



## INDEX OF APPENDICES

<b>Item No.</b>	<b>Appendix No.</b>	<b>Title</b>	<b>Page No.</b>
9.1	1	Financial Statements for the period ended 31 May 2013	2
9.1	2	Financial Statements for the period ended 30 June 2013	15
9.1	3	Tonnage Report to 30 June 2013	28
9.2	4	List of Payments made for the month ended 31 May 2013	31
9.2	5	List of Payments made for the month ended 30 June 2013	37
9.3	6	Delegations of Authority Register from the Council to the CEO	43
9.3	7	Council Policy Manual	45

### APPENDICES

**Ordinary Council Meeting –  
5 September 2013**

**Financial Statements for the period ended 31 May 2013**

Item  
9.1

APPENDIX NO. 1

Item  
9.1

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
For the month ended 31 May 2013

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>							
<b>Member User Charges</b>							
User Charges - City of Perth	1,881,393	1,959,138	1,784,226	1,760,855			
User Charges - City of Wanneroo	10,944,263	10,346,184	9,777,086	9,602,091			
User Charges - City of Joondalup	8,557,215	9,048,094	8,239,791	8,149,574			
User Charges - Town of Cambridge	1,373,135	1,373,135	1,271,592	1,116,003			
User Charges - City of Vincent	1,885,771	1,952,106	1,783,584	1,831,601			
User Charges - Town of Victoria Park	1,689,420	1,689,420	1,559,219	1,658,300			
User Charges - RRF Residues	5,846,767	5,846,767	5,367,524	5,872,678			
	<b>32,177,964</b>	<b>32,214,844</b>	<b>29,783,022</b>	<b>29,991,102</b>	<b>208,080</b>	<b>0.70%</b>	1
<b>Non Member User Charges</b>							
User Charges - City of South Perth	-	1,500	1,500	12,889	11,389	759.28%	
User Charges - Casual Tipping Fees	7,632,000	6,166,800	5,693,904	5,199,611	(494,293)	(8.68%)	
	<b>7,632,000</b>	<b>6,168,300</b>	<b>5,695,404</b>	<b>5,212,500</b>	<b>(482,904)</b>	<b>(8.48%)</b>	2
<b>Total User Charges</b>	<b>39,809,964</b>	<b>38,383,144</b>	<b>35,478,426</b>	<b>35,203,602</b>	<b>(274,824)</b>	<b>(0.77%)</b>	
<b>Other Charges</b>							
Service Charges							
Carbon Price	-	1,400,000	1,203,758	1,203,752	(6)	(0.00%)	
Sale of Recyclable Materials	400,000	400,000	384,814	547,595	162,781	42.30%	
Gas Power Generation Sales	610,000	610,000	445,200	446,411	1,211	0.27%	
Grants and Subsidies	360,000	-	-	-	-	-	
Contributions, Reimbursements & Donations	63,100	63,100	27,000	27,114	114	0.42%	
Interest Earnings	515,300	493,100	457,558	459,341	1,783	0.39%	
Other Revenue	166,200	186,700	165,374	189,133	23,759	14.37%	
<b>Total Other Charges</b>	<b>2,114,600</b>	<b>3,152,900</b>	<b>2,683,705</b>	<b>2,873,347</b>	<b>189,642</b>	<b>7.07%</b>	
<b>Total Revenue from Ordinary Activities</b>	<b>41,924,564</b>	<b>41,536,044</b>	<b>38,162,131</b>	<b>38,076,949</b>	<b>(85,182)</b>	<b>(0.22%)</b>	
<b>Expenses from Ordinary Activities</b>							
Employee Costs	4,340,000	4,217,000	3,840,471	3,825,591	14,880	0.39%	
Materials and Contracts							
Consultants and Contract Labour	588,200	349,000	223,300	211,084	12,216	5.47%	
Communications and Public Consultation	137,000	121,000	112,418	71,700	40,718	36.22%	
Landfill Expenses	816,200	871,400	714,540	676,261	38,279	5.36%	
Office Expenses	235,300	199,100	188,986	157,411	31,575	16.71%	
Information System Expenses	378,600	378,600	316,000	294,948	21,052	6.66%	
Building Maintenance	123,300	88,200	75,175	88,355	(13,180)	(17.53%)	3
Plant and Equipment Operating & Hire	961,600	1,147,940	931,518	916,324	15,194	1.63%	
RRF Other Operating Expenses	22,071,300	22,070,200	20,302,030	20,280,606	21,424	0.11%	
Waste Minimisation	380,000	-	-	-	-	-	
Utilities	184,000	194,700	179,825	327,332	(147,507)	(82.03%)	4
Depreciation	902,400	916,300	839,030	845,450	(6,420)	(0.77%)	
Borrowing Costs	1,026,200	1,026,200	914,843	764,635	150,208	16.42%	
Insurances	200,600	200,600	183,884	169,196	14,688	7.99%	
DEP Landfill Levy	5,037,100	4,782,500	4,438,628	4,396,474	42,154	0.95%	
Land Lease/Rental	635,400	700,400	589,267	584,683	4,584	0.78%	
Other Expenditure							
Members Costs	98,500	146,400	88,400	84,286	4,114	4.65%	
Administration Expenses	148,500	138,500	131,834	87,019	44,815	33.99%	
Carbon Price	-	1,400,000	1,203,758	1,203,752	6	0.00%	
Amortisation for Cell Development	1,638,600	1,914,200	1,776,372	1,759,614	16,758	0.94%	
Amortisation for Decommissioning Asset	-	1,068,300	997,800	997,796	4	0.00%	
Capping Accretion Expense	718,000	272,000	249,314	249,348	(34)	(0.01%)	
Post Closure Accretion Expense	119,300	128,000	116,505	117,320	(815)	(0.70%)	
RRF Amortisation	551,700	540,200	498,059	495,183	2,876	0.58%	
<b>Total Expenses</b>	<b>41,291,800</b>	<b>42,870,740</b>	<b>38,911,957</b>	<b>38,604,369</b>	<b>307,589</b>	<b>0.79%</b>	
Profit on Sale of Assets	10,888	-	-	936	936		
Loss on Sale of Assets	-	6,845	6,845	6,845	-	(0.00%)	
	<b>10,888</b>	<b>(6,845)</b>	<b>(6,845)</b>	<b>(5,909)</b>	<b>936</b>	<b>(13.68%)</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>643,652</b>	<b>(1,341,541)</b>	<b>(756,671)</b>	<b>(533,329)</b>	<b>223,342</b>	<b>(29.52%)</b>	

NOTES FOR VARIATIONS - INCOME STATEMENT BY N

**Note #    Description of Item**

1    User Charges - Members

2    Casual Tipping Fees

3    Building Maintenance

4    Utilities

NATURE AND TYPE

**Nature of Unfavourable variance where actual is 10% and \$10,000 from YTD Budget**

Higher tonnages sent to Tamala Park and Resource Recovery Facility than it was anticipated based on the trend from the last 3 financial years. Budget tonnages spread was based on the last 3 Financial Years.

Lower tonnages sent to Tamala Park due to Instant Bins no longer sending their waste, Cleanaway rerouted their waste to Bayswater and Veolia lost their major contracts in the North of the river.

Actual is higher than the budget due to timing of budget allocation.

Actual is higher than the budget due to increase in council rates and increased electricity costs due to conversion of Leachate System from diesel to electricity.

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 31 May 2013

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Resource Recovery Facility</b>							
<b>Operating Expenditure</b>							
<b>Employee Costs</b>							
Salaries	36,800	17,700	24,067	17,645	(6,422)	(26.69%)	
Allowances	3,300	1,600	2,167	1,537	(630)	(29.07%)	
Workers Compensation Premium	1,200	600	800	1,210	410	51.25%	
	<b>41,300</b>	<b>19,900</b>	<b>27,034</b>	<b>20,392</b>	<b>(6,642)</b>	<b>(24.57%)</b>	
<b>Consultants and Contract Labour</b>							
Consultancy	120,000	34,200	(8,300)	19,024	27,324	(329.21%)	
Contract Labour External	-	-	-	-	-		
	<b>120,000</b>	<b>34,200</b>	<b>(8,300)</b>	<b>19,024</b>	<b>27,324</b>	<b>(329.21%)</b>	
<b>Office Expenses</b>							
Cleaning of Buildings	9,000	10,600	9,316	5,667	(3,649)	(39.17%)	
	<b>9,000</b>	<b>10,600</b>	<b>9,316</b>	<b>5,667</b>	<b>(3,649)</b>	<b>(39.17%)</b>	
<b>Information System Expenses</b>							
Computer System Maintenance	20,000	20,000	20,000	16,664	(3,336)	(16.68%)	
	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>16,664</b>	<b>(3,336)</b>	<b>(16.68%)</b>	
<b>Building Maintenance</b>							
Building Maintenance	5,000	-	-	1,594	1,594		
Building Security	2,700	2,700	1,375	2,349	974	70.81%	
	<b>7,700</b>	<b>2,700</b>	<b>1,375</b>	<b>3,943</b>	<b>2,568</b>	<b>186.75%</b>	
RRF Operation Expenses							
Fencing and Gate Maintenance	1,500	1,500	1,125	-	(1,125)	(100.00%)	
Road Maintenance	2,000	2,000	1,500	-	(1,500)	(100.00%)	
Bores and Pipework	13,000	13,000	9,750	-	(9,750)	(100.00%)	
Vehicle Wash Facility Operations	-	-	-	-	-		
Landscaping and Gardens	9,000	7,900	7,517	6,703	(814)	(10.83%)	
Compost Disposal	408,300	408,300	375,637	331,644	(43,993)	(11.71%)	
Contractor's Fees	21,637,500	21,637,500	19,906,501	19,942,260	35,759	0.18%	
	<b>22,071,300</b>	<b>22,070,200</b>	<b>20,302,030</b>	<b>20,280,606</b>	<b>(21,424)</b>	<b>(0.11%)</b>	
<b>Utilities</b>							
Electricity	7,000	7,000	6,417	1,740	(4,677)	(72.88%)	
Rates	30,000	30,000	27,500	26,022	(1,478)	(5.37%)	
	<b>37,000</b>	<b>37,000</b>	<b>33,917</b>	<b>27,762</b>	<b>(6,154)</b>	<b>(18.14%)</b>	
<b>Insurance</b>							
Municipal Property Insurance	3,700	3,700	3,392	3,392	-	0.00%	
Public Liability Insurance	4,400	4,400	4,033	4,033	-	0.00%	
	<b>8,100</b>	<b>8,100</b>	<b>7,425</b>	<b>7,425</b>	<b>-</b>	<b>0.00%</b>	
<b>Cost of Borrowings</b>							
Interest on Loans	497,600	497,600	445,364	423,251	(22,113)	(4.97%)	
Loan Expenses	17,000	17,000	12,750	10,667	(2,083)	(16.34%)	
	<b>514,600</b>	<b>514,600</b>	<b>458,114</b>	<b>433,917</b>	<b>(24,197)</b>	<b>(5.28%)</b>	
<b>Amortisations</b>							
Amortisation Pre-operating Costs	104,700	104,700	95,975	95,975	-	0.00%	
Amortisation Costs	447,000	435,500	402,084	399,208	(2,876)	(0.72%)	
	<b>551,700</b>	<b>540,200</b>	<b>498,059</b>	<b>495,183</b>	<b>(2,876)</b>	<b>(0.58%)</b>	
<b>Depreciation</b>							
Depreciation on Infrastructure	-	4,100	4,100	3,531	(569)	(13.88%)	
	<b>-</b>	<b>4,100</b>	<b>4,100</b>	<b>3,531</b>	<b>(569)</b>	<b>(13.88%)</b>	
<b>Total Operating Expenditure</b>	<b>23,380,700</b>	<b>23,261,600</b>	<b>21,353,070</b>	<b>21,314,114</b>	<b>(38,955)</b>	<b>(0.18%)</b>	
<b>Net Total</b>	<b>(23,380,700)</b>	<b>(23,261,600)</b>	<b>(21,353,070)</b>	<b>(21,314,114)</b>	<b>38,955</b>	<b>(0.18%)</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 May 2013

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>						
<b>Operating Revenues</b>						
General Purpose Funding	41,564,564	41,536,044	38,162,131	38,076,949	85,182	0.22%
Community Amenities	360,000	-	-	-	-	-
Resource Recovery Facility	-	-	-	-	-	-
	<b>41,924,564</b>	<b>41,536,044</b>	<b>38,162,131</b>	<b>38,076,949</b>	<b>85,182</b>	<b>0.22%</b>
<b>Profit on Disposal of Assets</b>						
Governance	9,238	-	-	445	(445)	-
Community Amenities	1,650	-	-	491	(491)	-
Resource Recovery Facility	-	-	-	-	-	-
	<b>10,888</b>	<b>-</b>	<b>-</b>	<b>936</b>	<b>(936)</b>	<b>-</b>
<b>Total Revenue</b>	<b>41,935,452</b>	<b>41,536,044</b>	<b>38,162,131</b>	<b>38,077,885</b>	<b>84,245</b>	<b>0.22%</b>
<b>Expenses from Ordinary Activities</b>						
<b>Operating Expenditure</b>						
Governance	2,597,000	3,888,500	3,399,473	3,213,006	186,468	5.49%
Community Amenities	14,802,500	15,209,040	13,702,685	13,746,532	(43,847)	(0.32%)
Resource Recovery Facility	22,866,100	22,747,000	20,894,956	20,880,197	14,759	0.07%
	<b>40,265,600</b>	<b>41,844,540</b>	<b>37,997,114</b>	<b>37,839,734</b>	<b>157,380</b>	<b>0.41%</b>
<b>Loss on Sale of Assets</b>						
Governance	-	6,387	6,387	6,387	0	0.00%
Community Amenities	-	458	458	458	(0)	(0.01%)
Resource Recovery Facility	-	-	-	-	-	-
	<b>-</b>	<b>6,845</b>	<b>6,845</b>	<b>6,845</b>	<b>0</b>	<b>-</b>
<b>Cost of Borrowings</b>						
Community Amenities	511,600	511,600	456,729	330,717	126,012	27.59%
Resource Recovery Facility	514,600	514,600	458,114	433,917	24,197	5.28%
	<b>1,026,200</b>	<b>1,026,200</b>	<b>914,843</b>	<b>764,635</b>	<b>150,208</b>	<b>16.42%</b>
<b>Total Expenditure</b>	<b>41,291,800</b>	<b>42,877,585</b>	<b>38,918,802</b>	<b>38,611,214</b>	<b>307,588</b>	<b>0.79%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>643,652</b>	<b>(1,341,541)</b>	<b>(756,671)</b>	<b>(533,329)</b>	<b>(223,342)</b>	<b>29.52%</b>

