

**RESOURCE RECOVERY GROUP**  
**AGENDA PAPERS**  
**ORDINARY MEETING OF COUNCIL**

**THURSDAY 20 FEBRUARY 2025**  
**5.00pm**

**RESOURCE RECOVERY GROUP**  
**9 Aldous Place BOORAGOON**

**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*

*On behalf of our Participant Local Governments*



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

**Dear Members**

**The next Ordinary Meeting of the Resource Recovery Group Council will be held at 9 Aldous Place Booragoon commencing at 5.00pm on Thursday 20 February 2025.**

**Anyone attending the meeting should be aware that the meeting will be recorded.**

**Marten Tieleman  
ACTING CHIEF EXECUTIVE OFFICER**

**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 CHAIR 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 28 NOVEMBER 2024	
8.2	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 28 NOVEMBER 2024	
8.3	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 10 DECEMBER 2024	
8.4	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 10 DECEMBER 2024	
8.5	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 16 DECEMBER 2024	
8.6	ACTIONS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 16 DECEMBER 2024	
9.	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC</b> 15.1 – Transitional Planning – Progress Report 15.2 – Member Council Withdrawal – City of Canning 15.3 – KPI's Acting Chief Executive Officer	
10.	<b>BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING</b>	
11.	<b>REPORTS OF THE CEO</b>	
11.1	CANNING VALE CENTRE (CVC) ENVIRONMENTAL LICENSING	4
11.2	CEO DELEGATED AUTHORITY 2025	7
11.3	MID-YEAR BUDGET REVIEW 2024-2025	11
11.4	COMMITTEE'S – PRESIDING MEMBERS & DEPUTIES	14
11.5	COMPLIANCE AUDIT RETURN 2024	19
11.6	CORPORATE POLICY REVIEW	21
11.7	FINANCIAL REPORTS	24
11.8	CASH INVESTMENT PORTFOLIO	28
11.9	SCHEDULE OF PAYMENTS	38
11.10	PERFORMANCE INDICATORS	39
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	TRANSITIONAL PLANNING – PROGRESS REPORT	44
15.2	MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING	45
15.3	KPI'S ACTING CHIEF EXECUTIVE OFFICER	46
16.	<b>DECLARATION OF CLOSURE OF MEETING</b>	

<b>REPORT NO</b>	11.1
<b>SUBJECT</b>	Canning Vale Centre (CVC) Environmental Approvals
<b>AUTHOR</b>	B Doherty, Executive Manager Strategic Projects
<b>RESPONSIBLE OFFICER</b>	Acting CEO
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	22 January 2025
<b>FILE REFERENCE</b>	
<b>ATTACHMENTS</b>	

**CEO RECOMMENDATION:**

**That delegated authority be granted to the CEO with respect to Canning Vale Centre environmental approvals and licenses to:**

- 1) Request to withdraw the Ministerial Statement under Section 47A of Environmental Protection Act (EPA); and
- 2) Apply for Ministerial Statement and Environmental License amendments as required for the transition of the site to a new operator.

**VOTING REQUIREMENT**

Absolute Majority

**PURPOSE OF REPORT**

To consider delegated authority for the CEO to modify environmental approvals and licenses relating to the Canning Vale Centre (CVC) required during the site transition process.

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

**Advocative**

**Executive**

**Legislative**

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

The Waste Management Collective group (WMC) meet on a regular with Department of Water and Environmental Regulation (DWER) senior staff to keep the department informed of the progress of the CVC transition. Resource Recovery Group (RRG) and City of Canning staff have met jointly with DWER and Environmental Protection Authority (EPA) staff to discuss the changes that may be required to the CVC environmental approvals and licensing during the site transition process to new operators.

**Strategic relevance:**

The continued operation of the CVC ensures that RRG and its member Councils and customers meet their strategic waste plan objectives and the targets and requirements of the WA Waste Strategy.

**Policy related:**

**Financial:**

**Legal and statutory:**

The CVC site operates under the following approvals and licenses:

- Ministerial Statement #517
- Environmental Licence L9238/2020/1 MRF
- Environmental Licence L7799/2001/8 WCF GW

**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>
CVC03	Adverse Environmental Outcomes / Non-compliance (Environmental)	1. Plant closure by DWER 2. Breach of DWER Licence 3. Breach of MS517 Statement	1- Odour Management System 2- EMS 3- EMS internal/external audits 4- Staff training on OMS 5- Budget Funding 6- Preventative Maintenance Program 7- Regular meetings with DWER 8- Project Management 9- DWER licence conditions, 10- New capital works 11- legal defence 12. MRF licence 13. FPF/ GWF licence	Medium 12

**BACKGROUND:**

The CVC site is approved and licenced to operate under the EP Act including:

- Part IV Ministerial Statement #517 originally granted at the commencement of the project in 1999:
- Environmental Licences L9238/2020/1 for the Materials Recovery Facility and L7799/2001/8 for the Waste Composting and Green Waste Facilities. The FOGO Processing Facility Stages 1 and 2 are covered under L7799/2001/8.

The HoA envisages scenarios whereby RRG ceases to operate on the site and operations either:

- continue with private sector involvement; or
- discontinue with the demolition of the MRF and Biofilters 1 & 2 and a limited two-year operation of the FPF before the site fully reverts to purposes of City of Canning's choosing.

In any event the site approvals and licensing will, at the very least, need to be transferred to third parties and/or amended to reflect the new operational configuration.

**REPORT:**

RRG and City of Canning have met jointly with DWER and EPA to discuss the WMC Heads of Agreement scenarios and plans for the wind up of RRG.

The general consensus from consultations with the regulators is, that the following actions are likely to be required to support the transition of the site:

- 1) Ministerial Statement be withdrawn to streamline the administration of approvals and licensing.

The Ministerial Statement dates to 1999 and served to formalise the ministerial approval of the environmental conditions for site. Given that the site has now been successfully operated for 25 years the DWER licensing process is sufficient to administer the environmental oversight of the operations without the need to involve the EPA. In this regard, the EP Act was amended in 2020 allowing a Ministerial Statement to be withdrawn under section 47A of the EP Act by submitting a request form to the EPA outlining the reasons for the request and the proposed strategy to manage the original commitments going

forward. For example, the various commitments agreed to by RRG in the Ministerial Statement will need to be allocated for oversight to various relevant state government departments including DWER, Contaminated Sites and DBCA.

- 2) Environmental Licences be transferred to new site occupants and amended to reflect any changes in operational configuration and processes.
- 3) In the event that the Ministerial Statement is not withdrawn then the Ministerial Statement will need to be transferred to new site occupants and amended as required.

In order to maintain an efficient schedule of activities, it is therefore proposed that the CEO be granted delegated authority to deal with any changes and amendments to the environmental approvals and licenses relating to the Canning Vale Centre. The changes and amendments required are likely to include:

- Request to withdraw the Ministerial Statement under Section 47A of EP Act; and
- Applications for amendments to the Ministerial Statement and Environmental Licenses as required for the transition of the site to a new operator.

<b>REPORT NO</b>	11.2
<b>SUBJECT</b>	<b>CHIEF EXECUTIVE OFFICER DELEGATED AUTHORITY 2025</b>
<b>AUTHOR</b>	T Tafua, Manager Corporate Services
<b>RESPONSIBLE OFFICER</b>	A Johnson, Executive Manager Governance & Culture
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	15 January 2025
<b>FILE REFERENCE</b>	FD: Corporate Governance/Policy/Corporate Policy
<b>ATTACHMENTS</b>	Delegated Authority Register 2024

**CEO RECOMMENDATION:**

1. That the following delegations of powers and duties to the Chief Executive Officer for the 2025 calendar year be adopted:
  - 1) Tender for goods and services:
    - a) Call and invite tenders for goods and services within the approved budget.
    - b) To accept or reject tenders for goods and services within the approved budget to the value of \$300,000 Ex GST.
  - 2) Disposal of regional council assets surplus to council's requirements as follows:
    - a) up to \$100,000 Ex GST written down book value without the need to obtain council approval prior to disposal.
    - b) from \$100,000 up to \$500,000 Ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.
  - 3) Approval, authorisation and payment of accounts in accordance with Council's policy.
  - 4) Sign the following certificates on behalf of the Regional Council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the:
    - a) Regional Resource Recovery Centre & Administration Building.
      - i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement.
      - ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement.
      - iii. Notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.
  - 5) Disposal of material at the RRG Canning Vale Centre to State and Local Governments and the Private Sector up to \$50,000 Ex GST.
  - 6) Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 Ex GST and fifteen years and in consultation with the Chair.
  - 7) Negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.



- 8) Approve minor variations to contracts up to a total value of 10% of the contract value.
  - 9) Sell carbon offset credits at the prevailing market price, including offering FOGO customers an opportunity to receive a percentage return in the Sale of Australian Carbon Credit Units (ACCU).
  - 10) Sell/ dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.
  - 11) Dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.
  - 12) Award public tenders for the sale of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 Ex GST.
  - 13) To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.
  - 14) Sign documents on behalf of the Regional Council including the execution of deeds subject to the following conditions:
    - a) Restricted to documents not requiring the common seal.
    - b) Subject to the approvals in DA No 6, restricted to contracts with a value not exceeding the CEO's delegated authority expenditure limit (eg \$300,000 Ex GST).
    - c) Restricted to agreements and contracts with terms not exceeding 10 years.
    - d) Restricted to agreements and contracts requiring Regional Council approval in accordance with the Local Government Act.
    - e) All transactions under this delegation are to be recorded in the delegated authority register.  
The delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.
  - 15) Exercise the council's option for contract extended terms in accordance with the terms contained in the agreement, for contracts endorsed by Council.
  - 16) CEO be authorised as the complaints officer.
  - 17) Award panel of pre-approved suppliers in their respective area of expertise for twelve months.
  - 18) Authority to Invest in authorised investments in accordance with Council Policy.
  - 19) Negotiate a transition of ownership of Recycle Right to an alternate organisation.
  - 20) Negotiate terms and execute the insurance renewal for the Canning Vale Centre operations for the financial year 2025-2026.
2. That the following delegations of powers and duties to the CEO Performance Review Committee be adopted:
- 1) The CEO Performance Review Committee be given delegated authority to appoint a human resources consultant within budget provisions to assist in the CEO's employment appraisals and remuneration reviews.

#### VOTING REQUIREMENT

Requires Absolute Majority of Council. S5.42(1) & S5.45(1)(b)

**PURPOSE OF REPORT**

The Local Government Act 1995 requires that the local government keep a register of the delegations made and at least once every financial year, all delegations are to be reviewed by the Council.

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

Local Government Act 1995 s5.16, s5.17, s5.18, s5.42, s5.44, s5.46

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

Delegations requiring expenditure must be in accordance with the Annual Budget.

**Legal and statutory:**

Section 5.42 of the Local Government Act 1995 provides for delegation of some powers and duties to the CEO.

**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)	1. Infringement by relevant authority	<ul style="list-style-type: none"> <li>• Compliance with legislation,</li> <li>• State Govt Legislative updates,</li> <li>• Annual Compliance Audit Return,</li> </ul>	Low 6

**REPORT:**

**Delegated Authority to CEO**

All decisions made by the CEO under delegated authority are either reported to the next meeting of Council or reported at the annual review. Refer to the attached register.

Twenty (20) of the Twenty-four (25) existing Delegations to the CEO are recommended to continue.

**DELEGATED AUTHORITY TO COMMITTEES**

Section 5.16 of the Local Government Act 1995 allows the Council to delegate any of its delegated powers and duties to a committee, except the power to delegate and any powers referred to in section 5.17 of the LGA. Refer part two of the attached register in accordance with s5.18.

It is recommended that the delegated Authority continue to the CEO Performance Review Committee:



*The CEO Performance Review Committee be given delegated authority to appoint a human resources consultant within budget provisions to assist in the CEO's employment appraisals.*

**DELEGATED AUTHORITY TO OTHER EMPLOYEES**

Section 5.44 of the Local Government Act 1995 allows the CEO to delegate any of the CEO's delegated powers and duties to other employees, unless the Council imposes conditions that only the CEO be given delegated authority.

There are currently no conditions on the CEO delegations and where appropriate the CEO has delegated some powers and duties to employees in accordance with Council policies. (NB: any employee acting in the position of Chief Executive Officer has the same powers delegated to the CEO.)

**The following CEO delegations have been delegated to other employees.**

**DA3 Approval, Authorisation and Payment of Accounts In Accordance With Council's Policy –**

Delegated to the following positions: , (dual authorisations as per Policy).

1. Executive Manager Strategic Projects,
2. Executive Manager Governance & Culture,
3. Manager Corporate Services,
4. Manager Finance.

**DA5 Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST**

Delegated to Executive Manager Operations

**DA8 Approve Minor Variations to Contracts Up to a Total Value of 10% of the Contract Value, But Not Exceeding \$55,000 or the Approved Annual Budget.**

Delegated to Executive Manager Strategic Projects

**DA11 Dispose materials off-take at the RRG Canning Vale Centre That Do Not Meet Contracted Material Specifications.**

Delegated to Executive Manager Operations

**DA15 To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.**

Delegated to Manager Corporate Services

**DA18 Invest in authorised investments in accordance with Council policy.**

Delegated to the following positions: , (dual authorisations as per Policy).

1. Manager Finance – Initiate investment
2. Manager Corporate Services – Approve the investment.
3. Accountant – Initiate investment (relief) in the absence of the Manager Finance

<b>REPORT NO</b>	11.3
<b>SUBJECT</b>	<b>MID-YEAR 2024-25 BUDGET REVIEW</b>
<b>REPORTING OFFICER</b>	P Pandeya, Manager Finance
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	31 January 2025
<b>FILE REFERENCE</b>	FD: Corporate/Finance/Budgeting
<b>ATTACHMENTS</b>	1# Mid-Year Budget Review Report dated 1 February 2025 2# Net Results by Business Unit (confidential attachment)

**CEO RECOMMENDATION:**

**That the mid-year 2024/2025 Budget Review report dated 1 February 2025 be adopted.**

**VOTING REQUIREMENT**

Absolute Majority

**PURPOSE OF REPORT**

To report to Council on the mid-year 2024/25 budget review.

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

**Advocative**

Not applicable

**Executive**

Not applicable

**Legislative**

Local Governments are required to conduct a budget review between January and the last day of February in each financial year in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 (FM).

The results of the budget review are to be submitted to council on or before 31 March in each financial year of the review (FM Reg 33A(2) & (3)). A copy of the review and council's recommended resolutions are to be forwarded to the Department of Local Government within 14 days of the council determination (FM Reg 33A(4)).

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

The report was presented and discussed at the Regional Executive Group meeting.

**Strategic relevance:**

**Policy related:**

Not applicable

**Financial:**

Refer to the attached report.

**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  Legislative Compliance under the Local Government Act s7.13(1)(i)	1- CEO Review of Statutory legislation & Compliance Report 2018, 2- code of conduct, 3- Compliance Calendar/Register, 4- State Govt Legislative updates, 5- Annual Compliance Audit Return,	Low 6
FA08	Unplanned expenditure of funds	Financial loss;	1- Regular financial reporting to managers and Council; 2- Regular KPI reporting; 3- Regular budget reviews; 4- Staff training on financial management; 5- Amend Business Plans ; 6- Long Term Financial Plan	Medium 9

## REPORT

### BUDGET 2024-25 REVISION SUMMARY

A review of the 2024-2025 budget has been undertaken by the Manager Finance in conjunction with the executive management team.

#### The mid-year budget review has the following key changes:

Resource Recovery Group's (RRG) operating revenue are expected to increase to \$21.9M (original Budget \$19.9M) and operating expenses are expected to be \$25.1M (original Budget \$23.6M) due to the results below. The non-cash expenses of \$3.7m is included in total operating expenses of \$25.1m.

#### FAVOURABLE

- Fees and charges income is expected to increase by \$1.7 million mainly due to the increase in the sale of recovered material and the winning of an additional FOGO contract since the original budget.
- Increase in overhead contribution from members due to an increase in waste tonnes.
- Favourable other income due to Town of East Fremantle settlement and transfer of Recycle Right.
- Savings in employee expenditure due to efficiencies in MRF staffing and in the administration staff budget.
- Increased net revenue from additional FOGO business
- Savings in maintenance expenses 10% favourable.

#### UNFAVOURABLE

- Insurance expenses increased by \$157K due to a higher insurance cost than budgeted.
- Legal costs & expenditure on consultants are expected to increase due to the ongoing restructuring of the business (\$110K negative variance).
- Disposal cost of mixed plastics have significantly increased. Negative variance 20%
- Higher disposal and landfill expenses are related to additional FOGO business secured in FY24-25. However, net effect of additional business is positive.

The revised 2024/25 annual budget is reporting an operating surplus of \$480K against budgeted deficits of \$504K. RRG is expected to generate an overall (operating, financing and investing activities) closing funds of \$1K against budgeted deficits of \$1.1m. This will enable RRG to carry forward FY 2024-25's opening surplus to next year.

<b>REPORT NO</b>	11.4
<b>SUBJECT</b>	<b>COMMITTEE'S - PRESIDING MEMBERS &amp; DEPUTIES</b>
<b>AUTHOR</b>	A Johnson, Executive Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	21 January 2025
<b>FILE REFERENCE</b>	FD: Corporate Governance/Council Liaison
<b>ATTACHMENTS</b>	Nil

#### **CEO RECOMMENDATIONS**

That:

1. Council confirm the appointment of Cr J Edinger as Presiding Member of Audit & Risk Committee for a term expiring November 2025.
2. Council nominate \_\_\_\_\_ as Deputy Presiding Member of the Audit & Risk Committee for a term expiring November 2025.
3. Council confirm the appointment of Mayor H Fitzhardinge as Presiding Member of the CEO Performance Review Committee for a term expiring November 2025.
4. Council nominate \_\_\_\_\_ as Deputy Presiding Member of the CEO Performance Review Committee for a term expiring November 2025.

#### **VOTING REQUIREMENT**

Absolute Majority s5.12 Presiding members and deputies.

#### **PURPOSE OF REPORT**

The Regional Council to consider and appoint deputy presiding members to:

1. Audit & Risk Committee
2. Stakeholder Relations Committee

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

**Advocative**

Not applicable

**Executive**

The role of the council is to adopt members on committees.

**Legislative**

s5.8 of the *Local Government Act 1995 – Establishment of committees*

s39 of the *Local Government amendment Act 2024 amended s5.12 - Presiding members and deputies:*

(1) *The local government must appoint\* a member of a committee to be the presiding member of the committee.*

(2) *The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.*

*\* Absolute majority required.*

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Members Fees and Allowances Policy no 1.8

**Financial:**

Payment to Committee members who are Regional Councillors are incorporated into the annual allowance for Members Fees and Allowances Policy (no.1.8).

**Legal and statutory:**

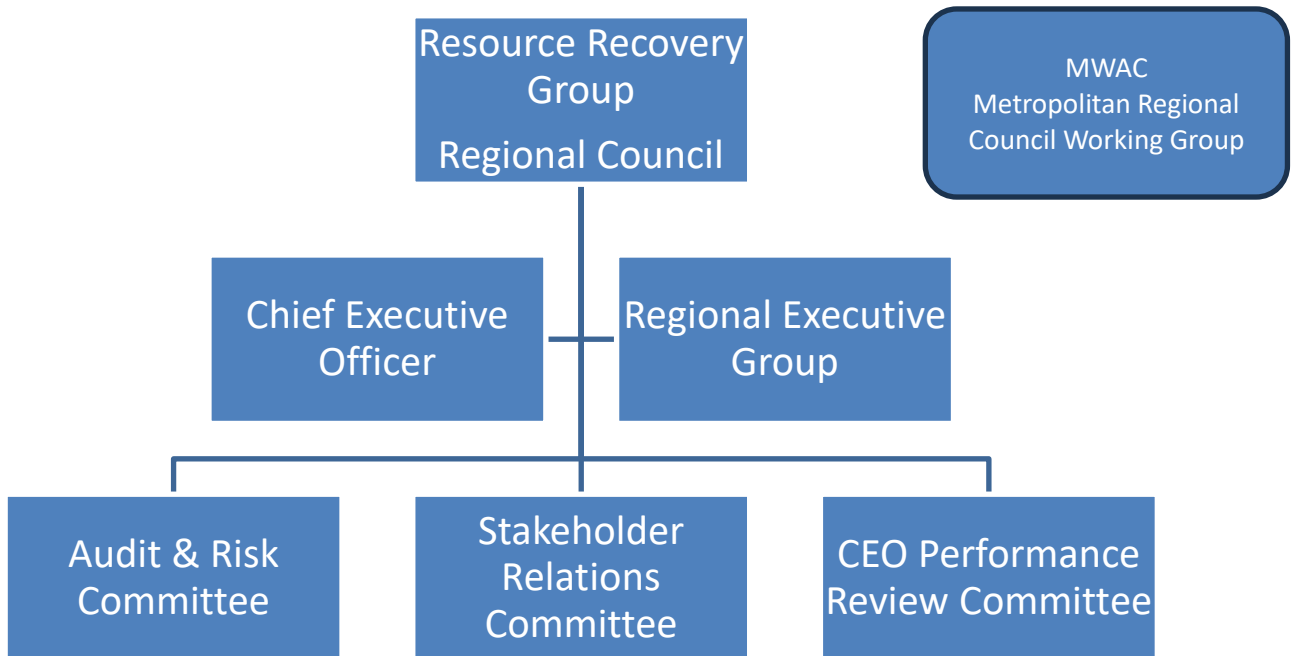
As noted above.

**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)	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

**BACKGROUND:**

The current Council and Committee structure is shown below:



There may be 12 - 15 meetings per year as well as other industry external working groups and committees. The membership role demands a high level of commitment and time. As a guide Resource Recovery Group has the following formal meeting structure:

Meeting	Frequency
Ordinary Meeting of Council	Held once per quarter, February, May, August & November
Special Council Meetings	As required
Audit & Risk Committee	Minimum of 2 per year February & November/December
Stakeholder Relations Committee	Minimum of 2 per year Held in conjunction with Audit & Risk Committee when possible
CEO Performance Committee	Minimum once per year,

**1. AUDIT & RISK COMMITTEE**

**Objectives:**

- a) To review the scope of the internal and external audit function and review audit plans and performance.
- b) To recommend to the Council the appointment of the internal and external auditors.
- c) To appraise the effectiveness of the audit by discussing the audit with the internal and external auditors as necessary.

