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### APPENDICES

**Ordinary Council Meeting –**

**25 MARCH 2021**

**Financial Statements for the period ended 30 December 2020**

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APPENDIX 1

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# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 December 2020**

**Mindarie Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 31 December 2020**

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	2,665,000	1,333,867	1,328,381			
User Charges - City of Wanneroo	13,294,250	6,599,466	6,439,836			
User Charges - City of Joondalup	6,369,350	3,244,554	3,424,856			
User Charges - City of Stirling	9,840,000	4,875,520	5,077,725			
User Charges - Town of Cambridge	1,118,275	559,711	611,737			
User Charges - City of Vincent	2,870,000	1,363,352	1,203,410			
User Charges - Town of Victoria Park	2,644,500	1,322,779	1,260,021			
User Charges - RRF Residues	11,623,500	5,981,457	5,996,674			
	<b>50,424,875</b>	<b>25,280,706</b>	<b>25,342,642</b>	<b>61,936</b>	<b>0.24%</b>	
<b>Non Member User Charges</b>						
User Charges - Casual Tipping Fees	2,755,896	1,282,295	1,440,218	157,923	12.32%	
	<b>2,755,896</b>	<b>1,282,295</b>	<b>1,440,218</b>	<b>157,923</b>	<b>12.32%</b>	
<b>Total User Charges</b>	<b>53,180,771</b>	<b>26,563,001</b>	<b>26,782,860</b>	<b>219,859</b>	<b>0.83%</b>	1
<b>Other Charges</b>						
Service Charges						
Sale of Recyclable Materials	702,113	223,784	161,129	(62,655)	(28.00%)	
Gas Power Generation Sales	1,130,000	38,298	38,298	-	0.00%	
Grants and Subsidies	-	-	-	-	-	
Contributions, Reimbursements & Donations	1,500	714	45,238	44,524	6235.92%	
Interest Earnings	326,752	163,374	108,852	(54,522)	(33.37%)	
Other Revenue	554,380	255,348	461,483	206,135	80.73%	
<b>Total Other Charges</b>	<b>2,714,745</b>	<b>681,518</b>	<b>815,000</b>	<b>133,482</b>	<b>19.59%</b>	2
<b>Total Revenue from Ordinary Activities</b>	<b>55,895,516</b>	<b>27,244,519</b>	<b>27,597,860</b>	<b>353,341</b>	<b>1.30%</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	5,778,105	2,674,075	2,681,595	(7,520)	(0.28%)	
Materials and Contracts						
Consultants and Contract Labour	425,580	104,485	117,716	(13,231)	(12.66%)	
Communications and Public Consultation	366,500	31,552	35,594	(4,042)	(12.81%)	
Landfill Expenses	1,880,270	552,256	550,391	1,865	0.34%	
Office Expenses	252,495	98,677	75,753	22,924	23.23%	
Information System Expenses	205,778	84,404	74,460	9,944	11.78%	
Building Maintenance	152,600	29,710	37,337	(7,627)	(25.67%)	
Plant and Equipment Operating & Hire	916,490	253,826	272,969	(19,143)	(7.54%)	
RRF Other Operating Expenses	30,695,864	15,424,589	16,753,648	(1,329,059)	(8.62%)	3
WMRC	-	-	-	-	-	
Utilities	311,167	159,030	154,999	4,031	2.53%	
Depreciation	2,114,229	1,056,529	1,088,193	(31,664)	(3.00%)	
Depreciation - Right of Use Asset	-	-	273,744	(273,744)		4
Finance Costs (leases)	-	-	150,957	(150,957)		4
Insurances	222,072	109,170	112,952	(3,782)	(3.46%)	
DEP Landfill Levy	10,321,710	5,098,871	4,870,510	228,361	4.48%	5
Land Lease/Rental	815,486	401,717	-	401,717	100.00%	4
Other Expenditure						
Members Costs	250,413	82,606	80,767	1,839	2.23%	
Administration Expenses	981,500	126,951	126,860	91	0.07%	
Amortisation for Cell Development	2,487,470	1,228,794	1,173,763	55,031	4.48%	
Amortisation for Decommissioning Asset	1,097,915	548,955	548,955	-	0.00%	
Capping Accretion Expense	191,721	95,859	95,859	-	0.00%	
Post Closure Accretion Expense	157,761	78,879	78,879	-	0.00%	
RRF Amortisation	462,791	231,395	231,395	-	0.00%	
<b>Total Expenses</b>	<b>60,087,917</b>	<b>28,472,330</b>	<b>29,587,298</b>	<b>(1,114,967)</b>	<b>(3.92%)</b>	
Profit on Sale of Assets	18,287	-	56,441	56,441		
Loss on Sale of Assets	7,963	7,963	-	7,963	(100.00%)	
Revaluation of Assets	-	-	-	-		
	<b>10,324</b>	<b>(7,963)</b>	<b>56,441</b>	<b>64,404</b>	<b>(808.79%)</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>(4,182,077)</b>	<b>(1,235,774)</b>	<b>(1,932,996)</b>	<b>(697,222)</b>	<b>56.42%</b>	



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

Note #	Description of Item	Nature of variance where: 1. Member Revenue (Aggregated) variances greater than \$250,000. 2. Non Member Revenue (Aggregated) variances greater than \$100,000. 3. Other Revenues Charged (Per Line Item) variances greater than \$100,000. 4. All Expense variances (Per Line Item) greater than \$100,000.
1	User Charges - Members and Non Members	<p>Total user charges are \$220k above budget due to more than anticipated member council's waste of \$62k, the main contributors being the Cities of Joondalup and Stirling. Non-member waste is \$158k over budget year to date, due to increasing waste received from cash and trade customers.</p> <p>Member Councils delivered more processable tonnes (1,990t) and less non processable tonnes (1,847t) than budget year to date.</p> <p>RRF residues have delivered more than anticipated (74t) year to date.</p> <p>Overall year to date member tonnes are 218 more than budgeted.</p>
2	Other Charges	<p>Other Revenue is \$133k above budget mainly due to receiving a refund from the ATO and a payment from C-Wise for profit sharing relating to the 2019-2020 financial year, both unbudgeted. This is abated by lower than anticipated interest rates in investments and the net effect of lower income against budget as a result of Workpower taking over resource recovery operations from September 2020.</p>
3	RRF Other Operating Expenses	<p>RRF other operating expenses is \$1.329m above budget due to a payment of fixed operating cost adjustment pertaining to the previous financial year and insurance cost catch-up payments for the period from 1 Jan 2020.</p>
4	Land lease/Rental Costs	<p>Land lease/rental costs have been re-allocated in accordance with AASB16 Leases. All leases will be treated as right of use asset and will depreciate and incur finance costs until the end of lease.</p>
5	DWER Landfill Levy	<p>DWER landfill levy is \$228k below budget due to 3,546 tonnes less levied waste being delivered against phased budget.</p>

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 31 December 2020

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance
<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	-	-	10,000	100.00%
	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>100.00%</b>
<b>Office Expenses</b>					
Cleaning of Buildings					
General cleaning (Enviro Care)	-	-	-	-	
Window cleaning	-	-	-	-	
	-	-	-	-	
<b>Information System Expenses</b>					
Computer System Maintenance					
ICT contractors costs	2,000	-	-	2,000	100.00%
Newcastle Weighing Services-Gen Maintenance	12,000	6,000	5,213	6,788	56.56%
Vertical Telecom P/L-Maint of Microwave Ant	6,000	3,000	2,689	3,311	55.18%
	<b>20,000</b>	<b>9,000</b>	<b>7,902</b>	<b>12,098</b>	<b>60.49%</b>
<b>Building Maintenance</b>					
Building Maintenance					
Airconditioning Maintenance	3,000	-	-	3,000	100.00%
Septic system maintenance	4,000	-	-	4,000	100.00%
Community Education Centre	3,000	-	-	3,000	100.00%
Weighbridge and Calibration	9,000	3,080	3,080	5,920	65.77%
Building Security					
Security - Monitoring	-	-	-	-	
	<b>19,000</b>	<b>3,080</b>	<b>3,080</b>	<b>15,920</b>	<b>83.79%</b>
<b>RRF Operation Expenses</b>					
Fencing and Gate Maintenance					
Fencing and Gate Maintenance	5,000	550	550	4,450	89.00%
Repair of Boom Gate	1,000	-	-	1,000	100.00%
Access control infrastructure maintenance	3,000	-	-	3,000	100.00%
Road Maintenance	5,000	-	-	5,000	100.00%
Bores and Pipework					
Bore maint/calibration/electronics	4,500	-	-	4,500	100.00%
Groundwater sampling	4,000	-	-	4,000	100.00%
Bacteria sampling	1,000	-	-	1,000	100.00%
Vermine control	500	-	-	500	100.00%
Spills/leaks/incident management	500	-	-	500	100.00%
Environmental monitoring	4,000	1,200	1,200	2,800	70.00%
Landscaping and Gardens	-	-	1,616	(1,616)	
Compost Disposal	456,900	232,029	166,305	290,595	63.60%
Contractor's Fees	29,960,464	15,190,810	16,583,977	13,376,487	44.65%
RRF Maintenance Funding	250,000	-	-	250,000	100.00%
	<b>30,695,864</b>	<b>15,424,589</b>	<b>16,753,648</b>	<b>13,942,216</b>	<b>45.42%</b>
<b>Utilities</b>					
Electricity	15,800	7,898	2,520	13,280	84.05%
Rates	104,127	52,062	54,137	49,990	48.01%
	<b>119,927</b>	<b>59,960</b>	<b>56,657</b>	<b>63,270</b>	<b>52.76%</b>
<b>Insurance</b>					
Municipal Property Insurance	3,800	1,902	2,029	1,771	46.61%
Public Liability Insurance	5,650	2,820	2,740	2,910	51.50%
	<b>9,450</b>	<b>4,722</b>	<b>4,769</b>	<b>4,681</b>	<b>49.53%</b>
<b>Cost of Borrowings</b>					
Interest on Loans					
Loan 10A	-	-	-	-	
Loan Expenses	-	-	-	-	
	-	-	-	-	
<b>Amortisations</b>					
Amortisation Pre-operating Costs	104,784	52,392	52,392	52,392	50.00%
Amortisation Costs	358,007	179,003	179,003	179,004	50.00%
	<b>462,791</b>	<b>231,395</b>	<b>231,395</b>	<b>231,396</b>	<b>50.00%</b>
<b>Depreciation</b>					
Depreciation on Building	36,515	18,258	18,258	18,257	50.00%
Depreciation on Infrastructure	43,183	21,591	21,592	21,591	50.00%
	<b>79,698</b>	<b>39,849</b>	<b>39,849</b>	<b>39,849</b>	<b>50.00%</b>
<b>Total Operating Expenditure</b>	<b>31,416,730</b>	<b>15,772,595</b>	<b>17,097,301</b>	<b>14,297,838</b>	<b>45.51%</b>
<b>Net Total</b>	<b>(31,416,730)</b>	<b>(15,772,595)</b>	<b>(17,097,301)</b>	<b>(14,297,838)</b>	<b>45.51%</b>

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 December 2020

Description	Adopted Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>				
<b>Operating Revenues</b>				
General Purpose Funding	55,895,516	27,597,861	353,342	1.30%
Community Amenities	-	-	-	
Resource Recovery Facility	-	-	-	
	<b>55,895,516</b>	<b>27,597,861</b>	<b>353,342</b>	<b>1.30%</b>
<b>Profit on Disposal of Assets</b>				
Governance	-	-	-	
Community Amenities	18,287	56,441	56,441	
Resource Recovery Facility	-	-	-	
	<b>18,287</b>	<b>56,441</b>	<b>56,441</b>	
<b>Total Revenue</b>	<b>55,913,803</b>	<b>27,654,302</b>	<b>409,783</b>	<b>1.50%</b>
<b>Expenses from Ordinary Activities</b>				
<b>Operating Expenditure</b>				
Governance	4,910,785	1,780,697	130,925	6.85%
Community Amenities	23,760,402	10,558,342	229,771	2.13%
Resource Recovery Facility	31,416,730	17,097,301	(1,324,706)	(8.40%)
	<b>60,087,917</b>	<b>29,436,340</b>	<b>(964,010)</b>	<b>(3.39%)</b>
<b>Loss on Sale of Assets</b>				
Governance	-	-	-	
Community Amenities	7,963	-	7,963	100.00%
Resource Recovery Facility	-	-	-	
	<b>7,963</b>	<b>-</b>	<b>7,963</b>	
<b>Cost of Borrowings</b>				
Governance	-	150,957	(150,957)	
Community Amenities	-	-	-	
Resource Recovery Facility	-	-	-	
	<b>-</b>	<b>150,957</b>	<b>(150,957)</b>	
<b>Total Expenditure</b>	<b>60,095,880</b>	<b>29,587,298</b>	<b>(1,107,004)</b>	<b>(3.89%)</b>
<b>Revaluation of Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>(4,182,077)</b>	<b>(1,932,996)</b>	<b>(697,222)</b>	<b>56.42%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
**For the month ended 31 December 2020**

Description	ACTUAL 2020/2021	Movement	ACTUAL 2019/2020
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	35,722,111	(428,835)	36,150,947
Debtors and other receivables	4,989,572	499,477	4,490,095
Inventories	10,851	(2,438)	13,290
Other Current Assets	333,427	(52,867)	386,294
<b>TOTAL CURRENT ASSETS</b>	<b>41,055,961</b>	<b>15,336</b>	<b>41,040,625</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	14,054,556	(893,813)	14,948,369
Work in progress - property, plant and equipment	-	-	-
Right of Use Asset	6,812,192	(273,744)	7,085,936
Infrastructure	6,634,380	(246,157)	6,880,537
Work in progress - Infrastructure	130,110	130,110	-
Excavation work	21,077,301	(1,173,763)	22,251,063
Resource recovery facility	3,866,441	(231,395)	4,097,836
Rehabilitation asset	8,878,094	(548,955)	9,427,049
Work in progress - Rehabilitation	8,200	8,200	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>61,461,273</b>	<b>(3,229,516)</b>	<b>64,690,790</b>
<b>TOTAL ASSETS</b>	<b>102,517,235</b>	<b>(3,214,180)</b>	<b>105,731,415</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	6,317,701	(946,729)	7,264,430
Provisions	727,117	(334,069)	1,061,187
Right of Use Asset (leases)	195,575	(215,354)	410,929
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,240,393</b>	<b>(1,496,153)</b>	<b>8,736,546</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	94,870	40,230	54,640
Decommission Provision for Capping	21,990,999	174,738	21,816,261
Right of Use Asset (leases)	6,903,066	-	6,903,066
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>28,988,935</b>	<b>214,968</b>	<b>28,773,966</b>
<b>TOTAL LIABILITIES</b>	<b>36,229,328</b>	<b>(1,281,184)</b>	<b>37,510,512</b>
<b>NET ASSETS</b>	<b>66,287,906</b>	<b>(1,932,996)</b>	<b>68,220,902</b>
<b>EQUITY</b>			
Retained Surplus	14,029,829	(1,916,208)	15,946,037
Reserves (Cash Back)	22,881,265	168,626	22,712,639
Reserves (Non Cash Back)	25,291,086	(185,414)	25,476,500
Council Contribution	4,085,726	-	4,085,726
<b>TOTAL EQUITY</b>	<b>66,287,906</b>	<b>(1,932,996)</b>	<b>68,220,902</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 31 December 2020

<b>Description</b>	<b>ACTUAL 2020/2021</b>
<b>Opening Balance - 1 July 2020</b>	
Site Rehabilitation	14,788,715
Capital Expenditure	4,535,325
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	897,524
Carbon Abatement	491,076
	<b>22,712,639</b>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	174,738
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	124,998
Carbon Abatement	-
	<b>299,736</b>
<b>Total Transfer from Operations</b>	<b>299,736</b>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	<b>-</b>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	131,110
RRF Maintenance Funding	-
Carbon Abatement	-
	<b>131,110</b>
<b>Closing Balance</b>	
Site Rehabilitation	14,963,453
Capital Expenditure	4,404,215
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	1,022,522
Carbon Abatement	491,076
	<b>22,881,265</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 December 2020

Description	Adopted Budget	YTD Actual	% to Revised Budget
<b>PLANT, VEHICLES AND MACHINERIES</b>			
<b>Plant and Vehicles</b>			
Replacement of Landfill Compactor	1,200,000	-	
Replacement of Skid Steer Loader	110,000	-	
	<b>1,310,000</b>	-	
<b>Machinery and Equipment</b>			
Hook Lift Bins	20,000	-	
	<b>20,000</b>	-	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>1,330,000</b>	-	
<b>FURNITURE AND EQUIPMENT</b>			
<b>Furniture and Fittings</b>			
Replacement of Airconditioning Units	10,000	-	
	<b>10,000</b>	-	<b>0.00%</b>
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>10,000</b>	-	
<b>COMPUTING EQUIPMENT</b>			
<b>Computing Equipment</b>			
Microsoft Dynamics Navision upgrade	150,000	-	
Upgrade back-up server	6,000	-	
	<b>156,000</b>	-	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>156,000</b>	-	
<b>TOTAL LAND AND BUILDINGS</b>	-	-	
<b>INFRASTRUCTURE</b>			
<b>Operations</b>			
Litter Fencing	20,000	-	
Drilling - Gas & Leachate (MAR)	150,000	123,600	82.40%
Enviro drilling of landfill gas and groundwater monitoring wells	150,000	-	
Project work (IW) - Stage 2 Phase 3	60,000	588	0.98%
Replacement of Airwell pumps	30,000	5,923	
	<b>410,000</b>	<b>130,110</b>	<b>31.73%</b>
<b>Landfill Infrastructure Phase 3</b>			
Cell Development - Lining	200,154	8,200	4.10%
	<b>200,154</b>	<b>8,200</b>	<b>4.10%</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>610,154</b>	<b>138,310</b>	<b>22.67%</b>

**Financial Statements for the period ended 31 January 2021**

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APPENDIX 2

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# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 January 2021**



**Mindarie Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
For the month ended 31 January 2021

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	2,665,000	1,569,470	1,561,506			
User Charges - City of Wanneroo	13,294,250	7,781,540	7,476,263			
User Charges - City of Joondalup	6,369,350	3,819,136	4,003,772			
User Charges - City of Stirling	9,840,000	5,751,600	5,862,363			
User Charges - Town of Cambridge	1,118,275	658,574	708,848			
User Charges - City of Vincent	2,870,000	1,607,642	1,391,832			
User Charges - Town of Victoria Park	2,644,500	1,556,673	1,457,618			
User Charges - RRF Residues	11,623,500	6,960,312	6,978,382			
	<b>50,424,875</b>	<b>29,704,947</b>	<b>29,440,586</b>	<b>(264,361)</b>	<b>(0.89%)</b>	
<b>Non Member User Charges</b>						
User Charges - Casual Tipping Fees	2,755,896	1,513,519	1,796,275	282,756	18.68%	
	<b>2,755,896</b>	<b>1,513,519</b>	<b>1,796,275</b>	<b>282,756</b>	<b>18.68%</b>	
<b>Total User Charges</b>	<b>53,180,771</b>	<b>31,218,466</b>	<b>31,236,860</b>	<b>18,394</b>	<b>0.06%</b>	1
<b>Other Charges</b>						
Service Charges						
Sale of Recyclable Materials	702,113	223,784	161,129	(62,655)	(28.00%)	
Gas Power Generation Sales	1,130,000	78,979	78,979	-	0.00%	
Grants and Subsidies	-	-	-	-	-	
Contributions, Reimbursements & Donations	1,500	714	45,238	44,524	6235.92%	
Interest Earnings	326,752	190,603	121,258	(69,345)	(36.38%)	
Other Revenue	554,380	318,588	522,175	203,587	63.90%	
<b>Total Other Charges</b>	<b>2,714,745</b>	<b>812,668</b>	<b>928,780</b>	<b>116,112</b>	<b>14.29%</b>	2
<b>Total Revenue from Ordinary Activities</b>	<b>55,895,516</b>	<b>32,031,134</b>	<b>32,165,640</b>	<b>134,506</b>	<b>0.42%</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	5,778,105	3,113,543	3,128,541	(14,998)	(0.48%)	
Materials and Contracts						
Consultants and Contract Labour	425,580	109,490	122,722	(13,232)	(12.08%)	
Communications and Public Consultation	366,500	36,403	40,217	(3,814)	(10.48%)	
Landfill Expenses	1,880,270	591,442	591,030	412	0.07%	
Office Expenses	252,495	105,743	87,802	17,941	16.97%	
Information System Expenses	205,778	96,069	82,155	13,914	14.48%	
Building Maintenance	152,600	32,901	40,568	(7,667)	(23.30%)	
Plant and Equipment Operating & Hire	916,490	298,668	320,932	(22,263)	(7.45%)	
RRF Other Operating Expenses	30,695,864	17,860,421	19,268,100	(1,407,679)	(7.88%)	3
WMRC	-	-	-	-	-	
Utilities	311,167	183,708	178,220	5,488	2.99%	
Depreciation	2,114,229	1,232,146	1,263,663	(31,518)	(2.56%)	
Depreciation - Right of Use Asset	-	-	330,376	(330,376)	-	4
Finance Costs (leases)	-	-	179,051	(179,051)	-	4
Insurances	222,072	124,059	131,373	(7,314)	(5.90%)	
DEP Landfill Levy	10,321,710	6,050,832	5,758,349	292,483	4.83%	5
Land Lease/Rental	815,486	470,678	-	470,678	100.00%	
Other Expenditure						
Members Costs	250,413	82,606	80,767	1,839	2.23%	
Administration Expenses	981,500	128,354	128,354	-	0.00%	
Amortisation for Cell Development	2,487,470	1,458,211	1,387,726	70,485	4.83%	
Amortisation for Decommissioning Asset	1,097,915	640,448	640,448	-	0.00%	
Capping Accretion Expense	191,721	111,836	111,836	-	0.00%	
Post Closure Accretion Expense	157,761	92,026	92,026	-	0.00%	
RRF Amortisation	462,791	269,961	269,961	-	0.00%	
<b>Total Expenses</b>	<b>60,087,917</b>	<b>33,089,545</b>	<b>34,234,215</b>	<b>(1,144,670)</b>	<b>(3.46%)</b>	
Profit on Sale of Assets	18,287	-	56,441	56,441		
Loss on Sale of Assets	7,963	7,963	-	7,963	(100.00%)	
Revaluation of Assets	-	-	-	-		
	<b>10,324</b>	<b>(7,963)</b>	<b>56,441</b>	<b>64,404</b>	<b>(808.79%)</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>(4,182,077)</b>	<b>(1,066,374)</b>	<b>(2,012,134)</b>	<b>(945,760)</b>	<b>88.69%</b>	

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

Note #	Description of Item	Nature of variance where: 1. Member Revenue (Aggregated) variances greater than \$250,000. 2. Non Member Revenue (Aggregated) variances greater than \$100,000. 3. Other Revenues Charged (Per Line Item) variances greater than \$100,000. 4. All Expense variances (Per Line Item) greater than \$100,000.
1	User Charges - Members and Non Members	<p>Total user charges are \$18k above budget year to date, Members being 264k below budget and non-members 282k in excess of budget. Members have delivered 1,553 less tonnes than budget for the period, with non-members exceeding budget mainly due to the waste that was tendered at a discounted rate and also an increase in casual waste coming to site which is more than likely COVID related.</p> <p>Member Councils delivered more processable tonnes (1,207t) and less non processable tonnes (2,760t) than budget year to date. The variances relate to higher processable tonnes and lower non processable tonnes received mainly from City of Wanneroo.</p> <p>RRF residues have delivered more than anticipated (88t) year to date.</p>
2	Other Charges	<p>Other Revenue is \$116k above budget mainly due to receiving a refund from the ATO and a payment from C-Wise for profit sharing relating to the 2019-2020 financial year, both unbudgeted. This is abated by lower than anticipated interest rates in investments and the net effect of lower income against budget as a result of Workpower taking over resource recovery operations from September 2020.</p>
3	RRF Other Operating Expenses	<p>RRF other operating expenses is \$1.408m above budget due to a payment of fixed operating cost adjustment pertaining to the previous financial year and insurance cost catch-up payments for the period from 1 January 2020, both addressed in Mid-Year Budget which will take effect from 1 February 2021.</p>
4	Land lease/Rental Costs	<p>Land lease/rental costs have been re-allocated in accordance with AASB16 Leases. All leases will be treated as right of use asset and will depreciate and incur finance costs until the end of lease.</p>
5	DWER Landfill Levy	<p>DWER landfill levy is \$292k below budget due to 4,534 tonnes less levied waste being delivered against phased budget year to date.</p>

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 31 January 2021

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance
<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	-	-	10,000	100.00%
	<b>10,000</b>	-	-	<b>10,000</b>	<b>100.00%</b>
<b>Office Expenses</b>					
Cleaning of Buildings					
General cleaning (Enviro Care)	-	-	-	-	
Window cleaning	-	-	-	-	
	-	-	-	-	
<b>Information System Expenses</b>					
Computer System Maintenance					
ICT contractors costs	2,000	-	-	2,000	100.00%
Newcastle Weighing Services-Gen Maintenance	12,000	7,000	5,213	6,788	56.56%
Vertical Telecom P/L-Maint of Microwave Ant	6,000	3,500	2,689	3,311	55.18%
	<b>20,000</b>	<b>10,500</b>	<b>7,902</b>	<b>12,098</b>	<b>60.49%</b>
<b>Building Maintenance</b>					
Building Maintenance					
Airconditioning Maintenance	3,000	-	-	3,000	100.00%
Septic system maintenance	4,000	-	-	4,000	100.00%
Community Education Centre	3,000	-	-	3,000	100.00%
Weighbridge and Calibration	9,000	3,080	3,080	5,920	65.77%
Building Security					
Security - Monitoring	-	-	-	-	
	<b>19,000</b>	<b>3,080</b>	<b>3,080</b>	<b>15,920</b>	<b>83.79%</b>
<b>RRF Operation Expenses</b>					
Fencing and Gate Maintenance					
Fencing and Gate Maintenance	5,000	550	550	4,450	89.00%
Repair of Boom Gate	1,000	-	-	1,000	100.00%
Access control infrastructure maintenance	3,000	-	-	3,000	100.00%
Road Maintenance	5,000	-	-	5,000	100.00%
Bores and Pipework					
Bore maint/calibration/electronics	4,500	-	-	4,500	100.00%
Groundwater sampling	4,000	-	-	4,000	100.00%
Bacteria sampling	1,000	-	-	1,000	100.00%
Vermine control	500	-	-	500	100.00%
Spills/leaks/incident management	500	-	-	500	100.00%
Environmental monitoring	4,000	1,200	1,200	2,800	70.00%
Landscaping and Gardens	-	-	1,616	(1,616)	
Compost Disposal	456,900	268,569	192,594	264,306	57.85%
Contractor's Fees	29,960,464	17,590,102	19,072,140	10,888,324	36.34%
RRF Maintenance Funding	250,000	-	-	250,000	100.00%
	<b>30,695,864</b>	<b>17,860,421</b>	<b>19,268,100</b>	<b>11,427,764</b>	<b>37.23%</b>
<b>Utilities</b>					
Electricity	15,800	9,215	2,940	12,860	81.39%
Rates	104,127	60,739	63,160	40,967	39.34%
	<b>119,927</b>	<b>69,954</b>	<b>66,100</b>	<b>53,827</b>	<b>44.88%</b>
<b>Insurance</b>					
Municipal Property Insurance	3,800	2,219	2,367	1,433	37.71%
Public Liability Insurance	5,650	3,290	3,197	2,453	43.42%
	<b>9,450</b>	<b>5,509</b>	<b>5,564</b>	<b>3,886</b>	<b>41.12%</b>
<b>Cost of Borrowings</b>					
Interest on Loans					
Loan 10A	-	-	-	-	
Loan Expenses	-	-	-	-	
	-	-	-	-	
<b>Amortisations</b>					
Amortisation Pre-operating Costs	104,784	61,124	61,124	43,660	41.67%
Amortisation Costs	358,007	208,837	208,837	149,170	41.67%
	<b>462,791</b>	<b>269,961</b>	<b>269,961</b>	<b>192,830</b>	<b>41.67%</b>
<b>Depreciation</b>					
Depreciation on Building	36,515	21,300	21,301	15,214	41.67%
Depreciation on Infrastructure	43,183	25,190	25,190	17,993	41.67%
	<b>79,698</b>	<b>46,491</b>	<b>46,491</b>	<b>33,207</b>	<b>41.67%</b>
<b>Total Operating Expenditure</b>	<b>31,416,730</b>	<b>18,265,916</b>	<b>19,667,197</b>	<b>11,731,540</b>	<b>37.34%</b>
<b>Net Total</b>	<b>(31,416,730)</b>	<b>(18,265,916)</b>	<b>(19,667,197)</b>	<b>(11,731,540)</b>	<b>37.34%</b>

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 January 2021

Description	Adopted Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>				
<b>Operating Revenues</b>				
General Purpose Funding	55,895,516	32,165,640	134,506	0.42%
Community Amenities	-	-	-	
Resource Recovery Facility	-	-	-	
	<b>55,895,516</b>	<b>32,165,640</b>	<b>134,506</b>	<b>0.42%</b>
<b>Profit on Disposal of Assets</b>				
Governance	-	-	-	
Community Amenities	18,287	56,441	56,441	
Resource Recovery Facility	-	-	-	
	<b>18,287</b>	<b>56,441</b>	<b>56,441</b>	
<b>Total Revenue</b>	<b>55,913,803</b>	<b>32,222,081</b>	<b>190,947</b>	<b>0.60%</b>
<b>Expenses from Ordinary Activities</b>				
<b>Operating Expenditure</b>				
Governance	4,910,785	2,098,207	148,731	6.62%
Community Amenities	23,760,402	12,289,759	286,932	2.28%
Resource Recovery Facility	31,416,730	19,667,197	(1,401,282)	(7.67%)
	<b>60,087,917</b>	<b>34,055,163</b>	<b>(965,618)</b>	<b>(2.92%)</b>
<b>Loss on Sale of Assets</b>				
Governance	-	-	-	
Community Amenities	7,963	-	7,963	100.00%
Resource Recovery Facility	-	-	-	
	<b>7,963</b>	<b>-</b>	<b>7,963</b>	
<b>Cost of Borrowings</b>				
Governance	-	179,051	(179,051)	
Community Amenities	-	-	-	
Resource Recovery Facility	-	-	-	
	<b>-</b>	<b>179,051</b>	<b>(179,051)</b>	
<b>Total Expenditure</b>	<b>60,095,880</b>	<b>34,234,214</b>	<b>(1,136,706)</b>	<b>(3.43%)</b>
<b>Revaluation of Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>(4,182,077)</b>	<b>(2,012,133)</b>	<b>(945,759)</b>	<b>88.69%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
**For the month ended 31 January 2021**

Description	ACTUAL 2020/2021	Movement	ACTUAL 2019/2020
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	34,296,508	(1,854,439)	36,150,947
Debtors and other receivables	5,108,767	618,672	4,490,095
Inventories	10,624	(2,665)	13,290
Other Current Assets	271,937	(114,357)	386,294
<b>TOTAL CURRENT ASSETS</b>	<b>39,687,836</b>	<b>(1,352,788)</b>	<b>41,040,625</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	13,920,104	(1,028,264)	14,948,369
Work in progress - property, plant and equipment	-	-	-
Right of Use Asset	6,755,560	(330,376)	7,085,936
Infrastructure	6,593,361	(287,176)	6,880,537
Work in progress - Infrastructure	130,110	130,110	-
Excavation work	20,863,337	(1,387,726)	22,251,063
Resource recovery facility	3,827,875	(269,961)	4,097,836
Rehabilitation asset	8,786,601	(640,448)	9,427,049
Work in progress - Rehabilitation	12,188	12,188	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>60,889,138</b>	<b>(3,801,652)</b>	<b>64,690,790</b>
<b>TOTAL ASSETS</b>	<b>100,576,974</b>	<b>(5,154,441)</b>	<b>105,731,415</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	4,486,134	(2,778,296)	7,264,430
Provisions	700,865	(360,321)	1,061,187
Right of Use Asset (leases)	155,668	(255,261)	410,929
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,342,668</b>	<b>(3,393,878)</b>	<b>8,736,546</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	102,348	47,708	54,640
Decommission Provision for Capping	22,020,123	203,862	21,816,261
Right of Use Asset (leases)	6,903,066	-	6,903,066
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>29,025,536</b>	<b>251,570</b>	<b>28,773,966</b>
<b>TOTAL LIABILITIES</b>	<b>34,368,204</b>	<b>(3,142,308)</b>	<b>37,510,512</b>
<b>NET ASSETS</b>	<b>66,208,770</b>	<b>(2,012,133)</b>	<b>68,220,902</b>
<b>EQUITY</b>			
Retained Surplus	13,904,724	(2,041,313)	15,946,037
Reserves (Cash Back)	22,927,234	214,595	22,712,639
Reserves (Non Cash Back)	25,291,086	(185,414)	25,476,500
Council Contribution	4,085,726	-	4,085,726
<b>TOTAL EQUITY</b>	<b>66,208,770</b>	<b>(2,012,133)</b>	<b>68,220,902</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 31 January 2021

<b>Description</b>	<b>ACTUAL 2020/2021</b>
<b>Opening Balance - 1 July 2020</b>	
Site Rehabilitation	14,788,715
Capital Expenditure	4,535,325
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	897,524
Carbon Abatement	491,076
	<b>22,712,639</b>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	203,862
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	145,831
Carbon Abatement	-
	<b>349,693</b>
<b>Total Transfer from Operations</b>	<b>349,693</b>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	-
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	135,098
RRF Maintenance Funding	-
Carbon Abatement	-
	<b>135,098</b>
<b>Closing Balance</b>	
Site Rehabilitation	14,992,577
Capital Expenditure	4,400,226
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	1,043,355
Carbon Abatement	491,076
	<b>22,927,234</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 January 2021

