



# **INFORMATION BULLETIN**

**Issue No. 53**



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**RRF Update Report for reporting period January and February 2020**

RESOURCE RECOVERY FACILITY UPDATE REPORT	
<b>File No:</b>	<b>WST/13-09</b>
<b>Attachment/s:</b>	<b>Nil</b>
<b>Date:</b>	<b>10 April 2020</b>
<b>Prepared by:</b>	<b>DIRECTOR CORPORATE SERVICES</b>

This report presents a summary of activities that have taken place in the reporting period covering 1 January 2020 to 29 February 2020.

## OPERATIONAL MATTERS

The RRF closed on New Year's Day as scheduled. The facility also encountered two days lost processing time in January due to a breakdown of the facility's secondary refining area.

## OPERATIONAL INFORMATION

### Waste Delivery

#### **Waste Delivery Summary for Reporting Period**

MONTH	SCHEDULED TONNES	DELIVERED TONNES	DIFFERENCE TONNES
January 2020	8,800	8,876	76
February 2020	8,000	8,292	292

For the 11<sup>th</sup> Contract Year, for the period to 29 February 2019, the RRF was 2,156 tonnes ahead of schedule as a result of additional throughput at the plant.

The RRF is operating as anticipated in the RRFA, with average availability of 104% over the past 12 months.

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

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

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

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

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

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The MRC entered into a standstill deed with BioVision which deals with the operations of the plant during this period. The tonnes scheduled for processing but not processed during the shutdown have been recorded as Accrued Tonnes. The MRC has already paid the capital cost component of the RRF Gate Fee in relation to these tonnes and so the Accrued Tonnes will be processed for the MRC at the end of the RRFA contract with the MRC only have to pay the fixed and variable components of the RRF Gate Fee.

#### Waste Diversion

Waste Diversion for the past six months (ended February 2020) was 42.0% against a Waste Diversion Target of 43.3%.

#### Community Complaints

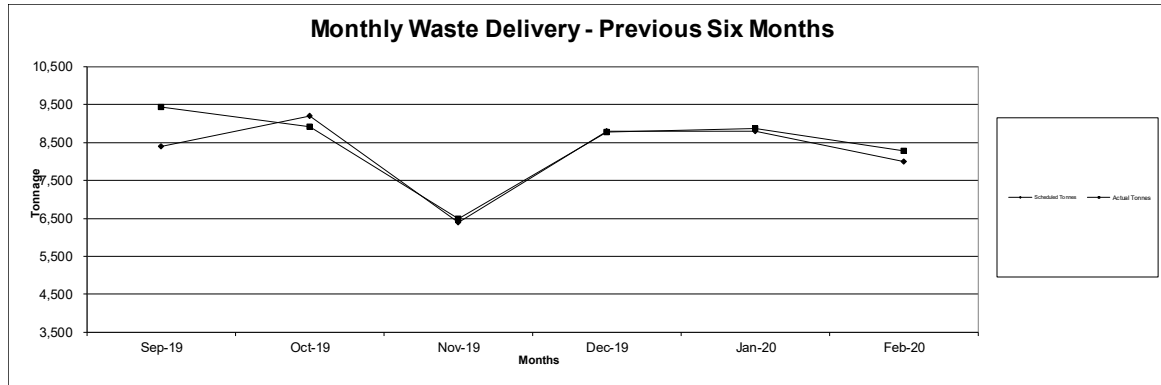
BioVision is continuing engagement with the selected key stakeholders, in particular the Banksia Grove development and the Wanneroo Golf Course.

#### **COMMUNITY COMPLAINTS SUMMARY FOR THE REPORTING PERIOD**

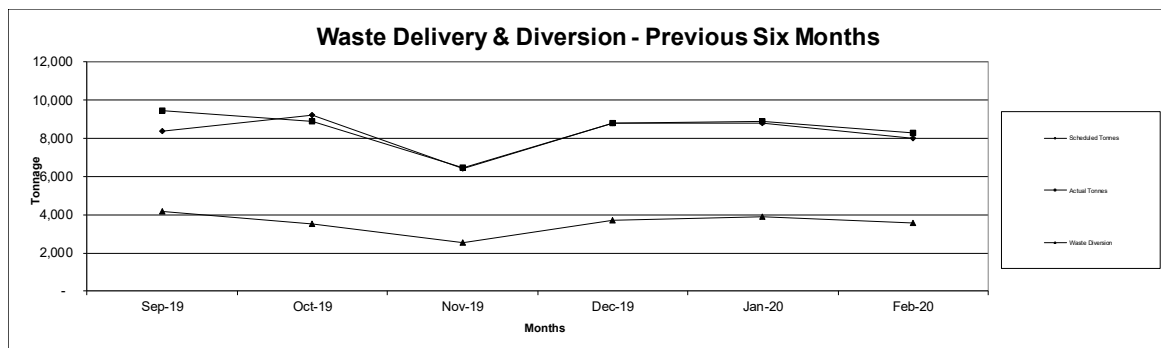
<b>Date</b>	<b>Complaint</b>	<b>From</b>	<b>Outcome</b>
January 2020	None	N/A	N/A
February 2020	Reported to DWER	Banksia Grove	As a result of the odour complaints reported, DWER visited the facility in month and the asset manager has been requested to supply a range of documentation related to the RRF's odour control system.

The graphs below provide data up to **29 February 2020**.

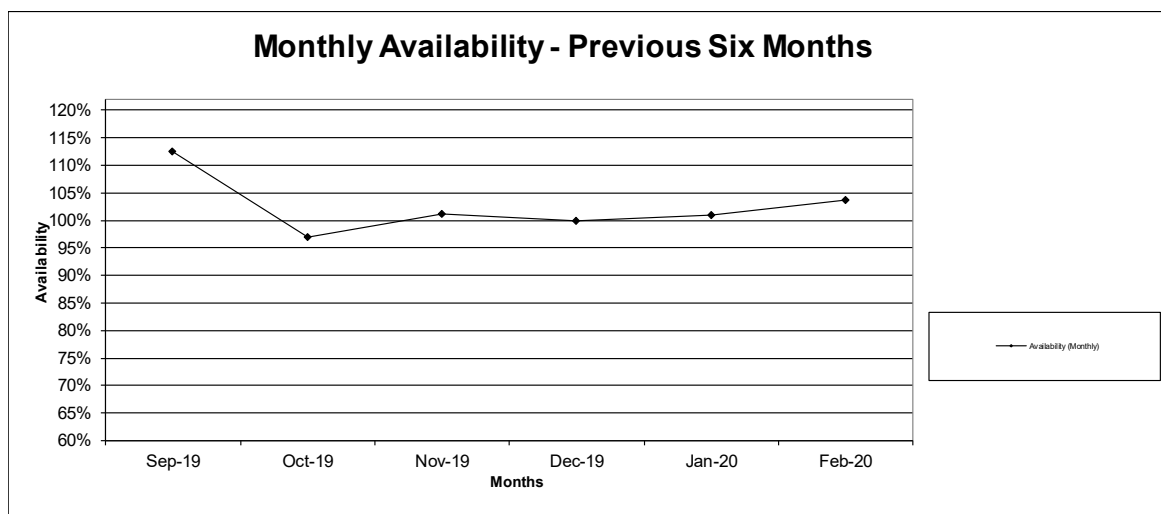
**Graph No. 1 – Monthly Waste Delivery – Previous Six Months**

