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**Financial Statements for the period ended 31 July 2023**

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APPENDIX 1

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# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 July 2023**

**Mindarie Regional Council**  
**Interim Statement of Comprehensive Income**  
**by Nature and Type**  
**For the period ended 31 July 2023**

	Original Budget	Year to Date				Previous YTD Actual
	2023/24 \$	Budget \$	Actual \$	Variance \$	Variance %	2022/2023 \$
<b>Revenue</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	1,884,764	153,096	154,753	1,657	1%	160,946
User Charges - City of Wanneroo	8,757,918	653,518	624,202	(29,316)	(4%)	638,128
User Charges - City of Joondalup	5,073,553	388,821	376,063	(12,758)	(3%)	384,573
User Charges - City of Stirling	7,973,933	638,353	634,579	(3,774)	(1%)	635,906
User Charges - Town of Cambridge	787,609	63,866	65,869	2,004	3%	69,659
User Charges - City of Vincent	830,492	66,281	76,791	10,509	16%	63,044
User Charges - Town of Victoria Park	1,268,388	122,611	126,777	4,166	3%	140,034
<b>Total Member User Charges</b>	<b>26,576,657</b>	<b>2,086,546</b>	<b>2,059,034</b>	<b>(27,511)</b>	<b>(1%)</b>	<b>2,092,291</b>
User Charges - Casual Tipping Fees	5,401,066	295,330	311,236	15,906	5%	424,089
Mattresses Charges	55,000	4,583	10,170	5,587	122%	9,840
<b>Total Fees and Charges</b>	<b>32,032,723</b>	<b>2,386,459</b>	<b>2,380,440</b>	<b>(6,019)</b>	<b>(0%)</b>	<b>2,526,219</b>
<b>Interest Earnings</b>						
Interest Earnings	1,659,800	215,317	219,951	4,634	2%	48,984
<b>Grants, Subsidies and Contributions</b>						
Reimb. of Admin/Governance Expenses	4,656,518	388,043	388,043	-	0%	351,645
<b>Other Revenue</b>						
Gas Power Generation Sales	800,000	-	-	-	0%	-
Other Revenue	95,000	-	103	103	0%	11,340
<b>Total Revenue</b>	<b>39,244,041</b>	<b>2,989,819</b>	<b>2,988,538</b>	<b>(1,281)</b>	<b>(0%)</b>	<b>2,938,188</b>
<b>EXPENSES</b>						
Employee Costs	5,536,680	414,478	398,385	16,093	4%	344,587
Materials and Contracts	18,348,818	1,256,960	1,213,280	43,681	3%	1,158,219
Utilities	718,250	59,833	43,748	16,085	27%	45,632
Depreciation	5,896,783	491,400	442,569	48,831	10%	521,295
Finance Costs	1,097,123	91,427	91,786	(359)	(0%)	77,258
Insurances	620,200	30,438	29,486	952	3%	93,151
Other Expenses	5,275,145	393,434	380,437	12,998	3%	395,264
<b>Total Expenses</b>	<b>37,492,999</b>	<b>2,737,971</b>	<b>2,599,692</b>	<b>138,280</b>	<b>5%</b>	<b>2,635,406</b>
<b>Capital Grants, Subsidies and Contributions</b>						
Capital Grants and Subsidies	50,000	-	-	-	0%	-
	<b>50,000</b>	-	-	-	<b>0%</b>	-
<b>Profit/(loss) from ordinary activities</b>						
Profit on Sale of Assets	1,000	-	-	-		-
Loss on Sale of Assets	(350,756)	-	-	-	0%	-
	<b>(349,756)</b>	-	-	-	<b>0%</b>	-
<b>Net result for the period</b>	<b>1,451,286</b>	<b>251,848</b>	<b>388,846</b>	<b>136,998</b>	<b>54%</b>	<b>302,782</b>
<b>Other Comprehensive income for the period</b>						
Changes in asset revaluation	-	-	-	-		-
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>1,451,286</b>	<b>251,848</b>	<b>388,846</b>	<b>136,998</b>	<b>54%</b>	<b>302,782</b>

**Mindarie Regional Council**  
**INCOME STATEMENT BY PROGRAM**  
Interim Statement for the month ended 31 July 2023

	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %
<b>Revenue from Ordinary Activities</b>					
Community Amenities	32,927,723	2,386,459	2,380,544	(5,915)	(0.25%)
General Purpose Funding	1,659,800	215,317	219,951	4,633	2.15%
Governance	4,656,518	388,043	388,043	(0)	(0.00%)
	<b>39,244,041</b>	<b>2,989,819</b>	<b>2,988,538</b>	<b>(1,282)</b>	<b>(0.04%)</b>
<b>Expenses from Ordinary Activities</b>					
Governance	(5,559,935)	(295,121)	(219,656)	75,465	25.57%
Community Amenities	(31,604,776)	(2,415,493)	(2,352,319)	63,174	2.62%
	<b>(37,164,711)</b>	<b>(2,710,614)</b>	<b>(2,571,974)</b>	<b>138,640</b>	<b>5.11%</b>
<b>Finance costs - ROUA</b>					
Governance	(328,288)	(27,357)	(27,717)	(360)	(1.32%)
	<b>(328,288)</b>	<b>(27,357)</b>	<b>(27,717)</b>	<b>(360)</b>	<b>(1.32%)</b>
<b>Net result for the period</b>	<b>1,751,042</b>	<b>251,848</b>	<b>388,846</b>	<b>136,998</b>	<b>54%</b>
<b>Non-operating grants</b>					
Community Amenities	50,000	-	-	-	0.00%
	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Profit on Sale of assets</b>					
Community Amenities	1,000	-	-	-	0.00%
	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Loss on sale of assets</b>					
Governance	(384)	-	-	-	0.00%
Community Amenities	(350,372)	-	-	-	0.00%
	<b>(350,756)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,451,286</b>	<b>251,848</b>	<b>388,846</b>	<b>136,998</b>	<b>54%</b>

**Mindarie Regional Council**  
**Interim Statement of Financial Position**  
**As at 31 July 2023**

	<b>As at 31 July 2023</b>	<b>Interim Actual 2022/2023</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	18,083,824	20,275,185
Other Financial Assets	40,495,910	40,495,910
Debtors and other receivables	4,677,690	3,467,631
Inventories	7,777	15,792
Other Current Assets	302,192	288,600
<b>TOTAL CURRENT ASSETS</b>	<b>63,567,393</b>	<b>64,543,118</b>
<b>NON-CURRENT ASSETS</b>		
Property, plant and equipment	31,884,874	32,043,434
Work in progress - property, plant and equipment	-	-
Right of Use Asset	6,078,996	6,111,331
Infrastructure	40,808,677	41,060,352
Work in progress - Infrastructure	-	-
Excavation Asset	5,271,343	5,506,060
Rehabilitation asset	1,012,327	1,156,586
Work in progress - Rehabilitation	3,201	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>85,059,419</b>	<b>85,877,763</b>
<b>TOTAL ASSETS</b>	<b>148,626,812</b>	<b>150,420,881</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,675,862	3,871,113
Provisions	659,465	667,618
Right of Use Asset - Leases	580,616	630,741
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,915,943</b>	<b>5,169,472</b>
<b>NON CURRENT LIABILITIES</b>		
Provisions	147,223	140,678
Rehabilitation provision	18,696,324	18,632,255
Right of Use Asset - Leases	5,694,979	5,694,979
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>24,538,526</b>	<b>24,467,912</b>
<b>TOTAL LIABILITIES</b>	<b>27,454,470</b>	<b>29,637,384</b>
<b>NET ASSETS</b>	<b>121,172,342</b>	<b>120,783,497</b>
<b>EQUITY</b>		
Retained Surplus	(31,971,047)	(32,124,146)
Reserves Accounts	19,741,797	19,506,050
Revaluation Surplus	44,315,866	44,315,866
Council Contribution	89,085,726	89,085,726
<b>TOTAL EQUITY</b>	<b>121,172,342</b>	<b>120,783,497</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
Interim Statement for the month ended 31 July 2023

	<b>ACTUAL 2022/2023</b>
<b><u>Site Rehabilitation</u></b>	
Opening balance	17,056,658
Interest income	-
Transfer to reserves	91,997
Transfer from reserves	-
<b>Closing Balance</b>	<b>17,148,655</b>
<b><u>Capital Expenditure</u></b>	
Opening balance	1,958,316
Interest income	-
Transfer to reserves	143,750
Transfer from reserves	-
<b>Closing Balance</b>	<b>2,102,066</b>
<b><u>Carbon Abatement</u></b>	
Opening balance	491,076
Interest income	-
Transfer to reserves	-
Transfer from reserves	-
<b>Closing Balance</b>	<b>491,076</b>
<b>RESERVES SUMMARY</b>	
Opening Balance	19,506,050
Interest income	-
Transfer to reserves	235,747
Transfer from reserves	-
<b>Closing Balance</b>	<b>19,741,797</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 July 2023**

	<b>Original Budget</b>	<b>YTD Actual July 2023</b>
<b>LANDFILL INFRASTRUCTURE</b>		
Stage 2 - Phase 2 capping work	6,987,000	3,201
Leachate Processing Infrastructure	1,850,000	-
	<b>8,837,000</b>	<b>3,201</b>
<b>INFRASTRUCTURE TAMALA PARK</b>		
Transfer station extension (from alternative wt options)	10,000	-
Facility Signage Upgrade at Transfer Station	14,000	-
Transfer Station Line Marking	18,000	-
Drop off bays modifications & reticulation at Transfer Station	15,500	-
12Amp power supply installation to Green Waste bunker	16,000	-
Transfer Station chain drop Access Control unit	25,000	-
Monitoring Bores - Marmion Ave x4	55,000	-
RRF 2x new additional Monitoring Bores to be installed	28,500	-
	<b>182,000</b>	<b>-</b>
<b>BUILDING</b>		
Workshop building roller doors and road upgrade for tyre	25,000	-
Recycling E-Waste Storage and Bulk Up Facility	135,000	-
Weighbridge roof modification	150,000	-
	<b>310,000</b>	<b>-</b>
<b>COMPUTING</b>		
CCTV install for Tip Face, Quarry and Transfer	85,000	-
Replacement of Desktops/Laptops	20,000	-
	<b>105,000</b>	<b>-</b>
<b>EQUIPMENT</b>		
Odour monitoring units / control	70,000	-
Point to point Telemetry & Data System Installation	16,500	-
Two Air Well Leachate Extraction Pumps for stage 2	8,500	-
Workshop Hotwash Machine	8,000	-
Generator & Compressor	15,000	-
	<b>118,000</b>	<b>-</b>
<b>PLANT AND VEHICLES</b>		
Replacement of Hyundai Palisade 7S Elite	80,000	-
Replacement of KUBOTA Skid Steer Loader	175,000	-
New 16t Vibrating Roller at Tip face	245,000	-
	<b>500,000</b>	<b>-</b>
	<b>10,052,000</b>	<b>3,201</b>

**Financial Statements for the period ended 31 August 2023**

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# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 August 2023**

**Interim Statement of Comprehensive Income**  
**by Nature and Type**  
**For the period ended 31 August 2023**

	Original Budget	Year to Date				Previous YTD Actual
	2023/24 \$	Budget \$	Actual \$	Variance \$	Variance %	31-Aug-22 \$
<b>Revenue</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	1,884,764	323,273	318,507	(4,766)	(1%)	324,915
User Charges - City of Wanneroo	8,757,918	1,381,030	1,341,146	(39,884)	(3%)	1,301,867
User Charges - City of Joondalup	5,073,553	834,870	804,876	(29,994)	(4%)	790,979
User Charges - City of Stirling	7,973,933	1,351,224	1,325,648	(25,576)	(2%)	1,336,359
User Charges - Town of Cambridge	787,609	142,385	144,530	2,145	2%	142,618
User Charges - City of Vincent	830,492	150,992	154,476	3,484	2%	124,717
User Charges - Town of Victoria Park	1,268,388	282,367	274,359	(8,009)	(3%)	289,727
<b>Total Member User Charges</b>	<b>26,576,657</b>	<b>4,466,141</b>	<b>4,363,540</b>	<b>(102,601)</b>	<b>(2%)</b>	<b>4,311,181</b>
User Charges - Casual Tipping Fees	5,401,066	727,926	700,382	(27,544)	(4%)	1,353,011
<b>Total User Charges</b>	<b>31,977,723</b>	<b>5,194,067</b>	<b>5,063,922</b>	<b>(130,145)</b>	<b>(3%)</b>	<b>5,664,192</b>
<b>Fees and Charges</b>						
Mattresses Charges	55,000	13,166	18,270	5,104	39%	18,189
<b>Total Fees and Charges</b>	<b>32,032,723</b>	<b>5,207,233</b>	<b>5,082,192</b>	<b>(125,041)</b>	<b>(2%)</b>	<b>5,682,380</b>
<b>Interest Earnings</b>	1,659,800	353,634	427,562	73,929	21%	105,532
<b>Grants, Subsidies and Contributions</b>						
Reimb. of Admin/Governance Expenses	4,656,518	776,086	776,086	-	0%	703,290
<b>Other Revenue</b>						
Gas Power Generation Sales	800,000	-	-	-		36,448
Other Revenue	95,000	-	194	194	0%	31,439
<b>Total Other Revenue</b>	<b>7,211,318</b>	<b>1,129,720</b>	<b>1,203,843</b>	<b>74,123</b>	<b>7%</b>	<b>876,709</b>
<b>Total Revenue</b>	<b>39,244,041</b>	<b>6,336,953</b>	<b>6,286,035</b>	<b>(50,918)</b>	<b>(1%)</b>	<b>6,559,089</b>
<b>EXPENSES</b>						
Employee Costs	5,536,680	828,956	828,462	494	0%	668,062
Materials and Contracts	18,348,818	2,880,729	2,567,935	312,794	11%	2,891,232
Utilities	718,250	119,708	98,599	21,109	18%	117,228
Depreciation	5,896,783	982,800	938,897	43,902	4%	1,026,013
Finance Costs	1,097,123	182,854	183,573	(719)	(0%)	154,516
Insurances	620,200	60,876	60,872	4	0%	185,669
Other Expenses	5,275,145	853,996	810,391	43,606	5%	897,072
<b>Total Expenses</b>	<b>37,492,999</b>	<b>5,909,920</b>	<b>5,488,729</b>	<b>421,191</b>	<b>7%</b>	<b>5,939,793</b>
<b>Capital Grants, Subsidies and Contributions</b>						
Capital Grants and Subsidies	50,000	-	-	-		-
	<b>50,000</b>	-	-	-		-
<b>Profit/(loss) from ordinary activities</b>						
Profit on Sale of Assets	1,000	-	-	-		-
Loss on Sale of Assets	(350,756)	-	-	-		-
	<b>(349,756)</b>	-	-	-		-
<b>Net result for the period</b>	<b>1,451,286</b>	<b>427,033</b>	<b>797,306</b>	<b>370,273</b>	<b>87%</b>	<b>619,296</b>
<b>Other Comprehensive income for the period</b>						
Changes in asset revaluation	-	-	-	-		-
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>1,451,286</b>	<b>427,033</b>	<b>797,306</b>	<b>370,273</b>	<b>87%</b>	<b>619,296</b>

**Mindarie Regional Council**  
**INTERIM INCOME STATEMENT BY PROGRAM**  
For the month ended 31 August 2023

	Original	YTD	YTD	Var.	Var.
	Budget	Budget	Actual	\$	%
<b>Revenue from Ordinary Activities</b>					
Community Amenities	32,927,723	5,207,233	5,082,386	(124,847)	(2.40%)
General Purpose Funding	1,659,800	353,634	427,562	73,929	20.91%
Governance	4,656,518	776,086	776,087	-	0.00%
	<b>39,244,041</b>	<b>6,336,953</b>	<b>6,286,035</b>	<b>(50,918)</b>	<b>(0.80%)</b>
<b>Expenses from Ordinary Activities</b>					
Governance	(5,559,935)	(610,284)	(519,604)	90,680	14.86%
Community Amenities	(31,604,776)	(5,244,922)	(4,913,692)	331,230	6.32%
	<b>(37,164,711)</b>	<b>(5,855,206)</b>	<b>(5,433,296)</b>	<b>421,910</b>	<b>7.21%</b>
<b>Finance costs - ROUA</b>					
Governance	(328,288)	(54,714)	(55,433)	(719)	(1.31%)
	<b>(328,288)</b>	<b>(54,714)</b>	<b>(55,433)</b>	<b>(719)</b>	<b>(1.31%)</b>
<b>Net result for the period</b>	<b>1,751,042</b>	<b>427,033</b>	<b>797,306</b>	<b>370,273</b>	<b>87%</b>
<b>Non-operating grants</b>					
Community Amenities	50,000	-	-	-	0.00%
<b>Profit on disposal of assets</b>					
Community Amenities	1,000	-	-	-	0.00%
	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Loss on sale of assets</b>					
Governance	(384)	-	-	-	0.00%
Community Amenities	(350,372)	-	-	-	0.00%
<b>Total loss on sale of assets</b>	<b>(350,756)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,451,286</b>	<b>427,033</b>	<b>797,306</b>	<b>370,273</b>	<b>87%</b>

**Mindarie Regional Council**  
**Interim Statement of Financial Position**  
**As at 31 August 2023**

	<b>As at 31 August 2023</b>	<b>Interim Actual 2022/2023</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	19,646,894	20,262,141
Other Financial Assets	41,602,795	40,495,910
Debtors and other receivables	4,396,375	3,418,210
Inventories	13,037	15,792
Other Current Assets	53,046	288,068
<b>TOTAL CURRENT ASSETS</b>	<b>65,712,147</b>	<b>64,480,121</b>
<b>NON-CURRENT ASSETS</b>		
Property, plant and equipment	31,293,509	31,577,144
Work in progress - property, plant and equipment	10,417	-
Right of Use Asset	6,678,568	6,743,239
Infrastructure	49,272,312	49,828,763
Work in progress - Infrastructure	-	-
Excavation Asset	5,008,182	5,506,060
Rehabilitation asset	868,068	1,156,586
Work in progress - Rehabilitation	4,871	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>93,135,927</b>	<b>94,811,792</b>
<b>TOTAL ASSETS</b>	<b>158,848,074</b>	<b>159,291,913</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	2,649,377	4,002,839
Provisions	660,952	653,886
Right of Use Asset - Leases	530,492	630,741
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,840,821</b>	<b>5,287,466</b>
<b>NON CURRENT LIABILITIES</b>		
Provisions	170,027	154,411
Rehabilitation provision	18,760,393	18,632,255
Right of Use Asset - Leases	6,329,991	6,329,991
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>25,260,411</b>	<b>25,116,657</b>
<b>TOTAL LIABILITIES</b>	<b>29,101,232</b>	<b>30,404,123</b>
<b>NET ASSETS</b>	<b>129,746,842</b>	<b>128,887,790</b>
<b>EQUITY</b>		
Retained Surplus	(31,686,264)	(32,309,295)
Reserves Accounts	19,729,394	19,493,371
Revaluation Surplus	52,617,987	52,617,987
Council Contribution	89,085,726	89,085,726
<b>TOTAL EQUITY</b>	<b>129,746,843</b>	<b>128,887,790</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
Interim Statement for the month ended 31 August 2023

