

**RESOURCE RECOVERY GROUP  
MINUTES  
ORDINARY MEETING OF COUNCIL**

**THURSDAY 25 AUGUST 2022**

**HELD AT 9 ALDOUS PLACE BOORAGOON  
AND  
BY VIDEO CONFERENCE**

**Our Purpose:** *We deliver innovative and sustainable waste management solutions*

*On behalf of our Participant Local Government*



***Resource Recovery Group formerly Southern Metropolitan Regional Council***

**TABLE OF CONTENTS**

1.	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b> “I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present”.	
2.	<b>RECORD OF ATTENDANCE / APOLOGIES</b>	
3.	<b>DISCLOSURE OF INTERESTS</b>	
4.	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	
5.	<b>PUBLIC QUESTION TIME</b>	
6.	<b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING PERSON</b>	
7.	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	
8.	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 MAY 2022	
8.2	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 MAY 2022	36
8.3	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 30 JUNE 2022	
8.4	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 30 JUNE 2022	39
8.5	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 14 JULY 2022	
8.6	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 14 JULY 2022	42
8.7	MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 14 JULY 2022	
9.	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b> 15.1 – AVERTAS WASTE TO ENERGY UPDATE 15.2 – T2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE 15.3 – T2022-04 COMPOSTING FACILITY CIVIL WORKS 15.4 – CEO PERFORMANCE REVIEW 15.5 – LONG SERVICE LEAVE DEFERMENT REQUEST	
10.	<b>BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING</b>	
11.	<b>REPORTS OF THE CEO</b>	
11.1	STRATEGIC PLANS 2022	5
11.2	CORPORATE POLICY REVIEW	10
11.3	OFFICE ACCOMMODATION PROJECT	14
11.4	FINANCIAL REPORTS	18
11.5	CASH INVESTMENT PORTFOLIO	22
11.6	SCHEDULE OF PAYMENTS	28
11.7	APPOINTMENT MEMBER OF WASTE AUTHORITY BOARD	29
12.	<b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	
13.	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON PRESIDING OR BY DECISION OF MEETING</b>	
14.	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>	
15.	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	
15.1	AVERTAS WASTE TO ENERGY UPDATE - Confidential	32
15.2	TENDER 2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE - Confidential	32
15.3	TENDER 2022-04 COMPOSTING FACILITY CIVIL WORKS - Confidential	33
15.4	CEO PERFORMANCE REVIEW - Confidential	33
15.5	LONG SERVICE LEAVE DEFERMENT REQUEST - Confidential	34
16.	<b>DECLARATION OF CLOSURE OF MEETING</b>	

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chair welcomed everyone in attendance and declared the meeting open at 4.00pm.

“I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders’ past and present and emerging.”

**2. RECORD OF ATTENDANCE / APOLOGIES**

**PRESENT**

Cr Doug Thompson (Chairperson)	City of Fremantle
Cr Karen Wheatland (Deputy Chairperson)	City of Melville
Cr Andrew White	Town of East Fremantle
Mr Nick King (REG Member)	Town of East Fremantle
Mr Graham Tattersall (REG Member)	City of Fremantle
Mr Tim Youé	RRG, Chief Executive Officer
Mr Chris Wiggins	RRG, Executive Manager Corporate Services
Mr Brendan Doherty	RRG, Executive Manager Strategic Projects
Mr Keith Swift	RRG, Executive Manager RRRC Operations
Ms Ann Johnson	RRG, Manager Governance & Culture
Mr Mick McCarthy (REG Member) entered at 4.01pm	City of Melville
Mr Peter Kocian (Deputy REG Member) entered at 4.09pm	Town of East Fremantle

**APOLOGIES**

Nil

**3. DISCLOSURE OF INTERESTS:**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING PERSON**

The Chair, Cr Doug Thompson noted that the Chief Executive Officer, Mr Youé will be on annual leave for the period 26 August to 16 September 2022 inclusive. During this time Mr Brendan Doherty will be acting Chief Executive Officer.

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 26 MAY 2022**

**COUNCIL RESOLUTION**

**22.08-01 MOVED: CR K WHEATLAND SECONDED: CR A WHITE**

**THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 MAY 2022 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 3/-**

**8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 26 MAY 2022**

The CEO informed Council that actions are either completed or ongoing.

**8.3 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 30 JUNE 2022**

**COUNCIL RESOLUTION**

**22.08-02 MOVED: CR K WHEATLAND SECONDED: CR A WHITE**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 30 JUNE 2022 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 3/-**

**8.4 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 30 JUNE 2022**

The CEO informed Council that actions are either completed or ongoing.

**8.5 MINUTES OF THE RESOURCE RECOVERY GROUP SPECIAL MEETING HELD ON 14 JULY 2022**

**COUNCIL RESOLUTION**

**22.08-03 MOVED: CR K WHEATLAND SECONDED: CR A WHITE**

**THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 30 JUNE 2022 BE RECEIVED AS A TRUE AND CORRECT RECORD**

**CARRIED 3/-**

**8.6 ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 14 JULY 2022**

The CEO informed Council that actions are either completed or ongoing.

**9. ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO PUBLIC**

- 15.1 – AVERTAS WASTE TO ENERGY UPDATE
- 15.2 – T2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE
- 15.3 – T2022-04 COMPOSTING FACILITY CIVIL WORKS
- 15.4 – CEO PERFORMANCE REVIEW
- 15.5 – LONG SERVICE LEAVE DEFERMENT REQUEST

Cr D Thompson announced that Officers will be asked to leave the room for items 15.4 and 15.5 while Councillors discuss these items.

**10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil

**11. REPORTS OF THE CEO**

<b>REPORT NO</b>	11.1
<b>SUBJECT</b>	<b>STRATEGIC PLAN REVIEW 2022</b>
<b>AUTHOR</b>	T Youé Chief Executive Officer
<b>AUTHOR'S INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 August 2022
<b>FILE REFERENCE</b>	FD: Corporate Governance/Planning
<b>ATTACHMENTS</b>	1# Corporate Business Plan 2022/2026 2# Strategic Community Plan 2022/2032 3# Workforce Plan 2022/2026

**COUNCIL RESOLUTION**

22.08-04            **MOVED: CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION/S:**

1. **THE RESOURCE RECOVERY GROUP CORPORATE BUSINESS PLAN 2022-2026 BE ADOPTED.**
2. **THE RESOURCE RECOVERY GROUP COMMUNITY STRATEGIC PLAN 2022-2032 BE ADOPTED.**
3. **THE RESOURCE RECOVERY GROUP WORKFORCE PLAN 2022-2026 BE ADOPTED**

**CARRIED BY ABSOLUTE MAJORITY 3/0**

**VOTING REQUIREMENT**

Absolute majority required (Admin Regulations 19DA(6)).

**PURPOSE OF REPORT**

To review and adopt the Resource Recovery Group Strategic Plans.

**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

- The role of the Council is responsible for the performance of the local government's functions. (Local Government Act 1995 s2.7 (1)(b))
- To ensure that plans under Local Government S5.56 are in accordance with any regulations made about planning for the future of the district.

**Legislative**

- The Local Government Act 1995 s5.56 Planning for the future.
- Local Government (Administration) Regulations 1996 Reg 19C Strategic community plans under s5.56 Act.
- Local Government (Administration) Regulations 1996 Reg 19DA Corporate business plans under s5.56 Act.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Participant local governments

**Strategic relevance:**

**Key Focus Area** Resource Recovery / Business Sustainability / Stakeholder Relations

**Objective 2.1** Our governance model supports an effective and efficient business model

**Strategy 2.1.1** Adapt and improve existing governance arrangements

**Objective 2.1 Our governance model supports an effective & efficient business model**

Strategies	Actions	Responsibility	Timeframes				Informing Document
			2021/22	2022/23	2023/24	2024/25	
<b>2.1.1 Adapt and improve existing governance arrangements</b>	a. Facilitate review of SMRC Establishment Agreement and Project Participant Agreements	CEO Members	✓	✓			Establishment Agreement Local Government Act

**Policy related:**

Nil

**Financial:**

The workshop and plan have been prepared in-house.

**Legal and statutory:**

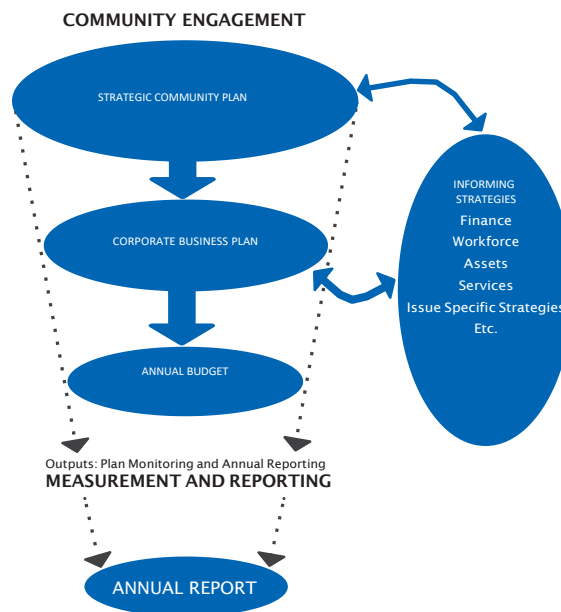
Establishment Agreement – Regional Purpose.

**Risk related:**

A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	1- CEO Review of Statutory legislation & Compliance Report 2018 2- code of conduct 3- Compliance Calendar/Register 4 - State Govt Legislative updates 8- Annual Compliance Audit Return,	Legislative Compliance	2	3	6
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**BACKGROUND:**

All local governments are required under section 5.56 of the Local Government Act 1995 to make plans for the future. The detail as to how this is to be achieved is set out in the Local Government (Administration) Regulations 1996, which is summarised below:



Regulation 19C requires a local government to develop and regularly review a long-term strategic community plan (SCP) that clearly links the community's aspirations with the Council's vision and long term strategy. SCPs are to be reviewed at least once every 4 years. The current version of the SCP which covers the period 2016-2026 was adopted by Council in June 2016.

In addition, Regulation 19DA requires local governments to prepare a corporate business plan. The corporate business plan is to cover at least 4 financial years and is to:

- set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- Local governments are to review their current corporate business plan for its district every year.

At the meeting held on 26 May 2022 the council resolved:

1. **THE ACTIONS FROM THE STRATEGIC DIRECTIONS WORKSHOP ON 6 APRIL 2022 BE RECEIVED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.**
2. **THE AMENDED STRATEGIC VISION, MISSION, OBJECTIVES, KEY FOCUS AREAS AND PROJECTS BE GIVEN IN PRINCIPLE SUPPORT AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.**
3. **THE UPDATED STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN BE CONSIDERED AT THE JULY 2022 SPECIAL COUNCIL MEETING.**

**REPORT:**

**Strategic Directions Review Workshop 6 April 2022**

The workshop was held online due to the Covid-19 restrictions in place at the time, it was attended by Regional Councillors, Regional Executive Officers from member councils and RRG Executive staff.

During the workshop our current Vision and proposed Value Proposition Statement were discussed. It was noted that as part of the review of the Establishment Agreement which was also underway at the time that our Regional Purpose was also being reviewed.

Members agreed that they would like to see a greater focus on climate emissions or environmental outcomes and felt that this should be a new Objective.

It was agreed that it was important the organisation have a commercial focus that grows the business and to continue to influence and educate.

It was also noted that a number of key focus areas had already been achieved and needed to be removed. It was also suggested that our key focus areas should underpin our objectives rather than setting additional strategies.

It was suggested that consideration should be given to new and emerging technologies and to consider what will happen post our loan being paid out in 2023.

Summary of broad strategic directions:

1. Vision statement
2. Review of Objectives
3. Review of current strategies
4. Continue to partner with others
5. Advocate and influence
6. Future opportunities

Agreed strategy	Agreed actions
1. Vision Statement	Review the current vision statement to reflect what it is we aspire to rather than a statement of what we do.
2. Review of Objectives	Undertake review of current objectives, ensure that climate impact or environmental outcomes is reflected in some way.  Ensure Objectives reflect the rebranding of the organisation.
3. Review of Current Strategies	Undertake review of current strategies and key focus area to reflect the updated Objectives.
4. Partnerships and alliances	Explore viable opportunities that coincide with our vision.  Build on our FOGO infrastructure to partner with others and build the business in this area.  Continue to maximise use of the disused parts of the WCF building.
5. Advocate and influence	Develop an advocacy strategy to promote our value proposition to stakeholders, WA Government, WALGA and individual local governments in order to achieve desired outcomes.  Continue to advocate for FOGO over Waste to Energy.  Influence broad stakeholders through the use of social media.
6. Future Opportunities	Explore new and emerging technologies.  Understand what will happen when the original loan is paid out in 2023.

The Chairman invited members to make written submissions in relation to the key focus areas should they wish to do so.

**Outcome**

Utilising the above information, a new strategic document was drafted incorporating an updated Vision, Mission and reflecting the Objectives of Recycle, Innovate, Educate.

Each Objective was underpinned by Key Focus Area, and these were further supported by Projects.

The strategy was circulated to participants for comment and endorsed in-principle by Council on 26 May 2022.

The new strategy along with recent Community and Stakeholder survey results has been used to draft the 2022-2032 Strategic Community Plan and 2022-2024 Corporate Business Plan.

Participant Councils have been invited to comment on the draft plans however to date no feedback has been received.

**WORKFORCE PLAN**

The workforce plan has been updated in line with the recent strategic directions review, Community Strategic Plan 2022-2032 and 2022 Corporate Business Plan.

The workforce plan identifies current challenges that the organisation faces in relation to its workforce and identifies initiatives that will address these challenges. We will need to be flexible to increase or decrease staffing as the needs of the business change.

The plan also identifies that the organisation has increased the percentage of women in the workforce from 28% in 2018 to 46.7% currently. The percentage of workers with a disability along with those who identify as Aboriginal or Torres Strait Islander have also increased. The median age of our workers has fallen from 45 years in 2018 to 39 years currently and is in line with current workforce trends.

**LONG TERM FINANCIAL PLAN**

The long term financial plan workshop was held on Thursday 18 August 2022 and this plan is yet to be finalised.

<b>REPORT NO</b>	<b>11.2</b>
<b>SUBJECT</b>	<b>CORPORATE POLICY REVIEW</b>
<b>AUTHOR</b>	A Johnson, Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	1 August 2022
<b>FILE REFERENCE</b>	FD: Corporate Governance/Policy/Corporate Policy
<b>ATTACHMENTS</b>	1# Policy Development and Procedures 4.1 2# Employees Personal Property 3.2 3# Council Member Professional Development 1.15 4# Pricing Policy 2.6 5# Participants Estimated Population 2.11 6# Employee Appointments 3.5 7# Environmental 5.1 8# Quality 5.2 9# Stakeholder Committee 1.2 10# RRRC Education Tours & Incursions 4.11 11# OSH 3.4 12# Code of Conduct for Employees 1.12

**COUNCIL RESOLUTION**

22.08-05            **MOVED: MOVED: CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION/S:**

- 1. THE FOLLOWING POLICIES PRESENTED FOR REVIEW WITH AMENDMENTS BE ADOPTED:**
  - a. **POLICY DEVELOPMENT NO. 4.1**
  - b. **EMPLOYEES PERSONAL PROPERTY NO 3.2**
  - c. **COUNCIL MEMBER PROFESSIONAL DEVELOPMENT NO 1.15**
  - d. **PRICING NO 2.6**
  - e. **PARTICIPANT ESTIMATED POPULATIONS NO 2.11**
  - f. **EMPLOYEE APPOINTMENTS NO 3.5**
  - g. **ENVIRONMENT NO 5.1**
  - h. **QUALITY NO 5.2**
  - i. **STAKEHOLDER COMMITTEE NO 1.2**
  - j. **RRRC EDUCATION TOURS & INCURSIONS NO 4.11**
  - k. **OSH NO 3.4**
  - l. **Code of Conduct for Employees 1.12**

**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

The Regional Council to review policy documents that describe the overall intentions of the Regional Council in relation to corporate issues.

**NATURE OF COUNCIL’S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The role of the Council is to determine the local government’s policies (Local Government Act 1995 s2.7 (2)(b))

**Legislative**

The Local Government Act 1995 s2.7 (2)(b)

The Local Government Act 1995 s5.51A, s5.57, s5.87A, s5.87B, s5.87C & 5.89A

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

**Key Focus Area** Business Sustainability

**Objective 2.1** Our governance model supports an effective and efficient business model

**Strategy 2.1.1** Adapt and improve existing governance arrangements

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

Not applicable

**Legal and statutory:**

Not applicable

**Risk related:**

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
A03	Non-Compliance (Corporate)	1. Infringement by relevant authority	<ul style="list-style-type: none"> <li>Compliance Calendar/Register</li> <li>State Government Legislative Updates Annual Compliance Audit Return</li> </ul>	Low 6

**REPORT:**

The Table below sets out the summary of policies that are due for review, and the proposed amendments where considered appropriate:

No.	Policy Title	Objective	Proposed Amendments
4.1	Policy Development & Procedures	To set out procedural arrangements for formulating, reviewing and cancelling policies.	Updated to re-name current Standards to Operational Policies and current Policies to Council Policies.

No.	Policy Title	Objective	Proposed Amendments
1.7	Employee Personal Property	To provide a clear position in relation to employee's personal property in the workplace	Updated to reflect name change of name.
1.15	Council Member Professional Development	To develop the knowledge and experience of Regional Council members to promote representation and well-informed decisions relating to the regional purpose of the RRG.	Updated to reflect change of name.
2.6	Pricing Policy	To provide the framework for setting fees and charges imposed on clients and customer who use RRG facilities.	Updated to reflect change of name.
2.11	Participants Estimated Residential Population	A position statement that determines which 'population' statistics to use and when 'population' statistics are applied to participants' contributions in accordance with Agreements.	Updated to reflect change of name.
3.5	Employee Appointments	To ensure the Council complies with the Local Government Act 1995 in relation to the employment of employees	Updated to reflect change of name.  Notes that the CEO may delegate this authority in accordance with the LG Act.
5.1	Environmental	The environmental policy provides the framework for setting and reviewing these environmental objectives and targets.	Updated to reflect change of name.
5.2	Quality	The quality policy provides the framework for setting and reviewing objectives and targets, identifying measures required for the purchasing, planning, supply and delivery of products & services and maintaining a quality system.	Updated to reflect change of name.
1.2	Stakeholder Committee	Provides direction on how the Resource Recovery Group manages its stakeholder relations.	Updated to reflect change of name.  Has also removed the need for an external person to be part of the Stakeholder Relations Committee.
4.11	RRRC Education Tours & Incursions	Clearly defines the guidelines for tours of the Canning Vale Centre, as well as incursions and presentations undertake by the Waste Education Officer.	Updated to reflect change of name.
3.4	OSH	This policy ensures a safe and healthy working environment for all persons who enter RRG property. It sets out objectives for reducing incidents, maintaining and exceeding legal compliance, continually improving WHS to achieve and maintain ISO45001.	Re-names the policy <i>Work Health &amp; Safety</i> in line with the new legislation.

No.	Policy Title	Objective	Proposed Amendments
1.12	Code of Conduct for Employees	The code of conduct provides employees with clear guidelines on their expected behaviour and conduct whilst working with RRG.	Updated to reflect change of name. Expanded to incorporate recommendations by WALGA.

The policies due for review are attached to this report.

**The Following are additional information relating to the policy review;**

#### **4.1 Policy Development**

The policy provides a framework for the formulation and review of policies, it clearly outlines the process for approval of new policies and review of current policies.

The SMG has considered the current process of labelling some documents as Policies and some as Standards, is confusing to new staff members. As such the policy seeks to re-name Standards as Operational Policies and defines that they may be approved by the SMG. Current policies, those that require approval and adoption by the Regional Council, shall be known as Council Policies.

Section 2.7 of the Local Government Act states that the role of the council is to determine the local government's policies.

#### **3.5 Employee Appointments**

This policy notes that the RRG are obliged to comply with the Local Government Act 1995 in relation to the employment of employees.

The policy also defines 'Senior Employees' as per the Local Government Act and notes that the RRG does not currently employ any 'Senior Employees'.

The policy has been further updated to note that the CEO may in some instances delegate the responsibility for approval of some employee appointments in accordance with section 5.44 of the Local Government Act.

#### **3.4 OSH**

This policy sets out the RRG's commitment and obligations in relation to Work Health and Safety.

The policy has been updated to reflect the introduction of the Work Health & Safety Act 2020 (WHS Act) which came into force earlier this year. In reflecting the new legislation, it is proposed that the policy be renamed Work Health & Safety.

Other minor amendments include taking actions to minimise risks wherever practicable, are reflective of the new WHS Act.

#### **1.2 Stakeholder Relations Committee Policy**

This policy sets out the direction on managing stakeholder relations and defines the membership of the Stakeholder Relations Committee. It has been amended to no longer require an external member from the WREN.

#### **4.11 RRRC Education Tours & Incursions**

This policy sets out the guidelines for tours of the Canning Vale Centre, as well as incursions and presentations undertaken by the Waste Education Officer. It has also been updated to reflect ongoing expansion of new local government members to the Recycle Right program.

#### **1.12 Code of Conduct for Employees**

The Code of Conduct has been expanded and provides employees with a comprehensive guide to the behaviours expected in the workplace. New information regarding recordkeeping, secondary employment, bullying & harassment has also been included in the code.

<b>REPORT NO</b>	<b>11.3</b>
<b>SUBJECT</b>	<b>OFFICE ACCOMMODATION PROJECT</b>
<b>AUTHOR</b>	C Wiggins, Executive Manager Corporate Services
<b>RESPONSIBLE OFFICER</b>	T Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	17 August 2022
<b>FILE REFERENCE</b>	FD: Assets/Buildings/Leases/9 Aldous FD: Corporate Finance/Loans/Strategy
<b>ATTACHMENTS</b>	Nil

Mr McCarthy noted the City of Melville is considering putting forward a proposal to the Project Participants to purchase the building and lease back office space to the RRG and using unutilised space for its operational services.

Cr White advised that the interest only option was his preference however he was happy to explore options that City of Melville might put forward. Cr Wheatland and Cr Thompson concurred with Cr White's comments.

**COUNCIL RESOLUTION**

22.08-06            **MOVED: MOVED: CR A WHITE    SECONDED: CR K WHEATLAND**

**CEO RECOMMENDATION/S:**

**THE REPORT BE PROVIDED TO THE OFFICE PROJECT PARTICIPANTS FOR A CONSENSUS AGREEMENT ON OPTIONS NOTED IN THE REPORT OR ALTERNATIVE CONSIDERATIONS.**

**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

The Regional Council and Project Participants' to consider refinancing the borrowings for 9 Aldous Place Booragoon (Office Project)

**NATURE OF COUNCIL'S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The role of the Council is to determine the local government's policies (Local Government Act 1995 s2.7 (2)(b))

**Legislative**

Local Government Act 1995 s3.58 Disposal of Property and regulations (functions & general) relating to land transactions and business plans.

Local Government Act 1995 s6.8 Expenditure from municipal fund not included in annual budget and regulations (Financial) relating to budgets.

Local Government Act 1995 s6.20 Power to borrow and regulations (Financial) relating to public notice for borrowings.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Project participants

**Strategic relevance:**

The revised Corporate Business Plan 2022 has not considered any strategies or projects for this activity.

The revised draft Long Term Financial Plan refers to the options noted in this report.

The revised draft Asset Management Plan refers to the 10 year maintenance program for the building.

**Policy related:**

1. Office Accommodation Reserve Council Policy 2.9
2. Asset Management Council Policy 4.10.

**Financial:**

The adopted Annual Budget 2022/23 provides for the quarterly interest payment funded from Participants' quarterly contributions towards the Office Project.

**Legal and statutory:**

The Office Project has a formal Project Participants' Agreement.

The borrowing for the purchase of the office Project is a secured lending agreement with the WA Treasury Corporation and Participants.

**Risk related:**

No risk identified

**BACKGROUND:**

COUNCIL RESOLUTION 27 AUGUST 2020

THE TWO OFFICE LOCATIONS CONTINUE UNTIL 31 DECEMBER 2022 AND A REVIEW BE UNDERTAKEN IN 2022.

1. THE BORROWING FOR THE OFFICE PROJECT BE ROLLED OVER WITH THE WESTERN AUSTRALIAN TREASURY CORPORATION FOR A FIXED TWO-YEAR PERIOD INTEREST ONLY NOT EXCEEDING 31 DECEMBER 2022.

The Office Project Participants entered into a lending facility and guarantor agreement in 2005 with the Western Australian Treasury Corporation (WATC) for the purchase and fitout of the Booragoon office located at 9 Aldous Place.

The lending facility is currently an interest only loan with a maturity date being 30 December 2022. The loan value is \$1.8 million.

The last market valuation undertaken on 1 June 2021 was \$1.8 million.

**REPORT:**

**Borrowings**

Indicative Local Government Interest Rates issued by the WA Treasury Corporation for a fixed 5 year loan in August 2022 is 3.773%, however, the re-finance date is 30 December 2022, so to allow for interest rate hikes the figures below have been calculated on an indicative rate of 4.5% + 0.7% Government Guarantee levy.

**We are proposing three options for Project Participants consideration:**

1. Participants contribute to the repayment of the full value of the borrowing on 30 December 2022.

Office Project Loan Liability			
Office Project Loan	Population	Est Pop 2021	30-Jun-21
		%	2022/23
East Fremantle	7,893	5.51%	\$ 99,177
Fremantle	31,901	22.27%	\$ 400,842
Melville	103,459	72.22%	\$ 1,299,981
<b>Total</b>	<b>143,253</b>	<b>100.00%</b>	<b>\$ 1,800,000</b>

2. Participants' contribute to a five year annual principal & interest repayment for a maturity date 30 December 2027.

Estimated annual repayment of \$400,000

Total estimated interest paid over five years is \$200,000 (\$50,000 pa)

Table: Participants' Annual Contribution for 5 years

Office Project Loan	Population	Est Pop 2021	Budget
		%	2022/23
East Fremantle	7,893	5.51%	\$ 22,039
Fremantle	31,901	22.27%	\$ 89,076
Melville	103,459	72.22%	\$ 288,885
<b>Total</b>	<b>143,253</b>	<b>100.00%</b>	<b>\$ 400,000</b>

3. The loan is refinanced on a fixed five-year interest only period ending 30 December 2027. A review on the future payment of \$1.8 million loan will be considered in June 2027.

The estimated annual interest payment is \$93,600 (includes 0.7% Government Guarantee Levy)

Table: Participants' Annual Contribution towards the Office Project for five years.

Office Project Loan	Population	Est Pop 2021	Budget
		%	
East Fremantle	7,893	5.51%	\$ 5,157
Fremantle	31,901	22.27%	\$ 20,844
Melville	103,459	72.22%	\$ 67,599
<b>Total</b>	<b>143,253</b>	<b>100.00%</b>	<b>\$ 93,600</b>

The annual interest repayment of \$93,600 is in lieu of the cost of leasing office space and remains the most cost-effective option, should option 1 or 2 not be supported at this time. Subject to market soundings we estimate office leasing for 400sqm is approx. @\$300/sqm (\$120,000).

Note: Any rent received for unused office space or the rear warehouse will be deducted from the annual contribution table above.

<b>REPORT NO</b>	<b>11.4</b>
<b>SUBJECT</b>	<b>FINANCIAL REPORTS</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Manager Finance
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	10 August 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	#1 Statement of Financial Activity – 31 May 2022 #2 Statement of Financial Activity – 30 June 2022 #3 Statement of Financial Activity – 31 July 2022

**COUNCIL RESOLUTION**

**22.08-07                    MOVED: CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION/S:**

1. THAT AN AMOUNT OF \$20,000 BE THE VALUE USED TO REPORT ANY VARIANCES BETWEEN BUDGET AND ACTUAL LINE ITEMS IN THE MONTHLY FINANCIAL STATEMENTS FOR THE 2022/2023 FINANCIAL YEAR.
2. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 MAY 2022 BE RECEIVED.
3. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 30 JUNE 2022 BE RECEIVED.
4. THE STATEMENT OF FINANCIAL ACTIVITY BY NATURE AND TYPE OF THE SOUTHERN METROPOLITAN REGIONAL COUNCIL FOR THE PERIOD ENDED 31 JULY 2022 BE RECEIVED.

**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

1. To receive the financial statements for the following periods:
  - 1.1 Financial Statements for the period ended 31 May 2022
  - 1.2 Financial Statements for the period ended 30 June 2022
  - 1.3 Financial Statements for the period ended 31 July 2022

**NATURE OF COUNCIL’S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The role of the Council is to have oversight over its financial affairs and receive the regional local government’s monthly financial reports.

**Legislative**

- Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the Local Government (Financial Management). The Council resolved at its meeting on 25 August 2021 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the Local Government (Financial Management). The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

The financial statements are to be reported to Council as follows:

<b>Periods Ended</b>	<b>Due for presentation within 2 months</b>	<b>Next Scheduled Ordinary Meeting</b>
31 May 2022	31 July 2022	25 August 2022
30 June 2022	31 August 2022	25 August 2022
31 July 2022	30 September 2022	25 August 2022

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

**Key Focus Area** Business Sustainability  
**Objective 2.1** Our Business is financially viable and sustainable

**Policy related:**

Policy No 2.1 Accounting Policies (Council approved 13/12/2021)

**Financial:**

Refer to report

**Legal and statutory:**

Not applicable

**Risk related:**

<b>Risk No</b>	<b>Risk Description</b>	<b>Potential Consequences</b>	<b>Controls Are Currently In Place,</b>	<b>Overall Risk Rating</b>
A03	Non-Compliance (Corporate)	Infringement by relevant authority	3- Compliance with legislation, 2- State Govt Legislative updates, 3- Annual Compliance Audit Return,	Low 6

## REPORT

### 1. Value to be used when reporting material variances in financial reports

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations (no2) 2005, each financial year, a local government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards (AAS) to be used in statements of financial activity for reporting material variances.

It is recommended that an amount of \$20,000 be the value used to report any variances between budget and actual line items in the monthly financial statements

### 2. Financial Statements for the period ended 31 July 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	Jul-22	Jul-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$1.4	<b>\$1.2</b>	-\$0.2
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$1.5	<b>-\$1.2</b>	\$0.3
OPERATING SURPLUS/ DEFICIT	-\$0.1	<b>\$0.0</b>	\$0.1
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-23	Jul-22	Jun-22
	(\$M)	(\$M)	
CASH IN BANK	\$8.3	<b>\$9.2</b>	<b>\$11.9</b>
OUTSTANDING LOANS	\$1.8	<b>\$5.0</b>	<b>\$5.0</b>
NET ASSETS	\$27.7	<b>\$32.9</b>	<b>\$33.3</b>

#### Notes:

- 1) Operating Revenue is lower than budget due to lower tonnes being received across all business units.
- 2) Operating Expenses are lower than the budget as a result of lower tonnes processed.
- 3) This has resulted in a breakeven Operating Result without the need to utilise prior years brought forward surpluses.
- 4) Net Assets are higher due to unspent capital works program planned in the budget estimates.

### 3. Financial Statements for the period ended 30 June 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	Jun-22	Jun-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$16.3	<b>\$16.9</b>	\$0.7
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$17.5	<b>-\$16.7</b>	\$0.8
OPERATING SURPLUS/ DEFICIT	-\$1.2	<b>\$0.3</b>	\$1.4
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-22	Jun-22	Jun-21
	(\$M)	(\$M)	
CASH IN BANK	\$9.2	<b>\$11.9</b>	<b>\$13.0</b>
OUTSTANDING LOANS	\$5.0	<b>\$5.0</b>	<b>\$8.4</b>
NET ASSETS	\$30.9	<b>\$33.3</b>	<b>\$36.3</b>

- 1) Operating Revenue is higher than budget due to MRF commodity prices & additional commercial tonnes.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages, insurance and disposal costs than estimated.
- 3) This has resulted in a surplus Operating Result without the need to utilise prior years brought forward surpluses. Refer table below for summary of business unit results and the Statement of Financial Activity in the agenda attachments.
- 4) Net Assets are higher due to unspent capital works program planned in the budget estimates.

FY 2021/22						
	Tonnes	Revenue	Expenditure	Estimated Actual 21/22	Net Revised Budget 21/22	Net Adopted Budget 21/22
Material Recovery Facility	25,000	\$ 6,437,000	\$ 4,228,000	\$ 2,209,000	\$ 1,000,000	\$ 1,500,000
Green Waste Facility	10,000	\$ 820,000	\$ 438,000	\$ 382,000	\$ 400,000	\$ 397,800
WCF Fixed Costs		\$ -	\$ 1,450,000	\$ (1,450,000)	\$ (1,500,000)	\$ (1,700,000)
FOGO Operations	28,000	\$ 4,160,000	\$ 3,140,000	\$ 1,020,000	\$ 909,000	\$ 940,403
Overheads		\$ 2,300,000	\$ 4,000,000	\$ (1,700,000)	\$ (2,400,000)	\$ (2,138,203)
Red Bin Waste	14,000	\$ 2,010,000	\$ 2,010,000	\$ -	\$ -	\$ -
<b>Subtotal RRRC</b>		<b>\$ 15,727,000</b>	<b>\$ 15,266,000</b>	<b>\$ 461,000</b>	<b>\$ (1,591,000)</b>	<b>\$ (1,000,000)</b>
B/Forward Surplus Yr 1 (\$3M / 3 years)		\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
<b>RRRC Operating Surplus/(Deficit)</b>		<b>\$ 15,727,000</b>	<b>\$ 15,266,000</b>	<b>\$ 461,000</b>	<b>\$ (591,000)</b>	<b>\$ -</b>
Admin		\$ 220,000	\$ 460,000	\$ (240,000)	\$ -	\$ -
Education		\$ 440,000	\$ 381,000	\$ 59,000	\$ -	\$ -
Waste Audit		\$ 240,000	\$ 160,000	\$ 80,000	\$ -	\$ -
MUD R&D		\$ 30,000	\$ 44,000	\$ (14,000)	\$ -	\$ -
Loan Interest		\$ 228,000	\$ 228,000	\$ -	\$ -	\$ -
Carbon Credit		\$ 480,000	\$ 20,000	\$ 460,000	\$ 395,000	\$ -
FOGO Education		\$ 45,000	\$ 124,000	\$ (79,000)	\$ -	\$ -
<b>Subtotal Administration</b>		<b>\$ 1,683,000</b>	<b>\$ 1,417,000</b>	<b>\$ 266,000</b>	<b>\$ 395,000</b>	<b>\$ -</b>
Transfers to/from Reserves		\$ -	\$ -	\$ -	\$ 196,000	\$ -
<b>Administration Operating Surplus/(Deficit)</b>		<b>\$ 1,683,000</b>	<b>\$ 1,417,000</b>	<b>\$ 266,000</b>	<b>\$ 591,000</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 17,410,000</b>	<b>\$ 16,683,000</b>	<b>\$ 727,000</b>	<b>\$ -</b>	<b>\$ -</b>

#### 4. Financial Statements for the period ended 31 May 2022

	YTD BUDGET	YTD ACTUAL	CHANGE
	May-22	May-22	
	(\$M)	(\$M)	
OPERATING REVENUES	\$14.9	<b>\$16.4</b>	\$1.5
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$16.0	<b>-\$14.9</b>	\$1.1
OPERATING SURPLUS/ DEFICIT	-\$1.1	<b>\$1.6</b>	\$2.6
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-22	May-22	Jun-21
	(\$M)	(\$M)	
CASH IN BANK	\$9.2	<b>\$11.5</b>	<b>\$13.0</b>
OUTSTANDING LOANS	\$5.0	<b>\$5.9</b>	<b>\$8.4</b>
NET ASSETS	\$30.9	<b>\$33.7</b>	<b>\$36.3</b>

Notes:

- 1) Operating Revenue is higher than budget due to MRF commodity prices.
- 2) Operating Expenses are lower than the budget due to lower maintenance, wages and disposal costs than estimated.
- 3) Operating Surplus is higher than the budget due to the above reasons.
- 4) Net Assets are higher than budget estimates.

<b>REPORT NO</b>	11.5
<b>SUBJECT</b>	<b>CASH INVESTMENT PORTFOLIO</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Manager Finance
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 August 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	Nil

Cr White enquired if RRG was receiving higher interest rates for the term deposits. Mr Wiggins advised that we were now reinvesting around 3.5% however there is a legacy with some of the old investments until reinvesting occurs.

**COUNCIL RESOLUTION**

22.08-08            **MOVED: CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION:**

1. **THE CASH INVESTMENT PORTFOLIO REPORT FOR THE MONTHS OF MAY, JUNE AND JULY 2022 BE RECEIVED.**

**CARRIED 3/0**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.4 To receive the cash investment portfolio report as at 31 May 2022.
- 1.5 To receive the cash investment portfolio report as at 30 June 2022.
- 1.6 To receive the cash investment portfolio report as at 31 July 2022.

**NATURE OF COUNCIL’S ROLE IN THE MATTER:**

**Advocative**

Not applicable

**Executive**

The Audit & Risk Committee endorsed the Investment Policy, setting the guidelines for investing surplus cash in its municipal and reserves funds. The Committee requested that the CEO consider “green” investment deposits with authorised banks that meet environmentally friendly and social eligible projects.

**Legislative**

Local Government Financial Regulations 19 requires every local government is to establish and document internal control procedures to be followed by employees to ensure control over investments. The control procedures are to enable the identification of the nature and location of all investments and the transactions related to each investment.

Regulation 19C (FM regs)

- *PROHIBITED INVESTMENTS*
  - *19C. (2) When investing money under section 6.14(1), a local government may not do any of the following —*
    - (a) deposit with an institution except an authorised institution;*
    - (b) deposit for a fixed term of more than 3 years;*
    - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
    - (d) invest in bonds with a term to maturity of more than 3 years;*
    - (e) invest in a foreign currency.*

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

**Key Focus Area** Business Sustainability  
**Objective 2.1** Our Business is financially viable and sustainable

**Policy related:**

Policy No 2.3 Cash Investments Policy (Approved by Council 25/11/2021 next review Nov 2023)  
The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of “A” or higher as defined by Standard & Poor’s Aust.

Standard No 2.2 Cash Investment Control Procedures (Approved by CEO Oct2021 next review Oct 2023)

**Employees’ Delegations:**

CEO (Council approval 24/02/2022)  
Executive Manager Corporate Services (CEO approval 25/02/2022)

	<b>Responsibilities</b>
Council	<ul style="list-style-type: none"> <li>• Governance Financial responsibility.</li> <li>• Approves policy and guidelines.</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>• Reviews internal control procedures.</li> <li>• Reviews policy and guidelines for investment portfolio.</li> <li>• Makes recommendations to Council.</li> </ul>

Chief Executive Officer	<ul style="list-style-type: none"> <li>• Prime responsibility for the control of the investment portfolio.</li> <li>• Has delegation authority from Council to invest surplus cash funds in accordance with Council approved policy.</li> </ul>
Executive Manager Corporate Services	<ul style="list-style-type: none"> <li>• Has delegation authority from CEO to invest surplus cash funds in accordance with Council approved policy.</li> <li>• Selection of the appropriate investment in accordance with the council approved policy.</li> <li>• Reviews risk exposure and types of investments.</li> <li>• Selection and disposal of investments with banks and fund managers in accordance with the Council approved policy.</li> <li>• Accounting and reporting of investments.</li> <li>• Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> <li>a) the nature and location of all investments</li> <li>b) the transactions related to each investment</li> </ul> </li> <li>• Signs and authorises the payment vouchers for investments.</li> </ul>
Internal Control Segregation of Duties	<ul style="list-style-type: none"> <li>• Appropriate segregation of duties for: <ul style="list-style-type: none"> <li>• Persons that record investments,</li> <li>• Persons that buy and sell investments, and</li> <li>• Persons that reconcile the investment statements</li> </ul> </li> </ul>

**Financial:**

Revenue from interest is included in the annual operating budget.

**Legal and statutory:**

As noted under legislative

**Risk related:**

Investments are identified and evaluated in the SMRC Risk Register as follows:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
FA05	Poor Investment Decisions	Loss of income	1 - Investment Policy sets out the guidelines under which SMRC can invest funds, 2 - Minimum credit rating is A-	Low 4

Ref	The Risk: what can happen and how it can happen	Existing controls	Adequacy of existing controls	Total Level of Risk Evaluation Likelihood x Consequence
FA 02	Failing market value of investments	Investment policy guidelines	Adequate	2 x 2 = 4 (Low)

**REPORT**

“Green Investments” are authorised investment products made only with authorised institutions that respect the environment and not invested in fossil fuel industries.

44% (\$4m) of funds are currently invested in “green” investments.

