

12.2 INFORMATION BULLETIN

- Attachments:**
1. **Confirmed Minutes of the Mindarie Regional Council Meeting held on 30 May 2024**
 2. **Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 27 June 2024**
 3. **Minutes of the Catalina Regional Council meeting held on 20 June 2024**
 4. **Statistics for Development Services Applications as at the end of June 2024.**
 5. **Register of Legal Action and Prosecutions Monthly - Confidential**
 6. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 28 June 2024**
 7. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel (DAP) - Current**
 8. **Register of Applications Referred to the Design Review Panel (DRP) - Current**
 9. **Council Meeting Statistics**
 10. **Register of Petitions - Progress Report - July 2024**
 11. **Register of Notices of Motion - Progress Report - July 2024**
 12. **Register of Reports to be Actioned - Progress Report - July 2024**
 13. **Council Workshop Items since 29 May 2024**
 14. **Council Briefing Notes - 11 June 2024**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated July 2024.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

30 MAY 2024
CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

**MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING**

25 MAY 2024

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Stirling at 6.30 pm on 30 May 2024.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.



**SCOTT CAIRNS
CHIEF EXECUTIVE OFFICER**

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr S Proud, JP (Stephanie) - Deputy Chair	City of Stirling
Cr A Jacob, JP (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge
Cr K Vernon (Karen)	Town of Victoria Park

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open 6.30 pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MRC COUNCILLORS

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr S Proud, JP (Stephanie) Deputy Chair <i>arrived at 6.33 pm</i>	City of Stirling
Cr A Jacob, JP (Albert)	City of Joondalup
Cr C May (Christopher) <i>arrived 6.33pm</i>	City of Joondalup
Cr L Gobbert (Liam)	City of Perth
Cr A Creado (Andrea) (<i>MS Teams</i>)	City of Stirling
Cr M Dudek (Michael)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo

Apologies

Cr J Ferrante (Joe)	City of Stirling
Cr K Vernon (Karen)	Town of Victoria Park
Cr G Mack (Gary)	Town of Cambridge

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Executive Manager Corporate Services)
Mr M Hattingh (Executive Manager Operations)
Ms D Turner (Projects and Procurement Manager)
Ms D Toward (Executive Assistant)

Approved leave of absence

Nil

MRC Observers

Ms M Mather

Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr A Murphy	City of Stirling
Ms Y Plimbley	City of Stirling
Mr P Varris	City of Vincent
Mr A Griffiths	City of Vincent
Mr J Gault	City of Wanneroo
Mr K Hincks	Town of Cambridge
Mr J Wong	Town of Vic Park

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

Crs Proud and May entered the Chambers at 6.33 pm

3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENT BY THE PRESIDING PERSON

The Chair introduced and welcomed Darren Turner, Projects and Procurement Manager to the meeting.

6 APPLICATION FOR LEAVE OF ABSENCE

Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 28 March 2024

The Minutes of the Ordinary Council Meeting held on 28 March 2024 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 28 March 2024 be confirmed as a true record of the proceedings.

Moved Cr Hatton, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

9 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENT FOR THE PERIODS ENDED 31 MARCH 2024 AND 30 APRIL 2024
Reference:	GF-23-000000019
Attachment(s):	Attachment No. 1
Date:	17 MAY 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of this report is to provide Council with a set of financial reports in line with statutory requirements, which provides information on the financial performance of the Mindarie Regional Council (MRC).

BACKGROUND

Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996 defines reporting requirements.

The financial statements presented for each month consist of:

- Statement by Comprehensive Income by Nature and Type
- Operating Income Statement by Program
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activity
- Cash and Cash Equivalents and Schedule of Investments
- Tonnage Report

DETAIL

The attached reports provide an overview of the MRC's financial performance for the periods ending 31 March 2024 and 30 April 2024, and have been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards. The report fairly represents, in all material respects, the results of the MRC's operations for the months being reported.

The Financial Report for the periods ended 31 March 2024 and 30 April 2024 are attached at **Attachment No. 1** to this Item. The Schedule of Investments and Tonnage Report up to 30 April 2024 are also contained within the Attachment No.1.

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

Summary of results for the year to date period ended 30 April 2024

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	151,079	147,520	(3559)
Tonnes – Others	21,465	21,540	75
TOTAL TONNES	172,544	169,060	(3,484)
	\$	\$	\$
Revenue – Fees & Charges	27,643,487	27,167,260	(476,227)
Revenue – Other	6,259,534	6,477,697	218,163
TOTAL REVENUE	33,903,021	33,644,957	(258,064)
Expenses	(28,965,481)	(27,397,648)	1,567,833
Net profit	4,937,540	6,247,309	1,309,769
Net profit on sales of assets	260,896	277,022	16,126
NET SURPLUS	5,198,437	6,524,331	1,325,895

Variations Year to Date

Mindarie Regional Council's financial result for the period ending 30 April 2024 reflects its performance from 1 July 2023 to 30 April 2024. Council's operations have been conducted in line with the adopted budget. At the OCM, on 23 March, Council approved a mid-year budget review and proposed budget adjustments; the revised budgets have been reflected in the financial statements. In line with materiality adopted by the Council, variances below \$50k do not attract comments.

MRC recorded a net profit of \$6.5m for the period ended 30 April 2024 against the revised budget of \$5.2m, resulting in a favourable variance of 26% or \$1.3m.

This overall positive position is a combination of many positive variances and \$549k of a negative variance of total user charges.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

REVENUE

User Charges

Total Member user charges is \$549k lower than budgeted primarily due to 3,294t lower tonnages delivered by City of Wanneroo. City of Wanneroo advised that the forecast methods at the time of budget adoption overestimated tonnages for their council.

Interest Earnings

Interest earning is \$181k higher compared to budget. This continues to be a direct result of positive interest rate.

EXPENDITURE

Materials and Contracts

Materials and Contracts expenditure shows a positive variance of \$1.2m compared to the budget.

This variance is driven by a combination of several factors; lower than anticipated costs in DWER landfill levy (\$447k lower) being the major reason. DWER landfill levy is payable to the Department of Water and Environment Regulation and has a direct relationship to the tonnage disposed of. Another contributing factor to the above is a positive variance of \$430k in consultants' expenditure due to timing of expenses such as audit fees, waste audit the FOGO tender. The balance is made up of many small variances.

Utilities

Utilities recorded a positive variance of \$140k due to the fact that Synergy incorrectly recorded lower consumption and invoiced lower fees. The error is now expected to be rectified by June 2024.

Insurance

Insurance expenses performed \$140k better than revised budget year to date. This position is a result of lower property insurance and public liability insurance, \$53k and \$33k respectively and budgeted insurance excess not utilised to date.

Other expenses

Other expenses are \$151k lower than budgeted reflecting Elected Members expenses timing variance of \$95k.

STATEMENT OF FINANCIAL POSITION

At end of April 2024 the MRC's cash position is solid due to collection of fees and charges and positive earnings from the investments. Capital expenditure delivery and increases in the RBA cash rate have improved both the rate of investments and the amount reinvested.

Current Liabilities

Current Liabilities as of 30 April 2024 is \$2.3m lower compared to the previous month. Last month higher current liabilities was due to 3rd quarter waste levy payable to DWER. The levy has been paid.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

Capital Expenditure

\$526k of capital expenditure incurred in April 2024 is associated mainly with landfill infrastructure work in capping and leachate.

Reserve Accounts

Increase in the reserve accounts for the period ended 30 April 2024 is \$2.7m. This reflects the proportionate transfers to reserves including interest earned on the investments.

STATUTORY IMPLICATIONS

Section 6.4 of the Local Government Act 1995 and regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION**That Council:**

Receive the Financial Statements set out in Attachment No. 1 for the months ended 31 March 2024 and 30 April 2024.

Moved Cr Dudek, seconded Cr May

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil

Financial Reports for the period ended 31 March and 30 April 2024

Item
9.1

Attachment 1

Item
9.1



**Financial Report
for the period ending
31 March 2024**

Mindarie Regional Council

Authorised by: Adnana Arapovic
Executive Manager Corporate Services



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- 3.0 Cash and Cash Equivalents and Schedule of Investments
- 4.0 Tonnage Report



1.0 Financial Summary
For the period 31 March 2024

STATEMENT OF COMPREHENSIVE INCOME						
	Revised Budget	Revised Budget Year to Date	Actual Year to Date	Variance	Variance %	Status
Fees and Charges Revenue	\$ 33,101,627	\$ 25,068,441	\$ 24,548,417	\$ (520,024)	(2%)	↓
Other Revenue	\$ 7,630,339	\$ 5,678,638	\$ 5,777,050	\$ 98,412	2%	↑
Total Operating Revenue	\$ 40,731,966	\$ 30,747,079	\$ 30,325,467	\$ (421,612)	(1%)	↓
Operating Expenditure	\$ 35,548,531	\$ 25,669,295	\$ 24,494,296	\$ 1,174,999	5%	↑
Net profit	\$ 5,183,435	\$ 5,077,784	\$ 5,831,171	\$ 753,387	15%	↑
Capital Grants and Subsidies	\$ 50,000	-	-	-	-	→
Net profit/(loss) on sale of asse	253,105	\$ 287,684	\$ 287,684	-	-	→
Net Result	\$ 5,486,540	\$ 5,365,468	\$ 6,118,855	\$ 753,387	14%	↑

Year to Date Net Result Cumulative

Tonnage Cumulative

STATEMENT OF FINANCIAL POSITION			
	Revised Budget	Actual Year to Date	Actual 30 June 2023
Current Assets	\$ 67,960,617	\$ 77,036,305	\$ 64,273,412
Non Current Assets	\$ 104,333,324	\$ 93,782,150	\$ 100,324,693
Total Assets	\$ 172,293,941	\$ 170,818,455	\$ 164,598,105
Current Liabilities	\$ 4,380,288	\$ 4,975,650	\$ 5,528,381
Non Current Liabilities	\$ 27,208,977	\$ 27,009,138	\$ 26,354,914
Total Liabilities	\$ 31,589,265	\$ 31,984,788	\$ 31,883,295
Equity	\$ 140,704,676	\$ 138,833,667	\$ 132,714,810

CAPITAL EXPENDITURE				
	Revised Budget	Year to Date Actual	Variance %	Variance \$
Capital Expenditure	10,349,323	700,181	93.2%	9,649,142



2.1 Statement of Comprehensive Income by nature and type
For the period ended 31 March 2024

	Original Budget	Revised Budget	Year to Date				Previous Actual YTD
	2023/24 \$	2023/24 \$	Revised Budget \$	Actual \$	Variance \$	Variance %	31-Mar-23 \$
REVENUE							
Member User Charges							
User Charges - City of Perth	1,884,782	2,042,071	1,481,472	1,485,443	3,971	0%	1,418,680
User Charges - City of Wanneroo	8,757,751	8,759,336	6,579,666	6,116,178	(463,488)	(7%)	5,858,173
User Charges - City of Joondalup	5,073,600	5,067,171	3,830,683	3,746,001	(84,682)	(2%)	3,589,074
User Charges - City of Stirling	7,974,008	8,370,577	6,274,192	6,285,901	11,709	0%	5,880,458
User Charges - Town of Cambridge	787,616	885,766	648,184	669,133	20,949	3%	645,087
User Charges - City of Vincent	830,500	828,739	622,029	642,182	20,153	3%	591,850
User Charges - Town of Victoria Park	1,268,400	1,601,433	1,148,292	1,212,635	64,343	6%	1,191,536
Total Member User Charges	26,576,657	27,555,093	20,584,518	20,157,473	(427,045)*	(2%)	19,174,858
Other User Charges							
User Charges - Casual Tipping Fees	5,401,066	4,691,534	3,828,923	3,736,104	(92,819)	(2%)	5,935,745
Total User Charges	31,977,723	32,246,627	24,413,441	23,893,577	(519,864)*	(2%)	25,110,603
Other fees and charges							
Mattresses Charges	55,000	55,000	55,000	78,788	23,788	43%	84,136
Gas Power Generation Sales	800,000	800,000	600,000	576,052	(23,948)*	(4%)	742,659
Total Other Fees and Charges	855,000	855,000	655,000	654,840	(160)	(0%)	826,795
Total Fees and Charges	32,832,723	33,101,627	25,068,441	24,548,417	(520,024)*	(2%)	25,937,398
Interest Earnings	1,659,800	2,692,821	2,100,000	2,196,876	96,876	5%	953,550
Grants, Subsidies and Contributions							
Reimb. of Admin/Governance Expenses	4,656,518	4,656,518	3,492,388	3,492,388	-	-	3,164,807
Other Revenue							
Other Revenue	95,000	281,000	86,250	87,786	1,536	2%	148,556
Total Other Revenue	6,411,318	7,630,339	5,678,638	5,777,050	98,412*	2%	4,266,913
Total Revenue	39,244,041	40,731,966	30,747,079	30,325,467	(421,612)	(1%)	30,204,312
EXPENSES							
Employee Costs	5,536,680	5,536,680	4,083,482	4,066,825	16,657	0%	3,219,569
Materials and Contracts	18,348,818	18,713,901	13,320,427	12,530,608	789,819	6%	13,362,800
Utilities	718,250	800,450	551,737	432,387	119,350	22%	500,396
Depreciation	5,896,783	6,340,025	4,718,221	4,741,035	(22,814)	(0%)	4,111,504
Amortisation	4,954,195	2,119,202	1,589,402	1,589,402	-	-	3,923,830
Finance Costs	1,097,123	1,097,123	825,001	822,060	2,941	0%	810,096
Insurances	620,200	620,200	338,927	192,127	146,800	43%	608,128
Other Expenses	320,950	320,950	242,098	119,852	122,246	50%	181,005
Total Expenses	37,492,999	35,548,531	25,669,295	24,494,296	1,174,999	5%	26,717,328
Net profit from ordinary activities	1,751,042	5,183,435	5,077,784	5,831,171	753,387	15%	3,486,984
Capital Grants, Subsidies and Contributions							
Capital Grants and Subsidies	50,000	50,000	-	-	-	-	-
Profit/(loss) from ordinary activities	1,000	293,890	287,684	287,684	-	0%	-
Profit on Sale of Assets	(350,756)	(40,785)	-	-	-	-	-
Loss on Sale of Assets							
Net result for the period	1,451,286	5,486,540	5,365,468	6,118,855	753,387	14%	3,486,984
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,365,468	6,118,855	753,387*	14%	3,486,984



2.2 Statement of Comprehensive Income by program
For the period ended 31 March 2024

	Original Budget	Revised Budget	Revised Budget YTD	Actual YTD	Variance	Variance
	\$		\$	\$	\$	%
Revenue from Ordinary Activities						
Community Amenities	32,927,723	33,382,628	25,154,692	24,636,203	(518,489)	(2%)
General Purpose Funding	1,659,800	2,692,821	2,100,000	2,196,876	96,876	5%
Governance	4,656,518	4,656,518	3,492,388	3,492,388	-	-
	39,244,041	40,731,966	30,747,079	30,325,467	(421,612)	(1%)
Expenses from Ordinary Activities						
Governance	(4,617,177)	(5,128,496)	(3,390,846)	(2,929,654)	461,192	14%
Community Amenities	(31,779,699)	(29,322,912)	(21,453,448)	(20,742,582)	710,866	3%
Total operating expenses	(36,396,876)	(34,451,408)	(24,844,294)	(23,672,236)	1,172,058	5%
Finance costs						
Governance	(328,288)	(328,288)	(248,379)	(245,439)	(2,940)	1%
Community Amenities	(768,835)	(768,835)	(576,622)	(576,621)	(1)	0.00
Total Finance costs	(1,097,123)	(1,097,123)	(825,001)	(822,060)	(2,941)	0.00
Net result for the period	1,750,042	5,183,434	5,077,784	5,831,171	753,387	15%
Non-operating grants						
Community Amenities	50,000	50,000	-	-	-	-
Profit on sale of assets						
Community Amenities	1,000	293,890	287,684	287,684	-	-
	1,000	293,890	287,684	287,684	-	-
Loss on sale of assets						
Governance	(384)	-	-	-	-	-
Community Amenities	(350,372)	(40,785)	-	-	-	-
Total profit /(loss) on sale of assets	(349,756)	253,105	287,684	287,684	-	-
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,365,468	6,118,855	753,387	14%



2.3 Statement of Financial Position
As at 31 March 2024

	Actual 31 March 2024	Actual 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	25,767,934	20,262,141
Other Financial Assets	47,795,403	40,495,910
Debtors and other receivables	3,452,397	2,273,228
Inventories	20,560	15,792
Other Current Assets	11	1,226,341
TOTAL CURRENT ASSETS	77,036,305	64,273,412
NON-CURRENT ASSETS		
Property, plant and equipment	29,489,943	31,577,144
Right of Use - Asset	5,620,656	6,203,572
Infrastructure	47,126,184	49,828,762
Excavation and Rehabilitation Asset	11,542,132	12,715,215
TOTAL NON-CURRENT ASSETS	93,782,150	100,324,693
TOTAL ASSETS	170,818,455	164,598,105
CURRENT LIABILITIES		
Trade and other payables	4,053,769	4,144,896
Employee related provisions	756,865	754,925
Right of Use - Liabilities	165,016	628,560
TOTAL CURRENT LIABILITIES	4,975,650	5,528,381
NON CURRENT LIABILITIES		
Employee related provisions	218,603	141,000
Rehabilitation provision	20,629,315	20,052,694
Right of Use - Liabilities	6,161,220	6,161,220
TOTAL NON CURRENT LIABILITIES	27,009,138	26,354,914
TOTAL LIABILITIES	31,984,788	31,883,295
NET ASSETS	138,833,667	132,714,810
EQUITY		
Retained Losses	(26,156,286)	(29,893,807)
Reserves Accounts	21,874,705	19,493,371
Revaluation Surplus	54,029,522	54,029,520
Council Contribution	89,085,726	89,085,726
TOTAL EQUITY	138,833,667	132,714,810



2.4 Statement of Cash Flow
For the period ended 31 March 2024

	Original Budget 2023/2024	Revised Budget 2023/2024	Actual YTD 31-Mar-23	Actual 30-Jun-23
	\$		\$	\$
Cash flows from operating activities				
Receipts				
Contributions, re-imbursments and donations	4,656,518	4,656,518	3,492,388	4,224,742
Gas generation services	800,000	800,000	576,052	816,100
Fees and charges	32,032,723	31,890,734	26,784,283	32,839,129
Interest earnings	1,659,800	2,630,059	2,300,282	939,304
Other revenue	95,000	281,551	87,786	271,044
Grants & subsidies	-	(50,000)	-	-
GST received	-	-	596,724	2,782,222
	39,244,041	40,208,862	33,837,515	41,872,541
Payments				
Employee costs	(5,102,945)	(5,229,813)	(3,652,198)	(4,776,643)
Materials and contracts	(18,348,818)	(19,922,787)	(13,641,618)	(17,328,430)
Utilities	(718,250)	(800,453)	(432,387)	(632,002)
Insurance	(620,200)	(640,612)	(192,127)	(684,880)
Other Expenditure	(320,950)	12,220	(119,852)	(798,699)
GST Paid	-	(883,908)	(3,008,862)	(2,785,569)
	(25,111,163)	(27,465,353)	(21,047,046)	(27,006,223)
Net cash provided by operating activities	14,132,878	12,743,509	12,790,469	14,866,318
Cash flows from investing activities				
Grants and subsidiaries	50,000	-	38,000	-
Payments for purchases of property, plant and equipment and infrastructure	(10,052,000)	(13,433,214)	(700,181)	(107,549)
Investments in term deposits	(2,315,904)	-	(7,299,494)	(1,075,500)
Proceeds from Sale of assets	576,000	-	1,199,361	-
Net cash used in investing activities	(11,741,904)	(13,433,214)	(6,762,314)	(1,183,049)
Cash flows from financing activity				
Lease payments	(559,266)	-	(522,362)	(566,483)
Net cash used in financing activities	(559,266)	-	(522,362)	(566,483)
Net increase in cash and cash equivalents	1,831,708	(689,705)	5,505,793	13,116,786
Cash and cash equivalents 30 June 2023	15,250,254	20,262,141	20,262,141	7,145,355
Cash and cash equivalents 31 March 2024	17,258,130	19,572,436	25,767,934	20,262,141



2.5 Statement of Financial Activity For the period ended 31 March 2024

Actual 30 June 2023		Original Budget 2023/2024	Revised Budget 2023/2024	Budget YTD 31-Mar-24	Actual YTD 31-Mar-24	Variance \$	Variance (%)
		\$		\$	\$		
	Revenue from operating activities						
4,224,742	Contributions and reimbursements	4,656,518	4,656,518	3,492,388	3,492,388	-	-
33,102,536	Fees and charges	32,832,723	33,101,627	25,068,441	24,548,417	(520,024)	(2%)
1,512,800	Interest revenue	1,659,800	2,692,821	2,100,000	2,196,876	96,876	5%
271,044	Other revenue	95,000	281,000	86,250	87,786	1,536	2%
-	Profit on asset disposals	1,000	293,890	287,684	287,684	-	-
39,111,122		39,245,041	41,025,856	31,034,763	30,613,151	(421,612)	(1%)
	Expenditure from operating activities						
(4,707,843)	Employee costs	(5,536,680)	(5,536,680)	(4,083,482)	(4,066,825)	(16,657)	0.00
(17,508,295)	Materials and contracts	(18,348,818)	(18,713,901)	(13,320,427)	(12,530,608)	(789,819)	6%
(632,002)	Utility charges	(718,250)	(800,450)	(551,737)	(432,387)	(119,350)	22%
(7,606,255)	Depreciation & amortisation	(10,850,978)	(8,459,227)	(6,307,623)	(6,330,437)	22,814	(0.00)
(1,074,941)	Finance costs	(1,097,123)	(1,097,123)	(825,001)	(822,060)	(2,941)	0.00
(684,881)	Insurance	(620,200)	(620,200)	(338,927)	(192,127)	(146,800)	43%
-	Loss on disposal of assets	(350,756)	(40,785)	-	-	-	-
(466,879)	Other expenditure	(320,950)	(320,950)	(242,098)	(119,852)	(122,246)	50%
(32,681,096)		(37,843,755)	(35,589,316)	(25,669,295)	(24,494,296)	(1,174,999)	5%
	Add/less: Non - cash items						
-	Profit on asset disposals	(1,000)	(293,890)	(287,684)	(287,684)	-	-
-	Loss on disposal of assets	350,756	40,785	-	-	-	-
7,606,255	Depreciation & amortisation	10,850,978	8,459,227	6,307,623	6,330,437	(22,814)	(0)
60,245	Employee benefit provisions	542,735	542,735	395,243	450,408	(55,165)	(14%)
743,120	Rehabilitation - unwinding of interest	768,835	768,835	576,626	576,621	5	0
-	Other Provisions	3,620,993	3,620,993	-	-	-	-
8,409,620		16,133,297	13,138,685	6,991,808	7,069,782	(77,974)	(1%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	12,357,276	13,188,637	831,361	7%
	Inflows from investing activities						
-	Proceeds from disposal of assets	576,000	1,306,972	545,000	1,199,361	(654,361)	-
-	Capital Grants and Subsidies	50,000	50,000	50,000	38,000	12,000	-
-		626,000	1,356,972	545,000	1,199,361	654,361	-
	Outflows from investing activities						
(54,835)	Purchase of plant and equipment	(618,000)	(808,323)	(238,527)	(238,527)	-	-
(25,279)	Purchase of land and buildings	(310,000)	(310,000)	-	-	-	-
(17,101)	Purchase of computer equipment	(105,000)	(212,000)	(42,099)	(42,099)	-	-
(10,334)	Purchase and construction of infrastructure	(9,019,000)	(9,019,000)	(419,554)	(419,554)	-	-
(107,549)		(10,052,000)	(10,349,323)	(700,180)	(700,180)	-	-
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(155,180)	499,181	-	-
	Inflows from financing activity						
98,550	Transfers from reserve accounts	1,215,000	3,162,310	283,862	283,862	-	-
-	Transfers from surplus	-	-	-	416,318	-	-
98,550		1,215,000	3,162,310	283,862	700,180	-	-
	Outflows from financing activities						
(566,483)	Payments for principal portion of lease liabilities	(293,526)	(293,526)	220,145	(463,544)	683,688	311%
(824,831)	Transfers to reserve accounts	(2,493,835)	(6,133,337)	(4,600,003)	(3,413,787)	(1,186,236)	26%
(1,391,314)		(2,787,361)	(6,426,863)	(4,379,858)	(3,877,311)	(502,548)	11%
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(4,095,996)	(3,177,131)	918,865	(22%)
27,195,812	Operating Net Current Assets at the start of the financial year	32,849,526	32,849,526	32,849,526	40,635,145	(7,785,619)	(24%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	12,357,276	13,188,637	(831,361)	(7%)
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(155,180)	499,181	(654,361)	422%
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(4,095,996)	(3,177,131)	(918,865)	22%
40,635,145	Closing Net Current Assets	39,385,748	39,167,847	40,955,626	51,145,832	10,190,206	25%



2.5 Statement of Financial Activity (Continued)
Net current assets reconciled to Statement of Financial Activity
For the period ended 31 March 2024

	Actual As at 31 March 2024	Actual 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	25,767,934	20,262,141
Other Financial Assets	47,795,404	40,495,910
Debtors and other receivables	3,452,397	2,273,228
Inventories	20,560	15,792
Other Current Assets	11	1,226,341
TOTAL CURRENT ASSETS	77,036,306	64,273,412
CURRENT LIABILITIES		
Trade and other payables	4,053,769	4,144,896
Employee related provisions	756,865	754,925
Right of Use - Liabilities	165,016	628,560
TOTAL CURRENT LIABILITIES	4,975,650	5,528,381
Net Current assets	72,060,656	58,745,031
Add back Restricted Liabilities		
Employee related provisions	756,865	754,925
Right of Use - Liabilities	165,016	628,560
E-Waste Infrastructure grants	38,000	-
Adjusted net current assets	73,020,537	60,128,516
Less : Net current financial assets that back reserves		
Reserves Accounts	(21,874,705)	(19,493,371)
	51,145,832	40,635,145



2.6 Statement of Reserves
For the period ended 31 March 2024

Description	Actual As at 31 March 2024
	\$
<u>Site Rehabilitation</u>	
Opening balance	17,056,658
Interest income	689,908
Transfer to reserves	576,621
Transfer from reserves	-
Closing Balance	18,323,187
<u>Capital Expenditure</u>	
Opening balance	1,945,637
Interest income	85,392
Transfer to reserves	1,293,750
Transfer from reserves	(283,862)
Closing Balance	3,040,918
<u>Carbon Abatement</u>	
Opening balance	491,076
Interest income	19,525
Transfer to reserves	-
Transfer from reserves	-
Closing Balance	510,601
RESERVES SUMMARY	
Opening Balance as at 1 July 2023	19,493,371
Interest income	794,825
Transfer to reserves	1,870,371
Transfer from reserves	(283,862)
Closing Balance	21,874,705



2.7 Statement of Investing Activity
For the period ended 31 March 2024


	Original Budget 2023/24	Revised Budget 2023/24	Actual As at 31 March 2024
LANDFILL INFRASTRUCTURE			
Stage2 - Phase2 capping work	6,987,000	6,987,000	187,102
Leachate Processing Infrastructure	1,850,000	1,850,000	229,218
	8,837,000	8,837,000	416,319
INFRASTRUCTURE TAMALA PARK			
RRF 2x new additional Monitoring Bores to be installed	28,500	28,500	-
4x new Monitoring Bores Install - Marmion Ave	10,000	55,000	-
Facility Signage Upgrade	18,000	14,000	-
Transfer Station Line Marking	15,500	18,000	-
Modifications at Drop-off bays & Reticulation	16,000	15,500	-
Workshop Hotwash - Wash-downbay	-	10,000	3,235
15Amp Power Supply Installation to Green Waste bunker	25,000	16,000	-
Transfer Station chain drop Access Control unit	55,000	25,000	-
Transfer Station extension	14,000	-	-
	182,000	182,000	3,235
BUILDING			
Recycling E-Waste Storage and Bulk Up Facility	135,000	135,000	-
Workshop building Roller doors and Rood upgrade for tyre	25,000	25,000	-
Weighbridge roof modification	150,000	150,000	-
	310,000	310,000	-
COMPUTING EQUIPMENT			
Replacement of Desktops/Laptops	20,000	50,000	36,301
CCTV install for Tip Face, Quarry and Transfer	85,000	97,000	5,798
Meeting Room Upgrade and Telephony System	-	25,000	-
Event Management System (Inex) Replacement	-	10,000	-
Wifi Access Point Replacements	-	30,000	-
	105,000	212,000	42,099
EQUIPMENT			
Odour monitoring units / control	70,000	70,000	-
Point to point Telemetry & Data System Installation	16,500	16,500	-
Workshop Hotwash Machine	8,000	8,000	-
2x New Air well Leachate Extraction Pumps for Stage 2	8,500	8,500	-
Generator & Compressor	15,000	15,000	-
	118,000	118,000	-
PLANT AND VEHICLES			
Replacement of vehicles	80,000	232,323	232,695
Replacement of Skid Steer Loader	175,000	213,000	5,832
New 16t Vibrating Roller at Tip face	245,000	245,000	-
	500,000	690,323	238,527
TOTAL CAPITAL EXPENDITURE	10,052,000	10,349,323	700,180



**3.0 Cash & Cash Equivalents and Schedule of Investments
As at 31 March 2024**

Institutions with Standard & Poors Rating AA- or better

Institution	S&P Rating	Achieved
CBA	AA-	✓
NAB	AA-	✓
ANZ	AA-	✓




Where Tenor > 90 Days, maximum 50% held in one institution
Investments > 90 days tenor 100%

Institution	Amount Held \$m	% of Total Funds	Maximum	Achieved
CBA	\$ 15.30	32%	50%	✓
NAB	\$ 21.93	46%	50%	✓
ANZ	\$ 10.57	22%	50%	✓
<90 Days	\$ -			
	\$ 47.80			

Where possible give preference to institutions that do not finance the fossil fuel industry and consider ethical, social and environmental aspects.

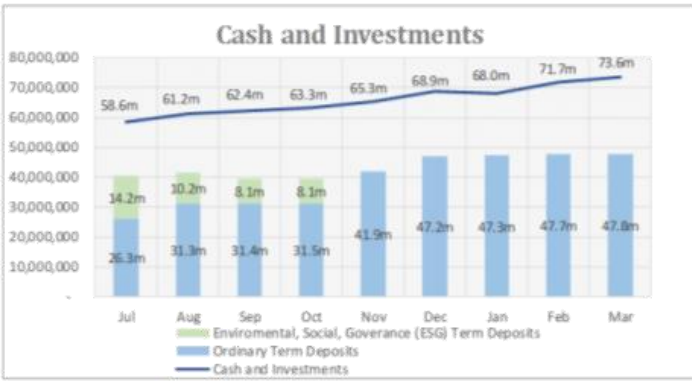
Monthly Interest and Rates



Month	Interest (k)	Weighted Average Rate MRC Portfolio (%)	Cash Rate (%)
Jul	220k	4.50	4.00
Aug	208k	4.50	4.00
Sep	226k	4.50	4.00
Oct	226k	4.50	4.00
Nov	243k	4.50	4.00
Dec	257k	4.50	4.00
Jan	281k	4.50	4.00
Feb	271k	4.50	4.00
Mar	266k	4.50	4.00

As of March 2024, MRC's interest earnings are \$617k above budget year-to-date. In March 2024, the Reserve Bank held the cash rate at 4.35%

Cash and Investments

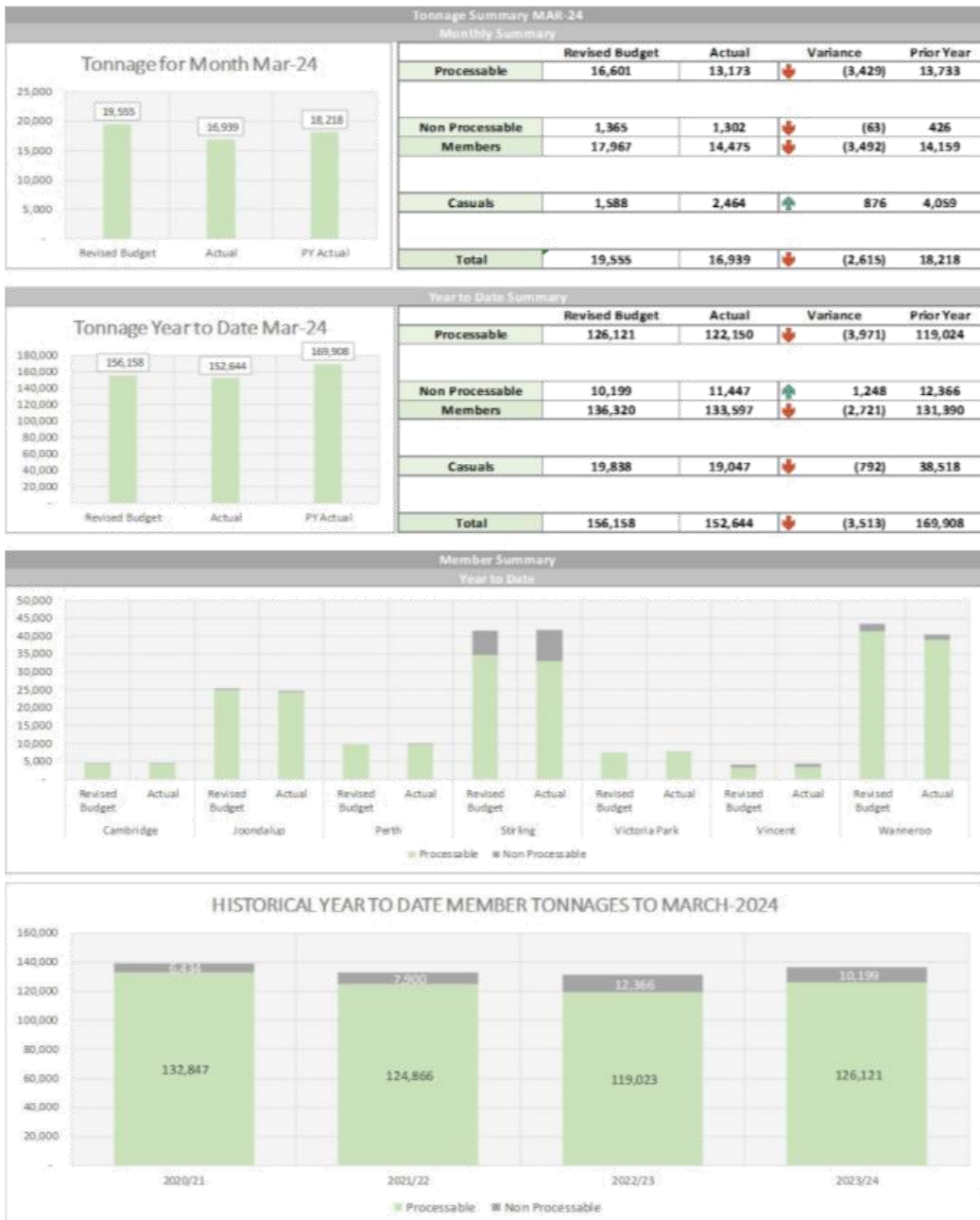


Month	Ordinary Term Deposits (\$m)	ESG Term Deposits (\$m)	Total Cash and Investments (\$m)
Jul	26.3m	14.2m	58.6m
Aug	31.3m	10.2m	61.2m
Sep	31.4m	8.1m	62.4m
Oct	31.5m	8.1m	63.3m
Nov	41.9m	-	65.3m
Dec	47.2m	-	68.9m
Jan	47.3m	-	68.0m
Feb	47.7m	-	71.7m
Mar	47.8m	-	73.6m

As of March 31, 2024, MRC's total cash and investments amounted to \$73.6 million. \$47.8 million was invested in term deposits and \$15.9m invested in the CBA saver account. It should be noted that MRC had its ESG term deposits with CBA who have withdrawn those products in December as MRC ESG term deposit matured. MRC is looking for replacements with other financial institutions.



4.0 Tonnage Report for the period ended 31 March 2024





**Financial Report
for the period ending
30 April 2024**

Mindarie Regional Council

Authorised by: Adnana Arapovic
Executive Manager Corporate Services



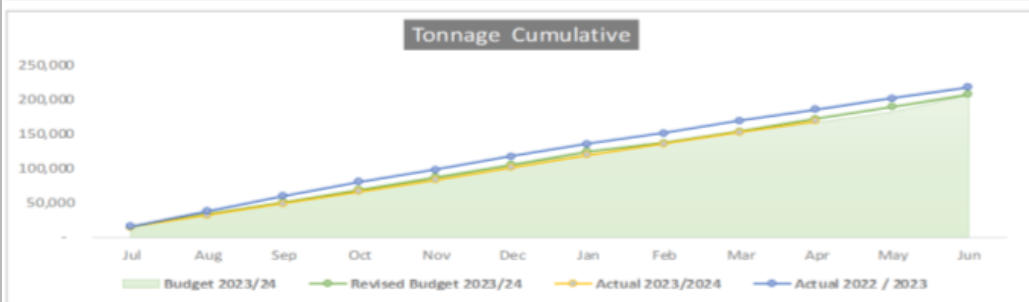
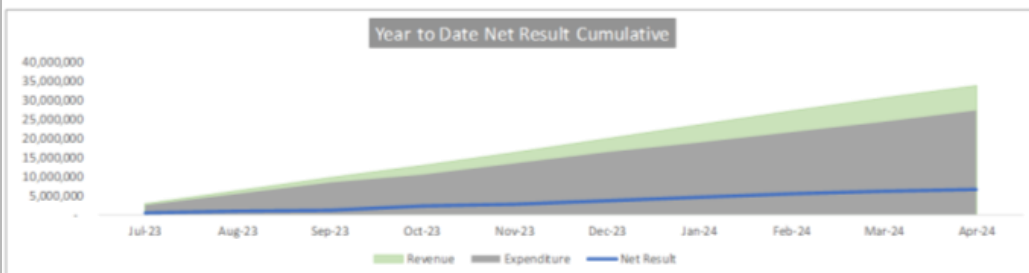
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- 3.0 Cash and Cash Equivalents and Schedule of Investments
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1.0 Financial Summary
For the period 30 April 2024

STATEMENT OF COMPREHENSIVE INCOME						
	Revised Budget	Revised Budget Year to Date	Actual Year to Date	Variance	Variance %	Status
Fees and Charges Revenue	\$ 33,101,627	\$ 27,643,487	\$ 27,167,260	\$ (476,227)	(2%)	↓
Other Revenue	\$ 7,630,339	\$ 6,259,534	\$ 6,477,697	\$ 218,163	3%	↑
Total Operating Revenue	\$ 40,731,966	\$ 33,903,021	\$ 33,644,957	\$ (258,064)	(1%)	↔
Operating Expenditure	\$ 35,548,531	\$ 28,965,481	\$ 27,397,648	\$ 1,567,832	5%	↑
Net profit	\$ 5,183,435	\$ 4,937,540	\$ 6,247,309	\$ 1,309,769	27%	↑
Capital Grants and Subsidies	\$ 50,000	-	-	-	-	↔
Net profit/(loss) on sale of asse	253,105	\$ 260,896	\$ 277,022	16,126	6%	↑
Net Result	\$ 5,486,540	\$ 5,198,437	\$ 6,524,331	\$ 1,325,895	26%	↑



STATEMENT OF FINANCIAL POSITION				
	Revised Budget	Actual Year to Date	Actual 30 June 2023	
Current Assets	\$ 67,960,617	\$ 75,451,162	\$	64,273,412
Non Current Assets	\$ 104,333,324	\$ 93,541,159	\$	100,324,693
Total Assets	\$ 172,293,941	\$ 168,992,321	\$	164,598,105
Current Liabilities	\$ 4,380,288	\$ 2,672,119	\$	5,528,381
Non Current Liabilities	\$ 27,208,977	\$ 27,081,062	\$	26,354,914
Total Liabilities	\$ 31,589,265	\$ 29,753,181	\$	31,883,295
Equity	\$ 140,704,676	\$ 139,239,140	\$	132,714,810

CAPITAL EXPENDITURE				
	Revised Budget	Year to Date Actual	Variance \$	Variance %
Capital Expenditure	10,349,323	1,225,965	9,123,358	88.2%



2.1 Statement of Comprehensive Income by nature and type For the period ended 30 April 2024

	Original Budget	Revised Budget	Year to Date				Previous Actual YTD
	2023/24	2023/24	Revised Budget	Actual	Variance	Variance	30-Apr-23
	\$	\$	\$	\$	\$	%	\$
REVENUE							
Member User Charges							
User Charges - City of Perth	1,884,782	2,042,071	1,658,159	1,645,575	(12,584)	(1%)	1,418,680
User Charges - City of Wanneroo	8,757,751	8,759,336	7,272,502	6,786,817	(485,685)	(7%)	5,858,173
User Charges - City of Joondalup	5,073,600	5,067,171	4,221,386	4,148,648	(72,738)	(2%)	3,589,074
User Charges - City of Stirling	7,974,008	8,370,577	6,958,133	6,885,400	(72,733)	(1%)	5,880,458
User Charges - Town of Cambridge	787,616	885,766	723,074	738,925	15,851	2%	645,087
User Charges - City of Vincent	830,500	828,739	688,533	713,458	24,925	4%	591,850
User Charges - Town of Victoria Park	1,268,400	1,601,433	1,291,110	1,345,094	53,984	4%	1,191,536
Total Member User Charges	26,576,657	27,555,093	22,812,897	22,263,917	(548,980)	(2%)	19,174,858
Other User Charges							
User Charges - Casual Tipping Fees	5,401,066	4,691,534	4,160,590	4,198,131	37,541	1%	5,935,745
Total User Charges	31,977,723	32,246,627	26,973,487	26,462,048	(511,439)	(2%)	25,110,603
Other fees and charges							
Mattresses Charges	55,000	55,000	55,000	89,798	34,798	63%	84,136
Gas Power Generation Sales	800,000	800,000	615,000	615,414	414	0%	742,659
Total Other Fees and Charges	855,000	855,000	670,000	705,212	35,212	5%	826,795
Total Fees and Charges	32,832,723	33,101,627	27,643,487	27,167,260	(476,227)	(2%)	25,937,398
Interest Earnings	1,659,800	2,692,821	2,292,852	2,473,743	180,891	8%	953,550
Grants, Subsidies and Contributions							
Reimb. of Admin/Governance Expenses	4,656,518	4,656,518	3,880,432	3,880,432	-	-	3,164,807
Other Revenue							
Other Revenue	95,000	281,000	86,250	123,522	37,272	43%	148,556
Total Other Revenue	6,411,318	7,630,339	6,259,534	6,477,697	218,163	3%	4,266,913
Total Revenue	39,244,041	40,731,966	33,903,021	33,644,957	(258,064)	(1%)	30,204,312
EXPENSES							
Employee Costs	5,536,680	5,536,680	4,592,732	4,604,024	(11,292)	0%	3,219,569
Materials and Contracts	18,348,818	18,713,901	15,088,694	13,928,785	1,159,909	8%	13,362,800
Utilities	718,250	800,450	634,643	494,919	139,724	22%	500,396
Depreciation	5,896,783	6,340,025	5,258,822	5,272,986	(14,164)	(0%)	4,111,504
Amortisation	4,954,195	2,119,202	1,766,002	1,766,002	-	-	3,923,830
Finance Costs	1,097,123	1,097,123	915,713	912,507	3,206	0%	810,096
Insurances	620,200	620,200	436,086	296,764	139,322	32%	608,128
Other Expenses	320,950	320,950	272,789	121,661	151,128	55%	181,005
Total Expenses	37,492,999	35,548,531	28,965,481	27,397,648	1,567,833	5%	26,717,328
Net profit from ordinary activities	1,751,042	5,183,435	4,937,540	6,247,309	1,309,769	27%	3,486,984
Capital Grants, Subsidies and Contributions							
Capital Grants and Subsidies	50,000	50,000	-	-	-	-	-
	50,000	50,000	-	-	-	-	-
Profit(loss) from ordinary activities							
Profit on Sale of Assets	1,000	293,890	287,684	287,684	-	-	-
Loss on Sale of Assets	(350,756)	(40,785)	(26,788)	(10,662)	16,126	(60%)	-
	(349,756)	253,105	260,896	277,022	16,126	6%	-
Net result for the period	1,451,286	5,486,540	5,198,436	6,524,331	1,325,895	26%	3,486,984
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,198,437	6,524,331	1,325,895	26%	3,486,984



2.2 Statement of Comprehensive Income by program
For the period ended 30 April 2024

	Original Budget	Revised Budget	Revised Budget YTD	Actual YTD	Variance	Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Community Amenities	32,927,723	33,382,628	27,729,738	27,290,785	(438,955)	(2%)
General Purpose Funding	1,659,800	2,692,821	2,292,852	2,473,743	180,891	8%
Governance	4,656,518	4,656,518	3,880,432	3,880,432	-	-
	39,244,041	40,731,966	33,903,021	33,644,957	(258,064)	(1%)
Expenses from Ordinary Activities						
Governance	(4,617,177)	(5,128,496)	(3,978,238)	(3,347,207)	631,031	16%
Community Amenities	(31,779,699)	(29,322,912)	(24,071,529)	(23,137,933)	933,596	4%
Total operating expenses	(36,396,876)	(34,451,408)	(28,049,767)	(26,485,140)	1,564,627	6%
Finance costs						
Governance	(328,288)	(328,288)	(275,019)	(271,817)	(3,202)	1%
Community Amenities	(768,835)	(768,835)	(640,694)	(640,694)	-	-
Total Finance costs	(1,097,123)	(1,097,123)	(915,713)	(912,511)	(3,202)	-
Net result for the period	1,750,042	5,183,435	4,937,540	6,247,309	1,309,769	27%
Non-operating grants						
Community Amenities	50,000	50,000	-	-	-	-
Profit on sale of assets						
Community Amenities	1,000	287,682	287,684	287,684	-	-
	1,000	293,890	287,684	287,684	-	-
Loss on sale of assets						
Governance	(384)	-	-	-	-	-
Community Amenities	(350,372)	(40,785)	(26,788)	(10,662)	16,126	(60%)
Total profit /(loss) on sale of assets	(349,756)	253,105	260,896	277,022	16,126	6%
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,198,437	6,524,331	1,325,895	26%



2.3 Statement of Financial Position
As at 30 April 2024

	Actual 30 April 2024	Actual 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	24,206,569	20,262,141
Other Financial Assets	48,301,950	40,495,910
Debtors and other receivables	2,927,438	2,273,228
Inventories	15,194	15,792
Other Current Assets	11	1,226,341
TOTAL CURRENT ASSETS	75,451,162	64,273,412
NON-CURRENT ASSETS		
Property, plant and equipment	29,273,458	31,577,144
Right of Use - Asset	5,555,690	6,203,572
Infrastructure	46,819,594	49,828,762
Excavation and Rehabilitation Asset	11,889,182	12,715,215
TOTAL NON-CURRENT ASSETS	93,541,159	100,324,693
TOTAL ASSETS	168,992,321	164,598,105
CURRENT LIABILITIES		
Trade and other payables	1,796,079	4,144,896
Employee related provisions	765,290	754,925
Right of Use - Liabilities	110,750	628,560
TOTAL CURRENT LIABILITIES	2,672,119	5,528,381
NON CURRENT LIABILITIES		
Employee related provisions	226,458	141,000
Rehabilitation provision	20,693,384	20,052,694
Right of Use - Liabilities	6,161,220	6,161,220
TOTAL NON CURRENT LIABILITIES	27,081,062	26,354,914
TOTAL LIABILITIES	29,753,181	31,883,295
NET ASSETS	139,239,140	132,714,810
EQUITY		
Retained Losses	(26,098,471)	(29,893,807)
Reserves Accounts	22,222,363	19,493,371
Revaluation Surplus	54,029,522	54,029,520
Council Contribution	89,085,726	89,085,726
TOTAL EQUITY	139,239,140	132,714,810



2.4 Statement of Cash Flow
For the period ended 30 April 2024

	Original Budget 2023/2024	Revised Budget 2023/2024	Actual Y TD 30-Apr-23	Actual 30-Jun-23
	\$	\$	\$	\$
Cash flows from operating activities				
Receipts				
Contributions, re-imbursements and donations	4,656,518	4,656,518	3,880,432	4,224,742
Gas generation services	800,000	800,000	615,414	816,100
Fees and charges	32,032,723	31,890,734	29,910,091	32,839,129
Interest earnings	1,659,800	2,630,059	2,699,890	939,304
Other revenue	95,000	281,551	123,522	271,044
Grants & subsidies	-	(50,000)	-	-
GST received	-	-	678,672	2,782,222
	39,244,041	40,208,862	37,908,020	41,872,541
Payments				
Employee costs	(5,102,945)	(5,229,813)	(4,173,118)	(4,776,643)
Materials and contracts	(18,348,818)	(19,922,787)	(17,368,571)	(17,328,430)
Utilities	(718,250)	(800,453)	(494,919)	(632,002)
Insurance	(620,200)	(640,612)	(296,763)	(684,880)
Other Expenditure	(320,950)	12,220	(121,661)	(798,699)
GST Paid	-	(883,908)	(3,319,758)	(2,785,569)
	(25,111,163)	(27,465,353)	(25,774,791)	(27,006,223)
Net cash provided by operating activities	14,132,878	12,743,509	12,133,229	14,866,318
Cash flows from investing activities				
Grants and subsidiaries	50,000	-	38,000	-
Payments for purchases of property, plant and equipment and infrastructure	(10,052,000)	(13,433,214)	(1,225,965)	(107,549)
Investments in term deposits	(2,315,904)	-	(6,415,622)	(1,075,500)
Term deposit interest and transfers	-	-	(1,390,419)	-
Proceeds from Sale of assets	576,000	-	1,246,922	-
Net cash used in investing activities	(11,741,904)	(13,433,214)	(7,747,084)	(1,183,049)
Cash flows from financing activity				
Lease payments	(559,266)	-	(441,718)	(566,483)
Net cash used in financing activities	(559,266)	-	(441,718)	(566,483)
Net increase in cash and cash equivalents	1,831,708	(689,705)	3,944,428	13,116,786
Cash and cash equivalents 30 June 2023	15,250,254	20,262,141	20,262,141	7,145,355
Cash and cash equivalents 30 April 2024	17,258,130	19,572,436	24,206,569	20,262,141



2.5 Statement of Financial Activity For the period ended 30 April 2024

Actual 30 June 2023		Original Budget 2023/2024	Revised Budget 2023/2024	Budget YTD 30-Apr-24	Actual YTD 30-Apr-24	Variance	Variance
		\$	\$	\$	\$	\$	%
	Revenue from operating activities						
4,224,742	Contributions and reimbursements	4,656,518	4,656,518	3,880,432	3,880,432	-	-
33,102,536	Fees and charges	32,832,723	33,101,627	27,643,487	27,167,260	(476,227)	(2%)
1,512,800	Interest revenue	1,659,800	2,692,821	2,292,852	2,473,743	180,891	8%
271,044	Other revenue	95,000	281,000	86,250	123,522	37,272	43%
-	Profit on asset disposals	1,000	293,890	287,684	287,684	-	-
39,111,122		39,245,041	41,025,856	34,190,705	33,932,641	(258,064)	(1%)
	Expenditure from operating activities						
(4,707,843)	Employee costs	(5,536,680)	(5,536,680)	(4,592,732)	(4,604,024)	11,292	(0)
(17,508,295)	Materials and contracts	(18,348,818)	(18,713,901)	(15,088,694)	(13,928,785)	(1,159,909)	8%
(632,002)	Utility charges	(718,250)	(800,450)	(634,643)	(494,919)	(139,724)	22%
(7,606,255)	Depreciation & amortisation	(10,850,978)	(8,459,227)	(7,024,824)	(7,038,988)	14,164	(0)
(1,074,941)	Finance costs	(1,097,123)	(1,097,123)	(915,713)	(912,507)	(3,206)	0
(684,881)	Insurance	(620,200)	(620,200)	(436,086)	(296,764)	(139,322)	32%
-	Loss on disposal of assets	(350,756)	(40,785)	(26,788)	(10,662)	-	0%
(466,879)	Other expenditure	(320,950)	(320,950)	(272,789)	(121,661)	(151,128)	55%
(32,681,096)		(37,843,755)	(35,589,316)	(28,965,481)	(27,408,310)	(1,557,171)	5%
	Add: Non - cash items						
-	Profit on asset disposals	(1,000)	(293,890)	(287,684)	(287,684)	-	-
-	Loss on disposal of assets	350,756	40,785	26,788	10,662	(16,126)	-
7,606,255	Depreciation & amortisation	10,850,978	8,459,227	7,024,824	7,038,988	(14,164)	(0)
60,245	Employee benefit provisions	542,735	542,735	442,616	495,459	(52,843)	(12%)
743,120	Rehabilitation - unwinding of interest	768,835	768,835	640,690	640,690	0	0
-	Other Provisions	3,620,993	3,620,993	-	-	-	-
8,409,620		16,133,297	13,138,685	7,847,234	7,898,115	(83,133)	(1%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	13,072,458	14,422,446	1,349,988	10%
	Inflows from investing activities						
-	Proceeds from disposal of assets	576,000	1,306,972	545,000	1,246,922	(701,922)	(129%)
-	Capital Grants and Subsidies	50,000	50,000	50,000	38,000	12,000	24%
		626,000	1,356,972	545,000	1,246,922	701,922	-
	Outflows from investing activities						
(54,835)	Purchase of plant and equipment	(618,000)	(808,323)	(675,000)	(238,528)	436,472	65%
(25,279)	Purchase of land and buildings	(310,000)	(310,000)	(260,000)	-	260,000	100%
(17,101)	Purchase of computer equipment	(105,000)	(212,000)	(175,000)	(44,234)	130,766	75%
(10,334)	Purchase and construction of infrastructure	(9,019,000)	(9,019,000)	(1,670,000)	(943,205)	726,795	44%
(107,549)		(10,052,000)	(10,349,323)	(2,780,000)	(1,225,966)	1,554,034	56%
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(2,235,000)	20,956	2,214,044	(99%)
	Inflows from financing activity						
98,550	Transfers from reserve accounts	1,215,000	3,162,310	1,261,998	285,995	976,003	-
-	Transfers from surplus	-	-	-	939,971	-	-
98,550		1,215,000	3,162,310	1,261,998	1,225,966	-	-
	Outflows from financing activities						
(566,483)	Payments for principal portion of lease liabilities	(293,526)	(293,526)	(244,605)	(463,544)	218,939	(90%)
(824,831)	Transfers to reserve accounts	(2,493,835)	(6,133,337)	(5,111,114)	(4,370,249)	(740,865)	14%
(1,391,314)		(2,787,361)	(6,426,863)	(5,355,719)	(4,833,793)	(521,926)	10%
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(4,093,722)	(3,607,827)	485,894	(12%)
27,195,812	Operating Net Current Assets at the start of the financial year	32,849,526	32,849,526	32,849,526	40,635,145	(7,785,619)	(24%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	13,072,458	14,422,446	(1,349,988)	(10%)
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(2,235,000)	20,956	(2,255,956)	101%
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(4,093,722)	(3,607,827)	(485,894)	12%
40,635,145	Closing Net Current Assets	39,385,748	39,167,847	39,593,263	51,470,720	11,877,458	30%



2.5 Statement of Financial Activity (Continued)
Net current assets reconciled to Statement of Financial Activity
For the period ended 30 April 2024

	Actual As at 30 April 2024	Actual 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	24,206,569	20,262,141
Other Financial Assets	48,301,950	40,495,910
Debtors and other receivables	2,927,438	2,273,228
Inventories	15,194	15,792
Other Current Assets	11	1,226,341
TOTAL CURRENT ASSETS	75,451,162	64,273,412
CURRENT LIABILITIES		
Trade and other payables	1,796,079	4,144,896
Employee related provisions	765,290	754,925
Right of Use - Liabilities	110,750	628,560
TOTAL CURRENT LIABILITIES	2,672,119	5,528,381
Net Current assets	72,779,043	58,745,031
Add back Restricted Liabilities		
Employee related provisions	765,290	754,925
Right of Use - Liabilities	110,750	628,560
E-Waste Infrastructure grants	38,000	-
Adjusted net current assets	73,693,083	60,128,516
Less : Net current financial assets that back reserves		
Reserves Accounts	(22,222,363)	(19,493,371)
	51,470,720	40,635,145



2.6 Statement of Reserves
For the period ended 30 April 2024

Description	Actual As at 30 April 2024
	\$
<u>Site Rehabilitation</u>	
Opening balance	17,056,658
Interest income	809,345
Transfer to reserves	640,690
Transfer from reserves	-
Closing Balance	18,506,693
<u>Capital Expenditure</u>	
Opening balance	1,945,637
Interest income	104,597
Transfer to reserves	1,437,500
Transfer from reserves	(285,995)
Closing Balance	3,201,739
<u>Carbon Abatement</u>	
Opening balance	491,076
Interest income	22,856
Transfer to reserves	-
Transfer from reserves	-
Closing Balance	513,932
RESERVES SUMMARY	
Opening Balance as at 1 July 2023	19,493,371
Interest income	936,798
Transfer to reserves	2,078,190
Transfer from reserves	(285,995)
Closing Balance	22,222,363



2.7 Statement of Investing Activity For the period ended 30 April 2024


	Original Budget 2023/24	Revised Budget 2023/24	Actual As at 30 April 2024	Actual Vs Revised Budget Variance	Actual Vs Revised Budget Variance
	\$	\$	\$	\$	%
LANDFILL INFRASTRUCTURE					
Stage2 - Phase2 capping work	6,987,000	6,987,000	673,339	6,313,661	90%
Leachate Processing Infrastructure	1,850,000	1,850,000	266,631	1,583,369	86%
	8,837,000	8,837,000	939,969	7,897,031	89%
INFRASTRUCTURE TAMALA PARK					
RRF 2x new additional Monitoring Bores to be installed	28,500	28,500	-	28,500	100%
4x new Monitoring Bores Install - Marmion Ave	10,000	55,000	-	55,000	100%
Facility Signage Upgrade	18,000	14,000	-	14,000	100%
Transfer Station Line Marking	15,500	18,000	-	18,000	100%
Modifications at Drop-off bays & Reticulation	16,000	15,500	-	15,500	100%
Workshop Hotwash - Wash-downbay	-	10,000	3,235	6,765	68%
15Amp Power Supply Installation to Green Waste bunker	25,000	16,000	-	16,000	100%
Transfer Station chain drop Access Control unit	55,000	25,000	-	25,000	100%
Transfer Station extension	14,000	-	-	-	-
	182,000	182,000	3,235	178,765	98%
BUILDING					
Recycling E-Waste Storage and Bulk Up Facility	135,000	135,000	-	135,000	100%
Workshop building Roller doors and Rood upgrade for tyre	25,000	25,000	-	25,000	100%
Weighbridge roof modification	150,000	150,000	-	150,000	100%
	310,000	310,000	-	310,000	100%
COMPUTING EQUIPMENT					
Replacement of Desktops/Laptops	20,000	50,000	36,301	13,699	27%
CCTV install for Tip Face, Quarry and Transfer	85,000	97,000	5,799	91,201	94%
Meeting Room Upgrade and Telephony System	-	25,000	-	25,000	100%
Event Management System (Inex) Replacement	-	10,000	-	10,000	100%
Wifi Access Point Replacements	-	30,000	2,134	27,866	93%
	105,000	212,000	44,234	167,766	79%
EQUIPMENT					
Odour monitoring units / control	70,000	70,000	-	70,000	100%
Point to point Telemetry & Data System Installation	16,500	16,500	-	16,500	100%
Workshop Hotwash Machine	8,000	8,000	-	8,000	100%
2x New Air well Leachate Extraction Pumps for Stage 2	8,500	8,500	-	8,500	100%
Generator & Compressor	15,000	15,000	-	15,000	100%
	118,000	118,000	-	118,000	100%
PLANT AND VEHICLES					
Replacement of vehicles	80,000	232,323	232,695	(372)	0%
Replacement of Skid Steer Loader	175,000	213,000	5,832	207,168	97%
New 16t Vibrating Roller at Tip face	245,000	245,000	-	245,000	100%
	500,000	690,323	238,528	451,796	65%
TOTAL CAPITAL EXPENDITURE	10,052,000	10,349,323	1,225,965	9,123,358	88%



**3.0 Cash & Cash Equivalents and Schedule of Investments
As at 30 April 2024**

Institutions with Standard & Poors Rating AA- or better

Institution	S&P Rating	Achieved
CBA	AA-	✓
NAB	AA-	✓
ANZ	AA-	✓
Westpac	AA-	✓




Where Tenor > 90 Days, maximum 50% held in one institution
Investments > 90 days tenor: 107%

Institution	Amount Held \$m	% of Total Funds	Maximum	Achieved
CBA	\$ 10.24	21%	50%	✓
NAB	\$ 21.99	46%	50%	✓
ANZ	\$ 10.57	22%	50%	✓
Westpac	\$ 5.50	11%	50%	✓
<90 Days	\$ 48.30			

Where possible give preference to institutions that do not finance the fossil fuel industry and consider ethical, social and environmental aspects.


