

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

**THURSDAY 22 AUGUST 2024
5.00pm**

**RESOURCE RECOVERY GROUP
9 Aldous Place BOORAGOON**

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

On behalf of our Participant Local Governments



Resource Recovery Group formerly Southern Metropolitan Regional Council

Dear Members




The next Ordinary Meeting of the Resource Recovery Group Council will be held at 9 Aldous Place Booragoon commencing at 5.00pm on Thursday 22 August 2024.

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

**Brendan Doherty
ACTING CHIEF EXECUTIVE OFFICER**

TABLE OF CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS "I respectfully acknowledge the traditional owners of the land on which this meeting is taking place today – the Nyungar people of Western Australia and pay our respects to their elders past and present".	
2.	RECORD OF ATTENDANCE / APOLOGIES	
3.	DISCLOSURE OF INTERESTS	
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	
5.	PUBLIC QUESTION TIME	
6.	ANNOUNCEMENTS BY THE CHAIR OR PRESIDING PERSON	
7.	PETITIONS / DEPUTATIONS / PRESENTATIONS	
8.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	
8.1	MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 MAY 2024	
8.2	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 MAY 2024	
8.3	MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 27 JUNE 2024	
8.4	ACTIONS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 27 JUNE 2024	
9.	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC 15.1 – Member Council Withdrawal – Town of East Fremantle 15.2 – Member Council Withdrawal – City of Canning 15.3 – Service Contracts 15.4 – Transfer of Residual Waste 15.5 – Transitional Planning – Progress Report 15.6 – Long Service Leave – Chief Executive Officer	
10.	BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING	
11.	REPORTS OF THE CEO	
11.1	CORPORATE POLICY REVIEW	5
11.2	MELBOURNE WASTE & ENERGY EXPO AND STUDY TOUR	8
11.3	FINANCIAL REPORTS	11
11.4	CASH INVESTMENT PORTFOLIO	15
11.5	SCHEDULE OF PAYMENTS	25
12.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	
13.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PERSON PRESIDING OR BY DECISION OF MEETING	
14.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	
15.	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	
15.1	MEMBER COUNCIL WITHDRAWAL – TOWN OF EAST FREMANTLE	26
15.2	MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING	27
15.3	SERVICE CONTRACTS	28
15.4	TRANSFER OF RESIDUAL WASTE	29
15.5	TRANSITIONAL PLANNING – PROGRESS REPORT	30
15.6	LONG SERVICE LEAVE – CHIEF EXECUTIVE OFFICER	31
16.	DECLARATION OF CLOSURE OF MEETING	

VISION	A circular economy with less waste and lower carbon emissions		
MISSION	We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.		
OBJECTIVES			
	Recycle materials to their highest practical value	Innovate and implement new approaches to recycling and resource recovery	Educate by providing tools to recycle right, reduce waste and live more sustainably
KEY FOCUS AREAS	1. Deliver practical solutions that maximise material recovery	3. Lead the change to new material recovery solutions to benefit our communities	5. Be a leader in facilitating social change to increase material recovery and reduce climate impacts through education
	2. Form viable partnerships to optimise business sustainability	4. Deliver solutions that are environmentally sustainable & add value to recovered products	6. Influence best practice environmental outcomes through stakeholder advocacy
PROJECTS	1.1 Optimise operations in recovery and re-use to add value 1.2 Re-purpose facilities for re-processing plastics 1.3 Re-purpose facilities for FOGO 1.4 Re-purpose facilities for a residual waste transfer station	3.1 Investigate the viability to improve technologies for waste recovery 3.2 Be recognised as an industry leader in championing progressive solutions to materials recovery 3.3. Lead trial projects to reuse recycled materials	5.1 Promote the Recycle Right Program amongst participants and other local governments as community education plan actions 5.2 Partner with member councils and complementary organisations to promote behaviour change towards waste recovery and reuse a. Promote the benefits of source separation for 3 bin systems b. Kerbside Audits c. Bin Tagging Program d. rollout FOGO to MUDs e. rollout FOGO to mixed use and commercial
	2.1 Pursue opportunities to partner with other organisations	4.1 Identify and deliver process improvements	6.1 Proactively lead and influence best practice outcomes in Federal, State and Local Government forums to support the development of regional and metropolitan waste management policies and legislation. 6.2 Advocate for enhanced packaging design controls and extended producer responsibility. 6.3 Advocate for legislation that limits the disposal of unprocessed MSW.

REPORT NO	11.1
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	1 August 2024
FILE REFERENCE	FD: Corporate Governance/Policy/Corporate Policy
ATTACHMENTS	1# RRRC Education Tours and Incursions 4.11 2# Code of Conduct for Employees 1.12 3# Council Member Professional Development 1.15 4# Authorisation and Payment of Accounts 2.2 5# Employee Appointments3.5 6# Policy Development and Procedures 4.1 7# Environmental 5.1 8# Quality 5.2

CEO RECOMMENDATION:

1. **The following policies presented for review with amendments be adopted:**
 - a. **Code of Conduct for Employees 1.12**
 - b. **Council Member Professional Development 1.15**
 - c. **Authorisation and Payment of Accounts 2.2**
 - d. **Employee Appointments3.5**
 - e. **Policy Development and Procedures 4.1**
 - f. **Environmental 5.1**
 - g. **Quality 5.2**
2. **The RRRC Education Tours and Incursions policy number 4.11 be abolished.**

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 s2.7 (2)(b)

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

Local Government (Administration) Regulations 1996

IMPLICATIONS TO CONSIDER:

Consultative:

Not Applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy No 4.1 Policy Development and Procedures

Financial:

Not applicable

Legal and statutory:

Not applicable

Risk related:

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:

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

No.	Policy Title	Objective	Proposed Amendments
4.11	RRRC Education Tours and Incursions	Sets out guidelines for tours of the RRRC Project at the Canning Vale Centre, as well as incursions and presentations undertaken by the Waste Education Officer.	With the transition of Recycle Right to DWER, RRG no longer employs a Waste Education Officer and is therefore unable to provide tours and incursions. It is proposed to abolish this policy.
1.12	Code of Conduct for Employees	Ensure employees understand the expectations of the Regional Council in relation to their employment.	Regular 2-yearly review
1.15	Council Member Professional Development	Ensure statutory and council policy requirements are met in relation to professional development for members of Council.	Regular 2-yearly review
2.2	Authorisation & Payment of Accounts	Comply with the Local Government (Financial Management) Amendment regulations and ensure best practice approach for the authorisation and payment of accounts.	Regular 2-yearly review
3.5	Employee Appointments	Ensure Council complies with the <i>Local Government Act 1995</i> in relation to the employment of employees.	Regular 2-yearly review
4.1	Policy Development & Procedures	Sets out the arrangements for formulating, reviewing and cancelling policies of the Resource Recovery Group.	Regular 2-yearly review
5.1	Environmental	Sets out and reviews environmental objectives and targets.	Regular 2-yearly review
5.2	Quality	Provides the framework for maintaining our quality system.	Regular 2-yearly review

REPORT NO	11.2
SUBJECT	TECHNICAL STUDY TOUR & 2024 WASTE & ENERGY EXPO
AUTHOR	B Doherty - Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty - Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	31 July 2024
FILE REFERENCE	F:\S.M.R.C\Committees\C01 - Southern Metro Regional Council\Correspondence
ATTACHMENTS	

CEO RECOMMENDATION/S:

That council approve the proposed travel of the Chief Executive Officer to attend an interstate study tour and attendance at the 2024 Waste & Energy Expo in Melbourne from 23 – 25 October 2024.

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

For the Regional Council to consider the travel of Mr Brendan Doherty, Acting Chief Executive Officer, to Melbourne and Adelaide for the purposes of a study tour and attendance at the Waste & Energy Expo 2024.

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

The role of the Council is to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events s5.90A *Local Government Act 1995*.

Legislative

Local Government Act 1995 s5.90A

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Compliance requirement

Policy related:

Policy 1.5, Conference & Industry Events Attendance.

Financial:

Costs associated with the travel and attendance of two staff members including the CEO are estimated to be \$6,940 and are detailed in the report.

Legal and statutory:

Nil

Risk related:

Risk No	Risk Description	Potential Consequences	Controls Are Currently In Place,	Overall Risk Rating
ES03	Research not aligned with strategic goals	1. Research is not aligned with strategic plan resulting in redundant solutions or misdirection of technology and effort	1- Keeping abreast of current & future technology & trends 2- Strategic Waste Management Plan 3- Corporate Business Plan	6
ES05	Poor project evaluation/Project failure	1. Selection of unproven or unviable technologies, contractors and technology providers. 2. Unable to provide services. 3. Unable to achieve product quality and processing efficiencies	1- Engineering review team meetings 2- Keeping abreast of current & future technology & trends 3- Strategic Plan 4- Senior Management meetings	8

REPORT:

The Chief Executive Officer has approved the attendance of the Executive Manager Operations to attend a study tour including:

- Waste Expo Australia 2024 in Melbourne on 23 and 24 October 2024;
- site visits to mixed plastics buyers and processors in Melbourne; and
- site visit to inspect a recent paper and cardboard recovery upgrade to a Regional Council owned and operated MRF in Adelaide.

Waste Expo Australia provides a platform dedicated to advancing best practices in waste management and making a positive difference to the environment and community.

The event brings together the largest gathering of waste management and resource recovery professionals in the country, offering invaluable opportunities to explore innovative material usage, enhance recovery processes, and minimise landfill waste.

Waste Expo Australia will be co-located with [All-Energy Australia](#), forming the country's premier events on renewable energy, energy management, waste management, resource recovery and sustainability.

Details regarding the Expo can be found here:

<https://www.wasteexpoaustralia.com.au/>

Plastics facilities visited in Melbourne will include current and prospective buyers of RRG mixed plastics to discuss MRF quality parameters and markets for washed and flaked products, particularly in the light of

export bans. An update and site visit regarding APR's progress on the soft plastics to oil project will also be sought.

Details regarding the APR soft plastics to oil project and be found here:
<https://aprplastics.com.au/>

Details regarding the NAWMA MRF in Adelaide can be found here:
<https://www.nawma.sa.gov.au/resource-recovery/material-recovery-facility/>

It is proposed that the Chief Executive Officer attends both the study tour and Waste Expo. In accordance with Policy no 1.5, *Conference and Industry Events Attendance*, attendance by the CEO requires the approval of Council.

Total estimate costings for the attendance of two staff members, including the CEO is as follows:

Item	Persons/No.	Days/Fares	Rate	Total
Flights	2	1	\$ 1,500.00	\$ 3,000.00
Accommodation	2	3	\$ 350.00	\$ 2,100.00
Vehicle (Adelaide)	1	1	\$ 120.00	\$ 120.00
Transfers and other costs	2	1	\$ 345.00	\$ 690.00
Entrance Fees - Waste & Energy EXPO	2	2	\$ 70.00	\$ 280.00
Meals	2	3	\$ 125.00	\$ 750.00
			Total Estimate	\$ 6,940.00

In accordance with policy 1.5, the CEO will prepare and report on the tour and expo at the next ordinary meeting of Council.