The deposit meets our Investment Policy:

1. an authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

The Cash Investment portfolio as at 31 May 2022 is as follows:

**RESOURCE RECOVERY GROUP  
CASH INVESTMENT PORTFOLIO  
As at May 2022**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.05%	\$ 800,055	oncall	BWA Oncall	AA Bank	100% \$ 800,055
11	0.30%	\$ 589,774	22/08/2022	CBA	AA Bank	100% \$ 589,774
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 532,489	13/06/2022	WBC	AA Bank	100% \$ 532,489
58	0.40%	\$ 1,000,000	28/09/2022	BWA	AA Bank	100% \$ 1,000,000
60	0.29%	\$ 1,000,836	16/09/2022	CBA Green	AA Bank	100% \$ 1,000,836
62	0.30%	\$ 1,000,000	13/07/2022	BWA	AA Bank	100% \$ 1,000,000
63	0.30%	\$ 1,000,000	19/08/2022	CBA Green	AA Bank	100% \$ 1,000,000
65	0.30%	\$ 500,000	8/06/2022	BWA	AA Bank	100% \$ 500,000
66	0.20%	\$ 500,000	9/09/2022	CBA	AA Bank	100% \$ 500,000
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	1.05%	\$ 1,000,000	18/07/2022	CBA	AA Bank	100% \$ 1,000,000

<b>Total</b>	<b>\$ 11,423,153</b>	<b>\$ 11,423,153</b>
<b>Weighted Average</b>	<b>0.40%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>1.77%</b>	
<b>As at 31 May 2022</b>		

The Cash Investment portfolio as at 30 June 2022 is as follows:

**RESOURCE RECOVERY GROUP  
CASH INVESTMENT PORTFOLIO  
As at June 2022**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.05%	\$ 1,850,000	oncall	BWA Oncall	AA Bank	100% \$ 1,850,000
11	0.30%	\$ 589,774	22/08/2022	CBA	AA Bank	100% \$ 589,774
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 532,489	11/07/2022	WBC	AA Bank	100% \$ 532,489
58	0.40%	\$ 1,000,000	28/09/2022	BWA	AA Bank	100% \$ 1,000,000
60	0.29%	\$ 1,000,836	16/09/2022	CBA Green	AA Bank	100% \$ 1,000,836
62	0.30%	\$ 1,000,000	13/07/2022	BWA	AA Bank	100% \$ 1,000,000
63	0.30%	\$ 1,000,000	19/08/2022	CBA Green	AA Bank	100% \$ 1,000,000
66	0.20%	\$ 500,000	9/09/2022	CBA	AA Bank	100% \$ 500,000
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	1.05%	\$ 1,000,000	18/07/2022	CBA	AA Bank	100% \$ 1,000,000

<b>Total</b>	<b>\$ 11,973,098</b>	<b>\$ 11,973,098</b>
<b>Weighted Average</b>	<b>0.46%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>1.81%</b>	
<b>As at 30 June 2022</b>		

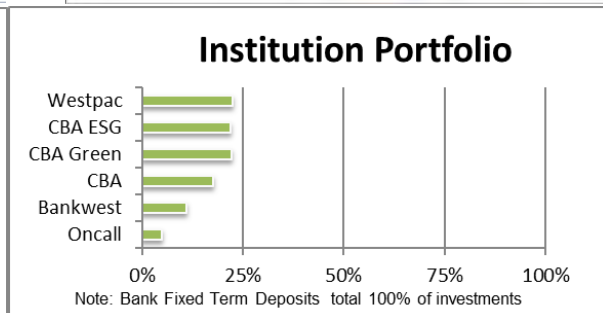
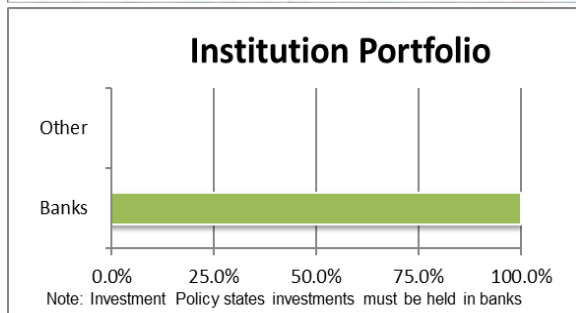
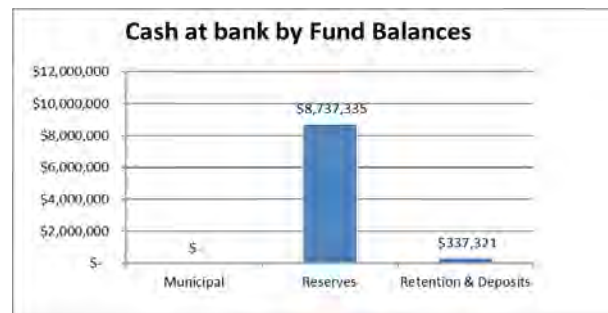
The Cash Investment portfolio as at 31 July 2022 is as follows:

**RESOURCE RECOVERY GROUP  
CASH INVESTMENT PORTFOLIO  
As at July 2022**

Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating	Valuation
1	0.30%	\$ 450,517	oncall	BWA Oncall	AA Bank	100% \$ 450,517
11	0.30%	\$ 589,774	22/08/2022	CBA	AA Bank	100% \$ 589,774
12	0.53%	\$ 1,500,000	26/03/2023	WBC	AA Bank	100% \$ 1,500,000
31	0.20%	\$ 533,113	15/01/2023	WBC	AA Bank	100% \$ 533,113
58	0.40%	\$ 1,000,000	28/09/2022	BWA	AA Bank	100% \$ 1,000,000
60	0.29%	\$ 1,000,836	16/09/2022	CBA Green	AA Bank	100% \$ 1,000,836
63	0.30%	\$ 1,000,000	19/08/2022	CBA Green	AA Bank	100% \$ 1,000,000
66	1.70%	\$ 500,417	9/09/2022	CBA	AA Bank	100% \$ 500,417
67	0.94%	\$ 1,000,000	15/03/2023	CBA ESG	AA Bank	100% \$ 1,000,000
68	1.00%	\$ 1,000,000	14/12/2022	CBA ESG	AA Bank	100% \$ 1,000,000
69	1.83%	\$ 500,000	17/08/2022	CBA	AA Bank	100% \$ 500,000

<b>Total</b>	<b>\$ 9,074,656</b>	<b>\$ 9,074,656</b>
<b>Weighted Average</b>	<b>0.65%</b>	<b>100.00%</b>
<b>90 day bank bill</b>	<b>2.12%</b>	
<b>As at 31 July 2022</b>		

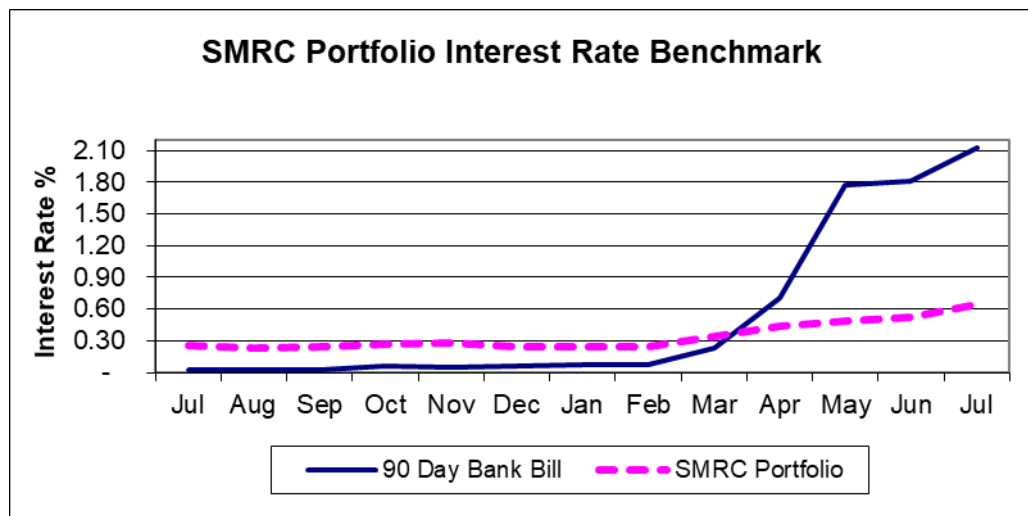
The Cash Investment Portfolio exposure for July 2022 is shown in the following graphs:



Institution Portfolio		S&P Rating	Weighted Avg	% share
Oncall	\$ 450,517	AA-	0.30%	5%
Bankwest	\$ 1,000,000	AA-	0.40%	11%
CBA	\$ 1,590,190	AA-	1.22%	18%
CBA Green	\$ 2,000,836	AA-	0.29%	22%
CBA ESG	\$ 2,000,000	AA-	0.97%	22%
Westpac	\$ 2,033,113	AA-	0.44%	22%
<b>Total</b>	<b>\$ 9,074,656</b>		<b>0.65%</b>	<b>100%</b>

The SMRC's investment portfolio is below the 90-day bill rate benchmark

This



will

change as soon as the funds mature and are renegotiated in a higher interest rate environment.

<b>REPORT NO</b>	<b>11.6</b>
<b>SUBJECT</b>	<b>SCHEDULE OF PAYMENTS</b>
<b>REPORTING OFFICER</b>	L Vuckovic, Manager Finance
<b>RESPONSIBLE OFFICER</b>	C Wiggins, Executive Manager Corporate Services
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	3 August 2022
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2021/2022
<b>ATTACHMENTS</b>	#1 Payment Schedule May 2022 #2 Payment Schedule June 2022 #3 Payment Schedule July 2022

**COUNCIL RESOLUTION**  
22.08-09            **MOVED: CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION:**

- 1. THE SCHEDULE OF PAYMENTS AS LISTED IN THE ATTACHMENTS FOR THE MUNICIPAL FUND; FOR THE MONTHS OF MAY 2022 FOR \$2,551,024.14, JUNE 2022 FOR \$2,883,860.80, JULY 2022 FOR \$3,980,755.86 BE RECEIVED.**

**CARRIED 3/0**

**VOTING REQUIREMENT**  
Simple Majority

**PURPOSE OF REPORT**

To report the delegated authority of payments for the months noted above.

**BACKGROUND**

Delegated Authority has been granted to the Chief Executive Officer to make payments from the Regional Council Cheque Account. In accordance with Regulation 13(2) and (3) of the Local Government (Financial Administration) Regulations 1996 where this power has been delegated, a list is to be compiled for each month and presented to the Council which shows each payment, payee's name, amount and date of payment, and sufficient information to identify the transaction.

<b>REPORT NO</b>	<b>11.7</b>
<b>SUBJECT</b>	<b>APPOINTMENT MEMBER OF WASTE AUTHORITY BOARD</b>
<b>REPORTING OFFICER</b>	Tim Youé, Chief Executive Officer
<b>RESPONSIBLE OFFICER</b>	Tim Youé, Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	
<b>DATE OF REPORT</b>	18 August 2022
<b>FILE REFERENCE</b>	FD: Corporate/Committees/ Waste Authority
<b>ATTACHMENTS</b>	#1 Letter from Minister for Environment; Climate Action #2 Functions of the Waste Authority

The Chair congratulated Mr Youé on his appointment.

**COUNCIL RESOLUTION**  
22.08-10            **CR K WHEATLAND    SECONDED: CR A WHITE**

**CEO RECOMMENDATION:**

**THE COUNCIL NOTES THE APPOINTMENT OF THE CEO TO THE BOARD MEMBER POSITION OF THE WASTE AUTHORITY FOR A PERIOD OF FIVE YEARS, COMMENCING 9 AUGUST 2022 AND EXPIRING ON 8 AUGUST 2027.**

**CARRIED 3/0**

**VOTING REQUIREMENT**  
Simple Majority-

**PURPOSE OF REPORT**

For the Regional Council to consider permitting the CEO to accept a board member position on the Western Australian Waste Authority (the Authority) in the event of a position being offered.

**Strategic relevance:**

<b>Key Focus Area</b>	Community & Stakeholder Relationships
<b>Objective 3.1</b>	We are acknowledged as a community leader in waste recovery and reuse
<b>Strategy 3.1.1</b>	Participating in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation.

**BACKGROUND**

Mr Youé is a current member of the Board of the Waste Authority, his nomination being supported by Council on 27 June 2019 when council resolved that:

**COUNCIL RESOLUTION**  
19.06-10            **MOVED: CR C COLLINSON            SECONDED: CR C ROBERTSON**

**THE COUNCIL GRANTS APPROVAL TO THE CEO TO ACCEPT A BOARD MEMBER POSITION ON THE WESTERN AUSTRALIAN WASTE AUTHORITY IN THE EVENT OF A POSITION BEING OFFERED**

The Council further endorsed Mr Youé's expression of interest to accept a further position if offered for a period up to five years:

**COUNCIL RESOLUTION**

**22.02-13 MOVED: CR A WHITE      SECONDED: CR K WHEATLAND**

**CEO RECOMMENDATION:**

**THE COUNCIL GRANT APPROVAL TO THE CEO TO ACCEPT A BOARD MEMBER POSITION OF A PERIOD OF UP TO FIVE YEARS IN THE EVENT OF A POSITION BEING OFFERED.**

**CARRIED 3/0**

The Waste Avoidance and Resource Recovery Act 2007 specifies the role of the Authority is as a high-level advisory body to the Minister established to:

- prepare a draft waste strategy for consideration by the Minister for Environment
- provide strategic and policy advice to the Minister on matters relating to *Waste Avoidance and Resource Recovery Act 2007*
- co-ordinate implementation of the business plan approved by the Minister
- administer the Waste Avoidance and Resource Recovery Account.

The Authority comprises five board members, including a Chair and Deputy Chair and members are persons who, in the opinion of the Minister, have skill, experience and knowledge in matters relating to sustainability, waste services, or waste avoidance and resource recovery or having an interest relevant to the functions of the Waste Authority.

Members are appointed for a term not exceeding five years but may be reappointed for further consecutive terms. Members may resign before the expiry of their appointment by notice in writing to the Minister for Environment.

The Department of Water and Environmental Regulation (DWER) provides services to the Waste Authority to enable it to perform its functions in working with local government, regional councils, stakeholder groups, the waste management sector and the community to promote understanding of resource recovery.

**REPORT**

On 18 August 2022 the Minister for Environment; Climate Action, Hon Reece Whitby MLA, advised that Mr Youé has been reappointed as a member of the Waste Authority for a term of office of five years, commencing on 9 August 2022 and expiring on 8 August 2027.

Although the position is normally remunerated, in accordance with the *Public Sector Commission, Remuneration of the Government Boards and Committees*, the CEO being already on the payroll of a local government would not be entitled to any remuneration.

It is, however, a requirement of Clause 4.3 of the CEO's employment contract that Council consent to the CEO engaging in any additional business or employment whether paid or voluntary. Therefore, in the event a position is offered and for the sake of timeliness in this event, it is requested that the CEO be granted approval to accept.

**4.3 Additional business or employment**

The Chief Executive Officer must not engage in any additional business or employment, whether paid or voluntary, without the prior written consent of the Council. In the event that Council gave such consent then should any risk arise that the position might conflict with the interests of the Local Government, or of the requirement of the position of Chief Executive Officer of the Local Government, or his ability to perform the duties then the Chief Executive Officer must immediately notify the Council and obtain the Council's further written consent to engage or continue in that additional business or employment.

**12. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

**13. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON  
PRESIDING OR BY DECISION OF MEETING.**  
Nil

**14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**  
Nil

**15. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

The Deputy Chairperson announced that the meeting would now be closed to the public to discuss confidential matters and noted that no members of the public were in attendance.

**COUNCIL RESOLUTION**

**22.08-11                    MOVED: CR K WHEATLAND      SECONDED: CR A WHITE**

**THAT THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEMS 15.1, 15.2, 15.3, 15.4 & 15.5 IN ACCORDANCE WITH SECTION 5.23 (2)(c) ENTERING INTO A CONTRACT WITH A THIRD PARTY, WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING AND SECTION 5.23 (2) (a), A MATTER AFFECTING AN EMPLOYEE OR EMPLOYEES.**

**CARRIED 3/0**

**15.1 – AVERTAS WASTE TO ENERGY**

**COUNCIL RESOLUTION**

**22.08-12                    MOVED: CR K WHEATLAND      SECONDED: CR A WHITE**

**CEO RECOMMENDATION/S:**

**FOR THE REGIONAL COUNCIL TO NOTE PROJECT CO HAVE EXERCISED IT'S DISCRETION UNDER CLAUSE 6.3(A) OF THE WASTE SUPPLY AGREEMENT FOR A SINGLE EXTENSION OF THE SUNSET DATE TO 1<sup>ST</sup> NOVEMBER 2023.**

**CARRIED 3/0**

**15.2 - TENDER T2020-05 REMOVAL & TRANSPORT OF RESIDUAL WASTE**

**COUNCIL RESOLUTION**

**22.08-13                    MOVED: CR K WHEATLAND      SECONDED: CR A WHITE**

**CEO RECOMMENDATION**

**THE ACTING CEO IS GRANTED DELEGATED AUTHORITY TO APPROVE A CONTRACT PRICE VARIATION TO APPALA HOLDINGS PTY LTD TRADING AS WASTETRANS WA FOR TENDER T2020-05 TRANSPORT OF RESIDUAL WASTE WITHIN THE PARAMETERS AS PER THE CONFIDENTIAL AGENDA REPORT DATED 23 AUGUST 2022.**

**COUNCIL RESOLUTION**

**22.08-13                    MOVED: CR K WHEATLAND      SECONDED: CR A WHITE**

**THE ITEM BE DEFERRED TO A SPECIAL MEETING OF COUNCIL.**

**CARRIED 3/0**

**15.3 - T2022-04 COMPOSTING FACILITY CIVIL WORKS**

**COUNCIL RESOLUTION**

**22.08-14                    MOVED: CR K WHEATLAND      SECONDED: CR A WHITE**

**CEO RECOMMENDATION/S:**

**COUNCIL NOTES THE DELEGATED AUTHORITY EXERCISED BY THE CEO TO AWARD A CONTRACT FOR CONSTRUCTION OF CONCRETE FLOOR SLAB AS PART OF STAGE 2 COMPOSTING FACILITY CIVIL WORKS TO LUCA GROUP PTY LTD.**

**CARRIED BY ABSOLUTE MAJORITY 3/0**

The Chair, Cr Thompson noted that the following items were in relation to the Chief Executive Officer and asked Officers to leave the room at 4.23pm. Present in the room were:

Cr Doug Thompson (Chairperson)  
Cr Karen Wheatland (Deputy Chairperson)  
Cr Andrew White  
Mr Tim Youé  
Ms Ann Johnson

City of Fremantle  
City of Melville  
Town of East Fremantle  
RRG, Chief Executive Officer  
RRG, Manager Governance & Culture

**15.4 – CEO PERFORMANCE REVIEW**

**NO. 22.08.15                    MOVED:                    CR K WHEATLAND                    SECONDED: CR A WHITE**

**CEO PERFORMANCE COMMITTEE RECOMMENDATION**

- 1. THE CEO EVALUATION REPORT FOR 2021/2022 BE RECEIVED.**
- 2. THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 3.5% FROM 25<sup>TH</sup> AUGUST 2022 AS RECOMMENDED IN THE REPORT.**
- 3. COUNCIL ENDORSES THE REVIEWED PERFORMANCE KPI'S IN THE RECEIVED REPORT.**
- 4. THE MINUTES OF THE CEO PERFORMANCE REVIEW COMMITTEE HELD ON 11 AUGUST 2022 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.**

**AMENDMENT**

The CEO thanked the Council for their offer of a 3.5% salary increase. However, noted that the Council has awarded a 3% salary increase to all Operational and Administrative award employees for the 2022-23 year, as per the budget adopted by Council on 14 July 2022. The CEO therefore requested that the salary increase be 3% in line with Operational and Administrative employees.

**COUNCIL RESOLUTION**

**NO. 22.08.15                    MOVED:                    CR K WHEATLAND                    SECONDED: CR A WHITE**

**COUNCIL AGREES TO THE REQUEST OF THE CEO THAT THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 3%, REDUCED FROM 3.5%, FROM 25<sup>TH</sup> AUGUST 2022.**

**CARRIED 3/0**

The Chair put the primary motion with the amendment to the vote:

**SUBSTANTIVE MOTION AS AMENDED:**

**NO. 22.08.15                      MOVED:                      CR K WHEATLAND                      SECONDED: CR A WHITE**

- 1. THE CEO EVALUATION REPORT FOR 2021/2022 BE RECEIVED.**
- 2. COUNCIL AGREES TO THE REQUEST OF THE CEO THAT THE CEO'S TOTAL REMUNERATION PACKAGE BE INCREASED BY 3.0%, REDUCED FROM 3.5% , FROM 25<sup>TH</sup> AUGUST 2022.**
- 3. COUNCIL ENDORSES THE REVIEWED PERFORMANCE KPI'S IN THE RECEIVED REPORT.**
- 4. THE MINUTES OF THE CEO PERFORMANCE REVIEW COMMITTEE HELD ON 11 AUGUST 2022 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.**

**CARRIED 3/0**

**15.5 – LONG SERVICE LEAVE DEFERMENT**

**COUNCIL RESOLUTION**

**22.08-16                      MOVED: CR A WHITE                      SECONDED: CR K WHEATLAND**

**CEO RECOMMENDATION:**

- 1. THE CHIEF EXECUTIVE OFFICER'S REQUEST TO DEFER THE TAKING OF THIRTEEN WEEKS LONG SERVICE LEAVE UNTIL FEBRUARY 2025 TO MEET THE CONVENIENCE OF THE COUNCIL BE APPROVED.**

**AMENDMENT**

The Chair, Cr Thompson advised that it was reasonable to defer this matter in order to examine management options that ensure the smooth running of the organisation, including succession planning and proposed that Council grant deferment of the long service leave until such time as the matter has been considered.

**SUBSTANTIVE MOTION AS AMENDED:**

**22.08-16                      MOVED: CR A WHITE                      SECONDED: CR K WHEATLAND**

- 1. THE COUNCIL EXAMINE MANAGEMENT OPTIONS THAT ENSURE THE SMOOTH RUNNING OF THE ORGANISATION IN THE ABSENCE OF THE CHIEF EXECUTIVE OFFICER.**
- 2. THE CHIEF EXECUTIVE OFFICER'S REQUEST TO DEFER THE TAKING OF THIRTEEN WEEKS LONG SERVICE LEAVE BE GRANTED UNTIL THE ABOVE MATTER HAS BEEN CONSIDERED.**

**CARRIED 3/0**

**COUNCIL RESOLUTION**

**22.08.17                      MOVED: CR A WHITE                      SECONDED: CR K WHEATLAND**

**THAT THE MEETING NO LONGER BE HELD BEHIND CLOSED DOORS.**

**CARRIED 3/0**

16. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairperson thanked those present for their attendance and the meeting was declared closed at 4.55 pm.

I hereby certify that the Minutes of the Ordinary Council Meeting held on 25 August 2022 were confirmed on 24 November 2022.

Cr Doug Thompson  
Presiding Member



Signature

**ORDINARY COUNCIL MEETING 26 MAY 2022  
ACTION LIST**

<b>AGENDA ITEM NO.</b>	<b>SUBJECT</b>	<b>LIST ACTION TAKEN</b>	<b>ACTION BY</b>	<b>STATUS</b>
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 FEBRUARY 2022	Publish on Website	OA	Complete
8.3	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 6 APRIL 2022	Publish on Website	OA	Complete
11.1	STRATEGIC DIRECTION UPDATE 2022	<ol style="list-style-type: none"> <li>1. Forward actions of strategic review workshop to participants for comment and endorsement.</li> <li>2. Forward amended vision, mission, objectives, and Key focus areas to participants for comment and endorsement.</li> <li>3. Provide Updated Strategic Community Plan and Corporate Business Plan to July Special Council Meeting</li> </ol>	MGC	Ongoing
11.2	CORPORATE POLICY REVIEW	1. Update File Director Policies, internet & intranet, staff distribution list	MGC	Complete
		2. Update CEO delegations in accordance with Council Policy	MCS	Complete
11.3	ESTABLISHMENT AGREEMENT REVIEW	Deferred to Council Meeting 14 July 2022	MGC	Ongoing
11.4	DRAFT 2021-2022 ANNUAL BUDGET	Copy of report to be sent to participants for comment	EMCS	Complete
11.5	FINANCIAL REPORTS	No further action required	MF	Complete
11.6	CASH INVESTMENT PORTFOLIO	No further action required	MF	Complete
11.7	SCHEDULE OF PAYMENTS	No further action required	MF	Complete
13.1	LATE ITEM – RECEIVAL AND DISPOSAL OF RESIDUAL WASTE	Amend Suez contract to include Bibra Lake site	MCS	Complete
15.1	RFQ PURCHASE OF TROMMEL SCREEN FOR FOGO PROCESSING	Award purchase of Trommel Screen for FOGO Processing as per Council decision	EMSP	Complete

**ORDINARY COUNCIL MEETING 26 MAY 2022  
ACTION LIST**

<b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Complete
<b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.	CEO	Complete
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Complete
<b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS 1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing
<b>Special Council Meeting- 5 August 2021 Outstanding Actions</b>		
9.1 SMRC RE-BRANDING 1. MEMBERS TO RESOLVE TO ACCEPT NEW NAME AND LOGO. 2. AMEND ESTABLISHMENT AGREEMENT FOR MINISTER APPROVAL	CEO	Complete

**ORDINARY COUNCIL MEETING 26 MAY 2022  
ACTION LIST**

<b>Ordinary Council Meeting- 25 November 2021 Outstanding Actions</b>		
<p>11.4 CITY OF KWINANA WITHDRAWAL ARRANGEMENTS</p> <ol style="list-style-type: none"> <li>1. The notional winding up report for the purposes of the withdrawal of the City of Kwinana be received and a copy be provided to the participants and the City of Kwinana.</li> <li>2. The Southern Metropolitan Regional Council advise the City of Kwinana the amount of entitlement it owes in accordance with clause 11 of the establishment agreement.</li> </ol>	CEO	Complete
<p>11.6 PLASTIC RECYCLABLES REPROCESSING</p> <ol style="list-style-type: none"> <li>3. The council agrees to an in-principle opportunity to make available unused building space at the canning vale facility to an interested organisation for reprocessing plastic recyclables.</li> </ol> <p>The CEO prepare a confidential business case for consideration at a Meeting of the regional council.</p>	CEO	Complete Special Meeting 6 April 2022
<p>15.1 CITY OF CANNING</p> <p>The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.</p>	CEO	Ongoing

**SPECIAL COUNCIL MEETING 30 JUNE 2022  
ACTION LIST**

<b>AGENDA ITEM NO.</b>	<b>SUBJECT</b>	<b>LIST ACTION TAKEN</b>	<b>ACTION BY</b>	<b>STATUS</b>
9.1	T2022-03 COMPOSTING FACILITY DECOMMISSIONING & SALVAGE WORKS	1. Award approved contract variations to Delta Pty Ltd	EMSP	Complete
9.2	T2022-04 COMPOSTING FACILITY CIVIL WORKS	1. CEO is given delegated authority to award a contract for construction of concrete floor slab to value of \$480,000.00	EMSP	
		2. CEO to report to council any excise of the delegated authority	CEO	

**SPECIAL COUNCIL MEETING 30 JUNE 2022  
ACTION LIST**

<b>Ordinary Council Meeting- 21 June 2018 Outstanding Actions</b>		
11.4 RRRC AMENDED BUSINESS PLAN ADDENDUM NO. 2 THE REGIONAL RESOURCE RECOVERY CENTRE PROJECT AMENDED FINANCIAL BUSINESS PLAN ADDENDUM NO 2 OVERHEADS REVIEW DATED 16 APRIL 2018 TOGETHER WITH THIS REPORT BE RECEIVED AND PRESENTED TO MEMBERS OF THE REGIONAL COUNCIL TO FORM PART OF THE REVIEW FOR THE ESTABLISHMENT AGREEMENT AND PROJECT PARTICIPANTS AGREEMENTS.	CEO	Complete
<b>Ordinary Council Meeting- 28 November 2019 Outstanding Actions</b>		
11.4 NOTICE TO PREPARE A WASTE PLAN UNDER SECTION 40(4) OF THE WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 1. The draft waste plan must be submitted by 1 April 2020. 2. Final Waste Plan must be submitted by 30 September 2020. 3. Annual report on the implementation of the waste plan for 2020-21 due 1 <sup>st</sup> October 2021.	CEO	Complete
15.1 WASTE COMPOSTING FACILITY DIGESTER REFURBISHMENT WORKS Resolve matter at a mediation conference with reference to the confidential report dated 15 November 2019	CEO	Complete
<b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>		
11.2 TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS 1. COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS. 2. THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING	CEO	Ongoing
<b>Special Council Meeting- 5 August 2021 Outstanding Actions</b>		
9.1 SMRC RE-BRANDING 1. MEMBERS TO RESOLVE TO ACCEPT NEW NAME AND LOGO. 2. AMEND ESTABLISHMENT AGREEMENT FOR MINISTER APPROVAL	CEO	Complete

**SPECIAL COUNCIL MEETING 30 JUNE 2022  
ACTION LIST**

<b>Ordinary Council Meeting- 25 November 2021 Outstanding Actions</b>		
11.4	CITY OF KWINANA WITHDRAWAL ARRANGEMENTS 1. The notional winding up report for the purposes of the withdrawal of the City of Kwinana be received and a copy be provided to the participants and the City of Kwinana. 2. The Southern Metropolitan Regional Council advise the City of Kwinana the amount of entitlement it owes in accordance with clause 11 of the establishment agreement.	CEO  Complete
11.6	PLASTIC RECYCLABLES REPROCESSING 3. The council agrees to an in-principle opportunity to make available unused building space at the canning vale facility to an interested organisation for reprocessing plastic recyclables. The CEO prepare a confidential business case for consideration at a Meeting of the regional council.	CEO  Complete - Item 9.4 at Special Meeting 6 April 2022
15.1	CITY OF CANNING The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO  Ongoing
<b>Ordinary Council Meeting- 26 May 2022 Outstanding Actions</b>		
11.1	STRATEGIC DIRECTION UPDATE 2022 1. THE ACTIONS FROM THE STRATEGIC DIRECTIONS WORKSHOP ON 6 APRIL 2022 BE RECEIVED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT. 2. THE AMENDED STRATEGIC VISION, MISSION, OBJECTIVES, KEY FOCUS AREAS AND PROJECTS BE GIVEN IN PRINCIPLE SUPPORT AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT. 3. THE UPDATED STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN BE CONSIDERED AT THE JULY 2022 SPECIAL COUNCIL MEETING.	CEO

**SPECIAL COUNCIL MEETING 14 JULY 2022  
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
9.1	2022-2023 ANNUAL BUDGET	1. Adopt and advise members, LG Dept, upload to website	EMCS	Completed
		2. Transfer funds from redeemed contract retention security funds to contingency reserve account.	MF	Completed
		3. Transfer of City of Kwinana contribution office project reserve account.	MF	Completed
		4. Transfer carbon credit revenue to contingency reserve account.	MF	Completed
		5. Update fees and charges as detailed in budget report.	MF	Completed
		6. Note CEO delegation and update registers.	OA	Completed
9.2	ESTABLISHMENT AGREEMENT	1. Notify Minters of change of wording to clause 8.1.	MGC	Completed
		2. Write to members seeking comments and/or endorsement of draft establishment agreement.	MGC	

<b>Special Council Meeting- 30 June 2022 Outstanding Actions</b>			
9.2	T2022-04 COMPOSTING FACILITY CIVIL WORKS		
1.	CEO IS GIVEN DELEGATED AUTHORITY TO AWARD A CONTRACT FOR CONSTRUCTION OF CONCRETE FLOOR SLAB TO VALUE OF \$480,000.00	EMSP	
2.	CEO TO REPORT TO COUNCIL ANY EXCISE OF THE DELEGATED AUTHORITY	CEO	

<b>Ordinary Council Meeting- 27 May 2021 Outstanding Actions</b>			
11.2	TENDER T2021-01 WCF DECOMMISSIONING & CIVIL WORKS		
1.	COUNCIL NOTES THE CEO'S USE OF HIS DELEGATED AUTHORITY TO ACCEPT OR REJECT TENDERS FOR GOODS AND SERVICES AND ASSET DISPOSALS.	CEO	Ongoing
2.	THE CEO DELEGATION BE REPORTED TO THE NEXT COUNCIL MEETING		

<b>Ordinary Council Meeting- 25 November 2021 Outstanding Actions</b>			
15.1	CITY OF CANNING		
	The regional council in consultation with and acting on behalf of its current RRRC project participants, appoint Minter Ellison to respond to the writ of Summons issued by the City of Canning.	CEO	Ongoing

**SPECIAL COUNCIL MEETING 14 JULY 2022  
ACTION LIST**

<b>Ordinary Council Meeting- 26 May 2022 Outstanding Actions</b>		
11.1	STRATEGIC DIRECTION UPDATE 2022	
1.	THE ACTIONS FROM THE STRATEGIC DIRECTIONS WORKSHOP ON 6 APRIL 2022 BE RECEIVED AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.	MGC Complete
2.	THE AMENDED STRATEGIC VISION, MISSION, OBJECTIVES, KEY FOCUS AREAS AND PROJECTS BE GIVEN IN PRINCIPLE SUPPORT AND FORWARDED TO THE PARTICIPANTS FOR COMMENT AND/OR ENDORSEMENT.	MGC Ongoing
3.	THE UPDATED STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN BE CONSIDERED AT THE JULY 2022 SPECIAL COUNCIL MEETING. (to be presented to August meeting)	MGC Ongoing



**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

# Corporate Business Plan 2022 – 2026

Adopted by Council Date:



# Contents

Page

<b>Message from the CEO:</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>4</b>
<b>How we came about</b> .....	<b>4</b>
<b>What we do</b> .....	<b>5</b>
<b>Terminology in this document</b> .....	<b>6</b>
<b>Integrated Planning and Reporting</b> .....	<b>7</b>
<b>Strategic Community Plan</b> .....	<b>7</b>
<b>Corporate Business Plan</b> .....	<b>7</b>
<b>Long Term Financial Planning</b> .....	<b>7</b>
<b>Asset Management Planning</b> .....	<b>8</b>
<b>Workforce Management Plan</b> .....	<b>8</b>
<b>Information &amp; Communication Technology Plan</b> .....	<b>8</b>
<b>Annual Budget</b> .....	<b>8</b>
<b>Annual Report</b> .....	<b>8</b>
<b>Other Plans</b> .....	<b>8</b>
<b>Strategic Waste Management Plan Recommendations</b> .....	<b>10</b>
<b>Organisational Structure</b> .....	<b>12</b>
<b>Employee Values</b> .....	<b>13</b>
<b>Strategic Direction Progress</b> .....	<b>14</b>
<b>Vision and Mission</b> .....	<b>17</b>
<b>Our Vision</b> .....	<b>17</b>
<b>Our Mission</b> .....	<b>17</b>
<b>Our Objectives</b> .....	<b>17</b>
<b>Key Focus Areas</b> .....	<b>18</b>
<b>Projects</b> .....	<b>19</b>
<b>Measures</b> .....	<b>21</b>

# Message from the Chief Executive Officer

Minimising waste to landfill, by delivering forward looking waste management solutions that are effective and efficient, has been the core of our business for more than twenty years. We continue to develop partnerships to optimise capacity at our Resource Recovery Centre and help to identify and embed circular economy principles in the resource recovery sector at all levels.

Over the past year, the organisation has successfully re-branded itself as the Resource Recovery Group. This achievement formed part of one of our key strategic goals from the 2021 review and helps us to further enhance and leverage our brand equity.

Improvements to the building and continued decommissioning of the redundant equipment in the Waste Composting Facility will pave the way to utilise this space for both increased FOGO processing and other opportunities. Council has given in-principle support to lease part of the facility for plastic recyclables reprocessing. This provides a local solution to plastic that can no longer be exported overseas without further sorting and processing.

We continue to deliver important communication and waste education, developing the Recycle Right plan for 2021 – 2023 which identifies ongoing strategies for the delivery of communication and waste education. The organisation was recognised at the 2022 WasteSorted Awards for its work in educational games that provide waste education to 172,000 residents and 63 schools.

Currently implementation of residual waste being diverted to Waste-to-Energy is likely to be delayed.

I look forward to continuing to work with our progressive regional local government partners, community, industry and government leaders, councillors and staff to achieve a positive future for the Resource Recovery Group's members and the broader community.

**Tim Youé**  
Chief Executive Officer



# Introduction

The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. It represents the activation of the Resource Recovery Group's (formerly Southern Metropolitan Regional Council) Strategic Community Plan. The Strategic Community Plan articulates the long-term vision, aspirations and strategic priorities of our key stakeholders.

In 2022, as part of our annual Strategic Directions Review it was agreed to review our Vision, Mission, Objectives and Key Focus Areas to reflect the current aims and successful re-branding of the organisation. This was approved by Council in May 2022 and we are proud to present our new Vision, Mission, Objectives and Key Focus Areas in the 2022 Corporate Business Plan.

## How we came about

In 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham came together to form a regional approach to waste management. The Councils realised that individual approaches for alternative waste options would be too expensive for a single council. A solution was required to manage the thousands of tonnes of waste that were being sent direct to landfill each year with little considerations of the future social, economic and environmental implications.

As a result, the Councils formed the South-West Waste Management Council to provide environmentally sustainable waste management solutions for the benefit of the community and member councils. In 1998, this was changed to the Southern Metropolitan Regional Council (SMRC).

Over time, the following local governments have withdrawn from the regional group for a variety of reasons: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

In 2021, the organisation re-branded itself and is now known as Resource Recovery Group.



## What we do

Resource Recovery Group is a statutory local government authority representing local governments in the southern metropolitan area of Perth. It is responsible for delivering innovative and sustainable waste management solutions for member local governments.

Our member local governments are: Town of East Fremantle, City of Fremantle and City of Melville.

The member local governments have jointly agreed to establish Resource Recovery Group under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

There are two core projects being:

1. The Regional Resource Recovery Centre (RRRC) Project and;
2. The Office Accommodation Project.

Both the projects were established through separate project participants' agreements. In addition to the above two projects, support activities such as administration, education and research are also undertaken.

The Resource Recovery Centre at Canning Vale was the first of its kind in Western Australia and is a unique waste recycling and resource precinct and important waste infrastructure in the Perth metropolitan area. The Resource Recovery Centre at Canning Vale comprises three resource recovery facilities:

1. Organic waste (household food and small garden waste) FOGO is collected from 240 litre lime-green top bins, pre-processed to remove contamination and turned into compost;
2. Paper, cardboard, plastics and metals are collected from household 240L yellow-lidded bins and are sorted and recovered in the Materials Recovery Facility (MRF) then sold to domestic and international markets; and
3. Green waste is collected from the kerbside of households and turned into mulch.

Resource Recovery Group is committed to assisting the State Government to work towards achieving its recovery targets outlined in the State's Waste Strategy 2030.

As an organisation, we inject over \$20 million per year into the economy, employ over 50 staff and provide work for 100 local small businesses and contractors each month.



## Terminology used in this document

<b>AMP</b>	Asset Management Plan	<b>MRF</b>	Materials Recovery Facility
<b>CAG</b>	Community Advisory Group	<b>MSW</b>	Municipal Solid Waste
<b>CBP</b>	Corporate Business Plan	<b>RRG</b>	Resource Recovery Group
<b>C&amp;D</b>	Construction and Demolition Waste	<b>RRRC</b>	Regional Resource Recovery Centre
<b>C&amp;I</b>	Commercial and Industrial Waste	<b>SCP</b>	Strategic Community Plan
<b>DWER</b>	Department of Water and Environmental Regulation	<b>SOP</b>	Standard Operating Procedures
<b>EMS</b>	Environmental Management System	<b>SMRC</b>	Southern Metropolitan Regional Council
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<b>ICT</b>	Information Communications Technology	<b>WFP</b>	Workforce Plan
<b>LTFP</b>	Long Term Financial Plan	<b>WHS</b>	Work Health and Safety



# Integrated Planning and Reporting

All local governments are required to plan for the future under the *Local Government Act 1995 (WA)*, section 5.56(1). The Local Government (Administration) Regulations 1996 outline the minimum requirements to achieve this.

The Department of Local Government, Sport and Cultural Industries Integrated Strategic Planning and Reporting Framework (the Framework) provides the basis for improving the practice of strategic planning in local government.

This Plan does not stand alone in the Framework. It is part of a suite of planning and reporting documents all of which are regularly reviewed. These include:

## Strategic Community Plan (10 years)

The Strategic Community Plan articulates the long-term vision, aspirations and objectives for member councils and our communities. The ten-year plan is reviewed and updated at regular intervals, as required but no greater than four years, to remain current with our Stakeholder aspirations.