Description	Adopted Budget	YTD Actual	% to Revised Budget
<b>PLANT, VEHICLES AND MACHINERIES</b>			
<b>Plant and Vehicles</b>			
Replacement of Landfill Compactor	1,200,000	-	
Replacement of Skid Steer Loader	110,000	-	
	<b>1,310,000</b>	-	
<b>Machinery and Equipment</b>			
Hook Lift Bins	20,000	-	
	<b>20,000</b>	-	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>1,330,000</b>	-	
<b>FURNITURE AND EQUIPMENT</b>			
<b>Furniture and Fittings</b>			
Replacement of Airconditioning Units	10,000	-	
	<b>10,000</b>	-	<b>0.00%</b>
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>10,000</b>	-	
<b>COMPUTING EQUIPMENT</b>			
<b>Computing Equipment</b>			
Microsoft Dynamics Navision upgrade	150,000	-	
Upgrade back-up server	6,000	-	
	<b>156,000</b>	-	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>156,000</b>	-	
<b>TOTAL LAND AND BUILDINGS</b>	-	-	
<b>INFRASTRUCTURE</b>			
<b>Operations</b>			
Litter Fencing	20,000	-	
Drilling - Gas & Leachate (MAR)	150,000	123,600	82.40%
Enviro drilling of landfill gas and groundwater monitoring wells	150,000	-	
Project work (IW) - Stage 2 Phase 3	60,000	588	0.98%
Replacement of Airwell pumps	30,000	5,923	
	<b>410,000</b>	<b>130,110</b>	<b>31.73%</b>
<b>Landfill Infrastructure Phase 3</b>			
Cell Development - Lining	200,154	12,188	6.09%
	<b>200,154</b>	<b>12,188</b>	<b>6.09%</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>610,154</b>	<b>142,298</b>	<b>23.32%</b>

<b>Tonnage Report to 31 January 2021</b>
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Item 9.1	APPENDIX 3	Item 9.1
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Information relating to landfill, resource recovery & recycling tonnages year to date 2020/21

Month: Jan-21

TONNAGE								
RRF Actual	Landfill Actual	Total Tonnage	Adopted Budget 2020/21	Variance YTD	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year

**MEMBERS**

Processable									
Cambridge	-	3,447	3,447	3,180	266	58.9%	1	108.4%	3,398
Joondalup	2,954	16,230	19,184	18,298	887	58.9%		104.8%	18,662
Perth	-	7,538	7,538	7,656	(118)	58.9%		98.5%	7,916
Stirling	12,029	12,975	25,004	24,735	270	58.9%		101.1%	24,590
Victoria Park	6,816	295	7,110	7,538	(428)	58.9%		94.3%	6,931
Vincent	5,972	174	6,147	7,067	(920)	58.9%		87.0%	6,811
Wanneroo	34,743	812	35,555	34,305	1,250	58.9%		103.6%	34,451
Sub Total Processable	62,514	41,472	103,985	102,778	1,207	58.9%		101.2%	102,760
Non-Processable									
Cambridge		11	11	32	(21)	55.4%	1	34.4%	6
Joondalup		345	345	332	12	55.4%		103.8%	368
Perth		1	1	-	-	55.4%		0.0%	2
Stirling		3,592	3,592	3,322	270	55.4%		108.1%	3,210
Victoria Park		-	-	55	(55)	55.4%		0.0%	1
Vincent		643	643	775	(132)	55.4%		82.9%	910
Wanneroo		819	819	3,654	(2,836)	55.4%		22.4%	4,157
Sub Total Non-Processable	-	5,411	5,411	8,171	(2,760)	55.4%		66.2%	8,654
Other									
Sita Biovision Residues		34,041	34,041	33,953	88	59.9%	1	100.3%	35,338
Wanneroo WRC		-	-	-	-	-		-	
Sub Total Other	-	34,041	34,041	33,953	88			100.3%	35,338
SUB TOTAL MEMBERS	62,514	80,924	143,437	144,902	(1,465)	(1.01)		99.0%	146,752

**CASUALS**

Cash		7,248	7,248	6,041	1,207	54.9%	1	120.0%	6,023
Trade		1,568	1,568	1,535	33	54.9%	1	102.1%	1,572
Trade Waste Tender		951	951	-	951	-	1	0.0%	-
<b>Sub Total Casuals</b>	<b>-</b>	<b>9,767</b>	<b>9,767</b>	<b>7,577</b>	<b>2,190</b>	<b>54.9%</b>		<b>128.9%</b>	<b>7,594</b>
<b>TOTAL</b>	<b>62,514</b>	<b>90,691</b>	<b>153,204</b>	<b>152,479</b>	<b>725</b>				<b>154,346</b>

**RECYCLING**

Recycling centre sales									
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Notes 1\* Based on 19/20 actual tonnages

REVENUE				
Actual G/L \$	Adopted Budget 2020/21	Target % Year to Date	Note	Actual % Year to Date

\$ 706,562	651,934	58.9%	1	108.4%
\$ 3,932,820	3,751,034	58.9%		104.8%
\$ 1,561,250	1,569,470	58.9%		99.5%
\$ 5,125,908	5,070,596	58.9%		101.1%
\$ 1,457,618	1,545,325	58.9%		94.3%
\$ 1,260,066	1,448,742	58.9%		87.0%
\$ 7,306,435	7,032,434	58.9%		103.9%
<b>\$ 21,350,659</b>	<b>\$ 21,069,534</b>	<b>58.9%</b>		<b>101.3%</b>

\$ 2,286	6,640	55.4%	1	34.4%
\$ 70,952	68,101	55.4%		104.2%
\$ 256	-	55.4%		-
\$ 736,455	681,006	55.4%		108.1%
\$ -	11,350	55.4%		0.0%
\$ 131,766	158,901	55.4%		82.9%
\$ 169,828	749,106	55.4%		22.7%
<b>\$ 1,111,544</b>	<b>\$ 1,675,104</b>	<b>55.4%</b>		<b>66.4%</b>

\$ 6,978,382	6,960,311	59.9%	1	100.3%
\$ -	-	0.0%		-
<b>\$ 6,978,382</b>	<b>\$ 6,960,311</b>			<b>100.3%</b>
<b>\$ 29,440,586</b>	<b>\$ 29,704,949</b>			<b>99.1%</b>

\$ 1,395,179	1,164,245	54.9%	1	119.8%
\$ 302,207	349,274	54.9%	1	86.5%
\$ 98,888	-	0.0%	2	-
<b>\$ 1,796,275</b>	<b>\$ 1,513,519</b>	<b>54.9%</b>		<b>118.7%</b>
<b>\$ 31,236,860</b>	<b>\$ 31,218,468</b>			

\$ 161,129	235,966	27.0%		68.3%
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## **Waste to Landfill Tonnages Report for the period to 31 January 2021**

### **Members**

The Member Councils' processable waste for the financial year to date is 1,207 tonnes above budget, mainly City of Wanneroo delivering more than anticipated to date (1,250t).

The non processable waste for the year to date is 2,760 tonnes below budget primarily as a result of the City of Wanneroo (2,836t) delivering less than their estimated non processable tonnage.

These variances leave the MRC below in its budgeted waste receipts (1.01%) from Member Councils for the financial year to date. Overall the Member Council waste is 1,465 tonnes below budget as at the end of January 2021.

### **RRF**

The Resource Recovery Facility residue tonnes are above budget (88t) for the financial year to date.

### **Trade & Casual**

The Casual and Trade tonnages in total are 2,191 tonnes above budget for the financial year to date. Cash customers exceeding budget (1,207t) year to date and Trade tonnages exceeding budget (984t) due to the Trade Waste Tender which has seen 951 tonnes delivered to site since inception.

Overall for the period ended 31<sup>st</sup> January 2021, the tonnes received are 725 tonnes above budget.

<b>List of Payments made for the month ended December 2020</b>
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Item 9.2	APPENDIX 4	Item 9.2
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**Schedule of Payments for December 2020  
Council Meeting - 25th March 2021**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
9/12/2020	781	Water Corporation	Water Usage and Rates 21/09-18/11/20	\$3,790.63
18/12/2020	782	Cash	Staff Lotto	\$440.00
17/12/2020	783	Len Kosova	Councillor Payment	\$3,351.29
17/12/2020	784	Frank Cvitan	Councillor Payment	\$5,650.00
22/12/2020	785	Cash - Petty Cash	Petty Cash Reimbursement	\$936.20
<b>Total CBA cheques</b>				<b>\$14,168.12</b>
2/12/2020	DP-01863	Cancelled	Cancelled	\$0.00
2/12/2020	DP-01864	Commonwealth Bank	CBA Merchant Fee	\$1,407.73
2/12/2020	DP-01865	Commonwealth Bank	CBA Merchant Fee	\$74.40
15/12/2020	DP-01867	Commonwealth Bank	CBA Commbiz Fees	\$32.01
15/12/2020	DP-01868	Commonwealth Bank	CBA Acc Service Fees	\$12.05
21/12/2020	DP-01869	Australian Taxation Office	BAS payment for November 2020	\$130,974.00
28/12/2020	GJ	MRC Credit Card	See Schedule attached	\$13,670.51
<b>Total Direct Payments &amp; Fees</b>				<b>\$146,170.70</b>
<b>Total Inter account Transfers</b>				<b>\$0.00</b>
<b>Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Details</b>	<b>EFT Amount</b>
4/12/2020	EFT-02037	Payroll Employee Wages	PAYFE041220	\$84,453.11
4/12/2020	EFT-02038	Australian Taxation Office	PAYG	\$27,654.00
4/12/2020	EFT-02039	A & G Wines Plumbing	Hot Water System Repairs	\$3,930.00
4/12/2020	EFT-02039	Air-Met Scientific Pty Ltd	6 mth calibration - Workshop Gas Detector	\$484.00
4/12/2020	EFT-02039	BOQ Asset Finance & Leasing Pty Ltd	Printer Rental - December 2020	\$446.85
4/12/2020	EFT-02039	Bunnings	Vacuum hand accessory	\$62.98
4/12/2020	EFT-02039	Bunnings	Blower vac Ryobi	\$151.68
4/12/2020	EFT-02039	Bunnings	Storage box, lead extension	\$103.90
4/12/2020	EFT-02039	Command A Com	Telephone Expenses - November 2020	\$1,257.44
4/12/2020	EFT-02039	Dekk Rubber Tracks & Pads	Plt130 - Rubber tracks 2 of 4	\$3,080.00
4/12/2020	EFT-02039	Dekk Rubber Tracks & Pads	Plt130 - Rubber tracks 2 of 4	\$3,080.00
4/12/2020	EFT-02039	Enviro Sweep	Monthly Road Sweeping	\$594.00

4/12/2020 EFT-02039	Envirocare Systems	Neerabup Montly Hygiene Services Jul20 - Jun21	\$231.77
4/12/2020 EFT-02039	Envirocare Systems	Tamala Park Monthly Hygiene Services Jul20 - Jun21	\$694.54
4/12/2020 EFT-02039	Neverfail Springwater Ltd	Bottled water - 7 x 15ltr bottles	\$54.60
4/12/2020 EFT-02039	Office National Canning Vale	Photocopying Paper	\$119.11
4/12/2020 EFT-02039	Pro Water Services	Service of Air Diaphragm Pump 1	\$825.00
4/12/2020 EFT-02039	Pro Water Services	2 Aluminium Air valves	\$715.00
4/12/2020 EFT-02039	Relationships Australia	EAP session x 4	\$660.00
4/12/2020 EFT-02039	Retail Express	Retail Express Hosting Plan to 2/11/20 - 1/11/21	\$2,415.60
4/12/2020 EFT-02039	ST JOHN AMBULANCE	Provide First Aid 16/11/20 - S Kent	\$160.00
4/12/2020 EFT-02039	T & C Transport Services	Courier Expenses - October 2020	\$434.67
4/12/2020 EFT-02039	Total Green Recycling Pty Ltd	E-waste recycling for November	\$727.53
4/12/2020 EFT-02039	Trade West Industrial Supplies	Uniform - 4 x long pants	\$152.46
4/12/2020 EFT-02039	Department of Transport	Vehicle Searches	\$6.80
4/12/2020 EFT-02039	Workpower Incorporated	Sims Metal TPE103032 - recycled metal	\$25,247.49
10/12/2020 EFT-02040	Volco Minerals Pty Ltd	20 ton of Zeolite - 50% deposit	\$8,750.00
11/12/2020 EFT-02041	Cancelled	Cancelled	\$0.00
14/12/2020 EFT-02042	360 Environmental P/L	Retest of Microbiologicals for MW3	\$1,303.50
14/12/2020 EFT-02042	Aaron Griffiths	Staff Travel xmas function	\$40.30
14/12/2020 EFT-02042	ALINTA ENERGY	Gas 03/09/2020 - 02/12/2020	\$63.10
14/12/2020 EFT-02042	ALS Laboratory Services P/L	Potable water sampling at 8 tap sites	\$4,667.30
14/12/2020 EFT-02042	Andrea Slater	Staff Travel xmas function	\$98.18
14/12/2020 EFT-02042	AUSTRALIA POST - PERTH	Postage & Freight	\$15.35
14/12/2020 EFT-02042	Blackwoods & Atkins	19mm thread tape	\$71.94
14/12/2020 EFT-02042	Blackwoods & Atkins	Do not operate tags - 3 packs	\$88.90
14/12/2020 EFT-02042	BOC Limited	Monitoring Program	\$73.12
14/12/2020 EFT-02042	BOC Limited	Argpshield	\$105.16
14/12/2020 EFT-02042	Bunnings	Bin locks and rags for workshop	\$50.59
14/12/2020 EFT-02042	Bunnings	Cleaning - vacuum powerfit	\$40.62
14/12/2020 EFT-02042	Bunnings	Rubbish bags and cloth tape	\$61.47
14/12/2020 EFT-02042	City of Joondalup	2020/21 Rates for TP - Joondalup	\$7,024.10
14/12/2020 EFT-02042	City of Vincent	TP Lease - December 2020 - Vincent	\$5,601.75
14/12/2020 EFT-02042	Command A Com	Additional Handset cordless	\$159.50
14/12/2020 EFT-02042	COVS Parts Pty Ltd	Plant - Tyres and Tubes	\$280.82
14/12/2020 EFT-02042	COVS Parts Pty Ltd	Hydraulic oil	\$338.40
14/12/2020 EFT-02042	Envirocare Systems	Staff Amenities	\$180.94
14/12/2020 EFT-02042	Great Southern Fuel Supplies	Fuel November 2020	\$21,983.14
14/12/2020 EFT-02042	IW Projects	Tender Scoping - Western Portion	\$646.25
14/12/2020 EFT-02042	Jean Stampalija	Staff Travel xmas function	\$118.32
14/12/2020 EFT-02042	Jemane Enterprises Pty Ltd	Plant - Tyres and Tubes	\$247.50
14/12/2020 EFT-02042	Kitec Electrical Services	Main Switchboard Fault Repairs	\$1,969.00
14/12/2020 EFT-02042	Kitec Electrical Services	Fuel bowser repairs	\$240.63
14/12/2020 EFT-02042	Kitec Electrical Services	Electrical Outage Support	\$780.51
14/12/2020 EFT-02042	Local Government Professionals Australia	Annual State Conference 2020 G Hoppe	\$975.00
14/12/2020 EFT-02042	Neverfail Springwater Ltd	Bottled Water Staff Amenities	\$85.80

14/12/2020 EFT-02042	Olivers Lawn & Landscaping Pty Ltd	Nov 8 weekly hedge maintenance	\$550.00
14/12/2020 EFT-02042	Patricia Plunkett	Staff Travel xmas function	\$72.30
14/12/2020 EFT-02042	Plants & Garden Rentals	Office Plants - December 2020	\$220.00
14/12/2020 EFT-02042	Reece Vellios	Staff Travel xmas function	\$70.57
14/12/2020 EFT-02042	Relationships Australia	EAP session	\$165.00
14/12/2020 EFT-02042	Rodney Industries	RI-10 Travelator parts - stopping rod parts	\$216.71
14/12/2020 EFT-02042	Rodney Industries	Travelator parts (19, 20 and D and H) - Cable drum	\$398.49
14/12/2020 EFT-02042	Security Specialists Australia Pty Ltd	Cash Collection October 2020	\$139.66
14/12/2020 EFT-02042	ST JOHN AMBULANCE	Provide First Aid 17/11/20 - J O'Brien	\$160.00
14/12/2020 EFT-02042	Tanya Scott	Staff Travel xmas function	\$130.70
14/12/2020 EFT-02042	The Hire Guys - Wangara	VMS Board Hire - 23/11-30/11/2020	\$330.00
14/12/2020 EFT-02042	Town of Victoria Park	TP Lease - December 2020 - Victoria Park	\$5,601.75
14/12/2020 EFT-02042	Tutt Bryant Equipment WA	Plt135 2250 HR SERVICE	\$1,733.16
14/12/2020 EFT-02042	Tutt Bryant Equipment WA	Plt 135 onsite call out 30/10/20	\$368.50
14/12/2020 EFT-02042	Volco Minerals Pty Ltd	3 ton of Zeolite	\$3,170.00
14/12/2020 EFT-02042	WA Heritage Tree Surgeons	HHW compound vegetation cut back	\$5,500.00
14/12/2020 EFT-02042	Winc Australia P/L	Photocopying Expenses	\$77.83
14/12/2020 EFT-02042	Winc Australia P/L	Stationery	\$188.44
14/12/2020 EFT-02042	Wormald	Monthly HHW Fire Panel Inspections and Testing	\$53.81
14/12/2020 EFT-02042	Wren Oil	Waste engine oil collection - 20.11.2020	\$423.50
16/12/2020 EFT-02043	Telstra	Internet Charges - December 2020	\$1,210.00
18/12/2020 EFT-02044	Payroll Employee Wages	PAYFE1812202	\$84,369.67
18/12/2020 EFT-02045	Australian Taxation Office	PAYG	\$27,602.00
18/12/2020 EFT-02046	EASISALARY PTY LTD	Staff Salary Sacrifice	\$479.84
18/12/2020 EFT-02046	EASISALARY PTY LTD	Staff Salary Sacrifice	\$479.84
17/12/2020 EFT-02047	Albert Jacob	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	David Boothman	Member LG Allowances (Chairman, Deputy)	\$6,010.00
17/12/2020 EFT-02047	David Boothman (SMSF acc)	Member Meeting Fees - Jul - Dec 2020	\$12,000.00
17/12/2020 EFT-02047	Dot Newton	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Emma Cole	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Joe Ferrante	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Karen Vernon	Member Meeting Fees - Jul - Dec 2020	\$8,090.91
17/12/2020 EFT-02047	Keith Sargent	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Keri Shannon	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Russ Fishwick	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
17/12/2020 EFT-02047	Stephanie Proud	Member Meeting Fees - Jul - Dec 2020	\$5,650.00
18/12/2020 EFT-02048	Biovision 2020 Pty Ltd	Contractor's Fees - November 2020	\$2,862,611.09
18/12/2020 EFT-02049	Actrol Parts Pty Ltd	Recovery Machines - Degassing	\$3,438.55
18/12/2020 EFT-02049	Airwell Group Pty Ltd	Technician/Service 2nd to 12th November 2020	\$2,909.02
18/12/2020 EFT-02049	Amalgam Recruitment	Litter & weeding help w/e 29.11.2020	\$1,437.89
18/12/2020 EFT-02049	Australian Services Union	Staff Union Fees x 4	\$103.60
18/12/2020 EFT-02049	Blackwoods & Atkins	Life jackets x 4	\$505.60
18/12/2020 EFT-02049	Brendan Twine	Staff Travel xmas function	\$121.14
18/12/2020 EFT-02049	Bunnings	Paint Brush equipment	\$17.67

18/12/2020 EFT-02049	Caltex - Ampol Australia Petroleum Pty Ltd	Fuel - November 2020 - BT	\$737.45
18/12/2020 EFT-02049	CAPS Australia Pty Ltd	Generator service	\$1,121.76
18/12/2020 EFT-02049	COVS Parts Pty Ltd	Refill Plastic	\$96.58
18/12/2020 EFT-02049	COVS Parts Pty Ltd	Spare parts	\$27.32
18/12/2020 EFT-02049	EMRC	Recycling 4.5 t wood	\$289.58
18/12/2020 EFT-02049	EMRC	CCA to Red Hill 27.11.2020	\$672.00
18/12/2020 EFT-02049	Enviro Sweep	Monthly Road Sweeping	\$594.00
18/12/2020 EFT-02049	Enviro Sweep	Ad-Hoc road sweeping - Nov 2020	\$687.50
18/12/2020 EFT-02049	Excel Carpet Cleaning WA	Window Cleaning - Monthly	\$445.00
18/12/2020 EFT-02049	Gentronics	Welding consumables inc wire steel, welding gloves	\$478.96
18/12/2020 EFT-02049	Gunther Hoppe	Expense reimbursements; PAG function and vehicle service	\$1,161.00
18/12/2020 EFT-02049	Gutters Supa Kleen	Admin Roof clean - leaf removal	\$345.00
18/12/2020 EFT-02049	Herbert Smith Freehills	Legal Expenses RRF Deed	\$4,432.12
18/12/2020 EFT-02049	Kyocera Document Solutions	Photocopying Expenses November 2020	\$315.98
18/12/2020 EFT-02049	Lynn Douglas	Tea & Coffee Staff Amentities	\$214.55
18/12/2020 EFT-02049	MARKETFORCE P/L	Three Newspaper Tender Advertisements - RFT 13/144	\$4,500.11
18/12/2020 EFT-02049	Mirco Bros Pty Ltd	Garlon (5 Litres)	\$146.00
18/12/2020 EFT-02049	Mirco Bros Pty Ltd	Monitoring Program	\$56.25
18/12/2020 EFT-02049	Office National Canning Vale	Stationery and Printing	\$182.56
18/12/2020 EFT-02049	Office National Canning Vale	Photocopying Paper	\$94.26
18/12/2020 EFT-02049	Olivers Lawn & Landscaping Pty Ltd	Nov Lawn service and maintenance of TP	\$330.00
18/12/2020 EFT-02049	Pirtek (Malaga) Pty Ltd	Plant104 hydraulic leak	\$368.17
18/12/2020 EFT-02049	Relationships Australia	EAP services 25.11.2020	\$165.00
18/12/2020 EFT-02049	SafeWork Laboratories Pty Ltd	Drug and alcohol testing 30/11/2020	\$290.40
18/12/2020 EFT-02049	Soft Landing	Recycling RCB Stirling Mattresses Nov 2020	\$26,393.40
18/12/2020 EFT-02049	Soft Landing	Recycling On Demand Stirling Mattresses - Nov 2020	\$23,677.50
18/12/2020 EFT-02049	Soft Landing	Recycling of Wanneroo Mattresses Nov 2020	\$41,118.00
18/12/2020 EFT-02049	Soft Landing	Recycling of mattresses from TP	\$10,395.00
18/12/2020 EFT-02049	ST JOHN AMBULANCE	Provide First Aid 20/11/20 - J Stampalija	\$160.00
18/12/2020 EFT-02049	ST JOHN AMBULANCE	Provide First Aid 24/11/20 - C Revill	\$160.00
18/12/2020 EFT-02049	ST JOHN AMBULANCE	Provide First Aid 27/11/20 - S Makarein	\$160.00
18/12/2020 EFT-02049	Suez Recycling & Recovery (Perth) P/L	Confidential Paper	\$52.04
18/12/2020 EFT-02049	Tod Woodward	Balance for entertainment	\$1,000.00
18/12/2020 EFT-02049	Total Green Recycling Pty Ltd	E-waste recycling for 20/11/2020	\$881.98
18/12/2020 EFT-02049	Total Green Recycling Pty Ltd	E-waste recycling for 27/11/2020	\$749.27
18/12/2020 EFT-02049	Trade West Industrial Supplies	Long pants PPE	\$114.35
18/12/2020 EFT-02049	Tyrecycle P/L	Recycling of 150 tyres 25/11/2020	\$1,267.54
18/12/2020 EFT-02049	Tyrecycle P/L	Recycling of 121 tyres 18/11/2020	\$759.06
18/12/2020 EFT-02049	Tyrecycle P/L	Recycling of 116 Tyres 11/11/2020	\$1,068.88
18/12/2020 EFT-02049	URBAN RESOURCES	Quarry Crushing Campaign 2020	\$58,151.07
18/12/2020 EFT-02049	Volco Minerals Pty Ltd	1.6-1.3mm Zeolite - 3 x 1 ton bags	\$3,890.00
18/12/2020 EFT-02049	Waterchem Australia P/L	20 litres drum of EcoSorb x 5	\$6,792.50
18/12/2020 EFT-02049	Western Tree Recyclers	CoP Green Waste recycled Nov 2020	\$1,016.40
18/12/2020 EFT-02049	Western Tree Recyclers	CoJ Green Waste recycled Nov 2020	\$4,885.19

18/12/2020 EFT-02049	WesTrac Pty Ltd	Plt118 3000hr service	\$2,078.47
18/12/2020 EFT-02049	Winc Australia P/L	Coffee Staff Amenities	\$177.82
18/12/2020 EFT-02049	Worldwide Printing Solutions	Stickers for Landfill Gas and G/w	\$1,900.00
18/12/2020 EFT-02049	Wren Oil	Waste engine oil collection - 04.11.2020	\$423.50
21/12/2020 EFT-02050	Rebecca Gordon	Member Meeting Fees - December 2020	\$464.39
24/12/2020 EFT-02051	360 Environmental P/L	Landfill Gas SAQP	\$2,255.00
24/12/2020 EFT-02051	Airwell Group Pty Ltd	Technician/Service 30th November 2020	\$710.60
24/12/2020 EFT-02051	Alance Newspaper & Magazine Delivery	Sat West paper	\$208.00
24/12/2020 EFT-02051	All Fence U Rent P/L	Temp Fencing - October 2020	\$666.88
24/12/2020 EFT-02051	Amalgam Recruitment	2 people 5 days (weeding WONS, Reuse shop)	\$1,703.45
24/12/2020 EFT-02051	Appliance Testing Supplies	Test and Tag supplies	\$690.80
24/12/2020 EFT-02051	Bunnings	Expendable Tools/Workshop Consumables	\$257.36
24/12/2020 EFT-02051	City of Joondalup	TP Lease - January 2021 - Joondalup	\$11,297.17
24/12/2020 EFT-02051	City of Perth	TP Lease - January 2021 - Perth	\$5,576.52
24/12/2020 EFT-02051	City of Stirling	TP Lease - January 2021 - Stirling	\$22,407.01
24/12/2020 EFT-02051	Cleanaway Co Pty Ltd formally TOX FREE	Recycling Service November 2020	\$6.60
24/12/2020 EFT-02051	Command A Com	Leased Harward December 20	\$1,274.75
24/12/2020 EFT-02051	COVS Parts Pty Ltd	Regulator Filter	\$65.55
24/12/2020 EFT-02051	David Moss Corporation P/L	90, 63,50mm piping and their fitting connectors	\$1,134.56
24/12/2020 EFT-02051	ELLIOTTS IRRIGATION PTY LTD	XC-600-SSP hunter controller for AD pumps	\$929.50
24/12/2020 EFT-02051	ELO Digital Office AU/NA Pty Ltd	ELO Monthly Support	\$935.00
24/12/2020 EFT-02051	ELO Digital Office AU/NA Pty Ltd	Travel Cost for ELO training on site Oct/Nov 2020	\$135.04
24/12/2020 EFT-02051	Envirocare Systems	Neerabup Montly Hygiene Services	\$231.77
24/12/2020 EFT-02051	Flick Anticimex P/L	Quarter rodent baiting service	\$294.58
24/12/2020 EFT-02051	GBG Maps Pty Ltd	Geophysical Survey and Report	\$40,865.00
24/12/2020 EFT-02051	Global Spill Control Pty Ltd	Signs for Spill Crew Manifest Cabinet	\$229.90
24/12/2020 EFT-02051	Ironcat Tyres	Plant120 - Tyres and Tubes	\$2,189.00
24/12/2020 EFT-02051	IW Projects	Clean Fill Documentation	\$418.00
24/12/2020 EFT-02051	Landfill Gas & Power Pty Ltd	Electricity - October 2020	\$11,986.87
24/12/2020 EFT-02051	METTLER TOLEDO LIMITED	Annual Calibration S20-09890	\$3,168.50
24/12/2020 EFT-02051	Office National Canning Vale	Stationery and Printing	\$69.98
24/12/2020 EFT-02051	OzSpy Joondalup	CCTV Maintenance	\$2,489.00
24/12/2020 EFT-02051	Position Partners	Landfill GPS sytems - monthly fee	\$2,200.00
24/12/2020 EFT-02051	Position Partners	Service of GPS System	\$1,137.40
24/12/2020 EFT-02051	Pro Water Services	Pump - Graco - 3300 AD - Part 24K868 air cover	\$1,859.00
24/12/2020 EFT-02051	Pro Water Services	GRACO - 3300 Pump parts	\$4,655.75
24/12/2020 EFT-02051	Proofload P/L	Site Lifting Equipment Inspection	\$371.25
24/12/2020 EFT-02051	SafeWork Laboratories Pty Ltd	Drug and Alcohol testing 28/11/2020	\$734.36
24/12/2020 EFT-02051	SafeWork Laboratories Pty Ltd	Drug and alcohol testing 30/11/2020	\$2,856.37
24/12/2020 EFT-02051	Smart Waste Solutions Pty Ltd	Cardboard baler wire	\$6,320.60
24/12/2020 EFT-02051	Spectur Ltd	Remote Camera Subscription - December to February	\$264.00
24/12/2020 EFT-02051	Starzone Holdings Pty Ltd	Plt107 air con regas and air con servic	\$286.00
24/12/2020 EFT-02051	Stay Grounded Coffee Roasters	Coffee Beans (5 Bags)	\$140.00
24/12/2020 EFT-02051	Techtronic Services	Recycling Contractors	\$154.00



24/12/2020 EFT-02051	The Lifting Company	Pallet Lifting Bars	\$715.00
24/12/2020 EFT-02051	Town of Cambridge	TP Lease - January 2021 - Cambridge	\$5,601.75
24/12/2020 EFT-02051	Tutt Bryant Equipment WA	Defect Repairs - Fan Belt	\$737.47
24/12/2020 EFT-02051	Volco Minerals Pty Ltd	2 tone of Zeolite	\$1,940.00
24/12/2020 EFT-02051	Waterchem Australia P/L	20 litres drum of EcoSorb x 5	\$6,792.50
24/12/2020 EFT-02051	Workpower Incorporated	Recycling Cardboard - RCTI17921	\$1,145.76
24/12/2020 EFT-02051	Workpower Incorporated	Recycling of Batteries - MDRC1120	\$1,713.14
24/12/2020 EFT-02051	Workpower Incorporated	Recycled Polystyrene - RCTI CL200930	\$810.00
24/12/2020 EFT-02051	Workpower Incorporated	Recycled Metal - TPE103236	\$23,116.79
24/12/2020 EFT-02052	Telstra	Mobiles 14/12/20 - 13/01/2021	\$606.39

**Total EFT Payments****\$3,671,802.79**

<b>CBA Cheque No. 781 - 785</b>	<b>\$14,168.12</b>
<b>Electronic Payments:</b>	
<b>DP- 01863 to DP- 01869</b>	<b>\$146,170.70</b>
<b>Inter-Account Transfers</b>	<b>\$0.00</b>
<b>EFT- 02037 to EFT- 02052</b>	<b>\$3,671,802.79</b>
<b>Grand Total</b>	<b>\$3,832,141.61</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 25th March 2021 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 December 2020  
Council Meeting - 25th March 2021**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
26-Nov-20	The Amberton Beach Café	Christmas Function	\$499.70
27-Nov-20	AQWA	Christmas Function	\$4,950.00
29-Nov-20	Find My Shift	Staff Roster Program	\$386.12
1-Dec-20	CHN America	Plant 76 Operating Manual	\$1,764.65
2-Dec-20	EasyPark Pay by Phone	Parking	\$2.34
2-Dec-20	PLE Computers	8 x LCD Screens	\$3,032.00
6-Dec-20	AQWA	Christmas Function	\$1,117.00
7-Dec-20	Rendezvous Grand Hotel	Room Hire SWG Meeting	\$300.00
9-Dec-20	La Capannina Tavern	SWG Christmas Meeting and Meal	\$700.50
15-Dec-20	ASIC	Creditor Check	\$17.00
17-Dec-20	CPP Terrace Road	Parking	\$12.12
17-Dec-20	Delshine Chemicals	Pine Deodouriser 200 Ltrs	\$430.00
19-Dec-20	Raine Square	Parking	\$16.20
22-Dec-20	Indian Ocean Brewing	Finance Staff EOY Function	\$382.10
23-Dec-20	Waste Management	Breakfast with the Minister	\$60.78
<b>Total CBA Credit Card - 26 November - 24 December 2020</b>			<b>\$13,670.51</b>

<b>List of Payments made for the month ended January 2021</b>
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Item 9.2
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APPENDIX 5
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Item 9.2
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**Schedule of Payments for January 2021  
Council Meeting - 25th March 2021**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
15/01/2021	786	Cash	Staff Lotto	\$440.00
<b>Total CBA cheques</b>				<b>\$440.00</b>
2/01/2021	DP-01870	Commonwealth Bank	CBA Merchant fees	\$1,470.75
2/01/2021	DP-01871	Commonwealth Bank	CBA Merchant fees	\$81.48
12/01/2021	GJ	Cleanaway	Refund for Overpayment on Debtor Account	\$496.08
15/01/2021	DP-01872	Commonwealth Bank	Commbiz Fees	\$45.38
15/01/2021	DP-01873	Commonwealth Bank	Commbiz Fees	\$10.05
15/01/2021	GJ	City of Perth	Refund for Overpayment on Debtor Account	\$60.89
21/01/2021	DP-01874	Australian Taxation Office	BAS Instalment December 2020	\$137,592.00
27/01/2021	GJ	MRC Credit Card	See Attached Reconciliation	\$12,613.06
<b>Total Direct Payments &amp; Fees</b>				<b>\$152,369.69</b>