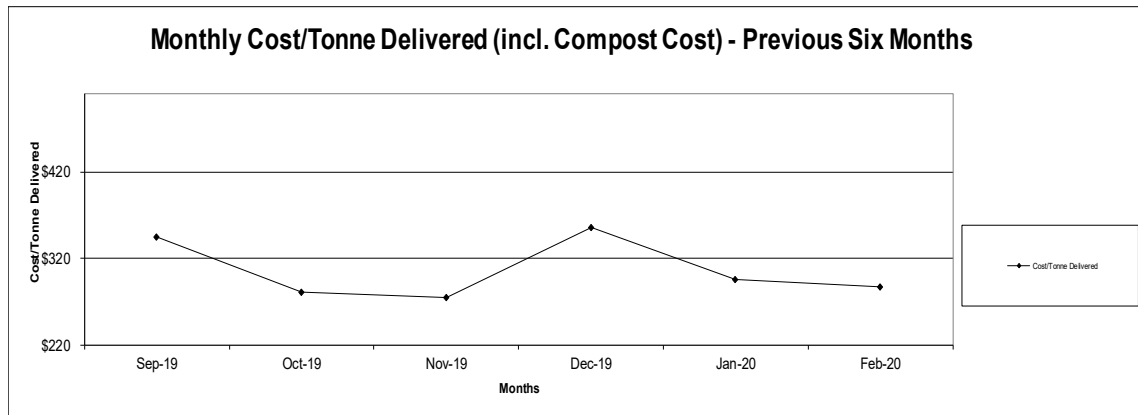
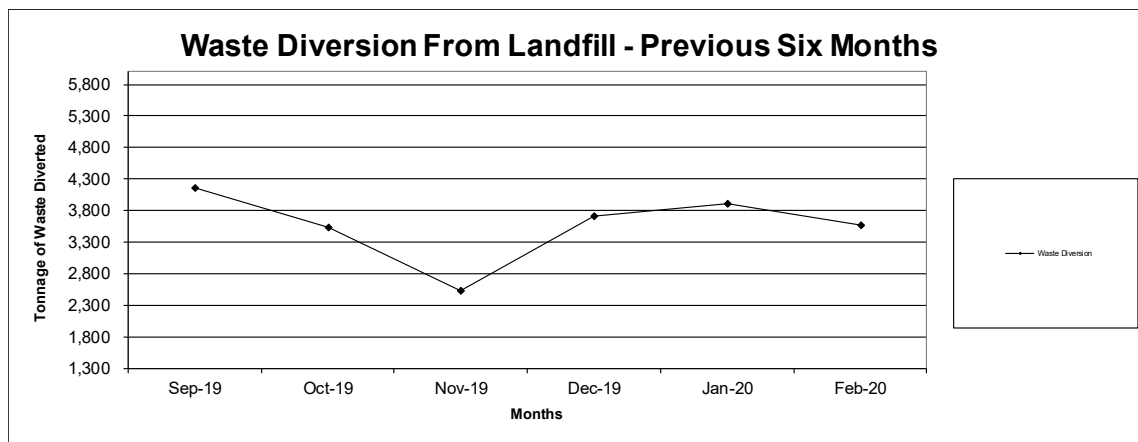


**Graph No. 2 – Waste Delivery & Diversion – Previous Six Months**



**Graph No. 3 – Monthly Availability – Previous Six Months**



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

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## Performance Indicators

KPI's as per the RRFA are as follows:

**Table No. 1 – KPI Summary (to 29 February 2020)**

KPI	Target	Previous six months	January	February
Availability*	95%	102.5%	101%	104%
Environmental Standard - Number of Breaches	0	0	0	0
Waste Diversion*****	43.3%	42.0%	44.0%	43.1%
Quality of Compost - Number of Breaches**/*****	0	0.17	0	1
Quantity of Recyclable Packaging ***	1.2%	0.9%	1.2%	0.8%
Health and Safety - Number of LTI's	0	0	0	0
Community Acceptance - Number of Complaints ****	0	0	0	0
Project Culture - PAG Chairperson Score	100%	100%	100%	100%

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

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

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

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

\*\*\*\*\*KPI's were suspended and closely monitored as City of Joondalup transition to a change in bin system (3 bins).

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

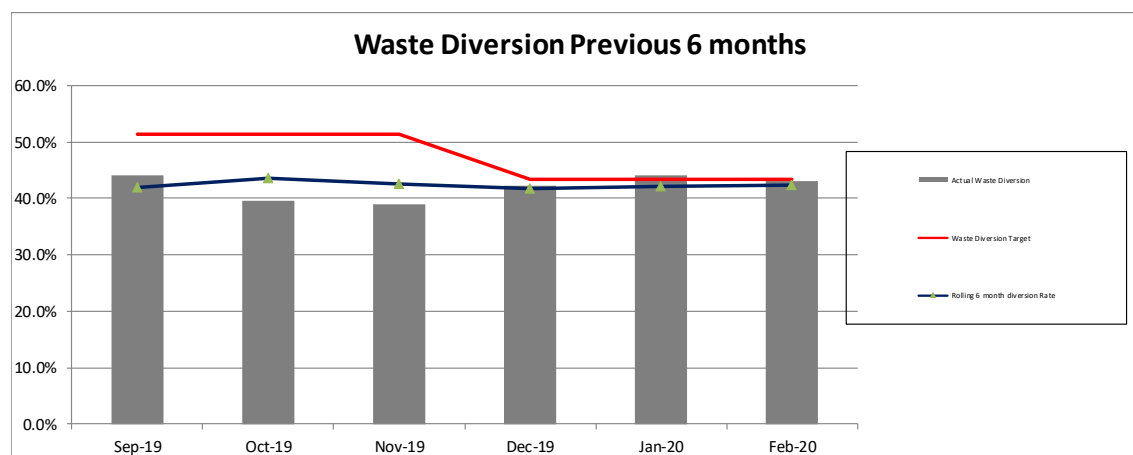
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## Waste Diversion

The average waste diversion for the past six months (September 2019 to February 2020) has been 42.3%.



## Project Advisory Group (PAG)

### **MRC Representatives:**

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

### **BioVision Representatives:**

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

### **Chairperson:**

Ian Watkins

The PAG last met on 12 February 2020

Items dealt with by the group included:

- Maintenance deed update
- BioVision Monthly Report/Updates
- Audit matters
- Contractual amendments, DWER Licence renewal discussion
- Residue Waste

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

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## FINANCIAL IMPLICATIONS

### Operational Expenditure

The Project Operational Summary below sets out the 2019/20 facility operating budget against which operational costs are tracked throughout the year. The variance over budget is as a result of the additional tonnes put through the facility during the year.