## Corporate Business Plan (4 years)

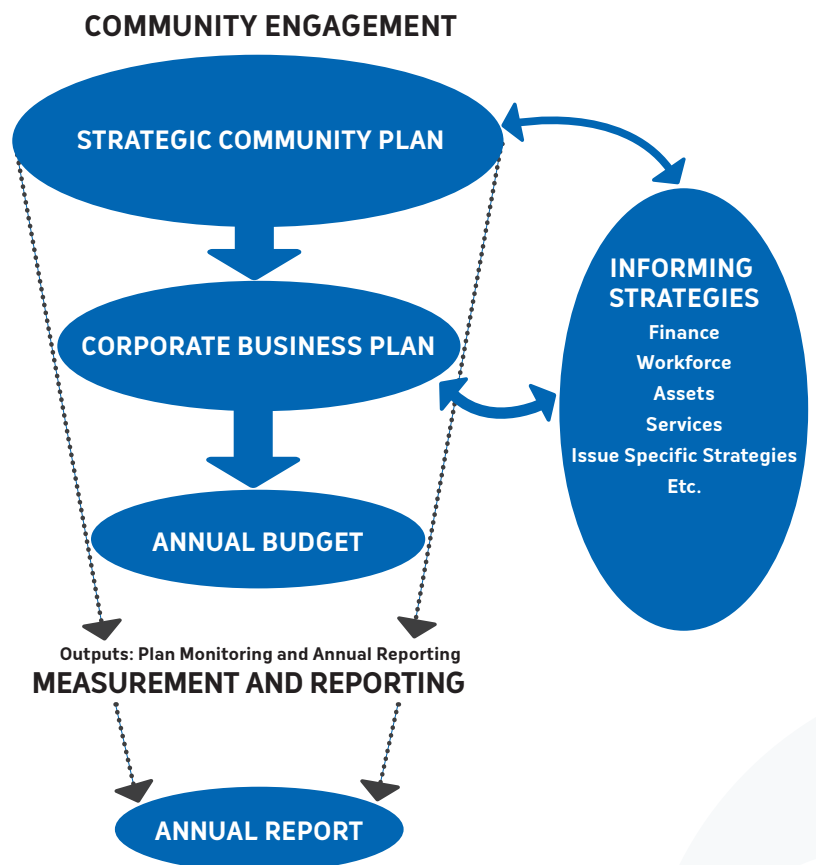
The Corporate Business Plan will drive the operation of the Resource Recovery Group over the short to medium term (four-year period). It will be reviewed annually and modified as required. The Corporate Business Plan ensures that the Resource Recovery Group has the resources it needs to achieve its strategic goals.

## Long Term Financial Plan

The LTFP includes the financial estimates modelled in the RRRC Amended Business Plan and the funding of actions contained in this Plan.

Revenue sources include; Participant contributions toward operating, education and capital (borrowings); customer fee for service and cash backed reserves.

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The AMP identifies the asset classes and the estimated spend for annual maintenance programs, renewals and new acquisitions.

The AMP takes into account the RRC asset transition program and the decommissioning of surplus assets and commissioning of new assets to meet the changes in the business delivery model relating to this plan.

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Provides feedback on our progress against the Corporate Business Plan and provides a snapshot of our progression towards goals and aspirations as contained in the Strategic Community Plan

## Other Issue or Specific Plans

Other plans that assist in delivering the Corporate Business Plan and the goals of the Strategic Community Plan include:

- Regional Council Waste Plan
- Recycle Right Plan
- RRRC Project Amended Business Plan 2017
- Office Project Amended Business Plan 2021
- Community Engagement Strategy
- Communication Plan
- Marketing Plan
- Disability Access & Inclusion Plan





# Strategic Waste Management Plan Recommendations

Waste plans form part of local government integrated planning and reporting as an issue-specific informing strategy.

The Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy), includes a headline strategy to “Implement local government waste plans, which align local government waste planning processes with the State Government’s Waste Strategy.”

All local governments and regional local governments located in the Perth metropolitan region and Peel region (Perth and Peel regions), and major regional centres that provide waste services, were required to develop waste plans for the 2020-21 financial year, and perform their functions in respect of waste management in accordance with their waste plans.

Section 6.2(2) of the *Local Government Act 1995* requires local governments to have regard to their plans for the future (which include waste plans made under section 40 of the *WARR Act*).

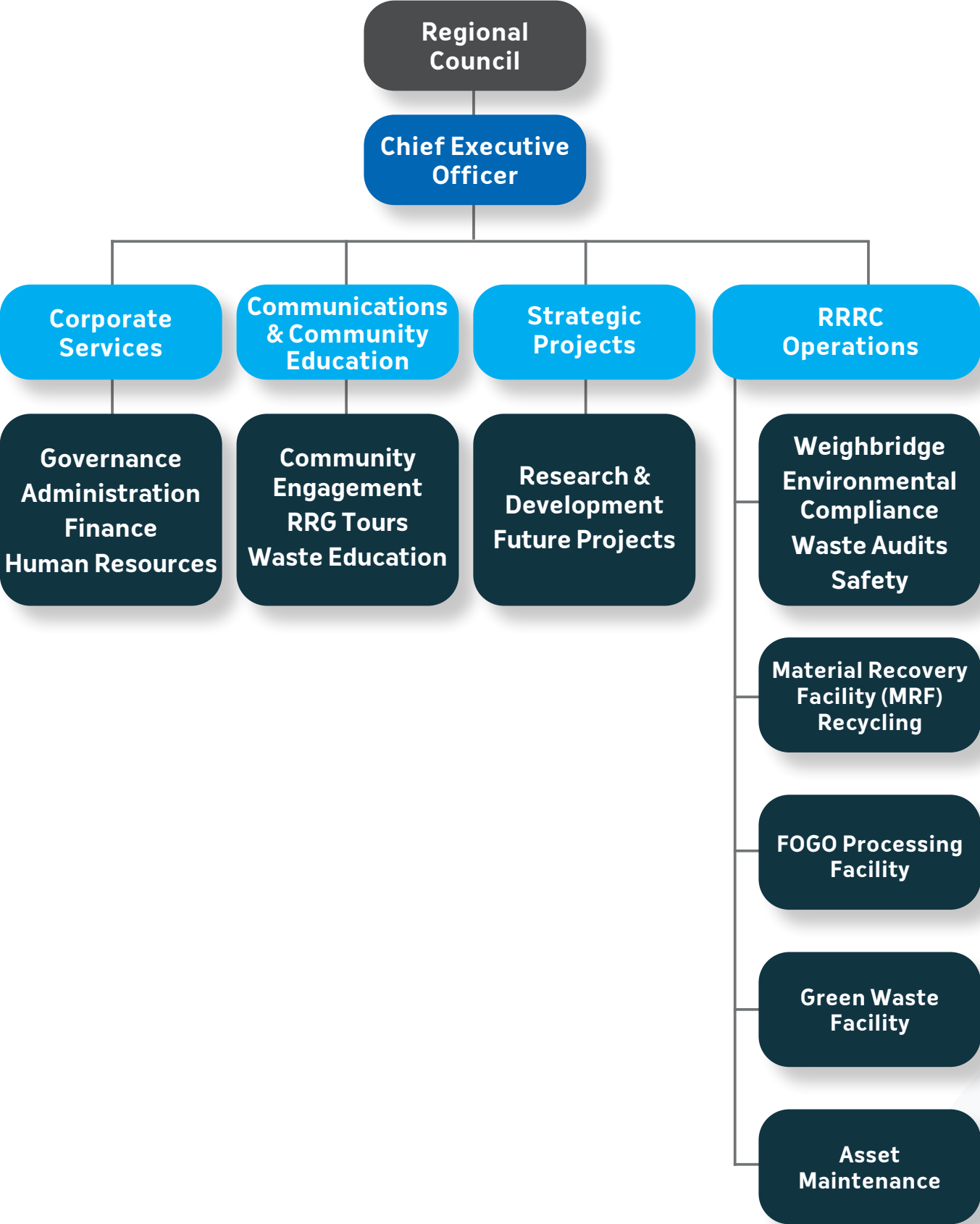
The Implementation Plan outlines the actions which the Regional Council will undertake over the next 5+ years to contribute to the achievement of relevant Waste Strategy targets and objectives.

It is where the priorities described in the summary (Part 1 – 7.0 Summary, Table 16) are translated into actions.





# Organisation Structure



# Employee STAR Values



- Safety:** We ensure that our priority is maintaining a safe work environment for all employees and for the community.
- Together:** We share our responsibility as one team and each individual has an important role as part of the team.
- Attitude:** Our attitude and commitment to the organisation's procedures are ethically, socially and environmentally sustainable.
- Responsibility:** We are responsible for our own performance and doing our best at all times.



# Strategic Direction Progress

In early 2022 the organisation undertook an annual Strategic Directions Review. The Strategic Directions review noted that since the 2021 review the organisation had successfully re-branded and a review of the Establishment Agreement, including the regional purpose was underway.

It was also acknowledged that the previous core objectives of the organisation were underpinned by the Strategic Waste Management Plan 2016 (now replaced with the Regional Council Waste Plan 2020) and have been in place for some time. During this time the organisation has moved away from the two-bin collection system and successfully implemented the three-bin collection system including FOGO processing. Community attitudes and expectations have also changed in this time and stakeholders expressed a preference to acknowledge climate and environmental impacts in our strategy along with the importance of education, advocacy and influence in the waste sector.

The organisation has experienced a number of councils withdraw since inception and there is no longer an appetite to increase the number of member councils but rather to source commercial contracts that will benefit the members, making the organisation more commercially viable and not solely reliant on member contributions.

This facilitated a need to consider and review the current strategy, objectives and key focus areas to ensure they are reflective of the future direction of the organisation.

## Agreed strategies and outcomes of the 2022 review

Agreed strategy	Agreed actions	Progress
<b>1. Vision Statement</b>	Review the current vision statement to reflect what it is we aspire to rather than a statement of what we do.	Endorsed by Council May 2022
<b>2. Review of Objectives</b>	Undertake review of current objectives, ensure that climate impact or environmental outcomes is reflected in some way.  Ensure Objectives reflect the rebranding of the organisation.	Endorsed by Council May 2022
<b>3. Review of Current Strategies</b>	Undertake review of current strategies and key focus area to reflect the updated Objectives.	Endorsed by Council May 2022

## Agreed strategies and outcomes of the 2022 review (continued)

Agreed strategy	Agreed actions	Progress
<p><b>4. Partnerships and alliances</b></p>	<p>Explore viable opportunities that coincide with our vision.</p> <p>Build on our FOGO infrastructure to partner with others and build the business in this area.</p> <p>Continue to maximise use of the disused parts of the WCF building.</p>	<p>Reflected in our Key Focus Areas and Projects</p>
<p><b>5. Advocate and influence</b></p>	<p>Develop an advocacy strategy to promote our value proposition to stakeholders, WA Government, WALGA and individual local governments in order to achieve desired outcomes.</p> <p>Continue to advocate for FOGO over Waste-to-Energy.</p> <p>Influence broad stakeholders through the use of social media.</p>	<p>Reflected in our Key Focus Areas and Projects</p>
<p><b>6. Future Opportunities</b></p>	<p>Explore new and emerging technologies.</p> <p>Understand what will happen when the original loan is paid out in 2023.</p>	<p>Reflected in our Key Focus Areas and Projects</p>





# Vision and Mission

## Our Vision

**A circular economy with less waste  
and lower carbon emissions**

## Our Mission

We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.

# Objectives

At the Resource Recovery Group, we:



**Recycle** materials to their highest practical value.



**Innovate** and implement new approaches to recycling and resource recovery.



**Educate** by providing tools to recycle right, reduce waste and live more sustainably.

# Key Focus Areas

Each of our three *Objectives* are underpinned by two Key Focus Areas that identify what we strive to achieve. Each of the Key Focus Areas are then supported by Projects that identify what we will do to achieve the objectives.

To determine if we have succeeded in delivery of our Objectives, we have identified Measures that we will report on each year.

**1. Deliver practical solutions that maximise material recovery**

**4. Lead the change to new material recovery solutions to benefit our communities**

**2. Form viable partnerships to optimise business sustainability**

**3. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education**

**6. Deliver solutions that are environmentally sustainable and add value to recovered products**

**5. Influence best practice environmental outcomes through stakeholder advocacy**

# Projects

Each Key focus area is supported by Project/s that ensure we deliver our stakeholder aspirations.

Key Focus Area 1	
Deliver practical solutions that maximise material recovery	
Projects	
1.1	Optimise operations in recovery and re-use to add value
1.2	Re-purpose facilities for re-processing plastics
1.3	Re-purpose facilities for FOGO
1.4	Re-purpose facilities for a residual waste transfer station

Key Focus Area 2	
Form viable partnerships to optimise business sustainability	
Projects	
2.1	Pursue opportunities to partner with other organisations

Key Focus Area 3	
Lead the change to new material recovery solutions to benefit our communities	
Projects	
3.1	Investigate the viability of new technologies for waste recovery
3.2	Be recognised as an industry leader in championing progressive solutions to material recovery
3.3	Lead trial projects to reuse recycled materials

Key Focus Area 4	
Deliver solutions that are environmentally sustainable and add value to recovered products	
Projects	
4.1	Identify and deliver process improvements

# Projects (continued)

Key Focus Area 5	
Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education.	
Projects	
5.1	Promote the Recycle Right Program amongst participants and other local governments as community education plan actions
5.2	Partner with member councils and complementary organisations to promote behaviour change towards waste recovery and reuse <ul style="list-style-type: none"> <li>a. Promote the benefits of source separation for 3 bin systems</li> <li>b. Kerbside Audits</li> <li>c. Bin Tagging Program</li> <li>d. Rollout FOGO to MUDs</li> <li>e. Rollout FOGO to mixed use and commercial</li> </ul>

Key Focus Area 6	
Influence best practice environmental outcomes through stakeholder advocacy	
Projects	
6.1	Proactively lead and influence best practice outcomes in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation
6.2	Advocate for enhanced packaging design controls and extended producer responsibility
6.3	Advocate for legislation that limits the disposal of unprocessed Municipal Solid Waste (MSW)



# Measures

Each year we will report on our achievement of our *Objectives* by using the following *Measures*.

Objective	Performance Indicator	How will it be measured	2022/23	2023/24	2024/25	2025/26
<b>Recycle</b>	Waste diverted from landfill	Percentage of waste diverted = (1 - total residuals/total waste processed x 100%)	65%	65%	65%	65%
	Contamination is reduced in the three waste streams collected	Lime Bin FOGO <2% contamination (waste audits)	<2%	<2%	<2%	<2%
		Yellow Bin Recycling (waste audits)	8%	<6%	<5%	<5%
		Red Bin Residuals (waste Audits)	<40%	<30%	<25%	<25%
	Key stakeholders are satisfied with our performance	Stakeholder survey	80%	80%	80%	80%
	Plant availability	Percentage of member tonnes accepted at Canning Vale	95%	95%	95%	95%
	Current Ratio	Current assets over current liabilities	=>1.10	=>1.10	=>1.10	=>1.10
Number of lost time incidents (LTIFT)	Number of lost time injuries	0	0	0	0	
<b>Innovate</b>	We are acknowledged as a leader in waste management and resource recovery	Community survey	>80%	>80%	>80%	>80%

# Measures (continued)

Objective	Performance Indicator	How will it be measured	2022/23	2023/24	2024/25	2025/26
<b>Educate</b>	Community awareness of the Recycle Right brand	Community survey	>50%	>50%	>50%	65%
	Number of community contacts	Number of persons receiving waste education from RRG, e.g. tour visitors, community and school education, awareness programs run by RRG	>5,000	>5,000	>5,000	>5,000
	RecycleRight Website	Number of hits on the Recycle Right website	>60,000	>60,000	>60,000	>60,000





**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

# Strategic Community Plan 2022 – 2032



**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

**350  
BANNISTER RD**



**Canning Vale Centre**

**Adopted by Council Date:**

# Contents

Page

<b>Message from Chairman</b>	<b>03</b>
<b>Message from the Chief Executive Officer</b>	<b>04</b>
<b>What is the Strategic Community Plan?</b>	<b>05</b>
<b>How this plan was developed</b>	<b>06</b>
<b>How we will use this plan</b>	<b>06</b>
<b>Terminology in this document</b>	<b>07</b>
<b>Integrated Planning and Reporting</b>	<b>08</b>
<b>Strategic Community Plan</b>	<b>08</b>
<b>Corporate Business Plan</b>	<b>08</b>
<b>Long Term Financial Planning</b>	<b>08</b>
<b>Asset Management Planning</b>	<b>09</b>
<b>Workforce Management Plan</b>	<b>09</b>
<b>Information &amp; Communication Technology Plan</b>	<b>09</b>
<b>Annual Budget</b>	<b>09</b>
<b>Annual Report</b>	<b>09</b>
<b>Other Issues or Specific Plans</b>	<b>09</b>
<b>Our story</b>	<b>10</b>
<b>How we came to be</b>	<b>10</b>
<b>What we do</b>	<b>11</b>
<b>Our achievements</b>	<b>12</b>
<b>Proposed changes to our Establishment Agreement</b>	<b>13</b>
<b>Key Stakeholders</b>	<b>14</b>
<b>Our Vision and Mission</b>	<b>15</b>
<b>Our Objectives</b>	<b>15</b>
<b>Our Key Focus Areas</b>	<b>16</b>
<b>The Waste Hierarchy</b>	<b>17</b>
<b>Residual Waste Options</b>	<b>18</b>
<b>Our Business now</b>	<b>19</b>

# Message from the Chairman

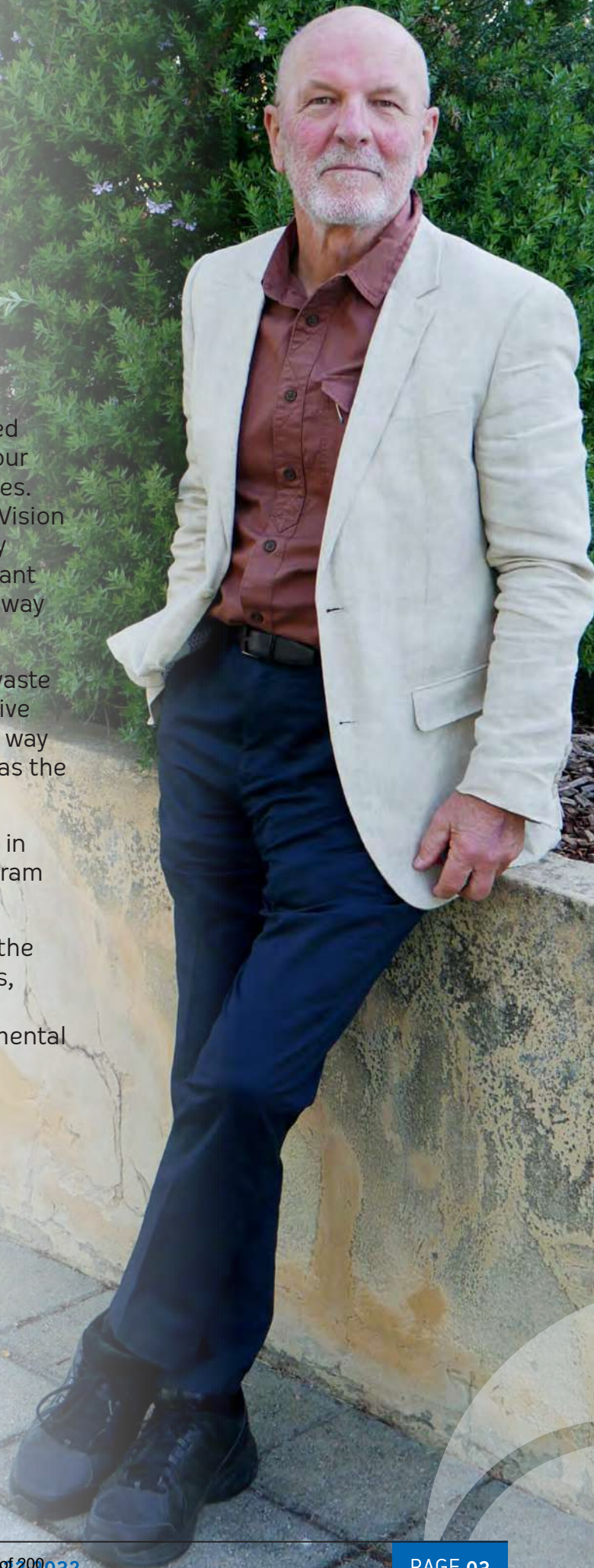
Our Strategic Community Plan was last amended in 2016, since that time both the industry and our organisation have undergone significant changes. This new plan presents a significantly updated Vision and Mission that aligns with current community attitudes that view climate change as a significant issue and a circular economy as one important way of addressing this.

As such we need to provide not only effective waste management strategies that deliver cost effective solutions to our stakeholders but also lead the way in discovering new and emerging technologies as the industry continues to evolve.

Community education plays a fundamental role in achieving our vision and our Recycle Right program continues to reach a growing audience.

We continue to build on our relationships with the Waste Authority, DWER and other organisations, advocating for social change towards materials recovery and influencing best practice environmental outcomes in the waste industry.

**Doug Thompson**  
Chairman



# Message from the Chief Executive Officer

Our new Strategic Community Plan represents an exciting new Vision and Mission that champions a circular economy and emphasises our ability to positively impact the environment and minimise climate impact.

In developing this Plan, we have engaged with our stakeholders who have provided us with a clear direction for the future.

Our strategy strengthens our approach to resource recovery ensuring that we achieve high recovery rates but do this by working only with ethical supply chains.

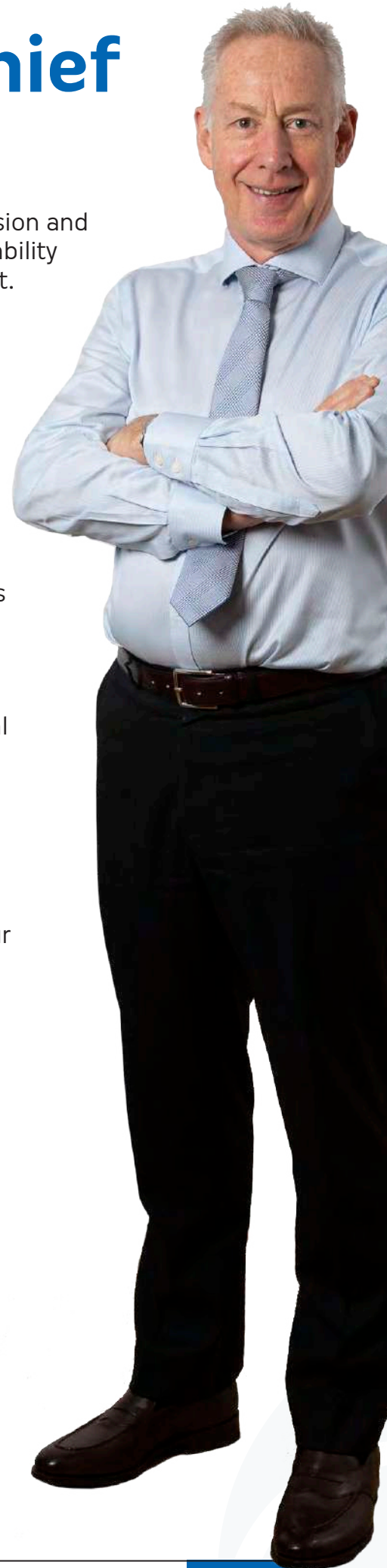
We remain committed to implementing new and innovative approaches to recycling and resource recovery. Government bans mean that much of our product will no longer be sent overseas and we remain committed to working with local markets that maximise the reuse of these products.

Over recent years we have successfully transitioned from waste composting to a FOGO system that meets the state governments target of a three-bin kerbside collection being provided by all local governments by 2025.

The WA Waste Strategy, Waste Avoidance and Resource Recovery Strategy 2030, is a key driver of our strategic direction.

This Plan identifies three core Objectives which are underpinned by six new Key Focus Areas. These key focus areas will be turned into specific projects that will deliver meaningful outcomes for our stakeholders and communities.

**Tim Youé**  
Chief Executive Officer



# What is the Strategic Community Plan?

The Strategic Community Plan sets out our vision, aspirations for the future and key strategies we will need to focus on to achieve our aspirations.

Our vision informs the way we do business as well as the expectations and views of our communities. It helps us to set realistic and achievable goals, as well as encourage us to do more, and improve the value of the services and facilities we provide.

Our Strategic Community Plan is a living document. It is one of the main ways you can influence what we do, and how we go about doing it.

Every two years we will do a desk-top review of the plan, every four years we will undertake a full review of the plan. This year we have undertaken a full review following the 2022 annual Strategic Directions Review.

At our 2022 Strategic Directions Review it was agreed to review and significantly update our Vision, Mission, Objectives and Key Focus Areas to reflect the current aims and successful re-branding of the organisation. This was approved by Council in May 2022, and our new Vision, Mission, Objectives and Key Focus Areas underpin the 2022 Strategic Community Plan.

We continue to develop innovative approaches to resource recovery and partner with like-minded organisations in order to provide contemporary waste management solutions.



# How this plan was developed

In developing the 2022–2032 Strategic Community Plan we considered the views of our Stakeholders which were gathered during the 2022 Strategic Directions Review. We sought additional feedback through the Regional Executive Group, Member Councils Chief Executive Officers, Regional Councillors and our Senior Management Team.

The 2022 Strategic Directions Review established that there is no longer an appetite to increase the number of member councils but rather to source commercial contracts that will benefit the members, making the organisation more commercially viable and not solely reliant on member contributions.

Members were keen to see climate and environmental impacts a key focus of the organisation and the need for continued advocacy and education in the industry.

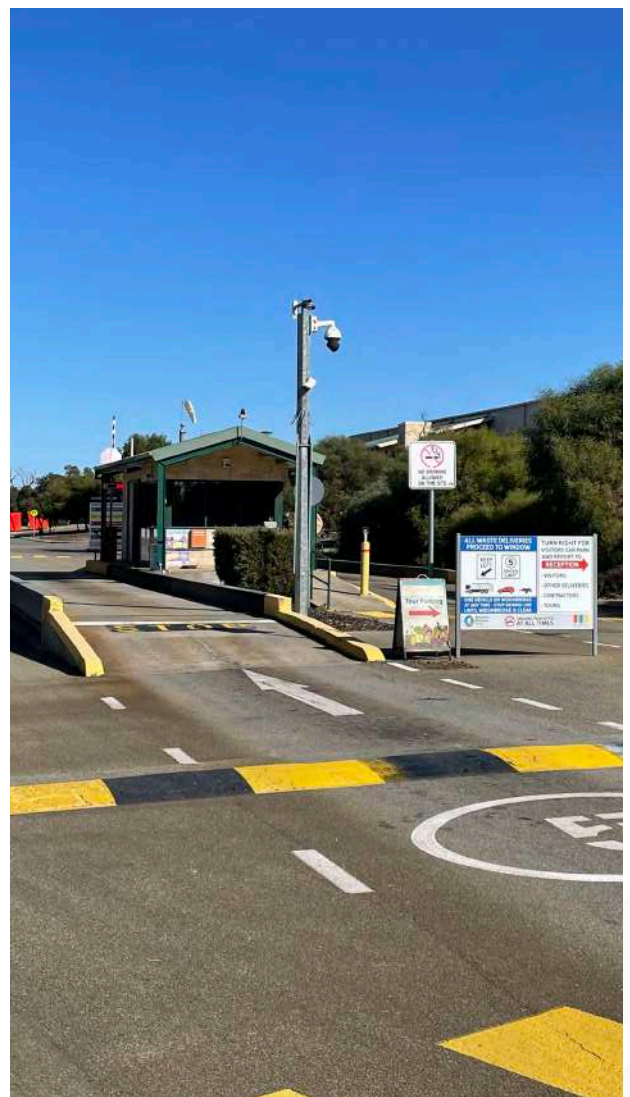
We have also considered community perceptions and stakeholder surveys and the Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy).

A desktop review of this current plan will be undertaken in 2024 and a full review in 2026.

# How we will use this plan

This Plan shares our vision and aspirations for the future. It outlines how we, as an organisation, will work towards more innovative and sustainable waste management solutions that help drive a circular economy and positively impact climate change. The plan will assist us to:

- Guide Regional Council decision making and priority setting.
- Inform decision making at other partners and agencies, including the State Government, our member councils, WALGA and the Municipal Waste Advisory Council.
- Provide a clear avenue to pursue funding and grant opportunities by demonstrating how projects align with the aspirations of our member councils, the Waste Authority of WA and within the strategic direction outlined by this Plan.
- Inform future partners of our key priorities and the ways in which we seek to grow and develop.
- Engage local businesses, community groups, education providers, that will contribute to the future of our communities.
- Provide a framework for monitoring progress against our vision and aspirations.





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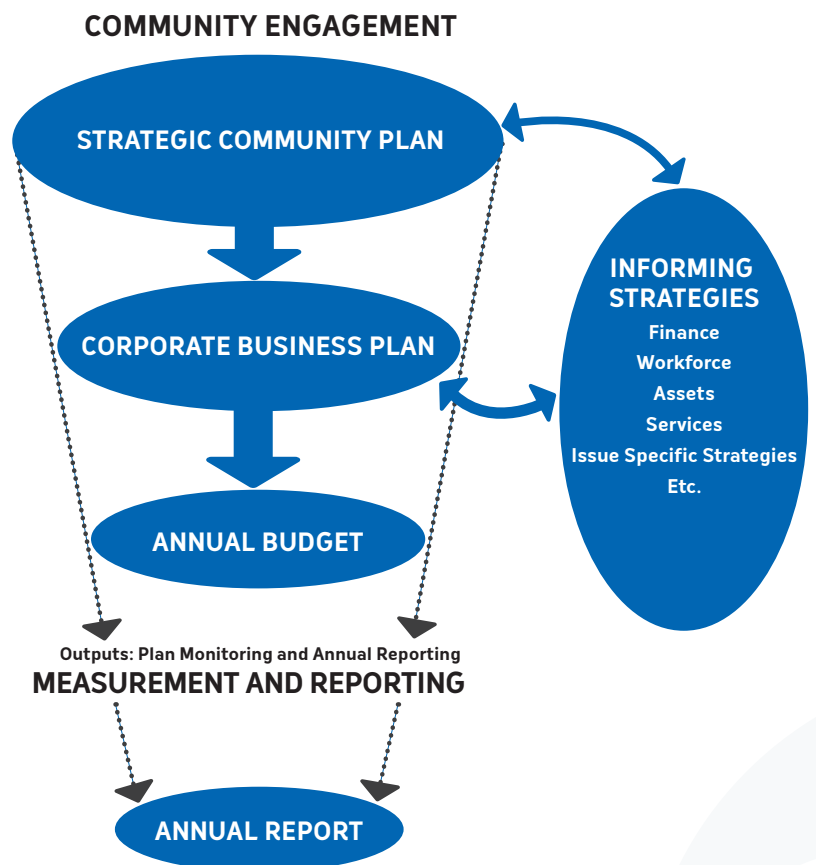
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- Community Engagement Strategy
- Communication Plan
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# Our story

## How we came to be

In 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville, and Rockingham came together to form a regional approach to waste management. The Councils realised that an individual approach for alternative waste management solutions would be too expensive for a single council, and environmentally unsustainable. A solution was required for the thousands of tonnes of waste that were being sent direct to landfill each year with little consideration of the future social, economic, and environmental implications.

As a result, the Councils formed the South-West Waste Management Council to provide environmentally sustainable waste management solutions for the benefit of the community and member councils. In 1998, this was changed to the Southern Metropolitan Regional Council (SMRC).

The member local governments jointly established the SMRC under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

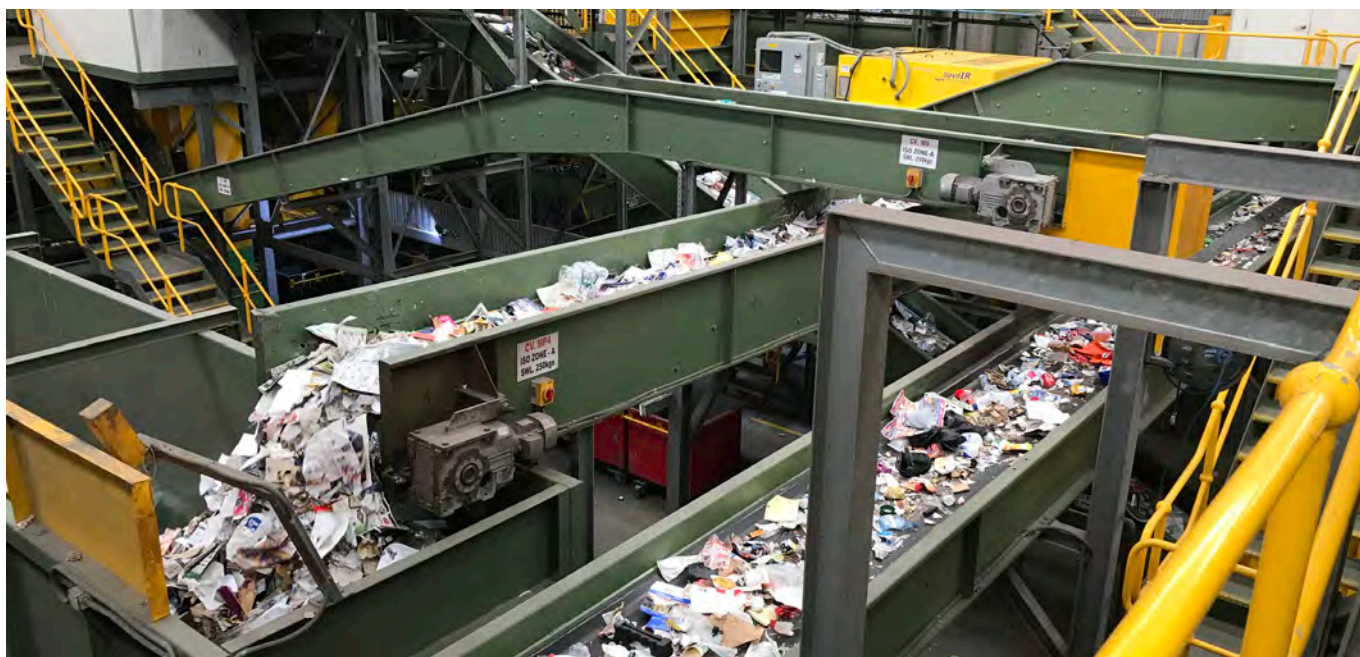
There are two core projects, being:

1. The Regional Resource Recovery Centre (RRRC) Project and;
2. The Office Accommodation Project.

The Regional Resource Recovery Centre (RRRC) is an integrated waste precinct in Canning Vale. In addition to the two projects, we support activities such as administration, education and research.

Over the period the following local governments for a variety of reasons have withdrawn from the regional group: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

Our external customer base has continued to expand and our business to diversify, to reflect this in 2021 the organisation re-branded itself and is now known as Resource Recovery Group.



## What we do

We operate a Regional Resource Recovery Centre at Canning Vale where we process the waste for over 145,000 people in our communities across East Fremantle, Fremantle and Melville along with other external customers.

- Organic waste (household food waste and small garden waste) is collected using the green top bins, processed and turned into compost at the Fogo Processing Facility.
- Paper, plastics, cardboard and metals are collected from households using the yellow top bins, are sorted and recovered in the Materials Recovery Facility, and then sold to recycling processing markets; and
- Green waste is collected from the kerbside of households and turned into mulch at the Green Waste Facility.

Our Resource Recovery Centre was the first of its kind in Western Australia, and remains a model for other local, regional, and state governments seeking sustainable solutions for waste.

Resource Recovery Group is committed to assisting the State Government to work towards achieving its recovery targets outlined in the State's Waste Strategy 2030.

As an organisation we inject over \$20 million per year into the economy, employ over 50 staff and provide work for 100 local small businesses and contractors each month.



## Our achievements

### Unique waste precinct

The official Opening of the Regional Resource Recovery Centre (RRRC) Stage 1 took place in November 2001 by the Hon Dr Judy Edwards MLA Minister for Environment & Heritage. Stage 1 consisted of the Materials Recovery Facility, Green Waste Processing Facility, and Education Centre.

The official Opening of the final stage (In-vessel Composting Facility) took place in March 2003, by the Hon Tom Stephens, Minister for Local Government & Regional Development. Resulting in the RRRC being the second largest three waste stream processing operation in the Southern Hemisphere.

In 2009/10, the SMRC gained accreditation from the International Organisation for Standards (ISO14001:2004 standard) for the RRRC's environmental management systems.

The official Opening of the Materials Recovery Facility took place in August 2012, by Mr Marcus Geisler, Chair Waste Authority of WA. An additional 100,000 tonnes pa of recycling capacity was made available to West Australian residents and businesses.

We are continually redesigning and improving technology and processes achieving world's best practice.

### We have been recognised for our achievements

- The RRRC project was first in the category of 'Resource Management' in the 2002 WA Environmental Awards.
- The RRRC project received High commendation in the 'sustainable environment' 2002 Premiers Awards for Excellence in Public Sector Management.
- First in category for the 2018 State Government Infinity Award for Avoid Recover Protect.
- Our composting facility was the first and only Local Government project to become an approved Greenhouse Friendly Abatement project and was the recipient of the 2007 Commonwealth Greenhouse Challenge Plus Award for "Outstanding achievement in greenhouse gas abatement" in the Government and Essential services category.
- In 2014/15, the SMRC holds accreditation in ISO 14001 Environmental systems, ISO 9000 quality and AS/NZ 4800 Occupational Health and Safety system and received two industry awards: a Gold Diligence in Safety Award from the Local Government Insurance Services (LGIS) and a Gold Certificate of Achievement from Worksafe WA.
- In 2020 we were Winners of the Waste Management Award category of the 2020 WA Waste Authority Infinity Awards.
- In 2021 we were winners of the WA Waste Award presented by the Hon. Minister for Environment, Amber-Jade Sanderson MLA for outstanding commitment to community waste reduction, reuse and recycling over 20 years.
- In 2022 we were crowned winners of the Local Government WasteSorted Award for GREAT games educational material, presented by the Hon. Minister for Environment; Climate Action Reece Whitby MLA.



# Proposed changes to our Establishment Agreement

The Establishment Agreement approved in 1998 provides for the regional purpose and to undertake a range of projects and services on behalf of participant local governments to share resources in best practice waste management resource recovery and environmental solutions.

Our governance structure will change for each participant local government to appoint two elected members to be members of the regional council.

The Establishment Agreement review is one of our strategic actions and amendments under the act are approved by the Minister for Local Government.

Our Participant Local Governments are:

- City of Melville
- City of Fremantle
- Town of East Fremantle



# Key stakeholders

## Stakeholder survey

A Stakeholder Survey was undertaken June 2021.



**84%**  
agreed RRG is  
achieving its vision

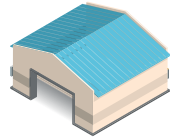


**94%**  
are satisfied  
with RRG



**84%**  
support RRG's  
strategic direction

**100%**



are satisfied with **Regional Resource Recovery Centre in Canning Vale**

Respondents would like RRG to build strong stakeholder relations, including Federal and State MPs firmly establish RRG's role and value in WA's overall waste management strategy.

*Results were provided by Catalyse following an email survey. This consisted of 19 responses.*

## Community survey

A Community Survey was undertaken April-May 2021.



**55%**  
agreed RRG is a  
leader in waste  
management  
and recovery



Resource  
Recovery  
Group  
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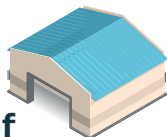
**42%** are aware  
of the SMRC, but only  
**24%** were aware of  
RRG following the  
name change

**42%**  
had heard  
of **Recycle  
Right**



**48%**

had heard of  
**Regional Resource  
Recovery Centre in  
Canning Vale**



**62%** indicated a printed  
**Waste & Recycling Calendar**  
with a fridge magnet  
was the most preferred  
communication channel



**89%**  
of people felt  
it is important  
to increase  
recycling

Key initiatives that have arisen from this survey to address are:

- raise awareness and usage of Recycle Right, especially the website and app.
- increase awareness of RRG's purpose and achievements.
- develop targeted messages to encourage sustainable waste behaviours.
- target messages for younger adults.
- engage in multi-lingual programs.

*Results were provided by Catalyse following email surveys. This consisted of residents across the City of Melville (n=447 respondents), City of Fremantle (n=197) and Town of East Fremantle (n=127). 350 were randomly selected, and a further 421 opted in through supported promotions.*

# Vision and Mission

## Our Vision

**A circular economy with less waste  
and lower carbon emissions**

## Our Mission

We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.

# Objectives

At the Resource Recovery Group, we:



**Recycle** materials to their highest practical value.



**Innovate** and implement new approaches to recycling and resource recovery.



**Educate** by providing tools to recycle right, reduce waste and live more sustainably.

# Key Focus Areas

Each of our three *Objectives* are underpinned by two *Key Focus Areas* that identify what we strive to achieve.

