



## INDEX OF APPENDICES

Item No.	Appendix No.	Title	Page No.
9.1	1	Financial Statements for the period ended 31 May 2016	2
9.1	2	Financial Statements for the period ended 30 June 2016	13
9.1	3	Tonnage Report to 30 June 2016	24
9.2	4	List of Payments made for the month ended 31 May 2016	27
9.2	5	List of Payments made for the month ended 30 June 2016	34
9.3	6	Council Policy Manual (Current)	I G
9.3	7	Delegations of Authority Register from the Council to the CEO (Current)	î î

### APPENDICES

**Ordinary Council Meeting –  
1 September 2016**

**Financial Statements for the period ended 31 May 2016**

Item  
9.1

APPENDIX NO. 1

Item  
9.1



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 MAY 2016**

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
For the month ended 31 May 2016

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	2,200,225	2,055,213	1,884,984	1,856,807			
User Charges - City of Wanneroo	11,470,000	11,459,560	10,488,531	9,384,580			
User Charges - City of Joondalup	10,529,150	9,934,963	9,114,971	8,995,155			
User Charges - City of Stirling	9,655,021	10,672,468	9,802,674	10,225,384			
User Charges - Town of Cambridge	1,348,500	1,192,097	1,094,734	1,127,523			
User Charges - City of Vincent	2,325,000	2,276,275	2,083,542	2,088,360			
User Charges - Town of Victoria Park	2,557,500	2,477,610	2,242,451	1,770,139			
User Charges - RRF Residues	5,661,375	5,991,490	5,549,259	5,338,573			
	<b>45,746,771</b>	<b>46,059,676</b>	<b>42,261,146</b>	<b>40,786,521</b>	<b>(1,474,625)</b>	<b>(3.49%)</b>	1
<b>Non Member User Charges</b>							
User Charges - WMRC	2,867,500	1,433,000	1,194,166	-	(1,194,166)	(100.00%)	
User Charges - City of South Perth	23,800	-	-	-	-		
User Charges - Casual Tipping Fees	3,673,389	2,975,885	2,776,170	2,720,871	(55,299)	(1.99%)	
	<b>6,564,689</b>	<b>4,408,885</b>	<b>3,970,336</b>	<b>2,720,871</b>	<b>(1,249,465)</b>	<b>(31.47%)</b>	
<b>Total User Charges</b>	<b>52,311,460</b>	<b>50,468,561</b>	<b>46,231,482</b>	<b>43,507,392</b>	<b>(2,724,090)</b>	<b>(5.89%)</b>	
<b>Other Charges</b>							
Service Charges							
Sale of Recyclable Materials	680,000	680,000	623,333	522,083	(101,250)	(16.24%)	
Gas Power Generation Sales	505,000	505,000	505,000	1,122,637	617,637	122.30%	
Grants and Subsidies	-	-	-	169,580	169,580		
Contributions, Reimbursements & Donations	5,000	5,000	4,583	7,417	2,833	61.82%	
Interest Earnings	700,900	700,900	642,492	534,121	(108,371)	(16.87%)	
Other Revenue	373,700	892,490	804,414	761,978	(42,435)	(5.28%)	
<b>Total Other Charges</b>	<b>2,264,600</b>	<b>2,783,390</b>	<b>2,579,822</b>	<b>3,117,816</b>	<b>537,993</b>	<b>20.85%</b>	2
<b>Total Revenue from Ordinary Activities</b>	<b>54,576,060</b>	<b>53,251,951</b>	<b>48,811,304</b>	<b>46,625,208</b>	<b>(2,186,097)</b>	<b>(4.48%)</b>	
<b>Expenses from Ordinary Activities</b>							
Employee Costs	4,941,305	4,869,406	4,417,073	4,329,769	87,304	1.98%	
Materials and Contracts							
Consultants and Contract Labour	971,500	906,100	196,583	192,716	3,867	1.97%	
Communications and Public Consultation	424,000	419,000	378,335	293,886	84,449	22.32%	
Landfill Expenses	1,384,500	1,190,110	1,021,463	742,477	278,985	27.31%	3
Office Expenses	247,550	229,500	201,985	159,776	42,209	20.90%	
Information System Expenses	211,700	203,700	142,401	102,013	40,388	28.36%	
Building Maintenance	213,500	201,024	109,380	116,779	(7,399)	(6.76%)	
Plant and Equipment Operating & Hire	992,290	988,530	686,489	657,100	29,389	4.28%	
RRF Other Operating Expenses	20,543,595	20,534,595	18,131,063	18,180,888	(49,825)	(0.27%)	
Waste Minimisation	2,867,500	1,433,000	1,194,166	-	1,194,166	100.00%	
Utilities	193,400	193,400	177,283	226,994	(49,710)	(28.04%)	
Depreciation	1,157,400	1,862,591	1,707,386	1,662,523	44,863	2.63%	
Borrowing Costs	576,500	388,000	355,667	329,900	25,768	7.24%	
Insurances	323,060	324,102	178,490	154,573	23,918	13.40%	
DEP Landfill Levy	12,331,600	12,331,600	11,566,981	10,700,936	866,045	7.49%	4
Land Lease/Rental	703,400	703,400	643,917	639,532	4,385	0.68%	
Other Expenditure							
Members Costs	186,413	186,413	166,681	82,215	84,466	50.68%	
Administration Expenses	174,000	174,000	155,500	181,280	(25,780)	(16.58%)	
Amortisation for Cell Development	2,766,100	2,766,100	2,594,587	2,400,309	194,278	7.49%	4
Amortisation for Decommissioning Asset	846,100	846,100	775,592	775,592	-	0.00%	
Capping Accretion Expense	266,300	266,300	244,108	244,108	-	0.00%	
Post Closure Accretion Expense	165,400	165,400	151,617	151,617	-	0.00%	
RRF Amortisation	540,200	540,200	495,183	495,183	-	0.00%	
<b>Total Expenses</b>	<b>53,027,313</b>	<b>51,722,571</b>	<b>45,691,932</b>	<b>42,820,166</b>	<b>2,871,766</b>	<b>6.29%</b>	
Profit on Sale of Assets	20,000	17,331	2,331	15,585	13,254	568.61%	
Loss on Sale of Assets	11,900	58,404	53,404	78,177	(24,773)	46.39%	
Revaluation of Assets	-	-	-	-	-		
	<b>8,100</b>	<b>(41,073)</b>	<b>(51,073)</b>	<b>(62,592)</b>	<b>(11,519)</b>	<b>22.55%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,556,847</b>	<b>1,488,307</b>	<b>3,068,299</b>	<b>3,742,450</b>	<b>674,151</b>	<b>21.97%</b>	

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

Note #	Description of Item	Nature of variance where: <b>1. Member Revenue (Aggregated) variances greater than \$250,000.</b> <b>2. Non Member Revenue (Aggregated) variances greater than \$100,000.</b> <b>3. Other Revenues Charged (Per Line Item) variances greater than \$100,000.</b> <b>4. All Expense variances (Per Line Item) greater than \$100,000.</b>
1	User Charges - Members and Non Members	Total user charges year to date are lower than budget (\$2,724k). Member councils (\$1,475k) below budget mainly Wanneroo , Town of Victoria Park due to the timing of bulk verge collections and RRF Residues. Non-members are below budget (\$1,249k) driven mainly by the non-delivery of the anticipated WMRC tonnages although this has zero effect for MRC as it is completely offset in expenses. The Member Councils, year to date have delivered slightly less processable tonnes (3,821t) and less non processable tonnes (4,343t) than the phased (mid) year budget. RRF residue is less than forecast (1,327t).
2	Total Other Charges	Other Revenue is \$533k is higher than the budget mainly due to higher of REC's sale of \$617k which surpassed the revised budget of \$505k and unbudgeted glass campaign grants of \$170k while the Sale of recyclable materials, Interest earnings and other revenue are \$101k, \$108k and \$47k respectively below budget.
3	Employee Costs	Employee costs year to date are below budget (\$87k) mainly due to unspent wages and workers insurance fund.
4	DEP Landfill Levy/Amortisation for Cell Development	DEP Landfill Levy is \$866k lower than the budget and Amortisation for Cell Development is \$194k lower than the budget due to lower waste delivered to landfill.

**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 31 May 2016

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Employee Costs</b>							
Salaries	-	-	-	-	-		
Allowances	-	-	-	-	-		
Workers Compensation Premium	-	-	-	-	-		
	-	-	-	-	-		
<b>Consultants and Contract Labour</b>							
Consultancy	35,000	35,000	35,000	31,902	(3,099)	(8.85%)	
Contract Labour External	-	-	-	-	-		
	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>31,902</b>	<b>(3,099)</b>	<b>(8.85%)</b>	
<b>Office Expenses</b>							
Cleaning of Buildings	18,000	11,000	10,084	7,416	(2,668)	(26.46%)	
	<b>18,000</b>	<b>11,000</b>	<b>10,084</b>	<b>7,416</b>	<b>(2,668)</b>	<b>(26.46%)</b>	
<b>Information System Expenses</b>							
Computer System Maintenance	28,000	20,000	18,335	11,723	(6,612)	(36.06%)	
	<b>28,000</b>	<b>20,000</b>	<b>18,335</b>	<b>11,723</b>	<b>(6,612)</b>	<b>(36.06%)</b>	
<b>Building Maintenance</b>							
Building Maintenance	21,500	30,999	3,667	-	(3,667)	(100.00%)	
Building Security	7,000	7,000	6,417	1,039	(5,377)	(83.80%)	
	<b>28,500</b>	<b>37,999</b>	<b>10,083</b>	<b>1,039</b>	<b>(9,044)</b>	<b>(89.69%)</b>	
<b>RRF Operation Expenses</b>							
Fencing and Gate Maintenance	15,000	15,000	3,700	3,637	(63)	(1.70%)	
Road Maintenance	-	-	-	-	-		
Bores and Pipework	10,500	10,500	-	5,883	5,883		
Vehicle Wash Facility Operations	-	-	-	-	-		
Landscaping and Gardens	29,000	20,000	750	8,725	7,975	1063.39%	
Compost Disposal	306,225	306,225	280,706	244,683	(36,023)	(12.83%)	
Contractor's Fees	20,182,870	20,182,870	17,845,907	17,917,959	72,052	0.40%	
	<b>20,543,595</b>	<b>20,534,595</b>	<b>18,131,063</b>	<b>18,180,888</b>	<b>49,825</b>	<b>0.27%</b>	
<b>Utilities</b>							
Electricity	10,000	10,000	9,167	5,040	(4,127)	(45.02%)	
Rates	34,000	34,000	31,167	75,336	44,169	141.72%	
	<b>44,000</b>	<b>44,000</b>	<b>40,333</b>	<b>80,376</b>	<b>40,042</b>	<b>99.28%</b>	
<b>Insurance</b>							
Municipal Property Insurance	3,100	3,100	2,842	-	(2,842)	(100.00%)	
Public Liability Insurance	5,545	5,545	5,083	-	(5,083)	(100.00%)	
	<b>8,645</b>	<b>8,645</b>	<b>7,925</b>	<b>-</b>	<b>(7,925)</b>	<b>(100.00%)</b>	
<b>Cost of Borrowings</b>							
Interest on Loans	216,600	216,600	198,550	175,234	(23,316)	(11.74%)	
Loan Expenses	8,000	8,000	7,333	9,650	2,317	31.59%	
	<b>224,600</b>	<b>224,600</b>	<b>205,883</b>	<b>184,884</b>	<b>(20,999)</b>	<b>(10.20%)</b>	
<b>Amortisations</b>							
Amortisation Pre-operating Costs	104,700	104,700	95,975	95,975	-	0.00%	
Amortisation Costs	435,500	435,500	399,208	399,208	-	0.00%	
	<b>540,200</b>	<b>540,200</b>	<b>495,183</b>	<b>495,183</b>	<b>-</b>	<b>0.00%</b>	
<b>Depreciation</b>							
Depreciation on Building	-	23,603	21,637	21,701	64	0.30%	
Depreciation on Infrastructure	4,100	26,697	24,471	24,740	269	1.10%	
	<b>4,100</b>	<b>50,300</b>	<b>46,108</b>	<b>46,441</b>	<b>333</b>	<b>0.72%</b>	
<b>Total Operating Expenditure</b>	<b>21,474,640</b>	<b>21,506,339</b>	<b>18,999,998</b>	<b>19,039,852</b>	<b>39,585</b>	<b>0.21%</b>	
<b>Net Total</b>	<b>(21,474,640)</b>	<b>(21,506,339)</b>	<b>(18,999,998)</b>	<b>(19,039,852)</b>	<b>(39,585)</b>	<b>0.21%</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 May 2016

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>						
<b>Operating Revenues</b>						
General Purpose Funding	54,576,060	53,251,951	48,811,304	46,455,628	2,355,676	4.83%
Community Amenities	-	-	-	169,580	(169,580)	
Resource Recovery Facility	-	-	-	-	-	
	<b>54,576,060</b>	<b>53,251,951</b>	<b>48,811,304</b>	<b>46,625,208</b>	<b>2,186,096</b>	<b>4.48%</b>
<b>Profit on Disposal of Assets</b>						
Governance	-	-	-	-	-	
Community Amenities	20,000	17,331	2,331	15,585	(13,254)	(568.61%)
Resource Recovery Facility	-	-	-	-	-	
	<b>20,000</b>	<b>17,331</b>	<b>2,331</b>	<b>15,585</b>	<b>(13,254)</b>	
<b>Total Revenue</b>	<b>54,596,060</b>	<b>53,269,282</b>	<b>48,813,635</b>	<b>46,640,793</b>	<b>2,172,842</b>	<b>4.45%</b>
<b>Expenses from Ordinary Activities</b>						
<b>Operating Expenditure</b>						
Governance	4,037,109	4,030,224	3,413,099	3,182,344	230,755	6.76%
Community Amenities	27,163,664	26,022,608	23,129,051	20,452,954	2,676,097	11.57%
Resource Recovery Facility	21,250,040	21,281,739	18,794,115	18,854,968	(60,853)	(0.32%)
	<b>52,450,813</b>	<b>51,334,571</b>	<b>45,336,265</b>	<b>42,490,266</b>	<b>2,845,999</b>	<b>6.28%</b>
<b>Loss on Sale of Assets</b>						
Governance	-	-	-	-	-	
Community Amenities	11,900	58,404	53,404	78,177	(24,773)	(46.39%)
Resource Recovery Facility	-	-	-	-	-	
	<b>11,900</b>	<b>58,404</b>	<b>53,404</b>	<b>78,177</b>	<b>(24,773)</b>	
<b>Cost of Borrowings</b>						
Community Amenities	351,900	163,400	149,784	145,016	4,768	3.18%
Resource Recovery Facility	224,600	224,600	205,883	184,884	20,999	10.20%
	<b>576,500</b>	<b>388,000</b>	<b>355,667</b>	<b>329,900</b>	<b>25,768</b>	<b>7.24%</b>
<b>Total Expenditure</b>	<b>53,039,213</b>	<b>51,780,975</b>	<b>45,745,336</b>	<b>42,898,344</b>	<b>2,846,993</b>	<b>6.22%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,556,847</b>	<b>1,488,307</b>	<b>3,068,299</b>	<b>3,742,450</b>	<b>(674,151)</b>	<b>(21.97%)</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 31 May 2016

