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APPENDICES

**Ordinary Council Meeting –
29 SEPTEMBER 2022**

Financial Statements for the period ended 31 July 2022

Item
9.1

APPENDIX 1

Item
9.1



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 July 2022**

Mindarie Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 July 2022

| Description | Adopted Budget | YTD Budget | YTD Actual | \$ Variance | % Variance | Note |
|--|-------------------|------------------|------------------|------------------|-----------------|------|
| Revenue from Ordinary Activities | | | | | | |
| Member User Charges | | | | | | |
| User Charges - City of Perth | 1,957,458 | 171,390 | 160,946 | | | |
| User Charges - City of Wanneroo | 7,974,827 | 676,280 | 638,128 | | | |
| User Charges - City of Joondalup | 4,883,494 | 423,835 | 384,573 | | | |
| User Charges - City of Stirling | 6,887,351 | 581,015 | 635,906 | | | |
| User Charges - Town of Cambridge | 873,606 | 76,415 | 69,659 | | | |
| User Charges - City of Vincent | 1,051,227 | 84,100 | 63,044 | | | |
| User Charges - Town of Victoria Park | 1,739,962 | 152,395 | 140,034 | | | |
| | 25,367,925 | 2,165,430 | 2,092,291 | (73,139) | (3.38%) | |
| Non Member User Charges | | | | | | |
| User Charges - Casual Tipping Fees | 5,400,965 | 482,690 | 424,089 | (58,602) | (12.14%) | |
| | 5,400,965 | 482,690 | 424,089 | (58,602) | (12.14%) | |
| Total User Charges | 30,768,890 | 2,648,120 | 2,516,379 | (131,741) | (4.97%) | |
| Other Charges | | | | | | |
| Gas Power Generation Sales | 750,000 | - | - | - | | |
| Contributions, Reimbursements & Donations | - | - | - | - | | |
| Reimbursement of Administration Expenses | 4,219,742 | 351,645 | 351,645 | 0 | 0.00% | |
| Interest Earnings | 212,000 | 48,984 | 48,984 | - | 0.00% | |
| Other Revenue | 256,401 | 9,840 | 11,340 | 1,500 | 15.24% | |
| Total Other Charges | 5,438,143 | 410,469 | 411,969 | 1,500 | 0.37% | |
| Total Revenue from Ordinary Activities | 36,207,033 | 3,058,589 | 2,928,348 | (130,241) | (4.26%) | 1 |
| Expenses from Ordinary Activities | | | | | | |
| Employee Costs | 4,417,735 | 343,986 | 344,587 | (601) | (0.17%) | |
| Materials and Contracts | | | | | | |
| Consultants and Contract Labour | 525,740 | - | - | - | | |
| Communications and Public Consultation | 65,250 | - | - | - | | |
| Landfill Expenses | 1,581,200 | 32,195 | 31,026 | 1,169 | 3.63% | |
| Office Expenses | 216,575 | 13,101 | 13,202 | (101) | (0.77%) | |
| Information System Expenses | 299,495 | 18,916 | 17,730 | 1,185 | 6.27% | |
| Building Maintenance | 773,300 | 4,815 | 4,701 | 114 | 2.37% | |
| Plant and Equipment Operating & Hire | 1,188,250 | 54,879 | 56,088 | (1,209) | (2.20%) | |
| Utilities | 738,250 | 45,632 | 45,632 | 0 | 0.00% | |
| Depreciation | 5,640,318 | 469,246 | 465,682 | 3,564 | 0.76% | |
| Depreciation - Right of Use Asset | 382,446 | 55,613 | 55,613 | - | 0.00% | |
| Finance Costs (leases) | 327,828 | 27,586 | 27,586 | - | 0.00% | |
| Insurances | 1,511,025 | 92,961 | 93,151 | (190) | (0.20%) | |
| DEP Landfill Levy | 13,289,260 | 1,142,456 | 1,035,472 | 106,985 | 9.36% | 2 |
| Members Costs | 250,413 | 97 | 97 | - | 0.00% | |
| Administration Expenses | 306,250 | 2,045 | 2,045 | - | 0.00% | |
| Amortisation for Cell Development | 3,206,760 | 275,680 | 249,864 | 25,816 | 9.36% | 3 |
| Amortisation for Decommissioning Asset | 1,731,105 | 144,258 | 144,258 | - | 0.00% | |
| Capping Accretion Expense | 237,079 | 19,756 | 19,756 | - | 0.00% | |
| Post Closure Accretion Expense | 359,000 | 29,916 | 29,916 | - | 0.00% | |
| Total Expenses | 37,047,279 | 2,773,138 | 2,636,406 | 136,732 | 4.93% | |
| Profit on Sale of Assets | - | - | - | - | | |
| Loss on Sale of Assets | - | - | - | - | | |
| Revaluation of Assets | - | - | - | - | | |
| Changes in Net Assets Resulting from Operations | (840,246) | 285,451 | 291,942 | 6,491 | 2.27% | |

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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 | Total user charges in the month are below budget by \$132k, with Member Councils being (\$73k) and casuals and trade (\$59k). The variance is due to member councils and casual customers delivering less waste than anticipated in the month. Member Councils delivered less processable tonnes (1,994t) for the month, mainly attributed to the City of Stirling and City of Wanneroo. More non processable tonnes (788t) were received in month attributed to the City of Stirling against phased budget. |
| 2 | DEP Landfill Levy | DWER landfill levy is \$107k below budget due to 1,661 tonnes less levied waste being delivered against budget. |
| 3 | Amortisation for Decommissioning Asset | Amortisation for Cell development is \$26k below budget which is tonnage driven. |

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 July 2022

| Description | Adopted Budget | YTD Budget | YTD Actual | \$ Variance | % Variance |
|--|-------------------|------------------|------------------|------------------|----------------|
| Revenues from Ordinary Activities | | | | | |
| Operating Revenues | | | | | |
| General Purpose Funding | 36,207,033 | 3,058,589 | 2,928,348 | (130,241) | (4.26%) |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | 36,207,033 | 3,058,589 | 2,928,348 | (130,241) | (4.26%) |
| Profit on Disposal of Assets | | | | | |
| Governance | - | - | - | - | |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | - | - | - | - | |
| Total Revenue | 36,207,033 | 3,058,589 | 2,928,348 | (130,241) | (4.26%) |
| Expenses from Ordinary Activities | | | | | |
| Operating Expenditure | | | | | |
| Governance | 3,914,393 | 246,317 | 241,339 | 4,978 | 2.02% |
| Community Amenities | 26,082,455 | 2,035,897 | 1,899,097 | 136,800 | 6.72% |
| Resource Recovery Facility | 6,722,603 | 463,338 | 468,384 | (5,046) | (1.09%) |
| | 36,719,451 | 2,745,552 | 2,608,820 | 136,732 | 4.98% |
| Loss on Sale of Assets | | | | | |
| Governance | - | - | - | - | |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | - | - | - | - | |
| Cost of Borrowings (Finance costs - leases) | | | | | |
| Governance | 327,828 | 27,586 | 27,586 | (0) | (0.00%) |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | 327,828 | 27,586 | 27,586 | (0) | (0.00%) |
| Total Expenditure | 37,047,279 | 2,773,138 | 2,636,406 | 136,732 | 4.93% |
| Revaluation of Assets | - | - | - | - | |
| Changes in Net Assets Resulting from Operations | (840,246) | 285,451 | 291,942 | 6,491 | 2.27% |

Mindarie Regional Council
Balance Sheet
For the month ended 31 July 2022

| Description | ACTUAL 2022/2023 | Movement | ACTUAL 2021/2022 |
|--|---------------------|--------------------|---------------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 5,809,399 | (1,335,956) | 7,145,355 |
| Other Financial Assets | 39,425,703 | 5,294 | 39,420,410 |
| Debtors and other receivables | 3,715,125 | 149,777 | 3,565,347 |
| Inventories | 19,070 | (4,819) | 23,889 |
| Other Current Assets | 54,683 | (71,808) | 126,491 |
| TOTAL CURRENT ASSETS | 49,023,980 | (1,257,512) | 50,281,491 |
| NON-CURRENT ASSETS | | | |
| Property, plant and equipment | 74,010,643 | (409,632) | 74,420,276 |
| Work in progress - property, plant and equipment | 5,125 | - | 5,125 |
| RRF Land Service Concession Asset | - | - | - |
| RRF Service Concession Asset | - | - | - |
| Right of Use Asset | 6,421,326 | (55,613) | 6,476,940 |
| Infrastructure | 6,465,732 | (56,050) | 6,521,781 |
| Work in progress - Infrastructure | - | - | - |
| Excavation work | 14,791,803 | (249,864) | 15,041,667 |
| Resource recovery facility | - | - | - |
| Rehabilitation asset | 6,458,636 | (144,258) | 6,602,894 |
| Work in progress - Rehabilitation | 23,957 | - | 23,957 |
| TOTAL NON-CURRENT ASSETS | 108,177,223 | (915,417) | 109,092,640 |
| TOTAL ASSETS | 157,201,202 | (2,172,929) | 159,374,131 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 1,838,052 | (2,481,519) | 4,319,571 |
| Provisions | 744,494 | 2,841 | 741,653 |
| Right of Use Asset (leases) | 514,976 | (44,290) | 559,266 |
| Service Concession Asset (leases) | - | - | - |
| TOTAL CURRENT LIABILITIES | 3,097,522 | (2,522,968) | 5,620,490 |
| NON CURRENT LIABILITIES | | | |
| Provisions for Leave | 107,577 | 8,425 | 99,151 |
| Decommission Provision for Capping | 23,319,381 | 49,672 | 23,269,709 |
| Right of Use Asset (leases) | 6,332,939 | - | 6,332,939 |
| RRF Service Concession Asset | - | - | - |
| TOTAL NON CURRENT LIABILITIES | 29,759,897 | 58,097 | 29,701,800 |
| TOTAL LIABILITIES | 32,857,419 | (2,464,871) | 35,322,289 |
| NET ASSETS | 124,343,783 | 291,942 | 124,051,841 |
| EQUITY | | | |
| Retained Surplus | (9,923,105) | 242,270 | (10,165,375) |
| Reserves (Cash Back) | 18,816,762 | 49,672 | 18,767,090 |
| Reserves (Non Cash Back) | 26,364,401 | - | 26,364,401 |
| Council Contribution | 89,085,726 | - | 89,085,726 |
| TOTAL EQUITY | 124,343,784 | 291,942 | 124,051,842 |

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 31 July 2022

| Description | ACTUAL 2022/2023 |
|---|-----------------------------|
| Opening Balance - 1 July 2022 | |
| Site Rehabilitation | 16,242,161 |
| Capital Expenditure | 2,033,853 |
| RRF Maintenance Funding | - |
| Carbon Abatement | 491,076 |
| | <u>18,767,090</u> |
| Interest on Investments | |
| Site Rehabilitation | - |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | - |
| Transfer from Operating Surplus | |
| Site Rehabilitation | 49,672 |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | 49,672 |
| Total Transfer from Operations | <u>49,672</u> |
| Transfer from Balance Sheet Provisions | |
| Site Rehabilitation | - |
| | <u>-</u> |
| Transfer to Operating Surplus | |
| Site Rehabilitation | - |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | <u>-</u> |
| Closing Balance | |
| Site Rehabilitation | 16,291,833 |
| Capital Expenditure | 2,033,853 |
| RRF Maintenance Funding | - |
| Carbon Abatement | 491,076 |
| | <u>18,816,762</u> |

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 July 2022

| Description | Adopted Budget | Revised Budget | YTD Actual | % to Adopted Budget |
|--|------------------|----------------|------------|---------------------|
| PLANT, VEHICLES AND MACHINERIES | | | | |
| Plant and Vehicles | - | - | - | |
| Machinery and Equipment | - | - | - | |
| TOTAL PLANT, VEHICLES AND MACHINERIES | - | - | - | |
| FURNITURE AND EQUIPMENT | | | | |
| Furniture and Fittings | - | - | - | |
| Office Equipment | - | - | - | |
| TOTAL FURNITURE AND EQUIPMENT | - | - | - | |
| COMPUTING EQUIPMENT | | | | |
| Computing Equipment | | | | |
| Server replacement | 45,000 | - | - | |
| | 45,000 | - | - | |
| TOTAL COMPUTING EQUIPMENT | 45,000 | - | - | |
| LAND AND BUILDINGS | | | | |
| Building | | | | |
| Weighbridge modifications | 150,000 | - | - | |
| | 150,000 | - | - | |
| TOTAL LAND AND BUILDINGS | 150,000 | - | - | |
| INFRASTRUCTURE | | | | |
| Operations | | | | |
| Telemetry (Airwell) - Stage2 | 21,262 | - | - | |
| Enviro drilling (g/w (1x nest and 5x gas wells)) | 36,000 | - | - | |
| 6x Leachate pumps (western edge Stage2 phase3) | 20,000 | - | - | |
| Compressor upgrade | 80,800 | - | - | |
| | 158,062 | - | - | |
| Landfill Infrastructure Phase 3 | | | | |
| Installation of piggy back liner | 3,492,000 | - | - | |
| Capping and revegetation of western batter | 3,495,000 | - | - | |
| | 6,987,000 | - | - | |
| TOTAL INFRASTRUCTURE | 7,145,062 | - | - | |

Financial Statements for the period ended 31 August 2022

Item
9.1

APPENDIX 2

Item
9.1



MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
31 August 2022**

Mindarie Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 31 August 2022

| Description | Adopted Budget | YTD Budget | YTD Actual | \$ Variance | % Variance | Note |
|--|-------------------|------------------|------------------|------------------|----------------|------|
| Revenue from Ordinary Activities | | | | | | |
| Member User Charges | | | | | | |
| User Charges - City of Perth | 1,957,458 | 338,865 | 324,915 | | | |
| User Charges - City of Wanneroo | 7,974,827 | 1,346,470 | 1,301,867 | | | |
| User Charges - City of Joondalup | 4,883,494 | 839,695 | 790,979 | | | |
| User Charges - City of Stirling | 6,887,351 | 1,158,115 | 1,336,359 | | | |
| User Charges - Town of Cambridge | 873,606 | 151,090 | 142,618 | | | |
| User Charges - City of Vincent | 1,051,227 | 169,650 | 124,717 | | | |
| User Charges - Town of Victoria Park | 1,739,962 | 301,310 | 289,727 | | | |
| | 25,367,925 | 4,305,195 | 4,311,181 | 5,986 | 0.14% | |
| Non Member User Charges | | | | | | |
| User Charges - Casual Tipping Fees | 5,400,965 | 1,009,565 | 1,353,011 | 343,446 | 34.02% | |
| | 5,400,965 | 1,009,565 | 1,353,011 | 343,446 | 34.02% | |
| Total User Charges | 30,768,890 | 5,314,760 | 5,664,192 | 349,432 | 6.57% | 1 |
| Other Charges | | | | | | |
| Gas Power Generation Sales | 750,000 | 36,448 | 36,448 | - | 0.00% | |
| Contributions, Reimbursements & Donations | - | - | - | - | | |
| Reimbursement of Administration Expenses | 4,219,742 | 703,290 | 703,290 | 0 | 0.00% | |
| Interest Earnings | 212,000 | 105,531 | 105,532 | 1 | 0.00% | |
| Other Revenue | 256,401 | 18,270 | 31,439 | 13,169 | 72.08% | |
| Total Other Charges | 5,438,143 | 863,539 | 876,709 | 13,171 | 1.53% | |
| Total Revenue from Ordinary Activities | 36,207,033 | 6,178,299 | 6,540,901 | 362,602 | 5.87% | |
| Expenses from Ordinary Activities | | | | | | |
| Employee Costs | 4,417,735 | 666,148 | 668,062 | (1,914) | (0.29%) | |
| Materials and Contracts | | | | | | |
| Consultants and Contract Labour | 525,740 | 16,548 | 16,548 | 1 | 0.00% | |
| Communications and Public Consultation | 65,250 | - | (80) | 80 | | |
| Landfill Expenses | 1,581,200 | 170,786 | 168,682 | 2,104 | 1.23% | |
| Office Expenses | 216,575 | 27,948 | 28,199 | (251) | (0.90%) | |
| Information System Expenses | 299,495 | 36,458 | 34,303 | 2,155 | 5.91% | |
| Building Maintenance | 773,300 | 64,266 | 68,069 | (3,803) | (5.92%) | |
| Plant and Equipment Operating & Hire | 1,188,250 | 135,711 | 135,170 | 541 | 0.40% | |
| Utilities | 738,250 | 116,261 | 117,228 | (967) | (0.83%) | |
| Depreciation | 5,640,318 | 923,435 | 914,786 | 8,649 | 0.94% | |
| Depreciation - Right of Use Asset | 382,446 | 111,227 | 111,227 | - | 0.00% | |
| Finance Costs (leases) | 327,828 | 55,172 | 55,172 | - | 0.00% | |
| Insurances | 1,511,025 | 185,922 | 185,669 | 253 | 0.14% | |
| DEP Landfill Levy | 13,289,260 | 2,290,064 | 2,440,262 | (150,198) | (6.56%) | 2 |
| Members Costs | 250,413 | 97 | 97 | - | 0.00% | |
| Administration Expenses | 306,250 | 19,705 | 19,613 | 92 | 0.47% | |
| Amortisation for Cell Development | 3,206,760 | 552,603 | 588,846 | (36,243) | (6.56%) | |
| Amortisation for Decommissioning Asset | 1,731,105 | 288,516 | 288,516 | - | 0.00% | |
| Capping Accretion Expense | 237,079 | 39,512 | 39,512 | - | 0.00% | |
| Post Closure Accretion Expense | 359,000 | 59,832 | 59,832 | - | 0.00% | |
| Total Expenses | 37,047,279 | 5,760,211 | 5,940,013 | (179,802) | (3.12%) | |
| Profit on Sale of Assets | - | - | - | - | | |
| Loss on Sale of Assets | - | - | - | - | | |
| Revaluation of Assets | - | - | - | - | | |
| Changes in Net Assets Resulting from Operations | (840,246) | 418,088 | 600,887 | 182,799 | 43.72% | |