- d) To review the management letter provided by the External Auditor on any weaknesses in internal accounting, organisation and operating controls, and consider the recommendations made by the auditor and the action taken by management in response to the auditor's suggestions.
- e) To review independent audit reports and/or initiate any other act necessary to ensure:
  - i. Compliance with policies, plans, procedures, laws and regulations
  - ii. Fraud and misconduct processes
  - iii. Economic and efficient use of resources
  - iv. Accomplishment of established objectives and goals for operations or programs
  - v. To draw attention to any failure to take prompt remedial action relating to previously identified shortcomings
  - vi. To advise Council on matters relating to its findings
- f) To ensure the evaluation of high risks are in accordance with the council's risk management processes.

**Membership:**

- a) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of the *Local Government Act 1995*.
- b) The Committee shall have no delegated powers unless expressly given by the Council.
- c) The Committee membership shall have a term of two years.

## 2. STAKEHOLDER RELATIONS COMMITTEE

**Objectives:**

The Stakeholder Relations Committee role is to provide direction on how the RRG manages its stakeholder relations.

The Committee:

- a) Ensures alignment of the brand with the RRG's strategic direction and values;
- b) To review the Strategic Communications Strategy and the Community Engagement Strategy;
- c) Recommend advertising and promotional campaigns of the RRG;
- d) Recommend action to rectify disputes; and
- e) Such other approvals delegated to the Committee.

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.

**Membership:**

- d) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of *Local Government Act 1995*.

## 3. CEO PERFORMANCE REVIEW COMMITTEE

**Objectives:**

- The Chief Executive Officer's Performance Review Committee is responsible for evaluating the CEO performance and remuneration.
- The Performance Appraisal and Remuneration Review Committee meet as required.
- The CEO's Contract of Employment specifies the performance criteria for the purpose of reviewing the CEO's performance.

**Membership:**

- a) The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of *Local Government Act 1995*.
- b) Membership shall be Regional Councillors only.
- c) The Committee shall have delegated powers to appoint an external consultant(s) experienced in human resources to facilitate in performance reviews and give advice to the committee.
- d) The Committee membership shall have a term of two years.

**REPORT:**

At the special meeting of Council held on 14 November 2024 council resolved:

*COUNCIL RESOLUTION*

24.11-01            *MOVED: Cr J Edinger        SECONDED: Mayor H Fitzhardinge*

5. *The following Regional Councillors be appointed on the Audit & Risk Committee for a term expiring November 2025:*
  1. *Mayor H Fitzhardinge*
  2. *Cr K Wheatland*
  3. *Cr J Edinger (Presiding Member)*
  4. *Cr J Archibald*
  
2. *The following Regional Councillors be appointed on the CEO Performance Review Committee for a term expiring November 2025:*
  1. *Cr K Wheatland*
  2. *Mayor H Fitzhardinge (Presiding Member)*
  3. *Cr J Edinger*
  4. *Cr J Archibald*
  
3. *That Council abolish the Stakeholder Relations Committee.*

*CARRIED 4/0*  
*For: Cr K Wheatland, Cr H Fitzhardinge, Cr J Edinger, Cr J Archibald*

On 6 December 2024 the *Local Government Amendment Act 2024* became law. This second tranche of major reforms included the requirement for the appointment of Presiding Members and Deputy Presiding Members of a Committee to be appointed by the Council.

Whilst Council approved the appointment of the Presiding Members for each committee in November, it did not nominate or approve Deputy Presiding Members. It is recommended that Council confirm the current Presiding Members and nominate Deputy Presiding Members for each committee.

<b>REPORT NO</b>	11.5
<b>SUBJECT</b>	<b>LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2023</b>
<b>AUTHOR</b>	A Johnson, Executive Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	4 February 2025
<b>FILE REFERENCE</b>	FD: Corporate/Governance/Reporting/Compliance Returns
<b>ATTACHMENTS</b>	#1 Compliance Audit Return 2024

**OFFICER RECOMMENDATION:**

1. That the reason and actions taken for the non-compliance matter raised in the return be noted.
2. That the local government compliance audit return for the period 1 January 2024 to 31 December 2024 be adopted and forwarded to the department of local government following certification by the Chair and the Chief Executive Officer.

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

To review the Local Government compliance Audit Return for the period 1 January 2023 to 31 December 2024.

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

**Advocative**

Not applicable

**Executive**

The role of the Council is to ensure compliance with section 7.13(1)(i) of the Local Government Act 1995 and Regulations 13, 14 and 15 of the Local Government (Audit) Regulations 1996, local governments are required to carry out an audit of compliance for the period 1 January to 31 December each year.

**Legislative**

Regulation 14 of the Local Government (Audit) Regulations 1996 requires:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
  - (a) Presented to the council at a meeting of the council; and
  - (b) Adopted by the council; and
  - (c) Recorded in the minutes of the meeting at which it is adopted.

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not Applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Nil

**Financial:**

Nil – audit undertaken in-house

**Legal and statutory:**

**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)	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,	Low 6

**BACKGROUND:**

Local Governments are required to complete a self-assessment Compliance Audit Return for submission to the Department of Local Government.

The Audit & Risk Committee reviews the Compliance Audit Return and recommends to Council any remedial action taken or proposed to be taken regarding instances of non-compliance.

The Compliance Audit Return is to be presented to Council and the Chair and the Chief Executive Officer are to complete a joint certification as to the contents of the return and submit to the Department of Local Government by 31 March 2025, together with any comments of non-compliance.

**REPORT:**

The Compliance Audit Return was undertaken by the Executive Manager Governance & Culture.

Due to the requirement for the return to be submitted before March 31, the Audit & Risk Committee will review any non-compliances and actions taken at their next meeting.

Only one non-compliance was identified:

**Disclosures of Interest - Question 13**

When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the *Local Government Act 1995*, did the CEO remove from the register all records relating to those people?

The public register had not been updated to remove all persons who had ceased to be a person required to make a disclosure under this section. The register has now been updated.

<b>REPORT NO</b>	11.6
<b>SUBJECT</b>	<b>CORPORATE POLICY REVIEW</b>
<b>AUTHOR</b>	A Johnson, Executive Manager Governance & Culture
<b>RESPONSIBLE OFFICER</b>	A Johnson, Executive Manager Governance & Culture
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	2 February 2025
<b>FILE REFERENCE</b>	FD: Corporate Governance/Policy/Corporate Policy
<b>ATTACHMENTS</b>	#1 Audit & Risk Committee 1.4 #2 Members Fees and Allowances 1.8 #3 Related Party Disclosure 4.5 #4 Acting Chief Executive Officer 4.7 #5 Business Development 4.8 #6 Business Continuity Management 4.9 #7 Asset Management 4.10

**CEO RECOMMENDATION:**

**The following policies presented for review with amendments be adopted:**

- a. **Audit & Risk Committee 1.4**
- b. **Members Fees and Allowances 1.8**
- c. **Related Party Disclosure 4.5**
- d. **Acting Chief Executive Officer 4.7**
- e. **Business Development 4.8**
- f. **Business Continuity Management 4.9**
- g. **Asset Management 4.10**

**VOTING REQUIREMENT**

Absolute Majority – s5.39C, s5.129 and s5.99

**PURPOSE OF REPORT**

The Regional Council to endorse 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:**

Compliance requirement

**Policy related:**

Policy No 4.1 Policy Development and Procedures

**Financial:**

Not applicable

**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)	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:**

**Policies**

The table below sets out the summary of policies that are under review, and the proposed amendments where considered appropriate:

<b>No.</b>	<b>Policy Title</b>	<b>Objective</b>	<b>Proposed Amendments</b>
1.4	Audit & Risk Committee	Defines the role of the Audit & Risk Committee	2 yearly review
1.8	Members Fees & Allowances	Provides guidelines for the payment of members fees, allowances and expense reimbursements.	At the meeting of council on 28 November 2024, an increase in the payment of the annual fee to 100% was endorsed. The policy has been updated to reflect this.
4.5	Related Party Disclosure	Ensure financial statements and practices comply with Australian Accounting Standard AASB 124.	2 yearly review
4.7	Acting Chief Executive Officer	Identifies employees who may be appointed to the role of Acting CEO during periods of absence of the CEO for no longer than 6 weeks.	In December 2024 an external Acting Chief Executive Officer was appointed, the policy has been updated to reflect this change.
4.8	Business Development	Provides guidelines for best practice business development strategies.	2 yearly review
4.9	Business Continuity Management	Business continuity planning ensures we are able to re-establish full functionality as swiftly and smoothly as possible following an emergency or critical incident.	2 yearly review
4.10	Asset Management	Provides a framework for the asset management strategy and plans.	2 yearly review

<b>REPORT NO</b>	<b>11.6</b>
<b>SUBJECT</b>	<b>FINANCIAL REPORTS</b>
<b>REPORTING OFFICER</b>	P. Pandeya, Manager Finance
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	13 February 2025
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
<b>ATTACHMENTS</b>	#1 Statement of Financial Activity – 30 November 2024 #2 Statement of Financial Activity – 31 December 2024 Statement of Financial Activity – 31 January 2025 (To be tabled at the meeting)

**CEO RECOMMENDATION/S:**

1. **The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 January 2025 be received.**
2. **The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 December 2024 be received.**
3. **The statement of financial activity by nature of the Resource Recovery Group for the period ended 30 November 2024 be received.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

- 1.1 To receive the financial statements for the period ended 31 January 2025
- 1.2 To receive the financial statements for the period ended 31 December 2024
- 1.3 To receive the financial statements for the period ended 30 November 2024

**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) Regulations*. The Council resolved at its meeting on 25 August 2023 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>
30 November 2024	31 January 2025	20 February 2025
31 December 2024	28 February 2025	20 February 2025
31 January 2025	31 March 2025	20 February 2025

**IMPLICATIONS TO CONSIDER:**

**Consultative:**

Not applicable

**Strategic relevance:**

Compliance requirement

**Policy related:**

Policy No 2.1 - Accounting Policies (Council approved 23/11/2023)

**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. Financial Statements for the period ended 31 January 2025**

The January statement will be tabled separately at the meeting.

**2. Financial Statements for the period ended 31 December 2024**

The monthly financial report provides details of the current financial position in relation to the 2024-25 annual budget.

The operating results (before depreciation and reserve transfers) reports \$631K operational surplus against the budgeted operational deficits of \$276K. The surplus is the net effect of savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	31/12/2024	31/12/2024	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$10.0	<b>\$10.7</b>	\$0.8
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$10.2	<b>-\$10.0</b>	\$0.2
OPERATING SURPLUS/ DEFICIT	-\$0.3	<b>\$0.7</b>	\$1.0
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	31/12/2024	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	<b>\$5.7</b>	\$9.6
OUTSTANDING LOANS	\$1.61	<b>\$1.7</b>	\$1.7
NET ASSETS	\$8.28	<b>\$10.2</b>	\$11.4

Notes:

- 1) Operating Revenue is \$757K higher than the YTD budget. This is due to higher sales income, additional FOGO contract revenue.
- 2) Operating Expenses are \$149K (excluding depreciation). We have savings in employee expenses and higher amount of material and contract and insurance. Higher material and contract is related to additional FOGO business which was not budgeted.
- 3) Capital expenditure is \$53K less than budgeted which is due to timing difference.

**3. Financial Statements for the period ended 30 November 2024**

The monthly financial report provides details of the current financial position in relation to the 2024-25 annual budget.

The operating results (before depreciation and reserve transfers) reports \$824K operational surplus against the budgeted operational deficits of \$230K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	30/11/2024	30/11/2024	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$8.3	<b>\$8.6</b>	\$0.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$8.5	<b>-\$7.8</b>	\$0.8
OPERATING SURPLUS/ DEFICIT	-\$0.2	<b>\$0.8</b>	\$1.1
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	30/11/2024	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	<b>\$5.9</b>	\$9.6
OUTSTANDING LOANS	\$1.61	<b>\$1.7</b>	\$1.7
NET ASSETS	\$8.28	<b>\$10.7</b>	\$11.4

Notes:

- 4) Operating Revenue is \$271K higher than the YTD budget.
- 5) Operating Expenses are \$740K (excluding depreciation) lower than the budget due to lower service delivery & wages.
- 6) Capital expenditure is \$32K less than budgeted.

<b>REPORT NO</b>	11.8
<b>SUBJECT</b>	<b>CASH INVESTMENT PORTFOLIO</b>
<b>REPORTING OFFICER</b>	Pratigya Pandeya, Manager Finance
<b>RESPONSIBLE OFFICER</b>	M. Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	11 February 2025
<b>FILE REFERENCE</b>	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
<b>ATTACHMENTS</b>	Nil

**CEO RECOMMENDATION:**

The cash investment portfolio report for the months of January 2025, December 2024 and November 2024 be received.

**VOTING REQUIREMENT**

Absolute Majority s5.42(1) CEO Delegation

**PURPOSE OF REPORT**

1. **ESG and Green Term Deposits Update**
2. **To receive the cash investment portfolio report:**
  - 2.1 Cash investment portfolio report as at 31 January 2025.
  - 2.2 Cash investment portfolio report as at 31 December 2024.
  - 2.3 Cash investment portfolio report as at 30 November 2024.

**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:**

Compliance requirement

**Policy related:**

Policy No 2.3 - Cash Investments Policy (Approved by Council 25/05/2023 next review Nov 2025)

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.

Operational Policy No 2.2 Cash Investment Control Procedures (Approved by SMG May 2023, next review May 2025)

**Employees’ Delegations:**

CEO (Council approval 22 February 2024)

Executive Manager Governance & Culture (CEO approval 14 March 2024)

Manager Corporate Services (CEO approval 14 March 2024)

Manager Finance (CEO Approval 14 March 2024)

	<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 of authority from Council to invest surplus cash funds in accordance with Council approved policy.</li> </ul>

Executive Manager Governance & Culture	<ul style="list-style-type: none"> <li>Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy 2.2 - Authorisation of Payment.</li> </ul>												
Manager Corporate Services	<ul style="list-style-type: none"> <li>Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy 2.2 - Authorisation of Payment.</li> </ul>												
Manager Finance	<ul style="list-style-type: none"> <li>Has delegation of 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>Checks the correct accounting, reporting and recordkeeping of investments.</li> <li>Checks the 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>												
Accountant	<ul style="list-style-type: none"> <li>Reconciles bank statements and investment documentation for accounting and reporting of investments.</li> <li>Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> <li>c) the nature and location of all investments</li> <li>d) the transactions related to each investment</li> </ul> </li> </ul>												
Internal Control Segregation of Duties	<ul style="list-style-type: none"> <li>Appropriate segregation of duties as follows: <table border="1" data-bbox="502 1153 1348 1489"> <thead> <tr> <th>Duties</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Initiates Investment</td> <td>Manager Finance</td> </tr> <tr> <td>Approves Investment</td> <td>Executive Manager Governance &amp; Culture Manager Corporate Services or CEO</td> </tr> <tr> <td>Authorises Payment</td> <td>Any two – Manager Corporate Services, Manager Finance, CEO</td> </tr> <tr> <td>Reconciles and records all investment documentation</td> <td>Accountant</td> </tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td> <td>Manager Finance</td> </tr> </tbody> </table> </li> <li>Persons that record investments,</li> <li>Persons that buy and sell investments, and</li> <li>Persons that reconcile the investment statements</li> </ul>	Duties	Responsibilities	Initiates Investment	Manager Finance	Approves Investment	Executive Manager Governance & Culture Manager Corporate Services or CEO	Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO	Reconciles and records all investment documentation	Accountant	Checks the accounting, reporting and recordkeeping of investments	Manager Finance
Duties	Responsibilities												
Initiates Investment	Manager Finance												
Approves Investment	Executive Manager Governance & Culture Manager Corporate Services or CEO												
Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO												
Reconciles and records all investment documentation	Accountant												
Checks the accounting, reporting and recordkeeping of investments	Manager Finance												

**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 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 RRG can invest funds, 2 - Minimum credit rating is B+	Low 4

## REPORT

### 1. ESG and Green Term Deposits Update

In March 2023 CBA advised there is no ability to roll any Green/ESG TDs over for the time being.

*“Due to the ever-evolving ESG frameworks, clearer regulatory guidance and investor needs, we are working on a new design for ESG and Green Term Deposits which segregates deposits more clearly, strengthens the link to sustainability funding provided and enables them to be as impactful as possible.*

*We are aiming to bring updated ESG and Green TD products to market as soon as possible and I will let you know when this information is to hand.”*

We reached out to CBA (February 2024) to have the update on ESG and Green TD products and we are advised following:

*“We are currently still working on a refresh of our Green and ESG offering. I can contact you whenever we have a new product up and running.”*

We reached out to CBA (November 2024) to have the update on ESG and Green TD products and we are advised following:

*“ Unfortunately we do not have Green TDs available at this time. They have been working for some time on how we are able to report accurately on the investment to ensure no ‘green washing’ however this is still being worked on sorry.”*

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

**Currently we have no funds invested in ESG/Green due to unavailability of ESG and Green TD products.**

The deposit meets our Investment Policy:

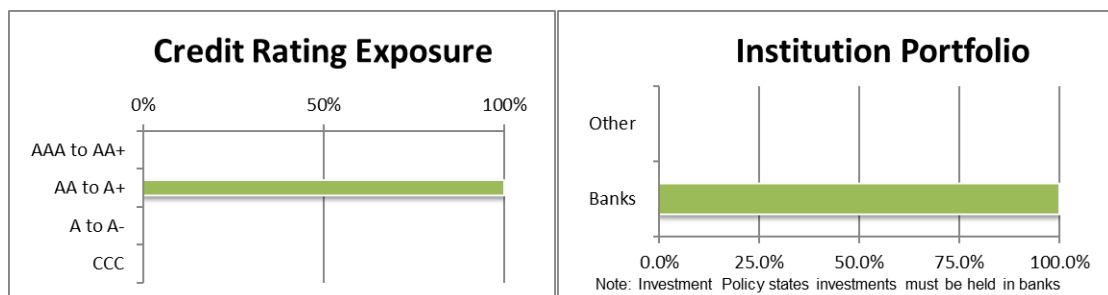
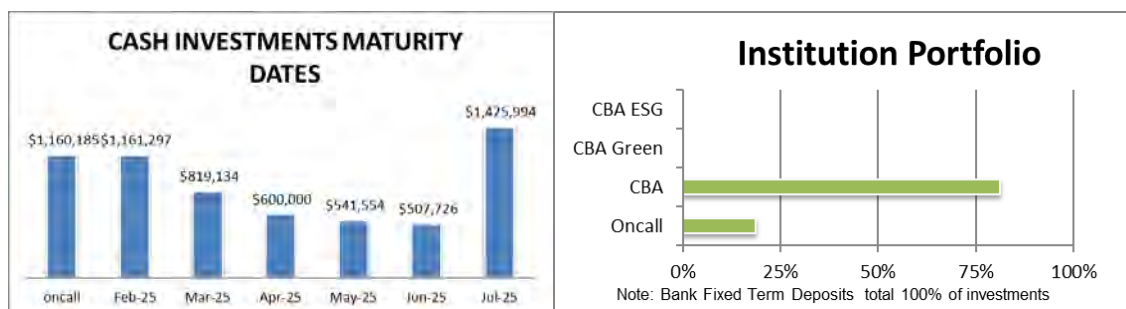
1. An authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

**2. To receive the cash investment portfolio report:**

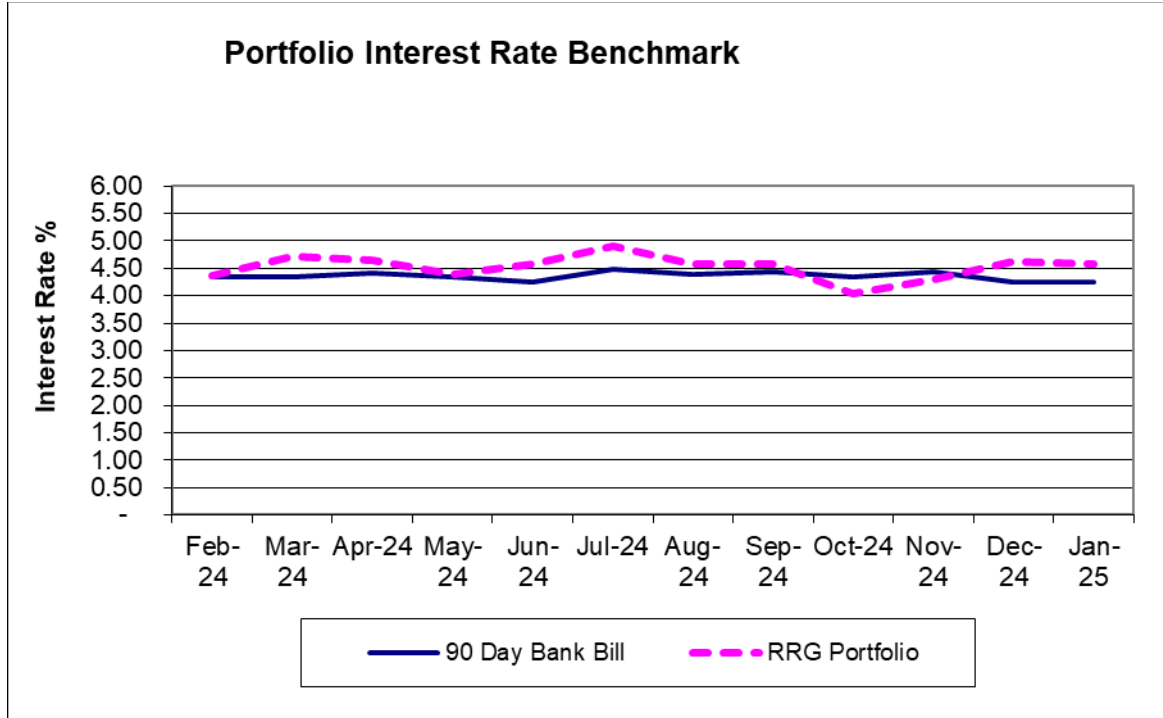
**2.1 Cash Investment Portfolio as at 31 January 2025 as follows**

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at January 2025									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$1,160,185	oncall	BWA CALL+C	AA	Bank	100%		\$1,160,185
75	5.05%	\$541,554	26/05/2025	CBA	AA	Bank	100%		\$541,554
87	4.82%	\$561,297	7/02/2025	CBA	AA	Bank	100%		\$561,297
96	4.80%	\$819,134	3/03/2025	CBA	AA	Bank	100%		\$819,134
97	5.02%	\$925,994	22/07/2025	CBA	AA	Bank	100%		\$925,994
98	4.85%	\$507,726	18/06/2025	CBA	AA	Bank	100%		\$507,726
99	4.77%	\$600,000	25/02/2025	CBA	AA	Bank	100%		\$600,000
100	4.92%	\$600,000	22/04/2025	CBA	AA	Bank	100%		\$600,000
101	4.67%	\$500,000	29/07/2025	CBA	AA	Bank	100%		\$500,000
<b>Total</b>		<b>\$6,215,890</b>							<b>\$6,215,890</b>
<b>Weighted Average</b>		<b>4.57%</b>							<b>100.00%</b>
<b>90 day bank bill</b>		<b>4.25%</b>							

The Cash Investment Portfolio exposure for January 2025 is shown in the following graphs:



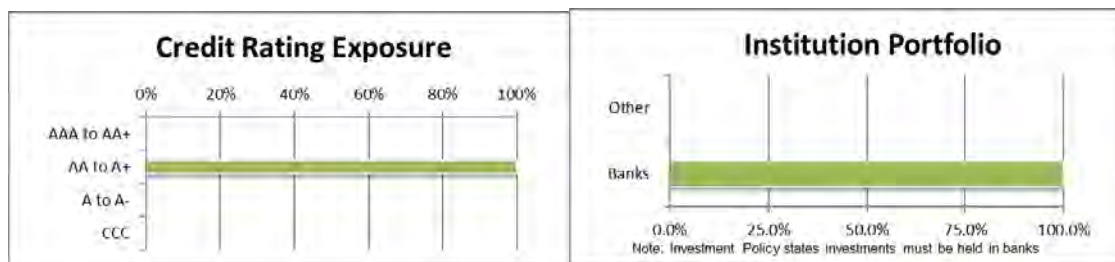
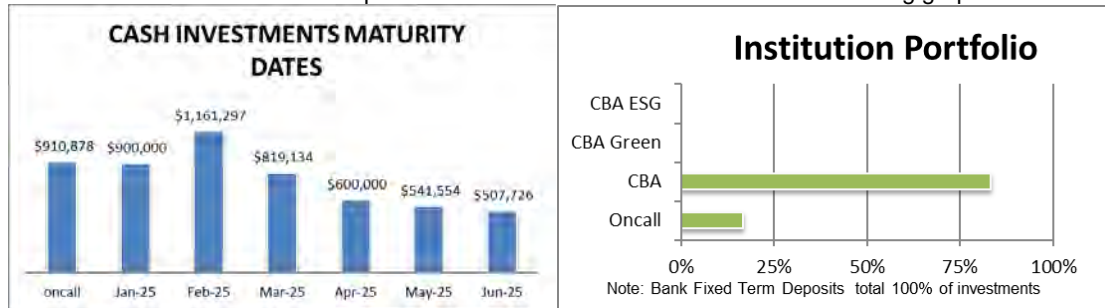
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.



