

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

THURSDAY 22 MAY 2025

**RESOURCE RECOVERY GROUP
9 Aldous Place BOORAGOON**

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

On behalf of our Participant Local Government



Resource Recovery Group formerly Southern Metropolitan Regional Council

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair welcomed everyone in attendance and declared the meeting open at 5.00 pm.

"I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders' past and present and emerging. I would also like to acknowledge that it is reconciliation week coming up and encourage members to attend as many events as they can and note the custodian role that our first nations people play in protecting our land and contributing to waste and their cultural ways of managing waste."

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT – In-person

Cr Karen Wheatland

City of Melville

Mayor Hannah Fitzhardinge

City of Fremantle

Cr Jane Edinger

City of Melville

Cr Jenny Archibald

City of Fremantle

Mr Graham Tattersall (REG Member)

City of Fremantle

Mr Mick McCarthy (REG Member)

City of Melville

Mr Marten Tieleman

RRG, Acting Chief Executive Officer

Mr Brendan Doherty

RRG, Executive Manager Strategic Projects

Ms Ann Johnson

RRG, Executive Manager Governance & Culture

APOLOGIES

Nil

3. DISCLOSURE OF INTERESTS:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING PERSON

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE RESOURCE RECOVERY GROUP ORDINARY MEETING HELD ON 20 FEBRUARY 2025

COUNCIL RESOLUTION

25.05-01 MOVED: Cr J Edinger

SECONDED: Mayor H Fitzhardinge

THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 20 FEBRUARY 2025 BE RECEIVED AS A TRUE AND CORRECT RECORD

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

8.2 ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD 20 FEBRUARY 2025

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



- 9. ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO PUBLIC**
 - 15.1 – Wind up of Projects
 - 15.2 – Transitional Planning – Progress Report
 - 15.3 – Member Council Withdrawal – City of Canning
- 10. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil
- 11. REPORTS OF THE CEO**

REPORT

The budget parameter estimates are based on known tonnages, variable process costs and fixed costs.

RRG acknowledges that member councils have resolved to withdraw from RRG and all associated projects with final timings yet to be confirmed. As such the budget assumes continued operation over the full 12-month period.

KEY BUDGET ASSUMPTIONS

1. A general expense increase of 3% has been applied to operating expenses. WALGA has reported that the 'Headline Perth CPI' increased 2.4% for the year ended December 2024. WALGA forecasts the Local Government Cost Index (LGCI) to be 2.7% for the year ended June 2025 and 2.2% in 2025-2026. (WALGA Economic Briefing March 2025).
2. Residual disposal costs have increased due to the increased cost of Waste to Energy versus the previous landfill cost arrangement.
3. The RRRC Workers Enterprise Agreement has expired and while conditions of employment continue unchanged there are no further agreed wages increases. It is, however, proposed to offer an increase in recognition of the forecast CPI and increased cost of living. The salary increase will also apply to administrative and other award employees. The estimated increase in employee wages and super is offset by a recent increase in the number of labour hire personnel being utilised in lieu of direct employees. Superannuation for all workers will increase by a further 0.5% to 12% in line with legislation.
4. No significant changes to the Booragoon or Canning Vale workforce are proposed however, it is noted that a number of roles are now filled utilising labour hire arrangements in lieu of direct employment arrangements.
5. No provision has been made for redundancy costs. These costs will be funded from reserves if required.
6. An insurance provision has been made for scheme insurances only.
7. Estimates are based on contracted tonnages, including current customers. The parameters' do not allow for any hypothetical additional tonnes that may be received during the year or the withdrawal of current customers.
8. Administrative overhead contribution remains unchanged from 2024-2025.
9. Members' gate fees remain unchanged from 2024-2025.
10. Contributions from members of \$177k towards the loan repayment (principal + interest) of the Office Accommodation Project.
11. Governance and R&D contributions from members of \$116k are budgeted however no contributions towards Education and Communications are required by members in 2025-2026.

REPORT NO	11.2
SUBJECT	PERFORMANCE INDICATORS
AUTHOR	B Doherty, Executive Manager Strategic Projects
RESPONSIBLE OFFICER	M Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	1 May 2025
FILE REFERENCE	FD: Corporate/Strategic Planning
ATTACHMENTS	Nil

COUNCIL RESOLUTION

25.05-03 **MOVED: Cr J Edinger SECONDED: Cr J Archibald**

CEO RECOMMENDATION/S:

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

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

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:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
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 for the financial year to 31 March 2025:

Performance Indicator	Objective	Result		
		Month	Recovery Rate	
Material recovered that is processed at our Canning Vale Facilities <i>(Recovery rate is now known as Recycling Rate as per DWER new adopted terminology)</i>	85%	July 24	88%	
		August 24	88%	
		September 24	91%	
		October 24	91%	
		November 24	91%	
		December 24	91%	
		January 25	92%	
		February 25	91%	
		March 25	89%	
		April 25	92%	
		Contamination is reduced in the three waste streams	FOGO < 2% Recycling <6% Red Bin Residuals <30%	Melville/Fremantle Contamination Rates to December 2024
FOGO	2.2%			
REC	16.2%			
MSW	43.3%			
Plant availability (percentage of member tonnes accepted at CVC)	95%		Plant Availability	Members tonnes accepted
		Jul 24	85%	100%
		Aug 24	85%	100%
		Sept 24	88%	100%
		Oct 24	88%	100%
		Nov 24	87%	100%
		Dec 24	85%	100%
		Jan 25	90%	100%
		Feb 25	82%	100%
		Mar 25	89%	100%
Current assets over current liabilities	=>1.10	2.12 as at 31 March 2025		
No. of lost time incidents (LTIFT)	0	0 incidents financial year to date		

REPORT NO	11.3
SUBJECT	CORPORATE POLICY REVIEW
AUTHOR	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	2 May 2025
FILE REFERENCE	FD: Corporate Governance/Policy/Corporate Policy
ATTACHMENTS	#1 Social Media 4.12 #2 Public Question Time 1.13 #3 CEO Recruitment, Performance & Termination 1.16 #4 Retention Incentive Payment Policy 3.7

COUNCIL RESOLUTION

25.05-04 **MOVED:** Mayor H Fitzhardinge **SECONDED:** Cr J Edinger

CEO RECOMMENDATION:

The following policies presented for review with amendments be adopted:

- a. Social Media 4.12
- b. Public Question Time 1.13
- c. CEO Recruitment, Performance & Termination 1.16
- d. Retention Incentive Payment Policy 3.7

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

VOTING REQUIREMENT

Simple Majority

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
Local Government (Administration) Regulations 1996
Local Government (Administration) Amendment Act 2021

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:

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

REPORT:

Policies

The table below sets out the summary of policies that are under review, and the proposed amendments where considered appropriate. It should be noted that the recruitment standards for CEO's do not apply to a person who will be acting in the position of CEO for a period of less than one year.

No.	Policy Title	Objective	Proposed Amendments
4.12	Social Media	To set clearly defined guidelines for all RRG staff, volunteers or contractors who are users of Social Media.	Significant review as a result of the transition of Recycle Right to DWER
1.13	Public Question Time	Ensure time is made available at council meetings for members of the public to ask questions.	2 yearly review
1.16	CEO Recruitment, Performance & Termination	Ensure compliance with the Local Government (Administration) Regulations 1996.	2 yearly review
3.7	Retention Incentive Payment Policy	Retention of staff during transition period	See comments below

Staff Retention

Staff turnover is an ongoing issue for RRG and the ability to attract new staff in the current climate is limited. We currently have 30% of the Booragoon workforce filled through labour hire arrangements and 9% of permanent roles at Canning Vale.

The Retention Incentive Payment Policy was enhanced by Council last year in the expectation that staff redundancies would occur by 30 June 2025. Key items introduced were:

- Ability to accrue annual leave in excess of 8 weeks and no requirement to utilise long service leave promptly after becoming eligible.
- \$500 bonus per person for every six months of service completed during the 2024-2025 financial year.
- Payment of 30% of personal leave balance, accrued and not used, during the 2024-2025 financial year if made redundant.

We would like to recommend that Council endorse the continuation of these items into the 2025-2026 financial year as outlined in the attached policy.

Items 11.4 – 11.6 were moved en bloc

REPORT NO	11.4
SUBJECT	FINANCIAL REPORTS
REPORTING OFFICER	J Hallt, Senior Accountant
RESPONSIBLE OFFICER	M Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 May 2025
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
ATTACHMENTS	#1 Statement of Financial Activity – 28 February 2025 #2 Statement of Financial Activity – 31 March 2025 #3 Statement of Financial Activity – 30 April 2025

COUNCIL RESOLUTION

25.05-05 MOVED: Cr J Archibald SECONDED: Cr J Edinger

CEO RECOMMENDATION/S:

- 1. The statement of financial activity by nature of the Resource Recovery Group for the period ended 28 February 2025 be received.**
- 2. The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 March 2025 be received.**
- 3. The statement of financial activity by nature of the Resource Recovery Group for the period ended 30 April 2025 be received.**
- 4. That Council adopt an amount of \$20,000 to be the value used to report any variances between budget and actual line items in the monthly financial statements for the 12 month period ending 30 April 2026.**

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

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

- 1.1 To receive the financial statements for the period ended 28 February 2025
- 1.2 To receive the financial statements for the period ended 31 March 2025
- 1.3 To receive the financial statements for the period ended 30 April 2025

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 1996* requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).
- Regulation 34(5) of the *Local Government (Financial Management)*. The Council resolved at its meeting on 24 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) 1996*. 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:

Periods Ended	Due for presentation within 2 months	Next Scheduled Ordinary Meeting
28 February 2025	30 April 2025	22 May 2025
31 March 2025	31 May 2025	22 May 2025
30 April 2025	30 June 2025	22 May 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:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
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 28 February 2025

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 a \$539K operational surplus against the budgeted operational deficits of \$368K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE YTD Budget Vs YTD Actual
	28/02/2025	28/02/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$13.3	\$14.1	\$0.9
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$13.7	-\$13.6	\$0.1
OPERATING SURPLUS/ DEFICIT	-\$0.1	\$0.6	\$0.7
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	28/02/2025	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	\$6.3	\$9.6
OUTSTANDING LOANS	\$1.61	\$1.6	\$1.7
NET ASSETS	\$8.28	\$9.7	\$11.4

Notes:

1. Operating Revenue is \$860K higher than the YTD budget.
2. Operating Expenses are \$46K lower (excluding depreciation) than the budget (excluding depreciation) due to lower service delivery & wages.

2. Financial Statements for the period ended 31 March 2025

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 a \$1,091k operational surplus against the year to date budgeted operational deficits of \$414K. 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
	31/03/2025	31/03/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$14.9	\$16.2	\$1.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$15.4	-\$15.1	\$0.3
OPERATING SURPLUS/ DEFICIT	\$0.1	\$1.2	\$1.0
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	31/03/2025	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	\$6.6	\$9.6
OUTSTANDING LOANS	\$1.61	\$1.6	\$1.7
NET ASSETS	\$8.28	\$9.9	\$11.4

Notes:

1. Operating Revenue is \$1,258k higher than the YTD budget. This is due to higher sales income and additional FOGO contract revenue.
2. Operating Expenses are \$246K lower (excluding depreciation). Due to savings in employee expenses. Higher material and contract expenses related to additional FOGO business which was not originally budgeted.

3. Financial Statements for the period ended 30 April 2025

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 a \$1,308K operational surplus against the year to date budgeted operational deficits of \$460K. 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
	30/04/2025	30/04/2025	
	(\$M)	(\$M)	(\$M)
OPERATING REVENUES	\$16.6	\$18.2	\$1.6
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$17.1	-\$16.8	\$0.3
OPERATING SURPLUS/ DEFICIT	\$0.4	\$1.4	\$1.0
	BUDGET	YTD ACTUAL	LAST YEAR
	Jun-25	30/04/2025	Jun-24
	(\$M)	(\$M)	(\$M)
CASH IN BANK	\$6.42	\$6.6	\$9.6
OUTSTANDING LOANS	\$1.61	\$1.6	\$1.7
NET ASSETS	\$8.28	\$9.9	\$11.4

Notes:

1. Operating Revenue is \$1,552K higher than the YTD budget. This is due to higher sales income and additional FOGO contract revenue.
2. Operating Expenses are \$216K lower (excluding depreciation). Due to savings in employee expenses. Higher material and contract expenses related to additional FOGO business which was not originally budgeted.

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

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, each financial year, a local government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards (AAS) to be used in statements of financial activity for reporting material variances.

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

Council last reviewed this amount on 24 August 2023. It should have been reviewed again by Council in August 2024 to ensure compliance with legislation. There is no change proposed to the amount being adopted from the last review.

REPORT NO	11.5
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	A Johnson, Executive Manager Governance & Culture
RESPONSIBLE OFFICER	M. Tieleman, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 May 2025
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
ATTACHMENTS	Nil

COUNCIL RESOLUTION

25.05-06 **MOVED: Cr J Archibald** **SECONDED: Cr J Edinger**

CEO RECOMMENDATION:

The cash investment portfolio report for the months of February 2025, March 2025 and April 2025 be received.

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

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF REPORT

- 2. ESG and Green Term Deposits Update**
- 3. To receive the cash investment portfolio report:**
 - 3.1 Cash investment portfolio report as at 28 February 2025.
 - 3.2 Cash investment portfolio report as at 31 March 2025.
 - 3.3 Cash investment portfolio report as at 30 April 2025.

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 20 February 2025)

Executive Manager Governance & Culture (CEO approval 25 March 2025)

Manager Corporate Services (CEO approval 25 March 2025)

	Responsibilities
Council	<ul style="list-style-type: none"> • Governance Financial responsibility. • Approves policy and guidelines.
Audit Committee	<ul style="list-style-type: none"> • Reviews internal control procedures. • Reviews policy and guidelines for investment portfolio. • Makes recommendations to Council.
Chief Executive Officer	<ul style="list-style-type: none"> • Prime responsibility for the control of the investment portfolio. • Has delegation of authority from Council to invest surplus cash funds in accordance with Council approved policy.

