



# INFORMATION BULLETIN

Issue No. 56



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**RRF Update Report for reporting period July and August 2020**

<b>RESOURCE RECOVERY FACILITY UPDATE REPORT</b>	
<b>File No:</b>	<b>GF-20-0000184</b>
<b>Attachment/s:</b>	<b>Nil</b>
<b>Date:</b>	<b>5 October 2020</b>
<b>Prepared by:</b>	<b>DIRECTOR CORPORATE SERVICES</b>

This report presents a summary of activities that have taken place in the reporting period covering 1 July 2020 to 31 August 2020.

### **OPERATIONAL MATTERS**

The site operated under normal operating conditions during July and August 2020 with extra COVID-19 precautions in place.

No operational matters were reported.

### **OPERATIONAL INFORMATION**

#### Waste Delivery

#### **Waste Delivery Summary for Reporting Period**

<b>MONTH</b>	<b>SCHEDULED TONNES</b>	<b>DELIVERED TONNES</b>	<b>DIFFERENCE TONNES</b>
July 2020	9,200	9,935	735
August 2020	8,400	8,790	390

For the 12<sup>th</sup> Contract Year, for the period to 31 August 2020, the RRF was 1,125 tonnes ahead of schedule as a result of additional throughput at the plant.

The RRF is operating as anticipated in the RRFA, with average availability of 106% over the past 12 months.

On a monthly basis, Additional Tonnes (those tonnes greater than the monthly scheduled tonnes) only incur the Variable Operating Cost charge, but not the Capital Cost or Fixed Operating Cost charges.

Unavailable Tonnes (those tonnes less than the monthly scheduled tonnes) are not paid for unless:

- Within the Contract Year there is a positive balance of Additional Tonnes, these Additional Tonnes can be off-set against the Unavailable Tonnes. In this case, the off-set Additional Tonnes incur the full gate fee cost less the Variable Operating Cost (which has already been paid on the Additional Tonnes); or
- If the RRF Availability for a month is less than 92% of the monthly Scheduled Tonnes and there are no accumulated Additional Tonnes remaining to be off-set, then the MRC is required to pay the Capital Cost on all Unavailable Tonnes up to 92% of the monthly Scheduled Tonnes.

At the end of the Contract Year, if 100,000 tonnes of waste have been delivered to the RRF then the above “overs and unders” system should balance out.

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The exception to the above is the tonnes not processed during the composter replacement.

The MRC entered into a standstill deed with BioVision which deals with the operations of the plant during this period. The tonnes scheduled for processing but not processed during the shutdown have been recorded as Accrued Tonnes. The MRC has already paid the capital cost component of the RRF Gate Fee in relation to these tonnes and so the Accrued Tonnes will be processed for the MRC at the end of the RRFA contract with the MRC only have to pay the fixed and variable components of the RRF Gate Fee.

#### Waste Diversion

Waste Diversion for the past six months (ended August 2020) was 47.1% against a Waste Diversion Target of 43.3%.

#### Community Complaints

BioVision is continuing engagement with the selected key stakeholders, in particular the Banksia Grove development and the Wanneroo Golf Course.

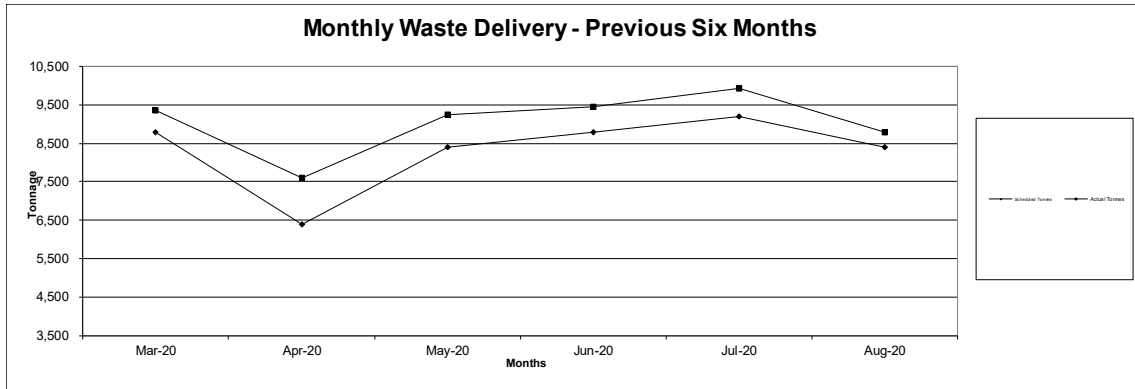
### **COMMUNITY COMPLAINTS SUMMARY FOR THE REPORTING PERIOD**

<b>Date</b>	<b>Complaint</b>	<b>From</b>	<b>Outcome</b>
July 2020	None	N/A	N/A
August 2020	None	N/A	N/A

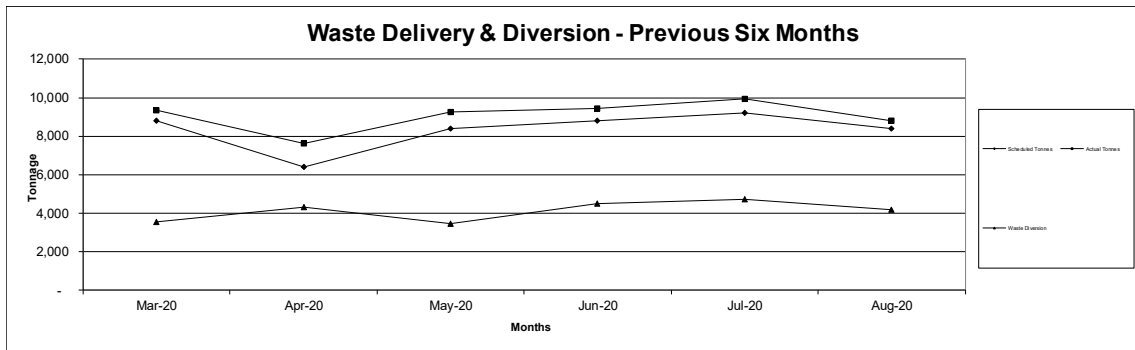
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The graphs below provide data up to **31 August 2020**.