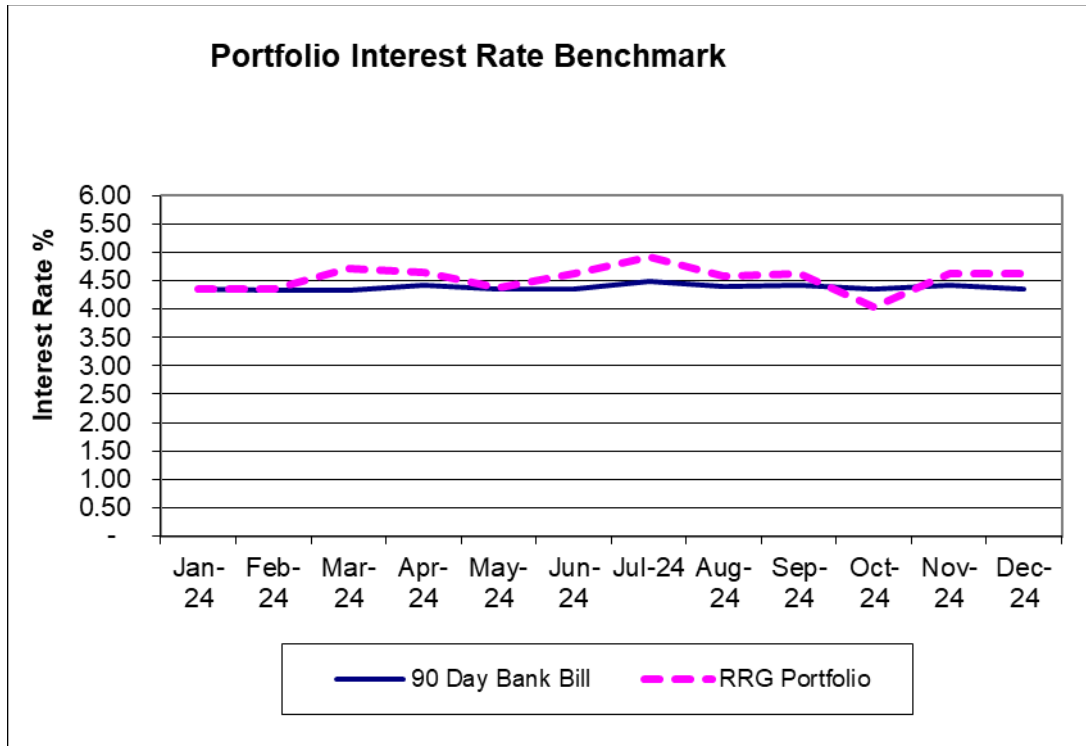
**2.2 Cash Investment Portfolio as at 31 December 2024 is as follows:**

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at December 2024									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$ 910,878	oncall	BWA CALL+CB	AA	Bank	100%	\$	910,878
75	5.05%	\$ 541,554	26/05/2025	CBA	AA	Bank	100%	\$	541,554
87	4.82%	\$ 561,297	7/02/2025	CBA	AA	Bank	100%	\$	561,297
96	4.80%	\$ 819,134	3/03/2025	CBA	AA	Bank	100%	\$	819,134
97	5.02%	\$ 900,000	23/01/2025	CBA	AA	Bank	100%	\$	900,000
98	4.85%	\$ 507,726	18/06/2025	CBA	AA	Bank	100%	\$	507,726
99	4.77%	\$ 600,000	25/02/2025	CBA	AA	Bank	100%	\$	600,000
100	4.92%	\$ 600,000	22/04/2025	CBA	AA	Bank	100%	\$	600,000
<b>Total</b>		<b>\$ 5,440,589</b>					<b>\$</b>	<b>5,440,589</b>	
<b>Weighted Average</b>		<b>4.62%</b>						<b>100.00%</b>	
<b>90 day bank bill</b>		<b>4.35%</b>							

The Cash Investment Portfolio exposure for December 2024 is shown in the following graphs:



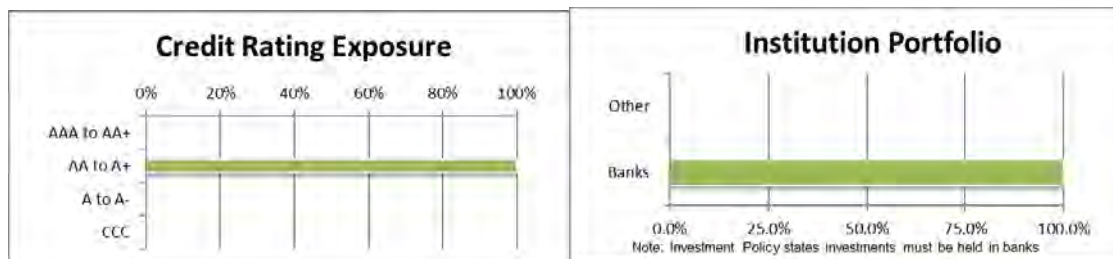
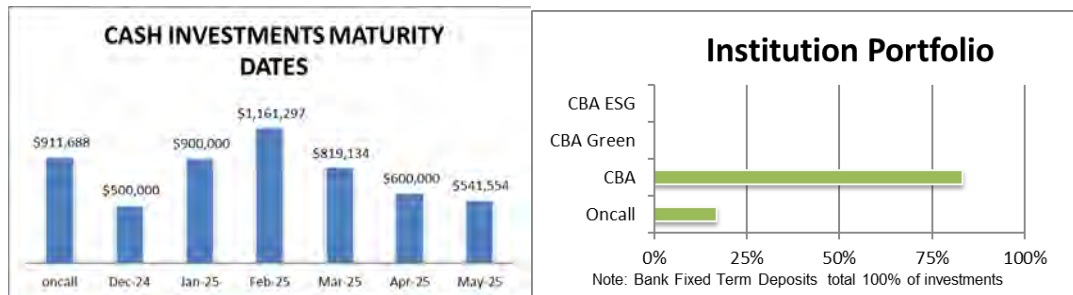
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.



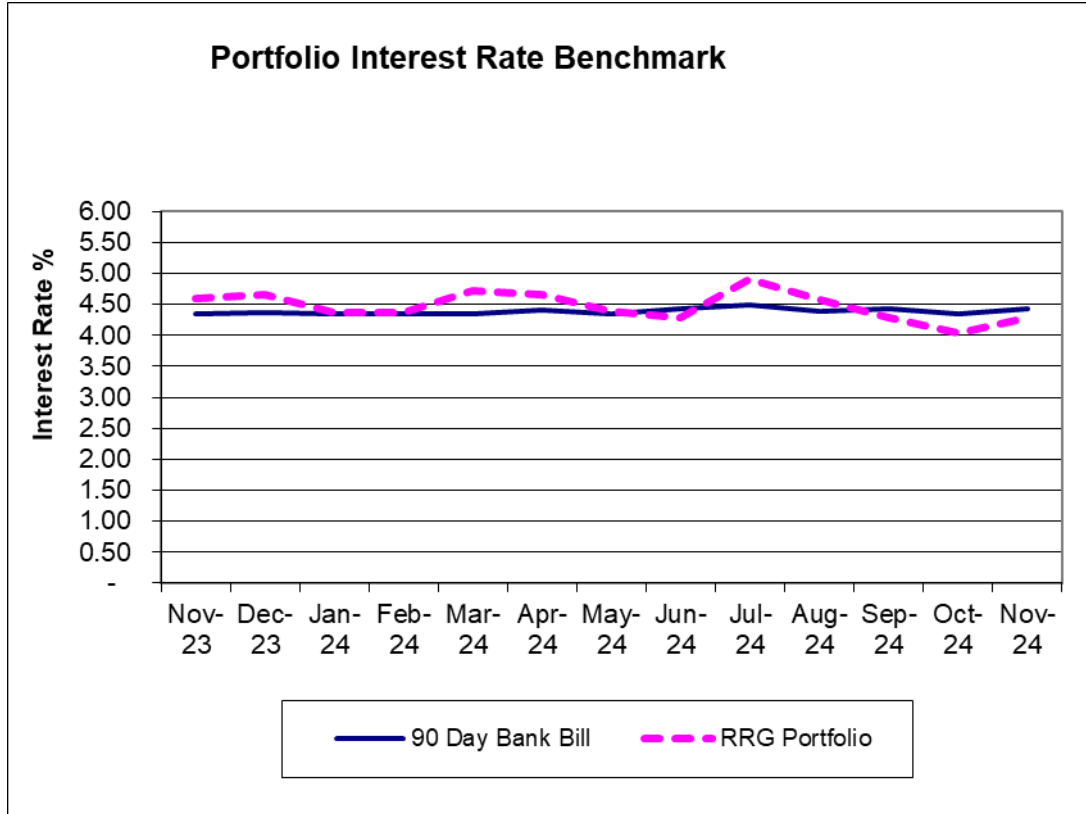
**2.3 Cash Investment Portfolio as at 30 November 2024 is as follows: ‘**

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at November 2024									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.35%	\$ 911,688	oncall	BWA Oncall	AA	Bank	100%	\$	911,688
75	5.05%	\$ 541,554	26/05/2025	CBA	AA	Bank	100%	\$	541,554
87	4.82%	\$ 561,297	7/02/2025	CBA	AA	Bank	100%	\$	561,297
96	4.80%	\$ 819,134	3/03/2025	CBA	AA	Bank	100%	\$	819,134
97	5.02%	\$ 900,000	23/01/2025	CBA	AA	Bank	100%	\$	900,000
98	4.70%	\$ 500,000	20/12/2024	CBA	AA	Bank	100%	\$	500,000
99	4.77%	\$ 600,000	25/02/2025	CBA	AA	Bank	100%	\$	600,000
100	4.92%	\$ 600,000	22/04/2025	CBA	AA	Bank	100%	\$	600,000
<b>Total</b>								<b>\$</b>	<b>5,433,673</b>
<b>Weighted Average</b>									<b>4.29%</b>
<b>90 day bank bill</b>									<b>4.43%</b>
							<b>\$</b>	<b>5,433,673</b>	<b>100.00%</b>

The Cash Investment Portfolio exposure for November 2024 is shown in the following graphs:



The RRG's investment portfolio as of 30<sup>th</sup> of November 2024 is slightly below the 90-day bill rate benchmark which is due to on call balance in Bankwest Call account.



<b>REPORT NO</b>	11.9
<b>SUBJECT</b>	<b>SCHEDULE OF PAYMENTS</b>
<b>REPORTING OFFICER</b>	P Pandeya, Manager Finance
<b>RESPONSIBLE OFFICER</b>	A Johnson, Executive Manager Governance & Culture
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	12 February 2025
<b>FILE REFERENCE</b>	FD: Corporate Finance\Monthly Financial Reporting\2024-2025
<b>ATTACHMENTS</b>	#1 Payment Schedule January 2025 #2 Payment Schedule December 2024 #3 Payment Schedule November 2024

**CEO RECOMMENDATION:**

**The schedule of payments as listed in the attachments for the municipal fund; for the months of November 2024 for \$1,073,798.48, of December 2024 for \$2,099,165.66 & January 2025 for \$1,167,786.67 be received.**

**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 banking 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.

Regulation 13A of the Local Government (Financial Administration) Regulations 1996 requires that an employee authorised to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared.

<b>REPORT NO</b>	11.10
<b>SUBJECT</b>	<b>PERFORMANCE INDICATORS</b>
<b>AUTHOR</b>	B Doherty, Executive Manager Strategic Projects
<b>RESPONSIBLE OFFICER</b>	M Tieleman, Acting Chief Executive Officer
<b>EMPLOYEE INTEREST</b>	Nil
<b>DATE OF REPORT</b>	7 February 2025
<b>FILE REFERENCE</b>	FD: Corporate/Strategic Planning
<b>ATTACHMENTS</b>	Nil

**CEO RECOMMENDATION/S:**

**Council note the continued achievement of performance indicators by RRG as outlined in the report.**

**VOTING REQUIREMENT**

Simple Majority

**PURPOSE OF REPORT**

To inform the council of RRG's progress towards achieving the 2024-2025 strategic objectives and performance indicators.

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

**Advocative**

Not applicable

**Executive**

s2.7 (2) of the *Local Government Act 1995* – the Councils governing role includes the following –

- (c) planning strategically for the future of the district;
- (f) Providing strategic direction to the CEO.

**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:**

**Strategic relevance:**

Corporate Governance

**Policy related:**

Nil

**Financial:**

Nil

**Legal and statutory:**

**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	1- CEO Review of Statutory legislation & Compliance Report 2- code of conduct 3- Compliance Calendar/Register 4 - State Govt Legislative updates 5- Annual Compliance Audit Return	Low 6

**BACKGROUND:**

Local governments are required under section 5.56 of the *Local Government Act 1995* to prepare plans for the future. A local government is to ensure that the Strategic Community Plan Is reviewed at least once every 4 years and the Corporate Business Plan every year.

The strategic community and corporate business plans underwent full reviews in 2022 ensuring that objectives and strategies were reflective of the agreed strategy at that time:

- The Regional Purpose
- Need for a greater commercial focus/financial viability
- Climate and environmental impacts
- Advocacy and influence

The Corporate Business Plan underwent a minor review in 2023.

At the meeting of council on 22 February 2024, Council resolved:

24.02-13                      *MOVED: Cr H Fitzhardinge*                      *SECONDED: Cr A White*

1. *Council notes that the RRG's strategic and business plans are no longer reflective of the strategic direction provided by Member Participants.*
2. *That the annual strategic planning process and stakeholder and community surveys be suspended in favour of transition planning in conjunction with a minor revision of the corporate business plan.*

*For Cr K Wheatland, Cr A White, Cr H Fitzhardinge  
CARRIED 3/0*

The corporate business plan for 2024-2028 was drafted to reflect the change in strategic direction following the withdrawal of Member Participant's and the termination of Projects associated with re-purposing the WCF building for third party leases.

The Plan identified our strategic objectives for the financial year 2024-2025:

1. Collaborating with the Waste Management Collective Working Group and any consultants appointed by the group.
2. Providing information for due diligence and other processes being undertaken by consultants at the request of the WMC working group.
3. Support an approach to market for third party operation and maintenance and/or purchase of RRG assets at the Canning Vale Centre.
4. Effect a formal procurement process for operating and maintenance and/or sale of the RRG assets at the Canning Vale Centre, if requested by the WMC working group.
5. Developing a transitional wind down plan for the regional local government.
6. Transition the ownership of Recycle Right to an alternate provider.
7. Facilitate a smooth transition for residual waste to be sent to Waste-to-Energy instead of landfill.
8. Continue business as usual achieving materials recovery targets.

Progress towards items 1 – 7 are reported to council on a quarterly basis by way of a Transitional Planning Progress report.

The Plan also identified the following performance indicators as key measures of our success in 2024-2025:

Objective	Performance Indicator	How will it be measured	2024/25	2025/26	2026/27	2027/28
Recycle	Material recovered that is processed at our Canning Vale Facilities	Percentage of waste diverted = (1 – total residuals/total waste processed x 100%)	85%	85%	85%	85%
	Contamination is reduced in the three waste streams collected	Lime Bin FOGO contamination (waste audits)	<2%	<2%	<2%	<2%
		Yellow Bin Recycling (waste audits)	<6%	<5%	<5%	<5%
		Red Bin Residuals (waste audits)	<30%	<25%	<25%	<25%
	Plant availability	Percentage of member tonnes accepted at Canning Vale Centre	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	

**REPORT:**

Below outlines the actual achievement of key performance indicators:

Performance Indicator	Objective	Result									
		Month	Recovery Rate								
Material recovered that is processed at our Canning Vale Facilities	85%	Jul-24	88%								
		Aug-24	88%								
		Sep-24	91%								
		Oct-24	91%								
		Nov-24	91%								
		Dec-24	91%								
		Jan-25	92%								
		Contamination is reduced in the three waste streams	FOGO < 2%	<table border="1"> <thead> <tr> <th colspan="2">Melville Fremantle Contamination Rates 2024</th> </tr> </thead> <tbody> <tr> <td>FOGO</td> <td>2.2%</td> </tr> <tr> <td>REC</td> <td>16.2%</td> </tr> <tr> <td>MSW</td> <td>43.3%</td> </tr> </tbody> </table>		Melville Fremantle Contamination Rates 2024		FOGO	2.2%	REC	16.2%
Melville Fremantle Contamination Rates 2024											
FOGO	2.2%										
REC	16.2%										
MSW	43.3%										
Recycling <6%											
Red Bin Residuals <30%											
Plant availability (percentage of member tonnes accepted at CVC)	95%		<b>Members tonnes accepted at CVC</b>								
		Jul-24	100%								
		Aug-24	100%								
		Sep-24	100%								
		Oct-24	100%								
		Nov-24	100%								
		Dec-24	100%								
Current assets over current liabilities	=>1.10	2.19 as at 31 December 2024									
No. of lost time incidents (LTIFT)	0	0 incidents financial year to date									



REPORT NO	15.1
SUBJECT	TRANSITIONAL PLANNING – PROGRESS REPORT
AUTHOR	M Tieleman, Acting Chief Executive Officer
RESPONSIBLE OFFICER	M Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	23 January 2025
FILE REFERENCE	FD\Corporate\Legal\Advice
ATTACHMENTS	

The information in this report is confidential and is not to be disclosed.

Confidential Report in accordance with the *Local Government Act 1995* Section 5.23 (2) (a), a matter affecting an employee or employees, (c), a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting, (e) a matter that if disclosed, would reveal (i) a trade secret, or (ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.

**Improper Use of Information**

5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: Imprisonment for 24 months and a fine of \$24,000.

REPORT NO	15.2
SUBJECT	MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING
AUTHOR	M Tieleman, Acting Chief Executive Officer
RESPONSIBLE OFFICER	M Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	24 January 2025
FILE REFERENCE	
ATTACHMENTS	Nil

**CONFIDENTIAL**

The information in this report is confidential and is not to be disclosed.

Confidential Report in accordance with the *Local Government Act 1995* Section 5.23 (2) (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting, (e) a matter that if disclosed, would reveal (i) a trade secret, or (ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.

**Improper Use of Information**

s5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: Imprisonment for 24 months and a fine of \$24,000.

REPORT NO.	15.3
SUBJECT	KPI'S ACTING CHIEF EXECUTIVE OFFICER
AUTHOR	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	3 February 2025
FILE REFERENCE	F:\Committees\C18 – CEO Performance Review Committee
ATTACHMENTS	

The information in this report is confidential and is not to be disclosed.

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2)  
 (a), a matter affecting an employee or employees.