**1. Deliver practical solutions that maximise material recovery**

**4. Lead the change to new material recovery solutions to benefit our communities**

**2. Form viable partnerships to optimise business sustainability**

**3. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education**

**6. Deliver solutions that are environmentally sustainable and add value to recovered products**

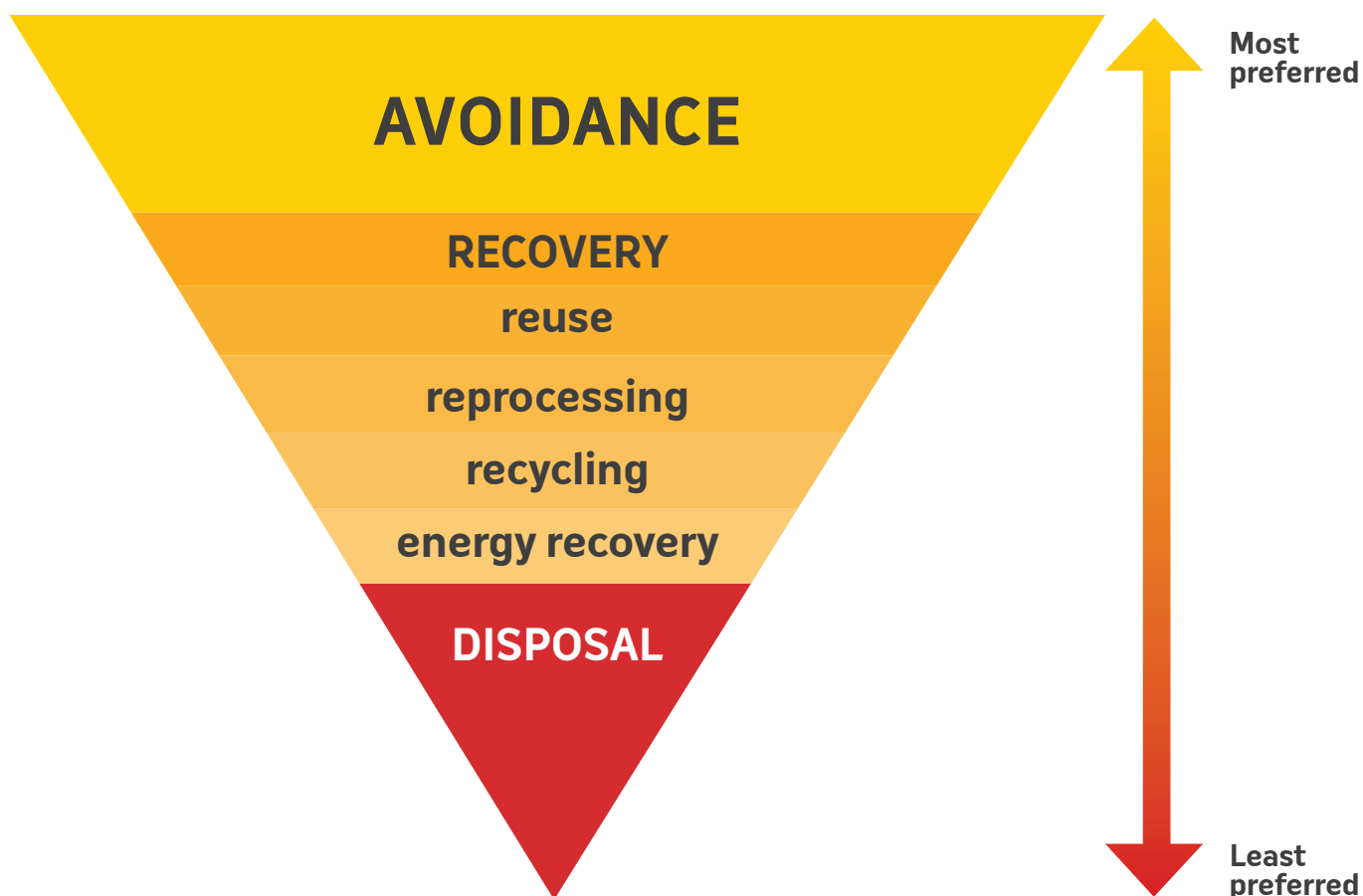
**5. Influence best practice environmental outcomes through stakeholder advocacy**

# The Waste Hierarchy

The Waste Avoidance and Resource Recovery Strategy 2030 applies the waste hierarchy which is a widely accepted decision-making tool which is set out in the *Waste Avoidance and Resource Recovery Act 2007*.

The waste hierarchy ranks waste management options in order of their general environmental desirability, from avoidance as the most preferred option, through various resource recovery options to the least preferred option of disposal.

The Waste Hierarchy below shows we should approach waste in multiple dimensions, rather than seek to minimise waste before we simply dispose of it. Activities at the top of the hierarchy, depicted below, are more sustainable and provide better outcomes for our communities and our environment.



# Residual waste options

Disposal is the least preferred option of the Waste Hierarchy. Current landfill sites in the Perth metropolitan area have a limited lifespan and new landfill sites are no longer being developed.

Waste to Energy is preferred above landfill as a disposal treatment, it is the process of creating energy in the form of electricity or heat from the incineration of waste.

The Waste Authority considers best practice Waste to Energy processes to be preferable to landfill for the management of residual waste but not at the expense of reasonable efforts to avoid waste or recover more value and resources from waste.

As presented in the waste hierarchy, it is preferable that the processing materials that are unable to be reused, reprocessed or recycled be diverted to Waste to Energy rather than landfill.

The Resource Recovery Group has entered into agreement with Avertas to divert residual waste that cannot be processed in another way to Waste to Energy. This plant is currently under construction in Kwinana and is anticipated to be operational in 2024.



Avertas Energy's 'Waste-to-Energy' project currently under construction in Kwinana

# Our business now

The Resource Recovery Group receives and processes waste at our Canning Vale Centre. We maximise the amount of waste recycled through our facilities.

- **Materials Recovery Facility**

The Materials Recovery Facility (MRF) uses state-of-the-art systems and equipment to recover recyclables from the yellow-topped bin.

Plastic bottles and containers, glass, paper, cardboard, aluminium and steel products are separated and baled at the MRF.



- **Food Organics and Garden Organics (FOGO) Facility**

The FOGO Processing Facility (FPF) currently processes over 25,000 tonnes of Food Organics and Garden Organics (FOGO) material per annum, which is then converted into compost.



- **Green Waste Facility**

The Green Waste Facility (GWF) creates mulch from clean green waste gathered by council verge collections, residents and commercial operators.

The shredder at the facility can process over 30,000 tonnes of green waste per year. 100% of Green Waste is recovered with no residual waste going to landfill.



In 2020/21 Our Resource Recovery Centre achieved a **total recovery diversion from landfill of 85.2%**

The **number of tonnes** of the region’s waste processed at each of the RRRC’s facilities during 2020/21:



**Materials Recovery**

**78,232**

82.9% recovered



**Green Waste**

**8,505**

100% recovered



**Waste Composting**

**26,818**

87% recovered

Excludes all RED bin General Waste

Includes all waste received and processed at RRRC including non-member Councils and commercials etc

- **Waste Audit Facility**

The Waste Audit Facility undertakes audits in the regions waste and recycling stream or material product. The Waste Audit Facility is able to monitor residential behaviour, satisfy compliance requirements and identify opportunities for increasing diversion from landfill and enabling local governments or service providers to report on the performance of a chosen waste, recycling or material stream.



## Education

- **Tours**

The Resource Recovery Group Education Centre is an important educational resource for surrounding schools, regional community and other visitors. It features a number of interactive models and learning experiences.

The Resource Recovery Group provide free tours of the Canning Vale Centre which are designed to educate visitors about the recycling process and allow safe and exciting views from observation decks into various facilities.



- **Recycle Right**

The Recycle Right education campaign encourages and assists residents and businesses to recycle, reduce their rubbish and buy more recycled products. It provides a variety of resources including the Recycle Right App.

Recycle Right also founded a volunteer group, the Recycle Right Rangers (also previously known as the WREN and CAG), who have been helping to provide education and advice since 2009.



- **Bin Tagging Program**

The bin tagging program is undertaken in selected households across the region to help educate residents to “recycle right”.

The program is part of the rollout of the new 3-bin FOGO system that was implemented during 2019.

The Resource Recovery Group undertakes the education program on behalf of our three member Councils, with funding support through the Waste Avoidance and Resource Recovery Account, administered by the Waste Authority.

The program aims to educate residents about how to correctly use their kerbside bins and provide individual feedback to improve their efforts at home.





**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

# Workforce Management Plan

2022 - 2026



Adopted by Council **Date**

# Contents

<a href="#"><u>Message from Chief Executive Officer</u></a>	<a href="#"><u>03</u></a>
<a href="#"><u>Who we are</u></a>	<a href="#"><u>04</u></a>
<a href="#"><u>Integrated Planning and Reporting Framework</u></a>	<a href="#"><u>06</u></a>
<a href="#"><u>Analysis of Environment &amp; Workforce</u></a>	<a href="#"><u>08</u></a>
<a href="#"><u>Workforce Profile</u></a>	<a href="#"><u>11</u></a>
<a href="#"><u>Organisational Structure</u></a>	<a href="#"><u>14</u></a>
<a href="#"><u>Employee Values</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Strategic Direction</u></a>	<a href="#"><u>17</u></a>
<a href="#"><u>Workforce Strategies and Actions</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>Succession Action Plan</u></a>	<a href="#"><u>22</u></a>
<a href="#"><u>Financial</u></a>	<a href="#"><u>24</u></a>
<a href="#"><u>Risk Assessment</u></a>	<a href="#"><u>25</u></a>
<a href="#"><u>Implementation and Review of Plan</u></a>	<a href="#"><u>26</u></a>

# Message from the Chief Executive Officer

I am pleased to present the Workforce Management Plan (the Plan) of the Resource Recovery Group covering the financial periods 2022-2023 to 2025-2026.

The Plan provides a framework to facilitate the delivery of the objectives of the Community Strategic Plan and Corporate Business Plan, integrating the strategic direction affecting our workforce and our sustainable financial parameters.

The Plan is updated every 2 years or as required to meet the changing needs of the business.

The Plan identifies strategies to address future workforce challenges and the implications on current and future operating environments. Such as:

- Improvements to the building, and the ongoing decommissioning of the redundant equipment in the Waste Composting Facility, will pave the way to utilise this space for both increased FOGO processing and other commercial opportunities.
- The ability to process additional tonnage at the Material Processing Facility, in accordance with agreements that have been entered into with privately owned firms, in the event of a shutdown of one of their plants or increased volume.
- Ongoing community engagement and education programs as we continue to influence community attitudes in relation to circular economy.

The Plan ensures that we will be resourced to meet changing environments, workload and challenges in the future.

**Tim Youé**  
**Chief Executive Officer**



## Who we are

Resource Recovery Group (*formerly Southern Metropolitan Regional Council*) is a statutory local government authority representing local governments in the southern metropolitan area of Perth. It delivers innovative and sustainable waste management solutions for member local governments.

Formed in 1991, the local governments of Canning, Cockburn, East Fremantle, Fremantle, Kwinana, Melville and Rockingham came together to form a regional approach to waste management. The Councils realised that individual approaches for alternative waste options would be too expensive for a single council. A solution was required to manage the thousands of tonnes of waste that were being sent direct to landfill each year with little considerations of the future social, economic and environmental implications.

As a result, the Councils formed the South-West Waste Management Council to provide environmentally sustainable waste management solutions for the benefit of the community and member councils. In 1998, this was changed to the Southern Metropolitan Regional Council (SMRC).

Over time the following local governments, for a variety of reasons, have withdrawn from the regional group: City of Canning in June 2010, City of Rockingham in June 2012, City of Cockburn in June 2019 and City of Kwinana in June 2021.

In 2021, the organisation re-branded itself and is now known as Resource Recovery Group and in 2022 our member local governments are: Town of East Fremantle, City of Fremantle and City of Melville.

The member local governments have jointly agreed to establish Resource Recovery Group under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

There are two core projects being:

1. The Regional Resource Recovery Centre (RRRC) Project and;
2. The Office Accommodation Project.

Both the projects were established through separate project participants' agreements. In addition to the above two projects, support activities such as administration, education and research are also undertaken.

The Regional Resource Recovery Centre at Canning Vale was the first of its kind in Western Australia and is a unique waste recycling and resource precinct and important waste infrastructure in the Perth metropolitan area. The Resource Recovery Centre at Canning Vale comprises three resource recovery facilities:

1. Organic waste (household food and small garden waste) FOGO is collected from 240 litre lime-green top bins, pre-processed to remove contamination and turned into compost;
2. Paper, plastics, cardboard and metals are collected from household yellow top bins and are sorted and recovered in the Materials Recovery Facility then sold to domestic and international markets; and
3. Green waste is collected from the kerbside of households and turned into mulch.

Resource Recovery Group is committed to assisting the State Government to work towards achieving its recovery targets outlined in the State's Waste Strategy 2030.

As an organisation, we inject over \$20 million per year into the economy, employ over 50 staff and provide work for 100 local small businesses and contractors each month.



# Integrated Planning and Reporting Framework

All local governments are required to plan for the future under the Local Government Act 1995 (WA), section 5.56(1). *The Local Government (Administration) Regulations 1996* outline the minimum requirements to achieve this.

The Workforce Plan aims to ensure that Resource Recovery Group identify the future implications for it's workforce.

The plan is an essential component of the Corporate Business Plan, it identifies workforce requirements and strategies for current and future operations over the next two years.

This Plan does not stand alone in the Framework. It is part of a suite of planning and reporting documents all of which are regularly reviewed. These include:

## Strategic Community Plan (10 years)

The Strategic Community Plan articulates the long-term vision, aspirations and objectives for member councils and our communities. The ten-year plan is reviewed and updated at regular intervals, as required but no greater than four years, to remain current with our Stakeholder aspirations.

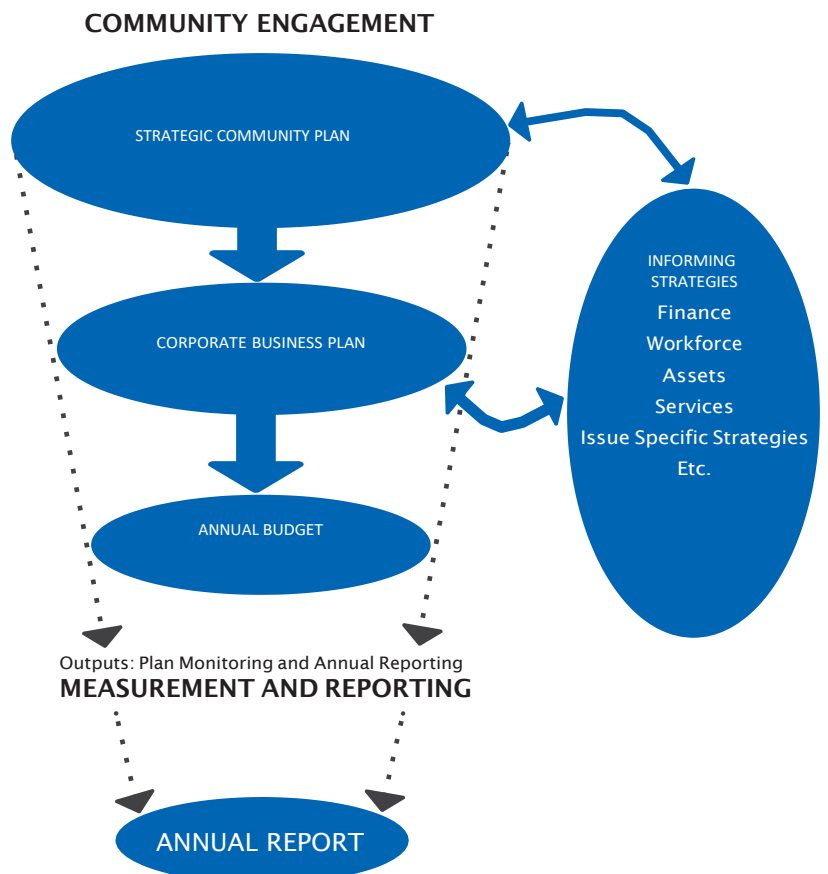
## Corporate Business Plan (4 years)

The Corporate Business Plan will drive the operation of the Resource Recovery Group over the short to medium term (four-year period). It will be reviewed annually and modified as required, the Corporate Business Plan ensures that the Resource Recovery Group has the resources it needs to achieve its strategic goals.

## Long Term Financial Plan

The LTFP includes the financial estimates modelled in the RRRC Amended Business Plan and the funding of actions contained in this Plan.

Revenue sources include; Participant contributions toward operating, education and capital (borrowings); customer fee for service and cash backed reserves. Financial resources are planned for in the adopted annual budget, and the 10 year Long Term Financial Plan.



### **Asset Management Plan**

The AMP identifies the asset classes and the estimated spend for annual maintenance programs, renewals and new acquisitions.

The AMP takes into account the RRRC asset transition program and the decommissioning of surplus assets and commissioning of new assets to meet the changes in the business delivery model relating to this plan.

### **Workforce Management Plan**

The Workforce Plan (WFP) details our resources required to meet the business delivery models contained in this plan.

### **Information & Communication Technology Plan**

Outlines the ICT requirements and strategies for the delivery of the current and future operations.

### **Annual Budget**

The process by which we inform stakeholders and statutory bodies of our progress in delivering services, projects and other operations to meet short-term, medium-term and long-term aspirations.

### **Annual Report**

Provides feedback on our progress against the Corporate Business Plan and provides a snapshot of our progression towards goals and aspirations as contained in the Strategic Community Plan

### **Other Issue or Specific Plans**

Other plans that assist in delivering the Corporate Business Plan and the goals of the Strategic Community Plan include:

- Regional Council Waste Plan
- Recycle Right Plan
- RRRC Project Amended Business Plan 2017
- Office Project Amended Business Plan 2021
- Community Engagement Strategy
- Communication Plan
- Marketing Plan
- Disability Access & Inclusion Plan

# Analysis of Environment and Workforce

## Covid-19 Pandemic

The organisation has experienced additional challenges over the last two years due to the Covid-19 pandemic. Whilst planning and management has been present since the beginning of the pandemic, the first six months of 2022 have proven the most challenging in terms of workforce management.

In response to anticipated staff disruptions the organisation recruited a second casual workforce in early 2022 to operate the Materials Recovery Facility for 2 shifts per week. This second shift did not interact with our permanent shift and provided a sound contingency in the event of our permanent workforce being significantly impacted by the virus.

Operational staff were provided with Rapid Antigen Testing kits and surveillance testing was undertaken once or twice per week to ensure early identification and isolation of any positive case, minimising transmission within the workplace as much as possible.

Management and Administrative staff were equipped to undertake work from home ensuring there was minimal impact on these services due to Covid-19.

As a result of our forward planning, all services have been met and there have been no impacts on our customers or member participants.



## **Industrial Relations Legislation Amendment Act**

In 2021 the WA State Government introduced a bill to amend the State Industrial Relations Legislation. Whilst this legislation is yet to be endorsed by the Federal Minister, it will require local governments to no longer be covered by the Federal FairWork legislation and to transition to the State Industrial Relations system.

Although there will be a transition period this means that industrial agreements and conditions of employment will change. The most significant impact is likely to be the Enterprise Agreement covering our Operations staff.

In negotiating the current enterprise agreement, Resource Recovery Group proved a strong working relationship with its Operational workforce, negotiating the agreement directly with staff members who overwhelmingly voted in favour of the agreement.

If transitioned to the State IR System this agreement will not be permitted to run for its current term and in accordance with State IR rules it will not be permitted to negotiate a future agreement directly with workers. This will impose Union involvement on workers whether they want it or not.

## **Staff Engagement Survey**

During 2021 we engaged CULTYR to undertake a confidential staff survey. This was the first time that the survey had been conducted since 2017. Utilising an independent outside organisation to conduct the survey addressed staff concerns of confidentiality and allowed us to benchmark ourselves against other local governments.

We were delighted to receive an overall staff satisfaction score of 98%. The survey did identify some areas for improvement, and we are currently seeking to address the identified areas.

One key issue identified was our induction process. As a result, we have sought a software solution that will allow us to deliver our inductions online rather than being provided by a staff member. This will ensure that all employees receive a quality, standardised induction process in a timely manner.

## **Recruitment**

Recruitment of staff remains one of our most challenging areas due to the current low unemployment rate in Western Australia. We also find ourselves competing for staff with large construction projects and mining and are unable to match salaries in these industries.

One way that we are able to compete is to offer a unique work/life balance that may not be available to staff in other industries. For example, Operations staff in the Materials Recovery Facility recently agreed to modify their working hours, choosing to work predominantly 0600 – 1400, Monday to Friday.

We anticipate that the unemployment rate will remain low for some time yet and that attracting and retaining talent will continue to be a key concern over the coming year.

As a result of both the low unemployment rate and attractive salaries elsewhere, we anticipate that a regular turnover will continue over the next 12 months.



## Remuneration

Resource Recovery Group recognises that 46% of our workforce is made up of unskilled labour who are covered by our Enterprise Agreement. The negotiated Agreement provided for a salary increase of between 1.5% - 2% for the financial year 2022-2023, this figure was well below CPI and the current cost of living pressures being experienced by this group of employees.

In recognition of this, the Council have this year awarded an overall wage increase of 3% in addition to the additional 0.5% increase in superannuation contributions. This increase maintains our staff well above minimum wage and Award rates.

# Workforce Profile

The Resource Recovery Group employs the following ongoing workforce:

	FTE June 2021	FTE June 2022
Management & Corporate	9	9.6
Communication & Education	4	4
Canning Vale Management & Administration	11	7.6
MRF	17	18
FOGO	3	3
Green Waste	1	1
Maintenance	3	3.8
<b>TOTAL</b>	<b>48</b>	<b>47</b>

- During 2022 the Corporate office was restructured slightly to provide for better succession planning and for the Tenders to be coordinated from the Corporate office.
- At Canning Vale the roles of Production Manager and Maintenance Manager were amalgamated and are now filled by one fte.
- Outsourcing of the processing of Green Waste is being considered to provide greater efficiencies and achieve machinery cost savings.
- In addition to our ongoing workforce, we engage casual staff to fill seasonal work and ongoing leave relief:

	No of Casual workers
Materials Recovery Facility	8
Waste Education	6

- Resource Recovery Group also engages with a volunteer workforce to assist with community education.



- In 2018 the median age of our employees was 45 years. During the 2021-22 year the median age of our workforce has continue to fall from 41 years to 39 years.

## Employees 55

- **Male 53.3%**
- **Female 46.7%**

- We have boosted the representation of women in the workforce to 46.7%. In 2018 representation of women in the workforce was 28% and this demonstrates that we have closed the gender gap in the organisation.

## Workforce Duties

- **Administrative 33%**
- **Operational 67%**

## English as second language







- **31.7%**
- **RRG Employees are from diverse backgrounds**

- Turnover for the financial year ended June 22 was 48.15%. This is reflective of the job choices that are available to staff in today's recruitment market. This figure will also be slightly impacted due to Resource Recovery Group recruiting more of its own short-term labour rather than utilising labour hire staff.

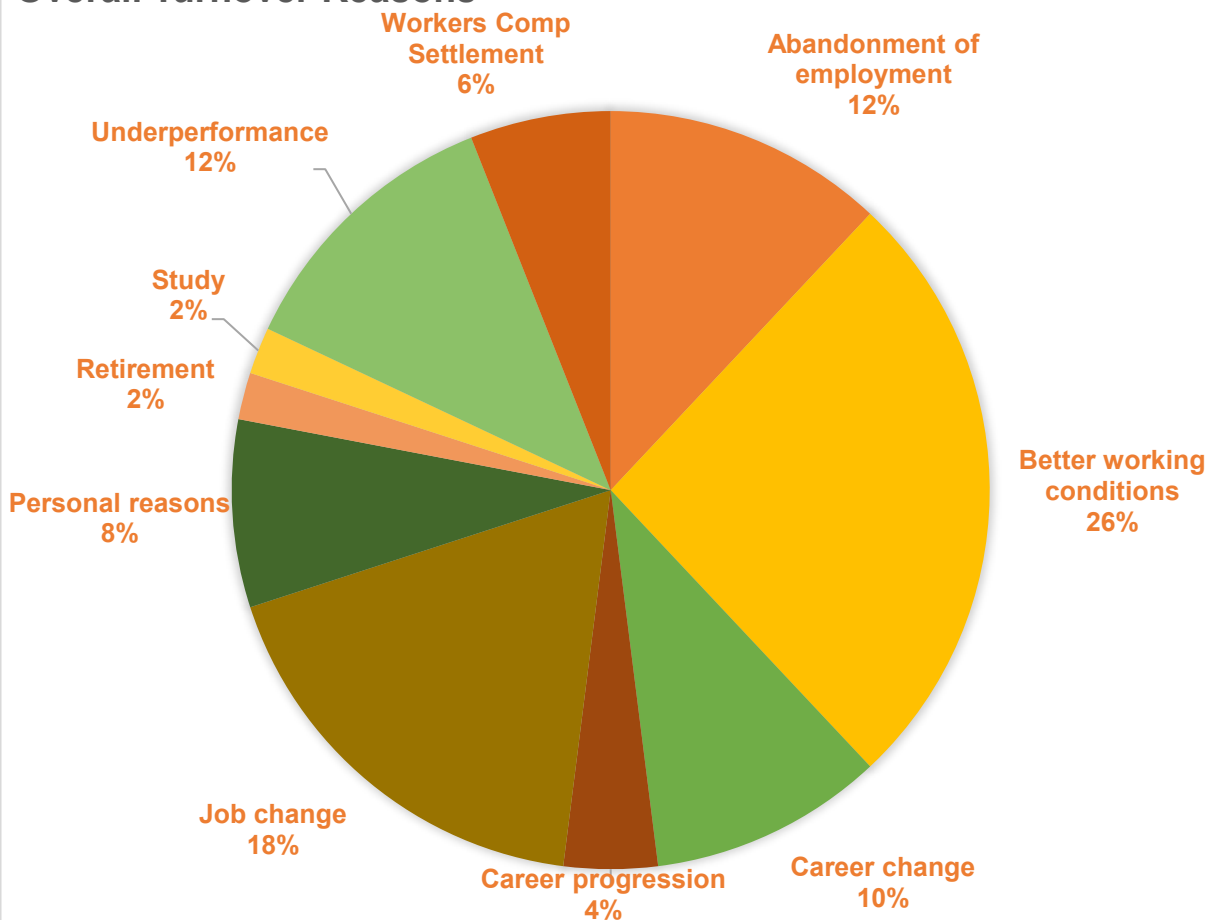
## Turnover

- **48.15%**
- **26 employees left in the last 12 months**

## LEAVERS PER DEPARTMENT ONGOING STAFF

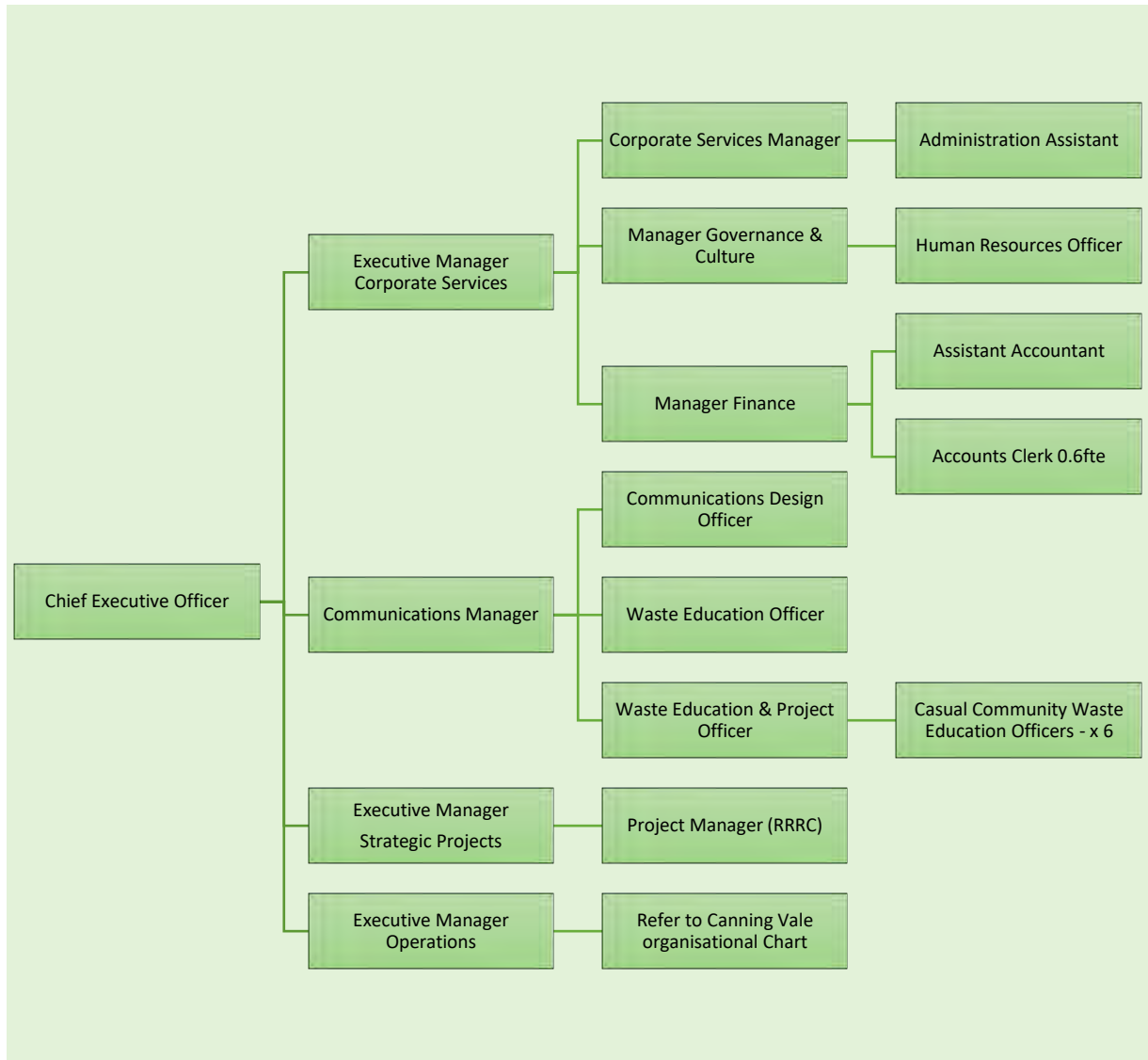
Administration	1	
Canning Vale Admin	6	
FOGO	3	
Green Waste	1	
Maintenance	1	
MRF	14	

## Overall Turnover Reasons

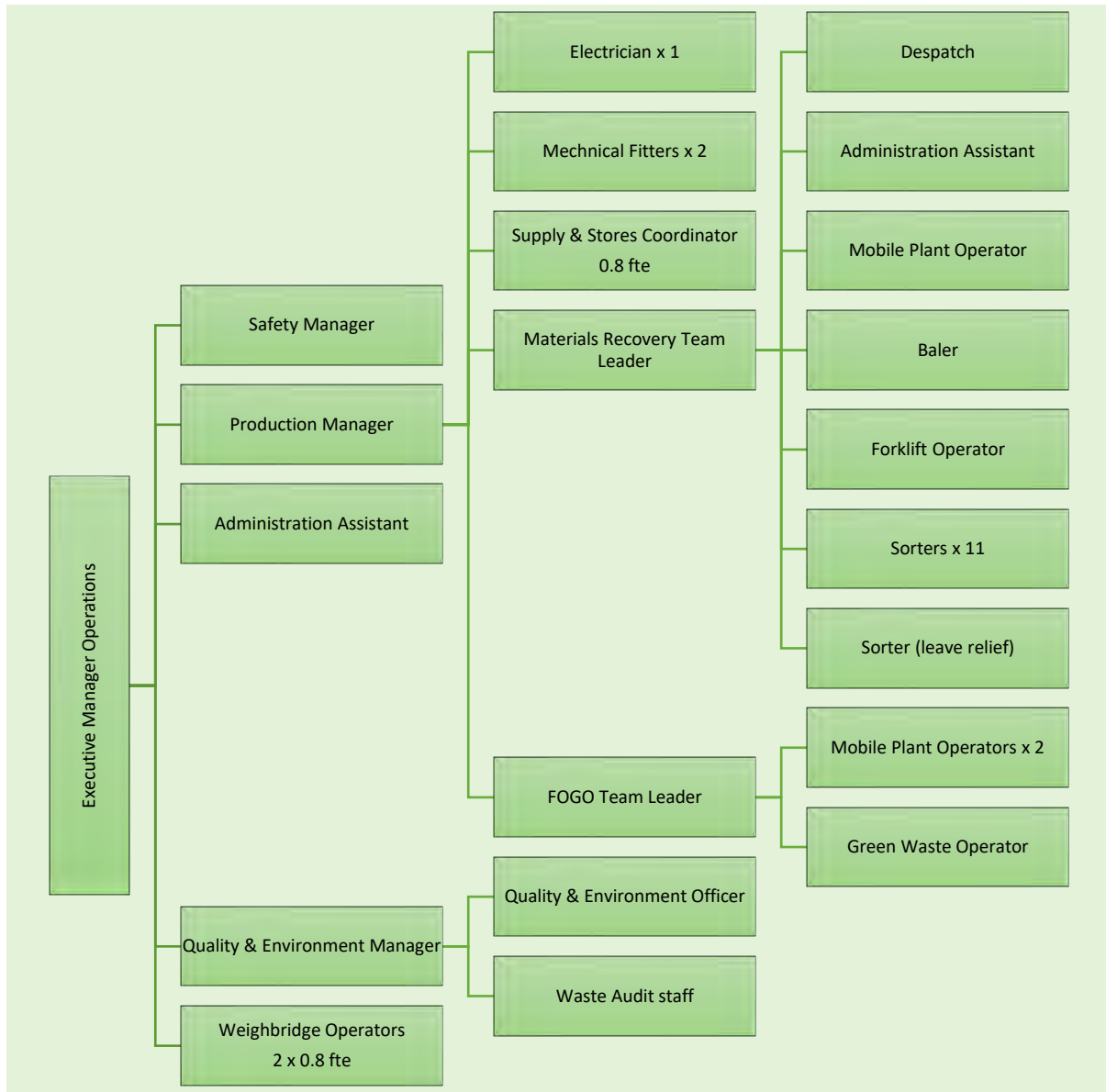


# Organisational Structure

## Corporate Office



# Canning Vale Centre



# Employee STAR Values

Resource Recovery Group encourages a working environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every employee and we encourage all staff to embrace our values:



- Safety:** We ensure that our priority is maintaining a safe work environment for all employees and for the community.
- Together:** We share our responsibility as one team and each individual has an important role as part of the team.
- Attitude:** Our attitude and commitment to the organisation's procedures are ethically, socially and environmentally sustainable.
- Responsibility:** We are responsible for our own performance and doing our best at all times.

Every year our staff undertake an annual performance review process at which time they are asked to reflect on their performance in accordance to our values.



# Strategic Direction

In 2022 as part of our annual Strategic Directions Review, it was agreed to review our Vision, Mission, Objectives and Key Focus Areas to reflect the current aims and successful re-branding of the organisation. This was approved by Council in May 2022, and we are proud to present our updated vision and mission.

<b>VISION</b>	<b><i>A circular economy with less waste and lower carbon emissions</i></b>		
<b>MISSION</b>	We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.		
<b>OBJECTIVES</b>	<b>Recycle</b> materials to their highest practical value	<b>Innovate</b> and implement new approaches to recycling and resource recovery	<b>Educate</b> by providing tools to recycle right, reduce waste and live more sustainably
<b>KEY FOCUS AREAS</b>	1. Deliver practical solutions that maximise material recovery	3. Lead the change to new material recovery solutions to benefit our communities	5. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education
	2. Form viable partnerships to optimise business sustainability	4. Deliver solutions that are environmentally sustainable & add value to recovered products	6. Influence best practice environmental outcomes through stakeholder advocacy

<p><b>PROJECTS</b></p>	<p>1.1 Optimise operations in recovery and re-use to add value  1.2 Re-purpose facilities for re-processing plastics  1.3 Re-purpose facilities for FOGO  1.4 Re-purpose facilities for a residual waste transfer station</p>	<p>3.1 Investigate the viability of new technologies for waste recovery  3.2 Be recognised as an industry leader in championing progressive solutions to materials recovery  3.2. Lead trial projects to reuse recycled materials</p>	<p>5.1 Promote the Recycle Right Program amongst participants and other local governments as community education plan actions  5.2 Partner with member councils and complementary organisations to promote behaviour change towards waste recovery and reuse  a. Promote the benefits of source separation for 3 bin systems  b. Kerbside Audits  c. Bin Tagging Program  d. rollout FOGO to MUDs  e. rollout FOGO to mixed use and commercial</p>
	<p>2.1 Pursue opportunities to partner with other organisations</p>	<p>4.1 Identify and deliver process improvements</p>	<p>6.1 Proactively lead and influence best practice outcomes in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation.  6.2 Advocate for enhanced packaging design controls and extended producer responsibility.  6.3 Advocate for legislation that limits the disposal of unprocessed MSW.</p>

# Workforce Strategies and Actions

In meeting the future direction of the organisation, the Resource Recovery Group will need to be able to increase the workforce to meet any future growth but also maintain a flexible workforce that meets any changing needs of the business. At the same time unemployment in Western Australia has fallen to extremely low levels impacting on the available workforce and making it easier for staff to change jobs.

Resource Recovery Group will need to ensure that it remains competitive and attractive to potential employees. Strategies may include:

## 1. On-line induction system

- Implementing the on-line induction system to provide all new staff members with an interactive and appropriate induction on joining the organisation. Research shows that engagement in the first few days is vitally important in retaining new staff members.

## 2. Recruitment

- Ensuring that recruitment processes are conducted in a timely manner to capture quality applicants before they are offered positions elsewhere.

## 3. Competitive wages

- The RRG will need to undertake regular benchmarking to ensure that salaries and wages remain competitive in the marketplace.

## 4. Training

- The RRG already has a policy in place to offer up to \$3,000 per annum towards training and course fees. This will not only be an incentive towards retaining staff but will ensure we have a more flexible and skilled workforce.

## 5. Regular feedback

- Ensuring that performance reviews occur at least annually and that all staff members are provided with ongoing feedback. We have recently introduced a mid-probation review process for new Operations staff, ensuring that they are provided with feedback early in the new employment process.

## 6. Offering permanent placements over casual appointments whenever possible

- A number of staff have been employed on a casual basis due to uncertainty of available hours in the past, regular review of the staffing needs ensuring that the appropriate conditions are offered at all times will both assist in retaining staff and ensure the most appropriate workforce at the time.

## **7. Employee Engagement Survey**

- Continuing with the Employee Engagement survey to identify strategies and actions to further improve the level of employee satisfaction.

## **8. Flexible work practices**

- Continuing to engage with staff to have a voice in their working hours when practicable is an important expectation of the modern workforce.

## **9. Wellness**

- Continuing to offer health benefits such as annual flu vaccinations, skin cancer checks, health checks and ongoing communication in relation to health and wellbeing.

## **10. Monitoring of excess leave entitlements**

- We will continue to work with managers to ensure that all staff members have access to utilising their accrued annual and long service leave entitlements in a timely manner. It is well recognised that regular leave plays an essential role in reducing stress, boosting health and reducing burn out.

## **11. Equal Employment Opportunity**

- In line with the annual Equal Employment Opportunity management plan submitted to the Public Sector Commission in December 2021. We will continue to focus on ensuring that EEO and diversity principles are incorporated and applied in all processes. Specific initiatives to be considered over the next year are:
  - Develop mechanisms to identify diversity groups within the workplace and their needs, specifically by implementing:
    - Exit interviews
    - Formally gathering diversity information
  - Continue to provide employment opportunities for people in diversity groups, specifically:
    - Women in management
    - Aboriginal Australians
    - Youth
    - People with Disability
    - People from culturally diverse backgrounds
    - People with diverse genders and sexualities



# Succession Action Plan

Succession action plans have been developed for senior management positions and positions identified as critical. Whilst all positions are recognised as important for maintaining service delivery, the following have been considered as leadership and speciality roles. The table can be updated or changed when positions are considered as key positions. It is acknowledged that the Resource Recovery Group is unable to have all internal employees ready for succession due to the nature of the skilled positions and number of staff and therefore requires external candidates to fill roles. The Managers are responsible for undertaking and implementing succession planning within their business unit areas to ensure business continuity.

## Current Positions

The following table identifies actions for ensuring sustained business continuity for key positions.

<b>Senior Management Positions</b>	<b>Specialist/Unique Skills</b>	<b>Action Plan</b> - Short Term - Leave	<b>Action Plan</b> - Long Term - Replacement
Chief Executive Officer	Leadership and comprehensive experience in Local Government Governance. Demonstrated experience in working with an elected body. Comprehensive understanding of the waste and recycling sector	Executive Managers Internal relief (short-term) Or External relief appointment.  Refer to Acting CEO Policy	External recruitment process as required under the Act
Executive Manager Corporate Services	Leadership. Comprehensive knowledge of local government governance, strategic administrative, financial and commercial experience	Corporate Services Manager Internal relief (short-term) Or External relief appointment	External recruitment process
Executive Manager Strategic Projects	Leadership. Knowledge of engineering and project management. Specific knowledge of current plant and equipment. Comprehensive understanding of the waste and recycling sector	External relief appointment if required	External recruitment process
Executive Manager, Operations	Leadership. Knowledge of operational plants, managing people, DER licensing and occupational safety and health legislation	Production Manager Internal relief (short-term)	Consider internal appointment or External recruitment process

<b>Supervisory Positions</b>	<b>Specialist/Unique Skills</b>	<b>Action Plan - Short Term</b>	<b>Action Plan - Long Term</b>
Communication Manager	Leadership. Knowledge of communication and community engagement strategies. Implement educational behaviour programs	External relief appointment if required	External recruitment process
Corporate Services Manager	Leadership. Knowledge of governance, administration and Tenders	Office Administrator training for Internal relief (short-term) Or External relief appointment if required.	Consider internal appointment or External recruitment process
Manager Finance	Leadership, financial and commercial experience	Assistant Accountant and/or Corporate Services Manager	Consider internal appointment or External recruitment process
Assistant Accountant	Knowledge of bookkeeping & accounting	Accounts Clerk or External relief appointment if required	External recruitment process
Office Administrator	Knowledge of administration	External relief appointment if required	External recruitment process.
MRF/FOGO Leading Hand	Leadership. Knowledge of operational plants, managing people, occupational safety and health legislation	Internal relief (short-term) Or External relief appointment if required	Consider internal appointment or External recruitment process
Production Manager	Leadership. Knowledge of operational plants, managing people, DER licensing and occupational safety and health legislation	Internal relief (short-term) Or External relief appointment if required	Consider internal appointment or External recruitment process

<b>Specialist Positions</b>	<b>Specialist/Unique Skills</b>	<b>Action Plan - Short Term</b>	<b>Action Plan - Long Term</b>
Manager Governance & Culture	Knowledge of Human Resources polices and legislation. Knowledge of Governance & Admin	Manager Corporate Services/HR Officer or External relief appointment if required	External recruitment process
Human Resources Officer	Knowledge of Human Resources & recruitment	Manager Governance & Culture	External recruitment process
Graphic Design	Knowledge of Graphic Design	External relief appointment if required.	External recruitment process
Work Health & Safety Manager	Knowledge of occupational safety and health legislation	Internal relief (short-term) Or External relief appointment if required	External recruitment process
Environmental Manager	Knowledge of EMS, DER licensing and Auditing	Internal relief appointment if required	Consider internal appointment or External recruitment process
Environmental Officer	Knowledge of EMS, DER licensing and Auditing	External relief appointment if required	External recruitment process
Weighbridge Customer Service Officer	Knowledge of weighbridge, cash handing, point of sale systems	Clerical staff training and acting placements. RRRC Administration Officer External relief appointment	Consider internal appointment or External recruitment process

Specialist Positions	Specialist/Unique Skills	Action Plan	
		Short Term	Long Term
Stores & Supply Coordinator	Knowledge of stores and purchasing	Internal relief (short-term) Or External relief appointment if required	External recruitment process
Waste Education	Knowledge of educator/communications	External relief appointment if required	External recruitment process
Mobile Plant Operators	Knowledge of Plant machinery operation	Internal relief (short-term) Or External relief appointment if required	Consider internal appointment or External recruitment process
Electrician	Trade Qualified	External relief appointment if required.	External recruitment process
Fitters	Trade Qualified	External relief appointment if required	External recruitment process
Waste Workers		External relief appointment if required	External recruitment process

## Financial

The Long-Term Financial Plan has identified the following total Employee costs:

Description of work performed	Number of FTE employees (Full Time Equivalent)	Estimated wages
	Budget 2022/2023	Budget 2022/2023
Booragoon	14	\$ 1,821,942
Canning Vale	33	\$ 3,100,194
<b>Total</b>	<b>47</b>	<b>\$ 4,922,136</b>



# Risk Assessment

The Resource Recovery Groups Risk Management Plan follows the ISO 31000:2009 principles and guidelines.