Monthly Interest and Rates



Month	Interest (\$k)	Weighted Average Rate MRC Portfolio (%)	Cash Rate (%)
Jul	220k	4.35	4.35
Aug	208k	4.35	4.35
Sep	226k	4.35	4.35
Oct	226k	4.35	4.35
Nov	243k	4.35	4.35
Dec	257k	4.35	4.35
Jan	281k	4.35	4.35
Feb	271k	4.35	4.35
Mar	266k	4.35	4.35
Apr	277k	4.35	4.35

As of April 2024, MRC's interest earnings are \$181k above budget year-to-date. In April 2024, the Reserve Bank held the cash rate at 4.35%

Cash and Investments



Month	ESG Term Deposits (\$m)	Ordinary Term Deposits (\$m)	Cash and Investments (\$m)
Jul	14.2m	26.3m	58.6m
Aug	10.2m	31.3m	61.2m
Sep	8.1m	31.4m	62.4m
Oct	8.1m	31.5m	63.3m
Nov		41.9m	65.3m
Dec		47.2m	68.9m
Jan		47.3m	68.0m
Feb		47.7m	71.7m
Mar		47.8m	73.6m
Apr		48.3m	72.5m

As of April 30, 2024, MRC's total cash and investments amounted to \$72.5 million. \$48.3 million was invested in term deposits and \$15.9m invested in the CBA saver account. It should be noted that MRC had its ESG term deposits with CBA who have withdrawn those products in December as MRC ESG term deposit matured. MRC is looking for replacements with other financial institutions.



3.0 Cash & Cash Equivalents and Schedule of Investments
As at 30 April 2024 (Continued)

SCHEDULE OF INVESTMENTS							
Bank	Investment Date	Tenor (Days)	Investment Amt \$	Interest Rate %	Maturity Date	Gross Interest \$	Maturity Amt \$
ORDINARY TERM DEPOSITS							
ANZ 9130-47954	15/02/2024	91	4,260,465	4.87%	16/05/2024	51,729	4,312,194
NAB 78-463-0288	27/10/2023	207	2,105,319	5.20%	21/05/2024	62,087	2,167,406
NAB 71-624-4449	1/12/2023	193	3,153,000	5.15%	11/06/2024	85,861	3,238,861
ANZ 9796-92171	1/12/2023	195	2,082,976	4.88%	13/06/2024	54,306	2,137,282
NAB GMI-DEAL-10893903	16/04/2024	91	2,138,938	5.00%	15/07/2024	26,370	2,165,308
CBA 37309509	21/03/2024	120	5,060,459	4.77%	19/07/2024	79,359	5,139,818
ANZ 9797-07193	1/02/2024	182	2,110,333	4.88%	1/08/2024	51,351	2,161,684
NAB 10890044	19/03/2024	155	5,000,000	5.05%	21/08/2024	107,226	5,107,226
NAB 21-233-4933	23/02/2024	182	2,132,690	5.10%	23/08/2024	54,235	2,186,924
NAB new	26/02/2024	179	199,000	5.10%	23/08/2024	4,977	203,977
NAB 41-562-4966	4/10/2023	341	2,968,402	5.25%	9/09/2024	145,594	3,113,996
NAB 10890228	18/03/2024	182	2,148,363	5.05%	16/09/2024	54,098	2,202,460
ANZ 9131-43719(reinvested	18/03/2024	183	2,113,605	4.88%	17/09/2024	51,713	2,165,319
NAB GMI-DEAL-10894013	17/04/2024	180	2,144,564	5.05%	14/10/2024	53,408	2,197,972
CBA CDA 37309509	15/04/2024	183	5,183,836	4.83%	15/10/2024	125,533	5,309,368
Westpac TD 032108962507	30/04/2024	365	5,500,000	5.35%	1/05/2025	294,250	5,794,250
Total Term Deposits			48,301,950	5.03%		1,302,097	49,604,047
Cash & Cash Equivalents as of 30 April 2024							
CBA Saver			15,961,946	Principal			
NAB Balance			1,249	NAB	45.5%	21,990,275	
CBA Business			8,240,320	CBA	21.2%	10,244,295	
ANZ Balance			55	ANZ	21.9%	10,567,380	
Petty Cash			1,500	Westpac	11.4%	5,500,000	
Floats			1,500	Invested		48,301,950	
				Principal plus interest			
				NAB	46.8%	22,584,131	
				CBA	21.6%	10,449,186	
				ANZ	22.3%	10,776,479	
Total Cash & Cash Equivalents			24,206,569	Westpac	12.0%	5,794,250	
Total			72,508,519	Total		49,604,047	



4.0 Tonnage Report for the period ended 30 April 2024



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

9.2	LIST OF ACCOUNTS PAID – FOR THE PERIODS ENDED 31 MARCH 2024 AND 30 APRIL 2024
File No:	GF-23-000019
Appendix(s):	Attachment No. 1
Date:	17 May 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of these reports is to provide details of payments made during the period identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

DETAILS

In accordance with section 13(1) of the Local Government Financial Management Regulations 1996, Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from its Municipal and Trust Funds. A list of accounts paid by the CEO is to be prepared each month (Fin Reg 13(2)) and be presented to the next Ordinary Council Meeting following such payments (Fin Reg 13(3)). The lists of accounts paid for the months ended 31 March 2024 and 30 April 2024 are attached at Attachment 1 to this Item.

A new regulation 13A has been added to the Local Government Financial Management Regulations 1996 to increase transparency and accountability in local government through greater oversight of incidental spending. Regulation covers purchasing cards such as Bunnings and Fuel cards issued by local government to their employees. Under the new regulation, a transaction listing is included for the MRC's fuel cards and Bunnings Power Pass cards.

Month Ended	Account	Vouchers	Amount
31 March 2024	General Municipal	Cheques	\$1,889.05
		EFT	\$1,026,942.26
		DP	\$5,657,866.81
		Inter account transfers	-
		Total	\$6,686,698.12
30 April 2024	General Municipal	Cheques	\$600.00
		EFT	\$4,629,330.83
		DP	\$5,987,470.29
		Inter account transfers	-
		Total	\$10,617,401.12

STATUTORY IMPLICATIONS

Regulation 13 of the Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

40

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of accounts paid under delegated authority to the Chief Executive Officer for the months ended 31 March 2024 and 30 April 2024, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.

Moved Cr Wright, seconded Cr Hatton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil*

List of Payments for the months ended 31 March and 30 April 2024

Item
9.2

ATTACHMENT 1

Item
9.2

Schedule of Payments for March 2024
Council Meeting - 30th May 2024

Date	Document No.	Vendor Name	Description	Amount
11/03/2024	00884	Cash	Employee deduction	\$ 300.00
22/03/2024	00885	Cash	Employee deduction	\$ 300.00
25/03/2024	00886	Petty Cash	Petty Cash Reimbursement	\$ 1,289.05
Total CBA cheques				\$ 1,889.05

Date	Document No.	Vendor Name	Description	Amount
8/03/2024	DP-02347	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$ 3,466.44
8/03/2024	DP-02348	Australian Taxation Office	PAYG Payment	\$ 44,693.00
10/03/2024	DP-02349	Commonwealth Bank	Merchant fees	\$ 1,483.07
10/03/2024	DP-02350	Commonwealth Bank	Merchant fees	\$ 109.28
22/03/2024	DP-02351	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$ 3,466.44
22/03/2024	DP-02352	Australian Taxation Office	PAYG Payment	\$ 41,945.00
21/03/2024	DP-02353	Australian Taxation Office	BAS Payment Feb 24	\$ 308,780.00
23/03/2024	DP-02354	SuperChoice	Staff Superannuation	\$ 64,292.74
15/03/2024	DP-02355	Commonwealth Bank	CommBiz Fees	\$ 37.79
15/03/2024	DP-02356	Commonwealth Bank	Acct. Service Fees	\$ 9.35
27/03/2024	DP-02357	MidWest Auto Group Pty Ltd	Vehicle	\$ 79,727.85
27/03/2024	DP-02358	MRC Credit Card	See the schedule attached (credit card payments)	\$ 22,557.05
14/03/2024	DP-02359	Commonwealth Bank	CBA refund to customer	\$ 125.35
13/03/2024	DP-02360	Marion Geotechnical Services Limited	Purchase of Telescopic Riser Shafts	\$ 87,143.45
31/03/2024	DP-02361	NAB Bank	Account Fee	\$ 10.00
1/03/2024	DP-02362	ANZ	Account Fee	\$ 10.00
4/03/2024	DP-02362	ANZ	Account Fee	\$ 10.00
15/03/2024	ER13439	NAB Bank	CBA transfer for NAB TD	\$ 5,000,000.00
Total Direct Payments & Fees				\$ 5,657,866.81

Total Inter account Transfers

Date	Document No.	Vendor Name	Description	Amount
7/03/2024	EFT-02376	Osborne Park Jeep	Vehicle	\$ 83,192.00
12/03/2024	EFT-02379	Airgen Australia	Degassing compressors	\$ 605.00
12/03/2024	EFT-02379	Airwell Group Pty Ltd	Leachate fortnightly service and report	\$ 3,528.62
12/03/2024	EFT-02379	All 4 People Pty Ltd	Contract Labour w/e 19 & 26 Jan & 4,9 Feb 24	\$ 14,050.43
12/03/2024	EFT-02379	All Fence U Rent P/L	Temporary Fencing - RRF & safekeeping of equipment	\$ 2,366.38
12/03/2024	EFT-02379	Allwest Plant Hire Australia	Demob of hired Plate Compactor & Excavator Feb 24	\$ 379.50
12/03/2024	EFT-02379	Aptella Pty Ltd - (prev Position Partners)	Compactor System & New Touch Digitiser (Pit134)	\$ 4,819.19
12/03/2024	EFT-02379	Aussie Natural Spring Water	Bottled Water delivered	\$ 188.19
12/03/2024	EFT-02379	Australian Training Management	Forklift & Dump Truck Training Courses	\$ 1,655.00
12/03/2024	EFT-02379	Benara Nurseries	Plants for Admin Building	\$ 842.60
12/03/2024	EFT-02379	City of Stirling	TP Lease - Feb 24	\$ 28,541.95
12/03/2024	EFT-02379	City of Wanneroo	TP Lease - Mar 24	\$ 14,270.97
12/03/2024	EFT-02379	DCM Services	Air Condition Maintenance Jan 24	\$ 990.00
12/03/2024	EFT-02379	EMRC	Monthly CCA Recycling	\$ 710.00
12/03/2024	EFT-02379	Global Spill Control Pty Ltd	Spill kits for Inspections	\$ 275.00
12/03/2024	EFT-02379	Great Southern Fuel Supplies	Diesel purchases	\$ 13,431.88
12/03/2024	EFT-02379	High Tech Maintenance	Pit131 - repair dog bone mount hole	\$ 770.00
12/03/2024	EFT-02379	Jedi Auto Worx	Pit141 Light repairs and new spotlights fitted	\$ 1,672.78
12/03/2024	EFT-02379	Jemane Enterprises Pty Ltd	Pit141 4 new tyres	\$ 950.00
12/03/2024	EFT-02379	Local Government Professionals Australia	Report Writing in Local Government Workshop	\$ 1,180.00
12/03/2024	EFT-02379	Monika Kern	Membership to Project Management Institute	\$ 212.90
12/03/2024	EFT-02379	MRP Pest Control	Pest Control Feb 24	\$ 866.25
12/03/2024	EFT-02379	Newcastle Weighing Services Pt	DCS Rolls (x4) including freight	\$ 901.45
12/03/2024	EFT-02379	Oceanside Power & Communications	Install dual power outlet at transfer	\$ 275.00
12/03/2024	EFT-02379	ORH Truck Solutions P/L	Pit120 air valve and solenoid	\$ 167.86
12/03/2024	EFT-02379	Robert Walters Pty Ltd	Contract labour week ending 11 Feb 24	\$ 1,642.03
12/03/2024	EFT-02379	Security Specialists Australia Pty Ltd	Monthly Cash Collection	\$ 174.57
12/03/2024	EFT-02379	SEEK Limited	Advert: Project and Procurement Manager	\$ 852.50
12/03/2024	EFT-02379	Seton Australia Pty Ltd	Traffic cones (x300)	\$ 3,380.87
12/03/2024	EFT-02379	SLR Consulting Australia Pty Ltd	Cons. Serv. for Leachate to Sewer Investigative Works	\$ 12,705.55
12/03/2024	EFT-02379	Stanton's International	Probity Consultancy for FOGO-up to 31 Jan 24	\$ 103.40
12/03/2024	EFT-02379	Synergy	Electricity 19 Dec23 to 22 Feb 24 TP House	\$ 114.26
12/03/2024	EFT-02379	T & C Couriers	Monthly Courier service	\$ 50.81
12/03/2024	EFT-02379	Telstra	Telephone Bill 14 Feb 24 to 13 Mar 24	\$ 564.70
12/03/2024	EFT-02379	Telstra	Services & equipment rental Feb 24	\$ 1,210.00
12/03/2024	EFT-02379	Think Water Wanneroo	Irrigation fittings	\$ 68.90
12/03/2024	EFT-02379	Town of Cambridge	TP Lease March 24	\$ 7,135.48
12/03/2024	EFT-02379	Trade West Industrial Supplies	Safety boots, ear plugs, gloves, safety glasses	\$ 167.64
12/03/2024	EFT-02379	Tyrecycle P/L	Disposal of Tyres 5 & 8 Feb 24	\$ 2,021.11
12/03/2024	EFT-02379	Veolia Recycling & Recovery Pty Ltd	Monthly Confidential Bin Disposal	\$ 82.97
12/03/2024	EFT-02379	Water2water P/L	Service site ice machines, billi taps and water filtration systems	\$ 2,180.80

Date	Document No.	Vendor Name	Description	Amount
12/03/2024	EFT-02379	Waterchem Australia P/L	Ecosorb Ultimate - 20L Drum	\$ 7,150.00
12/03/2024	EFT-02379	WesTrac Pty Ltd	Plt139 Major Repairs	\$ 76,106.77
12/03/2024	EFT-02379	Winc Australia P/L	Stationery and printing	\$ 302.39
22/03/2024	EFT-02380	A & G Wines Plumbing	Repair broken pressure pipe at transfer station	\$ 528.00
22/03/2024	EFT-02380	Airefrig Australia Pty Ltd	Degassing Cylinder Service fee Feb 24	\$ 37.13
22/03/2024	EFT-02380	Airwell Group Pty Ltd	Landfill Supply and Install Flow Meters and Pumps	\$ 52,865.99
22/03/2024	EFT-02380	Alinta Energy	Gas 29 Nov 23 to 29 Feb 24	\$ 102.45
22/03/2024	EFT-02380	All 4 People Pty Ltd	Contract labour week ending 16 and 23 Feb 24	\$ 5,498.19
22/03/2024	EFT-02380	All Fence U Rent P/L	Temporary Fencing	\$ 165.00
22/03/2024	EFT-02380	Aptella Pty Ltd - (prev Position Partners)	Software Support-Bornag Compaction Monitoring	\$ 1,265.00
22/03/2024	EFT-02380	Aquion P/L	PRTG 2500 Annual License	\$ 3,608.55
22/03/2024	EFT-02380	Aussie Natural Spring Water	Bottled water delivered	\$ 64.50
22/03/2024	EFT-02380	Australia Post	Postage & Freight for the month	\$ 174.00
22/03/2024	EFT-02380	Australian Training Management	Skid Steer, FEL & Dozer VOC Training	\$ 8,888.50
22/03/2024	EFT-02380	Banhams WA Pty Ltd	RRF Monthly Fire System Maintenance Feb 24	\$ 578.79
22/03/2024	EFT-02380	Blue Diamond Machinery Pty Ltd	Generator repair/service	\$ 5,473.60
22/03/2024	EFT-02380	BOQ Finance (Aust) Limited	Monthly Printer Rental	\$ 421.53
22/03/2024	EFT-02380	Brooks Hire	Hire of CAT Skidsteer Feb 24	\$ 8,354.72
22/03/2024	EFT-02380	ChekRite Asia Pacific Pty Ltd	Chekrite - Subscription	\$ 2,187.90
22/03/2024	EFT-02380	City of Perth	TP Lease - Jan & Feb 24 catch up	\$ 511.25
22/03/2024	EFT-02380	City of Perth	TP Lease - Mar 24	\$ 7,394.86
22/03/2024	EFT-02380	Cleanaway Operations Pty Ltd	Co Mingled Waste Feb 24	\$ 306.68
22/03/2024	EFT-02380	Dalacom Systems (AU) Pty Ltd	Workstation Hardware Replacements & Spares	\$ 28,472.51
22/03/2024	EFT-02380	Dignite	Pl151- gas struts & tracks	\$ 6,172.00
22/03/2024	EFT-02380	Dragon Forklift Services Pty Ltd	Plt117- Repair brakes	\$ 2,497.28
22/03/2024	EFT-02380	ECOLO WA	Odour pods service and refill (5 pods) 300 litres @ \$7.95	\$ 2,733.50
22/03/2024	EFT-02380	Envirocare Systems	Monthly Hygiene Services	\$ 771.32
22/03/2024	EFT-02380	Fennell Tyres International Pty Ltd	Plt83,148,120 tyre replacement and repair	\$ 4,746.75
22/03/2024	EFT-02380	Flick Anticimex P/L	Rodent Service & Cockroach spray	\$ 351.97
22/03/2024	EFT-02380	Go Doors Pty Ltd	Callout to Recycling Shop Doors	\$ 3,670.04
22/03/2024	EFT-02380	Great Southern Fuel Supplies	Diesel delivered Feb 24	\$ 44,930.93
22/03/2024	EFT-02380	Instant Products Group	Toilet hire/clean/restock Feb 24	\$ 204.75
22/03/2024	EFT-02380	Jedi Auto Worx	Plt133, 134, 148, 151 vehicle repairs	\$ 1,739.80
22/03/2024	EFT-02380	Kyocera Document Solutions	Monthly Photocopier Expenses Nov, Dec 23 & Feb 24	\$ 1,061.77
22/03/2024	EFT-02380	NAPA Parts	Jack stands for workshop	\$ 797.98
22/03/2024	EFT-02380	NAPA Parts	Plt135 gear oil	\$ 64.00
22/03/2024	EFT-02380	NAPA Parts	Evaporative Cooler 750w for workshop	\$ 1,857.90
22/03/2024	EFT-02380	Natural Area Holdings Pty Ltd	Flora and Fauna Surveys & Phytophthora dieback testing Feb 24	\$ 8,250.00
22/03/2024	EFT-02380	Newcastle Weighing Services Pt	NWS Wasteman Service Agreement #499	\$ 11,467.50
22/03/2024	EFT-02380	Nutrien Ag Solutions	Kitchen amenities	\$ 218.46
22/03/2024	EFT-02380	Oceanside Power & Communications	Electrical repairs	\$ 1,494.90
22/03/2024	EFT-02380	Olivers Lawn & Landscaping Pty Ltd	TP monthly lawn mowing service	\$ 225.00
22/03/2024	EFT-02380	Paxon Consulting Group Pty Ltd	TP Void Space Model Review	\$ 13,013.00
22/03/2024	EFT-02380	Pinnacle Height Safety Pty Ltd	Training - Fire Warden/Extinguisher Course	\$ 279.00
22/03/2024	EFT-02380	REPCO Auto Parts- Clarkson	Motor vehicle & Workshop supplies	\$ 286.98
22/03/2024	EFT-02380	Robert Walters Pty Ltd	Contract Worker week ending 28 Feb 24	\$ 1,325.68
22/03/2024	EFT-02380	SafeWork Laboratories Pty Ltd	D & A testing 17 & 27 Feb 24 labour & mileage	\$ 3,588.31
22/03/2024	EFT-02380	Seton Australia Pty Ltd	Bollards (x 300)	\$ 2,313.83
22/03/2024	EFT-02380	SLR Consulting Australia Pty Ltd	MRC Landfill Gas Assessment	\$ 28,594.23
22/03/2024	EFT-02380	Specialized Cleaning Group Pty Ltd	TP Road Sweeping Service Feb 24	\$ 1,950.00
22/03/2024	EFT-02380	Super Choice Services Pty Ltd	Monthly Single Touch Payroll	\$ 14.94
22/03/2024	EFT-02380	Synergy	TP & RRF Electricity Feb 24	\$ 39,831.15
26/03/2024	EFT-02381	A & G Wines Plumbing	Plumbing Works Truck Drivers Toilet	\$ 814.07
26/03/2024	EFT-02381	Alance Newspaper & Magazine Delivery	Newspaper Delivery	\$ 229.60
26/03/2024	EFT-02381	Aussie Natural Spring Water	Bottled water delivered 06 Mar 24	\$ 53.75
26/03/2024	EFT-02381	Australian Services Union	Union Fees	\$ 53.00
26/03/2024	EFT-02381	BOC Limited	Dissolved Acetylene Feb 24	\$ 12.09
26/03/2024	EFT-02381	City of Joondalup	TP Lease - March 24	\$ 14,789.71
26/03/2024	EFT-02381	City of Vincent	TP Lease - March 24	\$ 7,135.49
26/03/2024	EFT-02381	City of Wanneroo	TP Lease - Jan-Mar 24 adj	\$ 1,541.27
26/03/2024	EFT-02381	Global Spill Control Pty Ltd	Spill Kit replacement parts	\$ 464.75
26/03/2024	EFT-02381	Hello People	Chemcapture - Service AWS subscription costs (Jan-Jun 24)	\$ 3,795.00
26/03/2024	EFT-02381	Oceanside Power & Communications	Pylon Sign-Supply & Install Fibre Optic	\$ 5,935.30
26/03/2024	EFT-02381	Plants & Garden Rentals	Monthly maintenance - March 24	\$ 330.00
26/03/2024	EFT-02381	Services Australia	Employees deductions for Child Support	\$ 280.00
26/03/2024	EFT-02381	Soft Landing	COS On Demand Mattresses	\$ 29,155.50
26/03/2024	EFT-02381	Soft Landing	COS RCB Mattresses	\$ 28,776.00
26/03/2024	EFT-02381	Soft Landing	MRC Monthly Mattress Collection	\$ 13,827.00
26/03/2024	EFT-02381	Sonia Cherico	Spectacles contribution	\$ 200.00
26/03/2024	EFT-02381	T & C Couriers	Monthly Courier service	\$ 78.19
26/03/2024	EFT-02381	Talis Consultants P/L	GW Monitoring & Piggy Back & Leachate Pond Design Consult.	\$ 3,095.13
26/03/2024	EFT-02381	Total Green Recycling Pty Ltd	E-waste Recycling	\$ 11,581.28
26/03/2024	EFT-02381	Town of Victoria Park	TP Lease - Vic Park - Jan 24	\$ 7,392.36

Date	Document No.	Vendor Name	Description	Amount
26/03/2024	EFT-02381	Town of Victoria Park	TP Lease - Vic Park - Feb 24	\$ 7,392.36
26/03/2024	EFT-02381	Town of Victoria Park	TP Lease - Vic Park - Mar 24	\$ 7,392.36
26/03/2024	EFT-02381	Tutt Bryant Equipment WA	250hr service PL135 & Splitter Box Inspection	\$ 3,102.30
26/03/2024	EFT-02381	Tyrecycle P/L	Disposal of Tyres Feb 24	\$ 3,315.06
26/03/2024	EFT-02381	Veolia Recycling & Recovery Pty Ltd	Monthly Confidential Bin Disposal	\$ 85.46
26/03/2024	EFT-02381	Waterchem Australia P/L	Ecosorb Ultimate - 20L drums	\$ 24,310.00
26/03/2024	EFT-02381	Western Tree Recyclers	CoJ Greens Handling	\$ 8,650.18
26/03/2024	EFT-02381	Western Tree Recyclers	CoP Greens Handling	\$ 676.63
26/03/2024	EFT-02381	Winc Australia P/L	Office Supplies and Stationery	\$ 163.34
26/03/2024	EFT-02381	Workpower Incorporated	Battery Rescue	\$ 1,296.30
26/03/2024	EFT-02381	Wren Oil	Disposal of Oil	\$ 99.00
26/03/2024	EFT-02381	ZircoData Pty Ltd	Recall boxes (records) from offsite storage	\$ 404.82
8/03/2024	72	Payroll	Staff Payroll	\$ 121,270.65
22/03/2024	73	Payroll	Staff Payroll	\$ 115,054.49

\$ 1,026,942.26

CBA Cheque No. 884-86	\$ 1,889.05
Electronic Payments:	
DP-02347 to DP-02362	\$ 5,657,866.81
Inter-Account Transfers	\$ -
EFT-02376 to EFT-02381	\$ 1,026,942.26
Grand Total	\$ 6,686,698.12

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 30th May, 2024 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 rendered services and as to prices, computations, and costing and the amounts due for payment.

Schedule of Payments for March 2024 Council Meeting - 30th May 2024 CBA Credit Card			
Date	Payment to	Description	Amount
5/03/2024	GoDaddy.com	Website/Domain licenses	\$ 999.90
6/03/2024	SJDK Group	Name Plate for Council Meetings	\$ 25.60
6/03/2024	Coles Online	Staff amenities	\$ 197.40
6/03/2024	CPP Parking	CPP parking for Business Meeting	\$ 10.10
11/03/2024	Alkimos Tavern	Business Meeting	\$ 11.80
11/03/2024	Moore Australia	Trmg Sessions for Mgt & Fin. Reporting	\$ 3,872.00
20/03/2024	Moore Australia	2024 Budget Workshop	\$ 1,100.00
21/03/2024	GoDaddy.com	Website/Domain licenses	\$ 749.95
24/03/2024	Zoom.US	Zoom licenses	\$ 2,216.61
25/03/2024	Coles Online	Staff amenities	\$ 167.00
	Total CBA Credit Card ending 7336		\$ 9,350.36
27/02/2024	Trust Media	UK trade Registry fee for new vendor application fee	\$ 156.58
28/02/2024	SJDK Group	Name Plate for Council Meetings	\$ 25.60
28/02/2024	Retail Express	POS subscription at Recycling	\$ 2,943.60
29/02/2024	Local Govt Mgt	LG Professionals Conference	\$ 915.00
29/02/2024	Sheridan's	Name badge for Councillor	\$ 49.45
1/03/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
1/03/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
1/03/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
1/03/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
	Total CBA Credit Card ending 7977		\$ 4,166.23
28/02/2024	Coles Online	Team meeting expenses	\$ 318.62
28/02/2024	Alkimos Autocare	Cars Wash	\$ 430.00
28/02/2024	City of Joondalup	CoJ visit Parking	\$ 5.20
1/03/2024	Aspire Lounges	Travel Exp for UK site visit	\$ 75.00
1/03/2024	AGA Travel Insurance	Travel Insurance for UK site visit	\$ 440.72
3/03/2024	Hotel @ Booking.com	Accommodation for UK site visit	\$ 786.51
3/03/2024	CBA	Transaction fee	\$ 19.66
3/03/2024	Joint Billion UAE	Travel Exp for UK site visit	\$ 116.76
3/03/2024	Taco Bel	Food for UK site visit	\$ 15.55
3/03/2024	CBA	Transaction fee	\$ 0.39
3/03/2024	Potters Bar	Food for UK site visit	\$ 9.25
3/03/2024	CBA	Transaction fee	\$ 0.23
3/03/2024	Hertz UK	Car Hire	\$ 1,091.80
3/03/2024	CBA	Transaction fee	\$ 27.30
4/03/2024	Screwfix Dir Ltd	PPE	\$ 136.20
4/03/2024	CBA	Transaction fee	\$ 3.41
5/03/2024	Mowgli Street Food	Food for UK site visit with MGS staff	\$ 220.23
5/03/2024	CBA	Transaction fee	\$ 5.51
5/03/2024	Greggs	Food for UK site visit	\$ 9.65
5/03/2024	CBA	Transaction fee	\$ 0.24
5/03/2024	TheAngel.co.uk	Accommodation for UK site visit	\$ 70.46
5/03/2024	CBA	Transaction fee	\$ 1.76
5/03/2024	West Suffolk	Hire Car Fuel	\$ 50.00
5/03/2024	CBA	Transaction fee	\$ 1.25
6/03/2024	Queenie's	Food for UK site visit	\$ 73.08
6/03/2024	CBA	Transaction fee	\$ 1.83
6/03/2024	The King John's Tavern	Food for UK site visit	\$ 21.92
6/03/2024	CBA	Transaction fee	\$ 0.55
7/03/2024	Shell Ingelby	Hire Car Fuel	\$ 148.56
7/03/2024	CBA	Transaction fee	\$ 3.66
7/03/2024	The Garland Pub	Food for UK site visit	\$ 19.56
7/03/2024	CBA	Transaction fee	\$ 0.49
8/03/2024	DWER Water	Clearing Permit	\$ 400.00
8/03/2024	Emirates	Flights for UK site visit	\$ 996.00
10/03/2024	Coles Online	Food for meetings	\$ 122.75
12/03/2024	Boral	Ballast (x49)	\$ 3,183.36
15/03/2024	Alkimos Autocare	Cars Wash	\$ 235.00
	Total CBA Credit Card ending 2225		\$ 9,040.46
	Total CBA Credit Card Payments		\$ 22,557.05

Schedule of Payments for April 2024
Council Meeting - 30th May 2024

Date	Document No.	Vendor Name	Description	Amount
19/04/2024	00887	Cash	Employee deduction	\$ 600.00
Total CBA cheques				\$ 600.00

Date	Document No.	Vendor Name	Description	Amount
5/04/2024	DP-02363	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$ 3,466.44
5/04/2024	DP-02364	Australian Taxation Office	PAYG Payment	\$ 46,139.00
12/04/2024	DP-02365	Fire & Safety Aust.	First Aid Training	\$ 4,200.00
2/04/2024	DP-02373	Commonwealth Bank	Merchant fees	\$ 1,820.22
2/04/2024	DP-02374	Commonwealth Bank	Merchant fees	\$ 100.34
19/04/2024	DP-02366	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$ 3,466.44
19/04/2024	DP-02367	Australian Taxation Office	PAYG Payment	\$ 45,863.00
22/04/2024	DP-02369	Australian Taxation Office	BAS Payment Mar 2024	\$ 204,714.00
19/04/2024	DP-02368	SuperChoice	Staff Superannuation	\$ 65,862.64
30/04/2024	DP-02370	Marton Geotechnical Services Limited	Purchase of Telescopic Riser Shafts	\$ 63,805.83
30/04/2024	DP-02371	Marton Geotechnical Services Limited	Transport Costs for Telescopic Rise Shafts	\$ 25,378.39
29/04/2024	DP-02372	MRC Credit Card	See the schedule attached (credit card payments)	\$ 22,586.96
16/04/2024	DP-02375	cancelled	-	-
16/04/2024	DP-02376	cancelled	-	-
16/04/2024	DP-02377	cancelled	-	-
16/04/2024	DP-02378	Commonwealth Bank	CommBiz Fees	\$ 0.30
16/04/2024	DP-02379	Commonwealth Bank	CommBiz Fees	\$ 34.98
16/04/2024	DP-02380	Commonwealth Bank	Acct. Service Fees	\$ 11.75
30/04/2024	DP-02381	NAB Bank	Account Fee	\$ 10.00
4/04/2024	DP-02382	ANZ	Account Fee	\$ 10.00
30/04/2024	DCSJ00047	Commonwealth Bank	CBA transfer for Westpac Acct	\$ 5,500,000.00
Total Direct Payments & Fees				\$ 5,987,470.29

Total Inter account Transfers

Date	Document No.	Vendor Name	Description	Amount
9/04/2024	EFT-02383	ATU Sewage Services	Sewage Services - Quarterly Maintenance	\$ 302.50
9/04/2024	EFT-02383	A1 Locksmiths	GMK Keys X 10	\$ 220.00
9/04/2024	EFT-02383	Advanced Liquid Waste	Empty Toilet Septic Tanks - Landfill Toilet for Trucks	\$ 1,374.50
9/04/2024	EFT-02383	Ampol Australia Petroleum Pty Ltd	Fuel usage Feb 24	\$ 1,768.81
9/04/2024	EFT-02383	Aussie Natural Spring Water	Bottled Water delivered	\$ 96.75
9/04/2024	EFT-02383	Australian Training Management	Skid Steer Training Course	\$ 995.00
9/04/2024	EFT-02383	Bunnings	Workshop and landfill supplies	\$ 1,285.37
9/04/2024	EFT-02383	City of Joondalup	TP Lease - Apr 24	\$ 14,784.74
9/04/2024	EFT-02383	City of Joondalup	TP Lease - Jan & Feb 24	\$ 1,022.53
9/04/2024	EFT-02383	City of Perth	TP Lease - Apr 24	\$ 7,394.86
9/04/2024	EFT-02383	City of Wanneroo	TP Lease - Apr 24	\$ 14,784.73
9/04/2024	EFT-02383	Civic Legal Pty Ltd	Regulation 17 Internal Audit	\$ 12,240.60
9/04/2024	EFT-02383	Cleanaway Operations Pty Ltd	Disposal of Car Gas Cylinders	\$ 446.99
9/04/2024	EFT-02383	Coates Hire Operations Pty Ltd	2 day hire of Knuckle Boom 34ft	\$ 1,272.92
9/04/2024	EFT-02383	Couplers Malaga	(2) Surelock fittings	\$ 188.21
9/04/2024	EFT-02383	Critical Fire Protection and Training Pty Ltd	Plt135 - Repair Bomag fire suppression system	\$ 1,756.92
9/04/2024	EFT-02383	CT Irrigation	Installation of new pump at the washdown bay	\$ 3,558.72
9/04/2024	EFT-02383	Data#3	Printer & IT supplies	\$ 948.25
9/04/2024	EFT-02383	Datacom Systems (AU) Pty Ltd	Veeam Backup Software License 15 May 24 - 15 May 27	\$ 12,036.85
9/04/2024	EFT-02383	Davidson Projects P/L	Building works at Operations Admin	\$ 11,533.50
9/04/2024	EFT-02383	DCM Services	Aircon Repairs	\$ 319.00
9/04/2024	EFT-02383	ECOLO WA	Odour pods service and refill (5 pods) @ \$7.95 & Biokey	\$ 5,483.50
9/04/2024	EFT-02383	Envirocare Systems	Monthly Hygiene Services	\$ 771.32
9/04/2024	EFT-02383	Fennell Tyres International Pty Ltd	Plt133 & 110 tyre repairs	\$ 734.25
9/04/2024	EFT-02383	GHD Pty Ltd	Monthly FOGO Consultancy Charges	\$ 1,584.66
9/04/2024	EFT-02383	Global Spill Control Pty Ltd	Spill kits for inspections	\$ 2,260.60
9/04/2024	EFT-02383	Great Southern Fuel Supplies	Diesel purchases	\$ 43,549.61
9/04/2024	EFT-02383	Herbert Smith Freehills	Waste Services Procurement Proj Legal Fees to 23 Feb 24	\$ 46,382.93
9/04/2024	EFT-02383	Intrix Cyber Security Pty Ltd	Cyber Security Network Penetration Testing	\$ 6,187.50
9/04/2024	EFT-02383	Iron Mountain Australia Pty Ltd	Monthly Archive IT Storage Cost - Cartridge	\$ 47.47
9/04/2024	EFT-02383	IW Projects	Superintendent capping works - Jul 23 - March 24	\$ 6,101.15
9/04/2024	EFT-02383	Jedi Auto Worx	PL141 & 146 repairs	\$ 950.62
9/04/2024	EFT-02383	Komatsu Australia	Oil Filter for PL132,132,134 & PL1131 repairs	\$ 3,419.81
9/04/2024	EFT-02383	MidWest Auto Group Pty Ltd	PL156 - Vehicle protection, recovery pts & lift kit	\$ 7,484.44
9/04/2024	EFT-02383	Netlink Group Pty Ltd	IT supplies	\$ 1,321.00
9/04/2024	EFT-02383	North Star Security	Alarm Monitoring Fees 2324 -RRF & TP	\$ 1,394.25
9/04/2024	EFT-02383	Oceanside Power & Communications	PL60 repairs, Compressor installation and CCTV power points	\$ 7,747.17
9/04/2024	EFT-02383	Olivers Lawn & Landscaping Pty Ltd	TP monthly lawn mowing service	\$ 225.00
9/04/2024	EFT-02383	Pinnacle Height Safety Pty Ltd	Asbestos Awareness Training on-line 20 staff	\$ 1,425.00
9/04/2024	EFT-02383	Pirtek (Malaga) Pty Ltd	PL151 - replace burst hoses	\$ 1,434.85

Date	Document No.	Vendor Name	Description	Amount
9/04/2024	EFT-02383	Robert Walters Pty Ltd	Contract labour week ending 3, 10, 17 Mar 24	\$ 4,549.48
9/04/2024	EFT-02383	SafeWork Laboratories Pty Ltd	D & A testing 14 & 23 Mar 24 labour & mileage	\$ 3,340.54
9/04/2024	EFT-02383	SARAYA Australia	Hand Sanitiser	\$ 634.70
9/04/2024	EFT-02383	Scott Cairns	Wellness Program	\$ 200.00
9/04/2024	EFT-02383	Seaview Ford Clarkson	PL141 - Service	\$ 666.00
9/04/2024	EFT-02383	Security Specialists Australia Pty Ltd	Monthly Cash Collection	\$ 139.66
9/04/2024	EFT-02383	SEEK Limited	Advertising for Finance Officer	\$ 401.50
9/04/2024	EFT-02383	Signs & Lines	Digital Screen servicing	\$ 735.68
9/04/2024	EFT-02383	SLR Consulting Australia Pty Ltd	Leachate to Sewer Investigative Works	\$ 10,758.69
9/04/2024	EFT-02383	St John Ambulance	First Aid Kits Supplies and Provide First Aid Class	\$ 1,308.37
9/04/2024	EFT-02383	Steven Powell	Prescription Safety Glasses	\$ 74.00
9/04/2024	EFT-02383	Town of Cambridge	TP Lease April 24	\$ 7,135.48
9/04/2024	EFT-02383	Trade West Industrial Supplies	Work Boots	\$ 224.57
9/04/2024	EFT-02383	Tutt Bryant Equipment WA	PL135 - Splitter box replacement and replace exhaust flex	\$ 85,937.41
9/04/2024	EFT-02383	Verasion WA Pty Ltd	Leadership Team Culture Workshops	\$ 5,412.00
9/04/2024	EFT-02383	Vertical Telecoms Pty Ltd	RRF Antennas link to TP	\$ 1,738.37
9/04/2024	EFT-02383	WA Local Government Association	MWAC contribution- Jan to Jun 24	\$ 44,767.70
9/04/2024	EFT-02383	Winc Australia P/L	Stationery and printing	\$ 1,004.51
11/04/2024	EFT-02387	Airwell Group Pty Ltd	Leachate fortnightly service and report	\$ 3,080.00
11/04/2024	EFT-02387	All 4 People Pty Ltd	Contract Labour week ending 8 & 15 Mar 24	\$ 3,592.33
11/04/2024	EFT-02387	Aptella Pty Ltd - (prev Position Partners)	Software Support-Bomag Compaction Monitoring	\$ 1,265.00
11/04/2024	EFT-02387	Aussie Natural Spring Water	Bottled Water delivered	\$ 53.75
11/04/2024	EFT-02387	Aussie Natural Spring Water	Water Cooler Annual Rental 01.02.24 - 31.01.25	\$ 92.94
11/04/2024	EFT-02387	City of Vincent	TP Lease - Apr 24	\$ 7,392.36
11/04/2024	EFT-02387	City of Vincent	TP Lease - Catch up Jan-Mar 24	\$ 770.61
11/04/2024	EFT-02387	Banhams WA Pty Ltd	RRF Monthly Fire System Maintenance Mar 24	\$ 578.79
11/04/2024	EFT-02387	Brooks Hire	Hire of Compressor 11-15 Mar 24	\$ 3,926.32
11/04/2024	EFT-02387	Command A Com	Monthly Telephone Expenses	\$ 1,340.02
11/04/2024	EFT-02387	Digrite	PL151 - New Windscreen, rubber & RH side bottom window	\$ 2,383.00
11/04/2024	EFT-02387	Eftsure Pty Ltd	Eftsure Annual Licence - Apr 24 - Mar 25	\$ 5,148.00
11/04/2024	EFT-02387	Fennell Tyres International Pty Ltd	PL120, 133, 134 & 148 tyre repairs	\$ 5,205.99
11/04/2024	EFT-02387	Global Spill Control Pty Ltd	Signs for Spill Kits	\$ 97.68
11/04/2024	EFT-02387	Hays Specialist Recruitment (Australia) P/L	Contract labour week ending 24 & 31 Mar 24	\$ 4,648.38
11/04/2024	EFT-02387	Kyocera Document Solutions	Monthly Photocopier Expenses	\$ 147.28
11/04/2024	EFT-02387	Major Motors Pty Ltd	PL148 & 183- leak repair	\$ 1,266.98
11/04/2024	EFT-02387	Market Creations Agency Pty Ltd	Additional Website Support & Maint Hours	\$ 3,300.00
11/04/2024	EFT-02387	Michael Page International P/L	Project & Procurement Manager Recruitment	\$ 16,500.00
11/04/2024	EFT-02387	MRP Pest Control	Pest Control Mar 24	\$ 866.25
11/04/2024	EFT-02387	Office National Canning Vale	Double A Copy Paper 80GSM	\$ 281.60
11/04/2024	EFT-02387	Pirtek (Malaga) Pty Ltd	PL138 & 151 New Hoses	\$ 2,218.72
11/04/2024	EFT-02387	Plants & Garden Rentals	Monthly maintenance - Apr 24	\$ 330.00
11/04/2024	EFT-02387	Robert Walters Pty Ltd	Contract labour week ending 25 Feb & 24 Mar 24	\$ 3,103.28
11/04/2024	EFT-02387	SafeWork Laboratories Pty Ltd	D & A Testing 21 Mar 24 Call Out	\$ 403.04
11/04/2024	EFT-02387	Signs & Lines	Digital Callout Weighbridge Sign	\$ 660.00
11/04/2024	EFT-02387	Spectur Ltd	Neerabup Portable CCTV Monthly subs.	\$ 3,630.00
11/04/2024	EFT-02387	St John Ambulance	Provide First Aid Class	\$ 170.00
11/04/2024	EFT-02387	Talis Consultants P/L	GW Monitoring & Western Capping Procurement Consultancy	\$ 85,699.56
11/04/2024	EFT-02387	Telstra	Services & Equipment Rental Mar & Apr 24	\$ 2,420.00
11/04/2024	EFT-02387	Total Green Recycling Pty Ltd	E-waste Recycling	\$ 4,350.48
11/04/2024	EFT-02387	Town of Victoria Park	TP Lease - Vic Park - Apr 24	\$ 7,392.36
11/04/2024	EFT-02387	Trade West Industrial Supplies	Safety supplies	\$ 165.00
11/04/2024	EFT-02387	Tyrecycle P/L	Disposal of Tyres	\$ 1,863.07
11/04/2024	EFT-02387	Water Corporation	TP Water Rates 22 Jan- 21 Mar 24	\$ 2,682.71
11/04/2024	EFT-02387	Winc Australia P/L	Stationery and printing	\$ 868.53
11/04/2024	EFT-02387	Wren Oil	Disposal of Oil	\$ 16.50
24/04/2024	EFT-02388	Department of Water & Environment Reg	DEP Landfill Levy January - March 2024	\$ 3,215,714.82
29/04/2024	EFT-02390	Airwell Group Pty Ltd	Leachate fortnightly service and report	\$ 2,464.00
29/04/2024	EFT-02390	All 4 People Pty Ltd	Contract Labour Hire w/e 01 Apr 24	\$ 2,383.44
29/04/2024	EFT-02390	All Fence U Rent P/L	Temporary Fencing - RRF & safekeeping of equipment	\$ 165.00
29/04/2024	EFT-02390	Aptella Pty Ltd - (prev Position Partners)	Software Support-Bomag Compaction Monitoring	\$ 1,265.00
29/04/2024	EFT-02390	Asset Valuation Advisory	Desktop Valuation Infrastructure	\$ 8,140.00
29/04/2024	EFT-02390	Aussie Natural Spring Water	Bottled Water delivered	\$ 43.00
29/04/2024	EFT-02390	City of Stirling	TP Lease - Mar 24	\$ 28,541.95
29/04/2024	EFT-02390	Australian Services Union	Union Fees	\$ 53.00
29/04/2024	EFT-02390	Banhams WA Pty Ltd	RRF - Replace Coolant Hose on Fire Pumpset	\$ 364.38
29/04/2024	EFT-02390	Blackwoods & Atkins	Drum Rack	\$ 206.79
29/04/2024	EFT-02390	BOC Limited	Dissolved Acetylene Mar 24	\$ 12.93
29/04/2024	EFT-02390	BOQ Finance (Aust) Limited	Monthly Printer Rental	\$ 421.53
29/04/2024	EFT-02390	ChekRite Asia Pacific Pty Ltd	Chekrite - Subscription	\$ 2,187.90
29/04/2024	EFT-02390	Cleanaway Operations Pty Ltd	Disposal of Fluorescent Lamps	\$ 940.50
29/04/2024	EFT-02390	Command A Com	Monthly Telephone Expenses	\$ 1,301.58
29/04/2024	EFT-02390	David Gray & Co P/L	10 x 2kg Quickbayt Fly Bait	\$ 2,577.52

Date	Document No.	Vendor Name	Description	Amount
29/04/2024	EFT-02390	DCM Services	Aircon Repairs	\$ 3,645.29
29/04/2024	EFT-02390	Department of Water & Environment Reg	Amended App Fee - Western Capping	\$ 8,704.00
29/04/2024	EFT-02390	Equip Health Systems P/L	Debugger Concentrate	\$ 860.50
29/04/2024	EFT-02390	Fennell Tyres International Pty Ltd	Plt 83 tyre service	\$ 115.50
29/04/2024	EFT-02390	Hays Specialist Recruitment (Australia) P/L	Recruit. Costs & Contract Labour week ending 07 & 14 Apr 24	\$ 21,624.28
29/04/2024	EFT-02390	Instant Products Group	Toilet hire/clean/restock Mar 24	\$ 251.50
29/04/2024	EFT-02390	Iron Mountain Australia Pty Ltd	Monthly Archive IT Storage Cost - Cartridge	\$ 47.47
29/04/2024	EFT-02390	Jedi Auto Wox	Repairs - Fertiliser & Feed Spreader	\$ 236.00
29/04/2024	EFT-02390	Kyocera Document Solutions	Monthly Photocopier Expenses	\$ 341.57
29/04/2024	EFT-02390	Major Motors Pty Ltd	Plt83 - repairs	\$ 1,682.98
29/04/2024	EFT-02390	Megan Audrey Mather	Accomm Claim - Landfill Training	\$ 1,234.20
29/04/2024	EFT-02390	MRP Pest Control	Pest Control 2023/24	\$ 866.25
29/04/2024	EFT-02390	NAPA Parts	Jack stands for workshop	\$ 371.26
29/04/2024	EFT-02390	North Star Security	Install New Security Alarm - Transfer Hut	\$ 2,533.30
29/04/2024	EFT-02390	Oceanside Power & Communications	UPS Installed to Front Door - Recycling	\$ 1,802.90
29/04/2024	EFT-02390	Pirtek (Malaga) Pty Ltd	PL138 Thread Identification Kit	\$ 118.62
29/04/2024	EFT-02390	Robert Wallers Pty Ltd	Contract Labour week ending 7 & 14 Apr 24	\$ 4,278.33
29/04/2024	EFT-02390	Services Australia	Employees deductions for Child Support	\$ 280.00
29/04/2024	EFT-02390	SLR Consulting Australia Pty Ltd	Leachate to Sewer Investigative Works	\$ 16,048.31
29/04/2024	EFT-02390	Soft Landing	COS On Demand Mattresses	\$ 27,027.00
29/04/2024	EFT-02390	Soft Landing	COS RCB Mattresses	\$ 26,103.00
29/04/2024	EFT-02390	Soft Landing	MRC Monthly Mattress Collection	\$ 14,784.00
29/04/2024	EFT-02390	Specialized Cleaning Group Pty Ltd	TP Road Sweeping Service Mar 24	\$ 1,950.00
29/04/2024	EFT-02390	Strata Green	(50) x 25kg bags of Native Fertiliser	\$ 6,207.30
29/04/2024	EFT-02390	St John Ambulance	Provide First Aid Class	\$ 340.00
29/04/2024	EFT-02390	Stantons International	Probity Consultancy for FOGO & WTE	\$ 129.25
29/04/2024	EFT-02390	Synergy	TP & RRF Electricity Mar 24	\$ 44,905.49
29/04/2024	EFT-02390	The Hire Guys - Wangara	Harnesses x 3	\$ 99.00
29/04/2024	EFT-02390	The Water and Carbon Group Pty Ltd	Bench Testing of Leachate	\$ 24,502.50
29/04/2024	EFT-02390	Talis Consultants P/L	GW Monitoring & Leachate Pond Consult.	\$ 5,016.95
29/04/2024	EFT-02390	Telstra	Telephone Bill 14 Mar- 13 Apr 24	\$ 712.67
29/04/2024	EFT-02390	Think Water Wanneroo	Irrigation fittings, rod & gasket & labour	\$ 266.52
29/04/2024	EFT-02390	Total Green Recycling Pty Ltd	E-waste Recycling	\$ 6,419.69
29/04/2024	EFT-02390	Town of Cambridge	TP Lease - May 2024 - Cambridge	\$ 7,392.36
29/04/2024	EFT-02390	Town of Cambridge	TP Lease - Cambridge - Catch Up Jan-Apr 24	\$ 1,027.52
29/04/2024	EFT-02390	Trade West Industrial Supplies	Safety Uniforms	\$ 1,693.84
29/04/2024	EFT-02390	Trident Signs WA Pty Ltd	Site Signage for Weighbridge	\$ 2,310.00
29/04/2024	EFT-02390	Tutt Bryant Equipment WA	PL135 Repairs	\$ 19,873.45
29/04/2024	EFT-02390	Tyrecycle P/L	Disposal of Tyres Mar 24	\$ 968.80
29/04/2024	EFT-02390	Water2water P/L	Admin Filtered Tap Faulty - Replc Solenoid	\$ 375.00
29/04/2024	EFT-02390	Western Tree Recyclers	CoJ Greens Handling	\$ 4,221.36
29/04/2024	EFT-02390	Western Tree Recyclers	CoP Greens Handling	\$ 1,289.38
30/04/2024	EFT-02391	Central Earthmoving	Trial Pit Investigation	\$ 277,029.67
5/04/2024	74	Payroll	Staff Payroll	\$ 124,352.12
19/04/2024	75	Payroll	Staff Payroll	\$ 124,732.29
				\$ 4,629,330.83

CBA Cheque No. 887	\$ 600.00
Electronic Payments:	
DP-02376 to DP-02382	\$ 5,987,470.29
Inter-Account Transfers	\$ -
EFT-02383 to EFT-02391	\$ 4,629,330.83
Grand Total	\$ 10,617,401.12

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 30th May, 2024 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 rendered services and as to prices, computations, and costing and the amounts due for payment.

Schedule of Payments for April 2024 Council Meeting - 30th May 2024 CBA Credit Card			
Date	Payment to	Description	Amount
27/03/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
28/03/2024	Officeworks	Ipad (x5) for Chekrite	\$ 4,142.95
28/03/2024	GoDaddy.com	Website/Domain licenses	\$ 2,249.84
2/04/2024	CBA	Annual Fee	\$ 40.00
2/04/2024	Bunnings	HDMI connector for presentation	\$ 64.88
2/04/2024	Sheridan's	Name Badge for Council Meetings	\$ 49.45
2/04/2024	Alpha Trophies	Desk Name Plates for Council Meetings	\$ 24.50
2/04/2024	CPP Parking	Parking for Business Meeting	\$ 10.10
8/04/2024	Amazon Au Retail	Card used inadvertently and refunded on 30.04.24	\$ 64.28
11/04/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
11/04/2024	Hire Intelligence	Hire of Shredder	\$ 469.48
19/04/2024	Monday.com	Monday.com annual subscription	\$ 4,917.33
22/04/2024	Hire Intelligence	Hire of Shredder	\$ 348.48
	Total CBA Credit Card ending 7336		\$ 12,419.29
2/04/2024	CBA	Annual Fee	\$ 40.00
3/04/2024	JB HiFi	IT supplies	\$ 394.00
15/04/2024	Coles	Staff Amenities	\$ 248.40
17/04/2024	CBA	Bank refunded UK Registry fees and paid in May 24 correctly.	\$(156.58)
19/04/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
22/04/2024	ASIC	ASIC Report for new vendor application fee	\$ 19.00
23/04/2024	Hillary's BC	Staff recognition lunch including CBP progress meeting	\$ 153.90
23/04/2024	Hillary's BC	Staff recognition lunch including CBP progress meeting	\$ 16.20
	Total CBA Credit Card ending 7977		\$ 733.92
28/03/2024	Woolworths	Employee amenities	\$ 85.85
31/03/2024	Sun City Car Spa	Car Wash	\$ 5.20
2/04/2024	CBA	Annual Fee	\$ 40.00
2/04/2024	Mastershop	Ipad cases	\$ 801.90
4/04/2024	Apple.com.au	Ipad (x3) for Chekrite	\$ 2,247.00
5/04/2024	Landgate	Certificate of Title	\$ 30.50
15/04/2024	ARB Geraldton	Sets of Boards for Vehicles (x2)	\$ 691.00
15/04/2024	Mach1 Autoparts	Workshop supplies	\$ 69.95
15/04/2024	Highway Auto Barn	Trailer Hire	\$ 440.00
16/04/2024	Lets Perth	Training - hire vehicle	\$ 910.00
17/04/2024	Euro Laminated Designs	Office Blinds	\$ 265.00
17/04/2024	Coles Online	Food for meetings	\$ 117.95
18/04/2024	DWER Water	Clearing Permit Application	\$ 2,000.00
21/04/2024	Kyst Food	Improved Landfill Mgt Training Food Expenses	\$ 331.00
21/04/2024	Hilton Hotels	Improved Landfill Mgt Training Accom	\$ 617.10
21/04/2024	Hilton Hotels	Improved Landfill Mgt Training Accom	\$ 617.10
21/04/2024	Shelter Brewing	Improved Landfill Mgt Training Food Expenses	\$ 68.00
22/04/2024	The Good Egg Café	Improved Landfill Mgt Training Food Expenses	\$ 113.50
22/04/2024	The Good Egg Café	Improved Landfill Mgt Training Food Expenses	\$ 33.00
22/04/2024	The Vasse Tavern	Improved Landfill Mgt Training Food Expenses	\$ 110.50
22/04/2024	The Vasse Tavern	Improved Landfill Mgt Training Food Expenses	\$ 118.00
23/04/2024	The Goose Beach	Improved Landfill Mgt Training Food Expenses	\$ 106.00
23/04/2024	Broadwater Village	Improved Landfill Mgt Training Food Expenses	\$ 36.51
23/04/2024	United	Fuel for Hire Car	\$ 78.69
24/04/2024	Let's Perth	Deposit for Car Hire refunded 24.04.24	-\$ 500.00
	Total CBA Credit Card ending 2225		\$ 9,433.75
	Total CBA Credit Card Payments		\$ 22,586.96

<p>Schedule of Payments for April 2024 Council Meeting - 30th May 2024 Ampol Purchasing card</p>

Date	Document No.	Description	Amount
5/02/2024	EFT-02383	Fuel	\$ 95.25
5/02/2024	EFT-02383	Car Wash	\$ 25.00
20/02/2024	EFT-02383	Fuel	\$ 128.78
Total Ampol Card for Rego 1938			\$ 249.03
5/02/2024	EFT-02383	Fuel	\$ 91.53
17/02/2024	EFT-02383	Fuel	\$ 119.88
25/02/2024	EFT-02383	Fuel	\$ 75.56
Total Ampol Card for Rego 9808			\$ 286.97
5/02/2024	EFT-02383	Fuel	241.09
Total Ampol Card for Rego 5213			241.09
5/02/2024	EFT-02383	Fuel	\$ 123.43
8/02/2024	EFT-02383	Fuel	\$ 111.94
13/02/2024	EFT-02383	Fuel	\$ 120.14
19/02/2024	EFT-02383	Fuel	\$ 110.59
21/02/2024	EFT-02383	Fuel	\$ 110.02
23/02/2024	EFT-02383	Oil/Lubricants	\$ 62.00
29/02/2024	EFT-02383	Fuel	\$ 115.50
25/02/2024	EFT-02383	Fuel	\$ 81.99
28/02/2024	EFT-02383	Fuel	\$ 88.11
28/02/2024	EFT-02383	Fuel	\$ 68.00
Total Ampol Card for Rego 2010			\$ 991.72
Total Ampol Purchase Card Payments			\$ 1,768.81

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Schedule of Payments for April 2024 Council Meeting - 30th May 2024 Bunnings Power Pass

Date	Document No.	Description	Amount
1/02/2024	EFT-02383	Workshop supplies	44.18
4/02/2024	EFT-02383	Cleaning supplies	242.25
7/02/2024	EFT-02383	Workshop supplies	71.11
9/02/2024	EFT-02383	Workbench for WB	291.00
27/02/2024	EFT-02383	Cleaning supplies	413.42
		Total for Card ending 614	1,061.96
25/02/2024	EFT-02383	Workshop and other supplies	223.41
		Total for Card ending 584	223.41
		Total Bunnings Power Pass Payments	<u>1,285.37</u>

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

9.3	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER
Reference:	GF-23-0000304
Attachment(s):	Attachment 1 – Summary of changes to the Register of Delegations 2023 Attachment 2 – Proposed Register of Delegations 2024 Attachment 3 - Council Policies – clean copy Attachment 4 - Council Policies – tracked changes
Date:	15 MAY 2024
Responsible Officer:	CHIEF EXECUTIVE OFFICER

SUMMARY

The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policies and Delegations to the CEO.