#### Project Operational Costs Summary for 2019/20 Financial Year – for the period ended 29 February 2020

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 29 February 2020

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance	Note
<b>Resource Recovery Facility</b>						
<b>Operating Expenditure</b>						
<b>Employee Costs</b>						
Salaries	-	-	-	-		
Allowances	-	-	-	-		
Workers Compensation Premium	-	-	-	-		
	-	-	-	-		
<b>Consultants and Contract Labour</b>						
Consultancy	10,000	2,663	2,663	7,337	73.37%	
	<b>10,000</b>	<b>2,663</b>	<b>2,663</b>	<b>7,337</b>	<b>73.37%</b>	
<b>Office Expenses</b>						
Cleaning of Buildings						
General cleaning (Enviro Care)	12,000	8,000	2,641	9,359	77.99%	
Window cleaning	-	-	-	-		
	<b>12,000</b>	<b>8,000</b>	<b>2,641</b>	<b>9,359</b>	<b>77.99%</b>	
<b>Information System Expenses</b>						
Computer System Maintenance						
ICT contractors costs	2,000	-	-	2,000	100.00%	
Newcastle Weighing Services-Gen Maintenance	12,000	8,000	6,950	5,050	42.08%	
Vertical Telecom P/L-Maint of Microwave Ant	6,000	4,000	3,541	2,459	40.99%	
	<b>20,000</b>	<b>12,000</b>	<b>10,491</b>	<b>9,509</b>	<b>47.55%</b>	
<b>Building Maintenance</b>						
Building Maintenance						
Airconditioning Maintenance	3,000	200	200	2,800	93.33%	
Septic system maintenance	4,000	-	-	4,000	100.00%	
Community Education Centre	3,000	294	294	2,706	90.20%	
Weighbridge and Calibration	7,500	2,914	2,914	4,586	61.15%	
Building Security						
Security - Monitoring	-	-	86	(86)		
	<b>17,500</b>	<b>3,408</b>	<b>3,494</b>	<b>14,006</b>	<b>80.03%</b>	
<b>RRF Operation Expenses</b>						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	9,000	252	252	8,748	97.20%	
Repair of Boom Gate	1,000	-	-	1,000	100.00%	
Access control infrastructure maintenance	3,000	85	85	2,915	97.18%	
Road Maintenance	5,000	-	-	5,000	100.00%	
Bores and Pipework						
Bore maint/calibration/electronics	4,500	1,507	1,507	2,993	66.51%	
Groundwater sampling	4,000	-	-	4,000	100.00%	
Bacteria sampling	1,000	1,000	1,763	(763)	(76.28%)	
Vermin control	500	-	-	500	100.00%	
Spills/leaks/incident management	500	-	-	500	100.00%	
Landscaping and Gardens	5,000	1,881	1,881	3,119	62.38%	
Compost Disposal	461,475	218,986	218,986	242,444	52.54%	
Contractor's Fees	29,578,500	20,346,686	20,946,437	8,632,063	29.18%	
RRF Maintenance Funding	250,000	-	-	250,000	100.00%	
	<b>30,323,475</b>	<b>20,570,397</b>	<b>21,170,911</b>	<b>9,152,519</b>	<b>30.18%</b>	
<b>Utilities</b>						
Electricity	15,800	4,256	3,360	12,440	78.73%	
Rates	114,339	76,227	66,112	48,227	42.18%	
	<b>130,139</b>	<b>80,483</b>	<b>69,472</b>	<b>60,667</b>	<b>46.62%</b>	
<b>Insurance</b>						
Municipal Property Insurance	3,800	2,532	2,728	1,072	28.22%	
Public Liability Insurance	5,650	3,766	3,717	1,933	34.21%	
	<b>9,450</b>	<b>6,298</b>	<b>6,445</b>	<b>3,005</b>	<b>31.80%</b>	
<b>Cost of Borrowings</b>						
Interest on Loans						
Loan 10A	48,716	33,337	33,338	15,378	31.57%	
Loan Expenses	-	-	-	-		
	<b>48,716</b>	<b>33,337</b>	<b>33,338</b>	<b>15,378</b>	<b>31.57%</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs	104,784	69,856	69,856	34,928	33.33%	
Amortisation Costs	358,007	238,671	238,671	119,336	33.33%	
	<b>462,791</b>	<b>308,527</b>	<b>308,527</b>	<b>154,264</b>	<b>33.33%</b>	
<b>Depreciation</b>						
Depreciation on Building	25,123	16,747	24,344	779	3.10%	
Depreciation on Infrastructure	34,871	23,247	28,789	6,082	17.44%	
	<b>59,994</b>	<b>39,994</b>	<b>53,132</b>	<b>6,862</b>	<b>11.44%</b>	
<b>Total Operating Expenditure</b>	<b>31,094,065</b>	<b>21,065,107</b>	<b>21,661,113</b>	<b>9,426,824</b>	<b>30.32%</b>	
<b>Net Total</b>	<b>(31,094,065)</b>	<b>(21,065,107)</b>	<b>(21,661,113)</b>	<b>(9,426,824)</b>	<b>30.32%</b>	

**Communications and Education Update Report January and February 2020**



# Communications and Education Report

January and February 2020

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## 1. Overview

During the January/February reporting period the Mindarie Regional Council's (MRC) Education Team achieved the following:

### January & February 2020 Activity

Activities	57
People engaged	9,022
Measured reach of people exposed to messaging	3,221,600

This period traditionally is a quieter period due to holidays and schools only just getting underway for the new year. The Team uses this time preparing for the year particularly the very busy events time of March – May.



This report will look to describe the MRC's education activity for the period of January and February 2020

## 2. Introduction

The Team's focus is on Winning Back Waste through community engagement within the region. The main objectives are to:

- act as an advocate for waste behaviour change at all levels,
- improve community awareness and understanding of waste issues,
- encourage a reduce, reuse, recycle and dispose wisely ethos and behaviours associated with this, and
- encourage engagement on many levels to have waste dealt with as high on the waste hierarchy as is practicable.

This is largely done through the provision of:

- a regional community engagement and waste education campaign, Face Your Waste
- the Earth Carer community outreach program,
- facility tours,
- visits to schools and community groups to deliver workshops and talks,
- displays within the community (including shopping centres, libraries, fairs and events),
- messaging through a broad range of communications and advertising channels, and
- special projects/programs to facilitate greater community participation in recycling and waste disposal initiatives.

The Team works closely with:

- the Member Councils through the region's Waste Education Strategic Steering Group (WESSG) to support the councils by assisting them in delivering their waste messages and in providing programs to enable improved recycling and waste disposal outcomes to the community, and
- the State and National Waste Educator Groups (WMRR-WA WEWG / WENG) which include representatives from the other Regional Councils, Local Governments, WALGA, Waste Wise Schools, KABWA, Waste Authority and a variety of other members (government/community/business) interested in waste issues.



The MRC recognises that waste has a value as a resource and is committed to managing waste in line with the waste hierarchy and diverting waste from landfill.



### 3. Strategic Projects

#### 3.1 Face Your Waste

Face Your Waste was designed to engage and gain peoples interest in waste, their own waste. This to encourage them to reduce their waste, through sorting and disposing of their waste correctly and by producing less waste in the first place.

With the understanding that you can produce whatever education or behavioural change material it all amounts to nothing if people aren't engaged with the message.

#### FACE YOUR WASTE 'PUT YOUR BIN ON A DIET'

Face Your Waste project in 2020 looks to build on the general awareness of needing to reduce the amount of waste we produce.

The focus now moves to encouraging people to look at reducing what goes into their bins, all their bins, losing weight from each bin and getting it back into shape. Using analogies with human health kick campaigns, asking people to 'slim their bin', and 'reduce their waste line'.

This through images of an out of shape bin and ones that are shape and summer ready. These images supported by a personal trainer working out with a bin, delivering waste messages to help get the bin back in shape. A bit of humour, engaging images and good waste messaging.