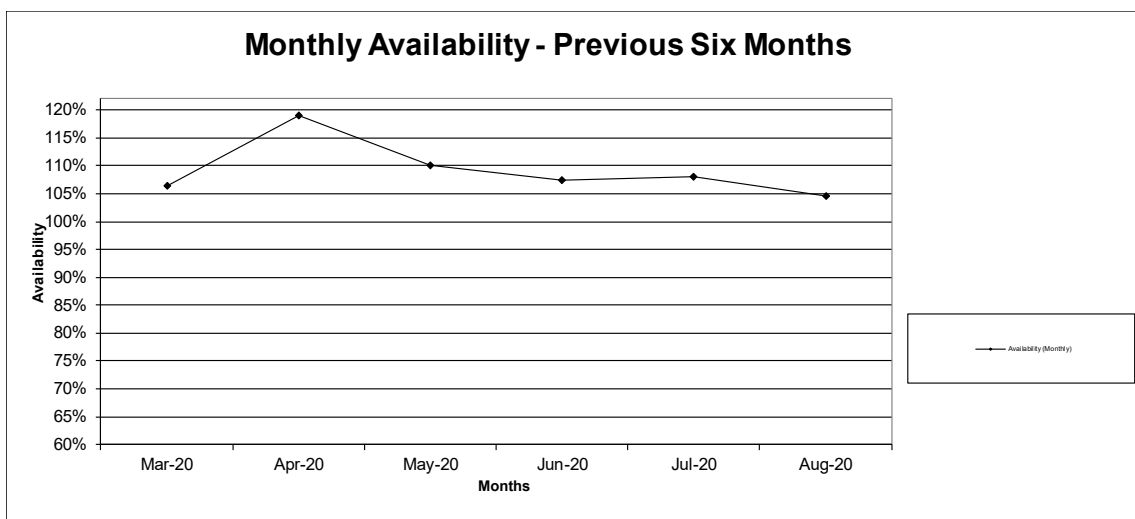
**Graph No. 1 – Monthly Waste Delivery – Previous Six Months**



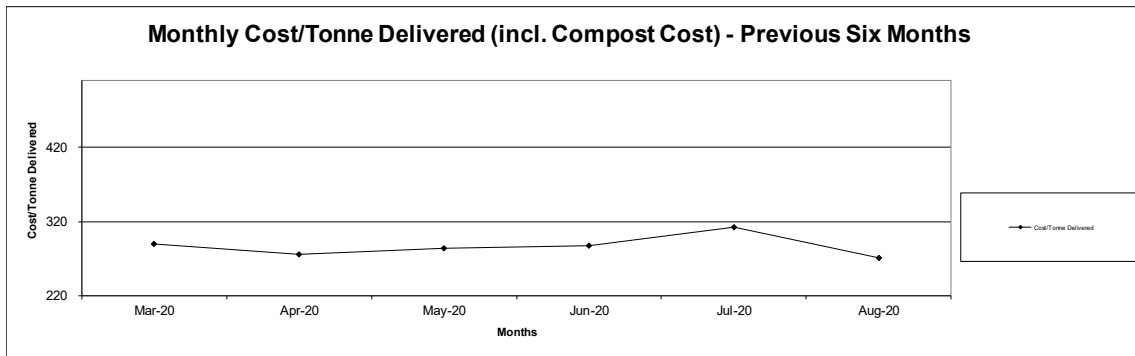
**Graph No. 2 – Waste Delivery & Diversion – Previous Six Months**



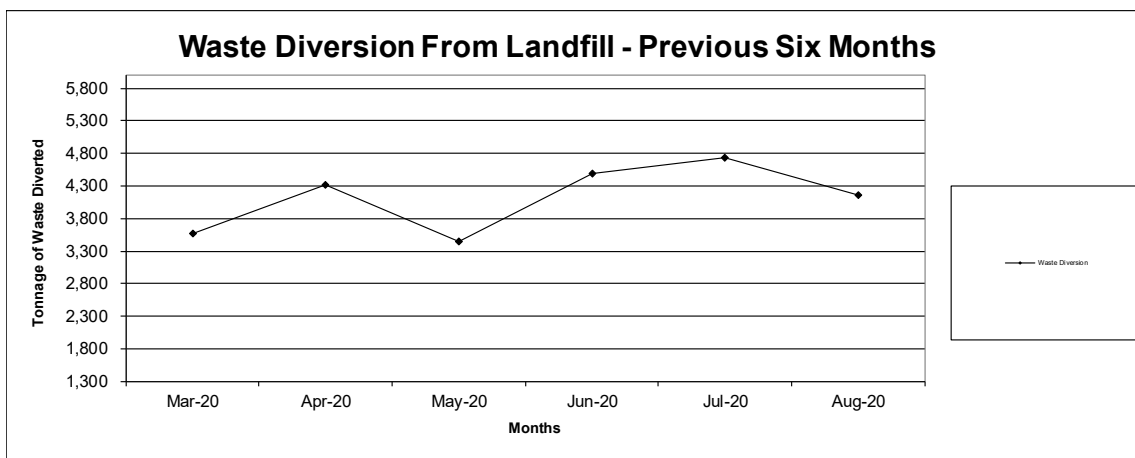
**Graph No. 3 – Monthly Availability – Previous Six Months**



**Graph No. 4 – Monthly Cost/tonne Delivered (incl. Compost Cost) – Previous Six Months**



**Graph No. 5 – Waste Diversion from Landfill – Previous Six Months**



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Performance Indicators

KPI's as per the RRFA are as follows:

**Table No. 1 – KPI Summary (to 31 August 2020)**

KPI	Target	Previous six months	July	August
Availability*	95%	109.2%	108%	105%
Environmental Standard - Number of Breaches	0	0	0	0
Waste Diversion*****	43.3%	47.1%	47.7%	47.4%
Quality of Compost - Number of Breaches**/*****	0	0	0	0
Quantity of Recyclable Packaging ***	1.2%	1.2%	0.7%	1.4%
Health and Safety - Number of LTI's	0	0	0	0
Community Acceptance - Number of Complaints ****	0	0	0	0
Project Culture - PAG Chairperson Score	100%	100%	100%	100%

\* The Target Availability during the Initial Operating Period is to achieve an Availability of greater than 95% over a six-month period.