**Total Inter account Transfers** **\$0.00**

<b>Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Details</b>	<b>EFT Amount</b>
1/01/2021	EFT-02053	Payroll Employee Wages	PAYFE010121	\$91,631.85
1/01/2021	EFT-02054	Australian Taxation Office	PAYG	\$31,394.00
11/01/2021	EFT-02055	A & G Wines Plumbing	Backflow Prevention Device Testing x 2	\$286.00
11/01/2021	EFT-02055	A & G Wines Plumbing	Emergency shower annual testing & parts	\$1,047.37
11/01/2021	EFT-02055	A & G Wines Plumbing	Water leak behind Reuse shop	\$523.60
11/01/2021	EFT-02055	Allpipe Technologies P/L	Pipe investigation of blockages/shallow	\$819.50
11/01/2021	EFT-02055	Blackwoods & Atkins	Life Vest - PPE	\$126.40
11/01/2021	EFT-02055	BOQ Asset Finance & Leasing Pty Ltd	Printer Rental - January 2020	\$446.85
11/01/2021	EFT-02055	Bunnings	Tag out equipment	\$38.45
11/01/2021	EFT-02055	CAPS Australia Pty Ltd	Major Service - Main Compressor (Dec 2020)	\$7,583.23
11/01/2021	EFT-02055	City of Wanneroo	TP Lease - January 2021 - Wanneroo	\$11,203.51
11/01/2021	EFT-02055	Cleanaway Co Pty Ltd formally TOX FREE	Comingled Recycling Bin Collection - Dec 2020	\$57.86
11/01/2021	EFT-02055	Deborah Toward	Staff Spectacles Reimbursement	\$199.50
11/01/2021	EFT-02055	Envirocare Systems	Tamala Park Monthly Hygiene Services	\$694.54
11/01/2021	EFT-02055	Eyewise Optical	Staff Safety Glasses	\$443.00
11/01/2021	EFT-02055	GCM Enviro Pty Ltd	Plt107 - hydraulic charge pump & filters	\$8,707.25

11/01/2021 EFT-02055	Great Southern Fuel Supplies	Fuel December 2020	\$26,777.81
11/01/2021 EFT-02055	Instant Products Group	Chemical toilet monthly hire, restock & cleaning	\$251.50
11/01/2021 EFT-02055	Iron Mountain Australia Pty Ltd	Data Storage - November 2020	\$105.62
11/01/2021 EFT-02055	Kathrine Goldsmith	Uber fares to works Xmas Party	\$56.75
11/01/2021 EFT-02055	Landfill Gas & Power Pty Ltd	Electricity - November 2020	\$11,332.75
11/01/2021 EFT-02055	Landgate	Market Review on Tamala Park Land	\$6,050.00
11/01/2021 EFT-02055	MAGNETIC AUTOMATION PTY LTD	Main Gate Repairs - RRF	\$286.00
11/01/2021 EFT-02055	MARKETFORCE P/L	Public Notice advert - 2021 Meeting dates	\$566.77
11/01/2021 EFT-02055	MARKETFORCE P/L	Christmas New Year Closure Advert 2020/21	\$315.92
11/01/2021 EFT-02055	Mirco Bros Pty Ltd	Leachate fitting repair	\$176.80
11/01/2021 EFT-02055	Olivers Lawn & Landscaping Pty Ltd	Admin Irrigation check - Dec 2020	\$198.00
11/01/2021 EFT-02055	Plants & Garden Rentals	Office Plants - January 2021	\$220.00
11/01/2021 EFT-02055	SafeWork Laboratories Pty Ltd	Drug and Alcohol December test 19.12.2020	\$955.30
11/01/2021 EFT-02055	Security Specialists Australia Pty Ltd	Cash Collection - November 2020	\$174.57
11/01/2021 EFT-02055	ST JOHN AMBULANCE	Staff Training Provide First Aid 8 December 2020	\$160.00
11/01/2021 EFT-02055	Super Choice Services Pty Ltd	Single Touch Payroll - Annual to Nov 2021	\$157.08
11/01/2021 EFT-02055	T & C Transport Services	Courier Expenses - November 2020	\$159.54
11/01/2021 EFT-02055	Tanya Scott	Staff Glasses Reimbursement	\$200.00
11/01/2021 EFT-02055	The Hire Guys - Wangara	VMS Board Hire 30/11/2020 - 14/12/2020	\$660.00
11/01/2021 EFT-02055	Total Eden Pty Ltd	12v solenoids for automation and fittings	\$139.80
11/01/2021 EFT-02055	Trade West Industrial Supplies	Staff Uniform Pants and boots	\$312.35
11/01/2021 EFT-02055	WASTE MANAGEMENT & RESOURCE RECOVERY	WMAA WA Minister Breakfast meeting - Staff x 1 21.1.21	\$60.00
11/01/2021 EFT-02055	Wilson Security Pty Ltd	Building Security 14/09/20 - 21/09/20	\$1,617.00
11/01/2021 EFT-02055	Wormald	Monthly HHW Fire Panel Inspections and Testing	\$53.81
11/01/2021 EFT-02055	Wren Oil	Waste engine oil collection - December 2020	\$291.50
15/01/2021 EFT-02056	Payroll Employee Wages	PAYFE150121	\$89,233.41
15/01/2021 EFT-02057	Australian Taxation Office	PAYG	\$30,170.00
15/01/2021 EFT-02058	Airwell Group Pty Ltd	Technician/Service 14th December 2020	\$310.88
15/01/2021 EFT-02058	All Fence U Rent P/L	Temporary Fencing - December 2020	\$666.88
15/01/2021 EFT-02058	AUSTRALIA POST - PERTH	Postage & Freight	\$24.51
15/01/2021 EFT-02058	Caltex - Ampol Australia Petroleum Pty Ltd	Fuel - December 2020	\$755.50
15/01/2021 EFT-02058	EMRC	CCA to Red Hill - 22/12/2020 - 2.95 tonnes	\$472.00
15/01/2021 EFT-02058	Instant Products Group	Chemical toilet monthly hire, restock & cleaning	\$266.55
15/01/2021 EFT-02058	Olivers Lawn & Landscaping Pty Ltd	Lawn Maintenance at TP	\$185.00
15/01/2021 EFT-02058	Olivers Lawn & Landscaping Pty Ltd	Retic Controller review	\$462.00
15/01/2021 EFT-02058	Reece Vellios	2 Keyboards for weighbridge PC's	\$98.00
15/01/2021 EFT-02058	Sunhawk Pty Ltd	Dust Suppression Product	\$24,420.00
15/01/2021 EFT-02058	Total Green Recycling Pty Ltd	E-waste recycling for December	\$1,497.27
15/01/2021 EFT-02058	Trade West Industrial Supplies	Signs for DG Compound and Sheds	\$1,606.00
15/01/2021 EFT-02058	Tyrecycle P/L	Tyre Recycling - 75 on 02/12/20	\$627.68
15/01/2021 EFT-02058	Tyrecycle P/L	Tyre Recycling 154 11/12/20	\$1,288.45
15/01/2021 EFT-02058	Tyrecycle P/L	Tyre Recycling 159 16/12/20	\$1,663.16
15/01/2021 EFT-02058	Tyrecycle P/L	Recycling Tyres x 91 23/12/20	\$705.67
15/01/2021 EFT-02058	Vertical Telecoms Pty Ltd	RRF Comm system 01/01/21-31/03/21	\$1,489.51

15/01/2021 EFT-02058	Waterchem Australia P/L	20 litre drums of EcoSorb	\$13,585.00
15/01/2021 EFT-02058	Western Tree Recyclers	Green waste recycled - 164.7 tonnes to 18/12/2020	\$6,159.78
15/01/2021 EFT-02059	Telstra	Internet Charges - January 2021	\$1,210.00
15/01/2021 EFT-02060	EASISALARY PTY LTD	Staff Salary Sacrifice	\$479.84
15/01/2021 EFT-02060	EASISALARY PTY LTD	Staff Salary Sacrifice	\$479.84
18/01/2021 EFT-02061	Australian Super Administration	Staff Superannuation	\$53.89
18/01/2021 EFT-02061	Australian Super Administration	Staff Superannuation	\$64.01
18/01/2021 EFT-02061	Australian Super Administration	Staff Superannuation	\$2,282.45
18/01/2021 EFT-02061	CBus	Staff Superannuation	\$248.70
18/01/2021 EFT-02061	CBus	Staff Superannuation	\$234.18
18/01/2021 EFT-02061	CBus	Staff Superannuation	\$1,327.91
18/01/2021 EFT-02061	Colonial First State	Staff Superannuation	\$1,526.02
18/01/2021 EFT-02061	Commonwealth Bank Group Super	Staff Superannuation	\$57.70
18/01/2021 EFT-02061	Commonwealth Bank Group Super	Staff Superannuation	\$54.17
18/01/2021 EFT-02061	Commonwealth Bank Group Super	Staff Superannuation	\$1,398.47
18/01/2021 EFT-02061	Hesta Super Fund	Staff Superannuation	\$153.66
18/01/2021 EFT-02061	Hesta Super Fund	Staff Superannuation	\$153.66
18/01/2021 EFT-02061	Hesta Super Fund	Staff Superannuation	\$845.12
18/01/2021 EFT-02061	HostPlus	Staff Superannuation	\$470.50
18/01/2021 EFT-02061	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$398.80
18/01/2021 EFT-02061	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$473.46
18/01/2021 EFT-02061	IOOF Portfolio Service Superannuation Fund	Staff Superannuation	\$3,129.00
18/01/2021 EFT-02061	Sunsuper	Staff Superannuation	\$393.03
18/01/2021 EFT-02061	Sunsuper	Staff Superannuation	\$361.13
18/01/2021 EFT-02061	Sunsuper	Staff Superannuation	\$2,073.89
18/01/2021 EFT-02061	TWU Superannuation Fund	Staff Superannuation	\$570.92
21/01/2021 EFT-02062	Biovision 2020 Pty Ltd	Contractor's Fees - December 2020	\$3,159,251.48
22/01/2021 EFT-02063	Brendan Twine	Staff Planning Session - Refreshments	\$254.00
22/01/2021 EFT-02063	Bunnings	Rags. rust cleaner & funnels for workshop	\$92.50
22/01/2021 EFT-02063	Bunnings	Retic tubes abd containers	\$172.32
22/01/2021 EFT-02063	Bunnings	Hex screws	\$65.55
22/01/2021 EFT-02063	Bunnings	Irrigation equipment	\$198.04
22/01/2021 EFT-02063	Bunnings	Irrigation pipes	\$30.60
22/01/2021 EFT-02063	Bunnings	Irrigation punches, cable ties and piping	\$163.42
22/01/2021 EFT-02063	Bunnings	Irrigation solenoid valves	\$70.92
22/01/2021 EFT-02063	Bunnings	Sprinkler impact head	\$46.20
22/01/2021 EFT-02063	Cabcharge Australia Ltd	Christmas Function taxi fares home - bulk staff	\$425.72
22/01/2021 EFT-02063	City of Joondalup	TP Lease - February 2021 - Joondalup	\$11,297.17
22/01/2021 EFT-02063	City of Vincent	TP Lease - January 2021 - Vincent	\$5,601.75
22/01/2021 EFT-02063	Command A Com	Telephone Expenses - January 2021	\$1,248.31
22/01/2021 EFT-02063	COVS Parts Pty Ltd	Plt112 - Battery	\$242.55
22/01/2021 EFT-02063	COVS Parts Pty Ltd	Milwalki rattlegun, degreaser, w/screen additive	\$877.93
22/01/2021 EFT-02063	COVS Parts Pty Ltd	Regulator Filter	\$65.55
22/01/2021 EFT-02063	COVS Parts Pty Ltd	Various replacement globes	\$50.44

22/01/2021	EFT-02063	ELO Digital Office AU/NA Pty Ltd	ELO Monthly Support	\$935.00
22/01/2021	EFT-02063	EMRC	Contaminated soil to Red Hill - 31/12/2020	\$1,035.52
22/01/2021	EFT-02063	Enviro Sweep	Monthly Road Sweeping	\$594.00
22/01/2021	EFT-02063	Equip Health Systems P/L	Anti Tick PPE - Workpower	\$755.48
22/01/2021	EFT-02063	Excel Carpet Cleaning WA	Window Cleaning - Monthly	\$590.00
22/01/2021	EFT-02063	Iron Mountain Australia Pty Ltd	Data storage - December 2020	\$46.10
22/01/2021	EFT-02063	Kyocera Document Solutions	Photocopying Expenses - December 2020	\$208.44
22/01/2021	EFT-02063	Lynn Douglas	Staff Amenities Reimbursement	\$280.20
22/01/2021	EFT-02063	Major Motors Pty Ltd	Plt110 - 200,000 kms Service	\$1,857.50
22/01/2021	EFT-02063	Midalia Steel	Steel panels for building maintenance	\$581.67
22/01/2021	EFT-02063	Midalia Steel	Steel supply for the workshop	\$581.67
22/01/2021	EFT-02063	Midalia Steel	Colorbond for Building Maintenance at Transfer	\$630.96
22/01/2021	EFT-02063	Neverfail Springwater Ltd	Bottled water - 12 x 15l water	\$95.04
22/01/2021	EFT-02063	Office National Canning Vale	Post it notes - stationary	\$15.74
22/01/2021	EFT-02063	Relationships Australia	EAP services 09/12/2020	\$165.00
22/01/2021	EFT-02063	SafeWork Laboratories Pty Ltd	Drug and Alcohol December test 19.12.2020	\$35.20
22/01/2021	EFT-02063	Soft Landing	Recycling of Mattresses Dec 2020 x 391	\$10,752.50
22/01/2021	EFT-02063	Soft Landing	CoW Mattresses Dec 2020	\$16,909.20
22/01/2021	EFT-02063	Soft Landing	CoS RCB Mattresses Dec 2020	\$27,582.50
22/01/2021	EFT-02063	Soft Landing	CoS OnDemand Mattresses Dec 2020	\$24,088.90
22/01/2021	EFT-02063	Starzone Holdings Pty Ltd	Plt134 supply and install 12 volt power feed	\$682.55
22/01/2021	EFT-02063	Suez Recycling & Recovery (Perth) P/L	Confidential Paper collection December 2020	\$98.58
22/01/2021	EFT-02063	T & C Transport Services	Courier Expenses - December 2020	\$229.70
22/01/2021	EFT-02063	Town of Cambridge	TP Lease - February 2021 - Cambridge	\$5,601.75
22/01/2021	EFT-02063	Department of Transport	Vehicle Searches	\$6.80
22/01/2021	EFT-02063	Tutt Bryant Equipment WA	Plt135 - Alternator and Belt Replacement	\$1,534.42
22/01/2021	EFT-02063	Western Tree Recyclers	Recycled Greens - 231.10 tonnes	\$8,643.14
22/01/2021	EFT-02063	Western Tree Recyclers	Recycling Greens for Perth - 12.66 tonnes	\$612.74
22/01/2021	EFT-02063	WesTrac Pty Ltd	Plt130 - Workshop Manual	\$1,057.51
22/01/2021	EFT-02063	WesTrac Pty Ltd	Freight charges for workshop manual delivery	\$15.95
22/01/2021	EFT-02063	Winc Australia P/L	Copier paper	\$34.47
22/01/2021	EFT-02063	Winc Australia P/L	Copy Paper & Stationary	\$72.52
22/01/2021	EFT-02063	Wren Oil	Waste engine oil collection - December	\$242.00
27/01/2021	EFT-02064	Department of Water & Environment Regulation	DEP Landfill levy Oct - Dec 2020	\$2,503,578.98
29/01/2021	EFT-02065	360 Environmental P/L	Leachate Health Risk Assessment	\$3,491.62
29/01/2021	EFT-02065	360 Environmental P/L	December Asbestos Monitoring	\$2,401.30
29/01/2021	EFT-02065	360 Environmental P/L	Soil Sampling Investigation - partial payment	\$2,014.38
29/01/2021	EFT-02065	ALS Laboratory Services P/L	Contaminated soil testing	\$554.62
29/01/2021	EFT-02065	Bunnings	Irrigation risers & equipment	\$56.16
29/01/2021	EFT-02065	City of Perth	TP Lease 1 Feb 21 to 28 Feb 21	\$5,576.52
29/01/2021	EFT-02065	City of Stirling	TP Lease 1 Feb to 28 Feb 2021	\$22,407.01
29/01/2021	EFT-02065	Cleanaway Co Pty Ltd formally TOX FREE	Recycling of Fluorescent Tubes	\$1,332.38
29/01/2021	EFT-02065	COVS Parts Pty Ltd	Plt107 - Drive belt	\$36.00
29/01/2021	EFT-02065	Enviro Sweep	Ad-hoc clean 14th Dec 2020 - spill	\$660.00

29/01/2021 EFT-02065	John Shepherd	Water Bottles	\$24.00
29/01/2021 EFT-02065	Kitec Electrical Services	Rewired station one solenoid	\$286.00
29/01/2021 EFT-02065	Neverfail Springwater Ltd	Bottled water - 7 x 15 ltrs	\$55.44
29/01/2021 EFT-02065	Neverfail Springwater Ltd	Spring Water	\$102.96
29/01/2021 EFT-02065	Pirtek (Malaga) Pty Ltd	Plt118 - New Hoses x 2	\$439.60
29/01/2021 EFT-02065	Position Partners	Landfill GPS sytems - monthly fee	\$2,200.00
29/01/2021 EFT-02065	Relationships Australia	EAP services	\$165.00
29/01/2021 EFT-02065	Relationships Australia	EAP services	\$165.00
29/01/2021 EFT-02065	Rodney Industries	Travelator - space parts (cable, air tube)	\$249.59
29/01/2021 EFT-02065	Satellite Security Services P/L	Security Monitoring Jan 21 to April 21	\$1,295.98
29/01/2021 EFT-02065	Total Green Recycling Pty Ltd	E-waste recycling for December	\$1,568.90
29/01/2021 EFT-02065	Trade West Industrial Supplies	Long pants 92R	\$524.15
29/01/2021 EFT-02065	Tyrecycle P/L	Recycling Tyres x 166 04/01/21	\$1,479.36
29/01/2021 EFT-02065	Winc Australia P/L	Bin liners	\$40.06
29/01/2021 EFT-02065	Winc Australia P/L	Domestos - cleaning	\$110.68
29/01/2021 EFT-02065	Winc Australia P/L	Hand Sanitiser	\$163.13
29/01/2021 EFT-02065	Winc Australia P/L	Stationery and Printing	\$15.69
29/01/2021 EFT-02065	Winc Australia P/L	Staff Amenities	\$100.58
29/01/2021 EFT-02065	Wren Oil	Admin and Compliance fees job 307623	\$16.50
29/01/2021 EFT-02066	Payroll Employee Wages	PAYFE290121	\$88,591.68
29/01/2021 EFT-02067	Australian Taxation Office	PAYG	\$29,808.00

**Total EFT Payments****\$6,356,847.85**

<b>CBA Cheque No. 786</b>	<b>\$440.00</b>
<b>Electronic Payments:</b>	
<b>DP- 01870 to DP- 01874</b>	<b>\$152,369.69</b>
<b>Inter-Account Transfers</b>	<b>\$0.00</b>
<b>EFT- 02053 to EFT- 02067</b>	<b>\$6,356,847.85</b>
<b>Grand Total</b>	<b>\$6,509,657.54</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 25th March 2021 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 January 2021  
Council Meeting - 25th March 2021**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
4-Jan-21	Geowash Joondalup	Car Wash	\$35.00
4-Jan-21	Freepik & Flaticon	Annual Subscription	\$147.65
7-Jan-21	Waste Management	Membership for Waste Conference	\$1,696.78
8-Jan-21	Company Director	Annual Subscription Operations Manager	\$605.00
13-Jan-21	Who Gives a Crap	Toilet Paper	\$156.00
14-Jan-21	Polyweld Machinery	Electro Fusion Welder	\$132.33
14-Jan-21	Relevancy Pty Ltd	Ad Diploma in Record Keeping	\$4,180.00
18-Jan-21	Local Government Management	Finance Conference Fees	\$4,865.00
19-Jan-21	Dome Warwick	Hospitality	\$8.60
21-Jan-21	Company Director	Annual Subscription CEO	\$605.00
21-Jan-21	Company Director	Training Session	\$89.00
22-Jan-21	Zarraffas Clarkson	Hospitality	\$17.40
22-Jan-21	Wilson Parking	Parking	\$24.30
22-Jan-21	ASIC	Creditor Check x 3	\$51.00
<b>Total CBA Credit Card - 25 December 2020 - 25 January 2021</b>			<b>\$12,613.06</b>

<b>2020 Annual Report</b>
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Item 9.3	APPENDIX 6	Item 9.3
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MINDARIE  
REGIONAL  
COUNCIL

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# 2020

## ANNUAL REPORT

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## Acknowledgement of country

The Mindarie Regional Council acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land. We acknowledge and respect their continuing culture and the contributions made to the life of this region.

The MRC team has continued to build positive relationships with our surrounding communities and supported member councils in delivering a high quality waste service.





# Chairperson's Foreword

The word 'unprecedented' is the term that probably best describes the year that has just passed, and the challenges have been numerous.

## Waste bans

In August 2019, the Council Of Australian Governments (COAG) reached agreement on establishing a timetable for the introduction of export bans on waste plastic, paper, glass and tyres.

This was driven by the import ban on low grade recycled material imposed by China under their National Sword campaign, as well as concerns raised by a number of other countries, who expressed reservations about the high levels of contamination present in the material being shipped from Australia.

Since the initial ban, significant work has been undertaken to clarify how the bans will work in practice, given that Australia doesn't have sufficient on-shore manufacturing capability to process these materials into new products – a problem which is even more true for Western Australia. This will continue to have a significant impact on local recycling programs, requiring innovative thinking for solutions.

## Waste infrastructure capacity

The destruction of Cleanaway's Material Recovery Facility in late 2019 highlighted the limitations on waste processing infrastructure in Western Australia. While we have an abundance of landfill capacity, our available state recycling capacity is insufficient if any one of the existing facilities fails.

Events of this nature need to serve as a catalyst to State Government, Local Government and industry players to rethink our approach to strategic waste infrastructure in the state if we are serious about having a robust approach to achieving the Waste Strategy targets over the long term.

## COVID-19

The COVID-19 pandemic has reshaped much of how we view the world and go about our lives. The impact of the crisis will have global ripple effects for years to come as countries face the challenge of paying down debt incurred during the crisis and rethinking supply chains, people movements and international travel.

While Western Australia has been spared from much of the downside of the pandemic, it has still had a detrimental effect on our economy generally and more specifically the waste industry.

A key point of progress has been the broad acceptance of waste management as an essential service by both State and Federal Governments. When the issue was broached with authorities, there was a very strong consensus that, notwithstanding a state of emergency and a global pandemic, waste collection, waste processing and landfill services absolutely needed to continue.

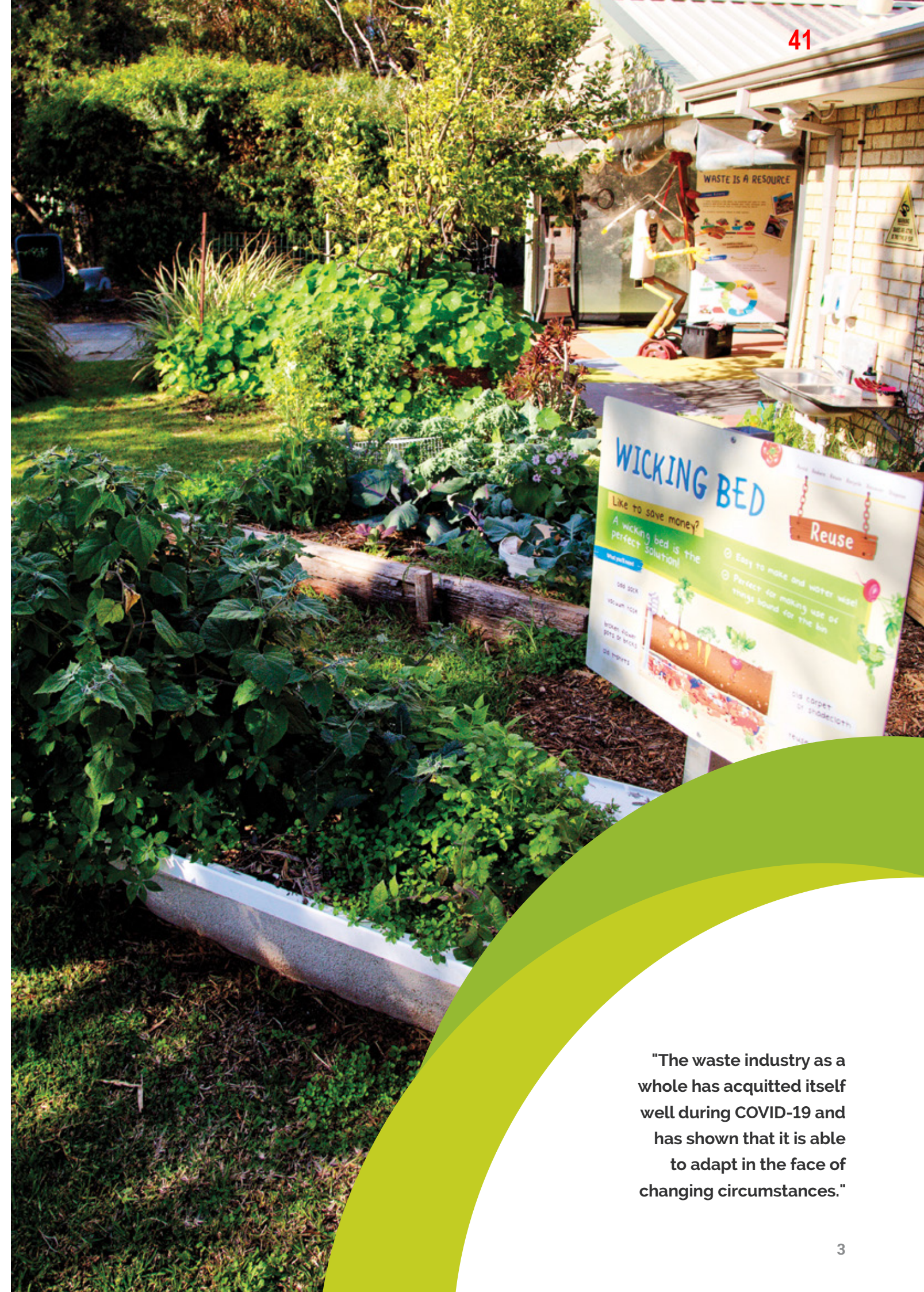
The waste industry as a whole has acquitted itself well during this time and has shown that it is able to adapt in the face of changing circumstances.

In fact, the MRC has continued to deliver a high standard of service to its Member Councils, the community and commercial operators in what has been a challenging year.

My sincere thanks to my fellow councillors and the staff at the Mindarie Regional Council for their tireless efforts.

**David Boothman**  
Chairperson

**"A key point of progress has been the broad acceptance of waste management as an essential service by both State and Federal Governments."**



**"The waste industry as a whole has acquitted itself well during COVID-19 and has shown that it is able to adapt in the face of changing circumstances."**



# Mindarie Regional Council Councillors

The MRC comprises 12 councillors appointed by the member Local Governments based on equity the members hold. This currently constitutes the following representation:

- City of Stirling – 4 councillors
- City of Joondalup – 2 councillors
- City of Wanneroo – 2 councillors
- City of Perth – 1 councillor
- City of Vincent – 1 councillor
- Town of Cambridge – 1 councillor
- Town of Victoria Park – 1 councillor



**CHAIRPERSON**

**Cr David Boothman JP**  
City of Stirling



**Cr Russ Fishwick JP**  
City of Joondalup



**Cr Albert Jacob JP**  
City of Joondalup



**Cr Len Kosova**  
City of Perth



**Cr Stephanie Proud JP**  
City of Stirling



**Cr Joe Ferrante**  
City of Stirling



**Cr Keith Sargent**  
City of Stirling



**Cr Emma Cole**  
City of Vincent



**Cr Dot Newton JP**  
City of Wanneroo



**Cr Frank Cvitan JP**  
City of Wanneroo



**Cr Keri Shannon**  
Town of Cambridge



**DEPUTY CHAIRPERSON**  
**Cr Karen Vernon**  
Town of Victoria Park

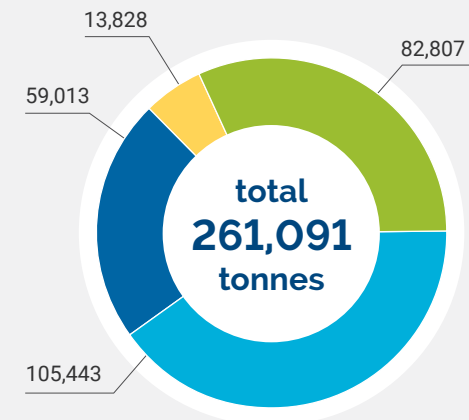


# Facts & Figures

The 2019/20 financial year showed the total waste received by the MRC to be 261,091 tonnes from the following sources:

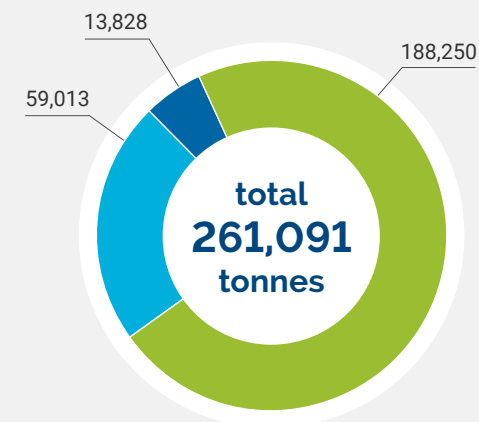
## 1. Tonnes processed by destination

	tonnes
Landfill member councils	82,807
RRF	105,443
Landfill residues	59,013
Landfill casuals	13,828
<b>Total tonnes</b>	<b>261,091</b>



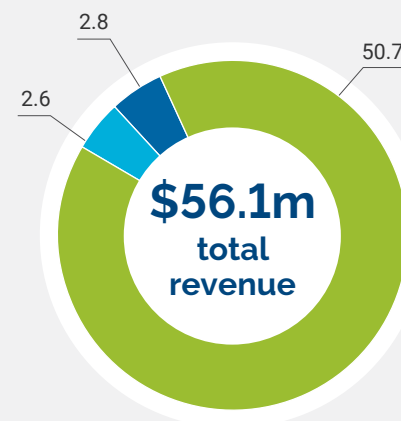
## 2. Tonnes by source

	tonnes
Members' waste	188,250
Residues	59,013
Casuals	13,828
<b>Total tonnes</b>	<b>261,091</b>



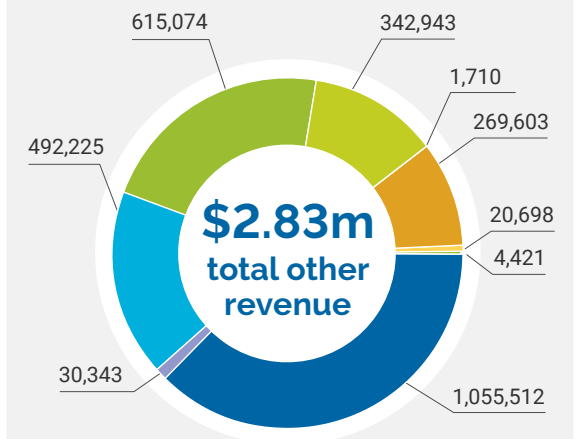
## 3. Revenue by source

	\$m
Members	50.7
Non-members	2.6
Other revenue	2.8
<b>Total revenue</b>	<b>56.1</b>



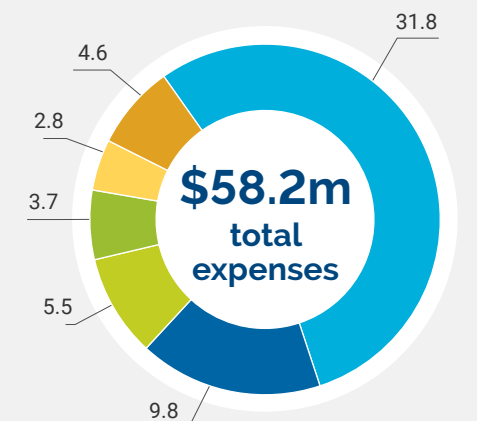
## 4. Other revenue by source

	\$
Recycling shop sales	342,943
Paper recycling	1,710
Metal recycling	269,603
Battery recycling	20,698
Polystyrene	4,421
Gas generation	1,055,512
Re-imbursements/grants	30,343
Interest earnings	492,225
Other revenue	615,074
<b>Total other revenue</b>	<b>2,832,529</b>



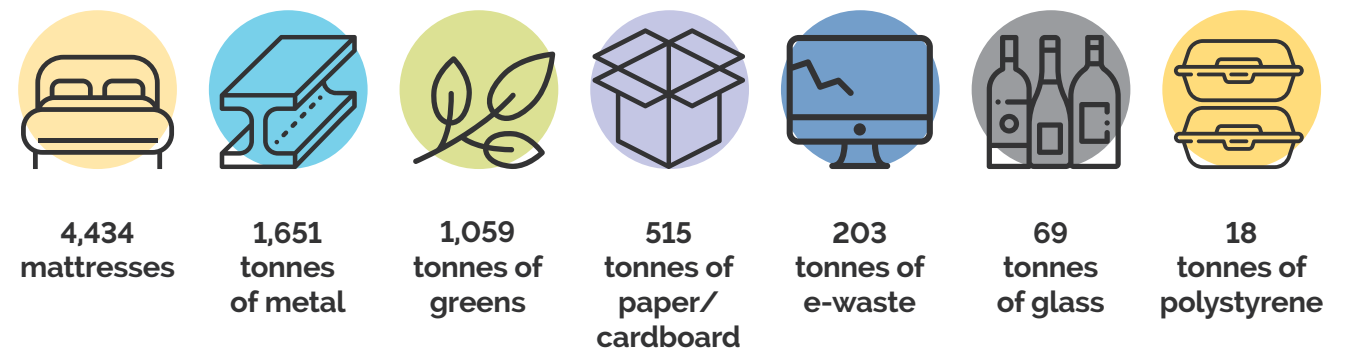
## 5. Expenses by class

	\$m
RRF	31.8
DWER landfill levy	9.8
Employee costs	5.5
Materials and contracts	3.7
Amortisation	2.8
Other expenses	4.6
<b>Total expenses</b>	<b>58.2</b>



## 6. Diversion from Landfill Projects

Part of our 'Winning back waste' vision is salvaging items that have been dropped into the landfill but can be redirected. The below shows what was prevented from going to landfill for the year.