#### Measuring impact

A key part of any behaviour change program, such as Face Your Waste, is the ability to measure the impact of the program.

As a part of the Face Your Waste campaign, weights and waste volumes of residential bins are measured. Bins are weighed before, during and after involvement in the program to see what impact there has been on residents' waste behaviours.



Residents can either nominate, via the website, or will be invited to take part in a bin weight loss challenge. The measurements will be made using the residents' existing bins though during the challenge they may also be offered clear bins, if they live in participating councils.

Individual results will be given to the participating residents and they can then compare how they fare against generalised data published on the website and social media. It is anticipated that there will be a bit of a challenge set up between neighbours, streets, suburbs and councils. Similar campaigns have been run by Synergy and Water Corporation.

Participants are given a range of support to help them face their waste, reduce the amount of waste they produce and get their bins into shape. This support includes:

- Provision of clear bins (in participating councils)
- Bin tagging
- Education and tips on how to reduce the amount of waste they produce in all bins. This via emails, printed flyers, video clips on the website and through social media. (These tips will also be offered broadly to the general public)

### **January and February 2020**

This period saw the first advertising of the new campaign being shown.

This included adverts and editorials in:

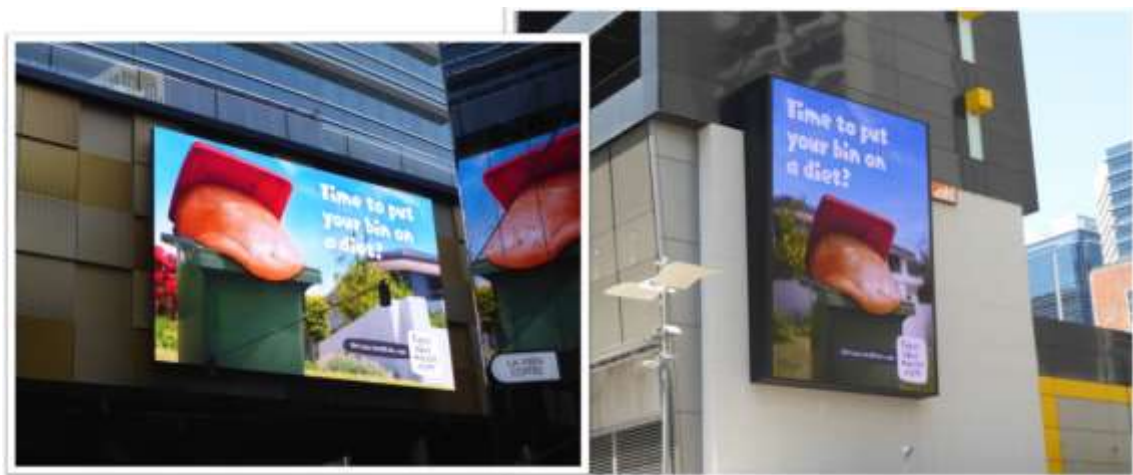
- Kids in Perth, parent's newspaper
- The Northern Guide, full back page advert Wanneroo edition

All these are free to the residents and have wide readership.

Adverts were displayed in:

- Shopalives, at a number of the main shopping centres in the region giving excellent exposure. These being Karrinyup, Lakeside Joondalup, Victoria Park Central, Raine Square and Floreat Forum.
- Bus backs, on buses operating out of the Joondalup Depot
- Billboards, roadside digital on: Murray St, Mitchell Fwy, Raine Sq and Elder St

This high profile advertising giving Face Your Waste a high exposure to a broad number of people from various walks of life, not just the waste interested.

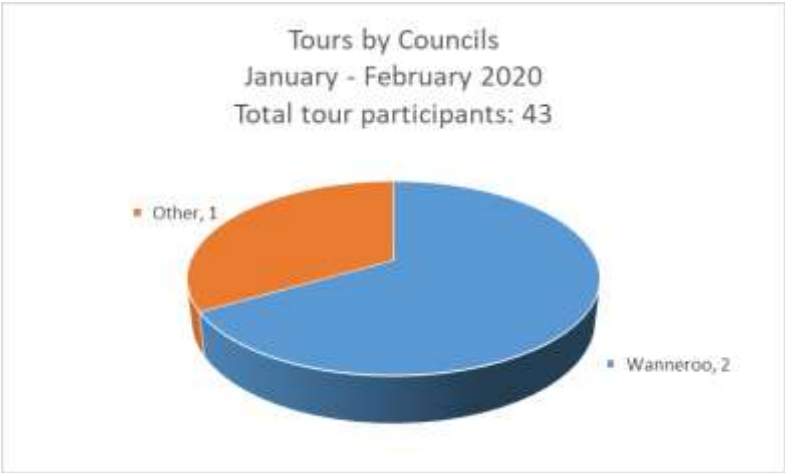


## 4. Community Engagement

### 4.1 Tours

The tours of the MRC facilities (Tamala Park and Resource Recovery Facility) are largely run on request Monday to Saturday and are popular with people of all age groups and from all walks of life.

During January and February, 3 tours took place with 1 solely visiting Tamala Park and the other 2 groups went to both Tamala Park and the RRF.



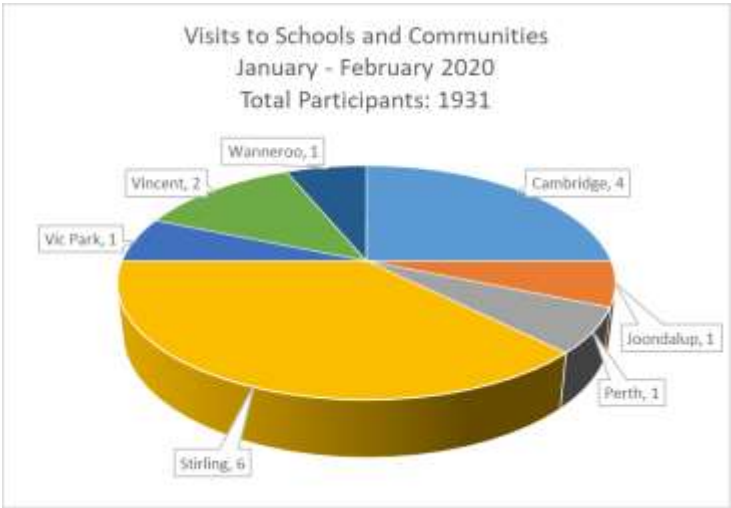
**Total number of people on tour = 43**

**School:** Atlantis Out of School Care

**Business:** City of Wanneroo staff members and the Department of Water and Environmental Regulation staff members.

### 4.2 Visits, Talks & Workshops

Talks and visits to community groups is also a focus of the MRC education team. During the January/February period 16 visits/talks/workshops were made to 1931 people.



The duration of the sessions ranges from an hour through to a full day and, in the case of schools, may be for single classes or for the whole school.

The topics of these talks and visits vary according to the group but the sessions mainly focus on three main areas:

- Organics – composting and worm farming
- The bin system – what goes in what bin
- Waste Hierarchy – reduce, reuse, recycle and dispose wisely.

TYPES OF TALKS	
	Number
Waste and Recycling	3
Composting	3
Worms	6
Battery Assembly	4
<b>Total</b>	<b>16</b>

Of these 16 visits, 5 were to schools and 11 were to community groups.