	<b>ACTUAL</b> <b>2022/2023</b>
<b><u>Site Rehabilitation</u></b>	
Opening balance	17,056,658
Interest income	53,674
Transfer to reserves	128,138
Transfer from reserves	-
<b>Closing Balance</b>	<b>17,238,471</b>
<b><u>Capital Expenditure</u></b>	
Opening balance	1,945,637
Interest income	6,535
Transfer to reserves	143,750
Transfer from reserves	(97,610)
<b>Closing Balance</b>	<b>1,998,312</b>
<b><u>Carbon Abatement</u></b>	
Opening balance	491,076
Interest income	1,536
Transfer to reserves	-
Transfer from reserves	-
<b>Closing Balance</b>	<b>492,612</b>
<b>RESERVES SUMMARY</b>	
Opening Balance	19,493,371
Interest income	61,745
Transfer to reserves	271,888
Transfer from reserves	(97,610)
<b>Closing Balance</b>	<b>19,729,394</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 August 2023**

	<b>Original Budget</b>	<b>YTD Actual August 2023</b>
<b>LANDFILL INFRASTRUCTURE</b>		
Stage 2 - Phase 2 capping work	6,987,000	4,871
Leachate Processing Infrastructure	1,850,000	-
	<b>8,837,000</b>	<b>4,871</b>
<b>INFRASTRUCTURE TAMALA PARK</b>		
Transfer station extension (from alternative wt options)	10,000	-
Facility Signage Upgrade at Transfer Station	14,000	-
Transfer Station Line Marking	18,000	-
Drop off bays modifications & reticulation at Transfer Station	15,500	-
12Amp power supply installation to Green Waste bunker	16,000	-
Transfer Station chain drop Access Control unit	25,000	-
Monitoring Bores - Marmion Ave x4	55,000	-
RRF 2x new additional Monitoring Bores to be installed	28,500	-
	<b>182,000</b>	<b>-</b>
<b>BUILDING</b>		
Workshop building roller doors and road upgrade for tyre	25,000	-
Recycling E-Waste Storage and Bulk Up Facility	135,000	-
Weighbridge roof modification	150,000	-
	<b>310,000</b>	<b>-</b>
<b>COMPUTING</b>		
CCTV install for Tip Face, Quarry and Transfer	85,000	-
Replacement of Desktops/Laptops	20,000	10,417
	<b>105,000</b>	<b>10,417</b>
<b>EQUIPMENT</b>		
Odour monitoring units / control	70,000	-
Point to point Telemetry & Data System Installation	16,500	-
Two Air Well Leachate Extraction Pumps for stage 2	8,500	-
Workshop Hotwash Machine	8,000	-
Generator & Compressor	15,000	-
	<b>118,000</b>	<b>-</b>
<b>PLANT AND VEHICLES</b>		
Replacement of Hyundai Palisade 7S Elite	80,000	82,323
Replacement of KUBOTA Skid Steer Loader	175,000	-
New 16t Vibrating Roller at Tip face	245,000	-
	<b>500,000</b>	<b>82,323</b>
	<b>10,052,000</b>	<b>97,611</b>

**Tonnage Report for the period ended 31 August 2023**

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Information relating to landfill tonnages year to date 2023/24

Month: Aug-23<sup>17</sup>

TONNAGE					
Adopted Budget 2023/24	Actual Tonnage	Variance YTD	Target % Year to Date	% Act/Bgt Year to Date	Months Tonnage previous year

REVENUE			
Adopted Budget 2023/24	\$ Actual Revenue	Target % Year to Date	% Act/Bgt Year to Date

**MEMBERS**

<u>Processable</u>						
Cambridge	941	961	20	17.15%	102.1%	961
Joondalup	5,434	5,285	(149)	17.15%	97.3%	5,239
Perth	2,141	2,126	(15)	17.15%	99.3%	2,185
Stirling	7,717	7,427	(290)	17.15%	96.2%	6,975
Victoria Park	1,870	1,831	(39)	17.15%	97.9%	1,956
Vincent	842	773	(69)	17.15%	91.8%	743
Wanneroo	8,672	8,596	(76)	17.15%	99.1%	8,431
<b>Sub Total Processable</b>	<b>27,617</b>	<b>26,999</b>	<b>(618)</b>			<b>26,489</b>
<u>Non-Processable</u>						
Cambridge	2	-	(2)	15.78%	0.0%	-
Joondalup	95	88	(7)	15.78%	92.8%	87
Perth	-	0	0	15.78%	0.0%	-
Stirling	1,232	1,417	185	15.78%	115.0%	2,041
Victoria Park	-	-	-	15.78%	0.0%	-
Vincent	158	262	104	15.78%	165.8%	98
Wanneroo	474	337	(137)	15.78%	71.1%	312
<b>Sub Total Non-Processable</b>	<b>1,961</b>	<b>2,104</b>	<b>143</b>			<b>2,538</b>
<b>SUB TOTAL MEMBERS</b>	<b>29,578</b>	<b>29,103</b>	<b>(475)</b>		<b>98.4%</b>	<b>29,027</b>

\$ 142,090	\$ 144,530	7.89%	103.4%
\$ 820,526	\$ 791,668	7.89%	96.7%
\$ 323,288	\$ 318,462	7.89%	101.1%
\$ 1,165,194	\$ 1,121,498	7.89%	95.8%
\$ 282,367	\$ 274,359	7.89%	103.4%
\$ 127,141	\$ 115,733	7.89%	95.8%
\$ 1,309,460	\$ 1,287,786	7.89%	96.5%
<b>4,170,066</b>	<b>4,054,036</b>		
\$ 302	\$ -	7.32%	0.0%
\$ 14,345	\$ 13,207	7.32%	96.7%
\$ -	\$ 44	7.32%	0.0%
\$ 186,030	\$ 204,150	7.32%	122.1%
\$ -	\$ -	7.32%	0.0%
\$ 23,858	\$ 38,743	7.32%	216.4%
\$ 71,574	\$ 53,359	7.32%	77.2%
<b>296,109</b>	<b>309,504</b>		
<b>4,466,175</b>	<b>4,363,540</b>		

**CASUALS**

Cash Customers	2,452	2,060	(392)	19.25%	84.0%	1,940
Trade	854	1,177	323	19.25%	137.8%	789
Trade Waste Tender	137	111	(26)	19.25%	80.8%	6,387
<b>Sub Total Casuals</b>	<b>3,443</b>	<b>3,347</b>	<b>(96)</b>			<b>9,116</b>
<b>TOTAL</b>	<b>33,021</b>	<b>32,450</b>	<b>(571)</b>			<b>38,143</b>

\$ 540,356	\$ 488,279	5.47%	107.8%
\$ 183,577	\$ 160,028	5.47%	102.7%
\$ 17,125	\$ 70,346	5.47%	34.5%
<b>741,058</b>	<b>718,652</b>		
<b>5,207,233</b>	<b>5,082,192</b>		

**List of Payments for the month ended 31 July 2023**

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**Schedule of Payments for July 23  
Council Meeting - 21st September 23**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
7/07/2023	00868	Cash	Staff Lotto	\$300.00
14/07/2023	00869	Cash	Staff Lotto	\$300.00
<b>Total CBA cheques</b>				<b>\$600.00</b>
14/07/2023	DP-02232	Australian Taxation Office	PAYG	\$35,746.00
14/07/2023	DP-02233	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$1,850.62
14/07/2023	DP-02234	BAM Print	A4 Saddle stitched booklets	\$845.00
17/07/2023	DP-02235	Commonwealth Bank	Commbiz Fee	\$48.35
17/07/2023	DP-02236	Commonwealth Bank	Account Service Fee	\$8.30
2/07/2023	DP-02237	Commonwealth Bank	Merchant Fee	\$1,405.62
2/07/2023	DP-02237	Commonwealth Bank	Merchant Fee	\$128.53
20/07/2023	DP-02238	Australian Taxation Office	BAS Payment June 23	\$178,877.00
20/07/2023	DP-02239	BAM Print	Printing of Corporate Documents	\$885.00
28/07/2023	DP-02240	Australian Taxation Office	PAYG	\$36,278.00
28/07/2023	DP-02241	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$1,850.62
28/07/2023	DP-02242	SuperChoice	Staff Superannuation	\$53,914.29
27/07/2023	DP-02243	MRC Credit Card	See Schedule Attached	\$21,037.17
31/07/2023	DP-02244	National Australia Bank	Account Fee	\$10.00
<b>Total Direct Payments &amp; Fees</b>				<b>\$332,884.50</b>

**Total Inter account Transfers**

-

Posting Date	Document No.	Vendor Name	Description	EFT Amount
14/07/2023	EFT-02320	360 Environmental P/L	Ambient air, Asbestos and leachate testing and report for Apr 23	\$21,070.50
14/07/2023	EFT-02320	A & G Wines Plumbing	Inspect and test (3) emergency eye wash stations	\$330.00
14/07/2023	EFT-02320	All 4 People Pty Ltd	Labour Hire for week ending 16 June 23	\$8,899.27
14/07/2023	EFT-02320	Australian Services Union	Union fees	\$77.70
14/07/2023	EFT-02320	Bunnings	Workshop consumables	\$41.89
14/07/2023	EFT-02320	City of Joondalup	TP Lease Aug 23	\$14,270.97
14/07/2023	EFT-02320	City of Stirling	TP Lease July 23	\$9,799.96
14/07/2023	EFT-02320	City of Vincent	TP Lease July 23	\$7,135.49
14/07/2023	EFT-02320	Crossland & Hardy Pty Ltd	Services for volume survey plan	\$3,278.00
14/07/2023	EFT-02320	DCM Services	Whirlybird reinstallation on workshop roof	\$2,267.94
14/07/2023	EFT-02320	Digrite	Takeuchi TL10V2 SN 410005839 repair	\$1,912.50
14/07/2023	EFT-02320	Great Southern Fuel Supplies	Diesel delivered 20 June 23	\$12,648.16
14/07/2023	EFT-02320	High Tech Maintenance	Repair coupling on tarp roller	\$2,671.90
14/07/2023	EFT-02320	Komatsu Australia	Oil Sample Kits PL131 - KOWA-OILCM x 2	\$18,480.00
14/07/2023	EFT-02320	Komatsu Australia	6000hr Service and checks on PL133	\$8,819.45
14/07/2023	EFT-02320	Komatsu Australia	2000hr Service and checks on PL131	\$4,094.79
14/07/2023	EFT-02320	LGIS Risk Management	SC Insurance 30 June 23-30 June 24	\$7,826.51

14/07/2023	EFT-02320	Michael Page International P/L	Contract Labour 18 June 23	\$3,309.08
14/07/2023	EFT-02320	Oceanside Power & Communications	Admin Office Electrical Works	\$3,565.33
14/07/2023	EFT-02320	Plants & Garden Rentals	Office Plant July 23	\$363.00
14/07/2023	EFT-02320	Relationships Australia	EAP Counselling	\$176.00
14/07/2023	EFT-02320	SafeWork Laboratories Pty Ltd	Breath Alcohol testing -22 June 23	\$3,689.07
14/07/2023	EFT-02320	Steelforce Australia Ltd	Metal order for new Grizzley	\$7,771.15
14/07/2023	EFT-02320	Synergy	Electricity 25 May-21 June 23	\$7,632.55
14/07/2023	EFT-02320	Totally Workwear	Staff Uniforms	\$346.50
14/07/2023	EFT-02320	Tudor House	Signal Flags for site operating	\$468.00
14/07/2023	EFT-02320	Vertical Telecoms Pty Ltd	RRF Antennaes	\$1,646.19
14/07/2023	EFT-02320	WA Local Government Association	Procurement planning and risk management training x3	\$1,914.00
14/07/2023	EFT-02320	WA Local Government Association	WALGA State Employment Law Essentials 28 Jul 23	\$638.00
14/07/2023	EFT-02320	WA Local Government Association	WALGA People and Culture Seminar 27 July 23	\$310.00
14/07/2023	EFT-02320	Western Tree Recyclers	Tree Recycling Contractors 16 & 22 June 23	\$1,207.42
14/07/2023	EFT-02320	Workpower Incorporated	Battery Rescue monthly battery recycling	\$3,080.00
14/07/2023	EFT-02320	Wormald	Routing Services June 23	\$57.64
14/07/2023	EFT-02320	Wren Oil	Oil Waste Disposal for June 23	\$16.50
20/07/2023	EFT-02321	Department of Water & Environment Regi	DEP Landfill levy April-June 23	\$3,077,275.43
21/07/2023	EFT-02322	Air-Met Scientific Pty Ltd	Hire of 2 monitors	\$1,452.00
21/07/2023	EFT-02322	Airwell Group Pty Ltd	Technician Site Works for 13 & 27 Feb 2023	\$1,963.50
21/07/2023	EFT-02322	All 4 People Pty Ltd	Contract Labour 23 Jul 23	\$7,421.74
21/07/2023	EFT-02322	All Fence U Rent P/L	Security fence hire 26 May -26 June 23	\$165.00
21/07/2023	EFT-02322	Allwest Plant Hire Australia	Hire - 16t Drum Roller - up to 31/05/23	\$6,325.00
21/07/2023	EFT-02322	Ampol Australia Petroleum Pty Ltd	Fuel June 23	\$668.76
21/07/2023	EFT-02322	Aussie Natural Spring Water	Bottled Water	\$25.83
21/07/2023	EFT-02322	Australian Training Management	Skid Steer Training and Assessment	\$995.00
21/07/2023	EFT-02322	Banhams WA Pty Ltd	Monthly Fire Inspection June 23	\$578.79
21/07/2023	EFT-02322	BOC Limited	Acetylene Bottle hire 29 May -27 June 23	\$12.71
21/07/2023	EFT-02322	Cleanaway Co Pty Ltd formally TOX FREI	Co mingled collections for June	\$101.72
21/07/2023	EFT-02322	Command A Com	Telephone Expenses & Troubleshooting June 23	\$154.00
21/07/2023	EFT-02322	Damian Wilson Design	Changes to existing documents	\$70.00
21/07/2023	EFT-02322	Data#3	HP Server Third Party Warranty (3yrs)	\$32,313.00
21/07/2023	EFT-02322	David Moss Corporation P/L	7x100m 63 mm poly pipe	\$1,166.44
21/07/2023	EFT-02322	Davidson Projects P/L	Operation's Office & Committee Room Renovation	\$23,170.40
21/07/2023	EFT-02322	ECOLO WA	Biostreme 201 20 L	\$495.00
21/07/2023	EFT-02322	EMRC	CCA 21 June 23	\$633.75
21/07/2023	EFT-02322	Enviro Sweep	Road Sweeping	\$2,175.26
21/07/2023	EFT-02322	Envirocare Systems	Monthly Hygiene Services for June 23	\$751.08
21/07/2023	EFT-02322	Gentronics	Consumables for Workshop	\$2,485.73
21/07/2023	EFT-02322	Great Southern Fuel Supplies	Diesel delivered 27 June 23	\$10,901.75
21/07/2023	EFT-02322	Herbert Smith Freehills	Professional Legal Services for FOGO	\$29,063.38
21/07/2023	EFT-02322	Instant Products Group	Portable toilet hire, maint. and restock June 23	\$259.03
21/07/2023	EFT-02322	Jemane Enterprises Pty Ltd	New tyres for PL113, PL136, PL142, PL143, PL144, PL145	\$3,525.00
21/07/2023	EFT-02322	Kandu Partners	Website Annual Maintenance and Support July 22 - June 23	\$6,276.00
21/07/2023	EFT-02322	Local Government Professionals Australi	LG Affiliate Membership 23-24	\$185.00
21/07/2023	EFT-02322	Local Government Professionals Australi	LG Full Membership 23-24 x 2	\$1,062.00
21/07/2023	EFT-02322	MARKETFORCE P/L	DAIP Public Notice (Perth Now) 01.06.23	\$1,286.67
21/07/2023	EFT-02322	MARKETFORCE P/L	DAIP Public Notice (The West Australian) 01.06.23	\$474.10

21/07/2023 EFT-02322	Michael Page International P/L	Contract Labour 25 June 23	\$3,309.08
21/07/2023 EFT-02322	OCP Sales	IC-41 Pro Two way radios x 8	\$2,412.00
21/07/2023 EFT-02322	Office National Canning Vale	Office Supplies	\$132.00
21/07/2023 EFT-02322	Olivers Lawn & Landscaping Pty Ltd	Lawn Maintenance 27 June 23	\$225.00
21/07/2023 EFT-02322	PRC Building Services Pty Ltd	Supply and Install Fiberglass Sheets	\$13,999.94
21/07/2023 EFT-02322	Reinol Australia	Reinol Original Hand Cleaner & Dispenser	\$250.67
21/07/2023 EFT-02322	Relationships Australia	EAP-Counselling	\$176.00
21/07/2023 EFT-02322	SafeWork Laboratories Pty Ltd	Breath Alcohol testing labour, mileage and supplies	\$951.35
21/07/2023 EFT-02322	Signs & Lines	Digital Technical Callout - Pylon Sign	\$330.00
21/07/2023 EFT-02322	Soft Landing	COS On Demand Mattresses June 23	\$27,879.50
21/07/2023 EFT-02322	Soft Landing	COS RCB Mattresses June 23	\$23,100.00
21/07/2023 EFT-02322	Soft Landing	MRC Mattress Collections June 23	\$13,101.00
21/07/2023 EFT-02322	Soft Landing	CoW Mattresses June 23	\$58,568.40
21/07/2023 EFT-02322	Stantons International	Probity Consultancy for FOGO	\$51.70
21/07/2023 EFT-02322	T & C Couriers	Courier Expenses June 23	\$158.61
21/07/2023 EFT-02322	Talis Consultants P/L	Consultancy diff. June 23	\$116.25
21/07/2023 EFT-02322	Total Green Recycling Pty Ltd	EWaste Recycling June 2023	\$4,965.03
21/07/2023 EFT-02322	Trade West Industrial Supplies	PPE and Winter Uniforms	\$2,499.74
21/07/2023 EFT-02322	Tyrecycle P/L	Tyre Recycling Contractors - June 23	\$2,430.20
21/07/2023 EFT-02322	Western Tree Recyclers	Tree Recycling Contractors - June 2023	\$1,854.69
21/07/2023 EFT-02322	Winc Australia P/L	Photocopy Papers and Stationery	\$2,448.75
21/07/2023 EFT-02322	Workpower Incorporated	Battery Rescue - Monthly Battery Recycling June 23	\$1,795.64
21/07/2023 EFT-02322	Wren Oil	Oil Waste Disposal for June 2023	\$33.00
28/07/2023 EFT-02323	Aussie Natural Spring Water	Bottled Water	\$25.83
28/07/2023 EFT-02323	City of Joondalup	TP Lease July 23	\$14,270.97
28/07/2023 EFT-02323	City of Perth	TP Lease Aug 23	\$7,135.49
28/07/2023 EFT-02323	City of Wanneroo	TP Lease Aug 23	\$14,270.97
28/07/2023 EFT-02323	Data#3	Laptop Replacements & Accessories	\$14,743.65
28/07/2023 EFT-02323	ELO Digital Office AU/NA Pty Ltd	ELO Software Assurance - 1 Jul 23-30 June 24	\$3,626.70
28/07/2023 EFT-02323	GHD PTY LTD	Prof Advisory Services for FOGO project management	\$66,319.94
28/07/2023 EFT-02323	Iron Mountain Australia Pty Ltd	Storage Cartridge June 23	\$45.24
28/07/2023 EFT-02323	LGIS INSURANCE BROKERS	Liability Insurance 30 June 23-30 June 24	\$484,374.62
28/07/2023 EFT-02323	NAPA Parts	12V Pass Vehicle HP30M CCA:540	\$183.70
28/07/2023 EFT-02323	NAPA Parts	Karcher Pressure Washer	\$9,898.90
28/07/2023 EFT-02323	Nicolle Allison Byrne	Staff Reimbursement for travel	\$69.25
28/07/2023 EFT-02323	Nicolle Allison Byrne	Spectacles Allowance	\$125.00
28/07/2023 EFT-02323	Synergy	Electricity June 23	\$29,074.82
28/07/2023 EFT-02323	Talis Consultants P/L	Ground Water Monitoring July 23	\$5,592.30
28/07/2023 EFT-02323	Talis Consultants P/L	Ground Water Sampling Variation May/June 23	\$1,751.75
28/07/2023 EFT-02323	Telstra	Mobile bill 14 Jul -13 Aug 23	\$832.38
28/07/2023 EFT-02323	Telstra	Services and Equipment Rental July 23	\$1,210.00
28/07/2023 EFT-02323	Town of Cambridge	TP Lease Aug 23	\$7,135.48
28/07/2023 EFT-02323	Town of Victoria Park	TP Lease July 23	\$7,135.48
28/07/2023 EFT-02323	Town of Victoria Park	TP Lease May 23	\$7,135.48
28/07/2023 EFT-02323	Town of Victoria Park	TP Lease June 23	\$7,135.48
28/07/2023 EFT-02323	Trade West Industrial Supplies	Staff Uniforms/Protective Clothing	\$226.44
28/07/2023 EFT-02323	Tutt Bryant Equipment WA	PL135 7 x Scrapper teeth	\$5,087.82
28/07/2023 EFT-02323	Western Tree Recyclers	CoJ Greens Handling June 23	\$8,153.18