BACKGROUND

Section 5.46 of the *Local Government Act 1995* (the Act) requires that at least once every financial year, delegations are to be reviewed by the Council.

Council are asked to endorse the Delegations Register and Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services relating to discretionary decisions the Council has the ability to make by virtue of the Act and other statutes.

The last review took place in September 2023. The 2024 review has been rescheduled to align more closely with the budget development process, and this new schedule will be maintained in the future.

DETAIL

The 2024 annual review of the Register of Delegations and Council Policies was undertaken to determine:

- the appropriateness of existing delegations and Council Policies
- whether to amend or remove any delegations and/or Council Policies
- the need for any additional delegations and/or Council Policies

Council to CEO Delegation Register

The review of the Council to CEO Delegation Register did not result in a proposal for any new delegations or the removal of any existing delegations. The review identified a small number of changes, a summary of the changes can be found in attachment 1 and the Register with track changes can be found at Attachment 2.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

Council Policies

The review of Council Policies did not lead to any recommendations for new policies or the removal of existing ones.

Other than minor wording or formatting changes, a summary of the proposed changes can be found below, together with the clean and tracked changed Council Policies, attachments 3 and 4.

CP01 – Annual Fees, Allowances and Expenses for Councillors

- Fees and Allowances updated

CP02 – Affixing of the Common Seal

- No change

CP03 – Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

- No change

CP04 – Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

- No change

CP06 – Purchasing

Objectives

- These have been made concise to reduce the length of the policy

Ethics and Integrity

- Moved to be part of the Objectives

Assessing Value for Money

- This was moved to a new section Principles and procedures where it is more appropriate

Defining the Purchasing Value

- This will be moved to procedures where it is more appropriate

Definitions

- Added to provide clarity of terms used in the Policy

Principles

- Added to define the principles to be applied to all procurement activities

Legislative Requirements

- Added to clearly define the applicable legislation to be followed in procurement activities
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

Purchasing Thresholds

- Amended to provide greater clarity on the requirements

Public Tendering Exemptions & Other Procurement Exemptions

- Moved to a table for ease of reference and provide greater clarity for Officers
- Removed Annual service / software maintenance / support or licensing fees as this is not a valid exemption and should still follow normal procurement practices.

Sole Source of Supply

- Change to Unique Goods or Services to align with legislation

Contract Renewals, Extensions and Variations

- The wording "*The revised value (if applicable) of the contract as a result of the variation can be incorporated into approved MRC budgets.*" has been added to ensure the value aligns to financial requirements

Local Economic Benefit, Socially Sustainable Procurement, and Environmentally Sustainable Procurement

- Merged with 'Sustainable Procurement' and aspects moved to procedures

Policy Non-Compliance

- Added to ensure further compliance and provide avenues for non-compliance

CP08 - Provision and Use of Council Vehicles

- No change

CP09 - Investments

- No change

CP10 – Donations – Financial Assistance/Support

- No change

CP11 – Use of Corporate Credit Cards

- new point 6 added and document renumbered;
- point no 10. Clarification that prohibited expenditure must be reimbursed.

CP12 – Gate Fee Setting

- No change

CP14 – Acting Chief Executive Officer Appointment

- New point 3.4(c) added to provide a further option for an Acting CEO

CP15 – Employer/Employee Matching Community Contributions

- No change
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

CP16 – Legal Representation for Mindarie Regional Council Elected Members, Committee Members, Committee Members and Employees

- No change

CP17 – Continuing professional development for Council Members

- No change

CP18 - IT Policy

- No change

CP19 – Recordkeeping Policy

- No change

CP20 - Attendance at Events Policy

- No change

CP21 - Payments to Employees upon cessation of Employment

- No change

CP22 - MRC Councillors' Communication Policy

- No change

CP23 – Fraud and Misconduct Control and Resilience

- No change

EP01 – Environmental Policy

- No change

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

2.7. Role of Council

(1) *The Council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the Council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

5.42. *Delegation of some powers and duties to CEO*

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*
- * Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Local Government Allowance increases detailed in CP01 Annual Fees, Allowances and Expenses for Councillors are accounted for in the Budget.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

STRATEGIC COMMUNITY PLAN

Strategic Community Plan 2023 -2032	
OBJECTIVE 3	Deliver best practice governance processes and structures
Action	Ensure compliance with all legislative, probity, and regulatory requirements
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.	

COMMENT

The MRC is to keep a register of the delegations made and review the delegations at least once every financial year.

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Endorses the changes to Council Policies as contained in Attachments 1 and 2 of this report.
2. Endorses the delegations made to the Chief Executive Officer as detailed in Attachments 3 and 4 of this report.

Moved Cr Hatton, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil

Attachment 1			
58			
2023 Mindarie Regional Council – Delegations of Authority Register – REVIEW			
No.	Delegation	Outcome of Review:	Reasons for Change
1.1.1	Authorise a Person to Perform Specified Functions under the Local Government Act	No Change	
1.1.2	Expressions of Interest for Goods and Services	No Change	
1.1.3	Tenders for Goods and Services – Call Tenders	No Change	
1.1.4	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	Proposed amendment	<p><u>Under functions:</u></p> <p>Point 8 - reworded to Contract Variations to align with the Functions and General Regulations 1996.</p> <p><u>Under Council Conditions:</u></p> <p>Point (d) words removed to provide for the scenario where there may be a slight change of scope i.e. a new model if the extension is under F&G r21A (b)</p>
1.1.5	Tenders for Goods and Services - Exempt Procurement	Proposed amendment	<p><u>Under Council conditions:</u></p> <p>Removes the Tender Threshold Values to align with the Tender Exemption Regulations. It will only apply to items under the approved budget and enables administrative efficiencies. Examples include Fuel supplies, Electricity, Insurance and Member Fees</p>
1.1.6	Panels of Pre-Qualified Suppliers for Goods and Services	No Change	
1.1.7	Disposing of Property	No Change	
1.1.8	Payments from the Municipal or Trust Funds	No Change	
1.1.9	Defer, Grant Discounts, Waive or Write Off Debts	Proposed amendment	<p><u>Under Council Conditions on Sub-delegation:</u></p> <p>Words added to give greater clarity on the use of the sub-delegation</p>
1.1.10	Power to Invest and Manage Investments	No Change	

DELEGATION REGISTER



May 2024

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1 Local Government Act 1995 Delegations

1.1 Council to CEO

1.1.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons s.9.24 Prosecutions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Mindarie Regional Council Waste Facility Site Amendment Local Law 2022
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:	
1	2023 Review – New Format
2	2024 No change

1.1.2 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. Details of the calling of expressions of interest must be recorded in the appropriate record and in the Tender Register.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s 5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

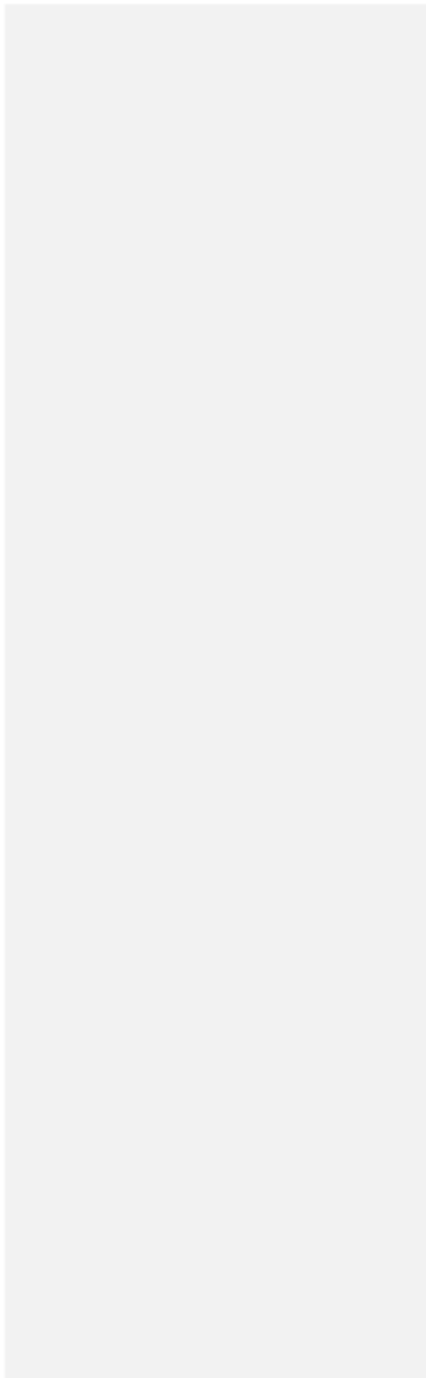
Version Control:	
1	21.09.2023 - New format
2	15.05.2024 - No change

1.1.3 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	The invitation to tender is to be entered into the Tender Register in the prescribed manner. a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:	
1	21.09.2023 – new format
2	15.05.2024 – no change
3	



1.1.4 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to <ol style="list-style-type: none"> a) <u>vary a contract that has been entered into as the result of a public tender, provided the variation does not change the scope of the original contract (F&G 21A(a)); or</u> b) <u>exercise a renewal or extension option contained in a tender contract (F&G 11(2)(j)) vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value</u>

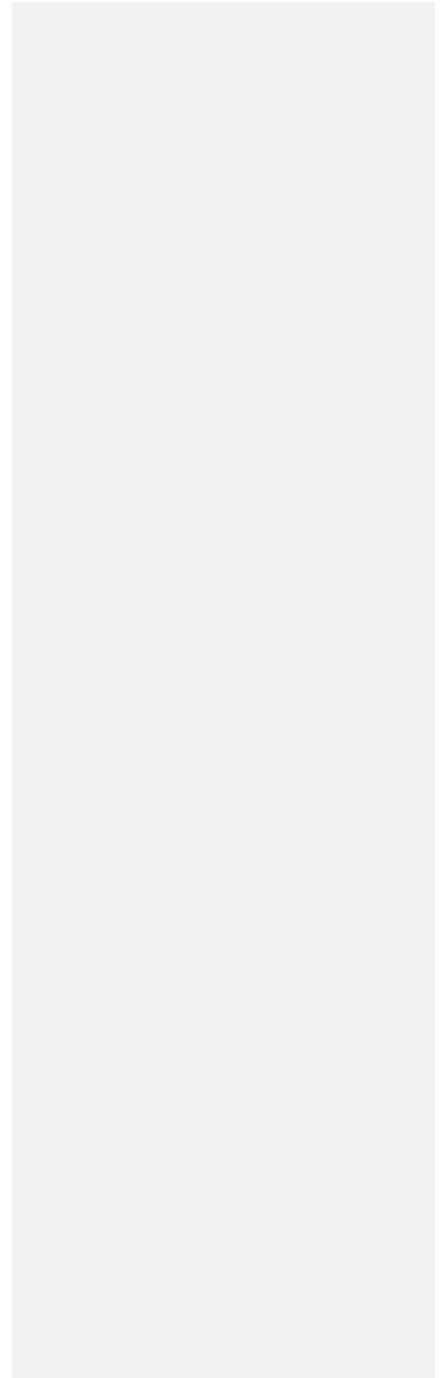
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	<p style="color: red;">beyond 10% or to a maximum of \$250,000 whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Council Conditions on this Delegation:	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <u>and</u> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023
Version Control:	
1	21.09.2023 – new format/ increase from \$50,000 to \$250,000
2	15.05.2024 - Under Council Conditions: Point (d) words removed to provide for the scenario where there may be a slight change of scope i.e. a new model if the extension is under F&G r.21A (b).
3	

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Attachment 2

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1.1.5 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)
Delegate:	Chief Executive Officer
Function: <i>This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is equal to or less than the adopted budget, allocation is included in the adopted Annual Budget b. Tender exempt procurement under F&G.r.11(2) may be approved for petrol, oil, or other liquid or gas used for internal combustion engines, regardless of value and a sufficient budget allocation is included in the adopted Annual Budget. c. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. d. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Operations

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CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 New Delegation
2	15.05.2024 - Under Council conditions: removes the Tender Threshold Values to align with the Tender Exemptions Regulations

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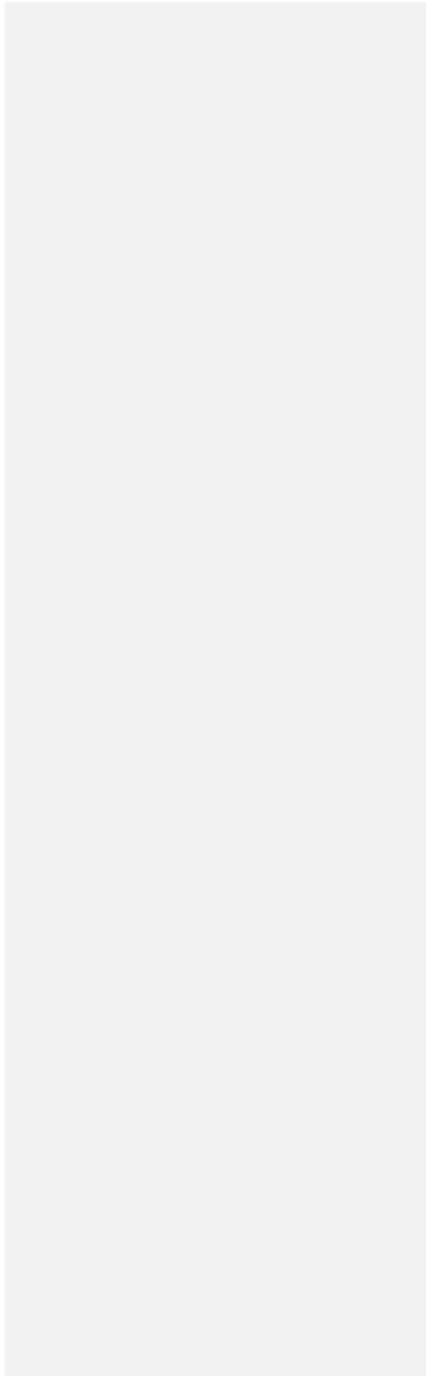
1.1.6 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
---------------------------------------	--------------------------------------------------------------------------------------------------------

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:	
1	21.09.2023 New Delegation
2	15.05.2024 No Change



1.1.7 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property Local Government (Functions and General) Regulations 1996: R.30 Dispositions of property excluded from Act s.3.58
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) the highest bidder at public auction [s. 3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> (a) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) (b) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] (c) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required b. In accordance with s.5.43, disposal of property, except for Land, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than \$250,000. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price

	<p>for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</p> <ul style="list-style-type: none"> • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. • A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. • A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. • Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:	
1	21.09.2023 New Format
2	30.11.2023 Council Condition 'b' value increased from \$20,000 to \$250,000
3	15.05.2024 No Change

1.1.8 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or the Executive Manager Corporate Services. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 - New Format
2	15.05.2024 - No Change

1.1.9 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive debt which is owed to the MRC [s.6.12(1)(b)]. 2. Grant a discount in relation to MRC's fees and charges. 3. Write off an amount of money which is owed to the MRC [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the MRC <ol style="list-style-type: none"> i) Limited to individual debts valued below \$10,000 or cumulative debts of a debtor valued below \$10,000. Write off of debts greater than these values must be referred for Council decision. b. Discounts on MRCs fees and charges may only be made to charitable or not for profit community groups/in accordance with Policy CP10. c. Where debts have been waived, these are to be reported in the mid-year review, d. Where discounts on fees and charges have been granted these are to be reported to Council in accordance with CP10.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services to waive fee/provide a discount only.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Executive Manager Corporate Services may waive <u>debts/fees/provide a discount in accordance with Council Policy CP10</u> <u>limited to individual values below \$500.</u>
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy CP10
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:	
1	21.09.2023 New Format, subdelegate added
2	15.05.2024 - clarity

1.1.10 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy CP09 - Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	Nil

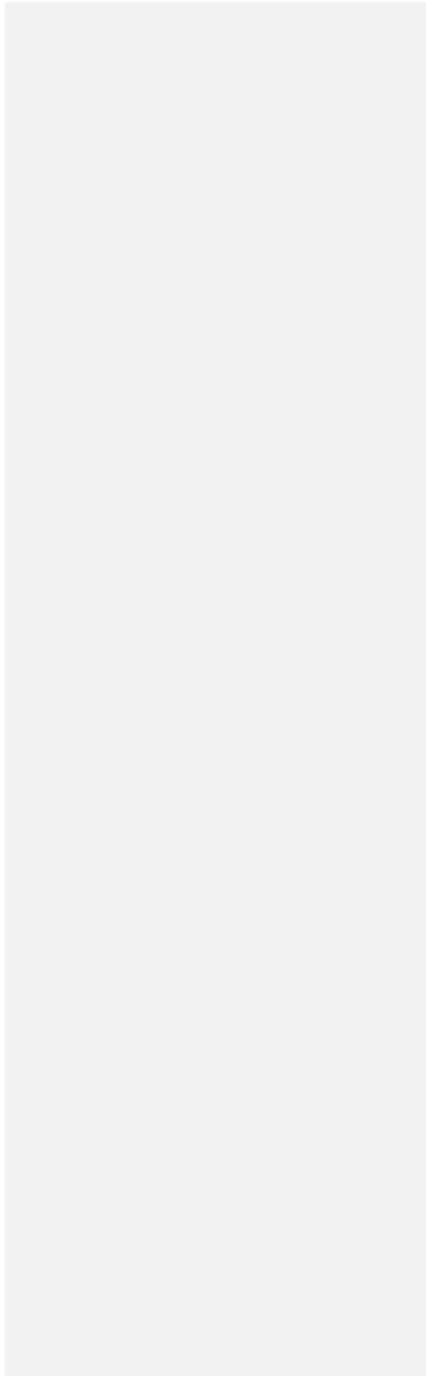
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Conditions on the delegation also apply to sub-delegation.	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy – CP09 - Investments
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 – New Format
2	No Change



Policy No: CP 01

Reference: D-24-0003747

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

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

Policy Procedure:

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

	Fee (\$)	LG Allowance (\$)	Allowance (\$) (Technology)
Chairperson	17,139	21,710	1,082
Deputy Chairperson	11,430	5427.50	1,082
Councillor	11,430		1,082
Deputy Councillor	Nil		
Expenses Other	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996 ICT expenditure exceeding \$1082.00 may be reimbursed upon receipt of tax invoice and completed reimbursement form.		

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in monthly in arrears from 01 July 2024. Payments will be made by direct deposit in arrears. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

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

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

Legislation	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022; 21/09/2023;
Next Review Date	01/05/2025
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed

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	12/08/2021 - no change 11/04/2022 SAT 2.5% increase 12/04/2023 SAT 1.5% increase 30/05/2024 SAT 4% increase, change from twice yearly payments to monthly payments in arrears.
Delegation to the Chief Executive Officer	Nil

Policy No: CP 02**Reference:** D-24-0003746**Policy Title: Affixing of the Common Seal****Policy Statement:**

To authorise the affixing of the Common Seal to documents.

Policy Procedure:

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

Legislation	Local Government Act 1995 s.9.49A
Responsible Officer	Chief Executive Officer
Council Meeting Date	30.05.2024
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022;21/09/2023;
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

Reference: D-24--0003751

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

Policy Statement:

The purpose of this policy is to establish guidelines for Councillors attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

This aim of the Policy is to provide opportunities for councillors to attend conferences that align with the MRCs VISION "*collaborating for a regional Circular Economy*" and MISSION of "*To deliver sustainable waste management options for members*".

Policy Procedure:

1. 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 as an MRC Councillor they will be invited to attend, subject to the availability of funds in the budget. Where there is no budget approved and the CEO believes it would be beneficial for Councillors to attend a report will be presented to Council inviting one or more councillors to attend.

All Councillors will be provided the opportunity to attend the annual Waste and Recycling conference held in Perth.

CONFERENCES INSIDE THE PERTH METROPOLITAN AREA

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

CONFERENCES OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer.

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Legislation	Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Review History	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, 19/08/2022, 06.07.2023; 21.09.2023, 14.05.2024
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – rate increase item 3 and change to relevant conference item 7. 19/08/2022 – reference to Director Corporate Services changed to Finance Manager Title change 06/07/2023 provide further clarity on intrastate meaning 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area 14/05/2023 no change

Policy No: CP 04

Reference: D-24-0004266

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

Policy Statement:

The purpose of this policy is to establish guidelines for MRC Employees attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

Policy Procedure:

CONFERENCES INSIDE THE PERTH METROPOLITAN AREA

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

CONFERENCE OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

Notes:

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

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022; 21.09.2023
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area 14.05.2024 – no change

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Policy No: CP 06

Reference: D-24-0003745

Policy Title: Purchasing Policy

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Policy Statement

The Mindarie Regional Council (the MRC) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the MRC's strategic and operational objectives.

Objectives

The MRC's purchasing activities will:

- (a) ensure that the procurement process achieves the best value for money for the MRC;
- (b) ensure best practice policies and procedures are followed in relation to procurement;
- (c) ensure efficient and consistent procurement processes are implemented and maintained;
- (d) use consistent, efficient and accountable procurement practices,
- (e) ensure openness, fairness and equity to all potential suppliers;
- (f) commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (g) Enhance organisational environmental sustainability.

Scope

This Policy applies to all employees, appointed representatives or agents ('Officers') involved in the procurement of goods and services for the MRC.

Definitions

ADE	means Australian Disability Enterprise
Agreement	means an understanding or arrangement between parties (whether written or verbal) to act in a specific manner when engaging in trade. The Agreement must be properly executed, lawful and current. Agreements must be established using a compliant approach to market (see Item 5 – Purchase Thresholds) and approved by an Officer with sufficient Financial Authority.
Contract	means an Agreement which creates legally enforceable obligations between parties. A purchase order is a form of Contract.
ELO	means MRC Record Keeping system
Open Market	means Officers are free to select suppliers from any source to participate in procurement activity. There is no obligation to issue a statewide public notice under Open Market conditions. The City may restrict which suppliers are invited to respond to such requests.
Public Tender	means a Tender, Expression of Interest or Panel Request which must be conducted in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> . Public Tenders require statewide public notice to be lodged. Suppliers may not be restricted from responding to the Tender request.
Purchase Threshold	means the actual or estimated value of a commercial commitment (e.g. Agreement, Contract, or purchase order) over the full term and/or quantity of supply, including all options to extend time or increase volume.

Risk Assessment	means determining the general risk profile of a particular procurement activity giving due consideration to the type of goods or service, nature of the supply market, contracting complexity, Agreement value, party type or quantity, community impact, probity concerns or public perception.
CUA	means the State Government Common User Arrangement.
Under Agreement	means that the MRC is purchasing goods and services through the formation of Contracts (e.g. issuing Purchase Orders), under established Agreements.
Value for Money (VFM)	means the total benefit derived from a good or a service when compared to its total financial cost, assessed over the term of the Agreement, Contract, or expected lifespan of the asset.
WALGA	means the Western Australian Local Government Association.
WALGA PSP	means a WALGA Preferred Supplier under the WALGA preferred supplier program

Principles

MRC's procurement activities will be conducted in a manner which maintains compliance with legislative requirements and upholds the following:

- (a) **Value for Money:** The financial cost of procuring the good or service is not the only factor in determining VFM. Factors such as fit for purpose, quality, delivery on time, after sales service, warranty, research and development support, reputation, inclusivity, and sustainability may be important criteria in making procurement decisions
- (b) **Thinking commercially:** Approaching procurement in a way that makes efficient and effective use of MRC resources to maximise direct and indirect value created. This can be achieved through smart inventory management, productive negotiation, proactive supplier management, flexible contracting and consideration for the total cost of ownership (including initial purchase price, operating costs, maintenance cost, cost of change, disposal, exchange rates, rise & fall, interest payments and outgoings, etc.).
- (c) **Sustainability:** The MRC endorses procurement practices which seek to improve the lives of minority, marginalised or at-risk groups through equitable participation in procurement opportunities. Procurement decisions should strive to achieve the most positive economic, environmental, and social impacts possible over the life cycle of a good or service, while minimising adverse impacts.
- (d) **Mitigating Risk:** The MRC will engage suppliers on commercial terms favourable to the MRC with the aim of reducing risk. Goods and services will be preferred from suppliers who agree to and can demonstrate appropriate levels of indemnity, insurance, health and safety, compliance, financial stability, service delivery, confidentiality and conformance with applicable laws.

Legislative Requirements

All procurement activities will comply with the following:

- (a) *Local Government Act 1995 ('Act')*
- (b) *Part 4 of the Local Government (Functions and General) Regulations 1996, ('Regulations')*
- (c) *Competition and Consumer Act 2010 (Cth)*
- (d) *State Records Act 2000*

Purchasing Thresholds

The Purchase Value Threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the MRC will continue to purchase a particular category of goods, services or work and the total value of that purchase.

The following thresholds apply where the total value (excluding GST) of the full contract period for the purchasing of goods and/or services is, or is expected to be.

Purchase Value Threshold <i>(ex GST)</i>	Purchasing Open Market	Pre-Qualified Suppliers WALGA PSP, CUA, Supply Nation or an ADE
Up to \$5,000	Direct procurement from suppliers requiring one (1) verbal or written quotation from a suitable supplier.	Obtain a minimum of one (1) quotation is required.
	When a verbal quote is received the Officer must provide a written record of the quote details.	
\$5,000 up to \$20,000	Seek a minimum of two (2) written quotations from suitable suppliers.	Obtain a minimum of one (1) written quotation is required.
	A basic scope of work/specification, evaluation criteria and risk assessment should be documented by MRC Officers.	
\$20,000 up to \$70,000	Seek a minimum of three (3) written quotations from suitable suppliers.	Seek a minimum of two (2) written quotations.
	The procurement request will include a basic scope of work/specification, evaluation criteria and risk assessment should be documented by MRC Officers.	
\$70,000 up to \$250,000	Seek a minimum of three (3) written responses from suppliers by invitation using the MRC's Request for Quotation documentation.	Seek a minimum of three (3) written quotations.
	A suitable scope of work/specification, evaluation criteria and risk assessment are required to be documented and recorded prior to engaging the market. The process must be conducted in conjunction with the Projects and Procurement business unit.	
Over \$250,000	Conduct a public tender process in accordance with Part 4, Divisions 2 and 3 of the Regulations, and this Policy.	Seek a minimum of three (3) written quotations from Applicable exemptions under (Part 4, Div 2, Reg 11(2)).
	The process must be conducted in conjunction with the Projects and Procurement business unit.	The above processes must be conducted in conjunction with the Projects and Procurement business unit
Emergency Purchases	Where goods or services are required for an emergency response and are within scope of an existing contract, the emergency supply must be obtained from the existing contract using relevant unallocated budgeted funds.	

Purchase Value Threshold <i>(ex GST)</i>	Purchasing Open Market	Pre-Qualified Suppliers WALGA PSP, CUA, Supply Nation or an ADE
<i>(Within Budget)</i> Refer to Clause 1	<p>If there is no existing Panel or contract, then preference should be given to WALGA PSP, CUA, Supply Nation or an Australian Disability Enterprise to fulfil the requirement, wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply.</p> <p>However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the procurement decision must be evidenced.</p>	
Emergency Purchases (No budget allocation available) Refer for Clause 1	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, the Chair must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	

1. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

2. Inviting Tenders Though not required to do so

The MRC may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt

arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the MRC's tendering procedures.

3. Procurement Exemptions

Specific types of procurement may qualify for exceptions in accordance with this Policy or the Regulations, Part 4, Division 2, clause 11(2). Authority to undertake tender exempt procurement is found in Delegation Register and the use of these exemptions is subject to this Policy.

Category	Details
On Contract Spend	<p>Goods or services are procured Under Agreement do not require quotes to be obtained prior to purchase where:</p> <ul style="list-style-type: none"> - The purchase is within the general Scope of Work; and/or - There is an agreed price. <p>Where ad-hoc goods or services are procured, or where new items are required Under Agreement, the Officer should:</p> <ul style="list-style-type: none"> - Ensure the purchase is reasonably within the general scope of work; and <p>Obtain a quote from the supplier which may be permanently added to the Agreement by way of variation (or similar).</p>
Public Tender Exempt	Tenders over \$250,000 (ex GST) <u>do not</u> have to be publicly invited where qualified for exemption under Part 4, Division 2, reg 11(2) of the Regulations.
LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
Unique Goods or Services Justification	Officers must obtain a minimum of one quote and complete a Unique Goods or Service Justification to be approved by CEO. Officers must complete a Unique Goods or Services Justification application that must be approved prior to a contract being entered into, or a purchase order raised.
External Recruitment (Fixed term/ Permanent)	Officers must obtain a minimum of one quote from a WALGA PSP or CUA when seeking support for external recruitment services. This exemption <u>does not</u> give Officers 'Authority to Recruit' and does not apply to labour hire services.
Advance Payments	Advance payments for accommodation, travel, seminars, training or conferences.
Utility Services	Provision of utility services (where the relevant utility or nominated contractor is the only accredited provider of such services).

Category	Details
OEM or Warranty	Procurement from an original equipment manufacturer and where warranty provisions may be void.

4. Unique Goods or Services

Due to the unique nature of the goods or services required or for any other reasonable reason, it is unlikely that there is more than one potential supplier a supplier may be engaged in lieu of obtaining the usual number of quotations or conducting a tender process nominated in the Purchase Thresholds. Officers must complete a Unique Goods or Services Justification application that must be approved prior to a contract being entered into, or a purchase order raised.

For purchasing activity with a consideration exceeding the tender threshold, a unique goods or service exemption must be approved by Council resolution. Below the tender threshold, the CEO is responsible for approving all Unique Goods or Services Justification applications (refer to the MRC's Delegation Register). Supplier awards resulting from approved Unique Goods or Services Justification applications are subject to individual Financial Authority

5. Anti-Avoidance

The MRC will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

6. Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.
- (c) The revised value (if applicable) of the contract as a result of the variation can be incorporated into approved MRC budgets

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the MRC is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

7. Panels of Pre-Qualified Suppliers

In accordance with *Functions and General Regulations 24AC*, a Panel of Pre-qualified Suppliers may be created where the MRC determines that there is or will be a continuing need for the goods or services to be supplied by pre-qualified suppliers.

Should the MRC determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the *Functions and General Regulations*.

8. Sustainable Procurement

The MRC may consider sustainable procurement as part of its evaluation criteria with other VFM criteria (and appropriately weighted) to ensure respondents contribute to the economic, social and environmental outcomes for the benefit all.

9. Record Keeping

All procurement activities, communications and transactions, including verbal quotations and evaluations must be evidenced and retained as MRC records in accordance with the *State Records Act 2000* and the MRC's policies and procedures including the MRC Record Keeping Plan.

10. Policy Non-Compliance

Failure to comply with the requirements of this Policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role. While an investigation is being undertaken, engagement in procurement activity may be suspended. Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a requirement to terminate or suspend procurement activities;
- (c) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; and/or
- (d) misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

Legislation	<i>Local Government Act 1995 (WA)</i> <i>Part 4 of the Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000 (WA)</i> <i>Competition and Consumer Act 2010 (Cth)</i>
Organisational	Council Policy No. CP19 Record Keeping Record Keeping Plan 2023
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	Revision and update April 2024 New layout from September 2023 Previously called Purchase of Goods and Services Previous Document Number D-22-0005494
Next Review Date	May 2025

Policy No: CP 08

Reference: D-23-0005098

Policy Title: Provision and use of Council Vehicles

Policy Statement:

The primary purpose of this policy is for the acquisition of motor vehicles by the Mindarie Regional Council (MRC) is to meet the business needs. Secondly, to acknowledge the current market place environment and to make vehicles available for use as part of an employee's salary packaging.

This policy has been established with the aim of effective motor vehicle asset management.

The policy applies to MRC's employees who are allocated MRC's owned motor vehicles.

Policy Procedure:

1. Acquisition of vehicles will adhere to the MRC CP06 Purchasing Policy, Asset Management Plan (AMP) and Annual Budget.
2. Where practicable, all vehicles purchased by the MRC shall have been awarded a minimum five star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the MRC's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO₂ threshold, hybrid vehicles and or full electric vehicles where suited to operational requirements.
4. All repairs, maintenance and replacement are to be provided by the MRC, including insurance and licensing, unless a Novated Lease option of an employment contract is elected, in which case the contract conditions will prevail.
5. Vehicle changeover will be in line with the AMP and the Annual Budget, every two years or 60,000 km whichever is the earlier and are depreciated accordingly. However, the MRC monitors market factors and may change the vehicles at a more economical time period.
6. Disposal of vehicles will be by public auction, with a reserve price based on valuations in line with CP06 Purchasing policy or by trade in against the replacement vehicle.
7. The CEO shall have full private use of the MRC's vehicle, as specified in the employment contract.
8. Executive Managers shall have full private use as specified in the employment contract.
9. Vehicles may be made available to Council Officers during work hours for operational requirements only.
10. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this policy 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.
11. The MRC will provide fuel for full private use, wherever possible the fuel station at Tamala Park should be used. MRC Fuel cards will be made available to employees where this is not practicable.

Employee Responsibilities:

All drivers of MRC vehicle are responsible to ensure that they:

1. Are the holder of a current Western Australian driver's licence for the vehicle.
2. If you have been disqualified from driving a motor vehicle for any reason, immediately cease driving and notify the Human Resource Manager.
3. Lock the vehicle at all times when the vehicle is unattended.
4. All personal items in the motor vehicle are the responsibility of the employee.
5. Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle
6. Ensure that the vehicle is made available for service in accordance with the manufacturers' recommended schedules.
7. Report any defects immediately to Human Resource Manager.
8. Immediately report all accidents or damage to the vehicle, including the completion of the necessary accident incident form, insurance report and claim forms to report same to the Police Department.
9. Ensure that the no smoking rule applies to driver and all passengers using the motor vehicle.
10. Be aware of the current conditions and content of all relevant policies and procedures at all times.
11. Breach of any of the above conditions will constitute a breach of the MRC's Code of Conduct and will be dealt with accordingly.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021; 21.09.2023; 15.05.2024
Next Review Date	01/05/2025
Revision History	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads 12/08/2021 Vehicle value increase and remove reference to the RAC guide. 19/08/2022 Remove references to Director of Corporate Services and replace with Finance Manager 13/08/2023 word changes to incorporate environmental factors and alignment to the AMP and the Annual Budget. New section employee responsibilities. 15.05.2024 No change
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

Reference: D-24-0003744

Policy Title: Investments

The Policy was developed to provide guidelines for the investment of funds which are surplus to the MRC's immediate requirements.

Policy Statement:

The investment policy is directed to achieve the following objectives:

- adherence to legislative requirements
- optimisation of investment income and net returns in a conservative manner, whilst striving to achieve the best outcome for the Council;
- to yield a suitable level of diversification of counter party risk;
- to maintain a low level of risk exposure by using recognised rating criteria; and
- ensure there is sufficient liquidity to allow to meet the operational r day to day funding 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 no longer comply with the parameters of this policy, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing term deposits with Authorised Deposit Taking Institutions (ADI's) or other bank guaranteed instruments for a maximum term of three years, or Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.
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.
6. Where practical, funds should be invested in such a manner to adequately meet the reasonable expected liquidity needs of the City's funding requirements.
7. The Regional Council's investment portfolio is not to be leveraged to obtain funding.
8. 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. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information.
9. Subject to investments meeting the standard of this policy, MRC will ensure its financial investments consider ethical, social and environmental aspects by investing into non-fossil fuels, Green Term Deposits and Term Deposits with Environmental, Social and Governance (ESG) ratings.

Delegation of Authority

The implementation of this Policy is delegated by Council to the Chief Executive Officer in accordance with the LGA 1995. The Chief Executive Officer has the authority to sub-delegate the day to day investment activities to the Executive Manager Corporate Services.

Reporting

A monthly report must be provided to Council detailing the investment portfolio in terms of performance, portfolio balances, the income received including accrued income year to date. Documentary evidence must be held for each investment within the Investment register.

For audit purposes, confirmation certificates must be provided independently, directly to the MRC's auditors by institutions and fund managers confirming the amounts of investments held on the MRC's behalf at 30 June each financial year.

Legislation	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29.09.2022; 21.09.2023; 14.05.2024
Next Review Date	01/05/2025
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change 19/08/2022 no change 08/8/2023 changes made to align with the Financial Regulations 14.05.2024 No change
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10**Reference:** D-24-0003749**Policy Title:** Donations – Financial Assistance/Support**Policy Statement:**

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023; 14.05.2024
Next Review Date	01/08/2024
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change 29/08/2022 – minor text change 08/08/2023 – donation to external parties is tipping fees only. 14.05.2024 – no change
Delegation to the Chief Executive Officer	Yes

Policy No: CP11

Reference: D-24-0003748

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.

The Corporate Credit Card is an alternative method of purchasing small value goods and services outside of the normal purchasing system.

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 issued, a register of corporate cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
 - Variations
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. Physical Cards are not to be used by anyone other than the cardholder. 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 immediately:
 - Commonwealth Bank - Phone 13 22 21
 - MRC Finance Officer

The MRC Finance Officer will prepare the application for replacement card from the bank and ensure it is received and registered.

6. Corporate Credit Card details may be used for on-line purchases only with the expressed written permission of the cardholder.
7. The MRC Finance Officer will ensure a replacement card is sought and received from the bank and will prepare the application for a replacement.
8. 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.
9. The credit limit on each Card is to be determined by the CEO and/or the Executive Manager Corporate Services, but may not exceed the maximum credit facility.

10. Corporate Credit Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited any prohibited expenditure must be reimbursed.
11. Conference and subscriptions payments are allowed to be paid by credit card.
12. Cardholders are to provide tax invoices each month to Financial Services to substantiate expenditures on their Card. Card expenditures and tax invoices are to be reviewed by the Executive Manager Corporate Services monthly.
13. A summary of expenditures incurred by the MRC credit card holders will be presented to each Ordinary Council meeting as part of the financial reporting pack.
14. Failure by a cardholder to abide by this policy will result in an investigation under the Employee Code of Conduct.

Legislation	Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021; 21/09/2022
Next Review Date	01/05/2025
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager 13/08/2023 major review to incorporate additional controls and fraud protection. 14.05.2025 new point 6 added and document renumbered; at no 10. Clarification that prohibited expenditure must be reimbursed.
Delegation to the Chief Executive Officer	Yes

Policy No: CP12**Reference:** D-24-0003743**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 Neerabup facility.
 - Adequately fund its site restoration and post closure liabilities
 - Adequately fund its non-infrastructure capital expenditures
 - Keep ratios within the levels prescribed in the 10-year Long Term 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 Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
 4. 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.
 5. Specific fees and charges for other 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 as part of budget deliberation process.

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023
Next Review Date	01/08/2025
Delegation to the Chief Executive Officer	Yes
Review History	12/08/2021 no – change 08/08/2023 – updated in line with current practices 30/04/2024 – no change

Policy No: CP 14

Reference: D-24-0003742

**Policy Title: TEMPORARY EMPLOYMENT OR ACTING APPOINTMENT OF
CHIEF EXECUTIVE OFFICER**

Policy Objective

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Mindarie Regional Council's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 3 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Mindarie Regional Council.

Policy Statement

1. DEFINITIONS

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

2. ACTING AND TEMPORARY CEO REQUIREMENTS AND QUALIFICATION

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.

Absence from Australia for any reason, including leave or work related travel, an acting CEO is to be appointed in accordance with clause 3(1) of this policy.

- (2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager Corporate Services or Executive Manager Operations are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) An employee appointed to temporarily act in the position of Executive Manager Corporate Services or Executive Manager Operations is not included in the determination set out in Clause 3 (2).

3. APPOINT ACTING CEO – PLANNED AND UNPLANNED LEAVE FOR PERIODS UP TO 3 MONTHS:

1. The CEO is authorised to appoint an Executive Manager, in writing, as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 3 months, subject to the CEO's consideration of the Executive Manager's performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
2. The CEO must appoint an Acting CEO for any leave periods greater than 4 days and less than 3 months.
3. The CEO is to advise the Chair when and for what period of time the Executive Manager is appointed as Acting CEO.
4. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (1), then the following line of succession shall apply:
 - a. The Executive Manager Corporate Services will be appointed as Acting CEO; or
 - b. If the Executive Manager Corporate Services is unable to act, the Executive Manager Operations will be appointed as Acting CEO; or
 - c. Another person in consultation with the Chair.
5. Council may, by resolution, extend an Acting CEO period under subclause (3) beyond 3 months if the substantive CEO remains unavailable or unable to perform their functions and duties.

4. APPOINT ACTING CEO FOR EXTENDED LEAVE PERIODS GREATER THAN 3 MONTHS BUT LESS THAN 12 MONTHS

- (1) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 3 months but less than 12 months, as follows:
 - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.

- (3) The Chair will liaise with the CEO, or in their unplanned absence the Human Resource Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the Chair will execute in writing the Acting CEO appointment with administrative assistance from the Human Resource Officer.

5. APPOINT TEMPORARY CEO – SUBSTANTIVE VACANCY

- (1) In the event that the substantive CEO's employment with the Mindarie Regional Council is ending, the Council when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint an Executive Manager as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint an Executive Manager as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The Chair will liaise with the Human Resources Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The Chair is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Human Resources Officer.

6. REMUNERATION AND CONDITIONS OF ACTING OR TEMPORARY CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO Appointment.

Legislation	Local Government Act 1995 s.5.36 Local government employees s.5.39 Contracts for CEO and senior employees s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments s.5.41 Functions of CEO
Council Meeting Date	30 May 2024
Responsible Officer	CEO
Review History	13/08/2019, 18/06/2020, 21.09.2023; 30.11.2023; 30.05.2024
Next Review Date	01/05/2025
Revision History	13/08/2019 no change 21/09/2021 remove Interim CEO 19/08/2022 no change 21/09/2021 no change 02/10/2023 changes include positions that can act as CEO/temporary employment of CEO and Remuneration. 30.11.2023 New format, policy renamed 14.05.2024 New 3.4(c) added

Policy No: CP15**Reference:** D-24-0003741**Policy Title:** Employee / Employer Matching Community Contributions**Policy Statement:**

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023
Next Review Date	01/05/2025
Review History	13/08/2019 no change 12/08/2021 no change 19/08/2022 no change 15/08/2023 no change 30/05/2024 no change
Delegation to the Chief Executive Officer	Yes

Policy No: CP16

Reference: D-24-0003752

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

Policy Statement:

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

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

Definitions

Approved lawyer is to be:

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

Council is the Mindarie Regional Council

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

Legal proceedings may be civil, criminal or investigative.

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

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

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

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

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

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

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

Procedure:**1. Payment Criteria**

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

2. Examples of Legal Representation Costs that may be Approved

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

3. Applications for Payment

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

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

4. Legal representation costs – Limit

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

5. Council's Powers

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

6. Delegation to the Chief Executive Officer

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

7. Repayment of Legal Representation Costs

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

Legislation	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2) Legal Profession Act 2008</i>
Guidelines	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	01/08/2019, 18/06/2020, 12/08/2021, 19/08/2022, 15/05/2023
Next Review Date	01/05/2024
Delegation to the Chief Executive Officer	Clause 6
Review History	19/08/2022 no change 15/08/2023 no change 30/05/2024 no change

Policy No: CP17**Reference:** D-24-0003740**Policy Title:** Elected Member continuing professional development**Policy Statement:**

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

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

Policy Procedure:

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

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

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

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

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

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

To comply with the requirements of the Act, the MRC's website will provide a link to each member councils' website where compliance with the policy, training and reporting requirements in respect of each of the MRC's respective councillors is evidenced. In addition, the MRC requires Councillors, within 3 months of their appointment onto the MRC, to take part in a tour of MRC facilities and to complete the next WASTE 101 training course delivered by WALGA.

Legislation	Local Government Act 1995 s.5.128
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	12/08/2021, 12/08/2022, 21/09/2023
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil

ATTACHMENT 3

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Review History	12/08/21 no change, 12/08/2022 no change, 21/09/2023 no change, 14/05/2024 no change
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Policy No: CP18**Reference: D-24-0003738****Policy Title: Information Technology Policy****PURPOSE**

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

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

Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 State Records Act 2000
Reference/s	
Attachment/s	Nil
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	07/09/2020, 12/08/2021, 29.09.2022, 21.09.2023
Next Review Date	01/05/2025
Revision History	12/08/2021 no change, 19/08/2022 no change, 21/09/2023 no change

Policy No: CP 20

Reference: D-24-0003735

Policy Title: ATTENDANCE AT EVENTS POLICY

Policy Statement:

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

This policy is made in accordance with those provisions.

Objective:

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

Statutory Requirements:

Local Government Act 1995

5.90A Policy for attendance at events

(1) In this section —

event includes the following —

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

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

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

* *Absolute majority required.*

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

* *Absolute majority required.*

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

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

1. Invitations

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

2. Approval of attendance

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

Payments in respect of attendance

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

4. Exemptions:

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

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

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

5. Purchase of event tickets by the MRC:

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

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

Legislation	Local Government Act 1995 s5.57, s5.62(1B), s.5.90A Local Government (Administration) Regulations 1996 regulation 20B
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Created date:	01/08/2022
Next Review Date	01/08/2024
Revision History	21/09//2024 no change 14/04/2024 no change

Attachment A - Pre-approved events

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

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution

Policy No: CP 21

Reference: D-24-0003736

Policy Title: Payments to Employees Upon Cessation of Employment Policy

Policy Statement:

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

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

Statutory Requirements:

Local Government Act 1995 s5.50

5.50. Payments to employees in addition to contract or award

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

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

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

(2) A local government may make a payment —

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

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

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

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

Objective:

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

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

Scope:

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

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

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

Implications (Strategic, Financial, Human Resources):

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

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

- **Settlement of a Claim**

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

- **Illness or Impairment**

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

- **Poor Performance / Conduct**

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

Manner of Assessment of the Payment

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

In assessing the payment, the following will be considered:

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

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

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

Legislation	Local Government Act 1995 s5.50
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Created	01/08/2022
Next Review Date	01/05/2024
Revision History	21/09/2023 no change, 14.05.2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP 22

Reference: D-24-0003737

Policy Title: MRC COUNCILLORS' COMMUNICATIONS POLICY

Policy Statement:

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

Objective:

The objectives of this policy is to:

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

Statutory Requirements:

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

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

Procedures for Councillors to Access Council Information:

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

Electronic Correspondence:

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

Media Relations:

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

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

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

Use of Social Media:

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

Legislation	State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021.
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Creation date	01.08.2022
Next Review Date	01.05.2025
Revision History	21/09/2023 no change, 14/05/2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP23**Reference:** D-24-0004267**Policy Title: CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS POLICY****Objective:**

To establish a framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

The policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and the *Local Government (Administration) Act 1996, Regulations 14C, 14CA, 14D, and 14E*.

Definitions:

- **Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- **Members** refers to a MRC Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.
- **Chair or Deputy Chair** refers to the MRC Chair or MRC Deputy
- **Council** refers the MRC Council
- **Committee** refers to the MRC Committees

Policy Statement**1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
 - a. Is to be provided to the Chair;
 - b. Where the Chair is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - c. Where the Chair rejects a request, the requester may ask Council to re-consider the request; and
 - d. The Chair may refer their own request to the Deputy Chair, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Chair or Council (not the relevant committee).

- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
 - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
 - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence

- of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
- a. Where the Chair makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
- b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) Subject to the member council chambers being able to accommodate use of their equipment, the CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Chair or during the meeting itself by Council for a Council meeting.
- 2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**
- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Chair or the Council can approve a meeting to be held by electronic means:
- Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), this policy allows for Special Council meetings and Committee meetings to be held by electronic means, subject to:
- a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
- b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Chair or Council resolution [Admin.r.14D(3)(4)];
- c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
- d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting that is closed.
- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
- a. published on the Local Government's Official webpage [Admin.r.12];
- b. provided in the Notice of Meeting/Agenda; and
- c. broadly promoted to ensure community awareness, such as website and noticeboard.

3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the Chair is approved to attend an in-person meeting by electronic means, the Chair may choose to defer to the Deputy Chair [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with the Meeting Procedures and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **Approved Electronic Means** - The approved electronic means is ZOOM
- (5) **Cameras** - MRC requests that Members cameras are operational for the duration of the meeting. Members must ensure that they are visible on screen at all times during the meeting. Member's visibility is crucial to assure members of the public that Council is fully engaged during the meeting. Members must indicate to the Chair if they are leaving or re-joining a meeting. The time a member leaves and re-joins a meeting will be reflected in the minutes.
- (6) **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means.
- (7) **Equipment** – Equipment supplied by the respective Member Councils (ie IT devices such as laptop, tablets or phones) may be used to log into an electronic meeting. You may use either your Local Government electronic device supplied to you by your respective Member Council or your own personal device.
- (8) **Public Question Time** –Public Question Time will be advertised in the public notice, the MRC will invite public questions by email, and the cut off for public questions will be mid-day the day prior to the meeting.
- (9) **External Parties Participating in Council and Committee meetings** – Where external parties are invited to participate in Council or Committee meetings (such as auditor attending an electronic Audit and Risk Committee meeting/Council meeting), the External party participating in the meeting must have been approved to attend. Approval to attend is by authorisation, in the case of a committee meeting; the Chair of that Committee, or in the case of a Council meeting the Chair of the Council; or by Council resolution. The external meeting participant prior to attending the meeting must confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.
- (10) **Observers of Meetings held by Electronic Means** - Where Member Council CEOs and members of the Strategic Working Group are invited to attend an Electronic Council meeting, they may log into the meeting for the purposes of observing the meeting. Audio and Video must be turned off. Officers must display their name and the Member Council they represent. Officers will be required to confirm, prior to the meeting that they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Legislation	Local Government Act 1995 s5.25 Local Government (Administration) Regulations 1996 regulations 14C, 14CA, 14D and 14E
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Creation date	09 June 2023
Next Review Date	01 May 2025
Revision History	30.11.2023 text changed at point 3(5); 14.05.2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP24

Reference: D-24-0003738

Policy Title: Fraud and Misconduct Control and Resilience

Policy Statement:

In adopting a zero tolerance approach to Fraud and Misconduct, the Mindarie Regional Council (MRC) will appropriately address all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The MRC will seek to recover any losses incurred after considering all relevant issues.

Policy Objective

To articulate the MRC's commitment to a zero-tolerance approach to Fraud, Misconduct, Bribery and Corruption and to building resilience through the implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

Scope

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the MRC in any capacity, which includes but is not limited to Council Members, Employees and contractors.

Policy Procedure

The MRC has adopted a Risk Management Plan and Appetite Statement ("the Risk Plan") and all policies and procedure relating to the management of risk of fraud are aligned with the Australian Standard AS8001:2008 Fraud and Corruption Control.

This Policy along with the MRC Code of Conduct for employees, the Local Government Model Code of Conduct for Elected Member, the MRC's values, culture and its governance all operate in synergy to prevent, detect and respond to potential or actual Fraud and Misconduct.

The Risk Plan and the related council policies and procedures establishes the strategies and processes by which the MRC will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct respectively. Information on reporting to the appropriate authority is available on the MRC's website.

Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority which includes a local government. The legislation which governs such disclosures is the Public Interest Disclosure Act 2003 (PID Act).

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the MRC's PID Officer is available on the MRC's website.

Disciplinary and Recovery Action

The MRC will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The MRC will also seek to recover any losses it may have suffered through Fraud and Misconduct.

ROLES AND RESPONSIBILITIES:

The roles and responsibilities of the CEO, Executive Managers, Managers, Council Members, and all Employees in respect of this Policy are articulated in detail in the Risk Plan.

DISPUTE RESOLUTION:

All disputes in respect of this Policy must be referred to the CEO.

EVALUATION AND REVIEW PROVISIONS

This Policy will be reviewed annually, however the Risk Plan is dynamic and will be reviewed as frequently as required to ensure it is implemented appropriately and that it remains relevant to address the identified risks.

DEFINITIONS

Any definitions listed in the following table apply to this Policy only.

Term	Definition
Bribe	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
CEO	Chief Executive Officer
Code of Conduct	The documented code that sets out the principles, values, ethical standards, appropriate behaviour and accountability that guides the conduct and decisions of all Employees
Corruption	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
Employee	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees

Fraud	<p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit.</p> <p>The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).</p>
LGA	Local Government Act 1995
Minor Misconduct	<p>Minor misconduct occurs if a Public Officer engages in conduct that:</p> <ul style="list-style-type: none"> (a) adversely affects the honest or impartial performance of the functions of a Public Authority or Public Officer, whether or not the Public Officer was acting in their Public Officer capacity at the time of engaging in the conduct; or (b) involves the performance of functions in a manner that is not honest or impartial; or (c) involves a breach of the trust placed in the Public Officer; or (d) involves the misuse of information or material that is in connection with their functions as a Public Officer, whether

Legislation	Local Government Act 1995 s.9.49A
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Created on	08.08.2023
Review History	14.05.2024 no change
Next Review Date	01.05.2025

Policy No: EP 01

Reference: D-24-0003733

Policy Title: ENVIRONMENTAL POLICY

PURPOSE

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

MRC is committed to:

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

Legislation	Part V Environmental Health Act
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	30 May 2024
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018;13/08/2019, 18/06/2020, 12/08/2021; 25/08/2022; 08/08/2023; 01/05/2024
Next Review Date	01/05/2025
Revision History	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words ‘non-legal’ at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP 12/06/2021 - no change 25/08/2022 – minor changes/08/ 08/08/2023 – no changes 01/05/2024 – no change

Policy No: CP 01

Reference: D-24-0003747

Policy Title: Annual Fees, Allowances and Expenses for Councillors

Policy Statement:

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

Policy Procedure:

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

	Fee (\$)	LG Allowance (\$)	Allowance (\$ (Technology))
Chairperson	17,139	21,710	1,082
Deputy Chairperson	11,430	5427.50	1,082
Councillor	11,430		1,082
Deputy Councillor	Nil		
Expenses Other	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996 ICT expenditure exceeding \$1082.00 may be reimbursed upon receipt of tax invoice and completed reimbursement form		

2. Meeting fees and allowances to which the elected members are entitled, are to be paid in monthly in arrears from 01 July 2024. Payments will be made by direct deposit in arrears. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

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

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

Legislation	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022; 21/09/2023;
Next Review Date	01/05/2025
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 - no change

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	11/04/2022 SAT 2.5% increase 12/04/2023 SAT 1.5% increase 30/05/2024 SAT 4% increase, change from twice yearly payments to monthly payments in arrears.
Delegation to the Chief Executive Officer	Nil

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Policy No: CP 02**Reference:** D-24-0003746**Policy Title:** Affixing of the Common Seal**Policy Statement:**

To authorise the affixing of the Common Seal to documents.