SCHOOLS	
	Number
Joondalup	1
Stirling	1
Vic Park	1
Vincent	1
Wanneroo	1
<b>TOTAL</b>	<b>5</b>

**Name of schools visited:** Kinross Primary School, Woodlands Primary School, Lathlain School, Peter Moyes Anglican Community School, Hale School.

**Name of Communities visited:** Town of Cambridge library, delivery of talks on 4 occasions, City of Stirling residents on 3 occasions, City of Perth catering students, City of Vincent residents on 2 occasions, Beaufort St Community Centre.

COMMUNITY/BUSINESS VISITS	
	Number
Cambridge	4
Perth	1
Stirling	4
Vincent	2
<b>TOTAL</b>	<b>11</b>

### 4.3 Events and Displays

Events and displays are a means of delivering waste messages to large numbers of people and often broader audience many of whom when visiting community events find themselves engaging with the waste messaging.

EVENTS	
Cambridge	2
Perth	1
Victoria Park	2
Wanneroo	2
<b>TOTAL</b>	<b>7</b>

**Total number of people engaged = 2410**

**Name of Event:** 2 community events at Vic Park, 2 community clothing swaps at the Town of Cambridge, Skyworks 2020, Mindarie Marina Clean Up, Retro Rewind.



The MRC has promoted the coming Containers for Change (Container Deposit Scheme) to the community, discussing with the community what containers are eligible and ineligible for a refund under the scheme.

At some events, like at Skyworks on Australia Day, joining WALGA in giving patrons a feel for what the scheme is like by paying 10 cents for eligible containers brought to the stand.





## 4.4 Earth Carers

The MRC community outreach program, Earth Carers, has been an integral part of the education program. Earth Carers are seen as long term valued people interested in waste and spreading a 'Waste Less' message. Since 2008 over 540 people have completed the MRC Earth Carer training courses and most of them are still active.

Two **training courses** are held each year, one in March and the other in August. On completion of the course the MRC Earth Carers continue to meet and engage with the community.

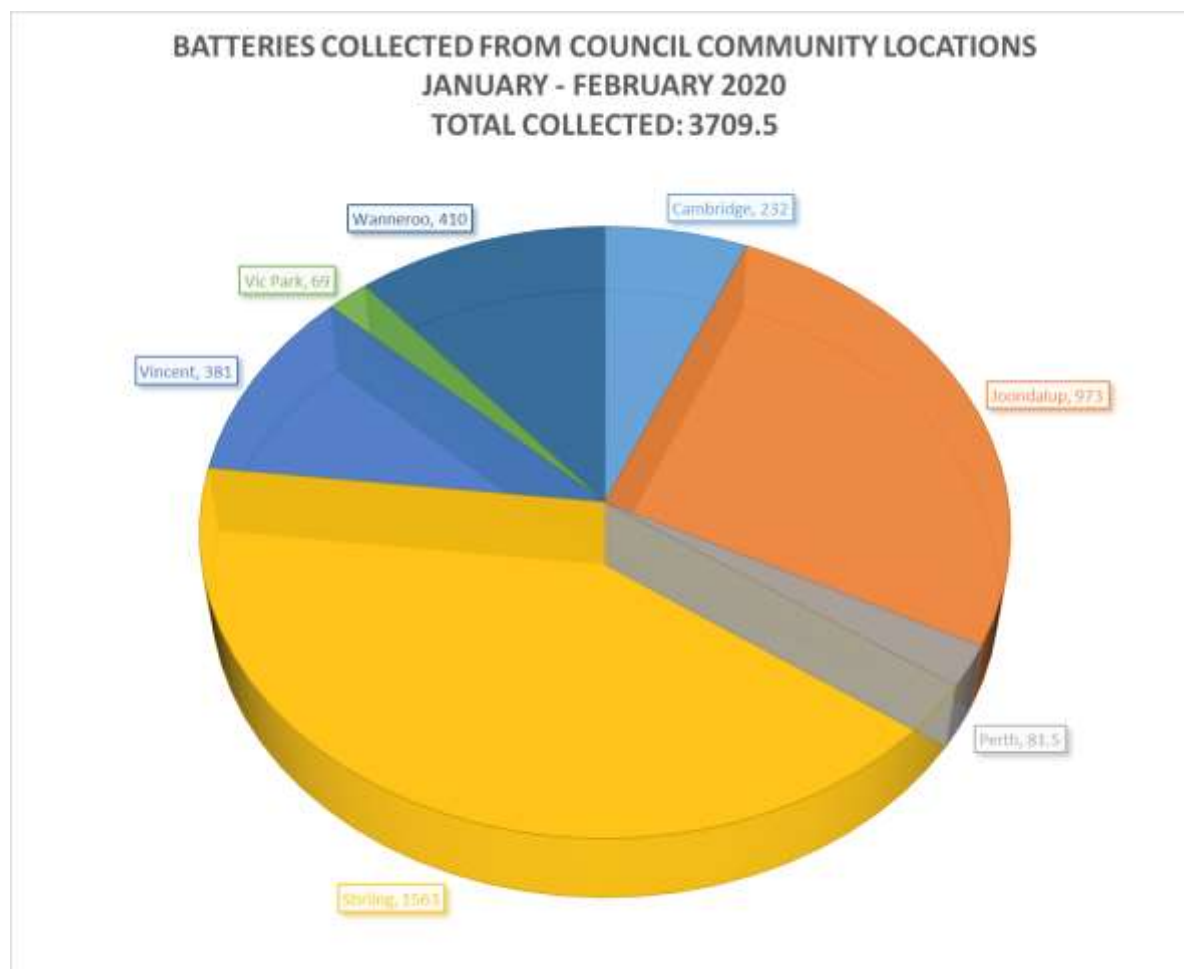
A Facebook Page, **Earth Carers North**, provides a convenient forum for Earth Carers and others to exchange ideas and discuss the wonderful world of waste. Over 900 followers currently engage with the Earth Carers North page.

Earth Carers are waste ambassadors, spreading waste messages into the community. The MRC Education Team is currently reviewing the effectiveness of the Earth Carers program.

## 5. Community Programs

### 5.1 Battery Program

Batteries from school and community bins continued to be collected in large numbers. Importantly most of these batteries previously would have gone into the household green top wheelie-bin then to the RRF and the chemicals contained within ultimately into the compost. However large quantities of batteries are bought and disposed of and although the MRC is collecting and recycling tonnes of batteries it is only the tip of the iceberg. The battery program is particularly important to MRC operations in helping divert this source of contamination away from the landfill and the RRF.



Currently 166 schools in the region take part in the battery program. The schools find it is a good way to engage students in a meaningful recycling program. From an MRC point of view it offers collection sites throughout the community and unlike the public battery collection bins the school ones are generally free of contamination.

**Battery Assemblies** are used to either launch or refresh a schools battery Program. These informative and fun talks are delivered at school assemblies, with a presenter accompanied by an assistant in a battery costume. They are often whole of school, with parents and teachers in attendance giving the program a wide exposure. The problems with batteries are explained and the solution, including using rechargeables, is given.

Talks on the battery program given at assemblies in this period where conducted at:

Battery assemblies: 4

**Name of schools visited:**

- Kinross Primary School,
- Woodlands Primary School,
- Lathlain School
- Peter Moyes Anglican Community School

Three of battery assembly presentations included a re-launch of the battery program and a celebration of league table winners and runner ups for the schools who collected the most batteries during 2019.