**Mindarie Regional Council**  
**RATE SETTING STATEMENT**  
For the month ended 31 May 2013

	Note	Adopted Budget 2012/2013	Revised Budget 2012/2013	YTD Actual
<b>REVENUE</b>				
User Charges - Member Charged as Trade		-	-	-
User Charges - Non Member Council		-	1,500	12,889
User Charges - Casual Tipping Fees		7,632,000	6,166,800	5,199,611
Service Charges				
Carbon Price		-	1,400,000	1,203,752
Sale of Recyclable Materials		400,000	400,000	547,595
Gas Power Generation Sales		610,000	610,000	446,411
Grants and Subsidies		360,000	-	-
Contributions, Reimbursements and Donations		63,100	63,100	27,114
Interest Earning				
Municipal Account		515,300	493,100	459,341
Other Revenue		166,200	186,700	189,133
Profit on Sale of Asset		10,888	-	936
		<b>9,757,488</b>	<b>9,321,200</b>	<b>8,086,783</b>
<b>EXPENDITURE</b>				
Employee Costs		(4,340,000)	(4,217,000)	(3,825,591)
Materials and Contracts		(25,691,500)	(25,225,440)	(22,696,689)
Utilities		(184,000)	(194,700)	(327,332)
Depreciation		(902,400)	(916,300)	(845,450)
Amortisation				
Amortisation for Cell Development		(1,638,600)	(1,914,200)	(1,759,614)
Amortisation Charge for Decommissioning Asset		-	(1,068,300)	(997,796)
Amortisation RRF		(551,700)	(540,200)	(495,183)
Provisions				
Capping Accretion Expense		(718,000)	(272,000)	(249,348)
Post Closure Accretion Expense		(119,300)	(128,000)	(117,320)
Borrowing Cost Expenses		(1,026,200)	(1,026,200)	(764,635)
Insurance		(200,600)	(200,600)	(169,196)
Other Expenditure		(5,919,500)	(7,167,800)	(6,356,215)
Loss on Sale of Asset		-	(6,845)	(6,845)
		<b>(41,291,800)</b>	<b>(42,877,585)</b>	<b>(38,611,214)</b>
<b>NET OPERATING ACTIVITIES</b>		<b>(31,534,312)</b>	<b>(33,556,385)</b>	<b>(30,524,430)</b>
<b>Non-Cash Expenditure and Revenue</b>				
(Profit)/Loss on Asset Disposals		(10,888)	6,845	5,909
Depreciation on Assets		902,400	916,300	845,450
Amortisation for Cell Development		1,638,600	1,914,200	1,759,614
Amortisation Charge for Decommissioning Asset		-	1,068,300	997,796
Amortisation for RRF		551,700	540,200	495,183
		<b>3,081,812</b>	<b>4,445,845</b>	<b>4,103,952</b>
<b>CAPITAL EXPENDITURE</b>				
Payments for Purchase of Property, Plant and Equipment		(4,589,500)	(469,548)	(370,481)
Payments for Construction of Infrastructure		(35,000)	(33,000)	(33,000)
Payments for Landfill Excavation & RRF		(634,800)	(1,055,163)	(1,035,834)
		<b>(5,259,300)</b>	<b>(1,557,711)</b>	<b>(1,439,315)</b>
<b>FUNDING SOURCES</b>				
Proceeds from Self Supporting Loans		4,000,000	-	-
Proceeds from Carbon Price		1,442,400	1,400,000	1,203,752
Repayments of Self Supporting Loans		(2,647,375)	(2,647,375)	(2,242,263)
Proceeds from Sale of Plant and Equipment		80,590	80,590	74,682
Council Contributions		262,000	262,000	110,310
Transfer to Reserves		(9,793,360)	(9,793,360)	(8,506,071)
Transfer from Reserve		6,757,519	6,757,519	6,642,956
		<b>101,774</b>	<b>(3,940,626)</b>	<b>(2,716,634)</b>
ADD: Est. Liquid Assets Surplus/(Deficit) July 1 brought forward		1,551,860	3,350,970	3,350,970
LESS: Est. Liquid Assets Surplus/(Deficit) June 30 brought forward		(119,798)	(956,937)	(2,765,644)
		<b>1,432,062</b>	<b>2,394,033</b>	<b>585,326</b>
<b>User Charges - Member Councils</b>		<b>(32,177,964)</b>	<b>(32,214,844)</b>	<b>(29,991,102)</b>



**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 31 May 2013

Description	ACTUAL 2012/2013	Movement	ACTUAL 2011/2012
<b>CURRENT ASSETS</b>			
Cash	1,050,002	292,320	757,682
Investments	12,374,019	853,095	11,520,924
MRC Security (Guarantee) Account	562,122	25,458	536,664
Debtors	3,091,145	413,663	2,677,482
Stock	8,545	(3,534)	12,079
Prepayments	139,426	(11,644)	151,070
Accrued Income	66,833	(103,287)	170,120
Work In Progress - Replacement of Storage Area Network	-	(48,000)	48,000
Work In Progress - Landfill Stage2 Phase3 Development	-	(26,976)	26,976
Work In Progress - Leachate System	-	(12,404)	12,404
Work In Progress - Landfill Gas Infrastructure	-	(15,000)	15,000
Other Current Assets	248,180	(968)	249,149
<b>TOTAL CURRENT ASSETS</b>	<b>17,540,271</b>	<b>1,362,722</b>	<b>16,177,549</b>
<b>NON-CURRENT ASSETS</b>			
Land	2,658,127	-	2,658,127
Buildings & Improvements	1,632,244	(166,620)	1,798,864
Furniture & Equipment	34,210	(24,758)	58,967
Computing Equipment	101,734	(8,502)	110,236
Plant & Equipment	2,898,910	(259,277)	3,158,187
Infrastructure - Other	588,109	73,168	514,941
Infrastructure - Excavation	15,875,915	(1,759,614)	17,635,529
Infrastructure - RRF	7,002,428	(399,208)	7,401,636
Decommissioning Asset	5,762,694	(4,762,922)	10,525,616
Post Closure	3,765,126	3,765,126	-
Pre-operating RRF	1,683,021	(95,975)	1,778,996
<b>TOTAL NON-CURRENT ASSETS</b>	<b>42,002,520</b>	<b>(3,638,581)</b>	<b>45,641,100</b>
<b>TOTAL ASSETS</b>	<b>59,542,791</b>	<b>(2,275,858)</b>	<b>61,818,649</b>
<b>CURRENT LIABILITIES</b>			
Creditors	3,177,042	(773,598)	3,950,641
Provisions for Leave	568,428	(138,534)	706,962
Current Loans	155,440	(2,242,263)	2,397,703
Accruals	818,639	621,466	197,174
Other Current Liabilities	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,719,549</b>	<b>(2,532,930)</b>	<b>7,252,479</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	161,033	58,805	102,228
Non Current Loans	12,479,325	-	12,479,325
Decommission Provision for Capping	13,558,605	(607,926)	14,166,531
Other Non Current Liabilities	1,765,874	1,229,210	536,664
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>27,964,838</b>	<b>680,090</b>	<b>27,284,747</b>
<b>TOTAL LIABILITIES</b>	<b>32,684,387</b>	<b>(1,852,840)</b>	<b>34,537,226</b>
<b>NET ASSETS</b>	<b>26,858,404</b>	<b>(423,018)</b>	<b>27,281,423</b>
<b>EQUITY</b>			
Retained Surplus	14,101,580	(2,396,444)	16,498,024
Reserves	9,902,836	1,863,115	8,039,721
Council Contribution	2,853,989	110,310	2,743,679
<b>TOTAL EQUITY</b>	<b>26,858,404</b>	<b>(423,018)</b>	<b>27,281,423</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 31 May 2013

<b>Description</b>	<b>ACTUAL 2012/2013</b>
<b>Opening Balance - 1 July 2012</b>	
Site Rehabilitation	-
Carried Forward Expenditures	-
Capital Expenditure	522,136
Participants Surplus Reserve	2,029,282
RRF Operational Requirement	5,488,302
Carbon Price	-
	<u><b>8,039,721</b></u>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Carried Forward Expenditure	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Operational Requirement	-
Carbon Price	-
	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	182,381
Capital Expenditure	916,663
Carbon Price	1,203,752
	<u><b>2,302,797</b></u>
<b>Total Transfer from Operations</b>	<u><b>2,302,797</b></u>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	6,203,274
	<u><b>6,203,274</b></u>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	974,594
Capital Expenditure	180,059
RRF Operational Requirement	5,488,302
	<u><b>6,642,956</b></u>
<b>Closing Balance</b>	
Site Rehabilitation	5,411,061
Carried Forward Expenditure	-
Capital Expenditure	1,258,740
Participants Surplus Reserve	2,029,282
RRF Operational Requirement	-
Carbon Price	1,203,752
	<u><b>9,902,836</b></u>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2013

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>PLANT, VEHICLES AND MACHINERIES</b>					
<b>Plant and Vehicles</b>					
Replacement of CEO Motor Vehicle	54,000	47,812	47,812	100.00%	
Replacement of Director Motor Vehicle	42,000	42,000	42,000	100.00%	
Replacement of Caterpillar 257B2AC MTL	80,000	80,000	-		
Replacement of Navara Ute	28,000	28,000	24,558	87.71%	
<i>brought forward items:</i>					
Replacement of Bin Truck	150,000	139,315	139,315	100.00%	
Replacement of Communication Vehicle	41,000	43,173	43,173	100.00%	
	<b>395,000</b>	<b>380,300</b>	<b>296,858</b>	<b>78.06%</b>	
<b>Machinery and Equipment</b>					
2x New Tarps	25,000	25,000	25,000	100.00%	
Hook Lift Bins	14,000	14,000	14,000	100.00%	
Solar Lighting System for Tip Face	12,000	11,000	11,000	100.00%	
Tarpomatic Spool	-	19,600	19,570	99.85%	
	<b>51,000</b>	<b>69,600</b>	<b>69,570</b>	<b>99.96%</b>	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>446,000</b>	<b>449,900</b>	<b>366,428</b>	<b>81.45%</b>	
<b>FURNITURE AND EQUIPMENT</b>					
<b>Furniture and Fittings</b>					
Furniture and Fittings	7,000	7,000	-		
	<b>7,000</b>	<b>7,000</b>	<b>-</b>	<b>0.00%</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>		
<b>COMPUTING EQUIPMENT</b>					
<b>Computing Equipment</b>					
Replacement of Servers at Admin and Weighbridge	45,000	-	-		
Replacement of Desktop - Site Supervisor	1,200	-	-		
Replacement of Desktop - Environmental Officer	1,200	1,048	1,048	99.99%	
Replacement of Desktop - Conference Room Projector	1,200	1,200	1,002	83.50%	
Replacement of Desktop - Finance Officer	1,200	1,200	1,002	83.50%	
Replacement of Laptop - Operations Manager	2,500	2,500	-		
Replacement of Desktop - Waste Education Officer	1,200	1,200	1,002	83.50%	
Replacement of Wasteman 2G Mobile Unit	7,000	-	-		
Replacement of 2x Driver Control Stations and Licences	22,500	-	-		
Replacement of 2x External Printer Stations	5,500	5,500	-		
<i>brought forward item:</i>					
Replacement of Server (SAN built-in redundancies)	48,000	-	-		
	<b>136,500</b>	<b>12,648</b>	<b>4,054</b>	<b>32.05%</b>	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>136,500</b>	<b>12,648</b>	<b>4,054</b>	<b>32.05%</b>	
<b>LAND AND BUILDINGS</b>					
<b>Land</b>					
<i>brought forward item:</i>					
Land Purchase (New Landfill Site)	4,000,000	-	-		
	<b>4,000,000</b>	<b>-</b>	<b>-</b>		
<b>TOTAL LAND AND BUILDINGS</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>		

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2013

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>INFRASTRUCTURE</b>					
<b>Operations</b>					
Landfill Gas Well Installations	25,000	25,000	25,000	100.00%	
<i>brought forward item:</i>					
Leachate System	10,000	8,000	8,000	100.00%	
	<b>35,000</b>	<b>33,000</b>	<b>33,000</b>	<b>100.00%</b>	
<b>Landfill Stage 1 and Stage 2</b>					
Stage 2 Phase 1 Revegetation	20,000	19,329	-		
<i>brought forward items:</i>					
Stage 1 Migrating Gas Well Project (funded by LGP)	49,000	47,040	47,040		
Stage 2 Capping Construction	514,700	946,402	946,402		
Stage 2 Phase 3 Pumps and Compressor Station	36,000	28,192	28,192		
	<b>619,700</b>	<b>1,040,963</b>	<b>1,021,634</b>	<b>98.14%</b>	
<b>Resource Recovery Facility</b>					
Communication Tower and Access Control - Camera	15,100	14,200	14,200	100.00%	
	<b>15,100</b>	<b>14,200</b>	<b>14,200</b>	<b>100.00%</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>669,800</b>	<b>1,088,163</b>	<b>1,068,834</b>	<b>98.22%</b>	

## INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal Drawn Down to 30/06/2014	Principal Repayments		Principal Outstanding		Interest Repayments Actual to 31/05/2013	Note
					Actual to 31/05/2013	Actual to 31/05/2013	Actual to 31/05/2013	Actual to 31/05/2013		
<b>Community Amenities</b>										
<b>Tamala Park Landfill</b>										
Loan 8 - Building Upgrade	650,000	May-14	6.45%	-	165,223	-	79,964	85,259	7,861	
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Dec-15	5.98%	-	6,729,105	-	1,298,605	5,430,500	314,186	
Loan 14 - Purchase of Land for the New Landfill	4,000,000			-	-	-	-	-	-	2
<b>Regional Resource Recovery Facility</b>										
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	-	1,342,048	-	224,542	1,117,506	67,780	
Loan 10a - RRF Infrastructure	2,000,000	Mar-25	6.16%	-	1,548,984	-	81,745	1,467,239	85,246	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Apr-25	Variable	-	2,425,000	-	150,000	2,275,000	78,693	1
Loan 10c - RRF Infrastructure	4,000,000	Apr-25	7.97%	-	2,666,668	-	407,407	2,259,261	180,373	
<b>TOTAL</b>	<b>31,750,000</b>				<b>14,877,028</b>		<b>2,242,263</b>	<b>12,634,765</b>	<b>734,138</b>	
							<b>Facility Fee</b>		<b>30,497</b>	
							<b>Total Borrowing Costs</b>		<b>764,635</b>	

Note 1: Loan 10b has a variable rate of 3.51% for the quarter of October 2012 to January 2013.