Executive Manager Governance & Culture	<ul style="list-style-type: none"> Has delegation authority from CEO to approve cash investments in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>. 												
Manager Corporate Services	<ul style="list-style-type: none"> Has delegation authority from CEO to approve cash investments initiated by Manager Finance in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>. Approves roll over of an investment in the absence of the CEO. 												
Senior Accountant	<ul style="list-style-type: none"> Recommends investment based on cash flow. Accounting and reporting of investments. Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> a) the nature and location of all investments b) the transactions related to each investment Signs and authorises the payment vouchers in accordance with Council approved policy 2.2 - <i>Authorisation of Payment</i>. 												
Assistant Accountant	<ul style="list-style-type: none"> Reconciles bank statements and investment documentation for accounting and reporting of investments. Record keeping of all investments ensuring the identification of – <ul style="list-style-type: none"> c) the nature and location of all investments d) the transactions related to each investment 												
Internal Control Segregation of Duties	<ul style="list-style-type: none"> Appropriate segregation of duties as follows: <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Duties</th> <th style="text-align: left;">Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Recommends investment based on Cash flow</td> <td>Senior Accountant</td> </tr> <tr> <td>Approves Investment</td> <td>CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i></td> </tr> <tr> <td>Authorises Payment</td> <td>Any two – Manager Corporate Services, Executive Manager Governance & Culture, Senior Accountant, CEO</td> </tr> <tr> <td>Reconciles and records all investment documentation</td> <td>Assistant Accountant</td> </tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td> <td>Senior Accountant</td> </tr> </tbody> </table>	Duties	Responsibilities	Recommends investment based on Cash flow	Senior Accountant	Approves Investment	CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i>	Authorises Payment	Any two – Manager Corporate Services, Executive Manager Governance & Culture, Senior Accountant, CEO	Reconciles and records all investment documentation	Assistant Accountant	Checks the accounting, reporting and recordkeeping of investments	Senior Accountant
	Duties	Responsibilities											
	Recommends investment based on Cash flow	Senior Accountant											
	Approves Investment	CEO <i>During the absence of the CEO the Manager Corporate Services may roll over an existing investment.</i>											
	Authorises Payment	Any two – Manager Corporate Services, Executive Manager Governance & Culture, Senior Accountant, CEO											
	Reconciles and records all investment documentation	Assistant Accountant											
	Checks the accounting, reporting and recordkeeping of investments	Senior Accountant											
<ul style="list-style-type: none"> Persons that record investments, Persons that buy and sell investments, and Persons that reconcile the investment statements 													

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

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

REPORT

1. ESG and Green Term Deposits Update

In November 2024 CBA provided the below update on ESG and Green TD products:

“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.”

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.”

“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. Current investment strategy

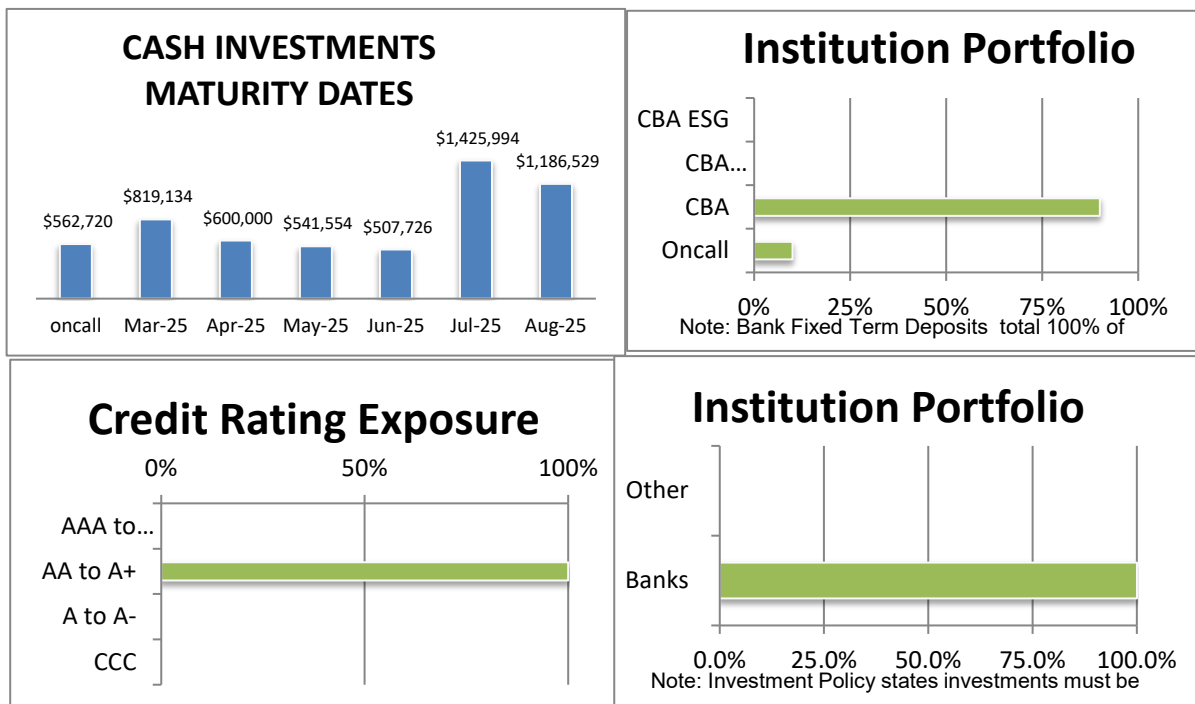
The current strategy is to continue to roll over term deposits for short-term investment i.e. at call, one month or up to six months depending on forecast cash flow requirements over the following month and the rates on offer at the time of reinvestment.

3. To receive the cash investment portfolio report:

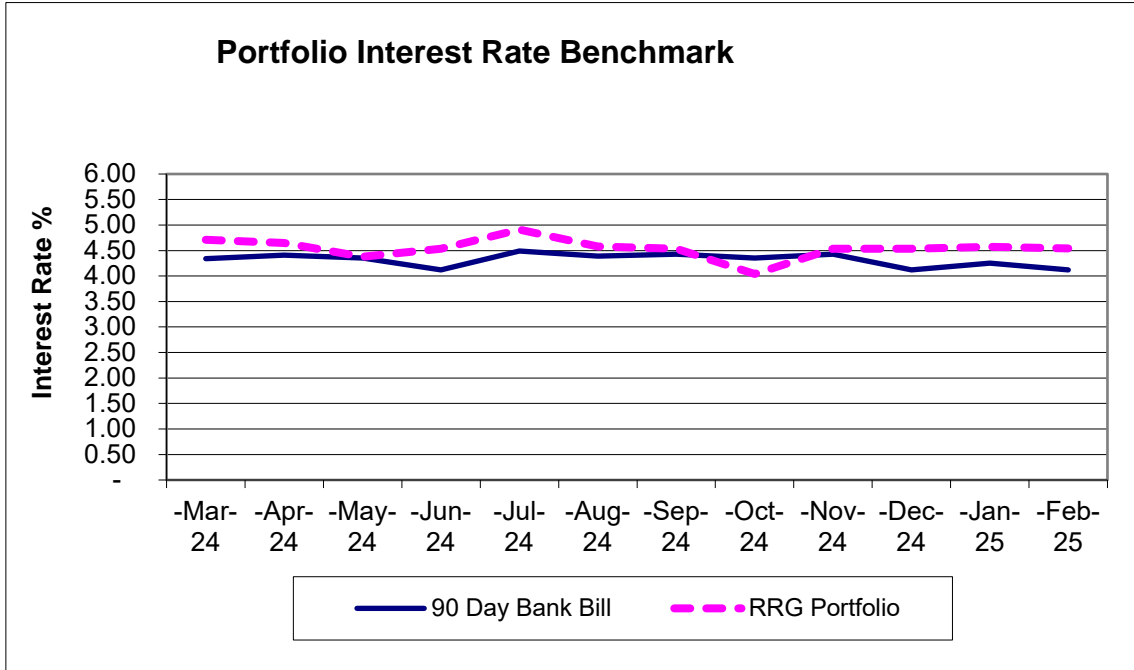
a. Cash Investment Portfolio as at 28 February 2025 is as follows

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at February 2025									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$ 562,720	oncall	BWA CALL+C	AA	Bank	100%	\$	562,720
75	5.05%	\$ 541,554	26/05/2025	CBA	AA	Bank	100%	\$	541,554
87	4.62%	\$ 572,415	6/08/2025	CBA	AA	Bank	100%	\$	572,415
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	4.60%	\$ 614,114	25/08/2025	CBA	AA	Bank	100%	\$	614,114
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
Total		\$ 5,643,657						\$	5,643,657
Weighted Average		4.67%							100.00%
90 day bank bill		4.12%							

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

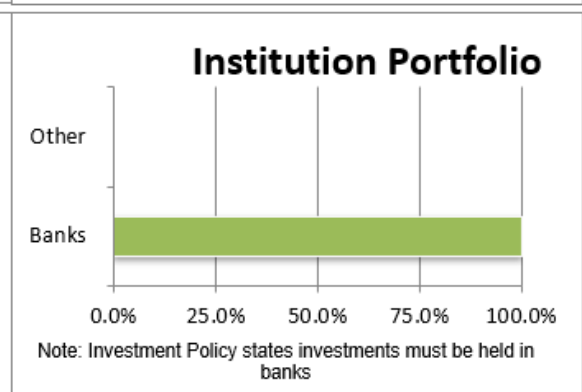
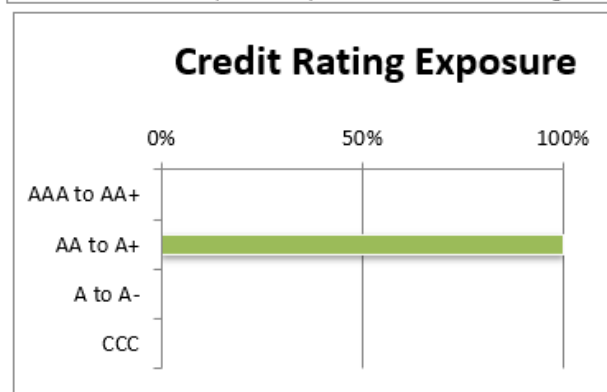
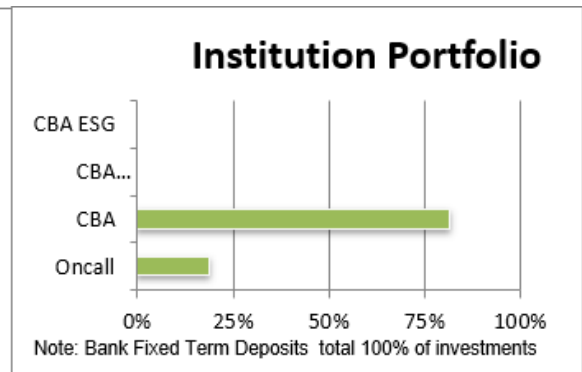
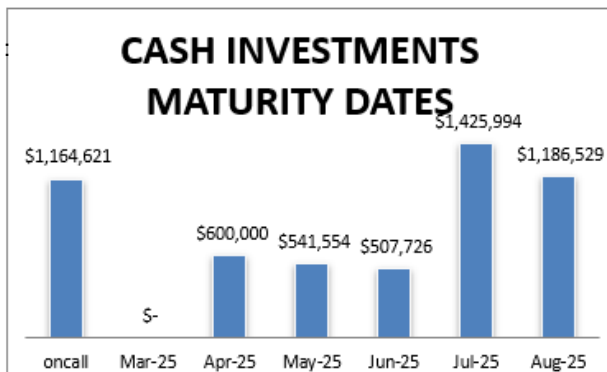


The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.

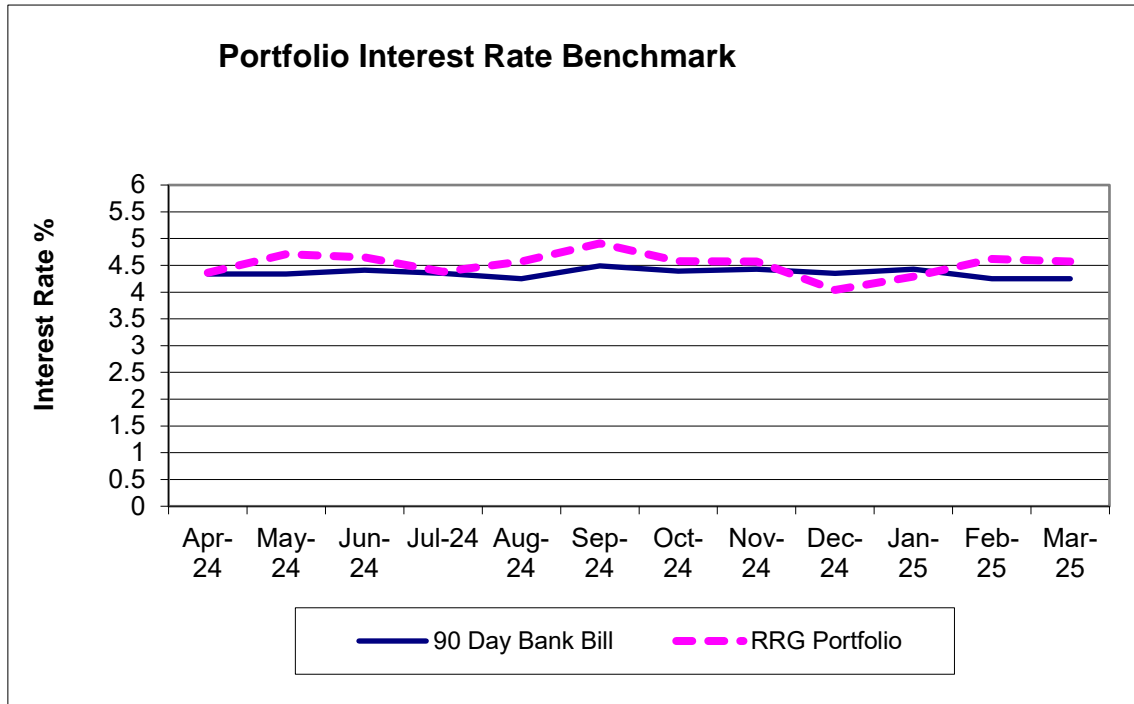


b. Cash Investment Portfolio as at 31 March 2025 is as follows:

