



INFORMATION BULLETIN

Issue No. 82



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**ODOUR MANAGEMENT KEY STAKEHOLDERS WORKING GROUP
MINUTES FEBRUARY 2024**



Date: 13th March 2024, 11.00 am

Location: Mindarie Regional Council

Attendance: Chief Executive Officer (CEO)
Executive Manager Operations (EMO)
Environmental Supervisor (ES)
Waste Management Coordinator (WMC)

Apologies: Nil

ELO: D-24-0002034

1. MRC – OMKS – Previous Meeting – completed actions

- DWER Community Update website
 - Proposed Action: MRC to request from the DWER if any community residences have requested new information –
 - Update: awaiting their reply
- Community Champions/stakeholders
 - Action: MRC to engage an experienced odour consultant to assist.
 - Update: Request for quote raised, interested parties attended a mandatory site inspection, Submission close Tuesday 19th March 2024. Evaluation and appointment of Odour Consultancy by 28th March 2024.
- EcoSorb – Scheduled delivery to landfill
 - Trial still being conducted
- Increase in odour management budget 2024/25
 - Ecosorb, Zeolite, Consultants
 - Completed
- Odour Management Plan
 - Action – to be incorporated into the RFQ – Odour Management Consultant
 - Completed

2. MRC – OMKS – Working Group

Open discussion:

1. Odour complaints that are – not confirmed

Current action – Reply to odour complaint with template reply

- No action at this stage to inform of “not confirmed”
- Breeze not blowing in their direction

Discussion: The group discussed the need to keep the MRC odour register reply information the same across all community complaints, thus being equitable. The information, while not individual, is captured in the monthly report.

2. Odour complaints that notify the DWER and MRC

Discussion: Each community resident has the ability to share their odour complaint with any government agencies. The MRC will continue to reply only to the resident who has emailed us directly. The government agencies mentioned by complainants are on the MRC Odour Management Key Stakeholders Working Group.

3. Odour Clusters – Notifications to DWER.

Discussion: The MRC has reviewed the number of registered complaints in the system. The development of an Odour Cluster reporting methodology to DWER will be forwarded to the Odour Consultant contractor soon to be awarded.

4. Budget Discussion:

- 2024/25 Budget
 - The following future works are included in proposed 2024/25 budget
 - Investigation of Leachate Treatment Plant options
 - Preliminary investigations underway
 - Update – The outcome of jar testing being undertaken by external laboratory is expected soon.
 - Capping of the Western side of the landfill
 - Preliminary investigations underway
 - Update – The capping project has been approved by Council and awarded. Works are due to start soon and expected to take 3-4 months to complete.

5. Odour Neutraliser – Eco Sorb:

There has been growing interest in the use of EcoSorb being used at the landfill to assist in mitigating odours. This product comes from the US, via Victoria (sole supplier) to the MRC. The product is used in many landfill operations and wastewater treatment plants across many countries. OMI Industries released an Engineering Manual called – ‘Ecosorb – Odor Control Solu– Engineering Manual 2014’. A copy can be obtained on request to admin on admin@mrc.wa.gov.au

6. Landfill sequencing:

The EMO raised the point that under the draft landfill sequencing plan being developed it is likely that a portion of the landfill will require filling up to a height of 65LR. This filling height may be seen by Kinross residents during its filling stage. This information has been shared with Council in a recent workshop, the management of which is a key point for inclusion in the site’s Critical Infrastructure Plan which is currently being developed. It is likely that these matters will require community consultation at the appropriate time.

3. Operations Optimisation Programs to reduce odours

Operational activity to reduce odours on-site during the period Jan 2024

Item	Activities on-site to reduce odour issues	Comments
Landfill Operations	EcoSorb (odour neutralisation product (enzymes that eat odour gases)	EcoSorb is applied to landfill strategically. 1 x 10,000 water carts (evaporation mats, ponds) each day.
	Zeolite	Nil
	Odorous Loads/ Special Burials/	Restricted hours applied to Biosolid deliveries, covered straightaway by the next incoming load.
	Covering the waste	150mm limestone
	Northern Barrier Odour Pods	Serviced and maintained 13.3.2024, service has been extended for two months
	Landfilling bench	5m reduced to 3.5m
Power Station	Generated Kwh	2,266,619 (Jan 2024)
	Efficiencies – Tonnes CO _{2-e} Abated	12,271 T
Landfill gas	Landfill Gas Monitoring	Within Licence Condition parameters

	Efficiencies	Feb 2024 Wellfield adjustment Program - completed
Leachate	Leachate pond	BioWish added once a week.

4. Special Investigations

Leachate Processing Solution-

Due to the odorous nature of leachate and the volume of leachate generated by the landfilling process, the MRC has commissioned an investigation by a third party to investigate a number of leachate processing solutions (jar tests). Once this report is complete, the MRC will review for the best-suited solution that assists in managing leachate procession for the long term on-site.

RFQ – Odour Equipment – being assessed by Odour Consultant

The recent Desktop Odour Assessment Report suggested that not all odour equipment is suitable for detecting and monitoring odour. The MRC is keen to understand what would suit the site best and to provide the best coverage for detecting odours on site. This will assist in an action plan to mitigate odours under the Odour Management Plan that the consultancy will be developing.

RFQ – Drafting Compressed Air and Leachate Management via Pumps

All leachate pumps on-site operate on compressed air. The Management/service/maintenance of these pumps and compressed air units is currently the subject of a Request to Quote process. Any new contract is expected to be for 3 years (plus 2 x 1 year options).

Landfill Operations - Landfilling Sequencing

Under the draft landfill sequencing plan being developed it is likely that a portion of the landfill will require filling up to a height of 65LR. This filling height may be seen by Kinross residents during its filling stage. This information has been shared with Council in a recent workshop, the management of which is a key point for inclusion in the site's Critical Infrastructure Plan which is currently being developed. It is likely that these matters will require community consultation at the appropriate time.

5. Community Odour Complaints Register for January 2024

January 2024

During January 2024, Fifty-four (54) community odour complaints were registered.

Graphs of the January 2024 – Community Odour Complaints – See Appendix 1

- 20 days of 30 for January 2024 – odours were lodged, 10 days where zero odours experiences were lodged;
- 41 odour complaints were identified;
- 7 odour complaints were blowing in the wrong direction; and
- 6 odour complaints did not provide enough data to investigate. They are lodged in the register as – No Data Provided (NDP).

Of the odour complaints registered

- 29 odours lodged from Mindarie, 23 odours lodged from Catalina/ Clarkson and 2 from Kinross;
- 26 odours reported outside of office hours via email/website. 22 odours were lodged during office hours, however, the majority of them were reported after the event;
- Of the 41 complaints identified, 21 of these occurred outside of business hours and no mitigation of odours was possible; and
- No field surveys were undertaken during January 2023

Odour Register Group

- 30 community residents raised 41 confirmed odour experiences
- 10 new community residents and 20 existing community residents, raised 41 confirmed odour experiences

Odour Register Group

- 38 community residents raised 53 confirmed odour experiences
- 20 new community residents and 18 existing community residents, raised 53 confirmed odour experiences