\*\* The compost standard within the RRFA was amended by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013.

\*\*\* Financial impacts of the KPI were removed by the revisions to the RRFA approved by Council at its meeting of 6 December 2012 and signed under common seal in May 2013. Ferrous diversion has recommenced.

\*\*\*\* Numerous complaints relating to a single event are treated as a single complaint. Biofilter odour is not registered as a complaint as this is seen as a normal operating odour condition.

\*\*\*\*\*KPI's were suspended and closely monitored as City of Joondalup transition to a change in bin system (3 bins). The Soluble Phosphorus and Electrical Conductivity KPI's were further suspended at 2 April 2020 Special Council Meeting until September 2020.

\*\*\*\*\*Waste Diversion targeted was renegotiated to 43.3% from 51.3% in December 2019.

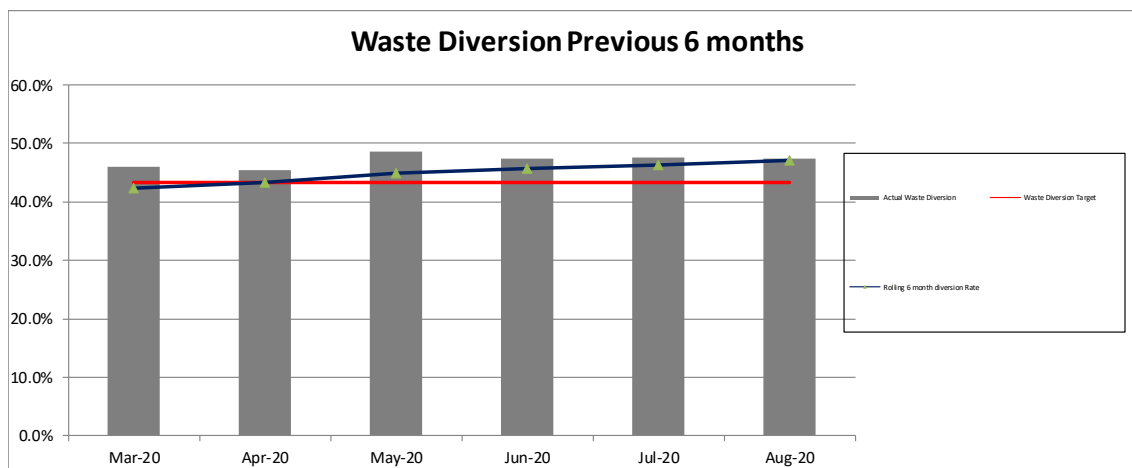
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## Waste Diversion

The average waste diversion for the past six months (March 2020 to August 2020) has been 47.1%.



## Project Advisory Group (PAG)

### **MRC Representatives:**

Cr Dot Newton JP  
 Gunther Hoppe (CEO)  
 Andrea Slater (DCS)  
 Cr Frank Cvitan JP (alternative)

### **BioVision Representatives:**

Craig Barker  
 Daniel van Veen  
 Frank Sciarrone  
 Alan Turner  
 Francois Gouezigoux  
 Ian Hunter (alternative)

### **Chairperson:**

Ian Watkins

The PAG last met on 12 August 2020.

Items dealt with by the group included:

- Maintenance deed update
- BioVision Monthly Report/Updates
- Audit matters
- Contractual amendments, DWER Licence renewal discussion, COVID-19
- Residue Waste
- Insurances

Copies of the meeting minutes are distributed to the Strategic Working Group members and all MRC Councillors following the meetings.

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## FINANCIAL IMPLICATIONS

### Operational Expenditure

The Project Operational Summary below sets out the 2020/21 facility operating budget against which operational costs are tracked throughout the year. The variance over budget is as a result of the additional tonnes put through the facility during the year.