**Improper Use of Information**

5.93. A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: Imprisonment for 24 months and a fine of \$24,000.



**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

# Register of Delegated Authority

2024

Adopted 22 February 2024

**RESOURCE RECOVERY GROUP**  
**REGISTER OF DELEGATED AUTHORITY**  
**JANUARY TO DECEMBER 2024**

## Contents

---

PART 1 .....	3
Delegations to the Chief Executive Officer .....	3
<b>1.1 Tender for goods and services:</b> .....	4
<b>1.2 CEO may dispose of assets up to the value of \$500,000 ex GST.</b> .....	4
<b>1.3 Approval, authorisation and payment of accounts in accordance with Council’s policy are delegated to the CEO.</b> .....	4
<b>1.4 CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRG Project and Office Accommodation Project</b> .....	5
<b>1.5 Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST</b> .....	5
<b>1.6 Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 ex GST and fifteen years and in consultation with the chair.</b> .....	6
<b>1.7 To negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.</b> .....	6
<b>1.8 To approve minor variations to contracts up to a total value of 10% of the contract value.</b> .....	6
<b>1.9 To sell Carbon Offset Credits at the Prevailing Market Price</b> .....	7
<b>1.10 To sell/dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.</b> .....	7
<b>1.11 To dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.</b> .....	8
<b>1.12 To award tenders and quotations for the sale/cost of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 ex GST.</b> .....	8
<b>1.13 To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.</b> .....	8
<b>1.14 To execute documents regarded as Deeds.</b> .....	9

**RESOURCE RECOVERY GROUP**  
**REGISTER OF DELEGATED AUTHORITY**  
**JANUARY TO DECEMBER 2024**

<b>1.15</b>	<b>To exercise the Council’s option for Contract extended terms in accordance with the terms contained in the agreement. ....</b>	<b>10</b>
<b>1.16</b>	<b>CEO be authorised as the complaints officer. ....</b>	<b>10</b>
<b>1.17</b>	<b>Award panel of pre-approved suppliers .....</b>	<b>11</b>
<b>1.18</b>	<b>Cash Investments .....</b>	<b>11</b>
<b>1.19</b>	<b>To negotiate a transition of ownership of Recycle Right to an alternate organisation. ....</b>	<b>12</b>
<b>1.20</b>	<b>To award Tender T2024-02 Receive &amp; Transport Residual Wastes and negotiate terms of agreement. ....</b>	<b>12</b>
<b>1.21</b>	<b>FOGO processing for Kalamunda - To negotiate terms of agreement.....</b>	<b>12</b>
<b>1.22</b>	<b>To negotiate final terms and execute the Deed of Settlement for the withdrawal of the Town of East Fremantle.....</b>	<b>12</b>
<b>1.23</b>	<b>To engage Ryan Tax Services Australia Pty Ltd to conduct a review of GST transactions under the WA Container Deposit Scheme (CDS). ....</b>	<b>13</b>
<b>1.24</b>	<b>Engage banking services through WA Government Common Use Agreement.....</b>	<b>13</b>
<b>1.25</b>	<b>Insurance renewal - the Industrial Special Risks property insurance.....</b>	<b>13</b>
<b>PART 2</b>	<b>.....</b>	<b>14</b>
<b>Delegations to Committees of Council</b>	<b>.....</b>	<b>14</b>
<b>2.1</b>	<b>CEO Performance and Remuneration Review Committee has authority to appoint a Human Resources Consultant within Budget provisions to assist in the CEO’s employment appraisal. ....</b>	<b>15</b>



**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

**PART 1**

**Delegations to the Chief Executive Officer**

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**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.1	<p><b>Tender for goods and services:</b>  <b>a) Call and Invite tenders for goods and services within the approved Budget.</b>  <b>b) To accept or reject tenders for goods and services within the approved budget to the value of \$300,000. Ex GST</b></p> <p>S5.43(b) Local Government Act 1995            Last Reviewed – Feb 2024</p>	<p>To expedite procurement of goods and services up to \$300,000 ex GST without the necessity to seek council approval.</p> <p>All purchases are to be within approved budget limits.</p>	<p>July 2024            - T2024-S01 Mixed Plastics – 6 months</p> <p>January 2025            - T2024-S02 Mixed Plastics – 3 months</p>	<p>It is proposed that the delegation continue</p>
1.2	<p><b>CEO may dispose of assets up to the value of \$500,000 ex GST.</b></p> <p>S5.43(d) Local Government Act 1995            Last Reviewed – Feb 2024</p>	<p>To authorise the CEO to dispose of Regional Council assets surplus to council's requirements as follows:</p> <p>a) Below \$100,000 ex GST written down book value without the need to obtain council approval prior to disposal.            b) Between \$100,001 and \$500,000 ex GST written down book value in consultation with the Chair or in absence of the Chair, the Deputy Chair without the need to obtain council approval prior to disposal.</p>	<p><b>Low Value Asset disposals (below \$100,000 ex GST book value):</b></p> <p>- June-August 2024:            Great Games (old version)            Camera equipment</p>	<p>It is proposed that the delegation continue</p>
1.3	<p><b>Approval, authorisation and payment of accounts in accordance with Council's policy are delegated to the CEO.</b></p> <p>S5.42 Local Government Act 1995            Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996            Last Reviewed - Feb 2024</p>	<p>To manage the day to day financial operations of the regional council. Refer Council Policy.</p> <p>The CEO has delegated this power to:            Executive Manager Corporate Services            Executive Manager Governance Culture            Executive Manager Strategic Projects            Manager Corporate Services            Manager Finance</p>	<p>Schedule of Payments are reported at each Ordinary Council meeting.</p>	<p>It is proposed that the delegation continue</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.4	<p><b>CEO be authorised to sign WA Treasury Corporation Certificates in accordance with the terms and conditions of the Secured Lending Facility Agreement for RRRG Project and Office Accommodation Project</b></p> <p>Last Reviewed - Feb 2024</p>	<p>To sign the following certificates on behalf of the regional council and its participants in accordance with the terms and conditions of the secured lending facility agreement with the WA Treasury Corporation for the:</p> <p>a) Regional Resource Recovery Centre &amp; Administration Building</p> <p>i. Sign as an authorised signatory all WA Treasury Corporation loan draw-down schedules pursuant to the secured lending facility agreement.</p> <p>ii. Sign as an authorised signatory all certifications of participants share's in the secured lending facility with the WA Treasury Corporation pursuant to the secured lending facility agreement.</p> <p>iii. To notify in writing to the WA Treasury Corporation any failure by a participant to pay principal or interest within the time specified pursuant to the secured lending facility agreement.</p>	<p>Revised Exhibit B Certificate to WATC – debt being apportioned to the remaining participants following Town of East Fremantle withdrawal effective 1 July 2024.</p>	<p>It is proposed that the delegation continue</p>
1.5	<p><b>Disposal of material at the RRG Canning Vale Centre to State, Local Governments and the Private Sector up to \$50,000 ex GST</b></p> <p>S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>To allow delegated authority for the removal of excess greenwaste not required by project participants to other organisations.</p> <p>CEO has delegated this power to: Executive Manager Operations</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.6	<p><b>Authority to negotiate and enter into service agreements for services and consultancies within the range of adopted fees and charges with a total value not exceeding \$20,000,000 ex GST and fifteen years and in consultation with the chair.</b></p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2024</p>	<p>To respond to requests for tenders and quotes within deadlines.</p> <p>Rates are within the Adopted Fees and Charges as per the Adopted Budget and subsequent new or amended adopted fees and charges during the year.</p> <ul style="list-style-type: none"> <li>- Restricted to a total value not exceeding \$20,000,000 ex GST and;</li> <li>- Restricted to terms not exceeding fifteen years and;</li> <li>- In consultation with the Chair.</li> </ul>	<p>September 2024 – City of Kalamunda – FOGO (REFER DA1.21)</p>	<p>It is proposed that the delegation continue</p>
1.7	<p><b>To negotiate a percentage within the adopted fee structure for receiving pre-sorted recyclable material.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2024</p>	<p>A fee structure for pre-sorted recyclable material of between 5% and 45% of the total sale price was approved by Council</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>
1.8	<p><b>To approve minor variations to contracts up to a total value of 10% of the contract value.</b></p> <p>Last Reviewed – Feb 2024</p>	<p>Where capital works program contracts require additional work and cost variations. The CEO may approve within the DA limitations.</p> <p>CEO has delegated this power to: Executive Manager Strategic Projects</p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.9</b>	<p><b>To sell Carbon Offset Credits at the Prevailing Market Price</b></p> <p>S5.42 Local Government Act 1995 S6.17 Local Government Act 1995 Last Reviewed – Feb 2024</p>	<p>To maximise any opportunities to liquidate holdings of Carbon offset credits to organisations seeking to offset emissions with carbon trading in face of declining values for this commodity.</p> <p>Offering FOGO customers an opportunity to receive a percentage return in the sale of Aust Carbon Credit Units ACCU.</p>	<p>June 2024 Sale ACCU's – 23,215</p> <p>September 2024 Sale ACCU's – 11,748</p>	<p>It is proposed that the delegation continue</p>
<b>1.10</b>	<p><b>To sell/dispose recyclable materials at the RRG Canning Vale Centre at the prevailing market price in accordance with section 3.58(5)(b) of the Local Government Act 1995.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>To sell recyclables to take advantage of prevailing global market conditions and prices where customers are hesitant to submit tenders for long term contracts. This gives the CEO ability to sell small quantities of product without a public tender process.</p> <p>S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p>	<p>Recycling Plastics Australia – Mixed Plastic approx.. 20 Tonnes per week – Jan 2024 to July 2024</p> <p>Recycling Plastics Australia – Mixed Rigid Plastic approx.. 20 Tonnes per month – ongoing in 2024</p> <p>Monthly RfQ for Mixed Paper, Old Newspaper (ONP), Cardboard (OCC), Steel Cans (SC) – ongoing in 2024</p> <p>Quarterly RfQ for Scrap Metal (Mar-May, Jun-Aug, Sep-Dec, Jan-Mar24)</p> <p>Ad-hoc RfQ when stock is available in 2024 for Aluminium Cans, PET &amp; HDPE plastics</p>	<p>It is proposed that the delegation continue</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.11	<p><b>To dispose materials off-take at the RRG Canning Vale Centre that do not meet contracted material specifications.</b></p> <p>S5.42 Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>So as not to unnecessarily encumber the facility site with stockpiled material which may occur due to some unforeseen operational or technical failure, S3.58(5)(b) of the LGA refers to exemption for trading undertakings from invite public tender/auction for sale of council property where the business plan identifies this type of activity.</p> <p>The CEO has delegated this power to: <u>Executive Manager Operations</u></p>	<p>Nil</p>	<p>It is proposed that the delegation continue</p>
1.12	<p><b>To award tenders and quotations for the sale/cost of commodities produced at the RRG Canning Vale Centre with a tender value not exceeding \$1,000,000 ex GST.</b></p> <p>S5.42 Local Government Act 1995 S5.43(b) Local Government Act 1995 S3.58(5)(b) Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>To enable the CEO to sell recyclables and allow a practical timeframe between the tender/quote award and the new contract start date. This is for the successful contractor to put in place new logistics arrangements.</p>	<p>July 2024 - T2024-S01 Mixed Plastics – 6 months</p> <p>January 2025 - T2024-S02 Mixed Plastics – 3 months</p>	<p>It is proposed that the delegation continue</p>
1.13	<p><b>To negotiate an agreed financial contribution fee with participants where any waste is diverted from the RRG Canning Vale Centre.</b></p> <p>Last Reviewed – Feb 2024</p>	<p>Where participants' waste is diverted to landfills or processing facilities the RRG seeks financial assistance by way of a net contribution fee being the difference between the adopted gate fee and the fee payable by the participant's nominated landfill or processing facility to meet its fixed operating costs.</p>	<p>January 2024 T2023-08 Receive and Dispose Residual Waste (FOGO - Red Bin) – Member councils pay adopted WCF Gate Fees</p> <p>September 2024 T2024-02 Receive &amp; Transport Residual Wastes (<i>waste transfer to WtE– Red Bin</i>) – Member councils pay adopted WCF Gate Fees – Oct 2024</p>	<p>It is proposed that the delegation continue</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

<p><b>1.14</b></p>	<p><b>To execute documents regarded as Deeds.</b></p> <p>S9.49A (1b), (4) &amp; (5) Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>Restricted to documents not requiring the common seal</p> <p>Restricted to contracts with a value not exceeding the CEO’s delegated authority for Procurement expenditure limit (e.g. \$300,000 ex GST), with the exception of the approval referred to DA No6.</p> <p>Restricted to agreements and contracts with terms not exceeding 10 years.</p> <p>Restricted to agreements and contracts requiring regional council approval in accordance with the local government act</p> <p>All transactions under this delegation are to be recorded in the delegated authority register, the delegation includes formal documentation such as: consultancy agreements, variations to agreements, confidentiality agreements, memorandums of understanding, etc.</p>	<p>January 2024</p> <ul style="list-style-type: none"> <li>- Vocus Internet Agreement</li> </ul> <p>February 2024</p> <ul style="list-style-type: none"> <li>- T2023/09 Agreement for Removal and Transport of Residual Wastes</li> </ul> <p>March 2024</p> <ul style="list-style-type: none"> <li>- WALGA (Synergy) Energy Project - MOU and Consent for market process (2024)</li> </ul> <p>August 2024</p> <ul style="list-style-type: none"> <li>- FOGO Processing Services – REFER DA 1.21</li> </ul> <p>September 2024</p> <ul style="list-style-type: none"> <li>- T2024-02 Agreement for Receipt and Transport of Residual Wastes – REFER DA 1.20</li> </ul> <p>October 2024</p> <ul style="list-style-type: none"> <li>- Contract Variation: Provision of Commingled Recyclables Processing</li> <li>- Contract Extension: Provision of Commingled Recyclables Processing</li> <li>- Contract Variation: Waste Services - Recyclables</li> <li>- Contract Variation: Provision of Green Waste Disposal Services</li> </ul>	<p>It is proposed that the delegation continue.</p>
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**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.15</b>	<p><b>To exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement.</b></p> <p>S5.42 Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>Authorised to exercise the Council's option for Contract extended terms in accordance with the terms contained in the agreement. Resolved by Council – April 2022 T2022-02</p> <p>Resolved by Council – November 2023 T2023-06 T2023-07 T2023-08 T2023-09</p> <p>CEO has delegated this power to: Manager Corporate Services</p>	<p>November 2024</p> <ul style="list-style-type: none"> <li>- T2023/06 Removal and Transport of Recyclable Materials</li> <li>- T2023/07 Reival and Disposal of Recovered Glass</li> </ul> <p>January 2025</p> <ul style="list-style-type: none"> <li>- T2023/08 Reival and Disposal of Residual Waste</li> </ul>	<p>It is proposed that the delegation continue for:</p> <p>T2022-02</p> <p>T2023-06</p> <p>T2023-07</p> <p>T2023-08</p> <p>T2023-09</p> <p>and the following contracts be included in this delegation:</p> <p>T2024-02 (REFER DA 1.20)</p>
<b>1.16</b>	<p><b>CEO be authorised as the complaints officer.</b></p> <p>S5.103 of the Local Government Act 1995</p> <p>Last Reviewed – Feb 2024</p>	<p>The complaints officer is responsible for processing of complaints in regard to breach of the Code of Conduct. The CEO will prepare a report for council determination.</p>	Nil	<p>It is proposed that the delegation continue.</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
<b>1.17</b>	<p><b>Award panel of pre-approved suppliers</b></p> <p>Part 4 Division 3 -- Panels of pre-qualified suppliers of the Local Government (Functions &amp; General) Regulations</p> <p>Last Reviewed – Nov 2024</p>	<p>Allow the CEO to award contracts to Panels of Pre-qualified suppliers. The panel will consist of contractors experienced in delivering the services required of the RRG.</p> <p>A public tender process must be undertaken.</p> <p>Contracts are for a maximum period of 12 months, will not contain an option to renew or extend and the contract value shall not exceed \$1,500,000 ex GST.</p>	<p>June 2024 T2024-01 Fixed Plant Maintenance &amp; Services Panel</p>	<p>It is proposed that the delegation continue.</p>
<b>1.18</b>	<p><b>Cash Investments</b></p> <p>S6.14 Local Government Act 1995</p> <p>The Trustees Act 1962 – Part III Investments;</p> <p>Local Government (Financial Management)</p> <p>Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49</p> <p>Australian Accounting Standards</p> <p>Last Reviewed – Feb 2024</p>	<p>Authority to invest in authorised investments in accordance with RRG Cash Investments Council Policy.</p> <p>All decisions made by the CEO under delegated authority are either reported to the next meeting of Council or reported at the annual review.</p> <p>CEO has delegated this power to:</p> <p>Manager – Finance: Initiate the investment</p> <p>Manager - Corporate Services: Approve the investment</p> <p>Accountant: Initiate the investment (relief) in the absence of the Manage – Finance</p>	<p>Cash Investment Portfolio is reported at each Ordinary Council meeting.</p>	<p>It is proposed that the delegation continue.</p>

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.19	<p><b>To negotiate a transition of ownership of Recycle Right to an alternate organisation.</b></p> <p>Last Reviewed – Nov 2024</p>	<p>To authorise the CEO to negotiate terms of transition of Recycle Right as per confidential report.</p> <p>To make minor amendments to the Deeds in accordance with legal advice.</p> <p>To execute the Deeds to finalise the transition of ownership of Recycle Right to Department Water and Environmental Regulation.</p>	Minor terms still being negotiated.	It is proposed that the delegation continue.
1.20	<p><b>To award Tender T2024-02 Receive &amp; Transport Residual Wastes and negotiate terms of agreement.</b></p> <p>Last Reviewed – August 2024</p>	To authorise the CEO to negotiate terms and execute agreement as per confidential report.	September 2024 – Agreement executed	Complete – delegation no longer required
1.21	<p><b>FOGO processing for Kalamunda - To negotiate terms of agreement.</b></p> <p>Last Reviewed – June 2024</p>	To authorise the CEO to negotiate terms as per confidential report.	September 2024 – Agreement executed.	Complete – delegation no longer required
1.22	<p><b>To negotiate final terms and execute the Deed of Settlement for the withdrawal of the Town of East Fremantle.</b></p> <p>Last Reviewed – August 2024</p>	To authorise the CEO to negotiate terms and execute the Deed as per confidential report.	October 2024 – Deed executed.	Complete – delegation no longer required

**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
1.23	<b>To engage Ryan Tax Services Australia Pty Ltd to conduct a review of GST transactions under the WA Container Deposit Scheme (CDS).</b>  Last Reviewed – August 2024	To determine if GST transactions have been correctly accounted in relation to the WA Container Deposit Scheme (CDS). as per confidential report.	October 2024 – Agreement executed.	Complete awaiting outcome – delegation no longer required
1.24	<b>Engage banking services through WA Government Common Use Agreement.</b>  Last Reviewed – November 2024	To authorise the CEO to engage banking services utilising the WA Government Common Use Agreement (CUA).  Due to Bankwest closure/ discontinuation of products.	November 2024 – Agreement executed.	Complete – delegation no longer required
1.25	<b>Insurance renewal - the Industrial Special Risks property insurance.</b>  Last Reviewed – November 2024	To authorise the CEO to negotiate terms and execute the insurance renewal for the Canning Vale Centre operations for the financial year 2025-2026.	Nil	It is proposed that the delegation continue.

**RESOURCE RECOVERY GROUP**  
**REGISTER OF DELEGATED AUTHORITY**  
**JANUARY TO DECEMBER 2024**

**PART 2**

**Delegations to Committees of Council**

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**RESOURCE RECOVERY GROUP**

**REGISTER OF DELEGATED AUTHORITY**

**JANUARY TO DECEMBER 2024**

	<b>Delegated Authority</b>	<b>Purpose</b>	<b>Authority Used Since Last Review</b>	<b>Review Comments</b>
2.1	<p><b>CEO Performance and Remuneration Review Committee has authority to appoint a Human Resources Consultant within Budget provisions to assist in the CEO's employment appraisal.</b></p> <p>S5.16 Local Government Act 1995 Last Reviewed – Feb 2024</p>	<p>To conduct a professional review of the CEO's performance over the last 12 months and review the remuneration of the CEO annually.</p>	<p>February &amp; March 2024 - Learning Horizons - Facilitate Acting CEO Remuneration &amp; performance goals.</p>	<p>It is proposed that the delegation continue</p>



**Resource  
Recovery  
Group**

Recycle. Innovate. Educate.

**Date: 1 February 2025**

**RESOURCE RECOVERY GROUP**

# **2024/25 MID YEAR BUDGET REVIEW REPORT**

**For the Year ending 30 June 2025**

## **Our Vision and Mission**

A circular economy with less waste and lower carbon emissions.

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.

*On behalf of our Participant Local Government*



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Southern Metropolitan Regional Council (SMRC) trading as Resource Recovery Group

Page 1 of 8

# Contents

1. STATEMENT BY ACTING CHIEF EXECUTIVE OFFICER .....	3
2. KEY CHANGES SINCE THE ADOPTED BUDGET .....	3
3. WHO ARE WE .....	4
4. NET RESULTS BY BUSINESS UNIT .....	5
5. STATEMENT OF FINANCIAL ACTIVITY .....	6
6. CAPITAL EXPENDITURE BUDGET .....	7
7. RESERVES BUDGET .....	8

## 1. STATEMENT BY ACTING CHIEF EXECUTIVE OFFICER

Local Governments are required to conduct a budget review between January and the last day of February in each financial year in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 (FM).

The results of the budget review are to be submitted to Council on or before 31 March in each financial year of the review (FM Reg 33A(2) & (3)). A copy of the review and council's recommended resolutions are to be forwarded to the Department of Local Government within 14 days of the council determination (FM Reg 33A(4)).

This report considers the half yearly actual results (to 31 Dec 2024) and the projected estimates for the next 6 months to 30 June 2025.

**Marten Tieleman**  
**Acting Chief Executive Officer**

## 2. KEY CHANGES SINCE THE ADOPTED BUDGET

A review of the 2024-2025 budget has been undertaken by the Manager Finance in conjunction with the executive management team.

**The mid-year budget review has the following key changes:**

Resource Recovery Group's (RRG) operating revenue are expected to increase to \$21.9M (original Budget \$19.9M) and operating expenses are expected to be \$25.1M (original Budget \$23.6M) due to the results below. The non-cash expenses of \$3.7m is included in total operating expenses of \$25.1m.

### **FAVOURABLE**

- Fees and charges income is expected to increase by \$1.7 million mainly due to the increase in the sale of recovered material and the winning of an additional FOGO contract since the original budget.
- Increase in overhead contribution from members due to an increase in waste tonnes.
- Favourable other income due to Town of East Fremantle settlement and transfer of Recycle Right.
- Savings in employee expenditure due to efficiencies in MRF staffing and in the administration staff budget.
- Increased net revenue from additional FOGO business
- Savings in maintenance expenses 10% favourable.

## **UNFAVOURABLE**

- Insurance expenses increased by \$157K due to a higher insurance cost than budgeted.
- Legal costs & expenditure on consultants are expected to increase due to the ongoing restructuring of the business (\$110K negative variance).
- Disposal cost of mixed plastics have significantly increased. Negative variance 20%
- Higher disposal and landfill expenses are related to additional FOGO business secured in FY24-25. However, net effect of additional business is positive.

The revised 2024/25 annual budget is reporting an operating surplus of \$480K against budgeted deficits of \$504K. RRG is expected to generate an overall (operating, financing and investing activities) closing surplus funds of \$1K against budgeted deficits of \$1.1m. This will enable RRG to carry forward FY 2024-25's opening surplus to next year.

### **3. WHO ARE WE**

Resource Recovery Group (formerly Southern Metropolitan Regional Council) is a statutory local government authority, constituted under the Local Government Act, established by its current participant local governments with a proven track record of providing efficient and sustainable resource recovery and recycling services to the local government sector since 2001.

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

Remaining local government participants have notified us of their intention to withdraw from the Regional Local Government and all associated projects. RRG are working with the participants and the City of Canning to transition the assets to a new operating model.

Resource Recovery Group (RRG) operates the Canning Vale Centre as a waste recovery precinct located at 350 Bannister Road, Canning Vale, WA 6155.

The centre has a material recovery facility for recycling the contents from yellow lid bins, a FOGO processing facility (lime lid bins) and green waste shredding from bulk collections and public entry.

We provide waste audit services and educational toolkits and programs to change residents recycling behaviour in material separation for the benefits of a circular economy and climate change impact.