# Disability Access & Inclusion Plan 2020

The MRC has reviewed and further developed the Disability Access and Inclusion Plan (DAIP) during the financial year 2020. It is a dynamic document that commits to achieving seven desired outcomes:

## People with disability...

...have the same opportunities as other people to access the services of, and any events organised by, the MRC

...have the same opportunities as other people to access the buildings and other facilities of the MRC

...receive information from the MRC in a format that will enable them to access the information as readily as other people are able to access it

...receive the same level and quality of service from the staff and contractors of the MRC as other people receive from the MRC

...have the same opportunities as other people to make complaints to the MRC

...have the same opportunities to participate in any public consultation by the MRC

...have the same opportunities as other people to obtain and maintain employment by the MRC

The MRC's first DAIP plan was implemented in 2006 to address barriers for people with disability as per our statutory requirements under the *Disability Services Act* (1993). Since the adoption of the initial Disability Services Plan, the MRC has implemented several initiatives and made progress towards better access.

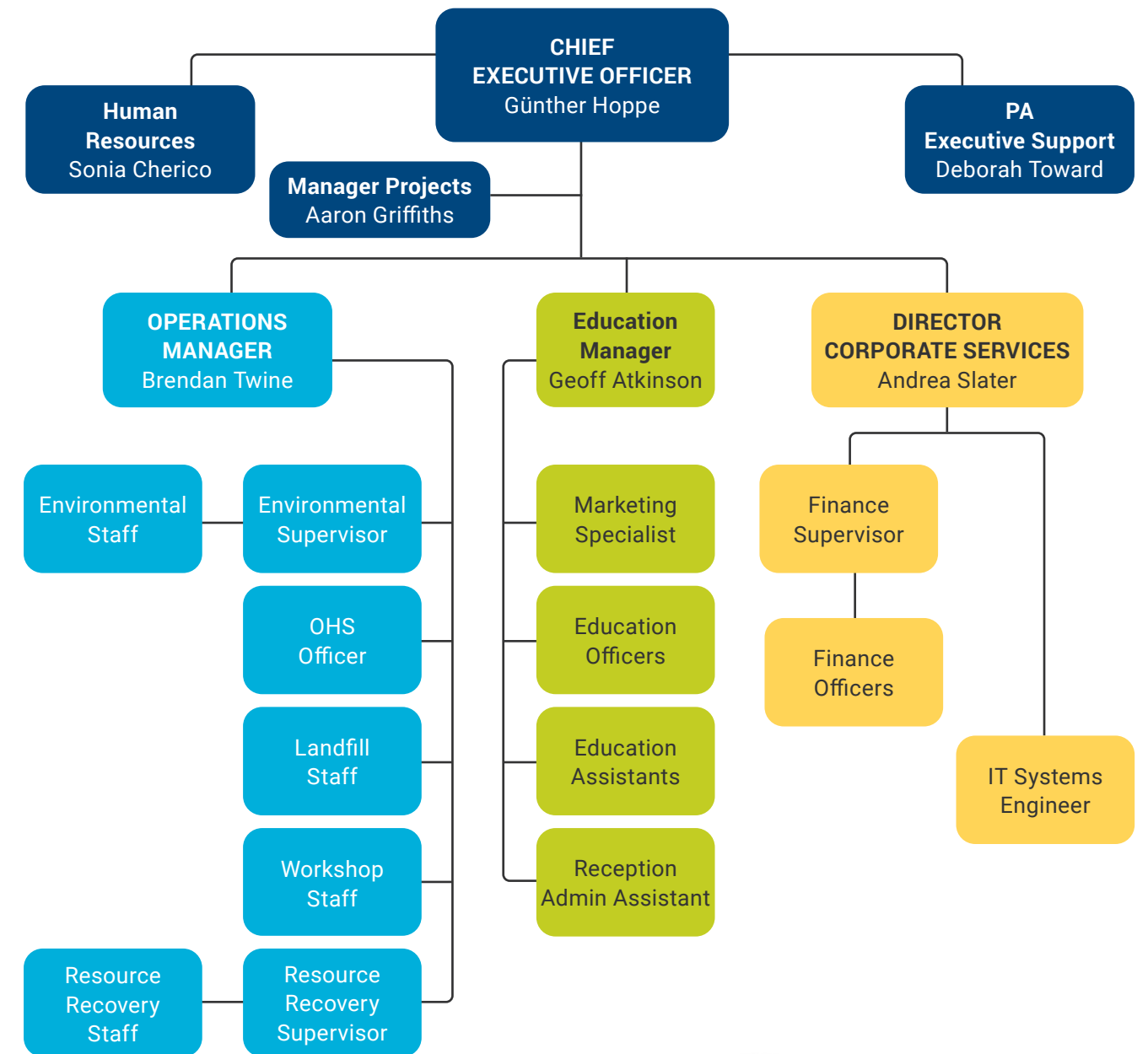
## Items progressed since 2006 under the DAIP

- ✓ Disabled parking area has been relocated closer to the entrance of the Administration building.
- ✓ Recycling Centre has compliant disabled parking bays.
- ✓ Special parking bays are set aside and assistance is on hand at special events.
- ✓ Access audit of all buildings and facilities, footpaths and kerbs to establish priorities for improvement has been completed.
- ✓ Access to the Education Centre has been improved.
- ✓ Disabled toilet included in the RRF Visitors Centre.
- ✓ Ramp access to Viewing Platform.
- ✓ Full length window in Viewing Platform to permit the viewing of operations by wheelchair bound visitors.
- ✓ Venues for Education/Earth Carer events have disabled access and facilities.
- ✓ Tamala Open Days have had disabled parking provision, special drop off zones available and additional disabled toilets provided.
- ✓ School and community groups tour the MRC facilities in their own buses to ensure inclusiveness.
- ✓ The MRC has taken disability access into account in the redesign of the recycling traffic area. A sloped access ramp with railings has been installed from the parking lot to the recycling area.
- ✓ The MRC administration building has had automatic doors fitted.
- ✓ Council has implemented a policy that footpaths and dual use paths are kept clear of hazards and obstructions and maintained as part of ongoing OSH site checks.
- ✓ Contact has been established with a number of disability employment support providers and people with disability are invited to participate in applying for suitable employment opportunities.
- ✓ One employee is currently engaged using disability support providers.
- ✓ A number of Earth Carers have a variety of disabilities; they attend events and perform volunteer work.
- ✓ Complaints procedure includes access via telephone and face-to-face service.
- ✓ Newsletters have been produced in large format on request.
- ✓ Key documents (Annual reports, Strategic Community Plan) have been posted on website with features to improve readability and are accessible in a variety of formats.
- ✓ All staff and contractors received DAIP information at induction and refresher training.
- ✓ MRC open day 2019 included improved disability access, specifically hired transport and improved facilities.
- ✓ Installation of a disabled toilet at the ReUse Shop.
- ✓ Installation of a level crossing.
- ✓ Installation of automatic doors at the ReUse Shop.
- ✓ Disabled toilet installed at education centre.
- ✓ New signage for the Tamala Park site, providing for larger lettering and picture icons to assist the visually impaired, and overall improved communication.
- ✓ Introduction of video messaging and tutorial workshops to assist those people who cannot leave their homes, and also provides opportunities to engage with those with sight or hearing impairments.
- ✓ Review of the MRC website and social media platforms to improve our community engagement. Improved A-Z waste disposal guide includes picture icons.





# MRC Organisational Chart



## Record Keeping

The MRC upgraded its record keeping system within the year. Record keeping training and a data cleanse project have both been conducted in year to ensure compliance with the *State Records Act 2000*.

All staff undergo record keeping training when they join the MRC and subsequently attend refresher courses periodically. The training helps the employees understand their record management responsibilities both from an organisational and legislative point of view. Elected members also receive an annual reminder as to their records management compliance obligations.

The MRC's record keeping practices are governed by its Record Keeping Plan which is approved by the State Records Office of Western Australia in accordance with the *State Records Act 2000*. The plan is the primary means of compliance with current legislation in Western Australia and of best practice record keeping processes at the MRC.

Performance indicator	2019/2020	2018/2019
Number of new files created	326	186
Number of documents registered	22,384	7,713
Number of Freedom of Information applications received	0	0
Response time for Freedom of Information applications (average number of days)	0	0

### Departments:

- CEO Office
- Corporate Services
- Education
- Operations

L to R: Sonia, Aaron, Deb, Günther, Andrea, Brendan, Geoff.







## CEO's Report

It has been another successful year for the Mindarie Regional Council as we have navigated some trying external factors, while keeping a focus on delivering our normal high standard of service.

The COVID-19 pandemic resulted in the administration function of the MRC working from home for a number of months, as well as Council meetings being hosted via an online platform for the first time ever. During the same period, the re-use shop was closed to the public for a number of months as a precautionary measure.

Staff, councillors and members of the public all adapted well to the changes with there being very little interruption to the core activities of the council.

As noted in last year's annual report, the MRC has undertaken a review of the services we provide to our Member Councils to ensure that we are providing a fit-for-purpose service offering to our members. The need for

the review was reinforced by the challenging economic conditions facing our members and their ratepayers in the aftermath of the COVID-19 pandemic.

The outcome of the review process has been a streamlining and a focussing of the MRC's services into what should be a more sustainable service model into the future. It has by necessity required some difficult decisions around staffing levels, but where possible staff have been redeployed within the council.

The restructuring has also given us the opportunity to partner with Workpower Inc, as they join us on site at Tamala Park to take over the provision of services at the re-use and public recycling area.

The waste industry in Western Australia continues to operate in a state of flux as we wait for clarity from the State Government as to what the forward projections on the waste levy are likely to be. This information will play a critical part in determining the pace and scope of transition toward the directions outlined in the State Waste strategy.

As local governments start to pivot toward Food Organics and Garden Organics (FOGO) processing and Waste to Energy solutions, we can expect that the waste industry will continue to change quite significantly over the coming years.

Now more than ever it is important that all players in the waste industry and at all levels of government focus on making sustainable waste decisions, in line with the waste hierarchy, that will serve us well into the future.

A special thanks to the team at the MRC who have negotiated a difficult year with professionalism and dedication.

**Günther Hoppe**  
Chief Executive Officer

"The waste industry in Western Australia continues to operate in a state of flux as we wait for clarity from the State Government on the waste levy."





# Strategic Community Plan

## Performance Against Targets 2019/20

Performance targets were assigned to each of the key performance indicators and are reported here. Their status for the year 2019/20 is shown as:

- Achieved
- Partially achieved
- Not achieved

Indicator	Performance History	Target	Status
<b>Objective 1: Long Term Viability</b>			
1.1 Good Corporate Governance	The MRC's corporate track record has been good to date, with only minor non-compliances recorded against the Annual Compliance Report submitted to the WA Department of Local Government.	100% compliance as recorded in the Annual Compliance Report.	●
1.2 Responsible use of Resources	The needs of a diverse group of stakeholders have seen the MRC not always engaging in activities directly aligned with its objectives, resulting in organisational creep. This has improved with a concentration on core business as it relates to our Strategic Direction.	Resources will be deployed in line with the objectives of the Strategic Community Plan.	●
1.3 Maintaining a sound financial footing with a commercial focus	The MRC has historically generated surpluses from its operations, but with increased costs of processing, has rationalised its operations and services, to provide market competitive services to stakeholders.	Performance in line with the Financial Plan, maintaining a debt ratio at or below 65% and Liquidity Ratio above 1.1 in the long term.	●

Indicator	Performance History	Target	Status
<b>Objective 2: Effective Management</b>			
2.1 Industry leading waste management and practices	The MRC has long been seen as a market leader with highly regarded facilities and waste management practices. Both international and domestic delegates and waste professionals visit the MRC on a regular basis with a view to improving their knowledge and practices.	Maintaining the MRC's position as a market leader through peer review and by continued visits by private and government delegations, and recognition of excellence by external parties.	●
2.2 Improving resource recovery and waste diversion	Regional waste data has been used to establish a baseline for resource recovery and waste diversion for the region. This will be used in conjunction with waste audit data to measure progress and assist in identifying new initiatives.	"Improved regional resource recovery and waste diversion, toward the state waste diversion target of 65% by 2020.  Improving the MRC specific waste diversion results by 1% per annum of the landfill waste stream."	●
2.3 Reliable systems and processes	The MRC has a strong history of providing and maintaining reliable systems and processes, as evidenced by compliance with legislative obligations.	Maintaining a high level of system reliability, as evidenced by IT uptime of greater than 99% and no material systems failures.	●
<b>Objective 3: Sustainable Waste Management</b>			
3.1 Engaging with new opportunities to achieve an optimal mix of waste solutions	The MRC's strategic direction is focused on providing a number of solutions to address the variable waste streams from the region.	Pursuing new waste management opportunities at each level of the waste hierarchy in preference over landfill.	●
3.2 Evaluating and implementing initiatives	Over the years, new waste management initiatives have been regularly presented to Council in response to contemporary waste management practices and changes in legislation and state government targets.	Present four new initiatives per annum for consideration by the Strategic Working Group.	●
3.3 Being an effective advocate for improved waste outcomes	The MRC is taking a proactive role in setting strategic waste management direction for the region.	"Continue influence member councils to act in line with the recommendations of the Hyder report and the MRC's strategic direction.  Continue to influence and support the state government to adopt more progressive waste practices and provide strategic leadership."	●

# Corporate Business Plan

## Performance Against Targets 2019/20

Performance targets were assigned to each of the Strategic Actions and are reported here. Their status for the year 2019/20 is shown as:

- Achieved
- Partially achieved
- Not achieved

### Objective 1: Long Term Viability

Strategic Actions		Status	Comments
<b>1.1 Manage, review and improve existing systems for the governance of the council.</b>			
1.1.1	Develop Council Policies requiring the discretion of the Council.	●	
1.1.2	Review the relevance of the delegations from the Council and report findings to Council.	●	
1.1.3	Ensure registers and records required by legislation are kept and maintained in compliance with the State Records Act.	●	
1.1.4	Provide a report to the Audit Committee/Council on the effectiveness of the systems in place in regard to risk management, internal control and legislative compliance, in compliance with the requirements of the Local Government Act.	●	
1.1.5	Maintain a robust system of internal controls.	●	
1.1.6	Maintain a monthly and annual financial reporting system that provides decision useful information to stakeholders.	●	

Strategic Actions		Status	Comments
<b>1.2 Improve collaboration between participating councils as primary stakeholders on matters associated with waste management.</b>			
1.2.1	Continue with the Strategic Working Group and encourage attendance by all member council directors/executives.	●	
1.2.2	Meet with the Chief Executive Officers of the member councils at least every six months.	●	
1.2.3	Assist the Waste Education Strategy Steering Group members in raising their profile at Council level.	●	
1.2.4	Liaise with member councils regarding direction of waste to processing facilities.	●	
1.2.5	Ongoing communications with member councils to deal with issues and unforeseen events.	●	
1.2.6	Provide ongoing induction and site training for employees of the member councils.	●	
1.2.7	Facilitate an online user group communication tool to enhance information dissemination to relevant officers of the member councils.	●	
<b>1.3 Manage and procure suitable assets to achieve an optimal mix of waste management solutions.</b>			
1.3.1	Procure land to accommodate future waste processing facilities.	●	No longer in line with strategic direction of Council.
1.3.2	Manage land sites owned or leased by the MRC.	●	
1.3.3	Manage landfill infrastructure to support the MRC's operations.	●	
1.3.4	Procure new sorting facility.	●	No longer in line with strategic direction of Council.
1.3.5	Manage and maintain buildings owned by the MRC.	●	
1.3.6	Acquire and manage heavy plant and vehicles owned by the MRC.	●	
1.3.7	Acquire and maintain information systems.	●	
1.3.8	Prepare business cases to underpin the acquisition of major infrastructure projects.	●	
1.3.9	Develop integrated waste transport plan.	●	No longer in line with strategic direction of Council.
1.3.10	Procure Energy from Waste processing capacity.	●	Pending Fogo – direction of Council
1.3.11	Procure materials recovery facility processing capacity.	●	No longer in line with strategic direction of Council.
1.3.12	Redevelop Transfer Station.	●	

Strategic Actions		Status	Comments
<b>1.4 Maintain a liquidity and debt profile appropriate for an infrastructure based waste operation.</b>			
1.4.1	Manage debt profile through the use of external borrowings and cash raised through the gate fee.	●	
1.4.2	Manage the organisation's liquidity through appropriate cash flow forecasting and budgeting.	●	
<b>1.5 Ensure the council is commercially relevant to the regional market.</b>			
1.5.1	Maintain strong networks with major commercial customers.	●	<i>Limited number of major commercial customers.</i>
1.5.2	Survey our commercial customers to ensure we are providing a full range of services and meeting their expectations.	●	<i>Limited number of major commercial customers.</i>
1.5.3	Provide services in line with market/industry trends to maintain/improve the MRC's market share.	●	
1.5.4	Manage the costs of the landfill operations in line with other benchmark landfill sites.	●	
1.5.5	Astutely manage the RRF contract.	●	
1.5.6	Pursue opportunities which may present savings to the organisation. (i.e. CFI credits, alternative revenue streams)	●	

## Objective 2: Effective Management

Strategic Actions		Status	Comments
<b>2.1 Operate waste management activities effectively.</b>			
2.1.1	Manage the environmental issues associated with operating a landfill site.	●	
2.1.2	Comply with the DWER license conditions for sites owned and managed by the MRC, as well as guidelines for landfill sites.	●	
2.1.3	Comply with OSH legislative requirements.	●	
2.1.4	Continually review and improve Standard Operating Procedures / Job Safety Analysis.	●	
2.1.5	Comply with Tamala Park site lease conditions.	●	<i>Ongoing consideration of environmental risk insurance and assessment of pull back of the Catalina development buffer zone.</i>
<b>2.2 Continually assess and utilise appropriate best practice waste management solutions.</b>			
2.2.1	Keep current with new developments in applied waste management, through networking with peer groups and attending conferences.	●	
2.2.2	Annual review of current operations with a view to continuously improving the MRC's waste management practices.	●	
<b>2.3 Make ongoing reviews of waste streams to ensure optimal recovery/diversion is achieved.</b>			
2.3.1	Maintain accurate records of the nature and composition of waste streams being processed.	●	
2.3.2	Educate member councils and community as to how best to manage their problematic waste streams.	●	
2.3.3	Pursue alternative treatment options for the Resource Recovery Facility residue, to improve waste recovery/diversion and reduce processing costs.	●	
2.3.4	Education team to continue to pursue an education campaign focussed on achieving improved long term waste recovery/diversion performance and better uses for materials recovered.	●	
<b>2.4 Adhere to relevant policy and procedures with regards to processes.</b>			
2.4.1	Provide appropriate employee training to ensure awareness and importance of complying with the policies and procedures of the Council.	●	
2.4.2	Review policies and procedures on an annual basis and report findings to the management group (procedures) and Council (policies).	●	
<b>2.5 Evaluate the effectiveness of systems and procedures in light of changing business requirements.</b>			
2.5.1	Ensure that the systems are fit for purpose and flexible enough to deal with change.	●	
2.5.2	Assess current systems in the light of changes in legislation and new processes.	●	

### Objective 3: Sustainable Waste Management

Strategic Actions	Status	Comments
<b>3.1 Identify and adopt improved approaches to waste minimisation, resource recovery and the associated community engagement.</b>		
3.1.1 Assist member councils in finalising a new Establishment Agreement.	●	<i>The final draft of the new Establishment Agreement has been presented to the SWG and is not being progressed until the completion of a strategy review by the Member Councils.</i>
3.1.2 Ensure that a new Establishment Agreement provides the MRC with flexibility to avail itself of commercial and partnership opportunities, including recycling and bulk verge collections.	●	<i>Included in the new EA detailed above now includes a new projects clause to facility commercial partnerships, and is not being progressed until the completion of a strategy review by the Member Councils.</i>
3.1.3 Keep up with trends in the waste industry by networking and attending relevant courses and conferences.	●	
3.1.4 Explore options with waste industry and member councils to improve/expand services.	●	
3.1.5 Actively pursue new business opportunities through partnerships with other organisations.	●	
<b>3.2 Develop and integrated regional plan for waste management.</b>		
3.2.1 Work with the Strategic Working Group to develop an integrated regional plan.	●	<i>Awaiting confirmation of the plan content required from the Waste Authority.</i>
3.2.2 Engage with stakeholder groups to determine their needs and industry trends.	●	
3.2.3 Ensure that the integrated regional plan contains a marketing and communication strategy focused on achieving improved long term waste diversion performance as per the plan.	●	<i>MRC have submitted a draft waste plan for consideration.</i>

Strategic Actions	Status	Comments
<b>3.3 Identify opportunities for the MRC to participate in the operation of additional waste management ventures based on proven technologies.</b>		
3.3.1 Develop relationships with relevant commercial operators with a view to identifying possible joint ventures.	●	
3.3.2 Collaborate with peer organisations with like facilities to benefit from each other's intellectual property or identify opportunities for shared projects.	●	
<b>3.4 Partner with organisations in order to advocate for new and innovative approaches to waste minimisation and resource recovery.</b>		
3.4.1 Actively participate as a member of the Municipal Waste Advisory Council (MWAC).	●	
3.4.2 Develop further our working relationship with the Waste Authority and the Department of Water, Environment Regulation (DWER) .	●	
3.4.3 Participate as an active member of professional and operational industry groups/associations.	●	
3.4.4 Engage with councils to improve waste recovery/diversion targets through sorting at source and varied collection strategies.	●	
<b>3.5 Provide and contribute to community and industry leadership, through a strong focus on environmental, economic, social and governance principles and practices.</b>		
3.5.1 Participate in community groups/forums that are relevant to the MRC's operations.	●	
3.5.2 Develop new opportunities to educate the community about the waste hierarchy and the impact they can have on improving waste outcomes.	●	
3.5.3 Provide leadership on improving waste recovery/diversion through participation in relevant forums, committees and public consultation groups.	●	
3.5.4 Evaluate projects and initiatives against the MRC's Vision and Mission imperatives.	●	



# The year at a glance

## Landfill

The landfill opened in 1991 and since accepting its first load has received nearly 8 million tonnes of largely what is termed Municipal Solid Waste (MSW), this being the everyday type waste generated by households and small commercial establishments.

During the financial year 2019/2020 there was 155,648 tonnes (165,075 tonnes during 2018/2019) of waste landfilled at Tamala Park with 59,013 tonnes of this being residues from the Resource Recovery Facility (RRF) at Neerabup.

We are currently tipping in the last stage of the landfill referred to as Stage 2, Phase 3. It is expected to last until circa 2028, depending on the volume of waste we receive in the coming years. The MRC is working on an end of life landfill plan for the Stage 2, Phase 3 cell

to ensure sensitive issues such as odour, leachate, wind-blown litter and dust are considered together with the rehabilitation of the land.

As Member Councils find improved ways to divert their waste from landfill with alternatives higher up the waste hierarchy such as recycling, the overall trend of landfill tonnes is continuing to decrease. This decrease is resulting in fewer commercial vehicles utilising local access roads and entering Tamala Park, and is also resulting in a reduced rate of filling for the final stage of the landfill.

The progress of landfilling has resulted in the filling operations now becoming visible from the western side of the facility along Marmion Avenue. Considerable effort has been made to ensure that activities have been planned to minimise disruption to the local community. These efforts include the revegetation of both

the public access areas of the site, as well as the visual vegetation barrier to the north of landfill. Current planning forecasts suggest that by mid-2021 landfilling activities will have returned to the eastern half of the site, out of site and thereby reducing the visual and audible impact to the surrounding environment.



**155,648**  
tonnes of waste landfilled  
during 2019/2020

## Resource Recovery

During a challenging COVID-19 year, the resource area recovery saw increased recyclables coming to site as residents were encouraged not to travel. The year saw unprecedented numbers of vehicles across the weighbridge as many residents concentrated on home improvements. The busiest day recorded 456 vehicles in one day, beating the previous record by 20%.

The MRC took the decision to close the Reuse Shop for a number of weeks within the year due to the pandemic to help protect both the public and our staff.

Projects this year have had a focus on customer safety, as improvements have been implemented that reduce vehicle movements in customer focussed areas. A dust suppression sprinkler system was installed at the transfer station as well as the purchase of a new skid steer loader and boom gates.

## Environmental

A focus for the environmental team in year was to execute plans to provide a visual barrier around the landfill, this will help protect our residents in the Catalina suburb as the landfill becomes more visible in future years. It will also help with odour and noise pollution. The visual barrier had over 500 native trees planted that will also assist to help restore biodiversity.

The MRC also engaged with consultants to conduct an aboriginal survey of significant areas within the site. Sites identified such as the Mindarie Waugal, sacred trees and burial mound were all discussed and plotted.

The team have also been busy developing a Site Management Plan (SMP) and a Site Analysis and Quality Plan (SAQP) to provide guidance on managing environmental impacts of landfill, such as groundwater, leachate and gas extraction.

## Occupational Health and Safety

Throughout the year the MRC has implemented various Safety, Health and Wellbeing Initiatives including:

Participative Ergonomics for the control of Manual Task Training, Occupational and Hygiene Exposure Monitoring, Skin Checks, Influenza Vaccinations, Hepatitis A & B Vaccinations, Ergonomic Assessments.

Furthermore, through a reward based initiative program staff were encouraged to regularly propose initiatives on how to improve health and safety across the facility. Despite the unprecedented times the MRC successfully implemented a number of improvements over the course of the year including, but not limited to:

- Improvements to the Reuse Shop and Recycling Centre, including a new Dangerous Good Compound which improved vehicle flow, foot traffic and reduced forklift movements.
- Traffic flow to site was modified to decrease the risk of exposure to heavy vehicles.
- Installation of a dust suppression system to minimise exposure to airborne particles at the Transfer Station.
- The MRC was selected by WALGA to trial the new Lithium ion Battery sorting process for Western Australia,
- Landfill drilling operations to improve landfill gas extraction.





## Education and Community Engagement

2020 has been a very unusual and challenging year with over half the year operating as normal then being severely curtailed by the COVID-19 pandemic. The COVID-19 related suspension of activity, being over the busy Autumn months effectively removed half of the yearly face to face community engagements.

Despite this the MRC, still over the course of the year, offered one of the largest waste education programs in the State delivered throughout the community through a range of diverse and engaging activities.

Contacts/engagements of nearly 50,000 were made. About half of these being from the face to face program of tours, talks and workshops and the other half being social media interactions.

A significant public reach was largely driven by social media and the use of high exposure out-of-home billboard messaging.

Face Your Waste (FYW) continued to be the flagship of the program. The unique clear bins continued to be very engaging, initiating conversations where ever they went. Local comedian, Famous Sharron, added a different dimension, proving to be very entertaining and popular delivering waste minimisation tips.

A new initiative was the 'place your bin on a diet' campaign with a confronting out of shape bin leading the messaging. Using analogies of human health campaigns, people were encouraged to 'slim their bin', and 'reduce their waste line'. This was supported by a personal trainer and an accompanying bin weighing activity – which due to COVID-19 was unfortunately postponed.

Face Your Waste has been seen as highly engaging through multiple channels, digital/print/ out-of-home, with marketing figures suggesting that every person in the Perth Metropolitan Area had potentially seen FYW advertising and messaging multiple times. Very visual adverts were shown throughout the year at venues including: freeway billboards; shopping centres and malls and again teamed with the West Coast Eagles, to encourage patrons to games at Optus Stadium to dispose of their waste correctly.

The appeal of Face Your Waste has encouraged the MRC to bring its entire education program under the FYW banner, with fresh and new options. Also with a neutral banner it enables MRC to operate throughout the region without people wondering why the MRC was delivering programs so far away from Mindarie or seemingly outside of its council area.



Despite the challenging nature of 2020 the MRC Education Team continued to deliver a comprehensive community engagement program consisting of:

- Earth Carers, a community outreach program
- Facility tours of Tamala Park and the RRF
- School visits
- Displays at community events
- Continued focus was the promoting of the new Reuse Shop and the services offered by Tamala Park
- The newsletter, *Tamala Park News* (Spring and Autumn editions) along with information flyers were delivered to the surrounding community
- Extensive schools and community dry celled battery and small recyclables program
- Bin Audits
- Bin tagging



**1,500**  
people took part in 59 tours of  
Tamala Park and RRF



**12,200kg**  
of dry celled  
batteries collected



**550kg**  
of mobile phones  
collected





# Financial Statements

## Review of Financial Performance for the Year

The financial statements included in this report reflect the results and financial position of the Mindarie Regional Council (MRC) for the year ended 30 June 2020 and should be read in conjunction with the accounting policies and precepts adopted by the MRC.

### Total comprehensive income

The total comprehensive income for the year ended 30 June 2020 was a deficit of \$2,326,024 (2018/19: Surplus \$2,640,420).

The budgeted deficit for the financial year was \$1,902,322, the variance being attributable to non-member tonnes and recyclable sales.

### Total operating revenues

The total operating income of \$56,192,614 has decreased by \$1,758,697 (3.03%) compared with the previous year, primarily as a result of the decreasing Member Council tonnes.

### Operating expenses

The total operating expenditure for the year of \$58,208,057 has increased by \$1,219,264 (2.13%) compared to the previous year, significant variances in operating expenditure compared to the prior year are explained mainly by the impact of the RRFA waste diversion change from 51.3% to 43.3% and the increase in amortisation expenses with regard to the landfill asset.

Actual expenses are \$463,694 more than the budget for 2019/20, as a result of increased amortisation expenses for the landfill asset abated with lower levied tonnes received from member councils during the year, combined with operational savings achieved across the business.

Overall, the MRC's net deficit for the year ended 30 June, 2020 was more than the budgeted deficit by \$423,702.



# Disposal Fees and Charges

Disposal fees and charges for the year ended 30 June 2020 are shown in the table below, as dollars per tonne inclusive of GST, unless otherwise indicated.

General Entry		
0.	Member local government	\$225.50
1.	Minimum entry to site	\$17.00
2.	General waste – price per tonne	\$212.00
Specified Materials		
3.	Asbestos – per tonne	\$250.00
4.	Mattresses – per item <i>(in addition to general entry rate where part of a mixed load)</i>	\$27.00
5.	Tyres – per tonne	\$355.00
6.	Small animals – per animal	\$17.00
7.	Large animals – per animal	\$35.00
8.	Controlled waste – per tonne	\$240.00
9.	Lightweight bulk material – per cubic metre	\$80.00
10.	Special burials – per 5 cubic metres <i>(in addition to general entry rate)</i>	\$240.00
11.	Odorous loads – per tonne	\$240.00
12.	Car gas cylinders/industrial gas cylinders – per item	\$65.00
13.	Fluorescent tubes – commercial loads – per item	\$0.40
14.	Clean green waste – per tonne	\$80.00
Penalty Charges		
15.	Replacement of Driver Control Station cards	\$60.00
16.	Replacement of gate access remotes	\$160.00
17.	Tipping with no payment (drive-aways)	\$110.00
18.	Clean up charge (per half hour) plus any 3rd party costs	\$150.00
Weighbridge Unavailability		
19.	Uncompacted waste – per axle	\$45.00
20.	Compacted waste – per axle	\$90.00

# Waste Processed by the Mindarie Regional Council

The table below reflects the waste received for processing by the MRC over the period since it commenced operations in 1991.

Period/Year	Total tonnes received by the MRC	Tonnes diverted to the RRF	Residue returned from RRF	Tonnes landfilled at Tamala Park	Tonnes landfilled offsite
1991	32,991	-	-	32,991	-
1992	150,487	-	-	150,487	-
1993	156,024	-	-	156,024	-
1994	151,945	-	-	151,945	-
1995	163,818	-	-	163,818	-
1996	179,006	-	-	179,006	-
1997	186,875	-	-	186,875	-
1998	225,620	-	-	225,620	-
1999	249,114	-	-	249,114	-
2000	336,502	-	-	336,502	-
2001	339,285	-	-	339,285	-
2002	331,576	-	-	331,576	-
2003	319,756	-	-	319,756	-
2004	328,655	-	-	328,655	-
2005	333,437	-	-	333,437	-
2006	349,156	-	-	349,156	-
2007	352,544	-	-	352,544	-
2008	380,189	-	-	380,189	-
2009	368,495	7,868	2,112	362,739	-
2010	352,035	65,010	28,889	315,914	-
2011	323,834	97,353	44,489	270,970	4,276
2012	249,783	105,213	45,414	189,984	6,239
2013	234,237	97,957	48,016	184,296	965
2014	339,262	101,622	44,059	281,699	-
2015	320,785	105,657	51,575	266,703	-
2016	267,798	76,126	39,076	230,748	-
2017	249,062	106,463	51,134	193,733	-
2018	233,884	105,531	49,929	178,282	-
2019	217,895	104,239	51,419	165,075	-
2020	202,078	105,443	59,013	155,648	-
<b>TOTAL</b>	<b>7,926,128</b>	<b>1,078,482</b>	<b>515,125</b>	<b>7,362,771</b>	<b>11,480</b>

# Waste Delivered Analysed by Source

Waste received by the MRC is analysed by major source in the table below for the current and previous year.