#### Project Operational Costs Summary for 2020/21 Financial Year – for the period ended 31 August 2020

OPERATING STATEMENT						
For the month ended 31 August 2020						
Description	Adopted Budget	YTD Budget	YTD Actual	\$ Remaining Bal of Budget	% Balance	Note
<b>Resource Recovery Facility</b>						
<b>Operating Expenditure</b>						
<b>Employee Costs</b>						
Salaries	-	-	-	-	-	
Allowances	-	-	-	-	-	
Workers Compensation Premium	-	-	-	-	-	
<b>Consultants and Contract Labour</b>						
Consultancy	10,000	-	-	10,000	100.00%	
	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>100.00%</b>	
<b>Office Expenses</b>						
Cleaning of Buildings						
General cleaning (Enviro Care)	-	-	-	-	-	
Window cleaning	-	-	-	-	-	
<b>Information System Expenses</b>						
Computer System Maintenance						
ICT contractors costs	2,000	-	-	2,000	100.00%	
Newcastle Weighing Services-Gen Maintenance	12,000	2,000	1,738	10,263	85.52%	
Vertical Telecom P/L-Maint of Microwave Ant	6,000	1,000	896	5,104	85.06%	
	<b>20,000</b>	<b>3,000</b>	<b>2,634</b>	<b>17,366</b>	<b>86.83%</b>	
<b>Building Maintenance</b>						
Building Maintenance						
Airconditioning Maintenance	3,000	-	-	3,000	100.00%	
Septic system maintenance	4,000	-	-	4,000	100.00%	
Community Education Centre	3,000	-	-	3,000	100.00%	
Weighbridge and Calibration	9,000	200	200	8,800	97.78%	
Building Security						
Security - Monitoring	-	-	-	-	-	
	<b>19,000</b>	<b>200</b>	<b>200</b>	<b>18,800</b>	<b>98.95%</b>	
<b>RRF Operation Expenses</b>						
Fencing and Gate Maintenance						
Fencing and Gate Maintenance	5,000	290	290	4,710	94.20%	
Repair of Boom Gate	1,000	-	-	1,000	100.00%	
Access control infrastructure maintenance	3,000	-	-	3,000	100.00%	
Road Maintenance	5,000	-	-	5,000	100.00%	
Bores and Pipework						
Bore maint/calibration/electronics	4,500	-	-	4,500	100.00%	
Groundwater sampling	4,000	-	-	4,000	100.00%	
Bacteria sampling	1,000	-	-	1,000	100.00%	
Vermin control	500	-	-	500	100.00%	
Spills/leaks/incident management	500	-	-	500	100.00%	
Environmental monitoring	4,000	400	400	3,600	90.00%	
Landscaping and Gardens	-	-	1,216	(1,216)	-	
Compost Disposal	456,900	80,388	52,463	404,437	88.52%	
Contractor's Fees	29,960,464	5,258,083	5,664,373	24,296,091	81.09%	
RRF Maintenance Funding	250,000	-	-	250,000	100.00%	
	<b>30,695,864</b>	<b>5,339,161</b>	<b>5,718,742</b>	<b>24,977,122</b>	<b>81.37%</b>	
<b>Utilities</b>						
Electricity						
Electricity	15,800	2,632	840	14,960	94.68%	
Rates						
Rates	104,127	17,354	18,046	86,081	82.67%	
	<b>119,927</b>	<b>19,986</b>	<b>18,886</b>	<b>101,041</b>	<b>84.25%</b>	
<b>Insurance</b>						
Municipal Property Insurance						
Municipal Property Insurance	3,800	634	676	3,124	82.20%	
Public Liability Insurance						
Public Liability Insurance	5,650	940	913	4,737	83.83%	
	<b>9,450</b>	<b>1,574</b>	<b>1,590</b>	<b>7,860</b>	<b>83.18%</b>	
<b>Cost of Borrowings</b>						
Interest on Loans						
Loan 10A	-	-	-	-	-	
Loan Expenses	-	-	-	-	-	
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Amortisations</b>						
Amortisation Pre-operating Costs						
Amortisation Pre-operating Costs	104,784	17,464	17,464	87,320	83.33%	
Amortisation Costs						
Amortisation Costs	358,007	59,667	59,667	298,340	83.33%	
	<b>462,791</b>	<b>77,131</b>	<b>77,131</b>	<b>385,660</b>	<b>83.33%</b>	
<b>Depreciation</b>						
Depreciation on Building						
Depreciation on Building	36,515	6,086	6,086	30,429	83.33%	
Depreciation on Infrastructure						
Depreciation on Infrastructure	43,183	7,197	7,197	35,986	83.33%	
	<b>79,698</b>	<b>13,283</b>	<b>13,283</b>	<b>66,415</b>	<b>83.33%</b>	
<b>Total Operating Expenditure</b>	<b>31,416,730</b>	<b>5,454,335</b>	<b>5,832,465</b>	<b>25,548,279</b>	<b>81.32%</b>	
<b>Net Total</b>	<b>(31,416,730)</b>	<b>(5,454,335)</b>	<b>(5,832,465)</b>	<b>(25,548,279)</b>	<b>81.32%</b>	

**Council Resolutions**

OCM /SCM Date	Item #	Resolution	Status
24-Sep-20	14.2	<ol style="list-style-type: none"> <li>Notes that the appraisal of Gunther Hoppe, Chief Executive Officer, has been undertaken for the period of 7 September 2019 to 6 September 2020.</li> <li>Endorses the findings of the 2019/2020 Performance Review Report as presented by Price Consulting.</li> <li>Endorses that no increase will be applied to the CEO's Total Remuneration package this year.</li> <li>Approves the CEO's Performance Criteria for the 2020/2021 period, as per attachment 1</li> </ol>	No further action
	14.1	Endorse the indefinite suspension of the QC KPIs in respect of Soluble Phosphorus and Electrical Conductivity under the RRFA.	Completed
	9.7	<p>That Council:</p> <ol style="list-style-type: none"> <li>note the officer's report; and</li> <li>resolves not to provide a discounted fee to member councils in respect of any of their recyclable materials brought to landfill at Tamala Park.</li> </ol>	No further action
	9.6	<p>That the Council:</p> <ol style="list-style-type: none"> <li>Approve the addition of policy CP17 - Continuing professional development for Council Members.</li> <li>Approve the addition of policy CP18 - IT Policy.</li> <li>Retain the remaining Council Policies with changes as contained in Appendix 6.</li> <li>Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 1 of this report.</li> </ol>	No further action
	9.5	<p>That Council:</p> <ol style="list-style-type: none"> <li>Approves the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 as detailed in Attachment 1 for the purposes of public advertising, under section 3.16 of the Local Government Act 1995 with: <ol style="list-style-type: none"> <li>Clause 6.7 (8) deleting the word 'two' and replacing with the word 'three', so that the new clause reads 'A member of the public shall have three minutes to ask a question';</li> <li>Clause 6.9 adding the word 'Statement' so that the title of clause 6.9 now reads 'Deputations and Statements';</li> <li>including any consequential changes to give effect to a) and b); and</li> </ol> </li> <li>Notes that the MRC is to invite submissions to the Mindarie Regional Council Meeting Procedures Local Law 2020 by way of a statewide public notice; and</li> <li>Notes that a copy of the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 will be sent to the Minister for Local Government under section 3.12 of the Act; and</li> <li>Notes that the matter will be referred back to the Council after the last day for submissions in relation to the proposed Mindarie Regional Council Meeting Procedures Local Law 2020.</li> </ol>	IN PROGRESS
	9.4	<p>That Council:</p> <ol style="list-style-type: none"> <li>Approves the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020 as detailed in Appendix 8 for the purposes of public advertising, under section 3.16 of the Local Government Act 1995; and</li> <li>Notes that the MRC is to invite submissions to the amended Mindarie Regional Council Waste Facility Site Local Law 2020 by way of a statewide public notice; and</li> <li>Notes that a copy of the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020 will be sent to the Minister for Local Government under section 3.12 of the Act; and</li> <li>Notes that the matter will be referred back to the Council after the last day for submissions in relation to the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020</li> </ol>	IN PROGRESS
	9.3	Appoint Phillip Draber as the MRC external audit committee member, subject to his acceptance of the appointment, for the period from 24 September 2020 to 16 October 2021, the date of the next Local Government elections	No further action
	9.2	<p>That Council:</p> <p>Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2020 and 30 June 2020</p>	No further action
	9.1	<p>That Council:</p> <p>Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 May 2020 and 30 June 2020, respectively.</p>	No further action

