding 3 months in any period of 12 months	NO
<b>2. FINANCE</b>				
2.1		Approve requisitions and purchase orders for the supply of goods and services	Requisitions and purchase orders to be within the budget allocation as reviewed from time to time	YES
2.2	LG(Financial Management Regulations) 1996 Reg.8	Open and close bank accounts, access accounts electronically and transfer funds electronically		YES
2.3	LG(Financial Management Regulations) 1996 Reg.12	Approve and make payment of accounts	1. In accordance with approved procedure set out in Reg.11; 2. Where funds have been provided in the budget and the accounts are acquitted prior to payment; 3. List of accounts paid to be reported to Council as required by Reg.13	YES
2.4	LG(Financial Management Regulations) 1996 Reg.34(1)(a)	Prepare monthly financial reports	In accordance with Reg.34	YES
2.5	LGAct s.6.14	Invest funds surplus to the immediate needs of the Council	Subject to the internal control procedures set out in Reg.19	YES
2.6	LGAct s.6.12	Waive Fees and Write Off Debts	1. Not exceeding a total of \$10,000 for any one debtor in any financial year; 2. Ensure all reasonable effort has been made to recover the debt; 3. Where fees or debts have been waived, or concessions granted, they are to be reported in the mid-year budget review	NO
2.7	LGAct s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	For items listed on the budget and subsequently approved for proceeding by Council	YES
2.8	LG(Functions & General) Regs.14(2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser	1. For the RRFA only if it incurs no additional risk or liability to the MRC; 2. Variations approved for significant contracts, including all contracts awarded following public tenders, to be reported to the next following council meeting	NO
2.9	LGAct s.3.58(5) and LG(Functions & General) Regs.30(3)	Dispose, which includes writing off, of property (assets)	1. The value of the property (assets) is less than \$20,000; 2. Ensure all reasonable effort has been made to secure current market prices for the item or material	NO

**ALGA and ALOA Waste Industry Protocol**

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## **Voluntary Waste Industry Protocol**

### **for the handling of early collected carbon charges in the landfill sector**

#### ***Background***

The waste sector accounts for around 2 per cent of Australia's greenhouse gas emissions and is taking significant action to reduce emissions through improved diversion from landfills to recycling and increasing methane capture. Emissions from waste were around 20 million tonnes of carbon dioxide equivalence (MtCO<sub>2</sub>-e) in 1990 and fell to around 13 MtCO<sub>2</sub>-e in 2014. Going forward, waste emissions are expected to grow, driven by population growth, per capita waste generation and industrial production.

The waste sector faces particular circumstances due to the nature of emissions released overtime. Emissions from landfill facilities consist mainly of the release of methane from decomposing organic material, such as food, paper, garden waste and wood. This organic material decays over time and, unlike other industries, emissions associated with this material can be released for many decades.

Under the carbon tax, the waste sector faced significant cost increases as a result of the need to charge upfront for waste deposited which released emissions over many decades. Many landfill operators charged customers upfront for the anticipated future carbon tax liability for each tonne of waste deposited during 2012-13 and 2013-14. In estimating those forward liabilities, landfill operators took into account the gradual decay of waste and the forecast carbon prices per tonne over the years those emissions will occur.

The Australian Government acknowledges early collected carbon charges were appropriately collected during 2012-13 and 2013-14, in anticipation of future year carbon tax liabilities. Following repeal of the carbon tax, future year carbon tax liabilities associated with waste deposited during those two years were extinguished.

The landfill industry, through the Australian Landfill Owners Association and the Australian Local Government Association, has developed a protocol to ensure that the early collected carbon charges are returned for consumer benefit. Individual landfill owners will have the option to accept to be bound by the protocol. Those who accept shall be identified on the Department of the Environment's website. The protocol will not override contractual arrangements between landfill operators and their customers.

The Minister for the Environment has issued a statement supporting the protocol and calling for wide participation by the landfill industry and other groups in the protocol. The Australian Competition and Consumer Commission (ACCC) has also encouraged landfill industry participants to work with the Government to negotiate an appropriate solution for the handling of early collected carbon charges.

## ***'Waste Industry Protocol'***

This protocol sets out guidance on how landfill operators ('we') will handle early collected carbon charges.

### 1. Calculation and disclosure of early collected carbon charges held

We undertake to:

- Report in confidence to the Department of the Environment by the end of 2015 the total of early collected carbon charges we each held/hold prior to any refunds (i.e. a dollar figure). This calculated total amount, as well as any allowed deductions for administration costs (which will not be more than 10% of the early collected carbon charges), surrender costs and corporate tax (where already paid), will be verified by an independent auditor.

It is this total of early collected carbon charges, prior to any refunds but less allowed deductions, that will be subject to this protocol.

### 2. Acquitting early collected carbon charges

We undertake to:

- Refund carbon charges to our local government customers for their kerbside collected waste.
- Acquit any remaining non-refunded charges through either of the following options:
  - (a) Investing in abatement projects; or
  - (b) Purchasing carbon abatement credits and voluntarily transferring them to the Government.

### 3. Investment in projects

In relation to project investment, we undertake to:

- Invest any un-refunded charges only in projects that meet the following criteria:
  - (a) are additional to business-as-usual;
  - (b) have emissions reduction as one of their purposes, such as renewable energy, energy efficiency, fuel switching, landfill gas capture or waste diversion from landfill;
  - (c) not be registered as an ERF project, either at the time of investment or in the future, or generate offset units.
- Publically disclose the name, location and brief description of all projects.

#### 4. Purchase of abatement credits

In relation to the purchase of abatement credits, we undertake to:

- Purchase high quality abatement credits – to be determined by agreement with the Minister for the Environment.
- Report in confidence to the Department of the Environment details of the purchase date, average purchase price and number of abatement credits purchased.
- Voluntarily transfer these credits to the Clean Energy Regulator.

#### 5. Timeframes

We undertake to:

- Issue refunds to local government customers within 60 days of agreement being reached between each customer and landfill owner on the refund amount.
- Commit to the acquittal of all un-refunded carbon charges by 31 December 2016.
- Incur any expenditure, being either investment in projects or purchase of abatement credits, by 31 December 2017.

#### 6. Verification reporting and disclosure

We undertake to provide the Department of the Environment with the following independent auditor reports, from each entity holding early collected carbon charges:

- By 31 December 2015: An auditor statement verifying that the total amount of early collected carbon charges subject to this protocol and any allowed deductions (as described in section 1 of this protocol) have been correctly calculated.
- By 31 December 2016, and annually thereafter until all funds are acquitted: an auditor statement setting out the percentage of the total charges held that have been acquitted through refunds, project investment and purchase of abatement credits.
- By 30 June 2017: An auditor statement verifying that each eligible project implemented using the un-refunded charges either has achieved, or can reasonably be expected to achieve, emissions reductions.

Auditor's statements may be published on the website of the Department of the Environment.