REPORT NO	11.3
SUBJECT	FINANCIAL REPORTS
REPORTING OFFICER	P. Pandeya, Manager Finance
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 Aug 2024
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2023/2024
ATTACHMENTS	#1 Statement of Financial Activity – 31 May 2024 #2 Statement of Financial Activity – 30 June 2024 #3 Statement of Financial Activity – 31 July 2024

CEO RECOMMENDATION/S:

1. The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 May 2024 be received.
2. The statement of financial activity by nature (Prepared on a going concern basis) of the Resource Recovery Group for the period ended 30 June 2024 be received.
3. The statement of financial activity by nature of the Resource Recovery Group for the period ended 31 July 2024 be received.

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

- 1.1 To receive the financial statements for the period ended 31 May 2024
- 1.2 To receive the financial statements for the period ended 30 June 2024
- 1.3 To receive the financial statements for the period ended 31 July 2024

NATURE OF COUNCIL'S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

- Regulation 34 of the *Local Government (Financial Management) Regulations* requires local governments to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under reg 22(1)(d).

- Regulation 34(5) of the *Local Government (Financial Management) Regulations*. The Council resolved at its meeting on 25 August 2023 to adopt an amount of \$20,000 as a value used to report any material variances between budget and actual line items in the monthly Statements of Financial Activity.
- Regulation 34(4)(a) of the *Local Government (Financial Management)*. The financial statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

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

Periods Ended	Due for presentation within 2 months	Next Scheduled Ordinary Meeting
31 May 2024	31 July 2024	22 August 2024
30 June 2024	31 August 2024	22 August 2024
31 July 2024	30 September 2024	22 August 2024

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 31 July 2024

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

The operating results (before depreciation and reserve transfers) reports \$73K operational surplus against the budgeted operational deficit of \$41K. The surplus is from savings in expenses.

	Yearly BUDGET	YTD Budget	TD ACTUAL	CHANGE
	30/06/2025	31/7/2024	31/7/2024	
	(\$M)			(\$M)
OPERATING REVENUES	\$19.9	\$1.7	\$1.6	-\$18.3
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$20.5	-\$1.7	-\$1.5	\$19.0
OPERATING SURPLUS/ DEFICIT	-\$0.5	\$0.0	\$0.1	\$0.1
	Yearly Budget	YTD ACTUAL	LAST YEAR	
	Jun-25	31/7/2024	Jun-24	
	(\$M)	(\$M)		
CASH IN BANK	\$6.42	\$5.3	\$9.6	
OUTSTANDING LOANS	\$1.61	\$1.7	\$1.7	
NET ASSETS	\$8.28	\$11.4	\$11.7	

Notes:

- 1) Operating Revenue is \$61K less than the budget. The negative variance is due to reversal of interest income accrual for June 24. This will be adjusted when the term deposits mature gradually. CDS income is higher than the budget.
- 2) Operating Expenses are \$165K (excluding depreciation) lower than the budget due to the saving in staff related costs, materials and contracts charges.
- 3) Operating Surplus of \$73K is achieved which was budgeted to be a deficit of 41K.
- 4) Cash balance is less than budgeted due to the upfront payment of insurance \$2.2million.

2. Financial Statements for the period ended 30 June 2024

The monthly financial report provides details of the current financial position in relation to the 2023-24 annual budget. June 2024 figures are subject to audit and there may be variances to the reported figures upon the conclusion of audit. The figures in the financial statements are prepared on a going concern basis.

The operating results (before depreciation and reserve transfers) reports \$909K operational surplus against the budgeted operational surplus of \$264K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE
	30/06/2024	30/06/2024	
	(\$M)	(\$M)	
OPERATING REVENUES	\$19.0	\$19.7	\$0.7
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$18.7	-\$18.8	-\$0.1
OPERATING SURPLUS/ DEFICIT	\$0.3	\$0.9	\$0.6
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	Jun-24	30/06/2024	Jun-23
	(\$M)	(\$M)	
CASH IN BANK	\$6.05	\$3.7	\$4.8
OUTSTANDING LOANS	\$1.7	\$1.7	\$7.9
NET ASSETS	\$38.40	\$11.7	\$13.9

Notes:

- Operating Revenue is \$710K higher than the budget. The positive variance is due to higher fees and charges and higher interest income earned on term deposits compared to the budgeted
- Operating Expenses are \$687K (excluding depreciation) lower than the budget due to the saving in staff related costs and utility charges
- Operating Surplus is higher than the budget due to the above reasons.
- Cash balance is more than budgeted due to lower amount of capital expenditure spent.
- Net assets are lower than budgeted due to the impairment of WCF related assets (budgeted FY24 figures were prior to finalisation of FY23 audit)

3. Financial Statements for the period ended 31 May 2024

The operating results (before depreciation and reserve transfers) reports \$731K operational surplus against the budgeted operational deficits of \$370K. The surplus is from savings in expenses and revenue exceeding the budget.

	YTD BUDGET	YTD ACTUAL	CHANGE
	31/5/2024	31/5/2024	
	(\$M)	(\$M)	
OPERATING REVENUES	\$17.2	\$17.4	\$0.2
OPERATING EXPENSES (BEFORE DEPRECIATION)	-\$17.6	-\$16.6	\$0.9
OPERATING SURPLUS/ DEFICIT	-\$0.4	\$0.7	\$1.1
	CURRENT BUDGET	YTD ACTUAL	LAST YEAR
	May-24	31/5/2024	Jun-23
	(\$M)	(\$M)	
CASH IN BANK	\$7.0	\$8.8	\$10.8
OUTSTANDING LOANS	\$1.7	\$1.7	\$1.8
NET ASSETS	\$12.5	\$12.5	\$13.9

Notes:

- Operating Revenue is \$160k higher than budget.
- Operating Expenses are \$958K (excluding depreciation) lower than the budget due to lower service delivery & wages.
- Operating Surplus is higher than the budget due to the above reasons.

REPORT NO	11.4
SUBJECT	CASH INVESTMENT PORTFOLIO
REPORTING OFFICER	Pratigya Pandeya, Manager Finance
RESPONSIBLE OFFICER	B. Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	01 Aug 2024
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2023/2024 FD: Corporate Finance\ Monthly Financial Reporting\ 2024/2025
ATTACHMENTS	Nil

CEO RECOMMENDATION:

The cash investment portfolio report for the months of May 2024, June 2024 and July 2024 be received.

VOTING REQUIREMENT

Absolute Majority s5.42(1) CEO Delegation

PURPOSE OF REPORT

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

NATURE OF COUNCIL’S ROLE IN THE MATTER:

Advocative

Not applicable

Executive

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

Legislative

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

Regulation 19C (FM regs):

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

IMPLICATIONS TO CONSIDER:

Consultative:

Not applicable

Strategic relevance:

Compliance requirement

Policy related:

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

The policy gives delegated authority to the CEO to invest in authorised investments with Banking Institutions with a rating of “A” or higher as defined by Standard & Poor’s Aust.

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

Employees’ Delegations:

CEO (Council approval 22 February 2024)

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

Manager Corporate Services (CEO approval 14 March 2024)

Manager Finance (CEO Approval 14 March 2024)

	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 initiated by Manager Finance in accordance with Council approved policy 2.2 - Authorisation of Payment. 												
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 - Authorisation of Payment. 												
Manager Finance	<ul style="list-style-type: none"> Has delegation of authority from CEO to invest surplus cash funds in accordance with Council approved policy. Selection of the appropriate investment in accordance with the council approved policy. Reviews risk exposure and types of investments. Selection and disposal of investments with banks and fund managers in accordance with the Council approved policy. 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 for investments. 												
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%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Duties</th> <th style="text-align: left;">Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Initiates Investment</td> <td>Manager Finance</td> </tr> <tr> <td>Approves Investment</td> <td>Executive Manager Governance & Culture Manager Corporate Services or CEO</td> </tr> <tr> <td>Authorises Payment</td> <td>Any two – Manager Corporate Services, Manager Finance, CEO</td> </tr> <tr> <td>Reconciles and records all investment documentation</td> <td>Accountant</td> </tr> <tr> <td>Checks the accounting, reporting and recordkeeping of investments</td> <td>Manager Finance</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Persons that record investments, Persons that buy and sell investments, and Persons that reconcile the investment statements 	Duties	Responsibilities	Initiates Investment	Manager Finance	Approves Investment	Executive Manager Governance & Culture Manager Corporate Services or CEO	Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO	Reconciles and records all investment documentation	Accountant	Checks the accounting, reporting and recordkeeping of investments	Manager Finance
Duties	Responsibilities												
Initiates Investment	Manager Finance												
Approves Investment	Executive Manager Governance & Culture Manager Corporate Services or CEO												
Authorises Payment	Any two – Manager Corporate Services, Manager Finance, CEO												
Reconciles and records all investment documentation	Accountant												
Checks the accounting, reporting and recordkeeping of investments	Manager Finance												

Financial:

Revenue from interest is included in the annual operating budget.

Legal and statutory:

As noted under legislative

Risk related:

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

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

REPORT

1. ESG and Green Term Deposits Update

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

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

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

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

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

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

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

The deposit meets our Investment Policy:

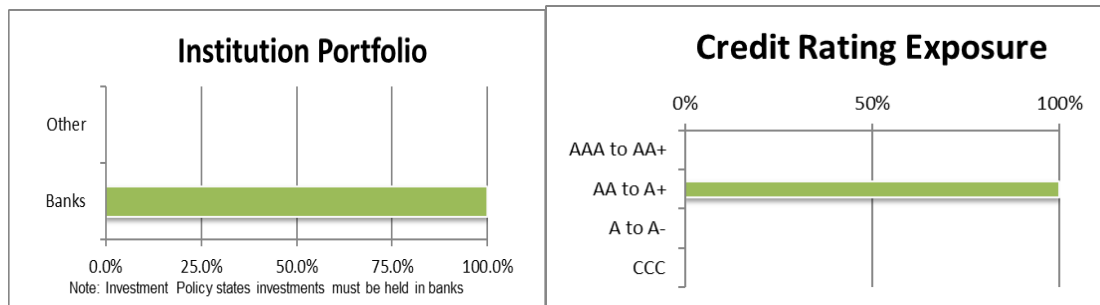
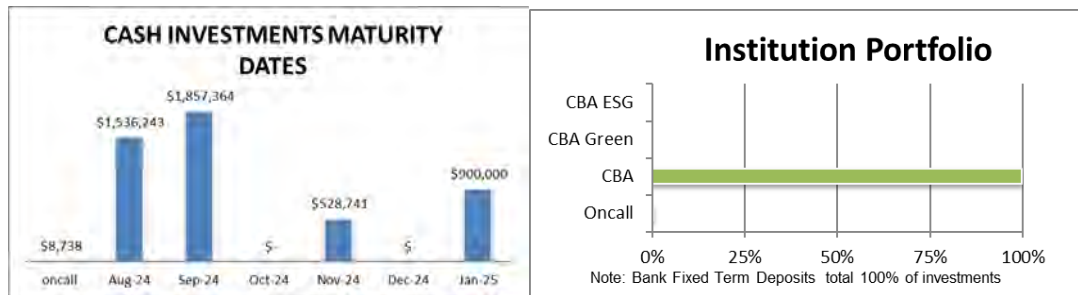
1. An authorised deposit-taking institution
2. Credit rating minimum “A” CBA investments are “AA” or higher