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 \$349k above budget, Members being \$6k and non-members \$343k in excess of budget. Members have delivered 664 less tonnes year to date with Trade waste delivering 3,737 tonnes in excess of budget due to trade waste discount rate.</p> <p>Member Councils delivered 2,265t less processable tonnes and 1,601t more non processable tonnes than budget year to date.</p> |
| 2 | DEP Landfill Levy | DWER landfill levy is \$150k above budget due to 2,332 tonnes more waste levied. |

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 31 August 2022

| Description | Adopted Budget | YTD Budget | YTD Actual | \$ Variance | % Variance |
|--|-------------------|------------------|------------------|------------------|----------------|
| Revenues from Ordinary Activities | | | | | |
| Operating Revenues | | | | | |
| General Purpose Funding | 36,207,033 | 6,178,299 | 6,540,900 | 362,601 | 5.87% |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | 36,207,033 | 6,178,299 | 6,540,900 | 362,601 | 5.87% |
| Profit on Disposal of Assets | | | | | |
| Governance | - | - | - | - | |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | - | - | - | - | |
| Total Revenue | 36,207,033 | 6,178,299 | 6,540,900 | 362,601 | 5.87% |
| Expenses from Ordinary Activities | | | | | |
| Operating Expenditure | | | | | |
| Governance | 3,914,393 | 519,420 | 500,336 | 19,084 | 3.67% |
| Community Amenities | 26,082,455 | 4,202,065 | 4,382,584 | (180,519) | (4.30%) |
| Resource Recovery Facility | 6,722,603 | 983,554 | 1,001,921 | (18,367) | (1.87%) |
| | 36,719,451 | 5,705,039 | 5,884,841 | (179,802) | (3.15%) |
| Loss on Sale of Assets | | | | | |
| Governance | - | - | - | - | |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | - | - | - | - | |
| Cost of Borrowings (Finance costs - leases) | | | | | |
| Governance | 327,828 | 55,172 | 55,172 | (0) | (0.00%) |
| Community Amenities | - | - | - | - | |
| Resource Recovery Facility | - | - | - | - | |
| | 327,828 | 55,172 | 55,172 | (0) | (0.00%) |
| Total Expenditure | 37,047,279 | 5,760,211 | 5,940,013 | (179,802) | (3.12%) |
| Revaluation of Assets | - | - | - | - | |
| Changes in Net Assets Resulting from Operations | (840,246) | 418,088 | 600,887 | 182,799 | 43.72% |

Mindarie Regional Council
Balance Sheet
For the month ended 31 August 2022

| Description | ACTUAL 2022/2023 | Movement | ACTUAL 2021/2022 |
|--|---------------------|--------------------|---------------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 5,445,872 | (1,699,482) | 7,145,355 |
| Other Financial Assets | 41,376,032 | 1,955,622 | 39,420,410 |
| Debtors and other receivables | 4,890,469 | 1,325,122 | 3,565,347 |
| Inventories | 16,893 | (6,996) | 23,889 |
| Other Current Assets | 62,984 | (63,507) | 126,491 |
| TOTAL CURRENT ASSETS | 51,792,249 | 1,510,758 | 50,281,491 |
| NON-CURRENT ASSETS | | | |
| Property, plant and equipment | 73,617,588 | (802,687) | 74,420,276 |
| Work in progress - property, plant and equipment | 5,125 | - | 5,125 |
| RRF Land Service Concession Asset | - | - | - |
| RRF Service Concession Asset | - | - | - |
| Right of Use Asset | 6,365,713 | (111,227) | 6,476,940 |
| Infrastructure | 6,409,682 | (112,099) | 6,521,781 |
| Work in progress - Infrastructure | - | - | - |
| Excavation work | 8,244,154 | (588,846) | 8,833,000 |
| Resource recovery facility | - | - | - |
| Rehabilitation asset | 6,314,378 | (288,516) | 6,602,894 |
| Work in progress - Rehabilitation | 26,182 | 2,225 | 23,957 |
| TOTAL NON-CURRENT ASSETS | 100,982,823 | (1,901,150) | 102,883,973 |
| TOTAL ASSETS | 152,775,073 | (390,392) | 153,165,464 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 3,272,821 | (1,045,769) | 4,318,590 |
| Provisions | 772,910 | 44,989 | 727,921 |
| Right of Use Asset (leases) | 470,686 | (88,580) | 559,266 |
| Service Concession Asset (leases) | - | - | - |
| TOTAL CURRENT LIABILITIES | 4,516,416 | (1,089,360) | 5,605,776 |
| NON CURRENT LIABILITIES | | | |
| Provisions for Leave | 111,620 | (1,263) | 112,884 |
| Decommission Provision for Capping | 23,369,053 | 99,344 | 23,269,709 |
| Right of Use Asset (leases) | 6,332,939 | - | 6,332,939 |
| RRF Service Concession Asset | - | - | - |
| TOTAL NON CURRENT LIABILITIES | 29,813,613 | 98,081 | 29,715,532 |
| TOTAL LIABILITIES | 34,330,029 | (991,279) | 35,321,308 |
| NET ASSETS | 118,445,043 | 600,888 | 117,844,156 |
| EQUITY | | | |
| Retained Surplus | (9,662,851) | 501,543 | (10,164,394) |
| Reserves (Cash Back) | 18,866,434 | 99,344 | 18,767,090 |
| Reserves (Non Cash Back) | 20,155,734 | - | 20,155,734 |
| Council Contribution | 89,085,726 | - | 89,085,726 |
| TOTAL EQUITY | 118,445,043 | 600,887 | 117,844,156 |

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 31 August 2022

| Description | ACTUAL 2022/2023 |
|---|-----------------------------|
| Opening Balance - 1 July 2022 | |
| Site Rehabilitation | 16,242,161 |
| Capital Expenditure | 2,033,853 |
| RRF Maintenance Funding | - |
| Carbon Abatement | 491,076 |
| | <u>18,767,090</u> |
| Interest on Investments | |
| Site Rehabilitation | - |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | - |
| Transfer from Operating Surplus | |
| Site Rehabilitation | 99,344 |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | 99,344 |
| Total Transfer from Operations | <u>99,344</u> |
| Transfer from Balance Sheet Provisions | |
| Site Rehabilitation | - |
| | <u>-</u> |
| Transfer to Operating Surplus | |
| Site Rehabilitation | - |
| Capital Expenditure | - |
| RRF Maintenance Funding | - |
| Carbon Abatement | - |
| | <u>-</u> |
| Closing Balance | |
| Site Rehabilitation | 16,341,505 |
| Capital Expenditure | 2,033,853 |
| RRF Maintenance Funding | - |
| Carbon Abatement | 491,076 |
| | <u>18,866,434</u> |

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 31 August 2022

| Description | Adopted Budget | Revised Budget | YTD Actual | % to Adopted Budget |
|--|------------------|----------------|--------------|---------------------|
| PLANT, VEHICLES AND MACHINERIES | | | | |
| Plant and Vehicles | - | - | - | |
| Machinery and Equipment | - | - | - | |
| TOTAL PLANT, VEHICLES AND MACHINERIES | - | - | - | |
| FURNITURE AND EQUIPMENT | | | | |
| Furniture and Fittings | - | - | - | |
| Office Equipment | - | - | - | |
| TOTAL FURNITURE AND EQUIPMENT | - | - | - | |
| COMPUTING EQUIPMENT | | | | |
| Computing Equipment | | | | |
| Server replacement | 45,000 | - | - | |
| | 45,000 | - | - | |
| TOTAL COMPUTING EQUIPMENT | 45,000 | - | - | |
| LAND AND BUILDINGS | | | | |
| Building | | | | |
| Weighbridge modifications | 150,000 | - | - | |
| | 150,000 | - | - | |
| TOTAL LAND AND BUILDINGS | 150,000 | - | - | |
| INFRASTRUCTURE | | | | |
| Operations | | | | |
| Telemetry (Airwell) - Stage2 | 21,262 | - | - | |
| Enviro drilling (g/w (1x nest and 5x gas wells)) | 36,000 | - | - | |
| 6x Leachate pumps (western edge Stage2 phase3) | 20,000 | - | - | |
| Compressor upgrade | 80,800 | - | - | |
| | 158,062 | - | - | |
| Landfill Infrastructure Phase 3 | | | | |
| Installation of piggy back liner | 3,492,000 | - | 2,225 | 0.06% |
| Capping and revegetation of western batter | 3,495,000 | - | - | |
| | 6,987,000 | - | 2,225 | |
| TOTAL INFRASTRUCTURE | 7,145,062 | - | 2,225 | 0.03% |

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| Cheque Posting Date | Document No. | Vendor Name | Description | Amount |
|---|---------------------|--|---|-----------------------|
| 17/08/2022 | 824 | Cash | Staff Lotto | \$260.00 |
| 26/08/2022 | 843 | Cash | Staff Lotto | \$260.00 |
| 26/08/2022 | 844 | Water Corp | Water Reading May - July and August Rates | \$1,714.06 |
| 31/08/2022 | 845 | Cash | Petty Cash Reimbursement | \$1,385.45 |
| Total CBA cheques | | | | \$3,619.51 |
| 12/08/2022 | DP-02076 | Australian Taxation Office | PAYG | \$30,580.00 |
| 12/08/2022 | DP-02077 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$2,656.81 |
| 1/08/2022 | DP-02078 | iiNet Limited | Telephone Expenses | \$25.00 |
| 2/08/2022 | DP-02079 | Commonwealth Bank | CBA Merchant fees | \$108.46 |
| 2/08/2022 | DP-02080 | Commonwealth Bank | CBA Merchant fees | \$1,322.00 |
| 15/08/2022 | DP-02081 | Commonwealth Bank | COMMBIZ Fees Trans Fees | \$36.96 |
| 15/08/2022 | DP-02082 | Commonwealth Bank | Acc Serv Fee Trans | \$10.40 |
| 18/08/2022 | DP-02083 | Commonwealth Bank | Audit Certificate Fee | \$60.00 |
| 18/08/2022 | DP-02084 | Australian Taxation Office | BAS payment July 2022 | \$249,994.00 |
| 26/08/2022 | DP-02085 | Australian Taxation Office | PAYG | \$28,980.00 |
| 26/08/2022 | DP-02086 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$1,850.62 |
| 25/08/2022 | DP-02087 | National Australia Bank | New Term Deposit | \$2,000,000.00 |
| 25/08/2022 | DP-02088 | Commonwealth Bank | Transfer to NAB for New Term Deposit | \$2,000,000.00 |
| 19/08/2022 | DP-02089 | Commonwealth Bank | DE Reject Return Fee - acct closed | \$2.50 |
| 25/08/2022 | DP-02090 | Security Specialist payment (bk acct closed) | Returned Payment | \$139.66 |
| 31/08/2022 | DP-02091 | SuperChoice | Staff Superannuation | \$47,013.16 |
| 30/08/2022 | DP-02092 | MRC Credit Card | See Schedule Attached | \$1,008.09 |
| 31/08/2022 | GJ | National Australia Bank | Account Fee | \$10.00 |
| Total Direct Payments & Fees | | | | \$4,363,797.66 |
| Total Inter account Transfers | | | | \$0.00 |

| Posting Date | Document No. | Vendor Name | Details | EFT Amount |
|---------------------|---------------------|--------------------------------------|---|-------------------|
| 12/08/2022 | 23 | Payroll | Staff Payroll FE 12/08/22 | \$91,444.72 |
| 26/08/2022 | 24 | Payroll | Staff Payroll FE 26/08/22 | \$88,795.79 |
| 4/08/2022 | EFT-02261 | Airwell Group Pty Ltd | Technician Servicing Leachate system June 2022 | \$3,141.60 |
| 4/08/2022 | EFT-02261 | Alance Newspaper & Magazine Delivery | West Newspaper 09/05/22 - 30/06/22 | \$208.00 |
| 4/08/2022 | EFT-02261 | Appliance Testing Supplies | Test & Tag machine calibration, repairs and freight | \$745.80 |
| 4/08/2022 | EFT-02261 | Aussie Natural Spring Water | Bottled Water | \$23.82 |
| 4/08/2022 | EFT-02261 | Court Security | CCTV Maintenance and repairs - final payment | \$1,922.80 |
| 4/08/2022 | EFT-02261 | Envirocare Systems | Monthly Hygiene Services | \$751.08 |
| 4/08/2022 | EFT-02261 | Fennell Tyres International Pty Ltd | Plt133 - Repair puncture | \$619.00 |
| 4/08/2022 | EFT-02261 | Flick Anticimex P/L | Rodent services (3 monthly) - 07/07/22 | \$151.58 |
| 4/08/2022 | EFT-02261 | Flick Anticimex P/L | 6 weekly Pest service - 07/07/22 | \$303.16 |