Month of February 2024													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Confirmed Odour Impact	Complaints not investigated/ no impact identified	Different Complainants for that week	New Complainants (for this month)	Existing Complainants	
Date of the month				1	2	3	4						
Total Confirmed Odour events	2	0	1	2	1	2	0	5	0	3	0	3	
Operational Information	Previous Month	Previous Month	Previous Month	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond						
External Agencies Notified (By Odour Complainant (BOC, MRC)				BOC		BOC							
Date of the month	5	6	7	8	9	10	11						
Total Confirmed Odour events	1	0	2	2	0	1	1	7	1	6	2	4	
Operational Information	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	No EcoSorb using Zeolite in daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond						
External Agencies Notified (By Odour Complainant (BOC, MRC)						BOC	BOC						
Date of the month	12	13	14	15	16	17	18						
Total Confirmed Odour events	6	8	2	2	0	2	2	22	5	14	10	4	
Operational Information	EcoSorb under daily cover/ filling the Eastern Ramp pond/biowash in mats	EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond	exposed rubbish, management odour plan, no impact noted/ EcoSorb under daily cover/ filling the Eastern Ramp pond	EcoSorb under daily cover/ filling the Eastern Ramp pond						
External Agencies Notified (By Odour Complainant (BOC, MRC)	BOC	BOC	BOC										
Date of the month	19	20	21	22	23	24	25						
Total Confirmed Odour events	1	1	3	1	0	1	0	7	3	7	4	3	
Operational Information	EcoSorb sprayed in evap mats, under cover. Normal landfilling operations	sprayed in evap mats, under cover. Normal landfilling operations	early morning, normal landfilling operations	sprayed in evap mats, under cover. Normal landfilling operations									
External Agencies Notified (By Odour Complainant (BOC, MRC)	nil	nil											
Date of the month	26	27	28	29									
Total Confirmed Odour events	3	2	5	2				12	2	8	4	4	
Operational Information	2.30pm EcoSorb in Evap mats/ daily cover/	2.30pm EcoSorb in Evap mats/ daily cover/	2.30pm EcoSorb in Evap mats/ daily cover/ BioWish	2.30pm EcoSorb in Evap mats/ daily cover									
External Agencies Notified (By Odour Complainant (BOC, MRC)	DWER, MP		DWER,MP										
Total Confirmed Odour Impact	11	11	12	9	1	6	3	53					
Total for Month								53	11	38	20	18	
Total Confirmed Odour Events	The Year to date February 2024												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Nov	Oct	Nov	Dec
Monday	8	11											
Tuesday	8	11											
Wednesday	9	11											
Thursday	3	9											
Friday	4	1											
Saturday	4	6											
Sunday	5	3											
Total Confirmed Odour Events	41	52											
Year to Date - Confirmed Odour Events	41	93											
Monthly Summary	Feb 2024 showed 53 confirmed odour complaints. 20 of these complaints were new complainants for the month of Feb 2024, while 18 complainants are historical. However 26 different complainants												
	One complainant always CC's the DWER and MP. While another two complainants from the same household put in individual odour complaints for the same event.												
	Increase in afternoon complaints due to the seabreeze into Clarkson and Catalina. The office closes at 3.30 pm before the tipface at 6pm, some odour complaints are not being registered until the next day.												

February 2024 Odour Reports Information

2023/24 – Total Confirmed Registered Community Odours Complainants per suburb

During the financial year of 23/24, Total Confirmed Registered Community Odour Complainants have been tallied – see *Appendix 3*. This table looks at the number of confirmed complaints for the month against the number of individual community complainants.

7. External Correspondence

EMO – has approved - DWER – Circular Economy/ Climate and Sustainability Portfolio - requested a site visit of the facility.

8. Key Meetings/ Events Ahead

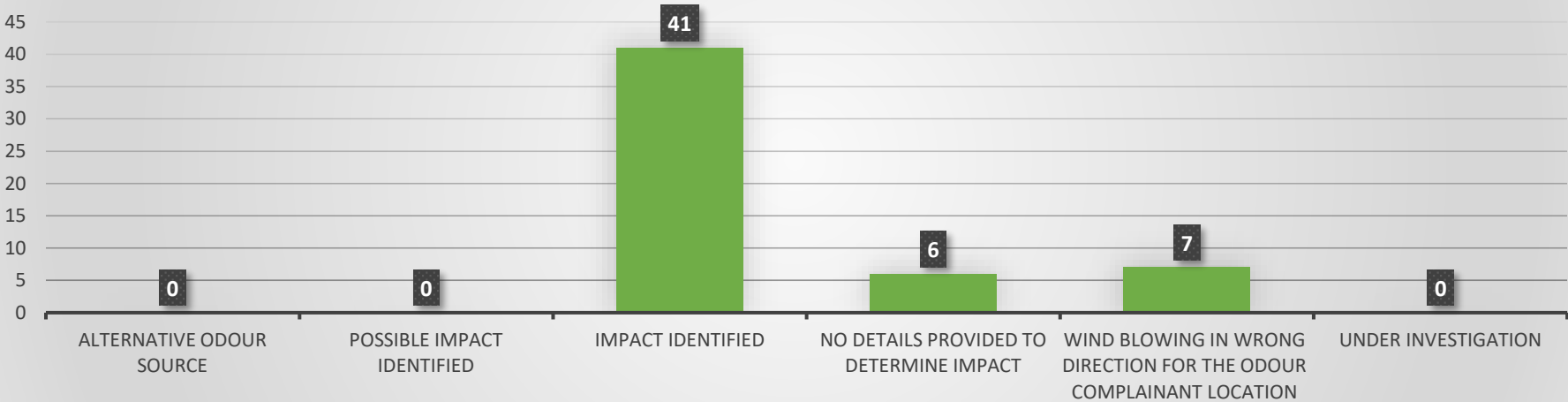
Kick-off meeting with Odour Consultants awarded the contract.

DWER – Circular Economy/ Climate and Sustainability Portfolio - requested a site visit of the facility