2. To receive the cash investment portfolio report:

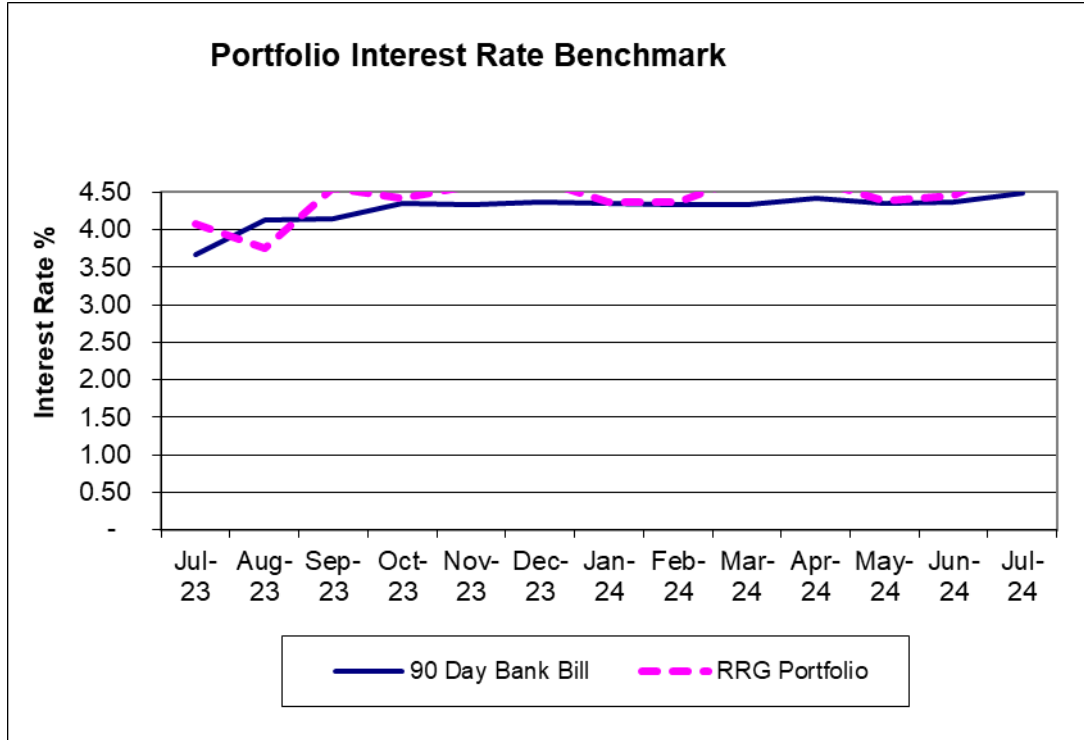
2.1 Cash Investment Portfolio as at 31 July 2024 as follows

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at July 2024									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.35%	\$ 8,738	oncall	BWA Oncall	AA	Bank	100%	\$	8,738
75	5.05%	\$ 528,741	25/11/2024	CBA	AA	Bank	100%	\$	528,741
80	4.75%	\$ 515,228	12/08/2024	CBA	AA	Bank	100%	\$	515,228
86	5.05%	\$ 507,710	12/08/2024	CBA	AA	Bank	100%	\$	507,710
87	5.06%	\$ 545,418	10/09/2024	CBA	AA	Bank	100%	\$	545,418
92	4.73%	\$ 513,306	1/08/2024	CBA	AA	Bank	100%	\$	513,306
95	4.73%	\$ 511,946	30/09/2024	CBA	AA	Bank	100%	\$	511,946
96	4.85%	\$ 800,000	3/09/2024	CBA	AA	Bank	100%	\$	800,000
97	5.02%	\$ 900,000	23/01/2025	CBA	AA	Bank	100%	\$	900,000
Total								\$	4,831,087
Weighted Average									4.91%
90 day bank bill									4.49%
								\$	100.00%

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



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

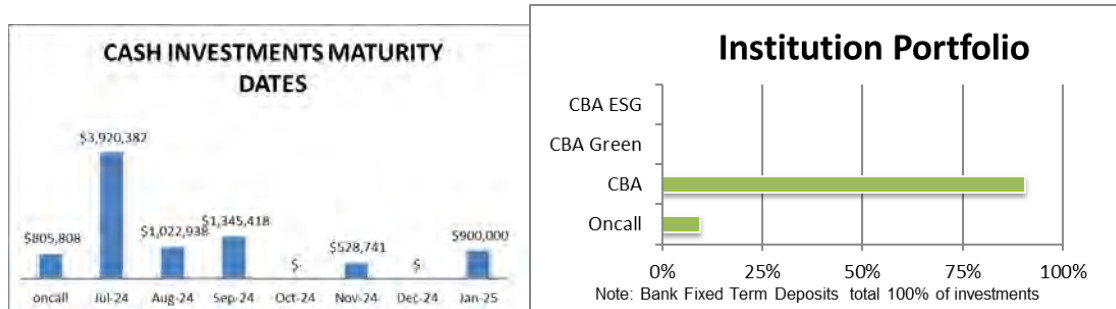


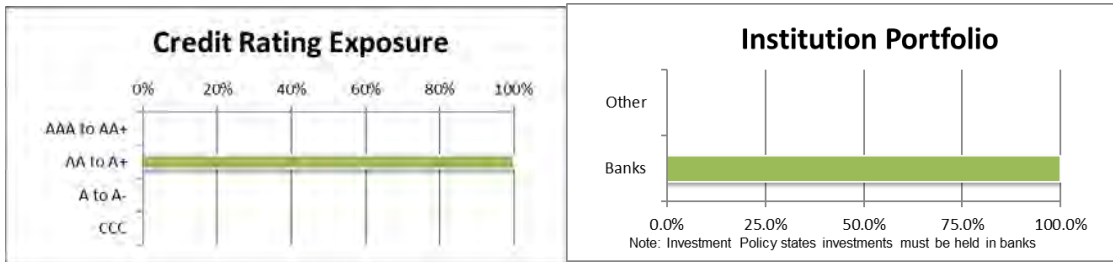
2.2 Cash Investment Portfolio as at 30 June 2024 is as follows:

RESOURCE RECOVERY GROUP CASH INVESTMENT PORTFOLIO As at June 2024									
Invest. No.	Interest Rates	Amount	Maturity	Institution	Rating		Valuation		
1	1.35%	\$ 805,808	oncall	BWA Oncall	AA	Bank	100%	\$	805,808
75	5.05%	\$ 528,741	25/11/2024	CBA	AA	Bank	100%	\$	528,741
80	4.75%	\$ 515,228	12/08/2024	CBA	AA	Bank	100%	\$	515,228
86	5.05%	\$ 507,710	12/08/2024	CBA	AA	Bank	100%	\$	507,710
87	5.06%	\$ 545,418	10/09/2024	CBA	AA	Bank	100%	\$	545,418
89	5.06%	\$ 500,000	17/07/2024	CBA	AA	Bank	100%	\$	500,000
90	4.34%	\$ 512,033	11/07/2024	CBA	AA	Bank	100%	\$	512,033
91	4.34%	\$ 512,033	11/07/2024	CBA	AA	Bank	100%	\$	512,033
92	4.73%	\$ 507,323	2/07/2024	CBA	AA	Bank	100%	\$	507,323
93	4.86%	\$ 563,948	12/07/2024	CBA	AA	Bank	100%	\$	563,948
94	4.34%	\$ 819,066	17/07/2024	CBA	AA	Bank	100%	\$	819,066
95	4.73%	\$ 505,979	2/07/2024	CBA	AA	Bank	100%	\$	505,979
96	4.85%	\$ 800,000	3/09/2024	CBA	AA	Bank	100%	\$	800,000
97	5.02%	\$ 900,000	23/01/2025	CBA	AA	Bank	100%	\$	900,000
Total								\$	8,523,287
Weighted Average									4.46%
90 day bank bill									100.00%

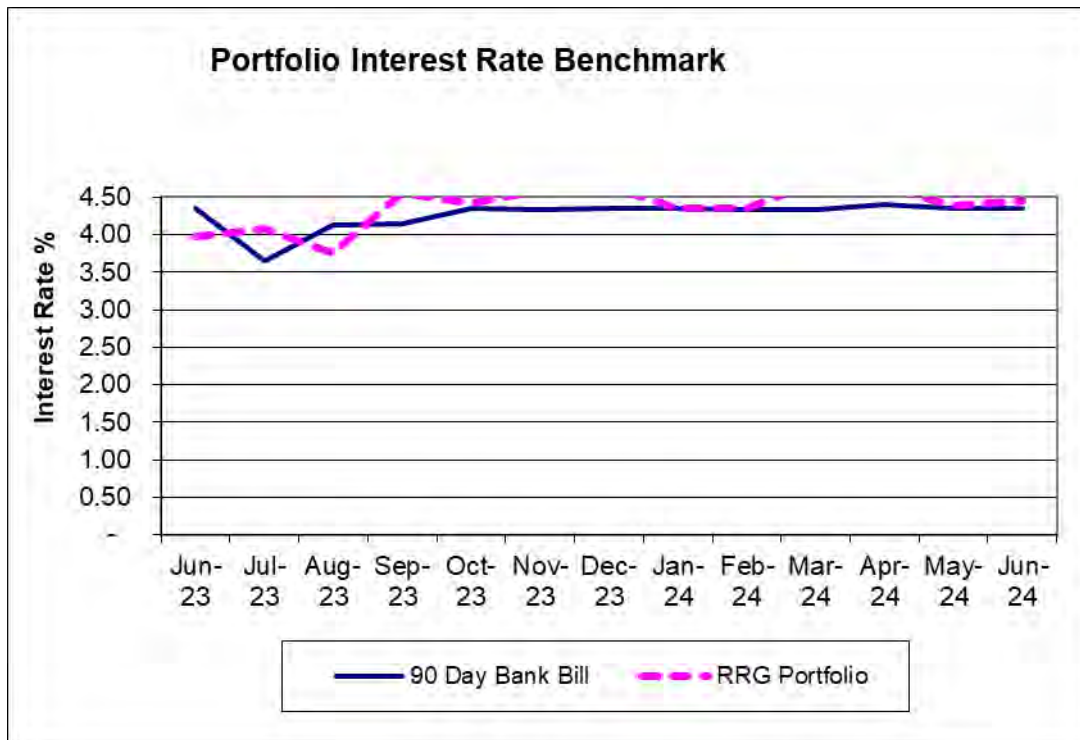
RRG had \$1.056 million in operating account (which is not included above), making total cash balance of \$9.58 million.