Schedule of Payments for August 2022
Council Meeting - 29th September 2022

| | | | |
|----------------------|-----------------------------------|--|-------------|
| 4/08/2022 EFT-02261 | Kandu Partners | Website Maintenance and Support July 2021 - June 2022 | \$7,849.00 |
| 4/08/2022 EFT-02261 | Newcastle Weighing Services Pt | Newcastle Weighing Services Support Agreement 01/07/22-31/12/22 | \$11,467.50 |
| 4/08/2022 EFT-02261 | SafeWork Laboratories Pty Ltd | D & A Testing 28/06/22 | \$134.20 |
| 4/08/2022 EFT-02261 | SEEK Limited | Finance Manager advert | \$346.50 |
| 4/08/2022 EFT-02261 | Tyrecycle P/L | Tyre recycling for July 2022 | \$1,004.08 |
| 4/08/2022 EFT-02261 | Vinidex P/L | Compressed Air - AAP valves and fittings - delivered 15/07/22 | \$1,289.66 |
| 4/08/2022 EFT-02261 | Winc Australia P/L | Hand towels, post-it notes & batteries | \$189.57 |
| 4/08/2022 EFT-02262 | Synergy | Electricity RRF 01.06.22 to 30.06.22 | \$41,316.24 |
| 18/08/2022 EFT-02263 | Airgen Australia | Compressor oil leak repair - parts inc hose & service | \$4,374.89 |
| 18/08/2022 EFT-02263 | Airgen Australia | Compressor Service Type C | \$1,389.30 |
| 18/08/2022 EFT-02263 | Airwell Group Pty Ltd | Telemetry installation | \$5,646.63 |
| 18/08/2022 EFT-02263 | Airwell Group Pty Ltd | Leachate System July 2022 service | \$2,587.52 |
| 18/08/2022 EFT-02263 | Ampol Australia Petroleum Pty Ltd | Fuel July 2022 - SC | \$1,421.86 |
| 18/08/2022 EFT-02263 | Aswin Budhavaram | External Auditor-Expenses - FY21/22 financial year - reimbursement | \$1,000.00 |
| 18/08/2022 EFT-02263 | Aussie Natural Spring Water | Bottled water | \$7.94 |
| 18/08/2022 EFT-02263 | Australia Post | Postage | \$110.00 |
| 18/08/2022 EFT-02263 | Banhams WA Pty Ltd | Routine Monthly Fire System Inspection at RRF | \$578.79 |
| 18/08/2022 EFT-02263 | BOC Limited | Acetylene bottle rental 28/06/22 - 28/07/22 | \$13.13 |
| 18/08/2022 EFT-02263 | BOQ Finance (Aust) Limited | Printer Rental - August 2022 | \$421.53 |
| 18/08/2022 EFT-02263 | Brendan Twine | Uber to Staff Function and Home | \$104.51 |
| 18/08/2022 EFT-02263 | Bunnings | Hydrochloric acid | \$7.77 |
| 18/08/2022 EFT-02263 | Bunnings | Fencing Accessory - post lifter | \$91.20 |
| 18/08/2022 EFT-02263 | Bunnings | Retractable knives and blades | \$91.62 |
| 18/08/2022 EFT-02263 | City of Vincent | TP Lease - Vincent - August 2022 | \$6,588.64 |
| 18/08/2022 EFT-02263 | Classic Hire | Mini Excavator hire - 13/7/22 - 14/7/22 - liner repair | \$1,166.00 |
| 18/08/2022 EFT-02263 | Court Security | CCTV Maintenance & Repair | \$2,156.00 |
| 18/08/2022 EFT-02263 | Data#3 | Backup Tapes | \$442.42 |
| 18/08/2022 EFT-02263 | Datacom Systems (AU) Pty Ltd | Replacement Server Memory | \$267.66 |
| 18/08/2022 EFT-02263 | Envirocare Systems | Urinal blocks | \$187.00 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 05/07/22 | \$14,305.29 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 13/07/22 | \$11,740.80 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 19/07/22 | \$11,316.98 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 26/07/22 | \$13,206.89 |
| 18/08/2022 EFT-02263 | Jackson McDonald | Review process to elect Chair & Deputy Chair | \$9,260.35 |
| 18/08/2022 EFT-02263 | Komatsu Australia | Plt131 - Cutting Edge | \$519.29 |
| 18/08/2022 EFT-02263 | Kyocera Document Solutions | Photocopying Expenses - July 2022 | \$1,569.69 |
| 18/08/2022 EFT-02263 | MRP Pest Control | Monthly Pest Inspection at RRF - July 2022 | \$825.00 |
| 18/08/2022 EFT-02263 | NAPA Parts | Plt132 - battery x2 | \$649.00 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Fuel filter | \$17.60 |
| 18/08/2022 EFT-02263 | NAPA Parts | Devcon Fastmetal for the workshop | \$81.40 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Fuel filters | \$80.85 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Spin on fuel filter | \$22.00 |
| 18/08/2022 EFT-02263 | National Geotech | 14 Gas Monitoring Wells - FA INF1008 | \$59,785.00 |
| 18/08/2022 EFT-02263 | Newcastle Weighing Services Pt | DCS Rolls x 3 | \$713.90 |
| 18/08/2022 EFT-02263 | Nutrien Ag Solutions | South Fastlack Horsefence 50m roll | \$440.00 |

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| | | | |
|----------------------|--|--|--------------|
| 18/08/2022 EFT-02263 | Office National Canning Vale | Binding covers | \$98.23 |
| 18/08/2022 EFT-02263 | Olivers Lawn & Landscaping Pty Ltd | July 2022 - TP Lawn maintenance | \$185.00 |
| 18/08/2022 EFT-02263 | Olivers Lawn & Landscaping Pty Ltd | TP 8 weekly hedge work - 14/07/22 | \$550.00 |
| 18/08/2022 EFT-02263 | Open Office | Business Central UAT Environment - 01/07/22-30/06/2023 | \$12,319.82 |
| 18/08/2022 EFT-02263 | Plants & Garden Rentals | Office Plants - August 2022 | \$330.00 |
| 18/08/2022 EFT-02263 | REPCO AUTO PARTS- Clarkson | MX808 Scan tool | \$874.50 |
| 18/08/2022 EFT-02263 | REPCO AUTO PARTS- Clarkson | Demineralised Water | \$13.20 |
| 18/08/2022 EFT-02263 | Seaview Ford Clarkson | Plt136 Service and fault find | \$560.00 |
| 18/08/2022 EFT-02263 | Security Specialists Australia Pty Ltd | Cash Collection June 2022 | \$139.66 |
| 18/08/2022 EFT-02263 | Spectur Ltd | RRF - CCTV System Hire - July 2022 | \$3,300.00 |
| 18/08/2022 EFT-02263 | Synergy | Electricity RRF 01/07/22 - 31/07/22 | \$42,776.78 |
| 18/08/2022 EFT-02263 | Synergy | Electricity - TP 23/06/22 - 27/07/22 | \$12,650.65 |
| 18/08/2022 EFT-02263 | Telstra | Internet & Data Services & Equipment July 2022 | \$1,210.00 |
| 18/08/2022 EFT-02263 | Total Green Recycling Pty Ltd | Ewaste recycling for - July 2022 | \$1,243.55 |
| 18/08/2022 EFT-02263 | Town of Victoria Park | TP Lease - Vic Park - August 2022 | \$6,588.64 |
| 18/08/2022 EFT-02263 | Tyrecycle P/L | Tyre recycling for July 2022 | \$2,471.46 |
| 18/08/2022 EFT-02263 | Vinidex P/L | 63mm fittings (63mm connectors, and reducers) - delivered 04/08/22 | \$690.80 |
| 18/08/2022 EFT-02263 | Vinidex P/L | Electrofusion fittings and Borevalves delivered 14/07/22 | \$367.88 |
| 18/08/2022 EFT-02263 | WA Local Government Association | WALGA subscriptions - 2022-2023 | \$21,264.93 |
| 18/08/2022 EFT-02263 | Walkers Plant Maintenance | Plt134 - 5000hr Service | \$4,952.54 |
| 18/08/2022 EFT-02263 | Winc Australia P/L | Batteries & USB sticks | \$138.06 |
| 18/08/2022 EFT-02263 | Worldwide Printing Solutions | 20 signs for obsolete wells (gas/groundwater) | \$550.00 |
| 18/08/2022 EFT-02263 | Wormald | Fire panel inspection and test - July 2022 | \$57.64 |
| 18/08/2022 EFT-02263 | Wren Oil | Waste engine oil collection - July 2022 | \$66.00 |
| 26/08/2022 EFT-02264 | Allpipe Technologies P/L | Camera/video of CB10B, TPL2B, BB27 and G/well EEM250 | \$1,325.50 |
| 26/08/2022 EFT-02264 | Australian Services Union | Staff Union Fees | \$56.12 |
| 26/08/2022 EFT-02264 | Bunnings | Cable ties, duct tape, drop sheets & tarps | \$122.91 |
| 26/08/2022 EFT-02264 | Bunnings | Polypropylene Rope x 8 | \$197.60 |
| 26/08/2022 EFT-02264 | City of Joondalup | TP Lease - Joondalup - September 2022 | \$13,177.26 |
| 26/08/2022 EFT-02264 | City of Wanneroo | Rates for RRF 2022/2023 | \$121,888.24 |
| 26/08/2022 EFT-02264 | Command A Com | Telephone Expenses - August 2022 | \$1,296.10 |
| 26/08/2022 EFT-02264 | Enviro Sweep | July road sweeping inc 7% fuel surcharge | \$1,518.33 |
| 26/08/2022 EFT-02264 | Fennell Tyres International Pty Ltd | Plt133 - Major tyre repair | \$1,230.00 |
| 26/08/2022 EFT-02264 | Iron Mountain Australia Pty Ltd | Data Cartridge Storage - July 2022 | \$43.86 |
| 26/08/2022 EFT-02264 | Newcastle Weighing Services Pt | DCS Cards x 50 | \$1,226.50 |
| 26/08/2022 EFT-02264 | Office National Canning Vale | Copy paper, post it notes, year planner & labels | \$147.49 |
| 26/08/2022 EFT-02264 | Position Partners | Compaction Monitoring System - monthly subscription | \$2,200.00 |
| 26/08/2022 EFT-02264 | ReNew Property Maintenance | Damaged liner - removal of sand and portions of liner | \$2,431.00 |
| 26/08/2022 EFT-02264 | ReNew Property Maintenance | Litter Collection/ National Tree Planting assistance July 2022 | \$3,432.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoS On Demand Mattresses July 2022 | \$32,285.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoS RCB Mattresses July 2022 | \$25,872.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoW Mattresses July 2022 | \$49,779.40 |
| 26/08/2022 EFT-02264 | Soft Landing | MRC Mattress Collections July 2022 | \$9,966.00 |
| 26/08/2022 EFT-02264 | Stantons International | WtE Tender Probity Services - charges to 29/07/22 | \$3,748.25 |
| 26/08/2022 EFT-02264 | Talis Consultants P/L | Hydrosleeves for 7 deep wells | \$4,052.14 |

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| | | | |
|---------------------------|--------------------------------|--|---------------------|
| 26/08/2022 EFT-02264 | Talis Consultants P/L | Adhoc sampling of BB20 and BB19 wells | \$8,350.00 |
| 26/08/2022 EFT-02264 | Talis Consultants P/L | GW Monitoring Project work to 31.07.22 | \$59,966.78 |
| 26/08/2022 EFT-02264 | Total Green Recycling Pty Ltd | Ewaste recycling for - July 2022 | \$2,527.25 |
| 26/08/2022 EFT-02264 | Town of Cambridge | TP Lease - Cambridge - September 2022 | \$6,588.63 |
| 26/08/2022 EFT-02264 | Trade West Industrial Supplies | Steel Blue Hobart Bump Cap Black size 12 | \$180.35 |
| 26/08/2022 EFT-02264 | Tyrecycle P/L | Tyre Recycling - August 2022 | \$436.60 |
| 26/08/2022 EFT-02264 | Vinidex P/L | Compressed Air - AAP valves and fittings - delivered 03/08/22 | \$787.60 |
| 26/08/2022 EFT-02264 | Vinidex P/L | 63mm fittings (63mm connectors, and reducers) - delivered 02/08/22 | \$252.21 |
| 26/08/2022 EFT-02264 | Western Tree Recyclers | CoP Greens Handling July 2022 | \$843.13 |
| 26/08/2022 EFT-02264 | Western Tree Recyclers | CoJ Greens Handling July 2022 | \$5,344.46 |
| 26/08/2022 EFT-02264 | Workpower Incorporated | Battery Recycling July 2022 | \$3,015.38 |
| 26/08/2022 EFT-02264 | Wren Oil | Waste engine oil collection - August 2022 | \$16.50 |
| Total EFT Payments | | | \$882,596.48 |

| | |
|---------------------------------|-----------------------|
| CBA Cheque No. 842 - 845 | \$3,619.51 |
| Electronic Payments: | |
| DP - 02076 to DP - 02092 | \$4,363,797.66 |
| Inter-Account Transfers | \$0.00 |
| EFT- 02261 to EFT- 02264 | \$882,596.48 |
| Grand Total | \$5,250,013.65 |

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 29 September 2022 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 August 2022
Council Meeting - 29th September 2022

| Date | Payment to | Description | Amount |
|--|---------------------|---------------------------------|-------------------|
| 28-Jul-22 | City of Perth | Parking | \$8.48 |
| 01-Aug-22 | Amazon Market Place | Screen Protector and Case | \$29.97 |
| 01-Aug-22 | Polyweld Machinery | Polyweld Hire 2 Days | \$190.00 |
| 01-Aug-22 | Vaccum Spares | Vaccum 2 x Hepa Filter | \$33.10 |
| 02-Aug-22 | DIMRS East Perth | Dangerous Goods Licence | \$234.00 |
| 03-Aug-22 | Master Hose Pty Ltd | Hi Cupla 200 for Bubble Testing | \$336.16 |
| 04-Aug-22 | CPP Pier St Perth | Parking | \$16.15 |
| 10-Aug-22 | Swish Coffee | Meeting Coffees | \$9.50 |
| 10-Aug-22 | Wilson Parking | Parking | \$21.00 |
| 11-Aug-22 | City of Perth | Parking | \$8.48 |
| 15-Aug-22 | ASIC | Creditor Checks x 4 | \$72.00 |
| 23-Aug-22 | SJDK Group | Desk Plate Finance Manager | \$49.25 |
| Total CBA Credit Card - 26th July 2022 - 25th August 2022 | | | \$1,008.09 |

| |
|--|
| Tonnage Report for the month ended 31 August 2022 |
|--|

| | | |
|-------------|------------|-------------|
| Item 9.1 | APPENDIX 3 | Item 9.1 |
|-------------|------------|-------------|

Waste to Landfill Tonnages Report for the period to 31 August 2022

Members

The Member Councils' processable waste for the financial year to date is 2,265 tonnes under budget across all councils.

The non processable waste for the year to date is 1,601 tonnes above budget, mainly attributed to the City of Stirling delivering more tonnes against budget than anticipated.

These variances leave the MRC under in its budgeted waste receipts (2.24%) from Member Councils. Overall the Member Council waste is 664 tonnes under budget year to date.

Trade & Casual

The Casual and Trade tonnages in total are 3,247 tonnes above budget for the month, being Cash Customers delivering less than anticipated (490t) and Trade Customers (3,247t) delivering more waste due the favourable response to the air space tenders.

Overall for the period ended 31st August 2022, the tonnes received are 2,583 tonnes above budget.

Information relating to landfill, resource recovery & recycling tonnages year to date 2022/23

Month: Aug-25

| TONNAGE | | | | | | | | |
|------------|-----------------|---------------|------------------------|--------------|-----------------------|------|-----------------------|------------------------------------|
| RRF Actual | Landfill Actual | Total Tonnage | Adopted Budget 2022/23 | Variance YTD | Target % Year to Date | Note | Actual % Year to Date | Year to date Tonnage previous year |

| REVENUE | | | | |
|---------------|------------------------|-----------------------|------|-----------------------|
| Actual G/L \$ | Adopted Budget 2022/23 | Target % Year to Date | Note | Actual % Year to Date |

MEMBERS

| <u>Processable</u> | | | | | | | | | | |
|---------------------------|---|--------|--------|--------|---------|--------|---|--------|--------|--------|
| Cambridge | - | 961 | 961 | 1,038 | (77) | 17.3% | 1 | 92.6% | 1,008 | |
| Joondalup | - | 5,239 | 5,239 | 5,728 | (489) | 17.3% | | 91.5% | 5,457 | |
| Perth | - | 2,185 | 2,185 | 2,337 | (152) | 17.3% | | 93.5% | 2,151 | |
| Stirling | - | 6,975 | 6,975 | 7,618 | (643) | 17.3% | | 91.6% | 7,442 | |
| Victoria Park | - | 1,956 | 1,956 | 2,078 | (122) | 17.3% | | 94.1% | 2,079 | |
| Vincent | - | 743 | 743 | 1,038 | (295) | 17.3% | | 71.6% | 1,607 | |
| Wanneroo | - | 8,431 | 8,431 | 8,917 | (486) | 17.3% | | 94.5% | 8,657 | |
| Sub Total Processable | - | 26,489 | 26,489 | 28,754 | (2,265) | 17.3% | | | 92.1% | 28,401 |
| <u>Non-Processable</u> | | | | | | | | | | |
| Cambridge | | - | - | 4 | (4) | 10.5% | 1 | 0.0% | - | |
| Joondalup | | 87 | 87 | 63 | 24 | 10.5% | | 138.4% | 86 | |
| Perth | | - | - | - | - | 10.5% | | 0.0% | - | |
| Stirling | | 2,041 | 2,041 | 369 | 1,672 | 10.5% | | 553.2% | 565 | |
| Victoria Park | | - | - | - | - | 10.5% | | 0.0% | - | |
| Vincent | | 98 | 98 | 132 | (34) | 10.5% | | 74.0% | 159 | |
| Wanneroo | - | 312 | 312 | 369 | (57) | 10.5% | | 84.6% | 340 | |
| Sub Total Non-Processable | - | 2,538 | 2,538 | 937 | 1,601 | 10.5% | | | 270.9% | 1,150 |
| SUB TOTAL MEMBERS | - | 29,027 | 29,027 | 29,691 | (664) | (2.24) | | 97.8% | 29,552 | |

| | | | | |
|--------------|--------------|-------|---|--------|
| \$ 142,618 | 150,510 | 17.3% | 1 | 94.8% |
| \$ 777,892 | 830,560 | 17.3% | | 93.7% |
| \$ 324,915 | 338,865 | 17.3% | | 95.9% |
| \$ 1,011,411 | 1,104,610 | 17.3% | | 91.6% |
| \$ 289,727 | 301,310 | 17.3% | | 96.2% |
| \$ 110,189 | 150,510 | 17.3% | | 73.2% |
| \$ 1,251,780 | 1,292,965 | 17.3% | | 96.8% |
| \$ 3,908,533 | \$ 4,169,330 | 17.3% | | 93.7% |
| | | | | |
| \$ - | 580 | 10.6% | 1 | 0.0% |
| \$ 13,087 | 9,135 | 10.6% | | 143.3% |
| \$ - | - | 10.6% | | - |
| \$ 324,947 | 53,505 | 10.6% | | 607.3% |
| \$ - | - | 10.6% | | 0.0% |
| \$ 14,528 | 19,140 | 10.6% | | 75.9% |
| \$ 50,087 | 53,505 | 10.6% | | 93.6% |
| \$ 402,648 | \$ 135,865 | 10.6% | | 296.4% |
| \$ 4,311,181 | \$ 4,305,197 | | | 100.1% |