Description	ACTUAL 2015/2016	Movement	ACTUAL 2014/2015
<b>CURRENT ASSETS</b>			
Cash	3,980,128	2,299,961	1,680,167
Investments	20,222,025	(3,990,556)	24,212,581
MRC Security (Guarantee) Account	621,195	16,330	604,865
Debtors	3,679,810	654,932	3,024,878
Stock	5,524	(5,937)	11,462
Prepayments	123,341	33,748	89,593
Accrued Income	34,078	(104,882)	138,959
Work In Progress - Landfill Stage2 Phase3 Development	1,547,349	1,547,349	-
Work In Progress - Landfill Gas Infrastructure	26,000	26,000	-
Other Current Assets	329,048	87,341	241,707
<b>TOTAL CURRENT ASSETS</b>	<b>30,568,497</b>	<b>564,285</b>	<b>30,004,212</b>
<b>NON-CURRENT ASSETS</b>			
Land	7,000,000	-	7,000,000
Buildings & Improvements	2,989,739	(221,560)	3,211,299
Furniture & Equipment	76,830	(76,386)	153,216
Computing Equipment	345,552	(212,633)	558,185
Plant & Equipment	4,188,240	371,882	3,816,358
Infrastructure - Other	4,600,491	(275,925)	4,876,416
Infrastructure - Excavation	30,131,319	(2,400,309)	32,531,628
Infrastructure - RRF	4,719,022	(399,208)	5,118,230
Decommissioning Asset	4,159,197	(489,958)	4,649,155
Post Closure	2,830,327	(285,633)	3,115,960
Pre-operating RRF	1,368,921	(95,975)	1,464,896
<b>TOTAL NON-CURRENT ASSETS</b>	<b>62,409,639</b>	<b>(4,085,705)</b>	<b>66,495,344</b>
<b>TOTAL ASSETS</b>	<b>92,978,135</b>	<b>(3,521,420)</b>	<b>96,499,555</b>
<b>CURRENT LIABILITIES</b>			
Creditors	3,435,057	(2,396,886)	5,831,943
Provisions for Leave	453,590	(4,303)	457,893
Current Loans	124,049	(3,662,649)	3,786,698
Accruals	1,730,893	1,339,856	391,037
Other Current Liabilities	-	(2,849,655)	2,849,655
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,743,590</b>	<b>(7,573,636)</b>	<b>13,317,226</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	383,894	67,336	316,558
Non Current Loans	5,382,541	-	5,382,541
Decommission Provision for Capping	14,913,168	395,725	14,517,443
Other Non Current Liabilities	661,178	(474,745)	1,135,924
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>21,340,781</b>	<b>(11,684)</b>	<b>21,352,465</b>
<b>TOTAL LIABILITIES</b>	<b>27,084,371</b>	<b>(7,585,321)</b>	<b>34,669,691</b>
<b>NET ASSETS</b>	<b>65,893,765</b>	<b>4,063,901</b>	<b>61,829,864</b>
<b>EQUITY</b>			
Retained Surplus	18,949,785	5,787,772	13,162,014
Reserves (Cash Back)	13,332,202	(2,045,322)	15,377,524
Reserves (Non Cash Back)	29,884,528	53,404	29,831,124
Council Contribution	3,727,249	268,047	3,459,202
<b>TOTAL EQUITY</b>	<b>65,893,765</b>	<b>4,063,901</b>	<b>61,829,864</b>



**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 31 May 2016

<b>Description</b>	<b>ACTUAL 2015/2016</b>
<b>Opening Balance - 1 July 2015</b>	
Site Rehabilitation	8,708,756
Capital Expenditure	1,328,037
Participants Surplus Reserve	2,000,000
Carbon Price	3,340,731
	<u><b>15,377,524</b></u>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
Carbon Price	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	395,725
Capital Expenditure	1,833,334
Participants Surplus Reserve	-
Carbon Price	-
	<u><b>2,229,059</b></u>
<b>Total Transfer from Operations</b>	<u><b>2,229,059</b></u>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	<u><b>-</b></u>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	1,424,726
Carbon Price	2,849,655
	<u><b>4,274,381</b></u>
<b>Closing Balance</b>	
Site Rehabilitation	9,104,481
Capital Expenditure	1,736,645
Participants Surplus Reserve	2,000,000
Carbon Price	491,076
	<u><b>13,332,202</b></u>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2016

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget
<b>PLANT, VEHICLES AND MACHINERIES</b>				
<b>Plant and Vehicles</b>				
Replacement of Weed Sprayer (Plant58)	8,000	8,000	-	
New Bomag Landfill Compactor	1,530,000	1,530,000	1,165,000	76.14%
Replacement of CAT Forklift (Plant59)	35,000	35,000	-	
Replacement of Fire Ute	54,000	54,000	-	
Replacement of Fire Truck (Plant014)	200,000	200,000	-	
Replacement of Nissan Ute (Plant86)	30,000	30,000	-	
<i><b>brought forward item:</b></i>				
Replacement of Kia Grand Carnival (Plant84)	50,000	43,444	43,444	
Replacement of Hino Bin Truck (Plant61)	190,000	212,925	212,925	
	<b>2,097,000</b>	<b>2,113,369</b>	<b>1,421,369</b>	<b>67.26%</b>
<b>Machinery and Equipment</b>				
Hook Lift Bins	41,000	41,000	-	
Tarpomatic Tarps	30,000	30,000	-	
Woodchipper	60,000	60,000	-	
2way Radios	5,000	3,461	3,461	
<i><b>brought forward item:</b></i>				
2way Radios repeater	60,000	2,113	2,113	100.00%
Hook Lift Bins	85,000	85,000	-	
	<b>281,000</b>	<b>221,574</b>	<b>5,574</b>	<b>2.52%</b>
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>2,378,000</b>	<b>2,334,943</b>	<b>1,426,943</b>	<b>61.11%</b>
<b>FURNITURE AND EQUIPMENT</b>				
<b>Furniture and Fittings</b>				
Furniture and Fittings (Miscellaneous Replacements)	5,100	5,100	9,360	183.53%
New Photocopier	12,000	12,000	-	
Airconditioning Units to Various Locations	22,400	22,400	1,303	5.82%
	<b>39,500</b>	<b>39,500</b>	<b>10,663</b>	<b>27.00%</b>
<b>Office Equipment</b>				
Replacement of PABX System	-	-	-	
	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>39,500</b>	<b>39,500</b>	<b>10,663</b>	<b>27.00%</b>
<b>COMPUTING EQUIPMENT</b>				
<b>Computing Equipment</b>				
Replacement of Back-up Server	5,000	15,000	-	
Replacement of Desktop - Accounts Payable	1,500	1,500	-	
Replacement of Desktop - Weighbridge Outbound	1,500	1,500	-	
Replacement of Desktop - Recycling	1,500	1,500	-	
Replacement of Desktop - MRCTPD037	1,500	1,500	-	
Replacement of Desktop - MRCTPD024	1,500	1,500	-	
Replacement of Desktop - Communication Casual Staff	1,500	1,500	1,908	127.17%
Replacement of UPS at Tamala and Neerabup	65,000	65,000	-	
Replacement of Servers at Tamala and Neerabup	48,000	48,000	12,859	26.79%
	<b>127,000</b>	<b>137,000</b>	<b>14,766</b>	<b>10.78%</b>
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>127,000</b>	<b>137,000</b>	<b>14,766</b>	<b>10.78%</b>
<b>LAND AND BUILDINGS</b>				
<b>Building</b>				
<i><b>brought forward item:</b></i>				
Administration Office Renovation	60,000	-	-	
Recycling Centre Renovation and Alignment	60,000	145,451	31,805	
Recycling Centre Toilet	15,000	4,549	4,549	
Education Centre Toilet	15,000	-	-	
	<b>150,000</b>	<b>150,000</b>	<b>36,354</b>	<b>24.24%</b>
<b>TOTAL LAND AND BUILDINGS</b>	<b>150,000</b>	<b>150,000</b>	<b>36,354</b>	<b>24.24%</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 31 May 2016

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget
<b>INFRASTRUCTURE</b>				
<b>Operations</b>				
Gas Well Installations	26,000	26,000	26,000	100.00%
Leachate System	70,000	70,000	-	
Litter Fencing	30,000	30,000	-	
	<b>126,000</b>	<b>126,000</b>	<b>26,000</b>	<b>20.63%</b>
<b>Waste Infrastructure</b>				
Waste Facility	6,000,000	6,000,000	-	
Waste Facility Buiding	4,000,000	4,000,000	-	
	<b>10,000,000</b>	<b>10,000,000</b>	<b>-</b>	
<b>Landfill Infrastructure Phase3</b>				
Cell Development - Lining (inc. c/f)	5,146,000	5,146,000	1,466,181	28.49%
	<b>5,146,000</b>	<b>5,146,000</b>	<b>1,466,181</b>	<b>28.49%</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>5,272,000</b>	<b>5,272,000</b>	<b>1,492,181</b>	<b>28.30%</b>

## INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal Drawn Down to 30/06/2016	Principal Repayments		Principal Outstanding		Interest Repayments Actual to 31/05/2016	Note
					Actual to 31/05/2016	31/05/2016	Actual to 31/05/2016	31/05/2016		
<b>Community Amenities</b>										
<b>Tamala Park Landfill</b>										
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	-	2,479,125	-	-	-	55,966	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	-	249,644	-	1,237,171	-	84,404	
Loan 14 - Waste Facility	6,000,000	-	-	-	-	-	-	-	-	
Loan 15 - Waste Facility Building	4,000,000	-	-	-	-	-	-	-	-	
Loan 16 - Cell Development Expenditure	1,346,000	-	-	-	-	-	-	-	-	
<b>Regional Resource Recovery Facility</b>										
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	-	268,047	-	358,477	-	27,563	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	-	98,426	-	1,190,014	-	70,017	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	-	160,000	-	1,795,000	-	35,833	
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	-	407,407	-	925,929	-	41,821	
TOTAL	44,076,000			-	3,662,649	-	5,506,591	-	315,604	
					<b>Facility Fee</b>				14,296	
					<b>Total Borrowing Costs</b>				<b>329,900</b>	