The Risk Management policy was updated in August 2021. Risks are discussed each week by the Senior Management Group, report to Council quarterly and reviewed regularly by the Audit and Risk Committee.

Risks that currently relate to the Resource Recovery Group workforce are:

Risk Description and Risk Rating								
Code	Risk Description	Potential Consequences	What Controls Are Currently In Place	Consequence Category	Likelihood Rating	Consequence Rating	Risk Score	Risk Rating
HR1	Loss of key personnel, tight employment market	<ol style="list-style-type: none"> <li>1. Loss of knowledge</li> <li>2. Increased costs to recruit appropriate replacement</li> <li>3. Disruption to normal operations</li> <li>4. Organisational instability</li> </ol>	<ol style="list-style-type: none"> <li>1. Internal relief and external recruitment</li> <li>2. Salary remunerations are in line with industry standards</li> <li>3. Succession planning for key positions</li> <li>4. Performance management system in place</li> </ol>	Management effort Knowledge loss Interruption to Services	3	4	12	Moderate
HR02	Low motivation / increased absenteeism of employees	Reduced productivity and performance, Increased costs of coverage and replacement	<ol style="list-style-type: none"> <li>1- Regular meeting with staff by supervisors and management</li> <li>2- Communications/ management training for supervisors</li> <li>3- Annual staff survey</li> <li>4- Regular job process reviews by supervisors /managers</li> <li>5- Staying abreast of current employment law/remuneration</li> <li>6- Performance management system</li> <li>7- Healthy workplace</li> <li>8. Active management of leave accruals</li> </ol>	Industrial Relations	3	3	9	Low

# Implementation and Review of Plan

The Plan has been developed to assist management with workforce planning and has been closely aligned with the strategies and actions in the Corporate Business Plan and funding considered in the Long-Term Financial Plan.

A review of the Plan will occur every two years to account for updated performance information and changing circumstances.

The Plan will allow Resource Recovery Group to set priorities within its resourcing capabilities to sustainably deliver the services required by our member local governments and their communities.





## CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES

POLICY REVIEW – AUGUST 2022

### STATEMENT

The ~~Southern Metropolitan Regional Council~~ Resource Recovery Group is committed to ensuring that the development of policy is structured, ~~and consistent,~~ effective and understood by all.

### SCOPE

This Policy applies to all ~~management and operations of employees, stakeholders and Elected Members of Resource Recovery Group, the SMRC and all employees engaged in any of these functions involved in the development, review or revocation of policy.~~

### OBJECTIVE

To set out procedural arrangements that are intended to apply to formulating, reviewing and cancelling policies of the ~~SMRC~~ Resource Recovery Group.

### ROLES & RESPONSIBILITIES

#### Regional Council

Section 2.7 of the LGA Local Government Act states that the role of the council is to determine the local government's policies.

#### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that development of policies and procedures is conducted in accordance with SMRC Resource Recovery Group guidelines.

### CONTENT

The following guidelines are provided for development of policies and procedures:

- To assist the Council and officers to respond to situations in a consistent and uniform way.
- To provide clear instructions on how matters and issues shall be undertaken within defined guidelines and rules.
- To give autonomy to work teams within their area of responsibility by providing general guidelines and procedures.
- To provide clear instructions on how matters and issues shall be undertaken within defined guidelines and rules.
- To empower work teams to solve problems without the need to refer all matters to Managers or Council.
- To provide staff with authority to solve complaints and issues on-the-spot which improves attitudes and efforts.
- To encourage speedy processes to reach outcomes more fairly and quickly.

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Issued: <del>August 2022</del> <u>November 2020</u>	Review Date: <del>August 2024</del> <u>2</u>	Title: <del>CORPORATE COUNCIL</del> POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version <del>07</del> <u>1</u>
Prepared: <u>EMCSMGC</u>	Reviewed by: EMCS	Approved: <u>CEOSMG</u>	Page 1 of 4

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## CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES

### 1. Categories of Policies

**Corporate Council Policies** – Official Policies of the Council. Policies that relate to the organisation requiring Council decisions. These policies require approved and adoption by the Regional Council.

**Operational Policies - & Administrative, Human Resources and Occupational, Health & Safety, Standards, Guidelines and Procedures** – Approved by the Chief Executive Officer/Senior Management Group (SMG). These include standards, are policies that guidelines and procedures referring to operational & administrative matters not requiring council decisions.

**Guidelines and Procedures** – Guidelines and Procedures that may underpin a policy or provide further information may be approved by the relevant Executive Manager.

### 2. Policy Format

1. Policies shall be created and numbered by category such as:

1. Council
2. Finance
3. Human resource
4. Corporate
5. Other

2. All policies shall be in uniform format that includes the following:

- Policy heading and number
- Statement: what the Policy aims to achieve
- Scope: what the policy applies to
- Objective: the purpose of the Policy
- ~~Definitions~~
- Roles & Responsibilities: for developing and ensuring compliance with policies
- Content: particulars of the policy
- References & Review: when policy was first adopted and subsequent review; related documents where additional information may be found; links to other related policies, legislation etc

### 3. Formulation of New Council Policies

~~New policies are to drafted and approved as follows:~~

- ~~Managers and their respective work teams are to develop and draft Policies identifying areas or issues that require ruling or affect their day-to-day functions.~~
- ~~New Policies are to be prepared in draft format and then submitted to the Executive Manager Corporate Services, who will review the policy and then present the draft policy to the Senior Managers' Group for consultation and discussion.~~
- ~~New Draft Policies must be approved and authorised by the Chief Executive Officer.~~

New Corporate Council Draft Policies are to be first submitted to the Executive Manager Corporate Services. Once the review is completed, the draft policy will be presented to the next available Senior Managers' Group meeting for discussion. Then the policy will be submitted to the next available Regional Council meeting, together with a report by the responsible Manager.

### 4. Formulation of New Operational Policies

- ~~New Operational & Administrative Policies, Standards should be drafted by the appropriate manager or work teams that are affected by the policy content. Guidelines and Procedures only~~

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Issued: <del>August 2022</del> November 2020	Review Date: August 2024	Title: CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version <del>07</del>
Prepared: EMCS/MGC	Reviewed by: EMCS	Approved: CEO/SMG	Page 2 of 4

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## CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES

~~come into effect if approved and authorised by an internal memorandum signed by the Chief Executive Officer.~~

~~New operational policies should be submitted to the Manager Governance & Culture who will forward to Senior Management Group for consultation and discussion. If approved this will be noted in the minutes of the SMG.~~

- ~~• The Corporate Services Manager **Governance & Culture** is to ensure that staff are informed of all new policies, all policies and standards within the Policy Manuals are reviewed annually and staff are trained or informed on new policies.~~

- **54. Review Process**

All policies are subject to a biennial review unless otherwise stated in the References & Review section of the policy. ~~The review of each policy will be carried out by the Executive Manager Corporate Services and amended or deleted by authority of the Chief Executive Officer.~~ It is a Statutory Requirement (LGA s) that Corporate Council Policies are to be reviewed by the Council. The Executive Manager Corporate Services is responsible for presenting Corporate Council Policies to the Regional Council on their review dates.

The procedure for reviewing policies is as follows:

- Council policies are submitted to the next available Regional Council meeting.
- Managers and their respective work teams are to review existing Operational & Administrative pPolicies, Standards, Guidelines and Procedures ensuring its contents are up to date and relevant.
- ~~Policies are to be submitted to the Executive Manager Corporate Services for consultation and review.~~
- Operational pPolicies are presented to the Senior Managers' Group for consultation and discussion and approval in the SMG minutes.
- Policies are not to be deleted or removed without the authorisation of the Chief Executive Officer or Senior Management Group.
- ~~In addition to the formalised review process, an informal process is to occur throughout the year to provide regular feedback between staff, the appropriate Manager and Executive Manager Corporate Services on Policies and their relevance.~~

### 5. Staff Training and Feedback

Employees are to be made aware of and given verbal instruction on Policies as determined by the ~~Executive Manager Corporate Services~~ relevant manager. In cases where the Policy requires, employees are required to sign ~~to or~~ acknowledge electronically they understand the Policy. ~~Employees with computers are required to use the policy section on the Staff Intranet.~~

Updated council pPolicies are to be kept on the staff intranet and SMRC-RRG website for public access. Operational policies are to be kept on the ~~Members Area, Staff Intranet~~ and in manuals located at each RRRRC facility Canning Vale lunchroom's.

- ~~Where necessary and deemed appropriate by the Executive Manager Corporate Services, employees are to be verbally instructed on a policy and signed by the employee if required.~~
- ~~In addition to the formalised annual review process, an informal process is to occur throughout the year to provide regular feedback between employees, the appropriate Manager and Executive Manager Corporate Services on Policies and their relevance.~~

### 6. Distribution of Policy Documents

Issued: <del>August 2022</del> <u>November 2020</u>	Review Date: <u>August 2024</u>	Title: <u>CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT &amp; PROCEDURES</u>	Version <del>07</del>
Prepared: <u>EMCSMGC</u>	Reviewed by: EMCS	Approved: <u>CEOSMG</u>	Page <b>3</b> of <b>4</b>

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## CORPORATE COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES

All policies can be accessed via the staff intranet under Policies & Procedures, are to be linked to computer desktops via server link (desktop link 'Corporate Policy' section of the Staff Intranet).

All policies related to the organisation are categorised as follows: Standards, Guidelines and Procedures are also available on the staff intranet under the relevant area.

Following council approval of updated or new policies the Manager Governance & Culture or Manager Corporate Services will distribute a staff notice advising of all policies, both Corporate and Operational that have been updated or created since the last notice.

### Section 1 – Corporate Policy

### Section 2 – Operational & Administrative Standard, guideline or Procedure

#### REFERENCES & REVIEW

<b>Statutory Compliance</b>	Local Government Act 1995 s2.7(2)(b)	
<b>Organisational Compliance</b>	Policy Review Register	
<b>Next Review Date</b>	August 2024 <del>2</del>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of this document</b>	<del>SMRC-RRG</del> Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

#### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2004	Original	1			May 2004
2009	Review	2			May 2009
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	27/10/2016
2018	Review	6	EMCS	EMCS	16/08/2018
2020	Review	7	EMCS	CEO	26/11/2020
<u>2022</u>	<u>Review</u>	<u>8</u>	<u>MGC</u>	<u>CEO</u>	

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Issued: <del>August 2022</del> <del>November 2020</del>	Review Date: August 2024 <del>2</del>	Title: <del>CORPORATE COUNCIL</del> POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version <del>8</del> <del>7</del>
Prepared: <del>EMCS</del> <u>MGC</u>	Reviewed by: EMCS	Approved: <del>CEO</del> <u>SMG</u>	Page 4 of 4
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## CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY

POLICY REVIEW – AUGUST 2022

### STATEMENT

~~The Southern Metropolitan Regional Council~~ Resource Recovery Group (RRG) is committed to safeguarding the personal property of all employees in the workplace.

### SCOPE

This Policy applies to all employees of SMRCRRG.

### OBJECTIVE

To provide a clear position in relation to employees' personal property in the workplace.

### ROLES & RESPONSIBILITIES

#### Chief Executive Officer

The Chief Executive Officer (CEO) has Council authority to reimburse the employee for the cost of repair or fair replacement value.

### CONTENT

The Regional Council will not be liable for any damage or loss of employees' personal property, beyond that provided for in its existing insurance cover or that is prescribed under the appropriate employment awards.

Where an employee's personal equipment has been damaged or lost whilst used for work related purposes at the workplace the CEO has discretionary authority to reimburse the employee for the cost of repair or fair replacement value.

Note that where an employee has their own personal insurance cover (eg) vehicle, only the excess payable may be reimbursed to the employee.

Issued: August <del>2020</del> 2022	Review Date: June <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY	Version <del>6</del> 7
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 3

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## CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY

### REFERENCES & REVIEW

	<b>3.2 Employee Personal Property</b>	
<b>Statutory Compliance</b>		
<b>Organisational Compliance</b>		
<b>Approved by</b>	Regional Council	
<b>Related Documents</b>	<a href="#">SMRCRRG</a> Insurance policies Employment Awards	
<b>Next Revision Date</b>	June <del>2022</del> 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Medium	
<b>Location of document</b>	<a href="#">SMRCRRG</a> Website – Members Area Staff Intranet <a href="#">SMRCRRG</a> , 9 Aldous Place, Booragoon – Corporate Services <a href="#">RRRCVC</a> , 350 Bannister Road, Canning Vale – staff room	

Issued: August <del>2020</del> 2022	Review Date: June <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY	Version <del>6</del> 7
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 3
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## CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2007	Original	1		HRM	27/09/2007
2012	Review	2	DCS	DCS	26/07/2012
2014	Review	3	EMCS	EMCS	28/08/2014
2016	Review	4	EMCS	EMCS	28/04/2016
2018	Review	5	EMCS	EMCS	19/04/2018
2020	Review	6	EMCS	EMCS	27/08/2020
<a href="#">2022</a>	<a href="#">Review</a>	<a href="#">7</a>	<a href="#">MCS</a>	<a href="#">MGC</a>	

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Issued: August <del>2020</del> <a href="#">2022</a>	Review Date: June <del>2022</del> <a href="#">2024</a>	Title CORPORATE POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY	Version <a href="#">6</a> <del>7</del>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page <b>3</b> of <b>3</b>
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# CORPORATE POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT

**POLICY REVIEW – AUGUST 2022**

## 1.0 STATEMENT

Under section 5.126 of the Local Government Act 1995, each council member must complete mandatory council member training as described by regulations.

The mandatory training course prescribed in the Administration Regulations 35 is titled “Council Member Essentials”.

Council members appointed by their respective local governments are required to complete any mandatory training supported by their local government and therefore the Regional Local Government does not undertake this training.

Under section 5.127 of the Local Government Act 1995, a local government must prepare a report for each financial year on the training completed by council members in the financial year and publish on its website.

Under section 5.128 of the Local Government Act 1995, a local government must prepare and adopt a policy in relation to the continuing professional development of council members.

Council Policy 1.5 – Conference and Industry Events Attendance, supports individual and group professional development relating to waste management.

## 2.0 SCOPE

This Policy applies to the Council Members appointed by the Project Participant Local Governments.

## 3.0 OBJECTIVE

- To develop the knowledge and experience of Regional Council Members to promote representation and well-informed decisions relating to the regional purpose of the [SMRC Resource Recovery Group \(RRG\)](#).

## 4.0 DEFINITIONS

- [RRG](#) Resource Recovery Group
- [CEO](#) Chief Executive Officer

## 5.0 ROLES & RESPONSIBILITIES

- CEO to ensure the statutory and council policy requirements are met.

## 6.0 CONTENT

### 6.1. Mandatory Training

- Council members appointed by their respective local governments are required to complete any mandatory training supported by their local government and therefore the Regional Local Government does not undertake this training

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT	Version <del>1</del> 2
Prepared CSM	Reviewed by: EMCS	Approved: CEO	Page 1 of 3
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**CORPORATE POLICY NO 1.15  
COUNCIL MEMBER PROFESSIONAL DEVELOPMENT**

SOUTHERN METROPOLITAN REGIONAL COUNCIL

**6.2 Industry Specific**

- a. This Policy is to be read in conjunction with Policy 1.5 Attending Conferences and Industry Events.
- b. Council members must apply in writing to the CEO for approval to attend Industry specific training, education, conference, seminar or similar.
- c. Attendance must be relevant to the role.
- d. The CEO will prepare a report for the next ordinary council meeting or if urgent by flying minute to all council members for a simple majority decision.

**6.3. Register of Council Member Training**

- a. Under section 5.127 of the Local Government Act 1995, a local government must prepare a report for each financial year on the training completed by council members in the financial year and publish on its website.
- b. Council members undertaking professional development in their role or industry specific not provided by [SMRCRRG](#), but wish to record their details in the register must provide a written notice to the CEO.
- c. The register is to be kept updated and only contains information of current sitting council members.

**6.4. Reimbursement of Fees**

- a. This Policy is to be read in conjunction with the following policies;
  - a. Policy 1.5 Attending Conferences and Industry Events.
  - b. Policy 1.9 Council Member Reimbursement of Expenses

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT	Version <del>1</del> 2
Prepared CSM	Reviewed by: EMCS	Approved: CEO	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

### 7.0 REFERENCES & REVIEW

	COUNCIL MEMBER PROFESSIONAL DEVELOPMENT 1.15	
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995 S5.126</li> <li>▪ Local Government Administration Regulations</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August <del>2022</del> 2024	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ Policy 1.5 Attending Conferences and Industry Events.</li> <li>▪ Policy 1.9 Council Member Reimbursement of Expenses</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk Medium	
<b>Location of document</b>	Members Area – SMRC website Staff Intranet <del>SMRCRRG</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRCVC</del> , 350 Bannister Road, Canning Vale – staff room	

### 8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2020	Original	1	CSM	CEO	27/05/2020
<del>2022</del>	<del>Review</del>	<del>2</del>	<del>CSM</del>	<del>CEO</del>	

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT	Version <del>1</del> 2
Prepared CSM	Reviewed by: EMCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

## CORPORATE POLICY NO 2.6 PRICING POLICY

**POLICY REVIEW – AUGUST 2022**

### STATEMENT

The *Local Government Act 1995* (the Act) gives councils the power to set the level of fees and charges to offset the cost of goods and services. A widely accepted public sector pricing principle is that fees and charges should be set at a level that recovers the full cost of providing the services, unless there is an overriding policy or imperative in favour of subsidisation.

However, councils operating a business undertaking must apply principles of sound financial management and need to consider a range of 'Best Value' principles, including service cost and quality standards, value-for-money, community expectations and values, as well as balance the affordability and accessibility of their services.

Councils must also comply with the government's *Competitive Neutrality Policy* for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

~~The Southern Metropolitan Regional Council (SMRC)~~ Resource Recovery Group (RRG) has, therefore, prepared a set of principles to assist in the preparation of a pricing model for its various stakeholders and customers.

### OBJECTIVE

To provide the framework for setting fees and charges imposed on clients and customers who use ~~RRRC~~ RRG facilities.

### SCOPE

This Policy applies to all employees involved in establishing pricing arrangements for the ~~SMRC~~ RRG.

### ROLES AND RESPONSIBILITIES

#### Chief Executive Officer

The Chief Executive Officer is responsible for determining the level of break-even cost recovery and then applying a profit margin or pricing methodology to set an appropriate fee within the range of fees and services adopted by the Council.

#### Employees

Employees are responsible for ensuring that this Pricing Policy is adhered to and publicised appropriately for all ~~SMRC~~ RRG customers and clients.

### CONTENT

#### 1) Statutory Charges

These charges can only be imposed by the Regional Council in relation to matters prescribed by legislation and then be imposed according to the scale of fees and charges invoked by that legislation.

#### 2) Contractual Charges

These are costs imposed under the terms and conditions of leases, licences, deeds and agreements.

Issued: <del>June 2018</del> <u>August 2022</u>	Review Date: June <del>2020</del> <u>2024</u>	Title: CORPORATE POLICY NO 2.6 PRICING POLICY	Version <del>1012</del>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



# CORPORATE POLICY NO 2.6 PRICING POLICY

### 3) Grants, Contributions and Appropriation Income

These are revenue funds that may assist in the operations of the Regional Council activities or a specific purpose. For example, Government Grants, contributions from member councils and appropriations from projects of the regional council.

### 4) Commercial Customer Pricing

These charges include an economic profit return and are based on industry market prices in both the public and private sector. The principles that influence this pricing model are:

- Account for operating variable costs and semi-variable costs
- Break-even analysis
- Profit margins
- Current market pricing - the price that could be charged by an alternative provider
- Demand
- Expedited request
- Risk
- Market-driven prices and cost-based prices
- Economic profit return and based on industry market prices in both the public and private sector
- Full Cost Recovery Basis Pricing

### 5) User-Pays Charges

Where the Regional Council is of the opinion that special benefits are derived by individuals or organisations from the use of Regional Council property or services, charges are set to ensure the user pays for the full cost of the service.

### 6) Donations or Free Use of Facilities & Assets

Where the Regional Council is of the opinion that free use of Regional Council assets, service or facilities should be offered to individuals or organizations. The Regional Council shall give delegated authority to the CEO to approve each application on its merit, subject to it being reviewed and reported annually.

### 7) ~~RRRC~~ RRG Participants' Gate Fees

1. Participants' gate fees are to be calculated in accordance with the Project Participants' Agreement.

Issued: <del>June 2018</del> August 2022	Review Date: June <del>2020</del> 2024	Title: CORPORATE POLICY NO 2.6 PRICING POLICY	Version <del>1012</del>
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



## CORPORATE POLICY NO 2.6 PRICING POLICY

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995 (Division 5 - Financing activities)</li> <li>▪ Local Government Regulations</li> <li>▪ Trade Practices Act</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ <del>SMRC</del> Establishment Agreement</li> <li>▪ Project Participants Agreements relating to a Project</li> <li>▪ CEO Delegated Authority Approval</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Related Documents</b>	<del>SMRC</del> RRG Accounting Manual	
<b>Next Review</b>	June <del>2022</del> 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Risk Register - Medium	
<b>Location of document</b>	<del>SMRC</del> RRG Website – Members Area Staff Intranet <del>SMRC</del> RRG, 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> CVC, 350 Bannister Road, Canning Vale – staff room	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2000	Original	1	MAF	MAF	27/07/2000
2001	Review	2	MAF	MAF	26/07/2001
2002	Review	3	MAF	MAF	25/07/2002
2003	Review	4	MAF	MAF	20/11/2003
2004	Review	5	MAF	MAF	25/11/2004
2010	Review	6	MAF	MAF	24/06/2010
2012	Review	7	DCS	DCS	26/07/2012
2014	Review	8	EMCS	EMCS	28/08/2014
2016	Review	9	EA	EMCS	30/06/2016
2018	Review	10	EMCS	EMCS	21/06/2018
2020	Review	11	EMCS	EMCS	27/08/2020
<del>2022</del>	<del>Review</del>	<del>12</del>	<del>MCS</del>	<del>EMCS</del>	

Issued: <del>June 2018</del> August 2022	Review Date: June <del>2020</del> 2024	Title: CORPORATE POLICY NO 2.6 PRICING POLICY	Version <del>10</del> 12
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



# CORPORATE POLICY NO 2.11 PARTICIPANTS ESTIMATED RESIDENT POPULATION

**POLICY REVIEW – AUGUST 2022**

## STATEMENT

The **SMRCRRG**'s Establishment Agreement refers to refers to population as a basis for calculating participant contributions and equity share.

## SCOPE

The **SMRCRRG**'s Establishment Agreement and Project Participants Agreements and any other agreements that use Population as a measure for Participants.

## OBJECTIVE

A position statement that determines which 'population' statistics to use and when 'population' statistics are applied to participants' contributions in accordance with Agreements.

## ROLES & RESPONSIBILITIES

### Council

The Regional Council adopt a position statement determining which 'population' statistics to use and when 'population' statistics are applied to participants' contributions in accordance with Agreements.

### Chief Executive Officer

The Chief Executive Officer is to ensure Participants population statistics are applied in accordance with Agreements and this policy.

## DEFINITIONS

### As described in the **SMRCRRG**'s Establishment Agreement 1998

“**Population**” means at any relevant time in relation to a Participant, the estimated resident population of that Participant as set out in Table 1 (Estimated Resident Population In Statistical Local Areas) of the statistics last published by the Australian Bureau of Statistics titled 'Estimated Resident Population by Age and Sex in Statistical Local Areas' or any substitute therefor accepted by the Government of the Commonwealth of Australia from time to time as a measure of resident population provided that if at any time the statistics are discontinued or suspended or if in the opinion of the Regional Local Government the method of computation thereof is substantially altered there shall be substituted therefor such alternative method of establishing resident populations of the Participant as the Regional Local Government may resolve;

## CONTENT

It is noted that ABS catalogue 3203 5 'Estimated Resident Population by Age and Sex in Statistical Local Areas – Western Australia' was last produced in June 1995.

It has been substituted by ABS catalogue

### 3218.0 Regional Population Growth, Australia

#### Table 5. Estimated Resident Population, Local Government Areas, Western Australia

Issued: <del>August-2020</del> August 2022	Review Date: June <del>2022</del> 2024	Title CORPORATE POLICY NO 2.11 PARTICIPANTS ESTIMATED RESIDENT POPULATION	Version 5
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			



## CORPORATE POLICY NO 2.11 PARTICIPANTS ESTIMATED RESIDENT POPULATION

The Regional Council by adopting this policy approves the use of the current publication prepared by the Australian Bureau of Statistics as the data to apply the population statistics to participants as measure where stated in Agreements.

The latest year released as estimated resident population data per local government area shall apply commencing from the 1 July each year.

The Regional Council shall notify Participants of the change in resident population in April each year during budget preparation.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>		
<b>Organisational Compliance</b>	SMRCRRG Establishment Agreement Clauses 9.3 and 9.4 Project Participant Agreement for the RRRC Project Participant Agreement for the Office Accommodation	
<b>Approved by</b>	Regional Council— <del>Resolution No: 12.07.10</del>	
<b>Related Documents</b>	ABS - 3218.0 Regional Population Growth, Australia Table 5. Estimated Resident Population, Local Government Areas, Western Australia	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Next Review Date</b>	June <del>2022</del> 2024	
<b>Risk Rating</b>	Operational Risk Register – Risk High	
<b>Location of document</b>	SMRCRRG Website – Members Area Staff Intranet SMRCRRG, 9 Aldous Place, Booragoon – Corporate Services RRRCVCV, 350 Bannister Road, Canning Vale – staff room	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	CEO	26/07/2012
2014	Review	2	EMCS	EMCS	28/08/2014
2016	Review	3	EMCS	EMCS	30/06/2016
2018	Review	4	EMCS	EMCS	21/06/2018
2020	Review	5	EMCS	EMCS	27/08/2020
<u>2022</u>	<u>Review</u>	<u>6</u>	<u>MCS</u>	<u>EMCS</u>	

Issued: <del>August-2020</del> August 2022	Review Date: June <del>2022</del> 2024	Title CORPORATE POLICY NO 2.11 PARTICIPANTS ESTIMATED RESIDENT POPULATION	Version 5
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

POLICY REVIEW – AUGUST 2022

## STATEMENT

~~The Southern Metropolitan Regional Council (SMRC) Resource Recovery Group~~ is obliged to comply with the *Local Government Act 1995* in relation to the employment of employee.

## SCOPE

This Policy applies to all employees and 'senior employees' of the ~~SMRC Resource Recovery Group~~, other than the CEO position.

## OBJECTIVES

To ensure the ~~Southern Metropolitan Regional Council~~ complies with the *Local Government Act 1995* in relation to the employment of employees.

## DEFINITIONS

Term	Definition
Senior Employee	An employee designated as a senior employee under section 5.37 of the <i>Local Government Act 1995</i> .

## ROLES AND RESPONSIBILITIES

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the ~~SMRC Resource Recovery Group~~ follows all appropriate Acts, Regulations, policies and procedures in relation to the appointment of employees to the ~~SMRC Resource Recovery Group~~.

The Chief Executive Officer ~~may only appoint new employees~~ must approve newly created positions ~~as approved in~~ in accordance with the adopted budget.

The Chief Executive Officer approves all employee appointments or may delegate this authority in accordance with S5.44 of the *Local Government Act*.

### Human Resources Officer

The Human Resources Officer is responsible for ensuring that the organisation remains abreast of all current HR legislation, regulations, industry awards, standards and any other legal requirements pertinent to the appointment, care and management of all employees at ~~SMRC Resource Recovery Group~~.

## CONTENT

- The following sections in the *Local Government Act 1995* should be observed in relation to employees.
  - Division 4 of Part 5 – Administration of the *Local Government Act 1995* Sections 5.36 – 5.51.

Issued: <del>April-August 2022</del> 18	Review Date: <del>April-2020</del> August 2024	Title: CORPORATE POLICY NO 3.5 <del>(HR3.1)</del> EMPLOYEE APPOINTMENTS	Version <del>8</del> 6
Prepared: <del>EMCS</del> MGC	Reviewed by: EMCS	Approved: CEO	Page 1 of 2

Printed documents are not controlled. Check the electronic version for the latest version

2. In accordance with section 5.37 (1) of the Local Government Act 1995 the Southern Metropolitan Regional Council has designated the following positions to be classified as 'senior employees' for the purposes of the Act.

- Nil

**a. Chief Executive Officer**

The Chief Executive Officer in accordance with Section 5.41(g) of the Local Government Act 1995 (LGA), is responsible for the appointment, employment, management, supervision, direction and dismissal of employees other than 'senior employees' (section 5.37(2) of the LGA).

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995 s5.37(2) and s5.41(g)</i></li> <li>▪ <i>Local Government Industry Award 20<del>20</del>4<del>0</del></i></li> <li>▪ <i>National Employment Standards 2010</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>• RRRC Enterprise Agreement 20<del>21</del>4<del>7</del></li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Related Documents</b>	Individual Employment Contracts	
<b>Next Revision Date</b>	August 202 <del>4</del> 2	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (HR)	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of document</b>	<del>SMRC</del> Website – Members Area Staff Intranet <del>SMRC</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRC</del> , 350 Bannister Road, Canning Vale – staff room	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2007	Original	1	MAF	MAF	27/09/07
2009	Review	2	HRO	MAF	
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	28/04/2016
2018	Review	6	EMCS	EMCS	19/04/2018
2020	Review	7	EMCS	CEO	27/08/2020
<u>2022</u>	<u>Review</u>	<u>8</u>	<u>MGC</u>	<u>CEO</u>	

Issued: <del>April-August 2022</del> 4 <del>8</del>	Review Date: <del>April-2020</del> ugust 2024	Title: CORPORATE POLICY NO 3.5 <del>(HR3.1)</del> EMPLOYEE APPOINTMENTS	Version <u>8</u> 6
Prepared: <u>EMCS</u> MGC	Reviewed by: EMCS	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

## 1.0 STATEMENT

The ~~Southern Metropolitan Regional Council~~ Resource Recovery Group's vision is to lead the community in sustainable waste management through the provision of progressive solutions to resource recovery and greenhouse gas abatement.

The environmental policy provides the framework for setting and reviewing these environmental objectives and targets.

The policy is communicated to all employees through new employee inductions and prominent public display in work areas. All staff members will therefore be responsible for implementing the policy within all aspects of their work.

## 2.0 OBJECTIVE

~~The Resource Recovery Group (RRG)~~ Southern Metropolitan Regional Council (SMRC) is committed to providing services for its community which:

- Discourage the production of waste;
- Maximise opportunities for recycling and treatment of wastes;
- Minimise the quantity of waste for landfill;
- Reduce the amount of Greenhouse Gases emitted to the atmosphere
- Minimise use of resources such as fossil fuels and water

## 3.0 MANAGEMENT CONTENT

### MANAGEMENT

~~SMRC~~ RRG is committed to:

- Complying with all environmental legislation, regulations and codes of practice relevant to the waste management industry
- Contributing to the development of policies, legislation and regulations that affect the waste industry
- Avoiding the pollution of land, air and waterways by strict compliance with government regulations.
- Continual improvement in environmental performance

~~SMRC~~ RRG will meet these commitments by maintaining an environmental management system that meets with ISO 14001:2015 standard requirements which will (among other things):

- Develop and maintain environmental management programs
- Communicate openly with the community and government on environmental issues
- Monitor operations to confirm compliance and provide the benchmark for setting environmental objectives and measurable targets
- Carry out regular environmental audits undertaken by independent internal and external auditors
- Educating all employees and contractors of their environmental obligations through induction and training programs

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 5.2 Environmental	Version <del>9</del> 10
Prepared: MQE	Reviewed by: EMR	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

## 4.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Ministerial Statement #517</li> <li><a href="#">Department of Water and Environment Regulation: DWER—Waste Composting FOGO Processing Facility (WCFPF) and Green Waste Processing Facility (GWPF)</a> -Licence L7799/2001</li> <li><a href="#">DWER Material Recovery Facility (MRF) Licence L9238</a></li> <li><a href="#">MRF State Administration Tribunal Conditions</a></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Environmental Management System (EMS)</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August <del>2022</del> 2024	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>ISO 14001:2015</li> <li>Environmental System Procedures</li> <li>Environmental Operating Procedures</li> <li>All <del>RRRC</del> Operating Procedures</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Environment	Executive Manager <a href="#">OperationsRRRC</a>	Biennial
<b>Risk Rating</b>	High	
<b>Location of document</b>	<a href="#">RRG website – Key Documents\Policies</a> <a href="#">RRG website - Members Area</a> Staff Intranet <a href="#">Environmental Link Website</a> <del>SMRCRRG</del> , 9 Aldous Place, Booragoon – Corporate Services <del>RRRCVC</del> , 350 Bannister Road, Canning Vale – Environmental Library	

## 5.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2004	Original	1	MAF	MAF	25/11/2004
2009	Review	2	Barry La Fontaine – Environmental Consultant	MES	25/02/2010
2010	Review	3	MO – RRRC	MES/CEO	
2011	Review	4	EC	DAO	
2012	Review	5	EC	DAO	23/02/2012
2014	Review	6	EC	CEO	27/02/2014
2016	Review	7	EMCS	EMCS	25/02/2016
2018	Review	8	QEC	EMR	15/02/2018
2020	Review	9	MQE	EMR	27/08/2020
<del>2022</del>	<del>Review</del>	<del>10</del>	<del>MQE</del>		

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 5.2 Environmental	Version <b>910</b>
Prepared: MQE	Reviewed by: EMR	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

## 1.0 STATEMENT

The ~~Southern Metropolitan Regional Council~~ Resource Recovery Group's (RRG's) vision is to lead the community in sustainable waste management through the provision of progressive solutions to resource recovery and greenhouse gas abatement.

The quality policy provides the framework for setting and reviewing objectives and targets, identifying measures required for the purchasing, planning, supply and delivery of products & services and maintaining a quality system.

## 2.0 SCOPE

The provision of general waste and green waste processing in the manufacture of compost and mulch, and recovery of resource materials, at the ~~Southern Metropolitan Regional Council's~~ Resource Recovery Group's, Regional Resource Recovery Canning Vale Centre (CVC).

The policy will be communicated to all employees through new employee inductions and prominent public display in work areas. All employees will therefore be responsible for implementing the policy within all aspects of their work.

## 3.0 OBJECTIVE

The ~~Southern Metropolitan Regional Council~~ Resource Recovery Group (SMRCRRG) is committed to providing services for its community which:

- Satisfy our stakeholders, industry regulators and employee's needs and expectations by monitoring and measuring service and product performance;
- Identify opportunities for improvement in recycling and treatment of wastes;
- Encourage all employees, customers and contractors to integrate quality management into the culture of the workplace;
- Ensure the provision of resources are available to maintain a quality management system;
- Discourage the production of waste;
- Maximise opportunities for recycling and treatment of wastes;
- Minimise waste to landfill;

## 4.0 ROLES & RESPONSIBILITIES

### 4.1 Chief Executive Officer

- To lead employees in their understanding of, and compliance with, this policy and guidelines.
- To ensure the commitment made within this Policy is met and that the policy is communicated,           implemented and reviewed.

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 5.2 QUALITY	Version <del>3</del> 4
Prepared: MQEG	Reviewed by: EMCS	Approved: CEO	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

## 4.2 Line Managers/~~Supervisors~~ Team Leaders

- Line managers and ~~supervisors~~ Team Leaders are responsible for implementing and training others in this policy and any other relevant policies and procedures supporting good quality management systems.
- To foster and secure commitment to this policy and the continuous improvement of quality management system throughout the organisation

## 4.3 Employees/Contractors

- All people working for or on behalf of Council are responsible for the implementation of this policy and any other relevant policies and procedures supporting good quality management systems.

## 5.0 MANAGEMENT CONTENT

### MANAGEMENT

#### 5.1 Principles

SMRCRRG is committed to:

- Complying with all legislation, regulations and codes of practice relevant to the waste management industry;
- Contributing to the development of policies, legislation and regulations that affect the waste Industry;
- Ensuring quality of service and final product meet customer needs and expectations;
- Commitment to continuous improvement and the effectiveness of the quality management system.

#### 5.2 Procedures

SMRCRRG will meet these commitments by maintaining a quality management system that meets with ISO 9001 Standard requirements which includes (by no means exhausted):

- Develop and maintain a quality management system in line with SMRCRRG's principles and to customer requirements through communication, research and development.
- Communicate throughout SMRCRRG, the community and government the importance of improving quality products and service, meeting customer needs and all relevant statutory requirements.
- Monitor operations to conform to compliance and provide the benchmark for setting quality objectives and measurable targets
- Carry out regular quality audits undertaken by independent internal and external auditors

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 5.2 QUALITY	Version <del>3</del> 4
Prepared: MQEG	Reviewed by: EMCS	Approved: CEO	Page 2 of 3

Printed documents are not controlled. Check the electronic version for the latest version

- Educating all employees, customers and contractors of their quality obligations through
- induction and training programs

## 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Ministerial Statement #517</li> <li>Department of <a href="#">Water and Environment Regulation</a>: <a href="#">Waste Composting FOGO Processing Facility (WCFPF)</a> and Green Waste Processing Facility (GWPF) Licence L7799/2001</li> <li><a href="#">DWER Material Recovery Facility (MRF) Licence L9238</a></li> <li>MRF State Administration Tribunal Conditions</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Quality Management System (QMS)</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August <del>2022</del> 2024	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>ISO 9001:2008</li> <li>ISO 9001:2015</li> <li>All <a href="#">RRRC-RRG CVC</a> Operating Procedures</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
<b>Corporate</b>	Chief Executive Officer	Biennial
<b>Risk Rating</b>	High	
<b>Location of document</b>	<a href="#">SMRCRRG</a> website – Key Documents\Policies <a href="#">SMRCRRG</a> website - Members Area Staff Intranet <a href="#">SMRCRRG</a> , 9 Aldous Place, Booragoon – Corporate Services <a href="#">RRRCVCV</a> , 350 Bannister Road, Canning Vale – Environmental Library	

## 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2015	Original	1	ZP/TD	EMCS	26/11/2015
2017	Review	2	A/EMCS	EMCS	23/11/2017
2020	Review	3	MQC	EMCS	27/08/2020
<del>2022</del>	<del>Review</del>	<del>4</del>	<del>MQE</del>		

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title: CORPORATE POLICY NO 5.2 QUALITY	Version <del>3</del> 4
Prepared: MQE	Reviewed by: EMCS	Approved: CEO	Page 3 of 3

Printed documents are not controlled. Check the electronic version for the latest version

## 1.0 STATEMENT

The ~~Southern Metropolitan Regional Council Resource Recovery Group (RRG)~~ is committed to effective community stakeholder relations. It has chosen to establish the Stakeholder Relations Committee to provide direction on how the ~~SMRCRRG~~ effectively manages its stakeholder relations.

## 2.0 SCOPE

This Policy applies to the Council Members and those Council Members who form the Stakeholder Relations Committee at any given time.

## 3.0 OBJECTIVE

To provide direction on how the ~~SMRCRRG~~ manages its stakeholder relations

## 4.0 ROLES & RESPONSIBILITIES

### Chief Executive Officer and Communication Manager

The Chief Executive Officer and Communications Manager shall be advisors to the Committee and undertake any necessary administrative functions as directed by the Committee.