28/07/2023 EFT-02323	Australian Services Union	Union fees	\$53.00
14/07/2023 52	Payroll	Staff Payroll	\$104,720.66
28/07/2023 53	Payroll	Staff Payroll	\$104,630.12
<b>Total EFT Payments</b>			<b>\$4,439,001.73</b>

<b>CBA Cheque No. 865-868</b>	<b>\$600.00</b>
<b>Electronic Payments:</b>	
DP - 02215 to DP - 02231	\$332,884.50
Inter-Account Transfers	\$0.00
EFT- 02311 to EFT- 02319	\$4,439,001.73
<b>Grand Total</b>	<b>\$4,772,486.23</b>

**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 21 September, 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

**Credit Card detailed analysis for July 2023  
Council Meeting - 21st September 23**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$406.00
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$3,248.00
27/6/2023	Top Notch Catering	Tip Talk	\$487.50
28/6/2023	City of Perth Parking	Meeting with Solicitor	\$6.06
28/7/2023	Wilson Parking Aust	WHE Contract Pre-Negotiations	\$21.00
29/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$786.62
29/6/2023	Wilson Parking Aust	WHE Contract Pre-Negotiations	\$21.00
30/6/2023	The Iluka	MRC Mid Year Function	\$3,920.44
5/7/2023	Monday.com	Monthly subscription for June 23	\$261.00
27/6/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
7/7/2023	Maniax	Teambuilding Exercise	\$300.00
9/7/2023	TeamViewer	Yearly subscription	\$2,201.90
12/07/2023	Australian Land and Group	ALGA Webinar Sustainable Leachate Management	\$70.00
30/05/2023	Australian Land and Group	ALGA Webinar Sustainable Leachate Management	\$70.00
13/07/2023	Monday.com	Yearly subscription	\$4,979.52
18/07/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
18/07/2023	Event and Conference	Perth Waste & Recycling Conference	\$649.60
21/07/2023	Wilson Parking Aust	Meeting with the Chair	\$35.44
<b>Total CBA Credit Card 7336</b>			<b>\$20,712.08</b>
11/07/2023	ASIC	ASIC Report for new vendor application	\$19.00
17/07/2023	ASIC	ASIC Report for new vendor application	\$19.00
19/07/2023	AUCN REPORT	Rego Search	\$24.99
17/07/2023	ASIC	ASIC Report for new vendor application	\$38.00
25/07/2023	SJDK Group	Desk Name plates	\$44.10
25/07/2023	SP Who Gives a Crap	Office supplies	\$180.00
<b>Total CBA Credit Card 1546</b>			<b>\$325.09</b>
<b>Total CBA Credit Card Payments</b>			<b>\$21,037.17</b>

**List of Payments for the month ended 31 August 2023**

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APPENDIX 5

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**Schedule of Payments for August 23  
Council Meeting - 21st September 23**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
1/08/2023	00870	Cash	Staff Lotto	\$300.00
15/08/2023	00871	Cash	Petty Cash	\$1,479.80
25/08/2023	00872	Cash	Staff Lotto	\$600.00
25/08/2023	00873	cancelled	-	-
<b>Total CBA cheques</b>				<b>\$2,379.80</b>
2/08/2023	DP-02247	Commonwealth Bank	Merchant Fee	\$1,605.29
11/08/2023	DP-02248	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$1,850.62
11/08/2023	DP-02249	Australian Taxation Office	PAYG	\$36,508.00
21/08/2023	DP-02250	Australian Taxation Office	BAS Payment July 2023	\$181,172.00
2/08/2023	DP-02251	cancelled	-	-
15/08/2023	DP-02252	Commonwealth Bank	Commbiz Fees	\$28.22
15/08/2023	DP-02252	Commonwealth Bank	Acc Serv Fee	\$11.40
25/08/2023	DP-02253	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$1,850.62
25/08/2023	DP-02254	Australian Taxation Office	PAYG	\$36,148.00
28/08/2023	DP-02255	MRC Credit Card	See Schedule Attached	\$6,302.91
30/08/2023	DP-02256	CBA	Audit Certificate Fee	\$60.00
1/08/2023	DP-02257	cancelled	-	-
1/08/2023	DP-02258	IINET	Annual Internet Hosting	\$25.00
25/08/2023	DP-02259	SuperChoice	Staff Superannuation	\$55,049.93
15/08/2023	DP-02260	CBA	New CBA TD acct 37309509-mature 15.04.24	\$5,000,000.00
31/08/2023	DP-02261	NAB	Account Fee	10.00
<b>Total Direct Payments &amp; Fees</b>				<b>\$5,320,621.99</b>
<b>Total Inter account Transfers</b>				<b>-</b>

Posting Date	Document No.	Vendor Name	Description	EFT Amount
4/08/2023	EFT-02325	A & G Wines Plumbing	Plumbing - Admin Office leaks and blockage	\$302.50
4/08/2023	EFT-02325	A1 Locksmiths	Site locks and key works	\$4,627.50
4/08/2023	EFT-02325	Advanced Liquid Waste	PST Tank desludge	\$1,567.50
4/08/2023	EFT-02325	Airefrig Australia Pty Ltd	Cylinder Service fee	\$37.13
4/08/2023	EFT-02325	All 4 People Pty Ltd	Labour Hire for weekending 30.06.23	\$6,357.76
4/08/2023	EFT-02325	All 4 People Pty Ltd	Labour Hire for weekending 07.07.23	\$2,099.35
4/08/2023	EFT-02325	Allwest Plant Hire Australia	Roller Demobilisation hire and fuel	\$605.02
4/08/2023	EFT-02325	Aussie Natural Spring Water	Bottled Water	\$17.22
4/08/2023	EFT-02325	Australia Post	Postage & Freight-June	\$42.20
4/08/2023	EFT-02325	Bunnings	Mortar M4 HS Westbuild	\$48.20
4/08/2023	EFT-02325	Bunnings	PIPE PVC	\$25.09
4/08/2023	EFT-02325	Bunnings	Bushland Management & other maintenance supplies	\$261.31
4/08/2023	EFT-02325	Cabcharge Australia Ltd	Payment for month of July 2023	\$940.95
4/08/2023	EFT-02325	Chubb Fire Safety Ltd	Fire Extinguishers x 4	\$248.16
4/08/2023	EFT-02325	Command A Com	Telephone Expenses July 23	\$1,319.12

4/08/2023	EFT-02325	Crown Security (WA) Pty Ltd	New Camera Installation	\$4,718.34
4/08/2023	EFT-02325	CT Irrigation	Admin irrigation work and repairs	\$2,602.60
4/08/2023	EFT-02325	David Moss Corporation P/L	PVC pipes and fillings for pressure appl.	\$1,291.25
4/08/2023	EFT-02325	DCM Services	Maintenance of AC units	\$792.00
4/08/2023	EFT-02325	Digrite	Maintenance of Kubota V300	\$1,226.00
4/08/2023	EFT-02325	Flick Anticimex P/L	Pest Control	\$491.12
4/08/2023	EFT-02325	Great Southern Fuel Supplies	Diesel delivered 4, 7 and 11 July 23	\$21,580.01
4/08/2023	EFT-02325	High Tech Maintenance	Vehicle radio, power supply and buzzer switch re various veh.	\$10,540.07
4/08/2023	EFT-02325	Komatsu Australia	Cartridge and filter	\$793.67
4/08/2023	EFT-02325	Komatsu Australia	PL133 Hepa Cab Pressuriser	\$13,933.21
4/08/2023	EFT-02325	Komatsu Australia	PL131 Hepa Cab Pressuriser	\$14,298.52
4/08/2023	EFT-02325	Michael Page International P/L	Contract Labour weekending 02 & 9 July 23	\$6,647.86
4/08/2023	EFT-02325	Midalia Steel	Colorbond & Steel for Building Repairs	\$4,261.18
4/08/2023	EFT-02325	MRP Pest Control	Pest Control 2023/24	\$866.25
4/08/2023	EFT-02325	NAPA Parts	Vehicle Maintenance Supplies	\$676.44
4/08/2023	EFT-02325	Paxon Consulting Group Pty Ltd	Review of Financial Model - FOGO	\$484.00
4/08/2023	EFT-02325	Pirtek (Malaga) Pty Ltd	Replace Leaking Hydraulic Hose	\$416.88
4/08/2023	EFT-02325	REPCO Auto Parts	Diesel Exhst Fluid	\$170.15
4/08/2023	EFT-02325	Seaview Ford Clarkson	15,000KM Service PL142 - 1HNE641	\$385.00
4/08/2023	EFT-02325	Seaview Ford Clarkson	15,000KM Service PL142 - 1HNE639	\$405.00
4/08/2023	EFT-02325	SLR Consulting Australia Pty Ltd	Odour Desktop Audit and Operations Review	\$14,674.28
4/08/2023	EFT-02325	Spectur Ltd	CCTV System - Tamala Park 17 Jun - 16 Jul 23	\$3,300.00
4/08/2023	EFT-02325	Techtronic Services Pty Ltd	Repairs to Recovery Machines	\$566.50
4/08/2023	EFT-02325	Trade West Industrial Supplies	PPE supplies	\$199.65
4/08/2023	EFT-02325	Tyrecycle P/L	Tyre Recycling 21 June 23, 05 & 12 July 23	\$4,942.93
4/08/2023	EFT-02325	Veolia Recycling & Recovery Pty Ltd	Removal of Confidential Bin June 23	\$76.47
4/08/2023	EFT-02325	Water Corporation	Water Rates @ 18 May - 20 Jul 23	\$1,162.79
4/08/2023	EFT-02325	Western Tree Recyclers	MRC Greens Recycled 26 Jun and 02 Jul 23	\$652.36
4/08/2023	EFT-02325	Winc Australia P/L	Stationery and Printing	\$852.52
4/08/2023	EFT-02325	Wren Oil	Oil Disposal 03 Jul 23	\$16.50
11/08/2023	EFT-02326	All 4 People Pty Ltd	Contract Labour weekending 14 Jul 23	\$4,683.25
11/08/2023	EFT-02326	Asset Valuation Advisory	2023 Desktop Asset Valuations	\$9,680.00
11/08/2023	EFT-02326	Boya Equipment	PL151 - Fault Codes Repair	\$607.50
11/08/2023	EFT-02326	Bunnings	Mat Rubber Poly for Outdoor	\$55.00
11/08/2023	EFT-02326	City of Stirling	TP Lease Aug 23	\$28,541.95
11/08/2023	EFT-02326	City of Vincent	TP Lease Aug 23	\$7,135.49
11/08/2023	EFT-02326	Fuelfix P/L	Hire Fuel Bowsers and pumps for 4 weeks	\$1,712.88
11/08/2023	EFT-02326	Local Government Professionals Australia	Contract Management Workshop	\$2,360.00
11/08/2023	EFT-02326	Local Government Professionals Australia	LG Workforce Shortage webinar	\$50.00
11/08/2023	EFT-02326	Megan Audrey Mather	PPE Uniform	\$93.00
11/08/2023	EFT-02326	Sonia Cherico	AHRI Membership	\$396.00
11/08/2023	EFT-02326	Super Choice Services Pty Ltd	Single Touch Payroll July 23	\$14.94
11/08/2023	EFT-02326	Synergy	TP Electricity July 23	\$31,808.76
11/08/2023	EFT-02326	Synergy	RRF Electricity 22 Jun 23-26 Jul 23	\$9,915.31
11/08/2023	EFT-02326	T & C Couriers	Courier Expenses July 23	\$290.51
11/08/2023	EFT-02326	Telstra	Services & equipment rental Aug 23	\$1,210.00
11/08/2023	EFT-02326	Town of Cambridge	TP Lease Sept 23	\$7,135.48
11/08/2023	EFT-02326	Town of Victoria Park	TP Lease Aug 23	\$7,135.48
11/08/2023	EFT-02326	Tutt Bryant Equipment WA	Scrapper tyne PL135	\$726.84
11/08/2023	EFT-02326	Volco Minerals Pty Ltd	Granular Zeolite 8 tonnes	\$9,289.50
11/08/2023	EFT-02326	William Millar	Safety Glass	\$958.00
17/08/2023	EFT-02328	Phoenix Motors Pty Ltd	Replacement of Motor Vehicle	\$36,733.51
18/08/2023	EFT-02329	Airwell Group Pty Ltd	Parts replacement	\$543.60

18/08/2023	EFT-02329	Alance Newspaper & Magazine Delivery	Newspapers 5 Jun - 30 Jul 23	\$223.60
18/08/2023	EFT-02329	All 4 People Pty Ltd	Contract Labour weekending 14 & 21 Jul 23	\$7,893.88
18/08/2023	EFT-02329	Australia Post	Postage & Freight July 23	\$5.08
18/08/2023	EFT-02329	Bunnings	Repair Supplies	\$88.44
18/08/2023	EFT-02329	City of Joondalup	TP Lease Sept 23	\$14,270.97
18/08/2023	EFT-02329	City of Perth	TP Lease Sept 23	\$7,135.49
18/08/2023	EFT-02329	City of Wanneroo	Rates RRF 2023/24	\$110,177.00
18/08/2023	EFT-02329	City of Wanneroo	TP Lease Sep 23	\$14,270.97
18/08/2023	EFT-02329	DCM Services	Aircon Preventative Maintenance Jul 23	\$990.00
18/08/2023	EFT-02329	Digrite	Takeuchi Repairs	\$850.00
18/08/2023	EFT-02329	Envirocare Systems	Hygiene services July 23	\$732.93
18/08/2023	EFT-02329	Filter Supplies	Filtrec Head and HYD filter	\$366.20
18/08/2023	EFT-02329	Great Southern Fuel Supplies	Diesel delivered 18 Jul 23	\$13,291.16
18/08/2023	EFT-02329	Hare & Forbes Machinery House Pty Ltd	Porta Power RAM Kit	\$311.00
18/08/2023	EFT-02329	Heavy Automatics Pty Ltd -WA	Hirschmann plug	\$141.36
18/08/2023	EFT-02329	Komatsu Australia	HM300-5 Service Kit	\$756.47
18/08/2023	EFT-02329	Michael Page International P/L	Contract Labour weekending 16 Jul 23	\$3,580.97
18/08/2023	EFT-02329	Morne Hattigh	PL 141 diesel and USB	\$155.97
18/08/2023	EFT-02329	Pinnacle Height Safety Pty Ltd	Certificate IV Training and Assessment x 2	\$5,700.00
18/08/2023	EFT-02329	Plants & Garden Rentals	Office Plant Aug 23	\$330.00
18/08/2023	EFT-02329	SafeWork Laboratories Pty Ltd	Breath Alcohol Testing	\$414.04
18/08/2023	EFT-02329	SEEK Limited	Staff Recruitment Ad	\$1,859.00
18/08/2023	EFT-02329	Spectur Ltd	CCTV System Tamala Park 17 Jul - 16 Aug 23	\$3,300.00
18/08/2023	EFT-02329	Strata Green	Plant Fertilisers and Supplies	\$4,140.88
18/08/2023	EFT-02329	Topnotch Roof Plumbing	Roof Leak Repairs	\$412.50
18/08/2023	EFT-02329	Total Green Recycling Pty Ltd	EWaste Recycling 15 Jul 23	\$1,283.15
18/08/2023	EFT-02329	Tree Amigos Tree Surgeons	Fire Break Maintenance 16 Jul 23	\$3,801.60
18/08/2023	EFT-02329	Tyrecycle P/L	Tyre Recycling Contractors 19 Jul 23	\$1,448.13
18/08/2023	EFT-02329	WA Local Government Association	WALGA Membership 23/24	\$31,133.32
18/08/2023	EFT-02329	Waste Management & Resource Recovery	WMRR Membership 2023	\$359.00
18/08/2023	EFT-02329	Water2water P/L	Boiler Tap Leak - Callout	\$472.75
18/08/2023	EFT-02329	Western Tree Recyclers	MRC Greens Recycled 10 & 16 Jul 23	\$754.75
18/08/2023	EFT-02329	Winc Australia P/L	Logitech Professional Presenter	\$149.95
18/08/2023	EFT-02329	Wormald	Fire Panel Inspection and Test July 23	\$59.65
18/08/2023	EFT-02329	Wren Oil	Oil Disposal 13 & 18 Jul 23	\$33.00
25/08/2023	EFT-02330	Airefrig Australia Pty Ltd	Cylinder Service Fee	\$37.13
25/08/2023	EFT-02330	Airgen Australia	Compressor Service	\$643.50
25/08/2023	EFT-02330	Air-Met Scientific Pty Ltd	Hire of (2) personal monitors & sensors	\$1,548.80
25/08/2023	EFT-02330	Airwell Group Pty Ltd	Poly Welding of Compressed Air Pipe	\$1,312.25
25/08/2023	EFT-02330	Ampol Australia Petroleum Pty Ltd	Fuel July 2023	\$1,474.35
25/08/2023	EFT-02330	Australian Institute of Management	Diploma of Leadership and Management	\$2,640.00
25/08/2023	EFT-02330	Australian Organics Recycling Association	Local Government Membership 1st Jul 23 - 30 Jun 24	\$2,200.00
25/08/2023	EFT-02330	Australian Services Union	Union fees	\$53.00
25/08/2023	EFT-02330	Banhams WA Pty Ltd	RRF Monthly Fire System Maintenance Jul 23	\$578.79
25/08/2023	EFT-02330	BOQ Finance (Aust) Limited	Printers Rental Aug 23	\$421.53
25/08/2023	EFT-02330	Bunnings	Garden and Workshop Materials	\$139.53
25/08/2023	EFT-02330	ChekRite Asia Pacific Pty Ltd	Prof Services for Heavy Equipment Pre-Start Process Def and Pl	\$2,187.90
25/08/2023	EFT-02330	Digrite	New tracks for Takeuchi PL151	\$4,740.00
25/08/2023	EFT-02330	Ecolo WA	Service and Parts for Enviro Control	\$8,360.00
25/08/2023	EFT-02330	Enviro Sweep	Road Sweeping Jul 23	\$1,652.75
25/08/2023	EFT-02330	Envirocare Systems	Toilet Rolls	\$143.33
25/08/2023	EFT-02330	Gentronics	Fabrication Consumables	\$726.81
25/08/2023	EFT-02330	GHD Pty Ltd	Tender Pack Drafting	\$18,590.72