**Financial Statements for the period ended 30 June 2016**

Item  
9.1

APPENDIX NO. 2

Item  
9.1



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
30 JUNE 2016**

**Mindari Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
For the month ended 30 June 2016

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	2,200,225	2,055,213	2,018,122			
User Charges - City of Wanneroo	11,470,000	11,459,560	10,183,098			
User Charges - City of Joondalup	10,529,150	9,934,963	9,675,276			
User Charges - City of Stirling	9,655,021	10,672,468	11,209,860			
User Charges - Town of Cambridge	1,348,500	1,192,097	1,209,891			
User Charges - City of Vincent	2,325,000	2,276,275	2,267,431			
User Charges - Town of Victoria Park	2,557,500	2,477,610	1,928,843			
User Charges - RRF Residues	5,661,375	5,991,490	6,044,889			
	<b>45,746,771</b>	<b>46,059,676</b>	<b>44,537,412</b>	<b>(1,522,264)</b>	<b>(3.30%)</b>	
<b>Non Member User Charges</b>						
User Charges - WMRC	2,867,500	1,433,000	-	(1,433,000)	(100.00%)	
User Charges - City of South Perth	23,800	-	-	-		
User Charges - Casual Tipping Fees	3,673,389	2,975,885	2,980,899	5,014	0.17%	
	<b>6,564,689</b>	<b>4,408,885</b>	<b>2,980,899</b>	<b>(1,427,986)</b>	<b>(32.39%)</b>	
<b>Total User Charges</b>	<b>52,311,460</b>	<b>50,468,561</b>	<b>47,518,311</b>	<b>(2,950,250)</b>	<b>(5.85%)</b>	
<b>Other Charges</b>						
Service Charges						
Sale of Recyclable Materials	680,000	680,000	580,707	(99,293)	(14.60%)	
Gas Power Generation Sales	505,000	505,000	1,122,637	617,637	122.30%	
Grants and Subsidies	-	-	172,550	172,550		
Contributions, Reimbursements & Donations	5,000	5,000	15,711	10,711	214.21%	
Interest Earnings	700,900	700,900	571,836	(129,064)	(18.41%)	
Other Revenue	373,700	892,490	812,455	(80,035)	(8.97%)	
<b>Total Other Charges</b>	<b>2,264,600</b>	<b>2,783,390</b>	<b>3,275,895</b>	<b>492,505</b>	<b>17.69%</b>	1
<b>Total Revenue from Ordinary Activities</b>	<b>54,576,060</b>	<b>53,251,951</b>	<b>50,794,206</b>	<b>(2,457,745)</b>	<b>(4.62%)</b>	
<b>Expenses from Ordinary Activities</b>						
Employee Costs	4,941,305	4,869,406	4,763,915	105,491	2.17%	2
Materials and Contracts						
Consultants and Contract Labour	971,500	906,100	252,432	653,668	72.14%	3
Communications and Public Consultation	424,000	419,000	335,726	83,274	19.87%	
Landfill Expenses	1,384,500	1,190,110	958,177	231,933	19.49%	4
Office Expenses	247,550	229,500	178,628	50,872	22.17%	
Information System Expenses	211,700	203,700	112,316	91,384	44.86%	
Building Maintenance	213,500	201,024	123,029	77,995	38.80%	
Plant and Equipment Operating & Hire	992,290	988,530	703,396	285,134	28.84%	5
RRF Other Operating Expenses	20,543,595	20,534,595	20,493,431	41,164	0.20%	
Waste Minimisation	2,867,500	1,433,000	-	1,433,000	100.00%	
Utilities	193,400	193,400	247,618	(54,218)	(28.03%)	
Depreciation	1,157,400	1,862,591	1,815,444	47,147	2.53%	
Borrowing Costs	576,500	388,000	351,856	36,144	9.32%	
Insurances	323,060	324,102	168,860	155,242	47.90%	
DEP Landfill Levy	12,331,600	12,331,600	11,525,542	806,059	6.54%	6
Land Lease/Rental	703,400	703,400	698,144	5,256	0.75%	
Other Expenditure						
Members Costs	186,413	186,413	164,949	21,464	11.51%	
Administration Expenses	174,000	174,000	201,214	(27,214)	(15.64%)	
Amortisation for Cell Development	2,766,100	2,766,100	2,585,275	180,825	6.54%	6
Amortisation for Decommissioning Asset	846,100	846,100	846,100	-	0.00%	
Capping Accretion Expense	266,300	266,300	266,300	-	0.00%	
Post Closure Accretion Expense	165,400	165,400	165,400	-	0.00%	
RRF Amortisation	540,200	540,200	540,200	-	0.00%	
<b>Total Expenses</b>	<b>53,027,313</b>	<b>51,722,571</b>	<b>47,497,952</b>	<b>4,224,619</b>	<b>8.17%</b>	
Profit on Sale of Assets	20,000	17,331	15,585	(1,746)	(10.07%)	
Loss on Sale of Assets	11,900	58,404	78,177	(19,773)	33.86%	
Revaluation of Assets	-	-	-	-		
	<b>8,100</b>	<b>(41,073)</b>	<b>(62,592)</b>	<b>(21,519)</b>	<b>52.39%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,556,847</b>	<b>1,488,307</b>	<b>3,233,662</b>	<b>1,745,355</b>	<b>117.27%</b>	

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

Note #	Description of Item	Nature of variance where: <b>1. Member Revenue (Aggregated) variances greater than \$250,000.</b> <b>2. Non Member Revenue (Aggregated) variances greater than \$100,000.</b> <b>3. Other Revenues Charged (Per Line Item) variances greater than \$100,000.</b> <b>4. All Expense variances (Per Line Item) greater than \$100,000.</b>
1	Other Charges	Other Charges are \$493k higher than the budget mainly due to higher of REC's sale of \$617k which surpassed the revised budget of \$505k and unbudgeted glass campaign grants of \$170k and Contributions, reimbursements and donations of \$11k while the Sale of recyclable materials, Interest earnings and other revenue are \$99k, \$129k and \$80k respectively below budget.
2	Employee Costs	Employee costs year to date are below budget (\$105k) mainly due to unspent workers compensation insurance, training and conference funds, recruitment costs and FBT funds.
3	Consultants and Contract Labour	Consultants and contract labour costs are under budget (\$653k) due to unspent labour hire funds, System Audit funds and technical project consultancy funds budgeted.
4	Landfill Expenses	Landfill Expenses are \$231k lower than the budget mainly due to less spending in limestone cover, ground water management and monitoring program.
6	DEP Landfill Levy/Amortisation for Cell Development	DEP Landfill Levy is \$806k lower than the budget and Amortisation for Cell Development is \$181k lower than the budget due to lower waste delivered to landfill.



**Mindarie Regional Council**  
**OPERATING STATEMENT**  
For the month ended 30 June 2016

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Employee Costs</b>						
Salaries	-	-	-	-		
Allowances	-	-	-	-		
Workers Compensation Premium	-	-	-	-		
	-	-	-	-		
<b>Consultants and Contract Labour</b>						
Consultancy	35,000	35,000	31,902	(3,099)	(8.85%)	
Contract Labour External	-	-	-	-		
	<b>35,000</b>	<b>35,000</b>	<b>31,902</b>	<b>(3,099)</b>	<b>(8.85%)</b>	
<b>Office Expenses</b>						
Cleaning of Buildings	18,000	11,000	8,409	(2,591)	(23.56%)	
	<b>18,000</b>	<b>11,000</b>	<b>8,409</b>	<b>(2,591)</b>	<b>(23.56%)</b>	
<b>Information System Expenses</b>						
Computer System Maintenance	28,000	20,000	13,013	(6,987)	(34.93%)	
	<b>28,000</b>	<b>20,000</b>	<b>13,013</b>	<b>(6,987)</b>	<b>(34.93%)</b>	
<b>Building Maintenance</b>						
Building Maintenance	21,500	30,999	-	(30,999)	(100.00%)	
Building Security	7,000	7,000	1,118	(5,882)	(84.03%)	
	<b>28,500</b>	<b>37,999</b>	<b>1,118</b>	<b>(36,881)</b>	<b>(97.06%)</b>	
<b>RRF Operation Expenses</b>						
Fencing and Gate Maintenance	15,000	15,000	3,637	(11,363)	(75.75%)	
Road Maintenance	-	-	-	-		
Bores and Pipework	10,500	10,500	6,393	(4,107)	(39.11%)	
Vehicle Wash Facility Operations	-	-	-	-		
Landscaping and Gardens	29,000	20,000	8,675	(11,325)	(56.62%)	
Compost Disposal	306,225	306,225	272,399	(33,826)	(11.05%)	
Contractor's Fees	20,182,870	20,182,870	20,202,326	19,456	0.10%	
	<b>20,543,595</b>	<b>20,534,595</b>	<b>20,493,431</b>	<b>(41,164)</b>	<b>(0.20%)</b>	
<b>Utilities</b>						
Electricity	10,000	10,000	5,040	(4,960)	(49.60%)	
Rates	34,000	34,000	82,184	48,184	141.72%	
	<b>44,000</b>	<b>44,000</b>	<b>87,224</b>	<b>43,224</b>	<b>98.24%</b>	
<b>Insurance</b>						
Municipal Property Insurance	3,100	3,100	-	(3,100)	(100.00%)	
Public Liability Insurance	5,545	5,545	-	(5,545)	(100.00%)	
	<b>8,645</b>	<b>8,645</b>	<b>-</b>	<b>(8,645)</b>	<b>(100.00%)</b>	
<b>Cost of Borrowings</b>						
Interest on Loans	216,600	216,600	190,391	(26,209)	(12.10%)	
Loan Expenses	8,000	8,000	9,800	1,800	22.50%	
	<b>224,600</b>	<b>224,600</b>	<b>200,191</b>	<b>(24,409)</b>	<b>(10.87%)</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs	104,700	104,700	104,700	-	0.00%	
Amortisation Costs	435,500	435,500	435,500	-	0.00%	
	<b>540,200</b>	<b>540,200</b>	<b>540,200</b>	<b>-</b>	<b>0.00%</b>	
<b>Depreciation</b>						
Depreciation on Building	-	23,603	23,668	65	0.28%	
Depreciation on Infrastructure	4,100	26,697	26,965	268	1.00%	
	<b>4,100</b>	<b>50,300</b>	<b>50,633</b>	<b>333</b>	<b>0.66%</b>	
<b>Total Operating Expenditure</b>	<b>21,474,640</b>	<b>21,506,339</b>	<b>21,426,121</b>	<b>(80,486)</b>	<b>(0.37%)</b>	
<b>Net Total</b>	<b>(21,474,640)</b>	<b>(21,506,339)</b>	<b>(21,426,121)</b>	<b>80,486</b>	<b>(0.37%)</b>	

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 30 June 2016

Description	Adopted Budget	Revised Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>					
<b>Operating Revenues</b>					
General Purpose Funding	54,576,060	53,251,951	50,624,626	2,627,325	4.93%
Community Amenities	-	-	169,580	(169,580)	
Resource Recovery Facility	-	-	-	-	
	<b>54,576,060</b>	<b>53,251,951</b>	<b>50,794,206</b>	<b>2,457,745</b>	<b>4.62%</b>
<b>Profit on Disposal of Assets</b>					
Governance	-	-	-	-	
Community Amenities	20,000	17,331	15,585	1,746	10.07%
Resource Recovery Facility	-	-	-	-	
	<b>20,000</b>	<b>17,331</b>	<b>15,585</b>	<b>1,746</b>	
<b>Total Revenue</b>	<b>54,596,060</b>	<b>53,269,282</b>	<b>50,809,791</b>	<b>2,459,491</b>	<b>4.62%</b>
<b>Expenses from Ordinary Activities</b>					
<b>Operating Expenditure</b>					
Governance	4,037,109	4,030,224	3,606,530	423,694	10.51%
Community Amenities	27,163,664	26,022,608	22,313,636	3,708,972	14.25%
Resource Recovery Facility	21,250,040	21,281,739	21,225,930	55,809	0.26%
	<b>52,450,813</b>	<b>51,334,571</b>	<b>47,146,096</b>	<b>4,188,475</b>	<b>8.16%</b>
<b>Loss on Sale of Assets</b>					
Governance	-	-	-	-	
Community Amenities	11,900	58,404	78,177	(19,773)	(33.86%)
Resource Recovery Facility	-	-	-	-	
	<b>11,900</b>	<b>58,404</b>	<b>78,177</b>	<b>(19,773)</b>	
<b>Cost of Borrowings</b>					
Community Amenities	351,900	163,400	151,665	11,735	7.18%
Resource Recovery Facility	224,600	224,600	200,191	24,409	10.87%
	<b>576,500</b>	<b>388,000</b>	<b>351,856</b>	<b>36,144</b>	<b>9.32%</b>
<b>Total Expenditure</b>	<b>53,039,213</b>	<b>51,780,975</b>	<b>47,576,129</b>	<b>4,204,846</b>	<b>8.12%</b>
<b>Changes in Net Assets Resulting from Operations</b>	<b>1,556,847</b>	<b>1,488,307</b>	<b>3,233,662</b>	<b>(1,745,355)</b>	<b>(117.27%)</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 30 June 2016

Description	ACTUAL 2015/2016	Movement	ACTUAL 2014/2015
<b>CURRENT ASSETS</b>			
Cash	4,543,205	2,863,038	1,680,167
Investments	20,249,960	(3,962,621)	24,212,581
MRC Security (Guarantee) Account	-	(604,865)	604,865
Debtors	3,536,793	511,915	3,024,878
Stock	11,068	(394)	11,462
Prepayments	77,744	(11,849)	89,593
Accrued Income	42,192	(96,767)	138,959
Work In Progress - Landfill Stage2 Phase3 Development	1,558,879	1,558,879	-
Work In Progress - Landfill Gas Infrastructure	26,000	26,000	-
Other Current Assets	624,971	383,264	241,707
<b>TOTAL CURRENT ASSETS</b>	<b>30,670,812</b>	<b>666,601</b>	<b>30,004,212</b>
<b>NON-CURRENT ASSETS</b>			
Land	7,000,000	-	7,000,000
Buildings & Improvements	2,965,455	(245,844)	3,211,299
Furniture & Equipment	73,688	(79,528)	153,216
Computing Equipment	407,384	(150,801)	558,185
Plant & Equipment	4,234,444	418,086	3,816,358
Infrastructure - Other	4,575,297	(301,119)	4,876,416
Infrastructure - Excavation	29,946,353	(2,585,275)	32,531,628
Infrastructure - RRF	4,682,730	(435,500)	5,118,230
Decommissioning Asset	4,114,655	(534,500)	4,649,155
Post Closure	2,804,360	(311,600)	3,115,960
Pre-operating RRF	1,360,196	(104,700)	1,464,896
<b>TOTAL NON-CURRENT ASSETS</b>	<b>62,164,564</b>	<b>(4,330,780)</b>	<b>66,495,344</b>
<b>TOTAL ASSETS</b>	<b>92,835,376</b>	<b>(3,664,179)</b>	<b>96,499,555</b>
<b>CURRENT LIABILITIES</b>			
Creditors	6,074,073	242,130	5,831,943
Provisions for Leave	462,555	4,662	457,893
Current Loans	998	(3,785,700)	3,786,698
Accruals	151,775	(239,263)	391,037
Other Current Liabilities	-	(2,849,655)	2,849,655
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,689,401</b>	<b>(6,627,825)</b>	<b>13,317,226</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions for Leave	389,331	72,773	316,558
Non Current Loans	5,382,541	-	5,382,541
Decommission Provision for Capping	14,949,143	431,700	14,517,443
Other Non Current Liabilities	39,983	(1,095,941)	1,135,924
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>20,760,997</b>	<b>(591,467)</b>	<b>21,352,465</b>
<b>TOTAL LIABILITIES</b>	<b>27,450,398</b>	<b>(7,219,293)</b>	<b>34,669,691</b>
<b>NET ASSETS</b>	<b>65,384,977</b>	<b>3,555,113</b>	<b>61,829,864</b>
<b>EQUITY</b>			
Retained Surplus	18,536,693	5,374,680	13,162,014
Reserves (Cash Back)	13,236,506	(2,141,017)	15,377,524
Reserves (Non Cash Back)	29,884,528	53,404	29,831,124
Council Contribution	3,727,249	268,047	3,459,202
<b>TOTAL EQUITY</b>	<b>65,384,977</b>	<b>3,555,113</b>	<b>61,829,864</b>