## 5.0 CONTENT

### 5.1 Committee Membership

5.1.1 The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995;

~~5.1.2 Membership to include one external person appointed on the Community Waste Recycling Educators Group (known as WREN);~~

~~5.1.3~~ 5.1.2 Membership requires an absolute majority decision of the Council;

~~5.1.4~~ 5.1.3 All members shall have full voting rights; and

~~5.1.5~~ 5.1.4 Committee membership shall have a term of two years.

### 5.2 Terms of Reference

5.2.1 Ensure alignment of the brand with the ~~SMRCRRG~~'s strategic direction and values;

5.2.2 To review the Strategic Communications Strategy and the Community Engagement Strategy;

5.2.3 Recommend advertising and promotional campaigns of the ~~SMRCRRG~~;

5.2.4 Recommend action to rectify disputes; and

5.2.5 Such other approvals delegated to the Committee.

### 5.3 Advisors to the Committee

5.3.1 External consultants experienced in public relations and public affairs may be engaged to advise the Committee as required.

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title CORPORATE POLICY NO 1.2 STAKEHOLDER RELATIONS COMMITTEE	Version <del>7</del> 8
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

### 5.4 Powers of the Committee

5.4.1 The Committee is to report to Council and provide appropriate advice and recommendations, on matters relevant to its objectives, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.

### 5.5 Meeting Requirements

5.5.1 The Stakeholder Relations Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the [SMRCRRG](#) CEO.

5.5.2 The meetings are open to the public in accordance with S5.23 LGA Committees given Delegated Authority.

5.5.3 The Minutes are to be available for public inspection five days after the meeting.

### 5.6 Code of Conduct

5.6.1 All Members of the Committee shall abide by the [SMRCRRG](#)'s adopted Code of Conduct for Committee/Advisory Group Members.

## 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ <a href="#">SMRCRRG</a> Standing Orders Local Law 2008</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Code of Conduct for Committee/Advisory Group Members</li> <li>▪ <a href="#">SMRCRRG</a> Strategic Plan</li> <li>▪ <a href="#">SMRCRRG</a> Communications Plan</li> <li>▪ RecycleRight Plan</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	<a href="#">August 2024</a>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (Communications)	Communication Manager	Biennial
<b>Risk Rating</b>	Operational Risk Register – Medium	
<b>Location of document</b>	Staff Intranet <a href="#">RRRCVC</a> , 350 Bannister Road, Canning Vale – staff room	

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title CORPORATE POLICY NO 1.2 STAKEHOLDER RELATIONS COMMITTEE	Version <del>7</del> 8
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

### 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MC	MC	18/12/2006
2009	Review	2	MC	MC	24/02/2009
2012	Review	3	CECO	CECO	06/09/2012
2013	Review	4	CECO	CECO	
2015	Review	5	CECO	CECO	26/11/2015
2017	Review	6	A/EMCS	CEO	23/11/2017
2020	Review	7	EMCS	CEO	27/08/2020
<u>2022</u>	<u>Review</u>	<u>8</u>	<u>MC</u>	<u>CEO</u>	

Issued: August <del>2020</del> 2022	Review Date: August <del>2022</del> 2024	Title CORPORATE POLICY NO 1.2 STAKEHOLDER RELATIONS COMMITTEE	Version <del>7</del> 8
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

POLICY REVIEW – AUGUST 2022

### STATEMENT

The Resource Recovery Group (RRG) is committed to providing effective education and information to the community.

### SCOPE

The scope of this policy applies to education, community and business groups from within councils who funding the Regional Resource Recovery Group Education budget “the RRG Education Participants”. The RRG Education Participants currently consists of:

- Town of East Fremantle;
- City of Fremantle; and
- City of Melville; and

In 2020, the RRG offered ‘memberships’ to the Recycle Right Education Program which gave members access to Recycle Right resources and allocated a number of tours per annum to each member depending on their population figures. Recycle Right members currently consist of include Regional councils and independent local councils across Western Australia. :

- ~~Western Metropolitan Regional Council (incorporating the Town of Cottesloe, Town of Claremont, Town of Mosman Park, Shire of Peppermint Grove, City of Subiaco, Town of Cambridge)~~
- ~~Eastern Metropolitan Regional Council (incorporating the Town of Bassendean, City of Bayswater, City of Belmont, City of Kalamunda, Shire of Mundaring, City of Swan)~~
- ~~City of Canning~~

The policy is specific to the undertaking of the Waste Education Officer and does not extend to other RRG Officers who may undertake tours on a separate basis.

### OBJECTIVE

To set clearly defined guidelines for tours of the RRRC in RRRC Project at the Canning Vale Centre, as well as incursions and presentations undertaken by the Waste Education Officer.

### ROLES & RESPONSIBILITIES

#### Council

Council is responsible for adopting the policy and adopting any further changes subject to review on an annual basis. as required.

#### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring the policy meets the ongoing requirements of the Project Participants.

#### Communications Manager

The Communications Manager is responsible for the review of the tours policy.

Issued: <del>November 2020</del> August 2022	Review Date: June <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>34</del>
Prepared: CM	Reviewed by: CM	Approved: CEO	Page 1 of 6
Printed documents are not controlled. Check the electronic version for the latest version			

**Waste Education Officer**

The Waste Education Officer is responsible for ensuring that the policy is adhered to.

**CONTENT**

The following outlines a recommended approach to booking tours and incursions.

**1) Tours – Tier 1**

Tier 1 tours will predominately [be](#) available for education and community groups and businesses within councils funding the RRG Education budget “the RRG Education Participants”.

Attendees at Tier 1 tours should make up at least 40% of all participants when combined with incursions and presentations within a single financial year.

School and occasional child care groups

Tier 1 tours of the CVC will only be offered to schools and occasional child care groups inside the RRG Education Participants boundaries.

Community groups and businesses

1. Tier 1 tours of the CVC will be offered to community groups and businesses inside the RRG Education Participants boundaries.

Universities and TAFEs

2. Tier 1 tours of the CVC will be offered to University, TAFE and other educational institutions from Western Australia, interstate or overseas of which the [CVC](#) site is of particular relevance. Example fields such as:

- Engineering;
- Science;
- Sustainability; and
- Hospitality

Discretion should be applied by the Waste Education Officer to determine the relevance of the CVC operations to a course and/or field of study.

Government Officers

3. Tier 1 tours of the CVC will be available to all Federal, Local and State Government Officers.

Stakeholders and commercial businesses

Issued: <del>November 2020</del> <a href="#">August 2022</a>	Review Date: June <del>2022</del> <a href="#">2024</a>	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>3</del> <a href="#">4</a>
Prepared: CM	Reviewed by: CM	Approved: CEO	Page 2 of 6
Printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 4.11**  
**RRRC PROJECT EDUCATION TOURS &**  
**INCURSIONS**

4. Tier 1 tours of the CVC will be available to all other stakeholders of the SMRC, as well as businesses involved in waste management, in which the CVC is of relevance.

Issued: <del>November 2020</del> <u>August 2022</u>	Review Date: June <del>2022</del> <u>2024</u>	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>3</del> <u>4</u>
Prepared: CM	Reviewed by: CM	Approved: CEO	Page <b>3</b> of <b>6</b>
Printed documents are not controlled. Check the electronic version for the latest version			

Double tour groups

5. Double tours will only be made available to schools and groups inside councils who fund the RRG Education Budget.
6. Double tours of the CVC will only be offered in conjunction with the attendance and assistance of a fully inducted participating Council Officer as outlined in Section 4 of this document.
7. The RRG reserves the right to withdraw induction approval in any instant of breach of RRG procedures.

Community Tours

General tours for the community will typically operate once a month on a Saturday morning and will be offered to all individuals both inside and outside the RRG Education Participants or Recycle Right Member areas.

**2) Tours – Tier 2**

Tier 2 tours will be available for education and community groups and businesses within Recycle Right ‘member’ councils that have joined the Recycle Right Program. The number of tours allocated is depending on population and outlined in each Member Agreement and ranges from one to six tours per member.

Note: A Regional Discount of 10% will be applied to LGAs outside of Perth and Peel in Bands 1-3. Complimentary tours (in-person or online) will not available to LGAs who have a Regional Discount applied.

Additional tours can be arranged at a cost of ~~\$153-195~~ per tour (~~covering which provides a four three~~ hour tour with setup prior and clean up after).

Attendees at Tier 2 tours should not make up more than 40% of all participants when combined with incursions and presentations within a single financial year.

**3) Tours – Tier 3**

The total attendees for groups outside of RRG Education Participant Councils and Recycle Right Members should not make up more than 20% of all tours and incursions conducted within the current financial year.

School and occasional child care groups

Tier 3 tours will be offered to schools and occasional child care groups outside of councils who fund the RRG Education Participant councils and the Councils who have joined as a Recycle Right Member for two days ~~on~~ a month free of charge.

Outside this allocated number, tours will incur a charge.

Issued: <del>November 2020</del> August 2022	Review Date: June <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>3</del> 4
Prepared: CM	Reviewed by: CM	Approved: CEO	Page 4 of 6
Printed documents are not controlled. Check the electronic version for the latest version			

### Community groups

Tier 3 tours will not typically be offered to community groups outside councils who fund the RRG Education Budget or are Recycle Right Members. If an external party wishes to have a tour, then they will be charged for the tour.

#### 4) Incursions and Presentations – Tier 1

Incursions and presentations are available for schools, community groups and businesses located within the RRG Education Participant councils.

Incursions and presentations to schools will be offered free of charge, only to schools located within the RRG Education Participant councils.

Presentations will be available to community groups and businesses for those located within the RRG Education Participants area free of charge.

#### 5) Incursions and Presentations – Tier 2

Incursions and presentations are available for schools, community groups and businesses located within the Recycle Right Member Councils on an as requested basis. They will be offered at a cost.

#### 6) Incursions and Presentations – Tier 3

Schools within areas serviced by commercial customers or non-member councils can have incursions and presentations facilitated at a cost. Other requests for presentations and incursions for non RRG Education Participants and Recycle Right Members may be referred to the relevant Waste Education Officer for those areas.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>		
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Project Participation Agreement</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	June <del>2022</del> 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (Communications)	Communications <del>Officer</del> Manager	Annual
<b>Risk Rating</b>	Low	
<b>Location of document</b>	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Communications RRRC, 350 Bannister Road, Canning Vale	

Issued: <del>November 2020</del> August 2022	Review Date: June <del>2022</del> 2024	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>3</del> 4
Prepared: CM	Reviewed by: CM	Approved: CEO	Page 5 of 6
Printed documents are not controlled. Check the electronic version for the latest version			

# CORPORATE POLICY NO 4.11 RRRC PROJECT EDUCATION TOURS & INCURSIONS

## DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	CEO	Council
2017	Original	1		Communications Officer		29/06/2017
2018	Review	2		Communications Manager		21/06/2018
2020	Review	3		Communications Manager		26/11/2020
<a href="#">2022</a>	<a href="#">Review</a>	<a href="#">4</a>		<a href="#">Communications Manager</a>		

Issued: <del>November 2020</del> <a href="#">August 2022</a>	Review Date: June <del>2022</del> <a href="#">2024</a>	Title: CORPORATE POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version <del>3</del> <a href="#">4</a>
Prepared: CM	Reviewed by: CM	Approved: CEO	Page <del>6</del> of <del>6</del>
Printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

**POLICY REVIEW AUGUST 2022**

**1.0 STATEMENT**

The Southern Metropolitan Regional Council Resource Recovery Group (SMRCRRG) is committed to ensuring a safe and healthy environment for all persons who enter SMRCRRG property in support of SMRCRRG’s strategic vision of delivering innovative and sustainable waste management solutions for the benefit of the community.

**2.0 SCOPE**

This Policy applies to all who enter SMRCRRG property or undertake approved activities for SMRCRRG.

**3.0 OBJECTIVES**

Objectives include:

- Reducing incident frequency rates.
- Maintaining and, where possible, exceeding all applicable legal compliance requirements.
- Continually improving the OSH/WHS Management System to achieve and maintain ISO45001 accreditation
- Take -action to eliminate risks to health and safety. If this is not reasonably practicable make sure those risks are minimised as far as is reasonably practicable.

**4.0 DEFINITIONS**

~~SMRCRRG~~ Southern Metropolitan Regional Council Resource Recovery Group  
~~RRRCVCV~~ Regional Resource Recovery Canning Vale Centre  
~~WHS~~ Work Health and Safety  
~~OSH~~ Occupational Safety and Health

**5.0 ROLES AND RESPONSIBILITIES**

**Chief Executive Officer**

The Chief Executive Officer shall, as far as practicable, provide and maintain a safe working environment in which employees, contractors, volunteers, suppliers, clients and members of the public are not unnecessarily exposed to hazards.

**Executive Managers and Managers**

Issued: August <del>2020</del> 2022	Review Date: April <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HELATH & SAFETY	Version <del>4</del> 15
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 1 of 6
printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

Executive Managers and Managers take action to eliminate risks to health and safety. If this is not reasonably practicable, they shall ensure those risks are minimised as far as is reasonably practicable. as far as it is practicable. They are responsible for ensuring OSHWHS objectives are being met by all who enter SMRCRRG property, maintaining safe systems of work and regularly reporting on the performance of their teams.

**Safety-WHS Manager**

The Safety-WHS Manager is responsible for ensuring;

- OSH-WHS objectives are being ~~met~~ monitored and met.
- Maintaining safe systems of work.
- Regularly reporting on the performance of OSH-WHS.
- Supporting the identification of identifying opportunities for improvement ~~through regular inspections and audits.~~
- Records management and confidentiality practices are adhered to; and
- The WHS policy is available and communicated to stakeholders.

**Human Resources ~~Manager~~ Officer**

Medical records of employees are maintained in a confidential manner and be made accessible when required by appropriate management representative(s).

**Co-ordinators /Supervisors**

Coordinators and Supervisors are responsible for the compliance and safety of all workers within their areas of responsibility. This includes:

- Plant and equipment are maintained in a safe condition and defects are reported/managed effectively;
- Housekeeping is maintained in all working areas;
- Ensuring compliance to safe systems of work and look towards continual improvement
- Appropriate OSH-WHS induction, instruction and training is regularly given to all personnel;
- Ensuring compliance to the wearing and maintenance of personal protective equipment;
- All Incidents and hazards are reported as soon as reasonably practicable;
- Hazard identification practices are regularly undertaken by workers and risks are evaluated and controlled; and
- Consulting with workers on decisions that may affect their health and safety in the workplace.

**Employees, Contractors, Customers, Clients, Volunteers and Visitors**

Issued: August <del>2020</del> 2022	Review Date: April <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HEALTH & SAFETY	Version <del>4</del> 15
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 2 of 6
printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

Employees, Contractors, Sub-contractors, Customers, Clients, Volunteers and Visitors are to:

- Ensure their own health and safety when at the [SMRCRRG](#);
- Ensure the health and safety of others in the workplace;
- Comply with all applicable safe systems of work, including legal requirements;
- Comply with all lawful instructions as given for their and others safety and health ;
- Comply with all Personal Protective Equipment requirements as instructed;
- Use plant and equipment in accordance with manufacturer instructions;
- Cooperate with the [SMRCRRG](#) in the carrying out obligations as imposed by the [Occupational Safety and Health Act 1984](#)/[Work health and Safety Act 2020 \(WHS Act\)](#); and
- Report all incidents, near misses and hazards immediately ~~or are identified~~.

**6.0 CONTENT**

6.1. Principles

[SMRCRRG](#) is committed to:

- ~~Establishing a framework for setting [OSHWHS](#) objectives.~~
- ~~Fulfilling all legal and other requirements as applicable to [SMRCRRG](#) operations and activities.~~
- ~~Ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety~~Eliminating hazards where practicable and reducing risk through the hierarchy of control.
- ~~Support continuous improvement of the [Continually improving its OSHWHS](#) Management System.~~
- ~~Consulting and encouraging the participation of workers, and worker representatives.~~
- ~~To sustain a positive maintain a safety culture through regular consultation and communication.~~
- The provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- The provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks
- The safe use, handling, storage and transport of plant, structure and the provision of adequate facilities for the welfare of workers at work
- The provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
- That the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking

6.2. Procedures

[SMRCRRG](#) will meet these commitments by maintaining an occupational safety and health management system that meets with ISO45001:2018 standard requirements which includes:

- ~~Regularly consult and communicate with workers in matters of [OSHWHS](#).~~
- 

Issued: August <del>2020</del> <u>2022</u>	Review Date: April <del>2022</del> <u>2024</u>	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HELATH & SAFETY	Version <del>4</del> <u>15</u>
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 3 of 6
printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

- ▲ Regularly review existing policies, procedures, and other instructions to ensure fit for purpose.
- ▲ Regularly monitor compliance to existing policies, procedures, and other instructions.
- ▲ Regularly undertake risk management activities to ensure risk control measures are as low as reasonably practicable.
- ▲ Regularly provide training, information, and instruction to employees in matters of QSHWHS.

Issued: August <del>2020</del> 2022	Review Date: April <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HELATH & SAFETY	Version <del>4</del> 15
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 4 of 6
printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

**7.0 REFERENCES & REVIEW**

	<b>3.4 OCCUPATIONAL HEALTH &amp; SAFETY POLICY</b>	
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Occupational Safety &amp; Health Act 1984 [WA]</a><a href="#">The Work Health and Safety Act 2020 (WHS Act)</a></li> <li>▪ <a href="#">Occupational Safety &amp; Health Regulations 1996 [WA]</a><a href="#">Work Health and Safety (General) Regulations 2022</a></li> <li>▪ <a href="#">Workers Compensation and Injury Management Act 1981 [WA]</a></li> <li>▪ <a href="#">Workers Compensation and Injury Management Regulations 1982 [WA]</a></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">SMRCRRG</a> Contractor Handbook</li> <li>▪ Injury Management Policy</li> <li>▪ Approved <a href="#">SMRCRRG</a> Safety Standards and other relevant documents</li> </ul>	
<b>Approved by</b>	Regional Council – Resolution	
<b>Next Revision Date</b>	April 2022	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">SMRCRRG</a> Corporate Risk Management Register</li> <li>▪ ISO 45001:2018</li> <li>▪ <del>ISO 45001</del> Audit Reports and certification</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (HR/Safety)	Safety Manager	Biennial
<b>Risk Rating</b>	Risk Register – Risk <a href="#">OSH/WHS 01</a> – High	
<b>Location of document</b>	Staff Intranet <a href="#">SMRCRRG</a> , 9 Aldous Place, Booragoon – Corporate Services <a href="#">RRRCVCV</a> , 350 Bannister Road, Canning Vale – Reception	

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Issued: August <del>2020</del> 2022	Review Date: April <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HELATH & SAFETY	Version <del>4</del> 15
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 5 of 6
printed documents are not controlled. Check the electronic version for the latest version			



**CORPORATE POLICY NO 3.4**  
**OCCUPATIONAL SAFETY & HEALTH Work**  
**Health and Safety**

**8.0 DOCUMENT CONTROL REGISTER**

Date	Review	No.	Author	Resp Officer	Council
2000	Original	1	MAF	MAF	27/07/2000
2001	Review	2	MAF	MAF	26/07/2001
2002	Review	3	MAF	MAF	25/07/2002
2003	Review	4	MAF	MAF	20/11/2003
2004	Review	5	MAF	MAF	25/11/2004
2005	Review	6	MAF	MAF	
2007	Review	7	MAF	MAF	
2009	Review	8	MAF	MAF	
2010	Review	9	SO	MAF	
2012	Review	10	OSHWHSM	DCS	26/07/2012
2014	Review	11	SM	SM	28/08/2014
2016	Review	12	EMCS	EMCS	28/04/2016
2018	Review	13	SM	SM	19/04/2018
2020	Review	14	SM	SM	27/08/2020
<a href="#">2022</a>	<a href="#">Review</a>	<a href="#">15</a>	<a href="#">SM</a>	<a href="#">SM</a>	

Issued: August <del>2020</del> 2022	Review Date: April <del>2022</del> 2024	Title: CORPORATE POLICY NO 3.4 OCCUPATIONAL HELATH & SAFETY	Version <del>4</del> 15
Prepared: Safety Manager	Reviewed by: EMCS	Approved: CEO	Page 6 of 6
printed documents are not controlled. Check the electronic version for the latest version			

# CODE OF CONDUCT FOR EMPLOYEES

**August 2022**



Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 1 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

## TABLE OF CONTENTS

1. Introduction
  - 1.1 Statutory environment
  - 1.2 Who is covered by the Code of Conduct
2. Our Vision, Mission & Values
  - 2.1 Our Vision
  - 2.2 Our Mission
  - 2.3 Our Values
3. Conduct and Behaviour
  - 3.1 Personal Behaviour
  - 3.2 Bullying & Harassment
  - 3.3 Honesty & Integrity
  - 3.4 Performance of Duties
  - 3.5 Personal Presentation
  - 3.6 Compliance with lawful and reason directions
4. Personal Communication and Media
  - 4.1 Media
  - 4.2 Professional Communications
  - 4.3 Social Media
5. Resources
  - 5.1 Use of Resources
  - 5.2 Use of Finances
6. Information Management
  - 6.1 Use of Information
  - 6.2 Intellectual property
  - 6.3 Recordkeeping
7. Conflict of Interest
  - 7.1 Conflicts of Interest
  - 7.2 Gifts
  - 7.3 Secondary Employment
8. Breaches
  - 8.1 Breaches of the Code of Conduct
  - 8.2 Corruption & Crime Commission
  - 8.3 Public Sector Commission
  - 8.4 Public Interest Disclosure Act
9. References & Review

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 2 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

## 1. INTRODUCTION

The Resource Recovery Group **Code of Conduct For Employees** (Code) outlines what is expected of all employees undertaking their duties with the Resource Recovery Group. The Code of Conduct will help guide decisions, actions and behaviour and recognises the important role that our employees make to achieving the vision of our organisation.

The Resource Recovery Group was originally formed as the Southern Metropolitan Regional Council in 1991. It is a joint venture of member council's providing a more efficient and responsive service to the management of waste.

Our new name reflects the progressive nature of our organisation however we remain a local government council and comply at all times with the provisions of the *Local Government Act 1995* and the associated *Regulations*.

This Code is complementary to the principles adopted in the *Local Government Act 1995* (Act) and associated regulations.

### 1.1 Statutory Environment

This Code of Conduct addresses the requirement of the Act for the Chief Executive Officer to prepare and implement a Code of Conduct

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

### 1.2 Who is covered by the Code of Conduct

The Code of Conduct applies to, and must be observed by, all employees, labour hire staff, volunteers, work experience students or interns and includes any paid or unpaid work arrangement. This Code of Conduct should be read in conjunction with our policies and procedures.

## 2. VISION, MISSION & VALUES

### 2.1 Our Vision

***A circular economy with less waste and lower carbon emissions***

### 2.2 Our Mission

*We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.*

### 2.3 Our Values

Our values are important to us, and it is expected that all employees, volunteers and contractors understand and live our values.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 3 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

**S**     **Safety**  
Ensures that focus and priority is given to maintaining a safe work environment for all employees and the community

**T**     **Togetherness**  
We share our responsibility as one team, however, each individual has an important role as part of the team.

**A**     **Attitude**  
Attitude and commitment to the organisations procedures and behave in an ethically, socially and environmentally sustainable manner.

**R**     **Responsibility**  
We are responsible for our own performance and doing our best at all times.



### 3. EXPECTED BEHAVIOUR

It is everyone’s responsibility to personally ensure that we act in a manner that upholds the code of conduct at all times. We all share a responsibility to report any breach of the code of conduct that we become aware of.

#### 3.1 PERSONAL BEHAVIOUR

Everyone should be treated with respect, courtesy and dignity. This extends to co-workers, customers, suppliers and anyone else we may interact with at work. Make sure that you always conduct yourself in a polite and professional manner and obviously you must always act within the requirements of the law. At all times employees must:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Resource Recovery Group;
- (b) perform their duties impartially and in the best interests of the Resource Recovery Group, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Resource Recovery Group and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Resource Recovery Group.

Whilst time outside of work is your own you also need to ensure that your conduct outside of work meets the expectations of the Code of Conduct in relation to anything to do with the Resource Recovery Group when you are not at work.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 4 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

### **3.2 BULLYING & HARASSMENT**

We are committed to ensuring a workplace free from discrimination and with equal opportunity for everyone. Workplaces should be free from bullying, harassment and unlawful discrimination and is not tolerated in the workplace. We encourage you to become familiar with our policies:

- Bullying, Harassment & Sexual Harassment
- Equal Opportunity
- Work Health & Safety
- Grievance Management
- Fitness for Work

### **3.3 HONESTY & INTEGRITY**

Duties need to be undertaken with honesty and the highest level of integrity. This means that you must ensure that you are impartial when making decisions and always represent the best interests of the Resource Recovery Group. You must never make improper use of your position to either gain an advantage for yourself or disadvantage another person.

Scavenging of waste received at the Resource Recovery Group is not permitted. Even though the item may have been discarded it is still the property of the Resource Recovery Group and removing any item of waste from site is an act of theft. If you do come across an item of value, make sure you report it immediately to your supervisor or manager.

### **3.4 PERFORMANCE OF DUTIES**

While at work you must undertake your duties as diligently as possible. Everyone has a position description outlining the expectations of their role. Performance goals and targets may also be set during the year, and you should strive at all times to achieve your goals and performance expectations.

In doing this you must be willing to accept feedback, understand that you are accountable and actively participate in the performance process which might be formal or informal.

Make sure that you are familiar with our policies, guidelines and procedures, you must ensure that you follow them at all times. You must follow any reasonable and lawful direction given to you at work.

We strive to provide a safe workplace and expect our employees to contribute to their own safety and that of their colleagues. Employees should attend work in a state fit to work. This means in a physical, mental or emotional state which enables them to fulfil their duties.

### **3.5 PERSONAL PRESENTATION**

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Resource Recovery Group 's relevant policies and procedures. This includes compliance with the Dress Code for Employees Standard, wearing of uniform and Personal Protective Clothing as required for different roles.

Whilst at work you are representing the organisation and you should dress and act in a manner appropriate for the role in which you are undertaking. If you are working in an area that requires PPE or have been assigned a uniform, then you are expected to wear your uniform and PPE at all times.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 5 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

Uniforms must be maintained in a clean and neat manner. Other employees should ensure that they present in a professional manner appropriate to their position and the duties being undertaken. See our Personal Presentation Policy or Personal Protective Equipment (PPE) Policy for more.

### **3.6 COMPLIANCE WITH LAWFUL & REASONABLE DIRECTIONS, DECISIONS & POLICIES**

Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Manager or the CEO.

Employees will give effect to the lawful decisions and policies of the Resource Recovery Group, whether or not they agree with or approve of them.

## **4. PERSONAL COMMUNICATIONS AND MEDIA**

### **4.1 MEDIA**

You must never speak to the media (unless you have been authorised by the CEO to do so). Media may include any publication or broadcast program that transmits feature stories and news to the public. This extends to on-line media.

### **4.2 PROFESSIONAL COMMUNICATIONS**

All aspects of communications by employees, including verbal, written or electronic, should reflect the status, values and objectives of the Resource Recovery Group. Communications should be accurate, polite and professional.

All communications are and remain the property of the Resource Recovery Group.

### **4.3 SOCIAL MEDIA**

Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public whether intended or not. You must not disclose information or make comment about activities of the Resource Recovery Group using social media unless it is for work purposes.

You should be aware that derogatory comments on social media regarding the organisation or other employees does not meet our expectations of personal behaviour.

## **5. RESOURCES**

### **5.1 USE OF RESOURCES**

The term Resources refers to any local government property or services provided or paid for by the Resource Recovery Group. Local government property means anything that belongs to, or is vested in, or under the care, control or management of the Resource Recovery Group.

In undertaking your role, you should strive to use our resources as efficiently, effectively and as economically as possible. You must never misuse our resources, examples of this include misusing, damaging, borrowing or stealing a piece of equipment or physical resource.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 6 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

Whilst it is acknowledged that minor incidental use of certain resources may be appropriate from time to time, company resources including utilising our telephone and computer systems for personal use should not occur unless authorised to do so.

During your employment, and upon ceasing employment with Resource Recovery Group, you must not, without written consent, remove resources such as documents, materials, manuals or other information or equipment.

You must never use our resources in an attempt to persuade a council member on a matter or for your own personal use, unless expressly approved to do so.

### 5.2 USE OF FINANCES

Employees are expected to act responsibly and exercise sound judgement with respect to matters involving the Resource Recovery Group's finances. This includes:

- Procurement of goods and services
- Authorising payments
- Customer transactions
- Managing budgets

You should ensure that you make yourself aware of the policies, procedures & guidelines surrounding purchasing, procurement and finance. They include but are not limited to:

- Authorisation & Payment of Accounts
- Purchasing
- Staff Procurement
- Corporate Credit Card
- Staff Purchasing Delegation

## 6. INFORMATION MANAGEMENT

### 6.1 USE OF INFORMATION

Employees must not access, use or disclose information held by Resource Recovery Group except as directly required for, and in the course of, the performance of their duties and will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Resource Recovery Group's policies and procedures.

Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Resource Recovery Group.

Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.

Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Resource Recovery Group, its Council Members, employees or contractors, which breach this Code.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 7 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

## 6.2 INTELLECTUAL PROPERTY

All intellectual property remains the property of the Resource Recovery Group. All employees must ensure that they do not disclose intellectual property to a third party.

This means that any work that you create while employed by the Resource Recovery Group remains the property of the Resource Recovery Group. Even though you may have created the item or work you may not remove it or use it elsewhere unless you have received written permission to do so.

You should never use the intellectual property of another party or organisation in the course of your work without written permission of the other party to do so.

## 6.3 RECORDKEEPING

As a local government authority, we are required to create, maintain and store records in line with the State Records Act 2000. Records help demonstrate our accountability and transparency in decision making and we respect the public has a right to access our information under the Freedom of Information Act 1992.

Records are an important information resource and sound record management practices contribute to the efficiency and effectiveness of the organisation. All employees must ensure that records are created, maintained and stored in relation to their duties.

This means that you must never falsify, destroy, alter, damage or remove records on purpose, and you must take all reasonable care to ensure it does not happen by mistake. Records include electronic records, and these should never be deleted.

Some records will contain confidential information, this may be in relation to an individual's personal information or a business decision. All records should be stored confidentially, and you should never make improper use of information you have obtained at work. All employees have a duty of confidentiality as outlined in the Confidential Information Policy.

## 7. CONFLICTS OF INTEREST

### 7.1 CONFLICTS OF INTEREST

You must report any conflict of interest or potential conflict of interest. A conflict of interest may be an actual conflict or where there is potential for a perceived conflict. This might include an interest of your family members or friends, or an association you belong to.

Examples of this might be:

- purchasing goods or services from someone you know outside of work
- hiring employees who are family members or close friends
- something in which you have a financial interest or financial gain.

You should never seek to influence a decision-making process of others at work in which you have an interest or perceived interest.

If you fail to bring to our attention a conflict of interest that you were reasonably aware of, then you may face disciplinary action, including termination of employment, depending on the nature of the breach.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 8 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

If you are not sure if you have a conflict of interest, then you should discuss the matter with your manager or the Manager Governance & Culture.

**Disclosure of interests affecting impartiality**

You must also notify the Chief Executive Officer if you are preparing a report or attending a Council meeting that may influence the decision-making process in which you have a potential conflict of interest, you must do this whether you are attending the meeting or not. You should do this by recording your interest in the report or in writing to the Chief Executive Officer prior to the meeting or verbally at the meeting before the matter is discussed. A matter discussed at Council that you could not reasonably be aware of is exempt from this.

**7.2 GIFTS**

A gift is defined in section 5.57 of the Local Government Act 1995.

Receiving a gift at work is often a token of appreciation for a job well done. A gift however can be perceived to be an attempt to persuade you to act in a particular way, for example to favour one supplier over another or an attempt to have you make a particular decision on a matter. If you receive a gift in the course of your employment you may be required to report it.

**Notifiable Gift**

A gift may be a physical item, a discount or an offer of hospitality such as tickets, meals and/or beverages. If the value of the gift is \$50 or more then it is a notifiable gift. If you receive several small gifts from the same person or supplier in a year that total \$50 or more then it is still a notifiable gift. If you are not sure of the value, it is probably best to report it anyway.

A gift register is maintained on our website, make sure you notify your manager and the Manager Corporate Services in writing of the details of any notifiable gift.

**Prohibited Gift**

If you receive a gift or offer of hospitality to the value of \$300 or more then it is a prohibited gift. A series of smaller gifts over a year that total \$300 or more from the same person or supplier is still a prohibited gift.

Gifts received by an individual are different to gifts that are presented to the Resource Recovery Group as an organisation. Gifts presented to the Resource Recovery Group will be entered into the Gift Register.

**7.3 SECONDARY EMPLOYMENT**

You should not engage in other work outside of the Resource Recovery Group without obtaining approval from the CEO in advance. The Resource Recovery Group will not unreasonably refuse an application for secondary employment however it is important that your other work does not represent a conflict of interest or affect your work performance.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 9 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

## 8. BREACHES

### 8.1 BREACHES OF THE CODE OF CONDUCT

We take any breach of the Code of Conduct seriously and a breach may result in disciplinary action. Specific action will depend on the nature of the breach but could result in termination of employment.

If you become aware of a breach by another worker then you must report this to your manager, or if the breach involves your manager, to the CEO. If the breach involves the CEO, you can report the matter to the Council through the Manager Governance & Culture. If you are not sure, the Human Resources Officer can give you guidance in the correct action you should take. To be investigated a breach the report must be in writing. You may also report a breach directly to the Public Service Commission using their hotline.

A serious breach involving misconduct, fraud, corruption or bribery should be reported in accordance with the Misconduct, Fraud or Corruption Prevention Policy. This policy and the Investigation Guidelines will provide you with more information on the correct procedure.

Elected members (Councillors) have their own Code of Conduct, see Code of Conduct for Councillors. If you become aware of a breach by a Councillor then you can make a complaint using the Complaint about Alleged Breach Form, Code of Conduct for Council, Committee and Group Member.

### 8.2 CORRUPTION & CRIME COMMISSION

Resource Recovery Group is obliged to report serious misconduct to the Corruption & Crime Commission in accordance with the *Corruption Crime & Misconduct Act 2003*.

### 8.3 PUBLIC SECTOR COMMISSION

We are also required to report other misconduct to the Public Sector Commission, other misconduct includes, but is not limited to, conduct that:

- is not honest or impartial
  - Involves a breach of trust
  - involves the misuse of official information or material
- and** constitutes or could constitute a disciplinary offence that gives reasonable grounds for termination.

Other examples of minor misconduct could include:

- misuse of public resources
- repeated work absences without notice
- drugs and alcohol policy infringements
- other policy infringements, for example inappropriate use of IT equipment and conflicts of interest.

### 8.4 PUBLIC INTEREST DISCLOSURE ACT

The *Public Interest Disclosure Act 2003* deals with the disclosure of public interest information. Public interest information is information that shows the performance of a public function or authority (including Resource Recovery Group) is involve in improper conduct or any act or omission that constitutes and offence under a written law.

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 10 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

## COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES

The Act provides persons who make disclosures of public interest information with certain immunities, protections and remedies, and imposes certain responsibilities.

Employees can make a Public Interest Disclosure by contacting Resource Recovery Group's Public Interest Disclosure Officer or the Public Sector hotline.

### 9. REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ <i>Local Government (Administration) Regulations 1996 (Part 4A – Codes of conduct for local government employees)</i></li> <li>▪ <i>Public Interest Disclosure Act 2003</i></li> <li>▪ <i>Corruption Crime &amp; Misconduct Act 2003</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Misconduct, Fraud &amp; Corruption Prevention Policy</li> <li>▪ Employment Contracts, Awards or SMRC RRRC Enterprise Agreement 2021</li> <li>▪ Local Government Industry Award 2020</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	August 2024	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Misconduct, Fraud &amp; Corruption Investigation Policy</li> <li>• Misconduct, Fraud &amp; Corruption Investigation Guidelines</li> <li>• Confidential Information Policy</li> <li>• Personal Presentation Policy</li> <li>• Recordkeeping Policy</li> <li>• Bullying, Harassment &amp; Sexual Harassment Policy</li> <li>• EEO Policy</li> <li>• Code of Conduct for Councillors</li> <li>• Complaint About Alleged Breach Form</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate Services	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Low	
<b>Location of document</b>	Resource Recovery Group Website – Key Documents - Policies Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff lunch room	

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY 1.12 Code of Conduct for Employees	Version 7
Prepared: MGC	Reviewed by: SMG	Approved: Council	Page 11 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 May 2022**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b>Revenue from operating activities</b>			
3,134,995	Contributions, Donations & Reimbursements	2,854,658	2,938,920	84,262
11,512,782	Fees & Charges	10,571,235	11,691,193	1,119,958
15,769	Interest Received	15,769	18,839	3,070
1,608,572	Other Revenue	1,467,311	1,798,086	330,776
<b>16,272,118</b>	<b>Total Operating Revenue</b>	<b>14,908,973</b>	<b>16,447,038</b>	<b>1,538,066</b>
	<b>Expenditure from operating activities</b>			
(5,690,949)	Employee Costs	(5,197,386)	(5,011,264)	186,122
(8,734,370)	Materials & Contracts	(8,022,204)	(7,173,035)	849,169
(683,271)	Utilities	(640,796)	(632,479)	8,317
(1,899,489)	Insurance	(1,694,802)	(1,681,642)	13,160
(549,617)	Interest	(503,816)	(458,028)	45,788
(4,264,264)	Depreciation	(3,692,986)	(3,919,376)	(226,390)
(0)	Other Expenses	0	0	0
<b>(21,821,960)</b>	<b>Total Operating Expenses</b>	<b>(19,751,990)</b>	<b>(18,875,825)</b>	<b>876,165</b>
0	Profit/ (Loss) on Sale of Assets	0	(57,019)	(57,019)
<b>(5,549,842)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(4,843,017)</b>	<b>(2,485,805)</b>	<b>2,357,212</b>
	<b>Non-cash items</b>			
0	Add Back Loss on Sale of Assets	0	57,019	57,019
4,264,264	Add Back Depreciation	3,692,986	3,919,376	226,390
105,566	Add Back Interest on unwinding of discount on Make Good Provision	73,980	73,981	1
0	Asset Revaluation Decrements	0	0	0
<b>4,369,830</b>	<b>Total Non-cash items</b>	<b>3,766,966</b>	<b>4,050,376</b>	<b>283,410</b>
<b>(17,452,130)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(15,985,024)</b>	<b>(14,882,468)</b>	<b>1,102,556</b>
<b>(1,180,012)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>(1,076,051)</b>	<b>1,564,571</b>	<b>2,640,622</b>
	<b>Capital Expenditure</b>			0
(3,120,000)	Plant & Equipment	(2,000,000)	(546,848)	1,453,152
(15,000)	Information Technology	0	0	0
<b>(3,135,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(2,000,000)</b>	<b>(546,848)</b>	<b>1,453,152</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	0	0	0
(3,398,802)	Repayment of Loans	(2,538,114)	(2,538,114)	0
3,398,802	Reimbursement of Loan Repayments	2,538,114	2,538,114	0
(563,566)	Lease Principal repayments	(523,009)	(498,677)	24,332
(395,000)	Transfers TO Cash Reserves	0	0	0
3,551,000	Transfers FROM Cash Reserves	0	0	0
<b>2,842,434</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>(523,009)</b>	<b>(498,677)</b>	<b>24,332</b>
<b>(1,472,578)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>(3,599,060)</b>	<b>519,046</b>	<b>4,118,106</b>
3,183,122	Opening Funds Surplus(Deficit)	3,183,122	3,183,123	1
<b>1,710,544</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>(415,938)</b>	<b>3,702,169</b>	<b>4,118,107</b>



Recycle. Innovate. Educate.