25/08/2023	EFT-02330	Great Southern Fuel Supplies	Diesel 25 Jul & 1 Aug 23	\$13,182.77
25/08/2023	EFT-02330	Komatsu Australia	Vehicle Maintenance for PL132 & PL134	\$2,535.33
25/08/2023	EFT-02330	Kyocera Document Solutions	Photocopying Expenses Jul 23	\$255.04
25/08/2023	EFT-02330	Market Creations Agency Pty Ltd	Website Project Build	\$5,454.85
25/08/2023	EFT-02330	Marketforce P/L	FOGO Advertising Perth Now	\$3,041.75
25/08/2023	EFT-02330	Michael Page International P/L	Contract Labour weekending 23 & 30 Jul 23	\$5,451.24
25/08/2023	EFT-02330	MRP Pest Control	Pest Control Aug 23	\$866.25
25/08/2023	EFT-02330	NAPA Parts	Transfer Compressor filter and parts	\$506.54
25/08/2023	EFT-02330	Oceanside Power & Communications	Electrical Data Ports for Admin Office	\$1,669.91
25/08/2023	EFT-02330	Olivers Lawn & Landscaping Pty Ltd	Lawn Mowing Service 25 Jul 23	\$225.00
25/08/2023	EFT-02330	Pirtek (Malaga) Pty Ltd	PI 79 Service and Labour	\$498.87
25/08/2023	EFT-02330	Soft Landing	MRC Monthly Mattress Collection Jul 23	\$14,223.00
25/08/2023	EFT-02330	Soft Landing	COS On Demand Mattresses Jul 23	\$29,224.80
25/08/2023	EFT-02330	Soft Landing	COS RCB Mattresses Jul 23	\$25,938.00
25/08/2023	EFT-02330	Soft Landing	CoW Mattresses Jul 23	\$41,701.00
25/08/2023	EFT-02330	Starzone Holdings Pty Ltd	Batteries for Bomag	\$946.00
25/08/2023	EFT-02330	Trade West Industrial Supplies	Drill Coveralls for workshop	\$305.25
25/08/2023	EFT-02330	Training Services Australia	WHS Rep Course	\$1,045.00
25/08/2023	EFT-02330	Trident Signs Pty Ltd	Reflective Gate Fee Signs	\$1,309.00
25/08/2023	EFT-02330	Trophy Specialists	Honour Board Update	\$37.00
25/08/2023	EFT-02330	Tutt Bryant Equipment WA	Turbo Replacement and 250hr service PL135	\$18,918.16
25/08/2023	EFT-02330	Tyrecycle P/L	Tyre Recycling Contractors 26 Jul & 4 Aug 23	\$2,545.17
25/08/2023	EFT-02330	Veolia Recycling & Recovery Pty Ltd	Removal of Confidential Bin Jul 23	\$82.97
25/08/2023	EFT-02330	Waste Management & Resource Recovery	FOGO Early Tender Advice Ad	\$990.00
25/08/2023	EFT-02330	Western Tree Recyclers	Weekly MRC Greens Recycled 24 Jul 23	\$387.90
25/08/2023	EFT-02330	Winc Australia P/L	Stationery and Printing	\$196.34
25/08/2023	EFT-02330	Wren Oil	Oil Disposal 24 Jul 23	\$16.50
25/08/2023	EFT-02330	ZircoData Pty Ltd	Data storage-Carton Retrieval	\$123.35
31/08/2023	EFT-02331	A & G Wines Plumbing	Install New Hot Water System and Repairs	\$1,805.10
31/08/2023	EFT-02331	Advanced Liquid Waste	Sewerage Waste Service	\$3,025.00
31/08/2023	EFT-02331	Airwell Group Pty Ltd	Pump and Controller Systems Service Jul 23	\$2,541.00
31/08/2023	EFT-02331	Airwell Group Pty Ltd	Flow meter calibration & Compressed Air Pipe Polyweld	\$1,167.46
31/08/2023	EFT-02331	All 4 People Pty Ltd	Contract Labour 28 Jul & 4 & 11 Aug 23	\$8,497.78
31/08/2023	EFT-02331	All Fence U Rent P/L	Temporary Fencing RRF Jul 23	\$165.00
31/08/2023	EFT-02331	Bale Data Services	Thermal Paper Rolls for the Weighbridge (6) cartons	\$281.03
31/08/2023	EFT-02331	Banhams WA Pty Ltd	RRF Fire System Maintenance Jul 23	\$578.79
31/08/2023	EFT-02331	BOC Limited	Acetylene 28 June-28 Jul 23	\$13.13
31/08/2023	EFT-02331	Bunnings	Bowser Paint and Maintenance Materials	\$191.38
31/08/2023	EFT-02331	Classic Hire	Hire (2) Generators for hired Fuel Bowsers 18 Jul - 1 Aug 23	\$2,200.00
31/08/2023	EFT-02331	Cleanaway Operations Pty Ltd	Co Mingled Waste Jul 23	\$101.72
31/08/2023	EFT-02331	Crossland & Hardy Pty Ltd	West Cell Settlement Report Digital Data	\$528.00
31/08/2023	EFT-02331	CT Irrigation	Irrigation Monitoring	\$616.00
31/08/2023	EFT-02331	DCM Services	AC Full Chemical Strip and Clean	\$665.78
31/08/2023	EFT-02331	Envirocare Systems	Hygiene services Jul 23	\$732.93
31/08/2023	EFT-02331	Fuelfix P/L	Bowser Hire and Pumps (2)	\$2,971.56
31/08/2023	EFT-02331	Great Southern Fuel Supplies	Diesel delivered 8 & 15 Aug 23	\$24,997.77
31/08/2023	EFT-02331	Herbert Smith Freehills	Prof fee for Waste Services Proc Proj 11 Jul 23	\$10,677.43
31/08/2023	EFT-02331	High Tech Maintenance	Cleaner Bars (10)	\$5,665.00
31/08/2023	EFT-02331	High Tech Maintenance	Fit new Komatsu / Hensley Adapters to Loader Bucket on site	\$6,941.00
31/08/2023	EFT-02331	High Tech Maintenance	Man Hole Covers (2)	\$1,672.00
31/08/2023	EFT-02331	High Tech Maintenance	Modifications and Repairs to Cardboard Baler	\$30,871.50
31/08/2023	EFT-02331	Hughans Saw Service	HSS Blades Sharpen (8)	\$452.10
31/08/2023	EFT-02331	Instant Products Group	Toilet Hire/Clean/Restock (4) weeks	\$251.50

31/08/2023	EFT-02331	IW Projects	Landfill Waste Lift Prof Services	\$9,046.40
31/08/2023	EFT-02331	Jemane Enterprises Pty Ltd	Tyres and Power grip (PL77, PL83, PL120, PL148)	\$1,204.49
31/08/2023	EFT-02331	Komatsu Australia	Service Kit and Lever Assembly PL134	\$5,459.22
31/08/2023	EFT-02331	LGISWA	Vehicle insurance 22/23	\$2,090.24
31/08/2023	EFT-02331	Magnetic Automation Pty Ltd	Boom Gate Arm Varioboom S035	\$395.78
31/08/2023	EFT-02331	Michael Page International P/L	Contract Labour weekending 6 Aug 23	\$3,323.93
31/08/2023	EFT-02331	Michael Page International P/L	Contract Labour weekending 13 Aug 23	\$3,323.93
31/08/2023	EFT-02331	NAPA Parts	Repair and Maintenance parts	\$1,307.32
31/08/2023	EFT-02331	Newcastle Weighing Services Pt	Software support agreement 01 Jul to 31 Dec 23	\$11,467.50
31/08/2023	EFT-02331	Nutrien Water Joondalup ( Total Eden P/L)	Adaptor & Tapping Saddle Metric	\$201.10
31/08/2023	EFT-02331	Oceanside Power & Communications	Electrical services for HWS and Power/Data point	\$1,395.79
31/08/2023	EFT-02331	Plants & Garden Rentals	Office Plant Sep 23	\$330.00
31/08/2023	EFT-02331	Probiotics & Soil Nutrition Australia	Aqua Bio (36kg) and freight	\$3,287.57
31/08/2023	EFT-02331	Raich and Associates	Weathermation Annual subscription	\$2,461.53
31/08/2023	EFT-02331	REPCO Auto Parts- Clarkson	Ford Marine Trailer Seal & PL110 Service Kit	\$428.12
31/08/2023	EFT-02331	Robert Walters Pty Ltd	Contract Labour Weekending 13 & 20 Aug 23	\$3,856.52
31/08/2023	EFT-02331	Seaview Ford Clarkson	60000 km Service PL141	\$609.00
31/08/2023	EFT-02331	Smart Waste Solutions Pty Ltd	Cardboard Compactor/Baler repairs	\$4,585.83
31/08/2023	EFT-02331	Spectur Ltd	CCTV System - Tamala Park Jul 23	\$3,300.00
31/08/2023	EFT-02331	Stantons International	Probiy Consultancy for FOGO	\$465.30
31/08/2023	EFT-02331	Talis Consultants P/L	TP Project Mgt and Desktop Review	\$3,405.02
31/08/2023	EFT-02331	Total Green Recycling Pty Ltd	EWaste Recycling 17 Jul - 3 Aug 23	\$5,525.12
31/08/2023	EFT-02331	Tree Amigos Tree Surgeons	Arboricultural Services weekending 13 Aug 23	\$580.80
31/08/2023	EFT-02331	Tutt Bryant Equipment WA	500hr Service PL135	\$4,369.53
31/08/2023	EFT-02331	Vinidex P/L	Coupling EF SDR 11	\$103.62
31/08/2023	EFT-02331	Waterchem Australia P/L	EcoSorb 10 x 20L	\$14,630.00
31/08/2023	EFT-02331	Western Tree Recyclers	Weekly MRC Greens Recycled 3 Jul - 14 Aug 23	\$13,988.56
31/08/2023	EFT-02331	WesTrac Pty Ltd	PL139 1500hr service	\$5,698.01
31/08/2023	EFT-02331	Winc Australia P/L	General Stationery and Office Supplies	\$701.12
31/08/2023	EFT-02331	Workpower Incorporated	Battery Rescue - Jul 23	\$1,650.44
31/08/2023	EFT-02331	Wren Oil	Oil Disposal Aug 23	\$49.50
11/08/2023	54	Payroll	Staff Payroll	\$104,703.99
25/08/2023	55	Cancelled		-
25/08/2023	56	Payroll	Staff Payroll	\$103,907.46

**Total EFT Payments**

**\$1,168,082.85**

<b>CBA Cheque No. 870-873</b>	<b>\$2,379.80</b>
<b>Electronic Payments:</b>	
<b>DP - 02247 to DP - 02261</b>	<b>\$5,320,621.99</b>
<b>Inter-Account Transfers</b>	<b>-</b>
<b>EFT- 02325 to EFT- 02331</b>	<b>\$1,168,082.85</b>
<b>Grand Total</b>	<b>\$6,491,084.64</b>

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 21 September, 2023 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.

**Schedule of Payments for August 23  
Council Meeting - 21st September 23**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
27/07/2023	DMIRS	DG License Annual payment	246.00
31/07/2023	JB Hifi	Microwave and Coffee Machine	373.99
1/08/2023	Officeworks	Counterbalance Monitor Arm	901.95
2/08/2023	Transperth	CEO DLGSC Meeting	10.30
3/08/2023	LIV Live payments	Leadership Team Meeting	115.51
7/08/2023	City Rubber Stamps	Self Inking Stamps	90.95
7/08/2023	Polyweld Machinery	Polywelder Hire	231.00
11/08/2023	TryBooking WALGA	FOGO Forum	382.00
16/08/2023	Orion Café	CEO Chair Meeting	12.00
23/08/2023	CPP Parking	CEO Green Deal Alliance Meeting	10.10
<b>Total CBA Credit Card 7336</b>			<b>2,373.80</b>
31/07/2023	Coles	Staff Amenities - Coffee, Milk and Sugar	331.65
1/08/2023	SJDK Group	Desk Name Plates	44.10
3/08/2023	ALH Venues	Team Building	82.10
3/08/2023	SAUMA	Teambuilding	864.00
4/08/2023	ASIC	ASIC Report for new vendor application	19.00
7/08/2023	ZOHO Desk	Additional Zoho License	839.61
10/08/2023	PLE Computers	Docking Station for Laptop	439.00
11/08/2023	Jaycar	HDMI Cable and Ethernet Extender	180.95
17/08/2023	Business Base	Office Desks	938.00
18/08/2023	ASIC	ASIC Report for new vendor application	19.00
20/08/2023	Coles	Staff Amenities - Coffee, Milk and Sugar	133.70
22/08/2023	ASIC	ASIC Report for new vendor application	19.00
24/08/2023	ASIC	ASIC Report for new vendor application	19.00
<b>Total CBA Credit Card 1546</b>			<b>3,929.11</b>
<b>Total CBA Credit Card Payments</b>			<b><u>6,302.91</u></b>

**Council Policies – Clean Copy**

Item  
9.3

APPENDIX 6

Item  
9.3

Policy No: CP 01

Reference: D-23-0005094

**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>LG Allowance (\$)</b>	<b>Allowance (\$) (Technology)</b>
<b>Chairperson</b>	16,480	20,875	1,040
<b>Deputy Chairperson</b>	10,990	5,090	1,040
<b>Councillor</b>	10,990		1,040
<b>Deputy Councillor</b>	Nil		
<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. Payments will be made by direct deposit. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

3. A claim for childcare, travel and/or other relevant expenses will be paid on receipt of sufficient information verifying the expense incurred. Payment will be limited to the amount specified in legislation.

4. The fees and allowances are increased 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>	21 September 2023
<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, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 - no change 11/04/2022 SAT 2.5% increase 12/04/2023 SAT 1.5% increase
<b>Delegation to the Chief Executive Officer</b>	Nil

Policy No: CP 02

Reference: D-23-0005093

**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>	21/09/2023
<b>Review History</b>	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022; 06/08/2023
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 03**

**Reference: D-23-0005095**

**Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Councillors)**

### **Policy Statement:**

The purpose of this policy is to establish guidelines for Councillors attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

This aim of the Policy is to provide opportunities for councillors to attend conferences that align with the MRCs VISION "*collaborating for a regional Circular Economy*" and MISSION of "*To deliver sustainable waste management options for members*".

### **Policy Procedure:**

1. 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 as an MRC Councillor they will be invited to attend, subject to the availability of funds in the budget. Where there is no budget approved and the CEO believes it would be beneficial for Councillors to attend a report will be presented to Council inviting one or more councillors to attend.

All Councillors will be provided the opportunity to attend the annual Waste and Recycling conference held in Perth.

### **CONFERENCES INSIDE THE PERTH METROPOLITAN AREA**

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

### **CONFERENCES OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS**

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

#### Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer.

<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>	21 September 2023
<b>Review History</b>	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, 19/08/2022, 06.07.2023
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/2021 – rate increase item 3 and change to relevant conference item 7. 19/08/2022 – reference to Director Corporate Services changed to Finance Manager Title change 06/07/2023 provide further clarity on intrastate meaning 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area

**Policy No: CP 04**

**Reference: D-23-0005096**

**Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Employees)**

**Policy Statement:**

The purpose of this policy is to establish guidelines for MRC Employees attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

**Policy Procedure:**

**CONFERENCES INSIDE THE PERTH METROPOLITAN AREA**

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

**CONFERENCE OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS**

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

**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>	21 September 2023
<b>Review History</b>	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area

Policy No: CP 06

Reference: D-23-0005097

## Policy Title: Purchasing Policy

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# 1. Purchasing

The Mindarie Regional Council (the MRC) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the MRC's strategic and operational objectives.

## 1.1 OBJECTIVES

The MRC's purchasing activities will:

- (a) Achieve best value for money procurement outcome, based on a balanced judgement of financial and non-financial factors relevant to the procurement, which considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995, Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the MRC's Policies, delegations register and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the MRC.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the MRC's Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the MRC's Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.
- (k) Enhance organisational environmental sustainability.

## 1.2 ETHICS & INTEGRITY

The MRC's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

## 1.3 VALUE FOR MONEY

The MRC will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

### 1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant MRC Policy; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

### 1.4.1. Defining the Purchasing Value

The MRC will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

#### 1. Strategic Purchasing Value Assessments

The MRC will periodically review recent past purchasing activity across its operations to identify categories of supply for which the MRC will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

## 2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

Value for Money assessments will be specific to the goods and or services being procured which may include aspects relating to stakeholders, markets, innovation, delivery and reporting.

### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the MRC 's purchasing activities.

Purchase Value Threshold (ex GST)	Purchasing Practice	Evaluators
Up to \$5,000 (ex GST)	Direct procurement from suppliers requiring <b>one (1) verbal or written quotation</b> from a suitable supplier.  The procurement decision is to be evidenced using proforma templates in accordance with the MRC's Record Keeping Plan.	Minimum of one internal evaluator
From \$5,001 and up to \$20,000 (ex GST)	Seek a minimum of <b>two (2) written quotations</b> from suitable suppliers.  If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of <b>one (1) written quotation</b> is to be obtained.  The purchasing decision is to be based upon assessment of the suppliers response to: <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> All evaluations must be documented using proforma templates and retained in accordance with the MRC's Record Keeping Plan.	Minimum of one internal evaluator

Purchase Value Threshold (ex GST)	Purchasing Practice	Evaluators
From \$20,001 and up to \$70,000 (ex GST)	<p>Seek a minimum <b>three (3) written quotations</b> from suitable suppliers, except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of <b>two (2) written quotation</b> is to be obtained.</p> <p>The procurement decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>• an outline of the specified requirement for the goods; services or works required; and</li> <li>• against the selection criteria and value for Money criteria, not necessarily the lowest quote.</li> </ul> <p>The procurement decision is to be evidenced using proforma templates including the Brief Evaluation Report and retained in accordance with the MRC's Record Keeping Plan.</p>	Minimum of two internal evaluators
From \$70,001 and up to \$250,000 (ex GST)	<p>Seek at least <b>three (3) written responses</b> from suppliers by invitation under a formal Request for Quotation.</p> <p>The procurement decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>Quotations must be sought in conjunction with the Projects and Procurement business unit.</p> <p>The procurement decision is to be evidenced using proforma templates including the Evaluation Report and retained in accordance with the MRC's Record Keeping Plan.</p>	Minimum of three evaluators including Projects and Procurement officer
Over \$250,000 (ex GST)	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation.</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant MRC Policy and procedures.</p> <p>The Tender Exempt or Public Tender procurement decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The above processes must be conducted in conjunction with the Projects and Procurement</p>	Minimum of three evaluators including Business Unit Manager and Projects and Procurement officer

Purchase Value Threshold (ex GST)	Purchasing Practice	Evaluators
	business unit and are subject to formal evaluation, review and approvals. All in accordance with the MRC's Recording Keeping Plan.	
Emergency Purchases (Within Budget)  Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then preference should be given to WALGA PSA and CUA to fulfil the requirement, wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the procurement decision must be evidenced in accordance with the MRC's Record Keeping Plan.</p>	
Emergency Purchases (No budget allocation available)  Refer for Clause 1.4.3	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the Chair must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	
LGIS Services  Section 9.58(6)(b)  Local Government Act	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>	

Quotations may be obtained from either:

- an existing list of suppliers administered by the MRC
- an existing panel of pre-qualified suppliers administered by the MRC
- a pre-qualified supplier on the WALGA Preferred Supplier Program or State Government Common Use arrangements; or
- from the open market.