Source	Tonnes received by the MRC 2020	Tonnes diverted to the RRF	Tonnes landfilled at Tamala Park	Tonnes received by the MRC 2019	Variance
Town of Cambridge	5,785	794	4,991	5,642	143
City of Joondalup	32,692	9,396	23,296	44,024	(11,332)
City of Perth	12,400	7	12,393	13,239	(839)
City of Stirling	48,068	18,163	29,905	53,822	(5,754)
Town of Victoria Park	11,725	10,511	1,214	11,609	116
City of Vincent	13,027	10,805	2,222	12,752	275
City of Wanneroo	64,553	55,767	8,786	63,358	1,195
<b>Total members</b>	<b>188,250</b>	<b>105,443</b>	<b>82,807</b>	<b>204,446</b>	<b>(16,196)</b>
Other casuals	13,828	-	13,828	13,449	379
<b>Total casuals</b>	<b>13,828</b>	<b>-</b>	<b>13,828</b>	<b>13,449</b>	<b>379</b>
RRF residue*	59,013	-	59,013	51,419	7,594
<b>Total other</b>	<b>59,013</b>	<b>-</b>	<b>59,013</b>	<b>51,419</b>	<b>7,594</b>
<b>TOTAL</b>	<b>261,091</b>	<b>105,443</b>	<b>155,648</b>	<b>269,314</b>	<b>(8,223)</b>

\* Not considered as part of the external tonnes received by the MRC in calculating the 202,078 tonnes (2019: 217,895) of waste received by the MRC.

# Mindarie Regional Council Financial Report

For the year ended 30 June 2020


Local Government Act 1995

Local Government (Financial Management) Regulations 1996

## STATEMENT BY THE CHIEF EXECUTIVE OFFICER

The attached financial report of the Mindarie Regional Council for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Mindarie Regional Council as at 30 June 2020 and the results of its operations for the financial year then ended, in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 25th day of February, 2021



**Günther Hoppe**  
Chief Executive Officer

# Independent Auditor's Report

To the members of the Mindarie Regional Council



**Auditor General**

## INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Mindarie Regional Council

### Report on the Audit of the Financial Report

#### Opinion

I have audited the annual financial report of the Mindarie Regional Council (MRC) which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the MRC:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the MRC for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the MRC in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of Matter – Contingent liability

I draw attention to Note 34 "Contingent Liabilities" of the annual financial report, which discloses a contingent liability relating to the Tamala Park Waste Management Facility site. My opinion is not modified in respect of this matter.

#### Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the MRC is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the MRC's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the MRC.

The Council is responsible for overseeing the MRC's financial reporting process.

# Independent Auditor's Report

To the members of the Mindarie Regional Council

#### Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

#### Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) All required information and explanations were obtained by me.
- (ii) All audit procedures were satisfactorily completed.
- (iii) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

#### Other Matter

The annual financial report of the MRC for the year ended 30 June 2019 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2019 and 2018 in Note 24 of the audited annual financial report were audited by another auditor when performing their audit of the MRC. The auditor expressed unmodified opinions on those annual financial reports.

#### Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the MRC for the year ended 30 June 2020 included on the MRC's website. The MRC's management is responsible for the integrity of the MRC's website. This audit does not provide assurance on the integrity of the MRC's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the annual audited financial report to confirm the information contained in this website version of the annual financial report.

*Aloha Morrissey*

ALOHA MORRISSEY  
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
8 March 2021



## Statement of comprehensive income (by nature and type)

For the year ended 30 June 2020

	Notes	ACTUAL 2019/2020 \$	BUDGET 2019/2020 \$	RESTATED ACTUAL 2018/2019 \$
<b>Revenue from ordinary activities</b>				
Grants and subsidies	35	-	-	85,450
Contributions, reimbursements and donations		30,343	16,660	26,835
Fees and charges	2	53,999,460	53,407,213	55,590,516
Gas generation services	2	1,055,512	1,130,000	1,009,330
Interest earnings	2	492,225	618,250	688,491
Other revenue	2	615,074	531,038	550,689
<b>Total operating income</b>		<b>56,192,614</b>	<b>55,703,161</b>	<b>57,951,311</b>
<b>Operating expenses</b>				
Employee costs		(5,516,114)	(5,707,342)	(5,308,674)
Materials and contracts		(35,062,390)	(35,579,205)	(33,627,260)
Utilities		(242,374)	(292,232)	(293,054)
Depreciation	2	(5,775,644)	(4,454,456)	(5,182,145)
Amortisation	2	(462,790)	(462,790)	(528,237)
Finance/Borrowing costs	2	(794,683)	(48,716)	(451,676)
Insurance		(210,186)	(217,652)	(187,685)
Other expenses	2	(10,143,876)	(10,981,970)	(11,410,062)
<b>Total operating expenses</b>		<b>(58,208,057)</b>	<b>(57,744,363)</b>	<b>(56,988,793)</b>
<b>Total operating income less expenses</b>		<b>(2,015,443)</b>	<b>(2,041,202)</b>	<b>962,518</b>
<b>Profit/(loss) from ordinary activities</b>				
Profit on sale of assets	23	37,804	257,260	7,394
Loss on sale of assets	23	(328,740)	(118,380)	(13,860)
Impairment of assets		(19,645)	-	(49,501)
		<b>(310,581)</b>	<b>138,880</b>	<b>(55,967)</b>
		-	-	-
<b>NET RESULT</b>		<b>(2,326,024)</b>	<b>(1,902,322)</b>	<b>906,551</b>
<b>Other comprehensive income</b>				
Net change on revaluation of assets	19	-	-	1,733,869
<b>Total other comprehensive income</b>		<b>-</b>	<b>-</b>	<b>1,733,869</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(2,326,024)</b>	<b>(1,902,322)</b>	<b>2,640,420</b>

This statement is to be read in accordance with the attached notes in the financial report.

## Statement of comprehensive income (by program)

For the year ended 30 June 2020

	Notes	ACTUAL 2019/2020 \$	BUDGET 2019/2020 \$	RESTATED ACTUAL 2018/2019 \$
<b>Operating revenues</b>				
General Purpose Funding		56,192,614	55,703,161	57,951,311
<b>Total operating revenues</b>		<b>56,192,614</b>	<b>55,703,161</b>	<b>57,951,311</b>
<b>Profit on disposal of assets</b>				
Governance		-	-	1,598
Community amenities		37,804	257,260	5,796
<b>Total profit on disposal of assets</b>	23	<b>37,804</b>	<b>257,260</b>	<b>7,394</b>
<b>Operating expenses</b>				
Governance		(3,549,175)	(4,240,290)	(3,669,200)
Community amenities		(21,808,491)	(22,227,226)	(22,125,865)
Resource recovery facility		(32,055,708)	(31,228,131)	(30,742,052)
<b>Total operating expenses</b>		<b>(57,413,374)</b>	<b>(57,695,647)</b>	<b>(56,537,117)</b>
<b>Loss on sale of assets</b>				
Governance		-	-	(13,860)
Community amenities		(328,740)	(118,380)	-
<b>Total loss on sale of assets</b>	23	<b>(328,740)</b>	<b>(118,380)</b>	<b>(13,860)</b>
<b>Finance costs</b>				
Governance		(346,323)	-	-
Community amenities		(405,771)	-	(395,588)
Resource recovery facility		(42,589)	(48,716)	(56,088)
<b>Total finance costs</b>	2	<b>(794,683)</b>	<b>(48,716)</b>	<b>(451,676)</b>
<b>Impairment of assets</b>				
		(19,645)	-	(49,501)
		<b>(19,645)</b>	<b>-</b>	<b>(49,501)</b>
<b>NET RESULT</b>		<b>(2,326,024)</b>	<b>(1,902,322)</b>	<b>906,551</b>
<b>Other comprehensive income</b>				
Net change on revaluation of assets	19	-	-	1,733,869
<b>Total other comprehensive income</b>		<b>-</b>	<b>-</b>	<b>1,733,869</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(2,326,024)</b>	<b>(1,902,322)</b>	<b>2,640,420</b>

This statement is to be read in accordance with the attached notes in the financial report.

## Statement of financial position

As at 30 June 2020

	Notes	ACTUAL 2019/2020 \$	RESTATED 2018/2019 \$	RESTATED 2017/2018 \$
<b>Current assets</b>				
Cash and cash equivalents	3	8,161,207	6,424,696	3,830,993
Other financial assets	3	27,989,739	25,723,519	26,668,935
Trade and other receivables	4	4,289,114	3,930,298	3,145,629
Inventories	5	13,290	12,967	15,733
Other current assets	6	206,258	1,155,729	382,706
<b>Total current assets</b>		<b>40,659,608</b>	<b>37,247,209</b>	<b>34,043,996</b>
<b>Non-current assets</b>				
Property, plant and equipment	7	14,948,369	17,292,117	13,949,922
Infrastructure	8	6,880,537	6,661,544	6,714,459
Right of Use assets	9	7,085,936	-	-
Excavation and rehabilitation assets	10	31,678,112	29,424,620	32,366,499
Resource recovery facility	11	4,097,836	4,560,626	5,088,863
<b>Total non-current assets</b>		<b>64,690,790</b>	<b>57,938,907</b>	<b>58,119,743</b>
<b>TOTAL ASSETS</b>		<b>105,350,398</b>	<b>95,186,116</b>	<b>92,163,739</b>
<b>Current liabilities</b>				
Trade and other payables	12	6,883,413	6,348,428	6,319,988
Employee related provisions	13	1,061,187	1,011,792	875,860
Lease liabilities	16	410,929	-	-
Borrowings	14	-	127,163	117,948
<b>Total current liabilities</b>		<b>8,355,529</b>	<b>7,487,383</b>	<b>7,313,796</b>
<b>Non-current liabilities</b>				
Employee related provisions	13	54,640	38,965	99,020
Borrowings	14	-	727,915	855,078
Rehabilitation provision	15	21,816,261	16,344,944	15,949,356
Lease liabilities	16	6,903,066	-	-
Other Liabilities	17	-	39,983	39,983
<b>Total non-current liabilities</b>		<b>28,773,967</b>	<b>17,151,807</b>	<b>16,943,437</b>
<b>TOTAL LIABILITIES</b>		<b>37,129,496</b>	<b>24,639,190</b>	<b>24,257,233</b>
<b>NET ASSETS</b>		<b>68,220,902</b>	<b>70,546,926</b>	<b>67,906,506</b>
<b>EQUITY</b>				
Retained surplus		15,946,037	10,313,069	8,495,909
Reserves	18	22,712,639	21,953,499	22,739,391
Revaluation surplus	19	25,476,500	34,194,632	32,585,480
Council contributions	21	4,085,726	4,085,726	4,085,726
<b>TOTAL EQUITY</b>		<b>68,220,902</b>	<b>70,546,926</b>	<b>67,906,506</b>

This statement is to be read in accordance with the attached notes in the financial report.

## Statement of changes in equity

For the year ended 30 June 2020

	Notes	Retained Surplus \$	Reserves \$	Revaluation Surplus \$	Council Contributions \$	Total \$
Balance as at 1 July 2018		10,303,109	22,739,391	30,778,280	4,085,726	67,906,506
<b>Prior Period Adjustments</b>						
Correction of error	32	(1,807,200)	-	1,807,200	-	-
Restated Opening Balance 2018		<b>8,495,909</b>	<b>22,739,391</b>	<b>32,585,480</b>	<b>4,085,726</b>	<b>67,906,506</b>
Net result		906,551	-	-	-	906,551
Council Contributions		-	-	-	-	-
Transfer (to)/from Reserves		785,892	(785,892)	-	-	-
Net increase on revaluation of assets		-	-	1,733,869	-	1,733,869
Realisation of revaluation reserve on assets disposals		124,717	-	(124,717)	-	-
<b>Restated Balance as at 30 June 2019</b>		<b>10,313,069</b>	<b>21,953,499</b>	<b>34,194,632</b>	<b>4,085,726</b>	<b>70,546,926</b>
Balance as at 1 July 2019		10,313,069	21,953,499	34,194,632	4,085,726	70,546,926
Net result		(2,326,024)	-	-	-	(2,326,024)
Council Contributions		-	-	-	-	-
Transfer (to)/from Reserves		(759,140)	759,140	-	-	-
Net increase – revaluation of assets		-	-	-	-	-
Realisation of revaluation reserve on assets disposals		8,718,132	-	(8,718,132)	-	-
<b>Balance as at 30 June 2020</b>		<b>15,946,037</b>	<b>22,712,639</b>	<b>25,476,500</b>	<b>4,085,726</b>	<b>68,220,902</b>

This statement is to be read in accordance with the attached notes in the financial report.

# Statement of cash flows

For the year ended 30 June 2020

Notes	ACTUAL 2019/2020 \$	BUDGET 2019/2020 \$	ACTUAL 2018/2019 \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Grants and subsidies	-	-	85,450
Contributions, reimbursements and donations	30,343	16,660	26,835
Gas generation services	1,891,138	1,130,000	183,849
Fees and charges	59,265,556	53,279,674	60,614,943
Interest earnings	613,771	659,277	742,196
Other revenue	615,074	133,860	550,689
<b>Payments</b>			
Employee costs	(5,436,403)	(5,304,548)	(5,213,114)
Materials and contracts	(38,435,905)	(36,876,284)	(37,470,719)
Utilities	(242,374)	(292,232)	(293,054)
Borrowing costs	(388,910)	(48,716)	(56,088)
Insurance	(210,186)	(217,652)	(187,685)
Other expenditure	(10,143,876)	(10,981,970)	(11,331,342)
GST paid	(1,739,077)	-	(1,955,361)
<b>Net cash from operating activities</b>	<b>20(b) 5,819,151</b>	<b>1,498,069</b>	<b>5,696,599</b>
<b>Cash flows from investing activities</b>			
Payments for purchases of property, plant and equipment and infrastructure	(1,147,395)	(2,352,595)	(4,011,245)
Investments in term deposits	(2,266,220)	-	945,416
Proceeds from sale of assets	608,117	9,839	80,881
<b>Net cash used in investing activities</b>	<b>(2,805,498)</b>	<b>(2,342,756)</b>	<b>(2,984,948)</b>
<b>Cash flows from financing activities</b>			
Lease payments	(382,081)	-	-
Repayment of loans	14 (855,078)	(127,163)	(117,948)
Write back security deposits	(39,983)	-	-
<b>Net cash (used in)/from financing activities</b>	<b>(1,277,142)</b>	<b>(127,163)</b>	<b>(117,948)</b>
<b>Net increase/(decrease) in cash and equivalents</b>	<b>1,736,511</b>	<b>(971,850)</b>	<b>2,593,703</b>
Cash and equivalents 1 July 2019	20(a) 6,424,696	32,148,215	3,830,993
Cash and equivalents 30 June 2020	20(a) <b>8,161,207</b>	<b>31,176,365</b>	<b>6,424,696</b>

This statement should be read in conjunction with the accompanying notes.

# Notes to and forming part of the Financial Statements

For the year ended 30 June 2020

## 1. Significant Accounting Policies

The following significant accounting policies have been adopted in the preparation and presentation of this financial report:

### (a) Basis of preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not for profit entities), Australian Accounting Interpretations of the Australian Accounting Standards Board (AASB) and the *Local Government Act 1995* and accompanying regulations.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow, the report has been prepared on the accrual basis and is based on historic costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### Amendment to Local Governments (Financial Management) Regulations 1996

The Local Government (Financial Management) Regulations (FM Regs.) take precedence over Australian Accounting Standards. From 1 July, 2019 the MRC has applied AASB 16 Leases which requires leases to be included by lessees in the balance sheet. Also the FM Regs have been amended to specify that vested land is a Right of Use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) under zero concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land such as roads, buildings or other infrastructure which continue to be reported at fair value as opposed to the vested land which is measured at cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which requires to measure any vested improvements at zero cost.

There is no impact to the MRC financial position with regard to the above amendments to the FM Regs as the MRC does not have any vested land.

### (b) Critical accounting estimates

The preparation of the financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for judgements made in the absence of alternative sources of information. Actual results may differ from these estimates.

A key forecasting variable is the expected tonnes to landfill. Estimates of future tonnes have been based on the expected population growth forecasts for each of the member councils. There is inherent volatility in these estimates as they are subject to changes in consumer behavior, advances in technology and intervention by State Government through mechanisms such as the landfill levy.

### Amortisation on excavation assets

The calculation of amortisation on the excavation assets is based on specific estimates and judgements on the total capital costs and capacity of the landfill site. The amortisation rate charged is reviewed regularly and is based on an average cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill and the estimated density of the waste. The amortisation expense is arrived at by applying the amortisation rate to the actual tonnages sent to landfill during the period.

### Rehabilitation Provision

The rehabilitation provision is based on specific estimates and judgements with regard to the rehabilitation of the landfill cells as and when they reach the end of their useful life. A periodic review of the provision is conducted and the provision altered to reflect the findings.

1. Significant Accounting Policies – continued

(c) The Local Government reporting entity

All funds through which the MRC controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the MRC as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

(d) Good and services tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Settlement of Financial Position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to the ATO is included with receivables or payables in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(e) Cash and cash equivalents

Cash and cash equivalents on the statement of financial position are comprised of cash at bank and in hand, and short term deposits with an original maturity of 3 months or less, which are readily convertible to known amounts of cash and which are subject to insignificant risk of changes in value. Term deposits with an original maturity of over 3 months have been reclassified as financial assets at amortised costs in order to comply with AASB 9 Financial Instruments and AASB 107 Statement of Cash Flow.

(f) Trade and other receivables

Trade and other receivables include amounts due from member councils for waste processing and gate fees earned in the ordinary course of business.

Classification and subsequent measurement

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment).

Receivables expected to be collected within twelve months at the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method. Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value.

(g) Inventories

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(h) Property, plant and equipment, excavation and infrastructure assets

Property, plant and equipment, excavation and infrastructure assets are brought to account at cost, or fair value, less any accumulated depreciation or impairment losses, where applicable.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the MRC includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. Assets less than \$5,000 are not capitalised.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the MRC and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

1. Significant Accounting Policies – continued

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed below.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Revaluation gains in respect of the landfill excavation asset are transferred to retained earnings in line with the volume of tonnes landfilled in the period.

The fair value of fixed assets is determined at least once every five years for the asset classes Land, Buildings, Infrastructure and Investment Property in accordance with regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2), which requires land, buildings, infrastructure and investment properties to be shown at fair value.

Fixed assets are written down to recoverable amount where the carrying value of any fixed asset exceeds its recoverable amount. In determining the recoverable amount of fixed assets, the expected net cash flows are discounted to their present value.

(i) Depreciation

Depreciation is provided on property, plant and equipment, including buildings but excluding freehold land. All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated on a straight-line basis using rates which are reviewed each financial year to take into account changes in the estimated useful lives of assets. The following estimated useful lives are used in the calculation of depreciation:

Buildings	20 years
Plant and equipment	6½ years
Furniture and fittings	5 years
Computers and equipment (excluding servers)	3 years
Computers and equipment (servers)	5 years
Infrastructure (Roads, landscaping, fences, walls and Security lighting)	20 years
Excavation and Rehabilitation assets	% of actual usage
Resource Recovery Facility	8 years
Right of use asset	Lease period

The asset's residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.



## Notes to and forming part of the Financial Statements – continued

### 1. Significant Accounting Policies – continued

#### (j) Right of Use assets

At inception of contract, the MRC assesses if the contract contains a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined, the MRC uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are revalued. Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where the lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the MRC anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short term leases (i.e. a lease with a remaining 12 months or less) and leases of low value assets are recognised as an operating expenditure on a straight-line basis over the term of the lease. Leases for right of use assets are secured over the asset being leased.

#### (k) Impairment

In accordance with Australian Accounting Standards, the MRC's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired. Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 'Impairment of Assets' and appropriate adjustments made.

An impairment loss is recognised when the carrying amount of an asset or cash-generating unit exceeds its recoverable amount. Impairment losses are recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard whereby an impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

#### (l) Trade and other payables

Trade payables and other accounts payable are recognised when the MRC becomes obliged to make future payments resulting from the purchase of goods and services. The amounts are unsecured, recognised as a current liability and are usually paid within 30 days of recognition.

#### (m) Employee benefits

A provision is made for benefits accruing to employees in respect of salaries and wages, annual leave, long service leave and sick leave when it is probable that settlement will be required and they are capable of being measured reliably. Under the MRC workplace agreement, employees are paid for any unused sick leave on termination, based on a graduated entitlement defined in the agreement.

##### (i) Short term benefits

The provision for employees' benefits made in respect of salaries and wages, annual leave, sick leave and other employee benefits expected to be settled within 12 months represents the amount for which the MRC has an obligation arising from employee services received up to the year-end date. The provision has been calculated at the nominal amounts due, based on the remuneration rates the MRC expects to pay and includes related on-costs.

The MRC's obligations for short-term employee benefits such as salaries and wages are recognised as a part of current trade and other payables in the statement of financial position. The MRC's obligations for employees' sick leave, annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

##### (ii) Long term benefits

Employee benefits payable later than one year have been measured at the present value of the expected future payments to be made in respect of the services provided by employees up to the reporting date. Consideration is given to expected future remuneration rates, anticipated employee departures and periods of service. Expected future payments are discounted using an appropriate risk-free discount rate, determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations.

## Notes to and forming part of the Financial Statements – continued

### 1. Significant Accounting Policies – continued

Any re-measurements for changes in assumptions of obligations for other long term employee benefits are recognised in profit or loss in the periods in which the changes occur. The MRC's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the MRC does not have the unconditional right to defer settlement beyond 12 months after the end of the reporting period, in which case the liability is recognised as a current liability.

#### (n) Interest bearing loans and borrowings

All loans and borrowings are recognised at the fair value of the consideration received less any directly attributable transaction costs.

After initial recognition, interest bearing loans and borrowings are subsequently measured at amortised cost. Fees paid on the establishment of loan facilities are recognised in the income statement. Borrowings are classified as non-current liabilities, with repayments due in the 12 months after year end date recognised as current liabilities.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the particular asset until such time as the asset is substantially ready for its intended use or sale.

#### (o) Superannuation

In line with Superannuation Guarantee statutory requirements, the MRC makes a mandatory 9.5% contribution of the normal salary of qualifying employees, to the employees' nominated superannuation funds. In addition to this, the MRC matches contributions made by employees to these nominated superannuation funds on a sliding scale up to a limit of 7%.

#### (p) Provisions

Provisions are recognised when the MRC has a present legal or constructive obligation as a result of past events, which is likely to result in a reliably measurable outflow of resources to settle the obligation.

When the obligation is matched by a claim against a third party, the receivable from the third party claim is recognised as an asset to the extent that it is reliably measurable and likely to be realised.

#### (q) Provisions for restoration, rehabilitation, and site monitoring costs

The MRC complies with the full provision method for accounting provisions in respect of restoration, rehabilitation and site monitoring costs. Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the Tamala Park landfill site. The rate charge is reviewed annually and is based on an estimated cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill, the density of the waste and the most recent aerial surveys. Engineering rates differ according to the nature of the obligation to provide the service.

#### (r) Future capping expenditure

The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the unwinding of the discount being charged to the statement of comprehensive income within the finance charge. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

#### (s) Revenue recognition

Revenue from waste services is recognised when the waste is received.

Revenue from the disposal of assets is recognised when control of the asset has passed to the buyer. Revenue from royalties is recognised on an accrual basis. Proceeds from the sale of Renewable Energy Certificates are only recognised when the certificates are sold.

Interest income is recognised on an accrual basis.

Grants, donations and other contributions without any performance obligation are recognised as revenues when received. Where conditional contributions are received and the conditions attaching to the contributions have not yet been satisfied, they are disclosed as a liability in the financial statements as per AASB 15.

## Notes to and forming part of the Financial Statements – continued

### 1. Significant Accounting Policies – continued

#### (t) Comparative figures and rounding

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the MRC applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

All figures shown in this annual financial report, other than where it refers to a dollar rate, are rounded to the nearest dollar.

#### (u) Current and non-current classifications

In the determination of whether an asset or liability is current or non-current, consideration is given to the timing of expected settlement of the item. The item is classified as current if there is an expectation that it will be settled within 12 months. Notwithstanding the above, where the MRC does not have the unconditional right to defer settlement of a liability beyond 12 months, the amount is classified as current.

#### (v) Budget figures

Unless otherwise stated, the budget figures shown in this financial report relate to the revised budget adopted pertaining to the relevant item.

#### (w) Rates

The MRC does not levy rates. Accordingly rating information as required under the Local Government (Financial Management) Regulations 1996 has not been presented in this financial report.

#### (x) Intangible Assets

##### **Easements**

Regulation 16 of the Local Government (Financial Management) Regulations 1996 requires easements to be recognised as assets. The MRC does not have any easements.

#### (y) Financial Assets

##### **Other financial assets at amortised cost**

The MRC classifies financial assets at amortised costs if both of the following criteria is met:

- the asset is held within a business model whose objective is to collect contractual cash flows and;
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

##### **Financial assets at fair value through profit and loss**

The MRC classifies the following financial assets at fair value through profit and loss;

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the MRC has not elected to recognise fair value gains and losses through other comprehensive income.

##### **Impairment and risk**

Information regarding impairment and exposure can be found at Note 30.

#### (z) Financial Liabilities

Financial liabilities are recognised at fair value when the MRC becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measures at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

## Notes to and forming part of the Financial Statements – continued

### 1. Significant Accounting Policies – continued

#### (aa) Fair Value of Assets and Liabilities

When performing a revaluation, the MRC uses a mix of both independent and management valuations using the following as a guide: Fair Value is the price that the MRC would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

##### **Fair Value Hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

##### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

##### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

##### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

##### **Valuation techniques**

The MRC selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the MRC are consistent with one or more of the following valuation approaches:

##### **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

##### **Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

##### **Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

## Notes to and forming part of the Financial Statements – continued

## 1. Significant Accounting Policies – continued

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the MRC gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

(ab) Landfill Cells

There are three general components of landfill cell construction:

- Cell excavation and development,
- Cell liner costs, and
- Cell capping costs.

All cell excavation and development costs, cell liner costs and cell capping costs are capitalised and depreciated over the useful life of the cell, based on the volumetric consumption of the air space in the cell. Once a cell has been capped and is no longer available for use, the costs associated with the cell are written off.

## Notes to and forming part of the Financial Statements – continued

## 2. Revenues and Expenses

The result from operating activities includes:

## Revenue

## Fees and Charges

Member tipping fees	50,698,504	52,201,789
Casual tipping fees	2,661,582	2,568,390
Sale of recyclable materials	639,374	820,337
	<b>53,999,460</b>	<b>55,590,516</b>

## Gas generation services

Gas royalty and energy certificates	1,055,512	1,009,330
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### Interest earnings

Interest on reserve funds	462,499	656,146
Interest on other funds	29,726	32,345

## Other revenue

Miscellaneous income	615,074	550,689
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## Expenses

## Finance costs

Decommissioning provision accretion	405,771	395,588
Interest expense – leases	346,323	-
Interest expense – loans	42,589	56,088

### Other expenses

State landfill levy	9,846,997	10,410,948
Other expenses	296,879	999,114

## Auditors' remuneration

Audit of the financial report	40,000	27,500
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## Amortisation

Resource Recovery Facility	462,790	528,237
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2. Revenues and Expenses – continued

	Actual 2019/2020 \$	Restated Actual 2018/2019 \$
<b>Depreciation</b>		
Buildings	383,655	480,238
Furniture and equipment	112,487	123,207
Computing equipment	219,748	185,617
Plant and machinery	1,187,970	871,772
Infrastructure	469,237	579,432
Right of use assets	590,495	-
Excavation asset	2,266,861	2,396,688
Decommissioning and Post Closure	545,191	545,191
	<b>5,775,644</b>	<b>5,182,145</b>

	Actual 2019/2020 \$	Actual 2018/2019 \$
<b>3. Cash and Cash Equivalents</b>		
Cash in hand	3,200	3,200
Cash in bank	8,158,007	6,421,496
<b>Cash and cash equivalents</b>	<b>8,161,207</b>	<b>6,424,696</b>
Financial assets at amortised cost	<b>27,989,739</b>	<b>25,723,519</b>
	<b>36,150,946</b>	<b>32,148,215</b>
Unrestricted cash	13,438,307	10,194,716
Restricted cash	22,712,639	21,953,499
	<b>36,150,946</b>	<b>32,148,215</b>
The following restrictions have been imposed by Council resolution, regulation or external requirements:		
Site rehabilitation reserve	14,788,715	13,082,944
Carbon abatement reserve	491,076	491,076
Capital expenditure reserve	4,535,324	5,731,955
RRF maintenance reserve	897,524	647,524
Participants’ surplus reserve	2,000,000	2,000,000
<b>Total reserves</b>	<b>22,712,639</b>	<b>21,953,499</b>

4. Trade and Other Receivables

Trade and other receivables	4,289,114	3,798,166
GST Receivable	-	132,132
	<b>4,289,114</b>	<b>3,930,298</b>

5. Inventories

Fuel	13,290	12,967
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6. Other Current Assets

Prepaid expenses	111,527	103,826
Accrued income	94,731	1,051,903
	<b>206,258</b>	<b>1,155,729</b>

Actual 2019/2020 \$	Actual 2018/2019 \$
4,289,114	3,798,166
-	132,132
<b>4,289,114</b>	<b>3,930,298</b>

Actual 2019/2020 \$	Actual 2018/2019 \$
13,290	12,967

Actual 2019/2020 \$	Actual 2018/2019 \$
111,527	103,826
94,731	1,051,903
<b>206,258</b>	<b>1,155,729</b>



## Notes to and forming part of the Financial Statements – continued

## 7. Property, Plant and Equipment

Movements in the carrying amounts of each class of property, plant and equipment between the beginning and end of the financial year are shown in the table below:

	Land \$	Buildings \$	Furniture and fittings \$	Computer and equipment \$	Plant and equipment \$	Work in progress \$	Total \$
<b>Opening balance 1 July 2018</b>	6,760,000	3,239,148	250,552	385,220	3,033,708	281,294	13,949,922
Additions	-	349,248	93,772	165,388	3,097,439	-	3,705,847
Transfers	-	287,777	-	-	(6,483)	(281,294)	-
Disposals	-	(6,819)	(18,499)	(14,945)	(122,058)	-	(162,321)
Depreciation	-	(480,238)	(123,207)	(185,617)	(871,772)	-	(1,660,834)
Impairments	-	-	-	-	(49,501)	-	(49,501)
Revaluation	-	527,454	40,134	90,786	850,630	-	1,509,004
<b>Carrying amount at 30 June 2019</b>	<b>6,760,000</b>	<b>3,916,570</b>	<b>242,752</b>	<b>440,832</b>	<b>5,931,963</b>	<b>-</b>	<b>17,292,117</b>
<b>Comprises:</b>							
Gross carrying amount as at 30 June 2019	6,760,000	3,916,570	242,752	440,832	5,931,963	-	17,292,117
Accumulated depreciation as at 30 June 2019	-	-	-	-	-	-	-
<b>Carrying amount at 30 June 2019</b>	<b>6,760,000</b>	<b>3,916,570</b>	<b>242,752</b>	<b>440,832</b>	<b>5,931,963</b>	<b>-</b>	<b>17,292,117</b>
Additions	-	162,274	58,820	66,785	171,287	-	459,166
Disposals	-	-	-	-	(899,054)	-	(899,054)
Depreciation	-	(383,655)	(112,487)	(219,748)	(1,187,970)	-	(1,903,860)
<b>Carrying amount at 30 June 2020</b>	<b>6,760,000</b>	<b>3,695,189</b>	<b>189,085</b>	<b>287,869</b>	<b>4,016,226</b>	<b>-</b>	<b>14,948,369</b>
<b>Comprises:</b>							
Gross carrying amount as at 30 June 2020	6,760,000	4,078,844	301,572	507,617	5,204,196	-	16,852,229
Accumulated depreciation as at 30 June 2020	-	(383,655)	(112,487)	(219,748)	(1,187,970)	-	(1,903,860)
<b>Carrying amount at 30 June 2020</b>	<b>6,760,000</b>	<b>3,695,189</b>	<b>189,085</b>	<b>287,869</b>	<b>4,016,226</b>	<b>-</b>	<b>14,948,369</b>

The land owned by the MRC is the site which houses the RRF at 109 Pederick Road, Neerabup. Refer to Note 22 for detailed disclosures regarding fair value measurements.

## Notes to and forming part of the Financial Statements – continued

## 7. Plant, Property and Equipment – continued

All property, plant and equipment and infrastructure assets (refer Note 8) were independently valued during the 2018/19 financial year. The excavation asset (refer note 10) was independently valued in the 2017/18 financial year. These asset classes were revalued to fair value in line with the valuer's report, with the increase in fair value being reflected in a revaluation surplus account. Any impairment in values were recognised directly in the statement of comprehensive income.

The next valuation will be carried out in the 2022/23 financial year which will cover all assets. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

## 8. Infrastructure

Infrastructure – at fair value

Less Accumulated Depreciation

Work in Progress

Infrastructure assets comprise mainly of roads, fencing, leachate, gas wells and groundwater monitoring assets.

Movements in carrying amounts of infrastructure assets during the financial year and the previous financial year are shown in the table below.

Opening balance (incl. WIP)

Additions

Disposals

Depreciation

Net revaluation of assets

Work in progress

	Actual 2019/2020 \$	Actual 2018/2019 \$
Infrastructure – at fair value	7,349,773	6,656,195
Less Accumulated Depreciation	(469,236)	-
	<b>6,880,537</b>	<b>6,656,195</b>
Work in Progress	-	5,349
	<b>6,880,537</b>	<b>6,661,544</b>
Opening balance (incl. WIP)	6,661,544	6,714,459
Additions	688,229	300,050
Disposals	-	(3,746)
Depreciation	(469,236)	(579,432)
Net revaluation of assets	-	224,864
	<b>6,880,537</b>	<b>6,656,195</b>
Work in progress	-	5,349
	<b>6,880,537</b>	<b>6,661,544</b>

9. Right of Use Asset

The right of use asset refers solely to the lease of the land for the Tamala Park facility. The lease expires in 2032. The sub lease relates to the land that houses the power station.