OCM /SCM Date	Item #	Resolution	Status
	8.3	That the Minutes of the Special Council Meeting of Council held on 20 August 2020 be confirmed as a true record of the proceedings.	No further action
	8.2	That the Minutes of the Special Council Meeting of Council held on 30 July 2020 be confirmed as a true record of the proceedings.	No further action
	8.1	That the Minutes of the Special Council Meeting of Council held on 30 July 2020 be confirmed as a true record of the proceedings.	No further action
20-Aug-20	7.3	That Council: 1) Endorses the officer's recommendation contained in point 1 of the Comment section of the confidential report and adding the words 'noting that the single gate fee for the remainder of the costs stays in place' after the word 'year',	IN PROGRESS
		2) Endorses the officer's recommendation contained in point 2 of the Comment section of the confidential report; and	Completed
		3) Endorses the officer's recommendation contained in point 3 of the Comment section of the confidential report.	Completed
20-Aug-20	7.2	That Council: Requests that the CEO Recruitment and Performance Review Committee meet after October 2020 to consider the options presented in this report regarding a future CEO, and to bring a report back to Council, including: 1. Consideration of the scope of the role of the MRC CEO 2. Consideration of the preferred option to fill the role MRC CEO; and 3. Consideration of a suggested implementation timeline.	IN PROGRESS
20-Aug-20	7.1	That Council: 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and included as attachment 4, subject to clauses 6 & 8 being amended to reflect the purpose statement in clause 3.	IN PROGRESS
		2) Requests that the CEO bring a report back to Council on whether to proceed with the proposed undertaking for approval, after the required public notice period has expired.	IN PROGRESS
20-Aug-20	6.1	That Council: 1. Endorse the change of the meeting frequency of the Chief Executive Officer Recruitment and Performance Review Committee, to be: <i>"The Committee shall meet as frequently as is required each year for the CEO Performance Review process and as required for the CEO Recruitment Process."</i>	No further action
		2. Appoint Cr Vernon to the Chief Executive Officer Recruitment and Performance Review Committee.	
30-Jul-20	6.2	That that the matter of the recruitment of the CEO to be referred to a workshop on or before 24 September 2020 to enable all members to agree to the scoping and function of the role.	Completed
30-Jul-20	6.1	To hold the item over to a Special Council meeting in August 2020.	No further action
2-Jul-20	16.2	1. Not award the tender for the provision of services to upgrade the MRC ledger system (Tender Number: 13/143), and	Completed
		2. Authorise the CEO to write to the unsuccessful tenderer and advise them of the decision not to award the tender.	Completed
2-Jul-20	16.1	That Council notes the CEO's progress report contained in the confidential report.	Completed
2-Jul-20	11.6	Endorses the MRC's proposed responses to the DWER's consultation papers entitled <i>Closing the Loop and Review of the Waste Levy</i> respectively, and authorises the CEO to submit the responses on behalf of the MRC subject to amending the words in the first sentence in paragraph one on Page 129 of the Appendices from:  <i>The MRC would encourage the State Government to increase the waste levy and at the same time, the level of hypothecation of the levy should be increased to fund recovery activities across the state.</i>  To: The MRC would encourage the State Government to only increase the waste levy when the increase is fully hypothecated to fund recovery activities across the State.	Completed
2-Jul-20	11.5	To defer the item to the next Council meeting.	Completed

OCM /SCM Date	Item #	Resolution	Status
2-Jul-20	11.4	That Council note the CEO's report.	No further action
2-Jul-20	11.3	That Council: (i) adopt the Budget for the Mindarie Regional Council for 2020/21 financial year (ii) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements (iii) Approve the Capital Budget Program of \$2,106,154 for 2020/21 as follows: <u>New capital expenditures</u> \$ · Office furniture and equipment 10,000 · Computer equipment 86,000 · Plant and equipment and vehicles 1,330,000 · Infrastructure <u>610,154</u> 2,036,154 <u>Carry forward capital expenditures</u> · Computer equipment 70,000  Total Capital expenditure <u>2,106,154</u>  (v) approve that \$349,482 will be transferred from the Operating Deficit to the Site Rehabilitation Reserve; (vi) approve that \$2,106,154 be transferred from the Reserve for Capital Expenditure to the Operating Deficit to fund capital expenditures; (vii) Approve that \$250,000 will be transferred from the Operating Deficit to the RRF Maintenance reserve; (viii) approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Deficit; (ix) approve that any funds required for RRF maintenance obligations be transferred from the RRF Maintenance Reserve to the Operating Deficit; (x) approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves; and (xi) approve that the budgeted Operating Deficit will be funded from the Participants' Surplus Reserve and Retained Surpluses as required.	No further action
2-Jul-20	11.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 March 2020 and 30 April 2020, be noted.	No further action required
2-Jul-20	11.1	That the Financial Statements set out in Appendix No 1 and 2 for the months ended 31 March 2020 and 30 April 2020, respectively, are received.	No further action required
2-Jul-20	10.2	That the recommendations for items 10.1 and 10.2 be adopted	No further action required
28-May-20	6.1	That Council endorses the officer's recommendation contained in the confidential report	Completed
23-Apr-20	10	That the Members Information Bulletin Issue No. 53 be received	No further action required
23-Apr-20	9.3	That Council: 1. Authorises the CEO and the Chairman to engage with the Environment Minister on the creation of additional strategic recycling capacity in the northern corridor, through the identification of preferred sites, and through the provision of incubation funding from the WARR account for a defined period of time. 2. Requests a further report investigating the option to provide a special rate to Member Councils for the disposal of recycling materials at Tamala Park Landfill between 25 November 2019 and 30 June 2020 taking into consideration the recycling processing market rate/s at the time and the information stipulated in the reasons for the amendment.	Completed
23-Apr-20	9.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 January 2020 and 29 February 2020, be noted.	No further action required
23-Apr-20	9.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 January 2020 and 29 February 2020, respectively, are received.	No further action required
23-Apr-20	8.2	That the minutes of the Ordinary Council Meeting of Council held on 02 April 2020 be confirmed as a true record of the proceedings	No further action required
23-Apr-20	8.1	That the minutes of the Ordinary Council Meeting of Council held on 27 February 2020 be confirmed as a true record of the proceedings	No further action required