### 1.4.3. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR

- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

#### **1.4.4. Inviting Tenders Though not Required to do so**

The MRC may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the MRC's tendering procedures [*F&G Reg.13*].

#### **1.4.5. Public Tendering Exemptions**

An exemption from publicly inviting tenders may apply in the following instances:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement
- The purchase is from a Regional Local Government or another Local Government.
- The supply of the goods or services is associated with a state of emergency.
- The purchase is from a pre-qualified supplier under a Panel established by the MRC; or
- Any of the other exclusions under Regulation 11 of the Regulations apply.

#### **1.4.6. Other Procurement Exemptions**

The following are further exemptions where the MRC is not required to undertake a competitive procurement process and only where the total value of the procurement does not exceed \$250,000 (exclusive of GST):

- Advanced payments (accommodation, travel seminars, training, conferences).
- Annual service / software maintenance / support or licensing fees.
- Legal services (subject to legal preferred supplier panel arrangements).
- Memberships, subscriptions and/or renewals
- Provision of advertising services.
- Provision of temporary personnel under established panel arrangements
- Provision of utility services
- Procurement from an original equipment manufacturer and where warranty provision may be void; and
- Contracts for petrol, oil, or other liquid or gas used for internal combustion engines (regardless of value).

### 1.4.7. Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier or agency) is permitted without undertaking a competitive process (Public Tender or RFQ processes) provided the MRC is satisfied that there is genuinely only one source of supply for those goods, services or works. Written confirmation to evidence this must be kept on file for audit purposes.

### 1.4.8. Anti-Avoidance

The MRC will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

### 1.4.9. Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the MRC is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

### 1.4.10. Panels of Pre-Qualified Suppliers

In accordance with *Functions and General Regulations 24AC*, a Panel of Pre-qualified Suppliers may be created where the MRC determines that there is or will be a continuing need for the goods or services to be supplied by pre-qualified suppliers.

Should the MRC determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the *Functions and General Regulations*.

## 2. Sustainable Procurement

The MRC is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The MRC will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

## 2.1. LOCAL ECONOMIC BENEFIT

The MRC, where possible, will seek to maximise the use of competitive local businesses, when purchasing Goods and/or Services, or contracted on behalf of the Council.

## 2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The MRC will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the MRC's strategic and operational objectives.

## 2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The MRC will support the purchasing of recycled and environmentally sustainable products and services whenever a value for money assessment demonstrates benefit toward achieving the MRC's strategic and operational objectives.

Qualitative weighted selection criteria of 10% will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## 3. Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the MRC's Record Keeping Plan.

In addition, the MRC will consider and include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the MRC relevant to the performance of the contract.

<b>Legislation</b>	s.3.57 of the Local Government Act 1995 Part 4 of the Local Government (Functions and General) Regulations 1996
<b>Organisational</b>	Council Policy No. CP19 Record Keeping Record Keeping Plan 2023
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	New layout from September 2023 Previously called Purchase of Goods and Services Previous Document Number D-22-0005494
<b>Next Review Date</b>	April 2024

**Policy No: CP 08**

**Reference: D-23-0005098**

### **Policy Title: Provision and use of Council Vehicles**

#### **Policy Statement:**

The primary purpose of this policy is for the acquisition of motor vehicles by the Mindarie Regional Council (MRC) is to meet the business needs. Secondly, to acknowledge the current market place environment and to make vehicles available for use as part of an employee's salary packaging.

This policy has been established with the aim of effective motor vehicle asset management.

The policy applies to MRC's employees who are allocated MRC's owned motor vehicles.

#### **Policy Procedure:**

1. Acquisition of vehicles will adhere to the MRC CP06 Purchasing Policy, Asset Management Plan (AMP) and Annual Budget.
2. Where practicable, all vehicles purchased by the MRC shall have been awarded a minimum five star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the MRC's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO<sub>2</sub> threshold, hybrid vehicles and or full electric vehicles where suited to operational requirements.
4. All repairs, maintenance and replacement are to be provided by the MRC, including insurance and licensing, unless a Novated Lease option of an employment contract is elected, in which case the contract conditions will prevail.
5. Vehicle changeover will be in line with the AMP and the Annual Budget, every two years or 60,000 km whichever is the earlier and are depreciated accordingly. However, the MRC monitors market factors and may change the vehicles at a more economical time period.
6. Disposal of vehicles will be by public auction, with a reserve price based on valuations in line with CP06 Purchasing policy or by trade in against the replacement vehicle.
7. The CEO shall have full private use of the MRC's vehicle, as specified in the employment contract.
8. Executive Managers shall have full private use as specified in the employment contract.
9. Vehicles may be made available to Council Officers during work hours for operational requirements only.
10. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this policy 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.
11. The MRC will provide fuel for full private use, wherever possible the fuel station at Tamala Park should be used. MRC Fuel cards will be made available to employees where this is not practicable.

**Employee Responsibilities:**

All drivers of MRC vehicle are responsible to ensure that they:

1. Are the holder of a current Western Australian driver's licence for the vehicle.
2. If you have been disqualified from driving a motor vehicle for any reason, immediately cease driving and notify the Human Resource Manager.
3. Lock the vehicle at all times when the vehicle is unattended.
4. All personal items in the motor vehicle are the responsibility of the employee.
5. Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle
6. Ensure that the vehicle is made available for service in accordance with the manufacturers' recommended schedules.
7. Report any defects immediately to Human Resource Manager.
8. Immediately report all accidents or damage to the vehicle, including the completion of the necessary accident incident form, insurance report and claim forms to report same to the Police Department.
9. Ensure that the no smoking rule applies to driver and all passengers using the motor vehicle.
10. Be aware of the current conditions and content of all relevant policies and procedures at all times.
11. Breach of any of the above conditions will constitute a breach of the MRC's Code of Conduct and will be dealt with accordingly.

<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads 12/08/2021 Vehicle value increase and remove reference to the RAC guide. 19/08/2022 Remove references to Director of Corporate Services and replace with Finance Manager 13/08/2023 word changes to incorporate environmental factors and alignment to the AMP and the Annual Budget. New section employee responsibilities.
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 09**

**Reference: D-23-0005099**

### **Policy Title: Investments**

The Policy was developed to provide guidelines for the investment of funds which are surplus to the MRC's immediate requirements.

#### **Policy Statement:**

The investment policy is directed to achieve the following objectives:

- adherence to legislative requirements
- optimisation of investment income and net returns in a conservative manner, whilst striving to achieve the best outcome for the Council;
- to yield a suitable level of diversification of counter party risk;
- to maintain a low level of risk exposure by using recognised rating criteria; and
- ensure there is sufficient liquidity to allow to meet the operational r day to day funding 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 no longer comply with the parameters of this policy, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing term deposits with Authorised Deposit Taking Institutions (ADI's) or other bank guaranteed instruments for a maximum term of three years, or Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.
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.
6. Where practical, funds should be invested in such a manner to adequately meet the reasonable expected liquidity needs of the City's funding requirements.
7. The Regional Council's investment portfolio is not to be leveraged to obtain funding.
8. Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information.
9. Subject to investments meeting the standard of this policy, MRC will ensure its financial investments consider ethical, social and environmental aspects by investing into non-fossil fuels, Green Term Deposits and Term Deposits with Environmental, Social and Governance (ESG) ratings.

### Delegation of Authority

The implementation of this Policy is delegated by Council to the Chief Executive Officer in accordance with the LGA 1995. The Chief Executive Officer has the authority to sub-delegate the day to day investment activities to the Executive Manager Corporate Services.

### Reporting

A monthly report must be provided to Council detailing the investment portfolio in terms of performance, portfolio balances, the income received including accrued income year to date. Documentary evidence must be held for each investment within the Investment register.

For audit purposes, confirmation certificates must be provided independently, directly to the MRC's auditors by institutions and fund managers confirming the amounts of investments held on the MRC's behalf at 30 June each financial year. <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>	21 September 2023
<b>Review History</b>	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change 19/08/2022 no change 08/8/2023 changes made to align with the Financial Regulations
<b>Delegation to the Chief Executive Officer</b>	Yes

**Policy No: CP 10**

**Reference: D-23-0005100**

**Policy Title: Donations – Financial Assistance/Support**

**Policy Statement:**

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

**Procedure:**

1. A not-for-profit community group (incorporated) or school within the Region that is performing an activity or activities that assists the MRC in achieving its objectives may be provided with a non cash donation of up to \$500 value, for waste disposal, at the MRC weighbridge in any financial year. This donation will be provided in the form of a letter to be presented at the Weighbridge.
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>	21 September 2023
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change 29/08/2022 – minor text change 08/08/2023 – donation to external parties is tipping fees only.
<b>Delegation to the Chief Executive Officer</b>	

**Policy No: CP11**

**Reference: D-23-0005101**

**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.

The Corporate Credit Card is an alternative method of purchasing small value goods and services outside of the normal purchasing system.

**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 issued, a register of corporate cards is to be maintained, outlining the following:
  - Holder's name
  - Card number
  - Expiry date
  - Credit limit
  - Variations
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. 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 immediately:
  - Commonwealth Bank - Phone 13 22 21
  - MRC Finance Officer

The MRC Finance Officer will prepare the application for replacement card from the bank and ensure it is received and registered.

6. The MRC Finance Officer will ensure a replacement card is sought and received from the bank and will prepare the application for a replacement.
7. 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.
8. The credit limit on each Card is to be determined by the CEO and/or the Executive Manager Corporate Services, but may not exceed the maximum credit facility.
9. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited..
10. Conference and subscriptions payments are allowed to be paid by credit card.

11. Cardholders are to provide receipts each month to Financial Services to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Executive Manager Corporate Services monthly.
12. A summary of expenditures incurred by the MRC credit card holders will be presented to each Ordinary Council meeting as part of the financial reporting pack.
13. Failure by a cardholder to abide by this policy will result in an investigation under the Employee Code of Conduct.

<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>	21 September 2023
<b>Review History</b>	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager 13/08/2023 major review to incorporate additional controls and fraud protection.
<b>Delegation to the Chief Executive Officer</b>	Yes

Policy No: CP12

Reference: D-23-0005102

**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 Neerabup facility.
  - Adequately fund its site restoration and post closure liabilities
  - Adequately fund its non-infrastructure capital expenditures
  - Keep ratios within the levels prescribed in the 10-year Long Term 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 Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
4. 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.
5. Specific fees and charges for other 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 as part of budget deliberation process.

<b>Legislation</b>	Local Government Act 1995 s.6.16
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2024
<b>Delegation to the Chief Executive Officer</b>	Yes
<b>Review History</b>	12/08/2021 no – change 08/08/2023 – updated in line with current practices

**\*\*\*Proposed Removal of Policy\*\*\***

Policy No: CP13

Reference: D-23-0005103

**Policy Title: Budget Variance Reporting Threshold****Policy Statement:**

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

**Policy Procedure:**

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

**Revenue:**

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

**Expenses:**

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

<b>Legislation</b>	Local Government (Financial Management) Regulations 1996
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	29 September 2022
<b>Review History</b>	01/09/2016; 14/09/17, 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2023
<b>Revision History</b>	12/08/2021 no change; 19/08/2022 no change
<b>Delegation to the Chief Executive Officer</b>	Nil

## Policy Title: ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT

### PURPOSE

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

For this policy:

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

### OBJECTIVE

To:

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

### PROCEDURE

The role of the CEO may be delegated as follows:

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

More than 5 days up to 3 months

- a) CEO to appoint an Acting CEO.

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

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

Otherwise;

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

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

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

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

<b>Legislation</b>	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
<b>Reference/s</b>	
<b>Attachment/s</b>	
<b>Council Meeting Date</b>	21 September 2023
<b>Responsible Officer</b>	CEO
<b>Review History</b>	13/08/2019, 18/06/2020,
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	13/08/2019 no change 21/09/2021 remove Interim CEO 19/08/2022 no change

Policy No: CP15

Reference: D-23-0005107

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

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

**Procedure:**

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

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	13/08/2019 no change 12/08/2021 no change 19/08/2022 no change 15/08/2023 no change

**Policy No: CP16**

**Reference: D-23-0005108**

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

**Policy Statement:**

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

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

**Definitions**

**Approved lawyer** is to be:

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

**Council** is the Mindarie Regional Council

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

**Legal proceedings** may be civil, criminal or investigative.

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

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

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

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

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

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

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

**Procedure:****1. Payment Criteria**

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

**2. Examples of Legal Representation Costs that may be Approved**

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

**3. Applications for Payment**

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

- a) has read and understands, the terms of this policy;
  - b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - c) undertakes to repay the Council any legal representation costs in accordance with the provisions of clause 7.
- 3.6. In relation to clause 3.5 (c), when a relevant person is to be in receipt of such monies the relevant person should sign a document which requires repayment of that money to the Council as may be required by the Council and the terms of the Policy.
- 3.7. An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant, by an appropriate employee.

#### **4. Legal representation costs – Limit**

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

#### **5. Council's Powers**

- 5.1. The Council may:
- a) refuse;
  - b) grant; or
  - c) grant subject to conditions,
- an application for payment of legal representation costs.
- 5.2. Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3. In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Council relevant person's insurance policy or its equivalent.
- 5.4. The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5. The Council may, subject to clause 5.6, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - b) given false or misleading information in respect of the application.
- 5.6. A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7. Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Council are to be repaid by the relevant person in accordance with clause 7.

## 6. Delegation to the Chief Executive Officer

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

## 7. Repayment of Legal Representation Costs

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

<b>Legislation</b>	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2) Legal Profession Act 2008</i>
<b>Guidelines</b>	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	01/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	Clause 6
<b>Review History</b>	19/08/2022 no change 15/08/2023 no change

**Policy No: CP17**

**Reference: D-23-0005106**

**Policy Title: Elected Member continuing professional development**

### **Policy Statement:**

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

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

### **Policy Procedure:**

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

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

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

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

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

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

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

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

<b>Legislation</b>	Local Government Act 1995 s.5.128
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	12/08/2021, 12/08/2022
<b>Next Review Date</b>	April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/21 no change, 12/08/2022 no change

Policy No: CP18

Reference: D-23-0005110

### Policy Title: Information Technology Policy

#### PURPOSE

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

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

<b>Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 State Records Act 2000
<b>Reference/s</b>	
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	07/09/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	12/08/2021 no change, 19/08/2022 no change

**Policy Title: RECORDKEEPING POLICY****Policy Statement:**

To ensure that the Mindarie Regional Council (MRC) effectively manages its records to provide for accountable and transparent decision-making.

The MRC's core business is waste management delivered on behalf of seven Member Councils across Perth. The MRC makes decisions on a daily basis that impacts its Member Councils and the local community, these decisions create corporate records. This Policy establishes the MRC's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records, training and education.

**Objective:**

To ensure that the Mindarie Regional Council (MRC) complies with *The States Records Act 2000* which sets out the framework for records management in local government.

**1. Scope:**

This Policy applies to all MRC Councillors, MRC staff, and MRC contractors.

**2. Records and Definitions:**

Records can take many forms including file notes of decisions and accounting judgements, letters, memos, emails, photos, videos, recordings and social media posts. They are important because they are the corporate knowledge of the MRC, independent of staff turnover. They may also form important evidence in legal proceedings or have priceless value as an historic record.

**“corporate record”** means any hard-copy, digital or online record that meets one or more of the following criteria:

- a. It conveys information essential or relevant in decision-making processes.
- b. It conveys information upon which others will, or may, use to make decisions affecting the MRC's operations, rights and obligations under legislation.
- c. It commits the MRC to certain courses of action, the commitment of resources or the provision of services.
- d. It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- e. The information is likely to be needed for future use, or is of historical value.

**“ephemeral record”** means any record that has no continuing value to the MRC and is generally only needed for a few hours or a few days. The MRC uses the guidelines contained within the *General Disposal Authority for Local Government Records* to determine which records are considered ephemeral.

### 3. Details:

#### 3.1 General Recordkeeping:

Under s5.41(h) of the *Local Government Act 1995*, one of the primary functions of the CEO is to ensure that records and documents of the MRC are properly kept for the purposes of the Local Government Act and any other written law.

All MRC Councillors, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate records are retained within the MRC's official recordkeeping systems at the point of creation, regardless of the format, being in accordance with the following:

- ***Evidence Act 1906***
- ***Freedom of Information Act 1992***
- ***Local Government Accounting Directions 1994***
- ***Local Government Act 1995***
- ***State Records Act 2000***
- ***Electronic Transactions Act 2011***

#### 3.2 Access:

- a. Access to corporate records by MRC staff and contractors will be in accordance with designated access and security classifications, as determined by the Records Manager.
- b. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to corporate records by MRC Councillors will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

#### 3.3 Destruction:

The Records Manager coordinates an annual disposal program of corporate records in accordance with the *General Disposal Authority for Local Government Records*, the Chief Executive Officer provides the final authorisation for the disposal of corporate records.

#### 3.4 Ephemeral Records:

Ephemeral records may not be required to be placed within the MRC's official recordkeeping systems. Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

### 3.5 Training and Education:

Training in recordkeeping practices and the use of the MRC's electronic document and records management system is available to all newcomers upon commencement and ongoing training is available upon request to the Records Manager.

MRC Councillors are made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program with their respective Councils and also reminded of obligations when on boarded onto the MRC.

<b>Legislation</b>	Local Government Act 1995, State Records Act 2000, Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Electronic Transactions Act 2011, General Disposal Authority for Local Government Records MRC Recordkeeping Plan 2023
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Created</b>	01/08/2022
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 20**

**Reference: D-23-0005112**

**Policy Title: ATTENDANCE AT EVENTS POLICY**

**Policy Statement:**

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

**Objective:**

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of MRC Councillors and the Chief Executive Officer (CEO).

**Statutory Requirements:**

**Local Government Act 1995**

**5.90A Policy for attendance at events**

(1) In this section —

**event** includes the following —

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of MRC Councillors and the CEO at events, including —

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

\* *Absolute majority required.*

(3) A local government may amend\* the policy.

\* *Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 1. Invitations

- 1.1 All invitations or offers of tickets for a MRC Councillor or CEO to attend an event should be in writing and addressed to the Mindarie Regional Council.
- 1.2 Any invitation or offer of tickets not addressed to the Mindarie Regional Council is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A

## 2. Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the MRC Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.
- 2.3 The CEO must report to Council annually of all decisions to approve or refuse MRC Councillors, CEO or employee's attendance at Events that are not Pre-Approved Events in accordance with this policy.

## Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

#### 4. Exemptions:

4.1 In accordance with regulation 20B of the Local Government (Administration) Regulations 1996, invitations or offers of tickets from the following organisations are excluded from the conflict of interest provisions, but Gifts from these sources (if over \$300) must still be disclosed and published on the gifts register:

- WALGA (excluding LGIS);
- Local Government Professionals Australia (WA);
- Australian Local Government Association;
- A department of the public service or statutory authority;
- A government department of another State, a Territory or the Commonwealth; and
- A local government or regional local government.

Invitations or offers of tickets in accordance with the above list will exclude the Gift holder from the requirement to disclose an interest, if the donor has a matter before Council and the ticket is above \$300. However, receipt of the Gift will still be required to be disclosed and published on the MRC's gift register in accordance with the gift provisions. Any other invitation or offer of tickets not sent to the MRC are not captured by this policy and must be disclosed.