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 May 2022**

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2021/22 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +/- \$20,000
<b>Revenue from operating activities</b>			
Contributions, Donations & Reimbursements	84,262	Positive	Timing difference
Fees & Charges	1,119,958	Positive	Higher MRF commodity prices and commercial tonnes
Interest Received	3,070	Positive	
Other Revenue	330,776	Positive	Higher CDS income for the period
<b>Total Revenue from operating activities</b>	<b>1,538,066</b>		
<b>Expenditure from operating activities</b>			
Employee Costs	186,122	Positive	Lower wage costs for the period
Materials & Contracts	849,169	Positive	Lower plant maintenance and disposal costs
Utilities	8,317	Positive	
Insurance	13,160	Positive	Insurance premium savings
Interest	45,788	Positive	Interest on ROU Lease savings
Depreciation	(226,390)	Negative	Adjustments to Assets after Final Audit result
Profit/(Loss) on Sale of Assets	(57,019)	Negative	Disposal of Digester assets due to decommissioning
<b>Total Expenditure from operating activities</b>	<b>1,695,312</b>		
<b>Capital Expenditure</b>			
Plant & Equipment	1,453,152	Positive	Timing difference
<b>Total Capital Expenditure</b>	<b>1,453,152</b>		
<b>Funding / Other Capital Items</b>			
Non-operating Grants, Subsidies & contributions	0	Positive	Grant funding for new FOGO Trommel
Lease Principal repayments	24,332	Positive	ROU Lease principal component savings
<b>Total Funding/Other Capital Items</b>	<b>24,332</b>		

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 May 2022**

**NET CURRENT ASSETS**

	As at 31/05/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,522,000	13,053,557
Receivables	2,843,089	6,178,754
Prepayments	170,559	87,243
Accrued Income	676,524	1,395,815
Inventories	1,480,045	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>16,692,218</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	556,433	1,759,474
Accrued Expenses	750,544	1,007,236
Income Rec'd in Advance	(316,307)	56,889
GST	(46,591)	0
Payroll Liabilities	2,045	2,932
Retentions & Bonds	1,075,511	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	721,432	749,154
Lease Liabilities	46,358	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,188,226</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>10,503,991</b>	<b>13,007,334</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(10,716,775)	(10,716,775)
Add: Loan contributions from members	2,538,114	0
Less: Profit/(Loss) on Sale of Assets	(57,019)	16,033
Add: Recognition/transfer Lease liability	498,677	0
Add: Plant & Equipment Acquisitions	278,263	0
Add: Non-cash provisions	73,981	828,752
Add: Increase in Non-Current Provisions	582,937	47,779
<b>Adjusted Net Current Assets</b>	<b>3,702,169</b>	<b>3,183,123</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 May 2022**

**STATEMENT OF FINANCIAL POSITION**

	As at 31/05/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,522,000	13,053,557
Receivables	2,843,089	6,178,754
Prepayments	170,559	87,243
Accrued Income	676,524	1,395,815
Inventories	1,480,045	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>16,692,218</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	556,433	1,759,474
Accrued Expenses	750,544	1,007,236
Income Rec'd in Advance	(316,307)	56,889
GST	(46,591)	0
Payroll Liabilities	2,045	2,932
Retentions & Bonds	1,075,511	1,269,887
Borrowings	3,398,802	3,398,802
Provisions	721,432	749,154
Lease Liabilities	46,358	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,188,226</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>10,503,991</b>	<b>13,007,334</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,782,000	1,798,521
Information Technology	13,701	3,196
Office Furniture & Fittings	(0)	4
Fixed Plant & Equipment	4,992,290	5,655,295
Mobile Plant & Equipment	551,442	479,604
RRRC Leasehold Improvements	17,667,226	18,940,171
RRRC Other	82,757	91,483
Capital Work in Progress	207,646	207,646
Loan Receivables	5,030,389	5,030,389
Right of Use Assets	5,332,444	5,970,643
<b>TOTAL NON-CURRENT ASSETS</b>	<b>35,659,896</b>	<b>38,176,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,862,979	3,788,998
Borrowings	2,492,275	5,030,389
Lease Liabilities	6,114,756	6,114,756
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>12,470,010</b>	<b>14,934,143</b>
<b>NET ASSETS</b>	<b>33,693,877</b>	<b>36,250,142</b>

Statement of Cash Flows  
for the reporting period ended 31 MAY 2022

## Cashflows from Operating Activities

Receipts for Operations	19,878,799.50
Payments for Operations	<16,954,243.58>
Receipts from Government	250,000.00

Net cash provided by operating activities	3,174,555.92
-------------------------------------------	--------------

## Cashflow from Investing Activities

Interest received	0.00
Proceeds on Sale of Assets	<1,814,467.96>
Payment for Property, Plant and Equipment	<283,071.00>

Net cash provided/(absorbed) by investing activities	<2,097,538.96>
------------------------------------------------------	----------------

## Cashflow from Financing Activities

Interest paid	0.00
Proceeds from Borrowings	0.00
Repayments of Borrowings	<2,538,113.98>

Net cash provided by financing activities	<2,538,113.98>
-------------------------------------------	----------------

Net increase(decrease) in cash held	<1,461,097.02>
-------------------------------------	----------------

Cash at the begining of the year	13,053,556.68
Cash at the end of the year	11,522,000.47

Movement in cash balances	<1,531,556.21>
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Statement of Cash Flows  
for the reporting period ended 31 MAY 2022

Reconciliation of Cash  
Cash

<1,531,556.21>

Statement of Cash Flows  
for the reporting period ended 31 MAY 2022

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <2,485,805.19>

Add / Less items classified as Investing / Financing / Non-cash items

Loss on Sale / Disposal of Assets	57,018.76
Building Depreciation	1,531,617.84
Mobile Plant Depreciation	226,561.97
Fixed Plant & Equipment Depreciation	1,443,200.45
Office Furniture Depreciation	4.28
Computer & IT Equip. Depreciation	2,932.75
Other Depreciation	76,860.06
Right of use Asset - Depreciation	638,199.07
	-----
	1,490,589.99

Plus adjustment for Receivables	3,335,665.11
Plus adjustment for Accrued Income	719,291.16
Less adjustment for Income Rec'd in Advance	<373,195.17>
Less adjustment for Loan Receivables	0.00

Less adjustment for Prepayments	<83,315.87>
Less adjustment for Inventories	<398,672.78>
Less adjustment for Payables	<1,203,040.88>
Less adjustment for Accrued Expenses	<256,692.31>
Less adjustment for GST	<46,591.00>
Less adjustment for Payroll Liabilities	<887.06>
Less adjustment for Retentions & Bonds	<194,376.20>
Less adjustment for Borrowings	0.00
Less adjustment for Provisions	<27,722.28>
Less adjustment for Lease Liabilities	<498,676.69>
Plus adjustment for Provisions	73,980.83
Less adjustment for Lease Liabilities	0.00
Plus adjustment for Right of Use Assets	638,199.07

	-----
	1,683,965.93
	-----
	3,174,555.92

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 June 2022**

**STATEMENT OF FINANCIAL ACTIVITY**

Current Budget \$	Particulars	YTD Budget \$	YTD Actual \$	Variance to YTD Budget \$
	<b>Revenue from operating activities</b>			
3,134,995	Contributions, Donations & Reimbursements	3,134,995	3,134,995	0
11,512,782	Fees & Charges	11,512,782	12,579,007	1,066,225
15,769	Interest Received	15,769	19,591	3,822
1,608,572	Other Revenue	1,608,572	1,676,726	68,154
<b>16,272,118</b>	<b>Total Operating Revenue</b>	<b>16,272,118</b>	<b>17,410,319</b>	<b>1,138,201</b>
	<b>Expenditure from operating activities</b>			
(5,690,949)	Employee Costs	(5,690,949)	(5,368,726)	322,223
(8,734,370)	Materials & Contracts	(8,734,370)	(8,329,207)	405,163
(683,271)	Utilities	(683,271)	(688,509)	(5,238)
(1,899,489)	Insurance	(1,899,489)	(1,834,064)	65,425
(549,617)	Interest	(549,617)	(543,559)	6,058
(4,264,264)	Depreciation	(4,264,264)	(4,253,926)	10,338
(0)	Other Expenses	(0)	0	0
<b>(21,821,960)</b>	<b>Total Operating Expenses</b>	<b>(21,821,960)</b>	<b>(21,017,991)</b>	<b>803,969</b>
0	Profit/ (Loss) on Sale of Assets	0	(57,019)	(57,019)
<b>(5,549,842)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(5,549,842)</b>	<b>(3,664,691)</b>	<b>1,885,151</b>
	<b>Non-cash items</b>			
0	Add Back Loss on Sale of Assets	0	57,019	57,019
4,264,264	Add Back Depreciation	4,264,264	4,253,926	(10,338)
	Add Back Interest on unwinding of discount on	0		
105,566	Make Good Provision	105,566	80,706	(24,860)
0	Asset Revaluation Decrements	0	0	0
<b>4,369,830</b>	<b>Total Non-cash items</b>	<b>4,369,830</b>	<b>4,391,652</b>	<b>21,822</b>
<b>(17,452,130)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(17,452,130)</b>	<b>(16,683,358)</b>	<b>768,772</b>
<b>(1,180,012)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items) (A)</b>	<b>(1,180,012)</b>	<b>726,961</b>	<b>1,906,973</b>
	<b>Capital Expenditure</b>			
(3,120,000)	Plant & Equipment	(3,120,000)	(984,773)	2,135,227
(15,000)	Information Technology	(15,000)	0	15,000
<b>(3,135,000)</b>	<b>Total Capital Expenditure (B)</b>	<b>(3,135,000)</b>	<b>(984,773)</b>	<b>2,150,227</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	250,000	0	(250,000)
(3,398,802)	Repayment of Loans	(3,398,802)	(3,398,802)	0
3,398,802	Reimbursement of Loan Repayments	3,398,802	3,398,802	(0)
(563,566)	Lease Principal repayments	(563,566)	(574,203)	(10,637)
(395,000)	Transfers TO Cash Reserves	(395,000)	(1,226,965)	(831,965)
3,551,000	Transfers FROM Cash Reserves	3,551,000	0	(3,551,000)
<b>2,842,434</b>	<b>Total Funding / Other Capital Items (C)</b>	<b>2,842,434</b>	<b>(1,801,168)</b>	<b>(4,393,602)</b>
<b>(1,472,578)</b>	<b>CHANGES IN NET ASSETS (A to C)</b>	<b>(1,472,578)</b>	<b>(2,058,980)</b>	<b>(336,402)</b>
3,183,122	Opening Funds Surplus(Deficit)	3,183,122	3,183,123	1
<b>1,710,544</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>1,710,544</b>	<b>1,124,143</b>	<b>(336,401)</b>



**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 June 2022**

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2021/22 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +/- \$20,000
<b>Revenue from operating activities</b>			
Fees & Charges	1,066,225	Positive	Higher MRF commodity prices and commercial tonnes
Interest Received	3,822	Positive	
Other Revenue	68,154	Positive	Higher CDS income for the period
<b>Total Revenue from operating activities</b>	<b>1,138,201</b>		
<b>Expenditure from operating activities</b>			
Employee Costs	322,223	Positive	Lower wage costs for the period
Materials & Contracts	405,163	Positive	Lower plant maintenance and disposal costs
Utilities	(5,238)	Negative	
Insurance	65,425	Positive	Insurance premium savings
Interest	6,058	Positive	
Depreciation	10,338	Negative	
Profit/(Loss) on Sale of Assets	(57,019)	Negative	Disposal of Digester assets due to decommissioning
<b>Total Expenditure from operating activities</b>	<b>1,550,919</b>		
<b>Capital Expenditure</b>			
Plant & Equipment	2,135,227	Positive	Timing difference
Information Technology	15,000		
<b>Total Capital Expenditure</b>	<b>2,150,227</b>		
<b>Funding / Other Capital Items</b>			
Non-operating Grants, Subsidies & contributions	250,000	Positive	Grant funding for new FOGO Trommel
Lease Principal repayments	(10,637)	Negative	
Transfers TO Cash Reserves	(831,965)	Negative	Surplus cash transferred to Reserves
Transfers FROM Cash Reserves	(3,551,000)	Positive	No cash utilised from Reserves
<b>Total Funding/Other Capital Items</b>	<b>(4,143,602)</b>		



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**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 June 2022**

**NET CURRENT ASSETS**

	As at 30/06/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,916,662	13,053,557
Receivables	4,830,373	6,178,754
Prepayments	43,728	87,243
Accrued Income	379,503	1,395,815
Inventories	1,279,840	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,450,106</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	314,059	1,759,474
Accrued Expenses	907,284	1,007,236
Income Rec'd in Advance	253,500	56,889
GST	55,473	0
Payroll Liabilities	0	2,932
Retentions & Bonds	320,313	1,269,887
Borrowings	3,230,389	3,398,802
Provisions	616,976	749,154
Lease Liabilities	563,566	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,261,560</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>12,188,546</b>	<b>13,007,334</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(11,471,455)	(10,716,775)
Add: Loan contributions from members	0	0
Less: Profit/(Loss) on Sale of Assets	(57,019)	16,033
Add: Recognition/transfer Lease liability	0	0
Add: Plant & Equipment Acquisitions	278,263	0
Add: Non-cash provisions	80,706	828,752
Add: Increase in Non-Current Provisions	105,102	47,779
<b>Adjusted Net Current Assets</b>	<b>1,124,143</b>	<b>3,183,123</b>



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**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**30 June 2022**

**STATEMENT OF FINANCIAL POSITION**

	As at 30/06/2022	As at 30/06/2021
<b>CURRENT ASSETS</b>		
Cash	11,916,662	13,053,557
Receivables	4,830,373	6,178,754
Prepayments	43,728	87,243
Accrued Income	379,503	1,395,815
Inventories	1,279,840	1,081,373
Non-current assets held	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>18,450,106</b>	<b>21,796,741</b>
<b>CURRENT LIABILITIES</b>		
Payables	314,059	1,759,474
Accrued Expenses	907,284	1,007,236
Income Rec'd in Advance	253,500	56,889
GST	55,473	0
Payroll Liabilities	0	2,932
Retentions & Bonds	320,313	1,269,887
Borrowings	3,230,389	3,398,802
Provisions	616,976	749,154
Lease Liabilities	563,566	545,035
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,261,560</b>	<b>8,789,408</b>
<b>NET CURRENT ASSETS</b>	<b>12,188,546</b>	<b>13,007,334</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,780,521	1,798,521
Information Technology	13,438	3,196
Office Furniture & Fittings	(0)	4
Fixed Plant & Equipment	5,050,923	5,655,295
Mobile Plant & Equipment	552,131	479,604
RRRC Leasehold Improvements	17,539,716	18,940,171
RRRC Other	81,976	91,483
Capital Work in Progress	207,646	207,646
Loan Receivables	1,800,000	5,030,389
Right of Use Assets	5,295,106	5,970,643
<b>TOTAL NON-CURRENT ASSETS</b>	<b>32,321,457</b>	<b>38,176,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,885,646	3,788,998
Borrowings	1,800,000	5,030,389
Lease Liabilities	5,551,191	6,114,756
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,236,837</b>	<b>14,934,143</b>
<b>NET ASSETS</b>	<b>33,273,166</b>	<b>36,250,142</b>

Statement of Cash Flows  
for the reporting period ended 30 JUN 2022

Cashflows from Operating Activities

Receipts for Operations	23,202,012.43
Payments for Operations	<19,434,856.53>

Net cash provided by operating activities	3,767,155.90
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Cashflow from Investing Activities

Interest received	0.00
Proceeds on Sale of Assets	<1,283,713.04>
Payment for Property, Plant and Equipment	<319,489.47>

Net cash provided/(absorbed) by investing activities	<1,603,202.51>
------------------------------------------------------	----------------

Cashflow from Financing Activities

Interest paid	0.00
Proceeds from Borrowings	0.00
Repayments of Borrowings	<3,230,389.01>

Net cash provided by financing activities	<3,230,389.01>
-------------------------------------------	----------------

Net increase(decrease) in cash held	<1,066,435.62>
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Cash at the begining of the year	13,053,556.68
Cash at the end of the year	11,916,661.87

Movement in cash balances	<378,720.32>
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Statement of Cash Flows  
for the reporting period ended 30 JUN 2022

Reconciliation of Cash  
Cash

<1,136,894.81>

758,174.49

Statement of Cash Flows  
for the reporting period ended 30 JUN 2022

Reconciliation of Net Changes in Assets to Operating Cash Flow  
Net Changes in Assets from Operations <3,664,690.94>

Add / Less items classified as Investing / Financing / Non-cash items

Loss on Sale / Disposal of Assets	57,018.76
Building Depreciation	1,668,777.65
Mobile Plant Depreciation	250,226.41
Fixed Plant & Equipment Depreciation	1,572,442.24
Office Furniture Depreciation	4.28
Computer & IT Equip. Depreciation	3,195.60
Other Depreciation	83,743.06
Right of use Asset - Depreciation	675,537.15
	-----
	646,254.21

Plus adjustment for Receivables	1,348,380.64
Plus adjustment for Accrued Income	1,016,312.31
Plus adjustment for Income Rec'd in Advance	196,611.46
Plus adjustment for Loan Receivables	3,230,389.02

Plus adjustment for Prepayments	43,515.12
Less adjustment for Inventories	<198,467.28>
Less adjustment for Payables	<1,445,414.40>
Less adjustment for Accrued Expenses	<99,952.33>
Plus adjustment for GST	55,473.19
Less adjustment for Payroll Liabilities	<2,932.16>
Less adjustment for Retentions & Bonds	<949,573.99>
Less adjustment for Borrowings	<168,412.61>
Less adjustment for Provisions	<132,178.02>
Plus adjustment for Lease Liabilities	18,531.19
Plus adjustment for Provisions	96,648.36
Less adjustment for Lease Liabilities	<563,565.96>
Plus adjustment for Right of Use Assets	675,537.15

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3,120,901.69

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3,767,155.90

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 July 2022**

**STATEMENT OF FINANCIAL ACTIVITY**

<b>Current Budget \$</b>	<b>Particulars</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance to YTD Budget \$</b>
	<b>Revenue from operating activities</b>			
3,147,364	Contributions, Donations & Reimbursements	287,674	266,504	(21,170)
12,138,541	Fees & Charges	977,611	839,685	(137,926)
17,649	Interest Received	1,471	3,716	2,246
1,512,500	Other Revenue	126,042	127,593	1,551
<b>16,816,054</b>	<b>Total Operating Revenue</b>	<b>1,392,798</b>	<b>1,237,498</b>	<b>(155,299)</b>
	<b>Expenditure from operating activities</b>			
(5,496,398)	Employee Costs	(471,329)	(448,624)	22,704
(8,753,475)	Materials & Contracts	(746,323)	(538,453)	207,870
(770,664)	Utilities	(64,222)	(54,524)	9,698
(2,064,272)	Insurance	(172,023)	(151,888)	20,135
(523,137)	Interest	(24,606)	(23,979)	627
(4,609,461)	Depreciation	(384,122)	(365,583)	18,539
<b>(22,217,406)</b>	<b>Total Operating Expenses</b>	<b>(1,862,624)</b>	<b>(1,583,051)</b>	<b>279,573</b>
<b>(5,401,352)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(469,827)</b>	<b>(345,553)</b>	<b>124,274</b>
	<b>Non-cash items</b>			
4,609,461	Depreciation	384,122	365,583	(18,539)
79,086	Interest - Unwinding Of Provisions	6,591	6,591	-
<b>4,688,547</b>	<b>Total Non-cash items</b>	<b>390,712</b>	<b>372,174</b>	<b>(18,539)</b>
<b>(17,528,859)</b>	<b>Total Operating Expenses (Before Non-cash items)</b>	<b>(1,471,912)</b>	<b>(1,210,877)</b>	<b>261,034</b>
<b>(712,805)</b>	<b>Operating Surplus / (Deficit) (Before Non-cash Items)</b>	<b>(79,114)</b>	<b>26,621</b>	<b>105,735</b>
	<b>Capital Expenditure</b>			
(3,130,000)	Buildings	(260,833)	(445,164)	(184,331)
(1,860,000)	Plant & Equipment	(155,000)	(53,247)	101,753
(50,000)	Information Technology	-	-	-
<b>(5,040,000)</b>	<b>Total Capital Expenditure</b>	<b>(415,833)</b>	<b>(498,411)</b>	<b>(82,577)</b>
	<b>Funding / Other Capital Items</b>			
250,000	Non-operating Grants, Subsidies & contributions	-	-	-
(3,230,389)	Repayment of Loans	-	-	-
3,230,389	Reimbursement of Loan Repayments	-	-	-
(563,566)	RRRC Lease Principal Paid	(46,964)	(45,924)	1,040
(290,000)	Transfers TO Cash Reserves	-	-	-
4,790,000	Transfers FROM Cash Reserves	-	-	-
<b>4,186,434</b>	<b>Total Funding / Other Capital Items</b>	<b>(46,964)</b>	<b>(45,924)</b>	<b>1,040</b>
<b>(1,566,371)</b>	<b>CHANGES IN NET ASSETS</b>	<b>(541,911)</b>	<b>(517,714)</b>	<b>24,198</b>
<b>2,556,765</b>	<b>Opening Funds Surplus(Deficit)</b>	<b>1,125,357</b>	<b>3,179,500</b>	<b>2,054,143</b>
<b>990,394</b>	<b>Closing Funds Surplus(Deficit)</b>	<b>583,445</b>	<b>2,661,786</b>	<b>2,078,340</b>



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**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 July 2022**

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2022/23 year is \$20,000.

Particulars	YTD Variance \$	Variance	0 Explanation of Variance with +/- \$20,000
<b><u>Revenue from operating activities</u></b>			
Contributions, Donations & Reimbursements	(21,170)	Negative	Overheads reduced due to a reduction in expected FOGO tonnages
Fees & Charges	(137,926)	Negative	Gate Fee losses due to lower tonnages received across all business units
Interest Received	2,246	Positive	
Other Revenue	1,551	Positive	
<b><u>Expenditure from operating activities</u></b>			
Employee Costs	22,704	Positive	Lower wage costs for the period
Materials & Contracts	207,870	Positive	Lower plant maintenance and disposal costs
Utilities	9,698	Positive	
Insurance	20,135	Positive	Insurance premium savings
Interest	627	Positive	
Depreciation	18,539	Positive	
<b><u>LESS: Non-cash items</u></b>			
Add Back Depreciation	(18,539)	Negative	
<b><u>Capital Expenditure</u></b>			
Buildings	(184,331)	Negative	Timing difference
Plant & Equipment	101,753	Positive	
<b><u>Funding / Other Capital Items</u></b>			
Lease Principal repayments	1,040	Positive	



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**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
 Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 July 2022**

**NET CURRENT ASSETS**

	As at 31/07/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,193,223	11,917,876
Receivables	5,003,893	4,830,373
Prepayments	1,796,920	43,728
Accrued Income	550,929	379,503
Inventories	1,338,763	1,279,840
<b>TOTAL CURRENT ASSETS</b>	<b>17,883,729</b>	<b>18,451,320</b>
<b>CURRENT LIABILITIES</b>		
Payables	382,789	314,059
Accrued Expenses	701,551	907,284
Income Rec'd in Advance	253,500	253,500
GST	94,445	55,473
Payroll Liabilities	1,753	-
Retentions & Bonds	337,321	320,313
Borrowings	3,230,389	3,230,389
Provisions	640,428	616,976
Lease Liabilities	517,642	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,159,818</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>11,723,911</b>	<b>12,189,760</b>
<b>Adjustments</b>		
Less: Restricted Cash - Reserves	(11,474,949)	(11,471,455)
Add: Transfers from Reserves	2,400,293	-
Add: Transfers to Fixed Assets	-	278,263
Add: Profit/(Loss) on Sale of Assets	-	(57,019)
Add: Non-cash Provisions	6,591	80,706
Add: Increase in Non-Current Provisions	5,941	105,102
<b>Adjusted Net Current Assets</b>	<b>2,661,786</b>	<b>1,125,357</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 July 2022**

**STATEMENT OF FINANCIAL POSITION**

	As at 31/07/2022	As at 30/06/2022
<b>CURRENT ASSETS</b>		
Cash	9,193,223	11,917,876
Receivables	5,003,893	4,830,373
Prepayments	1,796,920	43,728
Accrued Income	550,929	379,503
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<b>TOTAL CURRENT ASSETS</b>	<b>17,883,729</b>	<b>18,451,320</b>
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Payroll Liabilities	1,753	-
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Borrowings	3,230,389	3,230,389
Provisions	640,428	616,976
Lease Liabilities	517,642	563,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,159,818</b>	<b>6,261,560</b>
<b>NET CURRENT ASSETS</b>	<b>11,723,911</b>	<b>12,189,760</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,778,992	1,780,521
Information Technology	13,438	13,438
Fixed Plant & Equipment	4,969,202	5,050,923
Mobile Plant & Equipment	529,418	552,131
RRRC Leasehold Improvements	17,834,877	17,536,221
RRRC Other	81,168	81,976
Capital Work in Progress	207,646	207,646
Loan Receivables	1,800,000	1,800,000
Right of Use Assets	5,236,049	5,295,106
<b>TOTAL NON-CURRENT ASSETS</b>	<b>32,450,790</b>	<b>32,317,962</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	3,898,178	3,885,646
Borrowings	1,800,000	1,800,000
Lease Liabilities	5,551,191	5,551,191
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,249,368</b>	<b>11,236,837</b>
<b>NET ASSETS</b>	<b>32,925,332</b>	<b>33,270,885</b>

**SOUTHERN METROPOLITAN REGIONAL COUNCIL**  
Trading as **RESOURCE RECOVERY GROUP**  
**FINANCIAL REPORTS FOR THE PERIOD ENDED**  
**31 July 2022**

**STATEMENT OF CASH FLOW**

<b>Current Budget \$</b>	<b>Particulars</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance to YTD Budget \$</b>
	<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
	<b><u>Receipts</u></b>			
11,564,783	Operating grants, subsidies and contributions	63,732	95,078	31,346
4,612,573	Fees and charges	764,381	738,751	(25,630)
17,649	Interest received	1,471	3,716	2,246
1,608,555	Goods and Services Tax received	134,046	173,158	39,112
33,000	Other revenue	2,750	127,593	124,843
<b>17,836,560</b>	<b>Total Receipts for Operations</b>	<b>966,380</b>	<b>1,138,296</b>	<b>171,916</b>
	<b><u>Payments</u></b>			
(5,348,932)	Employee costs	(445,744)	(397,137)	48,607
(6,621,474)	Materials and contracts	(725,642)	(747,393)	(21,751)
(770,664)	Utility charges	(64,222)	(52,770)	11,452
(2,064,272)	Insurance paid	(2,064,272)	(1,822,881)	241,391
(444,049)	Interest expenses	(37,004)	(23,979)	13,025
(1,090,772)	Goods and Services Tax paid	(240,898)	(274,454)	(33,557)
<b>(16,340,163)</b>	<b>Total Payments for Operations</b>	<b>(3,577,782)</b>	<b>(3,318,614)</b>	<b>259,168</b>
<b>1,496,397</b>	<b>Net cash provided by (used in) operating activities</b>	<b>(2,611,402)</b>	<b>(2,180,318)</b>	<b>431,084</b>
	<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
(5,040,000)	Purchase of property, plant & equipment	(420,000)	(498,411)	(78,411)
250,000	Non-operating grants, subsidies and contributions	-	-	-
<b>(4,790,000)</b>	<b>Net cash provided by (used in) investment activities</b>	<b>(420,000)</b>	<b>(498,411)</b>	<b>(78,411)</b>
	<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>			
(3,230,389)	Repayment of borrowings	-	-	-
(563,566)	Lease principal repayments	(46,964)	(45,924)	1,040
3,230,389	Member contributions to loan repayments	-	-	-
<b>(563,566)</b>	<b>Net cash provided by (used in) financing activities</b>	<b>(46,964)</b>	<b>(45,924)</b>	<b>1,040</b>
<b>(3,857,169)</b>	<b>Net increase (decrease) in cash held</b>	<b>(3,078,366)</b>	<b>(2,724,653)</b>	<b>353,714</b>
<b>12,192,978</b>	<b>Cash at beginning of year</b>	<b>12,192,978</b>	<b>11,917,876</b>	<b>(275,102)</b>
<b>8,335,809</b>	<b>Cash and cash equivalents at the end of the year</b>	<b>9,114,612</b>	<b>9,193,223</b>	<b>78,611</b>

**Schedule of Payments made in May 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
EFT24886	02/05/2022	Cal Lab Australia	Plant Maintenance - Parts And Services	<b>462.00</b>	
EFT24887		Covered in April Payment Schedule			<b>0.00</b>
EFT24888	05/05/2022	Water Corporation*	Utilities	<b>5136.55</b>	
EFT24889	05/05/2022	Industrial Protective Products (WA)	Safety Equipment	<b>275.75</b>	
EFT24890	05/05/2022	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	<b>143.00</b>	
EFT24891	05/05/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>10857.00</b>	
EFT24892	05/05/2022	BP Australia P/L	Deisel Fuel	<b>5573.89</b>	
EFT24893	05/05/2022	Encycle Consulting	Consultants	<b>5032.50</b>	
EFT24894	05/05/2022	Golden West Lubricants	Consumables - Oil	<b>1331.00</b>	
EFT24895	05/05/2022	Marketforce Productions	Advert for Local Government Tender T2022/04	<b>1767.83</b>	
EFT24896	05/05/2022	Minter Ellison Lawyers	Legal Fees	<b>2174.48</b>	
EFT24897	05/05/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>5856.27</b>	
EFT24898	05/05/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>14898.92</b>	
EFT24899	05/05/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>45612.00</b>	
EFT24900	05/05/2022	Industrial Power Tool Services	Plant Maintenance - Tools	<b>82.50</b>	
EFT24901	05/05/2022	PEP Transport	Courier Services	<b>176.08</b>	
EFT24902	05/05/2022	General Crane Services (WA) Pty Ltd	Hire Equipment	<b>1514.65</b>	
EFT24903	05/05/2022	IT Vision Australia Pty Ltd	Software Licensing and Maintenance Fees	<b>1244.67</b>	
EFT24904	05/05/2022	Komatsu Forest Pty Ltd	Plant Maintenance - Parts And Services	<b>3522.20</b>	
EFT24905	05/05/2022	Pritchard Francis	Legal Fees	<b>2124.65</b>	
EFT24906	05/05/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	<b>3443.00</b>	
EFT24907	05/05/2022	Tema Services Pty Ltd	Laundry Expenses	<b>1395.14</b>	
EFT24908	02/05/2022	National Australia Bank (NAB)	Credit card transactions for April 2022	<b>7661.86</b>	
EFT24909	06/05/2022	Child Support Agency	Payroll deductions	<b>741.61</b>	
EFT24910	06/05/2022	Fleetcare Pty Ltd	Vehicle Lease	<b>1955.35</b>	
EFT24911	11/05/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	<b>930.60</b>	
EFT24912	11/05/2022	SMRC Net Payroll Clearing Creditor	Payroll	<b>136840.34</b>	
EFT24913	11/05/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>36510.05</b>	
EFT24914	11/05/2022	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	<b>59246.97</b>	
EFT24915	11/05/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 13/02/2022	<b>24641.94</b>	
EFT24916	17/05/2022	Commonwealth Bank of Australia	Investments	<b>1000000.00</b>	
EFT24917	17/05/2022	BAS - Australian Taxation Office (ATO)	BAS April 2022	<b>24046.00</b>	
EFT24918	17/05/2022	BAS - Australian Taxation Office (ATO)	Fringe Benefits Tax F/Y 2021-2022	<b>1465.36</b>	
EFT24919	17/05/2022	A. Hartrodt Australia Pty Ltd	Plant Maintenance - Parts	<b>13108.77</b>	
EFT24920	17/05/2022	Material Recovery Solutions Pty Ltd	Plant Maintenance - Parts And Services	<b>36527.15</b>	
EFT24921	24/05/2022	National Recovery Technologies(NRT)	Plant Maintenance - Parts And Services	<b>1737.59</b>	

Chq/EFT	Date	Name	Description	Amount
EFT24922	25/05/2022	SMRC Net Payroll Clearing Creditor	Payroll	123867.18
EFT24923	26/05/2022	Telstra	Mobile Phones	2166.45
EFT24924	26/05/2022	Cr Andrew White	Member allowance for Feb'22	660.00
EFT24925	26/05/2022	Cr Doug Thompson*	Members Allowance for Feb'22	2243.92
EFT24926	26/05/2022	Cr Karen Wheatland	Members Allowance for Feb'22	660.00
EFT24927	26/05/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	90124.00
EFT24928	26/05/2022	Cal Lab Australia	Plant Maintenance - Parts And Services	330.00
EFT24929	26/05/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - Booragoon	44.00
EFT24930	26/05/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	216.67
EFT24931	26/05/2022	Hands-On Infection Control	Influenza Vaccination Clinic 2022	875.00
EFT24932	26/05/2022	Natsync Environmental	RRRC Pest Control Management	485.00
EFT24933	26/05/2022	Octagon-BKG Lifts	Plant Maintenance - Parts And Services	333.30
EFT24934	26/05/2022	Synergy - Electricity Retail Corporation	Utilities	564.74
EFT24935	26/05/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	27398.31
EFT24936	26/05/2022	BP Australia P/L	Deisel Fuel	5496.12
EFT24937	26/05/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	6018.17
EFT24938	26/05/2022	Industrial Protective Products (WA)	Safety Equipment	1322.64
EFT24939	26/05/2022	Network-IT(WA) PTY LTD	Office Equipment	5505.27
EFT24940	26/05/2022	Perth Recruitment Services Pty Ltd	Labour Hire	1929.31
EFT24941	26/05/2022	United Equipment Pty Ltd	Equipment Hire	4611.20
EFT24942	26/05/2022	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	228750.46
EFT24943	26/05/2022	Wastetrans Wa	Waste Transport	83957.58
EFT24944	26/05/2022	Analytical Reference Laboratory (WA) P/L	Waste Audit Fees	752.40
EFT24945	26/05/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	605.00
EFT24946	26/05/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	887.23
EFT24947	26/05/2022	Bunnings Group Limited	Plant Maintenance - Parts	101.62
EFT24948	26/05/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	320.10
EFT24949	26/05/2022	EDAC Electronics Australasia	IT Subscription Services	715.06
EFT24950	26/05/2022	Flick Anticimex Pty Ltd	Supply/Service of Sanitary Disposal Units for RRRC	747.54
EFT24951	26/05/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	495.00
EFT24952	26/05/2022	Hose Mania	Plant Maintenance - Parts And Services	892.98
EFT24953	26/05/2022	Majestic Plumbing Pty Ltd	Building Maintenance	173.25
EFT24954	26/05/2022	McIntosh & Son WA	Plant Maintenance - Parts And Services	299.96
EFT24955	26/05/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	820.72
EFT24956	26/05/2022	OTR Tyres	Plant Maintenance - Tyres	605.00
EFT24957	26/05/2022	PEP Transport	Courier Services	134.10
EFT24958	26/05/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	577.50

Chq/EFT	Date	Name	Description	Amount
EFT24959	26/05/2022	Snap Printing Canning Vale	Printing Costs	457.12
EFT24960	26/05/2022	Sonic Health Plus	Employment Costs	302.50
EFT24961	26/05/2022	St John Ambulance Australia	2022 Quarterly First Aid Kit Inspection and Service	492.44
EFT24962	26/05/2022	Total Electrical & Mechanical Services Pty Ltd	Plant Maintenance - Parts And Services	495.00
EFT24963	26/05/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	521.50
EFT24964	26/05/2022	Access Hire Australia	Equipment Hire	1185.04
EFT24965	26/05/2022	Advance Press	Banners	3074.50
EFT24966	26/05/2022	All Fire and Electrical WA	Building Maintenance	1569.70
EFT24967	26/05/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	1999.38
EFT24968	26/05/2022	Allclean Property Services Plus	Cleaning Services for CVC	3339.60
EFT24969	26/05/2022	Blue Force Pty Ltd	Security Monitoring and Maintenance for RRC Canning Vale	3756.42
EFT24970	26/05/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	4565.65
EFT24971	26/05/2022	CTI Logistics Interstate	Transport of Recyclables	12289.20
EFT24972	26/05/2022	Cleanaway Co Pty Ltd	Waste Disposal	1207.91
EFT24973	26/05/2022	Cleveland Compressed Air Services	Plant Maintenance - Oils	4796.15
EFT24974	26/05/2022	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts	1553.15
EFT24975	26/05/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	1071.85
EFT24976	26/05/2022	Hydrodynamic Pumps Pty Ltd	Plant Maintenance - Parts And Services	3102.00
EFT24977	26/05/2022	Industrial Power Tool Services	Plant Maintenance - Tools	3789.15
EFT24978	26/05/2022	Kennards Hire Pty Ltd	Equipment Hire	1530.00
EFT24979	26/05/2022	Malcolm Thompson Pumps Pty Ltd	Plant Maintenance - Parts And Services	2236.95
EFT24980	26/05/2022	Mandalay Technologies Pty Ltd	IT Subscription Services	14586.00
EFT24981	26/05/2022	Material Recovery Solutions Pty Ltd	Bailing Wire	1611.06
EFT24982	26/05/2022	Myelec Electrical Wholesalers	Plant Maintenance - Parts And Services	1759.34
EFT24983	26/05/2022	Pritchard Francis	Legal fees	1575.20
EFT24984	26/05/2022	SAI Global Limited	OSH Surveillance Audit	11794.20
EFT24985	26/05/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1784.53
EFT24986	26/05/2022	Tema Services Pty Ltd	Laundry Expenses	1126.06
EFT24987	26/05/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	3485.70
EFT24988	26/05/2022	Winc Australia Pty Limited	Office Amenities	1138.93
EFT24989	26/05/2022	Work Clobber	Safety Equipment	3218.19
EFT24990	26/05/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	129663.16
EFT24991	26/05/2022	Safeway Building & Renovations Pty Ltd	Release Balance of Retention on Hold	133140.36
EFT24992	13/05/2022	SuperChoice Services Pty Ltd	Super Contributions	23740.57
EFT24993	16/05/2022	SG Fleet Australia Pty Limited	Vehicle Lease	10120.00
EFT24994	20/05/2022	City of Canning	CVC Lease	69643.75
EFT24995	20/05/2022	Custom Service Leasing Ltd	CVC Vehicle Lease	238.27
EFT24996	23/05/2022	Vocus Pty Ltd	Monthly Internet Service	1097.80
EFT24997	25/05/2022	SuperChoice Services Pty Ltd	Super Contributions	23378.86
EFT24998	30/05/2022	National Australia Bank (NAB)	Credit card transactions for May 2022	10862.50
TOTAL PAYMENTS				2551024.14

<b>EFT24908</b>	<b>02/05/2022</b>	<b>Credit card transactions for April 2022</b>		<b>7661.86</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24908	28/03/2022	Insight Call Centre	Community Feedback Hotline Answering Services	172.84
EFT24908	28/03/2022	Google Cloud Bsa3aa	Software Licensing and Maintenance Fees	42.46
EFT24908	29/03/2022	Woolworths/Garden City S/	Office Amenities	14.20
EFT24908	29/03/2022	Woolworths/Garden City S/	Office Amenities	4.70
EFT24908	29/03/2022	Tenderlink Com	Tender Costs for T2022-01 and T2022-02	207.90
EFT24908	29/03/2022	Tenderlink Com	Tender Costs for T2022-01 and T2022-02	415.80
EFT24908	29/03/2022	Department Of Transpor	Vehicle Licence Renewal	71.10
EFT24908	29/03/2022	Ipec Pty Ltd	Courier Fees	79.27
EFT24908	29/03/2022	Department Of Transpor	Vehicle Licence Renewal	10.30
EFT24908	30/03/2022	Paypal *mobilemouse Mo	Software Licensing and Maintenance Fees	530.00
EFT24908	31/03/2022	Wilson Parking Per113	Meetings	28.35
EFT24908	31/03/2022	Mm Electrical Cannin	Plant Maintenance - Parts And Services	67.85
EFT24908	01/04/2022	Simpleinout.Com	Software Licensing and Maintenance Fees	40.55
EFT24908	02/04/2022	Officeworks 0620	Software Licensing and Maintenance Fees	178.00
EFT24908	03/04/2022	Amazon Web Services	Software Licensing and Maintenance Fees	37.13
EFT24908	04/04/2022	Wilson Parking	Mobile Patrol Services	1024.73
EFT24908	04/04/2022	7 Eleven 3011 Cannin	Office Amenities	5.50
EFT24908	04/04/2022	Woolworths/Nicholson Rd &	Office Amenities	53.24
EFT24908	04/04/2022	Hello Visitor Pty Lt	Software Licensing and Maintenance Fees - Returned	30.15
EFT24908	04/04/2022	Sitech Wa Pty Ltd	Software Licensing and Maintenance Fees - Returned	126.50
EFT24908	04/04/2022	Canning Vale News	Office Amenities	12.00
EFT24908	04/04/2022	Event And Conference Co P	Waste Sorted 2022 Awards	1116.50
EFT24908	05/04/2022	Woolworths/Garden City S/	Office Amenities	4.80
EFT24908	06/04/2022	Retravisio	Building Maintenance	550.00
EFT24908	06/04/2022	Woolworths/Nicholson Rd &	Office Amenities	26.00
EFT24908	06/04/2022	Woolworths/Nicholson Rd &	Office Amenities	7.20
EFT24908	06/04/2022	Repco	Plant Maintenance - Parts And Services	19.00
EFT24908	07/04/2022	Sq *washworks Truck Wa	Plant Maintenance - Parts And Services	75.00
EFT24908	07/04/2022	Canning Vale News	Office Amenities	7.00
EFT24908	08/04/2022	Soils Aint Soils Cann	Building Maintenance	645.00
EFT24908	10/04/2022	Surveymonk* T 42500907	Software Licensing and Maintenance Fees	384.00
EFT24908	11/04/2022	Work Clobber	Safety Equipment	64.00
EFT24908	12/04/2022	Bunnings 327000	Community Garden	19.80
EFT24908	12/04/2022	Coles Express 6936	Office Amenities	37.10
EFT24908	12/04/2022	Wageloch	Software Licensing and Maintenance Fees	161.20
EFT24908	12/04/2022	Wageloch	Software Licensing and Maintenance Fees	161.16
EFT24908	12/04/2022	Wageloch	Software Licensing and Maintenance Fees	161.16