Policy Procedure:

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

Legislation	Local Government Act 1995 s.9.49A
Responsible Officer	Chief Executive Officer
Council Meeting Date	24/09/2023 30.05.2024
Review History	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022; 21/09/2023 ; 15.05.2024
Next Review Date	01/08/2024 2025
Delegation to the Chief Executive Officer	Nil

Policy No: CP 03

Reference: D-24--0003751

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

Policy Statement:

The purpose of this policy is to establish guidelines for Councillors attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

This aim of the Policy is to provide opportunities for councillors to attend conferences that align with the MRCs VISION "*collaborating for a regional Circular Economy*" and MISSION of "*To deliver sustainable waste management options for members*".

Policy Procedure:

1. 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 as an MRC Councillor they will be invited to attend, subject to the availability of funds in the budget. Where there is no budget approved and the CEO believes it would be beneficial for Councillors to attend a report will be presented to Council inviting one or more councillors to attend.

All Councillors will be provided the opportunity to attend the annual Waste and Recycling conference held in Perth.

CONFERENCES INSIDE THE PERTH METROPOLITAN AREA

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

CONFERENCES OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer.

Legislation	Local Government Act 1995 s.5.99A Local Government (Admin) regulations 1996 34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Review History	20/04/2000, 27/10/2005, 22/04/2010, 02/05/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021, 19/08/2022, 06.07.2023; 21.09.2023 , 14.05.2024
Next Review Date	01/ 0805/2024 2025
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – rate increase item 3 and change to relevant conference item 7. 19/08/2022 – reference to Director Corporate Services changed to Finance Manager Title change 06/07/2023 provide further clarity on intrastate meaning 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area 14/05/2023 no change

Policy No: CP 04

Reference: Reference: D-24-0004266

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

Policy Statement:

The purpose of this policy is to establish guidelines for MRC Employees attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

Policy Procedure:

CONFERENCES-INSIDE THE PERTH METROPOLITAN AREA

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

CONFERENCE OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

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.

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Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022, 21.09.2023 ; 14.05.2024
Next Review Date	01/08/2025
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area 14.05.2024 – no change

Policy No: CP 06

Reference: D-24-0003745

Policy Title: Purchasing Policy

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Policy Statement

The Mindarie Regional Council (the MRC) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the MRC's strategic and operational objectives.

1.1 OBJECTIVES

Objectives

The MRC's purchasing activities will:

- (a) Achieve best value for money procurement outcome, based on a balanced judgement of financial and non-financial factors relevant to the procurement, which considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (a) Use ensure that the procurement process achieves the best value for money for the MRC;
- (b) ensure best practice policies and procedures are followed in relation to procurement;
- (c) ensure efficient and consistent procurement processes are implemented and maintained;
- (d) use consistent, efficient and accountable purchasing processes procurement practices;
- (e) ensure openness, fairness and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for equity to all purchasing activity, including tender exempt arrangements;
- (d)(e) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e)(f) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, other relevant legislation, Codes of Practice, Standards and the MRC's Policies, delegations register and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the MRC.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the MRC's Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the MRC's Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial in confidence information and only releases information where appropriately approved.
- (k)(g) Enhance organisational environmental sustainability.

1.2 ETHICS & INTEGRITY

The MRC's Code of Conduct Scope

This Policy applies when undertaking purchasing activities and decision making, requiring Council Members and to all employees to observe the highest standards of ethics and

integrity and act, appointed representatives or agents ('Officers') involved in an honest and professional manner at all times.

1.3 VALUE FOR MONEY

The MRC will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including: transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the the procurement of goods or and services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc for the MRC.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant MRC Policy; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required;

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1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1 Defining the Purchasing Value

The MRC will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1 Strategic Purchasing Value Assessments

The MRC will periodically review recent past purchasing activity across its operations to identify categories of supply for which the MRC will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

Value for Money assessments will be specific to the goods and/or services being procured which may include aspects relating to stakeholders, markets, innovation, delivery and reporting.

Table of Definitions

1.4.2. Purchasing Thresholds and Practices

(1) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the MRC's purchasing activities.

Purchase Value Threshold <small>(ex GST)</small> ADE	Purchasing Practice means Australian Disability Enterprise	Evaluators
Up to \$5,000 <small>(ex GST)</small>	Direct procurement from suppliers requiring one (1) verbal or written quotation from a suitable supplier. The procurement decision is to be evidenced using proforma templates in accordance with the MRC's Record Keeping Plan.	Minimum of one internal evaluator
From \$5,001 and up to \$20,000 <small>(ex GST)</small> Agreement	Seek a minimum of two (2) written quotations from suitable suppliers. If purchasing from a means an understanding or arrangement between parties (whether written or verbal) to act in a specific manner when engaging in trade. The Agreement must be properly executed, lawful and current. Agreements must	Minimum of one internal evaluator

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	<p>be established using a compliant approach to market (see Item 5 – Purchase Thresholds) and approved by an Officer with sufficient Financial Authority. WALGA, PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. <p>All evaluations must be documented using proforma templates and retained in accordance with the MRC's Record Keeping Plan.</p>	
<p>From \$20,001 and up to \$70,000 (ex-GST) Contract</p>	<p>Seek a minimum three (3) written quotations from suitable suppliers, except if purchasing from a WALGA, PSA, CUA or other tender exempt arrangement, where a minimum of two (2) written quotation is to be obtained.</p> <p>The procurement decision is to be based upon assessment of the suppliers responses to:</p> <ul style="list-style-type: none"> • an outline of the specified requirement for the goods; services or works required; and • against the selection criteria and value for Money criteria, not necessarily the lowest quote. <p>The procurement decision is to be evidenced using proforma templates including the Brief Evaluation Report and retained in accordance with the MRC's Record Keeping Plan. means an Agreement which creates legally enforceable obligations between parties. A purchase order is a form of Contract.</p>	<p>Minimum of two internal evaluators</p>
ELO	means MRC Record Keeping system	
<p>From \$70,001 and up to \$250,000 (ex-GST) Open Market</p>	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation.</p> <p>The procurement decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. <p>Quotations must be sought in conjunction with the Projects and Procurement business unit. The procurement decision is to be evidenced using proforma templates including the Evaluation Report and retained in accordance with the MRC's Record Keeping Plan. means</p>	<p>Minimum of three evaluators including Projects and Procurement officer</p>

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	<p><u>Officers are free to select suppliers from any source to participate in procurement activity. There is no obligation to issue a statewide public notice under Open Market conditions. The City may restrict which suppliers are invited to respond to such requests.</u></p>	
<p><u>Over \$250,000 (ex-GST) Public Tender</u></p>	<p>Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under F&G Reg.11(2)) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation.</p> <p>OR</p> <p>Public Tender undertaken in accordance with the Local Government Act 1995 and relevant MRC Policy and procedures.</p> <p>The Tender Exempt or Public Tender procurement decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The above processes must be conducted in conjunction with the Projects and Procurement business unit and are subject to formal evaluation, review and approvals. All in accordance with the MRC's Recording Keeping Plan means a Tender, Expression of Interest or Panel Request which must be conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996. Public Tenders require statewide public notice to be lodged. Suppliers may not be restricted from responding to the Tender request.</p>	<p>Minimum of three evaluators including Business Unit Manager and Projects and Procurement officer</p>
<p><u>Purchase Threshold</u></p>	<p><u>means the actual or estimated value of a commercial commitment (e.g. Agreement, Contract, or purchase order) over the full term and/or quantity of supply, including all options to extend time or increase volume.</u></p>	
<p><u>Risk Assessment</u></p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then preference should be given to WALGA PSA and CUA to fulfil the requirement, wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the</p>	

	<p>urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the procurement decision must be evidenced in accordance with the MRC's Record Keeping Plan means determining the general risk profile of a particular procurement activity giving due consideration to the type of goods or service, nature of the supply market, contracting complexity, Agreement value, party type or quantity, community impact, probity concerns or public perception.</p>
CUA	means the State Government Common User Arrangement.
<p>Emergency Purchases (No budget allocation available)</p> <p>Refer for Clause 1.4.3 Under Agreement</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, the Chair must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply means that the MRC is purchasing goods and services through the formation of Contracts (e.g. issuing Purchase Orders), under established Agreements.</p>
Value for Money (VFM)	means the total benefit derived from a good or a service when compared to its total financial cost, assessed over the term of the Agreement, Contract, or expected lifespan of the asset.
<p>WALGA LGIS Services</p> <p>Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required means the Western Australian Local Government Association.</p>
WALGA PSP	means a WALGA Preferred Supplier under the WALGA preferred supplier program

Principles

MRC's procurement activities will be conducted in a manner which maintains compliance with legislative requirements and upholds the following:

- (a) **Value for Money:** The financial cost of procuring the good or service is not the only factor in determining VFM. Factors such as fit for purpose, quality, delivery on time, after sales service, warranty, research and development support, reputation, inclusivity, and sustainability may be important criteria in making procurement decisions
- (b) **Thinking commercially:** Approaching procurement in a way that makes efficient and effective use of MRC resources to maximise direct and indirect value created. This can be achieved through smart inventory management, productive negotiation, proactive supplier management, flexible contracting and consideration for the total cost of ownership (including initial purchase price, operating costs, maintenance cost, cost of change, disposal, exchange rates, rise & fall, interest payments and outgoings, etc.).

(c) **Sourcing - Sustainability:** The MRC endorses procurement practices which seek to improve the lives of minority, marginalised or at-risk groups through equitable participation in procurement opportunities. Procurement decisions should strive to achieve the most positive economic, environmental, and social impacts possible over the life cycle of a good or service, while minimising adverse impacts.

(d) **Mitigating Risk:** The MRC will engage suppliers on commercial terms favourable to the MRC with the aim of reducing risk. Goods and services will be preferred from suppliers who agree to and can demonstrate appropriate levels of indemnity, insurance, health and safety, compliance, financial stability, service delivery, confidentiality and conformance with applicable laws.

Legislative Requirements

All procurement activities will comply with the following:

(a) Local Government Act 1995 ('Act')

(b) Part 4 of the Local Government (Functions and General) Regulations 1996, ('Regulations')

(c) Competition and Consumer Act 2010 (Cth)

(d) State Records Act 2000

Purchasing Thresholds

Quotations may be obtained from either:

- an existing list of suppliers administered by the MRC
- an existing panel of pre-qualified suppliers administered by the MRC
- a pre-qualified supplier on the WALGA Preferred Supplier Program or State Government Common Use arrangements; or

from the open market.

The Purchase Value Threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the MRC will continue to purchase a particular category of goods, services or work and the total value of that purchase.

The following thresholds apply where the total value (excluding GST) of the full contract period for the purchasing of goods and/or services is, or is expected to be.

Purchase Value Threshold (ex GST)	Purchasing Open Market	Pre-Qualified Suppliers WALGA PSP, CUA, Supply Nation or an ACE
Up to \$5,000	Direct procurement from suppliers requiring one (1) verbal or written quotation from a suitable supplier. When a verbal quote is received the Officer must provide a written record of the quote details.	Obtain a minimum of one (1) quotation is required.
\$5,000 up to \$20,000	Seek a minimum of two (2) written quotations from suitable suppliers. A basic scope of work/specification, evaluation criteria and risk assessment should be documented by MRC Officers.	Obtain a minimum of one (1) written quotation is required.
\$20,000 up to \$70,000	Seek a minimum of three (3) written quotations from suitable suppliers. The procurement request will include a basic scope of work/specification, evaluation criteria and risk assessment should be documented by MRC Officers.	Seek a minimum of two (2) written quotations.
\$70,000 up to \$250,000	Seek a minimum of three (3) written responses from suppliers by invitation using the MRC's Request for Quotation documentation. A suitable scope of work/specification, evaluation criteria and risk assessment are required to be documented and recorded prior to engaging the market. The process must be conducted in conjunction with the Projects and Procurement business unit.	Seek a minimum of three (3) written quotations.
Over \$250,000	Conduct a public tender process in accordance with Part 4, Divisions 2 and 3 of the Regulations, and this Policy.	Seek a minimum of three (3) written quotations from Applicable exemptions under (Part 4, Div 2, Reg 11(2)). The above processes must be conducted in conjunction with the

Purchase Value Threshold (ex GST)	Purchasing Open Market	Pre-Qualified Suppliers WALGA PSP, CUA, Supply Nation or an ADE
	The process must be conducted in conjunction with the Projects and Procurement business unit.	Projects and Procurement business unit
Emergency Purchases (Within Budget) Refer to Clause 1	<p>Where goods or services are required for an emergency response and are within scope of an existing contract, the emergency supply must be obtained from the existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then preference should be given to WALGA PSP, CUA, Supply Nation or an Australian Disability Enterprise to fulfil the requirement, wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply.</p> <p>However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the procurement decision must be evidenced.</p>	
Emergency Purchases (No budget allocation available) Refer for Clause 1	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, the Chair must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	

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4.4.3.1. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate

purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4.2. Inviting Tenders Though not Required

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The MRC may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the MRC's tendering procedures ~~[F&G Reg.13].~~

1.4.5. Public Tendering Exemptions

An exemption from publicly inviting tenders may apply in the following instances:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement
- The purchase is from a Regional Local Government or another Local Government.
- The supply of the goods or services is associated with a state of emergency.
- The purchase is from a pre-qualified supplier under a Panel established by the MRC; or
- Any of the other exclusions under Regulation 11 of the Regulations apply.

1.4.6.3. Other Procurement Exemptions

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The following are further exemptions where ~~Specific types of procurement may qualify for exceptions in accordance with this Policy or the MRC is not required~~ Regulations, Part 4, Division 2, clause 11(2). Authority to undertake a competitive procurement process and only where the total value of the ~~tender exempt~~ procurement does not exceed \$250,000 (exclusive of GST):

- Advanced payments (accommodation, travel seminars, training, conferences);
- Annual service / software maintenance / support or licensing fees.
- Legal services (is found in Delegation Register and the use of these exemptions is subject to legal preferred supplier panel arrangements); ~~this Policy.~~
- Memberships, subscriptions and/or renewals
- Provision of advertising services.
- Provision of temporary personnel under established panel arrangements
- Provision of utility services
- Procurement from an original equipment manufacturer and where warranty provision may be void; and
- Contracts for petrol, oil, or other liquid or gas used for internal combustion engines (regardless of value);

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1.4.7. Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier or agency) is permitted without undertaking a competitive process (Public Tender or RFQ processes) provided the MRC is satisfied that there is

genuinely only one source of supply for those goods, services or works. Written confirmation to evidence this must be kept on file for audit purposes.

Category	Details
<u>On Contract Spend</u>	<p>Goods or services are procured Under Agreement do not require quotes to be obtained prior to purchase where:</p> <ul style="list-style-type: none"> - The purchase is within the general Scope of Work; and/or - There is an agreed price. <p>Where ad-hoc goods or services are procured, or where new items are required Under Agreement, the Officer should:</p> <ul style="list-style-type: none"> - Ensure the purchase is reasonably within the general scope of work; and <p>Obtain a quote from the supplier which may be permanently added to the Agreement by way of variation (or similar).</p>
<u>Public Tender Exempt</u>	<p>Tenders over \$250,000 (ex GST) do not have to be publicly invited where qualified for exemption under Part 4, Division 2, reg 11(2) of the Regulations.</p>
<u>LGIS Services Section 9.58(6)(b) Local Government Act</u>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
<u>Unique Goods or Services Justification</u>	<p>Officers must obtain a minimum of one quote and complete a Unique Goods or Service Justification to be approved by CEO. Officers must complete a Unique Goods or Services Justification application that must be approved prior to a contract being entered into, or a purchase order raised.</p>
<u>External Recruitment (Fixed term/ Permanent)</u>	<p>Officers must obtain a minimum of one quote from a WALGA PSP or CUA when seeking support for external recruitment services. This exemption does not give Officers 'Authority to Recruit' and does not apply to labour hire services.</p>
<u>Advance Payments</u>	<p>Advance payments for accommodation, travel, seminars, training or conferences.</p>
<u>Utility Services</u>	<p>Provision of utility services (where the relevant utility or nominated contractor is the only accredited provider of such services).</p>
<u>OEM or Warranty</u>	<p>Procurement from an original equipment manufacturer and where warranty provisions may be void.</p>

4. Unique Goods or Services

Due to the unique nature of the goods or services required or for any other reasonable reason, it is unlikely that there is more than one potential supplier a supplier may be engaged in lieu of obtaining the usual number of quotations or conducting a tender process nominated in the Purchase Thresholds. Officers must complete a Unique Goods or Services Justification

application that must be approved prior to a contract being entered into, or a purchase order raised.

For purchasing activity with a consideration exceeding the tender threshold, a unique goods or service exemption must be approved by Council resolution. Below the tender threshold, the CEO is responsible for approving all Unique Goods or Services Justification applications (refer to the MRC's Delegation Register). Supplier awards resulting from approved Unique Goods or Services Justification applications are subject to individual Financial Authority

1.4.8.5. Anti-Avoidance

The MRC will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

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1.4.9.6. Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

(c) The revised value (if applicable) of the contract as a result of the variation can be incorporated into approved MRC budgets and/or the MRC's Long-term Financial Plans.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the MRC is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

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1.4.10. 7. Panels of Pre-Qualified Suppliers

In accordance with *Functions and General Regulations 24AC*, a Panel of Pre-qualified Suppliers may be created where the MRC determines that there is or will be a continuing need for the goods or services to be supplied by pre-qualified suppliers.

Should the MRC determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the *Functions and General Regulations*.

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8. Sustainable Procurement

~~The MRC is committed to implementing may consider sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).~~

~~The MRC will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.~~

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Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. LOCAL ECONOMIC BENEFIT

The MRC, where possible, will seek to maximise the use of competitive local businesses, when purchasing Goods and/or Services, or contracted on behalf of the Council.

2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The MRC will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the MRC's strategic and operational objectives.

2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The MRC will support the purchasing of recycled and environmentally sustainable products and services whenever a value for money assessment demonstrates benefit toward achieving the MRC's strategic and operational objectives.

Qualitative weighted selection criteria of 10% will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

demonstrate policies and practices that have been implemented by the business as part of its operations; evaluation criteria with other VFM criteria (and appropriately weighted) to ensure respondents contribute to the economic, social and environmental outcomes for the benefit all.

- (a) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (b) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

9. Record Keeping

All Local Government purchasing activity procurement activities, communications and transactions, including verbal quotations and evaluations must be evidenced and retained as local government MRC records in accordance with the *State Records Act 2000* and the MRC's policies and procedures including the MRC Record Keeping Plan.

In addition, the MRC will consider and include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the MRC relevant to the performance of the contract.

10. Policy Non-Compliance

Failure to comply with the requirements of this Policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role. While an investigation

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is being undertaken, engagement in procurement activity may be suspended. Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a requirement to terminate or suspend procurement activities;
- (c) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; and/or
- (d) misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

Legislation	<u>s.3.57 of the Local Government Act 1995</u> <u>Part 4 of the Local Government (Functions and General Regulations 1996)</u> <u>Local Government Act 1995 (WA)</u> <u>Part 4 of the Local Government (Functions and General Regulations 1996</u> <u>State Records Act 2000 (WA)</u> <u>Competition and Consumer Act 2010 (Cth)</u>
Organisational	Council Policy No. CP19 Record Keeping Record Keeping Plan 2023
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 <u>30 May 2024</u>
Review History	<u>Revision and update April 2024</u> New layout from September 2023 Previously called Purchase of Goods and Services Previous Document Number D-22-0005494
Next Review Date	<u>April-May 2024</u> <u>2025</u>

Policy No: CP 08

Reference: D-24-0003750

Policy Title: Provision and use of Council Vehicles

Policy Statement:

The primary purpose of this policy is for the acquisition of motor vehicles by the Mindarie Regional Council (MRC) is to meet the business needs. Secondly, to acknowledge the current market place environment and to make vehicles available for use as part of an employee's salary packaging.

This policy has been established with the aim of effective motor vehicle asset management.

The policy applies to MRC's employees who are allocated MRC's owned motor vehicles.

Policy Procedure:

1. Acquisition of vehicles will adhere to the MRC CP06 Purchasing Policy, Asset Management Plan (AMP) and Annual Budget.
2. Where practicable, all vehicles purchased by the MRC shall have been awarded a minimum five star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the MRC's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO₂ threshold, hybrid vehicles and or full electric vehicles where suited to operational requirements.
4. All repairs, maintenance and replacement are to be provided by the MRC, including insurance and licensing, unless a Novated Lease option of an employment contract is elected, in which case the contract conditions will prevail.
5. Vehicle changeover will be in line with the AMP and the Annual Budget, every two years or 60,000 km whichever is the earlier and are depreciated accordingly. However, the MRC monitors market factors and may change the vehicles at a more economical time period.
6. Disposal of vehicles will be by public auction, with a reserve price based on valuations in line with CP06 Purchasing policy or by trade in against the replacement vehicle.
7. The CEO shall have full private use of the MRC's vehicle, as specified in the employment contract.
8. Executive Managers shall have full private use as specified in the employment contract.
9. Vehicles may be made available to Council Officers during work hours for operational requirements only.
10. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this policy 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.
11. The MRC will provide fuel for full private use, wherever possible the fuel station at Tamala Park should be used. MRC Fuel cards will be made available to employees where this is not practicable.

Employee Responsibilities:

All drivers of MRC vehicle are responsible to ensure that they:

1. Are the holder of a current Western Australian driver's licence for the vehicle.
2. If you have been disqualified from driving a motor vehicle for any reason, immediately cease driving and notify the Human Resource Manager.
3. Lock the vehicle at all times when the vehicle is unattended.
4. All personal items in the motor vehicle are the responsibility of the employee.
5. Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle
6. Ensure that the vehicle is made available for service in accordance with the manufacturers' recommended schedules.
7. Report any defects immediately to Human Resource Manager.
8. Immediately report all accidents or damage to the vehicle, including the completion of the necessary accident incident form, insurance report and claim forms to report same to the Police Department.
9. Ensure that the no smoking rule applies to driver and all passengers using the motor vehicle.
10. Be aware of the current conditions and content of all relevant policies and procedures at all times.
11. Breach of any of the above conditions will constitute a breach of the MRC's Code of Conduct and will be dealt with accordingly.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021; 21.09.2023 ; 14.05.2024
Next Review Date	01/05/2024 2024 2025
Revision History	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads 12/08/2021 Vehicle value increase and remove reference to the RAC guide. 19/08/2022 Remove references to Director of Corporate Services and replace with Finance Manager 13/08/2023 word changes to incorporate environmental factors and alignment to the AMP and the Annual Budget. New section employee responsibilities. 14.05.2024 No change
Delegation to the Chief Executive Officer	Nil

Policy No: CP 09

Reference: D-24-0003744

Policy Title: Investments

The Policy was developed to provide guidelines for the investment of funds which are surplus to the MRC's immediate requirements.

Policy Statement:

The investment policy is directed to achieve the following objectives:

- adherence to legislative requirements
- optimisation of investment income and net returns in a conservative manner, whilst striving to achieve the best outcome for the Council;
- to yield a suitable level of diversification of counter party risk;
- to maintain a low level of risk exposure by using recognised rating criteria; and
- ensure there is sufficient liquidity to allow to meet the operational r day to day funding 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 no longer comply with the parameters of this policy, the funds are to be liquidated in the most effective and expedient manner.
3. Funds may only be invested in interest bearing term deposits with Authorised Deposit Taking Institutions (ADI's) or other bank guaranteed instruments for a maximum term of three years, or Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.
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.
6. Where practical, funds should be invested in such a manner to adequately meet the reasonable expected liquidity needs of the City's funding requirements.
7. The Regional Council's investment portfolio is not to be leveraged to obtain funding.
8. 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. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information.
9. Subject to investments meeting the standard of this policy, MRC will ensure its financial investments consider ethical, social and environmental aspects by investing into non-fossil fuels, Green Term Deposits and Term Deposits with Environmental, Social and Governance (ESG) ratings.

Delegation of Authority

The implementation of this Policy is delegated by Council to the Chief Executive Officer in accordance with the LGA 1995. The Chief Executive Officer has the authority to sub-delegate the day to day investment activities to the Executive Manager Corporate Services.

Reporting

A monthly report must be provided to Council detailing the investment portfolio in terms of performance, portfolio balances, the income received including accrued income year to date. Documentary evidence must be held for each investment within the Investment register.

For audit purposes, confirmation certificates must be provided independently, directly to the MRC's auditors by institutions and fund managers confirming the amounts of investments held on the MRC's behalf at 30 June each financial year.

Legislation	Local Government Act 1995 s.6.11, s.6.14 Local Government (Financial Management) Regulations 1996 Reg.17, Reg.19
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	02/05/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29.09.2022 ; 21/09.2023 ; 14.05.2024
Next Review Date	01/ 08 05/2024 2025
Revision History	04/09/2014 - Changes made to procedure for clarity as per recommendations made by MRC Auditors. 12/08/2021 no change 19/08/2022 no change 08/8/2023 changes made to align with the Financial Regulations 14.05.2024 No change
Delegation to the Chief Executive Officer	Yes

Policy No: CP 10

Reference: D-24-0003749

Policy Title: Donations – Financial Assistance/Support

Policy Statement:

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Review History	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015, 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023; 14.05.2024
Next Review Date	01/08/2024
Revision History	14/08/2018 Point 1 and 2. Minor text/grammar 18/06/2020 Donations wording clarity 12/08/2021 – no change 29/08/2022 – minor text change 08/08/2023 – donation to external parties is tipping fees only. 14.05.2024 – no change
Delegation to the Chief Executive Officer	Yes

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Policy No: CP11

Reference: D-24-0003749

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.

The Corporate Credit Card is an alternative method of purchasing small value goods and services outside of the normal purchasing system.

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 issued, a register of corporate cards is to be maintained, outlining the following:
 - Holder's name
 - Card number
 - Expiry date
 - Credit limit
 - Variations
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. **Physical** Cards are not to be used by anyone other than the cardholder. 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 immediately:
 - Commonwealth Bank - Phone 13 22 21
 - MRC Finance Officer

The MRC Finance Officer will prepare the application for replacement card from the bank and ensure it is received and registered.

6. Corporate Credit Card details may be used for on-line purchases only with the expressed written permission of the cardholder.

6.7. The MRC Finance Officer will ensure a replacement card is sought and received from the bank and will prepare the application for a replacement.

7.8. 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.

8.9. The credit limit on each Card is to be determined by the CEO and/or the Executive Manager Corporate Services, but may not exceed the maximum credit facility.

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- 9-10. Corporate Credit Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited any prohibited expenditure must be reimbursed.
- ~~10-11.~~ Conference and subscriptions payments are allowed to be paid by credit card.
- ~~11-12.~~ Cardholders are to provide tax invoices each month to Financial Services to substantiate expenditures on their Card. Card expenditures and tax invoices are to be reviewed by the Executive Manager Corporate Services monthly.
- ~~12-13.~~ A summary of expenditures incurred by the MRC credit card holders will be presented to each Ordinary Council meeting as part of the financial reporting pack.
- ~~13-14.~~ Failure by a cardholder to abide by this policy will result in an investigation under the Employee Code of Conduct.

Legislation	Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021; <u>21/09/2022</u>
Next Review Date	<u>01/08/2024</u> 2025
Revision History	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager 13/08/2023 major review to incorporate additional controls and fraud protection. xxx 14.05.2025 new point 6 added and document renumbered; at no 10. Clarification that prohibited expenditure must be reimbursed.
Delegation to the Chief Executive Officer	Yes

Policy No: CP12

Reference: D-24-0003743

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 Neerabup facility.
 - Adequately fund its site restoration and post closure liabilities
 - Adequately fund its non-infrastructure capital expenditures
 - Keep ratios within the levels prescribed in the 10-year Long Term 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 Council may approve discounts to the gate fee on an exception basis for commercial or strategic reasons.
 4. 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.
 5. Specific fees and charges for other 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 as part of budget deliberation process.

Legislation	Local Government Act 1995 s.6.16
Responsible Officer	Chief Executive Officer
Council Meeting Date	24 September 2023 30 May 2024
Review History	03/09/2015; 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022 ; 21/09/2023
Next Review Date	01/08/ 2024 2025
Delegation to the Chief Executive Officer	Yes
Review History	12/08/2021 no – change 08/08/2023 – updated in line with current practices 30/04/2024 – no change

Policy No: CP 14

Reference: D-24-0003742

**Policy Title: TEMPORARY EMPLOYMENT OR ACTING APPOINTMENT OF
CHIEF EXECUTIVE OFFICER**

Policy Objective

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Mindarie Regional Council's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 3 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Mindarie Regional Council.

Policy Statement

1. DEFINITIONS

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

2. ACTING AND TEMPORARY CEO REQUIREMENTS AND QUALIFICATION

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.

Absence from Australia for any reason, including leave or work related travel, an acting CEO is to be appointed in accordance with clause 3(1) of this policy.

- (2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager Corporate Services or Executive Manager Operations are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) An employee appointed to temporarily act in the position of Executive Manager Corporate Services or Executive Manager Operations is not included in the determination set out in Clause 3 (2).

3. APPOINT ACTING CEO – PLANNED AND UNPLANNED LEAVE FOR PERIODS UP TO 3 MONTHS:

1. The CEO is authorised to appoint an Executive Manager, in writing, as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 3 months, subject to the CEO's consideration of the Executive Manager's performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
2. The CEO must appoint an Acting CEO for any leave periods greater than 4 days and less than 3 months.
3. The CEO is to advise the Chair when and for what period of time the Executive Manager is appointed as Acting CEO.
4. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (1), then the following line of succession shall apply:
 - a. The Executive Manager Corporate Services will be appointed as Acting CEO; or
 - b. If the Executive Manager Corporate Services is unable to act, the Executive Manager Operations will be appointed as Acting CEO; ~~or;~~
 - b-c. Another person in consultation with the Chair.
5. Council may, by resolution, extend an Acting CEO period under subclause (3) beyond 3 months if the substantive CEO remains unavailable or unable to perform their functions and duties.

4. APPOINT ACTING CEO FOR EXTENDED LEAVE PERIODS GREATER THAN 3 MONTHS BUT LESS THAN 12 MONTHS

- (1) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 3 months but less than 12 months, as follows:
 - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.

- (3) The Chair will liaise with the CEO, or in their unplanned absence the Human Resource Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the Chair will execute in writing the Acting CEO appointment with administrative assistance from the Human Resource Officer.

5. APPOINT TEMPORARY CEO – SUBSTANTIVE VACANCY

- (1) In the event that the substantive CEO's employment with the Mindarie Regional Council is ending, the Council when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint an Executive Manager as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint an Executive Manager as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The Chair will liaise with the Human Resources Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The Chair is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Human Resources Officer.

6. REMUNERATION AND CONDITIONS OF ACTING OR TEMPORARY CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO Appointment.

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Legislation	Local Government Act 1995 s.5.36 Local government employees s.5.39 Contracts for CEO and senior employees s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments s.5.41 Functions of CEO
Council Meeting Date	30 November 2023 30 May 2024
Responsible Officer	CEO
Review History	13/08/2019, 18/06/2020, 21.09.2023, 30.11.2023 ; 30.05.2024
Next Review Date	01/ 0805/2024 2025
Revision History	13/08/2019 no change 21/09/2021 remove Interim CEO 19/08/2022 no change 21/09/2021 no change 02/10/2023 changes include positions that can act as CEO/temporary employment of CEO and Remuneration. 30.11.2023 New format, policy renamed 14.05.2024 New 3.4(c) added

Policy No: CP15

Reference: D-24-0003741

Policy Title: Employee / Employer Matching Community Contributions

Policy Statement:

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

Procedure:

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

Legislation	N/A
Responsible Officer	Chief Executive Officer
Council Meeting Date	24-09-2023 30.05.2024
Review History	13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023, <u>14.05.2024</u>
Next Review Date	01/05/2025
Review History	13/08/2019 no change 12/08/2021 no change 19/08/2022 no change 15/08/2023 no change <u>14/05/2024 no change</u>
Delegation to the Chief Executive Officer	Yes

Policy No: CP16

Reference: D-24-0006425

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

Policy Statement:

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

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

Definitions

Approved lawyer is to be:

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

Council is the Mindarie Regional Council

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

Legal proceedings may be civil, criminal or investigative.

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

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

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

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

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

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

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

Procedure:**1. Payment Criteria**

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

2. Examples of Legal Representation Costs that may be Approved

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

3. Applications for Payment

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

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

4. Legal representation costs – Limit

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

5. Council's Powers

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

6. Delegation to the Chief Executive Officer

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

7. Repayment of Legal Representation Costs

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

Legislation	<i>Local Government Act 1995 S9.56, S3.1, S6.7(2) Legal Profession Act 2008</i>
Guidelines	Department of Local Government of Communities Operational Guideline No 14 Legal Representation for Council Members and Employees April 2006
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	01/08/2019, 18/06/2020, 12/08/2021
Next Review Date	01/08/2024; 14/05/2024
Delegation to the Chief Executive Officer	Clause 6
Review History	19/08/2022 no change 15/08/2023 no change 14/05/2024 no change

Policy No: CP17**Reference:** D-24-0003740**Policy Title:** Elected Member continuing professional development**Policy Statement:**

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

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

Policy Procedure:

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

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

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

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

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

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

To comply with the requirements of the Act, the MRC's website will provide a link to each member councils' website where compliance with the policy, training and reporting requirements in respect of each of the MRC's respective councillors is evidenced. In addition, the MRC requires Councillors, within 3 months of their appointment onto the MRC, to take part in a tour of MRC facilities and to complete the next WASTE 101 training course delivered by WALGA.

Legislation	Local Government Act 1995 s.5.128
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	12/08/2021, 12/08/2022, 21/09/2023
Next Review Date	01/05/2024 2025
Delegation to the Chief Executive Officer	Nil

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Review History	12/08/21 no change, 12/08/2022 no change, 21/09/2023 no change 14.05.2024 no change
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Policy No: CP18

Reference: D-24-0003738

Policy Title: Information Technology Policy**PURPOSE**

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

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

Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 State Records Act 2000
Reference/s	
Attachment/s	Nil
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Review History	07/09/2020, 12/08/2021, 29.09.2022, 21.09.2023
Next Review Date	01/05/2024 2025
Revision History	12/08/2021 no change, 19/08/2022 no change, 21/09/2023 no change

Policy No: CP 19

Reference: D-24-0003734

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

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

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

Objective:

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

1. Scope:

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

2. Records and Definitions:

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

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

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

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

3. Details:

3.1 General Recordkeeping:

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

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

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

3.2 Access:

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

3.3 Destruction:

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

3.4 Ephemeral Records:

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

3.5 Training and Education:

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

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

Legislation	Local Government Act 1995, State Records Act 2000, Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Electronic Transactions Act 2011, General Disposal Authority for Local Government Records MRC Recordkeeping Plan 2023
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 30 May 20232024
Created	01/08/2022
Next Review Date	01/0805/20242025
Revision History	21.09.2023 no change, <u>14/05/2024 no change</u>
Delegation to the Chief Executive Officer	Nil

Policy No: CP 20

Reference: D-24-0003735

Policy Title: ATTENDANCE AT EVENTS POLICY

Policy Statement:

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

This policy is made in accordance with those provisions.

Objective:

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

Statutory Requirements:

Local Government Act 1995

5.90A Policy for attendance at events

(1) In this section —

event includes the following —

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

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

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

* *Absolute majority required.*

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

* *Absolute majority required.*

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

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

1. Invitations

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

2. Approval of attendance

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

Payments in respect of attendance

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

4. Exemptions:

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

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

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

5. Purchase of event tickets by the MRC:

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

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

Legislation	Local Government Act 1995 s5.57, s5.62(1B), s.5.90A Local Government (Administration) Regulations 1996 regulation 20B
Responsible Officer	Chief Executive Officer
Council Meeting Date	29-21 September 2022 2023 30 May 2024
Created date:	01/08/2022
Next Review Date	01/08/2023 2024
Revision History	21/09//2024 no change 14/04/2024 no change

Attachment A - Pre-approved events

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

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution

Policy No: CP 21

Reference: D-24-0003736

Policy Title: Payments to Employees Upon Cessation of Employment Policy

Policy Statement:

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

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

Statutory Requirements:

Local Government Act 1995 s5.50

5.50. Payments to employees in addition to contract or award

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

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

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

(2) A local government may make a payment —

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

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

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

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

Objective:

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

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

Scope:

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

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

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

Implications (Strategic, Financial, Human Resources):

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

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

• Settlement of a Claim

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

• Illness or Impairment

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

• Poor Performance / Conduct

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

Manner of Assessment of the Payment

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

In assessing the payment, the following will be considered:

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

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

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

Legislation	Local Government Act 1995 s5.50
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Created	01/08/2022
Next Review Date	01/08/2024 01/05/2024
Revision History	21/09/2023 no change. 14.05.2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP 22

Reference: D-24-0004267

Policy Title: MRC COUNCILLORS' COMMUNICATIONS POLICY

Policy Statement:

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

Objective:

The objectives of this policy is to:

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

Statutory Requirements:

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

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

Procedures for Councillors to Access Council Information:

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

Electronic Correspondence:

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

Media Relations:

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

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

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

Use of Social Media:

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

Legislation	State Records Act 2000 Local Government Act 1995 s.2.8(1)(d), 5.93, 5.41(f) Freedom of Information Act 1992 Local Government (Model Code of Conduct) Regulations 2021.
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023 30 May 2024
Creation date	01.08.2022
Next Review Date	01.08.2024
Revision History	21.9.2023 no change, 14.05.2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP23

Reference: D-24-0004267

Policy Title: CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS POLICY

Objective:

To establish a framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

The policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and the *Local Government (Administration) Act 1996, Regulations 14C, 14CA, 14D, and 14E*.

Definitions:

- **Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- **Members** refers to a MRC Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.
- **Chair or Deputy Chair** refers to the MRC Chair or MRC Deputy
- **Council** refers the MRC Council
- **Committee** refers to the MRC Committees

Policy Statement

1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
 - a. Is to be provided to the Chair;
 - b. Where the Chair is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - c. Where the Chair rejects a request, the requester may ask Council to re-consider the request; and
 - d. The Chair may refer their own request to the Deputy Chair, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Chair or Council (not the relevant committee).

- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
 - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
 - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence

- of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
 - a. Where the Chair makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
 - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
 - (5) Subject to the member council chambers being able to accommodate use of their equipment, the CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Chair or during the meeting itself by Council for a Council meeting.
- 2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**
- (1) Ordinary meetings will primarily be held as in-person meetings.
 - (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Chair or the Council can approve a meeting to be held by electronic means:
 - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
 - (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), this policy allows for Special Council meetings and Committee meetings to be held by electronic means, subject to:
 - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
 - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Chair or Council resolution [Admin.r.14D(3)(4)];
 - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
 - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting that is closed.
 - (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
 - a. published on the Local Government's Official webpage [Admin.r.12];
 - b. provided in the Notice of Meeting/Agenda; and
 - c. broadly promoted to ensure community awareness, such as website and noticeboard.

3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the Chair is approved to attend an in-person meeting by electronic means, the Chair may choose to defer to the Deputy Chair [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with the Meeting Procedures and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **Approved Electronic Means** - The approved electronic means is ZOOM
- (5) **Cameras** - MRC requests that Members cameras are operational for the duration of the meeting. Members must ensure that they are visible on screen at all times during the meeting. Member's visibility is crucial to assure members of the public that Council is fully engaged during the meeting. Members must indicate to the Chair if they are leaving or re-joining a meeting. The time a member leaves and re-joins a meeting will be reflected in the minutes.
- (6) **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means.
- (7) **Equipment** – Equipment supplied by the respective Member Councils (ie IT devices such as laptop, tablets or phones) may be used to log into an electronic meeting. You may use either your Local Government electronic device supplied to you by your respective Member Council or your own personal device.
- (8) **Public Question Time** –Public Question Time will be advertised in the public notice, the MRC will invite public questions by email, and the cut off for public questions will be mid-day the day prior to the meeting.
- (9) **External Parties Participating in Council and Committee meetings** – Where external parties are invited to participate in Council or Committee meetings (such as auditor attending an electronic Audit and Risk Committee meeting/Council meeting), the External party participating in the meeting must have been approved to attend. Approval to attend is by authorisation, in the case of a committee meeting; the Chair of that Committee, or in the case of a Council meeting the Chair of the Council; or by Council resolution. The external meeting participant prior to attending the meeting must confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.
- (10) **Observers of Meetings held by Electronic Means** - Where Member Council CEOs and members of the Strategic Working Group are invited to attend an Electronic Council meeting, they may log into the meeting for the purposes of observing the meeting. Audio and Video must be turned off. Officers must display their name and the Member Council they represent. Officers will be required to confirm, prior to the meeting that they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Legislation	Local Government Act 1995 s5.25 Local Government (Administration) Regulations 1996 regulations 14C, 14CA, 14D and 14E
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 November 2023 30 May 2024
Creation date	09 June 2023
Next Review Date	31 March 2023 01 May 2025
Revision History	30.11.2023 text changed at point 3(5); 14.05.2024 no change
Delegation to the Chief Executive Officer	Nil

Policy No: CP24

Reference: D-24-0003738

Policy Title: Fraud and Misconduct Control and Resilience

Policy Statement:

In adopting a zero tolerance approach to Fraud and Misconduct, the Mindarie Regional Council (MRC) will appropriately address all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The MRC will seek to recover any losses incurred after considering all relevant issues.

Policy Objective

To articulate the MRC's commitment to a zero-tolerance approach to Fraud, Misconduct, Bribery and Corruption and to building resilience through the implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

Scope

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the MRC in any capacity, which includes but is not limited to Council Members, Employees and contractors.

Policy Procedure

The MRC has adopted a Risk Management Plan and Appetite Statement ("the Risk Plan") and all policies and procedure relating to the management of risk of fraud are aligned with the Australian Standard AS8001:2008 Fraud and Corruption Control.

This Policy along with the MRC Code of Conduct for employees, the Local Government Model Code of Conduct for Elected Member, the MRC's values, culture and its governance all operate in synergy to prevent, detect and respond to potential or actual Fraud and Misconduct.

The Risk Plan and the related council policies and procedures establishes the strategies and processes by which the MRC will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct respectively. Information on reporting to the appropriate authority is available on the MRC's website.

Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority which includes a local government. The legislation which governs such disclosures is the Public Interest Disclosure Act 2003 (PID Act).

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the MRC's PID Officer is available on the MRC's website.

Disciplinary and Recovery Action

The MRC will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The MRC will also seek to recover any losses it may have suffered through Fraud and Misconduct.

ROLES AND RESPONSIBILITIES:

The roles and responsibilities of the CEO, Executive Managers, Managers, Council Members, and all Employees in respect of this Policy are articulated in detail in the Risk Plan.

DISPUTE RESOLUTION:

All disputes in respect of this Policy must be referred to the CEO.

EVALUATION AND REVIEW PROVISIONS

This Policy will be reviewed annually, however the Risk Plan is dynamic and will be reviewed as frequently as required to ensure it is implemented appropriately and that it remains relevant to address the identified risks.

DEFINITIONS

Any definitions listed in the following table apply to this Policy only.

Term	Definition
Bribe	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
CEO	Chief Executive Officer
Code of Conduct	The documented code that sets out the principles, values, ethical standards, appropriate behaviour and accountability that guides the conduct and decisions of all Employees
Corruption	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
Employee	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees

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Fraud	<p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit.</p> <p>The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).</p>
LGA	Local Government Act 1995
Minor Misconduct	<p>Minor misconduct occurs if a Public Officer engages in conduct that:</p> <ul style="list-style-type: none"> (a) adversely affects the honest or impartial performance of the functions of a Public Authority or Public Officer, whether or not the Public Officer was acting in their Public Officer capacity at the time of engaging in the conduct; or (b) involves the performance of functions in a manner that is not honest or impartial; or (c) involves a breach of the trust placed in the Public Officer; or (d) involves the misuse of information or material that is in connection with their functions as a Public Officer, whether

Legislation	Local Government Act 1995 s.9.49A
Responsible Officer	Chief Executive Officer
Council Meeting Date	24.09.2023 30 May 2024
Created on	08.08.2023
Review History	14.05.2024 no change
Next Review Date	01.05.2025

Policy No: EP 01

Reference: D-24-0003733

Policy Title: ENVIRONMENTAL POLICY

PURPOSE

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

MRC is committed to:

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

Legislation	Part V Environmental Health Act
Reference/s	
Attachment/s	Nil
Responsible Officer	CEO
Council Meeting Date	21 September 2023 30 May 2024
Review History	03/10/2013; 08/05/2014; 07/05/2015; 13/05/2016; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019, 18/06/2020, 12/08/2021; 25/08/2022; 08/08/2023; <u>01/05/2024</u>
Next Review Date	01/ 08 <u>05</u> / 2024 <u>2025</u>
Revision History	08/05/2014 – minor changes throughout the document. 07/05/2015 – included words ‘non-legal’ at the first dot point. 13/05/2016 – minor changes to the purpose. 14/08/2018 – remove references to ISO 14001. 13/08/2019 – no change 18/06/2020 EMMP now SMP 12/06/2021 - no change 25/08/2022 – minor changes/08/ 08/08/2023 – no changes <u>01/05/2024 – no change</u>

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ORDINARY COUNCIL MEETING MINUTES
30 May 2024

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 83

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 83 be received.

Moved Cr Proud, seconded Cr Jacob

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil*

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Date of submission	15 April 2024
Meeting date	30 May 2024
Item title	NOTICE OF MOTION – CR JORDAN WRIGHT – PROPOSED INCREASE TO COUNCILLOR ICT ALLOWANCE
Name of Councillor	Councillor Jordan Wright

Notice of motion

That Council:

1. ENDORSES the amended changes to CP01 Annual Fees Allowances and Expenses for Councillors policy in attachment 1.

Reason for Motion

It is noted that the Salaries and Allowance Tribunal determination dated 8 April 2024 provides a range between \$500 and \$3500 per annum for ICT allowance. The MRC has set the amount at \$1040 per annum.

The Tribunal allow Councils to pay up to the maximum amount, therefore I would like to propose that the allowance is increased to the maximum amount of \$3500.

MINDARIE REGIONAL COUNCIL
 ORDINARY COUNCIL MEETING MINUTES
 30 May 2024

Officer response to Notice of Motion

Responsible Officer	Chief Executive Officer
Voting requirement	Absolute Majority

Officer Comment

BACKGROUND:

The Salaries and Allowance Tribunal determines adjustment to fees, expenses and allowances payable to council members, each year.

In accordance with *Section 7B(2) of the Salaries and Allowance Act 1975 (the SA Act)* the *Salaries and Allowances Tribunal (the Tribunal)* is required to “*inquire into and determine the amount of –*

- 1. fees, or the minimum and maximum amount of fees, to be paid under the Local Government Act 1995 (the LG Act) to elected council members for attendance at meetings;*
- 2. expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and*
- 3. allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members”*

In 2013 the Tribunal set a new ICT allowance for equipment and communication costs. Council members could either be reimbursed for ICT expenses or the MRC Council could set, by absolute majority, an allowance within the range \$500 and \$3500.

The ICT allowance range set by SAT has not been adjusted since its introduction in 2013, the range remains at \$500 to \$3500.

Excerpts below from the current determination dated 8 April 2024 provide the rationale and offer guidance on the implementation of the current year’s determination:

“9.1 GENERAL

- 1. Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.*
- 2. Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

provides for reimbursement of expenses of that type in excess of the amount of the allowance.

3. *In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:*
 - *the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;*
 - *the capacity of local governments to set allowances appropriate to their varying operational needs;*
 - *the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads);*
4. *With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.*

ICT expenses means:

1. *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
2. *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or*
3. *any expenses, including the purchase costs, of ICT hardware provided to elected members.*

DETAILS

In 2013, the ICT allowance for MRC Councillors was set at \$1000 annually, with minor increases relating to CPI approved by Council in 2022 and 2023. The current ICT allowance is \$1040 per annum, equating to \$83 per month.

MRC Councillors are appointed to the MRC by their respective member councils. A comparison of ICT allowances provided by various member councils reveals a range of amounts, with most councils offering the maximum allowance of \$3,500 as shown in the table below:

City of Joondalup	\$3,500
City of Perth	\$3,500
City of Stirling	\$3,500
City of Vincent	\$2,500
City of Wanneroo	\$3,500
Town of Cambridge	\$3,500
Town of Victoria Park	\$3,500

The MRC's historic practice has been to not provide Councillors with information and communication technology (laptop computers, ipads etc) as these devices are routinely

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ORDINARY COUNCIL MEETING MINUTES
30 May 2024

provided to individual councillors by their respective member councils, and which are then used when conducting MRC business, such as attending MRC Council and Committee meetings, workshops, events, and any other necessary MRC business.

The MRC does provide an ICT allowance in recognition that MRC Councillors incur expenses relating to telephone call charges and internet provider charges, acknowledging that a portion of those expenses directly relate to the MRC Councillor role.

To ensure that MRC Councillors are not out of pocket for any ICT expenses incurred directly relating to their role as an MRC Councillor then, through the provisions included in the LG Act, each is entitled to make further claims for reimbursement for other relevant ICT costs.

Should the proposal for an increase to the maximum allowance of \$3,500 from \$1040 be approved, this will incur additional costs to the MRC of \$29,520 per annum.

Moved Cr Wright, seconded Cr Jacob

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 9/1)

For: Crs Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright

Against: Cr Castle

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**Notice of Motion – Cr Wright
CP01 Tracked Change**

Item 11	ATTACHMENT 1	Item 11
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Policy No: CP 01

Reference: D-23-0005094

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:

a **Chairperson:** The annual regional local government allowance for the Chairperson (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations) is to be the maximum amount within the prescribed legislation.

b **Deputy Chairperson:** An annual regional local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations), which is 25% of the annual local government allowance payable to the Chairperson within prescribed legislation.

c **Councillor:** In lieu of paying Members a meeting attendance fee for Council, Committee or prescribed meetings, MRC will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

d **Deputy Councillor:** Nil.

e **ICT Expenses Allowance:** Council Members are to be paid the maximum annual amount for ICT Expenses each year within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

f **Other Expenses to be Reimbursed:** 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.

4.2. All meeting fees and allowances to which the elected members are entitled, are to be paid in monthly in arrears from 01 July 2024. Payments will be made by direct deposit in arrears. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

	Fee (\$)	LG Allowance (\$)	Allowance (\$) (Technology)
Chairperson	16,480	20,875	1,040
Deputy Chairperson	10,990	5,090	1,040
Councillor	10,990		1,040
Deputy Councillor	Nil		

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Expenses Other	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996
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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. Payments will be made by direct deposit. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.

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

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

Legislation	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024 21 September 2023
Review History	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022
Next Review Date	01/08 5 /202 5 3
Revision History	04/09/2014 – Increase in fees/allowances provided to councillors as determined by SAT. New part 4. 14/08/2018 clarification regarding pro-rata payments 21/11/2019 – Deputy Councillor meeting fee removed 12/08/2021 – no change 11/04/2022 SAT 2.5% increase 12/04/2023 SAT 1.5% increase
Delegation to the Chief Executive Officer	Nil

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Notice of Motion – Cr Wright
CP01 Clean Copy

Item 11 ATTACHMENT 2 Item 11

Policy No: CP 01

Reference: D-23-0005094

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:
 - a **Chairperson:** The annual regional local government allowance for the Chairperson (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations) is to be the maximum amount within the prescribed legislation.
 - b **Deputy Chairperson:** An annual regional local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations), which is 25% of the annual local government allowance payable to the Chairperson within prescribed legislation.
 - c **Councillor:** In lieu of paying Members a meeting attendance fee for Council, Committee or prescribed meetings, MRC will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
 - d **Deputy Councillor:** Nil.
 - e **ICT Expenses Allowance:** Council Members are to be paid the maximum annual amount for ICT Expenses each year within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
 - f **Other Expenses to be Reimbursed:** 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.
2. All meeting fees and allowances to which the elected members are entitled, are to be paid in monthly in arrears from 01 July 2024. Payments will be made by direct deposit in arrears. Allowances will be paid on a pro-rata basis where Councillors hold office for only a portion of the year.
3. The fees and allowances are increased in line with the determination of the Salaries and Allowances Tribunal effective from the date of the determination made in accordance with the Salaries and Allowances Act 1975.

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Legislation	Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	18/04/2002, 07/06/2005, 06/07/2006, 23/10/2008, 25/10/2012, 02/05/2013, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/08/2019; 18/06/2020, 12/08/2021; 31/0/2022
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The CEO has not released the reports for items 14.1 and 14.2 for public viewing.

Moved Cr Proud, seconded Cr Wright

Procedural motion:

That Council:

1. Closes the meeting to the members of the public at 6.44 pm to consider items 14.1 and 14.2 in accordance with section 5.23 of the Local Government Act 1995.
2. Permits the MRC Chief Executive Officer, MRC staff and Member Council Officers to remain in the chamber during discussion for item 14.1 and 14.2.

Doors closed at 6.44 pm.

There were no members of the public present in the gallery.

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright

Against: Nil

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(c) of the Local Government Act 1995 as the report deals with matters where a contract may be entered into.

14.1	Environmental Monitoring Services – Tender Exempt Award Council Delegation Request
File No:	GF-23-0000091
Attachment(s):	Nil
Date:	21 May 2024
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Delegate to the CEO the authority to accept the tender exempt response or responses from RFQ2405001 that are assessed as the most advantageous, provided the contract value is no more than 10% of that detailed in the confidential report.

Moved Cr Jacob, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright
Against: Nil*

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(c) of the Local Government Act 1995 as the report deals with matters where a contract may be entered into.	
14.2	Tamala Park Critical Infrastructure Plan
File No:	GF-24-0000175
Attachment(s):	Attachment A – Draft Critical Infrastructure Plan (CIP)
Date:	13 May 2024
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council endorses the actions proposed in the Recommendation section of the confidential report.

Moved Cr Gobbert, seconded Cr May

PROCEDURAL motion

Moved Cr Dudek, seconded Cr Creado

That Council, pursuant to 10.1(e) of the Meeting Procedures Local Law 2020, refer the item back to the CEO.

Reasons:

For the CEO to provide further advice on the questions raised during the meeting relating to:

- Landfill cover solutions and implications
- Capital requirements for Critical Infrastructure items 1 to 6
- Business case options for transfer station relocation
- Leachate treatment/testing options

(CARRIED 5+1 / 5)

For: Crs Creado, Dudek, Gobbert, May and Wright (Cr Miles used his casting vote as Chair).

Against: Crs Castle, Hatton, Jacob, Miles and Proud

The Chair exercised his casting vote to break the deadlock and achieve a result.

Moved Cr Wright, seconded Cr Proud

To reopen the meeting to the public

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Dudek, Gobbert, Hatton, Jacob, May, Miles, Proud and Wright

Against: Nil

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
30 May 2024

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 27 June 2024 at the Town of Cambridge commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.30 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed.....Chair

Dated.....day of2024



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

27 JUNE 2024

TOWN OF CAMBRIDGE

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

**MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING**

22 JUNE 2024

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the Town of Cambridge at 6.30 pm on 27 June 2024.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.



**SCOTT CAIRNS
CHIEF EXECUTIVE OFFICER**

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr S Proud, JP (Stephanie) - Deputy Chair	City of Stirling
Cr A Jacob, JP (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge
Cr K Vernon (Karen)	Town of Victoria Park

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

MINDARIE REGIONAL COUNCIL
 ORDINARY COUNCIL MEETING MINUTES
 27 June 2024

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.35 pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MRC COUNCILLORS

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr S Proud, JP (Stephanie) Deputy Chair	City of Stirling
Cr A Jacob, JP (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr B Smith (Bronwyn)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge
Cr K Vernon (Karen)	Town of Victoria Park

Apologies

Nil

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Executive Manager Corporate Services)
Mr M Hattingh (Executive Manager Operations)
Mr D Turner (Projects and Procurement Manager)
Ms D Toward (Executive Assistant)

Approved leave of absence

Cr J Wright (Jordan)	City of Wanneroo
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Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr A Mason	City of Perth
Mr A Murphy	City of Stirling
Ms Y Plimbley	City of Stirling
Mr P Varris	City of Vincent
Mr A Griffiths	City of Vincent
Mr H Singh	City of Wanneroo
Mr J Gault	City of Wanneroo
Mr K Hincks	Town of Cambridge
Mr J Wong	Town of Victoria Park

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENT BY THE PRESIDING PERSON

Nil

6 APPLICATION FOR LEAVE OF ABSENCE

Cr Albert Jacob requested a Leave of Absence from Council duties covering the period 17 September 2024 to 27 September 2024.

Moved Cr Miles, Seconded Cr May

That Council approves the request for a Leave of Absence from Council duties for Cr Jacob covering the period 17 September 2024 to 27 September 2024.

CARRIED UNANIMOUSLY 12/0

For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 30 May 2024

The Minutes of the Ordinary Council Meeting held on 30 May 2024 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 30 May 2024 be confirmed as a true record of the proceedings.

Moved Cr May, Seconded Cr Hatton

RESOLVED

That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0

For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

9 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENT FOR THE PERIOD ENDED 31 MAY 2024
Reference:	GF-23-000000019
Attachment(s):	Attachment No. 1
Date:	14 June 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of this report is to provide Council with a set of financial reports in line with statutory requirements, which provides information on the financial performance of the Mindarie Regional Council (MRC).

BACKGROUND

Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996 defines reporting requirements.

The financial statements presented for each month consist of:

- Statement by Comprehensive Income by Nature and Type
- Operating Income Statement by Program
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activity
- Cash and Cash Equivalents and Schedule of Investments
- Tonnage Report

DETAIL

The attached reports provide an overview of the MRC's financial performance for the period ending 31 May 2024, and have been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards. The reports fairly represent, in all material respects, the results of the MRC's operations for the months being reported.