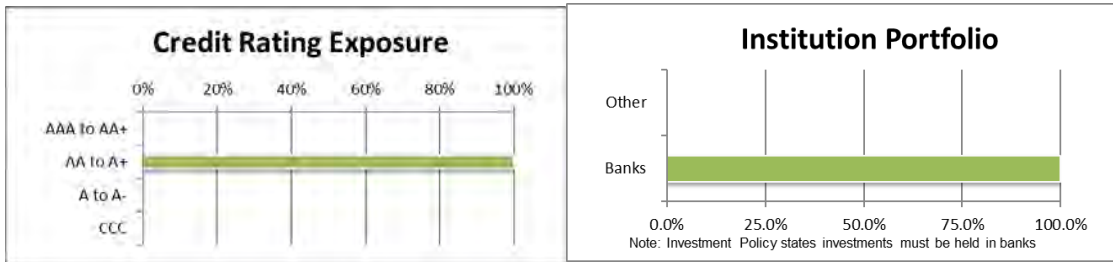
The Cash Investment Portfolio exposure for June 2024 is shown in the following graphs:



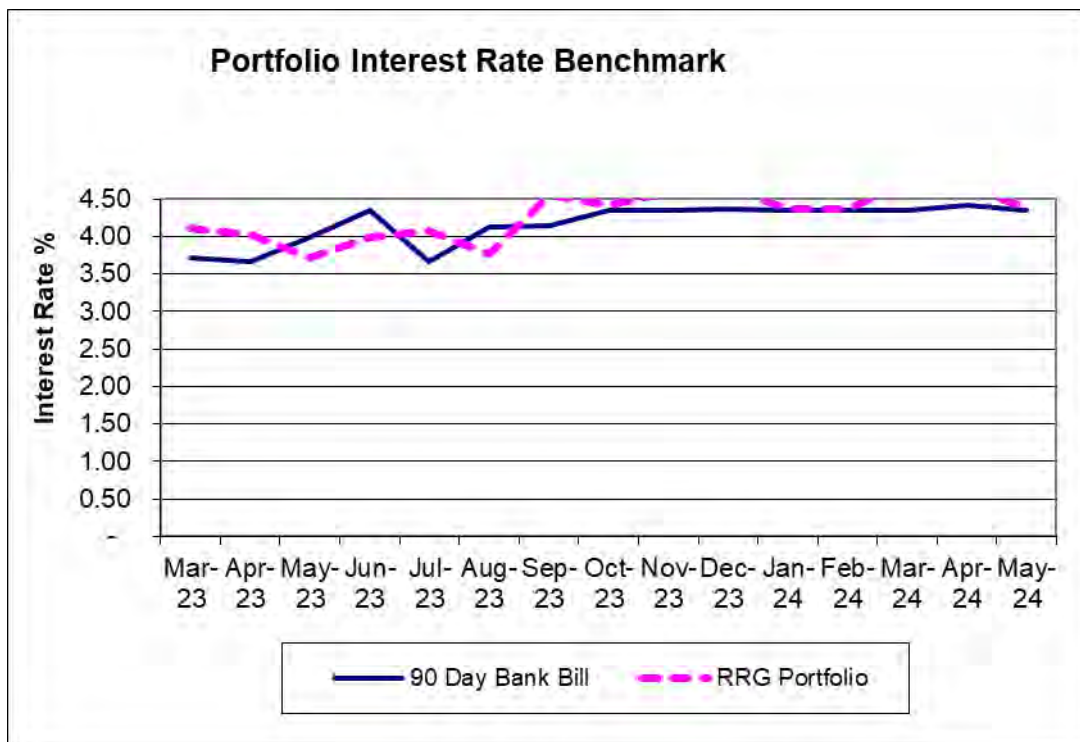


The RRG's investment portfolio is above the 90-day bill rate benchmark. This is because the funds are renegotiated at higher rates.





The RRG's investment portfolio is above the 90-day bill rate benchmark.



REPORT NO	11.5
SUBJECT	SCHEDULE OF PAYMENTS
REPORTING OFFICER	P Pandeya, Manager Finance
RESPONSIBLE OFFICER	A Johnson, Executive Manager Governance & Culture
EMPLOYEE INTEREST	Nil
DATE OF REPORT	14 August 2024
FILE REFERENCE	FD: Corporate Finance\ Monthly Financial Reporting\ 2023/2024 FD: Corporate Finance\Monthly Financial Reporting\2024-2025
ATTACHMENTS	#1 Payment Schedule July 2024 #2 Payment Schedule June 2024 #3 Payment Schedule May 2024

CEO RECOMMENDATION:

The schedule of payments as listed in the attachments for the municipal fund; for the months of May 2024 for \$1,771,054.93, of June 2024 for \$1,215,109.66 & July 2024 for \$6,000,776.51 be received.

VOTING REQUIREMENT

Simple Majority

PURPOSE OF REPORT

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

BACKGROUND

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

REPORT NO	15.1
SUBJECT	MEMBER COUNCIL WITHDRAWAL - TOWN OF EAST FREMANTLE
AUTHOR	B Doherty, Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	31 July 2024
FILE REFERENCE	F:/SMRC/Organisation/O03 – Establishment Agreement/06 – Town of East Fremantle
ATTACHMENTS	

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

REPORT NO	15.2
SUBJECT	MEMBER COUNCIL WITHDRAWAL – CITY OF CANNING
AUTHOR	B Doherty, Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 August 2024
FILE REFERENCE	
ATTACHMENTS	

CONFIDENTIAL

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

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

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

REPORT NO	15.3
SUBJECT	SERVICE CONTRACTS
AUTHOR	B Doherty, Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 August 2024
FILE REFERENCE	FD\Corporate\Legal\Contracts
ATTACHMENTS	

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

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

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

REPORT NO	15.4
SUBJECT	TRANSFER OF RESIDUAL WASTES
AUTHOR	B Doherty, Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 August 2024
FILE REFERENCE	FD: Tenders/T2024-02
ATTACHMENTS	Nil

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

Confidential Report in accordance with the Local Government Act 1995 Section 5.23 (2) (c), a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

REPORT NO	15.5
SUBJECT	TRANSITIONAL PLANNING – PROGRESS REPORT
AUTHOR	B Doherty, Acting Chief Executive Officer
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Nil
DATE OF REPORT	15 August 2024
FILE REFERENCE	FD\Corporate\Legal\Advice
ATTACHMENTS	

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

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

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

REPORT NO	15.6
SUBJECT	LONG SERVICE LEAVE – CHIEF EXECUTIVE OFFICER
REPORTING OFFICER	A Johnson, Manager Governance & Culture
RESPONSIBLE OFFICER	B Doherty, Acting Chief Executive Officer
EMPLOYEE INTEREST	Mr Doherty is declaring a potential financial interest in this matter
DATE OF REPORT	31 July 2024
FILE REFERENCE	FD: Human Resources
ATTACHMENTS	Nil

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

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

Improper Use of Information

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

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

Penalty: \$10,000 or imprisonment for 2 years.

STATEMENT

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

SCOPE

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

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

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

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

OBJECTIVE

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

ROLES & RESPONSIBILITIES

Council

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

Chief Executive Officer

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

Communications Manager

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

Waste Education Officer

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

CONTENT

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

1) Tours – Tier 1

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

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

Issued: August 2022	Review Date: June 2024	Title: COUNCIL POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version 4
Prepared: CM	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

School and occasional child care groups

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

Community groups and businesses

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

Universities and TAFEs

2. Tier 1 tours of the CVC will be offered to University, TAFE and other educational institutions from Western Australia, interstate or overseas of which the CVC site is of particular relevance. Example fields such as:
 - Engineering;
 - Science;
 - Sustainability; and
 - Hospitality

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

Government Officers

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

Stakeholders and commercial businesses

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

Double tour groups

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

Community Tours

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

2) Tours – Tier 2

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

Issued: August 2022	Review Date: June 2024	Title: COUNCIL POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version 4
Prepared: CM	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

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

Additional tours can be arranged at a cost per tour (which provides a three hour tour with setup prior and clean up after).

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

3) Tours – Tier 3

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

School and occasional child care groups

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

Outside this allocated number, tours will incur a charge.

Community groups

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

4) Incursions and Presentations – Tier 1

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

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

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

5) Incursions and Presentations – Tier 2

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

6) Incursions and Presentations – Tier 3

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

Issued: August 2022	Review Date: June 2024	Title: COUNCIL POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version 4
Prepared: CM	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

REFERENCES & REVIEW

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

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	CEO	Council
2017	Original	1		Communications Officer		29/06/2017
2018	Review	2		Communications Manager		21/06/2018
2020	Review	3		Communications Manager		26/11/2020
2022	Review	4		Communications Manager		26/08/2022

Issued: August 2022	Review Date: June 2024	Title: COUNCIL POLICY NO 4.11 RRRC EDUCATION TOURS & INCURSIONS	Version 4
Prepared: CM	Reviewed by: SMG	Approved: COUNCIL	Page 4 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

CODE OF CONDUCT FOR EMPLOYEES

August 2022



Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM GCS	Reviewed by: SMG ^{CEO}	Approved: COUNCIL	Page 1 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

TABLE OF CONTENTS

1. Introduction
 - 1.1 Statutory environment
 - 1.2 Who is covered by the Code of Conduct
2. Our Vision, Mission & Values
 - 2.1 Our Vision
 - 2.2 Our Mission
 - 2.3 Our Values
3. Conduct and Behaviour
 - 3.1 Personal Behaviour
 - 3.2 Bullying & Harassment
 - 3.3 Honesty & Integrity
 - 3.4 Performance of Duties
 - 3.5 Personal Presentation
 - 3.6 Compliance with lawful and reason directions
4. Personal Communication and Media
 - 4.1 Media
 - 4.2 Professional Communications
 - 4.3 Social Media
5. Resources
 - 5.1 Use of Resources
 - 5.2 Use of Finances
6. Information Management
 - 6.1 Use of Information
 - 6.2 Intellectual property
 - 6.3 Recordkeeping
7. Conflict of Interest
 - 7.1 Conflicts of Interest
 - 7.2 Gifts
 - 7.3 Secondary Employment
8. Breaches
 - 8.1 Breaches of the Code of Conduct
 - 8.2 Corruption & Crime Commission
 - 8.3 Public Sector Commission
 - 8.4 Public Interest Disclosure Act
9. References & Review

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 8
Prepared: EM GCS	Reviewed by: SM GCEO	Approved: COUNCIL	Page 2 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

1. INTRODUCTION

The Resource Recovery Group **Code of Conduct For Employees** (Code) outlines what is expected of all employees undertaking their duties with the Resource Recovery Group. The Code of Conduct will help guide decisions, actions and behaviour and recognises the important role that our employees make to achieving the vision of our organisation.

The Resource Recovery Group was originally formed as the Southern Metropolitan Regional Council in 1991. It is a joint venture of member council's providing a more efficient and responsive service to the management of waste.

Our new name reflects the progressive nature of our organisation however we remain a local government council and comply at all times with the provisions of the *Local Government Act 1995* and the associated *Regulations*.

This Code is complementary to the principles adopted in the *Local Government Act 1995* (Act) and associated regulations.

1.1 Statutory Environment

This Code of Conduct addresses the requirement of the Act for the Chief Executive Officer to prepare and implement a Code of Conduct

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Who is covered by the Code of Conduct

The Code of Conduct applies to, and must be observed by, all employees, labour hire staff, volunteers, work experience students or interns and includes any paid or unpaid work arrangement. This Code of Conduct should be read in conjunction with our policies and procedures.