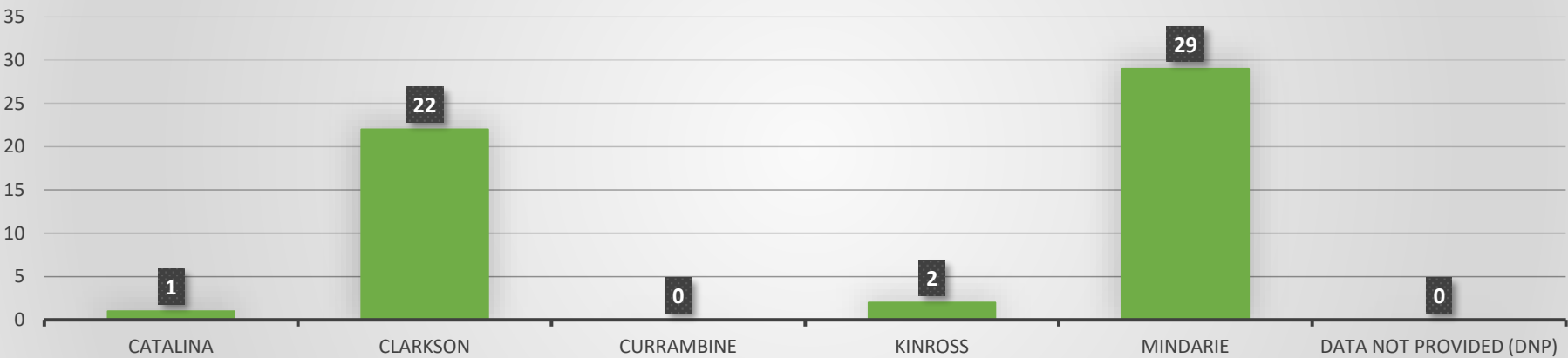
9. Next Meeting

April 2024

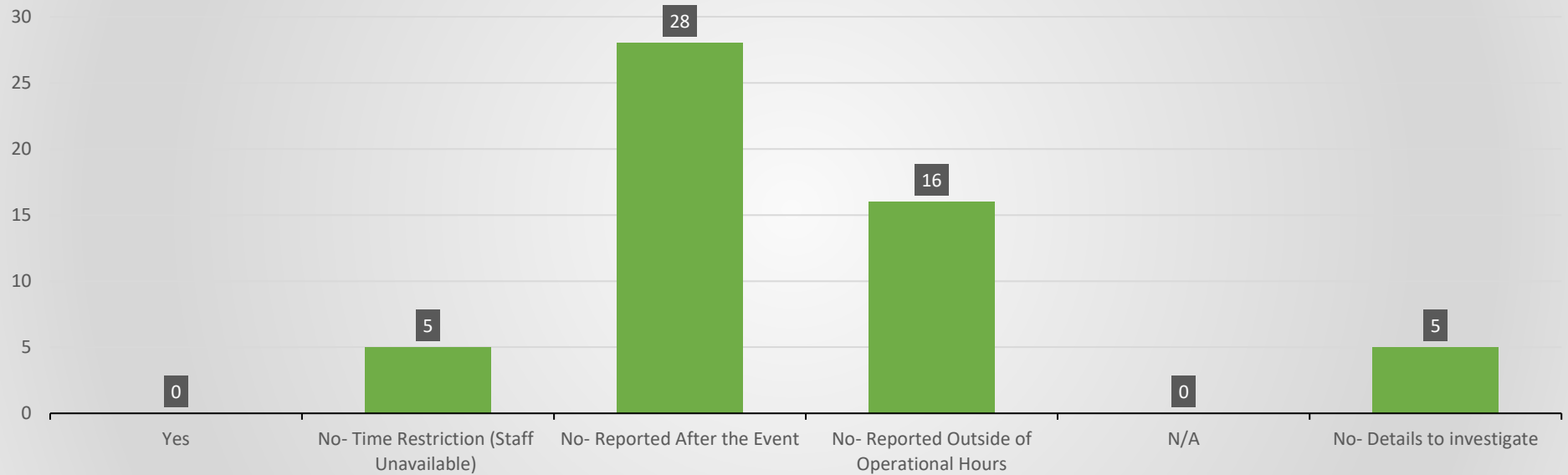
Event Odour Outcomes January 2023



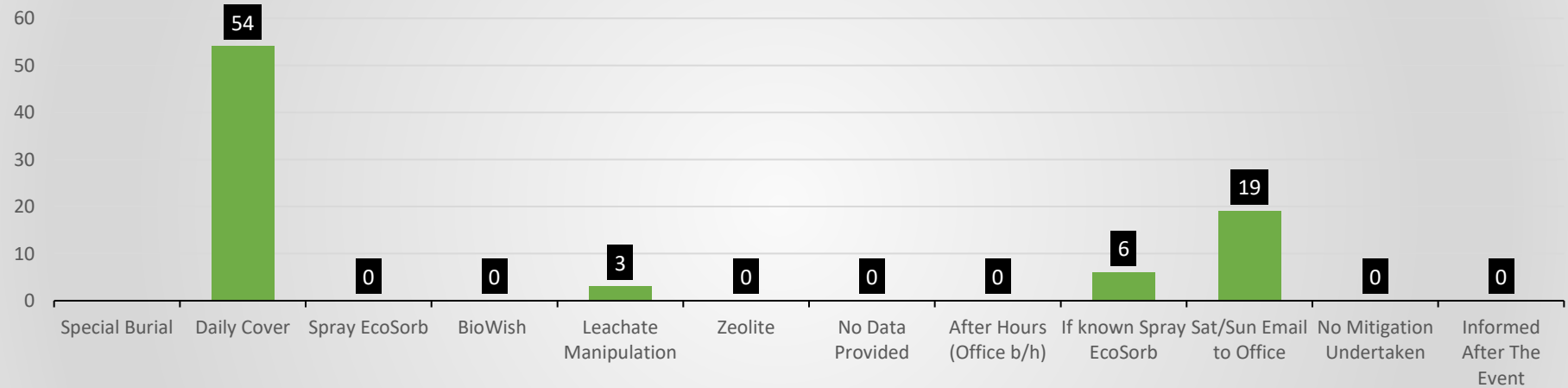
Complaint Location January 2024



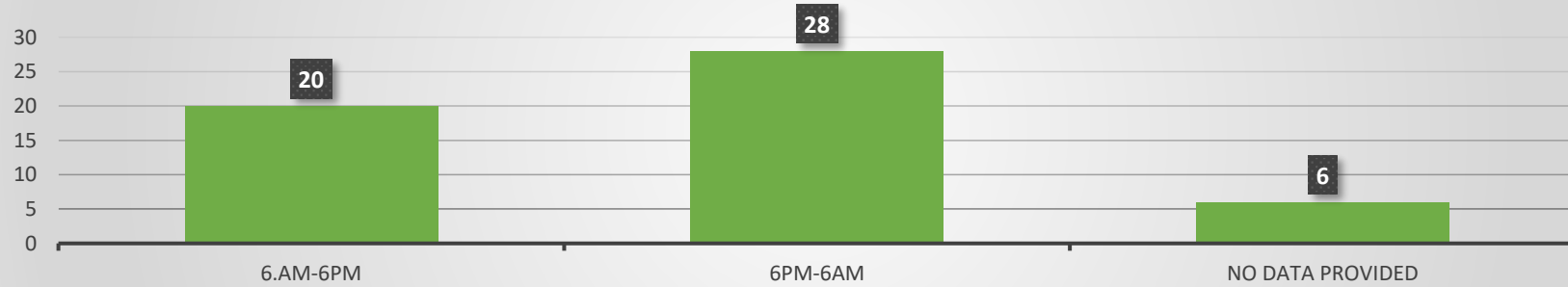
Field Survey Undertaken January 2024



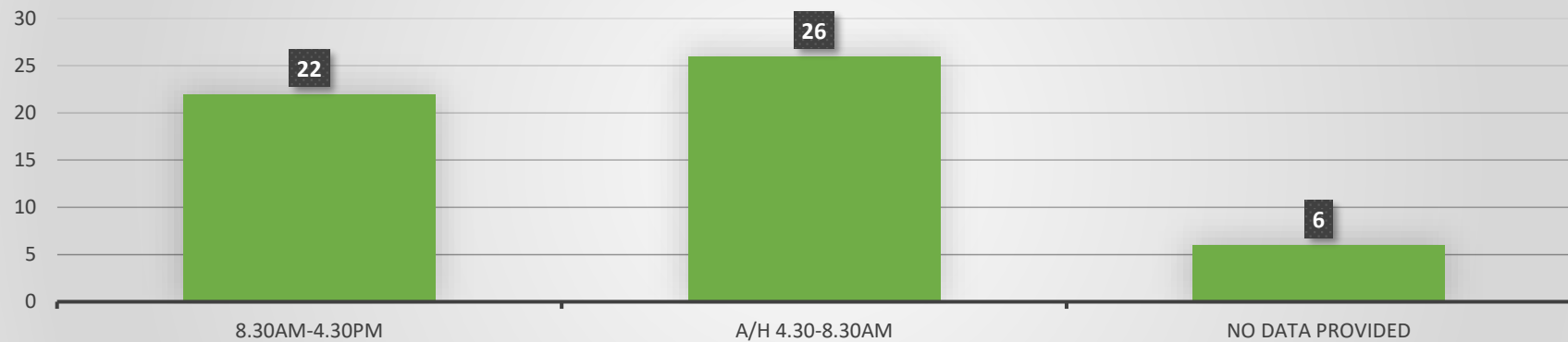
Odour Mitigation January 2024



Operations Landfilling Hours January 2024

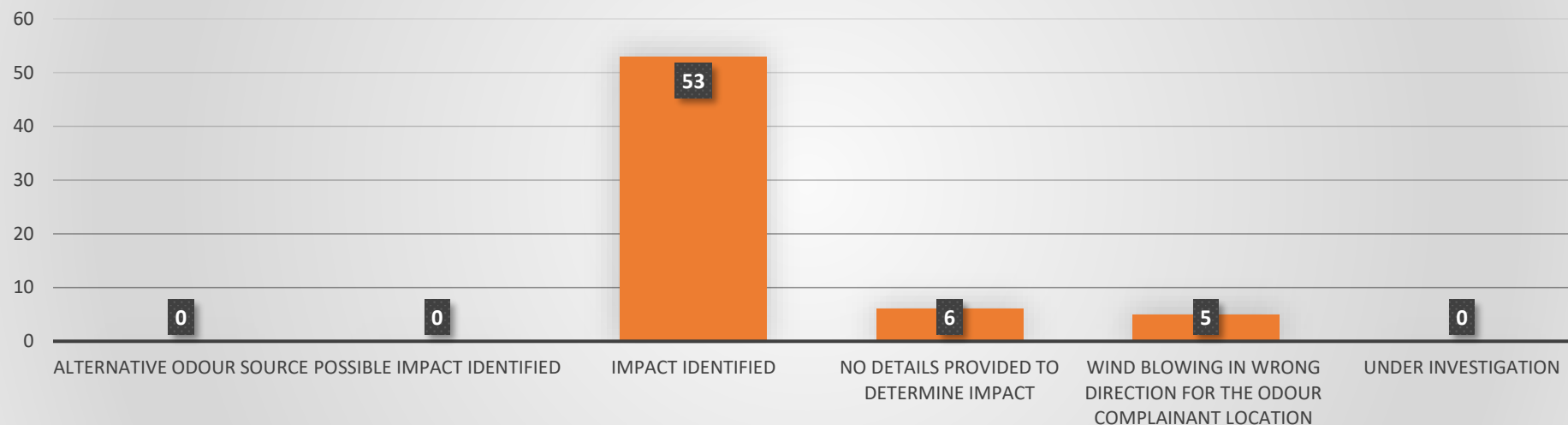


Odour Event Reporting January 2024

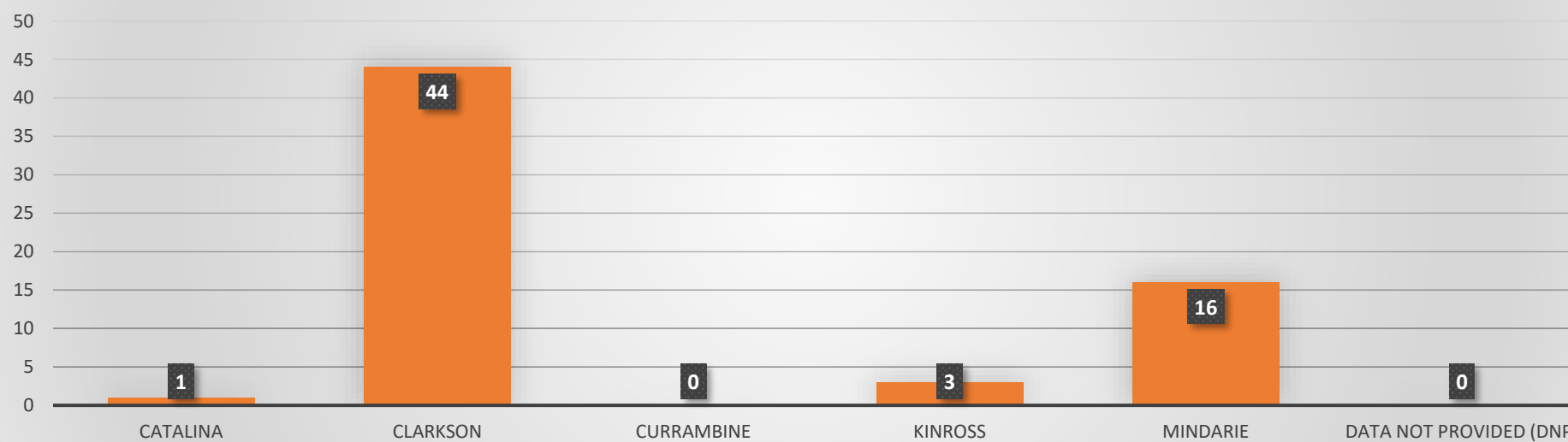


Appendix 2 – February 2024 Odour Register – Information

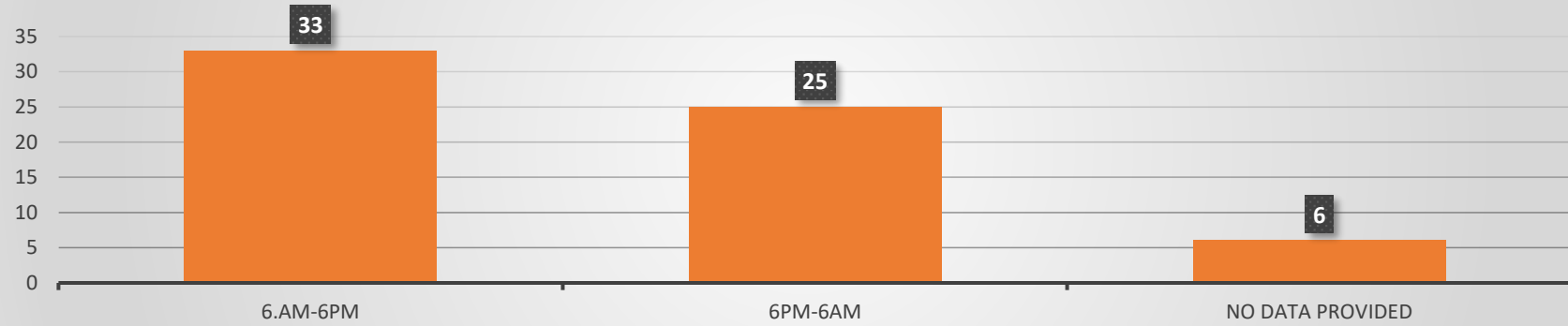
Event Odour Outcomes February 2023



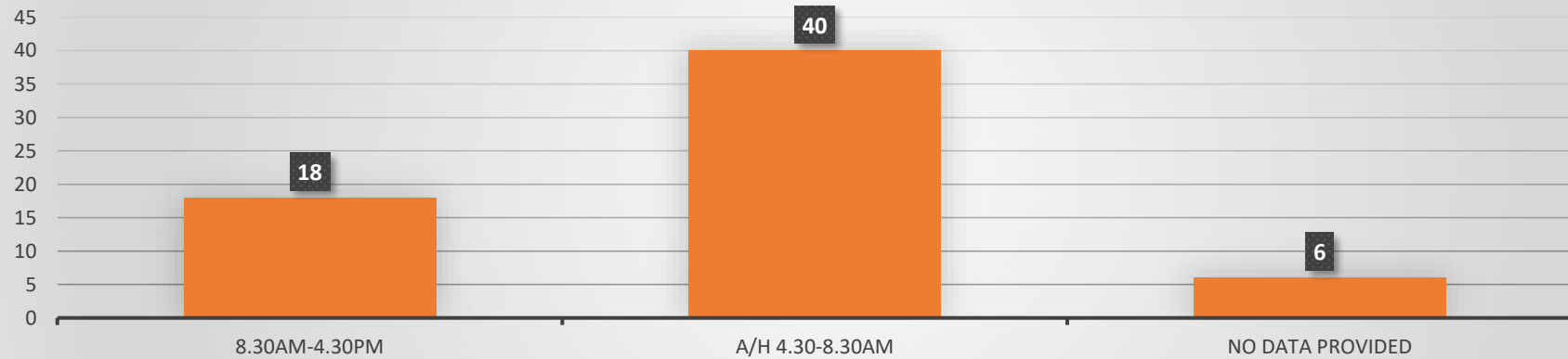
Complaint Location February 2024



Operations Landfilling Hours February 2024



Odour Event Reporting February



Appendix 3

[illegible]

AUDIT AND RISK COMMITTEE MEETING MINUTES
06 MARCH 2024



MINUTES

AUDIT AND RISK COMMITTEE MEETING

06 MARCH 2024

TIME: 6.30PM

CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.35 pm

2 ATTENDANCE / APOLOGIES

ATTENDANCE:

Cr Chris Hatton	CHAIR	(City of Stirling)
Cr Joe Ferrante	DEPUTY CHAIR	(City of Stirling)
Mr Aswin Kumar		External Member

APOLOGIES:

Cr Paul Miles (City of Wanneroo)

MRC REPRESENTATIVES:

Mr Scott Cairns	Chief Executive Officer
Ms Adnana Arapovic	Executive Manager Corporate Services
Ms Sonia Cherico	Human Resources Manager
Ms Deborah Toward	Executive Assistant

3 TERMS OF REFERENCE

At an Ordinary Council Meeting held on 26 May 2022, Council adopted the Terms of Reference for the Audit and Risk Committee, as follows:

Terms of Reference – Audit and Risk Committee

1. Objectives of Audit Committee

In line with Function 16 of the Local Government (Audit) Regulations 1996, the objective of the Audit and Risk committee is to:

- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management and external audit functions and ethical accountability.*
- Critically examine the annual external audit and liaise with the Office of the Auditor General (OAG) so that Council can be satisfied with the performance of the local government in managing its financial affairs.*
- Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations, and present a report to Council on its findings and recommendations.*

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Council's affairs, determining the Council's policies and overseeing the allocation of the Council's finances and resources. The Committee will ensure openness in the Council's financial reporting and will liaise with the Chief Executive Officer (CEO) to ensure the effective and efficient management of the Council's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- *the enhancement of the credibility and objectivity of external financial reporting;*
- *effective management of financial and other risks and the protection of Council assets;*
- *compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;*
- *the provision of an effective means of communication between the OAG, the CEO and the Council.*

2. Powers of the Audit Committee

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Council that have not been delegated to the CEO.

3. Membership

The Committee will consist of a minimum of three elected members. The Council may also appoint an external member. All members shall have full voting rights.

External persons appointed to the Committee will be a member of CPA Australia or the Institute of Chartered Accountants (Australia), have the requisite financial, risk, commercial and/or business experience, and will be sufficiently conversant with governance, financial and other reporting requirements to allow them to fulfil the role.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum of two years.

Reimbursement of approved expenses will be paid to each external person who is a member of the Committee, up to an annual limit set as part of the annual budget process.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the Committee.

The Council shall provide secretarial and administrative support to the Committee.

4. Meetings

The Committee shall meet at least once a year. Additional meetings shall be convened at the discretion of the presiding person. A quorum of the Committee will be constituted by three members.

Any decision of the Committee is to be made by simple majority.

5. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

6. Duties and Responsibilities

The duties and responsibilities of the Committee will be –

- (a) Provide guidance and assistance to Council as to carrying out the function of the Council in relation to audits.*
- (b) Review and recommend to Council –*
 - a list of those matters to be audited; and*
 - the scope of the audit to be undertaken.*
- (c) Meet with the OAG once in each year and provide a report to Council on the matters discussed and outcome of those discussions.*
- (d) Liaise with the CEO to ensure that the Local Government does everything in its power to –*
 - assist the OAG to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and*
 - ensure that audits are conducted successfully and expeditiously.*
- (e) Examine the reports of the OAG after receiving a report from the CEO on the matters and –*
 - determine if any matters raised require action to be taken by the Council; and*
 - ensure that appropriate action is taken in respect of those matters.*
- (f) Review the report prepared by the CEO on any actions taken, in respect of any matters raised in the report of the OAG and present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the OAG is received, whichever is the latest in time.*
- (g) Review the scope of the audit plan and program and its effectiveness.*
- (h) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.*
- (i) Review the level of resources allocated to internal audit and the scope of its authority.*
- (j) Review reports of internal audits and monitor the implementation of recommendations made by OAG and review the extent to which Council and management reacts to matters raised.*
- (k) Facilitate liaison between the internal auditor and the OAG to promote compatibility, to the extent appropriate, between their audit programs.*
- (l) Review Council's draft annual financial report, focusing on:*
 - accounting policies and practices;*
 - changes to accounting policies and practices;*
 - the process used in making significant accounting estimates;*
 - significant adjustments to the financial report (if any) arising from the audit process;*
 - compliance with accounting standards and other reporting requirements; and*
 - significant variances from prior years.*
- (m) Consider recommending adoption of the financial report to Council.*
- (n) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.*
- (o) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.*
- (p) Review the annual Compliance Audit Return and report to the Council the results of that review.*
- (q) Consider the CEO review of the appropriateness and effectiveness of the Council's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee,*

- (r) *and report to the Council the results of those reviews, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.*
- (s) *Monitor the progress of any major lawsuits facing the Council.*
- (t) *Perform an annual review of the MRC Risk Management Framework and the full risk register.*
- (u) *Perform a biannual review of the high risks identified in the Council's Risk Register.*

Meeting Note:

The Chair noted that the Terms of Reference is due for review, the review will ensure that the Committee's role in the review and recommendation of CBP reporting is captured.

4 DECLARATION OF INTERESTS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The minutes of the Audit and Risk Committee meetings held on 23 November 2023, can be found at **Attachment 1**

RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 24 February 2024 be taken as read, confirmed and the Chair invited to sign same as a true record of the proceedings.

Moved Cr Ferrante, seconded Cr Hatton

Amendment

Moved Cr Ferrante, seconded Cr Hatton

Add the following words "*23 November 2023 accurately reflect the deliberations and recommendations of the committee on that date and therefore are taken as read, and the Chair invited to sign same as a true record of the proceedings*" after the words "*That the Minutes of the Audit and Risk Committee meeting held on*".

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

Substantive recommendation, as amended

That the Minutes of the Audit and Risk Committee Meeting held on 23 November 2023 accurately reflect the deliberations and recommendations of the committee on that date and therefore are taken as read, and the Chair invited to sign same as a true record of the proceedings.

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

6 REPORTS

6.1	COMPLIANCE AUDIT RETURN 2023
Reference:	GF-23-0000142
Attachment(s):	Attachment 1 - Compliance Audit Return 2023
Date:	27 February 2024
Responsible Officer:	CHIEF EXECUTIVE OFFICER

BACKGROUND

The Local Government (Audit) Regulations 1996 require a Local Government to carry out a compliance audit for the period 1 January to 31 December each year. The Compliance Audit Return is to be adopted by the Council and certified by the Chairperson and the Chief Executive Officer.

The certified Compliance Audit Return is to be forwarded to the Department of Local Government by 31 March 2024

DETAIL

There were no areas of non-compliance noted in this year's compliance return.

The completed audit return is included in ***Attachment 1***.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7.

Local Government (Audit) Regulations 1996 – Regulation 14 and 15.

POLICY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Objective 3. Deliver best practice governance processes and structures

Maintain efficient and equitable governance – Achieve 100% response rate for the Compliance Audit Return responses.

COMMENT

Nil.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit and Risk Committee recommends that Council endorse the Compliance Audit return for the 2023 calendar year, as presented.

Moved Cr Ferrante, seconded Cr Hatton
RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

6.2	MINDARIE REGIONAL COUNCIL INTERNAL AUDIT FUNCTION
File No:	GF-23-0000142
Appendix(s):	Nil
Date:	27 February 2024
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to advise the Audit and Risk Committee and Council of the proposed extension of the internal audit function.

BACKGROUND

The WA Auditor General recognises that there are four lines of defence which underpin a strong governance framework. Internal audit is the third line of defence; see below:

- First line of defence – internal controls, policies, procedures, information systems and culture and ethics
- Second line of defence – Internal oversight, monitoring and reporting, risk management and compliance, financial reporting and certification
- Third line of defence – Internal Audit CEO financial and non-financial reviews
- Fourth line of defence – Auditor General external audits

The Local Government (Audit) Regulations 1996 regulation 17 (Audit Regulation 17) requires the CEO to undertake a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance once in every 3 years and report to the audit committee the result of that review. The last review was undertaken in February 2024 by an external consultant, Civic Legal.

In addition, the Local Government (Financial Management) Regulations 1996, regulation 5 (FM Regulation 5) requires the CEO to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures regularly (and not less than once in every three financial years) and report to the local government the results of that review. The last review was undertaken in May 2021 and a review has been scheduled for March 2024 by an external consultant, Macri Partners.

The four lines of defence model assists local governments to understand if there are any gaps in assurance activities that manage key risks or whether they are a duplication of effort, this helps inform the internal audit program, improve efficiencies and assists the Audit and Risk Committee and Council in their oversight responsibilities.

The MRC propose integrating and expanding the existing Internal Audit function of FM Regulation 5 and Audit Regulation 17 to provide a 3 year plan, of independent and objective assurance provided by external consultants, to achieve a continuous audit cycle that is regularly reviewed.

Local governments can use different models for their internal audit services; these can be in-house, co-sourced or fully outsourced. Establishing an in-house audit department is unlikely due to the relatively small size of the MRC, therefore the engagement of internal audit services from an experienced, qualified and reputed accounting professional firm in Western Australia is sought.

The three-year plan will be developed following an analysis of FM Reg 5 and Audit Reg 17 audits and identifying the higher order risks within the risk register. The development of a three-year plan provides assurance that key risks are identified and controlled effectively.

Through this initiative, the MRC seeks to establish a robust internal audit framework that aligns with its commitment to transparency and accountability to provide a richer understanding of financial management, compliance, risk management and internal controls.

The business improvements that result from an effective internal audit function will ultimately add value to the way the MRC runs its business.

This report, in the first instance seeks to gain in principle support for integrating and extending the internal audit function on a three-year rolling plan.

DETAIL

The internal audit function is independent from operational functions, systems and processes.

To be most effective the function must be free from management control that may adversely impact on this independence and the auditing and reporting function.

For local government, responsibility for the internal audit function rests with the CEO, who also reports to the Audit and Risk committee and Council.

The internal audit function will report directly to the CEO to eliminate undue influence on audit activities, findings and reporting. It is good practice for the internal auditor to also have a direct line of communication to the audit and risk committee (a functional reporting relationship). Through the scope, it is proposed that the external auditor will have the ability to liaise directly with the Chair of the Audit and Risk Committee to discuss reports included in Committee agendas, and will be able to communicate with the wider Committee through attendance at Committee meetings.

The Local Government (Financial Management) Regulations 1996 prohibits an employee, to whom responsibility for the day-to-day accounting or financial management operations of a local government is delegated, to also be delegated the responsibility for conducting an internal audit.

The use of independent internal audit provides the following important benefits to the MRC:

- Independent assurance for management, Council and the Office of the Auditor General that internal controls in place are working effectively.
- Provision of advisory information on areas that may need further strengthening.
- Independent review of the efficiency and effectiveness of financial and non-financial controls
- Independent review the MRC's compliance with legislative requirements.

The objectives of the internal audit function are to ensure that MRC attains:

- **Increased Operational Efficiency:** Regular internal audits can identify inefficiencies in processes and recommend improvements, leading to cost savings and resource optimisation.
- **Strengthened Compliance:** Internal audit ensures compliance with applicable laws, regulations, and policies, reducing the likelihood of legal and regulatory penalties. Further, demonstrating a commitment to compliance fosters stakeholders' trust and confidence.
- **Improved Financial Accountability:** Internal audit ensures that financial transactions are conducted in accordance with established policies and procedures, minimising the risk of mismanagement or fraud. By regularly reviewing financial records and internal controls, we can identify and rectify potential issues before they escalate, ensuring the responsible use of public funds.
- **Enhanced Risk Management:** Internal audit helps identify and assess risks associated with various operations, allowing proactive measures to mitigate these risks.
- **Accountability and Transparency:** Internal audit provides an independent and objective evaluation of effective design of internal controls activities, promoting transparency and accountability.
- **Continuous Improvement:** Internal audit fosters a culture of continuous improvement by providing constructive feedback and recommendations for better governance.

Process

The CEO will present to the Audit and Risk Committee, with a subsequent recommendation to Council, a three year internal audit plan which sets out the recommended scope of the internal audit for the period.

The CEO is responsible for the contract management and facilitating the audit and ensuring that staff and resources are available to implement and monitor Internal Audit recommendations.