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at March 2025								
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation	
1	3.25%	\$ 1,164,621	oncall	BWA CALL+C	AA	Bank	100%	\$ 1,164,621
75	5.05%	\$ 541,554	26/05/2025	CBA	AA	Bank	100%	\$ 541,554
87	4.62%	\$ 572,415	6/08/2025	CBA	AA	Bank	100%	\$ 572,415
96	4.56%	\$ 838,632	1/09/2025	CBA	AA	Bank	100%	\$ 838,632
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	4.60%	\$ 614,114	25/08/2025	CBA	AA	Bank	100%	\$ 614,114
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
Total		\$ 6,265,056						\$ 6,265,056
Weighted Average		4.50%						100.00%
90 day bank bill		4.13%						



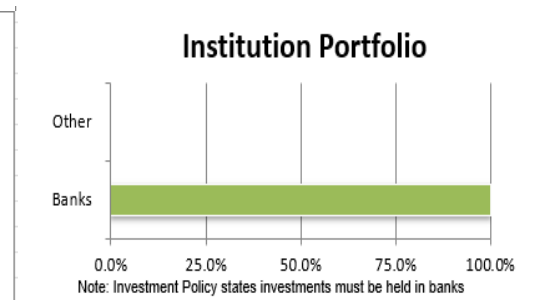
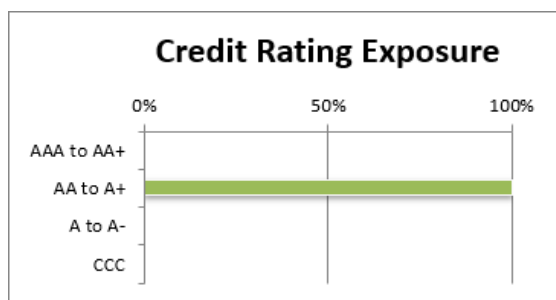
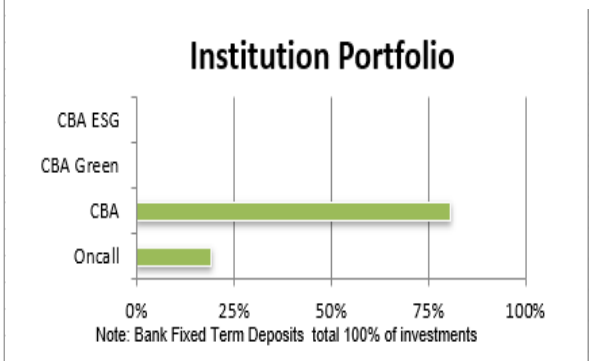
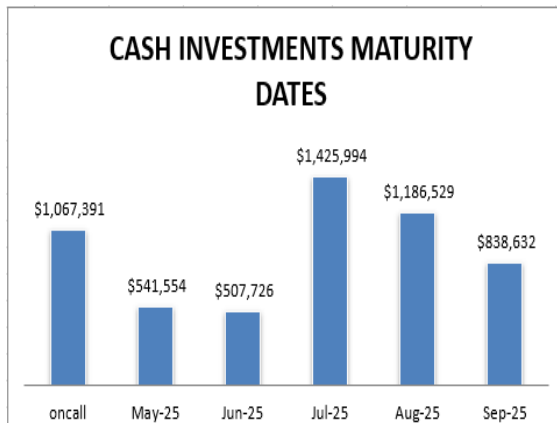
The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are negotiated at higher rates.



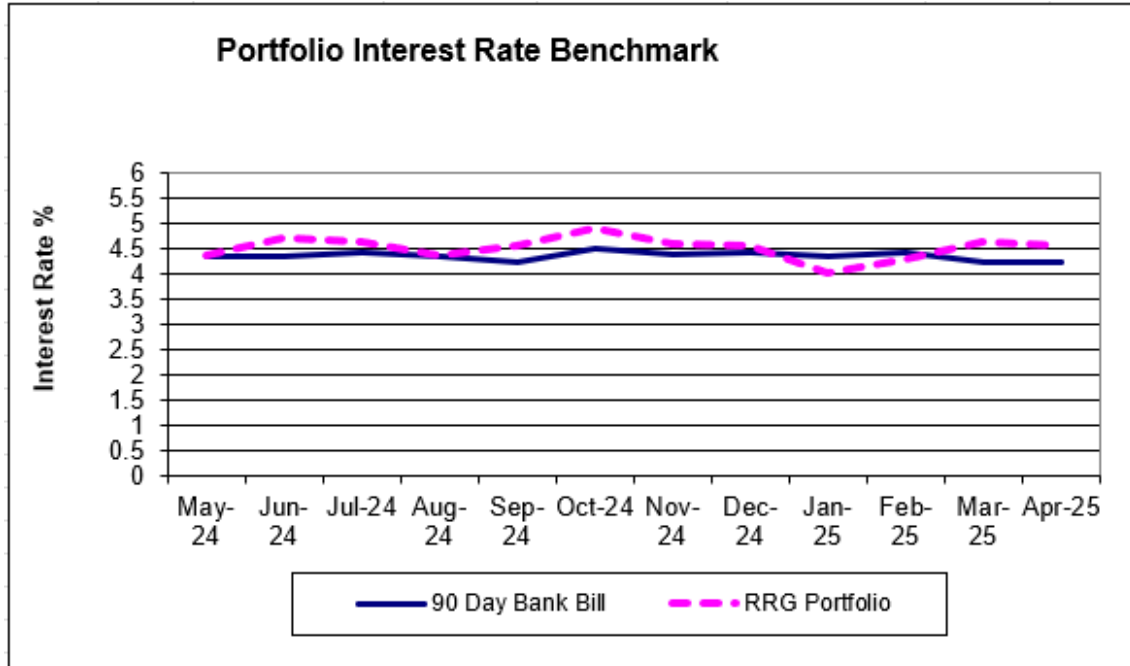
c. Cash Investment Portfolio as at 30 April 2025 is as follows: ‘

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at April 2025									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	3.25%	\$ 1,067,391	oncall	BWA CALL+CAA	Bank	100%	\$	1,067,391	
75	5.05%	\$ 541,554	26/05/2025	CBA	AA	100%	\$	541,554	
87	4.62%	\$ 572,415	6/08/2025	CBA	AA	100%	\$	572,415	
96	4.56%	\$ 838,632	1/09/2025	CBA	AA	100%	\$	838,632	
97	5.02%	\$ 925,994	22/07/2025	CBA	AA	100%	\$	925,994	
98	4.85%	\$ 507,726	18/06/2025	CBA	AA	100%	\$	507,726	
99	4.60%	\$ 614,114	25/08/2025	CBA	AA	100%	\$	614,114	
101	4.67%	\$ 500,000	29/07/2025	CBA	AA	100%	\$	500,000	
Total		\$ 5,567,826					\$	5,567,826	
Weighted Average								4.48%	100.00%
90 day bank bill								3.87%	

The Cash Investment Portfolio exposure for April 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





REPORT NO	11.6
SUBJECT	SCHEDULE OF PAYMENTS
REPORTING OFFICER	J Hallt, Senior Accountant
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 May 2025
FILE REFERENCE	FD: Corporate Finance\Monthly Financial Reporting\2024-2025
ATTACHMENTS	#1 Payment Schedule February 2025 #2 Payment Schedule March 2025 #3 Payment Schedule April 2025

COUNCIL RESOLUTION

25.05-07 **MOVED: Cr J Archibald** **SECONDED: Cr J Edinger**

CEO RECOMMENDATION:

The schedule of payments as listed in the attachments for the municipal fund; for the months of February 2025 of \$2,575,441.68, March 2025 of \$1,401,368.01 & April 2025 of \$1,813,089.01 be received.

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

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

In accordance with the *Local Government Act* s2.7 Role of Council
Role of council –

- 1) The Council governs the local government’s affairs and, as the local government’s governing body, is responsible for the performance of the local government’s functions.

Legislative

Local Government Act 1995 Part 6 Financial Management

IMPLICATIONS TO CONSIDER:

Consultative:

Nil

Strategic relevance:

Corporate Governance

Policy related:

Council Policy No 2.2 Authorisation & Payment of Accounts.

Financial:

The 2024/2025 Budget provides approved funds for the payments made.

Legal and statutory:

Local Government Act 1995 Section 6.10(d).

Local Government (Financial Management) Regulations 1996 Part 2 – General Financial Management Regulations 11, 12 and 13

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
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

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.

REPORT:

The payment schedules attached provide the necessary details in relation to payments made under Councils delegated authority for the months of February, March and April 2025.

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

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

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

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

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

COUNCIL RESOLUTION

25.05-08 **MOVED: Cr J Edinger SECONDED: Cr K Wheatland**

THAT THE MEETING GO BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL ITEMS 15.1, 15.2 AND 15.3 IN ACCORDANCE WITH SECTION 5.23 (2) (C), A CONTRACT/S ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT, SECTION (A), A MATTER AFFECTING AN EMPLOYEE OR EMPLOYEES AND (D) LEGAL ADVICE OBTAINED OR WHICH MAY BE OBTAINED.

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

15.1 WIND UP OF PROJECTS

25.05-09 **MOVED: Mayor H Fitzhardinge SECONDED: Cr J Edinger**

CEO RECOMMENDATION

Acknowledging the withdrawal of both the City of Melville and City of Fremantle from the Resource Recovery Group and all associated Projects, Council:

- 1. Resolve to wind up the Regional Resource Recovery Centre Project.**
- 2. Resolve to wind up the Office Accommodation Project.**
- 3. Give the CEO delegated authority to take all necessary actions including to negotiate and execute all documentation to effect wind up of each of the above projects.**
- 4. Request that the CEO write to the City of Canning to determine their requirement for the continuation of Industrial Specialised Risk insurance and electrical power requirements at the Canning Vale Centre.**

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

15.2 TRANSITIONAL PLANNING – PROGRESS REPORT

25.05-10 MOVED: Cr J Archibald SECONDED: Cr K Wheatland

CEO RECOMMENDATION

That Council:

1. Receive the advice regarding the current status of transitional planning and anticipated timelines by RRG.

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

15.3 MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING

COUNCIL RESOLUTION

25.05-11 MOVED: Cr J Edinger SECONDED: Mayor H Fitzhardinge

CEO RECOMMENDATION

1. That Council defer payment of the proportional share of equity owed to the City of Canning from the RRRC loan funded assets to allow the negotiations of the Waste Management Collective to continue.
2. The CEO provide a further report to the Council in August 2025 in relation to the equity payment and litigation status.

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

COUNCIL RESOLUTION

25.05-12 MOVED: Cr J Archibald SECONDED: Cr J Edinger

THAT THE MEETING COME OUT FROM BEHIND CLOSED DOORS.

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

16. DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairperson thanked those present for their attendance and the meeting was declared closed at 5.59 pm.

I hereby certify that the Minutes of the Ordinary Council Meeting held on 22 May 2025 were confirmed on 21 August 2025.

Mayor Hannah Fitzhardinge
Deputy Chair



Signature

**ORDINARY MEETING OF COUNCIL 20 FEBRUARY 2025
ACTION LIST**

AGENDA ITEM NO.	SUBJECT	LIST ACTION TAKEN	ACTION BY	STATUS
8.1 - 8.6	Minutes of previous meeting	Publish on Website	OA	COMPLETE
		Upload to FD	OA	COMPLETE
11.1	Canning Vale Centre (CVC) Environmental Licensing	1. Request to withdraw the Ministerial Statement under Section 47A of Environmental Protection Act (EPA); and	EMSP	
		2. Apply for Ministerial Statement and Environmental License amendments as required for the transition of the site to a new operator.	EMSP	
		3. Note CEO delegations	MCS	NOTED
11.2	CEO Delegated Authority 2025	Update CEO Delegations register	MCS	COMPLETE
11.3	Mid-Year Budget Review 2024-2025	1. Update Accounting Software and Financial Reports	MF	COMPLETE
		2. Lodge electronically with Dept of Local Government	MF	
11.4	Committee's – Presiding Members & Deputies	1. Update committee appointments	EMGC	COMPLETE
11.5	Compliance Audit Return 2024	1. Chairman & CEO to sign	EMGC	COMPLETE
		2. Lodge electronically with Dept of Local Government	EMGC	COMPLETE
11.6	Corporate Policy Review	All staff advised of updated policies	EMGC	COMPLETE
		All new policies updated in FD and uploaded to website	OA	COMPLETE
11.7	Financial Reports	No further action	MF	N/A
11.8	Cash Investment Portfolio	No further action	MF	N/A
11.9	Schedule of Payments	No further action	MF	N/A
11.10	Performance Indicators	No further action	CEO	N/A
13.1	Municipal Waste Authority Council (MWAC)	Update RRG delegate to the MWAC	EMGC	COMPLETE
13.2	Application For Compliance Exemptions	Forward council endorsement to Dept of Local Government	EMGC	IN PROGRESS
15.1	Transitional Planning – Progress Report	Update CEO Delegations	MCS	COMPLETE
15.2	Member Council Withdrawal – City of Canning	1. Council defer payment of the proportional share of equity owed to the City of Canning from the RRRRC loan funded assets to allow the negotiations of the Waste Management Collective to continue.	CEO	N/A
		2. The CEO provide a further report to the Council in May 2025 in relation to the equity payment and litigation status.	CEO	COMPLETE

**ORDINARY MEETING OF COUNCIL 20 FEBRUARY 2025
ACTION LIST**

15.3	KPI's Acting Chief Executive Officer	No further action	CEO	N/A
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Ordinary Council Meeting – 28 November 2024 Outstanding Actions				
15.2	Member Council Withdrawal - City of Canning	CEO provide a further report to the Council in February 2025 in relation to the equity payment and litigation status.	CEO	COMPLETE
15.5	Transitional planning – progress report	Increase consultancy budget by \$100k to engage consultants to provide advice to RRG as required for transitional planning. – Engage Consultant:	CEO	COMPLETE
		Budget amendment	MF	COMPLETE. INCORPORATE IN FEB 25 BUDGET REVIEW