The Financial Report for the period ended 31 May 2024 is attached at **Attachment No. 1** to this Item. The Schedule of Investments and Tonnage Report up to 31 May 2024 are also contained within the Attachment No.1.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

Summary of results for the year to date period ended 31 May 2024

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	166,724	162,365	(4,359)
Tonnes – Others	22,716	24,708	1,992
TOTAL TONNES	189,440	187,073	(2,367)
	\$	\$	\$
Revenue – Fees & Charges	30,316,373	29,958,811	(357,562)
Revenue – Other	6,840,428	7,174,215	333,787
TOTAL REVENUE	37,156,801	37,133,026	(23,775)
Expenses	(32,233,303)	(30,514,967)	1,718,336
Net profit	4,923,498	6,618,059	1,694,561
Net profit on sales of assets	260,896	277,022	16,126
NET SURPLUS	5,184,394	6,895,081	1,710,687

Variances Year to Date

Mindarie Regional Council financial result for the period ending 31 May 2024 reflects its performance from 1 July 2023 to 31 May 2024. Council's operations have been conducted in line with the adopted budget. At the OCM, 28 March, Council approved mid-year budget review and proposed budget adjustments, the revised budgets have been reflected in the financial statements. In line with materiality adopted by the Council, variances below \$50k do not attract comments.

MRC recorded net profit of \$6.9m for the period ended 31 May 2024 against the revised budget of \$5.2m resulting in a favourable variance of 33% or \$1.7m.

REVENUE

User Charges

Total revenue recorded a negative variance of \$24k. This outcome results from a negative variance of \$358k in total fees and charges being offset by a positive variance of \$334k in other revenue.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

Member user charges are \$667k lower than budget primarily due to 3,529t tonnages delivered by City of Wanneroo. City of Wanneroo advised that the forecast at the time of budget adoption overestimated tonnages for their council.

Income from other user charges is \$264k above budget. This is due to 1,992t higher tonnages delivered by trade waste discount customers.

Interest Earnings

Interest earning is \$295k higher compared to budget. This continues to be a direct result of positive interest rate.

EXPENDITURE

Overall positive variance at 31 May 2024 is a direct result of savings arising from various operational expenses.

Materials and Contracts

Materials and Contracts expenditure shows a positive variance of \$1.4m compared to the budget. This variance is driven by a combination of several factors, lower than anticipated costs in DWER landfill levy (\$426k lower) being the major reason. DWER landfill levy is payable to the Department of Water and Environment Regulation and has a direct relationship to tonnage collected. Another contributing factor to the above is a positive variance of \$566k (consultants expenditure) due to timing of expenses such as audit fees, Waste audit, FOGO Tender. The balance is made up of many small variances.

Utilities

Utilities recorded a positive variance of \$173k. The key contributor to this positive variance is \$100k budgeted to accommodate extra network monthly charges as anticipated at budgeting time. However, the actual network charges have been lower.

Insurance

Insurance expenses recorded are \$202k below budget due to excess insurance budgeted at \$250k not yet utilised.

Other expenses

Other expenses are \$173k lower than budgeted. This is a timing issue and Elected Members payments are due in June.

STATEMENT OF FINANCIAL POSITION

End of May 2024 the MRC's cash position is solid due to collection of fees and charges and positive earnings from investments. Capital expenditure delivery and increases in the RBA cash rate have improved both the rate of investments and the amount reinvested.

Current Liabilities

Current Liabilities as of 31 May 2024 are \$1m higher compared to the previous month. Accrual of Waste levy payable to DWER for the month of May 24 contributed to this increase.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

Capital Expenditure

There is \$38k capital expenditure incurred in May 2024. This is mainly for landfill infrastructure work in capping and leachate.

Reserve Accounts

The reserve accounts for the period ended 31 May 2024 improved by \$6m. This reflects the proportionate transfers to reserves including interest earned on the investments and a transfer of \$3m from surplus into capital reserve in line with mid-year budget review approved by Council in March.

STATUTORY IMPLICATIONS

Section 6.4 of the Local Government Act 1995 and regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Attachment No. 1 for the month ended 31 May 2024.

Moved Cr May seconded Cr Ferrante

RESOLVED

That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0

For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil

**ATTACHMENT 1
FINANCIAL REPORTS FOR MAY 2024**



**Financial Report
for the period ending
31 May 2024**

Mindarie Regional Council

Authorised by: Adnana Arapovic
Executive Manager Corporate Services



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1.0 Financial Summary
For the period 31 May 2024

STATEMENT OF COMPREHENSIVE INCOME						
	Revised Budget	Revised Budget Year to Date	Actual Year to Date	Variance	Variance %	Status
Fees and Charges Revenue	\$ 33,101,627	\$ 30,316,373	\$ 29,958,811	\$ (357,562)	(1%)	↓
Other Revenue	\$ 7,630,339	\$ 6,840,428	\$ 7,174,215	\$ 333,787	5%	↑
Total Operating Revenue	\$ 40,731,966	\$ 37,156,801	\$ 37,133,026	\$ (23,775)	(0%)	↔
Operating Expenditure	\$ 35,548,531	\$ 32,233,303	\$ 30,514,967	\$ 1,718,336	5%	↑
Net profit	\$ 5,183,435	\$ 4,923,498	\$ 6,618,059	\$ 1,694,561	34%	↑
Capital Grants and Subsidies	\$ 50,000	\$ -	\$ -	\$ -	-	↔
Net profit/(loss) on sale of asse	253,105	260,896	277,022	16,126	6%	↑
Net Result	\$ 5,486,540	\$ 5,184,394	\$ 6,895,081	\$ 1,710,687	33%	↑

Year to Date Net Result Cumulative

Tonnage Cumulative

STATEMENT OF FINANCIAL POSITION			
	Revised Budget	Actual Year to Date	Actual 30 June 2023
Current Assets	\$ 67,960,617	\$ 77,567,083	\$ 64,273,412
Non Current Assets	\$ 104,333,324	\$ 92,870,985	\$ 100,324,693
Total Assets	\$ 172,293,941	\$ 170,438,068	\$ 164,598,105
Current Liabilities	\$ 4,380,288	\$ 3,671,485	\$ 5,528,381
Non Current Liabilities	\$ 27,208,977	\$ 27,156,691	\$ 26,354,914
Total Liabilities	\$ 31,589,265	\$ 30,828,176	\$ 31,883,295
Equity	\$ 140,704,676	\$ 139,609,892	\$ 132,714,810

CAPITAL EXPENDITURE				
	Revised Budget	Year to Date Actual	Variance \$	Variance %
Capital Expenditure	10,349,323	1,264,260	9,085,063	87.8%



2.1 Statement of Comprehensive Income by nature and type
For the period ended 31 May 2024

	Original Budget	Revised Budget	Year to Date				Previous Actual YTD
	2023/24	2023/24	Revised Budget	Actual	Variance	Variance	31-May-23
	\$	\$	\$	\$	\$	%	\$
REVENUE							
Member User Charges							
User Charges - City of Perth	1,884,782	2,042,071	1,844,223	1,815,966	(28,237)	(2%)	1,719,620
User Charges - City of Wanneroo	8,757,751	8,759,336	8,005,086	7,486,756	(518,330)	(6%)	7,122,427
User Charges - City of Joondalup	5,073,600	5,067,171	4,633,330	4,572,062	(61,268)	(1%)	4,340,788
User Charges - City of Stirling	7,974,008	8,370,577	7,690,156	7,554,913	(135,243)	(2%)	6,752,432
User Charges - Town of Cambridge	787,616	885,768	801,944	812,523	10,579	1%	779,524
User Charges - City of Vincent	830,500	828,739	759,255	784,300	25,045	3%	717,079
User Charges - Town of Victoria Park	1,268,400	1,601,433	1,441,510	1,481,826	40,316	3%	1,440,931
Total Member User Charges	26,576,657	27,555,093	25,175,504	24,508,366	(667,138)	(3%)	22,872,801
Other User Charges							
User Charges - Casual Tipping Fees	5,401,066	4,691,534	4,470,869	4,735,101	264,232	6%	7,048,333
Total User Charges	31,977,723	32,246,627	29,646,373	29,243,467	(402,906)	(1%)	29,921,134
Other fees and charges							
Mattresses Charges	55,000	55,000	55,000	99,930	44,930	82%	102,845
Gas Power Generation Sales	800,000	800,000	615,000	615,414	414	0%	785,310
Total Other Fees and Charges	855,000	855,000	670,000	715,344	45,344	7%	888,155
Total Fees and Charges	32,832,723	33,101,627	30,316,373	29,958,811	(357,562)	(1%)	30,809,289
Interest Earnings	1,659,800	2,692,821	2,485,704	2,780,527	294,823	12%	1,326,394
Grants, Subsidies and Contributions							
Reimb. of Admin/Governance Expenses	4,656,518	4,656,518	4,268,474	4,268,474	-	0%	3,868,097
Other Revenue							
Other Revenue	95,000	281,000	86,250	125,214	38,964	45%	206,024
Total Other Revenue	6,411,318	7,630,339	6,840,428	7,174,215	333,787	5%	5,400,615
Total Revenue	39,244,041	40,731,966	37,156,801	37,133,026	(23,775)	(0%)	36,209,804
EXPENSES							
Employee Costs	5,536,680	5,536,680	5,064,982	5,257,323	(192,341)	(4%)	3,943,298
Materials and Contracts	18,348,818	18,713,901	16,877,071	15,513,056	1,364,015	8%	15,860,299
Utilities	718,250	800,450	717,548	543,891	173,657	24%	586,948
Depreciation	5,896,783	6,340,025	5,799,424	5,804,855	(5,431)	(0%)	4,836,628
Amortisation	4,954,195	2,119,202	1,942,602	1,942,602	-	-	4,706,208
Finance Costs	1,097,123	1,097,123	1,006,424	1,002,954	3,470	0%	1,003,001
Insurances	620,200	620,200	528,433	326,250	202,183	38%	659,297
Other Expenses	320,950	320,950	296,819	124,036	172,783	58%	213,220
Total Expenses	37,492,999	35,548,531	32,233,303	30,514,967	1,718,336	5%	31,808,899
Net profit from ordinary activities	1,751,042	5,183,435	4,923,498	6,618,059	1,694,561	34%	4,400,905
Capital Grants, Subsidies and Contributions							
Capital Grants and Subsidies	50,000	50,000	-	-	-	-	-
Profit/(loss) from ordinary activities	1,000	293,890	287,684	287,684	-	-	-
Profit on Sale of Assets	(350,756)	(40,785)	(26,788)	(10,662)	16,126	(60%)	-
Net result for the period	1,451,286	5,486,540	5,184,394	6,895,081	1,710,687	33%	4,400,905
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,184,394	6,895,081	1,710,687	33%	4,400,905



**2.2 Statement of Comprehensive Income by program
For the period ended 31 May 2024**

	Original Budget 2023/24	Revised Budget 2023/24	Revised Budget YTD May 24 2023/24	Actual YTD May 24 2023/24	Variance	Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Community Amenities	32,927,723	33,382,627	30,402,622	30,084,024	(318,598)	(1%)
General Revenue	1,659,800	2,692,821	2,485,704	2,780,527	294,823	12%
Governance	4,656,518	4,656,518	4,268,474	4,268,475	0.2	0%
	39,244,041	40,731,966	37,156,801	37,133,026	(23,775)	(0%)
Expenses from Ordinary Activities						
Governance	(4,616,177)	(5,156,277)	(4,550,950)	(3,746,510)	(804,441)	18%
Community Amenities	(31,779,699)	(29,295,131)	(26,675,928)	(25,765,503)	(910,426)	3%
Total operating expenses	(36,395,876)	(34,451,407)	(31,226,879)	(29,512,013)	(1,714,866)	5%
Finance costs						
Governance	(328,288)	(328,288)	(301,660)	(298,195)	(3,464)	1%
Community Amenities	(768,835)	(768,835)	(704,764)	(704,759)	(5)	
Total finance costs	(1,097,123)	(1,097,123)	(1,006,424)	(1,002,954)	(3,469)	0%
Net result for the period	1,751,042	5,183,435	4,923,498	6,618,059	1,694,561	34%
Non-operating grants						
Community Amenities	50,000	50,000	-	-	-	
Profit on sale of assets						
Governance	-	6,208	1	1	(0)	(28.57%)
Community Amenities	1,000	287,682	287,682	287,682	0	0%
Resource Recovery Facility	-	-	-	-	-	
	1,000	293,890	287,683	287,683	(0)	
Loss on sale of assets						
Governance	(384)	-	-	-	-	
Community Amenities	(350,372)	(40,785)	(26,788)	(10,662)	(16,126)	60.20%
Resource Recovery Facility	-	-	-	-	-	
Total profit / loss on sale of assets	(349,756)	253,105	260,895	277,021	(16,127)	
Other comprehensive income for the period						
Revaluation of Assets	-	-	-	-	-	
TOTAL COMPREHENSIVE INCOME	1,451,286	5,486,540	5,184,394	6,895,080	1,710,687	33%



2.3 Statement of Financial Position
As at 31 May 2024

	Actual as at 31 May 2024	Actual as at 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	22,908,067	20,262,141
Other Financial Assets	51,603,571	40,495,910
Debtors and other receivables	2,322,490	2,273,228
Inventories	18,349	15,792
Other Current Assets	714,606	1,226,341
TOTAL CURRENT ASSETS	77,567,082	64,273,412
NON-CURRENT ASSETS		
Property, plant and equipment	29,113,492	31,577,144
Right of Use Asset	5,490,725	6,203,573
Infrastructure	46,517,425	49,828,763
Excavation and Rehabilitation Asset	11,749,343	12,715,215
TOTAL NON-CURRENT ASSETS	92,870,985	100,324,693
TOTAL ASSETS	170,438,068	164,598,105
CURRENT LIABILITIES		
Trade and other payables	2,885,778	4,144,896
Provisions	729,223	754,925
Right of Use Asset - Leases	56,485	628,560
TOTAL CURRENT LIABILITIES	3,671,485	5,528,381
NON CURRENT LIABILITIES		
Provisions	238,018	141,000
Rehabilitation provision	20,757,453	20,052,694
Right of Use Asset - Leases	6,161,220	6,161,220
TOTAL NON CURRENT LIABILITIES	27,156,691	26,354,914
TOTAL LIABILITIES	30,828,176	31,883,295
NET ASSETS	139,609,892	132,714,810
EQUITY		
Retained Losses	(28,987,202)	(29,893,807)
Reserves Accounts	25,481,846	19,493,371
Revaluation Surplus	54,029,522	54,029,520
Council Contribution	89,085,726	89,085,726
TOTAL EQUITY	139,609,892	132,714,810



2.4 Statement of Cash Flow
For the period ended 31 May 2024

	Original Budget 2023-2024	Revised Budget 2023-2024	Actual YTD May 24 2023-2024	Actual 30-Jun-23
Cash flows from operating activities				
<u>Receipts</u>				
Contributions, re-imburements and donations	4,656,518	4,080,518	4,268,475	4,224,742
Gas generation services	800,000	800,000	615,414	816,100
Fees and charges	32,032,723	31,945,734	32,933,103	32,839,129
Interest earnings	1,659,800	2,630,059	2,906,057	939,304
Other revenue	95,000	281,000	125,214	271,044
GST Received	-	-	775,843	2,782,222
	39,244,041	39,737,312	41,624,106	41,872,541
<u>Payments</u>				
Employee costs	(5,102,945)	(5,079,162)	(4,850,912)	(4,776,643)
Materials and contracts	(18,348,818)	(19,425,047)	(17,973,823)	(17,328,430)
Utilities	(718,250)	(800,450)	(543,890)	(632,002)
Insurance	(620,200)	(620,200)	(326,250)	(684,880)
Other Expenditure	(320,950)	(320,950)	(124,036)	(798,699)
GST Paid	-	-	(3,630,550)	(2,785,569)
	(25,111,163)	(26,245,809)	(27,449,461)	(27,006,223)
Net cash provided by (used in) operating activities	14,132,878	13,491,502	14,174,645	14,866,318
Cash flows from investing activities				
Grants and subsidiaries	50,000	50,000	38,000	-
Payments for purchases of property, plant and equipment and infrastructure	(10,052,000)	(10,349,323)	(1,264,261)	(107,549)
Investments term deposits	(2,315,904)	(5,991,705)	(11,107,662)	(1,075,500)
Proceeds from Sale of assets	576,000	576,000	1,246,922	-
Net cash used in investing activities	(11,741,904)	(15,715,028)	(11,087,001)	(1,183,049)
Cash flows from financing activities				
Lease payments	(559,266)	(559,266)	(441,718)	(566,483)
Net cash (used in)/from financing activities	(559,266)	(559,266)	(441,718)	(566,483)
Net increase/(decrease) in cash and cash equivalents	1,881,474	(2,782,792)	2,645,926	13,116,786
Cash and cash equivalents 30 June 2023	15,250,254	20,262,141	20,262,141	7,145,355
Cash and cash equivalents 31 May 2024	17,258,130	17,479,349	22,908,067	20,262,141



2.5 Statement of Financial Activity For the period ended 31 May 2024

Actual 30 June 2023		Original Budget 2023/2024	Revised Budget 2023/2024	Budget YTD 31-May-24	Actual YTD 31-May-24	Variance	Variance
		\$	\$	\$	\$	\$	%
	Revenue from operating activities						
4,224,742	Contributions and reimbursements	4,656,518	4,656,518	4,268,474	4,268,474	-	-
33,102,536	Fees and charges	32,832,723	33,101,627	30,316,373	29,958,811	(357,562)	(1%)
1,512,800	Interest revenue	1,659,800	2,692,821	2,485,704	2,780,527	294,823	12%
271,044	Other revenue	95,000	281,000	86,250	125,214	38,964	45%
-	Profit on asset disposals	1,000	293,890	287,684	287,684	-	-
39,111,122		39,245,041	41,025,856	37,444,485	37,420,710	(23,775)	(0%)
	Expenditure from operating activities						
(4,707,843)	Employee costs	(5,536,680)	(5,536,680)	(5,064,982)	(5,257,323)	192,341	(0)
(17,508,295)	Materials and contracts	(18,348,818)	(18,713,901)	(16,877,071)	(15,513,056)	(1,364,015)	8%
(632,002)	Utility charges	(718,250)	(800,450)	(717,548)	(543,891)	(173,657)	24%
(7,606,255)	Depreciation & amortisation	(10,850,978)	(8,459,227)	(7,742,026)	(7,747,457)	5,431	(0)
(1,074,941)	Finance costs	(1,097,123)	(1,097,123)	(1,006,424)	(1,002,954)	(3,470)	0
(684,881)	Insurance	(620,200)	(620,200)	(528,433)	(326,250)	(202,183)	38%
-	Loss on disposal of assets	(350,756)	(40,785)	(26,788)	(10,662)	-	0%
(466,879)	Other expenditure	(320,950)	(320,950)	(296,819)	(124,036)	(172,783)	58%
(32,681,096)		(37,843,755)	(35,589,316)	(32,260,091)	(30,525,629)	(1,718,336)	5%
	Add/less: Non - cash items						
-	Profit on asset disposals	(1,000)	(293,890)	(287,684)	(287,684)	-	-
-	Loss on disposal of assets	350,756	40,785	26,788	10,662	(16,126)	(60%)
7,606,255	Depreciation & amortisation	10,850,978	8,459,227	7,742,026	7,747,457	(5,431)	(0)
60,245	Employee benefit provisions	542,735	542,735	489,988	565,533	(75,545)	(15%)
743,120	Rehabilitation - unwinding of interest	768,835	768,835	704,759	704,759	0	0
-	Other Provisions	3,620,993	3,620,993	3,319,244	(1,432,336)	-	-
8,409,620		16,133,297	13,138,685	11,995,121	7,308,391	(97,102)	(1%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	17,179,515	14,203,472	(2,976,043)	(17%)
	Inflows from investing activities						
-	Proceeds from disposal of assets	576,000	1,306,972	545,000	1,246,922	(701,922)	(129%)
-	Capital Grants and Subsidies	50,000	50,000	50,000	38,000	12,000	0
-		626,000	1,356,972	545,000	1,246,922	701,922	129%
	Outflows from investing activities						
(54,835)	Purchase of plant and equipment	(618,000)	(808,323)	(740,000)	(238,528)	501,472	0.68
(25,279)	Purchase of land and buildings	(310,000)	(310,000)	(285,000)	-	285,000	100%
(17,101)	Purchase of computer equipment	(105,000)	(212,000)	(195,000)	(44,582)	150,418	1
(10,334)	Purchase and construction of infrastructure	(9,019,000)	(9,019,000)	(1,832,000)	(981,151)	850,849	46%
(107,549)		(10,052,000)	(10,349,323)	(3,052,000)	(1,264,260)	1,787,740	59%
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(2,507,000)	(17,338)	2,524,338	(101%)
	Inflows from financing activity						
98,550	Transfers from reserve accounts	1,215,000	3,162,310	1,386,714	287,530	1,099,185	1
-	Transfers from surplus	-	-	-	976,730	-	0%
98,550		1,215,000	3,162,310	1,386,714	1,264,260	1,099,185	79%
	Outflows from financing activities						
(566,483)	Payments for principal portion of lease liabilities	(293,526)	(293,526)	(269,066)	(572,075)	303,010	(113%)
(824,831)	Transfers to reserve accounts	(2,493,835)	(6,133,337)	(5,111,114)	(6,276,005)	1,164,891	(0)
(1,391,314)		(2,787,361)	(6,426,863)	(5,380,180)	(6,848,080)	1,467,900	(27%)
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(3,993,465)	(5,583,820)	(1,590,355)	40%
27,195,812	Operating Net Current Assets at the start of the financial year	32,849,526	32,849,526	32,849,526	40,635,145	(7,785,619)	(24%)
14,839,646	Amount attributable to operating activities	17,534,583	18,575,225	17,179,515	14,203,472	2,976,043	17%
(107,549)	Amount attributable to investing activities	(9,426,000)	(8,992,351)	(2,507,000)	(17,338)	(2,489,662)	99%
(1,292,764)	Amount attributable to financing activities	(1,572,361)	(3,264,553)	(3,993,465)	(5,583,820)	1,590,355	(40%)
40,635,145	Closing Net Current Assets	39,385,748	39,167,847	43,528,576	49,237,459	5,708,883	13%



2.5 Net Current Assets
For the period ended 31 May 2024

	Actual As at 31 May 2024	Actual 30 June 2023
CURRENT ASSETS		
Cash and cash equivalents	22,908,067	20,262,141
Other Financial Assets	51,603,571	40,495,910
Debtors and other receivables	2,322,490	2,273,228
Inventories	18,349	15,792
Other Current Assets	714,606	1,226,341
TOTAL CURRENT ASSETS	77,567,082	64,273,412
CURRENT LIABILITIES		
Trade and other payables	2,885,778	4,144,896
Provisions	729,223	754,925
Right of Use Asset - Leases	56,485	628,560
TOTAL CURRENT LIABILITIES	3,671,485	5,528,381
NET CURRENT ASSETS	73,895,597	58,745,031
Add Back Restricted Liabilities		
Employee Related Provisions	729,223	754,925
Right of Use - Liabilities	56,485	628,560
E-Waste Infrastructure Grant	38,000	
Adjusted Net Current Assets	74,719,305	60,128,516
Less: Net current financial assets that back reserves		
Reserve Accounts	(25,481,846)	(19,493,371)
	49,237,459	40,635,145



2.6 Statement of Reserves
For the period ended 31 May 2024

Description	Actual As at 31 May 2024
	\$
<u>Site Rehabilitation</u>	
Opening balance	17,056,658
Interest income	853,648
Transfer to reserves	704,759
Transfer from reserves	-
Closing Balance	18,615,065
<u>Capital Expenditure</u>	
Opening balance	1,945,637
Interest income	112,263
Transfer to reserves	4,581,250
Transfer from reserves	(287,530)
Closing Balance	6,351,620
<u>Carbon Abatement</u>	
Opening balance	491,076
Interest income	24,085
Transfer to reserves	-
Transfer from reserves	-
Closing Balance	515,161
RESERVES SUMMARY	
Opening Balance as at 1 July 2023	19,493,371
Interest income	989,996
Transfer to reserves	5,286,009
Transfer from reserves	(287,530)
Closing Balance	25,481,846



2.7 Statement of Investing Activity For the period ended 31 May 2024


	Original Budget 2023/24	Revised Budget 2023/24	Actual As at 31 May 2024	Actual Vs Revised Budget Variance	Actual Vs Revised Budget Variance
	\$	\$	\$	\$	%
LANDFILL INFRASTRUCTURE					
Stage2 - Phase2 capping work	6,987,000	6,987,000	698,394	6,288,606	90%
Leachate Processing Infrastructure	1,850,000	1,850,000	278,337	1,571,663	85%
	8,837,000	8,837,000	976,731	7,860,269	89%
INFRASTRUCTURE TAMALA PARK					
RRF 2x new additional Monitoring Bores to be installed	28,500	28,500	-	28,500	100%
4x new Monitoring Bores Install - Marmion Ave	10,000	55,000	-	55,000	100%
Facility Signage Upgrade	18,000	14,000	-	14,000	100%
Transfer Station Line Marking	15,500	18,000	-	18,000	100%
Modifications at Drop-off bays & Reticulation	16,000	15,500	-	15,500	100%
Workshop Hotwash - Wash-downbay	-	10,000	4,421	5,579	56%
15Amp Power Supply Installation to Green Waste bunker	25,000	16,000	-	16,000	100%
Transfer Station chain drop Access Control unit	55,000	25,000	-	25,000	100%
Transfer Station extension	14,000	-	-	-	-
	182,000	182,000	4,421	177,579	98%
BUILDING					
Recycling E-Waste Storage and Bulk Up Facility	135,000	135,000	-	135,000	100%
Workshop building Roller doors and Rood upgrade for tyre	25,000	25,000	-	25,000	100%
Weighbridge roof modification	150,000	150,000	-	150,000	100%
	310,000	310,000	-	310,000	100%
COMPUTING EQUIPMENT					
Replacement of Desktops/Laptops	20,000	50,000	36,301	13,699	27%
CCTV Install for Tip Face, Quarry and Transfer	85,000	97,000	6,147	90,853	94%
Meeting Room Upgrade and Telephony System	-	25,000	-	25,000	100%
Event Management System (Inex) Replacement	-	10,000	-	10,000	100%
Wifi Access Point Replacements	-	30,000	2,134	27,866	93%
	105,000	212,000	44,582	167,418	79%
EQUIPMENT					
Odour monitoring units / control	70,000	70,000	-	70,000	100%
Point to point Telemetry & Data System Installation	16,500	16,500	-	16,500	100%
Workshop Hotwash Machine	8,000	8,000	-	8,000	100%
2x New Air well Leachate Extraction Pumps for Stage 2	8,500	8,500	-	8,500	100%
Generator & Compressor	15,000	15,000	-	15,000	100%
	118,000	118,000	-	118,000	100%
PLANT AND VEHICLES					
Replacement of vehicles	80,000	232,323	232,695	(372)	0%
Replacement of Skid Steer Loader	175,000	213,000	5,832	207,168	97%
New 16t Vibrating Roller at Tip face	245,000	245,000	-	245,000	100%
	500,000	690,323	238,528	451,796	65%
TOTAL CAPITAL EXPENDITURE	10,052,000	10,349,323	1,264,260	9,085,063	88%



3.0 Cash & Cash Equivalents and Schedule of Investments
As at 31 May 2024

Institutions with Standard & Poors Rating AA- or better

Institution	S&P Rating	Achieved
CBA	AA-	✓
NAB	AA-	✓
ANZ	AA-	✓
Westpac	AA-	✓




Where Tenor > 90 Days, maximum 50% held in one institution
Investments > 90 days tenor 94%

Institution	Amount Held \$m	% of Total Funds	Maximum	Achieved
CBA	\$ 10.24	20%	50%	✓
NAB	\$ 19.91	39%	50%	✓
ANZ	\$ 6.31	12%	50%	✓
Westpac	\$ 13.00	25%	50%	✓
<90 Days	\$ 2.14			
	\$ 51.60			

Where possible give preference to institutions that do not finance the fossil fuel industry and consider ethical, social and environmental aspects.


Monthly Interest and Rates



Month	Interest	Weighted Average Rate MRC Portfolio	Cash Rate
Jul	220k	~4.5%	~4.5%
Aug	208k	~4.5%	~4.5%
Sep	226k	~4.5%	~4.5%
Oct	226k	~4.5%	~4.5%
Nov	243k	~4.5%	~4.5%
Dec	257k	~4.5%	~4.5%
Jan	281k	~4.5%	~4.5%
Feb	271k	~4.5%	~4.5%
Mar	266k	~4.5%	~4.5%
Apr	277k	~4.5%	~4.5%
May	307k	~4.5%	~4.5%

As of May 2024, MRC's interest earnings are \$294k above revised budget year-to-date. In May 2024, the Reserve Bank held the cash rate at 4.35%

Cash and Investments



Month	ESG Term Deposits	Ordinary Term Deposits	Cash and Investments
Jul	14.2m	26.3m	58.6m
Aug	10.2m	31.3m	61.2m
Sep	8.1m	31.4m	62.4m
Oct	8.1m	31.5m	63.3m
Nov	0.0m	41.9m	65.3m
Dec	0.0m	47.2m	68.9m
Jan	0.0m	47.3m	68.0m
Feb	0.0m	47.7m	71.7m
Mar	0.0m	47.8m	73.6m
Apr	0.0m	48.3m	72.5m
May	0.0m	51.6m	74.5m

As of May 31, 2024, MRC's total cash and investments amounted to \$74.5 million. \$51.6 million was invested in term deposits and \$12.8m invested in the CBA saver account. It should be noted that MRC had its ESG term deposits with CBA who have withdrawn those products in December as MRC ESG term deposit matured. MRC is looking for replacements with other financial institutions.



3.0 Cash & Cash Equivalents and Schedule of Investments
As at 31 May 2024 (Continued)

SCHEDULE OF INVESTMENTS							
Bank	Investment Date	Tenor (Days)	Investment Amt \$	Interest Rate %	Maturity Date	Gross Interest \$	Maturity Amt \$
ORDINARY TERM DEPOSITS							
NAB 71-624-4449	1/12/2023	193	3,153,000	5.15%	11/06/2024	85,861	3,238,861
ANZ 9796-92171	1/12/2023	195	2,082,976	4.88%	13/06/2024	54,306	2,137,282
NAB GMI-DEAL-10893903	16/04/2024	90	2,138,938	5.00%	15/07/2024	26,370	2,165,308
CBA 37309509	21/03/2024	120	5,060,459	4.77%	19/07/2024	79,359	5,139,818
ANZ 9797-07193	1/02/2024	182	2,110,333	4.88%	1/08/2024	51,351	2,161,684
NAB 10890044	19/03/2024	155	5,000,000	5.05%	21/08/2024	107,226	5,107,226
NAB 21-233-4933	23/02/2024	182	2,132,690	5.10%	23/08/2024	54,235	2,186,924
NAB new	26/02/2024	179	199,000	5.10%	23/08/2024	4,977	203,977
NAB 41-562-4966	4/10/2023	341	2,968,402	5.25%	9/09/2024	145,594	3,113,996
NAB 10890228	18/03/2024	182	2,148,363	5.05%	16/09/2024	54,098	2,202,460
ANZ 9131-43719(reinvested	18/03/2024	183	2,113,605	4.88%	17/09/2024	51,713	2,165,319
NAB GMI-DEAL-10894013	17/04/2024	180	2,144,564	5.05%	14/10/2024	53,408	2,197,972
CBA CDA 37309509	15/04/2024	183	5,183,836	4.83%	15/10/2024	125,533	5,309,368
NAB GMI-DEAL-10899596	21/05/2024	181	2,167,406	5.10%	18/11/2024	54,815	2,222,220
Wpac TD 032108 988977	21/05/2024	275	4,300,000	5.21%	20/02/2025	168,790	4,468,790
Wpac TD 032108962507	1/05/2024	365	5,500,000	5.35%	1/05/2025	294,250	5,794,250
Wpac TD 032108005408	29/05/2024	184	3,200,000	5.14%	29/11/2024	82,916	3,282,916
Total Term Deposits			51,603,571	5.05%		1,494,801	53,098,372
Cash & Cash Equivalents as of 31 May 2024							
CBA Saver			12,819,015		Principal		
NAB Balance			1,239		NAB	42.7%	22,052,362
CBA Business			10,084,600		CBA	19.9%	10,244,295
ANZ Balance			212		ANZ	12.2%	6,306,915
Petty Cash			1,500		Wpac	25.2%	13,000,000
Floats			1,500		Invested		51,603,571
					Principal plus interest		
					NAB	43.9%	22,638,946
					CBA	20.2%	10,449,186
					ANZ	12.5%	6,464,285
Total Cash & Cash Equivalents			22,908,067		Wpac	26.3%	13,545,956
Total			74,511,638		Total		53,098,372



4.0 Tonnage Report for the period ended 31 May 2024



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

9.2 LIST OF ACCOUNTS PAID – FOR THE PERIOD ENDED 31 MAY 2024	
File No:	GF-23-000019
Attachment(s):	Attachment No 1
Date:	14 June 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of these reports is to provide details of payments made during the period identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

DETAILS

In accordance with section 13(1) of the Local Government Financial Management Regulations 1996, Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from its Municipal and Trust Funds. A list of accounts paid by the CEO is to be prepared each month (Fin Reg 13(2)) and be presented to the next Ordinary Council Meeting following such payments (Fin Reg 13(3)). The list of accounts paid for the month ended 31 May 2024 is attached at Attachment 1 to this Item.

A new regulation 13A has been added to the Local Government Financial Management Regulations 1996 to increase transparency and accountability in local government through greater oversight of incidental spending. Regulation covers purchasing cards such as Bunnings and Fuel cards issued by local government to their employees. Under the new regulation, a transaction listing is included for the MRC's fuel cards and Bunnings Power Pass cards.

Month Ended	Account	Vouchers	Amount
31 May 2024	General Municipal	Cheques	\$1,229.97
		EFT	\$1,245,319.54
		DP	\$11,199,145.65
		Inter account transfers	-
		Total	\$12,445,695.16

STATUTORY IMPLICATIONS

Regulation 13 of the Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of accounts paid under delegated authority to the Chief Executive Officer for the month ended 31 May 2024, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.

Moved Cr Vernon, seconded Cr Mack

RESOLVED

That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

ATTACHMENT 1
SCHEDULE OF PAYMENTS FOR MAY 2024

Schedule of Payments for May 2024
Council Meeting - 27 June 2024

Date	Document No.	Vendor Name	Description	Amount
14/05/2024	00889	Petty Cash	Petty Cash Reimbursement	\$1,229.97
Total CBA cheques				\$1,229.97

Date	Document No.	Vendor Name	Description	Amount
3/05/2024	DP-02383	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$3,466.44
5/05/2024	DP-02384	Australian Taxation Office	PAYG Payment	\$53,586.74
14/05/2024	DP-02385	Green Shoots	Human Resource Services	\$10,023.75
17/05/2024	DP-02386	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$3,466.44
17/05/2024	DP-02387	Australian Taxation Office	PAYG Payment	\$46,993.00
21/05/2024	DP-02388	Australian Taxation Office	BAS Payment April 2024	\$213,615.00
23/05/2024	DP-02389	Australian Taxation Office	FBT 2023-2024	\$4,227.27
29/05/2024	DP-02390	Australian Taxation Office	ATO charges	\$75.37
29/05/2024	DP-02391	Commonwealth Bank	Transfer from CBA Saver Account to CBA Muni Account	\$3,200,000.00
28/05/2024	DP-02392	MRC Credit Card	See the schedule attached (credit card payments)	\$10,030.45
2/05/2024	DP-02393	Commonwealth Bank	Merchant fees	\$1,752.27
2/05/2024	DP-02394	Commonwealth Bank	Merchant fees	\$113.43
15/05/2024	DP-02395	Commonwealth Bank	CommBiz Fees	\$44.55
15/05/2024	DP-02396	Commonwealth Bank	Account Fee	\$10.50
31/05/2024	DP-02397	ANZ	Account Fee	\$10.00
31/05/2024	DP-02398	Easi Salary Pty Ltd	Staff Salary Sacrifice	\$3,466.44
31/05/2024	DP-02399	Australian Taxation Office	PAYG Payment	\$46,474.64
31/05/2024	DP-02400	SuperChoice	Staff Superannuation	\$101,779.64
27/05/2024	DP-02401	Commonwealth Bank	CBA Visa Interchange Fee	(\$28)
31/05/2024	DP-02402	NAB Bank	Account Fee	\$10.00
21/05/2024	DP-02403	Commonwealth Bank	CBA transfer for Westpac Acct	\$4,300,000.00
30/05/2024	DP-02404	Commonwealth Bank	CBA transfer for Westpac Acct	\$3,200,000.00
Total Direct Payments & Fees				\$11,199,145.65

Total Inter account Transfers

Date	Document No.	Vendor Name	Description	Amount
2/05/2024	EFT-02393	Airwell Group Pty Ltd	Pipe Flange Welding	\$8,192.25
2/05/2024	EFT-02393	All 4 People Pty Ltd	Contract Labour week ending on 1, 8, 22, 31 Mar; 5, 12 Apr 24	\$40,764.47
2/05/2024	EFT-02393	Ampol Australia Petroleum Pty Ltd	Fuel Usage Mar 24	\$1,038.71
2/05/2024	EFT-02393	Banhams WA Pty Ltd	RFR Monthly Fire System Maintenance	\$578.79
2/05/2024	EFT-02393	Brooks Hire	Hire of CAT Skidsteer until May 24	\$5,929.17
2/05/2024	EFT-02393	Bunnings	Workshop and landfill supplies	\$1,936.43
2/05/2024	EFT-02393	City of Joondalup	TP Lease - May 24	\$14,789.71
2/05/2024	EFT-02393	City of Perth	TP Lease - May 24	\$7,392.36
2/05/2024	EFT-02393	Cleanaway Operations Pty Ltd	Disposal of Car Gas Cylinders	\$151.36
2/05/2024	EFT-02393	Critical Fire Protection and Training Pty Ltd	Monthly/Annual Service and Inspection of Fire Detection Systems	\$39,596.21
2/05/2024	EFT-02393	East to West Plant Services Pty Ltd	Hire D6 Dozer - Western Batter Capping Proj	\$66,880.00
2/05/2024	EFT-02393	ECOLO WA	TM Pod Mix + Service Fee (5 pods)	\$2,208.80
2/05/2024	EFT-02393	Envirocare Systems	Hygiene Supplies	\$155.98
2/05/2024	EFT-02393	GHD Pty Ltd	FOGO Consultancy Charges	\$4,491.43
2/05/2024	EFT-02393	Great Southern Fuel Supplies	Diesel Purchases	\$48,757.64
2/05/2024	EFT-02393	Gutters Supa Kleen	Monthly Gutter Clean	\$3,730.00
2/05/2024	EFT-02393	Jedi Auto Worx	PLT51, PLT 117, PLT 135 Sensor and Radio repairs	\$799.15
2/05/2024	EFT-02393	Local Government Professionals Australia	Staff Training LG Pro Report Writing	\$1,060.00
2/05/2024	EFT-02393	Paul Lochhead	Power Adaptor for Pylon	\$61.27
2/05/2024	EFT-02393	Pirtek (Malaga) Pty Ltd	PL151 New Hoses	\$836.31
2/05/2024	EFT-02393	Risk Management Technologies Pty Ltd	Chem Alert License Renewal	\$3,682.80
2/05/2024	EFT-02393	S & L Engineering WA Pty Ltd	Pipework Installation, Test & Commission & Auto Drain Fitting	\$6,978.87
2/05/2024	EFT-02393	SafeWork Laboratories Pty Ltd	Drug and Alcohol Testing April to June 2024	\$705.54
2/05/2024	EFT-02393	Security Specialists Australia Pty Ltd	Monthly Cash Collection	\$139.66
2/05/2024	EFT-02393	Sitech WA P/L	15 Credit Pack for Stratus Renewal	\$10,450.00
2/05/2024	EFT-02393	Spectur Ltd	Neerabup Portable CCTV Monthly subs.	\$3,630.00
2/05/2024	EFT-02393	Talis Consultants P/L	Piggyback and Leachate Variations	\$13,792.63
2/05/2024	EFT-02393	Tree Amigos Tree Surgeons	Tree Lopping - Admin Building	\$1,296.00
2/05/2024	EFT-02393	Tutt Bryant Equipment WA	P1135 1000 hr Service	\$6,322.92
2/05/2024	EFT-02393	Tyrecycle P/L	Disposal of Tyres Apr 24	\$6,039.38
2/05/2024	EFT-02393	Veolia Recycling & Recovery Pty Ltd	Monthly Documents Disposal	\$314.93
2/05/2024	EFT-02393	Western Tree Recyclers	MRC Green Recycling	\$908.83
2/05/2024	EFT-02393	Winc Australia P/L	Stationery and printing	\$411.80
2/05/2024	EFT-02393	Workpower Incorporated	Battery Rescue - Monthly Battery Recycling	\$2,578.35
2/05/2024	EFT-02393	Wren Oil	Disposal of Oil	\$16.50
2/05/2024	EFT-02393	Zircodata Pty Ltd	Zircodata Storage	\$763.22
14/05/2024	EFT-02395	Air-Met Scientific Pty Ltd	Calibration of Fixed System Gas Monitor	\$550.00
14/05/2024	EFT-02395	All 4 People Pty Ltd	Contract labour week ending 01 Mar & 12 Apr 24	\$1,594.45
14/05/2024	EFT-02395	Aussie Natural Spring Water	Water Cooler Bottles	\$32.25

Date	Document No.	Vendor Name	Description	Amount
14/05/2024	EFT-02395	Australian Training Management	Front End Loader Training - 22 May 24	\$1,095.00
14/05/2024	EFT-02395	Benara Nurseries	Plants for Admin	\$583.00
14/05/2024	EFT-02395	BOC Limited	Dissolved Acetylene Apr 24	\$164.89
14/05/2024	EFT-02395	Brooks Hire	Hire of CAT Skidsteer to May 24	\$424.34
14/05/2024	EFT-02395	City of Stirling	TP Lease - Apr 24	\$28,541.95
14/05/2024	EFT-02395	Copyright Agency Ltd	Annual Copyright Licence	\$1,821.03
14/05/2024	EFT-02395	CT Irrigation	Repairs to Non Return Valve	\$1,303.94
14/05/2024	EFT-02395	Data#3	Monitors, Docking Stations & Other IT Equip	\$5,866.05
14/05/2024	EFT-02395	Dept of Water & Environment Regulation	DWER TP - Annual Licence Fee 24-25	\$27,808.00
14/05/2024	EFT-02395	Digrite	PI151 Replace Gas Struts	\$320.00
14/05/2024	EFT-02395	Envirocare Systems	Monthly Hygiene Services	\$771.32
14/05/2024	EFT-02395	Fennell Tyres International Pty Ltd	PLT148, PLT120, PLT110, PLT133 Tyres Repl & Field Service	\$5,439.40
14/05/2024	EFT-02395	Gary Smith	Safety Glasses Prescription	\$297.00
14/05/2024	EFT-02395	Herbert Smith Freehills	WIE Legal Fees to March 24	\$5,672.70
14/05/2024	EFT-02395	Jedi Auto Worx	PLT131, PL133, PLT135 Vehicle repairs	\$1,927.75
14/05/2024	EFT-02395	Kyocera Document Solutions	Monthly Photocopier Expenses	\$340.22
14/05/2024	EFT-02395	Midalia Steel	Universal Steel Beam & Other Steel Prod	\$4,804.17
14/05/2024	EFT-02395	NAPA Parts	PL142 Hi-Vis Safety Flags & Grease	\$2,440.77
14/05/2024	EFT-02395	Olivers Lawn & Landscaping Pty Ltd	TP monthly lawn mowing service Apr 24	\$225.00
14/05/2024	EFT-02395	Open Office	Develop & Test Fixed Asset in UAT & Prod	\$10,175.00
14/05/2024	EFT-02395	Open Office	Bus Central Monthly Refresh of UAT Database	\$6,159.92
14/05/2024	EFT-02395	Pirtek (Malaga) Pty Ltd	PL151 New Hoses	\$529.78
14/05/2024	EFT-02395	Plants & Garden Rentals	Monthly maintenance - May 24	\$330.00
14/05/2024	EFT-02395	Robert Walters Pty Ltd	Contract labour week ending 25 Feb & 24 Mar 24	\$1,717.35
14/05/2024	EFT-02395	SafeWork Laboratories Pty Ltd	Drug and Alcohol Testing Apr to June 24	\$2,705.12
14/05/2024	EFT-02395	Smart Waste Solutions Pty Ltd	Baler Platinum Health & Safety Service - Mar-Sept 24	\$1,593.90
14/05/2024	EFT-02395	Sonia Cherico	Reimburse - Gift for Employee	\$239.00
14/05/2024	EFT-02395	Strata Green	Replacement Litter Picker tools	\$527.37
14/05/2024	EFT-02395	Synergy	TP & RRF Electricity Apr 24	\$39,633.89
14/05/2024	EFT-02395	T & C Couriers	Monthly Courier service	\$113.92
14/05/2024	EFT-02395	Telstra	Telephone Bill 14/04/2024 - 13/05/2024 & Serv & Equipment Rental	\$1,877.45
14/05/2024	EFT-02395	Total Green Recycling Pty Ltd	E-Waste recycling	\$6,262.23
14/05/2024	EFT-02395	Tyrecycle P/L	Tyre Recycling	\$1,680.21
14/05/2024	EFT-02395	Winc Australia P/L	Cleaning Products & Staff Amenities	\$234.45
24/05/2024	EFT-02396	Paul Miles	Travel Expenses Claim - Feb, Mar & Apr 24	\$505.95
31/05/2024	EFT-02398	A & G Wines Plumbing	Plumbing Maintenance - Old Admin & Workshop	\$308.00
31/05/2024	EFT-02398	Airgen Australia	PL67 Compressor C Type Service	\$2,170.30
31/05/2024	EFT-02398	Airwell Group Pty Ltd	Service and Report on (6x) Basal Liner Pumps	\$39,618.51
31/05/2024	EFT-02398	Alance Newspaper & Magazine Delivery	Newspaper Delivery	\$249.10
31/05/2024	EFT-02398	All 4 People Pty Ltd	Contract Labour Hire Apr & May 24	\$10,163.87
31/05/2024	EFT-02398	All Fence U Rent P/L	Temporary Fencing - RRF	\$165.00
31/05/2024	EFT-02398	Alliance Surveying Pty Ltd	Drone Flights Services for Site	\$5,390.00
31/05/2024	EFT-02398	Ampol Australia Petroleum Pty Ltd	Fuel Usage - April 2024	\$1,510.26
31/05/2024	EFT-02398	BOQ Finance (Aust) Limited	Monthly Printer Rental	\$421.53
31/05/2024	EFT-02398	Blackwoods & Atkins	Pump Drums & Other Supplies	\$896.59
31/05/2024	EFT-02398	Breathesafe	Hepa Filters for Plant 131 & Plant 133	\$2,814.22
31/05/2024	EFT-02398	Brooks Hire	Hire of CAT Skidsteer until May 24	\$8,354.72
31/05/2024	EFT-02398	ChekRite Asia Pacific Pty Ltd	Chekrite - Subscription	\$2,196.70
31/05/2024	EFT-02398	City of Stirling	TP Lease - May 24	\$28,541.95
31/05/2024	EFT-02398	City of Stirling	TP Lease - Jan & May 24	\$5,137.55
31/05/2024	EFT-02398	City of Wanneroo	TP Lease - May 24	\$14,784.73
31/05/2024	EFT-02398	Cleanaway Operations Pty Ltd	Disposal of Fluorescent Lamps	\$95.92
31/05/2024	EFT-02398	Couplers Malaga	25mm Hotwash White Rubber & Bolt Clamps	\$1,680.73
31/05/2024	EFT-02398	Datacom Systems (AU) Pty Ltd	KVM Switch	\$374.31
31/05/2024	EFT-02398	DCM Services	Evaporative Cooler Repairs & Air Con Maint Apr 24	\$2,217.38
31/05/2024	EFT-02398	Flick Anticimex P/L	Pest Control and Inspection	\$1,847.83
31/05/2024	EFT-02398	Gareth Smith	Safety Glasses Prescription	\$299.00
31/05/2024	EFT-02398	Gentronics	Welding Consumables	\$1,954.49
31/05/2024	EFT-02398	Great Southern Fuel Supplies	Diesel Delivered 30 Apr 24	\$12,272.38
31/05/2024	EFT-02398	Herbert Smith Freehills	WIE Legal Fees to April 24	\$37,605.43
31/05/2024	EFT-02398	Instant Products Group	Toilet hire/clean/restock Apr 24	\$212.28
31/05/2024	EFT-02398	Iron Mountain Australia Pty Ltd	Monthly Archive IT Storage Cost - Cartridge	\$94.94
31/05/2024	EFT-02398	Jedi Auto Worx	PLT133 Battery Supply and TAG & PLT154,155 & 156 Radio Inst.	\$7,135.31
31/05/2024	EFT-02398	Macri Partners	Reg 5 - audit fees	\$17,600.00
31/05/2024	EFT-02398	Major Motors Pty Ltd	Seal & Slack Adjustment	\$421.92
31/05/2024	EFT-02398	NAPA Parts	Motor Vehicle Maintenance Supplies	\$3,714.57
31/05/2024	EFT-02398	Newcastle Weighing Services Pt	Wasteman Custom Report	\$2,491.50
31/05/2024	EFT-02398	North Star Security	Quarterly Alarm Monitoring fees	\$128.70
31/05/2024	EFT-02398	Nutrien Ag Solutions	Chicken Wire & Kangaroo Muesli	\$835.43
31/05/2024	EFT-02398	Paxon Consulting Group Pty Ltd	WIE Modelling - Fee & Variation	\$13,128.50
31/05/2024	EFT-02398	Proofload P/L	NDT Tie Down Buckles	\$2,857.80
31/05/2024	EFT-02398	Push My Button Australia Ltd	Happy or Not Annual Subscriptions	\$3,300.00

Date	Document No.	Vendor Name	Description	Amount
31/05/2024	EFT-02398	REXROTH	Remove, Install and Commissioning New Pump	\$5,355.90
31/05/2024	EFT-02398	Robert Walters Pty Ltd	Contract Labour April & May 24	\$3,841.45
31/05/2024	EFT-02398	RSEA Pty Ltd	Protective Clothing	\$396.00
31/05/2024	EFT-02398	Security Specialists Australia Pty Ltd	Monthly Cash Collection Apr 24	\$174.57
31/05/2024	EFT-02398	SLR Consulting Australia Pty Ltd	Leachate to Sewer Investigative Works Consultancy	\$11,544.50
31/05/2024	EFT-02398	Soft Landing	COS On Demand Mattresses	\$27,955.40
31/05/2024	EFT-02398	Soft Landing	COS RCB Mattresses	\$31,812.00
31/05/2024	EFT-02398	Soft Landing	MRC Monthly Mattress Collection	\$16,764.00
31/05/2024	EFT-02398	Specialized Cleaning Group Pty Ltd	TP Road Sweeping Monthly Service Mar 24	\$1,950.00
31/05/2024	EFT-02398	Stantons International	Probity Consultancy for FOGO and WIE	\$3,082.20
31/05/2024	EFT-02398	Super Choice Services Pty Ltd	Monthly Single Touch Payroll	\$14.94
31/05/2024	EFT-02398	T & C Couriers	Monthly Courier service	\$84.89
31/05/2024	EFT-02398	Talis Consultants P/L	Landfill & Piggy Back & Leachate Pond Design and Consultancy	\$8,939.82
31/05/2024	EFT-02398	Telstra	Telephone Expenses - 14 May -13 June 24	\$634.92
31/05/2024	EFT-02398	Thomas Petrou T/A Alkimos Autocare	Cars cleaning	\$3,965.00
31/05/2024	EFT-02398	Topnotch Roof Plumbing	Workshop roof repairs and Call out	\$3,910.50
31/05/2024	EFT-02398	Total Green Recycling Pty Ltd	E-Waste recycling	\$2,425.26
31/05/2024	EFT-02398	Town of Victoria Park	TP Lease - Vic Park	\$7,392.36
31/05/2024	EFT-02398	Trade West Industrial Supplies	Protective Uniforms	\$1,757.59
31/05/2024	EFT-02398	Veolia Recycling & Recovery Pty Ltd	Monthly Documentation Disposal	\$85.46
31/05/2024	EFT-02398	Wanneroo Crane Hire	2.5 Hrs Leachate Pumps Removal	\$534.60
31/05/2024	EFT-02398	Water Corporation	TP Water Rates 21 Mar - 20 May 24	\$2,005.44
31/05/2024	EFT-02398	Water2water P/L	Callout - Repairs to Cribroom Ice Machine	\$617.00
31/05/2024	EFT-02398	Western Tree Recyclers	CoJ Greens Handling	\$4,746.78
31/05/2024	EFT-02398	Western Tree Recyclers	MRC Green Recycling	\$243.08
31/05/2024	EFT-02398	Western Tree Recyclers	CoP Greens Handling	\$705.67
31/05/2024	EFT-02398	Winc Australia P/L	Office Supplies	\$136.26
31/05/2024	EFT-02398	Wormald	Fire Panel Inspection	\$57.64
3/05/2024	76	cancelled	-	\$0.00
3/05/2024	77	Payroll	Staff Payroll	\$139,719.57
17/05/2024	78	Payroll	Staff Payroll	\$125,590.30
31/05/2024	79	cancelled	-	\$0.00
31/05/2024	80	cancelled	-	\$0.00
31/05/2024	81	cancelled	-	\$0.00
31/05/2024	82	cancelled	-	\$0.00
31/05/2024	83	cancelled	-	\$0.00
31/05/2024	84	Payroll	Staff Payroll	\$6,779.44
24/05/2024	85	Payroll	Staff Payroll	\$6,779.44
31/05/2024	86	Payroll	Staff Payroll	\$118,635.87
				\$1,245,319.54

CBA Cheque No. 889	\$1,229.97
Electronic Payments:	
DP-02383 to DP-02404	\$11,199,145.65
Inter-Account Transfers	\$0.00
EFT-02393 to EFT-02398	\$1,245,319.54
Grand Total	\$12,445,695.16
CERTIFICATE OF CHIEF EXECUTIVE OFFICER	
<p>This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 27th June, 2024 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 rendered services and as to prices, computations, and costing and the amounts due for payment.</p>	

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Schedule of Payments for May 2024 Council Meeting - 27 June 2024 CBA Credit Card			
Date	Payment to	Description	Amount
30/04/2024	Department of Transport	Vehicle License	\$446.15
3/05/2024	Secure Parking	Business Meeting Parking	\$8.00
20/05/2024	Phoenix Holden	Car Service	\$473.50
21/05/2024	Turquoise Wanneroo	CEO Meeting with Chair and Councillor	\$35.80
	Total CBA Credit Card ending 7336		\$963.45
30/04/2024	Trust Media	UK trade Registry fee for new vendor application fee	\$240.23
30/04/2024	CBA	International Transaction fee	\$6.01
1/05/2024	Who Gives a Crap	Staff Amenities	\$240.00
2/05/2024	Hire Intelligence	Hire of Shredder for Doc Destruction	\$248.91
17/05/2024	Coles Online	Staff Amenities	\$404.70
24/05/2024	Tony Aveling Jandakot	Online Training	\$3,157.00
	Total CBA Credit Card ending 7977		\$4,296.85
6/05/2024	PC Locs	Charging Station for I pads	\$1,375.00
5/07/2024	Officeworks	Transfer Hut Office Furniture	\$2,713.90
11/05/2024	Hertz UK	Car Hire UK trip	\$56.93
11/05/2024	CBA	International Transaction fee	\$1.42
19/05/2024	Harvey Norman Computers	Keyboard and Video cam	\$622.90
	Total CBA Credit Card ending 2225		\$4,770.15
	Total CBA Credit Card Payments		\$10,030.45

Schedule of Payments for May 2024 Council Meeting - 27 June 2024 Ampol Purchasing card

Date	Document No.	Description	Amount
5/03/2024	EFT-02393	Fuel	\$108.78
5/03/2024	EFT-02393	Car Wash	\$25.00
12/03/2024	EFT-02393	Fuel	\$87.77
20/03/2024	EFT-02393	Fuel	\$81.26
4/04/2024	EFT-02398	Fuel	\$148.76
26/04/2024	EFT-02398	Fuel	\$146.13
2/04/2024	EFT-02398	Fuel	\$71.41
4/04/2024	EFT-02398	Fuel	\$44.79
9/04/2024	EFT-02398	Fuel	\$124.18
11/04/2024	EFT-02398	Fuel	\$46.37
13/04/2024	EFT-02398	Oils/Lubricants	\$7.00
13/04/2024	EFT-02398	Fuel	\$127.63
15/04/2024	EFT-02398	Fuel	\$62.24
16/04/2024	EFT-02398	Fuel	\$64.55
18/04/2024	EFT-02398	Fuel	\$85.99
19/04/2024	EFT-02398	Fuel	\$99.79
24/04/2024	EFT-02398	Fuel	\$97.52
24/04/2024	EFT-02398	Fuel	\$97.52
24/04/2024	EFT-02398	Fuel	-\$(65.69)
Total Ampol Card for Rego 1938			\$1,461.00
4/03/2024	EFT-02393	Fuel	\$73.75
16/03/2024	EFT-02393	Fuel	\$127.91
23/03/2024	EFT-02393	Fuel	\$71.13
25/03/2024	EFT-02393	Fuel	\$105.58
2/04/2024	EFT-02398	Fuel	\$112.85
14/04/2024	EFT-02398	Fuel	\$147.44
21/04/2024	EFT-02398	Fuel	\$91.78
Total Ampol Card for Rego 9808			\$730.44
19/03/2024	EFT-02393	Fuel	\$120.92
26/03/2024	EFT-02393	Fuel	\$119.22
30/03/2024	EFT-02393	Fuel	\$117.39
Total Ampol Card for Rego 2010			\$357.53
Total Ampol Purchase Card Payments			<u>\$2,548.97</u>

**Schedule of Payments for May 2024
Council Meeting - 27 June 2024
Bunnings Power Pass**

Date	Document No.	Description	Amount
6/03/2024	EFT-02393	Ratchet Tie Down	\$64.00
7/03/2024	EFT-02393	Rounds Pails	\$131.20
7/03/2024	EFT-02393	Mounting Tape	\$20.08
20/03/2024	EFT-02393	Window Washer	\$26.00
20/03/2024	EFT-02393	Paint Line Marking - Eyewash Station 3 Fire Ext	\$95.52
25/03/2024	EFT-02393	Concrete & Roof Vent	\$516.63
11/03/2024	EFT-02393	Paint scrapers, Garden Sprayer	\$141.76
Total for Card ending 31614			\$995.19
17/03/2024	EFT-02393	Paint, gap filler, decorating equipment, multi tool blades	\$314.32
Total for Card ending 01584			\$314.32
7/03/2024	EFT-02393	Render & Paint of Admin Build	\$379.42
12/03/2024	EFT-02393	Liquid nails, sealant, moulding coverstrip	\$58.83
15/03/2024	EFT-02393	Painted Admin Office	\$188.67
Total for Card ending 51400			\$626.92
Total Bunnings Power Pass Payments			<u>\$1,936.43</u>

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

9.3	ANNUAL BUDGET 2024/25
File No:	GF-24-0000074
Appendix(s):	Attachment No. 1 and 2
Date:	21 June 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

This report presents the Draft 2024/25 Annual Budget for adoption by Council.