Movement in carrying amounts between the beginning and the end of the current financial year.

	Actual 2019/2020 \$
Recognised on initial application of AASB 16	
Restated total equity at the beginning of the year	7,696,076
Additions	-
Less: Sub Lease	(19,645)
Depreciation expense	(590,495)
Carrying amount as at 30 June 2020	7,085,936
<b>Cash outflow from leases</b>	
Interest expenses on lease liabilities	346,323
Lease principal repayment	382,081
<b>Total cash outflow from leases</b>	728,404

10. Excavation And Rehabilitation Assets

Movements in the carrying amount of Excavation and Rehabilitation assets between the beginning and end of the financial year are reflected as follows:

	Rehabilitation Asset			
	Excavation Asset \$	Decommissioning Asset, Stage 2 Phase 3 \$	Rehabilitation Asset, Post Closure \$	Total \$
Balance at 30 June 2018	26,914,614	3,153,869	2,298,016	32,366,499
Depreciation Expense	(2,396,688)	(311,494)	(233,697)	(2,941,879)
Balance at 30 June 2019	24,517,926	2,842,375	2,064,319	29,424,620
Comprises:				
Gross carrying amount at 30 June 2019	26,914,614	9,203,830	4,050,757	40,169,201
Accumulated Depreciation at 30 June 2019	(2,396,688)	(6,361,455)	(1,986,438)	(10,744,581)
Carrying amount at 30 June 2019	24,517,926	2,842,375	2,064,319	29,424,620
Depreciation Expense	(2,266,863)	(311,494)	(233,697)	(2,812,054)
Increase to Rehabilitation Provision	-	-	5,065,546	5,065,546
Carrying amount at 30 June 2020	22,251,063	2,530,881	6,896,168	31,678,112
Comprises:				
Gross carrying amount at 30 June 2020	26,914,614	9,203,830	9,116,303	45,234,747
Accumulated Depreciation at 30 June 2020	(4,663,551)	(6,672,949)	(2,220,135)	(13,556,635)
Carrying amount at 30 June 2020	22,251,063	2,530,881	6,896,168	31,678,112

The excavation asset relates directly to the creation of the landfill cells.

The rehabilitation asset refers to the rehabilitation, closure and post closure monitoring costs of the landfill cells.

## Notes to and forming part of the Financial Statements – continued

**11. Resource Recovery Facility (RRF)**

The RRF asset relates to the facility at 109 Pederick Road, Neerabup.

	Actual 2019/2020 \$	Actual 2018/2019 \$
Capital expenditure	7,728,481	7,728,481
Less Accumulated amortisation	(4,575,057)	(4,217,051)
	<b>3,153,424</b>	<b>3,511,430</b>
Pre-operating expenses (commissioning)	2,093,000	2,093,000
Less Accumulated amortisation	(1,148,588)	(1,043,804)
	<b>944,412</b>	<b>1,049,196</b>
	<b>4,097,836</b>	<b>4,560,626</b>

The resource recovery facility assets comprise of the directly associated costs with regard to the implementation of the facility.

Movements in carrying amounts of the RRF assets during the financial year are shown in the table below.

	Capital expenditure \$	Pre-operating expenses \$	Total \$
Opening balance	3,511,430	1,049,196	4,560,626
Amortisation	(358,006)	(104,784)	(462,790)
Closing balance	<b>3,153,424</b>	<b>944,412</b>	<b>4,097,836</b>

Movements in carrying amounts of the RRF assets during the previous financial year are shown in the table below.

	Capital expenditure \$	Pre-operating expenses \$	Total \$
Opening balance	3,909,434	1,179,429	5,088,863
Amortisation	(398,004)	(130,233)	(528,237)
Closing balance	<b>3,511,430</b>	<b>1,049,196</b>	<b>4,560,626</b>

## Notes to and forming part of the Financial Statements – continued

**12. Trade and Other Payables**Current

Sundry creditors	6,427,784	6,164,365
Accrued expenses	236,761	62,253
Accrued salaries and wages	136,451	121,810
GST Payable	82,417	-
	<b>6,883,413</b>	<b>6,348,428</b>

**13. Employee Related Provisions**Current

Provision for annual leave and sick leave	655,924	676,228
Provision for long service leave	342,029	269,912
	<b>997,953</b>	<b>946,140</b>
Employment on costs	63,234	65,652
	<b>1,061,187</b>	<b>1,011,792</b>

Non-current

Provision for long service leave	53,146	36,782
Employment on costs	1,494	2,183
	<b>54,640</b>	<b>38,965</b>
<b>Total employee related provisions</b>	<b>1,115,827</b>	<b>1,050,757</b>

Movements in carrying amounts of employee related provisions during the financial year are shown in the table below.

	Provision for Annual and Sick Leave \$	Provision for On-costs \$	Provision for Long Service Leave \$	Total \$
Opening balance 1 July 2019	676,228	67,835	306,694	1,050,757
Additional provisions made	249,798	51,763	96,256	397,817
Amounts used	(270,102)	(54,870)	(7,775)	(332,747)
Closing balance 30 June 2020	<b>655,924</b>	<b>64,728</b>	<b>395,175</b>	<b>1,115,827</b>

## Notes to and forming part of the Financial Statements – continued

## 13. Employee Related Provisions – continued

Movements in carrying amounts of employee related provisions during the previous financial year are shown in the table below.

	Provision for Annual and Sick Leave \$	Provision for On-costs \$	Provision for Long Service Leave \$	Total \$
Opening balance 1 July 2018	576,629	58,256	339,995	974,880
Additional provisions made	522,954	39,243	67,454	629,651
Amounts used	(423,355)	(29,664)	(100,755)	(553,774)
Closing balance 30 June 2019	<b>676,228</b>	<b>67,835</b>	<b>306,694</b>	<b>1,050,757</b>

	Actual 2019/2020 \$	Actual 2018/2019 \$
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Annual and sick leave liability

Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Within 12 months after the reporting date	496,439	401,287
More than 12 months after the reporting date	159,485	274,941
	<b>655,924</b>	<b>676,228</b>

The provision for annual leave and sick leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

Long service leave liability

Unconditional long service leave provisions are classified as current liabilities as the MRC does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Pre-conditioned and conditioned long service leave provisions are classified as non-current liabilities as the MRC has an unconditional right to defer settlement of the liability until the employee has completed the required years of service. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Within 12 months after the reporting date	112,463	12,500
More than 12 months after the reporting date	282,712	294,194
	<b>395,175</b>	<b>306,694</b>

## Notes to and forming part of the Financial Statements – continued

## 13. Employee Related Provisions – continued

	Actual 2019/2020 \$	Actual 2018/2019 \$
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Annual and sick leave liability

The provision for long service leave is calculated at present value as the MRC does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by the employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Employee on costs

The settlement of the above leave liabilities give rise to the payment of employee on-costs including worker's compensation insurance. The provision is the present value of expected future payments.

Carrying amount at start of period	67,835	58,256
Additional / (reversal of) provisions recognised	(3,107)	9,579
	<b>64,728</b>	<b>67,835</b>

## 14. Borrowings

	Actual 2019/2020 \$	Actual 2018/2019 \$
Current	-	127,163
Non-Current	-	727,915
	<b>-</b>	<b>855,078</b>

The current year budget and actual results for borrowings are shown in the tables below:

Budget	Interest rate	Estimated Principal 1 Jul 2019 \$	Budgeted Draw-downs \$	Budgeted Principal Repayments \$	Projected Principal 30 Jun 2020 \$	Interest Payments \$
RRF						
Loan 10	6.16%	855,078	-	125,118	729,960	48,716
Closing balance		<b>855,078</b>	<b>-</b>	<b>125,118</b>	<b>729,960</b>	<b>48,716</b>



## Notes to and forming part of the Financial Statements – continued

## 14. Borrowings – continued

Actual	Interest rate	Principal 1 Jul 2019 \$	Draw-downs \$	Principal Repayments \$	Principal 30 Jun 2020 \$	Interest Payments \$
RRF						
Loan 10	6.16%	855,078	-	855,078	-	42,589
Closing balance		<b>855,078</b>	-	<b>855,078</b>	-	<b>42,589</b>

Details of loans

Loan 10 was obtained from the Commonwealth Bank of Australia (CBA) to fund the establishment of the Resource Recovery Facility. The loan was paid out during the year.

Unspent Loans

All loan funds were fully expended.

New loans

No new loans were obtained during the year.

The previous year budget and actual results for borrowings are shown in the tables below:

Budget	Interest rate	Estimated Principal 1 Jul 2018 \$	Budgeted Draw-downs \$	Budgeted Principal Repayments \$	Projected Principal 30 Jun 2019 \$	Interest payments \$
RRF						
Loan 10	6.16%	973,026	-	62,976	910,050	56,088
Closing balance		<b>973,026</b>	-	<b>62,976</b>	<b>910,050</b>	<b>56,088</b>

Actual	Interest rate	Principal 1 Jul 2018 \$	Draw-downs \$	Principal Repayments \$	Principal 30 Jun 2019 \$	Interest Payments \$
RRF						
Loan 10	6.16%	973,026	-	117,948	855,078	56,088
Closing balance		<b>973,026</b>	-	<b>117,948</b>	<b>855,078</b>	<b>56,088</b>

Details of loans

Loan 10 was obtained from the Commonwealth Bank of Australia (CBA) to fund the establishment of the Resource Recovery Facility.

## Notes to and forming part of the Financial Statements – continued

## 14. Borrowings – continued

	Actual 2019/2020 \$	Actual 2018/2019 \$
Undrawn borrowing facilities		
CBA Credit card limit	50,000	50,000
CBA Credit card balance drawn	-	-
Loan facility limits	-	855,078
Loan principal drawn	-	(855,078)
<b>Total undrawn borrowing facilities</b>	<b>50,000</b>	<b>50,000</b>

## 15. Rehabilitation Provision

	Stage 2 Phase 2 East \$	Stage 2 Phase 2 West \$	Stage 2 Phase 3 \$	Post Closure \$	Total \$
Balance as 1 July 2018	528,200	528,186	8,641,528	6,251,442	15,949,356
Additional provisions made	-	-	239,254	156,334	395,588
Amounts used	-	-	-	-	-
Balance as at 1 July 2019	<b>528,200</b>	<b>528,186</b>	<b>8,880,782</b>	<b>6,407,776</b>	<b>16,344,944</b>
Additional provisions made	-	-	248,010	5,223,307	5,471,317
Amounts used	-	-	-	-	-
Closing balance as at 30 June 2020	<b>528,200</b>	<b>528,186</b>	<b>9,128,792</b>	<b>11,631,083</b>	<b>21,816,261</b>

## 16. Lease Liabilities

	Actual 2019/2020 \$	Actual 2018/2019 \$
Lease liability – current	410,929	-
Lease liability – non-current	6,903,066	-
<b>Total lease liability</b>	<b>7,313,995</b>	-

The lease liability relates to the land at 1700 Marmion Avenue, Tamala Park, WA 6030, the lease expires in 2032. The internal rate of return has been calculated at 5%.

## 17. Other Liabilities

Security deposit	-	<b>39,983</b>
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## Notes to and forming part of the Financial Statements – continued

## 18. Reserves

	Actual 2019/2020 \$	Budget 2019/2020 \$	Actual 2018/2019 \$
<b>CASH BACKED</b>			
<b><u>Site rehabilitation reserve</u></b>			
Opening balance	13,082,944	13,082,944	10,187,356
Transfer to reserve	1,705,771	3,141,028	2,895,588
Transfer from reserve	-	-	-
	<b>14,788,715</b>	<b>16,223,972</b>	<b>13,082,944</b>
<b><u>Capital expenditure reserve</u></b>			
Opening balance	5,731,955	5,731,955	9,560,959
Transfer to reserve	-	-	-
Transfer from reserve	(1,196,631)	(2,352,439)	(3,829,004)
	<b>4,535,324</b>	<b>3,379,516</b>	<b>5,731,955</b>
<b><u>Participants' surplus reserve</u></b>			
Opening balance	2,000,000	2,000,000	2,000,000
Transfer to reserve	-	-	-
Transfer from reserve	-	-	-
	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b><u>Carbon abatement reserve</u></b>			
Opening balance	491,076	491,076	491,076
Transfer to reserve	-	-	-
Transfer from reserve	-	-	-
	<b>491,076</b>	<b>491,076</b>	<b>491,076</b>
<b><u>RRF maintenance reserve</u></b>			
Opening balance	647,524	647,524	500,000
Transfer to reserve	250,000	250,000	250,000
Transfer from reserve	-	-	(102,476)
	<b>897,524</b>	<b>897,524</b>	<b>647,524</b>
<b>Total Reserves</b>	<b>22,712,639</b>	<b>22,992,088</b>	<b>21,953,499</b>

## Notes to and forming part of the Financial Statements – continued

## 18. Reserves – continued

## Reserves Summary

	Actual 2019/2020 \$	Budget 2019/2020 \$	Actual 2018/2019 \$
Opening Balance 2019	21,953,499	21,953,499	22,739,391
Transfers from retained surplus	1,955,771	3,391,028	3,145,588
Transfers to retained surplus	(1,196,631)	(2,352,439)	(3,931,480)
<b>Closing Balance 2020</b>	<b>22,712,639</b>	<b>22,992,088</b>	<b>21,953,499</b>

All of the cash-backed reserve accounts are supported by money held with financial institutions which matches the amounts shown as restricted cash in note 3 to the financial report.

In accordance with Council resolutions in relation to each cash-backed reserve account, the purposes for which the respective funds are set aside for are as follows:

**Site rehabilitation reserve** – to be used to fund the rehabilitation following the closure of the landfill.  
Anticipated date of use – ongoing.

**Capital expenditure reserve** – to be used to fund ongoing capital expenditure requirements.  
Anticipated date of use – ongoing.

**Participants' Surplus Reserve** – to be used to fund a deficit as shown in the year end accounts.  
Anticipated date of use – ongoing.

**Carbon abatement reserve** – to be used to fund carbon abatement projects.  
Anticipated date of use – ongoing.

**RRF maintenance reserve** – to be used to fund RRF maintenance obligations.  
Anticipated date of use – ongoing.

## Notes to and forming part of the Financial Statements – continued

## 19. Revaluation Surplus

Notes	Actual 2019/2020 \$	Budget 2019/2020 \$	Restated Actual 2018/2019 \$	2017/2018 \$
<b>Land and Buildings</b>				
Opening balance	6,699,484	-	6,172,030	6,172,030
Revaluation increment	-	-	527,454	-
	<b>6,699,484</b>	<b>-</b>	<b>6,699,484</b>	<b>6,172,030</b>
<b>Furniture and fittings</b>				
Opening balance	351,331	-	326,931	155,067
Revaluation increment	-	-	40,134	171,864
Realised on Sale	-	-	(15,734)	-
	<b>351,331</b>	<b>-</b>	<b>351,331</b>	<b>326,931</b>
<b>Computers and equipment</b>				
Opening balance	696,241	-	621,686	538,668
Revaluation increment	-	-	90,787	86,369
Realised on Sale	-	-	(16,232)	(3,351)
	<b>696,241</b>	<b>-</b>	<b>696,241</b>	<b>621,686</b>
<b>Plant and equipment</b>				
Opening balance	1,030,969	-	271,244	271,244
Revaluation increment	-	-	850,630	-
Realised on Sale	(536,522)	-	(90,905)	-
	<b>494,447</b>	<b>-</b>	<b>1,030,969</b>	<b>271,244</b>
<b>Infrastructure</b>				
Opening balance	2,435,702	-	2,212,684	2,071,219
Revaluation increment	-	-	224,864	141,465
Revaluation decrement	-	-	-	-
Realised on Sale	-	-	(1,846)	-
	<b>2,435,702</b>	<b>-</b>	<b>2,435,702</b>	<b>2,212,684</b>
<b>Landfill cell development excavation</b>				
Opening balance	22,980,905	-	22,980,905	20,560,279
Revaluation increment	-	-	-	613,426
Revaluation decrement Correction of error	-	-	-	1,807,200
Realised on Usage	(8,181,610)	-	-	-
	<b>14,799,295</b>	<b>-</b>	<b>22,980,905</b>	<b>22,980,905</b>
<b>Total revaluation surplus</b>	<b>25,476,500</b>	<b>-</b>	<b>34,194,632</b>	<b>32,585,480</b>
<b>Revaluation surplus summary</b>				
Opening Balance	34,194,632	-	32,585,480	29,768,507
Revaluation Increment	-	-	1,733,869	1,013,124
<b>Correction of error</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,807,200</b>
Realised on asset disposals	(8,718,132)	-	(124,717)	(3,351)
<b>Total revaluation surplus</b>	<b>25,476,500</b>	<b>-</b>	<b>34,194,632</b>	<b>32,585,480</b>

## Notes to and forming part of the Financial Statements – continued

## 20. Notes to the Statement of Cash Flows

## 20(a) Reconciliation of cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the year is reconciled to the related items in the statement of financial position as follows:

	Actual 2019/2020 \$	Budget 2019/2020 \$	Actual 2018/2019 \$
Cash and cash equivalents	8,161,207	31,176,365	6,424,696

## 20(b) Reconciliation of the Net Result to net cash provided by operating activities

		Actual 2019/2020 \$	Budget 2019/2020 \$	Restated Actual 2018/2019 \$
	Notes			
Net Result		(2,326,024)	(1,902,322)	906,551
<u>Non cash items</u>				
Depreciation	2	5,775,644	4,048,684	5,182,145
Amortisation	2	462,790	462,790	528,237
Finance charges for capping	2	405,771	405,772	395,588
(Profit)/loss on sale of assets		290,936	(138,880)	6,466
Impairment of assets on revaluation		19,645	-	49,501
Assets written off		-	-	78,720
<u>Changes in current assets and liabilities</u>				
(Increase)/decrease in receivables		476,811	(1,162,220)	(1,610,150)
(Increase)/decrease in inventories		(323)	(1,201)	2,766
(Increase)/decrease in prepayments and accrued income		113,846	918,027	52,458
(Decrease)/increase in payables		534,985	(1,535,375)	28,440
(Decrease)/increase in employee provisions		65,070	402,794	75,877
Net cash provided by operating activities		5,819,151	1,498,069	5,696,599

21. Council Contributions

		Actual 2019/2020 \$	Actual 2018/2019 \$
The following table shows the respective Council's interest in the MRC:			
City of Joondalup	(16.67%)	680,958	680,958
City of Wanneroo	(16.67%)	680,958	680,958
City of Stirling	(33.33%)	1,361,906	1,361,906
City of Perth	(8.33%)	450,285	450,285
City of Vincent	(8.33%)	303,873	303,873
Town of Cambridge	(8.33%)	303,873	303,873
Town of Victoria Park	(8.33%)	303,873	303,873
		4,085,726	4,085,726

22. Fair Value Measurements

The MRC measures the following non-current assets at fair value on a recurring basis:

- Land and buildings
- Furniture and fittings
- Computers and equipment
- Plant and equipment
- Infrastructure
- Excavation asset

The following table provides the fair values of the MRC's non-current assets measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

30 June 2020				
Recurring fair value measurements	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	-	6,760,000	-	6,760,000
Buildings	-	-	3,695,189	3,695,189
Furniture and fittings	-	-	189,085	189,085
Computers and equipment	-	-	287,869	287,869
Plant and equipment	-	364,970	3,651,256	4,016,226
Infrastructure	-	-	6,880,537	6,880,537
Excavation	-	-	22,251,063	22,251,063
	-	7,124,970	36,954,999	44,079,969

22. Fair Value Measurements – continued

Recurring fair value measurements	30 June 2019			Total
	Level 1 \$	Level 2 \$	Level 3 \$	\$
Land	-	6,760,000	-	6,760,000
Buildings	-	-	3,916,570	3,916,570
Furniture and fittings	-	-	242,752	242,752
Computers and equipment	-	-	440,832	440,832
Plant and equipment	-	503,385	5,428,578	5,931,963
Infrastructure	-	-	6,656,195	6,656,195
Excavation	-	-	24,517,926	24,517,926
	-	7,263,385	41,202,853	48,466,238

22(a) Transfers policy

The policy of the MRC is to recognise transfers into and transfer out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers in and out of Levels 1, 2 or 3 measurements.

22(b) Highest and best use

There were no assets valued where it was assumed that the highest and best use was other than their current use.

22(c) Valuation techniques and inputs used to derive fair values

The following table summarises valuation inputs and techniques used to determine the fair value for each asset class.

Asset class	Level of valuation input	Fair Value at 30 June 2020 \$	Valuation techniques	Inputs used
Land	2	6,760,000	Market approach	A
Buildings	3	3,695,189	Cost approach	B
Furniture and fittings	3	189,085	Cost approach	B
Computers and equipment	3	287,869	Cost approach	B
Plant and equipment	2/3	4,016,226	Market approach / Cost approach	A/B
Infrastructure	3	6,880,537	Cost approach	B
Excavation	3	22,251,063	Cost approach	B
Total		44,079,969		

A - Sales of similar properties

B - Estimates of residual value, useful life, pattern of consumption, construction costs and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount.

## Notes to and forming part of the Financial Statements – continued

### 22. Fair Value Measurements – continued

#### Recurring fair value measurements

In order to estimate the price implied by the appropriate basis of value, the valuer will need to apply one or more valuation approaches. A valuation approach or method refers to generally accepted analytical methodologies that are in common use.

#### Land

Level 2 inputs refer to a comparative approach that considers the sales of similar or substitute properties and related market data, and establishes a value estimate by processes involving comparison. In general, a property being valued (a subject property) is compared with sales of similar properties that have been transacted in the market. Listing and offerings may also be considered.

#### Buildings

The MRC's buildings are considered to be of a specialised nature (non-market type properties which are not readily traded in the market place), such assets valued by a professionally qualified registered valuer using the cost approach. This approach is commonly referred to as the current replacement cost (CRC) approach.

The CRC approach considers the cost (sourced from cost guides such as Rawlinson's, Cordell, professional quantity surveyors and recent construction costs for similar projects throughout Western Australia) to reproduce or replace similar assets with an asset in new condition, including allowance for installation, less an amount for depreciation in the form of accrued physical wear and tear, economic and functional obsolescence.

The depreciation consists of a combination of unit rates based on square metres and quantification of the component parts of the asset. Other inputs (i.e. remaining useful life, asset condition and utility) required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, all the MRC's buildings were classified as having been valued using Level 3 valuation inputs.

#### Furniture and fittings

The MRC's furniture and fittings were valued by a professionally qualified registered valuer, using the cost approach to determine amounts for replacement with new value, less an amount for depreciation due to physical wear and tear, economic and functional obsolescence. Market research has been carried out into costs for the same or similar assets from manufacturers, agents and or suppliers.

Where information is not available to source the replacement cost of an asset due to the specialised nature or the asset being purpose built, the replacement cost of the asset has been established by applying quantity surveying techniques in breaking down the components of the asset. Construction rates (sourced from various cost guides such as Rawlinson's, Cordell's, Quantity Surveyors, material suppliers, construction companies etc.) have been used as the basis for replacing assets.

The depreciation is based on the asset's condition and its estimated remaining useful life which required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, all the MRC's furniture and fittings were classified as having been valued using Level 3 valuation inputs.

#### Computers and equipment

The MRC's computers and equipment were valued by a professionally qualified registered valuer, using the cost approach to determine amounts for replacement with new value, less an amount for depreciation due to physical wear and tear, economic and functional obsolescence. Market research has been carried out into costs for the same or similar assets from manufacturers, agents and or suppliers.

The depreciation is based on the asset's condition and its estimated remaining useful life which required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, all the MRC's computers and equipment were classified as having been valued using Level 3 valuation inputs.

## Notes to and forming part of the Financial Statements – continued

### 22. Fair Value Measurements – continued

#### Plant and equipment

The MRC's mobile plant assets were valued based on Level 2 inputs which refer to a comparative approach that considers the sales of similar or substitute assets and related market data, and establishes a value estimate by processes involving comparison. In general, an asset being valued (a subject asset) is compared with sales of similar asset that have been transacted in the market.

The remaining plant and equipment were valued by a professionally qualified registered valuer, using the cost approach to determine amounts for replacement with new value, less an amount for depreciation due to physical wear and tear, economic and functional obsolescence. Market research has been carried out into costs for the same or similar assets from manufacturers, agents and or suppliers.

The depreciation is based on the asset's condition and its estimated remaining useful life which required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, all the remainder of the MRC's plant and equipment were classified as having been valued using Level 3 valuation inputs.

#### Infrastructure

The MRC's infrastructure assets are considered to be of a specialised nature (non-market type assets which are not readily traded in the market place), such assets valued by a professionally qualified registered valuer using the cost/ CRC approach.

The depreciation consists of a combination of unit rates based on square metres and quantification of the component parts of the asset. Other inputs (i.e. remaining useful life, asset condition and utility) required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, all the MRC's infrastructure assets were classified as having been valued using Level 3 valuation inputs.

## Notes to and forming part of the Financial Statements – continued

## 23. Asset Disposals

	Net Book Value \$	Selling Price \$	Profit/(loss) \$
<b>Budget 2019/2020</b>			
<b>Plant and equipment</b>			
Komatsu WA470 Plant 93	13,498	111,435	97,937
Komatsu WA470 Plant 94	13,911	102,793	88,882
Komatsu dump truck Plant 90	49,559	120,000	70,441
Sumitomo excavator Plant 89	36,653	36,538	(115)
Bomag compactor Plant 100	293,477	193,424	(100,053)
Cat skid steer loader Plant 108	42,784	24,572	(18,212)
<b>Net profit on sale of assets</b>	<b>449,882</b>	<b>588,762</b>	<b>138,880</b>
	Net Book Value \$	Selling Price \$	Profit/(loss) \$
<b>Actual 2019/2020</b>			
<b>Plant and equipment</b>			
Komatsu WA470 Plant 93	137,440	111,435	(26,005)
Komatsu WA470 Plant 94	126,853	102,793	(24,060)
Komatsu dump truck Plant 90	101,552	139,356	37,804
Sumitomo excavator Plant 89	36,653	36,537	(116)
Bomag compactor Plant 100	447,996	193,424	(254,572)
Cat skid steer loader Plant 108	48,558	24,571	(23,987)
<b>Net Loss on Sale of Assets</b>	<b>899,052</b>	<b>608,116</b>	<b>(290,936)</b>
	Net Book Value \$	Selling Price \$	Profit/(loss) \$
<b>Actual 2018/2019</b>			
<b>Computers and equipment</b>			
UPS	4,990	-	(4,990)
<b>Plant and equipment</b>			
VW Amarok	31,205	22,335	(8,870)
Sumitomo excavator Plant 89	33,121	34,719	1,598
Bomag compactor Plant 100	9,885	13,307	3,422
Cat skid steer loader Plant 108	8,146	10,520	2 374
<b>Net Profit on Sale of Assets</b>	<b>87,347</b>	<b>80,881</b>	<b>(6,466)</b>

## Notes to and forming part of the Financial Statements – continued

## 24. Financial Ratios

	Actual 2019/2020	Actual Restated 2018/2019	Actual Restated 2017/2018
Current ratio	2.15	2.04	1.55
Asset sustainability ratio	0.48	1.79	0.73
Debt service cover ratio	2.65	48.31	28.87
Operating surplus ratio	(0.04)	0.05	0.04
Own source revenue coverage ratio	0.96	1.01	1.02
Asset consumption ratio	0.79	0.79	0.69
Asset renewal funding ratio	1.00	1.00	1.00

## Ratio formulas

## Current ratio

(Current assets – restricted current assets) / (Current liabilities – liabilities associated with restricted current assets)

## Asset sustainability ratio

Capital renewal and replacement expenditure / depreciation expense

## Debt service cover ratio

Annual operating surplus before interest and depreciation / principal and interest

## Operating surplus ratio

Operating revenue - operating expense / own source operating revenue

## Own source revenue ratio

Own source operating revenue / operating expenses

## Asset consumption ratio

Depreciated replacement cost of assets / current replacement cost of depreciated assets

## Asset renewal funding ratio

NPV of planned capital renewals over 10 years / NPV of capital expenditure over 10 years



25. Assets Classified by Type and Local Government Program

Statement of objective

The MRC was formed in 1987 to undertake ‘...the orderly and efficient treatment and/or disposal of waste...’ on behalf of its seven member councils.

Component of Functions

The activities relating to the Council’s functions reported in the Statement of Comprehensive Income:

General Purpose Funding

Objective: To provide responsible and accountable financial practices.

Comprises: interest from investments, fees and charges.

Governance

Objective: To provide responsible, accountable governance and management of the MRC.

Comprises: Member Council elected delegates, corporate support services.

Community Amenities

Objective: To provide sustainable waste disposal, resource recovery and recycling operations and solutions in partnership with Member Councils.

Comprises: Costs of the recycling centre, transfer station and landfill.

Resource Recovery Facility

Objective: To provide recycling operations and solutions in partnership with Member Councils.

Comprises: Costs associated with the Resource Recovery Facility.

25. Assets Classified by Type and Local Government Program – continued

	Actual 2019/2020	Actual Restated 2018/2019	Actual Restated 2017/2018
Current assets			
Community amenities	40,659,608	37,247,209	34,366,622
Non-current assets			
Land and Buildings			
Governance	1,414,324	1,532,015	1,425,816
Community amenities	1,827,593	1,894,769	1,813,332
RRF	7,213,271	7,249,786	6,760,000
Furniture & Fittings			
Governance	940	2,243	4,950
Community amenities	188,145	240,509	245,602
Computers & Equipment			
Governance	0	0	20
Community amenities	287,868	440,832	385,200
Right of Use Asset			
Governance	0	0	0
Community amenities	7,085,936	0	0
Plant & Equipment			
Governance	27,490	35,000	70,764
Community amenities	3,988,736	5,896,963	2,962,944
Infrastructure			
Community amenities	6,880,537	6,661,544	6,673,127
Excavation work			
Community amenities	22,251,063	24,517,926	26,914,614
Resource Recovery Facility			
RRF	4,097,836	4,560,626	5,088,863
Rehabilitation Asset			
Community amenities	9,427,049	4,906,694	5,451,885
TOTAL ASSETS	105,350,398	95,186,116	92,163,739

26. Fees and Charges and Other Services Classified by Type and Local Government Program

	Actual 2019/2020 \$	Budget 2019/2020 \$	Restated Actual 2018/2019 \$
General Purpose Funding	55,670,045	55,068,251	57,150,535
Total Fees and charges	55,670,045	55,068,251	57,150,535

27. Financial Activity Information and Member Charges

BUDGET	Processable Tonnes	Non- processable Tonnes	Total Tonnes	Rate* \$	Revenue \$
<u>Waste</u>					
Town of Cambridge	5,850	55	5,905	205.00	1,210,525
City of Joondalup	31,000	600	31,600	205.01	6,478,221
City of Perth	13,000	1	13,001	205.01	2,665,319
City of Stirling	27,374	20,279	47,653	205.00	9,768,866
Town of Victoria Park	12,000	50	12,050	205.00	2,470,250
City of Vincent	12,000	1,400	13,400	205.00	2,747,000
City of Wanneroo	59,500	1,000	60,500	205.05	12,405,387
<u>Residue</u>					
BioVision	-	59,135	59,135	205.00	12,122,676
Closing balance	160,724	82,520	243,244		49,868,244

27. Financial Activity Information and Member Charges – continued

ACTUAL	Processable Tonnes	Non- processable Tonnes	Total Tonnes	Rate* \$	Revenue \$
<u>Waste</u>					
Town of Cambridge	5,760	25	5,785	205.00	1,186,013
City of Joondalup	32,085	607	32,692	205.02	6,702,458
City of Perth	12,396	4	12,400	205.00	2,541,922
City of Stirling	42,003	6,065	48,068	205.00	9,853,915
Town of Victoria Park	11,724	1	11,725	205.00	2,403,658
City of Vincent	11,592	1,435	13,027	205.00	2,670,494
City of Wanneroo	58,929	5,624	64,554	205.14	13,242,449
<u>Residue</u>					
BioVision	-	59,013	59,013	205.00	12,097,595
Closing balance	174,489	72,774	247,263		50,698,504

\* Average tonnage rates may vary as a result of certain waste types being charged at the approved non-standard rates for that waste category.

28. Councillors' Remuneration

The following fees, expenses and allowances have been paid to council members and the Chairman:

	Actual 2019/2020 \$	Budget 2019/2020 \$	Actual 2018/2019 \$
Meeting fees	124,462	128,750	127,470
Chairman's and Deputy Chairman's allowance	25,941	24,463	24,463
Conference expenses	983	82,200	26,746
Members' allowances	11,584	15,000	11,907
	162,970	250,413	190,586

29. Employee Numbers

	Actual 2019/2020 \$	Actual 2018/2019 \$
The number of full-time equivalent employees at the end of the financial year was:	44	41



## Notes to and forming part of the Financial Statements – continued

### 30. Financial Risk Management

The MRC's activities expose it to a variety of financial risks, including, but not limited to, price risk, credit risk, liquidity risk and interest rate risk. The MRC's overall risk management focuses on the unpredictability of financial markets and seeks to minimise the effect of potentially adverse events on the financial performance of the MRC.

The MRC does not engage in transactions in foreign currencies and is therefore not subject to foreign currency risk. Financial risk management is carried out under policies approved by the Council.

The MRC held the following financial instruments at year end:

	Carrying value		Fair value	
	2019/2020 \$	2018/2019 \$	2019/2020 \$	2018/2019 \$
<b>Financial assets</b>				
Cash and equivalents	8,161,207	6,424,696	8,161,207	6,424,696
Financial assets at amortised costs:				
Term Deposits	27,989,739	25,723,519	27,989,739	25,723,519
Receivables	4,289,114	3,930,347	4,289,114	3,930,347
	<b>40,440,060</b>	<b>36,078,562</b>	<b>40,440,060</b>	<b>36,078,562</b>
<b>Financial liabilities</b>				
Financial liabilities at amortised costs:				
Payables	6,800,996	6,348,428	6,800,996	6,348,428
Borrowings	-	855,078	-	769,388
Lease Liabilities	7,313,995	-	7,313,995	-
	<b>14,114,991</b>	<b>7,203,506</b>	<b>14,114,991</b>	<b>7,117,816</b>

Fair value is determined by:

Cash and equivalents, receivables, payables and borrowings - estimated to the carrying values which approximate fair value.