Reporting and Communication

The internal auditor will provide the CEO with comprehensive audited reports detailing their key observations and findings.

The CEO will provide the reports and a recommended action plan to the Audit and Risk Committee.

The Audit and Risk Committee will receive the reports of the Internal Auditor, consider the CEOs recommendations arising from the reports, and monitor the implementation of agreed recommendations, making recommendations to Council.

Contractual Term

Contract terms will be considered and further advice provided to ensure flexibility in the term of appointment to ensure contract performance can be monitored and managed.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

CP06 – Purchasing Policy

Risk Register

FINANCIAL IMPLICATIONS

Budget for Regulation 5 and 17 is available in 2023/2024 budget, proposed internal audit function if endorsed by Council will form a part of 24/25 budget.

STRATEGIC IMPLICATIONS

STRATEGIC COMMUNITY PLAN 2023 – 2032
Strategic Objective 3 : Deliver best practice governance processes and structures

COMMENT

Nil

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit and Risk committee recommends to Council:

That Council:

1. Endorse the CEO's proposed internal audit function for Mindarie Regional Council.
2. Request the CEO to provide a further report detailing the three-year work plan that will be the basis of a contract for the Internal Audit service.

**Moved Cr Hatton, seconded Cr Ferrante
RESOLVED****That the recommendation be adopted**

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

Meeting note:

Question raised by Chair that for item 6.2 Mindarie Regional Council Internal Audit Function, that there be feedback from member councillors regarding the direction of future closure and expenditure on infrastructure and assets.

Moved Cr Ferrante, seconded Mr Kumar**Procedural Motion:**

That the Audit and Risk Committee:

1. Closes the meeting to the members of the public at 7.37 pm to consider items 7.1, 7.2 and 7.3 in accordance with section 5.23 (f)(ii) of the Local Government Act 1995.
2. Permits the MRC Chief Executive Officer and MRC staff to remain in the meeting during discussions for items 7.1, 7.2 and 7.3

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The <i>Local Government Act 1995</i> as the report deals with matters concerning risks to the MRC.	
7.1	HIGH RISK REGISTER
File No:	GF-22-0000089
Attachment (s)	Attachment 3 - High Risk Register Attachment 4 - Risk Assessment and Acceptance Criteria V3 Attachment 5 - Risk Management Plan and Appetite Statement
Date:	19 February 2024
Responsible Officer:	CHIEF EXECUTIVE OFFICER

That the Audit and Risk Committee recommends that Council: Notes the high risk register as presented.

Moved Cr Ferrante, seconded Mr Kumar
RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar
Against: Nil

This report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The <i>Local Government Act 1995</i> as the report deals with matters concerning risks to the MRC.	
7.2 CEO's REVIEW OF RISK MANAGEMENT, INTERNAL CONTROLS AND LEGISLATIVE COMPLIANCE	
File No:	GF-22-0000089
Attachment (s)	Attachment 6 - Civic and Legal, Systems and Procedures Review
Date:	27 February 2024
Responsible Officer:	CHIEF EXECUTIVE OFFICER

That the Audit and Risk Committee recommends that Council:

Endorses the CEO's Review of Risk Management, Internal Controls and Legislative Compliance completed 16 February 2024.

Moved Cr Ferrante, seconded Cr Hatton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 3/0)

For: Crs Hatton, Ferrante and Mr Kumar

Against: Nil

This report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The <i>Local Government Act 1995</i> as the report deals with matters concerning risks to the MRC.	
7.3 CORPORATE BUSINESS PLAN PERIODICAL REPORTING	
File No:	GF-23-0000299
Attachment (s)	Nil
Date:	13 November 2023
Responsible Officer:	CHIEF EXECUTIVE OFFICER

That the Audit and Risk Committee recommends that Council:

Endorse the Corporate Business Plan progress report, as presented.

**Moved Cr Kumar, seconded Cr Hatton
 RESOLVED**

That the recommendation be adopted
 (CARRIED UNANIMOUSLY 3/0)

*For: Crs Hatton, Ferrante and Mr Kumar
 Against: Nil*

Meeting note: Noted by external member, Mr Kumar, that there is an opportunity to review the Corporate Business Plan reporting methodology to gain greater clarity on progress against individual targets.

**Moved Cr Ferrante, seconded Mr Kumar
 Procedural motion**

To reopen the meeting to members of the public at 8.29pm
 (CARRIED UNANIMOUSLY 3/0)

*For: Crs Hatton, Ferrante and Mr Kumar
 Against: Nil*

8	NEW BUSINESS
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Nil

9	NEXT MEETING
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20 June 2024 at the City of Stirling

10	CLOSURE
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The Chair closed the meeting at 8.34 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed.....Chair

Dated.....day of2024

STATUS OF RESOLUTIONS FOR 2024 ONWARDS

DATE	ITEM NO	TITLE	RESOLUTION	STATUS
06.03.2024	3	Terms of Reference	Meeting Note: The Chair noted that the Terms of Reference is due for review, the review will ensure that the Committee's role in the review and recommendation of CBP reporting is captured.	For Action: Administration to review the Terms of Reference
	5.1	Confirmation of Minutes of previous meeting	That the Minutes of the Audit and Risk Committee Meeting held on 23 November 2023 accurately reflect the deliberations and recommendations of the committee on that date and therefore are taken as read, and the Chair invited to sign same as a true record of the proceedings (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i>	For noting
	6.1	Compliance Audit Return	That the Audit and Risk Committee recommends that Council endorse the Compliance Audit return for the 2023 calendar year, as presented. Moved Cr Ferrante, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i>	For recommendation to Council

DATE	ITEM NO	TITLE	RESOLUTION	STATUS
	6.2	MRC Internal Audit Function	<p>That the Audit and Risk committee recommends to Council: That Council:</p> <ol style="list-style-type: none"> 1. Endorse the CEO's proposed internal audit function for Mindarie Regional Council. 2. Request the CEO to provide a further report detailing the three-year work plan that will be the basis of a contract for the Internal Audit service. <p>Moved Cr Hatton, seconded Cr Ferrante RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i></p> <p>Meeting note: Question raised by Chair that for item 6.2 Mindarie Regional Council Internal Audit Function, that there be feedback from member councillors regarding the direction of future closure and expenditure on infrastructure and assets.</p>	<p>For recommendation to Council</p> <p>For Action: Administration to seek guidance from MRC Councillors in relation to the scope for the internal audit function</p>
	7.1	High Risk Register	<p>That the Audit and Risk Committee recommends that Council: Notes the high risk register as presented. Moved Cr Ferrante, seconded Mr Kumar RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i></p>	For recommendation to Council

DATE	ITEM NO	TITLE	RESOLUTION	STATUS
	7.2	CEO's Review of Risk Management, Internal Controls And Legislative Compliance	<p>That the Audit and Risk Committee recommends that Council: Endorses the CEO's Review of Risk Management, Internal Controls and Legislative Compliance completed 16 February 2024. Moved Cr Ferrante, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i></p>	For recommendation to Council
	7.3		<p>That the Audit and Risk Committee recommends that Council: Endorse the Corporate Business Plan progress report, as presented. Moved Cr Kumar, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 3/0) <i>For: Crs Hatton, Ferrante and Mr Kumar</i> <i>Against: Nil</i></p> <p>Meeting note: Noted by external member, Mr Kumar, that there is an opportunity to review the Corporate Business Plan reporting methodology to gain greater clarity on progress against individual targets.</p>	<p>For recommendation to Council</p> <p>For action – Administration to investigate</p>

SUMMARY OF COUNCIL RESOLUTIONS

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
29.02.2024	8.1	That Council That the Minutes of the Ordinary Meeting of Council held on 14 December 2023 be confirmed as a true record of the proceedings. Moved Cr May, seconded Cr Ferrante RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 for the month ended 31 December 2023 and 31 January 2024. Moved Cr Wright, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.2	That Council: Note the list of accounts paid under delegated authority to the Chief Executive Officer for the months ended 31 December 2023 and 31 January 2024, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996. Moved Cr Jacob, Seconded Cr Cutler RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.3	That Council: 1. Adopt the 2023/24 mid-year budget review as detailed in Appendix 4. 2. Approve the adjustments to the 2023/2024 MRC Budget as detailed in this report and Appendix 4a, in accordance with section 6.8(1) of the Local Government Act 1995. Moved Cr Creado, seconded Cr Proud RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	Completed
	10	That the Members Information Bulletin Issue No. 81 be received. Moved Cr Wright, seconded Cr Cutler RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	14.1	That Council: Approve the MRC entering into a contract with Resource Recovery Group to undertake summer and winter waste audits of member council kerbside bins as per the details stated within the Financial Implications section of the confidential report. Moved Cr Proud, Seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	In Progress
	14.2	That Council: 1. Authorise the CEO to award the tender for landfill capping as per the details in the confidential report. 2. Authorise the CEO to advise the tenderers of the outcome of the tender process. Moved Cr Proud, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	Completed Completed
14.12.2023	8.1	That the Minutes of the Ordinary Meeting of Council held on 30 November 2023 be confirmed as a true record of the proceedings. Moved Cr Hatton, Seconded Cr Ferrante RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 9/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright</i> <i>Against: Nil</i>	For noting

