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APPENDICES

**Ordinary Council Meeting –
6 September 2018**

Financial Statements for the period ended 30 June 2018

Item
9.1

APPENDIX NO. 1

Item
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MANAGEMENT FINANCIAL STATEMENTS

**FOR THE MONTH ENDED
30 JUNE 2018
(pre audit approval)**

Mindari Regional Council
INCOME STATEMENT BY NATURE AND TYPE
For the month ended 30 June 2018

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
Revenue from Ordinary Activities							
Member User Charges							
User Charges - City of Perth	2,366,400	2,290,708	2,290,708	2,364,456			
User Charges - City of Wanneroo	12,241,944	11,148,512	11,148,512	11,524,408			
User Charges - City of Joondalup	9,607,932	9,193,644	9,193,644	9,188,994			
User Charges - City of Stirling	12,896,184	8,930,840	8,930,840	9,666,965			
User Charges - Town of Cambridge	1,339,800	1,280,808	1,280,808	1,193,688			
User Charges - City of Vincent	2,540,400	2,578,450	2,578,450	2,411,084			
User Charges - Town of Victoria Park	2,871,000	2,385,384	2,385,384	2,119,559			
User Charges - RRF Residues	8,473,800	8,581,189	8,581,189	8,802,176			
	52,337,460	46,389,535	46,389,535	47,271,329	881,794	1.90%	
Non Member User Charges							
User Charges - WMRC	3,219,000	1,600,000	1,600,000	20,066	(1,579,934)	(98.75%)	
User Charges - Casual Tipping Fees	3,130,924	3,230,407	3,230,407	3,057,738	(172,669)	(5.35%)	
	6,349,924	4,830,407	4,830,407	3,077,804	(1,752,603)	(36.28%)	
Total User Charges	58,687,384	51,219,942	51,219,942	50,349,133	(870,809)	(1.70%)	1
Other Charges							
Service Charges							
Sale of Recyclable Materials	740,000	749,388	749,388	844,629	95,241	12.71%	
Gas Power Generation Sales	730,000	730,000	730,000	1,469,686	739,686	101.33%	
Grants and Subsidies	-	-	-	8,000	8,000		
Contributions, Reimbursements & Donations	5,000	5,000	5,000	33,882	28,882	577.64%	
Interest Earnings	437,000	437,000	437,000	588,526	151,526	34.67%	
Other Revenue	252,600	256,214	256,214	555,278	299,064	116.72%	
Total Other Charges	2,164,600	2,177,602	2,177,602	3,500,002	1,322,400	60.73%	2
Total Revenue from Ordinary Activities	60,851,984	53,397,544	53,397,544	53,849,135	451,591	0.85%	
Expenses from Ordinary Activities							
Employee Costs	5,336,374	5,337,039	5,337,039	4,961,491	375,548	7.04%	3
Materials and Contracts							
Consultants and Contract Labour	1,143,540	1,088,040	1,088,040	780,710	307,330	28.25%	4
Communications and Public Consultation	350,000	350,000	350,000	360,150	(10,150)	(2.90%)	
Landfill Expenses	1,205,800	1,237,478	1,237,478	965,330	272,148	21.99%	5
Office Expenses	218,456	218,968	218,968	190,981	27,987	12.78%	
Information System Expenses	165,074	167,910	167,910	122,693	45,217	26.93%	
Building Maintenance	145,300	146,892	146,892	75,547	71,345	48.57%	
Plant and Equipment Operating & Hire	786,700	802,809	802,809	760,571	42,238	5.26%	
RRF Other Operating Expenses	27,093,000	27,344,057	27,344,057	27,373,711	(29,654)	(0.11%)	
WMRC	3,219,000	1,600,000	1,600,000	20,066	1,579,934	98.75%	
Utilities	329,600	329,600	329,600	309,411	20,189	6.13%	
Depreciation	1,808,604	1,788,810	1,788,810	1,822,729	(33,919)	(1.90%)	
Borrowing Costs	63,447	63,447	63,447	63,447	0	0.00%	
Insurances	267,027	271,527	271,527	171,705	99,822	36.76%	
DEP Landfill Levy	12,988,000	10,781,036	10,781,036	10,520,270	260,766	2.42%	6
Land Lease/Rental	709,688	709,688	709,688	704,295	5,393	0.76%	
Other Expenditure							
Members Costs	187,213	229,213	229,213	175,099	54,114	23.61%	
Administration Expenses	180,500	130,500	130,500	109,890	20,610	15.79%	
Amortisation for Cell Development	1,750,600	1,000,135	1,000,135	1,446,293	(446,158)	(44.61%)	7
Amortisation for Decommissioning Asset	776,843	698,943	698,943	698,943	-	0.00%	
Capping Accretion Expense	282,449	282,449	282,449	282,449	-	0.00%	
Post Closure Accretion Expense	334,089	171,769	171,769	171,769	-	0.00%	
RRF Amortisation	491,348	462,715	462,715	462,715	-	0.00%	
Total Expenses	59,832,652	55,213,025	55,213,025	52,550,266	2,662,759	4.82%	
Profit on Sale of Assets	18,785	18,526	18,526	29,489	10,963	59.18%	
Loss on Sale of Assets	3,792	3,792	3,792	-	3,792	(100.00%)	
Revaluation of Assets	-	-	-	-	-		
	14,993	14,734	14,734	29,489	14,755	100.14%	
Changes in Net Assets Resulting from Operations	1,034,325	(1,800,747)	(1,800,747)	1,328,358	3,129,105	(173.77%)	

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 in month are above budget (\$871k) explained by the extra City Of Stirling tonnages received in year and abated by the unused WMRC agreement tonnes (\$1,580k) which has a contra entry in expenses. Member Councils are above budget (882k) and casuals and trade is (\$173k) below budget.</p> <p>The Member Councils delivered more processable tonnes (1,220t) and more non processable tonnes (301t) than budget for the month. RRF residues delivered more than anticipated (27t) for the month.</p>
2	Other Revenue	Other revenue for the year to date is \$451k over budget, mainly explained by the increased income from gas generation sales in year, sales of recyclable materials and increased interest rates on term deposits.
3	Employee Costs	Employee costs for year to date are down by \$375k mainly due to more effective rostering and efficiencies
4	Consultants and Contract Labour	Consultants and contract labour for the year to date is under budget by \$307k due to unspent consultancy fees in relation to the Environmental Monitoring Risk Program, Waste Precinct, EMRC tender and the IT refresh projects.
5	Landfill Expenses	Landfill expenses are \$272k lower than budget mainly due to lower usage of recycling contractors and internal efficiencies.
6	DWER Landfill Levy	DWER Landfill Levy is \$261k lower than budget which is due to less tonnes to landfill as the RRF received more than the 100,000 tonnes budgeted.
7	Amortisation for Cell Development	Amortisation for Cell Development is \$446k over budget which is tonnage driven and mainly attributed to the extra City of Stirling tonnes.