Financial assets at fair value to profit and loss – based on market valuations and verified by independent financial advisors.

The amounts for receivables and payables exclude the GST recoverable from/payable to the ATO.

## Notes to and forming part of the Financial Statements – continued

### 30. Financial Risk Management – continued

#### 30(a) Cash and cash equivalents

The MRC's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

A monthly report is provided to Council summarising the cash and investment portfolio.

Cash and investments are subject to interest rate risk and credit risk. The MRC has entered into rolling short term cash investments to partially mitigate the effects of interest rate risk. The MRC has a significant concentration of credit risk, given that its cash investments are all held with one counterparty, however the institution has a sound credit rating which is considered to sufficiently ameliorate any potential credit risk.

	2019/2020	2018/2019
Impact of 1% movement in interest rate on profit and loss and equity, holding all other variables constant.	81,612	64,247

#### 30(b) Receivables

The MRC's major receivables comprise of member council user fees and charges. These receivables are subject to a level of credit risk, however, given the counterparties, this is considered negligible. Significant exposures to individual counterparties are monitored on an ongoing basis.

The MRC applies AASB 9 simplified approach to measuring expected credit losses using a loss allowance for all trade receivables. To measure the expected credit losses, member council user fees and charges are separated from other trade receivables. Any expected loss rates are based on the payment profiles of fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced in this period.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The ageing profile and loss allowance of the MRC's receivables at year end was:

	Current \$	More than 15 days past due \$	More than 29 days past due \$	More than 43 days past due \$	Total \$
Trade and other receivables	3,101,409	724,963	113,042	349,700	4,289,114
Expected credit loss	0%	0%	0%	0%	
Loss Allowance	-	-	-	-	-

There have been no doubtful debts over the past 36 months and therefore no expected credit loss for the current financial year.

## Notes to and forming part of the Financial Statements – continued

## 30. Financial Risk Management – continued

The ageing profile and loss allowance of the MRC's receivables for the previous year was:

	Current \$	More than 15 days past due \$	More than 29 days past due \$	More than 43 days past due \$	Total \$
Trade and other receivables	2,898,127	768,349	40,525	91,165	3,798,166
Expected credit loss	0%	0%	0%	0%	
Loss Allowance	-	-	-	-	-

## 30(c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk. In addition, one of the long-term borrowing facilities is subject to interest rate risk.

The MRC manages its liquidity risks by monitoring its cash flow requirements and liquidity levels on an ongoing basis and through maintaining an adequate cash buffer. In addition, the MRC has access to an overdraft facility to cover any short-term liquidity issues. Interest rate risk is managed through the negotiation of long term facilities and fixing interest rates where it is considered advantageous to do so.

The table below sets out the maturity profile of the MRC's payables and borrowings.

	Due within 1 year \$	Due between 1 and 5 years \$	Due after 5 years \$	Total contractual cash flow \$	Carrying value \$
<b>30 June 2020</b>					
Payables	6,883,413	-	-	6,883,413	6,883,413
Borrowings	-	-	-	-	-
Lease Liability	410,929	3,137,757	3,765,309	7,313,995	7,313,995
	<b>7,294,342</b>	<b>3,137,757</b>	<b>3,765,309</b>	<b>14,197,408</b>	<b>14,197,408</b>
<i>Weighted average effective interest rate on borrowings</i>	5.00%				
<b>30 June 2019</b>					
Payables	6,348,428	-	-	6,348,428	6,348,428
Borrowings	127,163	727,915	-	855,078	855,078
	<b>6,475,591</b>	<b>727,915</b>	<b>-</b>	<b>7,203,506</b>	<b>7,203,506</b>
<i>Weighted average effective interest rate on borrowings</i>	6.12%				

## Notes to and forming part of the Financial Statements – continued

## 31. Events after the Reporting Period

Events that occur after the reporting date of 30 June 2020, up to and including the date when the financial statements are authorised for issue have been taken into account in preparing these statements. In particular, in August, 2020 Council endorsed the restructuring of certain services which will see MRC no longer providing education services and the operation of the re-use shop and recycling area outsourced to a not-for-profit organisation, with effect from 1 September 2020. The restructure is expected to result in ongoing savings into the future, but such an estimate cannot be made at this time.

## 32. Prior Period Adjustments

In the past the depreciation charge for the year in respect of the excavation asset had been calculated on the cost and not the fair value of the asset, resulting in understated depreciation expenses. This was rectified in the current reporting period. This has also resulted in a restatement of prior period comparatives to reflect this change, in accordance with AASB 8 Accounting Policies, Changes in Accounting Estimates and Errors.

The impact on the Statement of financial position is shown below:

	Previously Reported 30 June 2019 \$	Correction of Error Increase (Decrease) \$	Restated 30 June 2019 \$	Previously Reported 30 June 2018 \$	Correction of Error Increase (Decrease) \$	Restated 30 June 2018 \$
Total current assets	<b>37,247,209</b>	-	<b>37,247,209</b>	<b>34,043,996</b>	-	<b>34,043,996</b>
<b>Non Current Assets</b>						
Property plant and equipment	17,292,117	-	17,292,117	13,949,922	-	13,949,922
Infrastructure	6,661,544	-	6,661,544	6,714,459	-	6,714,459
Excavation and Rehab Assets	30,657,063	(1,232,443)	29,424,620	32,366,499	-	32,366,499
Resouce Recovery Facility	4,560,626	-	4,560,626	5,088,863	-	5,088,863
Total non current assets	<b>59,171,350</b>	<b>(1,232,443)</b>	<b>57,938,907</b>	<b>58,119,743</b>	-	<b>58,119,743</b>
<b>Total Assets</b>	<b>96,418,559</b>	<b>(1,232,443)</b>	<b>95,186,116</b>	<b>92,163,739</b>	-	<b>92,163,739</b>
Total Current Liabilities	7,487,383	-	7,487,383	7,313,796	-	7,313,796
Total Non Current Liabilities	17,151,807	-	17,151,807	16,943,437	-	16,943,437
<b>Total Liabilities</b>	<b>24,639,190</b>	-	<b>24,639,190</b>	<b>24,257,233</b>	-	<b>24,257,233</b>
<b>Net Assets</b>	<b>71,779,369</b>	<b>(1,232,443)</b>	<b>70,546,926</b>	<b>67,906,506</b>	-	<b>67,906,506</b>

## Notes to and forming part of the Financial Statements – continued

## 32. Prior Period Adjustments – continued

	Previously Reported 30 June 2019 \$	Correction of Error Increase (Decrease) \$	Restated 30 June 2019 \$	Previously Reported 30 June 2018 \$	Correction of Error Increase (Decrease) \$	Restated 30 June 2018 \$
<b>Equity</b>						
Retained Surplus	13,352,712	(3,039,643)	10,313,069	10,303,109	(1,807,200)	8,495,909
Reserves	21,953,499	-	21,953,499	22,739,391	-	22,739,391
Revaluation Surplus	32,387,432	1,807,200	34,194,632	30,778,280	1,807,200	32,585,480
Council Contributions	4,085,726	-	4,085,726	4,085,726	-	4,085,726
<b>Total Equity</b>	<b>71,779,369</b>	<b>(1,232,443)</b>	<b>70,546,926</b>	<b>67,906,506</b>	<b>-</b>	<b>67,906,506</b>

The impact on the Statement of comprehensive income is shown below:

	Previously Reported 30 June 2019 \$	Correction of Error Increase (Decrease) \$	30 June 2019 Restated \$
<b>Total Operating Income</b>	57,951,311	-	57,951,311
Less: Expenses			
Employee costs	5,308,674	-	5,308,674
Material and contracts	33,627,260	-	33,627,260
Utilities	293,054	-	293,054
Depreciation	4,477,939	1,232,443	5,710,382
Finance/Borrowing costs	451,676	-	451,676
Insurance	187,685	-	187,685
Other expenses	11,410,062	-	11,410,062
Total operating expenses	<b>55,756,350</b>	<b>1,232,443</b>	<b>56,988,793</b>
Total operating income less expenses	<b>2,194,961</b>	-	<b>962,518</b>
Profit/(loss) on sale of assets	(55,967)	-	(55,967)
Net Result	<b>2,138,994</b>	-	<b>906,551</b>
<b>Other comprehensive income</b>			
Net change on revaluation of assets	1,733,869	-	1,733,869
<b>Total other comprehensive income</b>	<b>1,733,869</b>	-	<b>1,733,869</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>3,872,863</b>	<b>1,232,443</b>	<b>2,640,420</b>

## Notes to and forming part of the Financial Statements – continued

## 33. Commitments for Capital and Leasing Expenditure

The commitments for capital and leasing expenditure refers to the lease of a photocopier.

	ACTUAL 2019/2020 \$	ACTUAL 2018/2019 \$
Contracted capital equipment purchases and lease expenditure		
Payable not later than one year	4,875	4,875
Payable between one and five years	19,500	6,500

## 34. Contingent Liabilities

In February 2020, MRC received the Mandatory Auditor's Report (MAR) as requested by the Department of Water and Environmental Regulation (DWER) in respect of the Tamala Park Waste Management Facility site.

Among other things, the purpose of the MAR was to confirm that earlier investigations adequately characterised the contamination status of the site and whether potentially significant risks to human health, the environment or environmental values exist on-site or off-site.

The conclusions reached in the MAR are that the historical investigation reports are generally not compliant with the requirements of the DWER Contaminated Sites Guidelines and National Environmental Protection (Assessment of Site Contamination) Measure. The investigation methodologies used to gather this earlier testing data were generally inconsistent with contaminated site assessment guidelines. While the results were sufficient to indicate groundwater contamination, further works were required to determine the magnitude and extent of contamination with an appropriate level of confidence.

The MRC has commenced work on the MAR recommendations. At this stage, it is not possible to make a reasonable estimate of the financial impact that may arise from possible remedial action.

## 35. Grants and Subsidies

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	ACTUAL 2019/2020 \$	ACTUAL 2018/2019 \$
<b>By Nature and Type:</b>		
Operating Grants and Subsidies	-	85,450
<b>By Program:</b>		
Community Amenities	-	85,450

36. Related Party Disclosures

Key Management Personnel (KMP)

The total remuneration of KMP of the Council during the year is given below:

	ACTUAL 2019/2020 \$	ACTUAL 2018/2019 \$
Short-term employee benefits	341,009	318,064
Post-employment benefits	41,370	36,380
Other long-term benefits	8,721	8,039
Termination benefits	-	-
	391,100	362,483

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 28.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Council's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Related Parties

The Council's main related parties are as follows:

- i. Key management personnel  
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.
- ii. Entities subject to significant influence by the Council  
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

36. Related Party Disclosures – continued

Transactions with related parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. No provision for doubtful debts or guarantees exist in relation to related parties.

The following transactions occurred with related parties:

	ACTUAL 2019/2020 \$	ACTUAL 2018/2019 \$
<b>Associated companies/individuals:</b>		
Sale of goods and services	43,866,605	46,275,946
Purchase of goods and services	924,332	982,367
<b>Amounts outstanding from related parties:</b>		
Trade and other receivables	3,070,408	2,563,614
<b>Amounts payable to related parties:</b>		
Trade and other payables	11,204	258

37. Initial Application of Australian Accounting Standards

During the current year, the MRC adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

AASB 15 Revenue from Contracts with Customers.

Council adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) in 1 July 2019 resulting in changes in accounting policies.

This standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, timing and uncertainty of revenue cash flows arising from a contract with a customer.

In accordance with the transition provisions, MRC adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB transition requirements. This has had no impact on the Council's financial statements.

AASB 16 Leases.

Council adopted AASB 16 Leases (issued February 2016) on 1 July 2019 resulting in changes in accounting policies.

Under AASB 16 there is no longer a distinction between finance and operating leases. Leases will now bring to account a right-to-use asset and lease liability onto the statement of financial position for all leases. Operating leases (excluding short term and low value leases) which did not impact the statement of financial position will now be required to be capitalised on the statement of financial position.

Operating lease payments were previously expensed as incurred. This has now ceased and replaced by both depreciation and interest charges.

37. Initial Application of Australian Accounting Standards – continued

In accordance with transition provisions, Council adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB transition requirements.

A right of use asset and an equal lease liability were both recognised on 1 July 2019 resulting in no impact on retained surplus, refer the table below.

These lease liabilities were measured at the present value of the remaining lease payments using the lessee’s incremental borrowing rate on 1 July 2019. The weighted average incremental borrowing rate applied to the lease liabilities on 1 July, 2019 was 4.5%.

	2020
Operating lease commitments at 30 June 2019 applying AASB 117	10,433,832
Discount applied using incremental borrowing rate	(2,737,756)
	7,696,076
Lease liability recognised as at 1 July 2019 discounted using the MRC’s incremental borrowing rate 4.5%	7,696,076
Lease liability – current	382,081
Lease liability – non current	7,313,995
Right of use asset recognised at 1 July 2019	7,696,076

AASB 1058 Income for Not-For-Profit Entities.

Council adopted AASB 1058 Income for Not-For-Profit Entities (issued December 2016) on 1 July 2019 resulting in changes in accounting policies.

In accordance with transition provisions, Council adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB transition requirements. This has had no impact on the Council’s financial statements.

The impact on the MRC’s retained surplus due to the adoption of AASB 15, AASB 16 and AASB 1058 as at 1 July 2019 was as follows:

	Adjustments	Total
	\$	\$
Retained surplus – 30 June 2019		16,986,978
Adjustment to retained surplus from adoption AASB 15	-	-
Adjustment to retained surplus from adoption AASB 16	-	-
Adjustment to retained surplus from adoption AASB 1058	-	-
Retained surplus – 1 July 2019		16,986,978

38. New Accounting Standards and Interpretations for Application in Future Years

The Australian Accounting Standards Board has issued a number of new and amended Accounting Standards and Interpretations that have a mandatory application dates for future reporting periods.

On 1 July 2020 the following new accounting standards are to be adopted;

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendment to Australian Accounting Standards – Materiality

AASB 1059 Service Concession Arrangements: Grantors. Management has not assessed the financial impact on the MRC.

AASB 2018-7 Amendment to Australian Accounting Standards – Materiality. Management has not assessed the financial impact on the MRC.









MINDARIE  
REGIONAL  
COUNCIL

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## Landgate Valuation Report

Item  
9.4

### APPENDIX 7

Item  
9.4





Our ref: file 05183-2020 job 217325  
Enquiries: Tom Chapman  
Tel: (08) 9273 9024  
Email: tom.chapman@landgate.wa.gov.au

Mindarie Regional Council

By email: ASlater@mrc.gov.au

For the attention of Andrea Slater

**Ground Market Rental Valuation  
Portion of Lot 9026 on Deposited Plan 415564  
Formerly described as Portion of Lot 9504 on Deposited Plan 52070**

**“Leased area” known as Tamala Park Waste and Recycling Facility.**

In response to your instructions dated 22 October 2020 investigations have been completed to determine the current market rent of the land under reference.

Thank you for your instruction in this matter. A report is attached for your consideration.

*Sales and rental evidence contained in this report and on which the valuation relies has been obtained under the secrecy provisions of the Valuation of Land Act. As such, it is for the private and confidential information of the client for whom the report has been prepared and is not to be divulged to any other party.*

Should you have any queries relating to this advice, please do not hesitate to contact the undersigned on 9273 9024.

A handwritten signature in black ink, appearing to read "Tom Chapman", with a long horizontal line extending from the top left.

Tom Chapman - AAPI  
Certified Practicing Valuer  
Licensed Land Valuer No 82419  
**Specialist Values  
Valuation Services**

2 December 2020



# Valuation Report

Portion of Lot 9026 on Deposited Plan 415564  
Tamala Park Waste and Recycling Facility

Prepared by  
Tom Chapman - AAPI  
Certified Practising Valuer  
Licensed Valuer No. 82419

Prepared for  
Mindarie Regional Council

Western Australian Land Information Authority ABN 86 574 793 858  
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## Executive Summary

### Valuation Instructions

Emailed instructions dated 22 October 2020 have been received from Andrea Slater, on behalf of the Mindarie Regional Council, to provide a market valuation for Portion of Lot 9026 on Deposited Plan 415564, for Tamala Park Waste and Recycling Facility.

A market rent assessment is required to assist with negotiations.

### Date of Valuation

19 November 2020.

### Property Address

“Leased area” known as Tamala Park Waste and Recycling Facility. Portion of Lot 9026 on Deposited Plan 415564.

### Legal Land Description

An estate in fee simple being portion of Lot 9026 on Deposited Plan 415564 and being the land contained in Certificate of Title Volume 2971 Folio 931.

### Lease Details

Leased area known as Tamala Park Waste and Recycling Facility.

### Zoning

The subject land is zoned “Public Purpose – Special Uses” under the Metropolitan Regional Scheme and District Planning Scheme No 2. The subject land is situated within the Local Authority municipal boundaries of the City of Wanneroo.

### Market Valuation

It is considered that as of the date of inspection being November 19 2020, the ground rental for the “leased area” incorporating the 40 hectare buffer area as at November 2020 is **\$816,000 (Eight Hundred and Sixteen Thousand Dollars) per annum plus outgoings plus GST.**



Tom Chapman - AAPI  
Certified Practicing Valuer  
Licensed Land Valuer No 82419  
**Specialist Values  
Valuations Services**

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

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Appendix 1: Valuation Instructions

Appendix 2: Title Particulars

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# Valuation Report

## 1 Valuation Instructions

Emailed instructions dated 22 October 2020 have been received from Andrea Slater, on behalf of the Mindarie Regional Council, to provide a market valuation for Portion of Lot 9026 on Deposited Plan 415564, for Tamala Park Waste and Recycling Facility.

## 2 Valuation Purpose

A market rent assessment is required to assist with negotiations for a market rent.

## 3 Assumptions, Conditions and Limitations

- Improvements have not been included in this assessment.
- This assessment is based on Lease terms as detailed within Section 19 of this Report.
- As advised the “Leased area” remains at 151.7641 hectares and the buffer zone remains in the order of 40 hectares.
- “The outbreak of the Novel Coronavirus (COVID-19) was declared as a ‘Global Pandemic’ by the World Health Organisation on 11 March 2020. We have seen global financial markets and travel restrictions and recommendations being implemented by many countries, including Australia.

The real estate market is being impacted by the uncertainty that the COVID-19 outbreak has caused. Market conditions are changing daily at present. As at the date of valuation we consider that there is a significant market uncertainty.

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the Valuer could not reasonably have been aware of as at the date of valuation).

We do not accept responsibility or liability for any losses arising from such subsequent changes in value. Given the valuation uncertainty noted, we recommend that the user(s) of this report review this valuation periodically.”

## 4 Property Address

“Leased area” known as Tamala Park Waste and Recycling Facility. Portion of Lot 9026 on Deposited Plan 415564.

The tenancy is within the local authority boundaries of the City of Wanneroo.

## 5 Date of Valuation

The date of valuation is 19 November 2020.

## 6 Date of Inspection

The subject property was inspected on 19 November 2020.

## 7 Valuer's Interest

We confirm that we do not have a pecuniary interest that would conflict with the proper valuation of the above property and furthermore we will ensure that this position is maintained over the duration of our appointment.

## 8 Basis of Valuation

This valuation has been prepared in accordance with the Australian Property Institute's and the International Valuation Standards Council definition of market rent that is:

*...the estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.*

## 9 Title Particulars

### Legal Description

An estate in fee simple being portion of Lot 9026 on Deposited Plan 415564 and being part of the land contained in Certificate of Title Volume 2971 Folio 931.

### Registered Proprietor

Town of Cambridge of 1 Bold Park Drive Floreat WA 6014 in 1/12 share.

City of Perth of 27 St Georges Terrace Perth WA 6000 in 1/12 share.

City of Wanneroo of 23 Dundobar Road Wanneroo WA 6065 in 2/12 share.

City of Joondalup of Boas Avenue Joondalup WA 6027 in 2/12 share.

City of Stirling of 25 Cedric Street Stirling WA 6021 in 4/12 share.

City of Vincent of 244 Vincent Street Leederville WA 6007 in 1/12 share.

Town of Victoria Park of 99 Shepperton Road Victoria Park WA 6100 in 1/12 share

As tenants in common (AF O207587) Registered 17/9/2019

### Limitations, Interests, Encumbrances and Notifications

See attached Certificate of Title.

I have assumed there are no further easements or encumbrances not disclosed by the title search which may affect the market rent of the subject.

(Refer to Appendix 2)

## 10 Interest Valued

Market rent.

## 11 Location

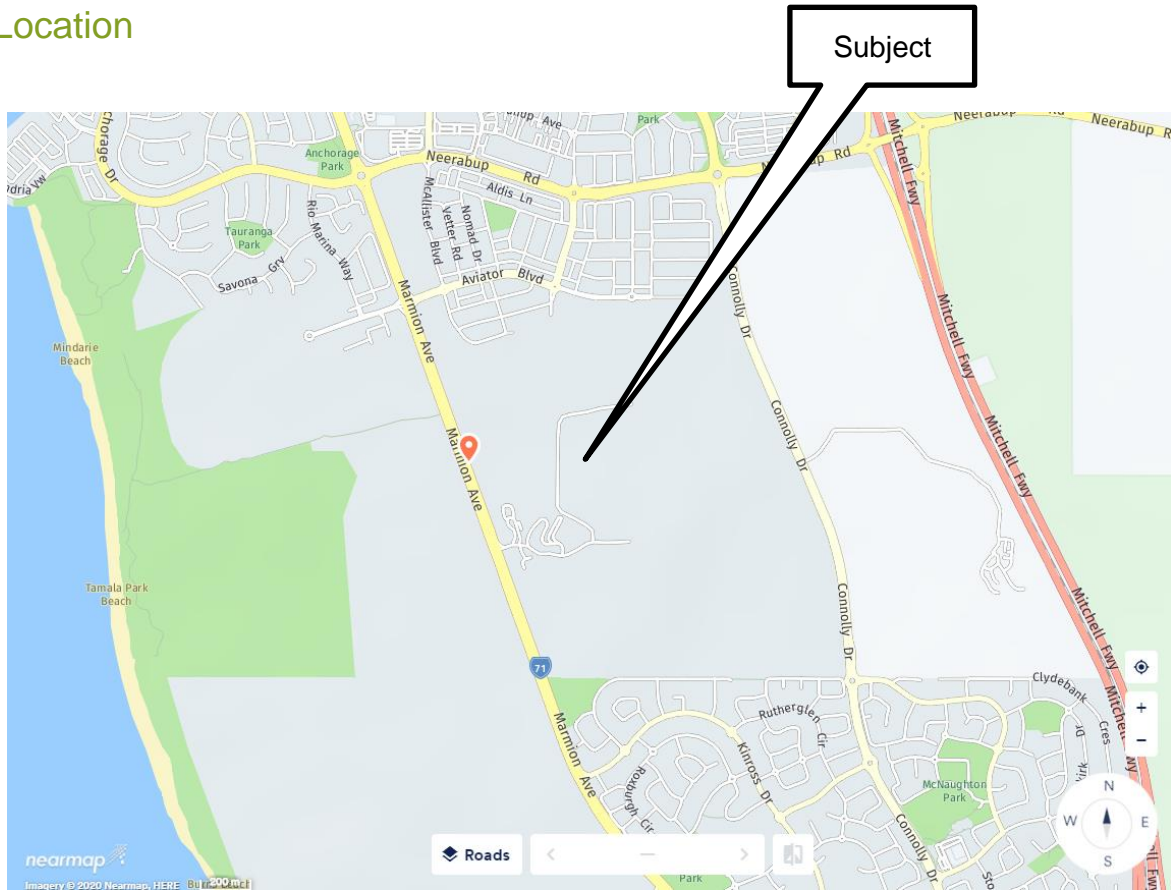


Fig 1

Tamala Park Waste Facility is located in the north western corridor of the Perth Metropolitan area in the City of Wanneroo, approximately 35 kilometres north of the Perth Central Business District.

The subject land is bound by Marmion Avenue to the west and Connolly Drive to the east. The suburb of Kinross is adjacent to its southern boundary and an area of land immediately north has been recently developed into residential Lots forming part of southern Clarkson. North of Neerabup Road is the Clarkson commercial precinct known as Ocean Keys which provides all immediate retail and commercial needs for the surrounding residential communities.

12 Zoning and Town Planning

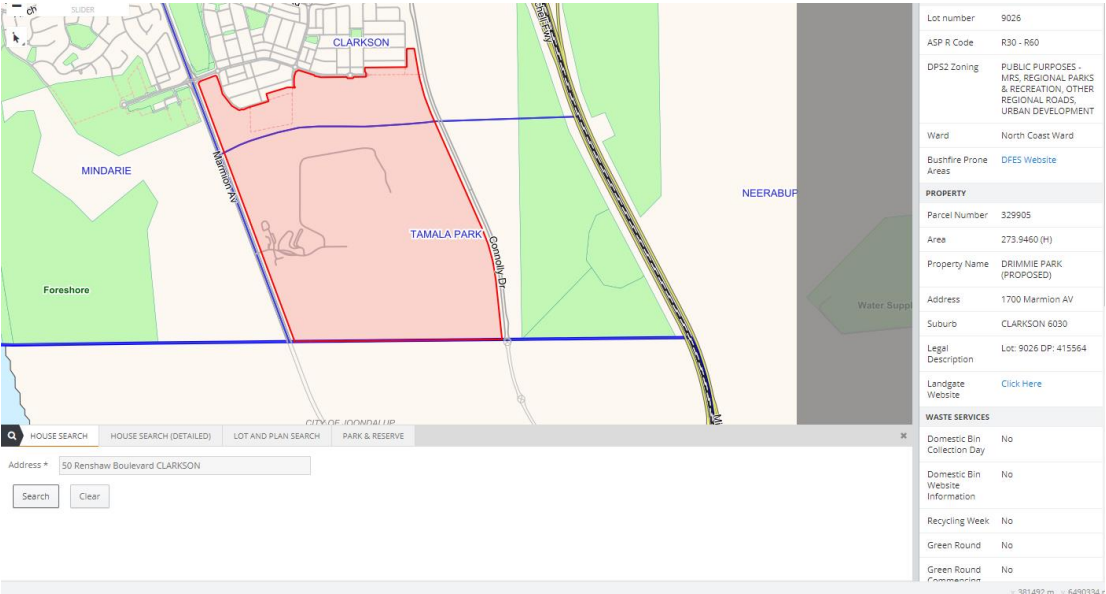


Fig 2

The subject land is zoned “Public Purpose – Special Uses” under the Metropolitan Regional Scheme and District Planning Scheme No 2. The subject land is situated within the Local Authority municipal boundaries of the City of Wanneroo.



## 13 Site Details

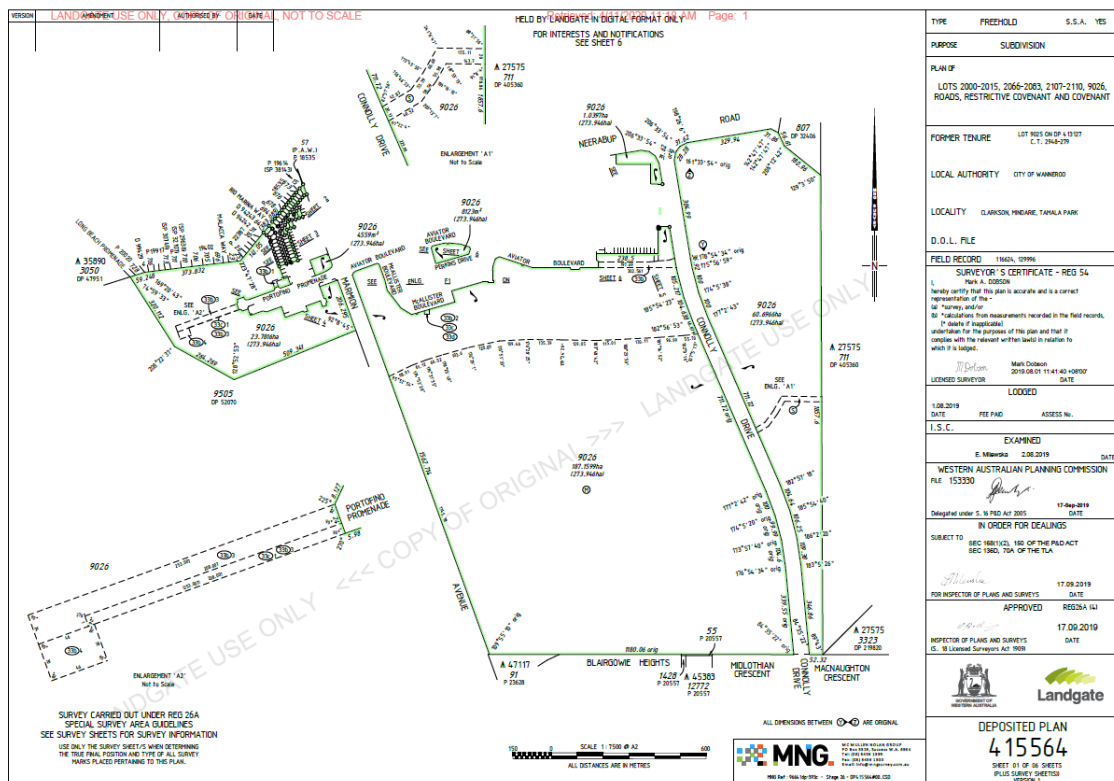


Fig 3

Lot 9026 is an irregular shaped Lot with a total land area of 273.946 hectares. Lot 9026 is fragmented into three main areas with a portion west of Marmion Avenue, a portion between Marmion Avenue and Connolly Drive and a portion east of Connolly Drive. The portion subject of this report is the area between Marmion Avenue and Connolly Drive.

In our previous valuation advice of September 2011 this Office was advised that the “leased” area was 151.7641 hectares as distinct from the whole of Lot 9504 (now 9026). For the purposes of this advice and in accordance with the “Deed of Variation of Lease 25/9/2006”, we have been advised the area of 151.7641 hectares has not changed and will be adopted in our calculations to deduce the current ground rental.



Fig 4 Nearmap aerial (as at September 2020)

The constructed landforms comprise the rehabilitation mound towards the eastern side of the site and the landfill cells which are evolving and being rehabilitated over time. The landfill is covered with crushed limestone on a daily basis, the crushed limestone is excavated from the quarry to the south of the main Landfill site.

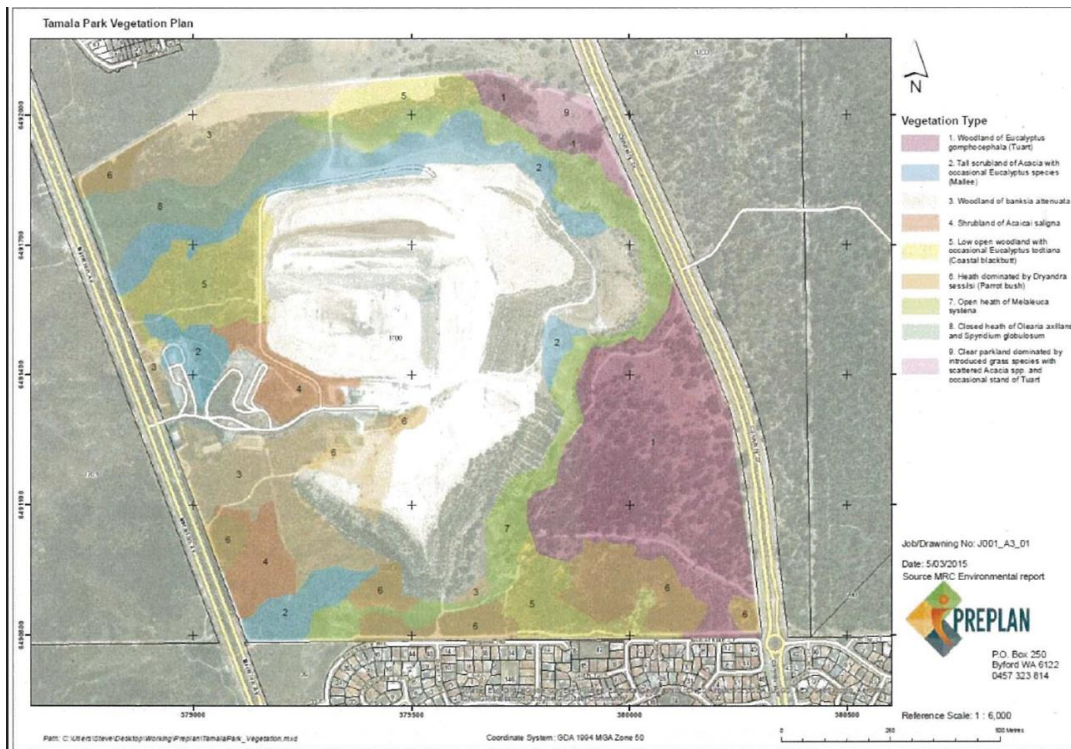


Fig 5

The Vegetation Plan of the subject site is shown above, courtesy of MRC.

The vegetation on site comprises mainly Eucalyptus, Banksia and coastal heath vegetation. The above figure depicts the various types of vegetation (as at 2015).

## 14 Services

All services appear to be available to the subject site. These include scheme water, mains sewer, gas, electricity and telephone.

## 15 Improvements

As advised MRC has environmental approvals to utilise the site for the operations of the landfill facility and waste management. The remaining buffer area is remnant bushland. The facilities that have been constructed on site comprise:

Access roads with the point of entry and egress off Marmion Avenue,

Various dirt tracks,

Buildings – administration office, weighbridge, workshop, caretaker's cottage and staff amenities,

Recycling collection area,

Transfer station,

Landfill cells and

Spoil stockpiles.