Note 2: Council approval will be obtained when Land is identified.

**MINDARIE REGIONAL COUNCIL  
AUTHORISED 2012/2013 BUDGET VARIATIONS**

Council Meeting	Details	Amount \$	Unbudgeted \$	Retained Surplus \$
06-Dec-12	Capping works on Stage 2 Phase 1 Section 2 were not carried forward from 2011/2012 - OCM 6/12/12 (CEO Rept 9.5)	366,000		
06-Dec-12	Retained Surplus 2011/2012 - OCM 6/12/12 (CEO Rept 9.5)			366,000
06-Dec-12	Contingency set aside for Capping works on Stage 2 Phase 1 Section - OCM 6/12/12 (CEO Rept 9.5)	40,350		
06-Dec-12	Surplus 2012/2013 - OCM 6/12/12 (CEO Rept 9.5)		40,350	
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	10,685		
06-Dec-12	Transfer from the savings on Bin Truck purchase	(10,685)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	6,188		
06-Dec-12	Transfer from the savings on purchase of CEO Motor Vehicle	(6,188)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	7,808		
06-Dec-12	Transfer from the savings on purchase Compressor	(7,808)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	671		
06-Dec-12	Transfer from the savings on Revegetation	(671)		
14-Feb-13	Midyear Budget - Increase in Members Tonnages, OCM 7/3/13 (Item 9.8)	(36,880)		
14-Feb-13	Midyear Budget - Increase in Non Members Tonnages, OCM 7/3/13 (Item 9.8)	1,463,700		
14-Feb-13	Midyear Budget - Increase in Other Charges, OCM 7/3/13 (Item 9.8)	(1,038,300)		
14-Feb-13	Midyear Budget - Decrease in Profit on Sale of Assets, OCM 7/3/13 (Item 9.8)	10,888		
14-Feb-13	Midyear Budget - Decrease in Employee Costs, OCM 7/3/13 (Item 9.8)	(123,000)		
14-Feb-13	Midyear Budget - Decrease in Consultants and Contract Labour, OCM 7/3/13 (Item 9.8)	(239,200)		
14-Feb-13	Midyear Budget - Decrease in Communications and Public Consultation, OCM 7/3/13 (Item 9.8)	(16,000)		
14-Feb-13	Midyear Budget - Increase in Landfill Expenses, OCM 7/3/13 (Item 9.8)	55,200		
14-Feb-13	Midyear Budget - Decrease in Office Expenses, OCM 7/3/13 (Item 9.8)	(36,200)		
14-Feb-13	Midyear Budget - Decrease in Building Maintenance, OCM 7/3/13 (Item 9.8)	(35,100)		
14-Feb-13	Midyear Budget - Increase in Plant and Equipment Operating & Hire, OCM 7/3/13 (Item 9.8)	186,340		
14-Feb-13	Midyear Budget - Decrease in RRF Other Operating Expenses, OCM 7/3/13 (Item 9.8)	(1,100)		
14-Feb-13	Midyear Budget - Decrease of Waste Minimisation, OCM 7/3/13 (Item 9.8)	(380,000)		
14-Feb-13	Midyear Budget - Increase in Utilities, OCM 7/3/13 (Item 9.8)	10,700		
14-Feb-13	Midyear Budget - Increase in Depreciation, OCM 7/3/13 (Item 9.8)	13,900		
14-Feb-13	Midyear Budget - Decrease in DEP Landfill Levy, OCM 7/3/13 (Item 9.8)	(254,600)		
14-Feb-13	Midyear Budget - Increase in Land Lease/Rental, OCM 7/3/13 (Item 9.8)	65,000		
14-Feb-13	Midyear Budget - Increase in Members Costs, OCM 7/3/13 (Item 9.8)	47,900		
14-Feb-13	Midyear Budget - Decrease in Administration Expenses, OCM 7/3/13 (Item 9.8)	(10,000)		
14-Feb-13	Midyear Budget - Increase in Carbon Price, OCM 7/3/13 (Item 9.8)	1,400,000		
14-Feb-13	Midyear Budget - Increase in Amortisation for Cell Development, OCM 7/3/13 (Item 9.8)	275,600		
14-Feb-13	Midyear Budget - Increase in Amortisation for Decommissioning Asset, OCM 7/3/13 (Item 9.8)	1,068,300		
14-Feb-13	Midyear Budget - Decrease in Capping Accretion Expenses, OCM 7/3/13 (Item 9.8)	(446,000)		
14-Feb-13	Midyear Budget - Increase in Post Closure Accretion Expense, OCM 7/3/13 (Item 9.8)	8,700		
14-Feb-13	Midyear Budget - Decrease in RRF Amortisation, OCM 7/3/13 (Item 9.8)	(11,500)		
14-Feb-13	Midyear Budget - Decrease in Loss on Sale of Assets, OCM 7/3/13 (Item 9.8)	6,845		
14-Feb-13	Midyear Budget - Decrease in Retained Surplus, OCM 7/3/13 (Item 9.8)			1,985,193
<b>Total</b>		<b>2,391,543</b>	<b>40,350</b>	<b>2,351,193</b>

**Financial Statements for the period ended 30 June 2013**

Item  
9.1

APPENDIX NO. 2

Item  
9.1

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
For the month ended 30 June 2013

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>						
<b>Member User Charges</b>						
User Charges - City of Perth	1,881,393	1,959,138	1,901,243			
User Charges - City of Wanneroo	10,944,263	10,346,184	10,271,022			
User Charges - City of Joondalup	8,557,215	9,048,094	8,810,529			
User Charges - Town of Cambridge	1,373,135	1,373,135	1,188,036			
User Charges - City of Vincent	1,885,771	1,952,106	1,971,463			
User Charges - Town of Victoria Park	1,689,420	1,689,420	1,788,368			
User Charges - RRF Residues	5,846,767	5,846,767	6,360,781			
	<b>32,177,964</b>	<b>32,214,844</b>	<b>32,291,442</b>	<b>76,598</b>	<b>0.24%</b>	1
<b>Non Member User Charges</b>						
User Charges - City of South Perth	-	1,500	14,220	12,720	848.00%	
User Charges - Casual Tipping Fees	7,632,000	6,166,800	5,619,449	(547,351)	(8.88%)	
	<b>7,632,000</b>	<b>6,168,300</b>	<b>5,633,669</b>	<b>(534,631)</b>	<b>(8.67%)</b>	2
<b>Total User Charges</b>	<b>39,809,964</b>	<b>38,383,144</b>	<b>37,925,111</b>	<b>(458,033)</b>	<b>(1.19%)</b>	
<b>Other Charges</b>						
<b>Service Charges</b>						
Carbon Price	-	1,400,000	1,299,999	(100,001)	(7.14%)	
Sale of Recyclable Materials	400,000	400,000	578,977	178,977	44.74%	
Gas Power Generation Sales	610,000	610,000	463,437	(146,563)	(24.03%)	3
Grants and Subsidies	360,000	-	-	-	-	
Contributions, Reimbursements & Donations	63,100	63,100	54,057	(9,044)	(14.33%)	
Interest Earnings	515,300	493,100	497,893	4,793	0.97%	
Other Revenue	166,200	186,700	299,432	112,732	60.38%	
<b>Total Other Charges</b>	<b>2,114,600</b>	<b>3,152,900</b>	<b>3,193,794</b>	<b>40,895</b>	<b>1.30%</b>	
<b>Total Revenue from Ordinary Activities</b>	<b>41,924,564</b>	<b>41,536,044</b>	<b>41,118,905</b>	<b>(417,139)</b>	<b>(1.00%)</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	4,340,000	4,217,000	4,149,452	67,548	1.60%	
<b>Materials and Contracts</b>						
Consultants and Contract Labour	588,200	349,000	240,120	108,880	31.20%	
Communications and Public Consultation	137,000	121,000	98,873	22,127	18.29%	
Landfill Expenses	816,200	871,400	760,695	110,705	12.70%	
Office Expenses	235,300	199,100	171,441	27,659	13.89%	
Information System Expenses	378,600	378,600	308,816	69,784	18.43%	
Building Maintenance	123,300	88,200	95,814	(7,614)	(8.63%)	
Plant and Equipment Operating & Hire	961,600	1,147,940	997,577	150,363	13.10%	
RRF Other Operating Expenses	22,071,300	22,070,200	22,070,317	(117)	(0.00%)	
Waste Minimisation	380,000	-	-	-	-	
Utilities	184,000	194,700	388,011	(193,311)	(99.29%)	4
Depreciation	902,400	916,300	924,789	(8,489)	(0.93%)	
Borrowing Costs	1,026,200	1,026,200	829,143	197,057	19.20%	
Insurances	200,600	200,600	184,119	16,481	8.22%	
DEP Landfill Levy	5,037,100	4,782,500	4,705,143	77,357	1.62%	
Land Lease/Rental	635,400	700,400	644,286	56,114	8.01%	
<b>Other Expenditure</b>						
Members Costs	98,500	146,400	142,660	3,740	2.55%	
Administration Expenses	148,500	138,500	101,561	36,939	26.67%	
Carbon Price	-	1,400,000	1,299,999	100,001	7.14%	
Amortisation for Cell Development	1,638,600	1,914,200	1,883,153	31,047	1.62%	
Amortisation for Decommissioning Asset	-	1,068,300	1,068,301	(1)	(0.00%)	
Capping Accretion Expense	718,000	272,000	272,024	(24)	(0.01%)	
Post Closure Accretion Expense	119,300	128,000	127,985	15	0.01%	
RRF Amortisation	551,700	540,200	540,200	-	0.00%	
<b>Total Expenses</b>	<b>41,291,800</b>	<b>42,870,740</b>	<b>42,004,480</b>	<b>866,260</b>	<b>2.02%</b>	
Profit on Sale of Assets	10,888	-	936	936		
Loss on Sale of Assets	-	6,845	6,845	-	(0.00%)	
	<b>10,888</b>	<b>(6,845)</b>	<b>(5,909)</b>	<b>936</b>	<b>(13.68%)</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>643,652</b>	<b>(1,341,541)</b>	<b>(891,483)</b>	<b>450,058</b>	<b>(33.55%)</b>	



NOTES FOR VARIATIONS - INCOME STATEMENT BY N

**Note #    Description of Item**

1    User Charges - Members

2    Casual Tipping Fees

3    Gas Power Generation Sales

4    Utilities

NATURE AND TYPE

**Nature of Unfavourable variance where actual is 10% and \$10,000 from YTD Budget**

Higher tonnages sent to Tamala Park and Resource Recovery Facility than it was anticipated based on the trend from the last 3 financial years. Budget tonnages spread was based on the last 3 Financial Years.

Lower tonnages sent to Tamala Park due to Instant Bins no longer sending their waste, Cleanaway rerouted their waste to Bayswater and Veolia lost their major contracts in the North of the river.

Actual is lower than the budget which indicate a softening of the market and it is known that there is significant holding of RECs by banks and other players.

Actual is higher than the budget due to increase in council rates and increased electricity costs due to conversion of Leachate System from diesel to electricity.