The WA State Government strategies include the requirement that a consistent three bin kerbside collection system, including separation of food organics and garden organics (FOGO) from other waste categories, is provided by all local governments in the Perth and Peel region by 2025. It also introduces challenging targets for material recovery of 70% by 2025 and a target of only 15% of waste generated in Perth and Peel is landfilled by 2030.

The RRG's member local governments currently divert 99.1% of household waste from landfill achieving the State Government's target.

#### **4. NET RESULTS BY BUSINESS UNIT**

##### **Table 3**

The table below summarizes the financial activities of the various business units.

*Confidential Table not included – see attachment*

## 5. STATEMENT OF FINANCIAL ACTIVITY

### RESOURCE RECOVERY GROUP STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 30 JUNE 2025

BY NATURE				
	2024/25 Adopted Budget \$ "000"	2024/25 Revised Budget \$ "000"	Variance \$ "000"	Dec-24 YTD Actual \$ "000"
<b>REVENUE</b>				
Operating grants, subsidies and contributions	2,430,000	2,607,000	177,000	1,281,000
Others:	-	6,000	6,000	6,000
Fees and Charges	15,382,000	16,995,000	1,613,000	8,379,000
Interest Earnings	217,000	227,000	10,000	117,000
Other Revenues	1,902,000	2,051,000	149,000	941,000
Profit on asset disposals				
	<b>19,931,000</b>	<b>21,886,000</b>	<b>1,955,000</b>	<b>10,724,000</b>
<b>EXPENSES</b>				
Employee Costs	6,057,000	5,589,000	(468,000)	2,516,000
Materials and Contracts	11,212,000	12,483,000	1,271,000	5,899,000
Utility Charges	734,000	744,000	10,000	367,000
Depreciation on Non-current Assets	3,134,000	3,667,000	533,000	1,833,000
Interest Expenses	298,000	270,000	(28,000)	132,000
Insurance Expenses	2,193,000	2,351,000	158,000	1,178,000
Loss on revaluation of non-current assets	-	-	-	-
	<b>23,628,000</b>	<b>25,104,000</b>	<b>1,476,000</b>	<b>11,925,000</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>(3,697,000)</b>	<b>(3,218,000)</b>	<b>479,000</b>	<b>(1,201,000)</b>
Add:				
Depreciation on Non-current Assets	3,134,000	3,667,000	533,000	1,833,000
Other provisions				36,000
Interest for Make Good Provision	59,000	31,000	(28,000)	16,000
<b>NET OPERATING POSITION</b>	<b>(504,000)</b>	<b>480,000</b>	<b>984,000</b>	<b>684,000</b>
<b>INVESTING ACTIVITIES</b>				
Add: Non-operating Grants	-	159,000	159,000	-
Less: Payment for capital expenditure	(956,000)	(956,000)	-	(425,000)
Add: Proceeds on asset disposal	-	-	-	-
Less: RRRRC loan funded assets equity distribution	(1,495,000)	(1,495,000)	-	(1,495,000)
<b>Amount attributable to investing activities</b>	<b>(2,451,000)</b>	<b>(2,292,000)</b>	<b>159,000</b>	<b>(1,920,000)</b>
<b>Financing Activities</b>				
Less: Loan Repayments	(96,000)	(96,000)	-	(35,000)
Add :Loan Contributions from Members	96,000	96,000	-	35,000
Add: Past Participants Contribution	-	-	-	-
Less: Lease Repayments (Principal)	(638,000)	(638,000)	-	(298,000)
Add : Transfer from Reserves	2,451,000	2,451,000	-	1,920,000
Less: Transfer to Reserves				
<b>NET CAPITAL POSITION</b>	<b>1,813,000</b>	<b>1,813,000</b>	<b>159,000</b>	<b>1,622,000</b>
<b>NET OPERATING &amp; CAPITAL POSITION</b>	<b>(1,142,000)</b>	<b>1,000</b>	<b>1,143,000</b>	<b>386,000</b>
Add: OPENING FUNDS	1,141,000	1,141,000	-	1,213,000
<b>CLOSING FUNDS</b>	<b>(1,000)</b>	<b>1,142,000</b>	<b>1,143,000</b>	<b>1,599,000</b>

## 5.1 Reasons for Variations

EXPLANATION FOR VARIANCES		
<b>REVENUE</b>		
Operating Grants, Subsidies and Contributions	Higher amount of overhead contribution due to increase in member's waste tonnes	177,000
Others	Income from lease	6,000
Fees and Charges	Higher sale price of products, increase in WCF gate fee, additional income from FOGO operations	1,613,000
Other	Recycle right transition, Town of East Fremantle settlement	149,000
Interest Earnings	Favourable interest rate	10,000
<b>Total Revenue Variance</b>		<b>1,955,000</b>
<b>EXPENDITURE</b>		
Employee Costs	Wages increment, staff addition	(468,000)
Materials and Contracts	Increase in variable costs, increase in transport and product disposal costs, increased legal costs	1,271,000
Utility Charges	Costs increment, CPI increase	10,000
Depreciation	Higher amount of depreciation on make good provision assets due to change in estimates	533,000
Interest Expenses	Change in make good provision estimates	(28,000)
Insurance Expenses	Cost increment	158,000
<b>Total Expenditure Variance</b>		<b>1,476,000</b>
<b>Net Operating Surplus/(Deficit) Variance</b>		
<b>479,000</b>		
<b>NON CASH EXPENDITURE</b>		
Depreciation	Lower Depreciation estimation. Higher amount of depreciation on make good provision assets	533,000
Interest for Make Good Provision	Change in estimates	(28,000)
<b>Total Non Cash Expenditure Variance</b>		<b>505,000</b>
<b>Net Operating Deficit Variance</b>		
<b>984,000</b>		
Add: Non-operating Grants	FPF grant	159,000
Less: Capital Expenditure	Capital expenses program not carried out as budgeted.	-
Less: RRRC loan funded asset equity	RRRC loan funded assets share	-
Less: Lease repayment		-
Add: Transfer from Reserve	Less transfer from reserve than budgeted (-Lower capex )	-
Add: Transfer from Reserves	RRRC loan funded assets share	-
Add: Transfer to Reserve	Loss of expected income from lease, inability to transfer funds into reserves	-
<b>Increase in Capital Budgets</b>		<b>159,000</b>
<b>Increase/(Decrease) in Opening Funds</b>		
<b>-</b>		
<b>Increase/(Decrease) in Closing Funds</b>		
<b>1,143,000</b>		

## 6. CAPITAL EXPENDITURE BUDGET

PROPOSED CAPITAL EXPENDITURE 2024-25				
	2024/25 Budget	2024-25 Revised Budget	YTD Spent	Funding Source
				Reserves
<b>Total</b>	<b>955,520</b>	<b>955,520</b>	<b>424,875</b>	<b>955,520</b>

## 7. RESERVES BUDGET

The RRG maintains cash-backed reserve accounts for future planned expenditure.

1. **Conference** – to be used to fund the requirements for staff and Councillors' travel and conference attendance.
2. **Office Project** - to be used for funding capital renewal expenditure and non-recurrent maintenance expenditure for the RRG property located at 9 Aldous Place Booragoon.
3. **RRRC Contingency** - To fund shortfalls in operating expenditure, asset renewals and disposals, employment termination provisions, provide equity payments to withdrawn participants and Insurance claims below the excess for the Canning Vale RRRC Project.
4. **RRRC Restoration** – to be used to meet lease obligations resulting from an early termination of the Ground Lease or at the expiry of the Ground Lease.

<b>Budget Reserve Balances as at 30 June 2025</b>					
	<b>Contingency</b>	<b>Restoration</b>	<b>Confere</b>	<b>Office</b>	<b>Total</b>
30-Jun-24	6,925,792	1,844,219	25,000	290,212	9,085,223
Transfer To	-		-	-	-
Transfer From Reserves	(955,520)	-	-	-	(955,520)
Transfer From Reserves	(1,494,950)				(1,494,950)
Transfer From	-				-
<b>30-Jun-24</b>	<b>4,475,322</b>	<b>1,844,219</b>	<b>25,000</b>	<b>290,212</b>	<b>6,634,753</b>

<b>BUDGET FY 2024-25 Revised Budget Summary</b>				
<b>CVC PROJECT BUDGET</b>	<b>Tonnes</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Surplus</b>
<b>Material Recovery Facility</b>	38,378	9,507,000	7,006,000	<b>2,501,000</b>
<b>Green Waste Facility</b>	8,947	638,000	407,000	<b>231,000</b>
<b>WCF Fixed Costs</b>			1,362,000	<b>-1,362,000</b>
<b>FOGO Operations</b>	38,000	5,736,000	4,474,000	<b>1,262,000</b>
<b>Overheads</b>		2,605,000	4,478,000	<b>-1,873,000</b>
<b>Red Bin Waste</b>	14,668	2,631,000	2,632,000	<b>-1,000</b>
<b>RRRC Right of use lease (Capital Component)</b>			638,000	<b>-638,000</b>
<b>Total</b>	<b>99,993</b>	<b>21,117,000</b>	<b>20,997,000</b>	<b>120,000</b>
<b>Governance</b>		91,000	467,000	<b>-376,000</b>
<b>Admin</b>		94,000	127,000	<b>-33,000</b>
<b>Education (CVC + Corporate) - Recycle right Maintenance</b>		56,000	56,000	<b>0</b>
<b>Waste Audit</b>		220,000	220,000	<b>0</b>
<b>R&amp;D Projects</b>		43,000	43,000	<b>0</b>
<b>MUDs Grant</b>			-	<b>0</b>
<b>Office Project</b>		82,000	82,000	<b>0</b>
<b>Business Development</b>		184,000	84,000	<b>100,000</b>
<b>Transfer to Reserve</b>				<b>0</b>
<b>Total</b>	<b>99,993</b>	<b>770,000</b>	<b>1,079,000</b>	<b>-309,000</b>
		<b>21,887,000</b>	<b>22,076,000</b>	<b>-189,000</b>

Note: Expenses for Bio-filter 1 & 2 removal is not considered in this budget revision. Should the event occur, a separate budget amendment will be required.



## Southern Metropolitan Regional Council – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



<b>7</b>	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
<b>8</b>	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
<b>9</b>	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
<b>10</b>	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
<b>11</b>	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
<b>12</b>	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
<b>13</b>	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

#### Disclosure of Interest

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
<b>1</b>	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	
<b>2</b>	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
<b>3</b>	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	N/A	
<b>4</b>	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
<b>5</b>	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



<b>6</b>	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
<b>7</b>	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
<b>8</b>	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
<b>9</b>	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
<b>10</b>	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
<b>11</b>	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
<b>12</b>	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
<b>13</b>	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	No	
<b>14</b>	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
<b>15</b>	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



<b>16</b>	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
<b>17</b>	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
<b>18</b>	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
<b>19</b>	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
<b>20</b>	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
<b>21</b>	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

#### Disposal of Property

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
<b>1</b>	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
<b>2</b>	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	



<b>4</b>	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
<b>5</b>	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
<b>6</b>	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
<b>7</b>	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

#### Local Government Employees

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
<b>1</b>	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
<b>2</b>	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
<b>3</b>	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
<b>4</b>	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
<b>5</b>	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	N/A	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



<b>4</b>	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
<b>5</b>	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
<b>6</b>	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
<b>7</b>	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
<b>8</b>	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	
<b>9</b>	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
<b>10</b>	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
<b>11</b>	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
<b>12</b>	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
<b>13</b>	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/08/2022
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27/06/2024
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	22/05/2023
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	15/04/2024
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	



Department of  
**Local Government, Sport  
and Cultural Industries**

		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
<b>4</b>	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
<b>5</b>	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
<b>6</b>	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
<b>7</b>	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government’s official website by 31 July 2024?	Yes	
<b>8</b>	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
<b>9</b>	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

## **OBJECTIVES**

To establish a Committee of the Regional Council for purposes of reviewing its audit, risk and compliance functions.

## **POLICY**

### **1. Role of the Audit & Risk Committee**

- a) To review the scope of the internal and external audit function and review audit plans and performance.
- b) To recommend to the Council the appointment of internal auditors.
- c) To appraise the effectiveness of the audit by discussing the audit with the internal and external auditors as necessary.
- d) To review the management letter provided by the External Auditor on any weaknesses in internal accounting, organisation and operating controls, and consider the recommendations made by the auditor and the action taken by management in response to the auditor's suggestions.
- e) To review independent audit reports and/or initiate any other act necessary to ensure:
  - i. Compliance with policies, plans, procedures, laws and regulations.
  - ii. Safeguarding of Council Assets
  - iii. Fraud and misconduct processes
  - iv. Economic and efficient use of resources
  - v. Accomplishment of established objectives and goals for operations or programs
  - vi. To draw attention to any failure, and to take prompt remedial action relating to the previously identified shortcomings
  - vii. To advise Council on matters relating to its findings
- f) To ensure the evaluation of high strategic risks are in accordance with the Council's Risk Management processes.

### **2. Powers of the Committee**

The Committee is a formally appointed committee of Council and is responsible to the Council. The Committee does not have executive powers or the authority to implement actions in areas over which the CEO has legislative responsibility and does not have any management functions and cannot involve itself in the management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference, 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.

### **3. Committee Membership**

The Audit & Risk Committee shall meet at least twice a year with additional meetings as required.

The Audit & Risk Committee shall consist of ~~the following members:~~

~~A~~ minimum of Three (3) Regional Councillors.

All members shall have full voting rights

- a) Membership, ~~appointment of presiding member and deputy~~ requires an absolute majority decision of the Council.
- b) The CEO and other employees may only attend as observers or at the discretion of the presiding person.

Issued: Feb 2023 <del>5</del>	Review Date: Feb 202 <del>7</del> 5	Title: COUNCIL POLICY NO 1.4 AUDIT & RISK COMMITTEE	Version 1 <del>3</del> 2
Prepared: <del>E</del> MGC	Reviewed by: MCS	Approved: SMG	Page 1 of 2
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- c) The Committee shall have no delegated powers unless expressly given by the Council.

#### 4. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of Council.

#### REFERENCES & REVIEW

<b>Statutory Compliance</b>	Part 5 of the <i>Local Government Act 1995</i> Local Govt (Administration) Regulations 1996 Local Govt (Financial Management) Regulations 1996 Local Govt (Audit) Regulations 1996 SMRC Standing Orders Amendment Local Law 2009	
<b>Organisational Compliance</b>	RRG Code of Conduct for Councillors and Committee Members and Group Members RRG Internal Audit Charter	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 202 <del>7</del> <sup>5</sup>	
<b>Related Documents</b>	Dept of Local Gov't Operational Guidelines No 9 (September 2013) – Audit in Local Government – The appointment, function and responsibilities of Audit Committees	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate Services	<del>Executive</del> Manager Corporate Services	Biennial
<b>Risk Rating</b>	High	
<b>Location of document</b>	Website Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services	

#### DOCUMENT CONTROL REGISTER

Date	Review		Author	Resp Officer	Audit Ctee	Council
2004	Original	1	MAF	MAF		25/11/04
2005	Review	2	MAF	MAF		22/09/05
2006	Review	3	MAF	MAF	22/05/06	25/05/06
2006	Review	4	MAF	MAF	22/05/06	28/09/06
2008	Review	5	MAF	MAF	21/11/08	27/11/08
2011	Review	6	DCS	DCS	20/06/11	25/08/11
2013	Review	7	EMCS	EMCS	12/08/13	22/08/13
2015	Review	8	EMCS	EMCS	08/06/15	25/06/15
2017	Review	9	EMCS	EMCS	21/08/17	24/08/17
2019	Review	10	EMCS	EMCS	18/02/19	28/02/19
2021	Review	11	EMCS	EMCS	15/02/21	25/02/21
2023	Review	12	MGC	MCS		23/02/23
<del>2023</del> <u>2025</u>	<del>Review</del> <u>Review</u>	<del>12</del> <u>13</u>	<del>MGC</del> <u>EMGC</u>	<del>MCS</del> <u>MCS</u>		

MAF – Manager Administration & Finance

DCS – Director Corporate Services

EM~~CS~~ – Executive Manager ~~Corporate Services~~Governance & Culture

MCS – Manager Corporate Services

MGC – Manager Governance & Culture

Issued: Feb 202 <del>3</del> <sup>5</sup>	Review Date: Feb 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 1.4 AUDIT & RISK COMMITTEE	Version <u>13</u> <del>2</del>
Prepared: <u>EMGC</u>	Reviewed by: MCS	Approved: SMG	Page <u>2</u> of <u>2</u>
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## **COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES**

### **1.0 STATEMENT**

The Resource Recovery Group is committed to ensuring that Council Members are adequately recompensed for their participation in Council Meetings, in accordance with the relevant legislation and regulations of the *Local Government Act 1995 (LGA)* and prescribed in the Salaries and Allowances Tribunal Determination.

### **2.0 SCOPE**

This Policy applies to all Councillors of the Resource Recovery Group and the employees charged with administering payments to Councillors.

### **3.0 OBJECTIVE**

1. To ensure the Resource Recovery Group Council complies with the Local Government Act 1995 in relation to ~~m~~Members ~~F~~ees and ~~A~~allowances ~~and expense reimbursements~~.
2. To ensure that officers follow a standard process in making decisions on members' fees and allowances ~~and expense reimbursements~~.

### **4.0 ROLES & RESPONSIBILITIES**

#### **Chief Executive Officer**

The Chief Executive Officer is responsible for ensuring that Councillors are appropriately paid in accordance with relevant legislation and that due processes ~~to do so~~ are followed ~~to do so~~.

### **5.0 CONTENT**

- ♦ The Salaries and Allowances Tribunal undertakes an annual determination of fees and expenses payable to local government Elected Members and publishes a Determination of the range of fees and allowances that may be paid to Elected Members each financial year.

#### **Annual fee for council members in lieu of fees for attending meetings S 5.99 LGA**

~~In Lieu~~~~Instead~~ of paying council members a fee ~~for each meeting attended~~, referred to in section 5.98(1), ~~it~~~~RRG~~ will ~~instead~~ pay all council members who attend council or committee meetings ~~an from 1 November 2019~~

~~75% of the maximum annual fee, determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B, if one Council Member per participant is appointed.~~

~~From 1 December 2024 the annual fee will be 100% of the maximum amount determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.~~

- ~~1. 50% of the maximum annual fee determined by the Salaries and Allowances Tribunal under the Salaries and allowances Act 1975 section 7b, if two Council Members per participant are appointed.~~

#### **Expense to be reimbursed S5.98(2)(a) and (3)**

A council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for that type of expense.

Issued: <del>November</del> February 2023 <sup>5</sup>	Review Date: <del>November</del> February 2025 <sup>7</sup>	Title: COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES	Version 13 <sup>4</sup>
Prepared: EM <del>GCS</del>	Reviewed by: EMGC	Approved: COUNCIL	Page 1 of 4
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES

Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:

~~(a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and~~

~~(ab) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and~~

~~(c) child care and travel costs incurred by a council member in completing the training required by section 5.126(1).~~

### Allowance for Chairperson S5.98(5) LGA

The Chairperson is entitled, in addition to any entitlement that he or she has under section 5.99 or 5.99A, to be paid ~~from 1 November 2019 —~~

~~75% of the maximum annual local government allowance for Regional Local Government Chairpersons, determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B~~

From 1 December 2024 the allowance will be paid at 100% of the maximum amount determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

~~1. —, if one Council Member per participant is appointed~~

~~2. — 50% of the maximum annual local government allowance for Regional local Government Chairpersons determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B, if two Council Members per participant are appointed.~~

### Allowance for Deputy Chairperson S5.98 LGA

1. The deputy chairperson of the local government be paid an allowance of 25% percent of the Chairperson allowance as determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B section 5.98(5).
2. The allowance under subsection (1) is to be paid on a daily pro-rata amount, in addition to any amount to which the deputy chairperson is entitled under section 5.99 and 5.99A.

### Payment of Fees and Allowances

1. The payment is applicable to each financial year, i.e. July to June
2. The payment of any taxation liability is the responsibility of the member.
3. Payment entitlements will be made to all members unless a member gives notice to the CEO in writing that the member does not wish to be paid his/her entitlement for the period stated in the notice.
4. Annual Payments are paid by monthly instalments in arrears into a nominated bank account
5. Annual payments in whole or part may be paid into the member's superannuation fund (refer to the Australian Taxation Office Interpretative Decision ATO ID 2007/205)

Issued: <del>November</del> February 2023 <sup>5</sup>	Review Date: <del>November</del> February 2025 <sup>7</sup>	Title: COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES	Version 13 <sup>4</sup>
Prepared: EMGCS	Reviewed by: EMGC	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES

6. Where an annual fee in lieu of sitting fees is paid, the fee is to be reduced on a pro-rata basis by any period of leave of absence or missed ordinary council meetings of three or more cumulative meetings during the year (except whilst on Council business).

Issued: <del>November-February 2023</del> <sup>5</sup>	Review Date: <del>November-February 2025</del> <sup>7</sup>	Title: COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES	Version 13 <del>4</del>
Prepared: EM <del>GCS</del>	Reviewed by: EMGC	Approved: COUNCIL	Page 3 of 4
Printed documents are not controlled. Please refer to the electronic version for the latest version.			

# COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES

## 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995</li> <li>Local Government (Administration) <del>Amendment</del> Regulations (Section 5.99 of the Local Government Act 1995 and Regulations 30 <del>to</del>&amp; 324 of the Local Government (Administration) Regulations should be observed in relation to fee &amp; allowance <u>and expense</u> payments)</li> <li>Determination for Local Government Elected Council Members Pursuant to Section 7A &amp; 7B of the <i>Salaries and Allowances Act 1975</i></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Accounting Policies and Procedures</li> </ul>	
<b>Next Review Date</b>	<del>November-February</del> 2025	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Annual
<b>Risk Rating</b>	Risk Register – Low	
<b>Location of document</b>	Website Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

## 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	29/06/2006
2012	Review	2	DCS	DCS	26/07/2012
2013	Review	3	EMCS	EMCS	22/08/2013
2013	Review	4	EMCS	EMCS	24/10/2013
2014	Review	5	EMCS	CEO	28/08/2014
2016	Review	6	EMCS	CEO	27/10/2016
2017	Review	7	EMCS	CEO	29/06/2017
2018	Review	8	EMCS	CEO	21/06/2018
2019	Review	9	EMCS	CEO	22/08/2019
2020	Review	10	EMCS	CEO	27/08/2020
2021	Review	11	CSM	CEO	27/05/2021
2022	Review	12	MGC	SMG – 4/10/2022	24/11/2022
2023	Review	13	EMGC	CEO	<u>23/11/2023</u>
<u>2025</u>	<u>Review</u>	<u>14</u>	<u>EMGC</u>	<u>CEO</u>	

Issued: <del>November-February</del> 2025	Review Date: <del>November-February</del> 2025	Title: COUNCIL POLICY NO 1.8 MEMBER FEES & ALLOWANCES	Version 134
Prepared: EMGCS	Reviewed by: EMGC	Approved: COUNCIL	Page 4 of 4
Printed documents are not controlled. Please refer to the electronic version for the latest version.			