#### 5. Purchase of event tickets by the MRC:

5.1 Where it is considered significant and necessary for a representative of the MRC to attend an event, in line with considerations made under clause 2 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

5.2 Clause 5 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in the adopted annual budget and in line with Policy CP 03 – Conference Attendance (MRC Councillors) CP 04 – Conference Attendance (MRC Employees).

<b>Legislation</b>	Local Government Act 1995 s5.57, s5.62(1B), s.5.90A Local Government (Administration) Regulations 1996 regulation 20B
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Created date:</b>	01/08/2022
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	

**Attachment A - Pre-approved events**

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution

Policy No: CP 21

Reference: D-23-0005114

**Policy Title: Payments to Employees Upon Cessation of Employment Policy**

**Policy Statement:**

Section 5.50 of the *Local Government Act 1995* provides that a local government must prepare and adopt a Policy for Payments to Employees in addition to contract or award to employees upon cessation of employment with the Mindarie Regional Council (MRC). The Policy must address the following:

- (a) The circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) the manner of assessment of the additional amount.

**Statutory Requirements:**

*Local Government Act 1995 s5.50*

**5.50. Payments to employees in addition to contract or award**

(1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —

- (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) the manner of assessment of the additional amount.

(1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).

(2) A local government may make a payment —

- (a) to an employee whose employment with the local government is finishing; and
- (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government, but local public notice is to be given in relation to the payment made.

(3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.

(4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

(5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website

**Objective:**

The objective of this Policy is to ensure compliance with Section 5.50 of the *Local Government Act 1995* to set out the circumstances when an employee who is ceasing employment with the MRC may be paid an amount in addition to their entitlements under an award or contract of employment.

Section 5.50(5) of the Act requires the Policy to be published and prepared under subsection (1), and adopted by the local government on the local government's official website.

**Scope:**

This Policy applies to all MRC employees, except those defined by the Council as 'Senior Employees'. Any cessation payments to Senior Employees must be approved by Council.

The CEO is responsible for implementation, and compliance with this Policy, and for providing interpretation in the event of the need for clarification or a dispute.

This policy does not allow for the disposition of MRC property to employees upon cessation of employment.

### **Implications (Strategic, Financial, Human Resources):**

#### **1. When a payment in accordance with this policy is permissible**

Subject to the Chief Executive Officer's approval, and the employee agreeing to sign a Confidential Deed of Settlement by resigning as an employee, the MRC may initiate a settlement payment in accordance with the following circumstances.

- **Settlement of a Claim**

In settlement of a claim or dispute where the employee has or proposes to take action under industrial relations legislation, up to a maximum of 52 week's pay.

- **Illness or Impairment**

To facilitate a situation where an employee is unable to perform their role due to illness or impairment and there has been mutual agreement that the employment must end, up to 26 week's pay.

- **Poor Performance / Conduct**

To facilitate a situation where the MRC determines an employee is not performing to the satisfaction of the MRC, and the MRC proposes that it is beneficial (to the MRC) to end the employment relationship by paying a settlement, up to 12 week's pay.

#### **Manner of Assessment of the Payment**

Where the settlement payment is based on the weekly pay, this is the normal ordinary pay (excluding overtime, vehicle or any other allowance, or superannuation).

In assessing the payment, the following will be considered:

- The amount recommended by a Court or Tribunal to settle a matter
- The exposure to litigation and the strength of the respective cases
- The cost of legal services
- Disruption to operations
- Length of service and personal circumstances of the employee
- Position held by the employee.

#### **2. Other Circumstances When a Payment in accordance with this Policy is Permissible:**

Employees who have worked for the MRC for a minimum of ten (10) years, and who have confirmed their intent to retire permanently from the workforce may receive a corporate gift to a maximum value of up to \$500, subject to there being no recent performance or conduct concerns.

<b>Legislation</b>	Local Government Act 1995 s5.50
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Created</b>	01/08/2022
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No:** CP 22

**Reference:** D-23-0005115

**Policy Title:** MRC COUNCILLORS' COMMUNICATIONS POLICY

**Policy Statement:**

To establish a communication protocol for Councillors that allows them access to information to undertake their statutory roles.

**Objective:**

The objectives of this policy is to:

- provide a documented process for Councillors to access MRC information;
- ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the MRC;
- ensure that Councillors receive timely advice to assist them in the performance of their duties
- provide clarity on communications with the media

**Statutory Requirements:**

There are various statutory requirements relevant to Councillor communications as follows:

- a. State Records Act 2000 requires that all correspondence, including email, relating to the business of the MRC and the Council must be retained in the official records of the MRC
- b. Sections 2.8(1)(d) and 5.41(f) of the Local Government Act 1995, provide that only the Chair may speak on behalf of the MRC (or the Chief Executive Officer if authorised by the Chair to do so).
- c. Freedom of Information Act 1992 requires the preservation of correspondence and its availability for Freedom of Information purposes.
- d. Section 5.93 of the Local Government Act 1995 provides that Councillors (as well as employees) must not make improper use of any information acquired.

**Procedures for Councillors to Access Council Information:**

1. Councillors wishing to access information must make a request to [Governance@mrc.wa.gov.au](mailto:Governance@mrc.wa.gov.au)
2. The Councillor request should be drafted precisely detailing the information being sought.
3. Councillor Requests will be actioned by the MRC as soon as possible and a response will be provided using the following guidelines:
  - Same day response – information easily accessible and no investigation required
  - 1 to 5 working days – enquiry where research and investigation required
  - Within 10 working days – complex enquiry where extensive research and investigation is required.
4. Councillor Requests received outside normal business hours will be actioned on the next working day, subject to clause 3 above, unless the matter is deemed to be of an urgent nature or an emergency.  
Where the matter is deemed urgent or an emergency and outside normal business hours, the Councillor must contact the CEO direct.

**Electronic Correspondence:**

Electronic correspondence generated and received by Councillors that relate to the business of the MRC is subject to the State Records Act 2000, and the MRC's Recordkeeping Plan, and as such must be retained within the MRC's corporate recordkeeping system. MRC Councillors must use their respective Local Government email address and is to be used for electronic correspondence between other persons/entities where it relates to the business of the MRC.

**Media Relations:**

In accordance with the Local Government Act 1995, only the Chair can speak on behalf of the MRC, or if authorised by the Chair, the Chief Executive Officer.

When speaking to the media as a spokesperson for the MRC, the Chair may only represent the official view of the MRC, having regard to the Local Government (Model Code of Conduct) Regulations 2021.

Councillors other than the Chair, or the Deputy Chair in the role of Acting Chair, may not speak to the media purporting to represent the views of the Council or the MRC.

**Use of Social Media:**

Councillors must ensure that their use of social media and other forms of communication complies with the Local Government (Model Code of Conduct) Regulations 2021.

<b>Legislation</b>	State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021.
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Creation date</b>	01.08.2022
<b>Next Review Date</b>	April 2023
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

Policy No: CP23

Reference: D-23-0003581

**Policy Title: CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS POLICY**

**Objective:**

To establish a framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

The policy is to be read in conjunction with the *Local Government Act 1995 ('the Act')* and the *Local Government (Administration) Act 1996, Regulations 14C, 14CA, 14D, and 14E*.

**Definitions:**

- **Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- **Members** refers to a MRC Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.
- **Chair or Deputy Chair** refers to the MRC Chair or MRC Deputy
- **Council** refers the MRC Council
- **Committee** refers to the MRC Committees

**Policy Statement**

**1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
  - a. Is to be provided to the Chair;
  - b. Where the Chair is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
  - c. Where the Chair rejects a request, the requester may ask Council to re-consider the request; and
  - d. The Chair may refer their own request to the Deputy Chair, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Chair or Council (not the relevant committee).

- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
  - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
  - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence

- of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
    - a. Where the Chair makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
    - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
  - (5) Subject to the member council chambers being able to accommodate use of their equipment, the CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Chair or during the meeting itself by Council for a Council meeting.

## **2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Chair or the Council can approve a meeting to be held by electronic means:
  - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), this policy allows for Special Council meetings and Committee meetings to be held by electronic means, subject to:
  - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
  - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Chair or Council resolution [Admin.r.14D(3)(4)];
  - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
  - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting that is closed.
- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
  - a. published on the Local Government's Official webpage [Admin.r.12];
  - b. provided in the Notice of Meeting/Agenda; and
  - c. broadly promoted to ensure community awareness, such as website and noticeboard.

### 3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the Chair is approved to attend an in-person meeting by electronic means, the Chair may choose to defer to the Deputy Chair [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with the Meeting Procedures and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **Approved Electronic Means** - The approved electronic means is ZOOM
- (5) **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means.
- (6) **Equipment** – Equipment supplied by the respective Member Councils (ie IT devices such as laptop, tablets or phones) may be used to log into an electronic meeting. You may use either your Local Government electronic device supplied to you by your respective Member Council or your own personal device.
- (7) **Public Question Time** –Public Question Time will be advertised in the public notice, the MRC will invite public questions by email, and the cut off for public questions will be mid-day the day prior to the meeting.
- (8) **External Parties Participating in Council and Committee meetings** – Where external parties are invited to participate in Council or Committee meetings (such as auditor attending an electronic Audit and Risk Committee meeting/Council meeting), the External party participating in the meeting must have been approved to attend. Approval to attend is by authorisation, in the case of a committee meeting; the Chair of that Committee, or in the case of a Council meeting the Chair of the Council; or by Council resolution. The external meeting participant prior to attending the meeting must confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.
- (9) **Observers of Meetings held by Electronic Means** - Where Member Council CEOs and members of the Strategic Working Group are invited to attend an Electronic Council meeting, they may log into the meeting for the purposes of observing the meeting. Audio and Video must be turned off. Officers must display their name and the Member Council they represent. Officers will be required to confirm, prior to the meeting that they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

<b>Legislation</b>	Local Government Act 1995 s5.25 Local Government (Administration) Regulations 1996 regulations 14C, 14CA, 14D and 14E
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Creation date</b>	09 June 2023
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP24**

**Reference: D-23-0005161**

## **Policy Title: Fraud and Misconduct Control and Resilience**

### **Policy Statement:**

In adopting a zero tolerance approach to Fraud and Misconduct, the Mindarie Regional Council (MRC) will appropriately address all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The MRC will seek to recover any losses incurred after considering all relevant issues.

### **Policy Objective**

To articulate the MRC's commitment to a zero-tolerance approach to Fraud, Misconduct, Bribery and Corruption and to building resilience through the implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

### **Scope**

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the MRC in any capacity, which includes but is not limited to Council Members, Employees and contractors.

### **Policy Procedure**

The MRC has adopted a Risk Management Plan and Appetite Statement ("the Risk Plan") and all policies and procedure relating to the management of risk of fraud are aligned with the Australian Standard AS8001:2008 Fraud and Corruption Control.

This Policy along with the MRC Code of Conduct for employees, the Local Government Model Code of Conduct for Elected Member, the MRC's values, culture and its governance all operate in synergy to prevent, detect and respond to potential or actual Fraud and Misconduct.

The Risk Plan and the related council policies and procedures establishes the strategies and processes by which the MRC will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

#### Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct respectively. Information on reporting to the appropriate authority is available on the MRC's website.

#### Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority which includes a local government. The legislation which governs such disclosures is the Public Interest Disclosure Act 2003 (PID Act).

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the MRC's PID Officer is available on the MRC's website.

#### Disciplinary and Recovery Action

The MRC will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The MRC will also seek to recover any losses it may have suffered through Fraud and Misconduct.

#### **ROLES AND RESPONSIBILITIES:**

The roles and responsibilities of the CEO, Executive Managers, Managers, Council Members, and all Employees in respect of this Policy are articulated in detail in the Risk Plan.

#### **DISPUTE RESOLUTION:**

All disputes in respect of this Policy must be referred to the CEO.

#### **EVALUATION AND REVIEW PROVISIONS**

This Policy will be reviewed annually, however the Risk Plan is dynamic and will be reviewed as frequently as required to ensure it is implemented appropriately and that it remains relevant to address the identified risks.

#### **DEFINITIONS**

Any definitions listed in the following table apply to this Policy only.

<b>Term</b>	<b>Definition</b>
<b>Bribe</b>	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
<b>CEO</b>	Chief Executive Officer
<b>Code of Conduct</b>	The documented code that sets out the principles, values, ethical standards, appropriate behaviour and accountability that guides the conduct and decisions of all Employees
<b>Corruption</b>	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
<b>Employee</b>	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees

<b>Fraud</b>	<p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit.</p> <p>The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).</p>
<b>LGA</b>	Local Government Act 1995
<b>Minor Misconduct</b>	<p>Minor misconduct occurs if a Public Officer engages in conduct that:</p> <ul style="list-style-type: none"> <li>(a) adversely affects the honest or impartial performance of the functions of a Public Authority or Public Officer, whether or not the Public Officer was acting in their Public Officer capacity at the time of engaging in the conduct; or</li> <li>(b) involves the performance of functions in a manner that is not honest or impartial; or</li> <li>(c) involves a breach of the trust placed in the Public Officer; or</li> <li>(d) involves the misuse of information or material that is in connection with their functions as a Public Officer, whether</li> </ul>

<b>Legislation</b>	Local Government Act 1995 s.9.49A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21.09.2023
<b>Created on</b>	08.08.2023
<b>Next Review Date</b>	
<b>Review History</b>	

Policy No: EP 01

Reference: D-23-0005111

## Policy Title: ENVIRONMENTAL POLICY

### PURPOSE

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

MRC is committed to:

- Managing the facilities in accordance with the various legal regulations and other relevant non-legal environmental requirements.
- Promoting a '*Reduce, Reuse and Recycle and Dispose Wisely*' ethos to its staff and the wider community.
- Providing employees with information and training on environmental aspects pertaining to the facility.
- Actively mitigating pollution impacts and continuously improving the standard of environmental management through audits and reviews of the Site Management Plan (SMP), its objectives and targets.
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly.
- Periodically review the environmental risk register.

<b>Legislation</b>	Part V Environmental Health Act
<b>Reference/s</b>	
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	CEO
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018;13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words 'non-legal' at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP 12/06/2021 no change 25/08/2022 – minor changes/08/ 08/08/2023 – no changes

**Council Policies – Tracked Copy**

Item  
9.3

APPENDIX 7

Item  
9.3

Policy No: CP 02

Reference: D-~~22-0005493~~-23-0005093**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>	<del>29</del> <u>21</u> /09/ <del>2022</del> <u>2023</u>
<b>Review History</b>	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022; <del>06</del> <u>08</u> <del>8</del> <u>2</u> <u>023</u>
<b>Next Review Date</b>	<del>01</del> <u>08</u> / <del>2023</del> <u>April 2024</u>
<b>Delegation to the Chief Executive Officer</b>	Nil

Policy No: CP 03

Reference: D-23-0005095

Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Councillors)

### Policy Statement:

~~The purpose of this policy is to establish guidelines for Councillors attending conferences To determine the expenses and arrangements for Councillors attending Overseas, Interstate, including outside and inside the Perth Metro Area, or Intrastate Conferences.~~

This aim of the Policy is to provide opportunities for councillors to attend conferences that align with the MRCs VISION ***“collaborating for a regional Circular Economy”*** and MISSION of ***“To deliver sustainable waste management options for members”***.

### Policy Procedure:

- ~~1. 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 as an MRC Councillor they will be invited to attend, subject to the availability of funds in the budget. Where there is no budget approved and the CEO believes it would be beneficial for Councillors to attend a report will be presented to Council inviting one or more councillors to attend.~~

All Councillors will be provided the opportunity to attend the annual Waste and Recycling conference held in Perth.

### CONFERENCES INSIDE THE PERTH METROPOLITAN AREA

#### Policy Procedure:

- Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
- ~~Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.~~
- ~~A cash advance of \$100 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the Manager Finance (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Manager Finance and any expenditure over and above the cash advance will be reimbursed at their discretion.~~

~~Where a Councillor elects not to make use of the cash advance detailed under (3), they can submit their receipts to the Manager Finance for review and reimbursement at their discretion. Travel expenses to and from the conference will be reimbursed.~~

- ~~Accommodation for Conferences inside the Perth Metropolitan area is not permitted.~~

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- ~~5. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel accommodation.~~
- ~~6. The Chief Executive Officer will review the program of conferences being attended by employees and if it is considered that the program offers benefits to the Councillors in their role then a report will be presented to Council inviting one or more Councillors to attend the conference.~~
- ~~7. All Councillors will be provided the opportunity to attend a relevant waste conference annually.~~

#### **CONFERENCES OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS**

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Receipt Tax invoices must be submitted to the MRC.

#### 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>	<del>29 September 2022</del> <u>21 September 2023</u>
<b>Review History</b>	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, 19/08/2022, 06.07.2023
<b>Next Review Date</b>	<del>01/08/2023</del> <u>April 2024</u>
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/2021 – rate increase item 3 and change to relevant conference item 7. 19/08/2022 – reference to Director Corporate Services changed to Finance Manager Title change <u>06/07/2023 provide further clarity on intrastate meaning</u>  <u>8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area</u>

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Policy No: CP 04

Reference: D-23-0005096

**Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Employees)**

**Policy Statement:**

~~To determine the expenses and arrangements for MRC Employees attending Overseas, Interstate or Intrastate conferences.~~

The purpose of this policy is to establish guidelines for MRC Employees attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

**Policy Procedure:**

**CONFERENCES INSIDE THE PERTH METROPOLITAN AREA**

- ~~1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.~~
- ~~4.~~
- ~~2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.~~
- ~~3. An allowance of \$100 per day (payable from one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be issued as a cash advance prior to the conference. Any expenses incurred over and above the allowance issued will only be reimbursed on the production of receipts and at the discretion of the Finance Manager.~~
- ~~4.1. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.~~

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**CONFERENCE OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS**

- ~~1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.~~
- ~~2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.~~
- ~~3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.~~

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## 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>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager <u>8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area</u>

**This policy been reviewed and retitled 'Purchasing Policy' there is significant layout and content changes – for the revised CP06 refer to Appendix 6**

**Policy No: CP 06**

**Reference: D-23**

**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.

### **Sustainable Procurement:**

Achieving value for money is one of the primary requirements of MRC Purchasing Policy. It should be noted that the price of a good or service is not the sole determining factor in assessing value for money. Attachment A - Sustainable Procurement – Value for Money Guide.

### **Policy Procedure:**

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

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

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

Notes: The general principles for obtaining verbal quotations are:

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

#### **2. Goods and services between \$2,000 and \$4,999 (excluding GST).**

At least three (3) verbal or written quotations (or a combination of both) are sought. 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, or letter) immediately thereafter.
- e. Responses should be assessed for compliance, in order:
  - (i) against the selection criteria, and
  - (ii) value for money.
 All evaluations must be documented.
- f. Invited suppliers should be advised of the outcome of their quotations as soon as possible after the final determination is made and approved.

### **3. Goods or services between \$5,000 and \$69,999 (excluding GST)**

At least three (3) written quotes are sought.

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

### **4. Goods or services between \$70,000 and \$249,999 (excluding GST).**

At least three (3) written quotes are sought.

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 (3) members shall be established prior to the advertising for goods or services. The panel should include a mix of skills and experience relevant to the nature of the purchase.

Where it is considered beneficial, Tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public Tenders for the Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for Tendering outlined in this procedure must be followed in full.

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

Note: Variations to purchase order may be approved where the value is minor and where the services being provided are difficult to estimate due to labour services and or similar/alternative products are agreed. A minor valuation must be within 5% of the original value and must not exceed \$250,000.

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

## 5. Goods or services over \$250,000 (excluding GST).

The following minimum requirements must be met:

### a. **Anti-Avoidance**

Officers shall not divide a Tender or quotation for goods or services into two or more contracts for the purpose of reducing each component contract to below \$250,000.