A total of 1600 people attended including 81 teachers and parents

**166 schools took part in the battery collection program during 2019.**

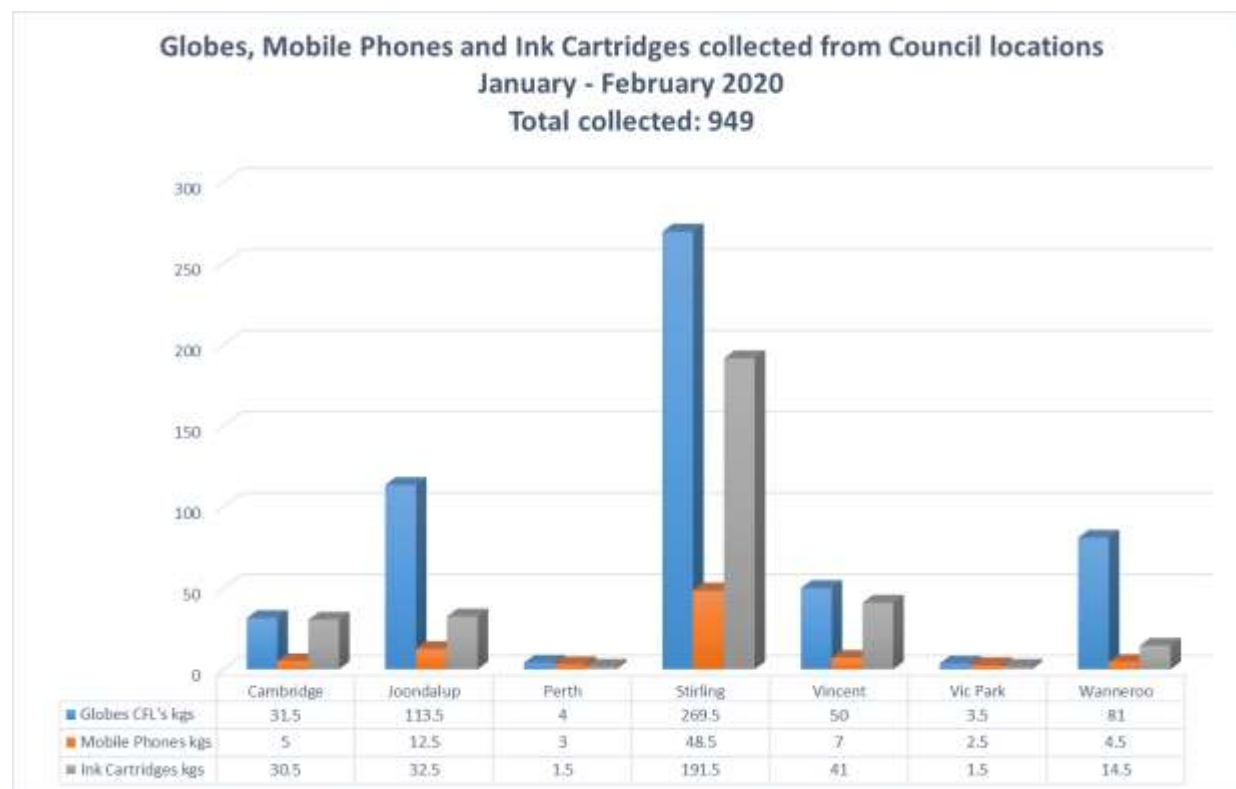
School League Table 2019		Total
Rank	School	Terms 1, 2, 3, 4
1	Woodlands Primary School	302
2	Kinross Primary School	280
3	Peter Moyes Anglican Community School	263
4	Landsdale Primary School	216.5
5	Sorrento Primary School	194
6	Greenwood Primary School	136
7	Wanneroo Primary School	134
8	Mercy College	120
9	Pearsall Primary School	109
10	Perth College Junior School	107
11	Halidon Primary School	106
12	Hocking Primary School	103
13	Carramar Primary School	100
14	East Butler Primary School	100
15	Mullaloo Beach Primary School	95
16	West Morley Primary School	89
17	Our Lady of Grace Primary School	87.5
18	Ashdale Primary School	83
19	Hillarys Primary School	83
20	Lake Gwelup Primary School	83
21	North Morley Primary School	82
22	Joondalup Education Support Centre	76
23	Mt Lawley Primary School	69
24	Madeley Primary School	67
25	Glengarry Primary School	65
26	Quinns Rocks Primary School	65
27	West Balcatta Primary School	63
28	Lathlain Primary School	59
29	North Beach Primary School	58
30	Mount Hawthorn Primary School	57
31	Our Lady of Lourdes	56
32	Wembley Primary School	56
33	Inglewood Primary School	55
34	Lake Joondalup Baptist College	55
35	Karrinyup Primary School	53
36	Beldon Primary School	52
37	Coolbinia Primary School	50
38	St Lukes Catholic School	46
39	Mullaloo Heights Primary School	44
40	Beaumaris Primary School	43

A full list of all participating schools and their 2019 ranking can be found on the MRC website.



## 5.2 Other Community Recycling Programs

In addition to dry cell batteries there are a number of community recycling stations located throughout the region. These stations are provided by the member councils, uniquely designed to meet the needs of each council, with the MRC providing the collection and recycling disposal service. These stations collect a range of problematic wastes, common household products that can't be disposed on in residential bins, like fluorescent globes, mobile phones and ink cartridges.



## COVID-19 Update

Unfortunately, early in March a decision was made, as precautionary measure, to postpone all MRC face to face community education activities. This included tours, participation in public events/fairs, school visits, community talks/workshops and Earth Carers training. Shortly after other organisations, encouraged by the Federal and State Governments, began postponing these type of events as well.

The Face Your Waste clear bin and slim your bin programs have both been put on hold as was the City of Stirling's bin tagging program for which the MRC was assisting.

The community battery program and small recyclables collections are still continuing for venues that remain open, like shopping centres. Collections were made from all schools prior to the end of Term 1.

During this time of isolation and stay at home messaging the Education Team has been working on improving and developing material and messaging through the MRC's online and social media presence. This by way of two websites (MRC and FYW) and four social media outlets (MRC, Reuse Shop, FYW and Earth Carers North). This in addition to getting everything in readiness for a relaunch of the face to face program when the green light is given. In the meantime, stay safe.