Mindarie Regional Council
OPERATING STATEMENT
For the month ended 30 June 2018

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance
Resource Recovery Facility						
Operating Expenditure						
Employee Costs						
Salaries	-	-	-	-	-	
Allowances	-	-	-	-	-	
Workers Compensation Premium	-	-	-	-	-	
Consultants and Contract Labour						
Consultancy	15,000	15,000	15,000	12,055	2,945	19.63%
Contract Labour External	-	-	-	-	-	
	15,000	15,000	15,000	12,055	2,945	19.63%
Office Expenses						
Cleaning of Buildings						
General cleaning (Enviro Care)	8,000	8,000	8,000	9,144	(1,144)	(14.30%)
Window cleaning	3,500	3,500	3,500	1,325	2,175	62.16%
	11,500	11,500	11,500	10,468	1,032	8.97%
Information System Expenses						
Computer System Maintenance						
ICT contractors costs	2,000	2,000	2,000	-	2,000	100.00%
Newcastle Weighing Services-Gen Maintenance	6,000	6,000	6,000	10,425	(4,425)	(73.75%)
Vertical Telecom P/L-Maint of Microwave Ant	6,000	6,000	6,000	5,124	876	14.61%
	14,000	14,000	14,000	15,549	(1,549)	(11.06%)
Building Maintenance						
Building Maintenance						
Airconditioning Maintenance	3,000	3,000	3,000	565	2,435	81.17%
Community Education Centre	2,000	2,000	2,000	525	1,475	73.77%
Weighbridge and Calibration	7,500	7,500	7,500	200	7,300	97.33%
Building Security						
Security - Monitoring	-	508	508	387	121	23.79%
Security - Alarm maintenance	-	-	-	-	-	
Security - call out	-	-	-	-	-	
	12,500	13,008	13,008	1,677	11,331	87.11%
RRF Operation Expenses						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	9,000	10,057	10,057	12,952	(2,895)	(28.79%)
Repair of Boom Gate	-	-	-	-	-	
Road Maintenance	5,000	5,000	5,000	-	5,000	100.00%
Bores and Pipework						
Bore maint/calibration/electronics	4,500	4,500	4,500	7,599	(3,099)	(68.87%)
Groundwater sampling	2,500	2,500	2,500	-	2,500	100.00%
Bacteria sampling	1,000	1,000	1,000	-	1,000	100.00%
Vermin control	500	500	500	-	500	100.00%
Spills/leaks/incident management	500	500	500	-	500	100.00%
Vehicle Wash Facility Operations	-	-	-	-	-	
Landscaping and Gardens	6,000	6,000	6,000	7,222	(1,222)	(20.36%)
Compost Disposal	489,000	489,000	489,000	421,046	67,954	13.90%
Contractor's Fees	26,325,000	26,575,000	26,575,000	26,924,892	(349,892)	(1.32%)
RRF Maintenance Funding	250,000	250,000	250,000	-	250,000	100.00%
	27,093,000	27,344,057	27,344,057	27,373,711	(29,654)	(0.11%)
Utilities						
Electricity	10,500	10,500	10,500	12,600	(2,100)	(20.00%)
Rates	108,000	108,000	108,000	103,709	4,291	3.97%
	118,500	118,500	118,500	116,309	2,191	1.85%
Insurance						
Municipal Property Insurance	3,500	3,500	3,500	3,181	319	9.11%
Public Liability Insurance	5,650	5,650	5,650	4,776	874	15.47%
	9,150	9,150	9,150	7,957	1,193	13.04%
Cost of Borrowings						
Interest on Loans						
Loan 10A	62,976	62,976	62,976	62,976	0	0.00%
Loan 10B	-	-	-	-	-	
Loan 10C	-	-	-	-	-	
Loan 11	471	471	471	471	-	0.00%
Loan Expenses	-	-	-	-	-	
	63,447	63,447	63,447	63,447	0	0.00%
Amortisations						
Amortisation Pre-operating Costs	104,700	104,708	104,708	104,708	-	0.00%
Amortisation Costs	386,648	358,007	358,007	358,007	-	0.00%
	491,348	462,715	462,715	462,715	-	0.00%
Depreciation						
Depreciation on Building	23,604	25,122	25,122	25,123	(1)	(0.01%)
Depreciation on Infrastructure	27,600	26,697	26,697	26,696	1	0.00%
	51,204	51,819	51,819	51,820	(1)	(0.00%)
Total Operating Expenditure	27,879,649	28,103,196	28,103,196	28,115,707	(12,512)	(0.04%)
Net Total	(27,879,649)	(28,103,196)	(28,103,196)	(28,115,707)	12,512	(0.04%)

Mindarie Regional Council
INCOME STATEMENT BY DEPARTMENT
For the month ended 30 June 2018

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities						
Operating Revenues						
General Purpose Funding	60,851,984	53,397,544	53,397,544	53,849,135	451,591	0.85%
Community Amenities	-	-	-	-	-	
Resource Recovery Facility	-	-	-	-	-	
	60,851,984	53,397,544	53,397,544	53,849,135	451,591	0.85%
Profit on Disposal of Assets						
Governance	-	-	-	-	-	
Community Amenities	18,785	18,526	18,526	29,489	10,963	59.18%
Resource Recovery Facility	-	-	-	-	-	
	18,785	18,526	18,526	29,489	10,963	
Total Revenue	60,870,769	53,416,070	53,416,070	53,878,624	462,554	0.87%
Expenses from Ordinary Activities						
Operating Expenditure						
Governance	4,287,732	4,262,862	4,262,862	3,776,895	485,967	11.40%
Community Amenities	27,665,271	22,846,967	22,846,967	20,657,663	2,189,304	9.58%
Resource Recovery Facility	27,816,202	28,039,749	28,039,749	28,052,260	(12,511)	(0.04%)
	59,769,205	55,149,578	55,149,578	52,486,819	2,662,759	4.83%
Loss on Sale of Assets						
Governance	-	-	-	-	-	
Community Amenities	3,792	3,792	3,792	-	3,792	100.00%
Resource Recovery Facility	-	-	-	-	-	
	3,792	3,792	3,792	-	3,792	
Cost of Borrowings						
Governance	-	-	-	-	-	
Community Amenities	-	-	-	-	-	
Resource Recovery Facility	63,447	63,447	63,447	63,447	0	0.00%
	63,447	63,447	63,447	63,447	0	0.00%
Total Expenditure	59,836,444	55,216,817	55,216,817	52,550,266	2,666,551	4.83%
Revaluation of Assets	-	-	-	-	-	
Changes in Net Assets Resulting from Operations	1,034,325	(1,800,747)	(1,800,747)	1,328,358	3,129,105	(173.77%)

Mindarie Regional Council
Balance Sheet
For the month ended 30 June 2018

Description	ACTUAL 2017/2018	Movement	ACTUAL 2016/2017
CURRENT ASSETS			
Cash	1,942,065	51,789	1,890,276
Investments	28,557,863	5,207,848	23,350,015
Debtors	3,145,629	(487,789)	3,633,418
Stock	15,733	5,066	10,667
Prepayments	88,256	(26,070)	114,326
Accrued Income	230,147	47,110	183,037
Work In Progress - Waste Precinct	-	-	-
Work In Progress - Landfill Stage2 Phase3 Capping	-	-	-
Work In Progress - Landfill Stage2 Phase3 Development (Lining)	-	(11,439)	11,439
Work In Progress - Leachate system/pumps and compressor	-	-	-
Work In Progress - Recycling Centre Renovation and Alignment	6,738	6,738	-
Work In Progress - SAN Upgrade	-	(150,831)	150,831
Other Current Assets	314,843	34,809	280,033
TOTAL CURRENT ASSETS	34,301,272	4,677,230	29,624,042
NON-CURRENT ASSETS			
Land	6,760,000	-	6,760,000
Buildings & Improvements	3,239,148	(248,718)	3,487,866
Furniture & Equipment	78,688	(44,711)	123,400
Computing Equipment	302,202	119,495	182,707
Plant & Equipment	3,033,707	(400,676)	3,434,383
Infrastructure - Other	6,531,662	158,644	6,373,018
Infrastructure - Excavation	26,301,188	(1,446,293)	27,747,481
Infrastructure - RRF	3,909,434	(386,648)	4,296,082
Decommissioning Asset	3,153,869	(426,296)	3,580,165
Post Closure	2,298,016	(272,647)	2,570,663
Pre-operating RRF	1,179,429	(76,067)	1,255,496
TOTAL NON-CURRENT ASSETS	56,787,343	(3,023,918)	59,811,261
TOTAL ASSETS	91,088,616	1,653,313	89,435,303
CURRENT LIABILITIES			
Creditors	6,172,109	384,434	5,787,675
Provisions for Leave	744,193	(110,205)	854,398
Current Loans	117,948	(66,833)	184,781
Accruals	41,447	(371,189)	412,636
TOTAL CURRENT LIABILITIES	7,075,697	(163,792)	7,239,489
NON CURRENT LIABILITIES			
Provisions for Leave	151,381	78,650	72,731
Non Current Loans	855,078	(117,948)	973,026
Decommission Provision for Capping	15,949,356	454,218	15,495,138
Other Non Current Liabilities	39,983	-	39,983
TOTAL NON CURRENT LIABILITIES	16,995,798	414,920	16,580,878
TOTAL LIABILITIES	24,071,495	251,128	23,820,367
NET ASSETS	67,017,121	1,402,185	65,614,936
EQUITY			
Retained Surplus	10,423,496	(4,262,454)	14,685,950
Reserves (Cash Back)	22,739,391	5,590,812	17,148,580
Reserves (Non Cash Back)	29,768,507	-	29,768,507
Council Contribution	4,085,726	73,827	4,011,899
TOTAL EQUITY	67,017,121	1,402,185	65,614,936

Mindarie Regional Council
STATEMENT OF RESERVES
For the month ended 30 June 2018

Description	ACTUAL 2016/2017
Opening Balance - 1 July 2016	
Site Rehabilitation	9,570,818
Capital Expenditure	4,836,686
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	250,000
Carbon Abatement	491,076
	17,148,580
Interest on Investments	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Maintenance Funding	-
Carbon Abatement	-
Transfer from Operating Surplus	
Site Rehabilitation	616,538
Capital Expenditure	6,000,000
Participants Surplus Reserve	-
RRF Maintenance Funding	250,000
Carbon Abatement	-
	6,866,538
Total Transfer from Operations	6,866,538
Transfer from Balance Sheet Provisions	
Site Rehabilitation	-
	-
Transfer to Operating Surplus	
Site Rehabilitation	-
Capital Expenditure	1,275,726
RRF Maintenance Funding	-
Carbon Abatement	-
	1,275,726
Closing Balance	
Site Rehabilitation	10,187,356
Capital Expenditure	9,560,960
Participants Surplus Reserve	2,000,000
RRF Maintenance Funding	500,000
Carbon Abatement	491,076
	22,739,391