2. VISION, MISSION & VALUES

2.1 Our Vision

A circular economy with less waste and lower carbon emissions

2.2 Our Mission

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

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 8
Prepared: EM GCS	Reviewed by: SM GCEO	Approved: COUNCIL	Page 3 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

2.3 Our Values

Our values are important to us, and it is expected that all employees, volunteers and contractors understand and live our values.

S Safety

Ensures that focus and priority is given to maintaining a safe work environment for all employees and the community

T Togetherness

We share our responsibility as one team, however, each individual has an important role as part of the team.

A Attitude

Attitude and commitment to the organisations procedures and behave in an ethically, socially and environmentally sustainable manner.

R Responsibility

We are responsible for our own performance and doing our best at all times.



3. EXPECTED BEHAVIOUR

It is everyone's responsibility to personally ensure that we act in a manner that upholds the code of conduct at all times. We all share a responsibility to report any breach of the code of conduct that we become aware of.

3.1 PERSONAL BEHAVIOUR

Everyone should be treated with respect, courtesy and dignity. This extends to co-workers, customers, suppliers and anyone else we may interact with at work. Make sure that you always conduct yourself in a polite and professional manner and obviously you must always act within the requirements of the law. At all times employees must:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Resource Recovery Group;
- (b) perform their duties impartially and in the best interests of the Resource Recovery Group, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Resource Recovery Group and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Resource Recovery Group.

Whilst time outside of work is your own you also need to ensure that your conduct outside of work meets the expectations of the Code of Conduct in relation to anything to do with the Resource Recovery Group when you are not at work.

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 8
Prepared: EM GCS	Reviewed by: SM GCEO	Approved: COUNCIL	Page 4 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

3.2 BULLYING & HARASSMENT

We are committed to ensuring a workplace free from discrimination and with equal opportunity for everyone. Workplaces should be free from bullying, harassment and unlawful discrimination and is not tolerated in the workplace. We encourage you to become familiar with our policies:

- Bullying, Harassment & Sexual Harassment
- Equal Opportunity
- Work Health & Safety
- Grievance Management
- Fitness for Work

3.3 HONESTY & INTEGRITY

Duties need to be undertaken with honesty and the highest level of integrity. This means that you must ensure that you are impartial when making decisions and always represent the best interests of the Resource Recovery Group. You must never make improper use of your position to either gain an advantage for yourself or disadvantage another person.

Scavenging of waste received at the Resource Recovery Group is not permitted. Even though the item may have been discarded it is still the property of the Resource Recovery Group and removing any item of waste from site is an act of theft. If you do come across an item of value, make sure you report it immediately to your supervisor or manager.

3.4 PERFORMANCE OF DUTIES

While at work you must undertake your duties as diligently as possible. Everyone has a position description outlining the expectations of their role. Performance goals and targets may also be set during the year, and you should strive at all times to achieve your goals and performance expectations.

In doing this you must be willing to accept feedback, understand that you are accountable and actively participate in the performance process which might be formal or informal.

Make sure that you are familiar with our policies, guidelines and procedures, you must ensure that you follow them at all times. You must follow any reasonable and lawful direction given to you at work.

We strive to provide a safe workplace and expect our employees to contribute to their own safety and that of their colleagues. Employees should attend work in a state fit to work. This means in a physical, mental or emotional state which enables them to fulfil their duties.

3.5 PERSONAL PRESENTATION

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Resource Recovery Group's relevant policies and procedures. This includes compliance with the Dress Code for Employees Standard, wearing of uniform and Personal Protective Clothing as required for different roles.

Whilst at work you are representing the organisation and you should dress and act in a manner appropriate for the role in which you are undertaking. If you are working in an area that requires PPE or have been assigned a uniform, then you are expected to wear your uniform and PPE at all times.

Uniforms must be maintained in a clean and neat manner. Other employees should ensure that they present in a professional manner appropriate to their position and the duties being undertaken. See our Personal Presentation Policy or Personal Protective Equipment (PPE) Policy for more.

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 8
Prepared: EM GCS	Reviewed by: SM GCEO	Approved: COUNCIL	Page 5 of 11
Printed documents are not controlled. Check the electronic version for the latest version Page 40 of 81			

3.6 COMPLIANCE WITH LAWFUL & REASONABLE DIRECTIONS, DECISIONS & POLICIES

Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Manager or the CEO.

Employees will give effect to the lawful decisions and policies of the Resource Recovery Group, whether or not they agree with or approve of them.

4. PERSONAL COMMUNICATIONS AND MEDIA

4.1 MEDIA

You must never speak to the media (unless you have been authorised by the CEO to do so). Media may include any publication or broadcast program that transmits feature stories and news to the public. This extends to on-line media.

4.2 PROFESSIONAL COMMUNICATIONS

All aspects of communications by employees, including verbal, written or electronic, should reflect the status, values and objectives of the Resource Recovery Group. Communications should be accurate, polite and professional.

All communications are and remain the property of the Resource Recovery Group.

4.3 SOCIAL MEDIA

Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public whether intended or not. You must not disclose information or make comment about activities of the Resource Recovery Group using social media unless it is for work purposes.

You should be aware that derogatory comments on social media regarding the organisation or other employees does not meet our expectations of personal behaviour.

5. RESOURCES

5.1 USE OF RESOURCES

The term Resources refers to any local government property or services provided or paid for by the Resource Recovery Group. Local government property means anything that belongs to, or is vested in, or under the care, control or management of the Resource Recovery Group.

In undertaking your role, you should strive to use our resources as efficiently, effectively and as economically as possible. You must never misuse our resources, examples of this include misusing, damaging, borrowing or stealing a piece of equipment or physical resource.

Whilst it is acknowledged that minor incidental use of certain resources may be appropriate from time to time, company resources including utilising our telephone and computer systems for personal use should not occur unless authorised to do so.

During your employment, and upon ceasing employment with Resource Recovery Group, you must not, without written consent, remove resources such as documents, materials, manuals or other information or equipment.

You must never use our resources in an attempt to persuade a council member on a matter or for your own personal use, unless expressly approved to do so.

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM ^{GCS}	Reviewed by: SM ^{GCEO}	Approved: COUNCIL	Page 6 of 11
Printed documents are not controlled. Check the electronic version for the latest version Page 41 of 81			

5.2 USE OF FINANCES

Employees are expected to act responsibly and exercise sound judgement with respect to matters involving the Resource Recovery Group's finances. This includes:

- Procurement of goods and services
- Authorising payments
- Customer transactions
- Managing budgets

You should ensure that you make yourself aware of the policies, procedures & guidelines surrounding purchasing, procurement and finance. They include but are not limited to:

- Authorisation & Payment of Accounts
- Purchasing
- Staff Procurement
- Corporate Credit Card
- Staff Purchasing Delegation

6. INFORMATION MANAGEMENT

6.1 USE OF INFORMATION

Employees must not access, use or disclose information held by Resource Recovery Group except as directly required for, and in the course of, the performance of their duties and will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Resource Recovery Group's policies and procedures.

Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Resource Recovery Group.

Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.

Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Resource Recovery Group, its Council Members, employees or contractors, which breach this Code.

6.2 INTELLECTUAL PROPERTY

All intellectual property remains the property of the Resource Recovery Group. All employees must ensure that they do not disclose intellectual property to a third party.

This means that any work that you create while employed by the Resource Recovery Group remains the property of the Resource Recovery Group. Even though you may have created the item or work you may not remove it or use it elsewhere unless you have received written permission to do so.

You should never use the intellectual property of another party or organisation in the course of your work without written permission of the other party to do so.

6.3 RECORDKEEPING

As a local government authority, we are required to create, maintain and store records in line with the State Records Act 2000. Records help demonstrate our accountability and transparency in decision making and we respect the public has a right to access our information under the Freedom of Information Act 1992.

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM ^{GCS}	Reviewed by: SM ^{GCEO}	Approved: COUNCIL	Page 7 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

Records are an important information resource and sound record management practices contribute to the efficiency and effectiveness of the organisation. All employees must ensure that records are created, maintained and stored in relation to their duties.

This means that you must never falsify, destroy, alter, damage or remove records on purpose, and you must take all reasonable care to ensure it does not happen by mistake. Records include electronic records, and these should never be deleted.

Some records will contain confidential information, this may be in relation to an individual's personal information or a business decision. All records should be stored confidentially, and you should never make improper use of information you have obtained at work. All employees have a duty of confidentiality as outlined in the Confidential Information Policy.

7. CONFLICTS OF INTEREST

7.1 CONFLICTS OF INTEREST

You must report any conflict of interest or potential conflict of interest. A conflict of interest may be an actual conflict or where there is potential for a perceived conflict. This might include an interest of your family members or friends, or an association you belong to. Examples of this might be:

- purchasing goods or services from someone you know outside of work
- hiring employees who are family members or close friends
- something in which you have a financial interest or financial gain.

You should never seek to influence a decision-making process of others at work in which you have an interest or perceived interest.

If you fail to bring to our attention a conflict of interest that you were reasonably aware of, then you may face disciplinary action, including termination of employment, depending on the nature of the breach.

If you are not sure if you have a conflict of interest, then you should discuss the matter with your manager or the Manager Governance & Culture.

Disclosure of interests affecting impartiality

You must also notify the Chief Executive Officer if you are preparing a report or attending a Council meeting that may influence the decision-making process in which you have a potential conflict of interest, you must do this whether you are attending the meeting or not. You should do this by recording your interest in the report or in writing to the Chief Executive Officer prior to the meeting or verbally at the meeting before the matter is discussed. A matter discussed at Council that you could not reasonably be aware of is exempt from this.

7.2 GIFTS

A gift is defined in section 5.57 of the Local Government Act 1995.

Receiving a gift at work is often a token of appreciation for a job well done. A gift however can be perceived to be an attempt to persuade you to act in a particular way, for example to favour one supplier over another or an attempt to have you make a particular decision on a matter. If you receive a gift in the course of your employment you may be required to report it.

Notifiable Gift

A gift may be a physical item, a discount or an offer of hospitality such as tickets, meals and/or beverages. If the value of the gift is \$50 or more then it is a notifiable gift. If you receive several small gifts from the same person or supplier in a year that total \$50 or more then it is still a notifiable gift. If you are not sure of the value, it is probably best to report it anyway.

A gift register is maintained on our website, make sure you notify your manager and the Manager Corporate Services in writing of the details of any notifiable gift.

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM ^{GCS}	Reviewed by: SM ^{GCEO}	Approved: COUNCIL	Page 8 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

Prohibited Gift

If you receive a gift or offer of hospitality to the value of \$300 or more then it is a prohibited gift. A series of smaller gifts over a year that total \$300 or more from the same person or supplier is still a prohibited gift.

Gifts received by an individual are different to gifts that are presented to the Resource Recovery Group as an organisation. Gifts presented to the Resource Recovery Group will be entered into the Gift Register.