Special Council Meeting – 14 November 2024 Outstanding Actions				
9.2	Change of Banking Services Provider	1. Action transfer of accounts with Commonwealth Bank	MF	COMPLETE
		2. Note use of delegated authority of CEO	MCS	COMPLETE
		3. Note authorised signatories and update any applicable policies	MCS	COMPLETE
9.3	Office Accom Project Lending Facility	1. Write to Members re resolutions required & updated Exhibit B certificate	CEO	COMPLETE
		2. Notify treasury of RRG and member resolutions once received	MCS	IN PROGRESS
		3. Note use of delegated authority of CEO	MCS	COMPLETE

Ordinary Council Meeting – 23 May 2024 Outstanding Actions				
11.6	ICT STRATEGIC PLAN	Proceed with MRF Plant Servers upgrade as per SAGE quote	EMO	IN PROGRESS
15.3	RECYCLE RIGHT	1. Negotiate transition of ownership to DWER	CEO	IN PROGRESS
		2. Write to Members to confirm support for funding of RR if required	EMGC	COMPLETE
		3. Note Delegation of authority to negotiation transfer to DWER	MCS	NOTED
15.8	EXPRESSION OF INTEREST PROPOSAL	1. Collaborate with City of Canning to facilitate approach to market for O&M	CEO	IN PROGRESS
		2. Note Delegated authority to enter into procurement process for O&M	MCS	NOTED

ORDINARY MEETING OF COUNCIL 20 FEBRUARY 2025 ACTION LIST

Ordinary Council Meeting – 22 February 2024 Outstanding Actions				
15.6	FOGO GRANT	Proceed with FOGO odour upgrade project	CEO	IN PROGRESS

Special Council Meeting- 18 Dec 2023 Outstanding Actions				
9.2	TRANSITIONAL PLANNING – REVIEW OF RRG BY MEMBERS	1. CEO to provide further information and advice at a future date	CEO	
		2. Obtain legal advice regarding confidentiality, probity in regard to sharing operational & contractual arrangement referred to in the MOU	CEO	COMPLETE
		3. Provide information to support Due Diligence process outlined in MOU	CEO	COMPLETE
		4. Report back to Council to clarify proposed way forward once the collective model is established	CEO	

Special Council Meeting- 2 Nov 2023 Outstanding Actions				
9.1	Capital Expenditure Approval for Fire System & Civil Works	<ol style="list-style-type: none"> 1. Notify third parties of termination of Project: DWER + grant money for fogo upgrade 2. Reverse DWER licence amendments 	EMSP	In progress

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

STATEMENT

~~Resource Recovery Group is committed to providing effective education and information to the community. In addition to conventional media, Resource Recovery Group utilises Social Media provides in its day to day business primarily as a web-based communication tool for the dissemination of information.~~

- ~~• an opportunity for timely responses to current issues;~~
- ~~• broader information dissemination;~~
- ~~• targeted reach of education materials;~~
- ~~• a forum for enquiry and respectful communication.~~

SCOPE

The scope of this policy applies to all RRG staff, volunteers and contractors. It applies to any Social Media platform being used on behalf of RRG or where reference to RRG is made.

~~Social Media is web-based communication tools that enable people to interact with each other by both sharing and consuming information.~~

~~At RRG we use the term "Social Media" to describe any kind of tool that you can use for sharing what you know, including (but not limited to) the list above.~~

OBJECTIVE

To set clearly defined guidelines for all RRG staff, volunteers or contractors who are users of Social Media.

ROLES & RESPONSIBILITIES

Council

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

Chief Executive Officer

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

~~Communications & Marketing Manager~~ Corporate Services

The ~~Communications & Marketing Manager~~ Corporate Services is responsible for the ~~development of and subsequent review of the Social Media Policy~~ approval of the use of any new social media account.

~~Waste Education/Communication Officers~~ Administration Officer

The ~~Waste Education/Communication~~ Administration Officers ~~are is~~ responsible for the uploading of information to social media and ensuring that the policy is adhered to.

Issued: May 2023	Review Date: May 2025	Title: COUNCIL POLICY NO 4.12 SOCIAL MEDIA	Version 2
Prepared: MGC	Reviewed by: EMCS	Approved: CEO	Page 1 of 5
Printed documents are not controlled. Please refer to the electronic version for the latest version			

CONTENT

The following outlines a recommended approach to the use of Social Media within the RRG. This policy establishes the use of social media within the organisation to make content, provide feedback and communicate with others ~~who are interested in waste education, recycling, reduction, avoidance, etc in relation to RRG. It will also help the RRG to find new ways of engaging people who live, work or spend time in the City of Fremantle, City of Melville, Town of East Fremantle as well as expand its reach to the wider Perth and WA regional communities (including Recycle Right Members).~~

1) Purpose

RRG uses Social Media for the advertising of tenders and public notices.

Communication

~~Social Media tools are used to tell people what's happening within RRG/Recycle Right and our Members Councils/Recycle Right Members. For example, using RRG's Facebook and Instagram pages to promote events and to share the latest news.~~

Engagement

~~Social Media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook, YouTube and LinkedIn.~~

Collaboration

~~Social Media is used to find new, more efficient ways of working together with the community. The RRG's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms.~~

2) Organisational Use

Any use of Social Media within RRG must:

Issued: May 2023	Review Date: May 2025	Title: COUNCIL POLICY NO 4.12 SOCIAL MEDIA	Version 2
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Follow the RRG's Social Media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work, and in addition to all other relevant policies.

New RRG/~~Recycle Right~~ social media sites or accounts, can only be set up and managed ~~by the RRG Communications Team, unless otherwise agreed. Any staff with suggestions to set up an account should contact the Communications & Marketing Manager.~~ with the authorisation of the Manager Corporate Services.

~~The~~ RRG may maintain a combination of social media accounts, including but not limited to:

- Social Networks – Facebook, LinkedIn, ~~Instagram; Twitter~~
- Media Sharing Networks – YouTube, ~~Podcasts~~
- ~~Blogging Networks – Twitter, WordPress;~~
- Mobile Phone Applications;
- Texting; and
- Collaboration Tools – Teams, Zoom, Google, Dropbox

In accordance with State Government recommendations RRG no longer uses Tik Tok.

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3) Personal Use

The RRG recognises that its staff may wish to use Social Media outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities.

However, staff must recognise the need for caution through personal use of Social Media. The nature of Social Media often identifies the place of work of the individual using it. In any circumstance where a staff member is using Social Media outside the context of the workplace and can be identified as a RRG employee, contractor or volunteer, they are personally responsible for the content published. Any opinion or comment made should be identified as that of the staff member and not those of the RRG or it's Member Councils. When in doubt, staff should seek guidance from ~~the Communications Team~~ Executive Manager on how to comply with these obligations.

4) Social Media Management

The RRG's use of Social Media is intended to be holistic, cross-functional, and owned by all Service Areas.

~~All social media accounts will be monitored/moderated by members of the Communications Team, as determined by the Communications & Marketing Manager. Accountability for overall development, implementation and deployment of RRG's Social Media Strategy shall be coordinated by the Communications Team.~~

The RRG will aim to respond to general public enquiries / comments within 24 hours of receiving them.

Any material created for display on a RRG social network site will be prepared to a consistently high standard, using approved templates and branding ~~and approved by the Communications & Marketing Manager, or approved proxy, before going live / being posted.~~

When online under the name of the RRG, contributors should refrain from liking, sharing or reacting to posts created by third parties unless the material aligns with the aims of the RRG, as these reactions are seen as endorsements of the material posted.

All defamatory postings will be removed by ~~the Communications Team~~ RRG at their discretion. Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, unlawful and threatening to another's privacy.

Where misinformation or factually incorrect information is posted in response to a RRG post, comments should encourage the original poster to make contact with the ~~RRG Communications Team~~ CEO or an Executive Manager for clarification.

Where a third party contributor to a RRG social media account is identified as posting content which is deleted in accordance with the above, the RRG may, at its discretion, block the contributor for a specific time period or permanently.

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5) Breaches

Employees who breach this policy may face disciplinary action which may include a review of their employment with RRG.

Volunteers and Contractors who breach this policy may have their professional or as applicable their contractual relationship reviewed.

REFERENCES & REVIEW

Statutory Compliance		
Organisational Compliance	<ul style="list-style-type: none"> Project Participation Agreement 	
Approved by	Regional Council	
Next Revision Date	February 2025	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Communications)	Communications & Marketing Manager Chief Executive Officer	Biennial Biennially
Risk Rating	Low	
Location of document	Staff Intranet9 Aldous Place, Booragoon – Communications 350 Bannister Road, Canning Vale	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2021	Original	1	CM	CM	25/02/2021
2021	Review	2	MGC	CMM	25/05/2023
<u>2025</u>	<u>Review</u>	<u>3</u>	<u>EMGC</u>	<u>CEO</u>	

CMM – Communications & Marketing Manager

MGC – Manager Governance & Culture

EMGC – Executive Manager Governance & Culture



COUNCIL POLICY NO 1.13 PUBLIC QUESTION TIME

STATEMENT

This policy sets out a structure for managing public question time at council meetings, pursuant to the *Local Government Act 1995*, its Regulations and any applicable Standing Orders.

SCOPE

The Policy assists Presiding Members to apply consistent and fair procedures in managing public questions at Council meetings.

OBJECTIVE

- Time must be made available at every council meeting (ordinary and special) and every committee meeting with delegated powers or duties, for members of the public to ask questions and have them responded to.
- To provide a clear set of procedures for the public to have an opportunity to ask questions and the requirement to manage proceedings at council meetings.

ROLES & RESPONSIBILITIES

Council

The Regional Council is to determine and adopt suitable procedures for managing public question time at council meetings.

Presiding Members of meetings (Chairperson)

The Chairperson of meetings is to be familiar with the rules of Public Question Time and shall manage questions as per this policy.

Chief Executive Officer

The Chief Executive Officer is to ensure the policy is consistent with the Local Government Act and Standing Orders and provided assistance to Presiding Members in managing public questions during meetings.

DEFINITIONS

“Presiding Member” means any person presiding at a meeting

“Relevant Person” Resource Recovery Group regional councillor or employee

CONTENT

Introduction

- Question Time will be limited to fifteen (15) minutes or earlier if there are no further questions. and be the first item of business at each Council Meeting following disclosure of interests, at the start of the Council Meeting.

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- At any Ordinary Council Meeting the public will be able to ask questions relating to a matter involving the regional local government, not just relating to an item on the agenda. Questions asked at a Special Council Meeting or Committee meeting to which the local government has delegated a power or duty can only relate to the purpose of the meeting.
- To provide all members of the public with an equal and fair opportunity to ask questions, persons with multiple questions may be asked after the second question to wait until others have asked questions and then if time permitting may continue to ask further questions. Sub-parts of questions will be counted as a question.

Submitting Questions

- All questions must be submitted in writing, along with the name and address of the person submitting, **prior to the commencement of the Council Meeting**
- All questions will be registered.
- It is recommended that complex questions requiring research be submitted in writing to the RRG three (3) working days prior to the Council Meeting in order to allow the RRG sufficient time to prepare a response
- Written questions can be provided in the following forms:
 - a. Emails sent to admin@resourcerecoverygroup.com.au, subject line: "Questions for Council Meeting", two (2) hours before the meeting commence time.
 - b. On the day of Council Meetings, written questions are to be registered with the Administration Officer located at the meeting venue. The register will be open thirty (30) minutes prior to the commencement of the Council Meeting.
 - c. Members of the public may submit questions up until the commencement of the Council Meeting, but all questions must be submitted in writing and the details of the person asking the question/s must be added to the Register. RRG staff will be available at the meeting to assist members of the public in understanding the procedure and submitting questions.
- All questions should not contain defamatory remarks, offensive language or questioning the competency of councillors or employees. Questions should be on the issue rather than on individuals.

Procedure at Council Meetings

- During the Council Meeting persons who have registered their questions will be the only persons able to speak. The first priority will be given to persons who are asking questions relating to items on the current meeting agenda. The second priority will be given to other questions.
- Where questions are registered, but the person fails to attend the meeting, the question will not be put to the meeting and the CEO is to reply in writing at a time after the meeting.
- The Presiding Member will manage public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state their name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated.
- The person should then proceed to ask their questions one at a time. Questions should not include statements or express opinions, nor be offensive or defamatory.

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- The presiding member will respond to the question or nominate a relevant person to respond on behalf of the council. Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed at specific members of council or employees. Address all question to the Chair.
- Questions are not to be framed in such a way as to reflect adversely on a particular councillor or employee.
- There is no debate or discussion permitted on any question or response.
- Public question time is declared closed following the expiration of the allocated fifteen (15) minute time period, or earlier if there are no further questions. By resolution of Council the public question time period may be extended for a further period as nominated in the resolution.

In accordance with Local Government (Administration) Regulation 7(5) if a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to:

- declare that he or she has an interest in the matter; and
- allow another person to respond to the question.

While the above regulation prohibits a person responding to a question relating to a matter in which they have an interest, the Act does not require that person to leave the meeting or comply with any other requirement for disclosing interests.

After the Council Meeting

- Recording questions and responses given during public question time to be recorded as a summary (not verbatim) in the minutes in accordance with local government regulations.
- Where questions are taken on notice, a summary of the question is recorded in the minutes and the CEO is to ensure a written response is provided to the questioner in a timely manner after the meeting.
- A summary of the response to the questions taken on notice must be recorded in the minutes of the next council or committee meeting. (Also noting that the questioner has received the response).