## 1.0 STATEMENT

Resource Recovery Group is a regional local government organisation constituted under the Local Government Act 1995. It was formed in recognition of the fact that some services and facilities can be provided in a more efficient and responsive way through joint venture arrangements.

This Policy outlines the required mechanisms to meet the disclosure requirements of Australian Accounting Standards Board AASB 124- Related Party Disclosures.

## 2.0 SCOPE

The Related Party Disclosure Policy applies to Related Parties of the RRG and their Related Party Transactions with RRG (as defined in the policy definition section of this policy).

The scope of AASB 124 was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017.

## 3.0 OBJECTIVE

The purpose of this Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the *Australian Accounting Standard AASB 124 – Related Party Disclosures*:

The objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

## 4.0 DEFINITIONS

AASB 124	Australian Accounting Standards Board, Related Party Disclosures Standard.
Close family members or close members of the family	<p>– In relation to a <del>Key</del> <del>Management</del> <del>Personnel</del> family members who may be expected to influence, or be influenced by, that key management personnel in their dealings with council and include:</p> <ol style="list-style-type: none"> <li>that person's children and spouse or domestic partner;</li> <li>children of that person's spouse or domestic partner;</li> <li>dependants of that person or that person's spouse or domestic partner.</li> </ol> <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with council.</p>
Entity	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control	Control of an entity is present when there is: <ol style="list-style-type: none"> <li>power over the entity; and</li> <li>exposure or rights to variable returns from involvement with the entity; and</li> </ol>

Issued: Feb 202 <del>5</del> <sup>3</sup>	Review Date: Feb 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version <del>5</del> <sup>4</sup>
Prepared: EMGC	Reviewed by: MCS	Approved: EMCS <del>CEO</del>	Page 1 of 5
Page 89 of 121 Printed documents are not controlled. Check the electronic version for the latest version			

## COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURE

	<p>c. the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).</p>
Joint Control	<p>†The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>
Key Management Personnel (KMP)	<p><u>De</u>defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.</p> <p>For the purposes of determining the application of the standard, the RRG has identified the following persons as meeting the definition of Related Party:</p> <ol style="list-style-type: none"> <li>A Member Local Government</li> <li>A Council member</li> <li>Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Executive Managers.</li> <li>Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.</li> <li>Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).</li> </ol> <p>The <u>C</u>council will therefore be required to assess all transactions made with these persons or entities.</p>
Materiality	<p>Management will apply professional judgement in consultation with council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.</p> <p>In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.</p>
Ordinary Citizen Transactions (OCTs)	<p>Transactions that an ordinary citizen would undertake with council, which is undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include:</p> <ol style="list-style-type: none"> <li>fees and charges approved by <u>C</u>council that are on terms and conditions to the general public and by their nature or amount are not material;</li> <li>using council's public facilities after paying the corresponding fees.</li> </ol>
Related Party	<p>a person or entity that is related to council as defined in AASB124, paragraph 9. Examples of related parties are:</p> <ol style="list-style-type: none"> <li>council subsidiaries;</li> <li>key management personnel;</li> <li>close family members of key management personnel;</li> <li>entities that are controlled or jointly controlled by KMP or their close family members</li> </ol>
Related Party Transactions	<p>Is a transfer of resources, services or obligations between the council and a related party, regardless of whether a price is charged.</p>

Issued: Feb 2025 <sup>3</sup>	Review Date: Feb 2027 <sup>5</sup>	Title: COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version 5 <sup>4</sup>
Prepared: EMGC	Reviewed by: MCS	Approved: EMCS <sup>CEO</sup>	Page 2 of 5
Page 90 of 121 Printed documents are not controlled. Check the electronic version for the latest version			

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Key Management Personnel (KMP)

- a. All councillors, CEO and Senior Executive Managers are responsible for ensuring that this policy is understood and complied with.
- b. Responsible for identifying their related party relationships and notifying any related party transactions to RRG.
- c. Responsible for completing an Annual Related Party Disclosures - Declaration form.

### 5.2 Chief Executive Officer

- a. Ensure the commitment made within this Policy is met and that the Policy is communicated, implemented and reviewed.
- b. Ensure the commitment made within this Policy is met and that the Policy is communicated, implemented and reviewed.

### 5.3 ~~Financial-Corporate~~ Services

- a. Responsible for maintaining a register of Related Party Transactions.
- b. Responsible for preparing disclosure requirements in order to comply with the Standards.

## 6.0 CONTENT

### 6.1 Identification of Related Parties

AASB 124 provides that RRG will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances.

Related parties include a person or entity who has significant influence over the reporting entity:

Refer to Key Management Personnel (KMP) definition in this Policy.

RRG will therefore be required to assess all transactions made with these persons or entities.

### 6.2 Review of Related Parties

The CEO will regularly review Key Management Personnel where changes are made to existing persons.

### 6.3 Identification of Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the ~~c~~Council and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying fees and charges or any other amount to the ~~c~~Council

Issued: Feb 202 <del>5</del> <sup>3</sup>	Review Date: Feb 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version <del>4</del> <sup>5</sup>
Prepared: EMGC	Reviewed by: MCS	Approved: EMCS <del>CEO</del>	Page 3 of 5
Page 91 of 121 Printed documents are not controlled. Check the electronic version for the latest version			

- Use of cCouncil owned or operated facilities (whether charged a fee or not)
- Attending cCouncil functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Lease agreements for properties (whether for a cCouncil owned property or property sub-leased by the cCouncil)
- Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the cCouncil
- Sale or purchase of any property owned by the cCouncil to a person identified above
- Sale or purchase of any property owned by a person identified above to the cCouncil
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the cCouncil and are referred to as an Ordinary Citizen Transaction (OCT). Where RRG can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

### 6.4 Required Disclosures & Reporting

For the purposes of determining relevant transactions, cCouncil members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to Financial Services.

The notification requirement above does not apply to:

- related party transactions that are ordinary citizen transactions not assessed as being material; and
- for councillors, allowances and expenses incurred that are provided to a councillor during the financial year, under the Local Government Act 1995 and Council Expenses Reimbursement Policy, the particulars of which are contained in council's annual report pursuant to the *Local Government Act 1995* and Regulations.

### 6.5 Register of Related Party Transactions

RRG will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

Issued: Feb 202 <del>5</del> <sup>3</sup>	Review Date: Feb 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version <del>5</del> <sup>4</sup>
Prepared: EMGC	Reviewed by: MCS	Approved: EMCS <del>CEO</del>	Page 4 of 5
Page 92 of 121 Printed documents are not controlled. Check the electronic version for the latest version			

## 7.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>• AASB 124 Related Party Disclosures</li> <li>• AASB10 Consolidated Financial Statements</li> <li>• Local Government Act 1995 S5.36</li> <li>• Local Government (Financial Management) Regulations</li> <li>• Privacy Act 1988</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Related Party Disclosures - Declaration form</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 202 <del>7</del> <sup>5</sup>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Related Party Disclosures - Declaration form</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
	Chief Executive Officer	Biennial
<b>Risk Rating</b>	High	
<b>Location of Document</b>	RRG Website – Key Documents\Policies Staff Intranet	

## 8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2017	Original	1	FM/EMCS	CEO	29/06/2017
2019	Review	2	EMCS	CEO	28/02/2019
2021	Review	3	EMCS	CEO	25/02/2021
2023	Review	4	MGC	CEO	23/02/2023
2025	Review	5	EMGC	CEO	

FM – Finance Manager

EM~~G~~<sup>C</sup>S – Executive Manager ~~Corporate Services~~Governance & Culture

MCS- Manager Corporate Services

MGC – Manager Governance & Culture

Issued: Feb 202 <del>3</del> <sup>5</sup>	Review Date: Feb 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.5 RELATED PARTY DISCLOSURES	Version <del>4</del> <sup>5</sup>
Prepared: EMGC	Reviewed by: MCS	Approved: EM <del>C</del> <sup>S</sup> CEO	Page 5 of 5
Page 93 of 121 Printed documents are not controlled. Check the electronic version for the latest version			



## **COUNCIL POLICY NO 4.7 ACTING CHIEF EXECUTIVE OFFICER**

### **1.0 STATEMENT**

Section 5.36 of the *Local Government Act 1995* (~~Act~~) requires that a local government is to employ a person to be the Chief Executive Officer (CEO).

In the absence of the CEO e.g. annual leave, long service leave, extended personal leave or travel, it is appropriate for a person to be appointed to act in the position of CEO with all its functions and delegated authority.

### **2.0 SCOPE**

This Policy applies to the Chief Executive Officer or his/her duly authorised representative.

### **3.0 OBJECTIVE**

1. To appoint approved internal employees of the Resource Recovery Group that details who steps into the role in the position of Acting CEO during periods of absence of the CEO no longer than six (6) weeks.
2. To ensure that the Council approves the appointment of an Acting CEO for periods that are longer than six (6) weeks in accordance with the ~~Local Government Act~~.

### **4.0 ROLES & RESPONSIBILITIES**

#### **Council**

The Regional Council is to review and approve the CEO's recommended list of suitable employees to act in the CEO's absence.

Where the CEO is absent for more than six (6) weeks, the Council shall appoint a person who meets the criteria of the ~~Local Government Act~~ and regulations to the position of Acting CEO.

Where the CEO is absent, the Council may by council resolution appoint a person who is not an employee and meets the criteria of the ~~Local Government Act~~ and regulations to the position of Acting CEO.

#### **Chief Executive Officer**

The Chief Executive Officer is to recommend to Council and maintain a current list of duly suitable employees available to undertake the role and functions of the CEO during the CEO's absence being no longer that 6 weeks.

Prior to the CEO commencing each leave period, the CEO is to inform the Regional Council, committee members and Resource Recovery Group workforce, of the authorised person who will be Acting CEO during the CEO's absence.

The Chief Executive Officer may recommend to Council a suitable person who is not a Resource Recovery Group employee to undertake the position of Acting CEO during the CEO's absence.

Annual and Long service leave for the CEO is to be approved by the Chairman and completed using the appropriate Resource Recovery Group leave application process.

Issued: <del>May-February 2025</del> 4	Review Date: <del>May-February 2027</del> 6	Title: COUNCIL POLICY NO 4.7 Acting Chief Executive Officer	Version <del>98</del>
Prepared: EMGC	Reviewed by: EMGC	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Please refer to the electronic version for the latest version			

## 5.0 CONTENT

The following Resource Recovery Group employees are recommended and authorised to undertake the role of acting CEO during the CEO's absence not exceeding 6 weeks.

<u>Mr Brendan Doherty</u>	<u>Executive Manager Strategic Projects</u>
Ms Ann Johnson	Executive Manager Governance & Culture
Mr Xabier Urresti	Executive Manager Operations

The remuneration payment for higher duties shall be based on experience, skills and qualifications and any additional workload during the period as acting CEO.

The CEO and authorised employee shall agree on an appropriate remuneration or in the case of a Council appointment, the Chairman and person.

NB: The Acting CEO does not automatically receive the same remuneration package as the CEO.

## 6.0 REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>Local Government Act 1995, section 5.36</li> <li>Local Government Administration Regulations 18C</li> </ul>	
<b>Organisational Compliance</b>	Leave Approval	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	<u>May-February 2027</u>	
<b>Related Documents</b>	HR Policy Higher Duties Leave Form/Electronic Leave Portal Higher Duties for Employees Form	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Chief Executive Officer	Biennial
<b>Risk Rating</b>	Operational Risk Register – High	
<b>Location of document</b>	Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

## 7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	CEO	23/02/2012
2014	Review	2	EMCS	CEO	27/02/2014
2016	Review	3	EMCS	CEO	25/02/2016
2018	Review	4	EMCS	CEO	15/02/2018
2020	Review	5	EMCS	CEO	27/02/2020
2022	Review	6	MGC	CEO	25/02/2022
2023	Review	7	MGC	CEO	25/05/2023
2024	Update	8	EMGC	CEO	23/05/2024
<u>2025</u>	<u>Update</u>	<u>9</u>	<u>EMGC</u>	<u>CEO</u>	

Issued: <u>May-February 2025</u>	Review Date: <u>May-February 2027</u>	Title: COUNCIL POLICY NO 4.7 Acting Chief Executive Officer	Version <u>98</u>
Prepared: EMGC	Reviewed by: EMGC	Approved: CEO	Page 2 of 2
Printed documents are not controlled. Please refer to the electronic version for the latest version			

**COUNCIL POLICY NO 4.8  
BUSINESS DEVELOPMENT**

**STATEMENT**

This policy provides guidelines for best practice business development strategies for Resource Recovery Group.

**SCOPE**

The Policy applies to regional councillors and employees responsible for business development, marketing and sales.

**OBJECTIVE**

- To provide guidelines for establishing and managing plans, strategies and objectives
- To maintain a clear linkage between the relevant goals and strategies detailed in the RRG Strategic Plan.

**DEFINITIONS**

Nil

**ROLES & RESPONSIBILITIES**

**Council**

The Regional Council is to set strategic direction for the existing and future development. It may delegate powers and duties associated with business activity to the Chief Executive Officer.

**Chief Executive Officer**

The Chief Executive Officer is to ensure business development strategies established by the RRG complies with the *Local Government Act 1995*, Regulations and all legal obligations. Any delegated powers and duties granted by the Council may be delegated to other employees with or without restrictions at the discretion of the CEO.

The Chief Executive Officer is to ensure a marketing plan is developed and reviewed annually, employees understand their responsibilities and obligations to customers and clients.

**CONTENT**

**1 Establish and maintain a Marketing Plan**

The Plan is to include as a minimum:

- a. Be aligned with the Council Strategic Plan and strategies
- b. Strategic key performance indicators for the evaluation of effectiveness
- c. A requirement for annual reviews of the plan

**2 Managing a coordinated approach to business development**

- a. Establishing marketing campaigns
- b. Identification of business opportunities
- c. How each is assessed
- d. Assessing business opportunities

Issued: February 202 <del>5</del> <sup>3</sup>	Review Date: February 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.8 - BUSINESS DEVELOPMENT	Version <del>8</del> <sup>7</sup>
Prepared: CEO	Reviewed by: CEO	Approved: CEO	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

- e. Progress of new business proposals

**3 Managing legal obligations and principles**

- a. Compliance with legislation
- b. Adhering to the CEO Delegated Authority Register
- c. Good practice in business and customer relations
- d. Sales agreements and contracts
- e. Public tender process allowing opportunity for all customers to participate
- f. Customer credit controls
- g. Risk mitigation controls

**4 Increase customer and client satisfaction**

- a. Provide a high quality of goods and service
- b. Follow quality assurance procedures
- c. Respond to customer complaints

**REFERENCES & REVIEW**

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ Local Government (Functions &amp; General) Regulations</li> <li>▪ Trade Practices Act and Regulations</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Strategic Community Plan 2022-2032</li> <li>▪ Corporate Business Plan 2022-2026</li> <li>▪ Annual Adopted Budget</li> <li>▪ CEO Delegated Authority Register</li> <li>▪ Pricing Policy</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 202 <del>7</del> <sup>5</sup>	
<b>Related Documents</b>	RRG Pricing Policy	
<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 Low	
<b>Location of document</b>	RRG website Staff Intranet	

**DOCUMENT CONTROL REGISTER**

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	DBD	06/09/2012
2014	Review	2	CEO	CEO	06/11/2014
2015	Review	3	CEO	CEO	26/02/2015
2017	Review	4	CEO	CEO	23/02/2017
2019	Review	5	CEO	CEO	28/02/2019
2021	Review	6	CEO	CEO	25/02/2021
2023	Review	7	CEO	CEO	23/02/2025
<u>2025</u>	<u>Review</u>	<u>8</u>	<u>CEO</u>	<u>CEO</u>	

Issued: February 202 <del>5</del> <sup>3</sup>	Review Date: February 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.8 - BUSINESS DEVELOPMENT	Version <u>8</u> <sup>7</sup>
Prepared: CEO	Reviewed by: CEO	Approved: CEO	Page <b>2</b> of <b>2</b>
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## **COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT**

### **STATEMENT**

As waste management and resource recovery activities are crucial to its Member Councils and residents in the region, the ultimate users of our facilities, Resource Recovery Group is committed to preventing interruption of critical business functions to its customers in a crisis or an emergency situation and to re-establishing full functionality as swiftly and smoothly as possible.

RRG will maintain plans and procedures for all major business units to demonstrate to Council its ability to provide critical business functions to its stakeholders in the event of any crisis or an emergency.

The performance against this Policy will be reviewed by the Audit & Risk Committee on an annual basis using a combination of appropriate business continuity outcome and process attributes.

### **SCOPE**

This Policy shall apply to all staff, Regional Councillors and Regional Executive Group Members and areas governed by RRG Policies and procedures.

### **OBJECTIVE**

RRG shall conduct Business Continuity Planning to prevent or minimise any interruption of critical business functions to its stakeholders and customers, due to a crisis or an emergency situation (also referred to as disruption-related risk).

RRG shall take the necessary steps to re-establish full functionality as swiftly and smoothly as possible following an emergency or critical incident.

RRG shall provide the necessary resources required for implementation of Business Continuity activities.

### **DEFINITIONS**

The Key definitions of Business Continuity terms are given below. The Risk and related terms used in this Policy have same meaning as defined in Risk Management Policy. The terms defined in AS/NZS 5050:2010 Business continuity - Managing disruption-related risk are used with the same meaning when used in this Policy.

<b>Term</b>	<b>Definition</b>
Business Continuity	The ability of an organisation to provide service and support for its customers and to maintain its viability and reputation during or after a crisis or an emergency situation.
Business Continuity Management Plans	Identifying, developing, documenting, testing, communicating and reviewing the plans and procedures that will ensure continuity of critical business functions to customers during or after a crisis or an emergency situation.
Business Impact Analysis	Detailed risk analysis that examines the nature and extent of disruptions and the likelihood of the resulting consequences.

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Prepared: MGC	Reviewed by: EMCS	Approved: CEO	Page 1 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

Contingency Plan	Any plan of action that allows an organization to respond to events should they occur.
Contingent Capability	Supplementary resources provided specifically to enable an organization to respond to events should they occur.
Crisis	Situation that is beyond the capacity of normal management structures and processes to deal with effectively. A crisis may require significant diversion of management time, attention and resources away from normal, routine operations to respond to the situation.
Critical Business Function	A business function or part thereof identified as essential for survival of the organization and achievement of its critical objectives. A business function which has the effect of protecting critical interests of the community or another stakeholder to which a duty is owed, may qualify as a critical business function
Disruption-related Risk	Risk arising from the possibility of disruptive events.
Major Business Unit	Booragoon Office Information & Communication Technology Canning Vale Operations

### ROLES & RESPONSIBILITIES

#### Audit & Risk Committee

The [Audit & Risk](#) Committee is accountable for the oversight of the Risk Management process, which includes the Business Continuity Management Policy.

#### Chief Executive Officer

The CEO is accountable for ensuring the:

##### Senior Management Group

- Implement the strategic risk management strategy and policy framework
- Develop and review Business Continuity Plans (BCP)
- Develop and review Business Impact Analyses for the particular business unit
- Implement a Contingency Plan (CP) with Contingent Capability for the Business Unit in the event of a business disruption.
- Establish and appoint a Crisis Management Team (CMT) assigned to a CP.
- Adhere to appropriate procedures and risk management controls to minimise and mitigate any potential business disruption.

### CONTENT

Business Continuity is a fundamental concept in the risk management process and addresses risks that could impact on the continuity of the Council's core business functions.

The Business Continuity Management Plan, Business Impact Analyses, and Contingency Plans are to be managed in accordance with this Policy.

The Policy endeavours to:

- Identify the importance of core business unit functions

Issued: February 202 <del>5</del> <sup>3</sup>	Review Date: February 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version <del>6</del> <sup>5</sup>
Prepared: MGC	Reviewed by: EMCS	Approved: CEO	Page 2 of 4
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- Provide a framework and authority for RRG staff to prepare for and manage any disruption to RRG’s core business functions and operations due to any crisis or emergency situation using the Australian Standard AS/NZS 5050:2010 Business Continuity – managing disruption-related risk.
  - Ensure that the Council is ready with Business Continuity Management Plans for each major business unit to provide services to Member Councils and other customers during and after a crisis or emergency situation.
    - Each Major Business Unit has a responsibility for the development, communication and ongoing maintenance of the BCP associated with their areas of responsibility. BCPs:
      - are and remain relevant to organisational requirements
      - are developed to anticipate, prevent, respond to and recover from disruptions based on the Business Impact Analysis for each major business unit; and
      - clearly define the accountability, structure, roles and responsibilities.
- b. Identify the relevance of events that have the potential to impact upon core functions to cause a business disruption
- Ensure that a Business Impact Analysis has been conducted for each major business unit in order to measure the level of impact to organisational activities, is reviewed annually or following a significant change in organisational structure or operational capability.
- c. Support the development of procedures to re-establish business functionality quickly and efficiently
- Ensure that appropriate Contingency Plans and procedures for each major business unit are developed, tested, communicated and reviewed periodically for every probable and significant business interruption in each of its facilities.
- d. Approve and support the development of procedures to mitigate the impact of business disruption to stakeholders, customers and staff
- Integrate Business Continuity Management into the Strategic and Operational Risk Management and control framework to ensure that appropriate procedures are in place to minimise and mitigate any potential disruption.
- e. Testing of the BCPs within each Major Business Unit is to be conducted annually on a regular basis. Testing may be undertaken in one of the following ways:
- Hypothetical – theoretic exercise
  - Component – exercising individual components
  - Module – exercising a combination of the BCP components
  - Full – exercising all BCP components
- Testing is to be reported to the Audit & Risk Committee and managed and co-ordinated by the relevant Business Unit Manager and the Corporate Support team.