7.3 SECONDARY EMPLOYMENT

You should not engage in other work outside of the Resource Recovery Group without obtaining approval from the CEO in advance. The Resource Recovery Group will not unreasonably refuse an application for secondary employment however it is important that your other work does not represent a conflict of interest or affect your work performance.

8. BREACHES

8.1 BREACHES OF THE CODE OF CONDUCT

We take any breach of the Code of Conduct seriously and a breach may result in disciplinary action. Specific action will depend on the nature of the breach but could result in termination of employment.

If you become aware of a breach by another worker then you must report this to your manager, or if the breach involves your manager, to the CEO. If the breach involves the CEO, you can report the matter to the Council through the Manager Governance & Culture. If you are not sure, the Human Resources Officer can give you guidance in the correct action you should take. To be investigated a breach the report must be in writing. You may also report a breach directly to the Public Service Commission using their hotline.

A serious breach involving misconduct, fraud, corruption or bribery should be reported in accordance with the Misconduct, Fraud or Corruption Prevention Policy. This policy and the Investigation Guidelines will provide you with more information on the correct procedure.

Elected members (Councillors) have their own Code of Conduct, see Code of Conduct for Councillors. If you become aware of a breach by a Councillor then you can make a complaint using the Complaint about Alleged Breach Form, Code of Conduct for Council, Committee and Group Member.

8.2 CORRUPTION & CRIME COMMISSION

Resource Recovery Group is obliged to report serious misconduct to the Corruption & Crime Commission in accordance with the *Corruption Crime & Misconduct Act 2003*.

8.3 PUBLIC SECTOR COMMISSION

We are also required to report other misconduct to the Public Sector Commission, other misconduct includes, but is not limited to, conduct that:

- is not honest or impartial
- Involves a breach of trust
- involves the misuse of official information or material

and constitutes or could constitute a disciplinary offence that gives reasonable grounds for termination.

Other examples of minor misconduct could include:

- misuse of public resources
- repeated work absences without notice
- drugs and alcohol policy infringements
- other policy infringements, for example inappropriate use of IT equipment and conflicts of interest.

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM ^{GCS}	Reviewed by: SM ^{GCEO}	Approved: COUNCIL	Page 9 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

8.4 PUBLIC INTEREST DISCLOSURE ACT

The *Public Interest Disclosure Act 2003* deals with the disclosure of public interest information. Public interest information is information that shows the performance of a public function or authority (including Resource Recovery Group) is involve in improper conduct or any act or omission that constitutes and offence under a written law.

The Act provides persons who make disclosures of public interest information with certain immunities, protections and remedies, and imposes certain responsibilities.

Employees can make a Public Interest Disclosure by contacting Resource Recovery Group's Public Interest Disclosure Officer or the Public Sector hotline.

9. REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ <i>Local Government (Administration) Regulations 1996 (Part 4A – Codes of conduct for local government employees)</i> ▪ <i>Public Interest Disclosure Act 2003</i> ▪ <i>Corruption Crime & Misconduct Act 2003</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Misconduct, Fraud & Corruption Prevention Policy ▪ Employment Contracts, Awards or SMRC RRRC Enterprise Agreement 2021 ▪ Local Government Industry Award 2020 	
Approved by	Regional Council	
Next Revision Date	August 202 6 ⁴	
Related Documents	<ul style="list-style-type: none"> • Misconduct, Fraud & Corruption Investigation Policy • Misconduct, Fraud & Corruption Investigation Guidelines • Confidential Information Policy • Personal Presentation Policy • Recordkeeping Policy • Bullying, Harassment & Sexual Harassment Policy • EEO Policy • Code of Conduct for Councillors • Complaint About Alleged Breach Form 	
Policy Administration	Responsible Officer	Review Cycle
Corporate Services	Executive Manager Corporate Services Governance & Culture	Biennial
Risk Rating	Low	
Location of document	Resource Recovery Group Website – Key Documents - Policies Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff lunch room	

10. DOCUMENT CONTROL REGISTER

Date	Review		Author	Resp Officer	Council
2007/03	Original	1	MAF	MAF	29/03/2007
2008/11	Review	2	HRO	MAF	
2011/08	Update	3	CSM	DCS	27/10/2011
2013/10	Review	4	EMCS	EMCS	24/10/2013
2015	Review	5	EMCS	CEO	26/11/2015
2017	Review	6	EMCS	CEO	27/04/2017
2019	Review	7	EMCS	CEO	
2022	Review	8	MGC	EMCS	25/08/2022

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM GCS	Reviewed by: SMGC ^{CEO}	Approved: COUNCIL	Page 10 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES

<u>2024</u>	<u>Review</u>	<u>9</u>	<u>EMGC</u>	<u>CEO</u>	<u>22/08/2024</u>
-------------	---------------	----------	-------------	------------	-------------------

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 1.12 CODE OF CONDUCT FOR EMPLOYEES	Version 9 ⁸
Prepared: EM G ^S	Reviewed by: SMG ^{CEO}	Approved: COUNCIL	Page 11 of 11
Printed documents are not controlled. Check the electronic version for the latest version			

1.0 STATEMENT

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

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

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

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

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

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

2.0 SCOPE

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

3.0 OBJECTIVE

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

4.0 DEFINITIONS

- RRG Resource Recovery Group
- CEO Chief Executive Officer

5.0 ROLES & RESPONSIBILITIES

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

6.0 CONTENT

6.1. Mandatory Training

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

6.2 Industry Specific

- This Policy is to be read in conjunction with Policy 1.5 Attending Conferences and Industry Events.
- Council members must apply in writing to the CEO for approval to attend Industry specific training, education, conference, seminar or similar.
- Attendance must be relevant to the role.

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT	Version 3 ²
Prepared: EMGCMCS	Reviewed by: CEOSMG	Approved: COUNCIL	Page 1 of 2
Printed documents are not controlled. Please refer to the electronic version for the latest version.			

- d. The CEO will prepare a report for the next ordinary council meeting or if urgent by flying minute to all council members for a simple majority decision.

6.3. Register of Council Member Training

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

6.4. Reimbursement of Fees

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

7.0 REFERENCES & REVIEW

	COUNCIL MEMBER PROFESSIONAL DEVELOPMENT 1.15	
Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995 S5.126</i> ▪ <i>Local Government Administration Regulations</i> 	
Organisational Compliance		
Approved by	Regional Council	
Next Revision Date	August 202 6 ⁴	
Related Documents	<ul style="list-style-type: none"> ▪ Policy 1.5 Attending Conferences and Industry Events. ▪ Policy 1.9 Council Member Reimbursement of Expenses 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Members Area – SMRC website Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2020	Original	1	CSM	CEO	27/05/2020
2022	Review	2	CSM	CEO	25/08/2022
<u>2024</u>	<u>Review</u>	<u>3</u>	<u>EMGC</u>	<u>CEO</u>	<u>22/08/2024</u>

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 1.15 COUNCIL MEMBER PROFESSIONAL DEVELOPMENT	Version <u>3</u> 2
Prepared: <u>EMGCMCS</u>	Reviewed by: <u>CEOSMG</u>	Approved: COUNCIL	Page 2 of 2
Printed documents are not controlled. Page 4 of 8 Please refer to the electronic version for the latest version			



CORPORATE POLICY NO 2.2 AUTHORISATION & PAYMENT OF ACCOUNTS

STATEMENT

In order to comply with the Local Government Act 1995 and clause 11 of the Local Government (Financial Management) amendment Regulations, Resource Recovery Group (RRG) has developed procedures for the authorisation of and payment of accounts.

SCOPE

The Council approves delegated authority to the Chief Executive Officer (CEO).

OBJECTIVES

- To comply with reg 11 of the Local Government (Financial Management) amendment Regulations
- To deliver a best practice approach and procedures for the authorisation of and payment of accounts

ROLES & RESPONSIBILITIES

The CEO or employees authorised by the CEO, shall authorise the payment of accounts, provided the expenditure is provided for in the budget or approved in accordance with section 6.8 of the Local Government Act 1995.

CONTENT

POLICY

1. Purchasing Delegation

Only authorised employees are permitted to purchase goods and services. The limit to which an employee can purchase is specified in the “Employee Purchasing Delegations Authority”. Delegated employees have a responsibility to ensure compliance with RRG purchasing policies and procedures.

2. Approval of Accounts for Payment:

- a. Purchase of goods or services is required to be made by an employee authorised by the CEO by signing the official purchase order form. ~~to be by authority of an official order form signed by an employee authorised by the CEO.~~ Employee can approve the purchase by signing the official purchase order form or approve the purchase order (PO) in the SAP system.
- b. In circumstances where it is impractical to issue an official order, an authorised employee is to sign the invoice or obtain a receipt at the time of purchase. Authorised employee can either sign on the invoice or approve the invoice in the SAP system.
- c. Invoices are to be signed by the authorised employee, certifying receipt of the goods or services prior to payment. This can be done by signing on the invoice or by approving Goods Received Purchase Order (GRPO)/AP invoice in the SAP system.

Issued: May August 2024 2	Review Date: August 202 6 4	Title: CORPORATE POLICY NO 2.2 AUTHORISATION & PAYMENT OF ACCOUNTS	Version 8 7
Prepared: MF EMCS	Reviewed by: EMGC -MCS	Approved: CEO	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

3. Timing of Payments

- a. Invoices received are to be date recorded or where invoices are not recorded the date received is assumed to be 3 days after the invoice date.
- b. Payment of invoices are in due in accordance with RRG purchase order conditions within 30 days after the end of the month unless otherwise agreed in writing.

4. Payment of Accounts:

- a. All cheque vouchers for the payment of accounts are to be signed by any two (2) employees as approved by the CEO.
- b. Electronic funds transfer vouchers for payments below \$1,000 are to be signed by any one (1) employee, as approved by the CEO.
- c. Electronic funds transfer vouchers for payment above \$1,000 are to be signed by any two (2) employees as approved by the CEO. Employees with delegation are not approved to authorise or sign for any purchases that they have authorised. This is in accordance with RRG's internal control for segregation of duties.
- d. All banking transactions for electronic funds transfers and direct debits are to be signed by any two (2) employees as approved by the CEO.
- ~~e. A list of accounts so paid be presented to the next ordinary meeting of the council and included in the minutes of that meeting and the payment vouchers so listed, together with relevant supporting documentation and certification be made available for inspection by the council prior to, or at the meeting.~~

f.e.