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 30 June 2013

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Resource Recovery Facility</b>						
<b>Operating Expenditure</b>						
<b>Employee Costs</b>						
Salaries	36,800	17,700	17,645	(55)	(0.31%)	
Allowances	3,300	1,600	1,537	(63)	(3.94%)	
Workers Compensation Premium	1,200	600	1,320	720	120.00%	
	<b>41,300</b>	<b>19,900</b>	<b>20,502</b>	<b>602</b>	<b>3.02%</b>	
<b>Consultants and Contract Labour</b>						
Consultancy	120,000	34,200	19,272	(14,928)	(43.65%)	
Contract Labour External	-	-	-	-	-	
	<b>120,000</b>	<b>34,200</b>	<b>19,272</b>	<b>(14,928)</b>	<b>(43.65%)</b>	
<b>Office Expenses</b>						
Cleaning of Buildings	9,000	10,600	6,495	(4,105)	(38.72%)	
	<b>9,000</b>	<b>10,600</b>	<b>6,495</b>	<b>(4,105)</b>	<b>(38.72%)</b>	
<b>Information System Expenses</b>						
Computer System Maintenance	20,000	20,000	17,061	(2,939)	(14.70%)	
	<b>20,000</b>	<b>20,000</b>	<b>17,061</b>	<b>(2,939)</b>	<b>(14.70%)</b>	
<b>Building Maintenance</b>						
Building Maintenance	5,000	-	1,594	1,594		
Building Security	2,700	2,700	2,349	(351)	(13.01%)	
	<b>7,700</b>	<b>2,700</b>	<b>3,943</b>	<b>1,243</b>	<b>46.03%</b>	
RRF Operation Expenses						
Fencing and Gate Maintenance	1,500	1,500	-	(1,500)	(100.00%)	
Road Maintenance	2,000	2,000	-	(2,000)	(100.00%)	
Bores and Pipework	13,000	13,000	-	(13,000)	(100.00%)	
Vehicle Wash Facility Operations	-	-	-	-	-	
Landscaping and Gardens	9,000	7,900	7,334	(566)	(7.17%)	
Compost Disposal	408,300	408,300	340,702	(67,598)	(16.56%)	
Contractor's Fees	21,637,500	21,637,500	21,722,282	84,782	0.39%	
	<b>22,071,300</b>	<b>22,070,200</b>	<b>22,070,317</b>	<b>117</b>	<b>0.00%</b>	
<b>Utilities</b>						
Electricity	7,000	7,000	1,740	(5,260)	(75.14%)	
Rates	30,000	30,000	28,388	(1,612)	(5.37%)	
	<b>37,000</b>	<b>37,000</b>	<b>30,128</b>	<b>(6,872)</b>	<b>(18.57%)</b>	
<b>Insurance</b>						
Municipal Property Insurance	3,700	3,700	3,700	-	0.00%	
Public Liability Insurance	4,400	4,400	4,400	-	0.00%	
	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>	<b>-</b>	<b>0.00%</b>	
<b>Cost of Borrowings</b>						
Interest on Loans	497,600	497,600	456,494	(41,106)	(8.26%)	
Loan Expenses	17,000	17,000	10,817	(6,183)	(36.37%)	
	<b>514,600</b>	<b>514,600</b>	<b>467,310</b>	<b>(47,290)</b>	<b>(9.19%)</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs	104,700	104,700	104,700	-	0.00%	
Amortisation Costs	447,000	435,500	435,500	-	0.00%	
	<b>551,700</b>	<b>540,200</b>	<b>540,200</b>	<b>-</b>	<b>0.00%</b>	
<b>Depreciation</b>						
Depreciation on Infrastructure	-	4,100	3,873	(227)	(5.54%)	
	<b>-</b>	<b>4,100</b>	<b>3,873</b>	<b>(227)</b>	<b>(5.54%)</b>	
<b>Total Operating Expenditure</b>	<b>23,380,700</b>	<b>23,261,600</b>	<b>23,187,200</b>	<b>(74,400)</b>	<b>(0.32%)</b>	
<b>Net Total</b>	<b>(23,380,700)</b>	<b>(23,261,600)</b>	<b>(23,187,200)</b>	<b>74,400</b>	<b>(0.32%)</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 30 June 2013

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>					
<b>Operating Revenues</b>					
General Purpose Funding	41,564,564	41,536,044	41,118,905	417,139	1.00%
Community Amenities	360,000	-	-	-	
Resource Recovery Facility	-	-	-	-	
	<b>41,924,564</b>	<b>41,536,044</b>	<b>41,118,905</b>	<b>417,139</b>	<b>1.00%</b>
<b>Profit on Disposal of Assets</b>					
Governance	9,238	-	445	(445)	
Community Amenities	1,650	-	491	(491)	
Resource Recovery Facility	-	-	-	-	
	<b>10,888</b>	<b>-</b>	<b>936</b>	<b>(936)</b>	
<b>Total Revenue</b>	<b>41,935,452</b>	<b>41,536,044</b>	<b>41,119,842</b>	<b>416,202</b>	<b>1.00%</b>
<b>Expenses from Ordinary Activities</b>					
<b>Operating Expenditure</b>					
Governance	2,597,000	3,888,500	3,536,404	352,096	9.05%
Community Amenities	14,802,500	15,209,040	14,919,042	289,998	1.91%
Resource Recovery Facility	22,866,100	22,747,000	22,719,890	27,110	0.12%
	<b>40,265,600</b>	<b>41,844,540</b>	<b>41,175,337</b>	<b>669,203</b>	<b>1.60%</b>
<b>Loss on Sale of Assets</b>					
Governance	-	6,387	6,387	0	0.00%
Community Amenities	-	458	458	(0)	(0.01%)
Resource Recovery Facility	-	-	-	-	
	<b>-</b>	<b>6,845</b>	<b>6,845</b>	<b>0</b>	
<b>Cost of Borrowings</b>					
Community Amenities	511,600	511,600	361,833	149,767	29.27%
Resource Recovery Facility	514,600	514,600	467,310	47,290	9.19%
	<b>1,026,200</b>	<b>1,026,200</b>	<b>829,143</b>	<b>197,057</b>	<b>19.20%</b>
<b>Total Expenditure</b>	<b>41,291,800</b>	<b>42,877,585</b>	<b>42,011,325</b>	<b>866,260</b>	<b>2.02%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>643,652</b>	<b>(1,341,541)</b>	<b>(891,483)</b>	<b>(450,058)</b>	<b>33.55%</b>

**Mindarie Regional Council**  
**RATE SETTING STATEMENT**  
For the month ended 30 June 2013

	Note	Adopted Budget 2012/2013	Revised Budget 2012/2013	YTD Actual
<b>REVENUE</b>				
User Charges - Member Charged as Trade		-	-	-
User Charges - Non Member Council		-	1,500	14,220
User Charges - Casual Tipping Fees		7,632,000	6,166,800	5,619,449
Service Charges				
Carbon Price		-	1,400,000	1,299,999
Sale of Recyclable Materials		400,000	400,000	578,977
Gas Power Generation Sales		610,000	610,000	463,437
Grants and Subsidies		360,000	-	-
Contributions, Reimbursements and Donations		63,100	63,100	54,057
Interest Earning				
Municipal Account		515,300	493,100	497,893
Other Revenue		166,200	186,700	299,432
Profit on Sale of Asset		10,888	-	936
		<b>9,757,488</b>	<b>9,321,200</b>	<b>8,828,400</b>
<b>EXPENDITURE</b>				
Employee Costs		(4,340,000)	(4,217,000)	(4,149,452)
Materials and Contracts		(25,691,500)	(25,225,440)	(24,743,654)
Utilities		(184,000)	(194,700)	(388,011)
Depreciation		(902,400)	(916,300)	(924,789)
Amortisation				
Amortisation for Cell Development		(1,638,600)	(1,914,200)	(1,883,153)
Amortisation Charge for Decommissioning Asset		-	(1,068,300)	(1,068,301)
Amortisation RRF		(551,700)	(540,200)	(540,200)
Provisions				
Capping Accretion Expense		(718,000)	(272,000)	(272,024)
Post Closure Accretion Expense		(119,300)	(128,000)	(127,985)
Borrowing Cost Expenses		(1,026,200)	(1,026,200)	(829,143)
Insurance		(200,600)	(200,600)	(184,119)
Other Expenditure		(5,919,500)	(7,167,800)	(6,893,648)
Loss on Sale of Asset		-	(6,845)	(6,845)
		<b>(41,291,800)</b>	<b>(42,877,585)</b>	<b>(42,011,325)</b>
<b>NET OPERATING ACTIVITIES</b>				
		<b>(31,534,312)</b>	<b>(33,556,385)</b>	<b>(33,182,925)</b>
<b>Non-Cash Expenditure and Revenue</b>				
(Profit)/Loss on Asset Disposals		(10,888)	6,845	5,909
Depreciation on Assets		902,400	916,300	924,789
Amortisation for Cell Development		1,638,600	1,914,200	1,883,153
Amortisation Charge for Decommissioning Asset		-	1,068,300	1,068,301
Amortisation for RRF		551,700	540,200	540,200
		<b>3,081,812</b>	<b>4,445,845</b>	<b>4,422,352</b>
<b>CAPITAL EXPENDITURE</b>				
Payments for Purchase of Property, Plant and Equipment		(4,589,500)	(469,548)	(370,481)
Payments for Construction of Infrastructure		(35,000)	(33,000)	(33,000)
Payments for Landfill Excavation & RRF		(634,800)	(1,055,163)	(1,038,433)
		<b>(5,259,300)</b>	<b>(1,557,711)</b>	<b>(1,441,914)</b>
<b>FUNDING SOURCES</b>				
Proceeds from Self Supporting Loans		4,000,000	-	-
Proceeds from Carbon Price		1,442,400	1,400,000	1,299,999
Repayments of Self Supporting Loans		(2,647,375)	(2,647,375)	(2,397,355)
Proceeds from Sale of Plant and Equipment		80,590	80,590	74,682
Council Contributions		262,000	262,000	224,542
Transfer to Reserves		(9,793,360)	(9,793,360)	(8,702,242)
Transfer from Reserve		6,757,519	6,757,519	6,880,578
		<b>101,774</b>	<b>(3,940,626)</b>	<b>(2,619,797)</b>
ADD: Est. Liquid Assets Surplus/(Deficit) July 1 brought forward		1,551,860	3,350,970	3,350,970
LESS: Est. Liquid Assets Surplus/(Deficit) June 30 brought forward		(119,798)	(956,937)	(2,820,128)
		<b>1,432,062</b>	<b>2,394,033</b>	<b>530,842</b>
<b>User Charges - Member Councils</b>		<b>(32,177,964)</b>	<b>(32,214,844)</b>	<b>(32,291,442)</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 30 June 2013

Description	ACTUAL 2012/2013	Movement	ACTUAL 2011/2012
<b>CURRENT ASSETS</b>			
Cash	600,769	(156,913)	757,682
Investments	12,410,388	889,465	11,520,924
MRC Security (Guarantee) Account	563,889	27,225	536,664
Debtors	3,424,229	746,747	2,677,482
Stock	3,750	(8,330)	12,079
Prepayments	100,122	(50,948)	151,070
Accrued Income	85,614	(84,506)	170,120
Work In Progress - Replacement of Storage Area Network	-	(48,000)	48,000
Work In Progress - Landfill Stage2 Phase3 Development	-	(26,976)	26,976
Work In Progress - Leachate System	-	(12,404)	12,404
Work In Progress - Landfill Gas Infrastructure	-	(15,000)	15,000
Other Current Assets	209,370	(39,779)	249,149
<b>TOTAL CURRENT ASSETS</b>	<b>17,400,730</b>	<b>1,223,181</b>	<b>16,177,549</b>
<b>NON-CURRENT ASSETS</b>			
Land	2,658,127	-	2,658,127
Buildings & Improvements	1,617,099	(181,765)	1,798,864
Furniture & Equipment	31,979	(26,988)	58,967
Computing Equipment	97,272	(12,964)	110,236
Plant & Equipment	2,845,783	(312,404)	3,158,187
Infrastructure - Other	583,735	68,794	514,941
Infrastructure - Excavation	15,752,375	(1,883,153)	17,635,529
Infrastructure - RRF	6,966,136	(435,500)	7,401,636
Decommissioning Asset	5,718,155	(4,807,461)	10,525,616
Post Closure	3,739,160	3,739,160	-
Pre-operating RRF	1,674,296	(104,700)	1,778,996
<b>TOTAL NON-CURRENT ASSETS</b>	<b>41,684,119</b>	<b>(3,956,981)</b>	<b>45,641,100</b>
<b>TOTAL ASSETS</b>	<b>59,084,849</b>	<b>(2,733,801)</b>	<b>61,818,649</b>
<b>CURRENT LIABILITIES</b>			
Creditors	3,667,981	(282,660)	3,950,641
Provisions for Leave	545,381	(161,581)	706,962
Current Loans	348	(2,397,355)	2,397,703
Accruals	155,525	(41,649)	197,174
Other Current Liabilities	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,369,234</b>	<b>(2,883,245)</b>	<b>7,252,479</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	165,975	63,746	102,228
Non Current Loans	12,479,325	-	12,479,325
Decommission Provision for Capping	13,591,946	(574,585)	14,166,531
Other Non Current Liabilities	1,863,888	1,327,224	536,664
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>28,101,133</b>	<b>816,386</b>	<b>27,284,747</b>
<b>TOTAL LIABILITIES</b>	<b>32,470,367</b>	<b>(2,066,859)</b>	<b>34,537,226</b>
<b>NET ASSETS</b>	<b>26,614,481</b>	<b>(666,942)</b>	<b>27,281,423</b>
<b>EQUITY</b>			
Retained Surplus	13,784,876	(2,713,147)	16,498,024
Reserves	9,861,385	1,821,664	8,039,721
Council Contribution	2,968,220	224,542	2,743,679
<b>TOTAL EQUITY</b>	<b>26,614,481</b>	<b>(666,942)</b>	<b>27,281,423</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 30 June 2013

<b>Description</b>	<b>ACTUAL 2012/2013</b>
<b>Opening Balance - 1 July 2012</b>	
Site Rehabilitation	-
Carried Forward Expenditures	-
Capital Expenditure	522,136
Participants Surplus Reserve	2,029,282
RRF Operational Requirement	5,488,302
Carbon Price	-
	<u><b>8,039,721</b></u>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Carried Forward Expenditure	-
Capital Expenditure	-
Participants Surplus Reserve	-
RRF Operational Requirement	-
Carbon Price	-
	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	198,969
Capital Expenditure	1,000,000
Carbon Price	1,299,999
	<u><b>2,498,968</b></u>
<b>Total Transfer from Operations</b>	<u><b>2,498,968</b></u>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	6,203,274
	<u><b>6,203,274</b></u>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	974,594
Capital Expenditure	417,681
RRF Operational Requirement	5,488,302
	<u><b>6,880,578</b></u>
<b>Closing Balance</b>	
Site Rehabilitation	5,427,649
Carried Forward Expenditure	-
Capital Expenditure	1,104,455
Participants Surplus Reserve	2,029,282
RRF Operational Requirement	-
Carbon Price	1,299,999
	<u><b>9,861,385</b></u>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2013