**Mindarie Regional Council**  
**STATEMENT OF RESERVES**  
For the month ended 30 June 2016

<b>Description</b>	<b>ACTUAL 2015/2016</b>
<b>Opening Balance - 1 July 2015</b>	
Site Rehabilitation	8,708,756
Capital Expenditure	1,328,037
Participants Surplus Reserve	2,000,000
Carbon Price	3,340,731
	<u>15,377,524</u>
<b>Interest on Investments</b>	
Site Rehabilitation	-
Capital Expenditure	-
Participants Surplus Reserve	-
Carbon Price	-
<b>Transfer from Operating Surplus</b>	
Site Rehabilitation	431,700
Capital Expenditure	2,000,000
Participants Surplus Reserve	-
Carbon Price	-
	<u>2,431,700</u>
<b>Total Transfer from Operations</b>	<u>2,431,700</u>
<b>Transfer from Balance Sheet Provisions</b>	
Site Rehabilitation	-
	<u>-</u>
<b>Transfer to Operating Surplus</b>	
Site Rehabilitation	-
Capital Expenditure	1,723,062
Carbon Price	2,849,655
	<u>4,572,717</u>
<b>Closing Balance</b>	
Site Rehabilitation	9,140,456
Capital Expenditure	1,604,975
Participants Surplus Reserve	2,000,000
Carbon Price	491,076
	<u>13,236,506</u>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2016

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget
<b>PLANT, VEHICLES AND MACHINERIES</b>				
<b>Plant and Vehicles</b>				
Replacement of Weed Sprayer (Plant58)	8,000	8,000	-	
New Bomag Landfill Compactor	1,530,000	1,530,000	1,165,000	76.14%
Replacement of CAT Forklift (Plant59)	35,000	35,000	-	
Replacement of Fire Ute	54,000	54,000	-	
Replacement of Fire Truck (Plant014)	200,000	200,000	-	
Replacement of Nissan Ute (Plant86)	30,000	30,000	-	
New Skid Steer Loader	-	90,000	86,000	
<b>brought forward item:</b>				
Replacement of Kia Grand Carnival (Plant84)	50,000	43,444	43,444	
Replacement of Hino Bin Truck (Plant61)	190,000	212,925	212,925	
	<b>2,097,000</b>	<b>2,203,369</b>	<b>1,507,369</b>	<b>68.41%</b>
<b>Machinery and Equipment</b>				
Hook Lift Bins	41,000	41,000	38,654	94.28%
Tarpomatic Tarps	30,000	30,000	-	
Woodchipper	60,000	60,000	-	
2way Radios	5,000	3,461	3,461	
<b>brought forward item:</b>				
2way Radios repeater	60,000	2,113	2,113	100.00%
Hook Lift Bins	85,000	85,000	-	
	<b>281,000</b>	<b>221,574</b>	<b>44,228</b>	<b>19.96%</b>
<b>TOTAL PLANT, VEHICLES AND MACHINERIES</b>	<b>2,378,000</b>	<b>2,424,943</b>	<b>1,551,597</b>	<b>63.98%</b>
<b>FURNITURE AND EQUIPMENT</b>				
<b>Furniture and Fittings</b>				
Furniture and Fittings (Miscellaneous Replacements)	5,100	5,100	9,360	183.53%
New Photocopier	12,000	12,000	-	
Airconditioning Units to Various Locations	22,400	22,400	1,303	5.82%
	<b>39,500</b>	<b>39,500</b>	<b>10,663</b>	<b>27.00%</b>
<b>Office Equipment</b>				
Replacement of PABX System	-	-	-	
	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL FURNITURE AND EQUIPMENT</b>	<b>39,500</b>	<b>39,500</b>	<b>10,663</b>	<b>27.00%</b>
<b>COMPUTING EQUIPMENT</b>				
<b>Computing Equipment</b>				
Replacement of Back-up Server	5,000	15,000	-	
Replacement of Desktop - Accounts Payable	1,500	1,500	-	
Replacement of Desktop - Weighbridge Outbound	1,500	1,500	1,289	85.96%
Replacement of Desktop - Recycling	1,500	1,500	-	
Replacement of Desktop - MRCTPD037	1,500	1,500	-	
Replacement of Desktop - MRCTPD024	1,500	1,500	-	
Replacement of Desktop - Communication Casual Staff	1,500	1,500	1,908	127.17%
Replacement of UPS at Tamala and Neerabup	65,000	65,000	63,497	97.69%
Replacement of Servers at Tamala and Neerabup	48,000	48,000	31,754	66.15%
	<b>127,000</b>	<b>137,000</b>	<b>98,449</b>	<b>71.86%</b>
<b>TOTAL COMPUTING EQUIPMENT</b>	<b>127,000</b>	<b>137,000</b>	<b>98,449</b>	<b>71.86%</b>
<b>LAND AND BUILDINGS</b>				
<b>Building</b>				
<b>brought forward item:</b>				
Administration Office Renovation	60,000	-	-	
Recycling Centre Renovation and Alignment	60,000	145,451	31,805	
Recycling Centre Toilet	15,000	4,549	4,549	
Education Centre Toilet	15,000	-	-	
	<b>150,000</b>	<b>150,000</b>	<b>36,354</b>	<b>24.24%</b>
<b>TOTAL LAND AND BUILDINGS</b>	<b>150,000</b>	<b>150,000</b>	<b>36,354</b>	<b>24.24%</b>

**Mindarie Regional Council**  
**STATEMENT OF INVESTING ACTIVITIES**  
For the month ended 30 June 2016

Description	Adopted Budget	Revised Budget	YTD Actual	% to Adopted Budget
<b>INFRASTRUCTURE</b>				
<b>Operations</b>				
Gas Well Installations	26,000	26,000	26,000	100.00%
Leachate System	70,000	70,000	-	
Litter Fencing	30,000	30,000	-	
	<b>126,000</b>	<b>126,000</b>	<b>26,000</b>	<b>20.63%</b>
<b>Waste Infrastructure</b>				
Waste Facility	6,000,000	6,000,000	-	
Waste Facility Buiding	4,000,000	4,000,000	-	
	<b>10,000,000</b>	<b>10,000,000</b>	<b>-</b>	
<b>Landfill Infrastructure Phase3</b>				
Cell Development - Lining (inc. c/f)	5,146,000	5,146,000	1,466,181	28.49%
	<b>5,146,000</b>	<b>5,146,000</b>	<b>1,466,181</b>	<b>28.49%</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>5,272,000</b>	<b>5,272,000</b>	<b>1,492,181</b>	<b>28.30%</b>

## INFORMATION ON BORROWINGS

(a) Loan Schedule and Interest Expense

Actual	Value of Loan Approved	Matures	Interest Rates	Principal Drawn Down to 30/06/2016	Principal Repayments		Principal Outstanding		Interest Repayments Actual to 30/06/2016	Note
					Actual to 30/06/2016	30/06/2016	Actual to 30/06/2016	30/06/2016		
<b>Community Amenities</b>										
<b>Tamala Park Landfill</b>										
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-16	5.98%	-	2,479,125	-	-	-	55,966	
Loan 13 - Development of Cell for Phase 3	5,630,000	Jun-19	6.71%	-	335,658	-	1,151,157	-	91,053	
Loan 14 - Waste Facility	6,000,000	-	-	-	-	-	-	-	-	
Loan 15 - Waste Facility Building	4,000,000	-	-	-	-	-	-	-	-	
Loan 16 - Cell Development Expenditure	1,346,000	-	-	-	-	-	-	-	-	
<b>Regional Resource Recovery Facility</b>										
Loan 11 - RRF Land Purchase	3,500,000	Aug-17	5.97%	-	268,047	-	358,477	-	29,322	
Loan 10a - RRF Infrastructure	2,000,000	Apr-25	6.16%	-	1,288,440	-	1,190,014	-	76,243	
Loan 10b - RRF Infrastructure (Variable Interest Rate)	2,600,000	Sep-22	Variable	-	1,955,000	-	1,795,000	-	39,994	
Loan 10c - RRF Infrastructure	4,000,000	Jun-18	3.97%	-	444,444	-	888,892	-	44,833	
TOTAL	44,076,000			-	9,169,240	-	5,383,540	-	337,410	
					<b>Facility Fee</b>				14,446	
					<b>Total Borrowing Costs</b>				<b>351,856</b>	

**Tonnage Report to 30 June 2016**

Item  
9.1

APPENDIX NO. 3

Item  
9.1



## **Waste to Landfill Tonnages Report for the period to 30 June 2016**

### Members

The Member Councils' Processable waste for period to date is 4,680 tonnes lower than forecast, with predominantly the City of Wanneroo and the Town of Victoria Park delivering less than forecast. The non processable waste for the financial year was 5,497 tonnes below the financial forecast, primarily as a result of reductions in member council waste deliveries primarily from the Cities of Wanneroo and Joondalup and the town of Victoria Park.

These variances leave the MRC 3.2% behind in its waste receipts from member councils.

### RRE

The Resource Recovery Facility residue tonnes are 376 tonnes ahead of forecast primarily as a result of additional shifts being run to catch up the deficit from the planned shutdown in late 2015 for the composter replacement.

### Trade & Casual

The Casual and Trade tonnes are 433 tonnes lower than financial forecast, primarily as a result of the lower than budgeted tonnes from commercial operators.

Overall for the period ended 30 June 2016, the tonnes received are 9,230 tonnes (3%) below what was budgeted.

Information relating to landfill, resource recovery & recycling tonnages year to date 2015/16

Month: Jun-16

RRF Actual	Landfill Actual	TONNAGE				Year to date Tonnage previous year
		Total Tonnage	Budget 2015/16	Target % Year to Date	Note	

Actual G/L \$	REVENUE			Actual % Year to Date
	Budget 2015/16	Target % Year to Date	Note	

MEMBERS

RRF Actual	Landfill Actual	Total Tonnage	Budget 2015/16	Target % Year to Date	Note	Actual % Year to Date	Year to date Tonnage previous year
<b>Processable</b>							
Cambridge	19	6,598	6,500	100.0%		101.8%	6,787
Joondalup	29,726	22,246	51,775	100.0%		100.4%	52,829
Perth	-	12,964	13,180	100.0%		98.4%	13,259
Stirling	-	43,651	41,000	100.0%	1	106.5%	74,048
Victoria Park	5,993	6,277	14,500	100.0%		84.6%	12,670
Vincent	5,284	7,148	13,000	100.0%		95.6%	12,927
Wanneroo	35,104	21,265	61,000	100.0%		92.4%	55,726
<b>Sub Total Processable</b>	<b>76,126</b>	<b>120,149</b>	<b>200,955</b>	<b>100.0%</b>		<b>97.7%</b>	<b>228,246</b>

\$ 1,024,288	1,006,098	100.0%		101.8%
\$ 8,046,266	8,012,962	100.0%		100.4%
\$ 2,006,982	2,046,294	100.0%		98.1%
\$ 6,484,204	6,079,695	100.0%	1	106.7%
\$ 1,899,377	2,245,107	100.0%		84.6%
\$ 1,924,869	2,012,775	100.0%		95.6%
\$ 8,729,106	9,444,560	100.0%		92.4%
<b>\$ 30,115,094</b>	<b>\$ 30,847,491</b>	<b>100.0%</b>		<b>97.6%</b>

Non-Processable

Cambridge	1,197	1,197	1,200	100.0%		99.8%	1,224
Joondalup	10,524	10,524	12,400	100.0%		84.9%	12,491
Perth	72	72	95	100.0%		75.7%	85
Stirling	31,885	31,885	30,920	100.0%	1	103.1%	40,703
Victoria Park	190	190	1,500	100.0%		12.7%	320
Vincent	2,210	2,210	1,700	100.0%		130.0%	2,167
Wanneroo	9,240	9,240	13,000	100.0%		71.1%	10,790
<b>Sub Total Non-Processable</b>	<b>-</b>	<b>55,318</b>	<b>60,815</b>	<b>100.0%</b>		<b>91.0%</b>	<b>67,780</b>

\$ 185,604	185,999	100.0%		99.8%
\$ 1,629,010	1,922,001	100.0%		84.8%
\$ 11,140	8,919	100.0%		124.9%
\$ 4,725,656	4,592,773	100.0%	1	102.9%
\$ 29,466	232,503	100.0%		12.7%
\$ 342,561	263,500	100.0%		130.0%
\$ 1,432,802	2,015,000	100.0%		71.1%
<b>\$ 8,356,239</b>	<b>\$ 9,220,695</b>	<b>100.0%</b>		<b>90.6%</b>

Other

Sita Biovision Residues	39,076	39,076	38,700	100.0%		101.0%	51,576
Wanneroo WRC	137	137	0	0.0%	1	0.0%	4,862
<b>Sub Total Other</b>	<b>-</b>	<b>39,213</b>	<b>38,700</b>	<b>101.3%</b>		<b>101.3%</b>	<b>56,437</b>
<b>SUB TOTAL MEMBERS</b>	<b>76,126</b>	<b>214,680</b>	<b>300,470</b>	<b>96.8%</b>		<b>96.8%</b>	<b>352,463</b>

\$ 6,044,889	5,991,491	100.0%		100.9%
\$ 21,190	-	0.0%	1	0.0%
<b>\$ 6,066,079</b>	<b>\$ 5,991,491</b>			<b>101.2%</b>
<b>\$ 44,537,412</b>	<b>\$ 46,059,677</b>			<b>96.7%</b>

CASUALS

Trade	2,928	2,928	3,500	100.0%	1	83.7%	5,626
Cash	13,140	13,140	13,000	100.0%	1	101.1%	14,271
<b>Sub Total Casuals</b>	<b>-</b>	<b>16,067</b>	<b>16,500</b>	<b>100.0%</b>		<b>97.4%</b>	<b>19,897</b>
<b>TOTAL</b>	<b>76,126</b>	<b>230,748</b>	<b>316,970</b>				<b>372,360</b>