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Financial Management Regulations 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Purchasing Policy No 2.5 ▪ Staff Procurement Standard No 2.3 ▪ CEO Delegated Authorities Register ▪ Internal Control for Segregation of Duties ▪ Procurement Plan and Budget 	
Approved by	Regional Council	
Related Documents	<ul style="list-style-type: none"> ▪ Employee Purchasing Delegation Authority No 2.4 	
Next Review	August 20 26 ²⁴	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Corporate Services <u>Governance & Culture</u>	Biennial
Risk Rating	Risk Register –High	
Location of document	RRG Website – Members Area Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services	

Issued: May <u>August</u> 202 4 ²	Review Date: August 202 6 ⁴	Title: CORPORATE POLICY NO 2.2 AUTHORISATION & PAYMENT OF ACCOUNTS	Version 8 ⁷
Prepared: <u>MFEMCS</u>	Reviewed by: <u>EMGC-MCS</u>	Approved: CEO	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2004	Original	1	MAF	MAF	25/11/2004
2012	Review	2	DCS	DCS	26/07/2012
2014	Review	3	EMCS	EMCS	28/08/2014
2016	Review	4	EA	EMCS	30/06/2016
2018	Review	5	EMCS	EMCS	21/06/2018
2020	Review	6	EMCS	CEO	27/08/2020
2022	Review	7	MCS	CEO	26/05/2022
<u>2024</u>	<u>Review</u>	<u>8</u>	<u>MF</u>	<u>CEO</u>	<u>22/08/2024</u>

Issued: May-August 2024	Review Date: August 202 6 4	Title: CORPORATE POLICY NO 2.2 AUTHORISATION & PAYMENT OF ACCOUNTS	Version 8 7
Prepared: MF EMCS	Reviewed by: EMGC -MCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

STATEMENT

Resource Recovery Group is obliged to comply with the *Local Government Act 1995* in relation to the employment of employee.

SCOPE

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

OBJECTIVES

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

DEFINITIONS

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

ROLES AND RESPONSIBILITIES

Chief Executive Officer

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

The Chief Executive Officer must approve newly created positions in accordance with the adopted budget.

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

~~Human Resources Officer~~ **People & Culture Advisor**

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

CONTENT

- The following sections in the *Local Government Act 1995* should be observed in relation to employees.
 - Division 4 of Part 5 – Administration of the *Local Government Act 1995* Sections 5.36 – 5.51.
- In accordance with section 5.37 (1) of the Local Government Act 1995 the ~~Southern Metropolitan~~ **Resource Recovery Group** Regional Council has designated the following positions to be classified as 'senior employees' for the purposes of the Act.

Issued: August 2024 ⁴²	Review Date: August 2026 ⁶⁴	Title: COUNCIL POLICY NO 3.5 (HR3.1) EMPLOYEE APPOINTMENTS	Version ⁹⁸
Prepared: EM ^{GCS}	Reviewed by: ^{SMG} CEO	Approved: COUNCIL	Page 1 of 2
Printed documents are not controlled. Please refer to the electronic version for the latest version			

- Nil

a. Chief Executive Officer

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

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995 s5.37(2) and s5.41(g)</i> ▪ <i>Local Government Industry Award 2020</i> ▪ <i>National Employment Standards 2010</i> 	
Organisational Compliance	<ul style="list-style-type: none"> • RRRC Enterprise Agreement 2021 	
Approved by	Regional Council	
Related Documents	Individual Employment Contracts	
Next Revision Date	August 2026 ⁴	
Policy Administration	Responsible Officer	Review Cycle
Corporate (HR)	Chief Executive Officer	Biennial
Risk Rating	Risk Register – High	
Location of document	Website – Members Area 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
2007	Original	1	MAF	MAF	27/09/07
2009	Review	2	HRO	MAF	
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	28/04/2016
2018	Review	6	EMCS	EMCS	19/04/2018
2020	Review	7	EMCS	CEO	27/08/2020
2022	Review	8	MGC	CEO	25/08/2022
2024	Review	9	EMGC	CEO	22/08/2024

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 3.5 (HR3.1) EMPLOYEE APPOINTMENTS	Version 98
Prepared: EMGCS	Reviewed by: SMGCEO	Approved: COUNCIL	Page 2 of 2
Printed documents are not controlled. Please refer to the electronic version for the latest version			

STATEMENT

Resource Recovery Group is committed to ensuring that the development of policy is structured, consistent, effective and understood by all.

SCOPE

This Policy applies to all employees, stakeholders and Elected Members of Resource Recovery Group involved in the development, review or revocation of policy.

OBJECTIVE

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

ROLES & RESPONSIBILITIES

Regional Council

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

Chief Executive Officer

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

CONTENT

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

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

1. Categories of Policies

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

Operational Policies - Approved by the Senior Management Group (SMG). These are policies that refer to operational & administrative matters not requiring council decisions.

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

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version 9 ⁸
Prepared: EMGC	Reviewed by: CEOSMG	Approved: COUNCIL	Page 1 of 3
Printed documents are not controlled. Please refer to the electronic version for the latest version			

2. Policy Format

1. Policies shall be created and numbered by category such as:
 1. Council
 2. Finance
 3. Human resource
 4. Corporate
 5. Other

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

3. Formulation of New Council Policies

New Council Draft Policies are to be first submitted to the Executive Manager Corporate Services Governance & Culture. Once the review is completed, the draft policy will be presented to the next available Senior Managers' Group meeting for discussion. Then the policy will be submitted to the next available Regional Council meeting. †

4. Formulation of New Operational Policies

New operational policies should be drafted by the appropriate manager or work teams that are affected by the policy content. New operational policies should be submitted to the Manager Governance & Culture who will forward to Senior Management Group for consultation and discussion. If approved this will be noted in the minutes of the SMG.

- The Manager **Governance & Culture** is to ensure that staff are informed of all new policies.

5. Review Process

All policies are subject to a biennial review unless otherwise stated in the References & Review section of the policy. It is a Statutory Requirement (LGA's) that Council Policies are to be reviewed by the Council. The Executive Manager Corporate Services Governance & Culture is responsible for presenting Council Policies to the Regional Council on their review dates.

The procedure for reviewing policies is as follows:

- Council policies are submitted to the next available Regional Council meeting.
- Managers and their respective work teams are to review existing operational policies ensuring contents are up to date and relevant.
- Operational policies are presented to the Senior Managers' Group for consultation and discussion and approval in the SMG minutes.
- Policies are not to be deleted or removed without the authorisation of the Chief Executive Officer or Senior Management Group.

Issued: August 2024 ⁴²	Review Date: August 2026 ⁶⁴	Title: COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version 98
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 3
Printed documents are not controlled. Please refer to the electronic version for the latest version			

6. Staff Training and Feedback

Employees are to be made aware of and given verbal instruction on Policies as determined by the relevant manager. In cases where the Policy requires, employees are required to sign or acknowledge electronically they understand the Policy.

Updated council policies are to be kept on the staff intranet and RRG website for public access. Operational policies are to be kept on the staff Intranet and in manuals located at Canning Vale lunchroom's.

7. Distribution of Policy Documents

All policies can be accessed via the staff intranet under Policies & Procedures.

All Standards, Guidelines and Procedures are also available on the staff intranet under the relevant area.

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

REFERENCES & REVIEW

Statutory Compliance	Local Government Act 1995 s2.7(2)(b)	
Organisational Compliance	Policy Review Register	
Next Review Date	August 2026 ⁴	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of this document	RRG Website – Members Area 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
2004	Original	1			May 2004
2009	Review	2			May 2009
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	27/10/2016
2018	Review	6	EMCS	EMCS	16/08/2018
2020	Review	7	EMCS	CEO	26/11/2020
2022	Review	8	MGC	CEO	25/08/2022
<u>2024</u>	<u>Review</u>	<u>9</u>	<u>EMGC</u>	<u>CEO</u>	<u>22/08/2024</u>

Issued: August 2024 ²	Review Date: August 2026 ⁴	Title: COUNCIL POLICY NO 4.1 POLICY DEVELOPMENT & PROCEDURES	Version <u>98</u>
Prepared: MGC	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 3
Printed documents are not controlled. Please refer to the electronic version for the latest version			



COUNCIL POLICY NO 5.1 ENVIRONMENTAL

1.0 STATEMENT

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

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

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

2.0 OBJECTIVE

Resource Recovery Group (RRG) is committed to providing services for its community which:

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

3.0 MANAGEMENT CONTENT

RRG is committed to:

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

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

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

Issued: August 2024 2	Review Date: August 2026 4	Title: COUNCIL POLICY NO 5.1 ENVIRONMENTAL	Version 1 0
Prepared: MQE	Reviewed by: <u>CEOSMG</u>	Approved: COUNCIL	Page 1 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

4.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Ministerial Statement #517 ▪ Department of Water and Environment Regulation: FOGO Processing Facility (FPF) and Green Waste Processing Facility (GWPF) Licence L7799/2001 ▪ DWER Material Recovery Facility (MRF) Licence L9238 ▪ MRF State Administration Tribunal Conditions 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Environmental Management System (EMS) 	
Approved by	Regional Council	
Next Revision Date	August 202 6 ⁴	
Related Documents	<ul style="list-style-type: none"> ▪ ISO 14001:2015 ▪ Environmental System Procedures ▪ Environmental Operating Procedures ▪ All Operating Procedures 	
Policy Administration	Responsible Officer	Review Cycle
Environment	Executive Manager Operations	Biennial
Risk Rating	High	
Location of document	RRG Website – Key Documents/ Policies RRG Website – Members Area Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – Environmental Library	

5.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2004	Original	1	MAF	MAF	25/11/2004
2009	Review	2	Barry La Fontaine – Environmental Consultant	MES	25/02/2010
2010	Review	3	MO – RRRRC	MES/CEO	
2011	Review	4	EC	DAO	
2012	Review	5	EC	DAO	23/02/2012
2014	Review	6	EC	CEO	27/02/2014
2016	Review	7	EMCS	EMCS	25/02/2016
2018	Review	8	QEC	EMR	15/02/2018
2020	Review	9	MQE	EMR	27/08/2020
2022	Review	10	MQE	EMO	25/08/2022
<u>2024</u>	<u>Review</u>	<u>11</u>	<u>MQE</u>	<u>CEO</u>	<u>22/08/2024</u>

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 5.1 ENVIRONMENTAL	Version 1 0 ⁹
Prepared: MQE	Reviewed by: <u>CEOSMG</u>	Approved: COUNCIL	Page 2 of 2
Printed documents are not controlled. Check the electronic version for the latest version			

1.0 STATEMENT

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

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

2.0 SCOPE

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

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

3.0 OBJECTIVE

Resource Recovery Group (RRG) is committed to providing services for its community which:

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

4.0 ROLES & RESPONSIBILITIES

4.1 Chief Executive Officer

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

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 5.2 QUALITY	Version 5 ⁴
Prepared: MQC	Reviewed by: CEOSMG	Approved: COUNCIL	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

4.2 Line Managers/ Team Leaders

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

4.3 Employees/Contractors

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

5.0 MANAGEMENT CONTENT

5.1 Principles

RRG is committed to:

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

5.2 Procedures

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

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

Issued: August 202 4 ²	Review Date: August 202 6 ⁴	Title: COUNCIL POLICY NO 5.2 QUALITY	Version 5 ⁴
Prepared: MQC	Reviewed by: CEOSMG	Approved: COUNCIL	Page 2 ³ of 3
Printed documents are not controlled. Check the electronic version for the latest version			