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2018

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
PLANT, VEHICLES AND MACHINERIES				
Plant and Vehicles				
Replacement of 30T Dump Truck (Plant90)	360,000	-	-	
Replacement of Komatsu WA470 (Plant93)	290,000	-	-	
Replacement of Komatsu WA470 (Plant94)	290,000	-	-	
Replacement of Foton Dual Cab (Plant102)	24,000	24,000	21,477	89.49%
Replacement of Foton Single Cab (Plant103)	24,000	24,000	23,410	97.54%
Replacement of Sumitomo Excavator (Plant89)	200,000	250,000	-	
Replacement of Education Events Trailer (Plant63)	10,000	10,000	3,627	36.27%
Replacement of 5kva Modra Portable Generator	2,000	2,000	-	
Replacement of Kubota Lawnmower (Plant77)	5,000	5,000	-	
Replacement of Toyota Forklift (Plant98)	28,000	28,000	-	
Replacement of Caterpillar skidsteer loader MTL (Plant99)	90,000	90,000	-	
Replacement of Kia Grand Carnival-education vehicle (Plant106)	45,000	45,000	45,591	101.31%
brought forward items:				
Replacement of Hino Bin Truck (Plant83)	286,000	219,594	219,594	100.00%
	1,654,000	697,594	313,699	44.97%
Machinery and Equipment				
Purchase and install 2 Cardboard Compactors	50,000	-	-	
Purchase of Hooklift Bins	25,000	23,980	21,800	90.91%
Purchase of Tarpomatic Tarps	35,000	25,000	25,000	
Replacement of 4 units 2way Radios	5,000	5,000	4,220	
EPS Baler	50,000	40,640	47,040	
Small Equipments	17,000	17,000	22,863	
Leachate Pumps for Stage2 phase2	20,000	20,000	-	
Replacement of 2x Airwell pumps	20,000	20,000	12,542	
Odour Monitoring Units	45,000	45,000	-	
Degassing (replace unit, purchase special designed trolley)	3,500	3,500	1,634	
In-situ Landfill Gas Monitoring units-2 ambisence gas monitor	35,000	44,550	40,500	
Landfill Gas Monitor for Workshop-wireless, notifications, alarms	4,500	4,500	4,807	
Portable Traffic Lights	-	-	20,000	
	310,000	249,170	200,406	80.43%
TOTAL PLANT, VEHICLES AND MACHINERIES	1,964,000	946,764	514,106	26.18%
FURNITURE AND EQUIPMENT				
Furniture and Fittings				
New Telephone System	15,000	16,000	-	
Replacement of Furniture and Fittings	7,200	7,200	1,256	17.45%
Replacement of Airconditioning Units	1,300	1,300	-	
	23,500	24,500	1,256	5.13%
TOTAL FURNITURE AND EQUIPMENT	23,500	24,500	1,256	5.35%
COMPUTING EQUIPMENT				
Computing Equipment				
Replacement of Fortigate firewalls x2	7,000	8,000	7,733	96.66%
Admin network/server cabinet migration	30,000	30,000	28,802	96.01%
Replacement of Servers at Tamala Park x2	50,000	45,000	38,295	85.10%
Replacement of Desktops and Laptops	19,000	24,000	23,876	99.48%
Telemetry Software	50,000	50,000	44,124	88.25%
	156,000	157,000	142,829	90.97%
TOTAL COMPUTING EQUIPMENT	156,000	157,000	142,829	90.97%
LAND AND BUILDINGS				
Building				
Upgrade of Kitchen and Ablution at Tipface	20,000	20,000	-	
Weighbridge - Tamala Park	20,000	20,000	-	
Recycling Centre phase 2 redevelopment (inc. c/f)	425,000	425,000	90,221	
Weighbridge and other infrastructure - Neerabup	20,000	20,000	-	
	485,000	485,000	90,221	18.60%
TOTAL LAND AND BUILDINGS	485,000	485,000	90,221	18.60%

Mindarie Regional Council
STATEMENT OF INVESTING ACTIVITIES
For the month ended 30 June 2018

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
INFRASTRUCTURE				
Operations				
Gas well installations	28,000	28,000	-	
Leachate system/Pumps and compressor station	497,500	427,950	210,450	49.18%
Litter Fencing	42,000	42,000	38,577	91.85%
Environmental Drilling Program1-Southern Tipface Rd (10 wells)	50,000	110,000	104,132	94.67%
Environmental Drilling Program2-Southern Stage1 (10 wells)	50,000	50,000	49,586	99.17%
Environmental Drilling Program3-Inbetween Stage1&2 (10 wells)	50,000	50,000	45,455	90.91%
Environmental Drilling Program4-Inbetween Stage1&2 (G/W 3 wells)	22,500	22,500	22,273	98.99%
Evaporation Mat (1) revamp	30,000	30,000	14,800	49.33%
Evaporation Mat - additional pumps	10,000	10,000	8,375	83.75%
Extent the Degassing slab	3,000	3,000	-	
	783,000	773,450	493,648	63.82%
Waste Infrastructure				
brought forward item:				
Waste Precinct	6,000,000	6,000,000	-	
	6,000,000	6,000,000	-	
Landfill Infrastructure Stage 2				
Phase2 and Phase3 Capping	1,721,823	1,721,823	-	
Landfill Infrastructure Phase 3				
Cell Development - Lining (inc. c/f)	1,402,725	1,402,725	33,667	2.40%
	3,124,548	3,124,548	33,667	1.08%
TOTAL INFRASTRUCTURE	9,907,548	9,897,998	527,315	5.32%

INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual						Principal Repayments	Principal Outstanding	Interest Repayments	Note
	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2016	Principal Drawn Down to 30/06/2018	Actual to 30/06/2018	Actual to 30/06/2018	Actual to 30/06/2018	
Community Amenities									
Regional Resource Recovery Facility									
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	73,827	-	73,827	0	471	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	966,032	-	(6,994)	973,026	62,976	
TOTAL	5,500,000			1,039,859	-	66,833	973,026	63,447	
						Facility Fee		-	
						Total Borrowing Costs		63,447	

Tonnage Report to 30 June 2018

Item 9.1

APPENDIX NO. 2

Item 9.1

Information relating to landfill, resource recovery & recycling tonnages year to date 2017/18

Month: Jun-18

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TONNAGE							
RRF Actual	Landfill Actual	Total Tonnage	Budget 2017/18	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year

MEMBERS

Processable								
Cambridge	-	5,716	5,716	6,050	100.0%	1	94.5%	6,077
Joondalup	39,419	10,641	50,060	50,202	100.0%		99.7%	52,139
Perth	-	13,372	13,372	13,000	100.0%		102.9%	13,705
Stirling	-	37,976	37,976	40,457	100.0%		93.9%	43,148
Victoria Park	10,528	1,287	11,815	13,000	100.0%		90.9%	12,082
Vincent	7,661	3,959	11,620	12,900	100.0%		90.1%	12,170
Wanneroo	47,923	8,878	56,801	56,182	100.0%		101.1%	57,446
Sub Total Processable	105,532	81,830	187,361	191,791	100.0%		97.7%	196,767
Non-Processable								
Cambridge		1,049	1,049	1,200	100.0%	1	87.4%	1,080
Joondalup		2,046	2,046	1,927	100.0%		106.2%	2,144
Perth		37	37	1	100.0%		6752.7%	167
Stirling		16,848	16,848	10,243	100.0%		164.5%	22,303
Victoria Park		210	210	500	100.0%		42.0%	246
Vincent		2,052	2,052	1,700	100.0%		120.7%	2,015
Wanneroo		8,614	8,614	7,147	100.0%		120.5%	9,147
Sub Total Non-Processable	-	30,856	30,856	22,718	100.0%		135.8%	37,101
Other								
Sita Biovision Residues		49,929	49,929	48,700	100.0%	1	102.5%	51,058
Wanneroo WRC		115	115	-	0.0%		0.0%	-
Sub Total Other	-	50,044	50,044	48,700			102.8%	51,058
SUB TOTAL MEMBERS	105,532	162,730	268,261	263,209			101.9%	284,927

CASUALS

Trade	-	11,112	11,112	13,100	100.0%	1	84.8%	-
Cash	-	4,440	4,440	3,300	100.0%	1	134.5%	-
Sub Total Casuals	-	15,552	15,552	16,400	100.0%		94.8%	-
TOTAL	105,532	178,282	283,813	279,609				284,927

RECYCLING

Recycling centre sales	-	-	-	-	-	-	-	-
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REVENUE				
Actual G/L \$	Budget 2017/18	Target % Year to Date	Note	Actual % Year to Date