BACKGROUND

The 2024/25 Annual Budget has been prepared in accordance with the requirements of the *Local Government Act 1995*. The Annual Budget is an important part of the MRC's Integrated Planning Framework and is guided by the Strategic Community Plan (SCP) 2022-2032 (adopted by Council 27 April 2023), Corporate Business Plan 2023-2026 and Long Term Financial Plan 2025-2032. The SCP has been instrumental in guiding the activities of the MRC both at the strategic and operational levels.

The MRC's annual budget deliberation process for 2024/25 included a workshop and briefing session which took place at the City of Stirling on 3 April and 30 May 2024.

The MRC has carefully considered resources and funding requirements necessary to deliver ongoing services, statutory and governance activities and assets renewal program. The MRC's budget financial strategy strives to achieve as low as practical a gate fee, to minimise the financial burden placed on members whilst also maintaining tight control of costs and funds allocated for post closure rehabilitation.

The development of the 2024/25 Annual Budget plays an important role in positioning the MRC's finances to a sustainable future. The underlying operating budget has been developed in discussion with the managers across the business and has been reviewed in detail to ensure that the Mindarie Regional Council (MRC) continues to deliver its service in an efficient, cost effective manner and in line with the Waste Strategy 2030 and the MRC's Waste Plan.

Some of the key assumptions with regard to the 2024/25 budget include:

- Waste to Energy commissioning date expected from October 2024;
 - Member councils' gate fee (blended) to be set at \$183 per tonne excl. GST;
 - Non-member's gate fee to be set at \$250 per tonne excl. GST;
 - Governance and Administration costs to be apportioned using equity share, and invoiced directly to Member Councils;
 - Maintain Reserves established for a specific purpose;
 - Landfill Levy to increase to from \$70 to \$85 from July 2024;
 - FOGO - pending outcomes – not forming part of the proposed 2024/25 budget.
 - No substantial effect on budget from current Critical Infrastructure Plan deliberations.
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

DETAILS

The final draft Annual Budget for 2024/25 is included as an Attachment 1 to this report.

Part 3 of the *Local Government (Financial Management) Regulations 1996* requires the Annual Budget to contain certain information, including:

- Prescribed financial statements;
- Other information to be included in the budget notes;
- Information relating to hire charges and fees; and
- Information relating to service charges.

Overall, in terms of the Statement of Comprehensive Income, the Annual Budget 2024/25 includes an Operating Revenue of \$48.4m and Operating Expenses \$47.2m. Following the inclusion of profit/loss on sale \$510k this will see a Net trading result of \$1.8m.

Of the total Operating revenue, 88% comes from the fees and charges (\$43m) and interest (\$3m). A marginal tonnage increase is expected from 176,006 tonnes budgeted in 2023/24 to 180,943 tonnes based on information provided by the member councils. 112,909 tonnes of residual waste will be delivered to the MRC by Member Councils during the course of the year, with 68,034 tonnes planned to go to Waste to Energy from October 2024. Non-members are expected to deliver the same level of waste, 31,400 tonnes.

The MRC Annual Budget also anticipates receiving \$1.08m in other revenue mostly from gas power and royalties and anticipates a \$4.4m contribution by Member councils to recoup administration and governance costs.

The Annual Budget process is subject to external factors. Western Australia and the globe at large have seen an increase in the cost of living as a result of elevated demand and global supply issues. Inflation as portrayed in the movements in the Consumer Price Index will be the focus in the coming year.

The MRC's ordinary budgeted expenditure for 2024/25 is estimated at \$47.2m (\$37.5m budgeted in 2023/24), of which the most significant cost is materials and contracts \$28.3m, \$7m depreciation on assets and \$6.8m employee costs. Expenditure by nature is detailed in the statement of comprehensive income.

The financial assumptions anticipate movements in both the consumer price index, wages growth and interest rates. Any unplanned changes in any of these parameters and the general economic environment are likely to have an impact on the proposed budget.

In the previous year, the Minister for Environment has announced an increase in the waste levy rate commencing 1 July 2024. A one-off 'catch-up' increase of \$15 per tonne is accounted for in the proposed 2024/25 budget.

The commencement of Waste to energy (WtE), budgeted to start in October 2024, coupled with the above waste levy increase has impacted materials and contracts by a \$9.9m increase from 2023/24 budget.

Labour shortages and historically low unemployment rates directly impact on the wages price index (4.7% increase in WA wage price index for 12 months to Dec 23). The MRC's budgeted employee costs of \$6.8m represent 14% of the overall operating expenditure.

**MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024**

The total budget of the Capital works program in 2024/25 is \$15.7m. This program is planned to deliver building works \$280k, infrastructure including necessary landfill works of \$11.6m, plant and equipment of \$3.6m and computing \$245k. Included in the budgeted amounts is carry forward of \$8m.

Cash backed reserves 2024/25 closing budget is estimated at \$23.6m. Transfers into reserve \$7.1m plus \$946k in interest earned on investments. Capital reserve is anticipated to fund an estimated \$7.8m of capital works.

Post closure reserve transfers will result in an estimated \$19.5m budget closing position to cover post closure liability. Any unfunded portion of the post closure liabilities will need to be funded over the remaining life of the landfill.

As in previous year, the MRC has completed the LTFP for 2025-2032, aligned to SCP, CBP and Annual Budget, for Council endorsement. This plan addresses the operating and capital needs placed on MRC over the next eight years and becomes the basis on which the Annual Budget 2024/25 is developed.

CONSULTATION

The MRC held the 2024/25 budget workshop with Councillors on 3rd April 2024, with a follow up session after the OCM meeting held 30th May 2024 at the City of Stirling.

Member council administrations have been fully informed and provided opportunities to provide feedback during the budget development process at Strategic Working Group meetings.

ATTACHMENTS

Draft Annual Budget 2024/25 (Attachment 1)
Long Term Financial Plan (LTFP) 2025-2032 (Attachment 2)

STATUTORY IMPLICATIONS

In accordance with section 6.2 of the Local Government Act 1995, Council is required to formally adopt the Annual Budget on or before 31 August each year.

Part 3 of the *Local Government (Financial Management) Regulations 1996*

Modifications of existing reserves and creation of new reserves is done in compliance with section 6.11 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The financial implications of adopting the 2024/25 budget are disclosed in the Draft 2024/25 Annual Budget and supplementary Notes. (Attachment 1)

The Members' gate fee (blended) will be set at \$183 per tonne (excluding GST) for the 2024/25 financial year.

The Non-members' gate fee will be set at \$250 per tonne (excluding GST) for the 2024/25 financial year.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

STRATEGIC IMPLICATIONS

- Strategic Community Plan 2023-2032
- Corporate Business Plan 2023-2026
- Long Term Financial Plan 2025-2032
- Asset Management Plan 2023-2032
- Workforce Plan 2023-2027

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council resolve:

1. That the Draft 2024/25 Annual Budget be adopted including the following:

1.1 Statement of Comprehensive Income

That the Statement of Comprehensive Income by Nature in the Draft 2024/25 Annual Budget be adopted.

1.2 Statement of Financial Activity

That the Statement of Financial Activity in the Draft 2024/25 Annual Budget be adopted.

1.3 Statement of Financial Position

That the Statement of Financial Position in the Draft 2024/25 Annual Budget be adopted.

1.4 Statement of Cash Flow

That the Statement of Cash Flow in the Draft 2024/25 Annual Budget be adopted.

1.5 Notes to and Forming part of the Annual Budget 2024/25

That the Notes to and Forming Part of the Draft 2024/25 Annual Budget be adopted.

1.6 Reserves

That the Reserve accounts in the Draft 2024/25 Annual Budget be adopted.

1.6 Capital works program 2024/25

That the Capital Works Program in the Draft 2024/25 Annual Budget be adopted.

1.7 Operating Management budget

That the Budget by each division in the Draft 2024/25 Annual Budget be adopted.

1.8 Schedule of Fees and Charges 2024/25

That the Schedule of Fees and Charges in the draft 2024/25 Annual Budget be adopted.

2. Financial Reporting and Materiality

As per Local Government (Financial Management) Regulations 1996 Section 34 (5) each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in financial statements for reporting material variances. For the purpose of materiality in financial reports for the 2024/25 financial year, variances shall be those equal to or greater than \$50,000.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

3. Endorse the Long Term Financial Plan (LTFP) 2025-2032

That the 2025-2032 LTFP be endorsed

Moved Cr Ferrante, seconded Cr Creado

Meeting Note:

The Chair advised the meeting that there was a minor numerical error in the officer recommendation, 1.6 was listed twice, the Chair directed that it be corrected in the minutes.

Moved Cr Jacob, seconded Cr Proud

Procedural Motion:

That Council close the meeting to the members of the public at 6.44 pm to consider item 9.3 in accordance with section 5.23 of the Local Government Act 1995. The Chair permitted Member Council Officer to remain in the gallery during the discussion.

CARRIED UNANIMOUSLY 12/0

For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil

Cr Gobbert moved, seconded Cr May

AMENDMENT 1

Substitute the wording at 1.8 to read:

That the Capital Works Program in the Draft 2024/25 Annual Budget be adopted but plant and equipment purchases are to be withheld until a cost assessment for a long-term plant dry hire can be obtained and presented to Council for consideration.

LOST 5/7

For: Crs Gobbert, Jacob, Mack, May and Smith

Against: Crs Castle, Creado, Ferrante, Hatton, Miles, Proud and Vernon

AMENDMENT 2

Substitute the wording at 1.9 to read:

That the Schedule of Fees and Charges in the draft 2024/25 Annual Budget be adopted subject to two fees being listed. The initial gate fee of \$171 to apply that reflects all Member Councils disposing their residual waste at Tamala Park (BAU) and the second fee being \$192 to reflect the blended rate when the Waste-to-Energy facility is operational and being used by the nominated Member Councils.

LOST 5/7

For: Crs Gobbert, Jacob, Mack, May and Smith

Against: Crs Castle, Creado, Ferrante, Hatton, Miles, Proud and Vernon

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

Substantive Motion:

That the Draft 2024/25 Annual Budget be adopted including the following:

1.1 Statement of Comprehensive Income

That the Statement of Comprehensive Income by Nature in the Draft 2024/25 Annual Budget be adopted.

1.2 Statement of Financial Activity

That the Statement of Financial Activity in the Draft 2024/25 Annual Budget be adopted.

1.3 Statement of Financial Position

That the Statement of Financial Position in the Draft 2024/25 Annual Budget be adopted.

1.4 Statement of Cash Flow

That the Statement of Cash Flow in the Draft 2024/25 Annual Budget be adopted.

1.5 Notes to and Forming part of the Annual Budget 2024/25

That the Notes to and Forming Part of the Draft 2024/25 Annual Budget be adopted.

1.6 Reserves

That the Reserve accounts in the Draft 2024/25 Annual Budget be adopted.

1.7 Capital works program 2024/25

That the Capital Works Program in the Draft 2024/25 Annual Budget be adopted.

1.8 Operating Management budget

That the Budget by each division in the Draft 2024/25 Annual Budget be adopted.

1.9 Schedule of Fees and Charges 2024/25

That the Schedule of Fees and Charges in the draft 2024/25 Annual Budget be adopted.

2 Financial Reporting and Materiality

As per Local Government (Financial Management) Regulations 1996 Section 34 (5) each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in financial statements for reporting material variances. For the purpose of materiality in financial reports for the 2024/25 financial year, variances shall be those equal to or greater than \$50,000.

3 Endorse the Long Term Financial Plan (LTFF) 2025-2032

That the 2025-2032 LTFF be endorsed

CARRIED 11/1

*For: Crs Castle, Creado, Ferrante, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Cr Gobbert*

Moved Cr Jacob, seconded Cr Hatton

Procedural Motion:

That Council:

- **Reopen the meeting to members of the public at 7.25 pm**

To re-open the meeting to the public

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

Doors re-opened at 7.25 pm, the Chair declared the meeting re-opened. There were no members of the public present. The Chair noted the resolution passed behind closed doors.

ATTACHMENT 1
2024/2025 ANNUAL BUDGET BOOK



Annual Budget **2024/25**



**ACKNOWLEDGEMENT OF COUNTRY**

Mindarie Regional Council acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including the Whadjuk Noongar People where Mindarie Regional Council is located, and we acknowledge and pay respect to Elders past and present.

MINDARIE REGIONAL COUNCIL ANNUAL BUDGET 2024/25

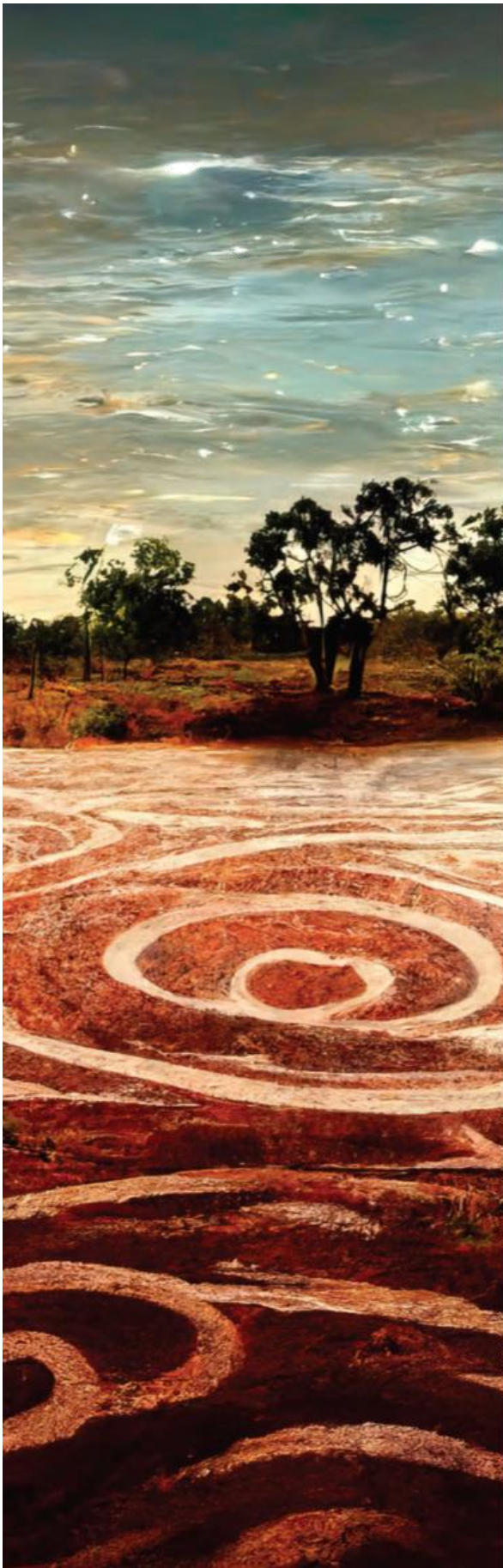


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The Mindarie Regional Council conducts the operations of a local government with the following community vision:

“Collaborating for a regional Circular Economy”.





MINDARIE REGIONAL COUNCIL

Vision, Mission and Values

Our Vision
Collaborating for a regional Circular Economy

Our Mission
To deliver sustainable waste management options for members

Our Values
Teamwork: Is how we achieve
Innovation: Is how we create
Positive: Is what we are

City of Wanneroo

City of Joondalup

City of Stirling

Town of Cambridge

City of Vincent

City of Perth

Town of Victoria Park

MINDARIE REGIONAL COUNCIL ANNUAL BUDGET 2024/25

MRC Councillor Details

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Cr Paul Miles (Chairperson), City of Wanneroo

Councillor Paul Miles was first elected to the Council in 2007. Then in 2008, Cr Miles was elected as a State Member of Parliament for the electorate of Wanneroo. In 2016, he was appointed Minister for Local Government; Communities; Youth; Seniors; Volunteering and Cemeteries. Following his time as Wanneroo MLA and Minister for Western Australia, Cr Miles was re-elected to Council in October 2017.



Cr Stephanie Proud JP, (Deputy Chairperson), City of Stirling

Cr Proud has owned and operated a small business since 1989 and has enjoyed a diverse administrative career path in small, medium and corporate business enterprises as well as the local government sector. Cr Proud has resided in the City of Stirling with her family since 1993 and represented the local community on various issues since 1998 through various community organisations, schools and local action and reference groups. Cr Proud has been a past member of the Murdoch University Animal Ethics Committee and more recently as a RACWA Councillor. She is an active Justice of the Peace.



Cr Gary Mack, Town of Cambridge

Councillor Gary Mack served as a Wembley Ward Councillor from 19 October 2019 to 21 October 2023 when he was elected Mayor in the 2023 Ordinary Local Government Elections. He is an experienced lawyer and mediator by profession.



Cr Christopher May, City of Joondalup

Councillor Christopher May was elected as councillor for the City of Joondalup in 2021, Cr May has a proven track record backing his community - delivering real, positive outcomes locally. A finance professional, he identifies and eliminates wasteful expenditure. A lifetime local who serves on school boards in Kallaroo and Craigie, volunteers in Yellagonga Regional Park and employed in commercial banking.



Cr Albert Jacob JP, City of Joondalup

Councillor Albert Jacob was elected as Mayor for the City of Joondalup in 2017 having previously served the City of Joondalup for 3 years in the North Central Ward. He was the member for the Western Australian Legislative Assembly seat of Ocean Reef from 2008 to 2017, and the Minister for the Environment and Heritage in Colin Barnett's government.



Cr Andrea Creado, City of Stirling

Councillor Andrea Creado was elected to Council in October 2021 and her priorities are increasing services for seniors, people with disabilities and other vulnerable groups, improving community safety, improving local parks and amenities and advocating for good environmental practices. Cr Creado holds a Master's Degree in Human Development, Bachelor of Psychology, Bachelor of Arts with Honours in Psychology and is a Fellow of the Australian Institute of Management along with additional training in governance and resource and personnel management.



Cr Joe Ferrante, City of Stirling

Councillor Joe Ferrante was elected as councillor for the City of Stirling in 2011, he has lived in the City of Stirling for over 50 years, growing up in Tuart Hill and its surrounding suburbs. Over the last 14 years, Cr Ferrante and his family have been residents of Mount Lawley and Menora. Cr Ferrante works with a global logistics provider as a national sales executive managing international companies. Cr Ferrante has particular interests in community safety, heritage protection and preservation of green open spaces.

Page 5



Cr Chris Hatton, City of Stirling

Councillor Chris Hatton was elected as councillor for the City of Stirling in 2019, he and his family have lived in Stirling for over 30 years, in the Hamersley Ward. He has a strong belief in keeping suburbs safe, vibrant and family friendly. Cr Hatton is a local school teacher and a Board Member of Balcatta Senior High School. He is also a former State Member of Parliament and a former Board Member of the Constable Care Child Safety Foundation. He believes in working for community and ensuring that Council spends wisely on essential services and infrastructure.



Cr Liam Gobbert, City of Perth

Councillor Liam Gobbert was elected for the City of Perth in 2020, he has over 10 years local government experience. He was a councillor for the City of Joondalup for 8 years including a year as deputy mayor. A project support officer at the Public Transport Authority, a Justice of the Peace, and a qualified town planner.



Cr Alex Castle, City of Vincent

Councillor Alex Castle is a long-term Mount Hawthorn resident, with a background in law, governance and communication. Cr Castle has been a City of Vincent Councillor since 2017 and Deputy Mayor since 2023. As a regular volunteer, serving on school and local committees and Boards, she is deeply committed to supporting the community. Cr Castle is passionate about greening in our neighbourhoods and efficient and sustainable management of our waste.



Cr Jordan Wright, City of Wanneroo

Councillor Jordan Wright was elected as Councillor for City of Wanneroo in 2021. Cr Wright holds experience in the retail, hospitality, public service and higher education sectors and is a Business graduate completing a Bachelor of Commerce, Tourism and Hospitality Management at Edith Cowan University. Cr Wright is also a School Board Member at Hocking Primary School and Wanneroo Secondary College.



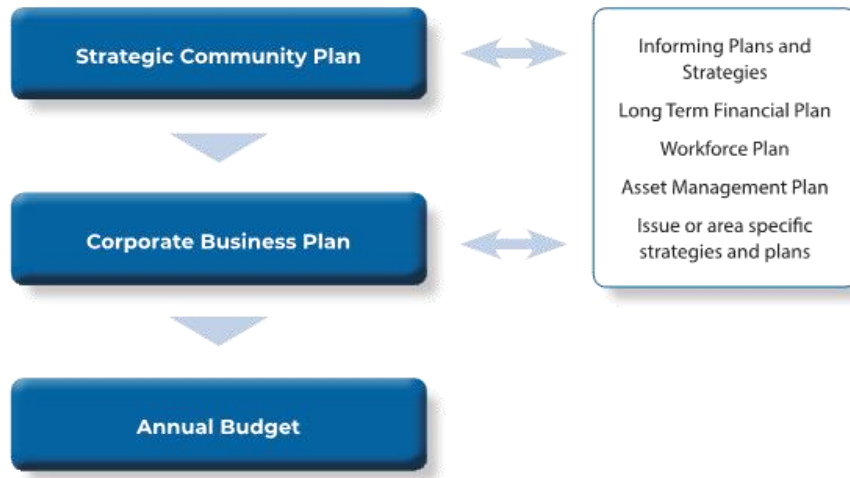
Cr Karen Vernon, Town of Victoria Park

Councillor Karen Vernon was elected as a councillor for the Town of Victoria Park in 2017, and elected Mayor in 2019, adding public sector governance to existing professional skills, and expanding the passion for a good cause into a wider framework. A Senior Barrister with more than 25 years' experience working in the legal profession, including as a law firm partner and government prosecutor before specialising as a barrister since 2005. Extensive corporate governance experience with more than 10 years as a Company Director and Board Member in the private and not for profit sectors. Skilled in policy, strategic planning and risk management. Graduate of the Australian Institute of Company Directors, and Fellow of the Governance Institute of Australia.

The Executive Management and Services



Integrated Planning and Reporting Framework



ANNUAL BUDGET INTRODUCTION

The 2024/25 Annual Budget has been prepared in accordance with the requirements of the Local Government Act 1995 and Financial Management Regulations 1996.

The Annual budget is guided by the Strategic Community Plan (SCP). The revised SCP 2022 – 2032 was adopted by MRC’s Council in April 2023. The Plan has been instrumental in guiding the activities of the MRC both at the strategic and operational levels.

The Long Term Financial Plan (LTFP), Asset Management Plan and Workforce Plan inform the SCP, Corporate Business Plan (CBP) and Annual budget, with outcomes contained in the Annual Report. This budget has been influenced by the MRC’s LTFP and CBP. This budget reflects the first year of the LTFP.

The MRC is one of the State’s largest waste management authorities, delivering high quality waste management services to its members; the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo, and the Towns of Cambridge and Victoria Park; a combined population of more than 700,000 West Australians.

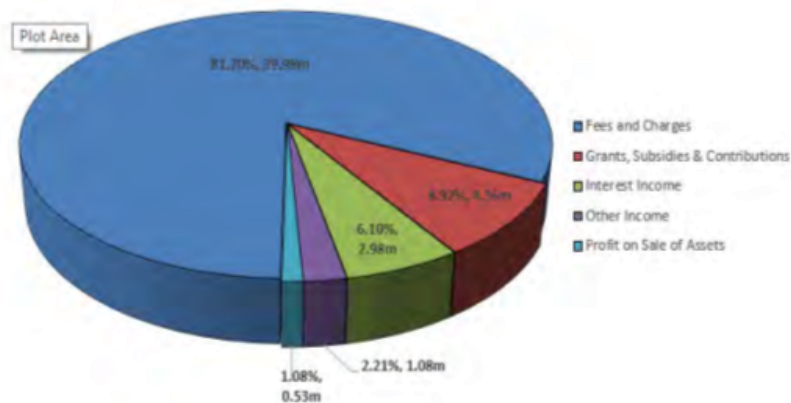
OPERATING BUDGETS

The development of the 2024/25 Annual Budget plays an important role in positioning our finances for a sustainable future. The MRC has carefully considered the resource and funding requirements necessary to deliver ongoing services, statutory and governance activities and assets renewal program.

The Operating Budgets are presented in two different formats: by nature in the Statutory section of this document (page 11) and by program as a Note 11(b). Overall, in terms of the Statement of Comprehensive Income, the Annual Budget 2024/25 includes Operating Revenue of \$48.4m and Operating Expenses \$47.2m. Following the inclusion of profit/loss on sale \$510k this will see a Net trading result of \$1.8m.

REVENUE

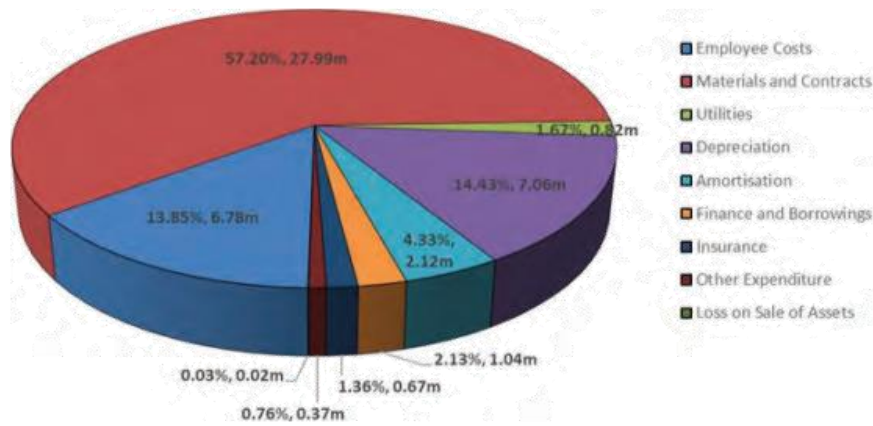
Of the \$48.4m total operating revenue 88% comes from fees and charges and interest, 3% from other revenue and 9% from Member contribution to cover administration and governance costs.



EXPENSES

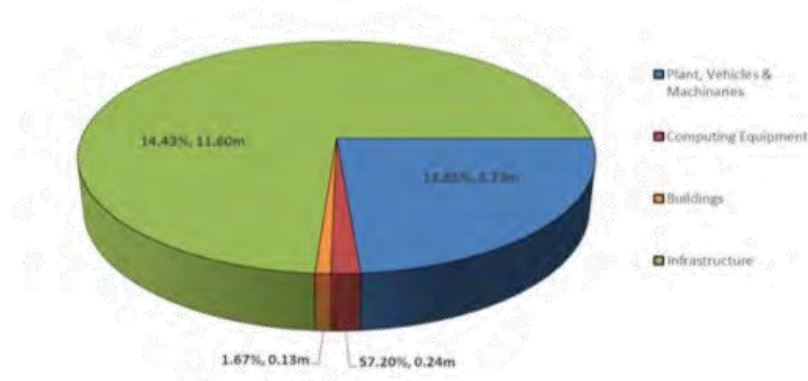
The MRC's ordinary budgeted expenditure for 2024/25 is \$47.2m, of which \$28.0m relates to materials and contracts, \$7.1m represents depreciation on assets and \$6.8m employee costs. Expenditure by nature is detailed in the statement of comprehensive income (page 11).

The financial assumptions anticipate both movement in the consumer price index, wages growth and interest rates. Any unplanned changes in any of these parameters and the general economic environment are likely to have an impact on the proposed budget.



CAPITAL OUTLAYS

The Capital Works Summary Statement (Pages 23-25) gives an overview of the Capital and Infrastructure program planned for the year. The total Capital Works program for 2024/25 is \$15.7m. The program includes building works of \$280k, plant and equipment purchases / replacements of \$3.64m, computing \$245k and infrastructure including landfill \$11.54m. Included in the amounts is carry forward of \$8m.



Reserve Accounts

The term 'Restricted Funds' generally applies to cash amounts received by Council on the basis that they are for specific purposes for which the Reserves have been established. The Annual Budget 2024/25 reserves balance budget is estimated at \$23.6m with \$7.8m transfer from Capital reserve to fund capital works. Details of the reserve accounts are contained in Note 9 (page 31).

Statutory Financial Statements

The 2024/25 Annual Budget has been prepared in accordance with the requirements of the Australian Accounting Standards, the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Statement of Comprehensive Income (page 11)

The Statement of Comprehensive Income by Nature is prepared on accrual basis, it is a statutory document and is a requirement of the Local Government (Financial Management) Regulations 1996. This statement details operating revenue and expenses from ordinary activities including non-cash items such as depreciation and financing costs plus capital grants and profit/loss on disposal of assets.

Statement of Financial Activity (page 12)

Primary purpose of the statement of financial activity is to ensure compliance with the LGA S6.2(2) which requires local government to prepare the annual budget by developing detailed estimates of Expenditure, Revenue and Income independent of general rates and the amount required to make up the budget deficiency (if any) by comparing estimated expenditure with estimated revenue.

Statement of Cash Flows (page 13)

The Statement of Cash Flows is required under the Local Government (Financial Management) Regulations 1996 and it reports budgeted cash receipts from operations and alternative sources including government grants and investments. It also reports budgeted cash outflows from general business activities including the payment of creditors and anticipated capital acquisitions.

Budget Notes

The Budget Notes provide additional information than what is required by the Local Government (Financial Management) Regulations 1996 to enable the reader to better understand the Budget.

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STATEMENT OF COMPREHENSIVE INCOME BY NATURE			
Note	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
REVENUE			
Fees and charges	13	39,982,586	32,301,627
Grants, subsidies and contributions	15	4,364,356	4,656,518
Interest earnings	12	2,984,150	2,692,822
Gas power income	12	800,000	800,000
Other income	12	281,556	281,000
Total revenue		48,412,648	40,731,966
EXPENSES			
Employee costs		(6,779,990)	(5,536,680)
Materials and contracts		(28,294,000)	(18,713,901)
Insurance		(665,100)	(620,200)
Utility charges		(818,250)	(800,450)
Finance costs		(1,040,175)	(1,097,123)
Depreciation	5	(7,062,320)	(6,340,025)
Amortisation	5	(2,119,200)	(2,119,202)
Other expenses		(371,090)	(320,950)
Total expense		(47,150,125)	(35,548,531)
Ordinary activities		1,262,523	5,183,435
Non-ordinary activities			
Non-operating grants and contributions	15	-	50,000
			50,000
Profit on asset disposals	4(c)	527,550	293,890
Loss on asset disposals	4(c)	(17,070)	(40,785)
		510,480	253,105
NET RESULT		1,773,003	5,486,540
OTHER COMPREHENSIVE INCOME			
Items that will not be reclassified subsequently to profit or loss			
Changes in asset revaluation		-	-
TOTAL OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME		1,773,003	5,486,540

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF FINANCIAL ACTIVITY			
For the year ended 30 June 2025			
Note	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
Revenue from operating activities			
Contributions and reimbursements	15	4,364,356	4,656,518
Fees and charges	13	39,982,586	33,101,626
Interest revenue	12	2,984,150	2,692,822
Other revenue	12	1,081,556	281,551
Profit on asset disposals	4(c)	527,550	293,890
		48,940,198	41,026,407
Expenditure from operating activities			
Employee costs		(6,779,990)	(5,611,232)
Materials and contracts		(28,294,000)	(18,640,230)
Utility charges		(818,250)	(800,453)
Depreciation & amortisation	5	(9,181,520)	(8,459,227)
Finance costs		(1,040,175)	(1,097,135)
Insurance		(665,100)	(630,406)
Other expenditure		(371,090)	(334,170)
Loss on asset disposals	4(c)	(17,070)	(40,785)
		(47,167,195)	(35,613,638)
Add/less: Non - cash items			
Profit on asset disposals		(527,550)	(293,890)
Loss on disposal of assets		17,070	40,785
Depreciation & amortisation		9,181,520	8,459,227
Employee benefit provisions		678,558	537,362
Rehabilitation - unwinding of interest		738,287	432,745
Other Provisions		696,004	(394,116)
		10,783,888	8,782,113
Amount attributable to operating activities		12,556,891	17,534,583
Inflows from investing activities			
Proceeds from disposal of assets	4(c)	1,370,000	1,199,361
Capital Grants and Subsidies	15	-	50,000
		1,370,000	1,249,361
Outflows from investing activities			
Purchase of plant and equipment	4(b)	(3,753,366)	(808,323)
Purchase of land and buildings	4(b)	(280,000)	(183,134)
Purchase of computer equipment	4(b)	(217,000)	(211,753)
Purchase and construction of infrastructure	4(b)	(11,455,030)	(1,121,970)
		(15,705,396)	(2,325,180)
Amount attributable to investing activities		(14,335,396)	(9,426,000)
Inflows from financing activity			
Transfers from reserve accounts	9	7,808,366	3,162,310
		7,808,366	3,162,310
Outflows from financing activities			
Payments for principal portion of lease liabilities	7	(665,840)	(630,741)
Transfers to reserve accounts	9	(8,054,124)	(7,033,310)
		(8,719,964)	(7,664,051)
Amount attributable to financing activities		(911,598)	(1,572,361)
Operating Net Current Assets at the start of the financial year		49,252,469	40,635,145
Amount attributable to operating activities		12,556,891	14,194,883
Amount attributable to investing activities		(14,335,396)	(1,075,819)
Amount attributable to financing activities		(911,598)	(4,501,741)
Closing Net Current Assets		46,562,366	39,385,748

Draft Annual Budget 2024-5

Mindarie Regional Council

STATEMENT OF CASH FLOWS

For the year ended 30 June 2025

		2025	2024	2024
	Note	Budget	Estimate	Budget
			\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Fees and charges		41,317,586	31,945,734	32,032,723
Grants, subsidies and contributions		4,364,356	4,706,518	4,656,518
Interest earnings		2,984,150	2,630,059	1,659,800
Gas power income		800,000	800,000	800,000
Other income		281,556	281,000	95,000
		49,747,648	40,363,312	39,244,041
Payments				
Employee costs		(6,217,432)	(5,079,162)	(5,102,945)
Materials and contracts		(27,783,520)	(19,984,313)	(18,348,818)
Insurance		(665,100)	(620,200)	(620,200)
Utility charges		(818,250)	(800,450)	(718,250)
Other expenses		(371,090)	(320,950)	(320,950)
		(35,855,392)	(26,805,075)	(25,111,163)
Net cash provided by operating activities	3	13,892,256	13,558,236	14,132,878
CASH FLOWS FROM INVESTING ACTIVITIES				
Non-operating grants and contributions		-	-	50,000
Payments for purchase of property, plant & equipment	4(b)	(4,163,366)	(1,203,210)	(1,033,000)
Payments for construction of infrastructure	4(b)	(11,542,030)	(1,121,970)	(9,019,000)
Investment in term deposits		(4,354,150)	(5,432,685)	(2,315,904)
Proceeds from sale of property, plant & equipment	4(c)	1,370,000		576,000
Net cash (used in) investment activities		(18,689,546)	(7,757,865)	(11,741,904)
CASH FLOWS FROM FINANCING ACTIVITIES				
Payments for principal portion of lease liabilities	7	(559,266)	(559,266)	(559,266)
Net cash (used In) financing activities		(559,266)	(559,266)	(559,266)
Increase (decrease) in cash held		(5,356,556)	5,241,105	1,881,474
Cash and cash equivalents at beginning of the year		25,503,246	20,262,141	15,250,254
Cash and cash equivalents at the end of the year	3	20,146,690	25,503,246	17,258,130

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025*

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NOTES TO AND FORMING PART OF THE BUDGET
For the year ended 30 June 2025

1 (a) BASIS OF PREPARATION

The annual budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government Act 1995 and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the MRC to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget or required by legislation.

The local government reporting entity

All funds through which the MRC controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears in the notes to the annual budget.

2023/24 actual balances

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-1 Amendments to Australian Accounting Standards
 - Classification of Liabilities as Current or Non-current
 - AASB 2022-5 Amendments to Australian Accounting Standards
 - Lease Liability in a Sale and Leaseback
 - AASB 2022-6 Amendments to Australian Accounting Standards
 - Non-current Liabilities with Covenants
 - AASB 2023-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements
 - AASB 2023-3 Amendments to Australian Accounting Standards
 - Disclosure of Non-current Liabilities with Covenants: Tier 2
- It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
 - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities, become mandatory during the budget year. Amendments to AASB 13 Fair Value Measurement impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of Local Government (Financial Management) Regulations 1996. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
 - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2021-7c Amendments to Australian Accounting Standards
 - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections (deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply)
- AASB 2022-9 Amendments to Australian Accounting Standards
 - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
 - Lack of Exchangeability

It is not expected these standards will have an impact on the annual budget.

Judgements, estimates and assumptions

The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

1 (b) KEY TERMS AND DEFINITIONS - NATURE**REVENUES****FEES AND CHARGES**

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Rubbish removal charges should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts are not included in service charges either.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025***1 (b) KEY TERMS AND DEFINITIONS - NATURE cont.****EXPENSES****Employee Costs**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

Material and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, DWER levy, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water etc)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on Asset Disposal

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

Depreciation on Non-Current Assets

Depreciation and amortisation expense raised on all classes of assets.

Interest Expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, over accommodation and refinancing expenses.

Landfill Levy

Department of Water and Environmental Regulation (DWER) levy for landfill waste disposal at licenced Tamala Park Landfill site.

Other Expenditure

Statutory fees, taxes, provision for bad debts, member's fees, or State taxes. Donations and subsidies made to community groups.

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025***1 (c) KEY TERMS AND DEFINITIONS cont.****Current and Non-Current Classifications**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the MRC's operational cycle. In the case of liabilities where the MRC does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the MRC's intentions to release for sale.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the MRC prior to the end of the financial year that are unpaid and arise when the MRC becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Inventories

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Superannuation

The MRC contributes to a number of superannuation funds on behalf of employees. All funds to which the MRC contributes are defined contribution plans.

In addition to Superannuation Guarantee statutory requirements, the MRC encourages employees to participate in the Local Government Superannuation Scheme. The MRC matches contributions made by employees to these nominated superannuation funds on a sliding scale up to a limit of 7%.

Landfill Cell

There are three general components of landfill cell construction

- a) Cell excavation and development
- b) Cell liner costs, and
- c) Cell capping costs

All cell excavation and development costs, cell liner costs and cell capping costs are capitalised and depreciated over the useful life of the cell.

Future Capping Expenditure

The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the unwinding of the discount being charged to the statement of comprehensive income within the finance charge. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025***1 (d) KEY TERMS AND DEFINITIONS cont.****Trade and Other Receivables**

Trade and other receivables include amounts due from Member Councils for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The MRC applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

Provisions

Provisions are recognised when the MRC has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Provisions for restoration, rehabilitation, and site monitoring costs

Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the Tamala Park Waste Disposal Facility. The nature of work planned by Council includes monitoring of groundwater, surface water, leachate, landfill gas generation and revegetation. The rate charge is reviewed annually and is based on an estimated cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill, the density of the waste and the most recent aerial surveys. Engineering rates differ according to the nature of the obligation to provide the service.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for resale is classified as current except where it is held as non-current based on the MRC's intentions to release for sale.

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025***1 (e) KEY TERMS AND DEFINITIONS cont.****Good and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a net basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

EMPLOYEE BENEFITS**Short-term employee benefits**

Provision is made for the MRC's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The MRC's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The MRC's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The MRC's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the MRC does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO AND FORMING PART OF THE BUDGET
For the year ended 30 June 2025

2 NET CURRENT ASSETS

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
(a) Net current assets - unrestricted			
Current assets			
Cash and cash equivalents	20,146,690	25,503,246	17,258,130
Trade and other receivables	3,668,003	3,969,891	4,990,296
Inventories	23,762	23,762	22,041
Term deposits	50,841,764	46,487,614	44,001,119
Other assets	2,089	2,089	158,773
	74,682,308	75,986,602	66,430,359
LESS: Restricted cash backed reserves	(23,610,129)	(23,364,371)	(21,412,801)
Total Current Assets	51,072,179	52,622,231	45,017,558
LESS: Current liabilities			
Trade and other payables	(4,509,813)	(2,952,122)	(5,631,810)
Provisions	(1,494,034)	(1,050,229)	(1,236,434)
Lease Liabilities	(665,840)	(377,938)	(509,500)
	(6,669,686)	(4,380,288)	(7,377,744)
Net Current Assets	44,402,493	48,241,943	37,639,814
Add Back: Restricted Liabilities			
Lease liabilities	665,840	377,938	509,500
Provisions	1,494,034	632,588	1,236,434
NET CURRENT ASSETS - UNRESTRICTED	46,562,366	49,252,468	39,385,748
(b) Net current assets - restricted			
When calculating the budget deficiency for the purpose of 'Section 6.2 (2)(c) of the Local Government Act 1995 the following amounts have been excluded as provided by 'Local Government (Financial Management) Regulation 32 which will not fund the budgeted expenditure.			
Cash and cash equivalents - restricted	23,610,129	23,364,371	21,412,801
NET CURRENT ASSETS - RESTRICTED	23,610,129	23,364,371	21,412,801

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

3 CASH AND CASH EQUIVALENTS

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overs. Estimated cash at the end of the reporting period is as follows:

Note	2025 Budget \$	2024 Estimate \$	2024 Budget \$
Cash at bank	20,145,190	25,500,246	17,255,130
Cash on hand	1,500	3,000	3,000
Term deposits	50,841,764	46,487,614	44,001,119
Total cash and cash equivalents	70,988,454	71,990,860	61,259,249
Held as			
- Unrestricted cash and cash equivalents	47,378,325	48,626,489	39,846,448
- Restricted cash and cash equivalents	23,610,129	23,364,371	21,412,801
	70,988,454	71,990,860	61,259,249
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
Financially backed reserves:	9		
Reserves - Site Rehabilitation	9(a) 19,453,141	18,102,528	18,479,966
Reserves - Capital Expenditure	9(b) 3,628,273	4,749,771	2,421,759
Reserves - Carbon Abatement	9(c) 528,715	512,072	511,076
	23,610,129	23,364,371	21,412,801
Reconciliation of net cash provided by operating activities to net result			
Net result	1,773,003	5,486,540	1,451,286
Depreciation	5 7,062,320	6,340,025	5,896,783
Amortisation	5 2,119,200	2,119,202	4,954,195
(Profit)/loss on sale of asset	4(c) (510,480)	(253,105)	349,756
(Increase)/decrease in receivables	301,888	(355,892)	328,288
Increase/(decrease) in other provision	738,287	768,835	768,835
(Increase)/decrease in other current assets	510,480	(114,429)	-
(Increase)/decrease in inventories	-	(7,970)	-
Increase/(decrease) in employee provisions	562,558	225,042	383,735
Increase/(decrease) in payables	1,335,000	(650,013)	-
Net cash from operating activities	13,892,256	13,558,235	14,132,878

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank over.

Bank overs are reported as short term borrowings in current liabilities in Note 2 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The MRC classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

4(a) FIXED ASSETS

SUMMARY OF CAPITAL EXPENDITURE

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
New Capital Expenditure			
Plant, vehicles and machineries	3,626,500	808,323	618,000
Computing equipment	217,000	211,753	105,000
Building	280,000	183,134	160,000
Infrastructure	3,558,000	1,121,970	2,032,000
	<u>7,681,500</u>	<u>2,325,180</u>	<u>2,915,000</u>
Carry forward			
Plant, vehicles and machineries	12,000	-	-
Building	-	-	150,000
Computing equipment	27,866	-	-
Infrastructure	7,984,030	-	6,987,000
	<u>8,023,896</u>	<u>-</u>	<u>7,137,000</u>
Total Capital Expenditure	<u>15,705,396</u>	<u>2,325,180</u>	<u>10,052,000</u>

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

4(f) FIXED ASSETS (CONTINUED)

ASSET ACQUISITIONS	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
LANDFILL INFRASTRUCTURE			
Stage 2 - Phase 2 capping work	5,395,426	-	6,987,000
Leachate Processing Infrastructure	1,683,369	1,026,970	1,850,000
Piggy Back Liner	3,631,235	-	-
	10,710,030	1,026,970	8,837,000
INFRASTRUCTURE TAMALA PARK			
Transfer station extension	65,000	-	14,000
Facility Signage Upgrade at Transfer Station	14,000	-	18,000
Transfer Station Line Marking	18,000	-	15,500
Drop off bays modification and reticulation at Transfer Station	-	15,500	16,000
12AMP power supply installation to Green Waste bunker	-	16,000	25,000
Transfer Station chain drop Access Control unit	-	25,000	55,000
Monitoring bores - Marmon Avenue x4	55,000	-	10,000
Workshop Hotwash - Wash-down bay	-	10,000	-
Monitoring Bores x2	-	28,500	28,500
Footpath - Admin Buildings	10,000	-	-
Recycling Asphalt Hardstand extension works	35,000	-	-
Leachate Extraction Well Stage2 Phase 2	150,000	-	-
Waste Water Treatment Replacement (Washdown Bay)	65,000	-	-
Leachate Holding Tanks and Pump Station	190,000	-	-
Infrastructure Design Planning	200,000	-	-
Transfer Station Fixed Lighting Towers	30,000	-	-
	832,000	95,000	182,000
BUILDING			
Workshop building roller doors and road upgrade for tyre	-	25,000	25,000
Recycling E-Waste Storage and Bulk Up Facility	-	135,000	135,000
Weighbridge roof modification	-	23,134	150,000
Admin Building Renewal	105,000	-	-
Master Distribution Board Upgrade	150,000	-	-
Recycling Centre Roof Extension Works	15,000	-	-
Workshop Crib Room Kitchen	10,000	-	-
	280,000	183,134	310,000
COMPUTING			
CCTV install for Tip Face, Quarry and Transfer	10,000	97,000	85,000
Replacement IT Equipment	27,000	50,000	20,000
Meeting Room Upgrade and Telephony System	-	30,000	-
Event Management System (Inex) Replacement	-	24,753	-
Wi-Fi Access Point Replacements	27,866	10,000	-
Weighbridge Software Upgrade	150,000	-	-
DCS Replacements	30,000	-	-
	244,866	211,753	105,000

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FIXED ASSETS (CONTINUED)

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
EQUIPMENT			
Odour monitoring units / control	-	70,000	70,000
Point to point Telemetry & Data System Installation	-	16,500	16,500
Two Air Well Leachate Extraction Pumps for Stage 2	-	8,500	8,500
Workshop Hotwash Machine	-	8,000	8,000
Generator & Compressor	-	15,000	15,000
2 way radios	6,500	-	-
Odour monitoring units / control	80,000	-	-
High Flow Leachate/ Water Transfer Pump (Diesel)	60,000	-	-
	146,500	118,000	118,000
PLANT AND VEHICLES			
Vehicle Replacements	-	232,323	80,000
Double Axle trailer	15,000	-	-
Skid Steer Bucket Replacements x 3	60,000	-	-
Kubota SVL75-2CW Truck Loader - Skid steer	12,000	213,000	175,000
16t Vibrating Roller at Tip face	-	245,000	245,000
TAKEUCHI Skid Steer Loader TL10V2 (2022)	245,000	-	-
CAT 2.5L Forklift	85,000	-	-
Komatsu Excavator 2018-C22211	385,000	-	-
Compactor for alternative waste compaction treatment	1,500,000	-	-
Hino Bin Truck - 1EAS815	390,000	-	-
Slow Speed Shredder/Crusher	800,000	-	-
	3,492,000	690,323	500,000
	15,705,396	2,325,180	10,052,000

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately. Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

4(c) FIXED ASSETS (CONTINUED)

Disposals of assets

	2025 Budget	2025 Budget	2025 Budget	2025 Budget
	Net Book Value	Sale Proceeds	Profit	Loss
	\$	\$	\$	\$
PROPERTY, PLANT AND EQUIPMENT				
TAKEUCHI Skid Steer Loader TL10V2 (2022)	77,074	60,000	-	(17,073)
Hino Bin Truck - 1EAS815	-	80,000	80,000	-
BOMAG Compactor BCE1172RB-2	451,941	800,000	348,059	-
Komatsu Excavator 2018-C22211	123,436	180,000	56,564	-
Komatsu Dump Truck HM300-5 - 2018	207,076	250,000	42,924	-
	859,527	1,370,000	527,547	(17,073)

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

5 DEPRECIATION
By Class**Depreciation**

Plant and equipment
Buildings
Infrastructure
Right of use asset

Amortisation

Cell Development
Decommissioning asset
Site Rehabilitation

	2025 Budget	2024 Estimate	2024 Budget
			\$
Plant and equipment	326,836	301,597	397,048
Buildings	1,850,184	1,633,003	1,733,585
Infrastructure	4,120,994	3,622,345	3,384,009
Right of use asset	764,306	783,080	382,141
	7,062,320	6,340,025	5,896,783
Cell Development	1,591,500	1,591,500	3,223,090
Decommissioning asset	-	-	1,731,105
Site Rehabilitation	527,700	527,702	-
	2,119,200	2,119,202	4,954,195
	9,181,520	8,459,227	10,850,978

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Asset Class

Resource Recovery Facility
Buildings - non specialised
Buildings - Resource Recovery Facility
Furniture and equipment
Plant and equipment
Computing Equipment
Excavation and Rehabilitation
Other Infrastructure
Right of use asset

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

Useful life

13 years
5-20 years
13 years
5 years
6 2/3 years
3 years
% of actual usage
5-20 years
lease period

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

6 INFORMATION ON BORROWINGS

(a) The MRC has not budgeted to have any borrowings for the year 2024/25.

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
(b) Credit Facilities			
Undrawn borrowing facilities			
Credit standby arrangements			
Credit card limit	100,000	100,000	100,000
Amount of credit unused	100,000	50,000	100,000

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

7 LEASE LIABILITIES

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
Lease principal at 1 July	6,708,619	6,456,778	6,456,778
Lease principal repayments	(559,266)	(559,266)	(559,266)
Lease interest repayments	(301,888)	(328,288)	(328,288)
	(861,154)	(887,554)	(887,554)

Leased items	Start date	End date
Tamala Park Landfill Site (1,517,641 square meters)	7/1/1990	30/6/2032

SIGNIFICANT ACCOUNTING POLICIES

LEASES

At the inception of a contract, the MRC assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the MRC uses its incremental borrowing rate.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

8 RESTORATION AND POST CLOSURE PROVISION

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
Capping Provision			
Opening balance at 1 July	5,926,490	5,689,411	5,892,803
Additions	-	237,079	237,079
Closing balance at 30 June	5,926,490	5,926,490	6,129,882
Post Closure Provision			
Opening balance at 1 July	14,895,039	14,363,283	12,705,765
Additions	738,287	531,756	531,756
Closing balance at 30 June	15,633,326	14,895,039	13,237,521
TOTAL	21,559,816	20,821,529	19,367,403

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

9 CASH BACKED RESERVES

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
Restricted by council			
(a) Reserves - Site Rehabilitation			
Opening balance at 1 July	18,102,528	17,056,658	17,056,651
Interest earnings	612,326	789,324	654,480
Transfer to reserves	738,287	256,546	768,835
Transfer from reserves	-	-	-
Closing balance at 30 June	19,453,141	18,102,528	18,479,966
(b) Reserves - Capital Expenditure			
Opening balance at 1 July	4,749,771	1,945,637	1,830,791
Interest earnings	316,868	89,654	80,968
Transfer to reserves	6,370,000	5,876,791	1,725,000
Transfer from reserves	(7,808,366)	(3,162,310)	(1,215,000)
Closing balance at 30 June	3,628,273	4,749,772	2,421,759
(c) Reserves - Carbon Abatement			
Opening balance at 1 July	512,072	491,076	491,076
Interest earnings	16,643	20,996	20,000
Transfer to reserves	-	-	-
Transfer from reserves	-	-	-
Closing balance at 30 June	528,715	512,072	511,076
TOTAL RESERVES			
Opening balance at 1 July	23,364,371	19,493,371	19,378,518
Interest earnings	945,837	899,974	755,448
Transfer to reserves	7,108,287	6,133,337	2,493,835
Transfer from reserves	(7,808,366)	(3,162,310)	(1,215,000)
CLOSING BALANCE AT 30 JUNE	23,610,129	23,364,371	21,412,801

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Reserves - Site Rehabilitation

The purpose of this reserve is to be used to fund the rehabilitation following the closure of the landfill.

Reserves - Capital Expenditure

The purpose of this reserve is to be used to fund the ongoing capital expenditure requirements.

Reserves - Carbon Abatement

The purpose of this reserve is to be used to fund Carbon Abatement Projects.

NOTES TO AND FORMING PART OF THE BUDGET
For the year ended 30 June 2025

10 REVENUE RECOGNITION

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/ Refunds/ Warranties
Waste management entry fees	Waste disposal, treatment, and recycling services	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None
Gas Power Generation Income	Landfill Gas (LFG) from the decomposition of organic material in landfills	Single point in time	Not applicable	None
Member contributions	Reimbursement of MRC's administration and governance expenses by members	No obligation	Monthly in advance	None
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent
Fees and charges for other goods and services	Private works	Single point in time	Payment in full in advance	None

Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Adopted by council annually	Applied fully based on timing of provision	Not applicable	On sale of renewable energy certificates (output method)
Adopted by council annually	Applied fully based on timing of service delivery	Based on share capital contribution	Upon issue of invoice
Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works

NOTES TO AND FORMING PART OF THE BUDGET
For the year ended 30 June 2025

11(a) KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the MRC's Community Vision, and for each of its broad activities/programs.

OBJECTIVE	ACTIVITIES
Community amenities	
<p>To deliver sustainable waste management options for member councils</p>	<p>The orderly and efficient treatment and/or disposal of waste delivered to a building or place provided, managed or controlled for those purposes by the Mindarie Regional Council.</p> <p>The MRC is currently operating a Class 2 Sanitary Landfill Site in accordance with a licence issued by the Department of Water and Environmental Regulation. Recycling of various items occurs at the recycling centre where a small handling fee is charged for the goods that the public wishes to purchase.</p> <p>The MRC's services include: Landfill operations at Tamala Park; Resource Recovery Facility at Neerabup; Transfer station; Refuse and Recycling; and Household hazardous waste disposal</p> <p>Costs associated with the financing, administration, operation, and maintenance of the Tamala Park Waste Disposal Facility and Resource Recovery Facilities.</p>
Governance	
<p>To provide a high level account of how the MRC applies good practices for making and implementing decisions for the efficient allocation of members resources.</p>	<p>Costs associated with elected members and corporate support services including administration and operation of activities and services to members</p>
General Purpose Funding	
<p>To collect revenue to allow for the provision of services.</p>	<p>Interest revenue.</p>
Law, order, public safety	
<p>To provide services to help ensure a safer and environmentally conscious community</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
Health	
<p>To provide an operational framework for environmental and community health</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal services.</p>
Education and Welfare	
<p>To provide services to disadvantaged persons, the elderly, children and youth</p>	<p>Maintenance of child minding centre, playgroup centre, senior citizen and aged care centre. Provision and maintenance of home care programs and youth services.</p>

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Housing

To provide and maintain elderly residents

Provision and maintenance of staff and elderly residents housing.

Recreation and culture

To establish and effectively manage infrastructure and resources which will help the social well being

Maintenance of public halls, civic centres, aquatic centres, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operations of library, museum and other cultural facilities

Transport

To provide safe, effective, and efficient transport services to the community

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

Other property and services

To monitor and control operating accounts.

Private works operation, plant repair and costs.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

11(b) PROGRAM INFORMATION

	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
Revenue from Ordinary Activities			
Community Amenities	41,064,142	33,382,628	32,927,723
General Purpose Funding	2,984,150	2,692,821	1,659,800
Governance	4,364,356	4,656,518	4,656,518
	<u>48,412,648</u>	<u>40,731,966</u>	<u>39,244,041</u>
Expenses from Ordinary Activities			
Governance	(7,274,182)	(5,128,496)	(5,559,935)
Community amenities	(39,574,055)	(30,091,747)	(31,604,776)
	<u>(46,848,237)</u>	<u>(35,220,243)</u>	<u>(37,164,711)</u>
Profit on Sale of Assets			
Community Amenities	527,550	293,890	1,000
	<u>527,550</u>	<u>293,890</u>	<u>1,000</u>
Loss on Sale of Assets			
Governance	-	-	(384)
Community Amenities	(17,070)	(40,785)	(350,372)
	<u>(17,070)</u>	<u>(40,785)</u>	<u>(350,756)</u>
Finance Costs - ROUA			
Governance	(301,888)	(328,288)	(328,288)
Community Amenities	-	-	-
	<u>(301,888)</u>	<u>(328,288)</u>	<u>(328,288)</u>
Non-operating grants			
Community amenities	-	50,000	50,000
	<u>-</u>	<u>50,000</u>	<u>50,000</u>
Net result for the period	<u>1,773,003</u>	<u>5,486,540</u>	<u>1,451,286</u>

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

12 OTHER INFORMATION	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
(a) Interest earnings			
- Muni funds	2,038,312	1,792,578	755,448
- Reserve funds	945,837	900,244	904,352
	2,984,149	2,692,822	1,659,800
(b) Other revenue			
Fuel rebates	95,000	95,000	95,000
Gas power income	800,000	800,000	800,000
(c) Auditors remuneration			
Audit services OAG	125,000	125,000	105,200
Audit Services Other	30,000	30,000	30,000
	155,000	155,000	135,200
(d) Interest expenses (finance costs)			
Interest Charge Leases	301,888	328,288	328,288
Capping Accretion Expenses	-	237,079	237,079
Post Closure Accretion Expense	738,287	531,756	531,756
	1,040,175	1,097,123	1,097,123

(e) Discounts, Incentives and Concessions

A discount on casual tipping fees may be granted to charitable or not for profit organisations up to \$500 per organisation in any one financial year. The budgeted expenditure for discount on casual tipping fees for 2024/25 is \$5,000.