CASUALS

| | | | | | | | | | |
|--------------------|---|--------|--------|--------|-------|-------|---|--------|--------|
| Cash | - | 1,940 | 1,940 | 2,430 | (490) | 18.7% | 1 | 79.8% | 2,117 |
| Trade | - | 789 | 789 | 636 | 153 | 18.7% | 1 | 124.1% | 555 |
| Trade Waste Tender | - | 6,387 | 6,387 | 2,803 | 3,584 | - | 1 | 0.0% | 3,355 |
| Sub Total Casuals | - | 9,116 | 9,116 | 5,869 | 3,247 | 18.7% | | 155.3% | 6,027 |
| TOTAL | - | 38,143 | 38,143 | 35,560 | 2,583 | | | | 35,579 |

| | | | | |
|--------------|--------------|-------|---|--------|
| \$ 424,149 | 522,450 | 18.7% | 1 | 81.2% |
| \$ 156,555 | 136,740 | 18.7% | 1 | 114.5% |
| \$ 772,307 | 350,375 | 18.7% | | - |
| \$ 1,353,011 | \$ 1,009,565 | 18.7% | | 134.0% |
| \$ 5,664,192 | \$ 5,314,760 | | | |

RECYCLING

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| Recycling centre sales | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|

| | | | | |
|------|---|------|--|------|
| \$ - | - | 0.0% | | 0.0% |
|------|---|------|--|------|

Notes 1* Based on 21/22 actual tonnages

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| List of Payments for the month ended 31 July 2022 |
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| APPENDIX 4 |
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**Schedule of Payments for July 2022
Council Meeting - 29th September 2022**

| Cheque Posting Date | Document No. | Vendor Name | Description | Amount |
|---|---------------------|-----------------------------------|---------------------------|---------------------|
| 1/07/2022 | 839 | Cash | Staff Lotto | \$270.00 |
| 29/07/2022 | 840 | Cash | Staff Lotto | \$530.00 |
| 29/07/2022 | 841 | Cash | Petty Cash Reimbursement | \$1,192.05 |
| Total CBA cheques | | | | \$1,992.05 |
| 1/07/2022 | DP-02061 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$2,495.46 |
| 1/07/2022 | DP-02062 | Australian Taxation Office | PAYG | \$30,922.00 |
| | DP-02063 | National Australia Bank | Reported June 2022 | \$0.00 |
| 15/07/2022 | DP-02064 | Australian Taxation Office | PAYG | \$32,306.00 |
| 15/07/2022 | DP-02065 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$2,656.81 |
| 2/07/2022 | DP-02066 | Commonwealth Bank | CBA Merchant Fee | \$119.09 |
| 2/07/2022 | DP-02067 | Commonwealth Bank | CBA Merchant Fee | \$1,267.69 |
| 15/07/2022 | DP-02068 | Commonwealth Bank | Commbiz Fees Trans Fees | \$48.68 |
| 15/07/2022 | DP-02069 | Commonwealth Bank | CBA Acc Service Fee Trans | \$12.10 |
| 20/07/2022 | DP-02070 | Australian Taxation Office | BAS payment June 2022 | \$202,736.00 |
| 29/07/2022 | DP-02071 | Australian Taxation Office | PAYG | \$29,268.00 |
| 29/07/2022 | DP-02072 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$2,656.81 |
| 29/07/2022 | DP-02073 | SuperChoice | Staff Salary Sacrifice | \$72,163.77 |
| 28/07/2022 | DP-02074 | MRC Credit Card | See Schedule Attached | \$7,167.73 |
| 29/07/2022 | DP-02075 | National Australia Bank | NAB Account Fee | \$10.00 |
| Total Direct Payments & Fees | | | | \$383,830.14 |
| Total Inter account Transfers | | | | \$0.00 |
| Posting Date | Document No. | Vendor Name | Details | EFT Amount |
| 1/07/2022 | 20 | Payroll | Staff Payroll FE 01/07/22 | \$94,108.97 |
| 15/07/2022 | 21 | Payroll | Staff Payroll FE 15/07/22 | \$96,028.40 |
| 29/07/2022 | 22 | Payroll | Staff Payroll FE 29/07/22 | \$90,413.78 |
| 15/07/2022 | EFT-02257 | Ampol Australia Petroleum Pty Ltd | Fuel June 2022 - SC | \$1,174.17 |
| 15/07/2022 | EFT-02257 | Aussie Natural Spring Water | Bottled water | \$15.88 |

Schedule of Payments for July 2022
Council Meeting - 29th September 2022

| | | | |
|----------------------|--|--|-------------|
| 15/07/2022 EFT-02257 | Banhams WA Pty Ltd | Replace pressure gauges at Fire System service | \$108.68 |
| 15/07/2022 EFT-02257 | Banhams WA Pty Ltd | RRF Fire system service - diesel required for the tank | \$44.00 |
| 15/07/2022 EFT-02257 | Banhams WA Pty Ltd | Fire pump repairs - RRF | \$253.00 |
| 15/07/2022 EFT-02257 | BOQ Finance (Aust) Limited | Printer Rental - July 2022 | \$421.53 |
| 15/07/2022 EFT-02257 | Bunnings | Sledge hammers, wheel & flapper discs | \$231.45 |
| 15/07/2022 EFT-02257 | Bunnings | Headlight & priming fluid | \$73.31 |
| 15/07/2022 EFT-02257 | Bunnings | PVC pipes and bushes | \$134.84 |
| 15/07/2022 EFT-02257 | Bunnings | Mouse bait & traps | \$65.20 |
| 15/07/2022 EFT-02257 | Bunnings | Solder sticks & Flux | \$26.10 |
| 15/07/2022 EFT-02257 | Chubb Fire Safety Ltd | Fire Extinguisher testing | \$5,750.20 |
| 15/07/2022 EFT-02257 | City of Perth | TP Lease - Perth - July 2022 | \$6,264.64 |
| 15/07/2022 EFT-02257 | City of Wanneroo | TP Lease - Wanneroo - July 2022 | \$13,177.29 |
| 15/07/2022 EFT-02257 | Command A Com | Barracuda F180 Firewall License - 29/05/22-28/05/23 | \$2,445.30 |
| 15/07/2022 EFT-02257 | Command A Com | Barracuda Waf-As-A-Service Firewall - Network Security 24/6/22-24/6/23 | \$15,176.70 |
| 15/07/2022 EFT-02257 | Court Security | CCTV Maintenance and repairs - 50 % work completed | \$2,563.00 |
| 15/07/2022 EFT-02257 | Envy Event Group | Mid Year Function DJ Booking 5 hours on 22.07.22 | \$580.00 |
| 15/07/2022 EFT-02257 | Global Spill Control Pty Ltd | Hazchem spill kit supplies | \$1,338.88 |
| 15/07/2022 EFT-02257 | Great Southern Fuel Supplies | Fuel June 2022 | \$54,182.11 |
| 15/07/2022 EFT-02257 | Kyocera Document Solutions | Photocopying Expenses February 2022 | \$120.52 |
| 15/07/2022 EFT-02257 | Kyocera Document Solutions | Photocopying Expenses - March 2022 | \$31.05 |
| 15/07/2022 EFT-02257 | Kyocera Document Solutions | Photocopying Expenses - April 2022 | \$27.84 |
| 15/07/2022 EFT-02257 | Local Government Professionals Australia | Local Government Professionals - 1 x membership | \$185.00 |
| 15/07/2022 EFT-02257 | Local Government Professionals Australia | Local Government Professionals - 1 x membership | \$531.55 |
| 15/07/2022 EFT-02257 | Office National Canning Vale | Anti fatigue sit-stand mats | \$179.57 |
| 15/07/2022 EFT-02257 | Plants & Garden Rentals | Office Plants - July 2022 | \$330.00 |
| 15/07/2022 EFT-02257 | Southern Cross Protection Pty Ltd | Site security services RRF -06/05/22 - 09/06/22 | \$4,978.88 |
| 15/07/2022 EFT-02257 | Spectur Ltd | Security Camera Hire - RRF | \$3,300.00 |
| 15/07/2022 EFT-02257 | Synergy | Electricity - TP 26/05/22 - 25/05/22 | \$10,530.52 |
| 15/07/2022 EFT-02257 | Talis Consultants P/L | Liner repair assessment & DWER reporting | \$10,175.11 |
| 15/07/2022 EFT-02257 | Total Green Recycling Pty Ltd | Ewaste recycling - June 2022 | \$1,312.85 |
| 15/07/2022 EFT-02257 | Tudor House | Red Yellow Green Tipface and Transfer Flags inc delivery | \$468.00 |
| 15/07/2022 EFT-02257 | Vinidex P/L | 100m x 63MM PN10 x 100M SDR17 PE100 Black | \$4,224.00 |
| 15/07/2022 EFT-02257 | Vinidex P/L | 110mm fittings electro fusion | \$366.78 |

**Schedule of Payments for July 2022
Council Meeting - 29th September 2022**

| | | | |
|----------------------|--|--|-------------|
| 15/07/2022 EFT-02257 | Vinidex P/L | Electrofusion fittings and Borevalves delivered 21/04/22 | \$57.90 |
| 15/07/2022 EFT-02257 | Walkers Plant Maintenance | Electrical works for Plt144, 142, 138, 148, 133 | \$3,192.74 |
| 15/07/2022 EFT-02257 | Walkers Plant Maintenance | Plt131 - 3000hr service | \$2,882.56 |
| 15/07/2022 EFT-02257 | Water2water P/L | Repairs to Ice machine in Workshop Crib room - 30/05/2022 | \$677.10 |
| 15/07/2022 EFT-02257 | Winc Australia P/L | Foldback clips - stationary | \$136.20 |
| 15/07/2022 EFT-02257 | Winc Australia P/L | Reg Duty Wipes 45m per roll x 4 | \$55.97 |
| 15/07/2022 EFT-02257 | Workpower Incorporated | AAA Metal May 2022 | \$45,484.17 |
| 15/07/2022 EFT-02257 | Worldwide Printing Solutions | Dont feed the animals sign 500m x 700m | \$150.00 |
| 22/07/2022 EFT-02258 | 360 Environmental P/L | PFAS Monitoring - 100% complete | \$2,634.50 |
| 22/07/2022 EFT-02258 | 360 Environmental P/L | Fit Testing of 3 types Safety Masks all staff | \$1,892.00 |
| 22/07/2022 EFT-02258 | 360 Environmental P/L | Drilling supervisor and June 2022 gas monitoring | \$20,234.50 |
| 22/07/2022 EFT-02258 | ACT Industrial Pty Ltd | Plt152 New recycled glass hook lift bin | \$16,247.00 |
| 22/07/2022 EFT-02258 | Airwell Group Pty Ltd | Airwell Pumps (6 pumps, caps) | \$25,315.75 |
| 22/07/2022 EFT-02258 | Aussie Natural Spring Water | Bottled Water | \$23.82 |
| 22/07/2022 EFT-02258 | Blackwoods & Atkins | Hex nuts & bolts | \$45.14 |
| 22/07/2022 EFT-02258 | Blackwoods & Atkins | Lanotec spray cans | \$182.95 |
| 22/07/2022 EFT-02258 | Blackwoods & Atkins | Hose Clamps | \$155.32 |
| 22/07/2022 EFT-02258 | BOC Limited | Acetylene bottle rental 29/5/22 - 27/6/22 | \$12.71 |
| 22/07/2022 EFT-02258 | Bosch Rexroth Pty Ltd | Mechaincal repairs - Composter faults | \$4,197.60 |
| 22/07/2022 EFT-02258 | Bunnings | PVC end caps | \$46.97 |
| 22/07/2022 EFT-02258 | Bunnings | Butane Gas Refiller | \$9.93 |
| 22/07/2022 EFT-02258 | City of Vincent | TP Lease - Vincent - July 2022 | \$6,588.64 |
| 22/07/2022 EFT-02258 | Cleanaway Co Pty Ltd formally TOX FREE | Comingled recycling bin collection - June 2022 | \$117.00 |
| 22/07/2022 EFT-02258 | Command A Com | Telephone Expenses - July 22 | \$1,293.53 |
| 22/07/2022 EFT-02258 | Couplers Malaga | Assorted fittings - pressure gauges, camlocks, washdown bay fittings | \$2,229.21 |
| 22/07/2022 EFT-02258 | Enviro Sweep | June 2022 - sweep of site x 2 | \$1,281.50 |
| 22/07/2022 EFT-02258 | Fennell Tyres International Pty Ltd | Plt134 - Tyres repairs | \$619.00 |
| 22/07/2022 EFT-02258 | Herbert Smith Freehills | Legal Expenses to 30/06/22 - Waste Services Procurement Project | \$378.40 |
| 22/07/2022 EFT-02258 | Illion TenderLink Australia | RFT 13/157 Onsite Crushing and Screening of Tamala Park Quarry Limestone | \$181.50 |
| 22/07/2022 EFT-02258 | Illion TenderLink Australia | RFT 13/156 Waste Transfer Station Services | \$181.50 |
| 22/07/2022 EFT-02258 | Instant Products Group | Toilet Hire clean and restock monthly | \$259.03 |
| 22/07/2022 EFT-02258 | Iron Mountain Australia Pty Ltd | Data Cartridge Storage - June 22 | \$43.86 |
| 22/07/2022 EFT-02258 | Ironcat Tyres | Spare tyres for Plt120 & Plt83 and tyre repairs | \$2,398.00 |
| 22/07/2022 EFT-02258 | Kyocera Document Solutions | Photocopying Expenses - June 2022 | \$102.20 |
| 22/07/2022 EFT-02258 | LGIS Risk Management | Salary Continuance July 2022 - June 2023 | \$2,377.53 |