\$ 1,008,029	1,068,020	100.0%	1	94.4%
\$ 8,823,142	8,849,974	100.0%		99.7%
\$ 2,357,784	2,290,612	100.0%		102.9%
\$ 6,705,804	7,154,684	100.0%		93.7%
\$ 2,082,628	2,296,341	100.0%		90.7%
\$ 2,047,334	2,277,945	100.0%		89.9%
\$ 10,015,522	9,904,724	100.0%		101.1%
\$ 33,040,243	\$ 33,842,299	100.0%		97.6%

\$ 185,658	212,788	100.0%	1	87.3%
\$ 365,852	343,670	100.0%		106.5%
\$ 6,672	96	100.0%		-
\$ 2,961,162	1,776,156	100.0%		166.7%
\$ 36,931	89,044	100.0%		41.5%
\$ 363,750	300,505	100.0%		121.0%
\$ 1,508,885	1,243,788	100.0%		121.3%
\$ 5,428,911	\$ 3,966,047	100.0%		136.9%

\$ 8,802,176	8,581,189	100.0%	1	102.6%
\$ 20,066	20,066	6.2%		100.0%
\$ 8,822,242	\$ 8,601,255			102.6%
\$ 47,291,395	\$ 46,409,602			101.9%

\$ 2,233,574	2,596,174	100.0%	1	86.0%
\$ 824,164	634,233	100.0%	1	129.9%
\$ 3,057,738	\$ 3,230,407	100.0%		94.7%
\$ 50,349,133	\$ 49,640,009			

\$ 844,629	785,000	100.0%		107.6%
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Notes 1* Based on 16/17 actual tonnages

Waste to Landfill Tonnages Report for the period to 30 June 2018

Members

The Member Councils' Processable waste for the financial year to date is 4,431 tonnes below forecast, with predominantly the Cities Stirling, Vincent and Town of Victoria Park delivering less than forecast.

The non processable waste for the period to date is 8,138 tonnes above the financial forecast, primarily as a result of the City of Stirling (6,605t) bringing more waste to landfill while they conducted maintenance to their own facility.

Overall the Member Council waste is 5,052 tonnes above the phased budget as at the end of the financial year.

RRF

The Resource Recovery Facility residue tonnes are 1,229 tonnes ahead of forecast primarily as a result of increased production.

Trade & Casual

The Casual and Trade tonnages are 848 tonnes lower than forecast for the financial year.

Overall for the financial year ended 30 June 2018, the tonnes received are 4,204 tonnes above what was budgeted.

<p>List of Payments made for the month ended 30 June 2018</p>
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<p>Item 9.1</p>	<p>APPENDIX NO. 3</p>	<p>Item 9.1</p>
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**Schedule of Payment for June 2018
Council Meeting - 6th September 2018**

Cheque Posting Date	Document No.	Vendor Name	Description	Amount
7/06/2018	515	WATER CORPORATION	Water usage	\$462.85
8/06/2018	516	Cash	Staff lotto - Deducted from staff salary	\$260.00
14/06/2018	517	TELSTRA	Telephone Expenses	\$1,318.61
18/06/2018	518	Cash - Petty Cash	Reimbursement of petty cash expenses	\$852.10
22/06/2018	519	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$54.90
22/06/2018	520	Cash	Staff lotto - Deducted from staff salary	\$260.00
22/06/2018	521	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,426.62
22/06/2018	522	Eric William Lumsden	Meeting Fees	\$1,424.00
22/06/2018	523	FRANK CVITAN	Meeting Fees	\$5,650.00
22/06/2018	524	Karen Vernon	Meeting Fees	\$5,650.00
22/06/2018	525	Russell Driver	Meeting Fees	\$5,650.00
26/06/2018	527	Department of Transport	Vehicle registration	\$213.70
26/06/2018	528	Department of Transport	Vehicle fleet registration	\$4,713.10
27/06/2018	529	ALINTA ENERGY	Gas usage	\$63.60
27/06/2018	530	SYNERGY	Electricity usage	\$90.60
27/06/2018	531	TELSTRA	Telephone Expenses	\$647.60
27/06/2018	532	Department of Transport	Vehicle search fees	\$3.35
Total Cheque Payments				\$28,741.03
1/06/2018	DP-01660	linet	VOIP Charges	\$399.80
2/06/2018	DP-01661	Commonwealth Bank	Merchant fees	\$1,149.65
14/06/2018	DP-01662	Commonwealth Bank	CommBiz Fees	\$64.68
14/06/2018	DP-01663	Cancelled	Cancelled	\$0.00
14/06/2018	DP-01664	Cancelled	Cancelled	\$0.00
14/06/2018	DP-01665	Commonwealth Bank	Quick deposit cash bags	\$27.00
14/06/2018	DP-01666	Commonwealth Bank	Quick deposit cash bags	\$243.00
25/06/2018	DP-01666a	Australian Taxation Office	BAS May 2018	\$206,551.00
30/06/2018	DP-01667	National Australia Bank	Account keeping fee	\$30.00
Total Direct Payments				\$208,465.13
5/06/2018	Trf 1	Commonwealth Bank	Inter-account transfer	\$1,200,000.00
25/06/2018	Trf 2	Commonwealth Bank	Inter-account transfer	\$600,000.00
Total Inter account Transfers				\$1,800,000.00
5/06/2018	EFT-01566	City of Joondalup	Lease Fees for June 2018	\$10,885.56
5/06/2018	EFT-01566	City of Perth	Lease Fees for June 2018	\$5,399.60
5/06/2018	EFT-01566	City of Stirling	Lease Fees for June 2018	\$21,771.12
5/06/2018	EFT-01566	City of Vincent	Lease Fees for June 2018	\$5,442.78
5/06/2018	EFT-01566	City of Wanneroo	Lease Fees for June 2018	\$10,885.56
5/06/2018	EFT-01566	Town of Cambridge	Lease Fees for June 2018	\$5,442.78
5/06/2018	EFT-01566	Town of Victoria Park	Lease Fees for June 2018	\$5,442.78
8/06/2018	EFT-01567	MRC	Payroll Employee Wages	\$106,712.32
7/06/2018	EFT-01568	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$927.00
8/06/2018	EFT-01569	Amalgam Recruitment	Workshop - relief staff	\$2,110.06

8/06/2018	EFT-01569	ATOM Supply	Reflective Tape - Yellow	\$656.99
8/06/2018	EFT-01569	BOC Limited	Cylinder hire for workshop	\$254.95
8/06/2018	EFT-01569	Bunnings	Solar snake repellants	\$223.45
8/06/2018	EFT-01569	Central Fire Services P/L	HHW Shed Fire System Service	\$73.33
8/06/2018	EFT-01569	Copyright Agency Ltd	Copyright fees 2018/2019	\$1,191.67
8/06/2018	EFT-01569	COVS Parts Pty Ltd	4 x tipface night lights and batteries to suit	\$660.63
8/06/2018	EFT-01569	David Moss Corporation P/L	Rainfall/leachate pipes	\$393.38
8/06/2018	EFT-01569	Driven Mobile Auto Electrics	Repairs to two way system for various plant	\$1,541.81
8/06/2018	EFT-01569	Envirocare Systems	Hygiene services - Tamala Park & RRF	\$735.21
8/06/2018	EFT-01569	Fastfwd IT	Computer system maintenance	\$5,589.25
8/06/2018	EFT-01569	GHD PTY LTD	Liner leakage study	\$13,514.60
8/06/2018	EFT-01569	Joondalup Office National	Stationery and Printing	\$357.86
8/06/2018	EFT-01569	Komatsu Australia	Scheduled service for Komatsu Loader (PLANT94)	\$6,056.74
8/06/2018	EFT-01569	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$12,195.15
8/06/2018	EFT-01569	Michael Page International P/L	Reception - relief staff	\$1,500.68
8/06/2018	EFT-01569	MKDC	Shop re-development	\$1,705.00
8/06/2018	EFT-01569	PIRTEK (MALAGA) PTY LTD	2 x grapple hoses for Skid Steer loader (PLANT118)	\$393.93
8/06/2018	EFT-01569	REmida Perth Inc	MRC Open day - Junkadelic band	\$1,489.00
8/06/2018	EFT-01569	Soft Landing	Mattress recycling	\$27,665.00
8/06/2018	EFT-01569	SOUTHERN METROPOLITAN REGIONAL COUNCIL	Summer 2018 Waste Audits	\$57,545.03
8/06/2018	EFT-01569	Spider Waste Collection Services P/L	Mattress recycling	\$4,007.30
8/06/2018	EFT-01569	ST JOHN AMBULANCE	Staff Training	\$199.00
8/06/2018	EFT-01569	The Gelo Company	MRC Open day - Famous Sharron	\$1,787.50
8/06/2018	EFT-01569	The Goods	Admin cleaning supplies	\$86.90
8/06/2018	EFT-01569	True Blue Containers	Shipping container hire - transport charges	\$1,210.00
8/06/2018	EFT-01569	Tyrecycle P/L	Collection of Tyres from Transfer station	\$1,186.65
8/06/2018	EFT-01569	WesTrac Pty Ltd	Repair & maintenance for Tana Compactor (PLANT108)	\$1,526.87
8/06/2018	EFT-01569	Winc Australia P/L	Staff Amenities	\$233.90
14/06/2018	EFT-01570	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$4,877.00
14/06/2018	EFT-01571	AIR MET SCIENTIFIC PTY LTD	Hire of air pump	\$434.50
14/06/2018	EFT-01571	Airwell Group Pty Ltd	Quartely service on controllers - airwell pumps	\$1,034.53
14/06/2018	EFT-01571	All Air Services	Air Con Maintenance - RRF	\$141.90
14/06/2018	EFT-01571	Binder Group Pty Ltd	Plugs for Gas Monitoring	\$198.00
14/06/2018	EFT-01571	BOC Limited	Cylinder hire for workshop	\$70.04
14/06/2018	EFT-01571	Boyare Primary School	Waste Education bus tour	\$250.00
14/06/2018	EFT-01571	Bubble Ventures	MRC Open day - Bubble games	\$699.50
14/06/2018	EFT-01571	Cabcharge Australia Ltd	Admin fee	\$6.00
14/06/2018	EFT-01571	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$398.18
14/06/2018	EFT-01571	Data#3	MS 10 license & Replacement of servers	\$39,504.82
14/06/2018	EFT-01571	Department of Water & Environment Regulation	Landfill License renewal 2018/19	\$22,784.00
14/06/2018	EFT-01571	EMRC	Processing of timber	\$316.89
14/06/2018	EFT-01571	Excel Carpet Cleaning WA	Window cleaning - Tamala Park & RRF	\$785.00
14/06/2018	EFT-01571	FILTER SUPPLIES	Filters for Bomag Compactor (PLANT100)	\$819.12
14/06/2018	EFT-01571	Flick Anticimex P/L	Building Pest control	\$286.00
14/06/2018	EFT-01571	Gavin Burgess	Battery collection program	\$3,224.00
14/06/2018	EFT-01571	Great Southern Fuel Supplies	Distillate	\$39,348.77
14/06/2018	EFT-01571	Instant Products Group	Portable toilet hire & servicing	\$688.62
14/06/2018	EFT-01571	Iron Mountain Australia Pty Ltd	Data management	\$47.31