<b>Summary of Council Resolutions</b>
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OCM Date	Item #	Resolution	Status
2 Apr 2020	6.1	That Council: 1. Endorse participation in Council meetings by electronic means for Council Members, member council officers and MRC staff; and 2. Endorse that public question time to be modified to allow the public to submit their questions via	No further action required
2 Apr 2020	7.1	That Council: Resolves that this resolution, the report and the attachments to it remain confidential	IN PROGRESS
2 Apr 2020	7.2	That the Council: Endorse the suspension of the QC KPIs in respect of Soluble Phosphorus and Electrical Conductivity under the RRFA for the period November 2019 to September 2020, including a refund of penalties to BioVision of \$16,247.	Completed
2 Apr 2020	7.3	That the Council: 1. Not award the tender for the provision of services to upgrade the MRC ledger system to Navision Dynamics 2018 (Tender Number: 13/142). 2. Authorise the CEO to write to the unsuccessful tenderer and advise them of the decision not to award the tender.	Completed
27 Feb 2020	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 12 December 2019 be confirmed as a true record of the proceedings.	No further action required
27 Feb 2020	9.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 30 November 2019 and 31 December 2019, respectively, are received.	No further action required
27 Feb 2020	9.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 30 November 2019 and 31 December 2019, be noted.	No further action required
27 Feb 2020	9.3	hat Council: 1. Approve the forecast deficit position estimated to be \$1,902,322 at 30 June 2020, which includes the following: ☐ A net estimated decrease in total user charges of \$3,824,175; ☐ A net estimated decrease in total other charges of approximately \$7,673; ☐ A net estimated decrease in expenditures of \$57,684; ☐ A net estimated increase in the profit on sale of assets of \$20,435; ☐ Capex expenses re-allocated as contained in the report; and ☐ A net estimated decrease in capital expenditures of \$250,296. 2. Approve that the Participants' Surplus Reserve to be used to fund the deficit.	No further action required
27 Feb 2020	9.4	That Council note the responses received from the Office of the Auditor General from the Department of Local Government, Sport and Cultural Industries respectively.	No further action required
27 Feb 2020	9.5	That Council: 1. adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2019 as contained in Appendix 8 in accordance with the provisions of Regulation 14(3) of the Local Government (Audit) Regulations 1996 and in line with the recommendation from the Audit Committee; 2. authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in 1. above; and 3. authorise the Chief Executive Officer to submit the adopted Return detailed in 1. to the Director General, Department of Local Government by 31 March 2020.	Completed
27 Feb 2020	9.6	That this motion be deferred to the 23 April 2020 Ordinary Council meeting to allow the CEO to bring a report back to Council to respond to Councillor's questions.	Completed
27 Feb 2020	9.7	That Council: Approves the Chief Executive Officer's attendance at the AORA Conference in April 2020, with the costs paid from funds already provided for in the 2019/20 budget.	No further action required

27 Feb 2020	10	That the Members Information Bulletin Issue No. 52 be received.	No further action required
27 Feb 2020	14.1	That the Council: 1. Note the receipt of the Mandatory Audit Report (MAR) by the MRC and the recommendations contained therein 2. Endorse the MRC's proposed responses to the recommendation of the MAR.	No further action required
27 Feb 2020	14.2	That Council: 1. Notes that the CEO's performance appraisal has been undertaken covering the period 6 September 2018 to 5 September 2019. 2. Endorses the Committee's performance appraisal of 'Meets Expectations' and thanks Mr Hoppe for his efforts. 3. Approves an increase to Mr Hoppe's base salary of 1.3%, effective from 6 September 2019. 4. Endorses that the CEO explore options to gain professional development and exposure to contemporary developments in the waste industry in line with the terms of his employment contract. 5. Approves the CEO's Performance Criteria for the 2019 - 2020 period, as per Attachment 3.	Completed
12-Dec-19	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 21 November 2019 be confirmed as a true record of the proceedings.	No further action required
12-Dec-19	9.1	That the Financial Statements set out in Appendix No. 1 for the month ended 31 October 2019 are received.	No further action required
12-Dec-19	9.2	That the Financial Statements set out in Appendix No. 1 for the month ended 31 October 2019 are received.	No further action required
12-Dec-19	9.3	That the Council: Approve the amendment to the Audit Committee Terms of Reference to increase the membership of the committee from three elected members to a minimum of three elected members, as per Attachment 2.	Completed
12-Dec-19	10	That the Members Information Bulletin Issue No. 51 be received.	No further action required
12-Dec-19	11.1	That this motion be deferred to the 12 December 2019 Ordinary Council meeting to allow the CEO to bring a report back to Council on what the practice of the member councils is in this regard, and what changes, if any, may be required to the MRC's Audit Committee Terms of Reference to align the MRC practices with the practices of its member councils.	Completed
12-Dec-19	11.1A	That the Council: (b) REQUESTS the CEO to write to the Office of the Auditor General to obtain guidance as to the status of all previous Audit Committee meeting minutes, which were contained in previous Member Information Bulletins for noting, and seeks guidance as to whether they should be brought to the next Ordinary meeting of Council for endorsement.	Completed
21-Nov-19	10.1, 10.2, 10.3	1.The minutes of the Ordinary Council Meeting held on 19 September 2019 be confirmed as a true record of the proceedings, subject to an annotation being added to the resolution in respect of item 10 of the agenda, which reads: <i>"Cr Shannon noted that the Audit Committee Minutes were contained in the Members Information Bulletin and sought clarification of the Audit Committee Terms of Reference."</i> 2.The minutes of the Special Council meeting held on 26 September 2019 be confirmed as a true record of the proceedings. 3.The minutes of the Special Council meeting held on 17 October 2019 be confirmed as a true record of the proceedings.	No further action required
21-Nov-19	11.1	That the Financial Statements set out in Appendix No. 1, 2 and 3 for the months ended 31 July 2019, 31 August 2019 and 30 September 2019 are received.	No further action required
21-Nov-19	11.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2019, 31 August 2019 and 30 September 2019, be noted.	No further action required
21-Nov-19	11.3	To appoint Cr Proud, Cr Shannon, Cr Vernon and Cr Boothman onto the Audit Committee. To Appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the Chief Executive Officer's Recruitment and Performance Review Committee. To appoint Cr Newton as the member and Cr Cvitan as the deputy member onto the Resource Recovery Facility - Project Advisory Group. Appoint Cr Boothman as the member and Cr Fishwick as the deputy member onto the Municipal Waste Advisory Council.	No further action required

21-Nov-19	11.4	That the Council: 1. notes the recommendation of the Audit Committee meeting held on 16 October 2019 to adopt the Financial Report for the year ended 30 June 2019; 2. adopts the Annual Report for the year ended 30 June 2019, which includes the Financial Report detailed in 1. above; and 3. approves the transfer of \$1.2 million from Retained Earnings to the Site Rehabilitation Fund	
21-Nov-19	11.5	That the Council: 1. Adopt the meeting dates as follows: · Ordinary Council Meeting – 27 February 2020 (City of Joondalup) · Ordinary Council Meeting – 23 April 2020 (City of Wanneroo) · Ordinary Council Meeting – 02 July 2020 (City of Stirling) · Ordinary Council Meeting – 24 September 2020 (City of Vincent) · Ordinary Council Meeting – 22 October 2020 (Town of Victoria Park) · Ordinary Council Meeting – 17 December 2020 (city of Perth) 2. Issue Public Notice on the meetings location, dates and times as detailed in (1) above in accordance with Part 12 (1) of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Local Government Act 1995</i> .	No further action required
21-Nov-19	11.6	That the Council 1. Approve that the words “\$140 per meeting” be deleted from line 3 of the table at point 1 in CP01.	Completed
21-Nov-19	11.7	That Council appoint Mr Phillip Draber to the role of MRC external audit committee member for the period from 21 November 2019 to 30 June 2020.	Completed
21-Nov-19	11.8	That Council: Note the report findings with respect to the 2019 FOGO trial.	Completed
21-Nov-19	11.9	That the Council: 1) note the options put forward by the MRC, and 2) Request that the CEO write to the member councils encouraging them to consider establishing a new permanent HHW facility in their local government area and/or hosting temporary collection day events to help divert HHW from landfill	
21-Nov-19	12	That the Members Information Bulletin Issue No. 50 be received.	Completed
21-Nov-19	13.1	That this motion be deferred to the 12 December 2019 Ordinary Council meeting to allow the CEO to bring a report back to Council on what the practice of the member councils is in this regard, and what changes, if any, may be required to the MRCs Audit Committee Terms of Reference to align the MRC practices with the practices of its member councils.	Completed
17-Oct-19	6.1	That the Council: 1. Endorse that the MRC not submit proposals to WARRRL to become a Refund Point Operator or a Processing Provider at this time. 2. Endorse that the MRC pursue registration with WARRRL to become a Donation Point under the CDS scheme. 3. Endorse that the MRC reconsider becoming a Refund Point Operator, at a later date, should the project economics improve. 4. Authorise the CEO to pursue the required permissions and approvals from regulatory agencies and the Tamala Park landowners to allow for the potential future development of the land originally earmarked for the CDS scheme for future infrastructure development.	Completed
17-Oct-19	6.2	That the Council: 1. Endorse the changes to the Resource Recovery Facility Agreement as documented in the draft Deed of Amendment – Resource Recovery Facility Agreement dated 9 October 2019, subject to approval by BioVision and the ANZ Bank; 2. Authorise the CEO to make minor changes if required to the draft Deed of Amendment that do not increase the MRC’s liability, in discussion with the Chair and subject to obtaining appropriate legal advice, and to execute the finalised Deed of Amendment under Common Seal; and 3. Approve that costs arising from the Deed of Amendment be accommodated in the half year budget review.	Completed