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>PLANT, VEHICLES AND MACHINERIES</b>					
<b>Plant and Vehicles</b>					
Replacement of CEO Motor Vehicle	54,000	47,812	47,812	100.00%	
Replacement of Director Motor Vehicle	42,000	42,000	42,000	100.00%	
Replacement of Caterpillar 257B2AC MTL	80,000	80,000	-		
Replacement of Navara Ute	28,000	28,000	24,558	87.71%	
<i>brought forward items:</i>					
Replacement of Bin Truck	150,000	139,315	139,315	100.00%	
Replacement of Communication Vehicle	41,000	43,173	43,173	100.00%	
	<b>395,000</b>	<b>380,300</b>	<b>296,858</b>	<b>78.06%</b>	
<b>Machinery and Equipment</b>					
2x New Tarps	25,000	25,000	25,000	100.00%	
Hook Lift Bins	14,000	14,000	14,000	100.00%	
Solar Lighting System for Tip Face	12,000	11,000	11,000	100.00%	
Tarpomatic Spool	-	19,600	19,570	99.85%	
	<b>51,000</b>	<b>69,600</b>	<b>69,570</b>	<b>99.96%</b>	
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>446,000</b>	<b>449,900</b>	<b>366,428</b>	<b>81.45%</b>	
<b>FURNITURE AND EQUIPMENT</b>					
<b>Furniture and Fittings</b>					
Furniture and Fittings	7,000	7,000	-		
	<b>7,000</b>	<b>7,000</b>	<b>-</b>	<b>0.00%</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>		
<b>COMPUTING EQUIPMENT</b>					
<b>Computing Equipment</b>					
Replacement of Servers at Admin and Weighbridge	45,000	-	-		
Replacement of Desktop - Site Supervisor	1,200	-	-		
Replacement of Desktop - Environmental Officer	1,200	1,048	1,048	99.99%	
Replacement of Desktop - Conference Room Projector	1,200	1,200	1,002	83.50%	
Replacement of Desktop - Finance Officer	1,200	1,200	1,002	83.50%	
Replacement of Laptop - Operations Manager	2,500	2,500	-		
Replacement of Desktop - Waste Education Officer	1,200	1,200	1,002	83.50%	
Replacement of Wasteman 2G Mobile Unit	7,000	-	-		
Replacement of 2x Driver Control Stations and Licences	22,500	-	-		
Replacement of 2x External Printer Stations	5,500	5,500	-		
<i>brought forward item:</i>					
Replacement of Server (SAN built-in redundancies)	48,000	-	-		
	<b>136,500</b>	<b>12,648</b>	<b>4,054</b>	<b>32.05%</b>	
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>136,500</b>	<b>12,648</b>	<b>4,054</b>	<b>32.05%</b>	
<b>LAND AND BUILDINGS</b>					
<b>Land</b>					
<i>brought forward item:</i>					
Land Purchase (New Landfill Site)	4,000,000	-	-		
	<b>4,000,000</b>	<b>-</b>	<b>-</b>		
<b>TOTAL LAND AND BUILDINGS</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>		



**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2013

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget	Note
<b>INFRASTRUCTURE</b>					
<b>Operations</b>					
Landfill Gas Well Installations	25,000	25,000	25,000	100.00%	
<i>brought forward item:</i>					
Leachate System	10,000	8,000	8,000	100.00%	
	<b>35,000</b>	<b>33,000</b>	<b>33,000</b>	<b>100.00%</b>	
<b>Landfill Stage 1 and Stage 2</b>					
Stage 2 Phase 1 Revegetation	20,000	19,329	2,599		
<i>brought forward items:</i>					
Stage 1 Migrating Gas Well Project (funded by LGP)	49,000	47,040	47,040		
Stage 2 Capping Construction	514,700	946,402	946,402		
Stage 2 Phase 3 Pumps and Compressor Station	36,000	28,192	28,192		
	<b>619,700</b>	<b>1,040,963</b>	<b>1,024,233</b>	<b>98.39%</b>	
<b>Resource Recovery Facility</b>					
Communication Tower and Access Control - Camera	15,100	14,200	14,200	100.00%	
	<b>15,100</b>	<b>14,200</b>	<b>14,200</b>	<b>100.00%</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>669,800</b>	<b>1,088,163</b>	<b>1,071,433</b>	<b>98.46%</b>	

## INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal Drawn Down to 30/06/2013	Principal Repayments		Principal Outstanding		Interest Repayments Actual to 30/06/2013	Note
					Actual to 30/06/2013	Actual to 30/06/2013	Actual to 30/06/2013	Actual to 30/06/2013		
<b>Community Amenities</b>										
<b>Tamala Park Landfill</b>										
Loan 8 - Building Upgrade	650,000	May-14	6.45%	-	79,964	-	85,259	8,313		
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Dec-15	5.98%	-	1,416,660	-	5,312,445	339,033		
Loan 14 - Purchase of Land for the New Landfill	4,000,000			-	-	-	-	-		2
<b>Regional Resource Recovery Facility</b>										
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	-	224,542	-	1,117,506	73,263		
Loan 10a - RRF Infrastructure	2,000,000	Mar-25	6.16%	-	81,745	-	1,467,239	92,674		
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Apr-25	Variable	-	150,000	-	2,275,000	84,807		1
Loan 10c - RRF Infrastructure	4,000,000	Apr-25	7.97%	-	444,444	-	2,222,224	194,590		
<b>TOTAL</b>	<b>31,750,000</b>				<b>14,877,028</b>		<b>12,479,673</b>	<b>792,680</b>		
							<b>Facility Fee</b>	<b>36,464</b>		
							<b>Total Borrowing Costs</b>	<b>829,143</b>		

Note 1: Loan 10b has a variable rate of 3.51% for the quarter of October 2012 to January 2013.

Note 2: Council approval will be obtained when Land is identified.

**MINDARIE REGIONAL COUNCIL  
AUTHORISED 2012/2013 BUDGET VARIATIONS**

Council Meeting	Details	Amount \$	Unbudgeted \$	Retained Surplus \$
06-Dec-12	Capping works on Stage 2 Phase 1 Section 2 were not carried forward from 2011/2012 - OCM 6/12/12 (CEO Rept 9.5)	366,000		
06-Dec-12	Retained Surplus 2011/2012 - OCM 6/12/12 (CEO Rept 9.5)			366,000
06-Dec-12	Contingency set aside for Capping works on Stage 2 Phase 1 Section - OCM 6/12/12 (CEO Rept 9.5)	40,350		
06-Dec-12	Surplus 2012/2013 - OCM 6/12/12 (CEO Rept 9.5)		40,350	
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	10,685		
06-Dec-12	Transfer from the savings on Bin Truck purchase	(10,685)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	6,188		
06-Dec-12	Transfer from the savings on purchase of CEO Motor Vehicle	(6,188)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	7,808		
06-Dec-12	Transfer from the savings on purchase Compressor	(7,808)		
06-Dec-12	Transfer to Capping works on Stage 2 Phase 1 Section 2, OCM 6/12/12 (CEP Rept 9.5)	671		
06-Dec-12	Transfer from the savings on Revegetation	(671)		
14-Feb-13	Midyear Budget - Increase in Members Tonnages, OCM 7/3/13 (Item 9.8)	(36,880)		
14-Feb-13	Midyear Budget - Increase in Non Members Tonnages, OCM 7/3/13 (Item 9.8)	1,463,700		
14-Feb-13	Midyear Budget - Increase in Other Charges, OCM 7/3/13 (Item 9.8)	(1,038,300)		
14-Feb-13	Midyear Budget - Decrease in Profit on Sale of Assets, OCM 7/3/13 (Item 9.8)	10,888		
14-Feb-13	Midyear Budget - Decrease in Employee Costs, OCM 7/3/13 (Item 9.8)	(123,000)		
14-Feb-13	Midyear Budget - Decrease in Consultants and Contract Labour, OCM 7/3/13 (Item 9.8)	(239,200)		
14-Feb-13	Midyear Budget - Decrease in Communications and Public Consultation, OCM 7/3/13 (Item 9.8)	(16,000)		
14-Feb-13	Midyear Budget - Increase in Landfill Expenses, OCM 7/3/13 (Item 9.8)	55,200		
14-Feb-13	Midyear Budget - Decrease in Office Expenses, OCM 7/3/13 (Item 9.8)	(36,200)		
14-Feb-13	Midyear Budget - Decrease in Building Maintenance, OCM 7/3/13 (Item 9.8)	(35,100)		
14-Feb-13	Midyear Budget - Increase in Plant and Equipment Operating & Hire, OCM 7/3/13 (Item 9.8)	186,340		
14-Feb-13	Midyear Budget - Decrease in RRF Other Operating Expenses, OCM 7/3/13 (Item 9.8)	(1,100)		
14-Feb-13	Midyear Budget - Decrease of Waste Minimisation, OCM 7/3/13 (Item 9.8)	(380,000)		
14-Feb-13	Midyear Budget - Increase in Utilities, OCM 7/3/13 (Item 9.8)	10,700		
14-Feb-13	Midyear Budget - Increase in Depreciation, OCM 7/3/13 (Item 9.8)	13,900		
14-Feb-13	Midyear Budget - Decrease in DEP Landfill Levy, OCM 7/3/13 (Item 9.8)	(254,600)		
14-Feb-13	Midyear Budget - Increase in Land Lease/Rental, OCM 7/3/13 (Item 9.8)	65,000		
14-Feb-13	Midyear Budget - Increase in Members Costs, OCM 7/3/13 (Item 9.8)	47,900		
14-Feb-13	Midyear Budget - Decrease in Administration Expenses, OCM 7/3/13 (Item 9.8)	(10,000)		
14-Feb-13	Midyear Budget - Increase in Carbon Price, OCM 7/3/13 (Item 9.8)	1,400,000		
14-Feb-13	Midyear Budget - Increase in Amortisation for Cell Development, OCM 7/3/13 (Item 9.8)	275,600		
14-Feb-13	Midyear Budget - Increase in Amortisation for Decommissioning Asset, OCM 7/3/13 (Item 9.8)	1,068,300		
14-Feb-13	Midyear Budget - Decrease in Capping Accretion Expenses, OCM 7/3/13 (Item 9.8)	(446,000)		
14-Feb-13	Midyear Budget - Increase in Post Closure Accretion Expense, OCM 7/3/13 (Item 9.8)	8,700		
14-Feb-13	Midyear Budget - Decrease in RRF Amortisation, OCM 7/3/13 (Item 9.8)	(11,500)		
14-Feb-13	Midyear Budget - Decrease in Loss on Sale of Assets, OCM 7/3/13 (Item 9.8)	6,845		
14-Feb-13	Midyear Budget - Decrease in Retained Surplus, OCM 7/3/13 (Item 9.8)			1,985,193
<b>Total</b>		<b>2,391,543</b>	<b>40,350</b>	<b>2,351,193</b>

**Tonnage Report to 30 June 2013**

Item  
9.1

APPENDIX NO. 3

Item  
9.1

**Waste to Landfill Tonnages Report for the ten months to 30 June 2013 (Month 12).****Members**

The Member Councils' Processable waste for the 12 months to 30 June 2013 is marginally lower than the phased financial year forecast, which is based on previous years' trends. City of Wanneroo is showing the lowest variance of 6.91% below forecast.

The Member Councils' Non-Processable waste for the 12 months to 30 June 2013 is considerably higher (16%) than the phased financial year forecast, which is based on previous years' trends.

**RRF**

The Resource Recovery Facility residue is higher than financial year forecast by 3,946 tonnes, as a result of a number of shut downs that have occurred at the plant, as well the non-diversion of some residues from landfill.

**Trade & Casual**

The Casual and Trade tonnes are 4,456 lower than the financial forecast, explained mainly by the increased gate price and carbon price implementation.

Overall for the 12 months July 2012 – June 2013, the tonnes received are 3,391 tonnes below the phased forecast tonnes.

Information relating to landfill, resource recovery & recycling tonnages year to date 2012/13

Month: Jun-13

	TONNAGE				REVENUE			
	RRF Actual	Landfill Actual	Total Tonnage	Budget 2012/13	Target % Year to Date	Note	Actual % Year to Date	Note
<b>MEMBERS</b>								
<b>Processable</b>								
Cambridge	5,306	2,333	7,639	7,750	100.0%		98.6%	
Jooindalup	38,882	13,837	52,719	54,700	100.0%		96.4%	
Perth	-	14,300	14,300	14,700	100.0%		97.3%	
Stirling	-	-	-	-	100.0%	1	100.0%	140
Victoria Park	5,135	6,877	12,012	11,400	100.0%		105.4%	7,744
Vincent	7,213	5,776	12,989	13,606	100.0%		95.5%	8,767
Wanneroo	41,422	9,895	51,317	55,129	100.0%		93.1%	33,204
<b>Sub Total Processable</b>	<b>97,958</b>	<b>53,019</b>	<b>150,976</b>	<b>157,285</b>	<b>100.0%</b>		<b>96.0%</b>	<b>101,002</b>
<b>Non-Processable</b>								
Cambridge	-	1,334	1,334	2,600	100.0%		51.3%	873
Jooindalup	-	13,834	13,834	13,500	100.0%		102.5%	9,059
Perth	-	67	67	67	100.0%		100.3%	64
Stirling	-	-	-	-	0.0%	1	0.0%	1,120
Victoria Park	-	1,497	1,497	1,334	100.0%		112.3%	845
Vincent	-	1,903	1,903	1,108	100.0%		171.8%	386
Wanneroo	-	18,430	18,430	13,355	100.0%		138.0%	15,105
<b>Sub Total Non-Processable</b>	<b>-</b>	<b>37,065</b>	<b>37,065</b>	<b>31,964</b>	<b>100.0%</b>		<b>116.0%</b>	<b>27,451</b>
<b>Other</b>								
Sita Biovision Residues	-	48,016	48,016	44,070	100.0%		109.0%	30,533
Stirling Bales	-	-	-	-	0.0%	1	0.0%	-
Wanneroo WRC	-	7,820	7,820	9,500	100.0%		82.3%	9,424
<b>Sub Total Other</b>	<b>-</b>	<b>55,837</b>	<b>55,837</b>	<b>53,570</b>	<b>100.0%</b>		<b>104.2%</b>	<b>39,957</b>
<b>Member charged as Trade</b>								
City of Stirling	-	-	-	-	-		0.0%	2,348
<b>SUB TOTAL MEMBERS</b>	<b>97,958</b>	<b>145,921</b>	<b>243,878</b>	<b>242,819</b>	<b>0.0%</b>		<b>100.4%</b>	<b>170,758</b>
<b>CASUALS</b>								
South Perth	-	99	99	-	0.0%		0.0%	6
Trade	-	24,994	24,994	29,500	100.0%	1	84.7%	-
Cash	-	13,282	13,282	13,325	100.0%	1	99.7%	33,997
<b>Sub Total Casuals</b>	<b>-</b>	<b>38,374</b>	<b>38,374</b>	<b>42,825</b>	<b>-</b>		<b>89.6%</b>	<b>34,003</b>
<b>TOTAL</b>	<b>97,958</b>	<b>184,295</b>	<b>282,253</b>	<b>285,644</b>	<b>-</b>		<b>-</b>	<b>204,761</b>
<b>RECYCLING</b>								
Recycling centre sales	-	-	-	-	-		-	-