REFERENCES & REVIEW

Statutory Compliance	Local Government Act 1995 Section 5.24 Local Government (Administration) Regulations 5, 6, 7	
Organisational Compliance	SMRC Standing Orders Amendment Local Law 2009 Section 3.4	
Next Revision Date	May 202 7 ⁵	
Related Documents	"Managing Public Question Time" Dept of Local Government Guidelines No 3 "Public Question Time" Form	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services Governance & Culture	Biennial
Risk Rating	Operational Risk Register – Risk Low	
Location of document	RRG Website – Meetings RRG Website – Members Area	

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DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2012	Original	1	DCS	DCS	26/07/2012
2014	Review	2	EMCS	EMCS	28/08/2014
2016	Review	3	EMCS	EMCS	27/10/2016
2018	Review	4	EMCS	EMCS	16/08/2018
2020	Review	5	EMCS	EMCS	27/02/2020
2021	Review	6	CSM	EMCS	27/05/2021
2023	Review	7	MGC	EMCS	25/05/2023
<u>2025</u>	<u>Review</u>	<u>8</u>	<u>EMGC</u>	<u>EMGC</u>	

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**COUNCIL POLICY NO 1.16
CEO RECRUITMENT, PERFORMANCE &
TERMINATION**

DIVISION 1 – PRELIMINARY PROVISIONS

1. Citation

These are the Resource Recovery Group standards for CEO recruitment, performance and termination.

1.1. Legislation

The Local Government (Administration) Amendment Act 2021 introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

Section 5.39A(1) of the Local Government Act 1995 And Part 4 of the Local Government (Administration) Regulations 1996 also apply.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO’s contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Resource Recovery Group;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 - Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

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- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

- (a) the duties and responsibilities of the position; and
- (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
- (i) email a copy of the job description form to an email address provided by the person; or
- (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

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- (3) The selection panel must comprise —
- (a) at least three (3) council members; and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

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11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

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Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (2) The local government must —
- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

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(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

- (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
- (b) informed the CEO of the performance issues; and
- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

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6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ Local Government (Administration) Regulations 1996 ▪ SMRC Standing Orders Local Law 2008 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Code of Conduct for Councillors and Committee and Group Members ▪ CEO Performance Review Committee Policy 1.10 ▪ CEO Contract of Employment 	
Approved by	Regional Council	
Next Revision Date	May 202 7 ⁵	
Related Documents		
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services Governance & Culture	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Website 9 Aldous Place, Booragoon – Corporate Services	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2021	Original	1	EMCS	CEO	27/05/2021
2023	Review	2	MGC	CEO	25/05/2023
2025	Review	3	EMGC	CEO	

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STATEMENT

To give effect to Section 5.50 of the *Local Government Act 1995* in relation to the payment of employees, except Senior Employees or the CEO, of amounts in addition to a contract or award upon leaving the organisation.

SCOPE

This Policy applies to employees whose employment is governed by the Local Government Industry Award 2020 (Award), or the Southern Metropolitan Regional Council Resource Recovery Centre Enterprise Agreement 2021 (Agreement), or any other industrial instrument.

OBJECTIVE

- To determine the circumstances for which the Council may make a payment to employees in excess of the applicable contract or industrial instrument; and
- To effect such payments to employees in the manner prescribed by Council, in accordance with legislation and the requirements of this Policy.

DEFINITIONS

Cash Salary means the cash base hourly rate (excluding all allowances and loadings) paid, or payable, multiplied by the employed person's normal weekly hours immediately before the person's employment with the Council finished. Where a person works irregular hours, then the normal weekly hours will be calculated on an average of the last six months.

Redundancy means a situation where the employer no longer requires a specific position to be performed by a person(s) because of changes in the operational requirements of the organisation.

Senior Employee means an employee holding the position of Chief Executive Officer or an employee appointed under Section 5.37 of the *Local Government Act 1995* or designated as such by the Council.

Voluntary Severance means a financial payment made to a person who voluntarily chooses to end their employment in a situation where surplus positions within the organisation are identified.

ROLES & RESPONSIBILITIES

- The Chief Executive Officer (CEO) is responsible for ensuring payments are effected as directed by Council.

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CONTENT

1. RETENTION INCENTIVE PAYMENT

The Council may provide a payment to eligible employees to encourage them to continue employment until the employee's position is made redundant, due to a pending sale or winding up of the business and the employee has not received or accepted an offer for alternative re-deployment arranged by Council (Retention Incentive Payment).

The Retention Incentive Payment is to assist employees financially after leaving the Council due to Redundancy and will be considered a Voluntary Severance.

The Retention Incentive Payment will be:

- a) subject to b) below, a maximum payment of thirteen (13) weeks at the employee's Cash Salary,
- b) where the total number of weeks paid to the employee for payment in lieu of notice, redundancy payment under the Agreement or the Award and the Retention Incentive Payment (together, the Total Severance Pay), would, other than due to this clause, exceed twenty-six (26) weeks, the Retention Incentive Payment will be reduced so that the Total Severance Pay equals twenty-six (26) weeks.

2 ELIGIBILITY CRITERIA:

An employee will only be eligible to receive the Retention Incentive Payment where the:

- a) Council no longer requires the employee's role to be performed by anyone and proposes to terminate the employee's employment for reasons of Redundancy;
- b) Employee has completed six (6) months employment (or less, only at the discretion of the CEO).
- c) Employee has not received any written warnings in relation to their conduct in the workplace within the six (6) months before the Council's proposal to terminate the employment of the employee;
- d) Employee has not been managed for performance pursuant to 'Standard No HR6.10 – Managing Poor Performance Standard' within the six (6) months before the Council's proposal to terminate the employment of the employee; and
- e) Council has not secured alternative employment for the Employee.

Where the Council has secured alternative employment no less favourable than the employee's current employment and the Employee does not accept the position offered, the employee will not receive the Retention Incentive Payment.

If the employee is offered a Retention Incentive Payment, the employee agrees that the Retention Incentive Payment is a Voluntary Severance.

Issued: May 202 5 <u>4</u>	Review Date: May 202 7 <u>6</u>	Title: COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT	Version 5 <u>4</u>
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

3. 2023-24 REVIEW BY MEMBER PARTICIPANTS

In acknowledging the impact to our staff that the review being undertaken in 2023-24 may have, we wish to enhance and clarify the policy further:

- We reiterate that this policy is to encourage staff to remain with the organisation until their position is made redundant, due to a pending sale or winding up of the business. The payment is not designed to compensate staff who remain employed by the RRG, a new entity or redeployed into a suitable alternate role elsewhere.
- Wherever possible our preference is for staff to be offered an alternate position rather than redundancy.
- Policy 3.1, Leave Management, be waived ~~until from~~ 30 June 202~~45~~ to allow staff members to accrue and retain more than 8 weeks annual leave and to postpone the taking of long service leave for longer than 6 months after it becomes accrued.
- Introduce a bonus payment of \$500 per person for every six months of service completed ~~during the 2024-2025 financial year commencing 1 July 2024:~~
 - You must complete your normally rostered hours during the six-month period. Or if employed on a casual basis, an average of your normally rostered hours.
 - Approved leave may occur during the period but periods of leave without pay will make you ineligible for the payment.
 - The payment of \$500 will be made six weeks after the completion of the six-month period and is subject to you still being employed by RRG.
 - The payment is a fixed sum and applies equally to all staff and does not attract superannuation.
 - These payments will apply even if you transition to a new employer and are not made redundant.
- Pay you 30% of your personal leave balance, accrued and not used, ~~during the 2024-2025 financial year commencing 1 July 2024 until redundancy occurs:~~
 - Applies to permanent and fixed term staff only, ie does not apply to casual staff.
 - Any personal leave used ~~during the 2024-2025 financial year from 1 July 2024~~ will be balanced against the accrual for that ~~year period~~, 30% of the difference will be paid to you if made redundant due to sale or wind up of the organisation.
- During 2024 resilience training will be offered to all permanent staff members and we will work with our supervisors and managers to provide them with tools and skills to liaise with staff regarding this matter.
- We will enhance our Employee Assistance Program (EAP) extending its access to cover assistance for any reason, not just work-related matters.
- We recognise that not all staff work consistent hours, redundancy payments for the purposes of this policy will be calculated by taking the average of the last six months' ordinary salary (excluding allowances, overtime and superannuation).
- We recognise that it may be necessary for some business units to wind up at different times and we confirm that if you meet the eligibility criteria of points 1 and 2 the policy will still apply.

Issued: May 202 5 ⁴	Review Date: May 202 7 ⁶	Title: COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT	Version 5 ⁴
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 4
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COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995 Section 5.50</i> ▪ <i>Local Government (Administration) Regulations 19A</i> ▪ <i>Fair Work Act 2009</i> ▪ <i>Local Government Industry Award 2020</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ SMRC RRRC Enterprise Agreement 2021 ▪ Local Government Industry Award 2020 ▪ Individual Employment Contracts ▪ Policy 3.3 Additional Payments in Addition to Contracts and Awards 	
Approved by	Regional Council	
Next Revision Date	May 202 7 ⁶	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Members Area – RRG website 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
2018	Original	1	EMCS	CEO	22/11/2018
2019	Review	2	EMCS	CEO	27/06/2019
2022	Review	3	MGC	SMG – 4/10/22	24/11/2022
2024	Review	4	EMGC	CEO	23/05/2024
<u>2025</u>	<u>Review</u>	<u>5</u>	<u>EMGC</u>	<u>CEO</u>	

Issued: May 202 5 ⁴	Review Date: May 202 7 ⁶	Title: COUNCIL POLICY NO 3.7 RETENTION INCENTIVE PAYMENT	Version <u>5</u> ⁴
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 4 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

**RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	AUDITED	
	30 June 2025	28 February 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,705,332	1,186,260
Trade and other receivables	1,702,415	1,714,932
Other financial assets	5,983,672	5,118,762
Inventories	1,239,930	1,415,449
Other assets	805,391	1,758,749
TOTAL CURRENT ASSETS	13,436,740	11,194,152
NON-CURRENT ASSETS		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,692,993
Right-of-use assets	2,885,403	2,491,535
TOTAL NON-CURRENT ASSETS	16,532,226	14,796,728
TOTAL ASSETS	29,968,966	25,990,880
CURRENT LIABILITIES		
Trade and other payables	5,796,366	3,941,207
Lease liabilities	637,613	793,491
Borrowings	95,824	24,325
Employee related provisions	389,026	460,814
TOTAL CURRENT LIABILITIES	6,918,829	5,219,836
NON-CURRENT LIABILITIES		
Lease liabilities	4,331,334	3,775,891
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	90,037
Other provisions	5,614,260	5,635,045
TOTAL NON-CURRENT LIABILITIES	11,633,177	11,113,173
TOTAL LIABILITIES	18,552,006	16,333,009
NET ASSETS	11,416,960	9,657,871
EQUITY		
Retained surplus	(6,139,995)	(5,841,667)
Reserve accounts	9,085,223	7,027,804
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	11,416,960	9,657,871

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

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,430,482	1,620,321	1,696,034	75,713	4.67%	▲
Fees and charges	15,382,365	10,254,910	11,351,112	1,096,202	10.69%	▲
Interest revenue	216,585	144,390	160,040	15,650	10.84%	▲
Other revenue	1,902,063	1,268,042	939,641	(328,401)	(25.90%)	▼
	19,931,495	13,287,663	14,147,827	860,164	6.47%	
Expenditure from operating activities						
Employee costs	(6,026,605)	(3,999,687)	(3,389,722)	609,965	15.25%	▲
Materials and contracts	(11,242,372)	(7,505,775)	(7,942,863)	(437,088)	(5.82%)	▼
Utility charges	(734,486)	(489,657)	(502,962)	(13,305)	(2.72%)	▼
Depreciation	(3,134,188)	(1,828,276)	(2,297,675)	(469,399)	(25.67%)	▼
Finance costs	(298,007)	(198,671)	(185,741)	12,930	6.51%	▲
Insurance	(2,192,703)	(1,461,802)	(1,572,783)	(110,981)	(7.59%)	▼
	(23,628,361)	(15,483,868)	(15,906,918)	(423,050)	(2.73%)	
Non-cash amounts excluded from operating activities	3,193,503	2,124,059	2,347,286	223,227	10.51%	▲
NET OPERATING POSITION	(503,363)	(72,146)	588,195	660,341	915.29%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from financial assets at amortised cost	95,824	71,498	71,498	0	0.00%	
	95,824	71,498	71,498	0	0.00%	
Outflows from investing activities						
Payments for property, plant and equipment	(955,520)	(557,387)	(562,499)	(5,112)	(0.92%)	▼
Payment to past members	(1,494,950)	(1,494,950)	(1,494,920)	30	0.00%	▲
	(2,450,470)	(2,052,337)	(2,057,419)	(5,082)	(0.25%)	
Amount attributable to investing activities	(2,354,646)	(1,980,839)	(1,985,921)	(5,082)	(0.26%)	
FINANCING ACTIVITIES	(2,354,644)					
Inflows from financing activities						
Transfer from reserves	2,450,470	2,052,337	2,057,419	5,082	0.25%	▲
	2,450,470	2,052,337	2,057,419	5,082	0.25%	
Outflows from financing activities						
Repayment of borrowings	(95,824)	(71,498)	(71,498)	0	0.00%	
Payments for principal portion of lease liabilities	(637,613)	(399,566)	(399,566)	0	0.00%	
	(733,437)	(471,064)	(471,064)	0	0.00%	
Amount attributable to financing activities	1,717,033	1,581,273	1,586,355	5,082	0.32%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	1,212,734	1,212,734	1,212,734	0	0.00%	
Amount attributable to operating activities	(503,363)	(72,146)	588,195	660,341	915.29%	▲
Amount attributable to investing activities	(2,354,646)	(1,980,839)	(1,985,921)	(5,082)	(0.26%)	▼
Amount attributable to financing activities	1,717,033	1,581,273	1,586,355	5,082	0.32%	▲
Surplus or deficit after imposition of general rates	71,758	741,022	1,401,363	660,341	89.11%	▲

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.