\$ 516,708	671,375	100.0%	1	77.0%
\$ 2,464,192	2,304,510	100.0%	1	106.9%
<b>\$ 2,980,899</b>	<b>\$ 2,975,885</b>	<b>100.0%</b>		<b>100.2%</b>
<b>\$ 47,518,311</b>	<b>\$ 49,035,562</b>			

RECYCLING

Recycling centre sales							
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\$ 580,707	680,000	83.3%		85.4%
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Notes 1 \* Based on historic tonnages (3 years Ave)

**List of Payments made for the month ended 31 May 2016**

Item  
9.2

APPENDIX NO. 4

Item  
9.2

**Schedule of Payment for May 2016  
Council Meeting - 1 September 2016**

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
2/05/2016	179	Australian Services Union	Union Membership	\$77.40
2/05/2016	180	Cash - Staff Lotto	Staff lotto - Deducted from staff salary	\$300.00
2/05/2016	181	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,433.82
2/05/2016	182	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$543.75
10/05/2016	183	Cash - Petty Cash	Reimbursement of petty cash expenses	\$979.15
12/05/2016	184	TELSTRA	Telephone Expenses	\$1,272.80
12/05/2016	185	Department of Transport	Vehicle registration	\$43.80
13/05/2016	186	Cash - Staff Lotto	Staff lotto - Deducted from staff salary	\$290.00
17/05/2016	187	TELSTRA	Telephone Expenses	\$1,252.42
18/05/2016	188	Cash - Petty Cash	Reimbursement of petty cash expenses	\$993.00
18/05/2016	189	Department of Transport	Vehicle search fees	\$3.35
30/05/2016	190	Australian Services Union	Union Membership	\$103.20
30/05/2016	191	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$955.88
30/05/2016	192	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$362.50
			<b>Total Cheque Payments</b>	<b>\$8,611.07</b>
1/05/2016	DP-01413	inet	VOIP Charges	\$9.95
2/05/2016	DP-01414	Commonwealth Bank	Merchant Fees	\$61.50
3/05/2016	DP-01415	Commonwealth Bank	Merchant Fees	\$894.38
16/05/2016	DP-01416	Commonwealth Bank	COMMBIZ Fees	\$93.44
16/05/2016	DP-01417	National Australia Bank	Loan 11 Repayment	\$74,937.85
18/05/2016	DP-01418	National Australia Bank	NAB Connect Fees	\$5.00
18/05/2016	DP-01419	National Australia Bank	Loan 11 Facility Fees	\$1,203.70
18/05/2016	DP-01420	Commonwealth Bank	Merchant Fees	\$176.25
31/05/2016	DP-01421	National Australia Bank	Account Keeping Fees	\$20.90
31/05/2016	DP-01422	National Australia Bank	Loan 10C Repayment	\$40,048.50
31/05/2016	DP-01423	National Australia Bank	Loan 10C Bill Drawdown Fee	\$150.00
31/05/2016	DP-01424	National Australia Bank	Bank overdraft charges	\$34.27
			<b>Total Direct Payments</b>	<b>\$117,635.74</b>
2/05/2016	Trf 1	Commonwealth Bank	Inter-account transfer	\$2,000,000.00
11/05/2016	Trf 2	Commonwealth Bank	Inter-account transfer	\$2,500,000.00
			<b>Total Inter account Transfers</b>	<b>\$4,500,000.00</b>
3/05/2016	EFT-01198a	MRC	Payroll Employee Wages	\$5,324.93
4/05/2016	EFT-01199	City of Joondalup	TP Lease May 2016	\$10,745.48

4/05/2016	EFT-01199	City of Perth	TP Lease May 2016	\$5,372.74
4/05/2016	EFT-01199	City of Stirling	TP Lease May 2016	\$21,490.96
4/05/2016	EFT-01199	City of Vincent	TP Lease May 2016	\$5,372.74
4/05/2016	EFT-01199	City of Wanneroo	TP Lease May 2016	\$10,745.48
4/05/2016	EFT-01199	Town of Cambridge	TP Lease May 2016	\$5,372.74
4/05/2016	EFT-01199	Town of Victoria Park	TP Lease May 2016	\$5,372.74
4/05/2016	EFT-01201	AMP FLEXIBLE SUPER	Superannuation Premium	\$1,202.92
4/05/2016	EFT-01201	ANZ Smart Choice Super	Superannuation Premium	\$673.81
4/05/2016	EFT-01201	Aon Master Trust - Personal Super	Superannuation Premium	\$2,081.53
4/05/2016	EFT-01201	Australian Ethical Super	Superannuation Premium	\$2,000.61
4/05/2016	EFT-01201	Australian Super Administration	Superannuation Premium	\$1,365.75
4/05/2016	EFT-01201	BT Super for Life - SG	Superannuation Premium	\$1,085.47
4/05/2016	EFT-01201	CBUS	Superannuation Premium	\$258.67
4/05/2016	EFT-01201	Colonial First State	Superannuation Premium	\$1,217.02
4/05/2016	EFT-01201	HOSTPLUS	Superannuation Premium	\$1,707.79
4/05/2016	EFT-01201	North Personal Superannuation	Superannuation Premium	\$1,808.85
4/05/2016	EFT-01201	Plum Superannuation Fund	Superannuation Premium	\$373.65
4/05/2016	EFT-01201	WALGS PLAN PTY LTD	Superannuation Premium	\$67,549.17
5/05/2016	EFT-01202	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$238.50
5/05/2016	EFT-01202	Blackwoods & Atkins	Protective Clothing	\$936.28
5/05/2016	EFT-01202	Cabcharge Australia Ltd	Account Keeping fee	\$6.00
5/05/2016	EFT-01202	City of Stirling	Venue hire for Earth Carers course	\$46.00
5/05/2016	EFT-01202	COVS Parts Pty Ltd	8 x 2kg Swarfega Plus hand cleaner & Engine oil for workshop usage	\$1,459.40
5/05/2016	EFT-01202	DUN & BRADSTREET AUSTRALIA P/L	Commission - Debt collection	\$7.86
5/05/2016	EFT-01202	EMRC	Recycling of Timber	\$291.00
5/05/2016	EFT-01202	Jason Signmakers	Signage - FREE Asbetos	\$198.00
5/05/2016	EFT-01202	Joondalup Office National	Stationery and Printing	\$358.09
5/05/2016	EFT-01202	JSB FENCING & Machinery Hire P/L	Repairs to fence and fixing of gate	\$429.00
5/05/2016	EFT-01202	Komatsu Australia	Repair & maintenance for Komatsu Loader (PLANT94)	\$2,310.20
5/05/2016	EFT-01202	Neverfail Springwater Ltd	Staff Amenities	\$238.85
5/05/2016	EFT-01202	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$55.00
5/05/2016	EFT-01202	Reece Vellios	Computer system maintenance	\$7,529.93
5/05/2016	EFT-01202	Staples Australia P/L	IT consumable supplies	\$136.80
5/05/2016	EFT-01202	Steefforce Australia Ltd	Steel for grizzly repairs plus transfer bins	\$1,310.10
5/05/2016	EFT-01202	Stephen Michael Terenciuk	Puncture repairs for Hino Bin Truck (PLANT83)	\$295.00
5/05/2016	EFT-01202	The Pest Guys	Rodent traps	\$451.00
5/05/2016	EFT-01202	Tyrecycle P/L	Collection of Tyres from Transfer station	\$1,020.61
5/05/2016	EFT-01202	Ventouras Advertising & Design	Reprinting of flyers	\$894.30
5/05/2016	EFT-01202	Vertical Telecoms Pty Ltd	RRF antenna system maintenance	\$1,390.91
5/05/2016	EFT-01202	Water2water P/L	Building Maintenance	\$311.00
5/05/2016	EFT-01202	WestTrac Pty Ltd	Workshop supplies for Skid Steer Loader (PLANT99)	\$221.25
5/05/2016	EFT-01202	Wren Oil	Waste oil Collection	\$456.50

9/05/2016	EFT-01203	Position Partners	Carlson GPS Unit	\$99,000.00
11/05/2016	EFT-01204	Corinne MacRae	Member Allowances (Travel, Telecom, IT)	\$103.72
11/05/2016	EFT-01205	Keith D'Sa	Reimbursement of petty cash expenses - supplies for Open day	\$550.20
12/05/2016	EFT-01206	AV Truck Services P/L	Transmission oil for MAN Truck (PLANT104)	\$440.00
12/05/2016	EFT-01206	Blackwoods & Atkins	Protective Clothing	\$444.28
12/05/2016	EFT-01206	Bowman & Associates P/L	Landfill Phase 3 Development	\$5,035.25
12/05/2016	EFT-01206	Bunnings	Workshop Consumables	\$63.75
12/05/2016	EFT-01206	COVS Parts Pty Ltd	2 x 20lt drum pumps for workshop	\$724.71
12/05/2016	EFT-01206	Crommelins Australia	Replacement flexi drive trash pump	\$792.00
12/05/2016	EFT-01206	Excel Carpet Cleaning WA	Cleaning of Buildings	\$1,695.00
12/05/2016	EFT-01206	FILTER SUPPLIES	Filters for Tractor (PLANT76)	\$264.84
12/05/2016	EFT-01206	Gavin Burgess	Battery collection program	\$2,939.20
12/05/2016	EFT-01206	Herbert Smith Freehills	Legal Expenses	\$5,161.78
12/05/2016	EFT-01206	Iron Mountain Australia Pty Ltd	Storage - Data & archival boxes	\$41.09
12/05/2016	EFT-01206	Komatsu Australia	Repair & maintenance for Komatsu Loader (PLANT93)	\$993.52
12/05/2016	EFT-01206	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$10,704.41
12/05/2016	EFT-01206	Magcorp Pty Ltd	Voicemail subscription	\$113.33
12/05/2016	EFT-01206	MERCURY	Courier Expenses	\$92.72
12/05/2016	EFT-01206	Mission Impossible	Cleaning of Buildings	\$1,956.30
12/05/2016	EFT-01206	RCG TECHNOLOGIES	Drop off of Asbestos	\$2,167.38
12/05/2016	EFT-01206	REPCO AUTO PARTS- Clarkson	Workshop consumable supplies	\$31.23
12/05/2016	EFT-01206	Staples Australia P/L	Staff Amenities	\$151.89
12/05/2016	EFT-01206	The Factory	Kia graphics (PLANT106)	\$3,281.30
12/05/2016	EFT-01206	Tyrecycle P/L	Collection of Tyres from Transfer station	\$376.10
12/05/2016	EFT-01206	Western Tree Recyclers	Processing of green waste	\$851.20
12/05/2016	EFT-01207	MRC	Payroll Employee Wages	\$108,981.36
13/05/2016	EFT-01208	Andrea Slater	Wellness Program	\$200.00
17/05/2016	EFT-01209	BOBIANE TMART	Puncture tyre repairs for Foton (PLANT102)	\$100.00
17/05/2016	EFT-01209	BOC Limited	Cylinder gas for workshop usage	\$100.18
17/05/2016	EFT-01209	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$514.49
17/05/2016	EFT-01209	Castledine Gregory	Legal Expenses	\$3,998.50
17/05/2016	EFT-01209	Command A Com	Maintenance of Telephone lines	\$374.00
17/05/2016	EFT-01209	Instant Products Group	Portable toilet hire & servicing	\$93.50
17/05/2016	EFT-01209	Joondalup Office National	Stationery and Printing	\$275.08
17/05/2016	EFT-01209	Kitec Electrical Services	Building Maintenance	\$2,166.68
17/05/2016	EFT-01209	Mission Impossible	Cleaning of Buildings	\$1,956.30
17/05/2016	EFT-01209	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$241.00
17/05/2016	EFT-01209	Reliance Petroleum	Distillate & Grease	\$32,844.89
17/05/2016	EFT-01209	SITA Australia Pty Ltd	Reimbursement of Electricity expenses - RRF	\$5,549.50
17/05/2016	EFT-01209	ST JOHN AMBULANCE	Staff Training	\$199.00
17/05/2016	EFT-01209	Stephen Michael Terenciuk	Replacement tyres for MAN Truck (PLANT104)	\$1,065.00
17/05/2016	EFT-01209	T & C Transport Services	Courier Expenses	\$510.20