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24908	12/04/2022	Mailchimp *misc	Software Licensing and Maintenance Fees - Returned	<b>46.42</b>
EFT24908	12/04/2022	Costco Wholesale Austr	Plant Maintenance - Parts And Services	<b>39.99</b>
EFT24908	12/04/2022	Our Ruby Girl	Meetings	<b>117.54</b>
EFT24908	14/04/2022	Total Tools Canning	Building Maintenance - Tools	<b>132.95</b>
EFT24908	14/04/2022	Total Tools Canning	Building Maintenance - Tools	<b>89.80</b>
EFT24908	14/04/2022	Coles Express 6936	Office Amenities	<b>34.00</b>
EFT24908	16/04/2022	Zoom.us 888-799-9666	Software Licensing and Maintenance Fees - Returned	<b>20.99</b>
EFT24908	19/04/2022	Woolworths/Garden City S/	Office Amenities	<b>7.60</b>
EFT24908	19/04/2022	Post Booragoon Post Bo	Postage	<b>5.55</b>
EFT24908	19/04/2022	Searle Fasteners Pl	Plant Maintenance - Parts And Services	<b>11.00</b>
EFT24908	20/04/2022	Coles Express 6936	Office Amenities	<b>2.85</b>
EFT24908	20/04/2022	Post Booragoon Post Bo	Postage	<b>76.20</b>
EFT24908	23/04/2022	Adobe Creative Cloud	Software Licensing and Maintenance Fees	<b>76.99</b>
EFT24908	26/04/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	<b>91.00</b>
EFT24908	26/04/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	<b>274.92</b>
EFT24908	27/04/2022	Woolworths/Garden City S/	Office Amenities	<b>7.60</b>
EFT24908	27/04/2022	Kmart 1162	Office Amenities	<b>4.75</b>
EFT24908	27/04/2022	Wilson Parking Permo	Meetings	<b>28.00</b>
EFT24908	27/04/2022	City Of Perth Parking-Ons	Meetings	<b>2.22</b>

<b>EFT24998</b>	<b>30/05/2022</b>	<b>Credit card transactions for May 2022</b>		<b>10862.50</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24998	27/04/2022	Bunnings 317000	Cleaning Materials	19.90
EFT24998	28/04/2022	Insight Call Centre	Community Feedback Hotline Answering Services	172.84
EFT24998	28/04/2022	Work Clobber	Safety Equipment	58.00
EFT24998	28/04/2022	Work Clobber	Safety Equipment	164.00
EFT24998	28/04/2022	Ifap	Employee Training	457.00
EFT24998	29/04/2022	Rb Enterprises Wa	Vehicle Hire	86.10
EFT24998	30/04/2022	Ampol Cockburn 51015f	Plant Maintenance - Fuel	30.00
EFT24998	30/04/2022	Facebk 6xj34b7a42	Promotions and Advertisements	77.65
EFT24998	30/04/2022	Eg Group/752 North Lake R	Vehicle Hire - Fuel	34.89
EFT24998	01/05/2022	Simpleinout.Com	Software Licensing and Maintenance Fees - Returned	42.96
EFT24998	02/05/2022	Total Tools Canning	Building Maintenance - Tools	103.60
EFT24998	02/05/2022	Woolworths/Nicholson Rd &	Office Amenities	34.68
EFT24998	02/05/2022	Amazon Web Services	Software Licensing and Maintenance Fees	38.26
EFT24998	02/05/2022	Facebk Wmvfzbx942	Promotions and Advertisements	2.35
EFT24998	02/05/2022	Big W/Ranford & Nicholson	Office Amenities	6.99
EFT24998	03/05/2022	Woolworths/Garden City S/	Office Amenities	6.20
EFT24998	03/05/2022	Fedex Express Australi	Postage and Shipping Costs	457.24
EFT24998	03/05/2022	Hello Visitor Pty Lt	Software Licensing and Maintenance Fees - Returned	30.49
EFT24998	04/05/2022	Red Dot	Parts for Waste Sorted Games	120.00
EFT24998	04/05/2022	Ezi*illion (General Ac	Tender Reports	85.36
EFT24998	05/05/2022	Trybooking* Asc-Wa	Meetings and Conferences	143.50
EFT24998	05/05/2022	Trybooking* Asc-Wa	Meetings and Conferences	71.75
EFT24998	05/05/2022	Trybooking* Asc-Wa	Meetings and Conferences	71.75
EFT24998	06/05/2022	Total Tools Canning	Building Maintenance - Tools	58.95
EFT24998	06/05/2022	Bunnings 327000	Community Garden	38.87
EFT24998	06/05/2022	Wilson Parking Per113	Meetings	28.00
EFT24998	09/05/2022	7 Eleven 3011 Cannin	Office Amenities	5.50
EFT24998	10/05/2022	Woolworths/Nicholson Rd &	Office Amenities	27.90
EFT24998	10/05/2022	Woolworths/Garden City S/	Office Amenities	7.60
EFT24998	10/05/2022	Parkwood Hardware	Plant Maintenance - Consumables	203.00
EFT24998	10/05/2022	Post Parkwood Lpo Pa	Renewal Fees for PO Box	241.00
EFT24998	11/05/2022	Wilson Parking	Mobile Patrol Services	1024.73
EFT24998	11/05/2022	Wageloch	Software Licensing and Maintenance Fees	161.20
EFT24998	11/05/2022	Wageloch	Software Licensing and Maintenance Fees	161.16
EFT24998	11/05/2022	Wageloch	Software Licensing and Maintenance Fees	161.16
EFT24998	11/05/2022	Ifap	Employee Training	245.00
EFT24998	11/05/2022	Ifap	Employee Training	245.00
EFT24998	11/05/2022	Sp Grouch And Co Pty	Office Amenities	110.00
EFT24998	12/05/2022	Bunnings 334000	Community Garden	94.80
EFT24998	12/05/2022	Mailchimp *misc	Software Licensing and Maintenance Fees - Returned	50.30
EFT24998	12/05/2022	City Rubber Stamps	Office Amenities	50.90
EFT24998	12/05/2022	Coles 0384	Office Amenities	5.10
EFT24998	16/05/2022	St John Ambulance Aust	Employee Training	41.65

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24998	16/05/2022	Kee Fuel Pty Ltd	Plant Transport	<b>544.50</b>
EFT24998	16/05/2022	Zoom.Us 888-799-9666	Software Licensing and Maintenance Fees - Returned	<b>20.99</b>
EFT24998	16/05/2022	Veem Engineering	Plant Maintenance - Parts And Services	<b>1622.50</b>
EFT24998	16/05/2022	Exhibitions And Evnt	Meetings	<b>295.10</b>
EFT24998	17/05/2022	Total Tools Canning	Building Maintenance - Tools	<b>86.90</b>
EFT24998	17/05/2022	Heswa Hyperlift	Plant Maintenance - Parts	<b>96.36</b>
EFT24998	17/05/2022	Officeworks	Office Amenities	<b>247.00</b>
EFT24998	18/05/2022	Majestic Plumbing Pl	Office Amenities	<b>206.25</b>
EFT24998	18/05/2022	Repcos	Plant Maintenance - Parts And Services	<b>96.00</b>
EFT24998	19/05/2022	Uber *trip	Meetings and Conferences	<b>10.78</b>
EFT24998	19/05/2022	Uber *trip	Meetings and Conferences	<b>21.10</b>
EFT24998	19/05/2022	Uber *trip	Meetings and Conferences	<b>1.00</b>
EFT24998	19/05/2022	Uber *trip	Meetings and Conferences	<b>1.00</b>
EFT24998	19/05/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>830.45</b>
EFT24998	20/05/2022	Wanewsdti	Newspaper Subscription	<b>28.00</b>
EFT24998	20/05/2022	Coles 0332	Office Amenities	<b>3.00</b>
EFT24998	23/05/2022	7 Eleven 3011 Cannin	Office Amenities	<b>5.50</b>
EFT24998	23/05/2022	Adobe Creative Cloud	Software Licensing and Maintenance Fees	<b>76.99</b>
EFT24998	23/05/2022	Sp Ursaferte	Safety Equipment	<b>780.00</b>
EFT24998	23/05/2022	Upwork -480340575ref	Software Licensing and Maintenance Fees	<b>30.54</b>
EFT24998	25/05/2022	Searle Fasteners Pl	Plant Maintenance - Parts	<b>6.05</b>
EFT24998	26/05/2022	Lighthouse Locksmith	Spare Keys for Plant Items	<b>110.00</b>
EFT24998	26/05/2022	Lighthouse Locksmith	Spare Keys for Plant Items	<b>13.20</b>
EFT24998	26/05/2022	Lighthouse Locksmith	Spare Keys for Plant Items	<b>13.20</b>
EFT24998	26/05/2022	Ops Screening	Plant Maintenance - Parts	<b>438.76</b>

**Schedule of Payments made in June 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT24999	02/06/2022	Synergy - Electricity Retail Corporation	Utilities	<b>58544.77</b>
EFT25000	02/06/2022	Pritchard Francis	Legal Fees	<b>9801.00</b>
EFT25001	02/06/2022	Purearth	FOGO Waste Collection	<b>88479.60</b>
EFT25002	08/06/2022	Solo Resource Recovery	Quarterly CDS Sharing : 01 Jan to 31 Mar 2022	<b>4192.77</b>
EFT25003	08/06/2022	Stondon Pty Ltd T/A Avon Waste	Quarterly CDS Sharing : 01 Jan to 31 Mar 2022	<b>8643.65</b>
EFT25004	08/06/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 05/06/2022	<b>112895.96</b>
EFT25005	08/06/2022	Canning Vale Toyota	New Vehicle Purchase	<b>25758.13</b>
EFT25006	09/06/2022	IT Vision Australia Pty Ltd	Software Licensing and Maintenance Fees	<b>19712.00</b>
EFT25007	09/06/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 22/05/2022	<b>23117.24</b>
EFT25008	10/06/2022	Telstra	Mobile Phones	<b>2109.11</b>
EFT25009	10/06/2022	Golden West Lubricants (TotalEnergies Marketing)	Plant Maintenance - Oil	<b>435.60</b>
EFT25010	10/06/2022	Marketforce Productions	Advert for Local Government Tender T2022/06	<b>790.79</b>
EFT25011	10/06/2022	Synergy - Electricity Retail Corporation	Utilities	<b>460.14</b>
EFT25012	10/06/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	<b>36922.00</b>
EFT25013	10/06/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>36378.10</b>
EFT25014	10/06/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>42453.26</b>
EFT25015	10/06/2022	WD Installation Services	Plant Maintenance - Parts And Services	<b>38527.50</b>
EFT25016	10/06/2022	A. Hartrodt Australia Pty Ltd	Plant Maintenance - Parts	<b>20290.84</b>
EFT25017	10/06/2022	BP Australia P/L	Deisel Fuel	<b>14980.23</b>
EFT25018	10/06/2022	Super Sweep	CVC Cleaning Costs	<b>4620.00</b>
EFT25019	10/06/2022	Catalyse Pty Ltd	Software Licensing and Maintenance Fees	<b>14850.00</b>
EFT25020	10/06/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>2062.02</b>
EFT25021	10/06/2022	Industrial Protective Products (WA)	Safety Equipment	<b>2797.34</b>
EFT25022	10/06/2022	MELCHIORRE ELECTRICAL PTY LTD	Plant Maintenance - Parts And Services	<b>9350.00</b>
EFT25023	10/06/2022	Minter Ellison Lawyers	Legal Fees	<b>5804.04</b>
EFT25024	10/06/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>11011.83</b>
EFT25025	10/06/2022	TRB Plant Repairs Pty Ltd	Plant Maintenance - Parts And Services	<b>20350.00</b>
EFT25026	10/06/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	<b>469.75</b>
EFT25027	10/06/2022	Winc Australia Pty Limited	Office Amenities	<b>42.10</b>
EFT25028	10/06/2022	Blue Force Pty Ltd	Security Monitoring and Maintenance for RRRRC Canning Vale	<b>1338.98</b>
EFT25029	10/06/2022	CTI Logistics Interstate	Transport of Recyclables	<b>6186.76</b>
EFT25030	10/06/2022	DLA Piper Australia	Plant Maintenance - Parts And Services	<b>4967.60</b>

Chq/EFT	Date	Name	Description	Amount
EFT25031	10/06/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	3730.38
EFT25032	07/06/2022	Fleetcare Pty Ltd	Vehicle Lease	1955.35
EFT25033	21/06/2022	Spielberg Solutions Australia Pty Ltd	Software Licensing and Maintenance Fees	13642.20
EFT25034	21/06/2022	Minter Ellison Lawyers	Legal Fees	143683.43
EFT25035	20/06/2022	Custom Service Leasing Ltd	CVC Vehicle Lease	385.00
EFT25036	21/06/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 19/06/2022	125585.16
EFT25037		Cancelled Payment		0.00
EFT25038	22/06/2022	Vocus Pty Ltd	Monthly Internet Service	1097.80
EFT25039	22/06/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 05/06/2022	26877.22
EFT25040	24/06/2022	Telstra	Mobile Phones	427.22
EFT25041	24/06/2022	Water Corporation*	Utilities	2009.66
EFT25042	24/06/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing - Booragoon	44.00
EFT25043	24/06/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	170.53
EFT25044	24/06/2022	Cr Andrew White	Members Allowance for Jun 2022	660.00
EFT25045	24/06/2022	Cr Doug Thompson*	Members Allowance for Jun 2022	2243.92
EFT25046	24/06/2022	Cr Karen Wheatland	Members Allowance for Jun 2022	973.48
EFT25047	24/06/2022	PAYG - Australian Taxation Office (ATO)	Payroll Deductions	42196.72
EFT25048	24/06/2022	Perth Recruitment Services Pty Ltd	Labour Hire	31373.13
EFT25049	24/06/2022	Synergy - Electricity Retail Corporation	Utilities	59654.72
EFT25050	24/06/2022	Aurora environmental	Environmental Consulting	2805.00
EFT25051	24/06/2022	BP Australia P/L	Deisel Fuel	14402.23
EFT25052	24/06/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	3902.25
EFT25053	24/06/2022	Golden West Lubricants (TotalEnergies Marketing)	Plant Maintenance - Oil	1363.78
EFT25054	24/06/2022	MELCHIORRE ELECTRICAL PTY LTD	Plant Maintenance - Parts And Services	9999.00
EFT25055	24/06/2022	Network-IT(WA) PTY LTD	Office Equipment	4195.00
EFT25056	24/06/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	12694.00
EFT25057	24/06/2022	United Equipment Pty Ltd	Equipment Hire	4830.10
EFT25058	24/06/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	440.00
EFT25059	24/06/2022	Blue Force Pty Ltd	Security Monitoring and Maintenance for RRRRC Canning Vale	178.34
EFT25060	24/06/2022	Industrial Power Tool Services	Plant Maintenance - Tools	101.75
EFT25061	24/06/2022	Majestic Plumbing Pty Ltd	Building Maintenance	390.81
EFT25062	24/06/2022	PEP Transport	Courier Services	225.87
EFT25063	24/06/2022	SAI Global Limited	OSH Surveillance Audit	885.50
EFT25064	24/06/2022	Safety Training Professionals	Employee Training	150.00
EFT25065	24/06/2022	Snap Printing Canning Vale	Printing Costs	785.60
EFT25066	24/06/2022	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	474.57
EFT25067	24/06/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00

Chq/EFT	Date	Name	Description	Amount
EFT25068	24/06/2022	Westral Home Improvements	Plant Maintenance - Parts And Services	324.00
EFT25069	24/06/2022	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	229127.20
EFT25070	24/06/2022	Purearth	FOGO Waste Collection	99122.10
EFT25071	24/06/2022	Wastetrans Wa	Waste Transport	79289.15
EFT25072	24/06/2022	Effect Engineering Projects Pty Ltd	Plant Maintenance - Parts And Services	49490.10
EFT25073	24/06/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	39665.45
EFT25074	24/06/2022	Access Hire Australia	Equipment Hire	1241.46
EFT25075	24/06/2022	Advance Press	Banners	12870.00
EFT25076	24/06/2022	All Fire and Electrical WA	Building Maintenance	13604.93
EFT25077	24/06/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	6239.20
EFT25078	24/06/2022	Allclean Property Services Plus	Cleaning Services for CVC	3339.60
EFT25079	24/06/2022	Analytical Reference Laboratory (WA) P/L	Waste Audit Fees	2597.10
EFT25080	24/06/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	4374.61
EFT25081	24/06/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	15919.35
EFT25082	24/06/2022	CTI Logistics Interstate	Transport of Recyclables	27722.70
EFT25083	24/06/2022	Cleveland Compressed Air Services	Plant Maintenance - Parts	3923.43
EFT25084	24/06/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	2366.10
EFT25085	24/06/2022	Cutting Edges Equipment Parts	Plant Maintenance - Parts And Services	7566.54
EFT25086	24/06/2022	DLA Piper Australia	Plant Maintenance - Parts And Services	2902.35
EFT25087	24/06/2022	EmbroidMe Myaree	Polo Shirts with Resource Recovery Group Logo	1278.20
EFT25088	24/06/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	12264.40
EFT25089	24/06/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	3730.38
EFT25090	24/06/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	2953.63
EFT25091	24/06/2022	Hydrodynamic Pumps Pty Ltd	Plant Maintenance - Parts And Services	2161.50
EFT25092	24/06/2022	MTS Hire and Sales	Equipment Hire	2255.00
EFT25093	24/06/2022	McIntosh & Son WA	Plant Maintenance - Parts And Services	1266.80
EFT25094	24/06/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	5661.60
EFT25095	24/06/2022	OPS Screening & Crushing Equipment Pty Ltd	Equipment Hire	9304.28
EFT25096	24/06/2022	OTR Tyres	Plant Maintenance - Tyres	6259.00
EFT25097	24/06/2022	Peel Resource Recovery Pty Ltd	Consumables - Packing Media	6710.00
EFT25098	24/06/2022	Perth Contract Hydraulics	Plant Maintenance - Parts And Services	4723.40
EFT25099	24/06/2022	Perth Fire Protection Pty Ltd	Software Licensing and Maintenance Fees	1265.00
EFT25100	24/06/2022	Premier Workplace Solutions	Plant Maintenance - Parts And Services	1507.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25101	24/06/2022	Pritchard Francis	Legal Fees	<b>1320.00</b>
EFT25102	24/06/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	<b>1254.00</b>
EFT25103	24/06/2022	Sonic Health Plus	Employment Costs	<b>1075.42</b>
EFT25104	24/06/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	<b>1805.84</b>
EFT25105	24/06/2022	Tema Services Pty Ltd	Laundry Expenses	<b>1363.74</b>
EFT25106	24/06/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	<b>8714.03</b>
EFT25107	24/06/2022	Western Australian Local Government Association	Walga Preferred Supplier Panel Rebate Payment	<b>1816.24</b>
EFT25108	24/06/2022	Winc Australia Pty Limited	Office Amenities	<b>1019.00</b>
EFT25109	24/06/2022	Work Clobber	Safety Equipment	<b>2077.35</b>
EFT25110	24/06/2022	City of Canning	CVC Lease	<b>139287.50</b>
EFT25111	28/06/2022	Sonic Health Plus	Employment Costs	<b>1659.70</b>
EFT25112	28/06/2022	Minter Ellison Lawyers	Legal Fees	<b>5838.14</b>
EFT25113	30/06/2022	WA Treasury Corporation	Loan Repayments	<b>897298.79</b>
EFT25114	30/06/2022	National Australia Bank (NAB)	Credit card transactions for June 2022	<b>13288.66</b>
<b>TOTAL PAYMENTS</b>				<b>2883860.80</b>

<b>EFT25114</b>	<b>30/06/2022</b>	<b>Credit Card transactions for June 2022</b>		<b>13288.66</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25114	26/05/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	<b>274.92</b>
EFT25114	26/05/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	<b>91.00</b>
EFT25114	30/05/2022	Insight Call Centre	Community Feedback Hotline Answering Services	<b>171.00</b>
EFT25114	30/05/2022	Sitech Wa Pty Ltd	Software Licensing and Maintenance Fees	<b>126.50</b>
EFT25114	30/05/2022	Autopro Canning Vale	Plant Maintenance - Parts And Services	<b>64.99</b>
EFT25114	30/05/2022	Myaree Iga/4/67 North Lak	Office Amenities	<b>5.38</b>
EFT25114	31/05/2022	Facebk 3aemdcka42	Advertisement Costs	<b>45.00</b>
EFT25114	01/06/2022	7 Eleven 3011 Cannin	Office Amenities	<b>3.75</b>
EFT25114	01/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>262.24</b>
EFT25114	01/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>115.98</b>
EFT25114	01/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>616.00</b>
EFT25114	01/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>62.92</b>
EFT25114	01/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>155.96</b>
EFT25114	01/06/2022	Simpleinout.Com	Software Licensing and Maintenance Fees	<b>42.34</b>
EFT25114	02/06/2022	Amazon Web Services	Software Licensing and Maintenance Fees	<b>208.87</b>
EFT25114	02/06/2022	Uber* Trip	Meetings	<b>3.51</b>
EFT25114	02/06/2022	Idw	Office Amenities	<b>360.76</b>
EFT25114	03/06/2022	Hello Visitor Pty Lt	Software Licensing and Maintenance Fees	<b>30.64</b>
EFT25114	06/06/2022	Upwork -484434985ref	Software Licensing and Maintenance Fees	<b>30.04</b>
EFT25114	07/06/2022	Ifap	Employee Training	<b>457.00</b>
EFT25114	07/06/2022	Wilson Parking	Mobile Patrol Services	<b>1024.73</b>
EFT25114	07/06/2022	Volvo Group Australia	Plant Maintenance - Parts And Services	<b>1871.28</b>
EFT25114	08/06/2022	Woolworths/Garden City S/	Office Amenities	<b>28.00</b>
EFT25114	08/06/2022	7 Eleven 3011 Cannin	Office Amenities	<b>3.75</b>
EFT25114	08/06/2022	Woolworths/Garden City S/	Office Amenities	<b>18.10</b>
EFT25114	08/06/2022	Parkwood Hardware	Plant Maintenance - Consumables	<b>15.10</b>
EFT25114	09/06/2022	Scania Australia Pty	Plant Maintenance - Parts And Services	<b>210.75</b>
EFT25114	09/06/2022	Easyflowers	Meetings	<b>118.40</b>
EFT25114	10/06/2022	Leeming Iga	Meetings	<b>57.43</b>
EFT25114	12/06/2022	Mailchimp *misc	Software Licensing and Maintenance Fees	<b>48.81</b>
EFT25114	14/06/2022	Kmart 1162	Office Amenities	<b>5.00</b>
EFT25114	14/06/2022	Coles 0332	Office Amenities	<b>7.60</b>
EFT25114	14/06/2022	Blackwoods Cv	Plant Maintenance - Parts And Services	<b>38.94</b>
EFT25114	15/06/2022	Post Booragoon Post Bo	Postage	<b>9.98</b>

Chq/EFT	Date	Name	Description	Amount
EFT25114	15/06/2022	Sp Ursaferte	Safety Equipment	390.00
EFT25114	15/06/2022	Wageloch	Software Licensing and Maintenance Fees	201.46
EFT25114	15/06/2022	Wageloch	Software Licensing and Maintenance Fees	201.47
EFT25114	15/06/2022	Wageloch	Software Licensing and Maintenance Fees	201.47
EFT25114	15/06/2022	Dingo Diamond Tool R	Plant Maintenance - Parts And Services	275.00
EFT25114	16/06/2022	Officeworks	Office Amenities	33.95
EFT25114	16/06/2022	Zoom.Us 888-799-9666	Software Licensing and Maintenance Fees	20.99
EFT25114	16/06/2022	Paypal *spearhead	Software Licensing and Maintenance Fees	1311.20
EFT25114	17/06/2022	Bunnings 317000	Cleaning Materials	39.39
EFT25114	17/06/2022	Wanewsdti	Newspaper Subscription	84.00
EFT25114	17/06/2022	Coles Express 6936	Office Amenities	10.90
EFT25114	17/06/2022	Woolworths/Bullcreek S/C	Items for Waste Incursion Games	6.00
EFT25114	17/06/2022	Sp Kings Square	Meetings	8.00
EFT25114	20/06/2022	City Of Canning	DA Application Submission	147.00
EFT25114	21/06/2022	Woolworths/Garden City S/	Office Amenities	7.60
EFT25114	21/06/2022	Woolworths/Garden City S/	Office Amenities	24.10
EFT25114	21/06/2022	Parkwood Hardware	Plant Maintenance - Consumables	27.80
EFT25114	22/06/2022	Myaree Lounge Bar	Meetings	90.00
EFT25114	23/06/2022	St John Ambulance Aust	Employee Training	256.00
EFT25114	23/06/2022	St John Ambulance Aust	Employee Training	128.00
EFT25114	23/06/2022	St John Ambulance Aust	Employee Training	128.00
EFT25114	23/06/2022	Adobe Creative Cloud	Software Licensing and Maintenance Fees	76.99
EFT25114	23/06/2022	Lighthouse Locksmith	Spare Keys for Plant Items	22.00
EFT25114	23/06/2022	Tenderlink Com	Tender Costs for T2022/06	207.90
EFT25114	23/06/2022	Tenderlink Com	Tender Costs for T2022/04 and T2022/S02	415.80
EFT25114	23/06/2022	Au* Seek OmI502359055	Employee Advertisements	1824.90
EFT25114	23/06/2022	Apple.Com/Au	Software Licensing and Maintenance Fees	149.00
EFT25114	24/06/2022	Sq *western Australian	Items for Waste Incursion Games	30.00
EFT25114	26/06/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	274.92
EFT25114	26/06/2022	Adobe Acropro Subs	Software Licensing and Maintenance Fees	91.00
EFT25114	27/06/2022	Woolworths/Garden City S/	Office Amenities	17.15
<b>TOTAL PAYMENTS</b>				<b>13288.66</b>

**Schedule of Payments made in July 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25115	06/07/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 03/07/2022	<b>116800.79</b>
EFT25116	07/07/2022	Water Corporation*	Utilities	<b>3323.60</b>
EFT25117	07/07/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	<b>38528.00</b>
EFT25118	07/07/2022	Greenwaste Services Pty Ltd	Contracted Services	<b>32945.00</b>
EFT25119	07/07/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	<b>50490.00</b>
EFT25120	07/07/2022	Muzzcuts Lawns and Gardens	Gardening Services - Booragoon Office	<b>143.00</b>
EFT25121	07/07/2022	PETRO Industrial (BNE) Pty Ltd	Software Licensing and Maintenance Fees	<b>792.00</b>
EFT25122	07/07/2022	Synergy - Electricity Retail Corporation	Utilities	<b>544.33</b>
EFT25123	07/07/2022	Allerding & Associates	Consultancy Fees	<b>4787.75</b>
EFT25124	07/07/2022	Aurora environmental	Environmental Consultations	<b>6240.30</b>
EFT25125	07/07/2022	Australian Bale Press Company	Plant Maintenance - Parts And Services	<b>3300.00</b>
EFT25126	07/07/2022	BP Australia P/L	Deisel Fuel	<b>11005.68</b>
EFT25127	07/07/2022	DRWA Building Doors	Plant Maintenance - Parts And Services	<b>2315.50</b>
EFT25128	07/07/2022	Environmental & Air Quality Consulting Pty Ltd	Environmental Consultations	<b>6018.17</b>
EFT25129	07/07/2022	Golden West Lubricants (TotalEnergies Marketing)	Plant Maintenance - Oil	<b>1331.00</b>
EFT25130	07/07/2022	Industrial Protective Products (WA)	Safety Equipment	<b>1544.61</b>
EFT25131	07/07/2022	MELCHIORRE ELECTRICAL PTY LTD	Plant Maintenance - Parts And Services	<b>2310.00</b>
EFT25132	07/07/2022	Network-IT(WA) PTY LTD	Office Equipment	<b>10049.00</b>
EFT25133	07/07/2022	Octagon-BKG Lifts	Plant Maintenance - Parts And Services	<b>3593.63</b>
EFT25134	07/07/2022	Perth Recruitment Services Pty Ltd	Labour Hire	<b>23352.00</b>
EFT25135	07/07/2022	Rapid Global	Software Licensing and Maintenance Fees	<b>4950.00</b>
EFT25136	07/07/2022	Realisations Consultancy Pty Ltd	Executive Coaching Program	<b>3344.00</b>
EFT25137	07/07/2022	Super Sweep	CVC Cleaning Costs	<b>5203.75</b>
EFT25138	07/07/2022	Effect Engineering Projects Pty Ltd	Plant Maintenance - Parts And Services	<b>3009.60</b>
EFT25139	07/07/2022	TRI TECH GROUP PTY LTD T/A Janissen Electrics	Quarterly test and tagging at Canning Vale Centre	<b>826.10</b>
EFT25140	07/07/2022	Toyota Material Handling WA Pty Ltd	Plant Maintenance - Parts And Services	<b>375.34</b>
EFT25141	07/07/2022	Winc Australia Pty Limited	Office Amenities	<b>47.42</b>
EFT25142	07/07/2022	Work Clobber	Safety Equipment	<b>91.36</b>
EFT25143	07/07/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 19/06/2022	<b>23559.26</b>
EFT25144	13/07/2022	BAS - Australian Taxation Office (ATO)	BAS June 2022	<b>67093.00</b>
EFT25145	13/07/2022	Luca Group (wa) Pty Ltd	Contracted Services	<b>25569.50</b>
EFT25146	07/07/2022	Fleetcare Pty Ltd	Vehicle Lease	<b>1955.35</b>
EFT25147	20/07/2022	LGIS Insurance Broking	Annual Insurance Costs	<b>1143823.12</b>

Chq/EFT	Date	Name	Description	Amount
EFT25148	20/07/2022	LGIS Insurance Broking	Annual Insurance Costs	619804.80
EFT25149	20/07/2022	LGISWA	Annual Insurance Costs	183006.95
EFT25150	20/07/2022	SMRC Net Payroll Clearing Creditor	Payroll F/E 17/07/2022	117975.81
EFT25151	21/07/2022	Water Corporation*	Utilities	480.32
EFT25152	21/07/2022	Elton's Lawnmowing and Gardening Service*	Lawn Mowing 9 Aldous Pl Booragoon - 2022/23	44.00
EFT25153	21/07/2022	FUJIFILM Business Innovation Australia Pty Ltd	Photocopier fees	655.29
EFT25154	21/07/2022	Golden West Lubricants (TotalEnergies Marketing)	Plant Maintenance - Oil	350.02
EFT25155	21/07/2022	Cr Andrew White	Members Allowance for July 2022	676.50
EFT25156	21/07/2022	Cr Doug Thompson*	Members Allowance for July 2022	2300.00
EFT25157	21/07/2022	Cr Karen Wheatland	Members Allowance for July 2022	997.83
EFT25158	21/07/2022	Minter Ellison Lawyers	Legal Fees	54482.34
EFT25159	21/07/2022	PAYG - Australian Taxation Office (ATO)	Payroll deductions	41083.00
EFT25160	21/07/2022	Synergy - Electricity Retail Corporation	Utilities	56729.34
EFT25161	21/07/2022	BP Australia P/L	Deisel Fuel	9590.45
EFT25162	21/07/2022	Catalyse Pty Ltd	Software Licensing and Maintenance Fees	12545.50
EFT25163	21/07/2022	LUSH - THE CONTENT AGENCY PTY LTD	RRG Communication Designs	4967.05
EFT25164	21/07/2022	Natsync Environmental	RRRC Pest Control Management	5356.00
EFT25165	21/07/2022	Perth Recruitment Services Pty Ltd	Labour Hire	12749.53
EFT25166	21/07/2022	Protector Fire Services Pty Ltd	Fire System Annual Audit 2022	9878.00
EFT25167	21/07/2022	Simplified Mechanical and Transport	Plant Maintenance - Parts And Services	7977.75
EFT25168	21/07/2022	United Equipment Pty Ltd	Equipment Hire	4830.10
EFT25169	21/07/2022	Analytical Reference Laboratory (WA) P/L	Waste Audit Fees	501.60
EFT25170	21/07/2022	Applied Industrial Technologies Pty Ltd	Plant Maintenance - Parts And Services	440.00
EFT25171	21/07/2022	Aust-Weigh Pty Ltd	Plant Maintenance - Parts And Services	825.00
EFT25172	21/07/2022	Bunnings Group Limited	Plant Maintenance - Parts	819.96
EFT25173	21/07/2022	Cleveland Compressed Air Services	Plant Maintenance - Parts	610.50
EFT25174	21/07/2022	Di Candilo Steel City	Plant Maintenance - Steel	181.50
EFT25175	21/07/2022	Dial Before You Dig WA Ltd	Quarterly Referral Fee	110.00
EFT25176	21/07/2022	Fox Refrigeration and Air-Conditioning	Plant Maintenance - Parts And Services	921.00
EFT25177	21/07/2022	Hoisting Equipment Specialist (HESWA)	Plant Maintenance - Parts	298.01
EFT25178	21/07/2022	Hydraulink Australia Pty Ltd	Plant Maintenance - Parts And Services	897.01
EFT25179	21/07/2022	Industrial Power Tool Services	Plant Maintenance - Tools	620.93
EFT25180	21/07/2022	MTS Hire and Sales	Equipment Hire	572.00
EFT25181	21/07/2022	Water2Water Pty Ltd	Monthly rental charge for Hydrotap	140.00
EFT25182	21/07/2022	Purearth	FOGO Waste Collection	96814.30

Chq/EFT	Date	Name	Description	Amount
EFT25183	21/07/2022	SUEZ Recycling & Recovery (Perth) Pty Ltd	Waste Disposal	258186.18
EFT25184	21/07/2022	Wastetrans Wa	Waste Transport	79071.17
EFT25185	21/07/2022	CJD Equipment Pty Ltd	Plant Maintenance - Parts And Services	116280.00
EFT25186	28/07/2022	Cancelled Payment		0.00
EFT25187	21/07/2022	Access Hire Australia	Equipment Hire	1809.62
EFT25188	21/07/2022	Advance Press	Banners	1320.00
EFT25189	21/07/2022	All Fire and Electrical WA	Building Maintenance	8748.42
EFT25190	21/07/2022	All Rubber TMH Pty Ltd	Plant Maintenance - Parts And Services	5037.45
EFT25191	21/07/2022	Allclean Property Services Plus	Cleaning Services for CVC	2195.00
EFT25192	21/07/2022	Blackwoods Atkins	Hire of Industrial Gas Cylinders	3095.23
EFT25193	21/07/2022	CTI Logistics Interstate	Transport of Recyclables	12804.52
EFT25194	21/07/2022	Cea Specialty Equipment Pty Ltd	Plant Maintenance - Freight	1616.91
EFT25195	21/07/2022	Complete Tyre Solutions	Plant Maintenance - Parts And Services	5121.60
EFT25196	21/07/2022	EmbroidMe Myaree	Polo Shirts with Resource Recovery Group Logo	1537.05
EFT25197	21/07/2022	General Crane Services (WA) Pty Ltd	Hire Equipment	6054.51
EFT25198	21/07/2022	Horizon West Landscape & Irrigation Pty Ltd	CVC Landscape Maintenance	3730.38
EFT25199	21/07/2022	IT Vision Australia Pty Ltd	Software Licensing and Maintenance Fees	1925.00
EFT25200	21/07/2022	MM Electrical Merchandising	Plant Maintenance - Parts And Services	2507.30
EFT25201	21/07/2022	Material Recovery Solutions Pty Ltd	Plant Maintenance - Parts And Services	15887.52
EFT25202	21/07/2022	Netelec Pty Ltd T/A Netelec Electrical Supplies	Plant Maintenance - Parts And Services	3490.22
EFT25203	21/07/2022	OPS Screening & Crushing Equipment Pty Ltd	Equipment Hire	5586.45
EFT25204	21/07/2022	OTR Tyres	Plant Maintenance - Tyres	1782.00
EFT25205	21/07/2022	Peel Resource Recovery Pty Ltd	Consumables - Packing Media	3355.00
EFT25206	21/07/2022	Pritchard Francis	Legal Fees	6050.00
EFT25207	21/07/2022	SAGE Automation Pty Ltd	Plant Maintenance - Parts And Services	6641.25
EFT25208	21/07/2022	Sanwest Pty Ltd	Plant Maintenance - Parts And Services	7892.50
EFT25209	21/07/2022	Selectro Services P/L	Plant Maintenance - Parts And Services	29678.44
EFT25210	21/07/2022	Sonic Health Plus	Employment Costs	1185.42
EFT25211	21/07/2022	Southern Cross Cleaning Services	Office Cleaning - Booragoon	1641.53
EFT25212	21/07/2022	Statewide Bearings	Plant Maintenance - Parts	1144.09
EFT25213	21/07/2022	Tema Services Pty Ltd	Laundry Expenses	1523.45
EFT25214	21/07/2022	Total Electrical & Mechanical Services Pty Ltd	Plant Maintenance - Parts And Services	7337.00
EFT25215	21/07/2022	WA Fasteners Pty Ltd	Plant Maintenance - Parts	11008.71
EFT25216	21/07/2022	Wastedrive Pty Ltd	Plant Maintenance - Consumables	17093.12
EFT25217	26/07/2022	Cancelled Payment		0.00
EFT25218	21/07/2022	Winc Australia Pty Limited	Office Amenities	1055.04

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT25219	21/07/2022	Work Clobber	Safety Equipment	<b>1824.61</b>
EFT25220	21/07/2022	SuperChoice Services Pty Ltd	Super Contributions F/E 03/07/2022	<b>23647.43</b>
EFT25221	22/07/2022	Vocus Pty Ltd	Monthly internet service : July 2022	<b>1097.80</b>
EFT25223	26/07/2022	Perth Fire Protection Pty Ltd	Software Licensing and Maintenance Fees	<b>1265.00</b>
EFT25224	26/07/2022	Westfab Welding and Engineering Pty Ltd	Plant Maintenance - Parts And Services	<b>26394.50</b>
EFT25225	28/07/2022	Delta Pty Ltd	Plant Maintenance - Parts And Services	<b>279119.50</b>
EFT25226	25/07/2022	WA Treasury Corporation	Loan Repayments	<b>25232.89</b>
EFT25227	01/08/2022	Covered in August Payment Schedule		<b>0.00</b>
EFT25228	29/07/2022	City of Canning	CVC Lease	<b>139287.50</b>
<b>TOTAL PAYMENTS</b>				<b>3980755.86</b>



**Hon Reece Whitby MLA**  
**Minister for Environment; Climate Action**

Our reference: 79-05918

Mr Tim Youé  
[timy@iinet.net.au](mailto:timy@iinet.net.au)

Dear Mr Youé

I am pleased to advise you of your reappointment as a member of the Waste Authority for a term of office for five years, commencing on 9 August 2022 and expiring on 8 August 2027.

Ms Elizabeth Carr AM has been appointed as Chair, and she joins reappointed members Ms Lee Broomhall (Deputy Chair), Dr Joshua Byrne and Ms Kelly Howlett.

This continues to be an important time for the Waste Authority as it guides the implementation of the *Waste Avoidance and Resource Recovery Strategy 2030*, which is due for statutory review by December 2023. Your skills and experience will greatly assist in this process. I look forward to continue working with you and the members of the Waste Authority on important waste management issues facing Western Australia.

Should you have any queries or require further information, please contact Mr Chris Carter, Director, Waste Avoidance and Resource Recovery Division, Department of Water and Environmental Regulation on 0491 474 837 or by email at [chris.carter@dwer.wa.gov.au](mailto:chris.carter@dwer.wa.gov.au).

Congratulations on your reappointment.

Yours sincerely

  
Reece Whitby MLA  
**MINISTER FOR ENVIRONMENT; CLIMATE ACTION**

18 AUG 2022

## WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 - SCHEDULE 2

### FUNCTIONS OF THE WASTE AUTHORITY

[s. 19(1)]

1. To —
  - (a) advise and make recommendations to the Minister on matters relating to this Act; and
  - (b) inquire into and advise the Minister or the CEO on any matter relating to this Act on which the Minister or CEO requests advice; and
  - (c) advise and make recommendations to the CEO on the regulation of waste services; and
  - (d) advise and make recommendations to the CEO with respect to subsidiary legislation under this Act.
- 2A. To seek the advice of such other entities as the Waste Authority thinks fit for the purpose of providing advice to the Minister in relation to the setting and variation of a levy.
2. To act as an advocate for the objects of this Act.
3. To develop, promote and review the waste strategy and coordinate its implementation.
4. To monitor and assess the adequacy of, and report to the Minister on the operation of, the waste strategy, product stewardship plans and extended producer responsibility schemes.
5. To promote community awareness and understanding of resource efficiency, waste avoidance and resource recovery.
6. To support State and Commonwealth policies which will enhance progress towards zero waste.
7. To promote resource efficiency, waste avoidance and resource recovery.
8. To promote coordination between organisations seeking to prevent waste.
9. To liaise with local governments to ensure that the provisions of this Act are enforced in the districts of those local governments.
10. To cooperate with local governments to coordinate local efforts to prevent waste.
11. To receive representations on waste management issues from members of the public.
12. To promote market development for recovered resources and recycled materials.
13. To promote the development of locally owned resource recovery infrastructure.
- 14A. From time to time to develop and publish a statement of the objectives to be achieved by programmes funded under section 80(1)(a).
14. To ensure that the appropriate investigations, audits and inspections in relation to the application of moneys under section 80(1)(a) are carried out.

15. To take appropriate measures to bring the provisions of this Act to the attention of the public.
16. To do such other acts and things as are conducive to the prevention and control of waste.
17. To perform such other functions as are conferred on it under this Act or are referred to it by the Minister.

*[Schedule 2 amended: No. 48 of 2009 s. 10.]*