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
	8.2	<p>That Council: Receive the Financial Statements set out in Appendix No. 1 for the month ended 30 November 2023. Moved Cr Vernon, Seconded Cr Creado RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 9/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright</i> <i>Against: Nil</i></p>	
	8.3	<p>That Council resolve to Note the list of accounts paid under delegated authority to the Chief Executive Officer for November 2023, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996. Moved Cr Vernon, Seconded Cr Creado RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 9/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright</i> <i>Against: Nil</i></p>	
	9.3	<p>That Council resolves to:</p> <ol style="list-style-type: none"> 1. Receive the Scoping Study Report (Oct 2023) prepared by Learning Horizons Pty Ltd on collaboration opportunities that may exist between the Catalina Regional Council and the Mindarie Regional Council. 2. HOLD a joint strategic planning session with Catalina Regional Council in January/February 2024 to explore potential collaboration opportunities/actions that are recommended in the report. Moved Cr Ferrante, seconded Cr Creado <i>Cr May entered the chambers at 6.40 pm</i> PROPOSED AMENDMENT Moved Cr Ferrante, seconded Cr Creado That the administration seek high level advice as to the legislative and legal implications and impediments to consider for merger and with the transfer of the buffer and limitations under respective establishment agreements. Reasons: Legal Advice will assist with future workshop discussions (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright</i> <i>Against: Nil</i> SUBSTANTIVE MOTION AS AMENDED: That Council resolves to: <ol style="list-style-type: none"> 1. Receive the Scoping Study Report (Oct 2023) prepared by Learning Horizons Pty Ltd on collaboration opportunities that may exist between the Catalina Regional Council and the Mindarie Regional Council. 2. Hold a joint strategic planning session with Catalina Regional Council in January/February 2024 to explore potential collaboration opportunities/actions that are recommended in the report. 3. That the administration seek high level advice as to the legislative and legal implications and impediments to consider for merger and with the transfer of the buffer and limitations under respective establishment agreements. (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright</i> <i>Against: Nil</i> 	
	10	<p>That the Members Information Bulletin Issue No. 80 be received. Moved Cr Wright, Seconded Cr Gobbert RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright</i> <i>Against: Nil</i></p>	
23.11.2023 SCM	8.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Appoint Cr Miles, Cr Ferrante and Cr Hatton on to the Audit and Risk Committee (CARRIED 12/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Vernon and Wright</i> <i>Against: Nil</i> 2. Appoint Cr Jacob, Cr Mack, Cr Wright, Cr Miles and Cr Gobbert on to the Chief Executive Officer's Recruitment and Performance Review Committee. (CARRIED 12/0) <i>For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Vernon and Wright</i> <i>Against: Nil</i> 	

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
30.11.2023	6	Moved Cr Wright, Seconded Cr May RESOLVED That Council approve the request for Leave of Absence from Council duties for Cr Jacob for the period 11 to 15 December 2023	For noting
	8.1	That the Minutes of the Ordinary Meeting of Council held on 21 September 2023 be confirmed as a true record of the proceedings. Moved Cr Gobbert, Seconded Cr Jacob RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	
	8.2	That the Minutes of the Special Meeting of Council held on 23 November 2023 be confirmed as a true record of the proceedings. Moved Cr Hatton, Seconded Cr Wright RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	14.1	That Council: Approve the sale of the Caterpillar 836K Landfill Compactor (CAT836K) as per the details contained within the confidential report. Moved Cr Proud, Seconded Cr Gobbert RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	Completed
	14.2	Audit and Risk Committee Items 7.1, 7.2 & 7.3 ITEMS APPROVED "EN BLOC": Moved Cr Hatton, Seconded: Cr Ferrante Resolved That the following unopposed items be adopted "En Bloc": Audit and Risk Committee Items 7.1, 7.2 and 7.3 only (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i> Audit and Risk Committee Items 7.4 COMMITTEE RECOMMENDATION That the Audit and Risk Committee recommend to Council that Mr Aswin Kumar be appointed as an external audit committee member, subject to their acceptance of the appointment, for the period ending November 2024. Moved Cr Hatton, seconded Cr Ferrante RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.5	That Council resolve to: 1. Notes the recommendation of the Audit and Risk Committee meeting held on 23 November 2023 to accept the Financial Report for the year ended 30 June 2023; and 2. Accept the Annual Report for the year ended 30 June 2023, which includes the Financial Report detailed in point 1 above. Moved Cr Gobbert, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.1	That Council: Receive the Financial Statements set out in Appendix No. 1 and 2 for the periods ended 30 September 2023 and 31 October 2023. Moved Cr Gobbert, seconded Cr Wright (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting
	9.2	That Council: Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 30 September 2023 and 31 October 2023. Moved Cr May, seconded Cr Proud (CARRIED UNANIMOUSLY 11/0) <i>For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright</i> <i>Against: Nil</i>	For noting

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years																																																												
OCM /SCM Date	Item #	Resolution	Status																																																									
	9.3	<p>SUBSTANTIVE RECOMMENDATION AS AMENDED</p> <p>1. Endorses the removal of the Delegation number 1.2 'Appoint an employee of the MRC to the position of Acting CEO' as detailed in Appendix 6 from the Delegation Register.</p> <p>2. Endorses the changes to Council Policy CP14 'Acting Chief Executive Officer Appointment' as detailed in Appendix 7.</p> <p>3. Endorses the change to Council Policy CP23 'Conducting Electronic Meetings and Attendance by Electronic means' as detailed in Appendix 8.</p> <p>4. Endorses the change to Delegation 1.7.1 'Disposal of Property' as detailed in Appendix 9 subject to the change in Council Condition 'b' limiting the value to \$250,000 (CARRIED UNANIMOUSLY 11/0) For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright Against: Nil</p>																																																										
	9.4	<p>Moved Cr Proud, seconded Cr Jacob RESOLVED</p> <p>1. Adopt the meeting dates as follows:</p> <table><tr><td>29 February 2024</td><td>6.30pm</td><td>City of Joondalup</td><td>OCM</td></tr><tr><td>28 March 2024</td><td>6.30pm</td><td>City of Wanneroo</td><td>OCM</td></tr><tr><td>30 May 2024</td><td>6.30pm</td><td>City of Stirling</td><td>OCM</td></tr><tr><td>27 June 2024</td><td>6.30pm</td><td>Town of Cambridge</td><td>OCM</td></tr><tr><td>18 July 2024</td><td>6.30pm</td><td>City of Stirling</td><td>OCM</td></tr><tr><td>26 September 2024</td><td>6.30pm</td><td>City of Vincent</td><td>OCM</td></tr><tr><td>28 November 2024</td><td>6.30pm</td><td>Town of Victoria Park</td><td>OCM</td></tr><tr><td>12 December 2024</td><td>6.30pm</td><td>City of Perth</td><td>OCM</td></tr></table> <p>2. Issue a Public Notice on the meeting locations, dates and times as detailed in (1) above in accordance with Part 12 (1) of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Local Government Act 1995</i>.</p> <p>3. Note the following Budget Workshop and Strategy Workshops dates planned for 2024, as follows:</p> <table><tr><td>29 February 2024</td><td>After OCM</td><td>City of Joondalup</td><td>Strategy Workshop</td></tr><tr><td>14 March 2024</td><td>6.30pm</td><td>tbc</td><td>Strategy Workshop</td></tr><tr><td>04 April 2024</td><td>6.30pm</td><td>tbc</td><td>Budget Workshop</td></tr><tr><td>30 May 2024</td><td>After OCM</td><td>tbc</td><td>Strategy Workshop</td></tr><tr><td>22 August 2024</td><td>6.30pm</td><td>tbc</td><td>Strategy Workshop</td></tr><tr><td>31 October 2024</td><td>6.30pm</td><td>tbc</td><td>Strategy Workshop</td></tr></table> <p>Moved Cr Proud, seconded Cr Jacob (CARRIED UNANIMOUSLY 11/0) For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright Against: Nil</p>	29 February 2024	6.30pm	City of Joondalup	OCM	28 March 2024	6.30pm	City of Wanneroo	OCM	30 May 2024	6.30pm	City of Stirling	OCM	27 June 2024	6.30pm	Town of Cambridge	OCM	18 July 2024	6.30pm	City of Stirling	OCM	26 September 2024	6.30pm	City of Vincent	OCM	28 November 2024	6.30pm	Town of Victoria Park	OCM	12 December 2024	6.30pm	City of Perth	OCM	29 February 2024	After OCM	City of Joondalup	Strategy Workshop	14 March 2024	6.30pm	tbc	Strategy Workshop	04 April 2024	6.30pm	tbc	Budget Workshop	30 May 2024	After OCM	tbc	Strategy Workshop	22 August 2024	6.30pm	tbc	Strategy Workshop	31 October 2024	6.30pm	tbc	Strategy Workshop		
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22 August 2024	6.30pm	tbc	Strategy Workshop																																																									
31 October 2024	6.30pm	tbc	Strategy Workshop																																																									
	9.6	<p>That Council:</p> <p>Authorise the Chief Executive Officer to make a submission to the Salaries and Allowances Tribunal for the 2024 Determination requesting that the Mindarie Regional Council be upgraded from a Band 3 Local Government to a Band 2 Local Government.</p> <p>Moved Cr Proud, seconded Cr Miles RESOLVED</p> <p>That the recommendation be adopted (CARRIED 8/3) For: Crs Castle, Dudek, Hatton, May, Miles, Ferrante, Proud, Wright Against: Crs Cutler, Gobbert, Jacob</p>																																																										
	10	<p>That the Members Information Bulletin Issue No. 79 be received.</p> <p>Moved Cr Wright, seconded Cr Hatton RESOLVED</p> <p>That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright Against: Nil</p>																																																										
21.09.2023	8.1	That the Minutes of the Ordinary Meeting of Council held on 13 July 2023 be confirmed as a true record of the proceedings.	COMPLETED																																																									
	9.1	Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2023 and 31 August 2023.	FOR INFORMATION																																																									
	9.2	Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2023 and 31 August 2023.	FOR INFORMATION																																																									
	9.3	<p>That the Council</p> <p>1. Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report.</p> <p>2. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report.</p> <p>Amendment:</p> <p>1. Add the following words at the end of point number 1. 'Subject to a further review of CP23 Conducting electronic meetings and attendance by electronic means'.</p> <p>2. Add the following words at the end of point number 2. 'Subject to a further review of delegation 1.2.</p> <p>Substantive Motion as Amended</p> <p>1. Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report, subject to a further review of CP23 'Conducting electronic meetings and attendance by electronic means'</p> <p>2. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report, subject to a further review of delegation 1.2.</p>	COMPLETED																																																									
			COMPLETED																																																									