17/05/2016	EFT-01209	The Hire Guys - Wangara	Hire of Mini excavator	\$590.00
17/05/2016	EFT-01209	The Pest Guys	Building Maintenance	\$286.00
17/05/2016	EFT-01209	WILSON SECURITY P/L	Building Security	\$1,815.31
18/05/2016	EFT-01210	Margarat Davies	Reimbursement of petty cash expenses - Earth Carers & other events	\$2,018.74
18/05/2016	EFT-01211	Biovision 2020 Pty Ltd	Contractor's Fees	\$2,371,398.37
18/05/2016	EFT-01211	ERTECH PTY LTD	Landfill Phase 3 Development	\$627,717.86
19/05/2016	EFT-01212	Eco Faeries	Eco faerie entertainer for open day	\$600.00
19/05/2016	EFT-01212	Jindalee Bus Charter	Waste Education bus tours	\$1,584.00
19/05/2016	EFT-01212	Jumbos Party Hire	Two 6x12m marquees & 2 shade umbrellas for open day	\$1,490.00
19/05/2016	EFT-01212	Kiss Cafe	2 coffee vans for open day	\$2,750.00
19/05/2016	EFT-01212	Perth Face Painting Company	2 face painters for open day	\$990.00
19/05/2016	EFT-01212	The Funk Factory	Junkadelic performers for Open Day	\$1,936.00
19/05/2016	EFT-01212	The Gelo Company	The Famous Sharron for Open Day	\$1,098.13
26/05/2016	EFT-01213	A & G Wines Plumbing	Building Maintenance	\$507.82
26/05/2016	EFT-01213	AGM Automation North	Repairs to main gate	\$704.00
26/05/2016	EFT-01213	Airwell Group Pty Ltd	Leachate controllers	\$1,506.62
26/05/2016	EFT-01213	ALLIGHTSYKES P/L	Globes and ballast inspection for Lighting Tower (PLANT88)	\$1,405.80
26/05/2016	EFT-01213	APV Valuers	Valuation of Plant & Equipment as per Local Govt. regulations	\$1,375.00
26/05/2016	EFT-01213	AUSTRALIA POST - PERTH	Postage & Freight	\$103.00
26/05/2016	EFT-01213	AV Truck Services P/L	Workshop consumable supplies	\$241.43
26/05/2016	EFT-01213	Blackwoods & Atkins	Protective Clothing - Gloves	\$752.41
26/05/2016	EFT-01213	BOBJANE TMART	Tyre replacement for Nissan Navara (PLANT86)	\$205.00
26/05/2016	EFT-01213	CAPS MALAGA	18,000hr service - leachate compressor	\$636.63
26/05/2016	EFT-01213	Cloe's Workwear	Protective boots	\$735.85
26/05/2016	EFT-01213	CSIRO	2016 Groundwater report	\$23,998.70
26/05/2016	EFT-01213	Data#3	Purchase of replacement computer equipment	\$1,515.54
26/05/2016	EFT-01213	Domain Catering	Earth Carers Super 6 workshop	\$328.00
26/05/2016	EFT-01213	DUN & BRADSTREET AUSTRALIA P/L	Commission - Debt collection	\$1.31
26/05/2016	EFT-01213	Enviro Sweep	Access Road Maintenance	\$1,650.00
26/05/2016	EFT-01213	FILTER SUPPLIES	2 x A/F degas genset for Lighting Tower (PLANT88)	\$208.89
26/05/2016	EFT-01213	FILTER SUPPLIES	Filters for various plant onsite	\$883.61
26/05/2016	EFT-01213	Gunther Hoppe	Reimbursement of petty cash expenses	\$222.68
26/05/2016	EFT-01213	IFAP	Staff Training	\$3,600.00
26/05/2016	EFT-01213	Instant Products Group	Portable toilets for open day	\$926.20
26/05/2016	EFT-01213	Janice Mann	Wellness Program	\$442.00
26/05/2016	EFT-01213	Joondalup Office National	Stationery and Printing	\$28.32
26/05/2016	EFT-01213	Kyocera Document Solutions	Photocopying Expenses	\$735.49
26/05/2016	EFT-01213	LANDFILL GAS & POWER PTY LTD	Reimbursement of Gas pipe works	\$4,580.02
26/05/2016	EFT-01213	MARKETFORCE P/L	Statutory Advertisement	\$448.92
26/05/2016	EFT-01213	Michael Page International P/L	Relief Staff - Finance	\$1,639.19
26/05/2016	EFT-01213	Neverfail Springwater Ltd	Staff Amenities	\$67.25
26/05/2016	EFT-01213	Northern Lawnmover & Chainsaw	Purchase of STIHL saw and blades	\$2,268.80

26/05/2016	EFT-01213	Plants & Garden Rentals	Monthly plants rental	\$264.00
26/05/2016	EFT-01213	RCG TECHNOLOGIES	Drop off of Asbestos	\$3,870.33
26/05/2016	EFT-01213	Reliance Petroleum	Distillate	\$17,976.90
26/05/2016	EFT-01213	SafeWork	Drug and Alcohol tests	\$2,183.79
26/05/2016	EFT-01213	Security Specialists Australia Pty Ltd	Cash collection charges	\$399.99
26/05/2016	EFT-01213	SEEK Limited	Advertisement	\$383.90
26/05/2016	EFT-01213	Soft Landing	Collection of mattresses	\$8,064.00
26/05/2016	EFT-01213	Spider Waste Collection Services P/L	Collection of mattresses	\$1,472.00
26/05/2016	EFT-01213	Staples Australia P/L	Stationery and Printing	\$15.73
26/05/2016	EFT-01213	TOX FREE AUSTRALIA P/L	Pick up batteries from City of Vincent	\$1,355.20
26/05/2016	EFT-01213	Tutt Bryant Equipment WA	Filters for Sumitomo Excavator (PLANT84)	\$554.59
26/05/2016	EFT-01213	Tyrecycle P/L	Collection of Tyres from Transfer station	\$282.73
26/05/2016	EFT-01213	Veraison Enterprises P/L	OCI OEI retest	\$9,548.00
26/05/2016	EFT-01213	Western Tree Recyclers	Processing of green waste	\$887.14
26/05/2016	EFT-01213	Wren Oil	Collection of waste oil from recycling	\$434.50
26/05/2016	EFT-01214	MRC Credit Card	Tail light lens for Tractor (PLANT76)	\$180.65
26/05/2016	EFT-01214	MRC Credit Card	Replacement tyres for Toyota Forklift (PLANT98)	\$1,559.46
26/05/2016	EFT-01214	MRC Credit Card	Bushland Management, Docket printer, meals & entertainment & Open day supplies	\$2,845.89
27/05/2016	EFT-01215	MRC	Payroll Employee Wages	\$115,306.49
31/05/2016	EFT-01216	City of Joondalup	Lease Fees for June 2016	\$10,745.48
31/05/2016	EFT-01216	City of Perth	Lease Fees for June 2016	\$5,372.74
31/05/2016	EFT-01216	City of Stirling	Lease Fees for June 2016	\$21,490.96
31/05/2016	EFT-01216	City of Vincent	Lease Fees for June 2016	\$5,372.74
31/05/2016	EFT-01216	City of Wanneroo	Lease Fees for June 2016	\$10,745.48
31/05/2016	EFT-01216	Town of Cambridge	Lease Fees for June 2016	\$5,372.74
31/05/2016	EFT-01216	Town of Victoria Park	Lease Fees for June 2016	\$5,372.74
		<b>Total EFT Payments</b>		<b>\$3,766,910.57</b>



Cheque No. 179 to 192	\$8,611.07
Electronic Payments:	
DP- 01413 to DP- 01424	\$117,635.74
Inter-Account Transfers	\$4,500,000.00
EFT- 01198a to EFT- 01216	\$3,766,910.57
Grand Total	\$8,393,157.38

**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 1 September 2016 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 2016**

Item  
9.2

APPENDIX NO. 5

Item  
9.2

Schedule of Payment for June 2016  
Council Meeting - 1 September 2016

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
1/06/2016	193	Cash - Staff Lotto	Staff lotto - Deducted from staff salary	\$290.00
1/06/2016	194	TELSTRA	Telephone Expenses	\$906.72
10/06/2016	195	Cash - Staff Lotto	Staff lotto - Deducted from staff salary	\$580.00
10/06/2016	196	Leederville Sporting Club	Venue hire for Earth Carers course	\$300.00
10/06/2016	197	TELSTRA	Telephone Expenses	\$940.73
10/06/2016	198	WATER CORPORATION	Water usage	\$1,290.50
20/06/2016	199	SYNERGY	Electricity usage	\$58.55
20/06/2016	200	TELSTRA	Telephone Expenses	\$477.70
20/06/2016	201	Department of Transport	Vehicle registration	\$282.75
23/06/2016	202	ALINTA ENERGY	Gas usage	\$56.75
23/06/2016	203	Department of Transport	Vehicle registration	\$3,460.20
24/06/2016	204-207	Cancelled	Cancelled	\$0.00
24/06/2016	208	Australian Services Union	Union Membership Fees - Deducted from staff salary	\$143.20
24/06/2016	209	Cash - Staff Lotto	Staff lotto - Deducted from staff salary	\$290.00
24/06/2016	210	CHILD SUPPORT	Child Support Allowance payment - Deduction made from staff salary	\$1,582.88
24/06/2016	211	Health Insurance Fund of WA	Health Insurance premium deducted from staff salary	\$362.50
28/06/2016	212	TELSTRA	Telephone Expenses	\$765.64
29/06/2016	213	Dot Newton	Member meeting Fees	\$5,650.00
29/06/2016	214	James Murphy	Member meeting Fees	\$140.00
29/06/2016	215	John Carey	Member meeting Fees	\$5,650.00
29/06/2016	216	Russell Driver	Member meeting Fees	\$5,650.00
30/06/2016	217	Car Care (WA) - Mindarie	Vehicle maintenance - Detailing Kia (PLANT106)	\$360.00
			<b>Total Cheque Payments</b>	<b>\$29,238.12</b>
1/06/2016	DP-01425	inet	VOIP Charges	\$399.80
1/06/2016	DP-01426	Commonwealth Bank	Merchant Fees	\$1,005.40
1/06/2016	DP-01427	Commonwealth Bank	Merchant Fees	\$250.00
1/06/2016	DP-01428	Commonwealth Bank	COMMBIZ Fees	\$90.38
1/06/2016	DP-01429	Australian Taxation Office	BAS May 2016	\$205,767.00
1/06/2016	DP-01430	National Australia Bank	Merchant Fees	\$350.90
24/06/2016	DP-01431	National Australia Bank	NAB Connect Fees	\$5.00
30/06/2016	DP-01432	National Australia Bank	Account Keeping fees	\$20.90
30/06/2016	DP-01433	Commonwealth Bank	Loan 13 Repayment	\$106,710.97
30/06/2016	DP-01434	National Australia Bank	Loan 10C Repayment	\$39,831.97
30/06/2016	DP-01435	National Australia Bank	Loan 10C Bill Drawdown Fee	\$150.00
			<b>Total Direct Payments</b>	<b>\$354,582.32</b>
1/06/2016	EFT-01217	AMP FLEXIBLE SUPER	Superannuation Premium	\$793.57
1/06/2016	EFT-01217	ANZ Smart Choice Super	Superannuation Premium	\$290.58
1/06/2016	EFT-01217	Australian Ethical Super	Superannuation Premium	\$1,333.74

1/06/2016	EFT-01217	Australian Super Administration	Superannuation Premium	\$1,695.43
1/06/2016	EFT-01217	BT Super for Life - SG	Superannuation Premium	\$793.11
1/06/2016	EFT-01217	Catholic Super	Superannuation Premium	\$71.06
1/06/2016	EFT-01217	CBUS	Superannuation Premium	\$261.51
1/06/2016	EFT-01217	Colonial First State	Superannuation Premium	\$865.54
1/06/2016	EFT-01217	HOSTPLUS	Superannuation Premium	\$1,108.23
1/06/2016	EFT-01217	Netwealth Superannuation	Superannuation Premium	\$826.86
1/06/2016	EFT-01217	North Personal Superannuation	Superannuation Premium	\$1,246.81
1/06/2016	EFT-01217	Plum Superannuation Fund	Superannuation Premium	\$229.94
1/06/2016	EFT-01217	WALGS PLAN PTY LTD	Superannuation Premium	\$46,105.76
2/06/2016	EFT-01218	ACT Industrial Pty Ltd	Purchase of 2 Hook Lift bins	\$42,519.40
2/06/2016	EFT-01218	Cabcharge Australia Ltd	Account Keeping fee	\$6.00
2/06/2016	EFT-01218	Cloe's Workwear	Protective Clothing	\$1,761.25
2/06/2016	EFT-01218	Domus Nursery	Revegetation of main road	\$4,080.45
2/06/2016	EFT-01218	DRAGE SIGNS	HHW signage for open day	\$396.00
2/06/2016	EFT-01218	Earthwise Community Association	Venue hire for Earth Carers course	\$50.00
2/06/2016	EFT-01218	Eco Faeries	Waste Management Education-books and CD'S	\$100.00
2/06/2016	EFT-01218	ERTECH PTY LTD	Landfill Phase 3 Development	\$153,079.53
2/06/2016	EFT-01218	Fennell Tyres International Pty Ltd	Repair & maintenance for Komatsu Loader (PLANT94)	\$594.00
2/06/2016	EFT-01218	Greenway Enterprises	Bamboo Canes for guards (250)	\$179.00
2/06/2016	EFT-01218	Instant Products Group	Portable toilet hire & servicing	\$501.62
2/06/2016	EFT-01218	Irenie Tasselli	Reimbursement of petty cash expenses - supplies for Earth Carers Course	\$168.49
2/06/2016	EFT-01218	Iron Mountain Australia Pty Ltd	Storage - Data & archival boxes	\$41.09
2/06/2016	EFT-01218	Joondalup Office National	Stationery and Printing	\$292.02
2/06/2016	EFT-01218	KD Aire Mechanical and Electrical Services	Air conditioner repairs	\$583.00
2/06/2016	EFT-01218	Kitec Electrical Services	Repair workshop lights and building security lights	\$2,170.87
2/06/2016	EFT-01218	Komatsu Australia	Repair & maintenance for Komatsu Loader (PLANT94)	\$2,141.74
2/06/2016	EFT-01218	Lachlan Atkinson	Contract Labour - City of Vincent bin audit	\$2,318.00
2/06/2016	EFT-01218	Lasso Kip P/L	No Glass advertisement campaign	\$1,760.00
2/06/2016	EFT-01218	MINDARIE BUS CHARTER	Waste Education bus tours	\$480.00
2/06/2016	EFT-01218	Mormac Packaging Australia	Polystapping and Polyseals	\$249.59
2/06/2016	EFT-01218	National Geotech	Drilling Groundwater wells and Gas monitoring wells	\$108,721.17
2/06/2016	EFT-01218	Reece Vellios	Computer system maintenance	\$14,855.44
2/06/2016	EFT-01218	Ryan Atkinson	Contract Labour - City of Vincent bin audit	\$1,500.00
2/06/2016	EFT-01218	Tyrecycle P/L	Collection of Tyres from Transfer station	\$878.80
2/06/2016	EFT-01218	WA HINO SALES & SERVICE	Repair & maintenance for Hino Bin Truck (PLANT61)	\$1,039.80
2/06/2016	EFT-01218	Wembley Downs District Fair	Waste Management Education - Fair	\$50.00
2/06/2016	EFT-01219	Allana Wignall	Contract Labour - City of Vincent bin audit	\$1,738.46
2/06/2016	EFT-01219	Penny Dowd	Contract Labour - City of Vincent bin audit	\$1,677.50
9/06/2016	EFT-01220	A & G Wines Plumbing	Repairs to public toilets near old admin building	\$495.00
9/06/2016	EFT-01220	AGM Automation North	Repairs to main gate - Tamala Park	\$1,072.50
9/06/2016	EFT-01220	Airwell Group Pty Ltd	Repairs to Leachate sump	\$931.70
9/06/2016	EFT-01220	Anne Pettit	Earth Carers program support	\$2,500.00
9/06/2016	EFT-01220	Blackwoods & Atkins	Protective Spectacles	\$98.57