**Schedule of Payments for July 2022
Council Meeting - 29th September 2022**

| | | | |
|----------------------|---------------------------------------|---|--------------|
| 22/07/2022 EFT-02258 | LGISWA | Prepaid Insurance - Property 6 months | \$179,080.43 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | The West - Local Government Tender Advertisement Sat 4/6/2022 | \$663.16 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | Perth Now Community Advert Thurs 2/06/22 - Local Gov Tender | \$1,012.83 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | West Australian - LG Tender Advert Sat 28/5/22 | \$685.16 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | Perth Now Community Advert 2/06/2022 - LG Tender | \$1,012.83 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | West Australian - LG Tender Advert Wed 1/6/22 | \$495.40 |
| 22/07/2022 EFT-02258 | MARKETFORCE P/L | Perth Now Community Advert 9/06/2022 - LG Tender | \$902.39 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Anti-fatigue sit stand Mat x 4 | \$395.11 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Pens & Permanent markers - stationary | \$113.91 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Photocopying Paper | \$143.28 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Verbatim 16GB Store N Go Secure x 7 | \$300.13 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Expandable envelopes | \$63.64 |
| 22/07/2022 EFT-02258 | Office National Canning Vale | Store-n-go Secure Pro USB 3.0 drive 32GB | \$130.88 |
| 22/07/2022 EFT-02258 | Paxon Consulting Group Pty Ltd | Preparation of Financial Model - Ad Hoc to 30/06/22 | \$1,937.49 |
| 22/07/2022 EFT-02258 | ReNew Property Maintenance | Labour hire - weeding and bushland maintenance | \$8,206.00 |
| 22/07/2022 EFT-02258 | SafeWork Laboratories Pty Ltd | D&A Test June 2021 - collector costs and toxwipes | \$3,377.93 |
| 22/07/2022 EFT-02258 | SafeWork Laboratories Pty Ltd | Breath Tests 28.06.2022 | \$407.00 |
| 22/07/2022 EFT-02258 | Soft Landing | CoW Mattresses June 2022 | \$48,994.00 |
| 22/07/2022 EFT-02258 | Soft Landing | CoS On Demand Mattresses June 2022 | \$28,548.30 |
| 22/07/2022 EFT-02258 | Soft Landing | CoS RCB Mattresses June 2022 | \$25,344.00 |
| 22/07/2022 EFT-02258 | Soft Landing | Mattresses June 2022 | \$13,761.00 |
| 22/07/2022 EFT-02258 | Stantons International | WtE Tender Probity Services - charges to 29/06/22 | \$1,835.35 |
| 22/07/2022 EFT-02258 | Suez Recycling & Recovery (Perth) P/L | Confidential Bin - June 2022 | \$60.39 |
| 22/07/2022 EFT-02258 | Suez Recycling & Recovery (Perth) P/L | Glass Bottles Recycling 10/05/22 | \$444.82 |
| 22/07/2022 EFT-02258 | Super Choice Services Pty Ltd | Single Touch Monthly - June 2022 | \$13.21 |
| 22/07/2022 EFT-02258 | Synergy | Electricity - RRF adjustment due to meter reading May 2022 | \$389.14 |
| 22/07/2022 EFT-02258 | T & C Couriers | Courier Expenses - June 2022 | \$153.40 |
| 22/07/2022 EFT-02258 | Talis Consultants P/L | 2022 June project GW Monitoring - work to 30.06.22 | \$19,887.73 |
| 22/07/2022 EFT-02258 | Talis Consultants P/L | Contract Variation - Dissolved Methane sampling-services to June 2022 | \$1,716.00 |
| 22/07/2022 EFT-02258 | Talis Consultants P/L | March 2022 Grd Water report-Instalment for wk done June 2022 | \$4,466.00 |
| 22/07/2022 EFT-02258 | Telstra | Internet & Data Services & Equipment June 2022 | \$1,210.00 |
| 22/07/2022 EFT-02258 | TOOLMART | PI145 Toolbox for ute | \$779.00 |
| 22/07/2022 EFT-02258 | Total Green Recycling Pty Ltd | Ewaste recycling - June 2022 | \$1,320.83 |
| 22/07/2022 EFT-02258 | Total Green Recycling Pty Ltd | Ewaste recycling - June 2022 | \$1,099.18 |

**Schedule of Payments for July 2022
Council Meeting - 29th September 2022**

| | | | |
|----------------------|--|---|----------------|
| 22/07/2022 EFT-02258 | Tutt Bryant Equipment WA | Plt135 - A/C replacement | \$2,306.61 |
| 22/07/2022 EFT-02258 | Tyrecycle P/L | Tyre recycling for - June 2022 | \$2,626.88 |
| 22/07/2022 EFT-02258 | Vinidex P/L | 90 and 110mm tapping saddle | \$526.93 |
| 22/07/2022 EFT-02258 | Walkers Plant Maintenance | Electrical works for Plt144, 142, 138, 148, 133 | \$4,930.18 |
| 22/07/2022 EFT-02258 | Water2water P/L | Repairs and re-install Workshop Crib room ice machine | \$840.00 |
| 22/07/2022 EFT-02258 | Western Tree Recyclers | CoP Greens Handling June 2022 | \$774.40 |
| 22/07/2022 EFT-02258 | Western Tree Recyclers | CoJ Greens Handling June 2022 | \$7,597.81 |
| 22/07/2022 EFT-02258 | Winc Australia P/L | Secure Pro USB Flash drives | \$167.11 |
| 22/07/2022 EFT-02258 | Winc Australia P/L | Tissues | \$147.71 |
| 22/07/2022 EFT-02258 | Workpower Incorporated | Battery Rescue June 2022 | \$1,589.28 |
| 22/07/2022 EFT-02258 | Workpower Incorporated | AAA Metal June 2022 | \$45,993.42 |
| 22/07/2022 EFT-02258 | Wren Oil | Waste engine oil collection - June 2022 | \$16.50 |
| 26/07/2022 EFT-02259 | Department of Water & Environment Regulation | DEP Landfill levy - April 22 - June 22 | \$3,151,014.08 |
| 29/07/2022 EFT-02260 | Air-Met Scientific Pty Ltd | 2 wk hire GA5000 - June landfill monitoring for 360 enivor | \$1,309.00 |
| 29/07/2022 EFT-02260 | Ausrecord | Number Labels and Pocket Files | \$302.39 |
| 29/07/2022 EFT-02260 | Aussie Natural Spring Water | Bottled water | \$15.88 |
| 29/07/2022 EFT-02260 | Australian Institute of Company Directors | Company Director Course - 22/9/22 - 20/10/22 - Scott Cairns | \$7,823.00 |
| 29/07/2022 EFT-02260 | Australian Services Union | Staff Union Fees | \$84.18 |
| 29/07/2022 EFT-02260 | Child Support Agency | Staff Child Support | \$409.30 |
| 29/07/2022 EFT-02260 | City of Joondalup | TP Lease - Joondalup - August 2022 | \$13,177.26 |
| 29/07/2022 EFT-02260 | City of Perth | TP Lease - Perth - August 2022 | \$6,588.64 |
| 29/07/2022 EFT-02260 | City of Stirling | TP Lease - Stirling - August 2022 | \$26,354.56 |
| 29/07/2022 EFT-02260 | City of Wanneroo | TP Lease - Wanneroo - August 2022 | \$13,177.29 |
| 29/07/2022 EFT-02260 | David Moss Corporation P/L | 90mm pipe 6 rolls and delivery | \$4,736.53 |
| 29/07/2022 EFT-02260 | DCM Services | Quarterly Air conditioner maintenance | \$990.00 |
| 29/07/2022 EFT-02260 | Local Government Professionals Australia | Recruitment Advertising Finance Manager | \$165.00 |
| 29/07/2022 EFT-02260 | Nutrien Ag Solutions | Fencing for cages for NTPD | \$336.47 |
| 29/07/2022 EFT-02260 | Nutrien Water Joondalup (Total Eden P/L) | Insurance Claims - Easylok jnr & elbows | \$607.90 |
| 29/07/2022 EFT-02260 | Office National Canning Vale | Photocopying Paper | \$178.50 |
| 29/07/2022 EFT-02260 | Paul Miles | Travel Expenses to OCM meeting 07/07/22 - Cr P Miles | \$96.81 |

**Schedule of Payments for July 2022
Council Meeting - 29th September 2022**

| | | | |
|---------------------------|-----------------------------------|---|-----------------------|
| 29/07/2022 EFT-02260 | Position Partners | Compaction Monitoring System - monthly subscription | \$2,200.00 |
| 29/07/2022 EFT-02260 | Southern Cross Protection Pty Ltd | Permanent Patrols RRF - 01/06/22 - 09/06/22 | \$219.24 |
| 29/07/2022 EFT-02260 | Telstra | Mobile Expenses 14/07/22 - 13/08/22 | \$641.46 |
| 29/07/2022 EFT-02260 | Town of Cambridge | TP Lease - Cambridge - August 2022 | \$6,588.63 |
| 29/07/2022 EFT-02260 | Town of Victoria Park | TP Lease - Vic Park - July 2022 | \$6,588.64 |
| 29/07/2022 EFT-02260 | Department of Transport | Disclosure of information fees | \$31.10 |
| 29/07/2022 EFT-02260 | Tyrecycle P/L | Tyre recycling for July 2022 | \$3,637.82 |
| 29/07/2022 EFT-02260 | Winc Australia P/L | Photocopying paper and magnetic clips | \$194.15 |
| 29/07/2022 EFT-02260 | Winc Australia P/L | Binding Coils - Coffee | \$158.71 |
| Total EFT Payments | | | \$4,227,118.12 |

| | |
|---------------------------------|-----------------------|
| CBA Cheque No. 839 - 841 | \$1,992.05 |
| Electronic Payments: | |
| DP - 02061 to DP - 02075 | \$383,830.14 |
| Inter-Account Transfers | \$0.00 |
| EFT- 02257 to EFT- 02260 | \$4,227,118.12 |
| Grand Total | \$4,612,940.31 |

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 29 September 2022 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

**Credit Card detailed analysis for July 2022
Council Meeting - 29th September 2022**

| Date | Payment to | Description | Amount |
|--|----------------------|---|-------------------|
| 27-Jun-22 | ASIC | Creditor Check | \$17.00 |
| 28-Jun-22 | City of Joondalup | Parking | \$2.70 |
| 29-Jun-22 | Waste Management | WMRR Ministers Breakfast x 2 | \$141.82 |
| 01-Jul-22 | Wilson Parking | Parking | \$30.00 |
| 07-Jul-22 | JW Computers | Privacy Screens x 2 | \$239.69 |
| 07-Jul-22 | Who Gives a Crap | Toilet Paper | \$240.00 |
| 08-Jul-22 | SJDK Group | Aluminum Desk Name Plates - Councillors | \$99.80 |
| 11-Jul-22 | Team Viewer Pty Ltd | Team Viewer Licences | \$1,834.92 |
| 13-Jul-22 | Coles Online | Staff Amenities | \$254.20 |
| 21-Jul-22 | Bud n Bee Ocean Keys | Staff Flowers | \$135.00 |
| 22-Jul-22 | Wilson Parking | Parking | \$8.10 |
| 23-Jul-22 | Iluka Beach Bar | Staff Function | \$4,164.50 |
| Total CBA Credit Card - 25th June 2022 - 26th July 2022 | | | \$7,167.73 |

List of Payments for the month ended 31 August 2022

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9.2

APPENDIX 5

Item
9.2

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| Cheque Posting Date | Document No. | Vendor Name | Description | Amount |
|---|---------------------|--|---|-----------------------|
| 17/08/2022 | 824 | Cash | Staff Lotto | \$260.00 |
| 26/08/2022 | 843 | Cash | Staff Lotto | \$260.00 |
| 26/08/2022 | 844 | Water Corp | Water Reading May - July and August Rates | \$1,714.06 |
| 31/08/2022 | 845 | Cash | Petty Cash Reimbursement | \$1,385.45 |
| Total CBA cheques | | | | \$3,619.51 |
| 12/08/2022 | DP-02076 | Australian Taxation Office | PAYG | \$30,580.00 |
| 12/08/2022 | DP-02077 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$2,656.81 |
| 1/08/2022 | DP-02078 | iiNet Limited | Telephone Expenses | \$25.00 |
| 2/08/2022 | DP-02079 | Commonwealth Bank | CBA Merchant fees | \$108.46 |
| 2/08/2022 | DP-02080 | Commonwealth Bank | CBA Merchant fees | \$1,322.00 |
| 15/08/2022 | DP-02081 | Commonwealth Bank | COMMBIZ Fees Trans Fees | \$36.96 |
| 15/08/2022 | DP-02082 | Commonwealth Bank | Acc Serv Fee Trans | \$10.40 |
| 18/08/2022 | DP-02083 | Commonwealth Bank | Audit Certificate Fee | \$60.00 |
| 18/08/2022 | DP-02084 | Australian Taxation Office | BAS payment July 2022 | \$249,994.00 |
| 26/08/2022 | DP-02085 | Australian Taxation Office | PAYG | \$28,980.00 |
| 26/08/2022 | DP-02086 | EasiSalary Pty Ltd | Staff Salary Sacrifice | \$1,850.62 |
| 25/08/2022 | DP-02087 | National Australia Bank | New Term Deposit | \$2,000,000.00 |
| 25/08/2022 | DP-02088 | Commonwealth Bank | Transfer to NAB for New Term Deposit | \$2,000,000.00 |
| 19/08/2022 | DP-02089 | Commonwealth Bank | DE Reject Return Fee - acct closed | \$2.50 |
| 25/08/2022 | DP-02090 | Security Specialist payment (bk acct closed) | Returned Payment | \$139.66 |
| 31/08/2022 | DP-02091 | SuperChoice | Staff Superannuation | \$47,013.16 |
| 30/08/2022 | DP-02092 | MRC Credit Card | See Schedule Attached | \$1,008.09 |
| 31/08/2022 | GJ | National Australia Bank | Account Fee | \$10.00 |
| Total Direct Payments & Fees | | | | \$4,363,797.66 |
| Total Inter account Transfers | | | | \$0.00 |

| Posting Date | Document No. | Vendor Name | Details | EFT Amount |
|---------------------|---------------------|--------------------------------------|---|-------------------|
| 12/08/2022 | 23 | Payroll | Staff Payroll FE 12/08/22 | \$91,444.72 |
| 26/08/2022 | 24 | Payroll | Staff Payroll FE 26/08/22 | \$88,795.79 |
| 4/08/2022 | EFT-02261 | Airwell Group Pty Ltd | Technician Servicing Leachate system June 2022 | \$3,141.60 |
| 4/08/2022 | EFT-02261 | Alance Newspaper & Magazine Delivery | West Newspaper 09/05/22 - 30/06/22 | \$208.00 |
| 4/08/2022 | EFT-02261 | Appliance Testing Supplies | Test & Tag machine calibration, repairs and freight | \$745.80 |
| 4/08/2022 | EFT-02261 | Aussie Natural Spring Water | Bottled Water | \$23.82 |
| 4/08/2022 | EFT-02261 | Court Security | CCTV Maintenance and repairs - final payment | \$1,922.80 |
| 4/08/2022 | EFT-02261 | Envirocare Systems | Monthly Hygiene Services | \$751.08 |
| 4/08/2022 | EFT-02261 | Fennell Tyres International Pty Ltd | Plt133 - Repair puncture | \$619.00 |
| 4/08/2022 | EFT-02261 | Flick Anticimex P/L | Rodent services (3 monthly) - 07/07/22 | \$151.58 |
| 4/08/2022 | EFT-02261 | Flick Anticimex P/L | 6 weekly Pest service - 07/07/22 | \$303.16 |