Notes 1\* Based on historic tonnages (3 years Ave)

**List of Payments made for the month ended 31 May 2013**

Item  
9.2

APPENDIX NO. 4

Item  
9.2

**Schedule of Payment for May 2013  
Council Meeting - 5 September 2013**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
7/05/2013	9903	Blackwoods & Atkins	Safety Gloves	\$428.67
7/05/2013	9904	Helen Griffiths	CEAG meeting travel reimbursement	\$42.33
7/05/2013	9905	KINROSS SUPA IGA	Staff Amenities	\$143.67
7/05/2013	9906	NORTHSIDE NISSAN	Repair & Maintenance for Nissan Pathfinder (PLANT75)	\$357.50
7/05/2013	9907	Power Industrial Supplies	Workshop tools and supplies	\$1,405.69
7/05/2013	9908	TELSTRA	Telephone Expenses	\$624.82
8/05/2013	9909	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$300.00
8/05/2013	9910	Petty Cash	Reimbursement of petty cash expenses	\$979.35
17/05/2013	9911	Blackwoods & Atkins	Convex Mirrors for Transfer station	\$2,470.12
17/05/2013	9912	IW Projects	Consultancy - RRF & Landfill Projects	\$6,943.20
17/05/2013	9913	Midalia Steel	Building Maintenance - Steel to extend drop off at transfer station	\$1,826.45
17/05/2013	9914	TELSTRA	Telephone Expenses	\$381.90
17/05/2013	9915	Department of Transport	Vehicle search charges	\$18.60
17/05/2013	9916	Yakka Pty Ltd	Staff Uniforms	\$39.15
20/05/2013	9917	Magshop	Computer magazine subscription	\$74.95
20/05/2013	9918	Reliance Petroleum	Distillate	\$34,346.43
20/05/2013	9919	TELSTRA	Telephone Expenses	\$572.38
20/05/2013	9920	Vetwest Administration	Building Maintenance - Pest Control	\$92.55
21/05/2013	9921	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$300.00
24/05/2013	9922	Cabcharge Australia Ltd	Account charges	\$6.00
24/05/2013	9923	Close the Loop Ltd	Waste Education give aways - Promo pens	\$1,562.00
24/05/2013	9924	Gavin Burgess	Battery Collection program	\$3,487.60
24/05/2013	9925	JAYLON INDUSTRIES PTY LTD	Tarps for tipface transfer bins	\$805.20
24/05/2013	9926	TELSTRA	Telephone Expenses	\$500.74
24/05/2013	9927	Department of Transport	Vehicle Registration fee	\$253.20
30/05/2013	9928	BOBJANE TIMART	Puncture repair for Workshop Vehicle (PLANT68)	\$35.00
30/05/2013	9929	Car Care (WA) - Mindarie	Car cleaning expenses (PLANT84)	\$390.00
30/05/2013	9930	Jason Signmakers	Supply of road signs	\$136.95
30/05/2013	9931	Peter Moyes Anglican Community School	Waste Education Bus tours	\$400.00
30/05/2013	9932	STEVE'S MOBILE TYRE SERVICE	Puncture repairs for Hino Bin truck (PLANT61)	\$795.00
30/05/2013	9933	TELSTRA	Telephone Expenses	\$637.47
30/05/2013	9934	WORK CLOBBER	Staff Uniforms	\$898.65
30/05/2013	9935	Yakka Pty Ltd	Staff Uniforms	\$38.97
31/05/2013	9936	Petty Cash	Reimbursement of petty cash expenses	\$992.75



31/05/2013	9937	AMP FLEXIBLE SUPER	Superrannuation Premium	\$591.24
31/05/2013	9938	HESTA SUPER FUND	Superrannuation Premium	\$448.53
31/05/2013	9939	HOSTPLUS	Superrannuation Premium	\$421.92
31/05/2013	9940	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$300.00
31/05/2013	9941	REST Superannuation	Superrannuation Premium	\$1,196.52
31/05/2013	9942	WALGS PLAN PTY LTD	Superrannuation Premium	\$48,292.79
31/05/2013	9943	Aon Master Trust - Personal Super	Superrannuation Premium	\$720.58
31/05/2013	9944	Australian Services Union	Union membership fee deducted from staff salary	\$68.70
31/05/2013	9945	Australian Super Administration	Superrannuation Premium	\$852.05
31/05/2013	9946	CBUS	Superrannuation Premium	\$1,248.08
31/05/2013	9947	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,233.39
31/05/2013	9948	Colonial First State	Superrannuation Premium	\$3,598.26
31/05/2013	9949	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$414.75
		<b>Total Cheque Payments</b>		<b>\$121,674.10</b>
1/05/2013	DP-00901	National Australia Bank	Merchant Fees	\$81.80
1/05/2013	DP-00902	National Australia Bank	Merchant Fees	\$1,112.24
9/05/2013	DP-00903	National Australia Bank	NAB Connect Fees	\$5.00
17/05/2013	DP-00904	Australian Taxation Office	FBT Expenses	\$7,812.00
21/05/2013	DP-00905	Australian Taxation Office	BAS - April 2013	\$165,470.00
21/05/2013	DP-00906	National Australia Bank	Corporate Credit card	\$4,485.23
21/05/2013	DP-00907	National Australia Bank	Loan 12 Repayment	\$144,821.99
21/05/2013	DP-00908	National Australia Bank	Loan 12 Bill Drawdown Fee	\$150.00
31/05/2013	DP-00909	National Australia Bank	Account Keeping Fees	\$80.00
31/05/2013	DP-00910	National Australia Bank	Merchant Fees	\$126.33
31/05/2013	DP-00911	National Australia Bank	Merchant Fees	\$1,002.56
31/05/2013	DP-00912	Commonwealth Bank	Loan 8 Repayment	\$22,178.67
31/05/2013	DP-00913	National Australia Bank	Loan 10C Repayment	\$52,456.82
31/05/2013	DP-00914	National Australia Bank	Loan 10C Bill Drawdown Fee	\$150.00
31/05/2013	DP-00915	Commonwealth Bank	Loan 11 Repayment	\$74,937.86
31/05/2013	DP-00916	Cancelled	Cancelled	\$0.00
		<b>Total Direct Payments</b>		<b>\$474,870.50</b>

1/05/2013	EFT-00617	Cancelled	Cancelled		\$0.00
3/05/2013	EFT-00618	Air Liquide WA Pty Ltd	Gas cylinder hire		\$74.95
3/05/2013	EFT-00618	Belridge Bus Charter	Ridgewood mens Shed Induction tour		\$209.00
3/05/2013	EFT-00618	BRANDT ELECTRICAL SERVICES	Environment shed power and lights electrical repairs to pump		\$5,300.90
3/05/2013	EFT-00618	COMMUNITY NEWSPAPER GROUP	Advertising expenses - E Waste event		\$784.91
3/05/2013	EFT-00618	COVS Parts Pty Ltd	Workshop consumable supplies		\$174.17
3/05/2013	EFT-00618	Domain Catering	Catering expenses - Earth Carers Training		\$605.00
3/05/2013	EFT-00618	E'Co Australia P/L	Collection of mattresses from transfer station		\$3,816.34
3/05/2013	EFT-00618	Enviro Sweep	Access Road sweeping		\$1,584.00
3/05/2013	EFT-00618	Indoor Gardens Pty Ltd	Plants rental		\$404.25
3/05/2013	EFT-00618	Instant Products Group	Hire & servicing of toilets at Education & recycle centre		\$875.62
3/05/2013	EFT-00618	Joondalup Office National	Staff Amenities, Printing & stationery		\$204.31
3/05/2013	EFT-00618	Magcorp Pty Ltd	Telephone voicemail message subscription		\$108.30
3/05/2013	EFT-00618	PIRTEK (MALAGA) PTY LTD	Grease line replacement for Caterpillar loader (PLANT57)		\$338.69
7/05/2013	EFT-00620	Advanced Traffic Management (WA) Pty Ltd	Traffic control - weighbridge calibration		\$1,139.74
7/05/2013	EFT-00620	Australian Network for Plant Conservation Inc	Staff Training		\$110.00
7/05/2013	EFT-00620	BOC Limited	Welding supplies for workshop		\$639.03
7/05/2013	EFT-00620	Bunnings Building Supplies	Building maintenance		\$76.18
7/05/2013	EFT-00620	Castledine Gregory	Legal Expenses		\$968.00
7/05/2013	EFT-00620	City of Joondalup	Rates - Tamala Park 2012/13		\$38,613.19
7/05/2013	EFT-00620	Command A Com	Telephone maintenance		\$198.00
7/05/2013	EFT-00620	Couplers Malaga	Workshop consumable supplies		\$172.59
7/05/2013	EFT-00620	Department of Environment Regulation	Controlled waste tracking form		\$36.50
7/05/2013	EFT-00620	E'Co Australia P/L	Collection of mattresses from transfer station		\$7,851.80
7/05/2013	EFT-00620	Fennell Tyres International Pty Ltd	Replacement tyres for Dump truck (PLANT17)		\$10,971.70
7/05/2013	EFT-00620	Geodetic Supply & Repair Pty Ltd	Repairs to laser transmitter at tip face		\$297.00
7/05/2013	EFT-00620	GLOBAL ELECTROTECH PTY LTD	Gate air keys & main gate programming		\$2,527.25
7/05/2013	EFT-00620	IFAP	Staff Training		\$3,047.00
7/05/2013	EFT-00620	Iron Mountain Australia Pty Ltd	Back up tapes & record storage offsite		\$61.38
7/05/2013	EFT-00620	Joondalup Office National	Staff Amenities		\$79.89
7/05/2013	EFT-00620	Kitec Electrical Services	Building maintenance		\$251.43
7/05/2013	EFT-00620	Medvet Science Pty Ltd	Drug & alcohol test		\$2,585.00
7/05/2013	EFT-00620	Neverfall Springwater Ltd	Staff Amenities		\$163.75
7/05/2013	EFT-00620	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF		\$266.00
7/05/2013	EFT-00620	PETROL PUMP REPAIRS	Diesel pump repairs		\$1,779.53
17/05/2013	EFT-00623	Alance Newspaper & Magazine Delivery	Periodicals/ Publications		\$179.20
17/05/2013	EFT-00623	Axis Fire Solutions P/L	Building Maintenance		\$297.00
17/05/2013	EFT-00623	Bunnings Building Supplies	Protective Clothing		\$141.68

17/05/2013	EFT-00623	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$271.15
17/05/2013	EFT-00623	E'Co Australia P/L	Collection of mattresses from transfer station	\$14,169.76
17/05/2013	EFT-00623	Joondalup Office National	Stationery and Printing	\$153.76
17/05/2013	EFT-00623	KD Aire Mechanical and Electrical Services	Air conditioning service and repairs	\$1,039.50
17/05/2013	EFT-00623	Northern Districts Pest Management	Pest Control	\$364.00
17/05/2013	EFT-00623	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$524.00
21/05/2013	EFT-00624	Biovision 2020 Pty Ltd	Contractor's Fees April 2013	\$2,295,814.90
23/05/2013	EFT-00626	Anne Pettit	Program support for Resource Rescuers	\$912.50
23/05/2013	EFT-00626	City of Wanneroo	Room hire charges	\$130.00
23/05/2013	EFT-00626	COATES HIRE	Hire of mini excavator	\$541.46
23/05/2013	EFT-00626	Department of Environment Regulation	Controlled waste tracking form	\$38.00
23/05/2013	EFT-00626	E'Co Australia P/L	Collection of mattresses from transfer station	\$7,669.20
23/05/2013	EFT-00626	Environment House Incorporated	Worm farms for Earth Carer displays	\$489.00
23/05/2013	EFT-00626	Fennell Tyres International Pty Ltd	Replacement tyres for Hino Bin truck (PLANT61)	\$5,746.20
23/05/2013	EFT-00626	Fuji Xerox Australia Pty Ltd	Photocopier Lease expenses & paper supplies	\$1,285.90
23/05/2013	EFT-00626	GLOBAL ELECTROTECH PTY LTD	Main gate maintenance - Tamala Park	\$245.30
23/05/2013	EFT-00626	GOLDER ASSOCIATES PTY LTD	Consultancy - Best Practice Environment management review	\$7,150.00
23/05/2013	EFT-00626	Herbert Smith Freehills	Legal Expenses	\$8,659.25
23/05/2013	EFT-00626	Iron Mountain Australia Pty Ltd	Back up tapes & record storage offsite	\$35.97
23/05/2013	EFT-00626	Joondalup Office National	Staff Amenities & stationery supplies	\$331.57
23/05/2013	EFT-00626	Kapish Services Pty Ltd	TRIM Explorer renewal	\$1,032.60
23/05/2013	EFT-00626	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$7,295.78
23/05/2013	EFT-00626	Men of the Trees	Hire room charges	\$180.00
23/05/2013	EFT-00626	Menaglio Security & Communication	Camera replacement at weighbridge	\$1,117.60
30/05/2013	EFT-00628	Gunther Hoppe	Reimbursement of petty cash expenses	\$1,736.11
31/05/2013	EFT-00629	1st Wembley Downs Scout Group District Fair A/C	Waste Education Bus tours	\$30.00
31/05/2013	EFT-00629	Air Liquide WA Pty Ltd	Welding gas bottles rental charge	\$74.95
31/05/2013	EFT-00629	Anne Pettit	Advance Earth Carers & Earth Carers kids Project	\$1,187.50
31/05/2013	EFT-00629	AUSTRALIA POST - PERTH	Postage & Freight	\$446.30
31/05/2013	EFT-00629	Bunnings Building Supplies	Building Maintenance	\$120.16
31/05/2013	EFT-00629	Castle Security & Electrical Pty	Building Security - call out charge	\$107.80
31/05/2013	EFT-00629	Creative Catering	Catering expenses -Workshop for councillors	\$888.00
31/05/2013	EFT-00629	E'Co Australia P/L	Collection of mattresses from transfer station	\$2,154.68
31/05/2013	EFT-00629	Excel Total Cleaning Services Pty Ltd	Window cleaning - Tamala Park & RRF	\$863.50
31/05/2013	EFT-00629	Gulf Hydraulics Australia	Hydraulic repairs for Grader (PLANT01)	\$2,454.39
31/05/2013	EFT-00629	Herbert Smith Freehills	EMS Legal review	\$2,530.00
31/05/2013	EFT-00629	HITACHI CONSTRUCTION MACHINERY	Seat replacement for Dump Truck (PLANT017)	\$3,111.93
31/05/2013	EFT-00629	Indoor Gardens Pty Ltd	Plants rental	\$404.25
31/05/2013	EFT-00629	Instant Products Group	Hire & servicing of toilets at Education & recycle centre	\$843.85