Issued: February 2025 <sup>53</sup>	Review Date: February 2027 <sup>5</sup>	Title: COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version 6 <sup>5</sup>
Prepared: MGC	Reviewed by: EMCS	Approved: CEO	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

## REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>AS/NZS 5050:2010 Business Continuity – managing disruption-related risk</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Business Continuity Management Plan</li> <li>Business Continuity Framework</li> <li>Risk Management Policy – Policy No 4.2</li> <li>RRG Policies &amp; Procedures</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 202 <del>7</del> <sup>5</sup>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>Business Continuity Management Plan – Booragoon Office</li> <li>Business Continuity Management Plan – ICT</li> <li>Business Continuity Management Plan – Canning Vale Operations</li> <li>Infectious Diseases Response Plan</li> <li>Business Impact Analysis for each Business Unit</li> <li>Risk Rating Tables</li> <li>Strategic and Operational Risk Registers</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 High	
<b>Location of document</b>	Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

## DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Original	1	EMCS	CEO	28/08/2014
2017	Review	2	EMCS	CEO	24/08/2017
2019	Review	3	EMCS	CEO	28/02/2019
2021	Review	4	EMCS	CEO	25/02/2021
2023	Review	5	MGC	CEO	23/02/2023
<u>2025</u>	<u>Review</u>	<u>6</u>	<u>EMGC</u>	<u>CEO</u>	

Issued: February 202 <del>5</del> <sup>3</sup>	Review Date: February 202 <del>7</del> <sup>5</sup>	Title: COUNCIL POLICY NO 4.9 BUSINESS CONTINUITY MANAGEMENT	Version <u>6</u> <sup>5</sup>
Prepared: MGC	Reviewed by: EMCS	Approved: CEO	Page 4 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

## STATEMENT

Resource Recovery Group's vision is a circular economy with less waste and lower carbon emissions.

The Asset Management policy provides the framework to allow RRG to coordinate activities and practices to optimally manage its assets, and their associated performance, risk and expenditures over their lifecycle.

## SCOPE

The Asset Management Policy is to ensure that assets are protected and maintained to reach their maximum useful life.

## OBJECTIVE

- The Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced.
- The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.

## DEFINITIONS

## ROLES & RESPONSIBILITIES

### 1 Council

- a. The Regional Council adopts the Asset Management policy and vision with linkage to the Community Strategic Plan.
- b. To ensure appropriate resources and funding for Asset Management activities are made available for total Asset Management into the corporate governance framework.

### 2 Executive Management Team

- a. To continue to refine the "overarching" Asset Management Policy and the initial Asset Management Strategy with linkage to the Corporate Business Plan for consideration by Council.
- b. To foster and support the principles of Total Asset Management.
- c. To implement and continuously review the corporate Asset Management Policy and Strategy with agreed resources.
- d. To ensure that timely, accurate and reliable information is presented to council for decision-making.

~~e. Executive Manager Strategic Projects to Chair the Engineering Change Management Team.~~

### 3 ~~Maintenance & Production~~ Executive Manager Operations

- a. To implement the asset management framework as identified in this Policy.

~~b. To provide reports to the Engineering Change Management Team.~~

Issued: February 2023	Review Date: February 2025	Title: COUNCILPOLICY NO 4.10 ASSET MANAGEMENT	Version 4
Prepared: MGC	Reviewed by:	Approved:	Page 1 of 5
Printed documents are not controlled. Check the electronic version for the latest version			

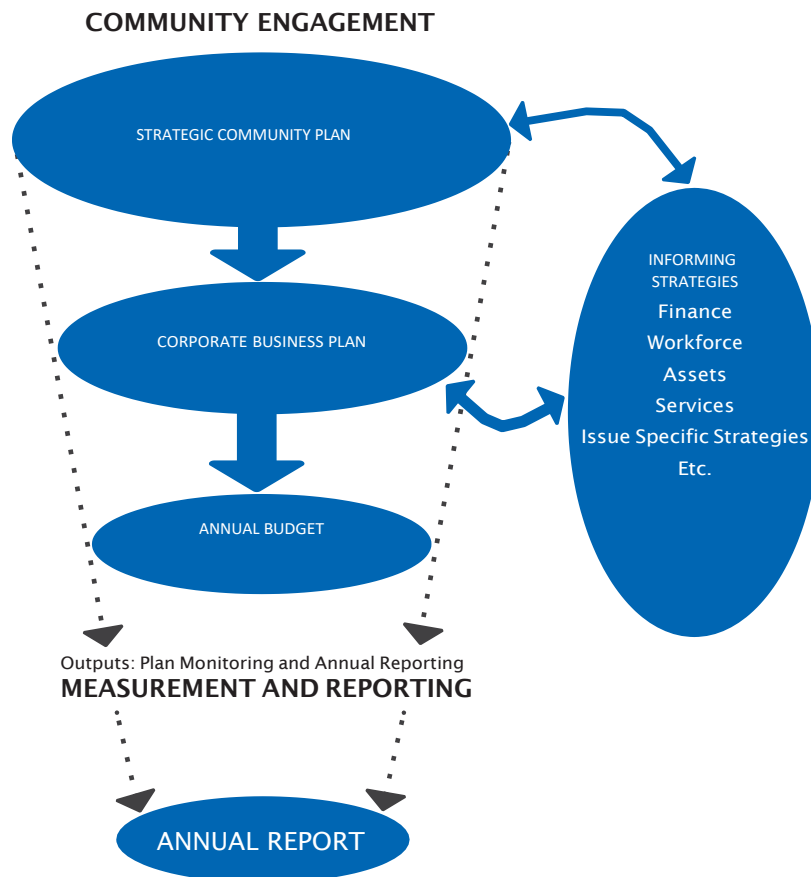
e.b. To manage and improve asset management practices;

- Maintain all plant and equipment in a safe operating condition
- Ensure all plant and equipment is operating at peak efficiency
- Maximize plant and equipment life
- Minimize plant and equipment service failures
- Minimize loss of accessibility due to equipment failure
- Meet or exceed manufacturers' maintenance requirements
- Maintain facility, plant and equipment exterior and interior appearance
- Meet or exceed all environmental licencing requirements
- Maintain a system of permanent facility, plant and equipment maintenance records
- Adhere to a strict preventive maintenance schedule
- Administer an equipment warranty recovery program as and when required
- Preserve all business investments in the facility.
- Help the facility function as intended and operate at peak efficiency, including minimizing energy consumption.
- Prevent failures of building systems that would interrupt occupants' activities and the continuation of site operations
- Sustain a safe and healthful environment by keeping the facility and its components in good repair and structurally sound.
- Provide maintenance in ways that are cost-effective and value adding to the business.

### CONTENT

All local governments in Western Australia, including Regional Councils, are required to plan for the future in accordance with Section 5.56(1) of the *Local Government Act 1995* and adopt an Integrated Planning and Reporting Framework. The diagram below, incorporated in the RRG Corporate Business Plan, depicts this framework:

Issued: February 2023	Review Date: February 2025	Title: COUNCILPOLICY NO 4.10 ASSET MANAGEMENT	Version 4
Prepared: MGC	Reviewed by:	Approved:	Page 2 of 5
Printed documents are not controlled. Check the electronic version for the latest version			



Source: Department of Local Government, Integrated Planning and Reporting Guidelines, 2013.

To effectively and sustainably manage assets, all local governments are required to:

- Develop an Asset Management Policy.
- Develop an Asset Management Strategy including:
  - Asset Management Plans for major asset classes.
  - Processes that link Asset Management Plans to Long Term Financial Plans.
  - Defined levels of service and affordability.
  - Governance and management arrangements.
  - Data and systems to support asset management.
  - Improvement of skills and processes.
- Develop a process for evaluating Asset Management Plans, processes and asset sustainability.
- Link Asset Management to the Annual Report.

The Asset Management Framework will be used to inform proposals for future legislative requirements and should be referred to when addressing the legislative requirements regarding integrated planning (plan for the future) and reporting, and financial management.

RRG will maintain the following documents associated with Assets Management:

Issued: February 2023	Review Date: February 2025	Title: COUNCILPOLICY NO 4.10 ASSET MANAGEMENT	Version 4
Prepared: MGC	Reviewed by:	Approved:	Page 3 of 5
Printed documents are not controlled. Check the electronic version for the latest version			

### Asset Management Plan

A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

### Asset Management Strategy

Outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.

### Asset Register

A record of asset information considered worthy of separate identification including date of acquisition and or disposal, financial values, depreciation, re-valuations and other technical and financial information, including maintenance costings for whole of life management.

RRG is committed to:

1. investing in, maintain, and operate assets to:
  - a. Meet reliability standards, availability requirements, efficiency needs, environmental requirements, safety and security standards, and other requirements; and
  - b. Minimize the life cycle costs of assets.
  
2. Implementing asset management systems to govern the planning, investing, operating, maintaining, and disposing of assets. The systems will meet the Council's objectives for internal operations by:
  - a. Evaluating and applying leading asset management practices;
  - b. Follow best practice principles and practises such as ISO55000:2014.
  - c. Establishing long-term asset management strategies and asset objectives directed at achieving the Council's vision and strategic objectives;
  - d. Developing asset management plans to implement the strategies and achieve the asset objectives and targets;
  - e. Monitoring and ensuring delivery of the asset objectives and targets;
  - f. Collection and evaluation of Asset Management data using Asset Management Information System (AMIS) and Computerised Maintenance Management System (CMMS).
  - g. Employing RRG's risk management policy an approach;
  - h. Employing RRG's WHS Policies and procedures
  - i. Providing ready access to necessary asset and financial information;
  - j. Establishing clear roles, responsibilities and accountabilities;
  - k. Incorporating structured reviews directed at continuously improving the systems.

Issued: February 2023	Review Date: February 2025	Title: COUNCILPOLICY NO 4.10 ASSET MANAGEMENT	Version 4
Prepared: MGC	Reviewed by:	Approved:	Page 4 of 5
Printed documents are not controlled. Check the electronic version for the latest version			

## REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1995</i></li> <li>▪ Local Government (Functions <b>and General</b>) Regulations <u>1996</u></li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Community Strategic Plan 2022-2032</li> <li>▪ Corporate Business Plan 202<u>42</u>-202<u>68</u></li> <li>▪ Long Term Financial Plan</li> <li>▪ Annual Adopted Budget</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 202 <u>75</u>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ ISO 55000:2014</li> <li>▪ Asset Management Plan</li> <li>▪ Asset Management Strategy</li> <li>▪ Asset Register</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Operations	Biennial
<b>Risk Rating</b>	Operational Risk Register – Risk High	
<b>Location of document</b>	RRG website Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

## 8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2016	Original	1	EMCS	EMO	23/02/2017
2019	Review	2	EMCS	EMO	28/02/2019
2021	Review	3	EMCS	EMO	25/02/2021
2023	Review	4	MGC	EMO	23/02/2023
<u>2025</u>	<u>Review</u>	<u>5</u>	<u>EMGC</u>	<u>EMO</u>	

Issued: February 2023	Review Date: February 2025	Title: COUNCILPOLICY NO 4.10 ASSET MANAGEMENT	Version 4
Prepared: MGC	Reviewed by:	Approved:	Page 5 of 5
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**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2024**

	<b>AUDITED</b>	
	<b>30 June 2024</b>	<b>30 November 2024</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,705,332	1,336,356
Trade and other receivables	1,702,415	1,923,436
Other financial assets	5,983,672	4,583,888
Inventories	1,239,930	1,469,673
Other assets	805,391	2,355,948
<b>TOTAL CURRENT ASSETS</b>	<b>13,436,740</b>	<b>11,669,300</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,872,240
Right-of-use assets	2,885,403	2,885,403
<b>TOTAL NON-CURRENT ASSETS</b>	<b>16,532,226</b>	<b>15,369,843</b>
<b>TOTAL ASSETS</b>	<b>29,968,966</b>	<b>27,039,143</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,796,366	3,800,230
Lease liabilities	637,613	734,707
Borrowings	95,824	48,403
Employee related provisions	389,026	469,390
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,918,829</b>	<b>5,052,729</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	4,331,334	3,986,039
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	90,413
Other provisions	5,614,260	5,627,251
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,633,177</b>	<b>11,315,903</b>
<b>TOTAL LIABILITIES</b>	<b>18,552,006</b>	<b>16,368,632</b>
<b>NET ASSETS</b>	<b>11,416,960</b>	<b>10,670,511</b>
<b>EQUITY</b>		
Retained surplus	(6,139,995)	(5,026,089)
Reserve accounts	9,085,223	7,224,868
Revaluation surplus	8,471,731	8,471,731
<b>TOTAL EQUITY</b>	<b>11,416,960</b>	<b>10,670,511</b>

This statement is to be read in conjunction with the accompanying notes.

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2024**

	Adopted Budget Estimates \$	YTD Budget Estimates \$	YTD Actual \$	Variance* \$	Variance* %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Grants, subsidies and contributions	2,430,482	1,012,701	<b>1,078,530</b>	65,829	6.50%	▲
Fees and charges	15,382,365	6,409,319	<b>6,644,415</b>	235,096	3.67%	▲
Interest revenue	216,585	90,244	<b>47,063</b>	(43,181)	(47.85%)	▼
Other revenue	1,902,063	792,526	<b>805,915</b>	13,389	1.69%	▲
	<b>19,931,495</b>	<b>8,304,790</b>	<b>8,575,923</b>	271,133	3.26%	
<b>Expenditure from operating activities</b>						
Employee costs	(6,026,605)	(2,499,805)	<b>(1,973,493)</b>	526,312	21.05%	▲
Materials and contracts	(11,242,372)	(4,691,109)	<b>(4,406,728)</b>	284,381	6.06%	▲
Utility charges	(734,486)	(306,036)	<b>(303,030)</b>	3,006	0.98%	▲
Depreciation	(3,134,188)	(1,305,912)	<b>(1,527,817)</b>	(221,905)	(16.99%)	▼
Finance costs	(298,007)	(124,170)	<b>(116,287)</b>	7,883	6.35%	▲
Insurance	(2,192,703)	(913,626)	<b>(980,165)</b>	(66,539)	(7.28%)	▼
	<b>(23,628,361)</b>	<b>(9,840,658)</b>	<b>(9,322,372)</b>	518,286	5.27%	
Non-cash amounts excluded from operating activities	3,193,503	1,305,912	<b>1,570,690</b>	264,778	20.28%	▲
<b>NET OPERATING POSITION</b>	<b>(503,363)</b>	<b>(229,956)</b>	<b>824,241</b>	1,054,197	458.43%	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from financial assets at amortised cost	95,824	47,421	<b>47,421</b>	0	0.00%	
	<b>95,824</b>	<b>47,421</b>	<b>47,421</b>	0	0.00%	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(955,520)	(398,133)	<b>(365,435)</b>	32,698	8.21%	▲
Pament to past members	(1,494,950)	(1,494,950)	<b>(1,494,920)</b>	30	0.00%	▲
	<b>(2,450,470)</b>	<b>(1,893,083)</b>	<b>(1,860,355)</b>	32,728	1.73%	
<b>Amount attributable to investing activities</b>	<b>(2,354,646)</b>	<b>(1,845,662)</b>	<b>(1,812,934)</b>	32,728	1.77%	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	2,450,470	1,860,355	<b>1,860,355</b>	0	0.00%	
	<b>2,450,470</b>	<b>1,860,355</b>	<b>1,860,355</b>	0	0.00%	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(95,824)	(47,421)	<b>(47,421)</b>	0	0.00%	
Payments for principal portion of lease liabilities	(637,613)	(248,202)	<b>(248,202)</b>	0	0.00%	
	<b>(733,437)</b>	<b>(295,623)</b>	<b>(295,623)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>	<b>1,717,033</b>	<b>1,564,732</b>	<b>1,564,732</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	1,140,976	1,140,976	<b>1,212,735</b>	71,759	6.29%	▲
Amount attributable to operating activities	(503,363)	(229,956)	<b>824,241</b>	1,054,197	458.43%	▲
Amount attributable to investing activities	(2,354,646)	(1,845,662)	<b>(1,812,934)</b>	32,728	1.77%	▲
Amount attributable to financing activities	1,717,033	1,564,732	<b>1,564,732</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>630,090</b>	<b>1,788,774</b>	1,158,684	183.89%	▲

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

Note: Depreciation expenses is on an estimation basis as depreciation run in the financial system has not been done pending the finalisation of FY24 audit.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**RESOURCE RECOVERY GROUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

**3 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 actual materially.

The material variance adopted by Council for the 2024-25 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	65,829	6.50%	▲
<b>Fees and charges</b>	235,096	3.67%	▲
Better sales price of products(MRF), additional customer contract (FOGO)			
<b>Interest revenue</b>	(43,181)	(47.85%)	▼
Reversal of FY24 accrual. Will be adjusted gradually when the term deposits mature. It is a timing difference			
<b>Other revenue</b>	13,389	1.69%	▲
Recycle right transfer and lease income			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	526,312	21.05%	▲
Employee efficiency, costs savings			
<b>Materials and contracts</b>	284,381	6.06%	▲
Cost savings			
<b>Utility charges</b>	3,006	0.98%	▲
<b>Finance costs</b>	7,883	6.35%	▲

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2024

## 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Reso to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Reso controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

#### **Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### **SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 16 December 2024

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

	AUDITED	
	30 June 2024	31 December 2024
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,705,332	1,198,557
Trade and other receivables	1,702,415	2,071,599
Other financial assets	5,983,672	4,591,614
Inventories	1,239,930	1,449,138
Other assets	805,391	2,342,799
<b>TOTAL CURRENT ASSETS</b>	<b>13,436,740</b>	<b>11,653,707</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,626,117
Right-of-use assets	2,885,403	2,885,403
<b>TOTAL NON-CURRENT ASSETS</b>	<b>16,532,226</b>	<b>15,123,720</b>
<b>TOTAL ASSETS</b>	<b>29,968,966</b>	<b>26,777,427</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,796,366	4,054,093
Lease liabilities	637,613	754,317
Borrowings	95,824	48,403
Employee related provisions	389,026	451,482
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,918,829</b>	<b>5,308,294</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	4,331,334	3,916,541
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	95,919
Other provisions	5,614,260	5,629,849
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,633,177</b>	<b>11,254,509</b>
<b>TOTAL LIABILITIES</b>	<b>18,552,006</b>	<b>16,562,803</b>
<b>NET ASSETS</b>	<b>11,416,960</b>	<b>10,214,624</b>
<b>EQUITY</b>		
Retained surplus	(6,139,995)	(5,422,536)
Reserve accounts	9,085,223	7,165,428
Revaluation surplus	8,471,731	8,471,731
<b>TOTAL EQUITY</b>	<b>11,416,960</b>	<b>10,214,624</b>

This statement is to be read in conjunction with the accompanying notes.

**RESOURCE RECOVERY GROUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

	Adopted Budget Estimates \$	YTD Budget Estimates \$	YTD Actual \$	Variance* \$	Variance* %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Grants, subsidies and contributions	2,430,482	1,215,241	<b>1,280,664</b>	65,423	5.38%	▲
Fees and charges	15,382,365	7,691,182	<b>8,378,933</b>	687,751	8.94%	▲
Interest revenue	216,585	108,293	<b>116,725</b>	8,432	7.79%	▲
Other revenue	1,902,063	951,032	<b>945,977</b>	(5,055)	(0.53%)	▼
	<b>19,931,495</b>	<b>9,965,748</b>	<b>10,723,299</b>	757,551	7.60%	
<b>Expenditure from operating activities</b>						
Employee costs	(6,026,605)	(2,999,765)	<b>(2,516,716)</b>	483,049	16.10%	▲
Materials and contracts	(11,242,372)	(5,629,331)	<b>(5,883,208)</b>	(253,877)	(4.51%)	▼
Utility charges	(734,486)	(367,243)	<b>(367,468)</b>	(225)	(0.06%)	▼
Depreciation	(3,134,188)	(1,567,094)	<b>(1,833,381)</b>	(266,287)	(16.99%)	▼
Finance costs	(298,007)	(149,004)	<b>(132,309)</b>	16,695	11.20%	▲
Insurance	(2,192,703)	(1,096,352)	<b>(1,177,704)</b>	(81,352)	(7.42%)	▼
	<b>(23,628,361)</b>	<b>(11,808,789)</b>	<b>(11,925,638)</b>	(116,849)	(0.99%)	
Non-cash amounts excluded from operating activities	3,193,503	1,567,094	<b>1,883,358</b>	316,264	20.18%	▲
<b>NET OPERATING POSITION</b>	<b>(503,363)</b>	<b>(275,947)</b>	<b>681,019</b>	956,966	346.79%	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from financial assets at amortised cost	95,824	47,421	<b>47,421</b>	0	0.00%	
	<b>95,824</b>	<b>47,421</b>	<b>47,421</b>	0	0.00%	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(955,520)	(477,760)	<b>(424,875)</b>	52,885	11.07%	▲
Pament to past members	(1,494,950)	(1,494,950)	<b>(1,494,920)</b>	30	0.00%	▲
	<b>(2,450,470)</b>	<b>(1,972,710)</b>	<b>(1,919,795)</b>	52,915	2.68%	
<b>Amount attributable to investing activities</b>	<b>(2,354,646)</b>	<b>(1,925,289)</b>	<b>(1,872,374)</b>	52,915	2.75%	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	2,450,470	1,972,710	<b>1,919,795</b>	(52,915)	(2.68%)	▼
	<b>2,450,470</b>	<b>1,972,710</b>	<b>1,919,795</b>	(52,915)	(2.68%)	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(95,824)	(47,421)	<b>(47,421)</b>	0	0.00%	
Payments for principal portion of lease liabilities	(637,613)	(298,090)	<b>(298,090)</b>	0	0.00%	
	<b>(733,437)</b>	<b>(345,511)</b>	<b>(345,511)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>	<b>1,717,033</b>	<b>1,627,199</b>	<b>1,574,284</b>	(52,915)	(3.25%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	1,140,976	1,140,976	<b>1,212,735</b>	71,759	6.29%	▲
Amount attributable to operating activities	(503,363)	(275,947)	<b>681,019</b>	956,966	346.79%	▲
Amount attributable to investing activities	(2,354,646)	(1,925,289)	<b>(1,872,374)</b>	52,915	2.75%	▲
Amount attributable to financing activities	1,717,033	1,627,199	<b>1,574,284</b>	(52,915)	(3.25%)	▼
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>566,939</b>	<b>1,595,664</b>	1,028,725	181.45%	▲

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

Note: Depreciation expenses is on an estimation basis as depreciation run in the financial system has not been done pending the finalisation of FY24 audit.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**RESOURCE RECOVERY GROUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**3 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 actual materially.