Schedule of Payments for August 2022
Council Meeting - 29th September 2022

| | | | |
|----------------------|-----------------------------------|--|-------------|
| 4/08/2022 EFT-02261 | Kandu Partners | Website Maintenance and Support July 2021 - June 2022 | \$7,849.00 |
| 4/08/2022 EFT-02261 | Newcastle Weighing Services Pt | Newcastle Weighing Services Support Agreement 01/07/22-31/12/22 | \$11,467.50 |
| 4/08/2022 EFT-02261 | SafeWork Laboratories Pty Ltd | D & A Testing 28/06/22 | \$134.20 |
| 4/08/2022 EFT-02261 | SEEK Limited | Finance Manager advert | \$346.50 |
| 4/08/2022 EFT-02261 | Tyrecycle P/L | Tyre recycling for July 2022 | \$1,004.08 |
| 4/08/2022 EFT-02261 | Vinidex P/L | Compressed Air - AAP valves and fittings - delivered 15/07/22 | \$1,289.66 |
| 4/08/2022 EFT-02261 | Winc Australia P/L | Hand towels, post-it notes & batteries | \$189.57 |
| 4/08/2022 EFT-02262 | Synergy | Electricity RRF 01.06.22 to 30.06.22 | \$41,316.24 |
| 18/08/2022 EFT-02263 | Airgen Australia | Compressor oil leak repair - parts inc hose & service | \$4,374.89 |
| 18/08/2022 EFT-02263 | Airgen Australia | Compressor Service Type C | \$1,389.30 |
| 18/08/2022 EFT-02263 | Airwell Group Pty Ltd | Telemetry installation | \$5,646.63 |
| 18/08/2022 EFT-02263 | Airwell Group Pty Ltd | Leachate System July 2022 service | \$2,587.52 |
| 18/08/2022 EFT-02263 | Ampol Australia Petroleum Pty Ltd | Fuel July 2022 - SC | \$1,421.86 |
| 18/08/2022 EFT-02263 | Aswin Budhavaram | External Auditor-Expenses - FY21/22 financial year - reimbursement | \$1,000.00 |
| 18/08/2022 EFT-02263 | Aussie Natural Spring Water | Bottled water | \$7.94 |
| 18/08/2022 EFT-02263 | Australia Post | Postage | \$110.00 |
| 18/08/2022 EFT-02263 | Banhams WA Pty Ltd | Routine Monthly Fire System Inspection at RRF | \$578.79 |
| 18/08/2022 EFT-02263 | BOC Limited | Acetylene bottle rental 28/06/22 - 28/07/22 | \$13.13 |
| 18/08/2022 EFT-02263 | BOQ Finance (Aust) Limited | Printer Rental - August 2022 | \$421.53 |
| 18/08/2022 EFT-02263 | Brendan Twine | Uber to Staff Function and Home | \$104.51 |
| 18/08/2022 EFT-02263 | Bunnings | Hydrochloric acid | \$7.77 |
| 18/08/2022 EFT-02263 | Bunnings | Fencing Accessory - post lifter | \$91.20 |
| 18/08/2022 EFT-02263 | Bunnings | Retractable knives and blades | \$91.62 |
| 18/08/2022 EFT-02263 | City of Vincent | TP Lease - Vincent - August 2022 | \$6,588.64 |
| 18/08/2022 EFT-02263 | Classic Hire | Mini Excavator hire - 13/7/22 - 14/7/22 - liner repair | \$1,166.00 |
| 18/08/2022 EFT-02263 | Court Security | CCTV Maintenance & Repair | \$2,156.00 |
| 18/08/2022 EFT-02263 | Data#3 | Backup Tapes | \$442.42 |
| 18/08/2022 EFT-02263 | Datacom Systems (AU) Pty Ltd | Replacement Server Memory | \$267.66 |
| 18/08/2022 EFT-02263 | Envirocare Systems | Urinal blocks | \$187.00 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 05/07/22 | \$14,305.29 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 13/07/22 | \$11,740.80 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 19/07/22 | \$11,316.98 |
| 18/08/2022 EFT-02263 | Great Southern Fuel Supplies | Fuel delivered 26/07/22 | \$13,206.89 |
| 18/08/2022 EFT-02263 | Jackson McDonald | Review process to elect Chair & Deputy Chair | \$9,260.35 |
| 18/08/2022 EFT-02263 | Komatsu Australia | Pit131 - Cutting Edge | \$519.29 |
| 18/08/2022 EFT-02263 | Kyocera Document Solutions | Photocopying Expenses - July 2022 | \$1,569.69 |
| 18/08/2022 EFT-02263 | MRP Pest Control | Monthly Pest Inspection at RRF - July 2022 | \$825.00 |
| 18/08/2022 EFT-02263 | NAPA Parts | Pit132 - battery x2 | \$649.00 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Fuel filter | \$17.60 |
| 18/08/2022 EFT-02263 | NAPA Parts | Devcon Fastmetal for the workshop | \$81.40 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Fuel filters | \$80.85 |
| 18/08/2022 EFT-02263 | NAPA Parts | PL151 - Spin on fuel filter | \$22.00 |
| 18/08/2022 EFT-02263 | National Geotech | 14 Gas Monitoring Wells - FA INF1008 | \$59,785.00 |
| 18/08/2022 EFT-02263 | Newcastle Weighing Services Pt | DCS Rolls x 3 | \$713.90 |
| 18/08/2022 EFT-02263 | Nutrien Ag Solutions | South Fastlack Horsefence 50m roll | \$440.00 |

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| | | | |
|----------------------|--|--|--------------|
| 18/08/2022 EFT-02263 | Office National Canning Vale | Binding covers | \$98.23 |
| 18/08/2022 EFT-02263 | Olivers Lawn & Landscaping Pty Ltd | July 2022 - TP Lawn maintenance | \$185.00 |
| 18/08/2022 EFT-02263 | Olivers Lawn & Landscaping Pty Ltd | TP 8 weekly hedge work - 14/07/22 | \$550.00 |
| 18/08/2022 EFT-02263 | Open Office | Business Central UAT Environment - 01/07/22-30/06/2023 | \$12,319.82 |
| 18/08/2022 EFT-02263 | Plants & Garden Rentals | Office Plants - August 2022 | \$330.00 |
| 18/08/2022 EFT-02263 | REPCO AUTO PARTS- Clarkson | MX808 Scan tool | \$874.50 |
| 18/08/2022 EFT-02263 | REPCO AUTO PARTS- Clarkson | Demineralised Water | \$13.20 |
| 18/08/2022 EFT-02263 | Seaview Ford Clarkson | Plt136 Service and fault find | \$560.00 |
| 18/08/2022 EFT-02263 | Security Specialists Australia Pty Ltd | Cash Collection June 2022 | \$139.66 |
| 18/08/2022 EFT-02263 | Spectur Ltd | RRF - CCTV System Hire - July 2022 | \$3,300.00 |
| 18/08/2022 EFT-02263 | Synergy | Electricity RRF 01/07/22 - 31/07/22 | \$42,776.78 |
| 18/08/2022 EFT-02263 | Synergy | Electricity - TP 23/06/22 - 27/07/22 | \$12,650.65 |
| 18/08/2022 EFT-02263 | Telstra | Internet & Data Services & Equipment July 2022 | \$1,210.00 |
| 18/08/2022 EFT-02263 | Total Green Recycling Pty Ltd | Ewaste recycling for - July 2022 | \$1,243.55 |
| 18/08/2022 EFT-02263 | Town of Victoria Park | TP Lease - Vic Park - August 2022 | \$6,588.64 |
| 18/08/2022 EFT-02263 | Tyrecycle P/L | Tyre recycling for July 2022 | \$2,471.46 |
| 18/08/2022 EFT-02263 | Vinidex P/L | 63mm fittings (63mm connectors, and reducers) - delivered 04/08/22 | \$690.80 |
| 18/08/2022 EFT-02263 | Vinidex P/L | Electrofusion fittings and Borevalves delivered 14/07/22 | \$367.88 |
| 18/08/2022 EFT-02263 | WA Local Government Association | WALGA subscriptions - 2022-2023 | \$21,264.93 |
| 18/08/2022 EFT-02263 | Walkers Plant Maintenance | Plt134 - 5000hr Service | \$4,952.54 |
| 18/08/2022 EFT-02263 | Winc Australia P/L | Batteries & USB sticks | \$138.06 |
| 18/08/2022 EFT-02263 | Worldwide Printing Solutions | 20 signs for obsolete wells (gas/groundwater) | \$550.00 |
| 18/08/2022 EFT-02263 | Wormald | Fire panel inspection and test - July 2022 | \$57.64 |
| 18/08/2022 EFT-02263 | Wren Oil | Waste engine oil collection - July 2022 | \$66.00 |
| 26/08/2022 EFT-02264 | Allpipe Technologies P/L | Camera/video of CB10B, TPL2B, BB27 and G/well EEM250 | \$1,325.50 |
| 26/08/2022 EFT-02264 | Australian Services Union | Staff Union Fees | \$56.12 |
| 26/08/2022 EFT-02264 | Bunnings | Cable ties, duct tape, drop sheets & tarps | \$122.91 |
| 26/08/2022 EFT-02264 | Bunnings | Polypropylene Rope x 8 | \$197.60 |
| 26/08/2022 EFT-02264 | City of Joondalup | TP Lease - Joondalup - September 2022 | \$13,177.26 |
| 26/08/2022 EFT-02264 | City of Wanneroo | Rates for RRF 2022/2023 | \$121,888.24 |
| 26/08/2022 EFT-02264 | Command A Com | Telephone Expenses - August 2022 | \$1,296.10 |
| 26/08/2022 EFT-02264 | Enviro Sweep | July road sweeping inc 7% fuel surcharge | \$1,518.33 |
| 26/08/2022 EFT-02264 | Fennell Tyres International Pty Ltd | Plt133 - Major tyre repair | \$1,230.00 |
| 26/08/2022 EFT-02264 | Iron Mountain Australia Pty Ltd | Data Cartridge Storage - July 2022 | \$43.86 |
| 26/08/2022 EFT-02264 | Newcastle Weighing Services Pt | DCS Cards x 50 | \$1,226.50 |
| 26/08/2022 EFT-02264 | Office National Canning Vale | Copy paper, post it notes, year planner & labels | \$147.49 |
| 26/08/2022 EFT-02264 | Position Partners | Compaction Monitoring System - monthly subscription | \$2,200.00 |
| 26/08/2022 EFT-02264 | ReNew Property Maintenance | Damaged liner - removal of sand and portions of liner | \$2,431.00 |
| 26/08/2022 EFT-02264 | ReNew Property Maintenance | Litter Collection/ National Tree Planting assistance July 2022 | \$3,432.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoS On Demand Mattresses July 2022 | \$32,285.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoS RCB Mattresses July 2022 | \$25,872.00 |
| 26/08/2022 EFT-02264 | Soft Landing | CoW Mattresses July 2022 | \$49,779.40 |
| 26/08/2022 EFT-02264 | Soft Landing | MRC Mattress Collections July 2022 | \$9,966.00 |
| 26/08/2022 EFT-02264 | Stantons International | WtE Tender Probity Services - charges to 29/07/22 | \$3,748.25 |
| 26/08/2022 EFT-02264 | Talis Consultants P/L | Hydrosleeves for 7 deep wells | \$4,052.14 |

**Schedule of Payments for August 2022
Council Meeting - 29th September 2022**

| | | | |
|---------------------------|--------------------------------|--|---------------------|
| 26/08/2022 EFT-02264 | Talis Consultants P/L | Adhoc sampling of BB20 and BB19 wells | \$8,350.00 |
| 26/08/2022 EFT-02264 | Talis Consultants P/L | GW Monitoring Project work to 31.07.22 | \$59,966.78 |
| 26/08/2022 EFT-02264 | Total Green Recycling Pty Ltd | Ewaste recycling for - July 2022 | \$2,527.25 |
| 26/08/2022 EFT-02264 | Town of Cambridge | TP Lease - Cambridge - September 2022 | \$6,588.63 |
| 26/08/2022 EFT-02264 | Trade West Industrial Supplies | Steel Blue Hobart Bump Cap Black size 12 | \$180.35 |
| 26/08/2022 EFT-02264 | Tyrecycle P/L | Tyre Recycling - August 2022 | \$436.60 |
| 26/08/2022 EFT-02264 | Vinidex P/L | Compressed Air - AAP valves and fittings - delivered 03/08/22 | \$787.60 |
| 26/08/2022 EFT-02264 | Vinidex P/L | 63mm fittings (63mm connectors, and reducers) - delivered 02/08/22 | \$252.21 |
| 26/08/2022 EFT-02264 | Western Tree Recyclers | CoP Greens Handling July 2022 | \$843.13 |
| 26/08/2022 EFT-02264 | Western Tree Recyclers | CoJ Greens Handling July 2022 | \$5,344.46 |
| 26/08/2022 EFT-02264 | Workpower Incorporated | Battery Recycling July 2022 | \$3,015.38 |
| 26/08/2022 EFT-02264 | Wren Oil | Waste engine oil collection - August 2022 | \$16.50 |
| Total EFT Payments | | | \$882,596.48 |

| | |
|---------------------------------|-----------------------|
| CBA Cheque No. 842 - 845 | \$3,619.51 |
| Electronic Payments: | |
| DP - 02076 to DP - 02092 | \$4,363,797.66 |
| Inter-Account Transfers | \$0.00 |
| EFT- 02261 to EFT- 02264 | \$882,596.48 |
| Grand Total | \$5,250,013.65 |

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 29 September 2022 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 August 2022
Council Meeting - 29th September 2022

| Date | Payment to | Description | Amount |
|--|---------------------|---------------------------------|-------------------|
| 28-Jul-22 | City of Perth | Parking | \$8.48 |
| 01-Aug-22 | Amazon Market Place | Screen Protector and Case | \$29.97 |
| 01-Aug-22 | Polyweld Machinery | Polyweld Hire 2 Days | \$190.00 |
| 01-Aug-22 | Vaccum Spares | Vaccum 2 x Hepa Filter | \$33.10 |
| 02-Aug-22 | DIMRS East Perth | Dangerous Goods Licence | \$234.00 |
| 03-Aug-22 | Master Hose Pty Ltd | Hi Cupla 200 for Bubble Testing | \$336.16 |
| 04-Aug-22 | CPP Pier St Perth | Parking | \$16.15 |
| 10-Aug-22 | Swish Coffee | Meeting Coffees | \$9.50 |
| 10-Aug-22 | Wilson Parking | Parking | \$21.00 |
| 11-Aug-22 | City of Perth | Parking | \$8.48 |
| 15-Aug-22 | ASIC | Creditor Checks x 4 | \$72.00 |
| 23-Aug-22 | SJDK Group | Desk Plate Finance Manager | \$49.25 |
| Total CBA Credit Card - 26th July 2022 - 25th August 2022 | | | \$1,008.09 |

Council Policies – clean copy

Item
9.5

APPENDIX 6

Item
9.5

Policy No: CP 01

Reference: D/22/0002212

Policy Title: Annual Fees, Allowances and Expenses for Councillors**Policy Statement:**

To determine the level of fees, allowances and expenses to be paid to Councillors annually.

Policy Procedure:

1. Level of Fees, Allowances and Expenses to be paid to Councillors annually are as follows:

| | Fee (\$) | LG Allowance (\$) | Allowance (\$) (Technology) |
|---------------------------|--|--------------------------|--|
| Chairperson | 16,235 | 20,565 | 1,025 |
| Deputy Chairperson | 10,824 | 2015 | 1,025 |
| Councillor | 10,824 | | 1,025 |
| Deputy Councillor | Nil | | |
| Expenses Other | Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996 | | |

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in two (2) equal instalments in July and December of each financial year. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

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

4. The fees and allowances are increased in line with the determination of the Salaries and Allowances Tribunal made in accordance with the Salaries and Allowances Act 1975.

| | |
|--|--|
| Legislation | Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2023 |
| Review History | 18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022 |
| Next Review Date | 01/08/2023 |
| Revision History | 04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 - no change 11/04/2022 SAT 2.5% increase |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 02

Reference: D-22-0005493

Policy Title: Affixing of the Common Seal
Policy Statement:

To authorise the affixing of the Common Seal to documents.

Policy Procedure:

1. The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson and the Chief Executive Officer, or the person acting in the Chief Executive Officer's position, are authorised to affix the Common Seal to documents requiring the Common Seal.
2. The Chief Executive Officer will maintain a register, in a secure location, detailing:
 - a. The type of document requiring the Common Seal;
 - b. The names of the persons who signed the document; and
 - c. The date the document was signed.
3. A report listing the documents to which the Common Seal has been affixed will be presented to the next Ordinary Meeting of Council.

| | |
|--|--|
| Legislation | Local Government Act 1995 s.9.49A |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29/09/2019 |
| Review History | 27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 03**Reference: D/22/0000165****Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Councillors)****Policy Statement:**

To determine the expenses and arrangements for Councillors attending Overseas, Interstate or Intrastate Conferences.

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. A cash advance of \$100 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the Manager Finance (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Manager Finance and any expenditure over and above the cash advance will be reimbursed at their discretion.
4. Where a Councillor elects not to make use of the cash advance detailed under (3), they can submit their receipts to the Manager Finance for review and reimbursement at their discretion.
5. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel accommodation.
6. The Chief Executive Officer will review the program of conferences being attended by employees and if it is considered that the program offers benefits to the Councillors in their role then a report will be presented to Council inviting one or more Councillors to attend the conference.
7. All Councillors will be provided the opportunity to attend a relevant waste conference annually.

Notes:

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

| | |
|--|--|
| Legislation | Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, 19/08/2022 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | Nil |
| Review History | 12/08/2021 – rate increase item 3 and change to relevant conference item 7. |

| | |
|--|---|
| | 19/08/2022 – reference to Director Corporate Services changed to Finance Manager Title change |
|--|---|

Policy No: CP 04

Reference: D/22/5574

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

Policy Statement:

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

Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. An allowance of \$100 per day (payable from one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be issued as a cash advance prior to the conference. Any expenses incurred over and above the allowance issued will only be reimbursed on the production of receipts and at the discretion of the Finance Manager.
4. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer or the Chairperson, if the variation results from the Chief Executive Officer attending a conference.
2. Conference attendance will be subject to the availability of funds in the Budget or by approval of Council.

| | |
|--|---|
| Legislation | |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | Nil |
| Review History | 12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager |

Policy No: CP 06

Reference: D-22-0005494

Policy Title: Purchase of Goods and Services

Policy Statement:

To ensure that goods and services are purchased competitively in accordance with the Local Government Act and associated regulations.