(f) Financial Reporting and Materiality

In accordance with *Regulation 34(5) of the Local Government (Financial Management) Regulations 1996*, for the purpose of the materiality used in the financial statements in 2024/25, the level to be used for reporting variances shall be equal to or higher than \$50,000.

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

13 FEES AND CHARGES

	2025 Budget	2024 Estimate	2024 Budget
By Program:	\$	\$	\$
Community amenities:			
Member charges	33,112,569	27,555,093	26,576,657
Casual fees and charges	5,870,017	4,691,534	5,401,066
Mattress fees	1,000,000	55,000	55,000
Total fees and charges	39,982,586	32,301,627	32,032,723

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

14 TONNAGES

	2025 Budget	2024 Estimate	2024 Budget
MEMBER COUNCIL TONNES			
Landfill			
City of Perth	3,629	13,540	12,482
City of Wanneroo	55,000	58,000	58,000
City of Joondalup	33,600	33,600	33,600
City of Stirling	15,476	55,500	52,808
Town of Cambridge	1,063	5,870	5,216
City of Vincent	1,430	5,500	5,500
Town of Victoria Park	2,711	10,620	8,400
	112,909	182,630	176,006
Waste to Energy			
City of Perth	11,129	-	-
City of Wanneroo	-	-	-
City of Joondalup	-	-	-
City of Stirling	41,689	-	-
Town of Cambridge	3,237	-	-
City of Vincent	4,070	-	-
Town of Victoria Park	7,909	-	-
	68,034	-	-
Total Member Council Tonnes	180,943	182,630	176,006
NON - MEMBER COUNCIL TONNES			
Casuals	31,400	25,400	31,400
	31,400	25,400	31,400
TOTAL TONNES	212,343	208,030	207,406

NOTES TO AND FORMING PART OF THE BUDGET*For the year ended 30 June 2025***15 Recoups and Grants****Recoup of Administration and Governance Costs**

Governance and Administration costs are apportioned using equity share.

Member Council	Equity Share	2025 Budget	2024 Budget
		\$	\$
City of Wanneroo	16.67%	727,393	776,087
City of Joondalup	16.67%	727,393	776,087
City of Stirling	33.33%	1,454,785	1,552,173
City of Perth	8.33%	363,696	388,043
Town of Cambridge	8.33%	363,696	388,043
City of Vincent	8.33%	363,696	388,043
Town of Victoria Park	8.33%	363,696	388,043
	100%	4,364,356	4,656,518

NOTES TO AND FORMING PART OF THE BUDGET

For the year ended 30 June 2025

ELECTED MEMBERS REMUNERATION

	2025 Budget	2024 Estimate	2024 Budget
Cr Paul Miles			
Chairperson's Meeting Fees	17,139	-	-
Chairperson's Allowance	21,710	-	-
Meeting Fees	-	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	49,638	18,792	18,792
Cr Stephanie Proud JP			
Deputy Chairperson's Meeting Fees	11,430	-	-
Deputy Chairperson's Allowance	5,428	-	-
Allowances (ICT)	3,500	-	-
Travel Expenses	208	-	-
Conference Expenses	6,517	-	-
Other Expenses	564	-	-
	27,647	-	-
Cr Gary Mack			
Meeting Fees	11,430	-	-
Allowances (ICT)	3,500	-	-
Travel Expenses	208	-	-
Conference Expenses	6,517	-	-
Other Expenses	564	-	-
	22,219	-	-
Cr Christopher May			
Meeting Fees	11,430	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	18,792	18,792
Cr Albert Jacob			
Meeting Fees	11,430	-	-
Deputy Chairperson's Meeting Fees	-	11,000	11,000
Deputy Chairperson's Allowance	-	5,800	5,800
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	24,592	24,592

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Cr Andrea Creado			
Meeting Fees	11,430	-	-
Allowances (ICT)	3,500	-	-
Travel Expenses	208	-	-
Conference Expenses	6,517	-	-
Other Expenses	564	-	-
	22,219	-	-
Cr Joe Ferrante			
Meeting Fees	11,430	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	18,792	18,792
Cr Chris Hatton			
Meeting Fees	11,430	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	18,792	18,792
Cr Liam Gobbert JP			
Meeting Fees	11,430	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	18,792	18,792
Cr Alex Castle			
Meeting Fees	11,430	11,000	11,000
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	18,792	18,792
Cr Jordan Wright			
Meeting Fees	11,430	-	-
Allowances (ICT)	3,500	-	-
Travel Expenses	208	-	-
Conference Expenses	6,517	-	-
Other Expenses	564	-	-
	22,219	-	-

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Cr Karen Vernon			
Meeting Fees	11,430	-	-
Chairperson's Meeting Fees	-	16,500	16,500
Chairperson's Allowance	-	20,900	20,900
Allowances (ICT)	3,500	1,040	1,040
Travel Expenses	208	152	152
Conference Expenses	6,517	6,517	6,517
Other Expenses	564	83	83
	22,219	45,192	45,192
Cr Elizabeth Re			
Meeting Fees	-	11,000	11,000
Allowances (ICT)	-	1,040	1,040
Travel Expenses	-	152	152
Conference Expenses	-	6,517	6,517
Other Expenses	-	83	83
	-	18,792	18,792
Cr Frank Cvitan JP			
Meeting Fees	-	11,000	11,000
Allowances (ICT)	-	1,040	1,040
Travel Expenses	-	152	152
Conference Expenses	-	6,517	6,517
Other Expenses	-	83	83
	-	18,792	18,792
Cr Keri Shannon			
Meeting Fees	-	11,000	11,000
Allowances (ICT)	-	1,040	1,040
Travel Expenses	-	152	152
Conference Expenses	-	6,517	6,517
Other Expenses	-	83	83
	-	18,792	18,792
Cr Lisa Thornton			
Meeting Fees	-	11,000	11,000
Allowances (ICT)	-	1,040	1,040
Travel Expenses	-	152	152
Conference Expenses	-	6,517	6,517
Other Expenses	-	83	83
	-	18,792	18,792
Total Elected Member Remuneration	299,475	257,700	257,700
Chairperson's Meeting Fees	17,139	16,500	16,500
Member's Meeting Fees	125,730	121,000	121,000
Chairperson's Allowance	21,710	20,900	20,900
Deputy Chairperson's Allowance	5,428	5,800	5,800
Allowances (ICT)	42,000	12,480	12,480
Travel Expenses	2,496	1,824	1,824
Conference Expenses	78,204	78,204	78,204
Other Expenses	6,768	996	996
	299,475	257,700	257,700

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MANAGEMENT OPERATING BUDGETS 2024/25	2025 Budget	2024 Estimate	2024 Budget
	\$	\$	\$
OFFICE OF THE CEO			
EXPENSES			
Employee costs	(1,277,787)	(1,066,500)	(1,093,815)
Materials and contracts	(1,267,800)	(1,089,854)	(1,000,375)
Insurance	(119,030)	(98,000)	(98,000)
Depreciation	(109,368)	(93,318)	(116,047)
Other expenses	(306,090)	(265,700)	(266,084)
TOTAL EXPENDITURE	(3,080,075)	(2,613,373)	(2,574,321)
CORPORATE SERVICES			
REVENUE			
Profit on Sale of Asset	-	6,207	-
EXPENSES			
Employee costs	(1,857,463)	(1,338,032)	(1,299,390)
Materials and contracts	(1,188,390)	(1,099,628)	(919,318)
Insurance	(69,650)	(66,250)	(66,250)
Utility charges	(178,250)	(171,250)	(208,250)
Finance costs	(301,888)	(328,288)	(328,288)
Depreciation	(870,354)	(858,550)	(472,540)
Other expenses	(30,000)	(20,250)	(20,250)
TOTAL EXPENDITURE	(4,495,995)	(3,882,248)	(3,314,286)
NET	(4,495,995)	(3,876,041)	(3,314,286)
OPERATIONS			
REVENUE			
Non-operating grants	-	50,000	50,000
Profit on Sale of Asset	527,550	287,682	1,000
	527,550	337,682	51,000.00
EXPENSES			
Employee costs	(3,644,740)	(3,132,148)	(3,096,884)
Materials and contracts	(16,361,048)	(16,524,418)	(16,475,715)
Insurance	(476,420)	(455,950)	(455,950)
Utility charges	(640,000)	(629,200)	(510,000)
Finance costs	(738,287)	(768,835)	(768,835)
Depreciation	(6,082,598)	(5,388,157)	(5,308,196)
Amortisation	(2,119,200)	(2,119,202)	(4,954,196)
Other expenses	(52,070)	(75,785)	(385,372)
TOTAL EXPENDITURE	(30,114,363)	(29,093,695)	(31,955,148)
NET	(29,586,813)	(28,756,013)	(31,904,148)
GENERAL FUNDS			
REVENUE			
Fees and charges	39,982,586	32,301,626	32,032,723
Grants, subsidies and contributions	4,364,356	4,656,518	4,656,518
Interest earnings	2,984,150	2,692,822	1,659,800
Other income	1,081,556	1,081,000	895,000
	48,412,648	40,731,966	39,244,041
EXPENSES			
Materials and contracts	(9,476,762)	-	-
	(9,476,762)	-	-
NET	38,935,886	40,731,966	39,244,041

FEES AND CHARGES

Member Charges

The following fees and charges are exclusive of goods and services tax (GST).

Landfill	2025	2025	2025	2024	2024
	Budget	Budget	Budget	Estimate	Budget
	Tonnes	Rate \$/t	Revenue \$	Revenue \$	Revenue \$
City of Perth	3,629	183.00	664,144	2,042,071	1,884,782
City of Wanneroo	55,000	183.00	10,065,000	8,759,336	8,757,751
City of Joondalup	33,600	183.00	6,148,800	5,067,171	5,073,600
City of Stirling	15,476	183.00	2,832,060	8,370,577	7,974,008
Town of Cambridge	1,063	183.00	194,504	885,766	787,616
City of Vincent	1,430	183.00	261,654	828,738	830,500
Town of Victoria Park	2,711	183.00	496,149	1,601,433	1,268,400
Landfill Member Fees & Charges	112,909	183.00	20,662,312	27,555,093	26,576,657

Waste to Energy	2025	2025	2025	2024	2024
	Budget	Budget	Budget	Estimate	Budget
	Tonnes	Rate \$/t	Revenue \$	Revenue \$	Revenue \$
City of Perth	11,129	183.00	2,036,570	-	1,884,782
City of Wanneroo	-	183.00	-	-	8,757,751
City of Joondalup	-	183.00	-	-	5,073,600
City of Stirling	41,689	183.00	7,629,135	-	7,974,008
Town of Cambridge	3,237	183.00	592,396	-	787,616
City of Vincent	4,070	183.00	744,846	-	830,500
Town of Victoria Park	7,909	183.00	1,447,311	-	1,268,400
Waste to Energy Member Fees & Charges	68,034	183.00	12,450,257	-	26,576,657

Member Fees & Charges	180,943	183.00	33,112,569	27,555,093	26,576,657
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FEES AND CHARGES SCHEDULE 2024/25

The following fees and charges are inclusive of goods and services tax (GST).

	2024 / 2025 Fees & Charges \$	2024 Budget \$
NON - MEMBER COUNCIL CHARGES		
GENERAL ENTRY		
1. Minimum entry to site (up to 100 kgs)	\$ 27.50	\$ 23.65
2. General waste – price per tonne	\$ 275.00	\$ 236.50
OTHER FEES & CHARGES		
3. Asbestos – (Up to 100 kgs)	\$ 30.25	\$ -
4. Asbestos – per tonne	\$ 302.50	\$ 275.00
5. Tyres – per tyre	\$ 27.50	\$ 25.00
6. Mattresses – per item (MRC site)	\$ 36.30	\$ 33.00
7. Small animals – per animal	\$ 20.90	\$ 19.00
8. Large animals – per animal	\$ 41.80	\$ 38.00
9. Controlled waste – per tonne	\$ 264.00	\$ 240.00
10. Lightweight bulk material – per cubic metre	\$ 96.00	\$ 80.00
11. Special burials – per 5 cubic metres	\$ 291.50	\$ 265.00
12. Odorous loads – per tonne	\$ 344.50	\$ 265.00
13. Car gas cylinders/industrial gas cylinders – per item	\$ 71.50	\$ 65.00
14. Fluorescent tubes – commercial loads – per item	\$ 0.63	\$ 0.55
15. Clean green waste – (Up to 100 kgs)	\$ 27.50	\$ -
16. Clean green waste – per tonne	\$ 138.00	\$ 120.00
17. Wooden Pallet Disposal (Each / Per Item)	\$ 5.00	\$ -
18. BULK Cleanfill Disposal Charge (Mixed Sand/Soil blends (Rocks & stones <150mm)	Price on Application (POA)	\$ -
19. Rock, Stone, Asphalt, Pavers, Concrete (Construction & Demolition Mat - min (up to 100 kgs)	\$ 27.50	\$ -
20. Rock, Stone, Asphalt, Pavers, Concrete (Construction & Demolition Materials (>150mm)- per tonne	\$ 110.00	\$ -
21. Replacement of Driver Control Station cards	\$ 72.00	\$ 60.00
22. Replacement of gate access remotes	\$ 240.00	\$ 160.00
23. Tipping with no payment (drive-aways)	\$ 120.00	\$ 100.00
24. Clean up charge (per half hour) plus any 3rd party costs	\$ 180.00	\$ 150.00
25. Waste Relocation Charge	\$ 250.00	\$ -
26. Uncompacted waste – per axle	\$ 84.50	\$ 65.00
27. Compacted waste – per axle	\$ 143.00	\$ 110.00
28. Weighbridge Docket Reprint	\$ 10.00	\$ -
29. Weigh Only Service (Certificated)	\$ 35.00	\$ -
30. Contractor Diesel Supply Charge (API + 10%)	Price on Application (POA)	\$ -
31. Truck Wash Down Bay Service Charge	\$ 40.00	\$ -
MEMBER - OTHER CHARGES		
1. Mattresses – per item (MRC site)	\$ 36.30	\$ 33.00
2. Mattresses - per item (Off MRC site)	Contract Price + 5% Admin Fee	\$ -

SCHEDULE 1: MODIFIED PENALTIES

SCHEDULE 1 – MODIFIED PENALTIES including GST	
ITEM 1 – Clause 7(4)(a)(b) - Enter the site or any part of the site that is closed or drive a vehicle on a road, track or path that is closed.	\$100.00
ITEM 2 – Clause 8 – Enter the site other than through an entrance without permission.	\$100.00
ITEM 3 – Clause 11(1)(a) – Park a vehicle, or cause to permit it to be parked on the site without permission in a place, other than a parking area, that is off a carriageway.	\$100.00
ITEM 4 – Clause 11(1)(b) – Park a vehicle, or cause or permit it to be parked on the site without permission on part of a carriageway, if the parking of vehicles on that part of the carriageway is prohibited by a traffic sign.	\$100.00
ITEM 5 – Clause 11(1)(c) - Park a vehicle, or cause or permit it to be parked, on the site without permission during a period when the person is not the site, whether or not the vehicle is parked in a parking area.	\$100.00
ITEM 6 – Clause 11(1)(d) - Park a vehicle, or cause or permit it to be parked, on the site without permission in a place that is marked with parking bays, unless it is entirely within the confines of a parking bay.	\$100.00
ITEM 7 – Clause 11(1)(e) - Park a vehicle or vehicles in an area designated for a person or persons with a disability, unless the person or persons with the disability is the driver of, or a passenger in, the vehicle and an disability permit is displayed in a prominent position on the vehicle.	\$100.00
ITEM 8 – Clause 13(2) - Damage, destroy or take away flora with permission.	\$100.00
ITEM 9 – Clause 14(2) – Injure, take or interfere with any fauna without permission.	\$100.00
ITEM 10 – Clause 15(d) - Damage, destroy or take cultural sensitive items.	\$100.00
ITEM 11 – Clause 16(1) - Deposit litter other than in a litter receptacle.	\$100.00
ITEM 12 – Clause 16(d) - Environmental Contamination, discharge liquids/rubbish to the environmental that cause, or are known to cause contamination to the soil, water and/or air.	\$100.00
ITEM 13 – Clause 20(a) - Place any notice, advertisement or document on any structure, object or natural surface on the site without permission.	\$100.00
ITEM 14 – Clause 20(b) - Paint, mark or deface any structure, object or natural surface on the site without permission.	\$100.00
ITEM 15 – Clause 21 – Light a fire (minor impact, managed on site) or use a gas barbecue or other cooker without permission.	\$100.00
ITEM 16 – Clause 21 – Light a fire – (significant impact e.g. call of DFES).	\$100.00
ITEM 17 – Clause 24(1) – Disturb or remove property from the site without permission.	\$100.00
ITEM 18 – Clause 27(1)(2) – Fail to comply with a sign and direction.	\$100.00
ITEM 19 – Clause 27(1)(2) – Disposing waste without payment of fee or charge.	\$100.00

**ATTACHMENT 2
DRAFT LONG TERM FINANCIAL PLAN**

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MINDARIE REGIONAL COUNCIL

LONG TERM FINANCIAL PLAN

2024/25 – 2031/32

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Our Vision

Collaborating for a regional Circular Economy

Our Mission

To deliver sustainable waste management options for members

Acknowledgement of Country

The Mindarie Regional Council acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land. We acknowledge and respect their continuing culture and the contributions made to the life of this region.



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The Mindarie Regional Council

The Mindarie Regional Council (MRC) is a regional local government which was constituted under the Local Government Act 1960 (LG Act 1960), in 1987.

In 1981, the Cities of Perth and Stirling and the Shire of Wanneroo jointly acquired 432 hectares of land at Lot 17 Marmion Avenue, Mindarie as a suitable future site for the development of a landfill for the disposal of the region's waste materials.

The MRC was established as the vehicle which would manage the disposal of those member councils' waste materials, and approval for the development of a landfill and associated infrastructure on 251 hectares of the land bought previously was received from the Environmental Protection Authority in 1990.

That 251 hectares within Lot 17 and fronting Marmion Avenue became the subject of a lease to the MRC at that time, with the owners retaining possession of the balance of the land. The leased area was entitled "Tamala Park" and developed as a landfill, which first received waste from the City of Perth and Shire of Wanneroo in 1991.

Since that time the Towns of Cambridge, Victoria Park and Vincent (formed through a restructure of the City of Perth in 1996) commenced disposal at site, and the Cities of Stirling and Joondalup commenced disposal in 1999.

Any reference to member council means a constituent municipality whose district is included in the regional district of the MRC

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Integrated Planning Framework

The Asset Management Plan 2023-2032 (AMP) is an informing strategy within the Integrated Planning Framework (IPF). The purpose of this AMP is to identify and determine the ongoing management of the existing land, infrastructure, buildings, plant and machinery and vehicles, equipment and information systems associated with each of the MRC sites, to deliver the outcomes stated in the MRC's Corporate Business Plan 2023 – 2027 (CBP).

The AMP is based upon the MRC's Strategic Community Plan 2023 – 2032 (SCP). Aligning the AMP needs around the MRC's service delivery, future endorsed projects and initiatives and the asset life cycle will ensure asset needs are met as service and project requirements change.

This AMP will be reviewed annually to make necessary changes in order to ensure continuity and compliance with the requirements under the existing IPF.

The chart below represents the relationships between the Strategic Community Plan, Corporate Plan, Long term Financial Plan, the Annual Budget and other informing plans including this AMP.



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The Long-Term Financial Plan

The Long-Term Financial Plan (LTFP) is a planning tool developed to estimate the financial effect of the activities/services the Mindarie Regional Council (MRC) proposes to undertake over the longer term to achieve its strategic objectives. It ensures the MRC is optimising its resource allocation and maximising its benefit to its members and the general public. Such a document will safeguard the MRC's financial assets through control of its capital investments, as well as its revenue and expenditure, and enforce accountability through transparency of future decisions. It is a dynamic tool encompassing both its operating activities and capital outlays over the 10-year period. Price and growth drivers are used to ensure the LTFP is in line with industry wide assumptions and the future social and economic environment.

The financial information in the LTFP is based on the best available information at the time of writing the report and will be subject to changes throughout the year as more current market data is released.

Federal Government 2024/25 Budget

"Australia is not immune from global developments and the combination of moderating but high inflation and higher interest rates have resulted in lower growth over the past year. Real GDP is forecast to grow by 1¾ per cent in 2023–24. The Australian economy is well placed to navigate these economic challenges, with moderating inflation, a resilient labour market, a return to annual real wage growth and a solid pipeline of business investment.

Although inflation remains elevated, it has moderated substantially and is now less than half of its peak in 2022.

Nominal wage growth has picked up and is growing at its fastest rate in nearly 15 years. The moderation in inflation and pick up in wage growth have contributed to an improvement in real wages. Real wages have risen for three consecutive quarters and returned to annual growth at the end of 2023, which is earlier than previously forecast. Real wages are expected to rise further and grow by ½ per cent through-the-year to the June quarter 2024."

Source: 2024/25 Federal Budget - Statement 2: Economic Outlook

State Government Budget 2024/25

"Notwithstanding strength in the domestic economy, total economic growth (Gross State Product or GSP) is expected to slow to 1.75% in 2023-24 and to 2% in 2024-25 following growth of 3.5% in 2022-23 – a nine-year high. This reflects subdued growth in the external sector, with resource producers operating at close to capacity, agricultural exports normalising after a record harvest in 2022-23, and goods imports picking up in support of business investment. In addition, a gradual return to pre-pandemic international travel patterns (with more Western Australians travelling overseas) is also expected to detract from net exports.

As employment growth moderates, the unemployment rate is forecast to lift slightly to 4% in 2024-25, from 3.75% in 2023-24. In the outyears, the unemployment rate is expected to slowly rise as labour demand is outpaced by additions to labour supply, reaching 4.75% by 2027-28. This remains well below the long-run average unemployment rate of 6%.

Western Australia's Wage Price Index (WPI) grew by 4.7% in year-ended terms to December 2023 – the strongest rate of growth since June 2012. The combination of rising wages and slowing inflation has seen real wage growth return to positive territory. A situation that is forecast to be maintained across the forward estimates period."

Source 2024/25 Budget - Economic and Fiscal Outlook - Budget Paper No. 3 Table 1

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Inflation as portrayed in the movements in the Consumer Price Index will be the focus in the community in the coming year. The Reserve Bank's efforts in trying to slow consumer consumption through interest rates has not had the desired outcome.

The financial model uses the economic forecasts included in the State and Federal Budgets. It should be noted that both Federal and State forecasts changed their respective growth and cost indicators provided for the 2024/25 Budgets.

FORWARD ESTIMATES					
FEDERAL GOVERNMENT					
Federal Budget 2024/25	2023/24	2024/25	2025/26	2026/27	2027/28
Real gross domestic product	1.75%	2.00%	2.25%	2.50%	2.75%
Consumer Price Index	3.50%	2.75%	2.75%	2.50%	2.50%
Wage price index	4.00%	3.25%	3.25%	3.50%	3.50%
Unemployment rate	4.00%	4.50%	4.50%	4.50%	4.25%
<i>2024/25 Federal Budget - Statement 2: Economic Outlook - Table 1: Domestic economy forecasts</i>					

STATE GOVERNMENT					
State Budget 2024/25	2023/24	2024/25	2025/26	2026/27	2027/28
Gross State Product	1.75%	2.00%	2.00%	2.25%	2.25%
Consumer Price Index	4.00%	3.00%	2.50%	2.50%	2.50%
Wage Price Index	4.25%	3.75%	3.50%	3.00%	3.00%
Unemployment Rate	3.75%	4.00%	4.25%	4.50%	4.75%
Population	2.80%	1.80%	1.70%	1.70%	1.70%
<i>2024/25 Budget - Economic And Fiscal Outlook - Budget Paper No. 3 Table 1</i>					

Forward Estimates

Price Drivers

Preliminary Key Price Drivers applied are shown below.

Economic Assumptions									
Price Drivers	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
Consumer Price Index Australia	2.8%	2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Consumer Price Index Perth	3.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
WALGA - Local Government Cost Index	3.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Wage Price Index	3.3%	3.3%	3.5%	3.5%	3.4%	3.4%	3.4%	3.4%	3.4%
Wage Price Index WA	3.8%	3.5%	3.0%	3.0%	3.3%	3.2%	3.1%	3.2%	3.2%
Population Australia	1.6%	1.5%	1.4%	1.3%	1.3%	1.2%	1.1%	1.1%	1.1%
Population WA	1.7%	1.6%	1.6%	1.2%	1.1%	1.1%	1.0%	1.0%	1.0%
Population - Mandarie Regional Council	1.6%	1.5%	1.3%	1.2%	1.2%	1.1%	1.0%	1.0%	1.0%
NATIONAL ECONOMIC AND SOCIAL INDICATORS									
Gross Domestic Product (GDP)	2.0%	2.3%	2.5%	2.8%	2.4%	2.5%	2.5%	2.5%	2.5%
Gross State Product WA	2.0%	2.0%	2.3%	2.3%	2.1%	2.2%	2.2%	2.2%	2.2%
Unemployment Australia	4.5%	4.5%	4.5%	4.3%	4.4%	4.4%	4.4%	4.4%	4.4%
Unemployment Western Australia	4.0%	4.3%	4.5%	4.8%	4.4%	4.5%	4.5%	4.5%	4.5%
OTHER PRICE DRIVERS									
Workers Compensation Insurance	3.3%	3.3%	3.5%	3.5%	3.4%	3.4%	3.5%	3.4%	3.4%
INTEREST RATES - BORROWING and EARNINGS									
RBA Cash Management Rate	3.4%	3.3%	3.1%	3.1%	3.2%	3.2%	3.1%	3.2%	3.2%
1 Month Banks' term deposits (\$10 000)	3.1%	3.0%	2.8%	2.8%	2.9%	2.9%	2.9%	2.9%	2.9%
3 months Banks' term deposits (\$10 000)	4.3%	4.1%	3.9%	3.9%	4.0%	4.0%	3.9%	4.0%	4.0%

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Exclusions

There are projects and facilities from the Council adopted Strategic Community Plan (SCP) that are not sufficiently detailed at this stage and therefore are not included in these estimates. They will be incorporated into future plans once transparency around timing, revenue, expenditure and capital is known.

These include -

- Details of the full potential liability for site mitigation post the closure of the landfill cell,
- Potential ongoing costs for site maintenance post closure,
- The extent of staff terminations post closure of landfill site,
- Options for the Resource Recovery Facility (RRF),
- Alternative revenue streams from the Tamala Park site,
- Potential waste initiatives and other revenue generating options subject to Council endorsement.

The Corporate Business Plan (CBP) identifies a number of strategic activities to be complied in the next two years. These activities will identify the extent of the Council's financial obligations going forward.

Financial risks

These estimates are sensitive to movements on price and supply chain issues. The current rising inflation and upward moving of interest rates means the impact of price and interest drivers is far greater on upward movements, as opposed to reductions. These potential rapid upward movements create a financial risk to the MRC and the projects in these estimates.

These estimates have a negative impact arising from prices movements however, the impact of the overall position is negated as many revenue streams use CPI as the determination of increases which offsets the downside on costs. It is considered that price movements will be more volatile than interest rates.

Many of the potential projects which at this stage cannot be quantified pose a substantial financial risk to the MRC. Caution should be exercised in reducing funds from the MRC which would be required to fund a number of projects, which at this stage are excluded from these estimates. This would also ensure members do not make further contributions.

Long Term Forecasts

These estimates reflect a high-level forecast based on the 2024/25 budget and extrapolated in future years using the economic and known useful life assumptions.

Financial Strategies and Principles

The forecasts assist the MRS's SCP by advising the financial capabilities of the MRC to deliver infrastructure and services to the member's and the general public. The CBP assists in the realisation of the MRC's vision in the medium term; it details the actions, services, operations and projects the MRC will deliver within a five-year period.

Other critical informing strategies associated with this LTFP are the Asset Management and Workforce Plans.

These estimates underpin the following principles:

- Continuous improvement in the financial capacity and sustainability of the MRC through:
 - Strengthening results to ensure long term financial sustainability.
 - No use of debt
 - Accumulate funds to meet cash flow demands.
- The maintenance of a fair and equitable fee structure.

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- Maintaining or improving service level standards.
- Maintenance of cash reserves for future commitments.
- Maintaining/increasing funding for asset maintenance and renewal.
- Fees and charges are determined upon an equitable basis. A key element of the financial strategy is to achieve a lower gate fee and to minimise the financial burden placed on members whilst also maintaining tight control of costs so as to achieve zero deficit year on year.

These estimates draw out issues associated with the volume of funds required to balance budgets in future years and the financial structure arising from those estimates.

Basis of Preparation

Base premise

- Land lease expires in 2031/32,
- Land fill operations are estimated to conclude in 2027/28,
- No decision has been made as to the post closure strategies, both landfill and lease at this stage,
- No estimates are available for the site rehabilitation.

Operating Revenues

Operating grants/subsidies/contributions

This revenue represents the cost recovery from members for administration costs incurred by the MRC. An offset in determining these charges is the interest earning on "municipal funds". These charges are materially reduced with the termination of the landfill site as at 2027/28.

Fees and Charges

Non-member tipping fees are estimated to conclude in 2027/28. However, it is expected that revenue from waste to energy, the processing of mattresses and other recyclable material, both members and the general public, will continue through to 2031/32.

Gas generation services

It is anticipated the current arrangements will continue through to 2031/32.

Interest earnings

Non reserve interest projections are dependent on the level of unrestricted cash and cash equivalents/other financial assets. At this stage these are maintained until 2031/32. These returns are to offset against cost in order to reduce member contributions.

Other Revenue

These revenues relate to LGIS Dividend/Insurance Rebate and Diesel Fuel Rebate. These revenues will reduce as the site is diminished.

Operating Expenditures

Employee costs

Costs post the site closure are expected to diminish 2028/29 towards the end of the existing lease. The estimates are constructed on the basis the operation will winddown by 2031/32.

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Material and Contracts

A number of costs will be incurred post 2027/28 relating to recycling, waste to energy, site rehabilitation and overhead costs on administration.

Utilities, Insurance, Other expenses

These costs will continue through to 2031/32.

Depreciation/Amortisation

Depreciation expenses will continue on the asst base through to 2031/32. Amortisation of the landfill site will conclude in 2028/29. At this stage estimates have not been included impaired assets arising from the change in operations over the period of the plan.

Finance/borrowing costs

This amount relates to the unwinding portion of rehabilitation provision over the period of the plan.

Net current assets

The overall financial position is usually reflected in the net current assets reported in the annual financial report. This is usually referred to as the annual surplus/(deficit) as it arises from all of the financial transactions of the MRC in any one financial year. That end result includes funds raised in the year that are not applied and carried forward (both operating and capital) into the next budget.

Subject these activities it is recommended that the Council act conservatively and defer any decision on the surplus allocation for the near future. This will ensure the Council has sufficient funds and will not be required to seek funding from the members.

Financial Statements

The following Financial Statements have been prepared for the ten years covered in this LTFP. These estimates have been prepared on the basis of the assumptions addressed previously in this document.

Statement of Comprehensive Income by Nature

Identifies the inputs by nature of the revenue or expense. Descriptions are defined by Regulation under the Local Government Act WA 1995.

The Statement of Comprehensive Income is prepared on an accrual basis. This process recognises income as it is earned and expenses as they are incurred. In addition, it makes adjustments for unearned income, credit sales, pre-payments, accrued expenses and non-cash provisions (i.e. depreciation and leave entitlements). This method provides a more accurate reflection of the transactions which actually occurred during the accounting period and is a better reflection of the actual business activities undertaken by the MRC. Depreciation, which is an expense charged in the Statement of Comprehensive Income, reflects the value of capital assets consumed during the accounting period.

Statement of Financial Activity

This statement summarises the operating, capital, debt and reserves transactions. It utilises the same reporting procedures required formulating the MRC's Annual Budget under the Local Government Act WA 1995. The plan identifies the funds necessary to balance the budget in each financial year through the collection of gate fees.

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Statement of Financial Position (Balance Sheet)

The purpose of the Statement of Financial Position is to provide a "snap-shot" of the overall financial position of the MRC. This statement is constructed according to well defined accounting principles which are embodied in the Australian Accounting Standards. The ratepayer equity in the MRC can be calculated by deducting total liabilities from total assets.

The Statement discloses transactions as current and non-current assets, and current and non-current liabilities and equity.

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Statement of Comprehensive Income

STATEMENT of COMPREHENSIVE INCOME								Indexed values
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$	\$	\$	\$	\$	\$	\$	\$
Revenues								
Operating grants/subsidies/contribu	4,364,356	3,938,900	4,096,500	4,219,400	2,953,600	3,048,100	3,143,500	3,242,800
Fees and Charges	39,982,586	40,849,060	41,746,394	42,675,622	34,117,590	34,715,370	35,326,870	35,952,440
Gas generation services	800,000	820,100	840,600	861,700	883,200	905,300	927,900	951,100
Interest earnings	2,984,150	2,981,400	2,802,300	3,026,000	3,366,000	3,355,400	3,234,100	3,254,500
Other Revenue	281,556	281,500	281,500	281,500	28,200	28,200	28,200	28,200
Operating Revenue	48,412,648	48,870,960	49,767,294	51,064,222	41,348,590	42,052,370	42,660,570	43,429,040
Expenses								
Employee costs	(6,779,990)	(6,968,400)	(7,157,400)	(7,342,900)	(4,879,500)	(5,005,300)	(5,134,200)	(5,266,300)
Material and Contracts	(28,294,000)	(28,489,325)	(29,271,757)	(30,080,409)	(31,338,107)	(32,560,229)	(33,835,418)	(35,167,860)
Utilities (gas elect water)	(818,250)	(838,700)	(859,600)	(881,100)	(903,100)	(925,600)	(948,800)	(972,500)
Depreciation	(7,062,320)	(7,171,490)	(7,296,790)	(7,202,190)	(6,876,190)	(6,494,590)	(6,410,290)	(6,157,846)
Amortisation	(2,119,200)	(2,582,500)	(2,561,500)	(3,058,200)	-	-	-	-
Insurance	(665,100)	(683,500)	(700,600)	(718,100)	(507,800)	(520,400)	(533,300)	(546,400)
Finance/borrowing costs	(1,040,175)	(761,626)	(706,826)	(651,069)	(594,260)	(536,297)	(402,187)	(107,498)
Other expenses	(371,090)	(308,300)	(315,300)	(322,500)	(305,300)	(312,800)	(320,500)	(328,400)
Operating Expenses	(47,150,125)	(47,803,841)	(48,869,773)	(50,256,468)	(45,404,257)	(46,355,216)	(47,584,695)	(48,546,804)
Profit(Loss) - normal operations	1,262,523	1,067,119	897,521	807,754	(4,055,667)	(4,302,846)	(4,924,125)	(5,117,764)
Other								
Profit on asset disposals	527,550	-	-	-	-	-	-	-
Loss on asset disposals	(17,070)	-	-	-	-	-	-	-
	510,480	-	-	-	-	-	-	-
Total comprehensive income	1,773,003	1,067,119	897,521	807,754	(4,055,667)	(4,302,846)	(4,924,125)	(5,117,764)

This statement is to be read in conjunction with the accompanying notes.

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Statement of Financial Activity

STATEMENT of FINANCIAL ACTIVITY	Indexed values							
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$	\$	\$	\$	\$	\$	\$	\$
Revenues								
Operating grants/subsidies/contribut	4,364,356	3,938,900	4,096,500	4,219,400	2,953,600	3,048,100	3,143,500	3,242,800
Fees and Charges	39,982,586	40,849,060	41,746,394	42,675,622	34,117,590	34,715,370	35,326,870	35,952,440
Gas generation services	800,000	820,100	840,600	861,700	883,200	905,300	927,900	951,100
Interest earnings	2,984,150	2,981,400	2,802,300	3,026,000	3,366,000	3,355,400	3,234,100	3,254,500
Profit on asset disposals	527,550	-	-	-	-	-	-	-
Other Revenue	281,556	281,500	281,500	281,500	28,200	28,200	28,200	28,200
Revenues	48,940,198	48,870,960	49,767,294	51,064,222	41,348,590	42,052,370	42,660,570	43,429,040
Expenses								
Employee costs	(6,779,990)	(6,968,400)	(7,157,400)	(7,342,900)	(4,879,500)	(5,005,300)	(5,134,200)	(5,266,300)
Material and Contracts	(28,294,000)	(28,489,325)	(29,271,757)	(30,080,409)	(31,338,107)	(32,560,229)	(33,835,418)	(35,167,860)
Utilities (gas elect water)	(818,250)	(838,700)	(859,600)	(881,100)	(903,100)	(925,600)	(948,800)	(972,500)
Depreciation	(7,062,320)	(7,171,490)	(7,296,790)	(7,202,190)	(6,876,190)	(6,494,590)	(6,410,290)	(6,157,846)
Amortisation	(2,119,200)	(2,582,500)	(2,561,500)	(3,058,200)	-	-	-	-
Insurance	(665,100)	(683,500)	(700,600)	(718,100)	(507,800)	(520,400)	(533,300)	(546,400)
Finance/borrowing costs	(1,040,175)	(761,626)	(706,826)	(651,069)	(594,260)	(536,297)	(402,187)	(107,498)
Loss on asset disposals	(17,070)	-	-	-	-	-	-	-
Other expenses	(371,090)	(308,300)	(315,300)	(322,500)	(305,300)	(312,800)	(320,500)	(328,400)
Expenses	(47,167,195)	(47,803,841)	(48,869,773)	(50,256,468)	(45,404,257)	(46,355,216)	(47,584,695)	(48,546,804)
Net	1,773,003	1,067,119	897,521	807,754	(4,055,667)	(4,302,846)	(4,924,125)	(5,117,764)
Movement in Non Cash Assets/Liabili	10,783,889	10,288,536	10,374,026	10,757,979	7,356,270	6,957,777	6,782,277	6,265,344
	12,556,892	11,355,655	11,271,547	11,565,733	3,300,603	2,654,931	1,858,152	1,147,580
Capital Transactions								
Proceeds from Sale of Non-Current A	1,370,000	309,495	240,395	108,917	2,749,600	155,663	-	-
Outlays on Property Plant & Equipme	(4,163,366)	(3,113,840)	(1,002,424)	(1,239,456)	(613,129)	(848,001)	(69,792)	-
Outlays on Infrastructure	(11,542,030)	(8,970,000)	(3,850,000)	(4,290,000)	(1,040,000)	(4,500,000)	(320,000)	(45,000)
Net Capital	(14,335,396)	(11,774,345)	(4,612,029)	(5,420,539)	1,096,471	(5,192,338)	(389,792)	(45,000)
Reserve/Trust Transactions								
Transfers (to) Reserves	(8,054,124)	(9,745,995)	(7,579,795)	(6,524,817)	(9,218,500)	(2,031,763)	(1,675,100)	(1,614,800)
Transfers from Reserves	7,808,366	12,027,447	4,852,424	5,529,456	1,653,129	5,348,001	389,792	45,000
Net Transfers (to)/From Reserves	(245,758)	2,281,452	(2,727,371)	(995,361)	(7,565,371)	3,316,238	(1,285,308)	(1,569,800)
Debt Management								
Payment of leases liabilities	(665,840)	(953,742)	(719,780)	(752,170)	(786,018)	(821,389)	(858,351)	(603,930)
Net Debt	(665,840)	(953,742)	(719,780)	(752,170)	(786,018)	(821,389)	(858,351)	(603,930)
Net Current Assets								
1 July Surplus/(Deficit)	49,252,468	46,562,366	47,471,386	50,683,753	55,081,416	51,127,101	51,084,543	50,409,244
LESS 30 June Surplus/(Deficit)	46,562,366	47,471,386	50,683,753	55,081,416	51,127,101	51,084,543	50,409,244	49,338,094
Movement in Net Current Assets	2,690,102	(909,020)	(3,212,367)	(4,397,663)	3,954,315	42,558	675,299	1,071,150
Budget (Deficit)/Surplus	-	-	-	-	-	-	-	-

This statement is to be read in conjunction with the accompanying notes.

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Capital Budgets (current values)

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Buildings								
Administration Office								
Administration Office	105,000	-	-	-	-	300,000	-	-
Master Distribution Board Upgrade	150,000	-	-	-	-	-	-	-
Recycling								
Roof Extension Works	15,000	-	-	-	-	-	-	-
Recycling Facility Upgrade	-	55,000	-	-	-	-	-	-
Workshop								
Building Improvements	10,000	-	-	150,000	-	-	-	-
New facility	-	85,000	-	-	-	-	-	-
Plant and Equipment								
Equipment								
2 way radios	6,500	15,000	-	-	-	15,000	-	-
Air Well Leachate Extraction Pumps	60,000	-	-	-	-	-	-	-
Cardboard compactors	-	380,000	-	-	-	-	-	-
Odour monitoring units / control	80,000	-	-	-	85,000	-	-	-
Information Technology								
New CCTV cameras (all site CCTV)	-	-	-	125,000	-	-	-	-
Point to point Telemetry & Data System	-	-	-	25,000	-	-	-	-
Plant and vehicles								
Hino Bin Truck - 1EAS815	390,000	-	-	-	-	-	-	-
Toyota - Forklift	-	75,000	-	-	-	-	-	-
Compressor/Generator	-	-	-	55,000	-	-	-	-
ISUZU Fire truck (1GCY662)	-	345,000	-	-	-	-	-	-
Ford Ranger 1GDD017 (Enviro Ute)	-	42,000	-	-	-	-	-	-
CAT forklift 2.5t	85,000	-	-	-	-	-	-	-
ISUZU Bin Truck - 1GJE586	-	-	350,000	-	-	-	-	-
EPS compactor	-	60,000	-	-	-	-	-	-
Komatsu Excavator 2018-C22211	385,000	-	-	-	-	-	-	-
Komatsu Dump Truck HM300-5	-	590,000	-	-	-	-	-	-
Komatsu Loader 8 Wheel WA470	-	550,000	-	-	-	-	-	-
Komatsu Loader 8 Wheel WA470	-	550,000	-	-	-	-	-	-

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	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Plant and vehicles								
Ford Ranger Fire Ute 1GVV808	-	-	-	-	55,000	-	-	-
Caterpillar2.5T Forklift	-	80,000	-	-	-	-	-	-
Kubota Sv175-2Cw Track Loader - Skid Steer	12,000	-	-	260,000	-	-	-	-
Landfill compactor	1,500,000	-	-	-	-	-	-	-
Hyundai Palisade 7S Elite - 1HKV031 (CE)	-	-	87,500	-	-	90,000	-	-
Ford Ranger XLS 2021 1HMD978 (OPS Ex)	-	-	82,500	-	-	86,500	-	-
Ford Ranger 2021 2.2L 1HNE625 (FIRE-UT)	-	-	55,000	-	-	-	-	-
Ford Ranger 2021 3.2L- 1HNE639 (Works)	-	-	55,000	-	-	-	-	-
Ford Ranger 2021 2.2L 1HNE641 (Enviro L)	-	-	55,000	-	-	-	-	-
Ford Ranger 2021 XL 4x4 1HNE640 (Groun	-	-	55,000	-	-	-	-	-
Isuzu Bin Truck (1HPY415)	-	-	-	375,000	-	-	-	-
Toyota Fortuner 2022 Reg 1HNF371 (DCS	-	-	82,500	-	-	86,500	-	-
Takeuchi Skid Steer Loader T110V2 (2022	245,000	-	-	-	275,000	-	-	-
Skid Steer Bucket Replacements x 3	60,000	-	60,000	-	-	-	60,000	-
Hook lift bins	-	37,000	-	-	-	-	-	-
Double Axle trailer	15,000	-	-	-	-	-	-	-
New Slow Speed Shredder/Crusher	800,000	-	-	-	120,000	-	-	-
Furniture and equipment								
CCTV cameras/equipment	10,000	10,000	10,000	10,000	10,000	10,000	-	-
DCS Replacements	30,000	-	-	-	-	50,000	-	-
IT Systems Review	-	-	50,000	-	-	-	-	-
Replacement Laptop Computers	27,000	10,000	10,000	10,000	10,000	-	-	-
SAN Replacements	-	150,000	-	-	-	-	-	-
Server Replacements	-	-	-	-	-	125,000	-	-
UPS Replacements	-	-	-	150,000	-	-	-	-
Weighbridge Software Upgrade	150,000	-	-	-	-	-	-	-
Wi-Fi Access Point Replacements	27,866	-	-	-	-	20,000	-	-

Continued

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Continued

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Landfill infrastructure								
Footpaths	10,000	-	-	-	-	-	-	-
Capping and revegetation of western ba	5,395,426	4,950,000	-	4,125,000	850,000	4,200,000	-	-
Installation of Piggy Back Liner	3,631,235	-	-	-	-	-	-	-
Leachate Processing Infrastructure	1,683,369	3,850,000	3,850,000	120,000	-	-	-	-
Rehabilitation Works	-	-	-	-	190,000	300,000	320,000	-
Asphalt Hardstand extension works	35,000	-	-	-	-	-	-	-
Transfer Station - Tamala Park								
Building Extensions	65,000	-	-	-	-	-	-	-
Design and Master Plan Works	200,000	-	-	-	-	-	-	-
Facility Signage Upgrade	14,000	-	-	-	-	-	-	-
Fixed Lighting Towers	30,000	-	-	-	-	-	-	-
Leachate Extraction Well Stage2 Phase 2	150,000	-	-	-	-	-	-	-
Leachate Holding Tanks and Pump Static	190,000	-	-	-	-	-	-	-
Line Marking	18,000	-	-	45,000	-	-	-	45,000
Monitoring bores - Marmion Avenue x4	55,000	-	-	-	-	-	-	-
New Facility	-	45,000	-	-	-	-	-	-
Waste Water Treatment Replacement (\	65,000	-	-	-	-	-	-	-
Wheel and Body Wash Drive through sta	-	125,000	-	-	-	-	-	-
	15,705,396	12,004,000	4,802,500	5,450,000	1,595,000	5,283,000	380,000	45,000

	Current values							
Asset Class	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Buildings	280,000	140,000	-	150,000	-	300,000	-	-
Plant and Equipment	3,638,500	2,724,000	882,500	840,000	535,000	278,000	60,000	-
Furniture and equipment	244,866	170,000	70,000	170,000	20,000	205,000	-	-
Infrastructure	11,542,030	8,970,000	3,850,000	4,290,000	1,040,000	4,500,000	320,000	45,000
	15,705,396	12,004,000	4,802,500	5,450,000	1,595,000	5,283,000	380,000	45,000

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Statement of Financial Position

STATEMENT of FINANCIAL POSITION								Indexed values
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$	\$	\$	\$	\$	\$	\$	\$
CURRENT ASSETS								
Cash and cash equivalents	20,296,690	25,989,015	24,056,048	25,051,409	32,616,780	29,300,542	30,585,850	32,155,650
Trade and other receivables	3,668,003	3,668,003	3,668,003	3,668,003	3,668,003	3,668,003	3,668,003	3,668,003
Other financial assets	50,841,764	43,404,316	51,277,021	55,674,684	51,720,369	51,677,811	51,002,512	49,931,362
Inventories	23,762	23,762	23,762	23,762	23,762	23,762	23,762	23,762
Other assets	2,089	2,089	2,089	2,089	2,089	2,089	2,089	2,089
CURRENT ASSETS	74,832,308	73,087,185	79,026,923	84,419,947	88,031,003	84,672,207	85,282,216	85,780,866
Other Non Current Assets								
Property plant and equipment	30,734,856	33,538,721	33,737,075	35,246,489	33,401,793	34,695,806	34,014,648	34,011,148
Infrastructure	66,582,987	67,112,060	62,319,435	59,420,435	56,742,735	57,596,735	55,707,660	53,140,835
Right of use assets	4,656,186	4,004,196	3,352,206	2,700,216	2,048,226	1,396,236	744,246	-
OTHER NON CURRENT ASSETS	101,974,029	104,654,977	99,408,716	97,367,140	92,192,754	93,688,777	90,466,554	87,151,983
TOTAL ASSETS	176,806,337	177,742,162	178,435,639	181,787,087	180,223,757	178,360,984	175,748,770	172,932,849
CURRENT LIABILITIES								
Trade and other payables	4,287,122	4,287,122	4,287,122	4,287,122	4,287,122	4,287,122	4,287,122	4,287,122
Lease liabilities	665,840	719,780	752,170	786,018	821,389	858,351	603,930	-
Employee related provisions	1,494,034	1,494,034	1,494,034	1,494,034	1,494,034	1,494,034	1,494,034	1,494,034
CURRENT LIABILITIES	6,446,996	6,500,936	6,533,326	6,567,174	6,602,545	6,639,507	6,385,086	5,781,156
NON CURRENT LIABILITIES								
Lease liabilities	4,541,638	3,821,858	3,069,688	2,283,670	1,462,281	603,930	-	-
Employee related provisions	460,986	460,986	460,986	460,986	460,986	460,986	460,986	460,986
Rehabilitation provisions	21,322,737	21,857,283	22,373,019	22,870,608	23,350,688	23,813,875	24,185,862	24,293,360
NON CURRENT LIABILITIES	26,325,361	26,140,127	25,903,693	25,615,264	25,273,955	24,878,791	24,646,848	24,754,346
TOTAL LIABILITIES	32,772,357	32,641,063	32,437,019	32,182,438	31,876,500	31,518,298	31,031,934	30,535,502
NET ASSETS	144,033,980	145,101,099	145,998,620	149,604,649	148,347,257	146,842,686	144,716,836	142,397,347
EQUITY								
Retained surplus	(22,691,395)	(19,342,824)	(21,172,674)	(18,562,006)	(27,384,769)	(25,573,102)	(28,984,260)	(32,873,549)
Council Contributions	89,085,726	89,085,726	89,085,726	89,085,726	89,085,726	89,085,726	89,085,726	89,085,726
Reserves	23,610,129	21,328,677	24,056,048	25,051,409	32,616,780	29,300,542	30,585,850	32,155,650
Revaluation reserves	54,029,520	54,029,520	54,029,520	54,029,520	54,029,520	54,029,520	54,029,520	54,029,520
EQUITY	144,033,980	145,101,099	145,998,620	149,604,649	148,347,257	146,842,686	144,716,836	142,397,347

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Cash Backed Reserves

Cash Reserves hold funds restricted for the purpose for which the Reserves have been established.

RESERVE ACCOUNTS								Indexed values
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Site rehabilitation reserve								
<i>to be used to fund the rehabilitation following the closure of the landfill.</i>								
Opening Balance	18,102,528	19,453,141	20,767,041	22,090,641	23,451,341	24,683,741	25,832,141	26,988,341
Interest earnings	612,326	573,900	583,600	620,700	682,400	708,400	736,200	771,900
Transfers to	738,287	740,000	740,000	740,000	740,000	740,000	740,000	740,000
Transfers from	-	-	-	-	(190,000)	(300,000)	(320,000)	-
	19,453,141	20,767,041	22,090,641	23,451,341	24,683,741	25,832,141	26,988,341	28,500,241
Capital expenditure reserve								
<i>to be used to fund ongoing capital expenditure requirements.</i>								
Opening Balance	4,749,771	3,628,273	17,321	1,405,792	1,024,753	7,341,024	2,859,386	2,971,094
Interest earnings	316,868	107,000	500	39,500	29,800	210,700	81,500	85,000
Transfers to	6,370,000	8,309,495	6,240,395	5,108,917	7,749,600	355,663	100,000	-
Transfers from	(7,808,366)	(12,027,447)	(4,852,424)	(5,529,456)	(1,463,129)	(5,048,001)	(69,792)	(45,000)
	3,628,273	17,321	1,405,792	1,024,753	7,341,024	2,859,386	2,971,094	3,011,094
Carbon abatement reserve								
<i>to be used to fund carbon abatement projects.</i>								
Opening Balance	512,072	528,715	544,315	559,615	575,315	592,015	609,015	626,415
Interest earnings	16,643	15,600	15,300	15,700	16,700	17,000	17,400	17,900
Transfers to	-	-	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-	-	-
	528,715	544,315	559,615	575,315	592,015	609,015	626,415	644,315

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SUMMARY	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Opening Balance	23,364,371	23,610,129	21,328,677	24,056,048	25,051,409	32,616,780	29,300,542	30,585,850
Interest earnings	945,837	696,500	599,400	675,900	728,900	936,100	835,100	874,800
Transfers to	7,108,287	9,049,495	6,980,395	5,848,917	8,489,600	1,095,663	840,000	740,000
Transfers from	(7,808,366)	(12,027,447)	(4,852,424)	(5,529,456)	(1,653,129)	(5,348,001)	(389,792)	(45,000)
	23,610,129	21,328,677	24,056,048	25,051,409	32,616,780	29,300,542	30,585,850	32,155,650

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Summary

The MRC's forward estimates are a planning tool that has been developed to map and maintain the financial sustainability of the MRC into the future. It is a mechanism in determining financial projections for the period 2024/25 to 2031/32.

It has been prepared based on a number of objectives and assumptions that are outlined in this document. Strategies, priorities, issues, and risks are all dynamic influences in relation to any planning and as such the estimates are reviewed and adjusted annually to reflect material changes.

Consideration has been given to the economic drivers that will influence the future cost of providing infrastructure, facilities and services for the period 2024/25 to 2031/32. The values disclosed in this LTFP (unless otherwise stated) represent estimated future prices and costs.

The long-term financial estimates are an integral part of MRC's strategic planning process, informing the CBP which activates SCP objectives. It indicates the MRC's long-term financial sustainability, allows early identification of financial issues and their longer-term impacts.

The purpose of these estimates presents a financial analysis of all strategic objectives and strategies set out in the integrated planning framework documents over the eight-year period. These estimates address the operating and capital needs placed on the MRC over the next 8 years. It also shows the linkages between specific plans and strategies and enhances the transparency and accountability of the MRC's to its members.

This LTFP is sensitive to movements on price and supply. Increasing inflation and interest rates means the impact of price and interest drivers is far greater on upward movements, as opposed to reductions. These potential rapid upward movements create a financial risk to the MRC and the projects in this LTFP. These estimates have an adverse impact arising from price movements however, the impact of the overall position is negated as many revenue streams use CPI as the determination of increases which offsets the downside on costs.

The LTFP shows a balanced budget for each financial year, shown in Statement of Financial Activity. The net operating result, shown in the Statement of Comprehensive Income, shows a positive result to 2022/28. Post 2027/28 arising from loss of revenues against rising costs, and depreciation on property, plant and equipment. It should be noted that these estimates do not include alternative revenue streams that would reverse these outcomes.

This LTFP represents a financial option to meeting the competing demands of services and facilities to its members and the general public.

There are projects and facilities from the Council adopted Strategic Community Plan (SCP) that are not sufficiently detailed at this stage and therefore are not included in these estimates. They will be incorporated into future plans once transparency around timing, revenue, expenditure and capital is known. These include -

- Details of the full potential liability for site mitigation post the closure of the landfill cell,
- Potential ongoing costs for site maintenance post closure,
- The extent of staff terminations post closure of landfill site,
- Options for the Resource Recovery Facility (RRF). Food Organic Green Organics tender under consideration,
- Alternative revenue streams from the Tamala Park site,
- Potential waste initiatives and other revenue generating options subject to Council endorsement.

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The LTFP will be continuously reviewed to reflect the prevailing economic conditions and evolving demands. These will include the quantification of the items detailed above, as decisions and information are forthcoming.

At the time of compiling this report the world is seeing the economic consequences of the pandemic and the “recovery” of the global economies remains an unknown factor. Supply chain issues will increase the financial risks now and in the immediate future.

The MRC’s activities are subject to a variety of risks that have been considered in preparing these estimates. Users of this information should be aware that there are inherent risks associated with the outcomes reported, as circumstances (i.e., change in legislative requirements) may bring about changes that could materially affect the outcome and projected results of the estimates.

These estimates are set against economic uncertainty and will be reviewed every 12 months to reflect the prevailing economic conditions and demands placed on the MRC. Consideration has been given to the economic drivers that will influence the future cost of providing infrastructure, facilities and services for the period 2024/25 to 2031/32. The values disclosed in this LTFP (unless otherwise stated) represent estimated future prices and costs.

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Mindarie Regional Council

1700 Marmion Ave, Tamala Park WA 6030

Phone: (08) 9306 6303

Website: www.mrc.wa.gov.au

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 84**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 84 be received.

Moved Cr Vernon, seconded Cr Proud

RESOLVED

That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

Meeting Note:

Prior to the meeting Cr Gobbert circulated an urgent business item to Council.

In accordance with s5.5 of the Meeting Procedures Local Law 2020, the Chair declined to move the urgent business item.

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The CEO has not released the report for item 14.1 for public viewing.

Moved Cr Proud, seconded Cr Ferrante

Procedural motion:

That Council:

1. Closes the meeting to the members of the public at 7.30pm to consider item 14.1

in accordance with section 5.23 of the Local Government Act 1995.