OCM /SCM Date	Item #	Resolution	Status
2 Apr 2020	6.1	That Council: 1. Endorse participation in Council meetings by electronic means for Council Members, member council officers and MRC staff; and 2. Endorse that public question time to be modified to allow the public to submit their questions via	No further action required
2 Apr 2020	7.1	That Council: Resolves that this resolution, the report and the attachments to it remain confidential	Completed
2 Apr 2020	7.2	That the Council: Endorse the suspension of the QC KPIs in respect of Soluble Phosphorus and Electrical Conductivity under the RRFA for the period November 2019 to September 2020, including a refund of penalties to BioVision of \$16,247.	Completed
2 Apr 2020	7.3	That the Council: 1. Not award the tender for the provision of services to upgrade the MRC ledger system to Navision Dynamics 2018 (Tender Number: 13/142). 2. Authorise the CEO to write to the unsuccessful tenderer and advise them of the decision not to award the tender.	Completed
27 Feb 2020	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 12 December 2019 be confirmed as a true record of the proceedings.	No further action required
27 Feb 2020	9.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 30 November 2019 and 31 December 2019, respectively, are received.	No further action required
27 Feb 2020	9.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 30 November 2019 and 31 December 2019, be noted.	No further action required
27 Feb 2020	9.3	That Council: 1. Approve the forecast deficit position estimated to be \$1,902,322 at 30 June 2020, which includes the following: - A net estimated decrease in total user charges of \$3,824,175; - A net estimated decrease in total other charges of approximately \$7,673; - A net estimated decrease in expenditures of \$57,684; - A net estimated increase in the profit on sale of assets of \$20,435; - Capex expenses re-allocated as contained in the report; and - A net estimated decrease in capital expenditures of \$250,296. 2. Approve that the Participants' Surplus Reserve to be used to fund the deficit.	No further action required
27 Feb 2020	9.4	That Council note the responses received from the Office of the Auditor General from the Department of Local Government, Sport and Cultural Industries respectively.	No further action required
27 Feb 2020	9.5	That Council: 1. adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2019 as contained in Appendix 8 in accordance with the provisions of Regulation 14(3) of the Local Government (Audit) Regulations 1996 and in line with the recommendation from the Audit Committee; 2. authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in 1. above; and 3. authorise the Chief Executive Officer to submit the adopted Return detailed in 1. to the Director General, Department of Local Government by 31 March 2020.	Completed
27 Feb 2020	9.6	That this motion be deferred to the 23 April 2020 Ordinary Council meeting to allow the CEO to bring a report back to Council to respond to Councillor's questions.	Completed
27 Feb 2020	9.7	That Council: Approves the Chief Executive Officer's attendance at the AORA Conference in April 2020, with the costs paid from funds already provided for in the 2019/20 budget.	No further action required
27 Feb 2020	10	That the Members Information Bulletin Issue No. 52 be received.	No further action required
27 Feb 2020	14.1	That the Council: 1. Note the receipt of the Mandatory Audit Report (MAR) by the MRC and the recommendations contained therein 2. Endorse the MRC's proposed responses to the recommendation of the MAR.	No further action required
27 Feb 2020	14.2	That Council: 1. Notes that the CEO's performance appraisal has been undertaken covering the period 6 September 2018 to 5 September 2019. 2. Endorses the Committee's performance appraisal of 'Meets Expectations' and thanks Mr Hoppe for his efforts. 3. Approves an increase to Mr Hoppe's base salary of 1.3%, effective from 6 September 2019. 4. Endorses that the CEO explore options to gain professional development and exposure to contemporary developments in the waste industry in line with the terms of his employment contract. 5. Approves the CEO's Performance Criteria for the 2019 - 2020 period, as per Attachment 3.	Completed