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 28 FEBRUARY 2025**

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. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	75,713	4.67%	▲
Increased overhead contribution due to increase in tonnes			
Fees and charges	1,096,202	10.69%	▲
Better sales price of products(MRF), additional coustomer contract (FOGO)			
Interest revenue	15,650	10.84%	▲
Other revenue	(328,401)	(25.90%)	▼
Timing difference in CDS income			
Expenditure from operating activities			
Employee costs	609,965	15.25%	▲
Employee efficiency, costs savings			
Materials and contracts	(437,088)	(5.82%)	▼
Expenses relating to extra business not budgeted (refer fees and charges income)			
Utility charges	(13,305)	(2.72%)	▼
			2
Finance costs	12,930	6.51%	▲

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2025

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 POLICIES

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 02 May 2025

**RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2025**

	AUDITED	
	30 June 2025	31 March 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,705,332	1,528,882
Trade and other receivables	1,702,415	1,814,802
Other financial assets	5,983,672	5,138,260
Inventories	1,239,930	1,417,445
Other assets	805,391	1,967,498
TOTAL CURRENT ASSETS	13,436,740	11,866,887
NON-CURRENT ASSETS		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,614,445
Right-of-use assets	2,885,403	2,441,289
TOTAL NON-CURRENT ASSETS	16,532,226	14,667,934
TOTAL ASSETS	29,968,966	26,534,821
CURRENT LIABILITIES		
Trade and other payables	5,796,366	4,283,038
Lease liabilities	637,613	813,268
Borrowings	95,824	24,325
Employee related provisions	389,026	461,111
TOTAL CURRENT LIABILITIES	6,918,829	5,581,741
NON-CURRENT LIABILITIES		
Lease liabilities	4,331,334	3,705,795
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	98,137
Other provisions	5,614,260	5,637,644
TOTAL NON-CURRENT LIABILITIES	11,633,177	11,053,776
TOTAL LIABILITIES	18,552,006	16,635,517
NET ASSETS	11,416,960	9,899,304
EQUITY		
Retained surplus	(6,139,995)	(5,435,937)
Reserve accounts	9,085,223	6,863,507
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	11,416,960	9,899,304

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

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2025

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,430,482	1,822,861	1,877,760	54,899	3.01%	▲
Fees and charges	15,382,365	11,536,774	12,759,405	1,222,631	10.60%	▲
Interest revenue	216,585	162,439	183,586	21,147	13.02%	▲
Other revenue	1,902,063	1,426,547	1,385,130	(41,417)	(2.90%)	▼
	19,931,495	14,948,621	16,206,881	1,258,260	8.42%	
Expenditure from operating activities						
Employee costs	(6,026,605)	(4,499,648)	(3,824,333)	675,315	15.01%	▲
Materials and contracts	(11,242,372)	(8,443,997)	(8,742,514)	(298,517)	(3.54%)	▼
Utility charges	(734,486)	(550,865)	(562,640)	(11,775)	(2.14%)	▼
Depreciation	(3,134,188)	(1,828,276)	(2,590,768)	(762,492)	(41.71%)	▼
Finance costs	(298,007)	(223,505)	(201,333)	22,172	9.92%	▲
Insurance	(2,192,703)	(1,644,527)	(1,770,323)	(125,796)	(7.65%)	▼
	(23,628,361)	(17,190,818)	(17,707,083)	(516,265)	(3.00%)	
Non-cash amounts excluded from operating activities	3,193,503	2,385,241	2,651,078	265,837	11.15%	▲
NET OPERATING POSITION	(503,363)	143,044	1,150,876	1,007,832	704.56%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from financial assets at amortised cost	95,824	71,498	71,498	0	0.00%	
	95,824	71,498	71,498	0	0.00%	
Outflows from investing activities						
Payments for property, plant and equipment	(955,520)	(557,387)	(726,796)	(169,410)	(30.39%)	▼
Payment to past members	(1,494,950)	(1,494,950)	(1,494,920)	30	0.00%	▲
	(2,450,470)	(2,052,337)	(2,221,716)	(169,380)	(8.25%)	
Amount attributable to investing activities	(2,354,646)	(1,980,839)	(2,150,218)	(169,380)	(8.55%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	2,450,470	2,052,337	2,221,716	169,380	8.25%	▲
	2,450,470	2,052,337	2,221,716	169,380	8.25%	
Outflows from financing activities						
Repayment of borrowings	(95,824)	(71,498)	(71,498)	0	0.00%	
Payments for principal portion of lease liabilities	(637,613)	(449,884)	(449,884)	0	0.00%	
	(733,437)	(521,382)	(521,382)	0	0.00%	
Amount attributable to financing activities	1,717,033	1,530,954	1,700,334	169,380	11.06%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	1,212,734	1,212,734	1,212,734	0	0.00%	
Amount attributable to operating activities	(503,363)	143,044	1,150,876	1,007,832	704.56%	▲
Amount attributable to investing activities	(2,354,646)	(1,980,839)	(2,150,218)	(169,380)	(8.55%)	▼
Amount attributable to financing activities	1,717,033	1,530,954	1,700,334	169,380	11.06%	▲
Surplus or deficit after imposition of general rates	71,758	905,894	1,913,726	1,007,832	111.25%	▲

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.

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 MARCH 2025**

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. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	54,899	3.01%	▲
Increased overhead contribution due to increase in tonnes			
Fees and charges	1,222,631	10.60%	▲
Better sales price of products(MRF), additional coustomer contract (FOGO)			
Interest revenue	21,147	13.02%	▲
Other revenue	(41,417)	(2.90%)	▼
Timing difference in CDS income			
Expenditure from operating activities			
Employee costs	675,315	15.01%	▲
Employee efficiency, costs savings			
Materials and contracts	(298,517)	(3.54%)	▼
Expenses relating to extra business not budgeted (refer fees and charges income)			
Utility charges	(11,775)	(2.14%)	▼
Finance costs	22,172	9.92%	▲

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2025

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 02 May 2025

**RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025**

	AUDITED	
	30 June 2025	30 April 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,705,332	2,077,372
Trade and other receivables	1,702,415	2,056,383
Other financial assets	5,983,672	4,538,260
Inventories	1,239,930	1,406,653
Other assets	805,391	2,073,768
TOTAL CURRENT ASSETS	13,436,740	12,152,436
NON-CURRENT ASSETS		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,034,623	10,413,283
Right-of-use assets	2,885,403	2,392,663
TOTAL NON-CURRENT ASSETS	16,532,226	14,418,146
TOTAL ASSETS	29,968,966	26,570,582
CURRENT LIABILITIES		
Trade and other payables	5,796,366	4,417,066
Lease liabilities	637,613	833,027
Borrowings	95,824	24,325
Employee related provisions	389,026	470,176
TOTAL CURRENT LIABILITIES	6,918,829	5,744,593
NON-CURRENT LIABILITIES		
Lease liabilities	4,331,334	3,635,159
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	87,625
Other provisions	5,614,260	5,640,242
TOTAL NON-CURRENT LIABILITIES	11,633,177	10,975,226
TOTAL LIABILITIES	18,552,006	16,719,819
NET ASSETS	11,416,960	9,850,763
EQUITY		
Retained surplus	(6,139,995)	(5,450,631)
Reserve accounts	9,085,223	6,829,657
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	11,416,960	9,850,758

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

**RESOURCE RECOVERY GROUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

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. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	49,065	2.42%	▲
Increased overhead contribution due to increase in tonnes			
Fees and charges	1,544,093	12.05%	▲
Better sales price of products(MRF), additional customer contract (FOGO)			
Interest revenue	26,933	14.92%	▲
Other revenue	(68,863)	(4.34%)	▼
Timing difference in CDS income			
Expenditure from operating activities			
Employee costs	777,485	15.55%	▲
Employee efficiency, costs savings			
Materials and contracts	(402,549)	(4.29%)	▼
Expenses relating to extra business not budgeted (refer fees and charges income)			
Utility charges	(35,239)	(5.76%)	▼
Finance costs	31,972	12.87%	▲

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2025

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 POLICIES

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 15 May 2025

Schedule of Payments made in February 2025

Chq/EFT	Date	Name	Description	Amount
4801980	03.02.25	AMG Pump Rentals	Fixed Plant Maintenance	1,874.57
4801979	03.02.25	Winc Australia Pty Limited	Stationery	1,018.12
4801993	03.02.25	Wastetrans Wa	Transport Costs	132,167.09
4801960	03.02.25	Associated Laundry Services	Laundry Expenses	827.55
4801962	03.02.25	Allclean Property Services Plus	Cleaning	3,898.79
4801963	03.02.25	CEA Specialty Equipment Pty Ltd	Mobile Plant Maintenance	2,432.41
4801964	03.02.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	20,983.11
4801965	03.02.25	CTI Logistics Interstate	Product Transport Costs	6,834.62
4801946	03.02.25	Complete Tyre Solutions	Mobile Plant Maintenance	958.93
4801986	03.02.25	CoreStaff WA Pty Ltd	Relief Staff	13,717.42
4801958	03.02.25	Coregas Pty Ltd	Process Consumables	265.32
4801967	03.02.25	E Fire & Safety (WA)	Accommodation Maintenance	5,203.00
4801968	03.02.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	8,477.70
4801944	03.02.25	Eurofins ARL Pty Ltd	Quality Assurance	884.40
4801947	03.02.25	Filters Plus	Goods Received	346.50
4801983	03.02.25	Hoseright	Mobile Plant Maintenance	13,826.09
4801949	03.02.25	Lighthouse Locksmiths	Accommodation Maintenance	264.00
4801950	03.02.25	Majestic Plumbing Pty Ltd	Fixed Plant Maintenance	913.00
4801951	03.02.25	MM Electrical Merchandising	Goods Received	284.11
4801952	03.02.25	Netelec Pty Ltd T/A Netelec Electrical Supplies	Goods Received	974.79
4801953	03.02.25	OTR Tyres	Mobile Plant Maintenance	861.58
4801972	03.02.25	Perth Contract Hydraulics	Fixed Plant Maintenance	3,959.23
4801975	03.02.25	Sanwest Pty Ltd	Goods Received	3,580.50
4801976	03.02.25	Snap Canning Vale	Other office expenses	1,076.65
4801961	03.02.25	Westate Hose Supplies	Process Consumables	71.91
4802057	26.02.25	Work Clobber	OHS	311.10
4801957	03.02.25	Work Clobber	OHS	423.91
4801982	03.02.25	Wurth Australia Pty Ltd	Workshop expenses	3,728.40
4801974	03.02.25	Pritchard Francis	Contracted Services	6,803.50
4801955	03.02.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation Maintenance	62.85
4801945	03.02.25	Blackwoods Atkins	OHS	101.20
4802047	26.02.25	Bunnings Group Limited	Process Consumables	784.80
4802027	13.02.25	Associated Laundry Services	Laundry Expenses	202.90
4802003	07.02.25	City of Canning	Accommodation Lease Fees	69,643.75
4801966	03.02.25	DLA Piper Australia	Legal Fees	5,639.70
4802077	26.02.25	McIntosh & Son WA	Mobile Plant Maintenance	3,746.85
4801985	03.02.25	Mitchell Engineering Solutions (MES)	Accommodation Maintenance	21,890.00
4802060	26.02.25	Mitchell Engineering Solutions (MES)	Accommodation Maintenance	275.00
4802050	26.02.25	MM Electrical Merchandising	Fixed Plant Maintenance	238.91
4802056	26.02.25	Winc Australia Pty Limited	Stationery	632.73
4801989	03.02.25	Xelflex Pty Ltd	MRF Glass Breaker Screen	79,626.60
4802046	26.02.25	Blackwoods Atkins	Process Consumables	240.59
4802022	13.02.25	Cleveland Compressed Air Services	Fixed Plant Maintenance	594.44
4801943	03.02.25	PAYG - Australian Taxation Office (ATO)	PAYG	41,287.27
4801971	03.02.25	MTS Hire and Sales	Biofilter 3 F112 Refurbishment	4,950.00
4802079	26.02.25	OPS Screening & Crushing Equipment Pty Ltd	Goods Received	6,774.14
4801954	03.02.25	PEP Transport	Postage & Courier	71.50
4802044	26.02.25	WALGA-Western Australian Local Government	Contribution to Associations	36,544.50
4801977	03.02.25	United Equipment Pty Ltd	Mobile Plant Maintenance	5,041.96
4802084	26.02.25	United Equipment Pty Ltd	Mobile Plant Maintenance	7,712.80
4801948	03.02.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying	401.25
4802087	26.02.25	Wurth Australia Pty Ltd	Process Consumables	1,822.27
4801992	03.02.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Transfer Station	63,542.91
4801984	03.02.25	Alliance Automation Pty Ltd.	Fixed Plant Maintenance	13,335.85
4802059	26.02.25	Associated Laundry Services	Laundry Expenses	572.44
4802071	26.02.25	E Fire & Safety (WA)	Accommodation Maintenance	17,116.00
4802090	26.02.25	Hoseright	Biofilter 3 F112 Refurbishment	4,302.85
4801988	03.02.25	Synergy - Electricity Retail Corporation	Electricity	60,093.69
4801981	03.02.25	Kangaroo Plastics	Other Reuse/disposal	10,378.50
4802000	10.02.25	Super Sweep	Accommodation Maintenance	9,528.76
4802066	26.02.25	BP Australia PL	Goods Received	21,722.90
4802121	05.02.25	National Recovery Technologies(NRT)	Postage & Courier	3,659.56
4801991	03.02.25	Purearth	FOGO Fines	107,054.59
4802085	26.02.25	WA Fasteners Pty Ltd	OHS	4,493.44
4802061	26.02.25	All Rubber TMH Pty Ltd	Mobile Plant Maintenance	9,018.24
4801987	03.02.25	Arbon Equipment Pty Ltd	FPF RapidLift High Speed Door	102,575.00