2. Permits the MRC Chief Executive Officer, MRC staff and Member Council Officers to remain in the chamber during discussion for item 14.1

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

Doors closed at 7.30 pm.

There were no members of the public present in the gallery.

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(c) of the Local Government Act 1995 as the report deals with matters where a contract may be entered into.	
14.1	Tamala Park Critical Infrastructure Plan
File No:	GF-24-0000175
Attachment(s):	Attachment A – Critical Infrastructure Plan (CIP)
Date:	21 June 2024
Responsible Officer:	Executive Operations Manager

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- Endorses the actions proposed for CIP Priority 1 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 2 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 3 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 4 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 5 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 6 in the Recommendations section of the confidential report.

Moved Cr Ferrante, seconded Cr Proud

Meeting Note:

The Chair directed that there would be 2 separate votes: the first vote is for points 1, 3 and 5 with the second vote being for points 2, 4 and 6.

Items 1, 3, & 5 were put:

That Council:

- Endorses the actions proposed for CIP Priority 1 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 3 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 5 in the Recommendations section of the confidential report.

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
27 June 2024

Items 2, 4 and 6 were put:

That Council:

- Endorses the actions proposed for CIP Priority 2 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 4 in the Recommendations section of the confidential report.
- Endorses the actions proposed for CIP Priority 6 in the Recommendations section of the confidential report.

CARRIED 8/4

*For: Crs Castle, Creado, Ferrante, Hatton, Miles, Proud, Smith and Vernon
Against: Crs Gobbert, Jacob, May and Mack*

Moved Cr Castle, seconded Cr May
To reopen the meeting to the public

CARRIED UNANIMOUSLY 12/0

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Jacob, Mack, May, Miles, Proud, Smith and Vernon
Against: Nil*

Doors re-opened at 7.55 pm, the Chair declared the meeting re-opened. There were no members of the public present. The Chair noted the resolution passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 18 July 2024 at the City of Stirling commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.56 pm and thanked the Town of Cambridge for their hospitality and use of their meeting facilities.

Signed.....Chair

Dated.....day of2024



Ordinary Meeting of Council

Thursday 20 June 2024

MINUTES

City of Stirling, 25 Cedric Street, Stirling

*Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*

Minutes Ordinary Meeting of Council – 20 June 2023

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Minutes Ordinary Meeting of Council – 20 June 2023

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Jane Cutler	Cr Michael Le Page
City of Joondalup	Cr John Chester Cr Lewis Hutton	Cr Phillip Vinciullo Cr Adrian Hill
City of Perth	Cr Brent Fleeton	Cr Viktor Ko
City of Stirling	Cr Tony Krsticevic (CHAIR) Cr Suzanne Migdale Cr David Lagan Cr Karlo Perkov	Cr Teresa Olow Cr Rob Paparde
Town of Victoria Park	Cr Claire Anderson	Cr Bronwyn Ife
City of Vincent	Cr Ashley Wallace	Cr Suzanne Worner
City of Wanneroo	Cr Helen Berry Cr Sonet Coetzee	Cr Phil Bedworth Cr Vinh Nguyen

Minutes Ordinary Meeting of Council – 20 June 2023

PRESENT

Chair	Cr Tony Krsticevic
Councillors	Cr Claire Anderson Cr Sonet Coetzee Cr Jane Cutler Cr Lewis Hutton (joined meeting at 6:03pm) Cr David Lagan Cr Suzanne Migdale Cr Karlo Perkov Cr Ashley Wallace
Alternate Members	Cr Phil Bedworth (as alternate for Cr Helen Berry)
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Project Manager)
Apologies Councillors	Cr Brent Fleeton Cr Helen Berry Cr John Chester
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Drew Tomkins (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr David MacLennan (City of Vincent) Mr Bill Parker (City of Wanneroo) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Stevan Rodic (City of Stirling) Mr Gary Tuffin (Town of Cambridge) Mr Duncan Olde (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Ms Giovanna Lumbaca (City of Stirling)
Members of the Public	Nil
Press	Nil

Minutes Ordinary Meeting of Council – 20 June 2023

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:00pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Crs Helen Berry, John Chester and Brent Fleeton

Applications for Leave of Absence:

Councillor Karlo Perkov requested a leave of absence for the period 8 July to 13 August 2024 inclusive.

Councillor Ashley Wallace requested a leave of absence for the period 28 July to 9 August 2024 inclusive.

Moved Cr Lagan, Seconded Cr Migdale.

That Council APPROVES Councillor Karlo Perkov's request for a leave of absence for the period 30 August 2023 to 18 October 2023 inclusive and Councillor Ashley Wallace's request for a leave of absence for the period 28 July to 9 August 2024 inclusive.

The Motion was put and declared CARRIED (9/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil

3. DISCLOSURE OF INTERESTS

Nil

4. PUBLIC STATEMENT/QUESTION TIME

Nil

5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

6. PETITIONS

Nil

Minutes Ordinary Meeting of Council – 20 June 2023

7. CONFIRMATION OF MINUTES

Moved Cr Migdale, Seconded Cr Wallace.

That the Council CONFIRMS and the Chair signs the minutes from the Ordinary Meeting of Council held 18 April 2024 as a true and accurate record of proceedings.

The Motion was put and declared CARRIED (9/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

8. BUSINESS ARISING FROM MINUTES

Nil

Cr Hutton joined the meeting at 6:03pm.

9. ADMINISTRATION REPORTS AS PRESENTED**9.1 BUSINESS REPORT – AS AT 31 MARCH 2024**

Moved Cr Lagan, Seconded Cr Cutler.

That the Council RECEIVES the Business Report for the period ending 31 May 2024.

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.2 STATEMENT OF FINANCIAL ACTIVITY - APRIL 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 30 April 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Berry, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED - APRIL 2024

Moved Cr Perkov, Seconded Cr Wallace.

Minutes Ordinary Meeting of Council – 20 June 2023

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for April 2024 - \$3,923,319.95**
- 2. APPROVES the Credit Card Statement for February 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.4 PROJECT FINANCIAL REPORT – MARCH 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RECEIVES the Project Financial Report (March 2024) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.5 PROJECT FINANCIAL REPORT – APRIL 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RECEIVES the Project Financial Report (April 2024) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.6 SALES AND SETTLEMENT REPORT – PERIOD ENDING 31 MAY 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RECEIVES the Sales and Settlement Report for the period ending 31 May 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.7 CATALINA CENTRAL BUFFER AREA

Moved Cr Migdale, Seconded Cr Cutler.

That the Council:

1. **NOTES that there is a low likelihood that the area to the south of Aviator Boulevard in Catalina Central (known as the Catalina Central Balance Lot) will be developable in the short to medium term.**
2. **AGREES, in principle, to transferring management and potential future development responsibility of the Catalina Central Balance Lot (approx. 26.91Ha) to the Mindarie Regional Council.**
3. **NOTES that the proposed land management transfer process is likely to take 12-15 months to complete.**

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.8 PROJECT BUDGET FYE 2025 (JUNE 2024)

Moved Cr Perkov, Seconded Cr Wallace.

That the Council APPROVES the Project Budget FYE 2025 (June 2024), submitted by the Satterley Property Group, including the updated long-term Project Forecast, to be used for the purposes of project and financial planning and as the basis for preparation of the CRC Budget FYE 2025.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

Against: Nil.

9.9 CATALINA REGIONAL COUNCIL CORPORATE BUSINESS PLAN 2024-2028

Moved Cr Migdale, Seconded Cr Wallace.

That the Council ADOPTS the Catalina Regional Council Corporate Business Plan 2024 - 2028.

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

Minutes Ordinary Meeting of Council – 20 June 2023

9.10 STATEMENT OF FINANCIAL ACTIVITY FOR MAY 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 May 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.11 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR MAY 2024

Moved Cr Perkov, Seconded Cr Wallace.

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for May 2024 - \$3,501,203.34.**
- 2. APPROVES the Credit Card Statement for May 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

9.12 REVIEW OF CRC POLICIES

Moved Cr Perkov, Seconded Cr Wallace.

That the Council RE-ADOPTS the:

- 1. Attendance at Events Policy unchanged with the exception of updating references to TPRC with CRC. Policy to be reviewed in two years.**
- 2. Elected Member Continuing Professional Development Policy unchanged with the exception of updating references to TPRC with CRC. Policy to be reviewed in two years.**
- 3. Lot Pricing Policy unchanged with the exception of updating references to TPRC with CRC. Policy to be reviewed in two years.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

Minutes Ordinary Meeting of Council – 20 June 2023

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

13. GENERAL BUSINESS

Nil

14. DECISION TO MOVE INTO CONFIDENTIAL SESSION

Moved Cr Cutler, Seconded Cr Migdale.

That Items 14.1 – Annual Plan FYE 2025, 14.2 Catalina Central Commercial Site – Development Update and 14.3 Report on Implementation – CRC Risk Management Framework be CONSIDERED Behind Closed Doors in accordance with Sections 5.23(2)(c) and (e) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- c) A contract entered into, or which may be entered into, by the CRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and**
- e) A matter that if disclosed, would reveal –**
 - i. Information that has a commercial value to a person; or**
 - ii. Information about the business, professional, commercial, or financial affairs of a person where the information is held by, or is about, a person other than the CRC (section 5.23(2)(e)).**

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

At 6:06pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Items 14.1, 14.2 and 14.3.

14.1 CONFIDENTIAL: ANNUAL PLAN FYE 2025

Moved Cr Anderson, Seconded Cr Cutler.

That the Council:

1. **PROCEEDS with the confidential recommendation as outlined in the Confidential Agenda.**
2. **RESOLVES that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.**

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

14.2 CONFIDENTIAL: CATALINA CENTRAL COMMERCIAL SITE (LOT 800 AVIATOR BOULEVARD) – STAGE 2 DEVELOPMENT UPDATE

Moved Cr Lagan, Seconded Cr Bedworth.

That the Council:

1. **PROCEEDS with the confidential recommendation as outlined in the Confidential Agenda.**
2. **RESOLVES that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.**

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

14.3 CONFIDENTIAL: REPORT ON IMPLEMENTATION – CRC RISK MANAGEMENT FRAMEWORK

Moved Cr Lagan, Seconded Cr Cutler.

That the Council:

1. **PROCEEDS with the confidential recommendation as outlined in the Confidential Agenda.**
2. **RESOLVES that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.**

The Motion was put and declared CARRIED (10/0).

Minutes Ordinary Meeting of Council – 20 June 2023

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

Moved Cr Cutler, Seconded Cr Perkov.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

For: Councillors Anderson, Bedworth, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, Perkov and Wallace.

Against: Nil.

At 6:09pm the meeting was reopened to the public.

15. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:09pm.

Statistics for Development Applications As at the end of June 2024

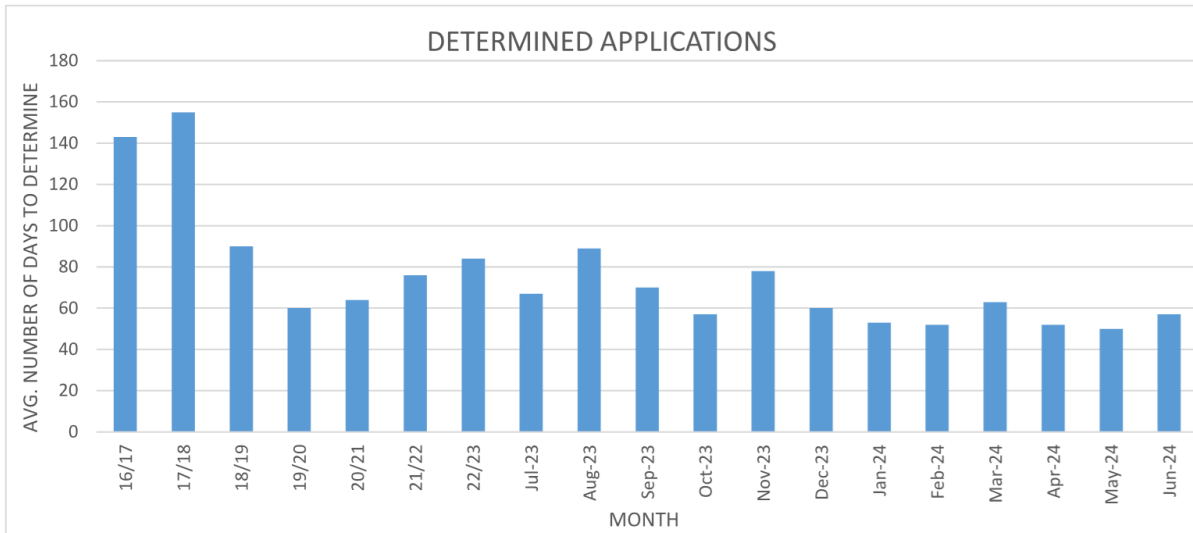
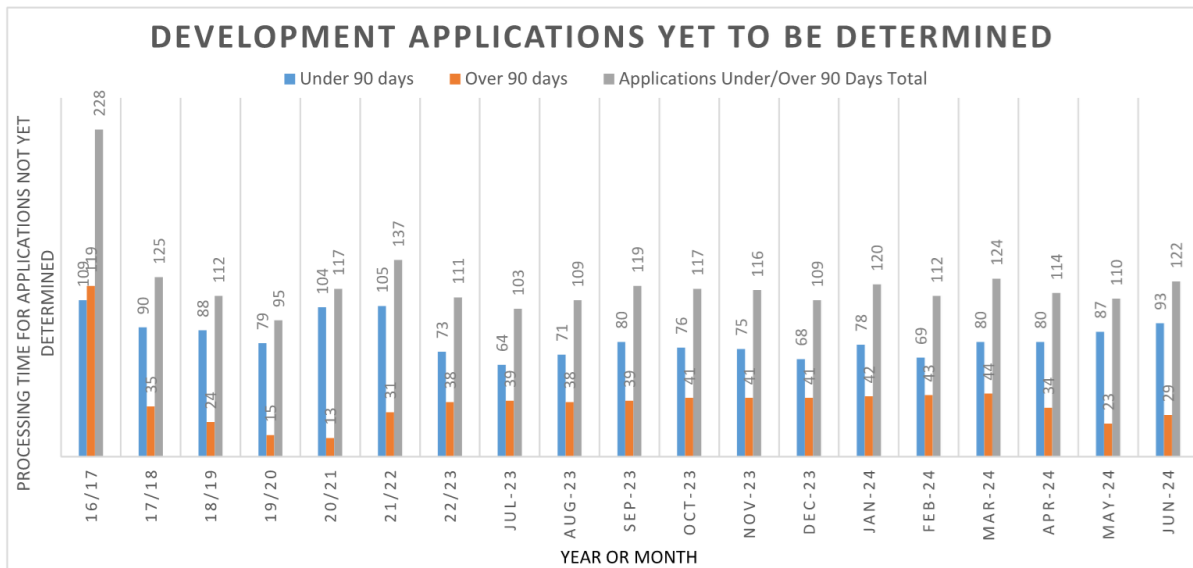


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2022.

Processing Days	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Minimum	7	1	0	0	0	1	0	8	14	31	7	14	7	5	6	1	0	13	12
Average	143	155	85	60	64	76	84	67	89	70	57	78	60	53	52	63	52	50	57
Maximum	924	1008	787	499	268	298	280	301	362	89	89	159	89	89	165	88	139	90	90

	20/21	21/22	22/23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's Determined (excludes exempt from approval or cancelled)	403	385	281	37	18	15	28	18	31	15	29	22	40	32	26
Value of Determined DA's (in millions)	217	143	417	12.1	66.42	3.43	10.3	237.3	9.85	6.2	7.8	4.48	18.3	20.7	8.79



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's lodged	16	30	33	27	24	27	25	22	36	34	31	36
DA's to be Determined	103	109	119	117	116	109	120	112	124	114	110	122
Value of DA's to be Determined (in millions)	268.68	252.92	257.1	260.5	78.1	76.2	78.5	78.1	84.9	80.6	77.7	84.9

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 18 JULY 2024

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 212-214 Lake Street, Perth (DR 223 of 2021)	19 October 2021	Hanoze Park Pty Ltd	<p>Application for review of notice issued in accordance with the <i>Health (Miscellaneous Provisions) Act 1911</i> to address odour nuisance at 7 Grams Chicken Café. Hanoze Park Pty Ltd believes the notice to be invalid.</p> <p>*****</p> <p>SAT Directions Hearings were held on 5 and 11 November 2021, and a further directions hearing held 1 March 2022. The presiding member heard submissions from the City and from the Applicant. On 20 April 2022, the Tribunal handed down their decision, affirming the decision of the City that a Notice can be given under S.184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (for a nuisance not specifically mentioned in Section 182 of that Act). The matter proceeded to confidential mediation on 5 July 2022. The session centred on a practical solution proposed by the business. The business agreed to present plans for this solution to the City to review by 2 August 2022 with a further mediation hearing scheduled for 9 August 2022. SAT agreed to further adjournment to 21 September 2022. Applicant required to submit mechanical drawings prior to the next SAT Hearing. Matter further adjourned to 17 November 2022 as the consultant contracted by Hanoze Park Pty Ltd passed away. Mechanical drawings have been submitted and it has been identified that a development application and building application would be required. Mediation listed for 17 November 2022 was vacated, and matter is listed for hearing on 3 March 2023. A development approval has been issued for external fixtures, and the City is awaiting submission of a building application for solution. The SAT mediation hearing that was scheduled for 3 March 2023, was adjourned, with the matter relisted for a Directions Hearing on 14 April 2023. The City is advised the installation of the new exhaust system at the premises is imminent. The SAT hearing that as scheduled for 14 April 2023, was adjourned, with the matter relisted for 12 May 2023. The City is advised the installation of the new exhaust system will be completed by 2 May 2023. The two parties will return to SAT on 23 June 2023. At this time, the matter will either be resolved to the satisfaction of both parties, adjourned to a later mediation or programmed for a Hearing by the SAT Member. 29 June 2023. The SAT Directions hearing set for 23 June was adjourned and relisted for 21 July 2023. At this time, the matter will either be resolved to the satisfaction of both parties, or it will likely be programmed for a Hearing by the SAT Member. The matter was heard by the Senior Member at SAT on 21 July 2023. The matter was listed for a directions hearing on 29 September 2023. Within the timeframe specified by the Order, the City and the Applicant lodged their statements of issues, facts and contentions. As at 30 October 2023 – matter has been listed for a final hearing, commencing 18 March 2024. SAT hearing took place between 18 – 21 March 2024. Matter has been adjourned, for a decision. Decision not expected for 2 – 3 months. Update as at 29 May 2024 – no decision has been handed down by the Tribunal yet.</p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 18 JULY 2024

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
				<p>On 21 June 2024, the City was provided Orders from the SAT, advising the time in which the Tribunal has to deliver its decision is extended to 26 July 2024. On 25 June 2024, the City was provided an update in respect to the Order received on 21/6, advising that the time in which the Tribunal has to deliver its decision has been extended to 20 September 2024. <i>Representation by: McLeods</i></p>
2.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	<p>Application for review of a Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023. ***** Directions hearing held on 16 June 2023. Mediation held on 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. A second mediation was scheduled for 14 August 2023 and was vacated. Mediation was rescheduled to 10 October 2023 and was subsequently vacated. The matter was listed for a directions hearing on 10 November 2023 to schedule a new date for mediation. This was vacated. The matter has been listed for a directions hearing on 2 February 2024 with the applicant to provide additional information by 11 January 2024. The applicant has yet to provide any additional information and the matter is still proceeding to the directions hearing on 2 February 2024. The directions hearing has been vacated and the matter has been listed to a further mediation on 27 February 2024. This mediation was scheduled for 6 May 2024. Following this the matter has been listed for a further mediation to be held on 2 July 2024. This was vacated and has been rescheduled to 21 August 2024. <i>Representation by: DAP Executive Director</i></p>
3.	Nos. 37-43 Stuart Street, Perth (DR184 of 2023)	20 December 2023	Planning Solutions/Lavan	<p>Application for review of conditions of a Joint Development Assessment Panel decision to approve an application for an Unlisted Use (Community Purpose) and Alterations and Additions on 10 November 2023. ***** Directions hearing vacated and mediation scheduled for 14 February 2024. Mediation held on 14 February 2024. Matter listed for a further mediation on 19 April 2024 with the applicant having provided further information for consideration on 27 March 2024. Following this mediation the SAT issued orders inviting the DAP to reconsider the application pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i>. The key dates associated with this are:</p> <ul style="list-style-type: none"> • The applicant is to provide additional information by 6 May 2024. • The DAP is to reconsider the application on or before 12 July 2024 (note this timeframe accounts for the meeting itself as well as the publishing of the minutes). • A further directions hearing has been scheduled for 19 July 2024. <p>The DAP meeting to reconsider the application was held on 3 July 2024 where the DAP approved a number of amended conditions. The appeal has not been withdrawn. <i>Representation by: DAP Executive Director</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 18 JULY 2024**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
4.	No. 5 Berryman Street, Mount Hawthorn (DR71 of 2024)	22 May 2024	George Seal	Application for review of conditions of a Council decision to approve an application for a Change of Use from Single House to Single House and Restaurant/Cafe on 23 April 2024. ***** The matter was listed for a directions hearing on 7 June 2024, which on agreement between the parties, was vacated and rescheduled for 5 July 2024. Following the directions hearing on 5 July 2024 the SAT issued orders inviting Council to reconsider the application pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i> , on or before 29 October 2024. The matter is also listed for a further Directions Hearing on 1 November 2024. <i>Representation by: Administration</i>

**METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 18 JULY 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 299 Charles Street, North Perth	Space Collective	Form 1 – Mixed Use Development	29 November 2023	10 July 2024	<p>The Responsible Authority Report was submitted on 28 June 2024.</p> <p>The DAP meeting was held on 10 July 2024 where the application was approved 3-2, with Cr Castle and Cr Woolf voting against the motion to approve the development.</p> <p>The minutes of this meeting are available here.</p>
2.	No. 2 Venn Street, North Perth	Stadt Pty Ltd	Form 1 – Six Multiple Dwellings	10 May 2024	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 16 August 2024.</p>
3.	Nos. 37-43 Stuart Street, Perth	Planning Solutions/Lavan	Section 31 – Reconsideration of conditions of proposed Change of Use to Unlisted Use (Community Purpose) and Alterations and Additions	20 December 2023	3 July 2024	<p>The Responsible Authority Report was submitted on 20 June 2024.</p> <p>The DAP meeting was held on 3 July 2024 where the reconsideration application was approved unanimously. The minutes of this meeting are being finalised and will be available here.</p>
4.	Nos. 38-40 and 44 Brisbane Street, Perth	Rowe Group	Form 2 – Amendment to Mixed Use Development	5 June 2024	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 2 August 2024.</p>
5.	No. 189 Charles Street, West Perth	Apex Planning	Form 2 – Multiple Dwelling Development (Amendment to Approved) (Extension of Time)	20 June 2024	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 26 September 2024.</p>

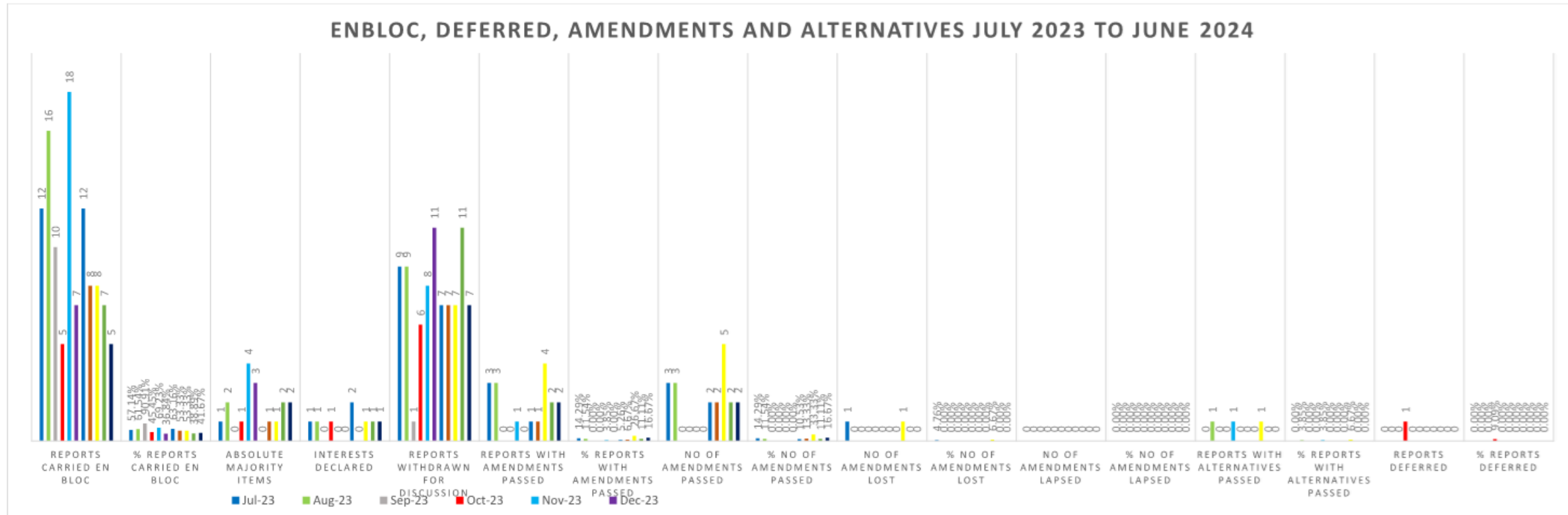
DAP Process Improvements:

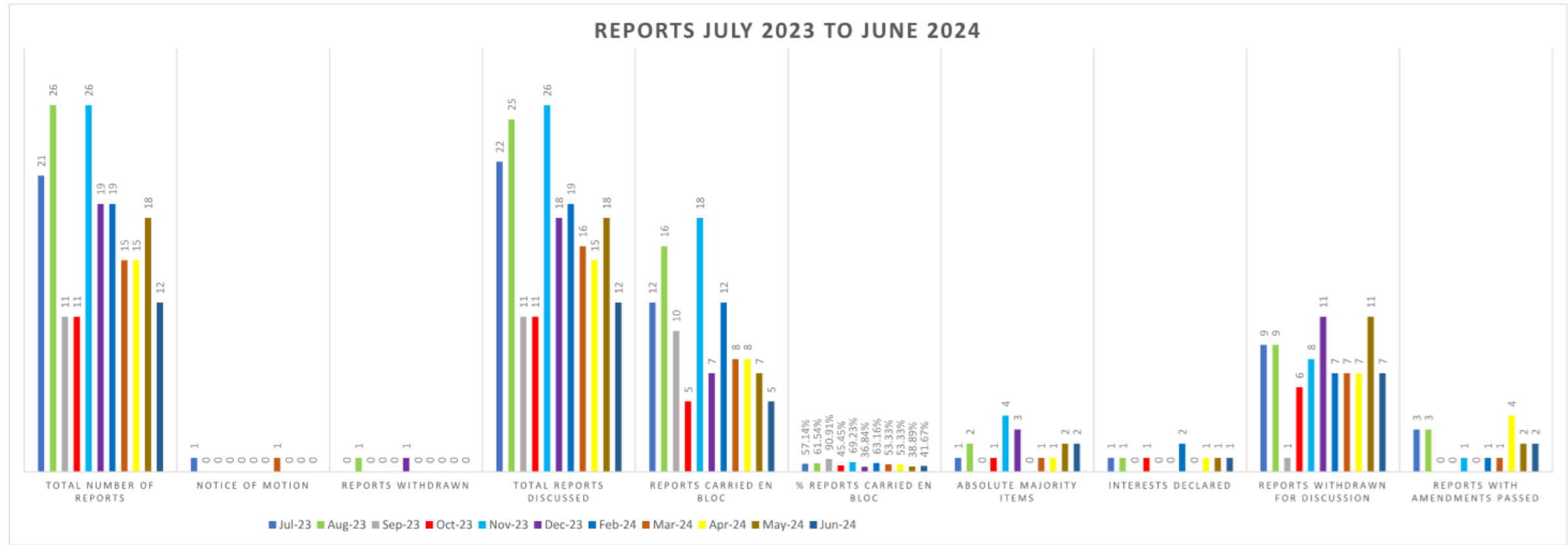
The City's Administration has changed the process for DAP matters. This will include early confirmation of the availability of Elected Members that are DAP Members to attend DAP meetings. This will also include the circulation of the Responsible Authority Report to all Elected Members on contentious DAP items.

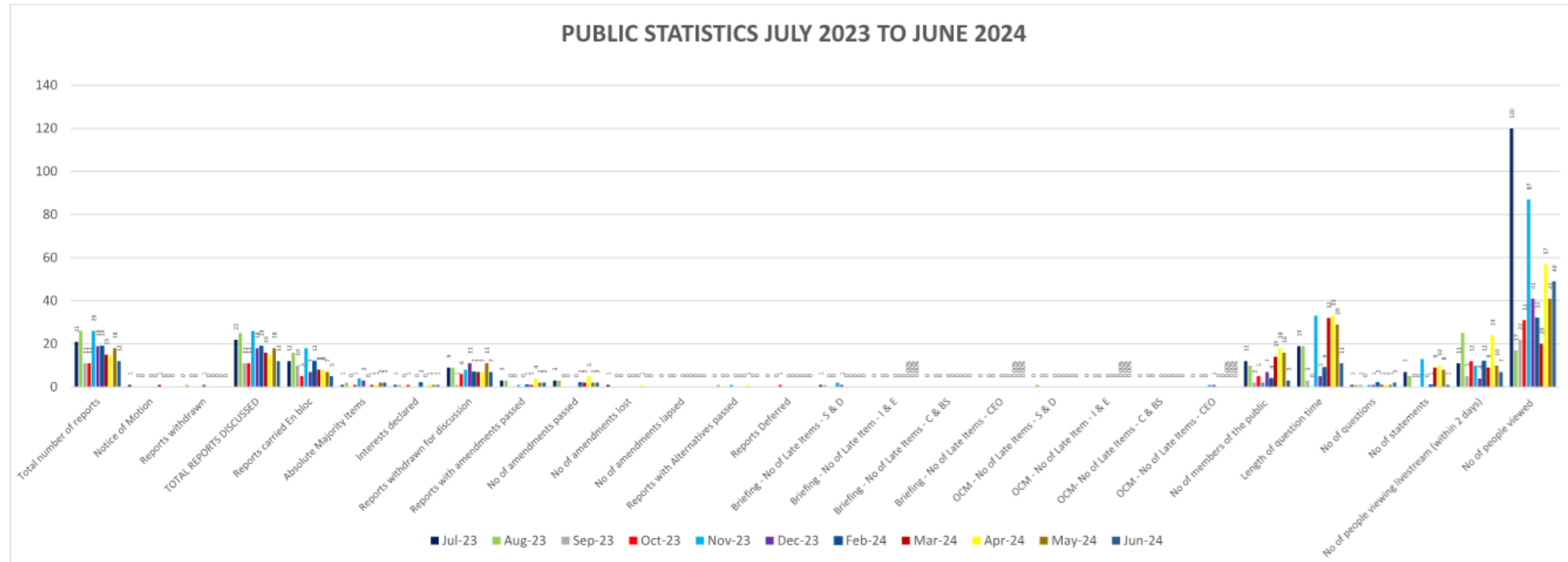
**CITY OF VINCENT DESIGN REVIEW PANEL
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 28 JUNE 2024**

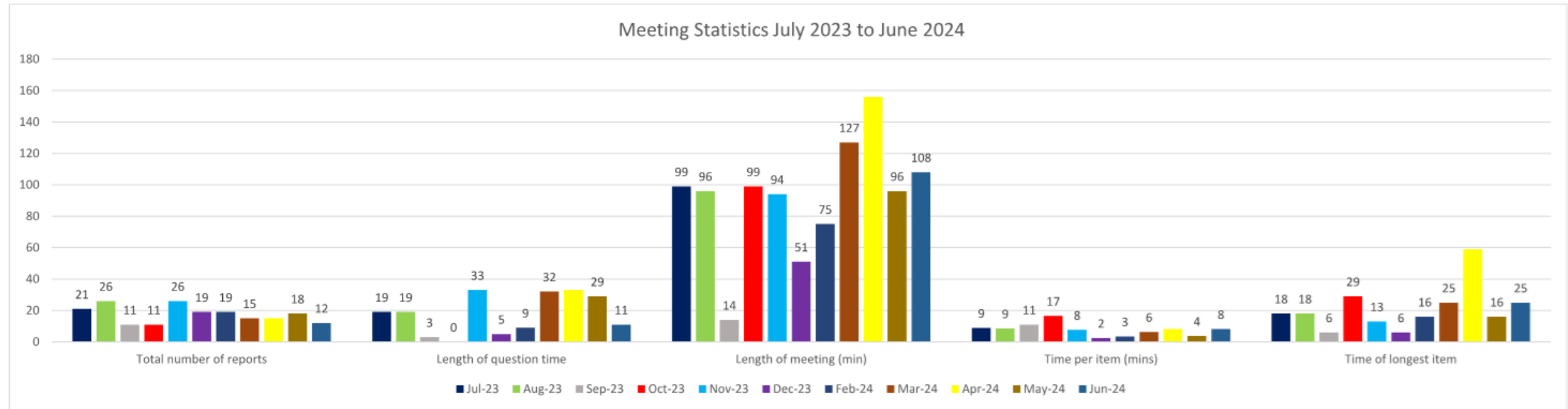
ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
177 Scarborough Beach Road, Mount Hawthorn	PTS Town Planning	Mixed Use Development	19 June 2024	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes Volume 2 (R Codes), and the appropriateness of the development within its setting.
2 Venn Street, North Perth	Stadt Pty Ltd	Multiple Dwellings (6)	19 June 2024	Lodged DA – Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 10 January 2024.

Council Meeting Statistics – June 2024











INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – July 2024
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:	
CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 30 June 2024



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – July 2024
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

<p>Key Index: CEO: Office of the CEO EDCBS: Executive Director Community & Business Services EDIE: Executive Director Infrastructure & Environment EDSD: Executive Director Strategy & Development</p>

Details	Action Officer	Comment
Protection and promotion of trees on private land	EDSD	Administration presented options to explore possible planning controls at Council Workshop in May 2024. Currently investigating controls in light of Elected Member feedback and will report back on outcomes of this.

ACTION REGISTER JULY 2024

Item Number	Meeting Type	Council Meeting	Agenda Report Item	Resolution Action Item	Council Decision	Director	Comments	Time frame for Completion
5.2	Audit Committee	27/06/2024	Progress Delivery of the Fraud and Corruption Prevention Plan Actions and Approval of Draft Integrity Framework	DEFER consideration of the Integrity Framework until the Integrity, Fraud and Corruption Risk Assessment is discussed with the CEO. Updated Integrity Framework to be presented to the October meeting of the Audit Committee.	Carried with amendment	EDSD	To be considered at October 2024 Audit and Risk Committee Meeting	October 2024
5.3	Audit Committee	27/06/2024	Internal Audit Program Outcomes and Proposed Year 3 Audits	REQUESTS Administration review Corporate Risk Register and identify three priority audits for the remainder of the internal audit program, having regard to audits already completed and feedback of Elected Members on the Audit and Risk Committee, to be tabled at the October Audit and Risk Committee Meeting.	Carried with amendments 5/0	EDSD	To be submitted to October 2024 Audit and Risk Committee Meeting	October 2024
10.2	OCM	18/06/2024	Advertising of Amended Policy - Stormwater Drainage Connections	That Council APPROVES the proposed amendments to the Stormwater Drainage Connections Policy, at Attachment 1, for the purpose of community consultation.	Carried 9/0	EDIE	Policy advertised.	24 September 2024
10.2		21/05/2024	Beaufort Street Precinct Area Road Safety Treatments	The draft Road Safety Implementation Plan to be presented for Council consideration by May 2025 (with progress update via Council Workshop February 2025) with delivery of works prioritised based on the treatment of severely or seriously injured crashes identified within the Highgate precinct, with the intersections of Harold Street / Beaufort Street and Chatsworth Road / Beaufort Street ranked as high priority projects;	Carried 7/1 with amendments	EDIE	Implementation Plan framework being scoped. Return to Council Workshop February 2025	February 2025
12.2	OCM	21/05/2024	Advertising of Amended Policy - Council Members Continuing Professional Development	That Council APPROVES BY ABSOLUTE MAJORITY the proposed amendments to the Council Members Continuing Professional Development Policy, at Attachment 1 for the purpose of community consultation.	Carried by Absolute Majority 7/1	EDSD	Requires advertising and return to council for adoption by Absolute Majority	August 2024
12.4	OCM	19/03/2024	Responses to Motions Carried at the Annual General Meeting of Electors held on 1 February 2024	Motion 4.2 – Dust at Menzies Park - That Council REQUESTS Administration identifies a temporary solution to stabilise and mitigate dust on this section of verge and brings a report back to Council with a recommendation for a permanent solution by no later than March 2025.	Carried with amendment	EDIE	Investigations for alternate treatment progressing.	March 2025
10.2	OCM	12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Carried 7/0	EDIE	Traffic Warrants are underway.	November 2024
10.1	OCM	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Carried 7/0	EDIE	LM - 20.01.2024 Traffic data and concept design to be issued for community consultation with residents and school in March 2024. LM 20.01.2024 - Beuron and BEAM engaged for the 12-month trial. Report to be issued to Council Workshop on the trial in July 2024 & Council Briefing	November 2024
10.4	OCM	22/08/2023	Tender - Scooter Shared Scheme Trial	REQUESTS the CEO to provide a report to Council within nine months of practical operation of the trial assessing its impacts and whether an extension of the permit will be issued.	Carried with amendment 7/1	EDIE	Launch of EES achieved 12 November 2023. One provider (Bird) has withdrawn from trial. Initial report of first week of operations to Council Workshop November 2023.	Workshop: 30 July 2024
10.3	OCM	14/03/2023	Waste Strategy Project – Verge Valet Vincent Trial Update	APPROVES the extension of the current Verge Valet trial and contract for 12 months (July 2023 - June 2024); and	Carried En bloc	EDIE	Extend trial 12 months (July 2023- June 2024).	Further report (inclusive of community consultation feedback) to Council on progress of trial in July 2024.
12.4-4.2(1)	AGM	14/03/2023	Development Green Space - That Council REQUEST the CEO to present a review of the landscaping requirements in the City's Built Form Policy to Council by December 2023.		Carried En bloc	EDSD	Administration completed a review of the City's Built Form Policy against the State's Medium Density Code. Commencement of this Code has now been deferred by the State Government to enable them to make changes to their approach to medium density development.	Administration will present this review and the impact to the Built Form Policy to Council once the approach to the approach to medium density development is determined by the State Government.
Motion 4.5	AGM	14/03/2023	Pedestrian Safety (Newcastle / Fitzgerald)	<p>4.5.1 That the City of Vincent addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. "</p> <p>4.5.2 That the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection)</p>	Carried 8/0	EDIE	Improvements / modifications to the intersection of Newcastle and Fitzgerald Streets requires the collaboration of several stakeholders and is expected to take over eighteen months to achieve. The interim solution has the support of the proposer of the motion.	Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project); and 2023 - 2024 Annual Budget preparations.
10.1	OCM	13/12/2022	Stormwater Drainage	That Council SUPPORTS the City's approach to develop a stormwater drainage strategy over the next three (3) financial years predicated on the following:	Unanimous 9/0	EDIE	Commencing within the Mount Hawthorn precinct; Hydraulic modelling to be undertaken in 2023 – 2024 financial year (estimated cost of \$80,000 - \$160,000). Initial works undertaken to address flooding in William Street. Designs finalised for works in Lynton Street.	
9.7	OCM	14/09/2021	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan – Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	RECOMMENDS that the Western Australian Planning Commission approve the modifications listed at Attachment 4 and the revised Leederville Precinct Structure Plan included as Attachment 5; subject to modifying the Public Open Space at Oxford Street Reserve to reflect Attachment 7, with the remainder of 62 Frame Court, Leederville zoned Mixed Use R-AC0;	Carried with Amendment	EDSD	SPC considered draft LPSP in May 2024 and has requested further community consultation on modifications before it is reconsidered.	Intended to be presented to a future Council workshop in September 2024 before community consultation is undertaken
9.1	OCM	18/06/2024	Outcome of Advertising - Review of Heritage Management Policies	3. Council DOES NOT SUPPORT the REVOCATION of Policy No 7.6.9 Heritage Assistance Fund, included as Attachment 9 and REQUESTS Administration presents a report to Council in December 2024 on the revocation of Policy No 7.6.9 Heritage Assistance Fund, as part of the Community Funding Policy review.	Carried with Amendment	EDSD		Late 2024

COUNCIL WORKSHOPS

Two workshops have been held since 29 May 2024, on 4 and 25 June 2024.

The topics on the agenda were:

4 June 2024

Street Tree Policy Review

25 June 2024

- Hyde Park Reference Group & PSHB
- Attain Compliance Software
- Leederville Carpark Redevelopment
- Sale of seven Parking Bays (east of Brisbane Hotel) Brisbane Street Carpark
- Public Open Space Strategy – Implementation Progress Update
- Lease to Kidz Galore



CITY OF VINCENT

NOTES

Council Briefing

11 June 2024

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**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 11 JUNE 2024 AT 6.00PM**

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Ron Alexander Cr Suzanne Worner Cr Nicole Woolf Cr Jonathan Hallett Cr Sophie Greer Cr Ashlee La Fontaine	Presiding Member North Ward North Ward North Ward North Ward South Ward South Ward South Ward
IN ATTENDANCE:	David MacLennan Peter Varris Rhys Taylor Jay Naidoo Mitchell Hoad Prue Reddingius Luke McGuirk Sarah Hill Janine Neugebauer Joslin Colli Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment A/Executive Director Community & Business Services A/Executive Director Strategy & Development A/Manager Strategic Planning & Specialist Planner Manager Public Health & Built Environment Manager Engineering Manager Parks (left at 6.16pm after Item 5.2) Executive Assistance Infrastructure & Environment (Joined at 6.11pm) Executive Manager Corporate Strategy & Governance Council Liaison Officer
Public:	One member of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present and acknowledge that as the City of Vincent we have a role to play in working towards justice and reconciliation for First Nations people."

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ashley Wallace is an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

Dudley Maier of Highgate – Item 6.2 and 5.1

Full statement can be found [here](#).

There being no further speakers, Public Question Time closed at approximately 6.04pm.

4 DECLARATIONS OF INTEREST

Nil

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate:

Items which Council Members wish to discuss which have not already been the subject of a public question/comment and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Castle	7.4
Cr Greer	5.2
Cr La Fontaine	8.3

COUNCIL BRIEFING NOTES

11 JUNE 2024

REPORTS WITH DISCUSSION

6.2 ADVERTISING OF AMENDED POLICY - STORMWATER DRAINAGE CONNECTIONS










Attachments: 1. Stormwater Drainage Connections - Policy Review Mark-up 

RECOMMENDATION

That Council APPROVES the proposed amendments to the Stormwater Drainage Connections Policy, at Attachment 1, for the purpose of community consultation.

NO QUESTIONS

5.1 OUTCOME OF ADVERTISING - REVIEW OF HERITAGE MANAGEMENT POLICIES

- Attachments:
1. Heritage Policy Review - Summary of Submissions 
 2. DPLH Review of Heritage Management Local Planning Policies 
 3. Draft LPP Assessing Cultural Heritage Significance - Tracked Changes Document 
 4. Draft LPP Assessing Cultural Heritage Significance 
 5. Draft LPP Interpretation of Heritage Places 
 6. Draft LPP Amending the LHS, Heritage List and Designating Heritage Areas 
 7. Draft Heritage Assistance Fund Guidelines FY24/25 
 8. Policy No. 7.6.7 - MHI Incentives and Development Bonuses 
 9. Policy No. 7.6.9 - Heritage Assistance Fund 

RECOMMENDATION:

That Council:

1. **PROCEEDS** with amendments to the following policies pursuant to Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - 1.1 Policy No. 7.6.2 – Heritage Management – Assessment included as Attachment 4;
 - 1.2 Policy No. 7.6.4 – Heritage Management – Interpretive Signage included as Attachment 5;
 - 1.3 Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory included as Attachment 6; and
2. **REVOKES** the following policies pursuant to Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - 2.1 Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses included as Attachment 8; and
 - 2.2 Policy No. 7.6.9 – Heritage Assistance Fund, included as Attachment 9.

CR CASTLE:

In proposing to revoke the Policy No. 7.6.9 – Heritage Assistance Fund (LPP 7.6.9):

1. Is the provision of heritage assistance enshrined in another policy or document of the City?
2. If the budget process and continuation of the grant program were to not continue, would this mean that there is no requirement, obligation, or commitment from Council to provide a Heritage Assistance Fund?
3. If these are the only mechanisms for providing a Heritage Assistance Fund what would Council's oversight be beyond the normal budget process?

A/MANAGER STRATEGIC PLANNING:

1. **Is the provision of heritage assistance enshrined in another policy or document of the City?**

Yes, the provision of heritage assistance is included within the City's [Community Funding Policy](#).

The Community Funding Policy establishes the eligibility criteria, assessment and approval process of the Heritage Assistance Fund.

The draft Heritage Assistance Guidelines are generally consistent with these criteria, with the exception of the maximum funding amount:

- The Community Funding Policy sets out a maximum grant of up to \$5,000.

COUNCIL BRIEFING NOTES

11 JUNE 2024

- *Following the Council Briefing, Administration has updated the draft Heritage Assistance Fund Guidelines that are included as **Attachment 9** to reflect the maximum grant funding available of \$5,000 for the undertaking of heritage conservation works and improvements.*

It was initially proposed that this would be increased through the draft Guidelines to a maximum of \$10,000 to be consistent with the heritage funding provided by other local governments and would allow for larger heritage conservation works and improvements to be funded.

The total amount available for the Heritage Assistance Fund is approved by Council through the annual budget process.

- *The Community Funding Policy is due to be reviewed in 2025 which would provide an opportunity for Council to consider increasing the maximum funding amount per project.*

2. If the budget process and continuation of the grant program were to not continue, would this mean that there is no requirement, obligation, or commitment from Council to provide a Heritage Assistance Fund?

The Community Funding Policy would continue to apply should Council approve the revocation of LPP 7.6.9.

This would continue the City's ongoing commitment to provide assistance to property owners to protect and enhance heritage buildings in line with the Strategic Community Plan 2022-2032.

3. If these are the only mechanisms for providing a Heritage Assistance Fund, what would Council's oversight be beyond the normal budget process?





The Community Funding Policy would provide the mechanism for the ongoing provision of a Heritage Assistance Fund.

Council would continue to have oversight of this policy as well as confirming the available grant funding amount through the annual budget process.

COUNCIL BRIEFING NOTES

11 JUNE 2024

5.2 OUTCOME OF ADVERTISING AND ADOPTION OF NEW HEALTHY FOOD AND DRINK POLICY

- Attachments:
1. Healthy Food and Drink Policy 
 2. Community Consultation Comments 
 3. Healthy Food and Drink Policy - Marked Up 
 4. Policy Implementation Guide (Internal Only) 






RECOMMENDATION:

That Council **ADOPTS** the Healthy Food and Drink Policy at Attachment 1.

NO QUESTIONS

At 6.16pm Manager Parks left the meeting and did not return.

7.4 ADOPTION OF THE ANNUAL BUDGET 2024/25

- Attachments:
1. Statement of Financial Activity 2024/25 
 2. 4 Year Capital Works Plan 2024/25 - 2027/28 
 3. Cash Backed Reserves 2024/25 
 4. Summary of Income and Expenditure by Service Area 2024/25 
 5. Proposed Fees and Charges 2024/25 

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY:

1. BUDGET:

Pursuant to the provisions of Section 6.2(1) of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the City of Vincent Annual Budget as detailed in Attachment 1 for the year ended 30 June 2025, which includes:

- 1.1 Statement of Financial Activity showing an amount required to be raised from rates of \$44,452,032;
- 1.2 Transfers to/from Reserves as detailed on the Cash Backed Reserves Statement showing a 30 June 2025 closing balance of \$25,507,557;
- 1.3 Capital Works Program showing a total of \$20,132,607 (including 2024/25 carry forward projects of \$3,415,299).

2. RATES:

Pursuant to Sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*, IMPOSES the following differential general rates and minimum payments on Gross Rental Values (GRV):

2.1 General Rates:

Differential General Rate	Cents in the dollar
Residential	7.82579
Vacant-Residential	8.44727
Vacant-Commercial	14.21566
Other (Commercial and Industrial)	7.37357

2.2 Minimum Payments:

Differential General Rate	Minimum Payment on GRV
Residential	\$1,451.23
Vacant-Residential	\$1,331.75
Vacant-Commercial	\$1,773.27
Other (Commercial and Industrial)	\$1,400.59

2.3 RATE PAYMENT OPTIONS:

Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the following due dates for payment in full by one payment on the due date or in 4 instalments:

Option	Instalment	Date
(a)	Due Date/First instalment	30 August 2024
(b)	Second instalment	1 November 2024
(c)	Third instalment	3 January 2025
(d)	Fourth instalment	7 March 2025

2.4 INSTALMENT, RATES SMOOTHING AND ARRANGEMENTS, ADMINISTRATION FEES AND INTEREST CHARGES:

- 2.4.1 Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS an instalment administration charge of \$8.00 per instalment for payment of rates by 4 instalments, to apply to the second, third and fourth instalment;
- 2.4.2 Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS an interest rate of 5.5% where the owner has elected to pay rates through an instalment option, rates smoothing or alternative payment arrangement.

2.5 LATE PAYMENT INTEREST ON OVERDUE RATES AND AMOUNTS:

ADOPTS an interest rate of 11% per annum, calculated daily from the due date and continuing until the date of payment:

- 2.5.1 On overdue rates in accordance with Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, subject to Section 6.51(4) of the *Local Government Act 1995*; and
- 2.5.2 Amounts due to the City in accordance with Section 6.13 of the *Local Government Act 1995*.

Subject to the following exclusions - deferred rates, current instalment amounts not yet due under instalment payment options, registered pensioner portions and current government pensioner rebate amounts;

3. REPORTING OF BUDGET VARIANCES:

Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the monthly reporting variance for the 2023/2024 financial year of 10% or more, where that variance is also more than \$20,000;

4. FEES AND CHARGES:

PURSUANT to Section 6.16 of the *Local Government Act 1995*, ADOPTS the Schedule of Fees and Charges in Attachment 5

5. RATES WAIVER:

Pursuant to Section 6.47 of the *Local Government Act 1995*, WAIVES the 2024/25 local government rates for the following groups:

Azzurri Bocce Club	Dorrien Gardens	4,553.92
Earlybird's Playgroup	87 The Boulevarde	1,400.59
East Perth Football Club	Leederville Oval	14,003.40
Floreat Athena Soccer Club	Litis Stadium	10,461.25
Forrest Park Croquet Club	Forrest Park	5,172.56

COUNCIL BRIEFING NOTES

11 JUNE 2024

Gymnastics Western Australia Inc.	Loftus Centre	13,008.82
Highgate Forrest Park Playgroup	Forrest Park	2,301.29
Leederville Tennis Club	Richmond Street Leederville	3,018.74
Loton Park Tennis Club	Loton Park	3,780.06
Mount Hawthorn Playgroup	Mt Hawthorn Community Centre	1,400.59
Mount Hawthorn Toy Library	Mt Hawthorn Community Centre	1,400.59
North Perth Bowling Club	Woodville Reserve	4,090.49
North Perth Community Garden Inc	Woodville Reserve	1,400.59
North Perth Tennis Club	Woodville Reserve	3,992.05
Perth Junior Soccer Club Inc	Forrest Park	1,794.73
Perth Soccer Club	Dorrien Gardens	17,364.02
Pride Western Australia Incorporated	4 View Street	2,521.76
Subiaco Football Club	Leederville Oval	11,889.18
Tennis West	Robertson Park	8,737.68
Tools n Things	Britannia Reserve	1,400.59
Town Team Movement	245 Vincent Street	1,400.59
Vincent Men's Shed	Woodville Reserve	1,400.98
Volleyball WA	Royal Park	3,775.64
Leederville Toy Library	Loftus Community Centre	1,400.59

121,670.69

6. NOTES a provision of \$50,000 within the budget that will be used to assist ratepayers in financial hardship, up to a maximum of \$500 per property.
7. Pursuant to Section 6.11(2)(b) and Section 6.11(3)(a) of the *Local Government Act 1995*, APPROVES the closure of the Plant and Equipment Reserve and the allocation of the reserve balance to the Asset Sustainability Reserve.
8. APPROVES the change of name of the Tamala Park Land Sales Reserve to the Catalina Estate Land Sales Reserve

NO QUESTIONS

8.3 INFORMATION BULLETIN

- Attachments:
1. Confirmed Minutes of the Arts Advisory Group held on 7 February 2024 
 2. Public Open Space Strategy Key Action Implementation Update 2024 
 3. Statistics for Development Services Applications as at the end of May 2024 
 4. Register of Legal Action and Prosecutions Monthly - Confidential
 5. Register of Legal Action - Orders and Notices Quarterly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 30 May 2024 
 7. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current 
 8. Register of Applications Referred to the Design Review Panel - Current 
 9. Bike Plan 2023-2028 Implementation Framework -April 2024 Update 
 10. Council Meeting Statistics 
 11. Register of Petitions - Progress Report - June 2024 
 12. Register of Notices of Motion - Progress Report - June 2024 
 13. Register of Reports to be Actioned - Progress Report - June 2024 
 14. Council Workshop Items since 8 May 2024 
 15. Council Briefing Notes - 14 May 2024 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated June 2024.

CR WOOLF:

Public Open Space Strategy attachment, can a clearer version be uploaded?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

A clearer copy has been uploaded to docs on tap and the website.

CR HALLETT:

Footpath update program, can a timeline be included?

MANAGER ENGINEERING:

Footpath defects have all been mapped and uploaded onto the City's GIS system. Additional funding has been allocated within the operational footpath budget to attend to priority areas within the City's activity centres. Expected timelines for works to be undertaken is between 2024-2025 and 2026-2027 financial years, with the majority of defects being attended to over this period.




CR GREER:

Bike Plan – high priority and proposed to be completed end of 2025, can we get more information in Briefing Notes as to if are they on track – Items 9, 11 and 17, for example?

MANAGER ENGINEERING:

All high priority action items are on track, some have not formally started however the Engineering Team are liaising with key stakeholders such as Main Roads WA over the coming weeks which will see some of these formally commence.

REPORTS WITHOUT DISCUSSION**5.3 OUTCOME OF ADVERTISING AND ADOPTION OF PROPERTY INVESTMENT AND DISPOSAL POLICY**

- Attachments:
1. Property Investment and Disposal Policy 
 2. Property Investment and Disposal Policy - tracked changes 
 3. Summary of Submissions from Consultation 






RECOMMENDATION:

That Council **ADOPTS** the Property Investment and Disposal Policy at Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES**11 JUNE 2024**

6.1 OUTCOME OF ADVERTISING AND ADOPTION OF STREET TREE POLICY


- Attachments:**
1. **Street Tree Policy - Final for Adoption** 
 2. **Street Tree Policy - Consultation Summary** 
 3. **Street Tree Policy - Guidelines and Procedures** 
 4. **Summary of Submissions and Admin Responses** 
 5. **Street Tree Policy - Tracked Changes** 

RECOMMENDATION:

1. **NOTES** the summary of submissions received in relation to the Street Tree Policy at Attachment 2 and 4;
2. **ADOPTS** the Street Tree Policy at Attachment 1; and
3. **NOTES** the supporting Street Tree Policy Guidelines and Procedures at Attachment 3.

NO QUESTIONS

7.1 FINANCIAL STATEMENTS AS AT 30 APRIL 2024

Attachments: 1. Financial Statements as at 30 April 2024 

RECOMMENDATION:





That Council RECEIVES the Financial Statements for the month ended 30 April 2024 as shown in Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

11 JUNE 2024

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 APRIL 2024 TO 30 APRIL 2024

- Attachments:
1. April 2024 - Payments by EFT and Payroll 
 2. April 2024 - Payments by Direct Debit 
 3. April 2024 - Payments by Cheque 
 4. April 2024 - Payments for Fuel Cards 

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 April 2024 to 30 April 2024 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$6,198,469.14
Cheques	\$328.20
Direct debits, including credit cards	\$176,577.93
Total payments for April 2024	\$6,375,375.27

NO QUESTIONS

7.3 INVESTMENT REPORT AS AT 30 APRIL 2024

Attachments: 1. Investment Statistics as at 30 April 2024 

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 April 2024 as detailed in Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES**11 JUNE 2024**

8.1 REGULATION 5 REVIEW, REPORT AND RECOMMENDATIONS**Attachments:** 1. Regulation 5 Audit Report - Confidential**RECOMMENDATION:****That Council:**

1. **RECEIVES** the review pursuant to Regulation 5 of the *Local Government (Financial Management) Regulations 1996* prepared by Paxon, as at Attachment 1;
2. **NOTES** the key findings of the review, as detailed in this report; and
3. **NOTES** that the findings and management actions arising from the review will be added to the City's Audit Log.

NO QUESTIONS

COUNCIL BRIEFING NOTES**11 JUNE 2024****8.2 ADOPTION OF CORPORATE BUSINESS PLAN 2024/25 - 2027/28 AND FOUR YEAR CAPITAL WORKS PROGRAM 2024/25 - 2027/28****Attachments:** 1. Master Corporate Business Plan - Draft Review 2024/25 **RECOMMENDATION:****That Council:**

1. **ADOPTS BY ABSOLUTE MAJORITY** the City of Vincent Corporate Business Plan 2024/25 – 2027/28 at Attachment 1 including the Four Year Capital Works Program 2024/25 – 2027/28; and
2. **NOTES** that:
 - 2.1 Financials in the CBP and CWP are subject to change based on the figures adopted in the City's Annual Budget 2024/25 and Long Term Financial Plan; and
 - 2.2 Final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.

NO QUESTIONS

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business the meeting closed at 6.22pm.