14/06/2018	EFT-01571	Jim's Mowing (Hillarys Marmion)	Tamala Park & RRF lawn mowing service	\$820.00
14/06/2018	EFT-01571	Kitec Electrical Services	Lighting for server room	\$1,834.80
14/06/2018	EFT-01571	LGIS Risk Management	Staff Training	\$1,980.00
14/06/2018	EFT-01571	Magicorp Pty Ltd	Telephone Expenses	\$113.33
14/06/2018	EFT-01571	MARKETFORCE P/L	Face Your Waste (FYW) launch	\$10,900.91
14/06/2018	EFT-01571	Michael Brazel	FYW character displays for launch	\$1,933.97
14/06/2018	EFT-01571	Michael Page International P/L	Reception - relief staff	\$1,500.68
14/06/2018	EFT-01571	Neverfail Springwater Ltd	Staff Amenities	\$242.85
14/06/2018	EFT-01571	Plants & Garden Rentals	Monthly Plants rental	\$220.00
14/06/2018	EFT-01571	Spider Waste Collection Services P/L	Mattress recycling	\$3,533.20
14/06/2018	EFT-01571	Suez Recycling & Recovery (Perth) P/L	Confidential bin collection	\$57.54
14/06/2018	EFT-01571	Super Clean Bins	Cleaning of FYW bins	\$338.58
14/06/2018	EFT-01571	SURVEY GRAPHICS	Marking co-ordinates	\$66.00
14/06/2018	EFT-01571	The Northern Guide	Advertisement - No Glass Campaign	\$1,100.00
14/06/2018	EFT-01571	The Royal Agricultural Society of Australia	Perth Royal Show site deposit	\$7,007.00
14/06/2018	EFT-01571	Tyrecycle P/L	Collection of Tyres from Transfer station	\$1,144.56
14/06/2018	EFT-01571	Veraison Enterprises P/L	Additional debrief for Leadership team	\$924.00
14/06/2018	EFT-01571	WesTrac Pty Ltd	Undercarriage parts for Skid Steer loader (PLANT118)	\$176.87
14/06/2018	EFT-01571	Worldwide Printing Solutions	Pre-Start Books and degas stickers	\$1,521.00
14/06/2018	EFT-01571	Wren Oil	Admin charge - waste oil	\$33.00
14/06/2018	EFT-01571	Zirco Data Services	Records management	\$165.91
18/06/2018	EFT-01572	Biovision 2020 Pty Ltd	Contractor's Fees	\$2,757,138.16
22/06/2018	EFT-01573	MRC	Payroll Employee Wages	\$102,207.71
22/06/2018	EFT-01574	AMP	Superannuation	\$846.34
22/06/2018	EFT-01574	ANZ Smart Choice Super	Superannuation	\$535.16
22/06/2018	EFT-01574	Australian Ethical Super	Superannuation	\$1,120.74
22/06/2018	EFT-01574	Australian Super Administration	Superannuation	\$1,092.43
22/06/2018	EFT-01574	BT Super for Life - SG	Superannuation	\$707.53
22/06/2018	EFT-01574	CBUS	Superannuation	\$867.74
22/06/2018	EFT-01574	Colonial First State	Superannuation	\$1,492.30
22/06/2018	EFT-01574	Energy Superannuation	Superannuation	\$527.55
22/06/2018	EFT-01574	HOSTPLUS	Superannuation	\$1,759.00
22/06/2018	EFT-01574	IOOF Portfolio Service Superannuation Fund	Superannuation	\$2,247.75
22/06/2018	EFT-01574	Netwealth Superannuation	Superannuation	\$546.73
22/06/2018	EFT-01574	North Personal Superannuation	Superannuation	\$1,210.59
22/06/2018	EFT-01574	One Path Master Fund	Superannuation	\$425.82
22/06/2018	EFT-01574	Sunsuper	Superannuation	\$1,531.19
22/06/2018	EFT-01574	WALGS PLAN PTY LTD	Superannuation	\$33,130.78
22/06/2018	EFT-01575	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$5,784.00
22/06/2018	EFT-01576	Andrew Guilfoyle	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01576	David Boothman	Member Meeting Fees	\$8,096.50
22/06/2018	EFT-01576	Emma Cole	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01576	Keith Sargent	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01576	Keri Shannon	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01576	Michael Norman	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01576	Russ Fishwick	Member Meeting Fees	\$18,010.00
22/06/2018	EFT-01576	Stephanie Proud	Member Meeting Fees	\$5,650.00
22/06/2018	EFT-01577	A & G Wines Plumbing	Emergency repair to burst pipe	\$587.73
22/06/2018	EFT-01577	AGM Automation North	Repairs for main gate to be operational	\$3,184.50