### b. **Tender Criteria**

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

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

An evaluation panel consisting of at least three (3) members shall be established prior to the advertising of a Tender and include a mix of skills and experience relevant to the nature of the purchase.

### c. **Advertising Tenders**

Publicly inviting tenders, requirements:

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

- (x) Whether or not the MRC has decided to submit an in-house Tender; and
- (xi) Whether or not Tenders can be submitted electronic means, and if so, how Tenders may so be submitted.

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

**d. Issuing Tender Documentation**

The mechanism for the issuing of Tender documentation is for potential Tenderers to download the tender documents via a Tender Portal in Tenderlink and 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 are recorded and will be used for the purpose of any subsequent clarifications, addendums or further communication that may be required prior to the close of the Tenders.

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

**e. Tender Deadline**

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

**f. Opening of Tenders**

All Tenders are received electronically via the Tender Portal on Tenderlink as stated in the Tender documents.

Tenders cannot be 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 the opening of Tenders.

g. **No Tender Accepted'**

Where the MRC has invited Tenders but no tender was submitted that was assessed to meet the tender specifications or value for money assessment, direct purchases can be arranged on the basis of the following:

- (i) A sufficient number of quotations are sought;
- (ii) The process follows the guidelines for seeking quotations between \$70,000 and \$249,999 (listed above);
- (iii) The specification for goods and/or services remains unchanged;
- (iv) Purchasing is arranged within six (6) months of the closing date of the lapsed Tender.

h. **Tender Evaluation Panel**

A minimum of three (3) 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. This will be communicated via the Tender Portal on Tenderlink.

k. **Variation of Contract**

(1) **Minor Variation**

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

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

(2) **Contracts Entered into**

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

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

**l. Notification of Outcome**

Each Tenderer shall be notified of the outcome of the Tender following Council resolution. Notification shall include:

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

**m. Records Management**

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

**6. When public Tenders or quotations are NOT required**

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

- a. An emergency situation as defined by the Local Government Act 1995;
- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements or E-Quotes), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
  - (i) Notwithstanding the above, where there are multiple WALGA Preferred Suppliers and the contract value is in excess of \$69,999, the requirements of 4. above are to be complied with;
- c. The purchase is under auction which has been authorised by Council;
- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

**7. State of Emergency Conditions**

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

**8. Recording Quotations**

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

## 9. Local supplier

If a local supplier is invited to quote and provides a quotation which, on evaluation, is either equal or better than a non-local supplier, then preference must be given to that local supplier. Local supplier is defined as a supplier who has been operating a business continuously out of premises located within the Perth Metro Region for at least 6 months before the time after which further tenders cannot be submitted or some or of the goods or services are to be supplied from the Perth Metro Region.

## 10. Environmental Consideration

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

<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>	29 September 2022
<b>Review History</b>	28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; 14/08/2018, 13/08/2019, 18//06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2023
<b>Revision History</b>	04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers. 05/11/2015 1. Increases to the values of the Tendering and quoting requirements. 2. Changes made to Part 5(k) Variation of contract. 14/08/2018 1. Changes to part 4. Increases to the threshold values 2. Change to part 5 b. Aligning the number of panel members to same value as in part 5 h. 3. Change to part 5 g. Increasing values 4. Change to part 6 a. Minor spelling. 5. Change to 6 b. Increasing values 6. Added part 9 to include an Environmental Consideration 13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes. 18/06/2020 State of Emergency additions 12/08/2021, recommendations by Auditors May 2021 and the LG Amendment Regulations gazetted 06/11/2020. 19/08/2022 includes references to the MRC using Tenderlink and no longer accepting tenders direct to the MRC Added a section on Sustainable Procurement
<b>Delegation to the Chief Executive Officer</b>	Yes

**Attachment A - Sustainable Procurement – Value for Money Guide.**

## **Sustainable Procurement - Value for Money Guide**

Achieving value for money is one of the primary requirements of MRC Purchasing Policy. It should be noted that the price of a good or service is not the sole determining factor in assessing value for money.

### **Definition**

Value for money is an overarching principle governing purchasing, which allows the best possible outcome to be achieved for MRC. It can be defined as the consideration of the total benefit derived from a good or a service against its total cost.

Compliance with the purchasing specification is **more important than obtaining the lowest price.**

The cost of a good or service, should, at minimum include the total cost of ownership (TCO) to MRC through the life of the product or service.

Life Cycle costs include:

- Purchase price (including associated costs); delivery, installation, and insurance
- Operating costs; energy, fuel, water use, spares, maintenance, and training
- End-of-life costs (including; decommissioning, removal, and disposal)

Sustainability embedded into core business activities have an advantage achieving demonstrated benefits through enhanced processes, increased productivity, and improving social outcomes.

Costs and the benefits should be evaluated against each other to select the option that provides best overall value for money.

Policy No: CP 08

Reference: D-23-0005098

**Policy Title: Provision and use of Council Vehicles**

**Policy Statement:**

The primary purpose of this policy is for the acquisition of motor vehicles by the Mindarie Regional Council (MRC) is to meet the business needs. Secondly, to acknowledge the current market place environment and to make vehicles available for use as part of an employee's salary packaging.

This policy has been established with the aim of effective motor vehicle asset management.

The policy applies to MRC's employees who are allocated MRC's owned motor vehicles. To determine the vehicle type and usage for employees.

**Policy Procedure:**

1. Acquisition of vehicles will adhere to the MRC CP06 Purchasing Policy, Asset Management Plan (AMP) and Annual Budget.
2. Where practicable, all vehicles purchased by the MRC shall have been awarded a minimum five star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the MRC's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO<sub>2</sub> threshold, hybrid vehicles and or full electric vehicles where suited to operational requirements.
4. All repairs, maintenance and replacement are to be provided by the MRC, including insurance and licensing, unless a Novated Lease option of an employment contract is elected, in which case the contract conditions will prevail.
5. Vehicle changeover will be in line with the AMP and the Annual Budget, every two years or 60,000 km whichever is the earlier and are depreciated accordingly. However, the MRC monitors market factors and may change the vehicles at a more economical time period.
6. Disposal of vehicles will be by public auction, with a reserve price based on valuations in line with CP06 the procurement Purchasing policy CP06 or by trade in against the replacement vehicle.
7. The CEO shall have full private use of the MRC's vehicle, as specified in the employment contract.
8. Executive Managers shall have full private use as specified in the employment contract.
9. Vehicles may be made available to Council Officers during work hours for operational requirements only.
10. The following positions will be allocated vehicles as follows:

Position Type	Vehicle Type	Vehicle Value (Excl. GST)	Usage
Chief Executive Officer	Any within Value	Up to \$62,400	Per Contract

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— Manager Finance	— Any within Value	— Up to \$57,600	— Per Contract
— Manager Operations	— Four Wheel Drive — Min. 1 Tonne Fare	— Up to \$57,600	— Commuting or Private (Restricted)

— Vehicles are to be purchased using the State Vehicle Pricing contract

2. Vehicle Usage Type

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

— 3. The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing \*\$30/week after tax, drawn from their salary.

— \*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year.

— 4. Use of the Manager Operations's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.

— 5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.

— 6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.

— 7. Fuel costs will be provided as follows:

Use Type	Fuel Purchase
— Unrestricted Private	— for all use
— Restricted Private	— for all use other than weekends where travel is outside the Metropolitan Area (Scheme Boundary) when the employee will meet the cost of refuelling.
— Commuter	— Use between the workplace and usual residence of the employee

— Note: Wherever possible the fuel station at Tamala Park should be used. Where an employee with Restricted Private Use refuels the vehicle at the weekend to travel outside the metropolitan area the employee must meet the cost of refuelling and

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~~provide receipts for any fuel purchases to the Finance Manager as soon as practicable. (This is for Fringe Benefits Tax reduction purposes).~~

~~10. 8—~~The spouse or partner, family members or friend of an employee who is provided with a vehicle under this ~~clause-policy~~ 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.

~~11. The MRC will provide fuel for unrestrictedfull private use, wherever possible the fuel station at Tamala Park should be used. MRC Fuel cards will be made available to employees where this is not practicable.~~

#### **Employee Responsibilities:**

All drivers of MRC vehicle are responsible to ensure that they:

- ~~1. Are the holder of a current Western Australian driver's licence for the vehicle.~~
- ~~2. If you have been disqualified from driving a motor vehicle for any reason, immediately cease driving and notify the Human Resource Manager.~~
- ~~3. Lock the vehicle at all times when the vehicle is unattended.~~
- ~~4. All personal items in the motor vehicle are the responsibility of the employee.~~
- ~~5. Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle~~
- ~~6. Ensure that the vehicle is made available for service in accordance with the manufacturers' recommended schedules.~~
- ~~7. Report any defects immediately to Human Resource Manager.~~
- ~~8. Immediately report all accidents or damage to the vehicle, including the completion of the necessary accident incident form, insurance report and claim forms to report same to the Police Department.~~
- ~~9. Ensure that the no smoking rule applies to driver and all passengers using the motor vehicle.~~
- ~~10. Be aware of the current conditions and content of all relevant policies and procedures at all times.~~
- ~~11. Breach of any of the above conditions will constitute a breach of the MRC's Code of Conduct and will be dealt with accordingly.~~

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<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-31</del> September <del>2022</del> 2023
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	14/8/2018

	<p>1. At point 1, remove rows for Site Supervisor and Plant Supervisor</p> <p>2. At point 3, delete words 'Site Supervisor and Plant Supervisor'</p> <p>3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads</p> <p>12/08/2021 Vehicle value increase and remove reference to the RAC guide.</p> <p>19/08/2022 Remove references to Director of Corporate Services and replace with Finance Manager</p> <p><u>13/08/2023 word changes to incorporate environmental factors and alignment to the AMP and the Annual Budget. New section employee responsibilities.</u></p>
<b>Delegation to the Chief Executive Officer</b>	Nil

Policy No: CP 09

Reference: D-23-0005099

### Policy Title: Investments

The Policy was developed to provide guidelines for the investment of funds which are surplus to the MRC's immediate requirements.

#### 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.~~

The investment policy is directed to achieve the following objectives:

- adherence to legislative requirements
- optimisation of investment income and net returns in a conservative manner, whilst striving to achieve the best outcome for the Council;
- to yield a suitable level of diversification of counter party risk;
- to maintain a low level of risk exposure by using recognised rating criteria; and
- ensure there is sufficient liquidity to allow to meet the operational r day to day funding 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 no longer comply with the parameters of this policy, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing term deposits with Authorised Deposit Taking Institutions (ADI's) or other bank guaranteed instruments for a maximum term of three years, or Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.
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.~~
- ~~7.6. Where practical, funds should be invested in such a manner to adequately meet the reasonable expected liquidity needs of the City's funding requirements, as to provide sufficient access to funds within any normal payment cycle.~~
7. The Regional Council's investment portfolio is not to be leveraged to obtain funding.

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

8-9. Subject to investments meeting the standard of this policy, MRC will ensure its financial investments consider ethical, social and environmental aspects by investing into non-fossil fuels, Green Term Deposits and Term Deposits with Environmental, Social and Governance (ESG) ratings.

### **Delegation of Authority**

The implementation of this Policy is delegated by Council to the Chief Executive Officer in accordance with the LGA 1995. The Chief Executive Officer has the authority to sub-delegate the day to day investment activities to the Executive Manager Corporate Services.

### **Reporting**

A monthly report must be provided to Council detailing the investment portfolio in terms of performance, portfolio balances, the income received including accrued income year to date.

Documentary evidence must be held for each investment within the Investment register.

For audit purposes, confirmation certificates must be provided independently, directly to the MRC's auditors by institutions and fund managers confirming the amounts of investments held on the MRC's behalf at 30 June each financial year.

<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>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2023
<b>Revision History</b>	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change 19/08/2022 no change <u>08/8/2023 changes made to align with the Financial Regulations</u> <del>no change</del>
<b>Delegation to the Chief Executive Officer</b>	Yes

Policy No: CP 10

Reference: D-23-0005100

**Policy Title: Donations – Financial Assistance/Support****Policy Statement:**

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

**Procedure:**

1. A not-for-profit community group (incorporated) or school within the Region that is performing an activity or activities that assists the MRC in achieving its objectives may be provided with a non cash donation of up to \$500 value, for waste disposal at the MRC weighbridge and/or towards MRC fees and charges ~~free tipping of up to 5 tonnes of waste in in~~ any ~~f~~Financial ~~y~~Year. This donation will be provided in the form of a letter to be presented at the Weighbridge.  
~~-or a discount on MRC services up to a value of \$500 in any financial year.~~

1.2. 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.

~~7.~~

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change 29/08/2022 – <u>minor text change</u>

	<u>08/08/2023 – donation to external parties is tipping fees only.</u>
<b>Delegation to the Chief Executive Officer</b>	

Policy No: CP11

Reference: D-23-~~0000~~0005101

### 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.

The Corporate Credit Card is an alternative method of purchasing small value goods and services ~~for goods~~ outside of the normal purchasing system.

#### 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.
- 1.2. 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.
- 2.3. Where more than one Card is issued, a register of corporate cards is to be maintained, outlining the following:
  - Holder's name
  - Card number
  - Expiry date
  - Credit limit
  - Variations
- 3.4. 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/Cardholder. 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:-
  - Commonwealth Bank - Phone 13 22 21
  - MRC Finance Officer

The MRC Finance Officer will prepare the application for replacement card from the bank and ensure it is received and registered.
- 4.6. The MRC Finance Officer will ensure a replacement card is sought and received from the bank and will prepare the application for a replacement.
- 5.7. 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.
- 6.8. The credit limit on each Card is to be determined by the CEO and/or the Executive Manager Corporate Services, but may not exceed ~~the value of an employee's delegated financial authority~~ the maximum credit facility.

9. 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.~~
- ~~7-10.~~ Conference and subscriptions payments are allowed to be paid by credit card.
- 8-11. Cardholders are to provide receipts each month to Financial Services to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Executive Finance Manager Corporate Services monthly.
- 9-12. A summary of expenditures incurred by the ~~CEO on the~~ MRC credit card holders will be presented to each Ordinary Council meeting as part of the financial reporting pack.
13. Failure by a cardholder to abide by this policy will result in ~~disciplinary action, which may include the revocation of the Card.~~ an investigation under the Employee Code of Conduct.

<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>	<del>29-21</del> September <del>2022</del> <u>2023</u>
<b>Review History</b>	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> <u>April 2023</u>
<b>Revision History</b>	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager <u>13/08/2023 minor changes to add purchasing outside of normal purchasing system and lost card responsibility.</u> <u>Additional text to include Conference and subscription payments can be made using the Corporate Credit Card</u>
<b>Delegation to the Chief Executive Officer</b>	Yes

Policy No: CP12

Reference: D-23-0005102

**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 Neerabup facility 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 2010-year Long Term Financial Plan

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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.~~

~~4.3~~ The Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.

~~5.4~~ 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.

~~6.5~~ Specific fees and charges for other 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 reviews as part of budget deliberation process. ~~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>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Delegation to the Chief Executive Officer</b>	Yes
<b>Review History</b>	12/08/2021 no – change <u>08/08/2023 – minor text change updated in line with current practices</u>

**\*\*\*Proposed Removal of Policy\*\*\***

Policy No: CP13

Reference: D-23-0005103

**Policy Title: Budget Variance Reporting Threshold****Policy Statement:**

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

**Policy Procedure:**

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

**Revenue:**

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

**Expenses:**

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

<b>Legislation</b>	Local Government (Financial Management) Regulations 1996
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	29-21 September 2022/2023
<b>Review History</b>	01/09/2016; 14/09/17, 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2023/2024
<b>Revision History</b>	12/08/2021 no change; 19/08/2022 no change
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 14**

**Reference: D-23-0005104**

**Policy Title: ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT**

**PURPOSE**

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

For this policy:

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

**OBJECTIVE**

To:

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

**PROCEDURE**

The role of the CEO may be delegated as follows:

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

More than 5 days up to 3 months

- a) CEO to appoint an Acting CEO.

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

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

Otherwise;

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

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

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

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

<b>Legislation</b>	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
<b>Reference/s</b>	
<b>Attachment/s</b>	
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Responsible Officer</b>	CEO
<b>Review History</b>	13/08/2019, 18/06/2020,
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	13/08/2019 no change 21/09/2021 remove Interim CEO 19/08/2022 no change

Policy No: CP15

Reference: D-23-0005107

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

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

**Procedure:**

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

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Delegation to the Chief Executive Officer</b>	13/08/2019 no change 12/08/2021 no change 19/08/2022 no change <a href="#">15/08/2023 no change</a>

**Policy No: CP16**

**Reference: D-23-0005108**

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

**Policy Statement:**

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

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

**Definitions**

**Approved lawyer** is to be:

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

**Council** is the Mindarie Regional Council

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

**Legal proceedings** may be civil, criminal or investigative.

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

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

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

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

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

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

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

**Procedure:**

## **1. Payment Criteria**

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

## **2. Examples of Legal Representation Costs that may be Approved**

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

## **3. Applications for Payment**

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

- b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - c) undertakes to repay the Council any legal representation costs in accordance with the provisions of clause 7.
- 3.6. In relation to clause 3.5 (c), when a relevant person is to be in receipt of such monies the relevant person should sign a document which requires repayment of that money to the Council as may be required by the Council and the terms of the Policy.
- 3.7. An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant, by an appropriate employee.

#### **4. Legal representation costs – Limit**

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

#### **5. Council's Powers**

- 5.1. The Council may:
- a) refuse;
  - b) grant; or
  - c) grant subjects to conditions,
- an application for payment of legal representation costs.
- 5.2. Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3. In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Council relevant person's insurance policy or its equivalent.
- 5.4. The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5. The Council may, subject to clause 5.6, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - b) given false or misleading information in respect of the application.
- 5.6. A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7. Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Council are to be repaid by the relevant person in accordance with clause 7.

#### **6. Delegation to the Chief Executive Officer**

- 6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of

the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.

- 6.2. An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.
- 6.3. This clause shall not apply where the applicant is the CEO. The matter will instead be referred to Council at the earliest opportunity, including a special meeting.

## 7. Repayment of Legal Representation Costs

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

<b>Legislation</b>	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2) Legal Profession Act 2008</i>
<b>Guidelines</b>	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	01/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Delegation to the Chief Executive Officer</b>	Clause 6
<b>Review History</b>	19/08/2022 no change <del>15/08/2023</del> no change

Policy No: CP17

Reference: D-23-0005106

<b>Policy Title:</b> Elected Member continuing professional development
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**Policy Statement:**

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

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

**Policy Procedure:**

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

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

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

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

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

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

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

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

<b>Legislation</b>	Local Government Act 1995 s.5.128
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	12/08/2021, 12/08/2022
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Delegation to the Chief Executive Officer</b>	Nil
<b>Review History</b>	12/08/21 no change, 12/08/2022 no change

Policy No: CP18

Reference: D-23-0005110

### Policy Title: Information Technology Policy

#### PURPOSE

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

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

<b>Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 State Records Act 2000
<b>Reference/s</b>	
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Review History</b>	07/09/2020, 12/08/2021
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	12/08/2021 no change, 19/08/2022 no change

**Policy Title: RECORDKEEPING POLICY****Policy Statement:**

To ensure that the Mindarie Regional Council (MRC) effectively manages its records to provide for accountable and transparent decision-making.

The MRC's core business is waste management delivered on behalf of seven Member Councils across Perth. The MRC makes decisions on a daily basis that impacts its Member Councils and the local community, these decisions create corporate records. This Policy establishes the MRC's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records, training and education.