4802011	12.02.25	Arbon Equipment Pty Ltd	Accommodation Maintenance	5,643.00
4802064	26.02.25	Aust-Weigh Pty Ltd	Accommodation Maintenance	2,337.50
4802067	26.02.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	12,685.08
4802068	26.02.25	Concept Wire Industries	Goods Received	6,900.64
4802093	26.02.25	CoreStaff WA Pty Ltd	Relief Staff	13,696.10
4802092	26.02.25	Duntec Pty Ltd	Main Diesel Tank Replacement	11,516.45
4802070	26.02.25	Department of Water and Environmental Regulation	Licences	13,751.63
4802072	26.02.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	2,290.20
4802063	26.02.25	Eurofins ARL Pty Ltd	Quality Assurance	1,474.00
4802073	26.02.25	Flick Anticimex Pty Ltd	Cleaning	1,314.95
4801969	03.02.25	Fox Refrigeration and Air-Conditioning	Accommodation Maintenance	2,071.30
4801959	03.02.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	769.47
4802013	12.02.25	Industrial Protective Products (WA)	OHS	1,518.22
4802076	26.02.25	Majestic Plumbing Pty Ltd	Accommodation Maintenance	2,552.00
4801970	03.02.25	Minter Ellison Lawyers	Legal Fees	2,025.54
4801973	03.02.25	Perth Recruitment Services Pty Ltd	Relief Staff	4,136.37
4802094	26.02.25	Rehbein Consulting Pty Ltd (Strucrerre)	Plant air compressor with wall vent duct - 75 KW	1,188.00
4802082	26.02.25	SAGE Automation Pty Ltd	Fixed Plant Maintenance	2,313.85
4801956	03.02.25	Solutions Plus Partnership Pty Ltd	IT Expenses	893.75
4802021	12.02.25	Vector Line Marking	Ramp Modification	9,474.30
4801978	03.02.25	Waste Management and Resource Recovery	Publications & Subscriptions	1,937.00
4802065	26.02.25	Blue Force Pty Ltd	IT Expenses	1,028.50
4801990	03.02.25	JD Organics Pty Ltd T/A Go Organics	FOGO Fines	48,154.74
4802091	26.02.25	MMM (WA) Pty Ltd	Accommodation Maintenance	9,648.65
4802025	13.02.25	Synergy - Electricity Retail Corporation	Electricity	551.40
4802062	26.02.25	Allclean Property Services Plus	Cleaning	3,898.79
4802053	26.02.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation Maintenance	62.85
4802012	12.02.25	BP Australia PL	Fuel	5,745.78
4802006	12.02.25	Cr Hannah Fitzhardinge*	Councillor sitting fees	1,404.83
4802008	12.02.25	Cr Jane Edinger*	Councillor sitting fees	952.50
4802007	12.02.25	Cr Jenny Archibald*	Councillor sitting fees	952.50
4802005	12.02.25	Cr Karen Wheatland*	Councillor sitting fees	3,237.42
4802049	26.02.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying	452.87
4802014	12.02.25	Network-IT(WA) PTY LTD	IT Expenses	7,131.07
4802054	26.02.25	Sonic Health Plus	Other Employment Costs	187.00
4802019	12.02.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	1,394.99
4802048	26.02.25	Chivers Asphalt Pty Ltd	Accommodation Maintenance	935.00
4802074	26.02.25	Hoisting Equipment Specialist (HESWA)	OHS	10,770.10
4802089	26.02.25	Satellite Security Services Pty Ltd	Security Expenses	5,844.88
4802045	26.02.25	Xelflex Pty Ltd	Mobile Plant Maintenance	65,846.21
4802069	26.02.25	Control Systems Technology Pty Ltd	Fixed Plant Maintenance	3,179.00
4802051	26.02.25	Netelec Pty Ltd T/A Netelec Electrical Supplies	Fixed Plant Maintenance	94.88
4802020	12.02.25	Red Ant Design Pty Ltd	RecycleRight Website	2,530.00
4802088	26.02.25	Red Ant Design Pty Ltd	RecycleRight Website	2,530.00
4802017	12.02.25	Solutions Plus Partnership Pty Ltd	IT Expenses	2,383.15
4802018	12.02.25	Super Sweep	Accommodation Maintenance	4,945.88
4802010	12.02.25	Telstra Limited - BPAY	IT Expenses	6,853.79
4802042	26.02.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Transfer Station	88,434.10
4802096	24.02.25	Vocus Pty Ltd	IT Expenses	1,757.80
4802026	13.02.25	Water2Water Pty Ltd	Accommodation Maintenance	148.40
4802058	26.02.25	Alliance Automation Pty Ltd.	Fixed Plant Maintenance	610.50
4802028	13.02.25	CoreStaff WA Pty Ltd	Relief Staff	940.53
4802023	13.02.25	Natsync Environmental	Accommodation Maintenance	660.00
4802024	13.02.25	Octagon Lifts	Accommodation Maintenance	707.54
4802015	12.02.25	Perth Recruitment Services Pty Ltd	Relief Staff	16,125.27
4802016	12.02.25	Recycling Plastics Australia Pty Ltd (RPA)	Other Reuse/disposal	2,158.20
4802043	26.02.25	Wastetrans Wa	Mobile Plant Hire Fees	160,641.40
4802004	12.02.25	Kwinana WTE Project Co P/L	WtE Disposal	330,887.06
4802036	12.02.25	RRG Payroll Net Clearing	Payroll	144,724.41
4802009	12.02.25	PAYG - Australian Taxation Office (ATO)	PAYE	45,590.27
4802035	12.02.25	Precision (Beam)	Superannuation	27,793.05
4802039	24.02.25	Synergy - Electricity Retail Corporation	Electricity	74,757.45
4802030	20.02.25	Australian Taxation Office (ATO)	GST	114,627.00
4802040	26.02.25	JD Organics Pty Ltd T/A Go Organics	External Processing of Greenwaste	16,730.99
4802086	26.02.25	Kangaroo Plastics	Other Reuse/disposal	17,090.15
4802029	19.02.25	Mainfreight Distribution Pty Ltd	Product Transport Costs	26,479.66
4802052	26.02.25	Network-IT(WA) PTY LTD	IT Expenses	555.85
4802081	26.02.25	Pritchard Francis	Contracted Services	12,776.50
4802075	26.02.25	Horizon West Landscape & Irrigation Pty Ltd	Accommodation Maintenance	4,032.88

Schedule of Payments made in March 2025

Chq/EFT	Date	Name	Description	Amount
4802126	03.03.25	National Australia Bank (NAB)	Credit Card Feb 2025	\$ 15,402.05
4802097	10.03.25	City of Canning	Accommodation Lease Fees	\$ 69,643.75
4802123	12.03.25	Precision (Beam)	Superannuation	\$ 26,750.85
4802117	12.03.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$ 70,466.23
4802124	12.03.25	RRG Payroll Net Clearing	Payroll	\$ 126,720.18
4802110	12.03.25	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	\$ 1,404.83
4802111	12.03.25	Cr Jenny Archibald*	Councillor Sitting Fees	\$ 952.50
4802109	12.03.25	Cr Karen Wheatland*	Councillor Sitting Fees	\$ 3,237.42
4802112	12.03.25	Cr Jane Edinger*	Councillor Sitting Fees	\$ 952.50
4802118	12.03.25	Telstra Limited - BPAY	IT Expenses	\$ 6,807.67
4802113	13.03.25	DMD Storage Group	Workshop expenses	\$ 669.02
4802107	13.03.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	\$ 1,123.52
4802108	13.03.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 3,378.23
4802116	13.03.25	Associated Laundry Services	Laundry Expenses	\$ 86.85
4802104	13.03.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 9,894.45
4802114	13.03.25	Water2Water Pty Ltd	Accommodation/Site Maintenance	\$ 148.40
4802115	13.03.25	Omicom Media Group Australia Pty Ltd (Marketforce)	Advertising & Promotion	\$ 412.67
4802106	13.03.25	Synergy - Electricity Retail Corporation	Electricity	\$ 950.99
4802102	13.03.25	Minter Ellison Lawyers	Legal Fees	\$ 2,175.58
4802101	13.03.25	Cleanaway Co Pty Ltd	Reuse/disposal	\$ 22,299.66
4802103	13.03.25	Network-IT(WA) PTY LTD	IT Expenses	\$ 7,670.31
4802105	13.03.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$ 6,187.52
4802122	20.03.25	JD Organics Pty Ltd T/A Go Organics	External Processing of Greenwaste	\$ 114,649.70
4802140	24.03.25	Motion Australia Pty Ltd	Fixed Plant Maintenance	\$ 11.67
4802141	24.03.25	Wurth Australia Pty Ltd	Process Consumables	\$ 560.25
4802139	24.03.25	WATM Crane Sales and Services	Mobile Plant Maintenance - Parts & Services	\$ 462.00
4802135	24.03.25	McIntosh & Son WA	Mobile Plant Maintenance - Parts & Services	\$ 858.86
4802136	24.03.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	\$ 65.93
4802131	24.03.25	Complete Tyre Solutions	Mobile Plant Maintenance	\$ 789.61
4802128	24.03.25	Blackwoods Atkins	Process Consumables	\$ 393.36
4802129	24.03.25	Blue Force Pty Ltd	Accommodation/Site Maintenance	\$ 181.91
4802130	24.03.25	Bunnings Group Limited	Process Consumables	\$ 267.83
4802138	24.03.25	Coregas Pty Ltd	Process Consumables	\$ 274.16
4802143	24.03.25	Associated Laundry Services	Laundry Expenses	\$ 795.27
4802142	24.03.25	Satellite Security Services Pty Ltd	Security Expenses	\$ 462.00
4802137	24.03.25	Sonic Health Plus	Other Employment Costs	\$ 631.14
4802133	24.03.25	Industrial Power Tool Services	Process Consumables	\$ 667.14
4802132	24.03.25	E Fire & Safety (WA)	Accommodation/Site Maintenance	\$ 456.50
4802152	24.03.25	Vocus Pty Ltd	IT Expenses	\$ 1,757.80
4802134	24.03.25	Material Recovery Solutions Pty Ltd	Postage & Courier	\$ 551.54
4802154	26.03.25	RRG Payroll Net Clearing	Payroll	\$ 120,174.79
4802153	26.03.25	Precision (Beam)	Superannuation	\$ 26,123.23
4802146	26.03.25	Solo Resource Recovery	General Provision	\$ 3,012.35
4802147	26.03.25	City of Wanneroo	General Provision	\$ 49,025.22
4802148	26.03.25	City of Kalamunda	General Provision	\$ 15,308.64
4802145	26.03.25	CoreStaff WA Pty Ltd	Relief Staff	\$ 31,391.89
4802127	26.03.25	Mainfreight Distribution Pty Ltd	Product Transport Cost	\$ 21,394.40
4802144	26.03.25	Synergy - Electricity Retail Corporation	Electricity	\$ 61,494.08
4802149	27.03.25	Purearth	FOGO Fines	\$ 51,955.70
4802151	27.03.25	Wastetrans Wa	Glass Reuse	\$ 128,055.06
4802150	27.03.25	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	\$ 191,237.55
4802189	31.03.25	WA Treasury Corporation	Interest Paid	\$ 41,178.27
4802188	31.03.25	National Australia Bank (NAB)	Credit Card Mar 2025	\$ 7,739.99
4802174	31.03.25	WA Fasteners Pty Ltd	OH & S	\$ 3,795.00
4802169	31.03.25	Perth Contract Hydraulics	Mobile Plant Maintenance	\$ 8,745.00
4802157	31.03.25	Eurofins ARL Pty Ltd	Quality Assurance	\$ 1,179.20
4802171	31.03.25	Snap Canning Vale	Process Consumables	\$ 1,076.65
4802179	31.03.25	Vector Line Marking	Accommodation/Site Maintenance	\$ 1,941.50
4802164	31.03.25	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	\$ 3,730.38
4802166	31.03.25	Majestic Plumbing Pty Ltd	Fixed Plant Maintenance	\$ 6,952.00
4802167	31.03.25	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	\$ 1,148.40
4802168	31.03.25	OTR Tyres	Mobile Plant Maintenance	\$ 1,155.81
4802165	31.03.25	Kennards Hire Pty Ltd	Mobile Plant Hire	\$ 1,881.78
4802173	31.03.25	United Equipment Pty Ltd	Mobile Plant Hire	\$ 6,885.69
4802159	31.03.25	CJD Equipment Pty Ltd	Mobile Plant Maintenance	\$ 12,686.83
4802163	31.03.25	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	\$ 4,365.02
4802178	31.03.25	Hoseright	Mobile Plant Maintenance	\$ 7,460.15
4802161	31.03.25	DLA Piper Australia	Legal Fees	\$ 2,304.50
4802170	31.03.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 24,603.10
4802177	31.03.25	Red Ant Design Pty Ltd	RecycleRight Website	\$ 2,530.00

4802162	31.03.25	Environmental & Air Quality Consulting Pty Ltd (EAQC)	Contracted Services	\$ 12,173.70
4802175	31.03.25	Winc Australia Pty Limited	Process Consumables	\$ 1,141.86
4802160	31.03.25	Concept Wire Industries	Goods Received	\$ 6,849.47
4802158	31.03.25	BP Australia PL	Fuel	\$ 8,587.95
4802156	31.03.25	Allclean Property Services Plus	Cleaning	\$ 3,898.79
4802155	31.03.25	All Rubber TMH Pty Ltd	Fixed Plant Maintenance	\$ 3,553.66
4802176	31.03.25	Kangaroo Plastics	Reuse/disposal	\$ 11,362.56
4802172	31.03.25	Super Sweep	Accommodation/Site Maintenance	\$ 4,356.00
			TOTAL PAYMENTS	\$ 1,393,628.02