22/06/2018	EFT-01577	Alan Gibson	Reimbursement of Safety spectacles	\$499.00
22/06/2018	EFT-01577	ATOM Supply	Traffic and Security Signage	\$363.55
22/06/2018	EFT-01577	Castledine Gregory	Legal Expenses	\$1,764.40
22/06/2018	EFT-01577	Court Security	CCTV maintenance	\$1,166.00
22/06/2018	EFT-01577	COVS Parts Pty Ltd	Consumable supplies	\$192.23
22/06/2018	EFT-01577	Datacom Systems WA	Recycling crib room PC and Point of Sale set up	\$4,433.59
22/06/2018	EFT-01577	Fastfwd IT	Computer system maintenance	\$8,572.49
22/06/2018	EFT-01577	GCM Enviro Pty Ltd	Seat safety switch for Tana Compactor (PLANT107)	\$533.62
22/06/2018	EFT-01577	Geoffrey Atkinson	Reimbursement of petty cash expenses	\$1,153.07
22/06/2018	EFT-01577	Gillian Ousby	Wellness program	\$200.00
22/06/2018	EFT-01577	IW Projects	Landfill consultancy	\$11,152.35
22/06/2018	EFT-01577	Komatsu Australia	Access ladder parts for Komatsu loader (PLANT93)	\$769.93
22/06/2018	EFT-01577	Lions Hearing Clinic	Hearing Tests	\$855.00
22/06/2018	EFT-01577	Major Motors Pty Ltd	Scheduled service for Fire Truck (PLANT110)	\$1,086.07
22/06/2018	EFT-01577	Margarate Davies	Reimbursement of petty cash expenses	\$675.32
22/06/2018	EFT-01577	MARKETFORCE P/L	FYW AV hire for launch	\$8,034.93
22/06/2018	EFT-01577	MEEC	6 monthly service on groundwater controllers	\$653.40
22/06/2018	EFT-01577	Michael Page International P/L	Reception - relief staff	\$2,701.22
22/06/2018	EFT-01577	Natural Area Management & Services	Phytophthora Testing for 12 months	\$1,474.00
22/06/2018	EFT-01577	Optimum Media Decisions (WA) P/L	FYW advertisements	\$7,438.97
22/06/2018	EFT-01577	Proofload P/L	Rigging Gear replacement	\$476.03
22/06/2018	EFT-01577	Pumps Australia P/L	Rainfall/leachate pipes	\$770.00
22/06/2018	EFT-01577	Reece's Event Hire	Marquee hire - recycling shop	\$5,238.20
22/06/2018	EFT-01577	SHERIDAN'S FOR BADGES	Badges for councillors	\$176.22
22/06/2018	EFT-01577	Soft Landing	Mattress recycling	\$31,900.00
22/06/2018	EFT-01577	Spectur Ltd	Solar Security Camera	\$4,642.00
22/06/2018	EFT-01577	Spider Waste Collection Services P/L	Mattress recycling	\$6,392.10
22/06/2018	EFT-01577	ST JOHN AMBULANCE	Staff Training	\$175.00
22/06/2018	EFT-01577	Stephen Michael Terenciuk	Puncture tyre repairs for MAN truck (PLANT104)	\$335.00
22/06/2018	EFT-01577	Tod Woodward	Deposit for Staff Mid Year Function	\$400.00
22/06/2018	EFT-01577	True Blue Containers	Container hire charges	\$136.40
22/06/2018	EFT-01577	Tyrecycle P/L	Collection of Tyres from Transfer station	\$1,267.14
22/06/2018	EFT-01577	Winc Australia P/L	Stationery and Printing	\$134.50
28/06/2018	EFT-01578	MRC Credit Card	See separate schedule	\$4,504.02
28/06/2018	EFT-01579	Airwell Group Pty Ltd	Leachate rises pipes (phase 3)	\$4,121.62
28/06/2018	EFT-01579	Bunnings	Expendable Tools	\$125.59
28/06/2018	EFT-01579	BustAMove Party Charters	Deposit for Party Bus - Mid Year function	\$200.00
28/06/2018	EFT-01579	City of Joondalup	Venue hire for Earth Carers course	\$215.50
28/06/2018	EFT-01579	COMMUNITY NEWSPAPER GROUP	Advertisement - Compost in May	\$990.50
28/06/2018	EFT-01579	COVS Parts Pty Ltd	Consumable supplies	\$297.89
28/06/2018	EFT-01579	CSIRO	Ground water sampling & Reporting	\$30,410.81
28/06/2018	EFT-01579	Deborah Toward	Wellness program	\$199.50
28/06/2018	EFT-01579	Eco Environmental	Monitoring for gas units	\$4,554.00
28/06/2018	EFT-01579	EMRC	Processing of timber	\$711.87
28/06/2018	EFT-01579	INX Software Pty Ltd	InTuition/InControl renewal 2018/2019	\$6,505.40
28/06/2018	EFT-01579	Joondalup Office National	Stationery and Printing	\$41.85
28/06/2018	EFT-01579	Kandu Partners	Earth Carers support & social media tasks	\$1,974.66
28/06/2018	EFT-01579	Kitec Electrical Services	Electrical works at workshop	\$278.70
28/06/2018	EFT-01579	Kyocera Document Solutions	Photocopying Expenses	\$748.77

28/06/2018	EFT-01579	Leadership WA	Staff Training	\$6,820.00
28/06/2018	EFT-01579	MARKETFORCE P/L	FYW - radio talent	\$5,160.46
28/06/2018	EFT-01579	Optimum Media Decisions (WA) P/L	FYW Mobile phone/facebook adverts and radio	\$16,983.07
28/06/2018	EFT-01579	REPCO AUTO PARTS- Clarkson	Air freshners	\$31.37
28/06/2018	EFT-01579	Ryan Atkinson	FYW Contract labour	\$325.40
28/06/2018	EFT-01579	Security Specialists Australia Pty Ltd	Cash collection fees	\$368.02
28/06/2018	EFT-01579	T & C Transport Services	Courier Expenses	\$821.87
28/06/2018	EFT-01579	The Lifting Company	8M x 44mm Prima 12 strand Dyneema tow	\$3,288.45
28/06/2018	EFT-01579	TOX FREE AUSTRALIA P/L	Gas bottle disposal	\$411.13
28/06/2018	EFT-01579	Tutt Bryant Equipment WA	Parts for Bomag Compactor (PLANT100)	\$193.97
28/06/2018	EFT-01579	Tyrecycle P/L	Collection of Tyres from Transfer station	\$327.71
28/06/2018	EFT-01579	Vertical Telecoms Pty Ltd	RRF communication system	\$1,435.76
28/06/2018	EFT-01579	Western Tree Recyclers	Processing of green waste	\$8,854.87
28/06/2018	EFT-01579	Woodlands Primary School	Waste Education bus tour	\$750.00
29/06/2018	EFT-01580	Cloe's Workwear	Staff Uniforms/Protective Clothing	\$5,555.80
29/06/2018	EFT-01581	National Geotech	Drilling Program for Gas and Groundwater wells	\$129,555.89
Total EFT Payments				\$3,790,006.15

Cheque No. 515 to 532	\$28,741.03
Electronic Payments:	
DP- 01660 to DP- 01667	\$208,465.13
Inter-Account Transfers	\$1,800,000.00
EFT- 01566 to EFT- 01581	\$3,790,006.15
Grand Total	\$5,827,212.31

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 6th September 2018 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 May & June 2018
Council Meeting - 6th September 2018

Date	Payment to	Description	Amount
26-May-18	Town of Cambridge	Parking	5.60
27-May-18	VIP Car storage	CEO car storage fee	220.00
29-May-18	City of Perth	Parking	18.14
29-May-18	Coles	Staff Amenities	110.31
30-May-18	Landgate	Certificate of Title	25.30
5-Jun-18	Wilson Parking	Parking	5.48
5-Jun-18	Dome	Meeting	13.90
6-Jun-18	Wilson Parking	Parking	8.06
7-Jun-18	City of Perth	Parking	7.66
10-Jun-18	Coles	Staff Amenities	144.00
12-Jun-18	PLE Computers	HDMI cables	152.28
13-Jun-18	Wilson Parking	Parking	8.06
14-Jun-18	Fred Hopkins WA	Parts for tip face water pumps	280.81
14-Jun-18	Case Buddy	Case for I pad	232.38
14-Jun-18	The Good Guys	I pads	1,581.00
15-Jun-18	Matilda Bay Restaurant	Business meeting	332.00
15-Jun-18	Mcdonalds Mindarie	COT Meeting	32.85
17-Jun-18	Coles	Staff Amenities	175.00
18-Jun-18	Gulf Hydraulics	Komatsu Loader (PLANT94) cylinder repair	910.39
18-Jun-18	TransmitSMS	Burst SMS monitoring	51.00
19-Jun-18	WA Local Government	Breakfast forum	150.00
19-Jun-18	Chartered Accountants Sydney	Knowledge Session	30.00
20-Jun-18	Voyage Kitchen	Business meeting	9.80
	Total CBA Credit Card - 26 May to 26 June 2018		4,504.02

Council Policies – with tracked changes

Item
9.3

APPENDIX NO. 4

Item
9.3

LIST OF POLICIES

NUMBER	TITLE	LAST REVIEWED	NEXT REVIEW DATE	TRIM NO.
CP01	Annual Fees, Allowances and Expenses for Councillors	14/08/2018	01/08/2019	D/13/393
CP02	Affixing of the Common Seal	14/08/2018	01/08/2019	D/13/394
CP03	Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference	14/08/2018	01/08/2019	D/13/396
CP04	Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference	14/08/2018	01/08/2019	D/13/397
CP05	Environmental Management of Tamala Park	14/09/2017	OBSOLETE GOING TO COUNCIL ON 6/9/2018	D/13/398
CP06	Purchase of Goods and Services	14/08/2018	01/08/2019	D/13/400
CP07	Gratuity Payments	20/08/2015	OBSOLETE – REMOVED BY COUNCIL 20/08/2015	D/13/401
CP08	Provision and Use of Council Vehicles	14/08/2018	01/08/2019	D/13/404
CP09	Investments	14/08/2018	01/08/2019	D/13/405
CP10	Donations – Financial Assistance/Support	14/08/2018	01/08/2019	D/13/921
CP11	Use of Corporate Credit Cards	14/08/2018	01/08/2019	D/14/3754
CP12	Gate Fee Setting	14/08/2018	01/08/2019	D/14/3756
CP13	Budget Variance Reporting Threshold	14/08/2018	01/08/2019	D/15/3224
CP14	Acting Chief Executive Officer Appointment	14/08/2018	01/08/2018	D/18/5158
CP15	Employee Matching Community Contributions	14/08/2018	01/08/2018	D/18/5180
EP01	Environmental Policy	14/08/2018	01/08/2019	D/13/3910