Sustainable Procurement:

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

Policy Procedure:

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

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

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

Notes: The general principles for obtaining verbal quotations are:

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

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

At least three (3) verbal or written quotations (or a combination of both) are sought. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.

Notes: Refer to (1) above for details on obtaining verbal quotes.

The general principles relating to written quotations are:

- a. An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
- b. The request for a written quotation should include as a minimum:
 - (i) Written specification
 - (ii) Price Schedule
 - (iii) Any conditions relating to the submission of the quotation.
 - (iv) The period or date until which the offer remains valid.
- c. Invitations to quote should be separately issued to suppliers at the same time.
- d. Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as

the new or amended requirement is determined. Such communication must be made to all invitee suppliers at the same time and if made verbally, confirmed in writing (email, or letter) immediately thereafter.

- e. Responses should be assessed for compliance, in order:
 - (i) against the selection criteria, and
 - (ii) value for money.
 All evaluations must be documented.
- f. Invited suppliers should be advised of the outcome of their quotations as soon as possible after the final determination is made and approved.

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

At least three (3) written quotes are sought.

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

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

At least three (3) written quotes are sought.

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

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

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

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

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

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

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

The following minimum requirements must be met:

a. **Anti-Avoidance**

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

b. **Tender Criteria**

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

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

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

c. **Advertising Tenders**

Publicly inviting tenders, requirements:

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

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

d. **Issuing Tender Documentation**

The mechanism for the issuing of Tender documentation is for potential Tenderers to download the tender documents via a Tender Portal in Tenderlink and is conditional upon the potential Tenderer disclosing the name, contact person and contact details of the entity he or she owns or represents.

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

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

e. **Tender Deadline**

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

f. **Opening of Tenders**

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

Tenders cannot be opened, read or evaluated prior to the Tender Deadline.

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

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

g. **No Tender Accepted'**

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

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

h. **Tender Evaluation Panel**

A minimum of three (3) members should be selected for the panel. The members are to be selected based on their knowledge of the subject matter being considered or based on their contract experience.

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

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

i. **Tender Evaluation**

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

j. **Addendum to Tender**

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

k. **Variation of Contract**

(1) **Minor Variation**

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

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

(2) **Contracts Entered into**

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

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

l. **Notification of Outcome**

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

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

m. Records Management

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

6. When public Tenders or quotations are NOT required

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

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

7. State of Emergency Conditions

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

8. Recording Quotations

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

9. Local supplier

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

10. Environmental Consideration

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

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| Legislation | 1. Local Government Act 1995 s.3.57. 1. Local Government (Functions & General) Regulations 1996 – Part 4 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | <p>04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers.</p> <p>05/11/2015</p> <ol style="list-style-type: none"> Increases to the values of the Tendering and quoting requirements. Changes made to Part 5(k) Variation of contract. <p>14/08/2018</p> <ol style="list-style-type: none"> Changes to part 4. Increases to the threshold values Change to part 5 b. Aligning the number of panel members to same value as in part 5 h. Change to part 5 g. Increasing values Change to part 6 a. Minor spelling. Change to 6 b. Increasing values Added part 9 to include an Environmental Consideration <p>13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes.</p> <p>18/06/2020 State of Emergency additions</p> <p>12/08/2021, recommendations by Auditors May 2021 and the LG Amendment Regulations gazetted 06/11/2020.</p> <p>19/08/2022 includes references to the MRC using Tenderlink and no longer accepting tenders direct to the MRC</p> <p>Added a section on Sustainable Procurement</p> |
| Delegation to the Chief Executive Officer | Yes |

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

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

Definition

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

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

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

Life Cycle costs include:

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

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

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

Policy No: CP 08

Reference: D/21/0003904

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

To determine the vehicle type and usage for employees.

Policy Procedure:

1. The following positions will be allocated vehicles as follows:

| Position Type | Vehicle Type | Vehicle Value (Excl. GST) | Usage |
|---|--|---------------------------|--------------------------------------|
| Chief Executive Officer | Any within Value | Up to \$62,400 | Per Contract |
| Manager Finance | Any within Value | Up to \$57,600 | Per Contract |
| Manager Operations | Four Wheel Drive Min. 1 Tonne Tare | Up to \$57,600 | Commuting or Private (Restricted) |
| Vehicles are to be purchased using the State Vehicle Pricing contract | | | |

2. Vehicle Usage Type

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

3. The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$30/week after tax, drawn from their salary.
*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year.
4. Use of the Manager Operations's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.
5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.
7. Fuel costs will be provided as follows:

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

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

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

Policy No: CP 09

Reference: D/22/0005491

Policy Title: Investments

Policy Statement:

To ensure that funds held by the Council are invested:

1. In a conservative manner, whilst striving to achieve the best outcome for the Council;
2. So as to yield a suitable level of diversification of counter party risk;
3. So as to maintain a low level of risk exposure by using recognised rating criteria; and
4. So as to allow for ready access to funds for day to day requirements.

Policy Procedure:

1. Reserve Funds and funds surplus to the immediate needs of the Regional Council may be invested with financial institutions with a Standard and Poors rating of "AA-" or better.
2. Where funds are invested with a financial institution whose credit rating falls below the prescribed level, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing deposits or other bank guaranteed instruments.
4. Where the funds are placed for a tenor of not more than 90 days, they may be invested with one financial institution.
5. Where the funds are placed for a tenor exceeding 90 days, no more than 50% of the total funds shall be held by any one institution. The tenor of any investment is not to exceed 365 days.
6. Details of the performance and amounts invested with each financial institution shall be reported regularly in the Regional Council's Members' Information Bulletin.
7. Where practical, funds should be invested in such a manner as to provide sufficient access to funds within any normal payment cycle.
8. The Regional Council's investment portfolio is not to be leveraged to obtain funding.
9. Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information

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| Legislation | Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29September 2022 |
| Review History | 02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | 04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change 19/08/2022 no change |
| Delegation to the Chief Executive Officer | Yes |

Policy No: CP 10

Reference: D/22/0005641

Policy Title: Donations – Financial Assistance/Support

Policy Statement:

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

Procedure:

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

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| Legislation | N/A |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | |
| Review History | 02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | 14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change 29/08/2022 |
| Delegation to the Chief Executive Officer | |

Policy No: CP11

Reference: D-22-0005490

Policy Title: Use of Corporate Credit Cards

Policy Statement:

The purpose of this policy is to prescribe the principles governing the use of corporate credit cards by employees and to outline the responsibilities of cardholders.

Policy Procedure:

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is in issue, a register of cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder, except with the express authorisation of the CEO. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify the MRC immediately.
6. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
7. The credit limit on each Card is to be determined by the CEO, but may not exceed the value of an employee's delegated financial authority.
8. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited. All purchases are to be made in accordance with policy CP06 – Purchases of Goods and Services.
9. Cardholders are to provide receipts each month to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Finance Manager monthly.
10. A summary of expenditures incurred by the CEO on the MRC credit card will be presented to each Council meeting as part of the financial reporting pack.
11. Failure by a cardholder to abide by this policy will result in disciplinary action, which may include the revocation of the Card.

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| Legislation | Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a) |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | 14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager |
| Delegation to the Chief Executive Officer | Yes |

Policy No: CP12**Reference: D/22/0005489****Policy Title: Gate Fee Setting****Policy Statement:**

The purpose of this policy is to outline the principles for gate fee setting.

Policy Procedure:

1. The Mindarie Regional Council (MRC) will set the Members' and Non-members' gate fee rates in the budget each year such that the MRC is able to:
 - Cover the costs of its operations, including the costs associated with the Resource Recovery Facility
 - Adequately fund its site restoration and post closure liabilities
 - Adequately fund its non-infrastructure capital expenditures
 - Keep its liquidity and debt ratios within the levels prescribed in the 20-year Financial Plan
2. Non-members' gate fee rates are to be set so as to cover the cost of the service at a minimum.
3. The distribution of a year-end surplus will be determined by Council when adopting the Annual Report and Audited Financial Statements.
4. The Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
5. The Chief Executive Officer may approve a discount to the Non-Members' gate fee in line with limits set as part of the annual budget process.
6. Specific fees and charges for others services provided by the MRC are to be set so as to cover the cost of the service at a minimum.

The gate fee rates are to be reviewed annually during the mid-year budget review and the Council may choose to adjust the gate fee rates to take into account an expected deficit or surplus if it deems it appropriate to do so.

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| Legislation | Local Government Act 1995 s.6.16 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | Yes |
| Review History | 12/08/2021 - no change 19/08/2022 -no change |

Policy No: CP13

Reference: D-22-0005487

Policy Title: Budget Variance Reporting Threshold

Policy Statement:

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

Policy Procedure:

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

Revenue:

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

Expenses:

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

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

Policy No: CP 14

Reference: D/22-0005486

Policy Title: ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT

PURPOSE

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

For this policy:

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

OBJECTIVE

To:

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

PROCEDURE

The role of the CEO may be delegated as follows:

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

More than 5 days up to 3 months

- a) CEO to appoint an Acting CEO.

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

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

Otherwise;

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

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

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

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

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

Policy No: CP15

Reference: D-22-0005485

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

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

Procedure:

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

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| Legislation | N/A |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | 13/08/2019 no change 12/08/2021 no change 19/08/2022 no change |

Policy No: CP16

Reference: D-22-0000165

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

Policy Statement:

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

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

Definitions

Approved lawyer is to be:

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

Council is the Mindarie Regional Council

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

Legal proceedings may be civil, criminal or investigative.

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

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

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

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

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

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

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

Procedure:

1. Payment Criteria

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

2. Examples of Legal Representation Costs that may be Approved

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

3. Applications for Payment

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

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

4. Legal representation costs – Limit

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

5. Council's Powers

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

6. Delegation to the Chief Executive Officer

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

7. Repayment of Legal Representation Costs

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

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

Policy No: CP17**Reference: D-22-0005481****Policy Title: Elected Member continuing professional development****Policy Statement:**

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

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

Policy Procedure:

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

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

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

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

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

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

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

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

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

Policy No: CP18

Reference: D-22-0005483

Policy Title: Information Technology Policy
PURPOSE

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

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

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

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

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

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

Objective:

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

1. Scope:

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

2. Records and Definitions:

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

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

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

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

3. Details:

3.1 General Recordkeeping:

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

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

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

3.2 Access:

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

3.3 Destruction:

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

3.4 Ephemeral Records:

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

3.5 Training and Education:

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

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

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| Legislation | Local Government Act 1995, State Records Act 2000, Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Electronic Transactions Act 2011, General Disposal Authority for Local Government Record, MRC Recordkeeping Plan |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Created | 01/08/2022 |
| Next Review Date | 01/08/2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 20

Reference: D-22-0005572

Policy Title: ATTENDANCE AT EVENTS POLICY

Policy Statement:

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

This policy is made in accordance with those provisions.

Objective:

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

Statutory Requirements:

Local Government Act 1995

5.90A Policy for attendance at events

(1) In this section —

event includes the following —

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

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

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

* *Absolute majority required.*

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

* *Absolute majority required.*

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

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

1. Invitations

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

2. Approval of attendance

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

Payments in respect of attendance

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

4. Exemptions:

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

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

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

5. Purchase of event tickets by the MRC:

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

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

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

Attachment A - Pre-approved events

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

| Event and venue | Date of event | Attendee/s | Cost | Date of Council resolution |
|-----------------|---------------|------------|------|----------------------------|
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Policy No: CP 21

Reference: D-22-0005496

Policy Title: Payments to Employees Upon Cessation of Employment Policy

Policy Statement:

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

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

Statutory Requirements:

Local Government Act 1995 s5.50

5.50. Payments to employees in addition to contract or award

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

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

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

(2) A local government may make a payment —

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

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

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

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

Objective:

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

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

Scope:

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

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

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

Implications (Strategic, Financial, Human Resources):

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

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

• Settlement of a Claim

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

• Illness or Impairment

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

• Poor Performance / Conduct

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

Manner of Assessment of the Payment

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

In assessing the payment, the following will be considered:

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

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

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

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| Legislation | Local Government Act 1995 s5.50 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Created | 01/08/2022 |
| Next Review Date | 01/08/2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 22

Reference: D-22-0000165

Policy Title: MRC COUNCILLORS' COMMUNICATIONS POLICY

Policy Statement:

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

Objective:

The objectives of this policy is to::

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

Statutory Requirements:

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

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

Procedures for Councillors to Access Council Information:

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

Electronic Correspondence:

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

Media Relations:

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

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

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

Use of Social Media:

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

| | |
|--|---|
| Legislation | State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021. |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | xxxx |
| Creation date | 01.08.2022 |
| Next Review Date | 01.08.2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: EP 01

Reference: D/21/0003885

Policy Title: ENVIRONMENTAL POLICY

PURPOSE

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

MRC is committed to:

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

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

Council Policies – tracked changes

Item
9.5

APPENDIX 7

Item
9.5

Policy No: CP 01

Reference: D/22/0002212

Policy Title: Annual Fees, Allowances and Expenses for Councillors**Policy Statement:**

To determine the level of fees, allowances and expenses to be paid to Councillors annually.

Policy Procedure:

1. Level of Fees, Allowances and Expenses to be paid to Councillors annually are as follows:

| | Fee (\$) | <u>LG</u> Allowance (\$) | <u>Expense Allowance (\$)</u> (Technology) |
|---------------------------|--|--------------------------|---|
| Chairperson | 15,450 16,235 | 19,570 20,565 | 1,02500 |
| Deputy Chairperson | 10,300 10,824 | 4,893 2015 | 1,02500 |
| Councillor | 10,300 10,824 | | 1,02500 |
| Deputy Councillor | Nil | | |
| Expenses Other | Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996 | | |

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in two (2) equal instalments in July and December of each financial year. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

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

4. The fees, ~~and~~ allowances ~~and expenses are increased~~ be increased annually in line with the determination of the Salaries and Allowances Tribunal made in accordance with the Salaries and Allowances Act 1975.

| | |
|--|---|
| Legislation | Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 21/11/2019 29 September 2023 |
| Review History | 18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; <u>31/0/2022</u> |
| Next Review Date | 12/01/08/2022 2023 |
| Revision History | 04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 - no change <u>11/04/2022 SAT 2.5% increase</u> |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 02

Reference: D/21/0003910

Policy Title: Affixing of the Common Seal
Policy Statement:

To authorise the affixing of the Common Seal to documents.

Policy Procedure:

1. The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson and the Chief Executive Officer, or the person acting in the Chief Executive Officer's position, are authorised to affix the Common Seal to documents requiring the Common Seal.
2. The Chief Executive Officer will maintain a register, in a secure location, detailing:
 - a. The type of document requiring the Common Seal;
 - b. The names of the persons who signed the document; and
 - c. The date the document was signed.
3. A report listing the documents to which the Common Seal has been affixed will be presented to the next Ordinary Meeting of Council.

| | |
|--|--|
| Legislation | Local Government Act 1995 s.9.49A |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 16/09/2021 29/09/2022 |
| Review History | 27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 18/08/2022 |
| Next Review Date | 01/08/ 2022 2023 |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 03

Reference: D/22/0000165

Policy Title: ~~Councillor Arrangements when attending an~~ Overseas/Interstate/Intrastate Conference ~~Attendance (MRC Councillors)~~

Policy Statement:

To determine the expenses and arrangements for Councillors attending Overseas, Interstate or Intrastate Conferences.

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Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. A cash advance of \$100 per day (from the period of one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be available to Councillors on request and issued prior to the conference. All expenses incurred will be remitted to the ~~Director Corporate Services~~ Manager Finance (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the ~~Director Corporate Services~~ Manager Finance and any expenditure over and above the cash advance will be reimbursed at their discretion.
4. Where a Councillor elects not to make use of the cash advance detailed under (3), they can submit their receipts to the ~~Director Corporate Services~~ Manager Finance for review and reimbursement at their discretion.
5. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel accommodation.
6. The Chief Executive Officer will review the program of conferences being attended by employees and if it is considered that the program offers benefits to the Councillors in their role then a report will be presented to Council inviting one or more Councillors to attend the conference.
7. All Councillors will be provided the opportunity to attend a relevant waste conference annually.