OCM /SCM Date	Item #	Resolution	Status
12-Dec-19	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 21 November 2019 be confirmed as a true record of the proceedings.	No further action required
12-Dec-19	9.1	That the Financial Statements set out in Appendix No. 1 for the month ended 31 October 2019 are received.	No further action required
12-Dec-19	9.2	That the Financial Statements set out in Appendix No. 1 for the month ended 31 October 2019 are received.	No further action required
12-Dec-19	9.3	That the Council: Approve the amendment to the Audit Committee Terms of Reference to increase the membership of the committee from three elected members to a minimum of three elected members, as per Attachment 2.	Completed
12-Dec-19	10	That the Members Information Bulletin Issue No. 51 be received.	No further action required
12-Dec-19	11.1	That this motion be deferred to the 12 December 2019 Ordinary Council meeting to allow the CEO to bring a report back to Council on what the practice of the member councils is in this regard, and what changes, if any, may be required to the MRC's Audit Committee Terms of Reference to align the MRC practices with the practices of its member councils.	Completed
12-Dec-19	11.1A	That the Council: (b) REQUESTS the CEO to write to the Office of the Auditor General to obtain guidance as to the status of all previous Audit Committee meeting minutes, which were contained in previous Member Information Bulletins for noting, and seeks guidance as to whether they should be brought to the next Ordinary meeting of Council for endorsement.	Completed
21-Nov-19	10.1, 10.2, 10.3	1.The minutes of the Ordinary Council Meeting held on 19 September 2019 be confirmed as a true record of the proceedings, subject to an annotation being added to the resolution in respect of item 10 of the agenda, which reads: <i>"Cr Shannon noted that the Audit Committee Minutes were contained in the Members Information Bulletin and sought clarification of the Audit Committee Terms of Reference."</i> 2.The minutes of the Special Council meeting held on 26 September 2019 be confirmed as a true record of the proceedings. 3.The minutes of the Special Council meeting held on 17 October 2019 be confirmed as a true record of the proceedings.	No further action required
21-Nov-19	11.1	That the Financial Statements set out in Appendix No. 1, 2 and 3 for the months ended 31 July 2019, 31 August 2019 and 30 September 2019 are received.	No further action required
21-Nov-19	11.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2019, 31 August 2019 and 30 September 2019, be noted.	No further action required
21-Nov-19	11.3	To appoint Cr Proud, Cr Shannon, Cr Vernon and Cr Boothman onto the Audit Committee. To Appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the Chief Executive Officer's Recruitment and Performance Review Committee. To appoint Cr Newton as the member and Cr Cvitan as the deputy member onto the Resource Recovery Facility - Project Advisory Group. Appoint Cr Boothman as the member and Cr Fishwick as the deputy member onto the Municipal Waste Advisory Council.	No further action required
21-Nov-19	11.4	That the Council: 1. notes the recommendation of the Audit Committee meeting held on 16 October 2019 to adopt the Financial Report for the year ended 30 June 2019; 2. adopts the Annual Report for the year ended 30 June 2019, which includes the Financial Report detailed in 1. above; and 3. approves the transfer of \$1.2 million from Retained Earnings to the Site Rehabilitation Fund	No further action required
21-Nov-19	11.5	That the Council: 1. Adopt the meeting dates as follows: · Ordinary Council Meeting – 27 February 2020 (City of Joondalup) · Ordinary Council Meeting – 23 April 2020 (City of Wanneroo) · Ordinary Council Meeting – 02 July 2020 (City of Stirling) · Ordinary Council Meeting – 24 September 2020 (City of Vincent) · Ordinary Council Meeting – 22 October 2020 (Town of Victoria Park) · Ordinary Council Meeting – 17 December 2020 (city of Perth) 2. Issue Public Notice on the meetings location, dates and times as detailed in (1) above in accordance with Part 12 (1) of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Local Government Act 1995</i> .	No further action required



OCM /SCM Date	Item #	Resolution	Status
21-Nov-19	11.6	That the Council 1. Approve that the words “\$140 per meeting” be deleted from line 3 of the table at point 1 in CP01.	Completed
21-Nov-19	11.7	That Council appoint Mr Phillip Draber to the role of MRC external audit committee member for the period from 21 November 2019 to 30 June 2020.	Completed
21-Nov-19	11.8	That Council: Note the report findings with respect to the 2019 FOGO trial.	Completed
21-Nov-19	11.9	That the Council: 1) note the options put forward by the MRC, and 2) Request that the CEO write to the member councils encouraging them to consider establishing a new permanent HHW facility in their local government area and/or hosting temporary collection day events to help divert HHW from landfill	
21-Nov-19	12	That the Members Information Bulletin Issue No. 50 be received.	Completed
21-Nov-19		That this motion be deferred to the 12 December 2019 Ordinary Council meeting to allow the CEO to bring a report back to Council on what the practice of the member councils is in this regard, and what changes, if any, may be required to the MRCs Audit Committee Terms of Reference to align the MRC practices with the practices of its member councils.	
	13.1		Completed
17-Oct-19	6.1	That the Council: 1. Endorse that the MRC not submit proposals to WARRRL to become a Refund Point Operator or a Processing Provider at this time. 2. Endorse that the MRC pursue registration with WARRRL to become a Donation Point under the CDS scheme. 3. Endorse that the MRC reconsider becoming a Refund Point Operator, at a later date, should the project economics improve. 4. Authorise the CEO to pursue the required permissions and approvals from regulatory agencies and the Tamala Park landowners to allow for the potential future development of the land originally earmarked for the CDS scheme for future infrastructure development.	Completed
17-Oct-19	6.2	That the Council: 1. Endorse the changes to the Resource Recovery Facility Agreement as documented in the draft Deed of Amendment – Resource Recovery Facility Agreement dated 9 October 2019, subject to approval by BioVision and the ANZ Bank; 2. Authorise the CEO to make minor changes if required to the draft Deed of Amendment that do not increase the MRC’s liability, in discussion with the Chair and subject to obtaining appropriate legal advice, and to execute the finalised Deed of Amendment under Common Seal; and 3. Approve that costs arising from the Deed of Amendment be accommodated in the half year budget review.	Completed
		1. Authorise the CEO to conclude the RRFA insurance renewals negotiations with BioVision and the external insurers on policy terms deemed advantageous to the MRC at the discretion of the CEO, at a total cost of up to \$1.4 million, at an agreed Industrial Special Risk insurance deductible of up to \$100,000, with the increase in insurance costs to be funded through the half year budget review. 2. Request that the CEO investigate options to reduce the RRFA insurance premiums.	Completed Completed
26-Sep-19	6.1		
19-Sep-19	8.1	That the Minutes of the Ordinary Council Meeting of Council held on 4 July 2019 be confirmed as a true record of the proceedings.	No further action required
19-Sep-19	9.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 May 2019 and 30 June 2019 are received.	No further action required
19-Sep-19	9.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2019 and 30 June 2019, be noted.	No further action required