Policy No: CP 01

TRIM Reference: D/13/393

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 (\$)	Allowance (\$)	Expense (\$) (Technology)
Chairperson	15,450	19,570	1,000
Deputy Chairperson	10,300	4,893	1,000
Councillor	10,300		1,000
Deputy Councillor	\$140 per meeting		
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, allowances and expenses 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	14 06/09/ 2017 2018
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; <u>14/08/2018</u>
Next Review Date	31 01/08/ 2018 2019
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. <u>14/8/2018 clarification regarding pro rata payments</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02

TRIM Reference: D/13/394

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	14 06/09/ 2017 <u>2018</u>
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; <u>14/08/2018</u>
Next Review Date	31 01/08/ 2018 <u>2019</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

TRIM Reference: D/13/396

Policy Title: Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

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 \$75 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 (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Director Corporate Services and any expenditure over and above the cash advance will be reimbursed at ~~their~~his 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 for review and reimbursement at ~~his~~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 the Biennial Enviro Conference.

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	14 06/9/ 2017 2018
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
Next Review Date	31 01/08/ 2018 2019
Delegation to the Chief Executive Officer	Nil

Policy No: CP 04

TRIM Reference: D/13/397

Policy Title: Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

Policy Statement:

To determine the expenses and arrangements for 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 \$75 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.
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	1406/09/2017 <u>2018</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
Next Review Date	3101/08/2018 <u>2019</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 05 - OBSOLETE

TRIM Reference: D/13/398

Policy Title: Environmental Management of Tamala Park

Policy Statement:

To ensure that the environmental aspects of waste management at Tamala Park are managed in a systematic way using accredited standards and reporting.

Policy Procedure:

1. Maintain and continually improve an audited environmental management system in accordance with ISO 14001: 2004: International standard.
2. Annually review the Environmental Management and Monitoring Plan (EMMP) against its measureable environmental objectives and targets, and set new actions to ensure objectives and targets are met. Outcomes, including any new actions are to be endorsed by the Management Group.
3. Communicate openly with stakeholders, government, staff, contractors and community on environmental matters affecting Tamala Park.
4. Develop relevant reports, systems and audits (internal and external) to provide evidence of performance against the EMMP and compliance with statutory obligations.

Legislation	
Reference	International Standard ISO 14001
Responsible Officer	Chief Executive Officer
Council Meeting Date	14/06/09/2017 <u>2018</u>
Review History	23/07/2009, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; <u>14/08/2018</u>
Next Review Date	31/08/2018 <u>n/a</u>
Delegation to the Chief Executive Officer	Nil



Policy No: CP 06

TRIM Reference: D/13/400

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.

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 \$19,999 (excluding GST).

At least three (3) verbal or written quotations (or a combination of both) are required. 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, 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 \$20,000 and \$69,999 (excluding GST)

At least three (3) written quotes are required.

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

4. Goods or services between \$70,000 and \$149,999 (excluding GST).

At least three (3) written quotes are required.

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 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 ~~\$100~~\$150,000 threshold (excluding GST). If a decision is made to seek public tenders for the Contracts of less than ~~\$100~~\$150,000, 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: 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 \$150,000 (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 \$150,000.

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.

An evaluation panel consisting of at least ~~three~~-four 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**

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 full days after the date the tender is advertised.

The notice must include:

- (i) A brief description of the goods and services required;
- (ii) Information as to where and how tenders may be submitted;
- (iii) The date and time after which tenders cannot be submitted;
- (iv) Particulars identifying the person from whom more detailed information on the tender may be obtained;
- (v) Such information as the CEO decides should be disclosed to those interested in submitting a tender;
- (vi) Detailed specifications of the goods and services required;
- (vii) The criteria for deciding which tender should be accepted;
- (viii) Whether or not the MRC has decided to submit an in-house tender; and
- (ix) Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

d. **Issuing Tender Documentation**

The issuing of tender documentation, whether by counter, mail, internet, referral or other means, to an interested potential tenderer 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 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**

No tenders are to be removed from the tender box, 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 opening of tenders.

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 \$4070,000 and \$99149,999 (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 four 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.

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.

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 \$~~3969~~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. Recording Quotations

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

8. 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.

9. 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	14/09/2017
Review History	28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015; 01/09/2016; 14/09/2017; <u>14/08/2018</u>
Next Review Date	<u>31/01/08/20182019</u>
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. <u>14/08/2018</u>

	<ol style="list-style-type: none"> 1. <u>Changes to part 4. Increases to the threshold values</u> 2. <u>Change to part 5 b. Aligning the number of panel members to same value as in part 5 h.</u> 3. <u>Change to part 5 g. Increasing values</u> 4. <u>Change to part 6 a. Minor spelling.</u> 5. <u>Change to 6 b. Increasing values</u> 6. <u>Added part 9 to include an Environmental Consideration</u>
Delegation to the Chief Executive Officer	Yes

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Policy No: CP 08

TRIM Reference: D/13/404

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

- 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 \$52,000	Per Contract
Director Corporate Services	Any within Value	Up to \$48,000	Private (Unrestricted) <u>Per Contract</u>
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$45,000	Commuting or Private (Restricted)
Site Supervisor	Four Wheel Drive Min. 1 Tonne Tare	Up to \$38,000	Commuting or Private (Restricted)
Plant Supervisor	Four Wheel Drive Min. 1 Tonne Tare	Up to \$38,000	Commuting or Private (Restricted)
Vehicles are to be purchased using the State Vehicle Pricing contract			

- 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.

- The Manager Operations, ~~Site Supervisor and Plant Supervisor~~ may elect to take Restricted Private Use of the vehicle by contributing *\$~~2025~~/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. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.

4. Use of the Manager's/~~Supervisors~~ 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 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	4406/09/2017 2018
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; <u>14/08/2018</u>
Next Review Date	3401/08/2018 2019

<u>Revision History</u>	<u>14/8/2018</u> <u>1. At point 1, remove rows for Site Supervisor and Plant Supervisor</u> <u>2. At point 3, delete words 'Site Supervisor and Plant Supervisor'</u> <u>3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

TRIM Reference: D/13/405

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.

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	14/06/2017 14/08/2018
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	31/01/2018 31/08/2019
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

TRIM Reference: D/13/921

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 ~~are-is~~ performing an activity or activities that assists the MRC in achieving its objectives may be provided with a donation of up to \$500 or a discount on MRC goods and services up to a value of \$500 and/or free tipping of up to 5 tonnes of waste 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.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	14/06/09/2017 2018
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; <u>14/08/2018</u>
Next Review Date	31/01/08/2018 2019
Revision History	<u>14/08/2018 Point 1 and 2. Minor text/grammer</u>
Delegation to the Chief Executive Officer	



Policy No: CP11

TRIM Reference: D/14/3754

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 monthly.
- 9.10. 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	14/06/09/2017 2018
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; <u>14/08/2018</u>
Next Review Date	31/08/2018
Revision History	<u>14/08/2018</u> <u>Insert new sentence at point 10, previous point 10 changed to point 11.</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

TRIM Reference: D/14/3756

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~~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.

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	14/06/2017 <u>2018</u>
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	31/01/2018 <u>2019</u>
Delegation to the Chief Executive Officer	Yes



Policy No: CP13

TRIM Reference: D/15/3224

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Policy Title: Budget Variance Reporting Threshold

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Policy Statement:

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

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Policy Procedure:

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

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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.

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Expenses:

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

Legislation	Local Government (Financial Management) Regulations 1996
Responsible Officer	Chief Executive Officer
Council Meeting Date	14/06/2017 14/08/2018
Review History	01/09/2016; 14/09/17; 14/08/2018
Next Review Date	31/01/2019 2018/2019
Revision History	Nil
Delegation to the Chief Executive Officer	Nil

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Policy No: CP 14

TRIM Reference: D/18/5158

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

or

to provide guidance to the **Council's appointed** Interim Chief Executive Officer (ICEO) 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. **ICEO** is the Council appointed Interim Chief Executive Officer
3. **Acting CEO** is appointed by either the CEO or the ICEO.

OBJECTIVE

To:

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

PROCEDURE

The role of the CEO or ICEO 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

- No need to appoint an Acting CEO if the CEO or ICEO is contactable.
- Discretion of the CEO / ICEO whether Acting CEO is necessary.
- CEO/ICEO to appoint Acting CEO if necessary.