**Objective:**

To ensure that the Mindarie Regional Council (MRC) complies with *The States Records Act 2000* which sets out the framework for records management in local government.

**1. Scope:**

This Policy applies to all MRC Councillors, MRC staff, and MRC contractors.

**2. Records and Definitions:**

Records can take many forms including file notes of decisions and accounting judgements, letters, memos, emails, photos, videos, recordings and social media posts. They are important because they are the corporate knowledge of the MRC, independent of staff turnover. They may also form important evidence in legal proceedings or have priceless value as an historic record.

**“corporate record”** means any hard-copy, digital or online record that meets one or more of the following criteria:

- a. It conveys information essential or relevant in decision-making processes.
- b. It conveys information upon which others will, or may, use to make decisions affecting the MRC's operations, rights and obligations under legislation.
- c. It commits the MRC to certain courses of action, the commitment of resources or the provision of services.
- d. It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- e. The information is likely to be needed for future use, or is of historical value.

**“ephemeral record”** means any record that has no continuing value to the MRC and is generally only needed for a few hours or a few days. The MRC uses the guidelines contained within the *General Disposal Authority for Local Government Records* to determine which records are considered ephemeral.

### 3. Details:

#### 3.1 General Recordkeeping:

Under s5.41(h) of the *Local Government Act 1995*, one of the primary functions of the CEO is to ensure that records and documents of the MRC are properly kept for the purposes of the Local Government Act and any other written law.

All MRC Councillors, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate records are retained within the MRC's official recordkeeping systems at the point of creation, regardless of the format, being in accordance with the following:

- ***Evidence Act 1906***
- ***Freedom of Information Act 1992***
- ***Local Government Accounting Directions 1994***
- ***Local Government Act 1995***
- ***State Records Act 2000***
- ***Electronic Transactions Act 2011***

#### 3.2 Access:

- a. Access to corporate records by MRC staff and contractors will be in accordance with designated access and security classifications, as determined by the Records Manager.
- b. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to corporate records by MRC Councillors will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

#### 3.3 Destruction:

The Records Manager coordinates an annual disposal program of corporate records in accordance with the *General Disposal Authority for Local Government Records*, the Chief Executive Officer provides the final authorisation for the disposal of corporate records.

#### 3.4 Ephemeral Records:

Ephemeral records may not be required to be placed within the MRC's official recordkeeping systems. Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

### 3.5 Training and Education:

Training in recordkeeping practices and the use of the MRC's electronic document and records management system is available to all newcomers upon commencement and ongoing training is available upon request to the Records Manager.

MRC Councillors are made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program with their respective Councils and also reminded of obligations when on boarded onto the MRC.

<b>Legislation</b>	Local Government Act 1995, State Records Act 2000, Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Electronic Transactions Act 2011, General Disposal Authority for Local Government Records, <a href="#">MRC Recordkeeping Plan 2023</a>
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> <a href="#">2023</a>
<b>Created</b>	01/08/2022
<b>Next Review Date</b>	<del>01/08/2023</del> <a href="#">2024</a> April <a href="#">2024</a>
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 20**

**Reference: D-23-0005112**

**Policy Title: ATTENDANCE AT EVENTS POLICY**

**Policy Statement:**

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

**Objective:**

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of MRC Councillors and the Chief Executive Officer (CEO).

**Statutory Requirements:**

**Local Government Act 1995**

**5.90A Policy for attendance at events**

(1) In this section —

**event** includes the following —

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of MRC Councillors and the CEO at events, including —

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

\* *Absolute majority required.*

(3) A local government may amend\* the policy.

\* *Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 1. Invitations

- 1.1 All invitations or offers of tickets for a MRC Councillor or CEO to attend an event should be in writing and addressed to the Mindarie Regional Council.
- 1.2 Any invitation or offer of tickets not addressed to the Mindarie Regional Council is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A

## 2. Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the MRC Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.
- 2.3 The CEO must report to Council annually of all decisions to approve or refuse MRC Councillors, CEO or employee's attendance at Events that are not Pre-Approved Events in accordance with this policy.

## Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

#### 4. Exemptions:

4.1 In accordance with regulation 20B of the Local Government (Administration) Regulations 1996, invitations or offers of tickets from the following organisations are excluded from the conflict of interest provisions, but Gifts from these sources (if over \$300) must still be disclosed and published on the gifts register:

- WALGA (excluding LGIS);
- Local Government Professionals Australia (WA);
- Australian Local Government Association;
- A department of the public service or statutory authority;
- A government department of another State, a Territory or the Commonwealth; and
- A local government or regional local government.

Invitations or offers of tickets in accordance with the above list will exclude the Gift holder from the requirement to disclose an interest, if the donor has a matter before Council and the ticket is above \$300. However, receipt of the Gift will still be required to be disclosed and published on the MRC's gift register in accordance with the gift provisions. Any other invitation or offer of tickets not sent to the MRC are not captured by this policy and must be disclosed.

#### 5. Purchase of event tickets by the MRC:

5.1 Where it is considered significant and necessary for a representative of the MRC to attend an event, in line with considerations made under clause 2 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

5.2 Clause 5 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in the adopted annual budget and in line with Policy CP 03 – Conference Attendance (MRC Councillors) CP 04 – Conference Attendance (MRC Employees).

<b>Legislation</b>	Local Government Act 1995 s5.57, s5.62(1B), s.5.90A Local Government (Administration) Regulations 1996 regulation 20B
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Created date:</b>	01/08/2022
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	

**Attachment A - Pre-approved events**

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution

Policy No: CP 21

Reference: D-23-0005114

### Policy Title: Payments to Employees Upon Cessation of Employment Policy

#### Policy Statement:

Section 5.50 of the *Local Government Act 1995* provides that a local government must prepare and adopt a Policy for Payments to Employees in addition to contract or award to employees upon cessation of employment with the Mindarie Regional Council (MRC). The Policy must address the following:

- (a) The circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) the manner of assessment of the additional amount.

#### Statutory Requirements:

*Local Government Act 1995 s5.50*

##### **5.50. Payments to employees in addition to contract or award**

(1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —

- (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) the manner of assessment of the additional amount.

(1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).

(2) A local government may make a payment —

- (a) to an employee whose employment with the local government is finishing; and
- (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government, but local public notice is to be given in relation to the payment made.

(3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.

(4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

(5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website

#### Objective:

The objective of this Policy is to ensure compliance with Section 5.50 of the *Local Government Act 1995* to set out the circumstances when an employee who is ceasing employment with the MRC may be paid an amount in addition to their entitlements under an award or contract of employment.

Section 5.50(5) of the Act requires the Policy to be published and prepared under subsection (1), and adopted by the local government on the local government's official website.

#### Scope:

This Policy applies to all MRC employees, except those defined by the Council as 'Senior Employees'. Any cessation payments to Senior Employees must be approved by Council.

The CEO is responsible for implementation, and compliance with this Policy, and for providing interpretation in the event of the need for clarification or a dispute.

This policy does not allow for the disposition of MRC property to employees upon cessation of employment.

## Implications (Strategic, Financial, Human Resources):

### 1. When a payment in accordance with this policy is permissible

Subject to the Chief Executive Officer's approval, and the employee agreeing to sign a Confidential Deed of Settlement by resigning as an employee, the MRC may initiate a settlement payment in accordance with the following circumstances.

#### • **Settlement of a Claim**

In settlement of a claim or dispute where the employee has or proposes to take action under industrial relations legislation, up to a maximum of 52 week's pay.

#### • **Illness or Impairment**

To facilitate a situation where an employee is unable to perform their role due to illness or impairment and there has been mutual agreement that the employment must end, up to 26 week's pay.

#### • **Poor Performance / Conduct**

To facilitate a situation where the MRC determines an employee is not performing to the satisfaction of the MRC, and the MRC proposes that it is beneficial (to the MRC) to end the employment relationship by paying a settlement, up to 12 week's pay.

### Manner of Assessment of the Payment

Where the settlement payment is based on the weekly pay, this is the normal ordinary pay (excluding overtime, vehicle or any other allowance, or superannuation).

In assessing the payment, the following will be considered:

- The amount recommended by a Court or Tribunal to settle a matter
- The exposure to litigation and the strength of the respective cases
- The cost of legal services
- Disruption to operations
- Length of service and personal circumstances of the employee
- Position held by the employee.

### 2. Other Circumstances When a Payment in accordance with this Policy is Permissible:

Employees who have worked for the MRC for a minimum of ten (10) years, and who have confirmed their intent to retire permanently from the workforce may receive a corporate gift to a maximum value of up to \$500, subject to there being no recent performance or conduct concerns.

<b>Legislation</b>	Local Government Act 1995 s5.50
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>29-21</del> September <del>2022</del> 2023
<b>Created</b>	01/08/2022
<b>Next Review Date</b>	<del>01/08/2023</del> April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No:** CP 22

**Reference:** D-23-0005115

**Policy Title:** MRC COUNCILLORS' COMMUNICATIONS POLICY

### **Policy Statement:**

To establish a communication protocol for Councillors that allows them access to information to undertake their statutory roles.

### **Objective:**

The objectives of this policy is to:

- provide a documented process for Councillors to access MRC information;
- ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the MRC;
- ensure that Councillors receive timely advice to assist them in the performance of their duties
- provide clarity on communications with the media

### **Statutory Requirements:**

There are various statutory requirements relevant to Councillor communications as follows:

- a. State Records Act 2000 requires that all correspondence, including email, relating to the business of the MRC and the Council must be retained in the official records of the MRC
- b. Sections 2.8(1)(d) and 5.41(f) of the Local Government Act 1995, provide that only the Chair may speak on behalf of the MRC (or the Chief Executive Officer if authorised by the Chair to do so).
- c. Freedom of Information Act 1992 requires the preservation of correspondence and its availability for Freedom of Information purposes.
- d. Section 5.93 of the Local Government Act 1995 provides that Councillors (as well as employees) must not make improper use of any information acquired.

### **Procedures for Councillors to Access Council Information:**

1. Councillors wishing to access information must make a request to [Governance@mrc.wa.gov.au](mailto:Governance@mrc.wa.gov.au)
2. The Councillor request should be drafted precisely detailing the information being sought.
3. Councillor Requests will be actioned by the MRC as soon as possible and a response will be provided using the following guidelines:
  - Same day response – information easily accessible and no investigation required
  - 1 to 5 working days – enquiry where research and investigation required
  - Within 10 working days – complex enquiry where extensive research and investigation is required.
4. Councillor Requests received outside normal business hours will be actioned on the next working day, subject to clause 3 above, unless the matter is deemed to be of an urgent nature or an emergency.  
Where the matter is deemed urgent or an emergency and outside normal business hours, the Councillor must contact the CEO direct.

**Electronic Correspondence:**

Electronic correspondence generated and received by Councillors that relate to the business of the MRC is subject to the State Records Act 2000, and the MRC's Recordkeeping Plan, and as such must be retained within the MRC's corporate recordkeeping system. MRC Councillors must use their respective Local Government email address and is to be used for electronic correspondence between other persons/entities where it relates to the business of the MRC.

**Media Relations:**

In accordance with the Local Government Act 1995, only the Chair can speak on behalf of the MRC, or if authorised by the Chair, the Chief Executive Officer.

When speaking to the media as a spokesperson for the MRC, the Chair may only represent the official view of the MRC, having regard to the Local Government (Model Code of Conduct) Regulations 2021.

Councillors other than the Chair, or the Deputy Chair in the role of Acting Chair, may not speak to the media purporting to represent the views of the Council or the MRC.

**Use of Social Media:**

Councillors must ensure that their use of social media and other forms of communication complies with the Local Government (Model Code of Conduct) Regulations 2021.

<b>Legislation</b>	State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021.
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	<del>20-21</del> September <del>2022</del> 2023
<b>Creation date</b>	01.08.2022
<b>Next Review Date</b>	<del>01-08-2023</del> April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

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Policy No: CP23

Reference: D-23-0003581

**Policy Title: CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS POLICY**

**Objective:**

To establish a framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

The policy is to be read in conjunction with the *Local Government Act 1995 ('the Act')* and the *Local Government (Administration) Act 1996, Regulations 14C, 14CA, 14D, and 14E*.

**Definitions:**

- **Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- **Members** refers to a MRC Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.
- **Chair or Deputy Chair** refers to the MRC Chair or MRC Deputy
- **Council** refers the MRC Council
- **Committee** refers to the MRC Committees

**Policy Statement**

**1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
  - a. Is to be provided to the Chair;
  - b. Where the Chair is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
  - c. Where the Chair rejects a request, the requester may ask Council to re-consider the request; and
  - d. The Chair may refer their own request to the Deputy Chair, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Chair or Council (not the relevant committee).

- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
  - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
  - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence

- of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
    - a. Where the Chair makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
    - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
  - (5) Subject to the member council chambers being able to accommodate use of their equipment, the CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Chair or during the meeting itself by Council for a Council meeting.

## **2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Chair or the Council can approve a meeting to be held by electronic means:
  - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), this policy allows for Special Council meetings and Committee meetings to be held by electronic means, subject to:
  - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
  - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Chair or Council resolution [Admin.r.14D(3)(4)];
  - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
  - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting that is closed.
- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
  - a. published on the Local Government's Official webpage [Admin.r.12];
  - b. provided in the Notice of Meeting/Agenda; and
  - c. broadly promoted to ensure community awareness, such as website and noticeboard.

### 3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the Chair is approved to attend an in-person meeting by electronic means, the Chair may choose to defer to the Deputy Chair [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with the Meeting Procedures and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **Approved Electronic Means** - The approved electronic means is ZOOM
- (5) **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means.
- (6) **Equipment** – Equipment supplied by the respective Member Councils (ie IT devices such as laptop, tablets or phones) may be used to log into an electronic meeting. You may use either your Local Government electronic device supplied to you by your respective Member Council or your own personal device.
- (7) **Public Question Time** –Public Question Time will be advertised in the public notice, the MRC will invite public questions by email, and the cut off for public questions will be mid-day the day prior to the meeting.
- (8) **External Parties Participating in Council and Committee meetings** – Where external parties are invited to participate in Council or Committee meetings (such as auditor attending an electronic Audit and Risk Committee meeting/Council meeting), the External party participating in the meeting must have been approved to attend. Approval to attend is by authorisation, in the case of a committee meeting; the Chair of that Committee, or in the case of a Council meeting the Chair of the Council; or by Council resolution. The external meeting participant prior to attending the meeting must confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.
- (9) **Observers of Meetings held by Electronic Means** - Where Member Council CEOs and members of the Strategic Working Group are invited to attend an Electronic Council meeting, they may log into the meeting for the purposes of observing the meeting. Audio and Video must be turned off. Officers must display their name and the Member Council they represent. Officers will be required to confirm, prior to the meeting that they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

<b>Legislation</b>	Local Government Act 1995 s5.25 Local Government (Administration) Regulations 1996 regulations 14C, 14CA, 14D and 14E
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Creation date</b>	09 June 2023
<b>Next Review Date</b>	April 2024
<b>Revision History</b>	
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP24**

**Reference: D-23-0005161**

## **Policy Title: Fraud and Misconduct Control and Resilience**

### **Policy Statement:**

In adopting a zero tolerance approach to Fraud and Misconduct, the Mindarie Regional Council (MRC) will appropriately address all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The MRC will seek to recover any losses incurred after considering all relevant issues.

### **Policy Objective**

To articulate the MRC's commitment to a zero-tolerance approach to Fraud, Misconduct, Bribery and Corruption and to building resilience through the implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

### **Scope**

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the MRC in any capacity, which includes but is not limited to Council Members, Employees and contractors.

### **Policy Procedure**

The MRC has adopted a Risk Management Plan and Appetite Statement ("the Risk Plan") and all policies and procedure relating to the management of risk of fraud are aligned with the Australian Standard AS8001:2008 Fraud and Corruption Control.

This Policy along with the MRC Code of Conduct for employees, the Local Government Model Code of Conduct for Elected Member, the MRC's values, culture and its governance all operate in synergy to prevent, detect and respond to potential or actual Fraud and Misconduct.

The Risk Plan and the related council policies and procedures establishes the strategies and processes by which the MRC will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

#### Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct respectively. Information on reporting to the appropriate authority is available on the MRC's website.

#### Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority which includes a local government. The legislation which governs such disclosures is the Public Interest Disclosure Act 2003 (PID Act).

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the MRC's PID Officer is available on the MRC's website.

#### Disciplinary and Recovery Action

The MRC will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The MRC will also seek to recover any losses it may have suffered through Fraud and Misconduct.

#### **ROLES AND RESPONSIBILITIES:**

The roles and responsibilities of the CEO, Executive Managers, Managers, Council Members, and all Employees in respect of this Policy are articulated in detail in the Risk Plan.

#### **DISPUTE RESOLUTION:**

All disputes in respect of this Policy must be referred to the CEO.

#### **EVALUATION AND REVIEW PROVISIONS**

This Policy will be reviewed annually, however the Risk Plan is dynamic and will be reviewed as frequently as required to ensure it is implemented appropriately and that it remains relevant to address the identified risks.

#### **DEFINITIONS**

Any definitions listed in the following table apply to this Policy only.

<b>Term</b>	<b>Definition</b>
<b>Bribe</b>	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
<b>CEO</b>	Chief Executive Officer
<b>Code of Conduct</b>	The documented code that sets out the principles, values, ethical standards, appropriate behaviour and accountability that guides the conduct and decisions of all Employees
<b>Corruption</b>	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
<b>Employee</b>	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees

<b>Fraud</b>	<p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit.</p> <p>The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).</p>
<b>LGA</b>	Local Government Act 1995
<b>Minor Misconduct</b>	<p>Minor misconduct occurs if a Public Officer engages in conduct that:</p> <ul style="list-style-type: none"> <li>(a) adversely affects the honest or impartial performance of the functions of a Public Authority or Public Officer, whether or not the Public Officer was acting in their Public Officer capacity at the time of engaging in the conduct; or</li> <li>(b) involves the performance of functions in a manner that is not honest or impartial; or</li> <li>(c) involves a breach of the trust placed in the Public Officer; or</li> <li>(d) involves the misuse of information or material that is in connection with their functions as a Public Officer, whether</li> </ul>

<b>Legislation</b>	Local Government Act 1995 s.9.49A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21.09.2023
<b>Created on</b>	08.08.2023
<b>Next Review Date</b>	April 2024
<b>Review History</b>	

Policy No: EP 01

Reference: D-23-0005111

## Policy Title: ENVIRONMENTAL POLICY

### PURPOSE

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

MRC is committed to:

- Managing the facilities in accordance with the various legal regulations and other relevant non-legal environmental requirements.
- Promoting a 'Reduce, Reuse and Recycle and Dispose Wisely' ethos to its staff and the wider community.
- Providing employees with information and training on environmental aspects pertaining to the facility.
- Actively mitigating pollution impacts and continuously improving the standard of environmental management through audits and reviews of the Site Management Plan (SMP), its objectives and targets.
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly.
- Periodically review the environmental risk register.

<b>Legislation</b>	<u>DWER Part V Environmental Health Act</u>
<b>Reference/s</b>	
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	CEO
<b>Council Meeting Date</b>	<u>29-21 September 2022</u> <del>2023</del>
<b>Review History</b>	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	<u>01/08/2023</u> <del>April 2024</del>
<b>Revision History</b>	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words 'non-legal' at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP 12/06/2021 no change 25/08/2022 – minor changes <u>08/</u> <u>08/08/2023 – no changes</u>