OCM /SCM Date	Item #	Resolution	Status
19-Sep-19	9.3	1. Approve the addition of Policy CP16 Legal Representation for Mindarie Regional Council Elected Members, Committee Members and Employees.	No further action required
		2. Retain the remaining Council Policies with changes as contained in Appendix 6 and with the addition of the following amendments: a. CP06 Purchase of good and services – that the words “Criteria weightings will be determined with reference to the complexity and nature of the specific goods or services being tendered for. “be added at the end of the first paragraph of Section 5.b  b. CP09 Investments – that a bullet point 9 be added stating that “Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information.”	Completed
		3. Retains the delegations to the Chief Executive Officer as detailed in Attachment 1 of this report.	No further action required
		4. That the CEO reports report back to council by 30 June 2020 outlining the investments that the MRC have made in compliance with CP09.	Completed
19-Sep-19	9.4	That the Council  a) not support a toxic taxi service of a standardised Household Hazardous Waste, Community Recycling Stations and Battery Bin collection based on the high estimated costs of these proposals.  b) the MRC look at options, in conjunction with the Western Australian Container Deposit Scheme, and provide a report to council on ways to improve the collection of HHW.	Completed
19-Sep-19	9.5	That the Council:  Authorise the CEO to conclude the RRFA insurance renewals negotiations with BioVision and the external insurers, at a total cost of up to \$2.8 million, at an agreed Industrial Special Risk insurance deductible of up to \$100,000, with the increase in insurance costs to be funded through the half year budget review.  To hold over this item to a Special Council Meeting on 26 September 2019 in order for the MRC to seek legal advice.	Completed
19-Sep-19	9.6	That the Council:  1. Endorse the MRC’s continued engagement with the WA Container Deposit Scheme toward becoming a Refund Point Operator, or a Refund Point Operator and Processing Provider  2. Authorise the CEO’s pursuit of the required permissions and approvals from regulatory agencies and the Tamala Park landowners to facilitate the potential construction of a CDS facility at Tamala Park  3. Request that the CEO bring a report to Council outlining the key elements of any proposed tender submissions to the scheme coordinator for consideration prior to their submission.	Completed
19-Sep-19	10	That the Members Information Bulletin Issue No. 49 be received.	No further action required
19-Sep-19	14.1	That the Council:  1. Award the tender for the crushing and screening of Tamala Park quarry limestone (Tender Number: 13/141) to URBAN RESOURCES at the fixed price detailed within the report.  Authorise the CEO to advise the unsuccessful tenderers of the decision to award the tender to URBAN RESOURCES	Completed
4-Jul-19	10.1	That the Minutes of the Ordinary Council Meeting of Council held on 11 April 2019 be confirmed as a true record of the proceedings	
4-Jul-19	11.1	That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 March 2019 and 30 April 2019 are received.	
4-Jul-19	11.2	That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 March 2019 and 30 April 2019, be noted.	

OCM /SCM Date	Item #	Resolution	Status
4-Jul-19	11.3	<p>That Council:</p> <p>(i) adopt the Budget for the Mindarie Regional Council for 2019/20 financial year</p> <p>(ii) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements</p> <p>(iii) Approve the Capital Budget Program of \$2,602,892 for 2019/20 as follows:</p> <p><u>New capital expenditures</u></p> <ul style="list-style-type: none"> <li>· Buildings</li> <li>· Office furniture and equipment</li> <li>· Computer equipment</li> <li>· Plant and equipment and vehicles</li> <li>· Infrastructure</li> </ul> <p><u>Carried forward capital expenditures</u></p> <ul style="list-style-type: none"> <li>· Repl. Toyota Forklift</li> <li>· Cardboard compactor project</li> <li>· Transfer station extension</li> <li>· Recycling centre alignment</li> <li>· Leachate treatment project</li> </ul> <p>Total Capital expenditure</p> <p>(v) approve that \$405,771 will be transferred from the Operating Surplus to the Site Rehabilitation Reserve.</p> <p>(vi) Approve that \$1,300,000 will be transferred from Retained Earnings to the Site Rehabilitation Reserve</p> <p>(vii) Approve that \$2,60,2892 be transferred from the Reserve for Capital Expenditure to Operating Surplus to fund capital expenditures.</p> <p>(viii) Approve that \$250,000 will be transferred Operating surplus to the RRF Maintenance reserve</p> <p>(ix) Approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Surplus.</p> <p>(x) Approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves.</p>	Completed
4-Jul-19	12.1	That the Members Information Bulletin Issue No. 48 be received.	No further action required
4-Jul-19	13.1	That future Ordinary Council Meetings of the Mindarie Regional Council commence at 6.30 pm to provide Council Members with an additional 30 minutes to travel to meetings.	Completed
4-Jul-19	13.2	<p>That the CEO prepare a report to council for their consideration by 19 September 2019, outlining the cost and logistics involved in the MRC undertaking a limited trial of a "HHW Toxic Taxi Service" and community recycling stations for the on-demand collection of Household Hazardous Waste (HHW) from the residents of the MRC's member councils.</p> <p>The report should cover:</p> <ol style="list-style-type: none"> <li>1. The area and population base to be covered as part of a limited trial of 12 months;</li> <li>2. Which HHW items could be included in the trial service, noting that the list will be as comprehensive as possible;</li> <li>3. The cost of the limited trial and the impact that it would have on the members' gate fee;</li> <li>4. How the service would be marketed;</li> <li>5. How the improvement in intercepting HHW, that would otherwise go to landfill, will be measured; and</li> <li>6. How the scheme would function.</li> </ol>	Completed
6-Jul-17	13	That the Chief Executive Officer be requested to conduct a review of the Mindarie Regional Council's (MRC) band classification as determined by the Salaries and Allowances Tribunal (SAT) to ascertain if there is justification for the MRC in making a submission to the SAT to be reclassified from a band 3 Regional Council to a band 2 Regional Council.	OUTSTANDING