9/06/2016	EFT-01220	Bowman & Associates P/L	Superintendent Fees	\$12,683.00
9/06/2016	EFT-01220	CALTEX AUSTRALIA PETROLEUM PTY	Plant - Fuel and Oil	\$450.15
9/06/2016	EFT-01220	City of Vincent	Reimbursement of Tamala Park Rates 2016/17	\$3,606.86
9/06/2016	EFT-01220	Commercial Netmakers	Canon bird net replacement	\$1,144.00
9/06/2016	EFT-01220	Data#3	Forticare & Fortiguard Bundle	\$1,801.03
9/06/2016	EFT-01220	Eyestorm Enterprises	Corporate video	\$3,600.00
9/06/2016	EFT-01220	Fordham Management Services Pty Ltd	Consultancy - City of Vincent bin audit	\$1,650.00
9/06/2016	EFT-01220	Gavin Burgess	Battery collection program	\$2,729.60
9/06/2016	EFT-01220	Karrinyup Primary School	Waste Education bus tours	\$400.00
9/06/2016	EFT-01220	Komatsu Australia	Rock penetrating teeth for Komatsu Loader (PLANT93)	\$503.18
9/06/2016	EFT-01220	Kyocera Document Solutions	Photocopying Expenses	\$459.58
9/06/2016	EFT-01220	Magicorp Pty Ltd	Voicemail subscription	\$226.66
9/06/2016	EFT-01220	Michael Page International P/L	Relief Staff - Finance	\$1,982.89
9/06/2016	EFT-01220	Mining & Hydraulic Supplies	O rings' for aerosol decanting unit	\$97.57
9/06/2016	EFT-01220	Mission Impossible	Cleaning of Buildings	\$1,956.30
9/06/2016	EFT-01220	Neverfail Springwater Ltd	Staff Amenities	\$118.80
9/06/2016	EFT-01220	Olivers Lawn & Landscaping Pty Ltd	Landscaping and Gardens - RRF	\$634.00
9/06/2016	EFT-01220	PIRTEK (MALAGA) PTY LTD	Grapple hose fittings for Skid Steer Loader (PLANT99)	\$420.83
9/06/2016	EFT-01220	RCG TECHNOLOGIES	Drop off of Asbestos	\$1,546.12
9/06/2016	EFT-01220	T & C Transport Services	Courier Expenses	\$324.64
9/06/2016	EFT-01220	Tanks for Hire	Water tank for open day	\$627.00
9/06/2016	EFT-01220	WA HINO SALES & SERVICE	Repair & maintenance for Hino Bin Truck (PLANT83)	\$427.46
9/06/2016	EFT-01220	WesTrac Pty Ltd	Repair & maintenance for Skid Steer Loader (PLANT99)	\$1,642.65
10/06/2016	EFT-01221	MRC	Payroll Employee Wages	\$112,453.00
10/06/2016	EFT-01222	City of Joondalup	Venue hire for Earth Carers course	\$450.25
10/06/2016	EFT-01222	Equal Consulting	Full review of DAIP and preparation of new DAIP	\$6,352.50
10/06/2016	EFT-01222	Gillian Ousby	Wellness Program	\$192.00
13/06/2016	EFT-01223	Creative Catering	Catering Expenses - Staff Strategic workshop	\$605.00
13/06/2016	EFT-01223	Michael Page International P/L	Project Manager	\$2,229.40
13/06/2016	EFT-01223	Modo Gelato	Ice cream van for open day	\$2,676.00
13/06/2016	EFT-01223	Post Newspapers Pty Ltd	Project and SWAMP Support	\$682.61
13/06/2016	EFT-01223	Stephen Michael Terenciuk	Puncture repairs for Hino Bin Truck (PLANT83)	\$340.00
16/06/2016	EFT-01224	ALLIGHTSYKES P/L	Supplies for lighting tower (PLANT88)	\$242.00
16/06/2016	EFT-01224	Allpipe Technologies P/L	Bushland Management	\$1,122.00
16/06/2016	EFT-01224	Anne Pettit	Earth Carers program support	\$775.00
16/06/2016	EFT-01224	AUSTRALIA POST - PERTH	Postage & Freight	\$204.75
16/06/2016	EFT-01224	Bale Data Services	Cash register rolls	\$129.62
16/06/2016	EFT-01224	Biovision 2020 Pty Ltd	Contractor's Fees	\$2,549,841.42
16/06/2016	EFT-01224	BOBIANE TMART	Tyre replacement for Nissan Navara (PLANT86)	\$45.00
16/06/2016	EFT-01224	BOC Limited	Welding gas 1 x Argoshield, 1 x oxygen	\$366.39
16/06/2016	EFT-01224	Bunnings	Expendable Tools	\$130.96
16/06/2016	EFT-01224	Castledine Gregory	Legal Expenses	\$6,408.60
16/06/2016	EFT-01224	COVS Parts Pty Ltd	Repair & maintenance for Forklift (PLANT59)	\$453.62
16/06/2016	EFT-01224	Domus Nursery	Plants for the weighbridge	\$1,157.75

16/06/2016	EFT-01224	Excel Carpet Cleaning WA	Cleaning of Buildings	\$1,314.00
16/06/2016	EFT-01224	Eyestorm Enterprises	Corporate video	\$500.00
16/06/2016	EFT-01224	Greenway Enterprises	Envirodye - Red 5lt	\$1,095.44
16/06/2016	EFT-01224	Gunther Hoppe	ICCA Membership	\$742.60
16/06/2016	EFT-01224	H & L GLASS	Replacement screen for Hino Bin Truck (PLANT61)	\$880.00
16/06/2016	EFT-01224	Instant Products Group	Portable toilet hire & servicing	\$610.10
16/06/2016	EFT-01224	Jason Signmakers	Signs & Barricades	\$462.00
16/06/2016	EFT-01224	Jindalee Bus Charter	Waste Education bus tours	\$297.00
16/06/2016	EFT-01224	Joondalup Office National	Stationery and Printing	\$255.30
16/06/2016	EFT-01224	Kapish Services Pty Ltd	TRIM Explorer support	\$481.40
16/06/2016	EFT-01224	Kyocera Document Solutions	Photocopying Expenses	\$459.58
16/06/2016	EFT-01224	L & T Venables	Expendable Tools for workshop	\$1,413.34
16/06/2016	EFT-01224	LANDFILL GAS & POWER PTY LTD	Electricity usage	\$11,070.09
16/06/2016	EFT-01224	Michael Brazel	Contract Labour - City of Vincent bin audit	\$1,500.00
16/06/2016	EFT-01224	Michael Page International P/L	Relief Staff - Finance	\$4,269.46
16/06/2016	EFT-01224	PIRTEK (MALAGA) PTY LTD	Replacement grease reservoir	\$1,322.77
16/06/2016	EFT-01224	Reliance Petroleum	Distillate	\$23,585.72
16/06/2016	EFT-01224	REmida Perth Inc	Workshop for Open Day	\$1,580.50
16/06/2016	EFT-01224	Security Specialists Australia Pty Ltd	Cash collection charges	\$385.97
16/06/2016	EFT-01224	SGS Australia Pty Ltd	ISO Certificate - compliance	\$2,639.04
16/06/2016	EFT-01224	The West Australian	No Glass - World Environment day	\$3,080.00
16/06/2016	EFT-01224	Tyrecycle P/L	Collection of Tyres from Transfer station	\$907.94
16/06/2016	EFT-01224	Ventouras Advertising & Design	Advertisements	\$1,309.00
16/06/2016	EFT-01224	WA HINO SALES & SERVICE	Filters for Hino Bin Truck (PLANT61)	\$439.23
16/06/2016	EFT-01224	Western Tree Recyclers	Processing of green waste	\$283.93
16/06/2016	EFT-01225	Castle Equipment Hire P/L	Plant Hire costs - screening of limestone	\$42,482.74
16/06/2016	EFT-01225	City of Stirling	Venue hire for Earth Carers course	\$92.00
16/06/2016	EFT-01225	Department of Environment Regulation	DER Licence	\$21,875.81
16/06/2016	EFT-01225	WesTrac Pty Ltd	Replacement Skid Steer Loader (PLANT108)	\$70,675.00
16/06/2016	EFT-01225	WILSON SECURITY P/L	Building Security	\$1,815.31
21/06/2016	EFT-01226	MRC	Payroll Employee Wages	\$104,523.19
22/06/2016	EFT-01227	MRC Credit Card	Meals and Entertainment, TP Link Modem & travelling expenses	\$913.98
23/06/2016	EFT-01228	Airwell Group Pty Ltd	Bores and Pipework	\$2,307.80
23/06/2016	EFT-01228	BOC Limited	Cylinder gas for workshop usage	\$103.54
23/06/2016	EFT-01228	BOULEVARD FLORIST	Flowers for staff	\$156.00
23/06/2016	EFT-01228	Bunnings	Workshop Consumables - Insulation	\$574.99
23/06/2016	EFT-01228	COMMUNITY NEWSPAPER GROUP	Advertisements	\$8,028.61
23/06/2016	EFT-01228	Crossland & Hardy Pty Ltd	Monitoring Program - Compaction survey	\$2,674.10
23/06/2016	EFT-01228	EMRC	Timber processing	\$1,743.50
23/06/2016	EFT-01228	Glengarry Probus Club (Mixed) Incorporated	Waste Education bus tours	\$161.20
23/06/2016	EFT-01228	GREG MILLER	Woodworking workshops for open day	\$1,100.00
23/06/2016	EFT-01228	IW Projects	Consultancy - PAG & Waste preccint	\$2,504.70
23/06/2016	EFT-01228	Joondalup Office National	Computer consumables	\$498.42
23/06/2016	EFT-01228	KD Aire Mechanical and Electrical Services	Air conditioner maintenance	\$3,791.06

23/06/2016	EFT-01228	LGISWA	Flu Vaccinations	\$618.75
23/06/2016	EFT-01228	MERCURY	Courier Expenses	\$92.72
23/06/2016	EFT-01228	Michael Page International P/L	Project Manager	\$3,602.54
23/06/2016	EFT-01228	Mining & Hydraulic Supplies	Workshop supplies	\$45.43
23/06/2016	EFT-01228	Mircro Bros Pty Ltd	Transmission fault inspection for Tractor (PLANT76)	\$220.00
23/06/2016	EFT-01228	North Star Security	Building Security - Call out charges	\$440.00
23/06/2016	EFT-01228	Performance Packaging	Hand Towels	\$163.68
23/06/2016	EFT-01228	RCG TECHNOLOGIES	Drop off of Asbestos	\$3,092.66
23/06/2016	EFT-01228	Reece Vellios	Computer system maintenance	\$8,805.40
23/06/2016	EFT-01228	Reliance Petroleum	Distillate	\$7,720.11
23/06/2016	EFT-01228	SafeWork	Drug & Alcohol tests	\$1,339.51
23/06/2016	EFT-01228	SAI GLOBAL LTD	Periodicals/ Publications	\$20.94
23/06/2016	EFT-01228	Staples Australia P/L	Stationery and Printing	\$209.65
23/06/2016	EFT-01228	Stephen Michael Terenciuik	Puncture repairs for Komatsu Loader (PLANT93)	\$845.00
23/06/2016	EFT-01228	The Pest Guys	Quarterly Service	\$451.00
23/06/2016	EFT-01228	TILT TRAY RENTAL	Mobilisation expenses	\$211.75
23/06/2016	EFT-01228	Tyrecycle P/L	Collection of Tyres from Transfer station	\$399.25
23/06/2016	EFT-01228	Veraison Enterprises P/L	OCI & OEI tests	\$3,630.00
23/06/2016	EFT-01228	WESTERN IRRIGATION	Bore repairs	\$2,450.25
23/06/2016	EFT-01228	Western Tree Recyclers	Processing of green waste	\$926.64
23/06/2016	EFT-01228	Wren Oil	Collection of waste oil from recycling	\$253.00
24/06/2016	EFT-01229	AMP FLEXIBLE SUPER	Superannuation Premium	\$806.14
24/06/2016	EFT-01229	ANZ Smart Choice Super	Superannuation Premium	\$434.30
24/06/2016	EFT-01229	Australian Ethical Super	Superannuation Premium	\$1,333.74
24/06/2016	EFT-01229	Australian Super Administration	Superannuation Premium	\$1,261.30
24/06/2016	EFT-01229	BT Super for Life - SG	Superannuation Premium	\$876.64
24/06/2016	EFT-01229	CBUS	Superannuation Premium	\$271.98
24/06/2016	EFT-01229	Colonial First State	Superannuation Premium	\$900.59
24/06/2016	EFT-01229	HOSTPLUS	Superannuation Premium	\$1,208.40
24/06/2016	EFT-01229	Netwealth Superannuation	Superannuation Premium	\$595.63
24/06/2016	EFT-01229	North Personal Superannuation	Superannuation Premium	\$1,289.29
24/06/2016	EFT-01229	Plum Superannuation Fund	Superannuation Premium	\$143.71
24/06/2016	EFT-01229	WALGS PLAN PTY LTD	Superannuation Premium	\$43,263.29
29/06/2016	EFT-01230	Andrew Guilfoyle	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	Corinne MacRae	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	David Boothman	Member Meeting Fees	\$8,096.50
29/06/2016	EFT-01230	Jim Adamos	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	Michael Norman	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	Russ Fishwick	Member Meeting Fees	\$18,010.00
29/06/2016	EFT-01230	Samantha Jenkinson	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	Stephanie Proud	Member Meeting Fees	\$5,650.00
29/06/2016	EFT-01230	Vince Maxwell	Member Meeting Fees	\$5,650.00
30/06/2016	EFT-01231	City of Joondalup	Lease Fees for July 2016	\$10,745.48
30/06/2016	EFT-01231	City of Perth	Lease Fees for July 2016	\$5,372.74