Notes:

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

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| | |
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| Legislation | Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | <u>29 September 2022</u> |
| Review History | 20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, <u>19/08/2022</u> |
| Next Review Date | 01/08/ 2022 <u>2023</u> |
| Delegation to the Chief Executive Officer | Nil |

| | |
|-----------------------|---|
| Review History | 12/08/2021 – rate increase item 3 and change to relevant conference item 7. <u>19/08/2022 – reference to Director Corporate Services changed to Finance Manager</u> <u>Title change</u> |
|-----------------------|---|

Policy No: CP 04

Reference: D/22/5574

Policy Title: ~~Employee Arrangements when attending an~~
Overseas/Interstate/Intrastate Conference Attendance (MRC
Employees)

Policy Statement:

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

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Policy Procedure:

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. An allowance of \$100 per day (payable from one day prior to the commencement of the conference and up to the final day of the conference or any tours organised as part of the conference) will be issued as a cash advance prior to the conference. Any expenses incurred over and above the allowance issued will only be reimbursed on the production of receipts and at the discretion of the ~~Director Corporate Services~~ Finance Manager.
4. Taxi Vouchers will be provided for Overseas/Interstate Conferences to cover travel to and from the airport, conference venue and hotel.

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Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer or the Chairperson, if the variation results from the Chief Executive Officer attending a conference.
2. Conference attendance will be subject to the availability of funds in the Budget or by approval of Council.

| | |
|--|--|
| Legislation | |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | <u>29 September 2022</u> |
| Review History | 27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; <u>19/08/2022</u> |
| Next Review Date | 01/08/ 2022 2023 |
| Delegation to the Chief Executive Officer | Nil |
| Review History | 12/08/2021 – item 3 rate increase <u>19/08/2022 – reference to Director Corporate Services changed to Finance Manager</u> |

Policy No: CP 06

Reference: D-22-0005494

Policy Title: Purchase of Goods and Services

Policy Statement:

To ensure that goods and services are purchased competitively in accordance with the Local Government Act and associated regulations.

Sustainable Procurement:

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

Policy Procedure:

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

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

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

Notes: The general principles for obtaining verbal quotations are:

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

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

At least three (3) verbal or written quotations (or a combination of both) are requiredsought. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.

Notes: Refer to (1) above for details on obtaining verbal quotes.

The general principles relating to written quotations are:

- a. An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
- b. The request for a written quotation should include as a minimum:
 - (i) Written specification
 - (ii) Price Schedule
 - (iii) Any conditions relating to the submission of the quotation.
 - (iv) The period or date until which the offer remains valid.
- c. Invitations to quote should be separately issued to suppliers at the same time.
- d. Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as

the new or amended requirement is determined. Such communication must be made to all invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, or letter) immediately thereafter.

- e. Responses should be assessed for compliance, in order:
 - (i) against the selection criteria, and
 - (ii) value for money.
 All evaluations must be documented.
- f. Invited suppliers should be advised of the outcome of their quotations as soon as possible after the final determination is made and approved.

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

At least three (3) written quotes are requiredsought.

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

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

At least three (3) written quotes are requiredsought.

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

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

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

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

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

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

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

The following minimum requirements must be met:

a. Anti-Avoidance

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

b. Tender Criteria

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

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

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

c. Advertising Tenders

Publicly inviting tenders, requirements:

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

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

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

d. **Issuing Tender Documentation**

~~The mechanism for the~~ The issuing of Tender documentation is for potential Tenderers to download the tender documents via a Tender Portal in Tenderlink; ~~whether by counter, mail, internet, referral or other means, to an interested potential Tenderer and is~~ ~~is~~ conditional upon the potential Tenderer disclosing the name, contact person and contact details of the entity he or she owns or represents.

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

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

e. **Tender Deadline**

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

f. **Opening of Tenders**

All Tenders ~~may be~~ received electronically via the Tender Portal on Tenderlink or hard copies, as per the requirements as stated in the Tender documents.

~~No Tenders are to be removed from the Tender box,~~ Tenders cannot be opened, read or evaluated prior to the Tender Deadline.

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

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

~~For Tenders received in hard copy, the Tenderer's Offer Form, Price Schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two MRC Officers present at the opening of Tenders.~~

~~g. **No Tender Received**~~

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

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

g. **No Tender Accepted'**

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

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

g.h. **Tender Evaluation Panel**

A minimum of ~~four~~ three (3) members should be selected for the panel. The members are to be selected based on their knowledge of the subject matter being considered or based on their contract experience.

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

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

h.i. **Tender Evaluation**

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

i.j. **Addendum to Tender**

If, after a Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the conditions of Tender are required, the MRC may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation. †This will be communicated via the Tender Portal on Tenderlink.

j.k. **Variation of Contract**

(1) Minor Variation

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

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

(2) Contracts Entered into

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

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

k.l. **Notification of Outcome**

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

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

l.m. **Records Management**

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

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

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

- a. An emergency situation as defined by the Local Government Act 1995;
- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements or E-Quotes), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
 - (i) Notwithstanding the above, where there are multiple WALGA Preferred Suppliers and the contract value is in excess of \$69,999, the requirements of 4. above are to be complied with;
- c. The purchase is under auction which has been authorised by Council;

- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

6-7. State of Emergency Conditions

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

7-8. Recording Quotations

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

8-9. Local supplier

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

9-10. Environmental Consideration

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

| | |
|-----------------------------|--|
| Legislation | 1. Local Government Act 1995 s.3.57. 1. Local Government (Functions & General) Regulations 1996 – Part 4 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | 04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers. 05/11/2015 1. Increases to the values of the Tendering and quoting requirements. 2. Changes made to Part 5(k) Variation of contract. 14/08/2018 1. Changes to part 4. Increases to the threshold values 2. Change to part 5 b. Aligning the number of panel members to same value as in part 5 h. 3. Change to part 5 g. Increasing values 4. Change to part 6 a. Minor spelling. 5. Change to 6 b. Increasing values |

| | |
|---|---|
| | <p>6. Added part 9 to include an Environmental Consideration</p> <p>13/08/2019 clarify Tenders may be received electronic or hard copies, minor text changes.</p> <p>18/06/2020 State of Emergency additions</p> <p>12/08/2021, recommendations by Auditors May 2021 and the LG Amendment Regulations gazetted 06/11/2020.</p> <p>19/08/2022 xxx includes references to the MRC using Tenderlink and no longer accepting tenders direct to the MRC</p> <p><u>22/08/2022 Added a section on Sustainable Procurement</u></p> |
| Delegation to the Chief Executive Officer | Yes |

Attachment A - Sustainable Procurement – Value for Money Guide.

Sustainable Procurement - Value for Money Guide

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

Definition

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

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

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

Life Cycle costs include:

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

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

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

Policy No: CP 08

Reference: D/21/0003904

Policy Title: Provision and use of Council Vehicles

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Policy Statement:

To determine the vehicle type and usage for employees.

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Policy Procedure:

1. The following positions will be allocated vehicles as follows:

| Position Type | Vehicle Type | Vehicle Value (Excl. GST) | Usage |
|---|--|---------------------------|--------------------------------------|
| Chief Executive Officer | Any within Value | Up to \$62,400 | Per Contract |
| Director Corporate Services Manager Finance | Any within Value | Up to \$57,600 | Per Contract |
| Manager Operations | Four Wheel Drive Min. 1 Tonne Tare | Up to \$57,600 | Commuting or Private (Restricted) |
| Vehicles are to be purchased using the State Vehicle Pricing contract | | | |

2. Vehicle Usage Type

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

3. The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$30/week after tax, drawn from their salary.
*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year.
4. Use of the Manager ~~of~~ Operations's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.
5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.

7. Fuel costs will be provided as follows:

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

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

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

Policy No: CP 09

Reference: D/22/0005491

Policy Title: Investments

Policy Statement:

To ensure that funds held by the Council are invested:

1. In a conservative manner, whilst striving to achieve the best outcome for the Council;
2. So as to yield a suitable level of diversification of counter party risk;
3. So as to maintain a low level of risk exposure by using recognised rating criteria; and
4. So as to allow for ready access to funds for day to day requirements.

Policy Procedure:

1. Reserve Funds and funds surplus to the immediate needs of the Regional Council may be invested with financial institutions with a Standard and Poors rating of "AA-" or better.
2. Where funds are invested with a financial institution whose credit rating falls below the prescribed level, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing deposits or other bank guaranteed instruments.
4. Where the funds are placed for a tenor of not more than 90 days, they may be invested with one financial institution.
5. Where the funds are placed for a tenor exceeding 90 days, no more than 50% of the total funds shall be held by any one institution. The tenor of any investment is not to exceed 365 days.
6. Details of the performance and amounts invested with each financial institution shall be reported regularly in the Regional Council's Members' Information Bulletin.
7. Where practical, funds should be invested in such a manner as to provide sufficient access to funds within any normal payment cycle.
8. The Regional Council's investment portfolio is not to be leveraged to obtain funding.
9. Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information

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| Legislation | Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 16-29 September 2021 <u>2022</u> |
| Review History | 02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/ 2022 <u>2023</u> |
| Revision History | 04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change <u>19/08/2022 no change</u> |
| Delegation to the Chief Executive Officer | Yes |

Policy No: CP 10

Reference: D/22/0005641

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

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

Procedure:

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

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

Policy No: CP11

Reference: D-22-0005490

Policy Title: Use of Corporate Credit Cards

Policy Statement:

The purpose of this policy is to prescribe the principles governing the use of corporate credit cards by employees and to outline the responsibilities of cardholders.

Policy Procedure:

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is in issue, a register of cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder, except with the express authorisation of the CEO. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify the MRC immediately.
6. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
7. The credit limit on each Card is to be determined by the CEO, but may not exceed the value of an employee's delegated financial authority.
8. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited. All purchases are to be made in accordance with policy CP06 – Purchases of Goods and Services.
9. Cardholders are to provide receipts each month to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the ~~Director Corporate Services~~ Finance Manager monthly.
10. A summary of expenditures incurred by the CEO on the MRC credit card will be presented to each Council meeting as part of the financial reporting pack.
11. Failure by a cardholder to abide by this policy will result in disciplinary action, which may include the revocation of the Card.

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| Legislation | Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a) |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | <u>29 September 2022</u> |
| Review History | 03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Revision History | 14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 XXXX <u>Reference to Director Corporate Services changed to Finance Manager</u> |
| Delegation to the Chief Executive Officer | Yes |

Policy No: CP12**Reference: D/22/0005489****Policy Title: Gate Fee Setting****Policy Statement:**

The purpose of this policy is to outline the principles for gate fee setting.

Policy Procedure:

1. The Mindarie Regional Council (MRC) will set the Members' and Non-members' gate fee rates in the budget each year such that the MRC is able to:
 - Cover the costs of its operations, including the costs associated with the Resource Recovery Facility
 - Adequately fund its site restoration and post closure liabilities
 - Adequately fund its non-infrastructure capital expenditures
 - Keep its liquidity and debt ratios within the levels prescribed in the 20-year Financial Plan
2. Non-members' gate fee rates are to be set so as to cover the cost of the service at a minimum.
3. The distribution of a year-end surplus will be determined by Council when adopting the Annual Report and Audited Financial Statements.
4. The Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
5. The Chief Executive Officer may approve a discount to the Non-Members' gate fee in line with limits set as part of the annual budget process.
6. Specific fees and charges for others services provided by the MRC are to be set so as to cover the cost of the service at a minimum.

The gate fee rates are to be reviewed annually during the mid-year budget review and the Council may choose to adjust the gate fee rates to take into account an expected deficit or surplus if it deems it appropriate to do so.

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| Legislation | Local Government Act 1995 s.6.16 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | Yes |
| Review History | 12/08/2021 - no change 19/08/2022 -no change |

Policy No: CP13

Reference: D-22-0005487

Policy Title: Budget Variance Reporting Threshold
Policy Statement:

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

Policy Procedure:

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

Revenue:

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

Expenses:

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

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

Policy No: CP 14

Reference: D/22-0005486

Policy Title: ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT

PURPOSE

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

For this policy:

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

OBJECTIVE

To:

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

PROCEDURE

The role of the CEO may be delegated as follows:

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

More than 5 days up to 3 months

- a) CEO to appoint an Acting CEO.

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

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

Otherwise;

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

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

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

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

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

Policy No: CP15

Reference: D-22-0005485

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

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

Procedure:

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

| | |
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| Legislation | N/A |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Review History | 13/08/2019, 18/06/2020, 12/08/2021 |
| Next Review Date | 01/08/2023 |
| Delegation to the Chief Executive Officer | 13/08/2019 no change 12/08/2021 no change 19/08/2022 no change |

Policy No: CP16

Reference: D-22-0000165

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

Policy Statement:

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

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

Definitions

Approved lawyer is to be:

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

Council is the Mindarie Regional Council

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

Legal proceedings may be civil, criminal or investigative.

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

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

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

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

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

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

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

Procedure:

1. Payment Criteria

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

2. Examples of Legal Representation Costs that may be Approved

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

3. Applications for Payment

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

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

4. Legal representation costs – Limit

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

5. Council's Powers

- 5.1. The Council may:
 - a) refuse;
 - b) grant; or
 - c) grant subjects to conditions,

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

6. Delegation to the Chief Executive Officer

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

7. Repayment of Legal Representation Costs

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

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

Policy No: CP17**Reference: D-22-0005481****Policy Title: Elected Member continuing professional development****Policy Statement:**

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

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

Policy Procedure:

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

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

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

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

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

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

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

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

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

Policy No: CP18

Reference: D-22-0005483

Policy Title: Information Technology Policy
PURPOSE

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

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

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

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

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

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

Objective:

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

1. Scope:

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

2. Records and Definitions:

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

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

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

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

3. Details:

3.1 General Recordkeeping:

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

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

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

3.2 Access:

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

3.3 Destruction:

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

3.4 Ephemeral Records:

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

3.5 Training and Education:

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

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

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| Legislation | Local Government Act 1995, State Records Act 2000, Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Electronic Transactions Act 2011, General Disposal Authority for Local Government Record, MRC Recordkeeping Plan |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Created | 01/08/2022 |
| Next Review Date | 01/08/2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 20

Reference: D-22-0005572

Policy Title: ATTENDANCE AT EVENTS POLICY

Policy Statement:

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

This policy is made in accordance with those provisions.

Objective:

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

Statutory Requirements:

Local Government Act 1995

5.90A Policy for attendance at events

(1) In this section —

event includes the following —

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

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

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

* *Absolute majority required.*

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

* *Absolute majority required.*

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

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

1. Invitations

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

2. Approval of attendance

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

Payments in respect of attendance

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

4. Exemptions:

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

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

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

5. Purchase of event tickets by the MRC:

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

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

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

Attachment A - Pre-approved events

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

| Event and venue | Date of event | Attendee/s | Cost | Date of Council resolution |
|-----------------|---------------|------------|------|----------------------------|
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Policy No: CP 21

Reference: D-22-0005496

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

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

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

Statutory Requirements:

Local Government Act 1995 s5.50

5.50. Payments to employees in addition to contract or award

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

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

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

(2) A local government may make a payment —

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

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

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

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

Objective:

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

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

Scope:

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

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

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

Implications (Strategic, Financial, Human Resources):

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

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

• Settlement of a Claim

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

• Illness or Impairment

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

• Poor Performance / Conduct

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

Manner of Assessment of the Payment

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

In assessing the payment, the following will be considered:

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

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

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

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| Legislation | Local Government Act 1995 s5.50 |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | 29 September 2022 |
| Created | 01/08/2022 |
| Next Review Date | 01/08/2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: CP 22

Reference: D-22-0000165

Policy Title: MRC COUNCILLORS' COMMUNICATIONS POLICY

Policy Statement:

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

Objective:

The objectives of this policy is to::

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

Statutory Requirements:

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

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

Procedures for Councillors to Access Council Information:

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

Electronic Correspondence:

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

Media Relations:

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

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

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

Use of Social Media:

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

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| Legislation | State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021. |
| Responsible Officer | Chief Executive Officer |
| Council Meeting Date | xxxx |
| Creation date | 01.08.2022 |
| Next Review Date | 01.08.2023 |
| Revision History | |
| Delegation to the Chief Executive Officer | Nil |

Policy No: EP 01

Reference: D/21/0003885

Policy Title: ENVIRONMENTAL POLICY**PURPOSE**

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

MRC is committed to:

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

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