The material variance adopted by Council for the 2024-25 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	65,423	5.38%	▲
Increased overhead contribution due to increase in tonnes			
<b>Fees and charges</b>	687,751	8.94%	▲
Better sales price of products(MRF), additional customer contract (FOGO)			
<b>Interest revenue</b>	8,432	7.79%	▲
<b>Other revenue</b>	(5,055)	(0.53%)	▼
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	483,049	16.10%	▲
Employee efficiency, costs savings			
<b>Materials and contracts</b>	(253,877)	(4.51%)	▼
Expenses relating to extra business not budgeted (refer fees and charges income)			
<b>Utility charges</b>	(225)	(0.06%)	▼
<b>Finance costs</b>	16,695	11.20%	▲

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2024

## 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### **Local Government Act 1995 requirements**

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- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

### SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 January 2025





**Schedule of Payments made in December 2024**

Chq/EFT	Date	Name	Description	Amount
4801795	18.12.24	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	4,803.65
4801829	19.12.24	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	8,477.70
4801821	19.12.24	All Rubber TMH Pty Ltd	Tools	2,935.02
4801854	19.12.24	Associated Laundry Services	Laundry Expenses	750.06
4801807	18.12.24	Bunnings Group Limited	Workshop expenses	853.78
4801825	19.12.24	CJD Equipment Pty Ltd	Mobile Plant Maintenance	10,519.17
4801828	19.12.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	8,607.50
4801820	19.12.24	MMM (WA) Pty Ltd	Repairs	58,988.18
4801834	19.12.24	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	7,056.50
4801839	19.12.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	1,368.35
4801841	19.12.24	Perth Contract Hydraulics	Fixed Plant Maintenance	1,828.46
4801853	19.12.24	CCM Western Maintenance Pty Ltd	Repairs	20,449.00
4801842	19.12.24	Pritchard Francis	Accommodation/Site Maintenance	4,158.00
4801844	19.12.24	Selectro Services P/L	Fixed Plant Maintenance	1,430.00
4801816	18.12.24	WATM Crane Sales and Services	Mobile Plant Maintenance	492.80
4801776	05.12.24	Xelflex Pty Ltd	Fixed Plant Maintenance	77,030.47
4801819	19.12.24	Xelflex Pty Ltd	Fixed Plant Maintenance	42,414.24
4801846	19.12.24	WA Fasteners Pty Ltd	OHS	4,174.50
4801770	02.12.24	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Transfer Station	127,546.94
4801806	18.12.24	Blue Force Pty Ltd	Accommodation/Site Maintenance	181.91
4801823	19.12.24	Eurofins ARL Pty Ltd	Quality Assurance	1,768.80
4801793	18.12.24	Arbon Equipment Pty Ltd	Accommodation/Site Maintenance	5,170.00
4801794	18.12.24	BP Australia P/L	Fuel	14,010.53
4801824	19.12.24	Blackwoods Atkins	OHS	1,538.56
4801777	06.12.24	City of Canning	Accommodation Lease Fees	69,643.75
4801826	19.12.24	Cleveland Compressed Air Services	Fixed Plant Maintenance	7,323.80
4801855	19.12.24	CoreStaff WA Pty Ltd	Relief Staff	12,936.04
4801830	19.12.24	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	3,685.00
4801809	18.12.24	Hoisting Equipment Specialist (HESWA)	OHS	319.00
4801831	19.12.24	Hinco Instruments Pty Ltd	OHS	2,557.50
4801852	19.12.24	Hoseright	Mobile Plant Maintenance	4,043.09
4801810	18.12.24	Industrial Protective Products (WA)	OHS	683.76
4801867	20.12.24	Kangaroo Plastics	Reuse/disposal	7,987.98
4801835	19.12.24	MM Electrical Merchandising	Accommodation/Site Maintenance	1,902.56
4801836	19.12.24	MTS Hire and Sales	Biofilter 3 F112 Refurbishment	3,595.90
4801848	19.12.24	Motion Australia Pty Ltd	Tools	1,094.48
4801837	19.12.24	Netelec Pty Ltd T/A Netelec Electrical Supplies	Tools	1,011.42
4801838	19.12.24	Network-IT(WA) PTY LTD	IT Expenses	2,524.30
4801798	18.12.24	Octagon Lifts	Accommodation/Site Maintenance	5,333.84
4801799	18.12.24	Perth Recruitment Services Pty Ltd	Biofilter 3 F112 Refurbishment	6,235.96
4801843	19.12.24	SAGE Automation Pty Ltd	Fixed Plant Maintenance	19,978.48
4801851	19.12.24	Satellite Security Services Pty Ltd	Security Expenses	1,016.40
4801822	19.12.24	Allclean Property Services Plus	Cleaning	3,898.79
4801811	18.12.24	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	62.85
4801768	02.12.24	JD Organics Pty Ltd T/A Go Organics	FOGO Fines	76,196.08
4801769	02.12.24	Purearth	FOGO Fines	116,271.71
4801845	19.12.24	United Equipment Pty Ltd	Mobile Plant Hire Fees	2,668.49
4801771	02.12.24	Wastetrans Wa	Transport Expenses	59,993.07
4801817	18.12.24	Westate Hose Supplies	Fixed Plant Maintenance	401.13
4801813	18.12.24	Work Clobber	OHS	450.80
4801849	19.12.24	Wurth Australia Pty Ltd	Biofilter 3 F112 Refurbishment	1,532.52
4801872	30.12.24	WA Treasury Corporation	Loan Repayment	41,178.27
4801773	04.12.24	RRG Payroll Net Clearing	Payroll	108,951.26
4801790	18.12.24	PAYG - Australian Taxation Office (ATO)	PAYE	30,317.00
4801774	04.12.24	Precision (Beam)	Super	23,878.69
4801786	02.12.24	National Australia Bank (NAB)	Other office expenses	9,932.67
4801778	12.12.24	City of Wanneroo	General Provision	89,102.61
4801779	12.12.24	City of Kalamunda	General Provision	23,031.76
4801815	18.12.24	Coregas Pty Ltd	Workshop expenses	274.16
4801781	16.12.24	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	1,404.83
4801783	16.12.24	Cr Jane Edinger*	Councillor Sitting Fees	952.50
4801782	16.12.24	Cr Jenny Archibald*	Councillor Sitting Fees	952.50
4801780	16.12.24	Cr Karen Wheatland*	Councillor Sitting Fees	3,237.42
4801827	19.12.24	CTI Logistics Interstate	Transport Costs	20,379.00
4801808	18.12.24	Fujifilm Business Innovation Australia Pty Ltd	Photocopying/Printing Expenses	273.58
4801801	18.12.24	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	4,949.60

4801832	19.12.24	Horizon West Landscape & Irrigation Pty Ltd	Accommodation/Site Maintenance	4,141.78
4801833	19.12.24	Instant Weighing	Mobile Plant Maintenance	2,654.30
4801796	18.12.24	Natsync Environmental	Accommodation/Site Maintenance	1,175.00
4801797	18.12.24	Network-IT(WA) PTY LTD	Minor Capital Equipment/Tools	6,980.32
4801840	19.12.24	OTR Tyres	Mobile Plant Maintenance	1,202.30
4801814	18.12.24	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertising & Promotion	759.64
4801818	19.12.24	Purearth	FOGO Fines	114,334.33
4801850	19.12.24	Red Ant Design Pty Ltd	RecycleRight Website & App Development ( ,	2,530.00
4801800	18.12.24	Solutions Plus Partnership Pty Ltd	IT Expenses	6,187.52
4801791	18.12.24	Telstra Limited - BPAY	IT Expenses	6,701.41
4801802	18.12.24	Tetra Tech Coffey Pty Ltd	Contracted Services	50,718.79
4801847	19.12.24	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	3,121.29
4801873	23.12.24	Vocus Pty Ltd	IT Expenses	1,757.80
4801805	18.12.24	Wastetrans Wa	Transport Costs	90,347.29
4801792	18.12.24	Water Corporation* BPAY	Water	763.13
4801812	18.12.24	Winc Australia Pty Limited	Other office expenses	700.40
4801804	18.12.24	Synergy - Electricity Retail Corporation	Electricity	61,214.47
4801803	18.12.24	Office of the Auditor General (OAG)	Audit Fees	71,500.00
4801789	18.12.24	Australian Taxation Office (ATO)	GST	17,441.00
4801868	18.12.24	RRG Payroll Net Clearing	Payroll	114,638.07
4801869	18.12.24	Precision (Beam)	Super	24,256.17
4801866	20.12.24	Wastetrans Wa	Transport Costs	131,065.04
4801858	20.12.24	Water Corporation* BPAY	Water	1,209.52
4801859	20.12.24	Water Corporation* BPAY	Water	539.27
4801865	20.12.24	Recycling Plastics Australia Pty Ltd (RPA)	Reuse/disposal	10,758.00
4801864	20.12.24	JD Organics Pty Ltd T/A Go Organics	Processing of Greenwaste	51,045.84
4801857	20.12.24	Telstra Limited - BPAY	Telephone	257.00
4801871	31.12.24	RRG Payroll Net Clearing	Payroll	121,203.92
4801891	30.12.24	National Australia Bank (NAB)	Credit Card Payment	21,243.39
			<b>TOTAL PAYMENTS</b>	<b>2,099,165.66</b>

Credit Card Transactions for December 2024				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4801891	24/12/2024	Wanewsdtdi	Publications & Subscriptions	96.00
4801891	19/12/2024	Bp Burredah	Mobile Plant Maintenance	91.06
4801891	20/12/2024	Sq *janos Kaszala	Training	120.00
4801891	19/12/2024	Coles	Office expenses	18.50
4801891	19/12/2024	Coles	Office expenses	7.00
4801891	19/12/2024	Myaree lga	Office expenses	3.99
4801891	18/12/2024	Dwer - Water	Licences	3,500.00
4801891	18/12/2024	Petroltec Pty Ltd	Fixed Asset part	4,696.88
4801891	18/12/2024	Wilson Parking	Security Expenses	1,176.24
4801891	17/12/2024	Tenderlink Com	Advertising & Promotion	207.90
4801891	18/12/2024	Sitech Wa Pty Ltd	Mobile Plant Maintenance	1,452.00
4801891	16/12/2024	Taz Curry House	Speical events	47.00
4801891	16/12/2024	Coles	Speical events	24.00
4801891	16/12/2024	Coles	Office expenses	8.90
4801891	14/12/2024	Woolworths	Speical events	4.00
4801891	11/12/2024	Coles	Speical events	131.90
4801891	11/12/2024	Coles	Speical events	51.40
4801891	14/12/2024	Coles	Speical events	25.00
4801891	13/12/2024	Sq *janos Kaszala	Training	120.00
4801891	12/12/2024	Distinctive Trophies	Speical events	27.00
4801891	10/12/2024	Bunnings	Accommodation/Site Maintenance	132.83
4801891	12/12/2024	Dominos	Workshop expenses	97.00
4801891	11/12/2024	Cti Logistics	Office expenses	271.70
4801891	11/12/2024	Kmart	Speical events	95.00
4801891	9/12/2024	Nosh Catering	Speical events	1,921.99
4801891	9/12/2024	Coles	Office expenses	16.35
4801891	6/12/2024	Sq *janos Kaszala	Training	120.00
4801891	7/12/2024	Teamflect.Com	IT Expenses	113.35
4801891	6/12/2024	A2b Training Pty Ltd	Training	645.00
4801891	5/12/2024	Jolii	Speical events	26.95
4801891	4/12/2024	Boc Limited	Workshop expenses	37.95
4801891	4/12/2024	Volvo Group Australia	Mobile Plant Maintenance	546.79
4801891	4/12/2024	Sitech Wa Pty Ltd	Mobile Plant Maintenance	308.00
4801891	3/12/2024	Amazon	RecycleRight Website	292.32
4801891	3/12/2024	Source Separation Systems	Office expenses	49.95
4801891	2/12/2024	Bcf Australia Stores	Speical events	252.46
4801891	2/12/2024	Coles	Office expenses	16.35
4801891	1/12/2024	Kmart	Speical events	10.20

4801891	28/11/2024	Insight Call Centre	Telephone	171.00
4801891	28/11/2024	Seafresh	Meeting Expenses	140.57
4801891	28/11/2024	Seafresh	Meeting Expenses	10.00
4801891	28/11/2024	Myaree Iga	Meeting Expenses	214.97
4801891	28/11/2024	Easypark	Office expenses	11.15
4801891	28/11/2024	Exova Warnngtonfire	Occupational health and safety	3,907.75
4801891	26/11/2024	Liquor Barons	Meeting Expenses	24.99
			<b>Credit Card Purchases - December 2024</b>	<b>21,243.39</b>

**Schedule of Payments made in November 2024**

Chq/EFT	Date	Name	Description	Amount
4801645	04.11.24	Bankwest	Bank Charges	237.48
4801647	06.11.24	Precision (Beam)	Superannuation	25,111.44
4801646	06.11.24	RRG Payroll Net Clearing	Payroll	121,147.41
4801644	08.11.24	City of Canning	Lease Expense	69,643.75
4801651	13.11.24	Synergy - Electricity Retail Corporation	Electricity	486.05
4801655	13.11.24	PAYG - Australian Taxation Office (ATO)	PAYG	33,542.00
4801650	13.11.24	Hands-On Infection Control	OHS	143.92
4801652	13.11.24	JD Organics Pty Ltd T/A Go Organics	FOGO Fines	71,107.48
4801649	13.11.24	Cr Hannah Fitzhardinge*	Councillor sitting fees	1,053.58
4801648	13.11.24	Cr Karen Wheatland*	Councillor sitting fees	2,428.08
4801653	13.11.24	Purearth	FOGO Fines	78,097.58
4801654	13.11.24	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	80,237.69
4801656	13.11.24	Telstra Limited - BPAY	Computer Expenses	6,639.15
4801668	14.11.24	WATM Crane Sales and Services	Mobile Plant Maintenance	2,028.40
4801660	14.11.24	Fujifilm Business Innovation Australia Pty Ltd	Printing Expenses	805.36
4801666	14.11.24	Western Australian Local Government Association	Processing Costs	2,971.01
4801658	14.11.24	Arbon Equipment Pty Ltd	Fixed Plant Maintenance	6,677.00
4801659	14.11.24	BP Australia P/L	Fuel Expenses	15,752.41
4801661	14.11.24	Industrial Protective Products (WA)	OHS	1,168.86
4801669	14.11.24	Helene Pty Ltd T/as Lo-Go Appointments	Labour hire	9,795.22
4801670	14.11.24	Kangaroo Plastics	Other disposal/ reuse	3,885.31
4801662	14.11.24	Network-IT(WA) PTY LTD	Computer Expenses	8,850.14
4801663	14.11.24	Perth Recruitment Services Pty Ltd	Labour hire	11,550.81
4801665	14.11.24	Super Sweep	Cleaning Expenses	4,809.75
4801667	14.11.24	Urban Clean 1 Pty Ltdn (Xero)	Cleaning Expenses	1,123.52
4801664	14.11.24	Solutions Plus Partnership Pty Ltd	Computer Expenses	12,830.42
4801657	14.11.24	Synergy - Electricity Retail Corporation	Electricity	62,727.87
4801671	20.11.24	Australian Taxation Office (ATO)	BAS	53,998.00
4801677	20.11.24	RRG Payroll Net Clearing	Payroll	109,881.49
4801676	20.11.24	Precision (Beam)	Superannuation	23,829.22
4801673	21.11.24	PAYG - Australian Taxation Office (ATO)	PAYG	30,823.00
4801674	22.11.24	Vocus Pty Ltd	Computer Expenses	1,757.80
4801719	27.11.24	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted service	2,062.02
4801752	27.11.24	MM Electrical Merchandising	Accommodation/Site Maintenance	85.64
4801715	27.11.24	CJD Equipment Pty Ltd	Mobile Plant Maintenance	8,727.41
4801728	27.11.24	Premier Workplace Solutions	Accommodation/Site Maintenance	1,925.00
4801711	27.11.24	Allclean Property Services Plus	Cleaning	3,898.79
4801755	27.11.24	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	62.85
4801743	27.11.24	Blackwoods Atkins	OHS	488.42
4801744	27.11.24	Bunnings Group Limited	Fixed Plant Maintenance	589.47
4801761	27.11.24	Coregas Pty Ltd	Workshop expenses	265.32
4801717	27.11.24	DBC Waste Management Pty Ltd	Accommodation/Site Maintenance	9,424.13
4801749	27.11.24	Hinco Instruments Pty Ltd	Mobile Plant Maintenance	240.90
4801750	27.11.24	Industrial Power Tool Services	Minor Capital Tools	115.50
4801725	27.11.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	1,776.94
4801731	27.11.24	United Equipment Pty Ltd	Mobile Plant Maintenance	1,619.64
4801735	27.11.24	AMG Pump Rentals	Mobile Plant Maintenance	9,251.55
4801710	27.11.24	All Rubber TMH Pty Ltd	Fixed Plant Maintenance	5,097.62
4801745	27.11.24	Cleveland Compressed Air Services	Fixed Plant Maintenance	638.22
4801718	27.11.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	5,590.21
4801712	27.11.24	Eurofins ARL Pty Ltd	FOGO Fines	1,179.20
4801739	27.11.24	Hoseright	Mobile Plant Maintenance	5,086.98
4801748	27.11.24	Fujifilm Business Innovation Australia Pty Ltd	Printing Expenses	385.84
4801740	27.11.24	Mitchell Engineering Solutions (MES)	Accommodation/Site Maintenance	2,200.00
4801726	27.11.24	OTR Tyres	Mobile Plant Maintenance	1,934.71
4801729	27.11.24	SAGE Automation Pty Ltd	Fixed Plant Maintenance	1,149.50
4801763	27.11.24	Satellite Security Services Pty Ltd	Accommodation/Site Maintenance	484.00
4801756	27.11.24	Sonic Health Plus	Employment Expenses	805.20
4801757	27.11.24	Statewide Bearings	Courier Expenses	743.77
4801764	27.11.24	Associated Laundry Services	Laundry expenses	950.25
4801716	27.11.24	Complete Tyre Solutions	Mobile Plant Maintenance	10,881.89
4801747	27.11.24	Fox Refrigeration and Air-Conditioning	Fixed Plant Maintenance	540.00
4801751	27.11.24	Industrial Protective Products (WA)	OHS	425.70
4801714	27.11.24	CEA Specialty Equipment Pty Ltd	Mobile Plant Maintenance	2,398.40
4801720	27.11.24	Hoisting Equipment Specialist (HESWA)	OHS	1,706.10
4801722	27.11.24	Kennards Hire Pty Ltd	Mobile Plant Maintenance	4,998.60

**Schedule of Payments made in November 2024**

Chq/EFT	Date	Name	Description	Amount
4801723	27.11.24	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	1,226.50
4801753	27.11.24	Network-IT(WA) PTY LTD	Computer Expenses	440.00
4801754	27.11.24	PEP Transport	Courier Expenses	39.74
4801762	27.11.24	Motion Australia Pty Ltd	Fixed Plant Maintenance	65.86
4801738	27.11.24	Red Ant Design Pty Ltd	Computer Expenses	19,567.02
4801759	27.11.24	Water2Water Pty Ltd	Accommodation/Site Maintenance	140.00
4801733	27.11.24	Winc Australia Pty Limited	Stationery Expenses	1,000.35
4801737	27.11.24	Wurth Australia Pty Ltd	Workshop expenses	2,535.65
4801741	27.11.24	CoreStaff WA Pty Ltd	Labour Hire	2,441.09
4801732	27.11.24	WA Fasteners Pty Ltd	Mobile Plant Maintenance	1,669.80
4801736	27.11.24	Helene Pty Ltd T/as Lo-Go Appointments	Labour Hire	4,741.63
4801721	27.11.24	Horizon West Landscape & Irrigation Pty Ltd	Accommodation/Site Maintenance	4,032.88
4801727	27.11.24	Perth Recruitment Services Pty Ltd	Labour hire	16,868.81
4801746	27.11.24	Flick Anticimex Pty Ltd	Accommodation/Site Maintenance	809.34
4801742	27.11.24	CTI Logistics Interstate	Transport Exepenses	44,838.43
4801724	27.11.24	Minter Ellison Lawyers	Legal Expenses	22,712.14
4801758	27.11.24	Synergy - Electricity Retail Corporation	Electricity	593.98
4801765	27.11.24	Telstra Limited - BPAY	TelephoneExpenses	257.00
4801760	27.11.24	Western Australian Local Government Association	Employment Expenses	638.00
4801734	27.11.24	Work Clobber	Accommodation/Site Maintenance	1,276.04
4801767	27.11.24	Cr Jane Edinger*	Councillor Attendance Allowance	476.25
4801766	27.11.24	Cr Jenny Archibald*	Councillor Attendance Allowance	476.25
4801713	27.11.24	Arbon Equipment Pty Ltd	Fixed Plant Maintenance	1,221.00
4801730	27.11.24	Solutions Plus Partnership Pty Ltd	Computer Expenses	2,859.75
		Total payment		1,073,798.48

Credit Card Transactions for November 2024				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4801786	27/11/2024	Adobe	Software Monthly Licence fees	128.96
4801645	27/11/2024	Adobe	Software Monthly Licence fees	314.95
4801645	27/11/2024	Total Tools Canning	Fixed Asset part	84.00
4801645	25/11/2024	Coles	Office expenses	16.25
4801645	22/11/2024	Parkwood Hardware	Fixed Asset part	18.00
4801645	22/11/2024	Kmart	Speical events	73.20
4801645	21/11/2024	Leeming Iga	Office expenses	40.48
4801645	22/11/2024	Coles	Speical events	2,955.00
4801645	22/11/2024	Coles	Speical events	14.85
4801645	18/11/2024	Coles	Office expenses	16.35
4801645	15/11/2024	Myaree Lunch Bar	Office expenses	86.36
4801645	16/11/2024	Zoom	IT Expenses	22.39
4801645	13/11/2024	Atlas Weighing Pty L	Mobile Plant Maintenance	535.92
4801645	12/11/2024	Boc Limited	Workshop expenses	31.63
4801645	11/11/2024	Ezi* & K Hopkins	Office expenses	281.00
4801645	11/11/2024	Ezi* & K Hopkins	Office expenses	281.00
4801645	12/11/2024	Volvo Group Australia	Mobile Plant Maintenance	546.79
4801645	12/11/2024	Wilson Parking	Security Expenses	1,204.29
4801645	11/11/2024	Coles	Office expenses	13.35
4801645	7/11/2024	Easypark	Office expenses	20.07
4801645	7/11/2024	Teamflect.Com	IT Expenses	110.93
4801645	5/11/2024	Subway Willetton	Speical events	73.70
4801645	5/11/2024	Coles	Speical events	25.50
4801645	5/11/2024	Coles	Speical events	23.50
4801645	5/11/2024	Easypark	Office expenses	10.48
4801645	4/11/2024	Coles	Office expenses	16.35
4801645	4/11/2024	Coles	Office expenses	50.00
4801645	2/11/2024	Amazon Web Services	RecycleRight Website	288.96
4801645	31/10/2024	Parkwood Hardware	Fixed Asset part	1,645.00
4801645	30/10/2024	Charcos The Flaming Ch	Speical events	577.77
4801645	31/10/2024	Cti Logistics Ltd/Daro	Office expenses	243.10
4801645	31/10/2024	Easypark	Office expenses	11.54
4801645	28/10/2024	Insight Call Centre	Telephone	171.00
			<b>Credit Card Purchases - Nov 2024</b>	<b>9,932.67</b>