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
	10	That the Members Information Bulletin Issue No. 78 be received.	FOR INFORMATION
	11	That Council	
		1. REQUESTS the Chief Executive Officer to undertake a review of the MRC's current band classificaito, addressing the justification for a proposed reclassification from a band 3 to a band 2 Regional Council.	COMPLETED
		2. REQUESTS the Chief Executive Officer to write to the Department of Local Government to seek clarification on the procedural steps necessary to request a band reclassification	COMPLETED
	14.1	3. REQUESTS that the Chief Executive Officer presents a report on this subject to Council on 30 November 2023. That Council	COMPLETED
		1. Authorise the Mindarie Regional Council's constituent municipalities, being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo and the Towns of Cambridge and Victoria Park, to be exempt from the provision of clause 4.A1 of the Constitution Agreement subject to the MRC no longer accepting constituent municipalities' kerbside waste at the Tamala Park Waste Management Facility.	FOR INFORMATION
		2. Note that the date at which the exemption discussed in 1, above, will be determined by the MRC at a later date.	FOR ACTION
		3. Request the MRC CEO to provide 12 months' written notice to constituent municipalities of the estimated date that the Tamala Park Waste Management Facility expects to no longer accept the constituent municipalities' kerbside waste.	FOR ACTION
	14.2	That Council	
		1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.	FOR INFORMATION
13.7.2023		2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.	FOR INFORMATION
		3. Reviews the CEO's Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.	FOR INFORMATION
		4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.	COMPLETED
	10.1	That the Minutes of the Ordinary Meeting of Council held on 01 June 2023 be confirmed as a true record of the proceedings. Moved Cr Cvitan, seconded Cr May RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0) That the Minutes of the Special Meeting of Council held on 22 June 2023 be confirmed as a true record of the proceedings. Moved Cr Hatton, seconded Cr Cvitan RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)	FOR INFORMATION
	11.1	Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 May 2023 and 30 June 2023. Moved Cr Ferrante, seconded Cr Hatton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)	FOR INFORMATION
	11.2	Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2023 and 30 June 2023. Moved Cr Thornton, seconded Cr Cutler RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)	FOR INFORMATION
	11.3	APPROVE the co-funding of a Scoping Study with Tamala Park Regional Council that explores options, opportunities, risks, costs and impediments for potential greater collaboration and/or resource sharing between the two entities. Moved Cr Thornton, seconded Cr Gobbert RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)	COMPLETED

List of resolutions for the financial year 2023/2024 plus any outstanding resolutions from previous years			
OCM /SCM Date	Item #	Resolution	Status
	11.4	<p>1. That the Draft 2023/24 Annual Budget be adopted including the following:</p> <p>1.1 Statement of Comprehensive Income</p> <p>That the Statement of Comprehensive Income by Nature/Type in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.2 Statement of Financial Position</p> <p>That the Statement of Financial Position in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.3 Statement of Cash Flow</p> <p>That the Statement of Cash Flow in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.4 Notes to and Forming part of the Annual Budget 2023/24</p> <p>That the Notes to and Forming Part of the Draft 2023/24 Annual Budget be adopted.</p> <p>1.5 Reserves</p> <p>That the Reserve accounts in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.6 Capital works program 2023/24</p> <p>That the Capital Works Program in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.7 Operating budget by Department</p> <p>That the Budget by Department in the Draft 2023/24 Annual Budget be adopted.</p> <p>1.8 Schedule of Fees and Charges 2023/24</p> <p>That the Schedule of Fees and Charges in the draft 2023/24 Annual Budget be adopted.</p> <p>2. That interest earned on cash funds associated with cash backed reserves be credited to the respective reserves</p> <p>3. Financial Reporting and Materiality</p> <p>As per Local Government (Financial Management) Regulations 1996 Section 34 (5) each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in financial statements for reporting material variances. For the purpose of materiality in financial reports for the 2023/24 financial year, variances shall be those greater than \$50,000.</p> <p>Moved Cr May, seconded Cr Ferrante RESOLVED</p> <p>That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)</p>	COMPLETED
	12	<p>That the Members Information Bulletin Issue No. 77 be received.</p> <p>Moved Cr Ferrante, seconded Cr Cvitan RESOLVED</p> <p>That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)</p>	For Information
	13	<p>REQUESTS the Mindarie Regional Council's CEO prepare a report for Mindarie Regional Council's next Ordinary Meeting considering:</p> <p>1. the disposal of the Neerabup RRF facility; and</p> <p>2. options for holding the proceeds of the disposal such as a growth fund to offset the future costs associated with closing the Tamala Park Landfill and ongoing site management costs</p> <p>SUBSTANTIVE MOTION:</p> <p>That Council:</p> <p>REQUESTS the Mindarie Regional Council's CEO prepare a report for Mindarie Regional 's Council's next Ordinary Meeting considering:</p> <p>1. the disposal of the Neerabup RRF facility; and</p> <p>2. options for holding the proceeds of the disposal such as a growth fund to offset the future costs associated with closing the Tamala Park Landfill and ongoing site management costs</p> <p>LOST 5/6</p> <p>For: Cvitan, Gobbert, Hill, May and Miles</p> <p>Against: Crs Castle, Cuter, Ferrante, Hatton, Thornton and Vernon</p>	For Information
	16.1	<p>1. Award the tender for the auction of landfill capacity financial year 2023/24 (Tender Number: 13/161) to Cleanaway and West Tip, and</p> <p>2. Authorises the CEO to inform the tenderers of the decision.</p> <p>Moved Cr Vernon, seconded Cr Hatton</p> <p>PROPOSED AMENDMENT:</p> <p>Moved Cr May, seconded Cr Hill</p> <p>Remove the words 'to Cleanaway and West Tip' and replace with the words 'as per the confidential attachment'</p> <p>LOST 2/9</p> <p>For: Crs Hill and May</p> <p>Against: Crs Castle, Cutler, Cvitan, Ferrante, Gobbert, Hatton, Miles, Thornton and Vernon.</p> <p>SUBSTANTIVE MOTION:</p> <p>RESOLVED</p> <p>That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)</p>	COMPLETED