Credit Card Transactions for March 2025				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4802188	27/03/2025	Source Separation Systems	Other office expenses	\$ 49.95
4802188	27/03/2025	Adobe	Software Monthly Licence fees	\$ 314.95
4802188	27/03/2025	Adobe	Software Monthly Licence fees	\$ 128.96
4802188	25/03/2025	Sq *janos Kaszala	Training	\$ 120.00
4802188	25/03/2025	Coles	Other office expenses	\$ 3.50
4802188	25/03/2025	Officeworks	IT Expenses	\$ 44.98
4802188	25/03/2025	Sq *willetton Trophy Cent	Other office expenses	\$ 14.30
4802188	24/03/2025	Paypal	Other office expenses	\$ 156.00
4802188	24/03/2025	Coles	Other office expenses	\$ 17.80
4802188	21/03/2025	Blue Horse Wa Pty Ltd	Training	\$ 1,190.00
4802188	19/03/2025	Miss Maud	Other Employment Costs	\$ 39.40
4802188	20/03/2025	Woolworths	Other office expenses	\$ 24.40
4802188	19/03/2025	Gardenfreshb	Other Employment Costs	\$ 4.35
4802188	18/03/2025	Wanewsdti	Publications & Subscriptions	\$ 96.00
4802188	17/03/2025	Coles	Other office expenses	\$ 17.80
4802188	14/03/2025	Reddy Express	Mobile Plant Fuel & Lubricants	\$ 91.41
4802188	14/03/2025	Total Tools Canning	Process Consumables	\$ 127.70
4802188	13/03/2025	Jb Hi-Fi	Other office expenses	\$ 45.99
4802188	11/03/2025	Boc Limited	Workshop expenses	\$ 106.70
4802188	10/03/2025	Garden City News	Other Employment Costs	\$ 9.99
4802188	12/03/2025	Kmart	Stationery	\$ 19.25
4802188	11/03/2025	Sitech Wa Pty Ltd	Mobile Plant Maintenance	\$ 154.00
4802188	11/03/2025	Sq *janos Kaszala	Training	\$ 120.00
4802188	10/03/2025	Coles	Other office expenses	\$ 17.80
4802188	10/03/2025	Officeworks	Other office expenses	\$ 79.00
4802188	10/03/2025	Officeworks	Workshop expenses	\$ 14.98
4802188	8/03/2025	Forest Lakes News	Other office expenses	\$ 14.00
4802188	7/03/2025	Teamflect.Com	IT Expenses	\$ 114.35
4802188	5/03/2025	Fedex Express	Fixed Plant Maintenance	\$ 23.41
4802188	4/03/2025	Boc Limited	Process Consumables	\$ 17.71
4802188	4/03/2025	Boc Limited	Process Consumables	\$ 17.71
4802188	5/03/2025	Muffin Break Bgoon	Other Employment Costs	\$ 24.00
4802188	5/03/2025	Myaree Lunchbar	Other Employment Costs	\$ 71.21
4802188	4/03/2025	Leeming Iga	Meeting Expenses	\$ 19.99
4802188	4/03/2025	Fedex Express	Fixed Plant Maintenance	\$ 5,267.35
4802188	4/03/2025	Fedex Express	Fixed Plant Maintenance(Refund)	\$ 4,434.39
4802188	5/03/2025	Sq *janos Kaszala	Training	\$ 120.00
4802188	4/03/2025	Campbells Canning Vale	Meeting Expenses	\$ 9.40
4802188	4/03/2025	Coles	Other office expenses	\$ 13.35
4802188	4/03/2025	Wilson Parking	Security Expenses	\$ 1,176.24
4802188	4/03/2025	Coles	Workshop expenses	\$ 24.00
4802188	1/03/2025	Bunnings	Meeting Expenses	\$ 60.19
4802188	3/03/2025	Woolworths	Meeting Expenses	\$ 50.75
4802188	3/03/2025	Woolworths	Meeting Expenses	\$ 23.00
4802188	27/02/2025	Parkwood Hardware	Fixed Plant Maintenance	\$ 17.00
4802188	28/02/2025	Subway	Meeting Expenses	\$ 171.00
4802188	28/02/2025	Insight Call Centre	Telephone	\$ 171.00
4802188	2/03/2025	Amazon Web Services	RecycleRight Website	\$ 288.81
4802188	28/02/2025	Tank Master Australia	Fixed Plant Maintenance	\$ 1,470.70
			Credit Card Purchases - March 2025	\$ 7,739.99

Schedule of Payments made in April 2025

EFTNumber	Payment Date	Customer/Vendor Name	Description	Total Payment Amount
4802186	02.04.25	Xelflex Pty Ltd	Fixed Plant Maintenance	\$ 89,643.59
4802187	02.04.25	Kwinana WTE Project Co P/L	WtE Disposal	\$ 700,203.63
4802222	04.04.25	City of Canning	Accommodation Lease Fees	\$ 69,643.75
4802220	09.04.25	Precision (Beam)	Superannuation	\$ 25,216.86
4802221	09.04.25	RRG Payroll Net Clearing	Payroll	\$ 112,117.38
4802192	15.04.25	PAYG - Australian Taxation Office (ATO)	PAYG	\$ 66,446.92
4802193	15.04.25	Telstra Limited - BPAY	Telephone	\$ 257.00
4802194	15.04.25	Water Corporation* BPAY	Water	\$ 934.60
4802195	15.04.25	Cr Karen Wheatland*	Councillor Sitting Fees	\$ 3,237.42
4802196	15.04.25	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	\$ 1,404.83
4802197	15.04.25	Cr Jenny Archibald*	Councillor Sitting Fees	\$ 952.50
4802198	15.04.25	Cr Jane Edinger*	Councillor Sitting Fees	\$ 952.50
4802199	15.04.25	Hands-On Infection Control	OH & S	\$ 788.29
4802200	15.04.25	Lighthouse Locksmiths	Workshop expenses	\$ 301.40
4802201	15.04.25	Octagon Lifts	Accommodation/Site Maintenance	\$ 640.35
4802202	15.04.25	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertising & Promotion	\$ 956.69
4802203	15.04.25	BP Australia PL	Fuel	\$ 14,717.00
4802204	15.04.25	Industrial Protective Products (WA)	OH & S	\$ 1,054.68
4802205	15.04.25	Mandalay Technologies Pty Ltd	IT Expenses	\$ 16,761.20
4802206	15.04.25	Natsync Environmental	Accommodation/Site Maintenance	\$ 6,184.00
4802207	15.04.25	Network-IT(WA) PTY LTD	IT Expenses	\$ 7,257.81
4802208	15.04.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 23,173.01
4802209	15.04.25	Solutions Plus Partnership Pty Ltd	IT Expenses	\$ 2,412.42
4802210	15.04.25	WALGA-Western Australian Local Government Association	Employment Costs	\$ 3,673.85
4802211	15.04.25	Urban Clean 1 Pty Ltdn (Xero)	Cleaning	\$ 1,123.52
4802212	15.04.25	Helene Pty Ltd T/as Lo-Go Appointments	Relief Staff	\$ 17,214.35
4802213	15.04.25	Mainfreight Distribution Pty Ltd	Transport Costs	\$ 21,371.45
4802214	15.04.25	Kangaroo Plastics	Reuse/disposal	\$ 7,600.56
4802215	15.04.25	Line-Right Pty Ltd	Accommodation/Site Maintenance	\$ 5,340.50
4802216	15.04.25	JD Organics Pty Ltd T/A Go Organics	FOGO Fines	\$ 95,558.49
4802217	15.04.25	Synergy - Electricity Retail Corporation	Electricity	\$ 65,645.93
4802218	17.04.25	Australian Taxation Office (ATO)	BAS	\$ 82,553.00
4802223	22.04.25	Vocus Pty Ltd	IT Expenses	\$ 1,757.80
4802226	23.04.25	Precision (Beam)	Superannuation	\$ 25,631.50
4802227	23.04.25	RRG Payroll Net Clearing	Payroll	\$ 114,964.49
4802228	30.04.25	Telstra Limited - BPAY	Telephone	\$ 6,321.25
4802229	30.04.25	Water Corporation* BPAY	Water	\$ 11,171.07
4802230	30.04.25	Blackwoods Atkins	OH & S	\$ 422.40
4802231	30.04.25	Bunnings Group Limited	OH & S	\$ 179.78
4802232	30.04.25	DLA Piper Australia	Legal Fees	\$ 520.30
4802233	30.04.25	Fujifilm Business Innovation Australia Pty Ltd	Photocopying	\$ 452.58
4802234	30.04.25	Industrial Protective Products (WA)	OH & S	\$ 600.60
4802235	30.04.25	Instant Weighing	Mobile Plant Maintenance	\$ 850.68
4802236	30.04.25	Natsync Environmental	Accommodation/Site Maintenance	\$ 660.00
4802237	30.04.25	Netelec Pty Ltd T/A Netelec Electrical Supplies	Fixed Plant Maintenance	\$ 712.25
4802238	30.04.25	PEP Transport	Courier	\$ 109.30
4802239	30.04.25	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	\$ 65.93
4802240	30.04.25	Sonic Health Plus	Employment Costs	\$ 870.10
4802241	30.04.25	Synergy - Electricity Retail Corporation	Electricity	\$ 312.44
4802242	30.04.25	Total Electrical & Mechanical Services Pty Ltd	Fixed Plant Maintenance	\$ 825.00
4802243	30.04.25	Water2Water Pty Ltd	Accommodation/Site Maintenance	\$ 148.40
4802244	30.04.25	Winc Australia Pty Limited	Stationery	\$ 670.31
4802245	30.04.25	Wren Oil	Accommodation/Site Maintenance	\$ 286.00
4802246	30.04.25	Coregas Pty Ltd	Workshop expenses	\$ 247.63
4802247	30.04.25	Satellite Security Services Pty Ltd	Accommodation/Site Maintenance	\$ 220.00
4802248	30.04.25	Associated Laundry Services	Laundry Expenses	\$ 858.23
4802249	30.04.25	Westate Hose Supplies	Process Consumables	\$ 386.99
4802250	30.04.25	Vector Line Marking	Accommodation/Site Maintenance	\$ 275.00
4802292	30.04.25	Perth Recruitment Services Pty Ltd	Relief Staff	\$ 45,028.24
4802293	30.04.25	SAGE Automation Pty Ltd	Server Upgrade MRF	\$ 35,770.90
4802294	30.04.25	Xelflex Pty Ltd	Fixed Plant Maintenance	\$ 106,519.46
Total Payments				\$ 1,802,178.11

Credit Card Transactions for April 2025

EFT Ref	Date	Supplier Name	Expense Description	Amount
4801003	28/04/2025	Taipan Pty Ltd	Fixed Plant Maintenance	\$ 11.19
4801003	28/04/2025	Adobe	IT Expenses	\$ 45.09
4801003	28/04/2025	Adobe	IT Expenses	\$ 22.55
4801003	28/04/2025	Coles 0332	Office expenses	\$ 11.50

4801003	26/04/2025	Adobe Systems Pty Ltd	IT Expenses	\$	189.97
4801003	22/04/2025	7-Eleven 3065 Boorag	Office expenses	\$	5.00
4801003	22/04/2025	Woolworths/Bullcreek S/C	Office expenses	\$	5.75
4801003	17/04/2025	Skoolsport Equipment P	Office expenses	\$	17.99
4801003	16/04/2025	Lucky Charm Bull Creek	Office expenses	\$	9.99
4801003	17/04/2025	Woolworths/Nicholson Rd &	Office expenses	\$	26.00
4801003	17/04/2025	Woolworths/Nicholson Rd &	Office expenses	\$	10.60
4801003	10/04/2025	Officeworks	Stationery	\$	18.26
4801003	10/04/2025	Officeworks	OH & S	\$	53.76
4801003	16/04/2025	Volvo Group Australia	Mobile Plant Maintenance	\$	1,123.60
4801003	16/04/2025	Moore Australia Wa Pl	Conferences/Seminars/Training	\$	2,310.00
4801003	15/04/2025	Coles 0332	Office expenses	\$	7.90
4801003	15/04/2025	Safety Training Prof	Conferences/Seminars/Training	\$	250.00
4801003	15/04/2025	Safety Training Prof	Conferences/Seminars/Training	\$	250.00
4801003	15/04/2025	The Local Guys - Redcliff	Accommodation/Site Maintenance	\$	513.30
4801003	15/04/2025	The Local Guys - Redcliff	Accommodation/Site Maintenance	\$	513.30
4801003	15/04/2025	The Local Guys - Redcliff	Accommodation/Site Maintenance	\$	513.30
4801003	15/04/2025	The Local Guys - Redcliff	Accommodation/Site Maintenance	\$	513.30
4801003	15/04/2025	The Local Guys - Redcliff	Accommodation/Site Maintenance	\$	513.32
4801003	15/04/2025	Safety Training Prof	Conferences/Seminars/Training	\$	250.00
4801003	10/04/2025	Canning Vale Iga	Office expenses	\$	2.10
4801003	10/04/2025	Total Tools Kewdale	Minor Capital Equipment/Tools	\$	319.00
4801003	09/04/2025	Cpp Convention Centre	Office expenses	\$	22.72
4801003	10/04/2025	EasyPark	Office expenses	\$	14.63
4801003	08/04/2025	Department Of Transpor	Mobile Plant Hire Fees	\$	43.10
4801003	08/04/2025	Department Of Transpor	Mobile Plant Hire Fees	\$	8.25
4801003	09/04/2025	Cpp Council House	Office expenses	\$	19.69
4801003	08/04/2025	Coles 0332	Office expenses	\$	19.10
4801003	08/04/2025	Tenderlink Com	Advertising & Promotion	\$	207.90
4801003	07/04/2025	Teamflect.Com	IT Expenses	\$	118.64
4801003	04/04/2025	Boc Limited	Process Consumables	\$	20.71
4801003	04/04/2025	Boc Limited	Process Consumables	\$	20.71
4801003	04/04/2025	Mobile Test N Cal Au	Accommodation/Site Maintenance	\$	101.64
4801003	04/04/2025	Mobile Test N Cal Au	Accommodation/Site Maintenance	\$	67.76
4801003	04/04/2025	Post Booragoon Post Sh	Postage & Courier	\$	26.00
4801003	04/04/2025	Wilson Parking	Security Expenses	\$	1,204.29
4801003	04/04/2025	Sitech Wa Pty Ltd	Mobile Plant Maintenance	\$	154.00
4801003	03/04/2025	Muffin Break Bgoon	Employment Costs	\$	42.00
4801003	03/04/2025	Coles 0332	Office expenses	\$	23.75
4801003	03/04/2025	Coles 0332	Office expenses	\$	58.50
4801003	02/04/2025	Amazon Web Services	RecycleRight Website & App Development	\$	306.72
4801003	02/04/2025	Ahri Ltd	Conferences/Seminars/Training	\$	210.00
4801003	02/04/2025	Hose Mania	Mobile Plant Maintenance	\$	25.54
4801003	01/04/2025	Reddy Express 6936	Mobile Plant Maintenance	\$	85.72
4801003	28/03/2025	Www.Anydesk.Com	IT Expenses	\$	400.66
4801003	28/03/2025	Insight Call Centre	Telephone	\$	171.00
4801003	28/03/2025	Coles 0332	Other office expenses	\$	22.20
4801003	28/03/2025	Coles 0332	Other office expenses	\$	8.90
			Credit Card Purchases - April 2025	\$	10,910.90