More than 5 days up to 3 months

- CEO/ICEO 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/ICEO is to appoint an Acting CEO.

3. If the position of CEO/ICEO is vacant for any reason other than the above:

- 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;

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

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

The CEO / ICEO 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/ICEO 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.

Legislation	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
Reference/s	
Attachment/s	
Responsible Officer	CEO
Review History	
Next Review Date	01/08/2019
Revision History	

Policy No: CP15

TRIM Reference: D/18/5180

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.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	

Policy No: EP 01

TRIM Reference: D/13/3910

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 Environmental Management and Monitoring Plan (EMMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- ~~Maintaining an audited environmental management system in accordance with ISO 14001: 2015: International standard~~
- Periodically reviewing the environmental aspect register, ~~the objectives and measureable targets relevant to those significant environmental aspects identified by MRC~~

Legislation	D W ER
Reference/s	ISO 14001
Attachment/s	Nil
Responsible Officer	CEO
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/ 2014 2017; 14/08/2018
Next Review Date	30/06/2018
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.

Council Policies – clean copy

Item
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APPENDIX NO. 5

Item
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LIST OF POLICIES

NUMBER	TITLE	LAST REVIEWED	NEXT REVIEW DATE	TRIM NO.
CP01	Annual Fees, Allowances and Expenses for Councillors	14/08/2018	01/08/2019	D/13/393
CP02	Affixing of the Common Seal	14/08/2018	01/08/2019	D/13/394
CP03	Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference	14/08/2018	01/08/2019	D/13/396
CP04	Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference	14/08/2018	01/08/2019	D/13/397
CP05	Environmental Management of Tamala Park	14/09/2017	OBSOLETE GOING TO COUNCIL ON 6/9/2018	D/13/398
CP06	Purchase of Goods and Services	14/08/2018	01/08/2019	D/13/400
CP07	Gratuity Payments	20/08/2015	OBSOLETE – REMOVED BY COUNCIL 20/08/2015	D/13/401
CP08	Provision and Use of Council Vehicles	14/08/2018	01/08/2019	D/13/404
CP09	Investments	14/08/2018	01/08/2019	D/13/405
CP10	Donations – Financial Assistance/Support	14/08/2018	01/08/2019	D/13/921
CP11	Use of Corporate Credit Cards	14/08/2018	01/08/2019	D/14/3754
CP12	Gate Fee Setting	14/08/2018	01/08/2019	D/14/3756
CP13	Budget Variance Reporting Threshold	14/08/2018	01/08/2019	D/15/3224
CP14	Acting Chief Executive Officer Appointment	14/08/2018	01/08/2018	D/18/5158
CP15	Employee Matching Community Contributions	14/08/2018	01/08/2018	D/18/5180
EP01	Environmental Policy	14/08/2018	01/08/2019	D/13/3910

Policy No: CP 01

TRIM Reference: D/13/393

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 (\$)	Allowance (\$)	Expense (\$) (Technology)
Chairperson	15,450	19,570	1,000
Deputy Chairperson	10,300	4,893	1,000
Councillor	10,300		1,000
Deputy Councillor	\$140 per meeting		
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, allowances and expenses 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	06/09/2018
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
Next Review Date	01/08/2019
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/8/2018 clarification regarding pro rata payments
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02

TRIM Reference: D/13/394

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	06/09/2018
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

TRIM Reference: D/13/396

Policy Title: Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

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 \$75 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 (including receipts) and any unspent cash advance will be returned to the MRC. The remittance will be reviewed by the Director Corporate Services 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 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 the Biennial Enviro Conference.

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	06/9/2018
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
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	Nil

Policy No: CP 04

TRIM Reference: D/13/397

Policy Title: Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

Policy Statement:

To determine the expenses and arrangements for 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 \$75 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.
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	06/09/2018
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
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	Nil

Policy No: CP 05 - OBSOLETE

TRIM Reference: D/13/398

Policy Title: Environmental Management of Tamala Park

Policy Statement:

To ensure that the environmental aspects of waste management at Tamala Park are managed in a systematic way using accredited standards and reporting.

Policy Procedure:

1. Maintain and continually improve an audited environmental management system in accordance with ISO 14001: 2004: International standard.
2. Annually review the Environmental Management and Monitoring Plan (EMMP) against its measureable environmental objectives and targets, and set new actions to ensure objectives and targets are met. Outcomes, including any new actions are to be endorsed by the Management Group.
3. Communicate openly with stakeholders, government, staff, contractors and community on environmental matters affecting Tamala Park.
4. Develop relevant reports, systems and audits (internal and external) to provide evidence of performance against the EMMP and compliance with statutory obligations.

Legislation	
Reference	International Standard ISO 14001
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	23/07/2009, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	n/a
Delegation to the Chief Executive Officer	Nil

Policy No: CP 06**TRIM Reference: D/13/400****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.

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 \$19,999 (excluding GST).

At least three (3) verbal or written quotations (or a combination of both) are required. 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, 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 \$20,000 and \$69,999 (excluding GST)

At least three (3) written quotes are required.

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

4. Goods or services between \$70,000 and \$149,999 (excluding GST).

At least three (3) written quotes are required.

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 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 \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for the Contracts of less than \$150,000, 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: 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 \$150,000 (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 \$150,000.

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.

An evaluation panel consisting of at least four 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

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 **full** days after the date the tender is advertised.

The notice must include:

- (i) A brief description of the goods and services required;
- (ii) Information as to where and how tenders may be submitted;
- (iii) The date and time after which tenders cannot be submitted;
- (iv) Particulars identifying the person from whom more detailed information on the tender may be obtained;
- (v) Such information as the CEO decides should be disclosed to those interested in submitting a tender;
- (vi) Detailed specifications of the goods and services required;
- (vii) The criteria for deciding which tender should be accepted;
- (viii) Whether or not the MRC has decided to submit an in-house tender; and
- (ix) Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

d. Issuing Tender Documentation

The issuing of tender documentation, whether by counter, mail, internet, referral or other means, to an interested potential tenderer 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 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**

No tenders are to be removed from the tender box, 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 opening of tenders.

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 \$149,999 (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 four 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.

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.

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. Recording Quotations

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

8. 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.

9. 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	14/09/2017
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
Next Review Date	01/08/2019
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 6. Added part 9 to include an Environmental Consideration
Delegation to the Chief Executive Officer	Yes

Policy No: CP 08

TRIM Reference: D/13/404

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 \$52,000	Per Contract
Director Corporate Services	Any within Value	Up to \$48,000	Per Contract
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$45,000	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 *\$25/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. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.
4. Use of the Manager'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 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.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	01/08/2019
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
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09**TRIM Reference: D/13/405****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.

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	06/09/2018
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	01/08/2019
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors.
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

TRIM Reference: D/13/921

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 or a discount on MRC goods and services up to a value of \$500 and/or free tipping of up to 5 tonnes of waste 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.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	01/08/2019
Revision History	14/08/2018 Point 1 and 2. Minor text/grammer
Delegation to the Chief Executive Officer	

Policy No: CP11

TRIM Reference: D/14/3754

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 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.

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	06/09/2018
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018
Next Review Date	31/08/2018
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11.
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

TRIM Reference: D/14/3756

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.

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	Yes

Policy No: CP13**TRIM Reference: D/15/3224****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.

Legislation	Local Government (Financial Management) Regulations 1996
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	01/09/2016; 14/09/17; 14/08/2018
Next Review Date	01/09/2019
Revision History	Nil
Delegation to the Chief Executive Officer	Nil

Policy No: CP 14

TRIM Reference: D/18/5158

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

or

to provide guidance to the **Council's appointed** Interim Chief Executive Officer (ICEO) 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. **ICEO** is the Council appointed Interim Chief Executive Officer
3. **Acting CEO** is appointed by either the CEO or the ICEO.

OBJECTIVE

To:

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

PROCEDURE

The role of the CEO or ICEO 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

- No need to appoint an Acting CEO if the CEO or ICEO is contactable.
- Discretion of the CEO / ICEO whether Acting CEO is necessary.
- CEO/ICEO to appoint Acting CEO if necessary.

More than 5 days up to 3 months

- CEO/ICEO 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/ICEO is to appoint an Acting CEO.
3. If the position of CEO/ICEO is vacant for any reason other than the above:

- 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;

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

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

The CEO / ICEO 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/ICEO 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.

Legislation	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
Reference/s	
Attachment/s	
Responsible Officer	CEO
Review History	
Next Review Date	01/08/2019
Revision History	

Policy No: CP15

TRIM Reference: D/18/5180

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.

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	06/09/2018
Review History	
Next Review Date	01/08/2019
Delegation to the Chief Executive Officer	

Policy No: EP 01**TRIM Reference: D/13/3910****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 Environmental Management and Monitoring Plan (EMMP), 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 register.

Legislation	DWER
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018
Next Review Date	30/06/2018
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.