31/05/2013	EFT-00629	Jasneat	Cleaning of Buildings	\$1,855.70
31/05/2013	EFT-00629	Jessica Harbour	Great garden sustainability festival	\$100.00
31/05/2013	EFT-00629	Magicorp Pty Ltd	Telephone voicemail message subscription	\$107.93
31/05/2013	EFT-00629	METTLER TOLEDO LIMITED	Weighbridge callibration works	\$3,245.00
31/05/2013	EFT-00629	Neverfail Springwater Ltd	Staff Amenities	\$126.25
31/05/2013	EFT-00629	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$231.00
31/05/2013	EFT-00629	PIRTEK (MALAGA) PTY LTD	Hydraulic repairs for Bomag Compactor (PLANT65)	\$675.63
31/05/2013	EFT-00630	BT Super for Life - SG	Superannuation Premium	\$749.44
		<b>Total EFT Payments</b>		<b>\$2,466,175.05</b>

**Summary Schedule of Payments**

<b>Cheque Payments</b>	
Cheque No. 9903 to 9949	\$121,674.10
<b>Electronic Payments</b>	
DP- 00901 to DP- 00916	\$474,870.50
EFT- 00617 to EFT- 00630	\$2,466,175.05
<b>Grand Total</b>	<b>\$3,062,719.65</b>

**CERTIFICATE OF CHIEF EXECUTIVE OFFICER**

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 5 September 2013 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.

**List of Payments made for the month ended 30 June 2013**

Item  
9.2

APPENDIX NO. 5

Item  
9.2

**Schedule of Payment for June 2013  
Council Meeting - 5 September 2013**

<b>Cheque Posting Date</b>	<b>Document No.</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
5/06/2013	9950	JOONDALUP DRIVE MEDICAL CENTRE	Staff Wellness Program - Hep B injections	\$1,062.00
5/06/2013	9951	Department of Transport	Vehicle registration	\$367.85
13/06/2013	9952	Draeger Safety Pacific P/L	Ground Water Management	\$4,334.00
13/06/2013	9953	KINROSS SUPA IGA	Staff amenities	\$207.18
13/06/2013	9954	L & T Venables	Chuck drill	\$268.05
13/06/2013	9955	ST JOHN AMBULANCE	Staff Training	\$355.00
13/06/2013	9956	STEVE'S MOBILE TYRE SERVICE	Puncture repairs for Grader (PLANT01)	\$645.00
13/06/2013	9957	TELSTRA	Telephone Expenses	\$470.53
13/06/2013	9958	W W CONSULTING PTY LTD	PAG meetings Feb, April & June 2013	\$2,673.00
13/06/2013	9959	WORK CLOBBER	Safety boots	\$183.60
19/06/2013	9960	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
19/06/2013	9961	Northern Mowers & Chainsaws	Replacement of hedge trimmer blades	\$417.60
19/06/2013	9962	Reliance Petroleum	Distillate	\$35,553.80
19/06/2013	9963	STEVE'S MOBILE TYRE SERVICE	Replacement tyres for Grader (PLANT01)	\$4,525.00
19/06/2013	9964	SYNERGY	Electricity usage	\$66.65
19/06/2013	9965	TELSTRA	Telephone Expenses	\$572.12
19/06/2013	9966	Department of Transport	Vehicle search charges	\$3.10
24/06/2013	9967	Wangara Kia	Scheduled service for Kia (PLANT84)	\$356.00
26/06/2013	9968	Blackwoods & Atkins	Respirator filters for Chemical sorting	\$287.43
26/06/2013	9969	Gavin Burgess	Battery collection program	\$1,934.80
26/06/2013	9970	L & T Venables	Consumables for workshop	\$120.13
26/06/2013	9971	Power Industrial Supplies	Safety gloves/riggers & other workshop consumables	\$809.60
26/06/2013	9972	TELSTRA	Telephone Expenses	\$511.92
26/06/2013	9973	Department of Transport	Vehicle registration for various plant	\$1,259.45
26/06/2013	9974	Department of Transport	Vehicle registration for various plant	\$1,431.30
28/06/2013	9975	Mindarie Regional Council Staff Lotto Account	Staff lotto - Deducted from staff salary	\$270.00
28/06/2013	9976	Australian Services Union	Union membership fee deducted from staff salary	\$48.88
28/06/2013	9977	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$822.26
28/06/2013	9978	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$276.50
28/06/2013	9979	AMP FLEXIBLE SUPER	Superannuation Premium	\$407.53
28/06/2013	9980	Aon Master Trust - Personal Super	Superannuation Premium	\$490.28
28/06/2013	9981	Australian Super Administration	Superannuation Premium	\$820.76
28/06/2013	9982	CBUS	Superannuation Premium	\$889.78
28/06/2013	9983	Colonial First State	Superannuation Premium	\$2,398.84
28/06/2013	9984	HESTA SUPER FUND	Superannuation Premium	\$425.22

28/06/2013	9985	HOSTPLUS			Superannuation Premium	\$283.36
28/06/2013	9986	REST Superannuation			Superannuation Premium	\$796.91
28/06/2013	9987	WALGS PLAN PTY LTD			Superannuation Premium	\$29,116.83
					<b>Total Cheque Payments</b>	<b>\$95,732.26</b>
1/06/2013	DP-00917-18	Cancelled		Cancelled		\$0.00
11/06/2013	DP-00919	National Australia Bank		NAB Connect Fees		\$5.00
17/06/2013	DP-00920	National Australia Bank		Loan 12 Repayment		\$141,796.41
17/06/2013	DP-00921	National Australia Bank		Loan 12 Bill Drawdown Fee		\$150.00
17/06/2013	DP-00922	National Australia Bank		Loan 12 Facility fees		\$5,666.61
20/06/2013	DP-00923	National Australia Bank		Corporate Credit card		\$3,234.76
3/06/2013	DP-00924	inet Limited		Internet VOIP charge		\$399.80
10/06/2013	DP-00925-26	Cancelled		Cancelled		\$0.00
21/06/2013	DP-00927	Australian Taxation Office		BAS May 2013		\$218,789.00
28/06/2013	DP-00928	National Australia Bank		Merchant Fees		\$1,185.32
28/06/2013	DP-00929	National Australia Bank		Account Keeping Fees		\$85.70
28/06/2013	DP-00930	National Australia Bank		Loan 10C Repayment		\$52,456.82
28/06/2013	DP-00931	National Australia Bank		Loan 10C Bill Drawdown Fee		\$150.00
				<b>Total Direct Payments</b>		<b>\$423,919.42</b>
6/06/2013	EFT-00631	City of Joondalup		Lease Fee Lot 118 Marmion Ave. for June 2013		\$10,086.59
6/06/2013	EFT-00631	City of Perth		Lease Fee Lot 118 Marmion Ave. for June 2013		\$5,043.29
6/06/2013	EFT-00631	City of Stirling		Lease Fee Lot 118 Marmion Ave. for June 2013		\$20,173.18
6/06/2013	EFT-00631	City of Vincent		Lease Fee Lot 118 Marmion Ave. for June 2013		\$5,043.29
6/06/2013	EFT-00631	City of Wanneroo		Lease Fee Lot 118 Marmion Ave. for June 2013		\$10,086.59
6/06/2013	EFT-00631	Town of Cambridge		Lease Fee Lot 118 Marmion Ave. for June 2013		\$5,043.29
6/06/2013	EFT-00632	Alance Newspaper & Magazine Delivery		Periodicals/ Publications		\$179.20
6/06/2013	EFT-00632	Allied Air Services P/L		Aircon repairs		\$136.40
6/06/2013	EFT-00632	Belridge Bus Charter		Waste Education Bus tours		\$110.00
6/06/2013	EFT-00632	BOC Limited		Gas cylinder hire for workshop		\$397.16
6/06/2013	EFT-00632	Bunnings Building Supplies		Building maintenance		\$73.00
6/06/2013	EFT-00632	City of Stirling		Rates Tamala Park 2011/12		\$121,191.04
6/06/2013	EFT-00632	E'Co Australia P/L		Collection of mattresses from transfer station		\$8,636.98
6/06/2013	EFT-00632	Joondalup Office National		Stationery and Printing		\$98.56
6/06/2013	EFT-00632	MAGNETIC AUTOMATION PTY LTD		Front gate maintenance - Tamala Park		\$143.00
6/06/2013	EFT-00632	Neverfail Springwater Ltd		Staff Amenities		\$51.25
6/06/2013	EFT-00632	PIRTEK (MALAGA) PTY LTD		Repairs and maintenance for Caterpillar Loader (PLANT57)		\$403.25
6/06/2013	EFT-00632	REPCO AUTO PARTS- Clarkson		Workshop consumable supplies		\$20.63
6/06/2013	EFT-00632	Sigma Chemicals		Bio diesel chemicals		\$125.40

6/06/2013	WesTrac Pty Ltd	Repair and maintenance for Multi Terrain loader (PLANT74)	\$73.70
10/06/2013	Biovision 2020 Pty Ltd	Contractor's Fees - May 2013	\$2,301,247.38
13/06/2013	Airwell Group Pty Ltd	Leachate System Management	\$693.40
13/06/2013	Belridge Bus Charter	Waste Education Bus tours	\$1,870.00
13/06/2013	BENARA NURSRIES	Bushland management	\$283.25
13/06/2013	Bunnings Building Supplies	Building Maintenance	\$180.34
13/06/2013	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$548.87
13/06/2013	Castle Security & Electrical Pty	Building Security - Call out fee	\$107.80
13/06/2013	CIPS Australasia P/L	Staff Training	\$25.00
13/06/2013	COVS Parts Pty Ltd	Workshop supplies - Engine oil & Gear box oil for various plant	\$825.22
13/06/2013	Creative Catering	Catering expenses - Plastic Free day and Korean Delegates	\$1,536.50
13/06/2013	Department of Environment Regulation	Controlled waste tracking form	\$38.00
13/06/2013	Domain Catering	Catering expenses - Budget workshop	\$675.00
13/06/2013	E'Co Australia P/L	Collection of mattresses from transfer station	\$6,865.76
13/06/2013	Elan Energy Management P/L	Collection of tyres from transfer station	\$1,586.89
13/06/2013	Fuji Xerox Australia Pty Ltd	Paper supplies & Photocopying Expenses	\$648.40
13/06/2013	Joondalup Office National	Stationery and Printing & Staff amenities	\$338.21
13/06/2013	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$7,058.86
13/06/2013	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$264.00
13/06/2013	RCG TECHNOLOGIES	Drop off of Asbestos	\$812.72
13/06/2013	Red 11 Pty Ltd	IT supplies - USB to Ethernet Adapter	\$69.96
13/06/2013	Town of Cambridge	Reimbursement of meeting expenses	\$74.00
13/06/2013	Tutt Bryant Equipment WA	Scheduled service for Bomag compactor (PLANT65)	\$1,548.20
13/06/2013	WESTERN IRRIGATION	Building Maintenance - bore inspection	\$484.00
14/06/2013	MRC	Payroll Employee Wages	\$117,221.54
17/06/2013	CIPS Australasia P/L	Staff Training	\$25.00
17/06/2013	Performance Packaging	Toiletries supplies for admin	\$233.20
18/06/2013	Town of Victoria Park	Lease Fee Lot 118 Marmion Ave. for June 2013	\$5,043.29
18/06/2013	WesTrac Pty Ltd	Supply & delivery of replacement tracks for Multi Terrain loader (PLANT74)	\$4,383.61
19/06/2013	Geoffrey Atkinson	Reimbursement of - Plant - Fuel and Oil for Kia (PLANT84)	\$140.63
20/06/2013	Brumby Pumps	Maintenance of Pump - for ground water extraction	\$2,858.90
20/06/2013	The Factory	Vehicle Graphics for Kia (PLANT84)	\$2,618.00
21/06/2013	Air Liquide WA Pty Ltd	Gas cylinder hire for workshop	\$74.95
21/06/2013	BOC Limited	Gas cylinder hire for workshop	\$236.33
21/06/2013	Bunnings Building Supplies	Bushland management supplies	\$301.46
21/06/2013	Cabcharge Australia Ltd	Account keeping fees	\$6.00
21/06/2013	Cannon Hygiene Australia Pty Ltd	Cleaning of Buildings	\$860.39
21/06/2013	Castle Security & Electrical Pty	Building Security - call out fees	\$107.80
21/06/2013	Crossland & Hardy Pty Ltd	Monthly landfill volume survey	\$1,298.00