26-Sep-19	6.1	1. Authorise the CEO to conclude the RRFA insurance renewals negotiations with BioVision and the external insurers on policy terms deemed advantageous to the MRC at the discretion of the CEO, at a total cost of up to \$1.4 million, at an agreed Industrial Special Risk insurance deductible of up to \$100,000, with the increase in insurance costs to be funded through the half year budget review. 2. Request that the CEO investigate options to reduce the RRFA insurance premiums.	Completed
19-Sep-19	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 4 July 2019 be confirmed as a true record of the proceedings.	No further action required
19-Sep-19	9.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 May 2019 and 30 June 2019 are received.	No further action required
19-Sep-19	9.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2019 and 30 June 2019, be noted.	
19-Sep-19	9.3	1. Approve the addition of Policy CP16 Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees. 2. Retain the remaining Council Policies with changes as contained in Appendix 6 and with the addition of the following amendments: a. CP06 Purchase of good and services – that the words “ <i>Criteria weightings will be determined with reference to the complexity and nature of the specific goods or services being tendered for.</i> ” be added at the end of the first paragraph of Section 5.b b. CP09 Investments – that a bullet point 9 be added stating that “ <i>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.</i> ” 3. Retains the delegations to the Chief Executive Officer as detailed in Attachment 1 of this report.	No further action required
		4. That the CEO reports report back to council by 30 June 2020 outlining the investments that the MRC have made in compliance with CP09.	OUTSTANDING
19-Sep-19	9.4	That the Council a) not support a toxic taxi service of a standardised Household Hazardous Waste, Community Recycling Stations and Battery Bin collection based on the high estimated costs of these proposals. b) the MRC look at options, in conjunction with the Western Australian Container Deposit Scheme, and provide a report to council on ways to improve the collection of HHW.	Completed
19-Sep-19	9.5	That the Council:  Authorise the CEO to conclude the RRFA insurance renewals negotiations with BioVision and the external insurers, at a total cost of up to \$2.8 million, at an agreed Industrial Special Risk insurance deductible of up to \$100,000, with the increase in insurance costs to be funded through the half year budget review. To hold over this item to a Special Council Meeting on 26 September 2019 in order for the MRC to seek legal advice.	Completed
19-Sep-19	9.6	That the Council:  1. Endorse the MRC’s continued engagement with the WA Container Deposit Scheme toward becoming a Refund Point Operator, or a Refund Point Operator and Processing Provider 2. Authorise the CEO’s pursuit of the required permissions and approvals from regulatory agencies and the Tamala Park landowners to facilitate the potential construction of a CDS facility at Tamala Park 3. Request that the CEO bring a report to Council outlining the key elements of any proposed tender submissions to the scheme coordinator for consideration prior to their submission.	Completed
19-Sep-19	10	That the Members Information Bulletin Issue No. 49 be received.	No further action required



19-Sep-19	14.1	That the Council:  1. Award the tender for the crushing and screening of Tamala Park quarry limestone (Tender Number: 13/141) to URBAN RESOURCES at the fixed price detailed within the report.  Authorise the CEO to advise the unsuccessful tenderers of the decision to award the tender to URBAN RESOURCES	Completed
4-Jul-19	10.1	That the Minutes of the Ordinary Council Meeting of Council held on 11 April 2019 be confirmed as a true record of the proceedings	
4-Jul-19	11.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 March 2019 and 30 April 2019 are received.	
4-Jul-19	11.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 March 2019 and 30 April 2019, be noted.	
4-Jul-19	11.3	That Council: <i>(i)</i> adopt the Budget for the Mindarie Regional Council for 2019/20 financial year <i>(ii)</i> endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements <i>(iii)</i> Approve the Capital Budget Program of \$2,602,892 for 2019/20 as follows: <u>New capital expenditures</u> · Buildings · Office furniture and equipment · Computer equipment · Plant and equipment and vehicles · Infrastructure <u>Carried forward capital expenditures</u> · Repl. Toyota Forklift · Cardboard compactor project · Transfer station extension · Recycling centre alignment · Leachate treatment project Total Capital expenditure (v) approve that \$405,771 will be transferred from the Operating Surplus to the Site Rehabilitation Reserve. (vi) Approve that \$1,300,000 will be transferred from Retained Earnings to the Site Rehabilitation Reserve (vii) Approve that \$2,60,2892 be transferred from the Reserve for Capital Expenditure to Operating Surplus to fund capital expenditures.  (viii) Approve that \$250,000 will be transferred Operating surplus to the RRF Maintenance reserve  (ix) Approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Surplus. (x) Approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves.	Completed
4-Jul-19	12.1	That the Members Information Bulletin Issue No. 48 be received.	No further action required
4-Jul-19	13.1	That future Ordinary Council Meetings of the Mindarie Regional Council commence at 6.30 pm to provide Council Members with an additional 30 minutes to travel to meetings.	Completed
4-Jul-19	13.2	That the CEO prepare a report to council for their consideration by 19 September 2019, outlining the cost and logistics involved in the MRC undertaking a limited trial of a “HHW Toxic Taxi Service” and community recycling stations for the on-demand collection of Household Hazardous Waste (HHW) from the residents of the MRC’s member councils. The report should cover: 1. The area and population base to be covered as part of a limited trial of 12 months; 2. Which HHW items could be included in the trial service, noting that the list will be as comprehensive as possible;  3. The cost of the limited trial and the impact that it would have on the members’ gate fee;  4. How the service would be marketed; 5. How the improvement in intercepting HHW, that would otherwise go to landfill, will be measured; and 6. How the scheme would function.	Completed
6-Jul-17	13	That the Chief Executive Officer be requested to conduct a review of the Mindarie Regional Council’s (MRC) band classification as determined by the Salaries and Allowances Tribunal (SAT) to ascertain if there is justification for the MRC in making a submission to the SAT to be reclassified from a band 3 Regional Council to a band 2 Regional Council.	OUTSTANDING