30/06/2016	EFT-01231	City of Vincent	Lease Fees for July 2016	\$5,372.74
30/06/2016	EFT-01231	City of Wanneroo	Lease Fees for July 2016	\$10,745.48
30/06/2016	EFT-01231	Town of Victoria Park	Lease Fees for July 2016	\$5,372.74
30/06/2016	EFT-01232	Biovision 2020 Pty Ltd	Refund of Security Deposit	\$621,909.50
30/06/2016	EFT-01233	ALLIGHTSYKES P/L	Maintenance for Lighting Tower (PLANT88)	\$28.09
30/06/2016	EFT-01233	Bunnings	Building Maintenance	\$302.15
30/06/2016	EFT-01233	Cabcharge Australia Ltd	Account Keeping fee	\$6.00
30/06/2016	EFT-01233	Couplers Malaga	100m roll tube for weed sprayer	\$520.30
30/06/2016	EFT-01233	COVS Parts Pty Ltd	1 x Macnought P3-01C 20kg grease pump	\$1,662.64
30/06/2016	EFT-01233	Data#3	Replacement of computer equipment	\$3,143.64
30/06/2016	EFT-01233	Domain Catering	Catering Expenses - Earth Carers course	\$427.50
30/06/2016	EFT-01233	Enviro Sweep	Access Road Maintenance	\$2,475.00
30/06/2016	EFT-01233	Environmental Printing Company	A4 Folders printing	\$1,936.00
30/06/2016	EFT-01233	Flick Anticimex P/L	Hygiene Services	\$883.61
30/06/2016	EFT-01233	Gavin Burgess	Battery collection program	\$4,478.00
30/06/2016	EFT-01233	Geoffrey Atkinson	Reimbursement of petty cash expenses - supplies for Open day	\$590.10
30/06/2016	EFT-01233	IFAP	Staff Training	\$1,200.00
30/06/2016	EFT-01233	Joondalup Office National	Stationery and Printing - Laminator	\$737.65
30/06/2016	EFT-01233	KD Aire Mechanical and Electrical Services	Replacement of Air Conditioner	\$1,381.93
30/06/2016	EFT-01233	Komatsu Australia	Repair & maintenance for Komatsu Loader (PLANT94)	\$8,043.90
30/06/2016	EFT-01233	Kyocera Document Solutions	Photocopying Expenses	\$1,174.66
30/06/2016	EFT-01233	M2 Technology Group	Postage & Freight	\$16.50
30/06/2016	EFT-01233	Margarate Davies	Reimbursement of petty cash expenses - supplies for Earth Carers Course	\$512.58
30/06/2016	EFT-01233	Menaglio Security & Communication	Replacement CCTV camera at Recycling	\$830.50
30/06/2016	EFT-01233	Michael Page International P/L	Project manager & Relief Staff - Finance	\$3,316.73
30/06/2016	EFT-01233	Neverfail Springwater Ltd	Bottled water	\$80.45
30/06/2016	EFT-01233	Offspring Magazine	Advertisement - Nappy disposal project	\$1,595.00
30/06/2016	EFT-01233	Performance Packaging	Hand Towels for admin & workshop	\$708.84
30/06/2016	EFT-01233	Plants & Garden Rentals	Monthly Plants rental	\$528.00
30/06/2016	EFT-01233	Proton Promotional Advertising	Earth Carer Bags	\$2,117.50
30/06/2016	EFT-01233	RCG TECHNOLOGIES	Drop off of Asbestos	\$1,576.93
30/06/2016	EFT-01233	Relationships Australia	Wellness Programs	\$165.00
30/06/2016	EFT-01233	Reliance Petroleum	Distillate	\$9,407.55
30/06/2016	EFT-01233	Scitech	Perth Science Festival	\$400.00
30/06/2016	EFT-01233	SIGNARAMA	Signs & Barricades	\$1,166.00
30/06/2016	EFT-01233	Staples Australia P/L	Stationery and Printing	\$61.38
30/06/2016	EFT-01233	TILT TRAY RENTAL	Mobilisation expenses	\$233.75
30/06/2016	EFT-01233	TOX FREE AUSTRALIA P/L	Collection of gas bottles	\$866.53
30/06/2016	EFT-01233	Western Tree Recyclers	Processing of green waste	\$8,950.65
30/06/2016	EFT-01233	Wilfred Higo	Protective Clothing - Safety Glasses	\$657.00
			<b>Total EFT Payments</b>	<b>\$4,332,730.21</b>



Cheque No. 193 to 217	\$29,238.12
Electronic Payments:	
DP- 01425 to DP- 01435	\$354,582.32
EFT- 01217 to EFT- 01233	\$4,332,730.21
<b>Grand Total</b>	<b>\$4,716,550.65</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 1 September 2016 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.

**Council Policy Manual (Current)**

Item  
9.3

APPENDIX NO. 6

Item  
9.3



# MINDARIE REGIONAL COUNCIL

## POLICY MANUAL



## MINDARIE REGIONAL COUNCIL POLICIES

- CP01 ANNUAL FEES, ALLOWANCE AND EXPENSES FOR COUNCILLORS
- CP02 APPLICATION OF THE COMMON SEAL
- CP03 COUNCILLOR ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
- CP04 EMPLOYEE ARRANGEMENTS WHEN ATTENDING AN OVERSEAS/INTRASTATE/INTERSTATE CONFERENCE
- CP05 ENVIRONMENTAL MANAGEMENT OF TAMALA PARK
- CP06 PURCHASE OF GOODS AND SERVICES
- CP07 GRATUITY PAYMENTS (Withdrawn by Council on 20/08/2015)
- CP08 PROVISION AND USE OF COUNCIL VEHICLES
- CP09 INVESTMENTS
- CP10 DONATIONS - FINANCIAL ASSISTANCE/SUPPORT
- CP11 USE OF CORPORATE CREDIT CARDS
- CP12 GATE FEE SETTING
- CP13 BUDGET VARIANCE REPORTING THRESHOLD
- EP01 ENVIRONMENTAL POLICY

**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>	<b>15,450</b>	<b>19,570</b>	1,000
<b>Deputy Chairperson</b>	<b>10,300</b>	<b>4,893</b>	1,000
<b>Councillor</b>	<b>10,300</b>		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.
4. The fees, allowances and expenses be increased annually in line with the determination of the Salaries and Allowances Tribunal made in accordance with the Salaries and Allowances Act 1975.

<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>	20/08/2015
<b>Review History</b>	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<b>Revision History</b>	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4.
<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>	20/08/2015
<b>Review History</b>	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<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 (Admin) regulations 1996 34AB
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	20/08/2015
<b>Review History</b>	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<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>	20/08/2015
<b>Review History</b>	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<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 measureable environmental objectives and targets, and set new actions to ensure objectives and targets are met. Outcomes, including any new actions are to be endorsed by the Management Group.
3. Communicate openly with stakeholders, government, staff, contractors and community on environmental matters affecting Tamala Park.
4. Develop relevant reports, systems and audits (internal and external) to provide evidence of performance against the EMMP and compliance with statutory obligations.

<b>Legislation</b>	
<b>Reference</b>	International Standard ISO 14001
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	20/08/2015
<b>Review History</b>	23/07/2009, 05/09/2013, 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<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 \$1,999 (excluding GST)

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

Notes: The general principles for obtaining verbal quotations are:

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

#### 2. Goods and services between \$2,000 and \$19,999 (excluding GST).

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

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

The general principles relating to written quotations are:

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

invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, letter) immediately thereafter.

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

### **3. Goods or services between \$20,000 and \$69,999 (excluding GST)**

At least three (3) written quotes are required.

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

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

At least three (3) written quotes are required.

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

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

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 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 \$150,000 (excluding GST).**

The following minimum requirements must be met:

- a. **Anti-Avoidance**  
Officers shall not divide a tender or quotation for goods or services into two or more contracts for the purpose of reducing each component contract to below \$150,000.

**b. Tender Criteria**

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

An evaluation panel consisting of at least three 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 Panel**

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

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

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

i. **Tender Evaluation**

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

j. **Addendum to Tender**

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

k. **Variation of Contract**

(1) **Minor Variation**

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

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

(2) **Contracts Entered into**

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

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

l. **Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

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

m. **Records Management**

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

**6. When public tenders or quotations are NOT required**

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

- a. An emergency situation as defined by the Local Government Act 1995;

- b. The purchase is under a contract of WALGA (Preferred Supplier Arrangements **or E-Quotes**), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
  - (i) Notwithstanding the above, where there are multiple WALGA Preferred Suppliers and the contract value is in excess of \$39,999, the requirements of 4. above are to be complied with;
- c. The purchase is under auction which has been authorised by Council;
- d. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e. Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

#### 7. Recording Quotations

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

#### 8. Local supplier

If a local supplier is invited to quote and provides a quotation which, on evaluation, is either equal or better than a non-local supplier, then preference must be given to that local supplier.

<b>Legislation</b>	1. Local Government Act 1995 s.3.57. 1. Local Government (Functions & General) Regulations 1996 – Part 4
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	20/08/2015; 05/11/2015
<b>Review History</b>	28/02/2008; 05/09/2013; 04/09/2014, 20/08/2015; 05/11/2015
<b>Next Review Date</b>	31/08/2016
<b>Revision History</b>	04/09/2014 – Part 5 to include “h”. Part 6b reworded to clarify use of WALGA preferred suppliers. 05/11/2015 1. Increases to the values of the tendering and quoting requirements. 2. Changes made to Part 5(k) Variation of contract.
<b>Delegation to the Chief Executive Officer</b>	Yes

**Policy No: CP 07**

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

**Policy Title: Gratuity Payments**

**Removed by Council at the Ordinary Council Meeting held on 20 August 2015.**

**Reason:**

The Councillors agreed that Gratuity Payments as permitted in the *Local Government Act 1995* were adequate.

<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>	20/08/2015
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015
<b>Next Review Date</b>	
<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.

5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.
7. Fuel costs will be provided as follows:

<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>	20/08/2015
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<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:

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

**Policy Procedure:**

1. Reserve Funds and funds surplus to the immediate needs of the Regional Council may be invested with financial institutions with a Standard and Poors rating of "AA-" or better.
2. Where funds are invested with a financial institution whose credit rating falls below the prescribed level, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing deposits or other bank guaranteed instruments.
4. Where the funds are placed for a tenor of not more than 90 days, they may be invested with one financial institution
5. Where the funds are placed for a tenor exceeding 90 days, no more than 50% of the total funds shall be held by any one institution. The tenor of any investment is not to exceed 365 days.
6. Details of the performance and amounts invested with each financial institution shall be reported regularly in the Regional Council's Members' Information Bulletin
7. Where practical, funds should be invested in such a manner as to provide sufficient access to funds within any normal payment cycle.
8. The Regional Council's investment portfolio is not to be leveraged to obtain funding.

<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>	20/08/2015
<b>Review History</b>	02/05/2013; 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<b>Revision History</b>	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors.
<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>	20/08/2015
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015
<b>Next Review Date</b>	31/08/2016
<b>Delegation to the Chief Executive Officer</b>	

**Policy No: CP11****TRIM Reference: D/14/3754**

## Policy Title: Use of Corporate Credit Cards

**Policy Statement:**

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

**Policy Procedure:**

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

<b>Legislation</b>	Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	20/08/2015
<b>Review History</b>	03/09/2014; 20/08/2015
<b>Next Review Date</b>	31/08/2016
<b>Delegation to the Chief Executive Officer</b>	Yes

**Policy No: CP12**

**TRIM Reference: D/14/3756**

**Policy Title: Gate Fee Setting**

**Policy Statement:**

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

**Policy Procedure:**

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

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

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

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

### Policy Title: Budget Variance Reporting Threshold

**Policy Statement:**

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

**Policy Procedure:**

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

**Revenue:**

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

**Expenses:**

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

<b>Legislation</b>	Local Government (Financial Management) Regulations 1996
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	20/08/2015
<b>Review History</b>	Nil
<b>Next Review Date</b>	31/08/2016
<b>Revision History</b>	Nil
<b>Delegation to the Chief Executive Officer</b>	Nil

**Policy No: EP 01****TRIM Reference: D/13/3910**

## Policy Title: ENVIRONMENTAL POLICY

**PURPOSE**

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

MRC is committed to:

- Managing the facilities in accordance with the various legal regulations and other relevant non-legal environmental requirements
- Promoting a *'Reduce, Reuse and Recycle and Dispose Wisely'* ethos to its staff and the wider community in its campaign on "Winning Back Waste"
- Providing employees with information and training on environmental aspects pertaining to the facility
- Actively mitigating pollution impacts and continuously improving the standard of environmental management through audits and reviews of the Environmental Management and Monitoring Plan (EMMP), its objectives and targets
- Communicating regularly with the local community on environmental issues and responding to any concerns regarding its operations promptly
- Maintaining an audited environmental management system in accordance with ISO 14001: 2004: International standard
- Periodically reviewing the environmental aspect register, the objectives and measurable targets relevant to those significant environmental aspects identified by MRC

<b>Legislation</b>	DER
<b>Reference/s</b>	ISO 14001
<b>Attachment/s</b>	Nil
<b>Responsible Officer</b>	CEO
<b>Review History</b>	03/10/2013; 08/05/2014; 07/05/2015
<b>Next Review Date</b>	30/06/2016
<b>Revision History</b>	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words 'non-legal' at the first dot point.



**Delegations of Authority Register from the Council to the CEO (Current)**

Item  
9.3

APPENDIX NO. 7

Item  
9.3

**MINDARIE REGIONAL COUNCIL – Delegations of Authority Register –  
August 2015**

**COUNCIL TO CHIEF EXECUTIVE OFFICER**

1. GOVERNANCE				
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
2. FINANCE				
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, which includes writing off, of property (assets)	1. The value of the property (assets) is less than \$20,000; 2. Ensure all reasonable effort has been made to secure current market prices for the item or material	NO