21/06/2013	E'Co Australia P/L	EFT-00640	Collection of mattresses from transfer station	\$1,807.74
21/06/2013	ECOLO WA	EFT-00640	Bio-Streme 201 for bushland management	\$493.90
21/06/2013	Fuji Xerox Australia Pty Ltd	EFT-00640	Photocopying Expenses	\$570.31
21/06/2013	Iron Mountain Australia Pty Ltd	EFT-00640	Storage & backup tape collection	\$63.36
21/06/2013	Joondalup Office National	EFT-00640	Stationery and Printing	\$92.89
21/06/2013	KD Aire Mechanical and Electrical Services	EFT-00640	Building Maintenance - air con	\$286.00
21/06/2013	Magcorp Pty Ltd	EFT-00640	Telephone voicemail message subscription	\$107.93
21/06/2013	Olivers Lawn & Landscaping Pty Ltd	EFT-00640	Landscaping and Gardens - RRF	\$55.00
21/06/2013	R I M Professionals Australasia	EFT-00640	Corporate membership	\$330.00
21/06/2013	REPCO AUTO PARTS- Clarkson	EFT-00640	Supply of tools for workshop usage	\$9.90
21/06/2013	SITA Australia Pty Ltd	EFT-00640	Confidential bin collection	\$93.50
21/06/2013	Staff Link	EFT-00640	Contract labour hire - litter pick up	\$1,707.43
21/06/2013	T & C Transport Services	EFT-00640	Courier Expenses	\$86.91
21/06/2013	Transpacific Industries Group Ltd	EFT-00640	Collection of waste oil from recycle centre	\$657.80
21/06/2013	Tutt Bryant Equipment WA	EFT-00640	Replacement filters for Bomag Compactor (PLANT65)	\$1,138.65
21/06/2013	Wastemaster Australia P/L	EFT-00640	Workshop consumable supplies	\$66.53
21/06/2013	WesTrac Pty Ltd	EFT-00640	Repair and maintenance for Multi Terrain loader (PLANT74)	\$1,323.18
25/06/2013	Gunther Hoppe	EFT-00641	Reimbursement expenses - Gift for Korean Visitors	\$119.00
28/06/2013	MRC	EFT-00642	Payroll Employee Wages	\$92,370.34
28/06/2013	BT Super for Life - SG	EFT-00643	Superannuation Premium	\$491.82
28/06/2013	AUSTRALIA POST - PERTH	EFT-00644	Postage & Freight	\$330.00
28/06/2013	BENARA NURSERIES	EFT-00644	Supply of plants for weighbridge/recycling	\$403.48
28/06/2013	Brand Success	EFT-00644	Waste Education - Recycled rulers with message	\$1,540.00
28/06/2013	Bunnings Building Supplies	EFT-00644	Workshop consumable supplies	\$205.20
28/06/2013	Cannon Hygiene Australia Pty Ltd	EFT-00644	Hygiene services	\$860.39
28/06/2013	Castledine Gregory	EFT-00644	Legal Expenses	\$8,162.00
28/06/2013	COATES HIRE	EFT-00644	Hire of Lighting tower at Tip face	\$898.16
28/06/2013	COVS Parts Pty Ltd	EFT-00644	Air & Oil filters for various plant & workshop consumable supplies	\$1,938.76
28/06/2013	CSIRO	EFT-00644	Groundwater sampling, testing and reporting	\$52,845.10
28/06/2013	Cube Consulting Pty Ltd	EFT-00644	Incontrol & Intuition renewal - 2013/14	\$5,098.50
28/06/2013	DRIVE IN ELECTRICS	EFT-00644	Replace both batteries and inspect electrical	\$292.60
28/06/2013	E'Co Australia P/L	EFT-00644	Collection of mattresses from transfer station	\$3,743.30
28/06/2013	Enviro Sweep	EFT-00644	Access Road sweeping	\$792.00
28/06/2013	Fennell Tyres International Pty Ltd	EFT-00644	Puncture repair expenses for Bomag Compactor (PLANT65)	\$623.70
28/06/2013	Fuji Xerox Australia Pty Ltd	EFT-00644	Photocopying Expenses & Photocopier Lease	\$2,276.31
28/06/2013	Indoor Gardens Pty Ltd	EFT-00644	Monthly plant rental	\$404.25
28/06/2013	Instant Products Group	EFT-00644	Hire & servicing of toilets at Education & recycle centre	\$905.59
28/06/2013	Jasneat	EFT-00644	Cleaning of Buildings	\$1,855.70
28/06/2013	Joondalup Office National	EFT-00644	Staff Amenities	\$80.93

28/06/2013	EFT-00644	Kitec Electrical Services	Replacement of Carpark security lights - Tamala Park admin	\$248.20
28/06/2013	EFT-00644	LAKE ANNE CONSULTANCY	Consultancy - Human Resource	\$550.00
28/06/2013	EFT-00644	Mindarie Marina P/L	Staff Function - launch of strategic plans	\$4,015.00
28/06/2013	EFT-00644	Neverfail Springwater Ltd	Staff Amenities	\$63.75
28/06/2013	EFT-00644	Northside Motor Trimming	Repair and maintenance for Kubota (PLANT51)	\$873.40
28/06/2013	EFT-00644	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$260.00
28/06/2013	EFT-00644	PIRTEK (MALAGA) PTY LTD	Replacement of Hydraulic hose for Caterpillar loader (PLANT56)	\$1,014.79
28/06/2013	EFT-00644	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,322.96
28/06/2013	EFT-00644	Red 11 Pty Ltd	Computer Systems Maintenance	\$14,322.39
28/06/2013	EFT-00644	RSEA PTY LTD	Gloves and safety step	\$154.80
28/06/2013	EFT-00644	Security Specialists Australia Pty Ltd	Cash collection fee	\$364.65
28/06/2013	EFT-00644	Staff Link	Contract labour hire - litter pick up	\$1,939.51
28/06/2013	EFT-00644	United Equipment	Hire of Forklift	\$2,129.25
28/06/2013	EFT-00644	Vertical Telecoms Pty Ltd	RRF communications tower maintenance renewal	\$1,310.72
28/06/2013	EFT-00644	Western Plant Hire (WA) Pty Ltd	Hire of Excavator for Resource Recovery	\$18,700.00
28/06/2013	EFT-00644	WestTrac Pty Ltd	Repair and maintenance of New Holland tractor (PLANT76)	\$747.75
28/06/2013	EFT-00644	WILSON SECURITY	Building Security	\$1,525.27
			<b>Total EFT Payments</b>	<b>\$2,885,977.26</b>

Summary Schedule of Payments

<b>Cheque Payments</b>		<b>\$95,732.26</b>
Cheque No. 9950 to 9987		
<b>Electronic Payments</b>		
DP- 00917 to DP- 00931		\$423,919.42
EFT- 00631 to EFT- 00644		\$2,885,977.26
<b>Grand Total</b>		<b>\$3,405,628.94</b>

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 5 September 2013 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.

**Delegations of Authority Register from the Council to the CEO**

Item  
9.3

APPENDIX NO. 6

Item  
9.3

**MINDARIE REGIONAL COUNCIL – Delegations of Authority Register – September 2013  
COUNCIL TO CHIEF EXECUTIVE OFFICER**

<b>1. GOVERNANCE</b>				
No.	Reference	Delegation	Condition(s)	Assignee(s)?
1.1	LGAct 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purposes of performing particular functions	Each authorised person to be issued with a certificate of authorisation	NO
1.2	LGAct 1995 s.5.42	Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable, or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the functions of the position	Not exceeding 3 months in any period of 12 months	NO
<b>2. FINANCE</b>				
2.1		Approve requisitions and purchase orders for the supply of goods and services	Requisitions and purchase orders to be within the budget allocation as reviewed from time to time	YES
2.2	LG(Financial Management Regulations) 1996 Reg.8	Open and close bank accounts, access accounts electronically and transfer funds electronically		YES
2.3	LG(Financial Management Regulations) 1996 Reg.12	Approve and make payment of accounts	1. In accordance with approved procedure set out in Reg.11; 2. Where funds have been provided in the budget and the accounts are acquitted prior to payment; 3. List of accounts paid to be reported to Council as required by Reg.13	YES
2.4	LG(Financial Management Regulations) 1996 Reg.34(1)(a)	Prepare monthly financial reports	In accordance with Reg.34	YES
2.5	LGAct s.6.14	Invest funds surplus to the immediate needs of the Council	Subject to the internal control procedures set out in Reg.19	YES
2.6	LGAct s.6.12	Waive Fees and Write Off Debts	1. Not exceeding a total of \$10,000 for any one debtor in any financial year; 2. Ensure all reasonable effort has been made to recover the debt; 3. Where fees or debts have been waived, or concessions granted, they are to be reported in the mid-year budget review	NO
2.7	LGAct s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	For items listed on the budget and subsequently approved for proceeding by Council	YES
2.8	LG(Functions & General) Regs.14(2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser	1. For the RRFA only if it incurs no additional risk or liability to the MRC; 2. Variations approved for significant contracts, including all contracts awarded following public tenders, to be reported to the next following council meeting	NO
2.9	LGAct s.3.58(5) and LG(Functions & General) Regs.30(3)	Dispose of items or material arising from the waste management activities	1. The value of the item or material is less than \$20,000; 2. Ensure all reasonable effort has been made to secure current market prices for the item or material	NO

**Council Policy Manual**

Item  
9.3

APPENDIX NO. 7

Item  
9.3



# MINDARIE REGIONAL COUNCIL

## POLICY MANUAL



## MINDARIE REGIONAL COUNCIL POLICIES

- CP01 ANNUAL FEES, ALLOWANCES AND EXPENSES FOR COUNCILLORS
  - CP02 AFFIXING OF THE COMMON SEAL
  - CP03 COUNCILLOR ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTERSTATE/INTRASTATE CONFERENCE
  - CP04 EMPLOYEE ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTERSTATE/INTRASTATE CONFERENCE
  - CP05 ENVIRONMENTAL MANAGEMENT OF TAMALA PARK
  - CP06 PURCHASE OF GOODS AND SERVICES
  - CP07 GRATUITY PAYMENTS
  - CP08 PROVISION AND USE OF COUNCIL VEHICLES
  - CP09 INVESTMENTS
  - CP10 DONATIONS - FINANCIAL ASSISTANCE/SUPPORT
-

**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)
<b>Chairperson</b>	14,000	8,000	1,000
<b>Deputy Chairperson</b>	7,000	2,000	1,000
<b>Councillor</b>	7,000		1,000
<b>Deputy Councillor</b>	\$140 per meeting		
<b>Expenses Other</b>	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.
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.

<b>Legislation</b>	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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.

<b>Legislation</b>	Local Government Act 1995 s.9.49A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	27/10/2005
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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 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 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.

<b>Legislation</b>	Local Government Act 1995 s.5.99A Local Government (Administration) regulations 1996 Reg. 34AB
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	20/04/2000, 27/10/2005, 22/04/2010
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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.

<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	27/10/2005, 22/04/2010
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: CP 05**

**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 measurable 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.

<b>Legislation</b>	
<b>Reference</b>	International Standard ISO 14001
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	23/07/2009
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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 \$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 \$1,000 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 \$39,999 (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 \$40,000 and \$99,999 (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 \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for the Contracts of less than \$100,000, 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 \$100,000 (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 \$100,000.

#### 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 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 \$40,000 and \$99,999 (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**

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

i. **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.

j. **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.

k. **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;

The details and total value of consideration must also be entered into the Tender register at the conclusion of the tender process.

l. **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), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;



- 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.

<b>Legislation</b>	Local Government Act 1995 s.3.57. Local Government (Functions & General) Regulations 1996 – Part 4
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	28/02/2008
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	Yes

**Policy No: CP 07**

**TRIM Reference: D/13/401**

## Policy Title: Gratuity Payments

### Policy Statement:

To provide the Council the opportunity to confer a gratuity benefit on an employee who retires or resigns from full-time employment with MRC.

### Policy Procedure:

1. A report may be presented to Council recommending that a full time employee receive a gratuity payment of monies in excess of the employee's contractual or award entitlement. A gratuity benefit must not exceed the amount specified in Clause19A of the *Local Government (Administration) Regulations 1996*; and
2. Any gratuity benefit approved by Council will be published in accordance with the provisions of Section 5.50(2) of the *Local Government Act 1995*.

Note: The CEO or Council may provide a farewell gift to a value not exceeding \$250 and/or a farewell function not exceeding \$50 per head to a maximum of \$1000. Any such gift or function is not considered to be a gratuity.

<b>Legislation</b>	Local Government Act 1995 s.5.50 Local Government (Admin.) Regulations 1996 Reg.19A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	Nil

**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)
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 \*\$20/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.
- Use of the Managers/Supervisors vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads.
- 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:

<b>Use Type</b>	<b>Fuel Purchase</b>
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.

<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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 astutely.

**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. Funds may only be invested in interest bearing deposits or other bank guaranteed instruments.
3. Where the funds are placed for a tenor of not more than 90 days, they may be invested with one financial institution.
4. 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.
5. Details of the performance and amounts invested with each financial institution shall be reported regularly in the Regional Council's Members' Information Bulletin.

<b>Legislation</b>	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	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 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.

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	02/05/2013
<b>Review History</b>	
<b>Next Review Date</b>	31/08/2014
<b>Delegation to the Chief Executive Officer</b>	