These improvements are the property of the lessee and have not been considered in determining the ground rental.

## 16 Heritage Issues and Native Title Issues

The property is not considered to have historical significance by the National Trust or the Western Australian Heritage Commission.

A search of the Aboriginal Heritage Inquiry System shows the land is a Registered Aboriginal Site.

As far as Aboriginal Heritage is concerned, we are advised that an ethnographic survey revealed the significance of a Waugal site on a dune towards the northern edge of the "leased area". In addition, an archaeological investigation located some artefacts over 6,500 years old. This site has since been registered under the Aboriginal Heritage Act 1972.



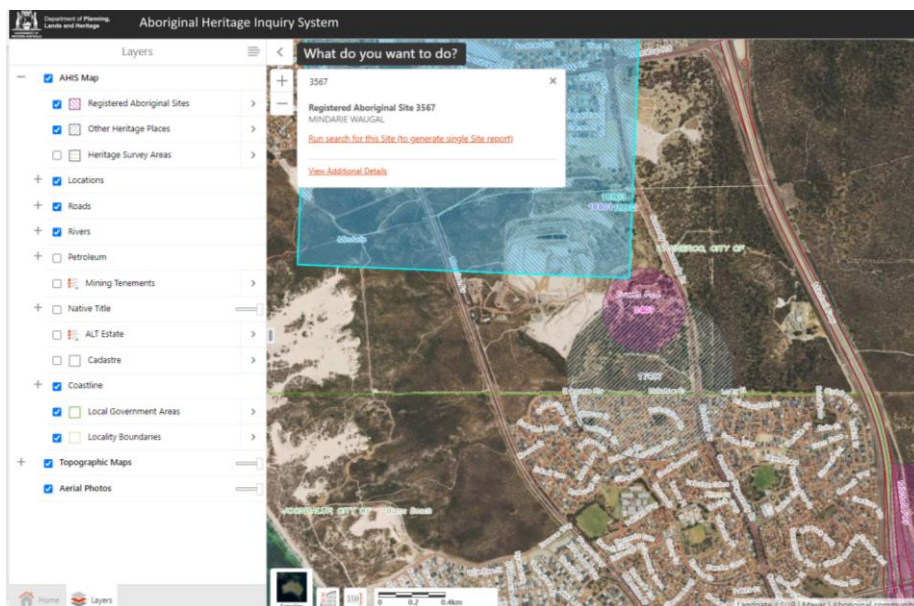


Fig 6  
Aboriginal Heritage Enquiry System (Registered Aboriginal Site 3567)



Aerial photo (July 2008) with overlaid sketch showing approximate location of Aboriginal Heritage Sites, Bush Forever and Phytophthora Dieback infested areas within site 323 Protection Zone.

Fig 7  
Aboriginal Heritage Sites and Bush Forever Protection Zones



## 17 Environmental and Contamination Issues

The Department of Water and Environmental Regulation maintains a contaminated sites register under the Contaminated Sites Act 2003.

A search of the contaminated sites database, which holds information only on known contaminated sites, shows that the subject property is recorded on the register.

This valuation assumes the site is contaminated.

With the exception of the landfill site and activities thereon, it is understood that the remainder of the land has been identified as Bush Forever Site 323.

Whilst landfill is in operation, a 500 metres wide exclusion zone (buffer) is imposed on land surrounding the existing active waste operation. Most of the buffer appears to be within the “leased area” but as per our previous report an estimated 40 hectares (as advised) impinges onto the adjoining land immediately north and being the northern portion of Lot 9026. The northern portion of former Lot 9504 has been developed into residential housing, the existence of the buffer means that the land south of this cannot be developed for residential purposes until the waste operation ceases or moves further south. As advised, there has been no change to this buffer area since our previous advice.

## 18 Bushfire Prone Areas

A search of the Department of Fire and Emergency Service online map shows the land is located within a Bush Fire Prone Area. Additional planning and building requirements may apply to development on Bush Fire Prone sites.

## 19 Lease details (as advised)

Location:	“Leased area” known as Tamala Park Waste and Recycling Facility. Portion of Lot 9026 on Deposited Plan 415564.
Lessee:	Mindarie Regional Council.
Total Leased Area:	As advised the leased area remains at 151.7641 hectares.
Current Net Rental:	The current rental paid by the lessee, Mindarie Regional Council as advised is \$739,458 per annum plus outgoings plus GST (as advised).
Use of Leased Premises:	The permitted use of the leased area as per the original lease agreement is Landfill. This is the utility reflected in the ground rental.
Lease Commencement:	As per the “Deed of Variation of the Lease”, the term of the lease was from 1 July 1990 to 30 June 2011 and granted an option to extend the term of the Lease from 1 July 2011 to 30 June 2032. As advised there has not been a further “Deed of Variation of the Lease” although the subject is now part of Lot 9026.
Further Term:	Means a further term commencing 1 July 2011 and expiring on 30 June 2032.
Options:	NA
Asking Net Rental:	Not provided.
Outgoings:	Lessee’s responsibility.

## 20 Valuation Rationale

Ground rentals consider the utility conferred by the lease and reflect value levels appropriate for the approved use. Our past involvement with similar situations has enabled us to formulate what we consider to be an appropriate approach for calculating annual rentals on like sites in the metropolitan area. The value of the ground rental relates to the utility provided, in this case a landfill facility. This type of operation is usually located on the urban fringe. Operators for this type of facility initially purchase their landholdings in well located semi-rural locales which represents an economic level of value for landfill operations. However, since the development front has effectively reached many of these areas, to establish a like operation on the same land would be uneconomic, since inglobo residential land values would have to be paid. To establish a similar landfill site, an operator would now have to be positioned in the outer metropolitan area, paying rural values which reflects the underlying economic level of land value for a landfill site, with any urban potential being long term.

When (then) Lot 118 was initially acquired, it was situated in a rural locale, north of the metropolitan residential fringe and zoned Rural. It was sited there in order that the overall operation would be cost effective, with the capital cost of the land and the travelling distance of users kept to a minimum. In our experience, we have found that landfill operations are initially located within the urban fringe and usually have an underlying rural zoning or were originally located in rural areas.

Urbanisation both north and south has continued to increase the demand for inglobo parcels of land. Market gardens and lifestyle smaller special rural properties have been pushed further north and south due to this demand and as a consequence, increasing land values. The underlying land value reflecting utility as a landfill site is considered to be rural/special rural zoned land within reasonable distance of the existing urban development.

Current investigations reveal that there are limited recent land transactions of similar sized parcels in the immediate locality. There are however a limited number of available properties within the Perth metropolitan fringe which vary in size but border near rural locations.

To deduce an appropriate land value and a subsequent ground rental reflecting the current use of the "leased area" the following sales were investigated:-

<b>A</b>	<b>259 (8D53380/1) Wattle Avenue, Nowergup</b>
<b>Sale price</b>	\$5,750,000 GST exclusive
<b>Sale date</b>	December 2017
<b>Land area</b>	54.1 hectares
<b>Zoning</b>	Rural Resource
<b>Improvements</b>	Vacant Land.
<b>Comment</b>	Discloses \$106,284/hectare. Smaller Lot in more remote location approximately 6 kilometres north west of the subject. Being utilised as a quarry.

<b>B</b>	<b>109 (1D9294/1) Bernard Road, Carabooda</b>
<b>Sale price</b>	\$1,005,000 GST exclusive
<b>Sale date</b>	April 2020
<b>Land area</b>	13.12 hectares
<b>Zoning</b>	Rural Resource
<b>Improvements</b>	2000 4 bedroom 2 bathroom house and original 1953 fibro and tile house with 2 bedrooms and 1 bathroom.
<b>Comment</b>	Discloses improved rate of \$76,600/hectare

<b>C</b>	<b>Lot 201 (1P036173) Mundijong Road, Baldivis</b>
<b>Sale price</b>	\$2,950,000 GST Undisclosed
<b>Sale date</b>	November 2017
<b>Land area</b>	38.27 hectares
<b>Zoning</b>	Rural
<b>Improvements</b>	Vacant Land
<b>Comment</b>	Discloses \$77,083/hectare

<b>D</b>	<b>1237 (6D42900) Mundijong Road, Baldivis</b>
<b>Sale price</b>	\$1,800,000 GST Undisclosed
<b>Sale date</b>	October 2017
<b>Land area</b>	38.27 hectares
<b>Zoning</b>	Landscape
<b>Improvements</b>	Dated 1980's 4 bedrooms 2 bathroom house and ancillary improvements.
<b>Comment</b>	Discloses \$54,545/hectare improved. Farming land sparsely covered with native vegetation. Located approximately 500 metres north east of Redhill Waste Facility servicing the Town of Bassendean, City of Bayswater, City of Belmont, City of Kalamunda, Shire of Mundaring and City of Swan.

Based on the interpolation of sales evidence above for *land*, I consider an appropriate rate to apply to 151.7641 hectares (being the “leased area”) lies within a range of **\$45,000 to \$50,000 per hectare**. Calculation is as follows:-

151.7641 hectares @ \$47,500 per hectare	\$7,208,794
Rounded to	\$7,209,000

As with our previous advice and based on the current use as a refuse facility, I have added to this figure of \$7,209,000 the cost of obtaining necessary operating licence approvals, estimated at \$500,000. As discussed in our previous valuation, this figure represents the accumulated cost of environmental studies, management plans and bore monitoring imposed by the Department of Environmental Protection. At the time it was considered not unreasonable to allow \$500,000 for current pre-license funding to satisfy these requirements. The same approach (and amount) has been adopted in the current circumstances. This amounts to a total value of the “leased area” at **\$7,709,000**.



## VALUATION

The “existing use” land value has been determined above at **\$7,709,000** which included an amount of \$500,000 for obtaining an operational licence, approvals etc as discussed.

Our investigations reveal that there are examples in the market place of various land use operations which pay ground rentals. These rentals are established in the market place between lessors and lessees for the right of use and occupancy of a parcel of unimproved land based on a percentage of the vacant land value. Generally this percentage ranges between 8-9%. We previously adopted 8.5% and this figure is still considered appropriate.

In the circumstances and applying the same methodology, the ground rental of the “leased area” has been calculated as follows:-

Market Value as a Refuse Facility (existing use) determined @ \$7,709,000

Applying 8.5% to the existing use value

\$ 655,265 pa

**Adopt \$ 655,000 pa**

In our previous advice we were advised that the buffer area impinges onto the land adjoining immediately north of the existing landfill operation. As advised this buffer is temporary and moveable and dependent on the movement of the landfill operation north-south or until the facility ceases operation. Given that the use of the buffer is synonymous with the operation of the “leased area”, it is considered that the same rate per hectare that was used to determine the “existing use” value, should also apply to this area, advised as being approximately 40 hectares. Please note that this *rate* is net of the cost of obtaining a licence and necessary approvals for operation. This has been calculated as follows:-

40 hectares @ **\$47,500** per hectare  
\$1,900,000

Applying 8.5% to the existing use value  
\$ 161,500 pa

**Adopt \$ 161,500 pa**

Therefore the total ground rental for the “leased area” and the buffer area north as discussed, is as follows:-

Leased Area	\$ 655,000 pa
Plus Buffer Area of 40 hectares	<u>\$ 161,500 pa</u>

**Total Ground Rental \$ 816,000 pa**

In summary, and as of the date of inspection being November 19 2020, the ground rental for the “leased area” incorporating the 40 hectare buffer area as at November 2020 is **\$816,000 (Eight Hundred and Sixteen Thousand Dollars) per annum plus outgoings plus GST.**

## 21 Valuation

It is considered that as of the date of inspection being November 19 2020, the ground rental for the “leased area” incorporating the 40 hectare buffer area as at November 2020 is **\$816,000 (Eight Hundred and Sixteen Thousand Dollars) per annum plus outgoings plus GST.**

## 22 GST Implications

The above valuation excludes GST, in the event that GST is applicable then it is required to be added.

## 23 Qualifiers

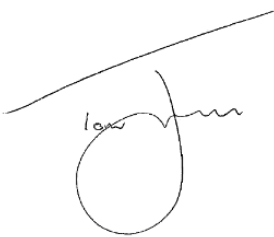
Real estate values vary from time to time in response to changing market circumstances and it should, therefore, be noted that this valuation is based on information available at the date of valuation. No warranty can be given as to the maintenance of this value into the future. It is, therefore, recommended that the valuation be reviewed periodically.

## 24 Privacy

The content of this report/advice is meant only for the party to which it is addressed and may contain private information or information that is confidential and commercial in confidence.

Written permission of the Valuer-General is required before you copy, utilise or provide the information or any part of the content to third parties including for any secondary purposes. Information provided in confidence by owners or their agents to the Valuer-General may require their permission for any additional purposes.

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Tom Chapman - AAPI  
Certified Practicing Valuer  
Licensed Land Valuer No 82419  
**Specialist Values  
Valuation Services**

2 December 2020

## Appendix 1: Valuation Instructions

### Tom Chapman

---

**From:** Andrea Slater <ASlater@mrc.wa.gov.au>  
**Sent:** Thursday, 22 October 2020 2:08 PM  
**To:** Tom Chapman; Clare Ousby  
**Cc:** Kevin Di Prinzio  
**Subject:** RE: Request for valuation

**Categories:** Red Category

Hi Tom

Please proceed as this is a compliance of the MRC. You will receive a PO shortly.

Regards  
Andrea

---

**From:** Tom Chapman [mailto:Tom.Chapman@landgate.wa.gov.au]  
**Sent:** Thursday, 22 October 2020 2:06 PM  
**To:** Andrea Slater <ASlater@mrc.wa.gov.au>  
**Cc:** Kevin Di Prinzio <Kevin.DiPrinzio@landgate.wa.gov.au>  
**Subject:** FW: Request for valuation

Hi Andrea,

Thanks for getting back to me regarding the Lease area and for the opportunity to quote on the below.

We advise a valuation charge of \$5,500 plus GST (\$6,050 inclusive of GST).

In terms of timing the valuation will be completed within a few weeks of your confirmation to undertake the work.

I see on your email it says to proceed but we just need confirmation now a quote has been provided?

Thanks Tom

**Tom Chapman** | Licensed Valuer – Specialist Values  
Valuations and Property Analytics

T: (08) 9273 9024  
1 Midland Square, Midland, Western Australia 6056



**Tom Chapman**

---

**From:** Andrea Slater <ASlater@mrc.wa.gov.au>  
**Sent:** Thursday, 22 October 2020 12:42 PM  
**To:** Tom Chapman  
**Subject:** FW: Tamala Park - Market Review

---

**From:** Aaron Griffiths  
**Sent:** Thursday, 22 October 2020 12:41 PM  
**To:** Andrea Slater <ASlater@mrc.wa.gov.au>  
**Subject:** RE: Tamala Park - Market Review

Hi Andrea,

I conducted an investigation and can't find any information that would suggest it has changes since the last valuation in 2011.

I recommend proceeding with the valuation based on the Deed of Variation Lease 25/9/2006.

Kind regards,



**Aaron Griffiths**  
Manager Projects And Procurement  
Mindarie Regional Council  
1700 Marmion Ave, Tamala Park, WA 6030

p: 08 9306 6359  
w: [www.mrc.wa.gov.au](http://www.mrc.wa.gov.au)

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Hi Tom

Please see the response below

Regards  
Andrea

---

**From:** Andrea Slater  
**Sent:** Thursday, 22 October 2020 11:41 AM  
**To:** Aaron Griffiths <AGriffiths@mrc.wa.gov.au>  
**Subject:** FW: Tamala Park - Market Review

Can you help?  
A

---

**From:** Tom Chapman [<mailto:Tom.Chapman@landgate.wa.gov.au>]  
**Sent:** Thursday, 22 October 2020 11:21 AM



To: Andrea Slater <[ASlater@mrc.wa.gov.au](mailto:ASlater@mrc.wa.gov.au)>  
Subject: RE: Tamala Park - Market Review

Hi Andrea,

I have the Deposited Plan for which the Tamala Park Waste and Recycling Facility forms part of, I just need to be advised on the relevant lease area as it is not the entirety of Lot 9026.

In our previous valuation advice in August 2005 this office was advised the "leased" area was 151.7641 hectares distinct the whole of what was at the time Lot 9504. Subsequent to that the valuation of July 2011 and in accordance with "Deed of Variation of Lease 25/9/2006" an advised area of 151.7641 was still applicable.

Tamala Park Waste and Recycling Facility now forms part of Lot 9026. If there is a updated Deed of Variation of Lease can it be forwarded to me? Essentially I need to confirm whether the leased area is still 151.7641 hectares?

Once this is confirmed I will be able to forward a quote for the job.

Thanks Tom

**Tom Chapman** | Licensed Valuer – Specialist Values  
Valuations and Property Analytics

T: (08) 9273 9024  
1 Midland Square, Midland, Western Australia 6056



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From: Andrea Slater <[ASlater@mrc.wa.gov.au](mailto:ASlater@mrc.wa.gov.au)>  
Sent: Thursday, 22 October 2020 9:23 AM  
To: Tom Chapman <[Tom.Chapman@landgate.wa.gov.au](mailto:Tom.Chapman@landgate.wa.gov.au)>  
Subject: Tamala Park - Market Review

Hi Tom

I just asked my guy for the latest maps and he said he always gets them from the Landgate website and then has to pay for the latest. Is this not something that you could do internally?

Regards  
Andrea



**Andrea Slater**  
Director Corporate Services  
Mindarie Regional Council  
1700 Marmion Ave, Tamala Park, WA 6030

p: 08 9306 6305  
w: [www.mrc.wa.gov.au](http://www.mrc.wa.gov.au)



## Appendix 2: Title Particulars

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WESTERN AUSTRALIA					
					
<b>RECORD OF CERTIFICATE OF TITLE</b> UNDER THE TRANSFER OF LAND ACT 1893					
<table border="1"> <tr> <td colspan="2" style="text-align: center;">REGISTER NUMBER <b>9026/DP415564</b></td> </tr> <tr> <td style="text-align: center;">DUPLICATE EDITION <b>1</b></td> <td style="text-align: center;">DATE DUPLICATE ISSUED <b>25/9/2019</b></td> </tr> </table>		REGISTER NUMBER <b>9026/DP415564</b>		DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>25/9/2019</b>
REGISTER NUMBER <b>9026/DP415564</b>					
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>25/9/2019</b>				
VOLUME <b>2971</b>	FOLIO <b>931</b>				

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

  
 REGISTRAR OF TITLES
 

### LAND DESCRIPTION:

LOT 9026 ON DEPOSITED PLAN 415564

### REGISTERED PROPRIETOR: (FIRST SCHEDULE)

TOWN OF CAMBRIDGE OF 1 BOLD PARK DRIVE FLOREAT WA 6014  
 IN 1/12 SHARE  
 CITY OF PERTH OF 27 ST GEORGES TERRACE PERTH WA 6000  
 IN 1/12 SHARE  
 CITY OF WANNEROO OF 23 DUNDEBAR ROAD WANNEROO WA 6065  
 IN 2/12 SHARE  
 CITY OF JOONDALUP OF BOAS AVENUE JOONDALUP WA 6027  
 IN 2/12 SHARE  
 CITY OF STIRLING OF 25 CEDRIC STREET STIRLING WA 6021  
 IN 4/12 SHARE  
 CITY OF VINCENT OF 244 VINCENT STREET LEEDERVILLE WA 6007  
 IN 1/12 SHARE  
 TOWN OF VICTORIA PARK OF 99 SHEPPERTON ROAD VICTORIA PARK WA 6100  
 IN 1/12 SHARE  
 AS TENANTS IN COMMON

(AF 0207587) REGISTERED 17/9/2019

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

- EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 7033/1940
- H574804 EASEMENT TO WATER CORPORATION FOR PIPELINE PURPOSES - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 413127 REGISTERED 16/10/2000.
- \*L818099 CAVEAT BY LANDFILL GAS & POWER PTY LTD - AS TO PORTION ONLY. LODGED 22/12/2011.
- EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 76936.
- EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR WATER PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 402391
- EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR ELECTRICITY PURPOSES TO ELECTRICITY NETWORKS CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED

END OF PAGE 1 - CONTINUED OVER

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**RECORD OF CERTIFICATE OF TITLE**

REGISTER NUMBER: 9026/DP415564

VOLUME/FOLIO: 2971-931

PAGE 2

- PLAN 402391.
7. EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR GAS PURPOSES TO WA GAS NETWORKS - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 402391.
  8. EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 406018.
  9. EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 54969.
  10. \*N674368 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 4/8/2017.
  11. EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 413127
  12. EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR ELECTRICITY PURPOSES TO ELECTRICITY NETWORKS CORPORATION - SEE DEPOSITED PLAN 415564 AS CREATED ON DEPOSITED PLAN 413127
  13. \*O424409 MEMORIAL. CONTAMINATED SITES ACT 2003 (CONTAMINATED SITE - REMEDIATION REQUIRED) REGISTERED 12/6/2020.
  14. \*O424410 MEMORIAL. CONTAMINATED SITES ACT 2003 REGISTERED 12/6/2020.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

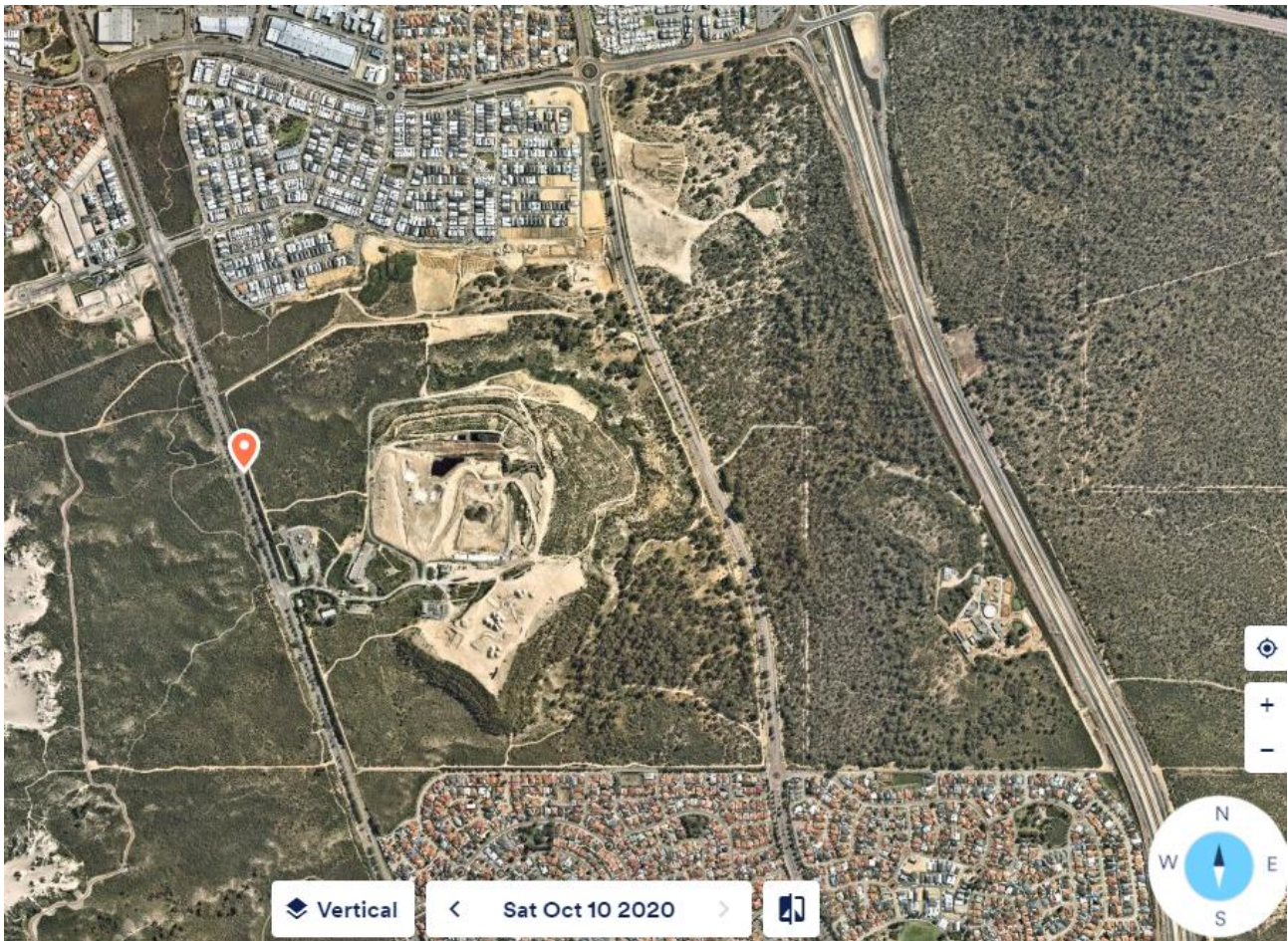
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP415564  
PREVIOUS TITLE: 2948-279  
PROPERTY STREET ADDRESS: 1700 MARMION AV, TAMALA PARK.  
LOCAL GOVERNMENT AUTHORITY: CITY OF WANNEROO

NOTE 1: O386117 INTEREST ONLY DEPOSITED PLAN 413136 LODGED  
NOTE 2: O555513 DEPOSITED PLAN 64741 LODGED



## Appendix 3: Aerial (Nearmap October 2020)





**2020 Annual Compliance Return**Item  
9.5

## APPENDIX 8

Item  
9.5



Department of  
**Local Government, Sport  
and Cultural Industries**

## Mindarie Regional Council - Compliance Audit Return Regional Local Government 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	Yes		Gunther Hoppe
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Sonia Cherico
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Sonia Cherico
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	Yes		Gunther Hoppe
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes		Gunther Hoppe



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Deborah Toward
2	s5.16	Were all delegations to committees in writing?	N/A		Deborah Toward
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Deborah Toward
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Deborah Toward
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	N/A		Deborah Toward
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act and in sections 214(2), (3) or (5) of the Planning and Development Act 2005?	Yes		Deborah Toward
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Deborah Toward
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Deborah Toward
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Deborah Toward
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Deborah Toward
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Deborah Toward
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Deborah Toward
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Deborah Toward

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A		Deborah Toward



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Deborah Toward
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Deborah Toward
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Deborah Toward
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Deborah Toward
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Deborah Toward
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Deborah Toward
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Deborah Toward
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Deborah Toward
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Deborah Toward
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Deborah Toward
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Deborah Toward
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Deborah Toward





Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Deborah Toward
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Deborah Toward
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Deborah Toward
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Gunther Hoppe
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Deborah Toward
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Deborah Toward
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Deborah Toward
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Deborah Toward

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Sonia Cherico
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Sonia Cherico



Department of  
**Local Government, Sport  
and Cultural Industries**

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		ANDREA SLATER
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Gunther Hoppe
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Audit undertaken by the OAG	Gunther Hoppe
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		ANDREA SLATER
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Was still with Office of Auditor General awaiting approval.	ANDREA SLATER
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Unable to comment as report not yet received from the OAG	Gunther Hoppe
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	Unable to comment as report not yet received from the OAG	Gunther Hoppe
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Unable to comment as report not yet received from the OAG	Gunther Hoppe
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Unable to comment as report not yet received from the OAG	Gunther Hoppe
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Gunther Hoppe



Department of  
**Local Government, Sport  
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No	Reference	Question	Response	Comments	Respondent
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Unable to comment as report not yet received from the OAG	Gunther Hoppe

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 6 April 2017	Sonia Cherico
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 6 April 2017	Sonia Cherico
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Yes, Reviewed annually	Sonia Cherico

### Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Sonia Cherico
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Sonia Cherico
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Sonia Cherico
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Sonia Cherico
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Sonia Cherico
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Sonia Cherico



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Sonia Cherico
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Sonia Cherico
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Sonia Cherico
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	Nil complaints in register for 2020	Sonia Cherico
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Reported to the Audit Committee on 14.6.2018, however, no Council resolution	Deborah Toward
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Reviewed in January 2020 reference D/20/88. Reported to Audit Committee on 30.1.2020 and presented to Council via Members Information Bulletin on 27.2.2020 No resolution required as per s.17 LG (Audit) Regulations	Deborah Toward
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A		Gunther Hoppe
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A		Gunther Hoppe
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No		Gunther Hoppe





Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	N/A		Gunther Hoppe
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Gunther Hoppe
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Sonia Cherico
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	N/A	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.	Sonia Cherico
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Gunther Hoppe

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Aaron Griffiths
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Aaron Griffiths
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	Note: The MRC procured insurance services from LGIS - a member benefit scheme - without going to tender.	Aaron Griffiths
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Aaron Griffiths



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Aaron Griffiths
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Aaron Griffiths
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	The MRC tenders were published before the 7 November 2020 F&G Regs amendment and were compliant at the time of publishing.	Gunther Hoppe
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Compliant with F&G Reg 17 (1), (2) and (3). Non-compliant with F&G Reg 17(1A) as at 31 December 2020, but compliant by 8 January 2021.	Gunther Hoppe
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		Aaron Griffiths
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Aaron Griffiths
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Aaron Griffiths
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	The MRC did not seek expression of interest in 2020.	Aaron Griffiths
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	The MRC did not seek expression of interest in 2020.	Aaron Griffiths
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	The MRC did not seek expression of interest in 2020.	Aaron Griffiths
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	The MRC did not seek expression of interest in 2020.	Aaron Griffiths
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	The MRC did not seek expression of interest in 2020.	Aaron Griffiths



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The MRC did not seek to establish a panel of pre-qualified suppliers in 2020.	Aaron Griffiths
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference given in 2020.	Aaron Griffiths

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

Signed Mayor/President, Mindarie Regional Council

Signed CEO, Mindarie Regional Council

Local Government (Model Code of Conduct) Regulations 2021

Item 9.6	APPENDIX 9	Item 9.6
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Western Australia

Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**





Western Australia

## Local Government (Model Code of Conduct) Regulations 2021

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Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

**Part 2 — Model code of conduct****3. Model code of conduct (Act s. 5.103(1))**

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.



## Part 3 — Repeal and consequential amendments

### Division 1 — Repeal

4. *Local Government (Rules of Conduct) Regulations 2007*  
repealed

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

### Division 2 — Other regulations amended

5. *Local Government (Administration) Regulations 1996*  
amended

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

## Part 9A — Minor breaches by council members

34D. **Contravention of local law as to conduct**  
(Act s. 5.105(1)(b))

- (1) In this regulation —  
*local law as to conduct* means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

**Local Government (Model Code of Conduct) Regulations 2021****Part 3** Repeal and consequential amendments**Division 2** Other regulations amended**r. 6****6. Local Government (Audit) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
  - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

<b>Local Government (Rules of Conduct) Regulations 2007</b>		
r. 11		

**7. Local Government (Constitution) Regulations 1998 amended**

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007.*” and insert:

code of conduct adopted by the <sup>3</sup> ..... under section 5.104 of the *Local Government Act 1995*.

## Schedule 1 — Model code of conduct

[r. 3]

### Division 1 — Preliminary provisions

#### 1. Citation

This is the **Mindarie Regional Council** Code of Conduct for Council Members, Committee Members and Candidates.

#### 2. Terms used

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

#### **5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

#### **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

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**Division 3 — Behaviour****7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal integrity**

- (1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

- (2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local



government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is

withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**Division 4 — Rules of conduct**

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This

extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

#### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

#### 17. Misuse of local government resources

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

#### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —  
*local government employee* means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.



- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
- document** includes a part of a document;
- non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- (1) In this clause —  
*interest* —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

- (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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## Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021*. For provisions that have come into operation see the compilation table.

### Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)

## Defined terms

*[This is a list of terms defined and the provisions where they are defined.  
The list is not part of the law.]*

Defined term	Provision(s)
Act .....	Sch. 1 cl. 2(1)
candidate .....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint.....	Sch. 1 cl. 2(1)
confidential document .....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose.....	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee.....	Sch. 1 cl. 20(1)
non-confidential document.....	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)



Model Code of Conduct Alleged Breach Form

## Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

**NOTE:** A complaint about an alleged breach must be made —  
 (a) in writing in the form approved by the local government  
 (b) to an authorised person  
 (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
<p>Name: _____</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>_____ <u>Given Name(s)</u></span> <span>_____ <u>Family Name</u></span> </div>

Contact details of person making the complaint:
<p>Address: _____</p> <p>Email: _____</p> <p>Contact number: _____</p>

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

<b>Date of alleged breach:</b>
_____ / _____ / 20_____

<b>SIGNED:</b>  <b>Complainant's signature:</b> .....  <b>Date of signing:</b> _____ / _____ / 20_____
--

<b>Received by Authorised Officer</b>  <b>Authorised Officer's Name:</b> .....  <b>Authorised Officer's Signature:</b> ..... <b>Date received:</b> _____ / _____ / 20_____
---

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Post to:  
 Chief Executive Officer  
 Mindarie Regional Council  
 PO Box 2746  
 Clarkson WA 6030  
 Confidential

Email to:  
[Admin@mrc.wa.gov.au](mailto:Admin@mrc.wa.gov.au)  
 Chief Executive Officer  
 Mindarie Regional Council  
 Confidential

**Guidelines for Local Government Recruitment and Selection, Performance Review**



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

# **Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination**

***Local Government (Administration) Amendment  
Regulations 2021***

**February 2021**



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## Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

## Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

### Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

#### Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

### **Recruitment and Selection Standard cont.**

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

## **Guidelines**

### **Recruitment and selection process**

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.



## Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

## Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

### **Independent human resources consultant**

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

### **Council's responsibilities**

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

### **Creating Diversity**

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

## **Due Diligence**

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

## **Selection**

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).



## **Employment contract**

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
  - the value of one year's remuneration under the contract; or
  - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

## **Appointment**

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### **Confidentiality**

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

### **CEO induction**

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

#### Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

### **Performance Criteria**

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

### **Independent consultant**

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

### **Assessing performance**

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the



council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

### **Addressing performance issues**

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

**Confidentiality**

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

## Part 3 – Termination

### Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

#### Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

### Guidelines

#### Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

## **Opportunity to improve and mediation**

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

## **Termination report**

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

## **Confidentiality**

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

## **Disclaimer**

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).