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Ministerial Statement #517 ▪ Department of Water and Environment Regulation FOGO Processing Facility (FPF) and Green Waste Processing Facility (GWPF) Licence L7799/2001 ▪ DWER Material Recovery Facility (MRF) Licence L9238 ▪ MRF State Administration Tribunal Conditions 	
Organisational Compliance	▪ Quality Management System (QMS)	
Approved by	Regional Council	
Next Revision Date	August 202 4 ⁶	
Related Documents	<ul style="list-style-type: none"> ▪ ISO 9001:2008 ▪ ISO 9001:2015 ▪ All RRG CVC Operating Procedures 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	High	
Location of document	RRG website – Key Documents\Policies RRG website - Members Area Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – Environmental Library	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2015	Original	1	ZP/TD	EMCS	26/11/2015
2017	Review	2	A/EMCS	EMCS	23/11/2017
2020	Review	3	MQC	EMCS	27/08/2020
2022	Review	4	MQE	EMCS	25/08/2022
<u>2024</u>	<u>Review</u>	<u>5</u>	<u>MQE</u>	<u>CEO</u>	<u>22/08/2024</u>

Issued: August 202 4 ²	Review Date: August 202 4 ⁶	Title: COUNCIL POLICY NO 5.2 QUALITY	Version <u>5</u> ⁴
Prepared: MQC	Reviewed by: <u>CEOSMG</u>	Approved: COUNCIL	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

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

	Audited	
	30 June 2023	31 May 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,814,151	8,805,480
Trade and other receivables	1,349,836	1,649,153
Other financial assets	105,476	13,500
Inventories	1,271,990	1,246,737
Other assets	541,800	493,177
TOTAL CURRENT ASSETS	14,083,252	12,208,047
NON-CURRENT ASSETS		
Other financial assets	1,708,024	1,708,024
Property, plant and equipment	14,320,363	13,059,022
Right-of-use assets	3,477,427	3,236,264
TOTAL NON-CURRENT ASSETS	19,505,814	18,003,310
TOTAL ASSETS	33,589,066	30,211,357
CURRENT LIABILITIES		
Trade and other payables	6,187,216	4,816,414
Lease liabilities	582,243	618,391
Borrowings	91,976	23,349
Employee related provisions	467,024	399,494
TOTAL CURRENT LIABILITIES	7,328,459	5,857,648
NON-CURRENT LIABILITIES		
Lease liabilities	4,968,948	4,400,059
Borrowings	1,708,024	1,708,024
Employee related provisions	98,181	75,170
Other provisions	5,582,909	5,641,033
TOTAL NON-CURRENT LIABILITIES	12,358,063	11,824,286
TOTAL LIABILITIES	19,686,522	17,681,934
NET ASSETS	13,902,544	12,529,423
EQUITY		
Retained surplus	(4,702,513)	(5,032,777)
Reserve accounts	10,133,325	9,090,469
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	13,902,544	12,529,424

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

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

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,616,109	1,897,896	2,162,615	264,719	13.95%	▲
Fees and charges	13,909,545	13,034,331	13,060,758	26,427	0.20%	▲
Interest revenue	271,000	257,777	232,203	(25,574)	(9.92%)	▼
Other revenue	2,161,352	2,021,095	1,877,203	(143,892)	(7.12%)	▼
Profit on asset disposals	0	0	38,867	38,867	0.00%	▲
	18,958,006	17,211,099	17,371,646	160,547	0.93%	
Expenditure from operating activities						
Employee costs	(5,849,482)	(5,151,165)	(4,670,809)	480,356	9.33%	▲
Materials and contracts	(10,337,476)	(9,528,660)	(9,179,462)	349,198	3.66%	▲
Utility charges	(789,424)	(680,442)	(585,802)	94,640	13.91%	▲
Depreciation	(4,815,819)	(4,367,111)	(2,357,926)	2,009,185	46.01%	▲
Finance costs	(340,345)	(312,005)	(283,040)	28,965	9.28%	▲
Insurance	(2,099,335)	(1,922,740)	(1,917,728)	5,012	0.26%	▲
	(24,231,881)	(21,962,123)	(18,994,767)	2,967,356	13.51%	
Non-cash amounts excluded from operating activities	5,537,833	4,380,178	2,354,172	(2,026,006)	(46.25%)	▼
NET OPERATING POSITION	263,958	(370,846)	731,051	1,101,897	297.13%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	450,000	250,000	250,000	0	0.00%	
Proceeds from disposal of assets	0	0	38,867	38,867	0.00%	▲
	450,000	250,000	288,867	38,867	15.55%	
Outflows from investing activities						
Payments for property, plant and equipment	(5,340,351)	(2,994,432)	(1,345,516)	1,648,916	55.07%	▲
	(5,340,351)	(2,994,432)	(1,345,516)	1,648,916	55.07%	
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(1,056,649)	1,687,783	61.50%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	4,577,300	1,042,857	1,042,857	0	0.00%	
	4,577,300	1,042,857	1,042,857	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(532,740)	(532,740)	(532,740)	0	0.00%	
Transfer to reserves	(390,000)	0	0	0	0.00%	
	(922,740)	(532,740)	(532,740)	0	0.00%	
Amount attributable to financing activities	3,654,560	510,117	510,117	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	766,430	766,430	766,430	0	0.00%	
Amount attributable to operating activities	263,958	(370,846)	731,051	1,101,897	297.13%	▲
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(1,056,649)	1,687,783	61.50%	▲
Amount attributable to financing activities	3,654,560	510,117	510,117	0	0.00%	
Surplus or deficit after imposition of general rates	(205,403)	(1,838,731)	950,949	2,789,680	151.72%	▲

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 MAY 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	264,719	13.95%	▲
Increased contribution due to increased red bin quantities			
Fees and charges	26,427	0.20%	▲
Fees and charges and contribution received more than budgeted.			
Interest revenue	(25,574)	(9.92%)	▼
Will be a positive variance once the accrued interest in June 24 is accounted.			
Other revenue	(143,892)	(7.12%)	▼
CDS income less than budgeted			
Expenditure from operating activities			
Employee costs	480,356	9.33%	▲
Employee efficiency, costs savings			
Materials and contracts	349,198	3.66%	▲
Cost savings			
Utility charges	94,640	13.91%	▲
Cost savings			
Finance costs	28,965	9.28%	▲

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 25 June 2024

RESOURCE RECOVERY GROUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2024

	Audited 30 June 2023	UNAUDITED 30 June 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,756,898	3,705,332
Trade and other receivables	1,349,836	1,702,417
Other financial assets	6,162,729	5,983,672
Inventories	1,271,990	1,239,930
Other assets	541,800	797,371
TOTAL CURRENT ASSETS	14,083,253	13,428,722
NON-CURRENT ASSETS		
Other financial assets	1,708,024	1,612,200
Property, plant and equipment	14,320,361	12,037,760
Right-of-use assets	3,477,427	3,156,461
TOTAL NON-CURRENT ASSETS	19,505,812	16,806,421
TOTAL ASSETS	33,589,065	30,235,143
CURRENT LIABILITIES		
Trade and other payables	6,187,216	5,796,366
Lease liabilities	582,243	637,613
Borrowings	91,976	95,824
Employee related provisions	467,024	389,026
TOTAL CURRENT LIABILITIES	7,328,459	6,918,829
NON-CURRENT LIABILITIES		
Lease liabilities	4,968,948	4,331,334
Borrowings	1,708,024	1,612,200
Employee related provisions	98,181	75,383
Other provisions	5,582,909	5,614,260
TOTAL NON-CURRENT LIABILITIES	12,358,062	11,633,177
TOTAL LIABILITIES	19,686,521	18,552,006
NET ASSETS	13,902,544	11,683,137
EQUITY		
Retained surplus	(4,702,513)	(5,873,817)
Reserve accounts	10,133,325	9,085,223
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	13,902,544	11,683,137

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

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

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,327,159	2,327,159	2,345,789	18,630	0.80%	▲
Fees and charges	13,909,545	13,909,545	14,716,242	806,697	5.80%	▲
Interest revenue	271,000	271,000	341,382	70,382	25.97%	▲
Other revenue	2,450,302	2,450,302	2,264,977	(185,325)	(7.56%)	▼
Profit on asset disposals	0	0		0	0.00%	
	18,958,006	18,958,006	19,668,390	710,384	3.75%	
Expenditure from operating activities						
Employee costs	(5,849,482)	(5,849,482)	(5,229,535)	619,947	10.60%	▲
Materials and contracts	(10,337,476)	(10,337,476)	(10,411,974)	(74,498)	(0.72%)	▼
Utility charges	(789,424)	(789,424)	(700,379)	89,045	11.28%	▲
Depreciation	(4,815,819)	(4,815,819)	(3,447,979)		28.40%	
Finance costs	(340,345)	(340,345)	(293,991)	46,354	13.62%	▲
Insurance	(2,099,335)	(2,099,335)	(2,092,804)	6,531	0.31%	▲
	(24,231,881)	(24,231,881)	(22,176,662)	687,379	8.48%	
Non-cash amounts excluded from operating activities	5,537,833	5,537,833	3,417,665	(2,120,168)	(38.29%)	▼
NET OPERATING POSITION	263,958	263,958	909,393	645,435	244.52%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	450,000	250,000	250,000	0	0.00%	
Proceeds from disposal of assets	0	0	38,867	38,867	0.00%	▲
	450,000	250,000	288,867	38,867	15.55%	
Outflows from investing activities						
Payments for property, plant and equipment	(5,340,351)	(2,994,432)	(1,280,446)	1,713,986	57.24%	▲
	(5,340,351)	(2,994,432)	(1,280,446)	1,713,986	57.24%	
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(991,579)	1,752,853	63.87%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	4,577,300	1,048,102	1,048,102	0	0.00%	
	4,577,300	1,048,102	1,048,102	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(582,243)	(582,243)	(582,243)	0	0.00%	
Transfer to reserves	(390,000)	0	0	0	0.00%	
	(972,243)	(582,243)	(582,243)	0	0.00%	
Amount attributable to financing activities	3,605,057	465,859	465,859	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	766,430	766,430	766,430	0	0.00%	
Amount attributable to operating activities	263,958	263,958	909,393	645,435	244.52%	▲
Amount attributable to investing activities	(4,890,351)	(2,744,432)	(991,579)	1,752,853	63.87%	▲
Amount attributable to financing activities	3,605,057	465,859	465,859	0	0.00%	
Surplus or deficit after imposition of general rates	(254,906)	(1,248,185)	1,150,103	2,398,288	192.14%	▲

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 30 JUNE 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$20,000.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	18,630	0.80%	▲
Fees and charges	806,697	5.80%	▲
Fees and charges and contribution received more than budgeted.			
Interest revenue	70,382	25.97%	▲
Efficient use of funds, better interest rate environment			
Other revenue	(185,325)	(7.56%)	▼
CDS income less than budgeted			
Expenditure from operating activities			
Employee costs	619,947	10.60%	▲
Employee efficiency, costs savings			
Materials and contracts	(74,498)	(0.72%)	▼
Increased costs			
Utility charges	89,045	11.28%	▲
Cost savings			
Finance costs	46,354	13.62%	▲

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 August 2024

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

	UNAUDITED	
	30 June 2024	31 July 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,705,332	1,465,817
Trade and other receivables	1,702,417	1,689,087
Other financial assets	5,983,672	3,906,421
Inventories	1,239,930	1,277,106
Other assets	797,371	3,154,092
TOTAL CURRENT ASSETS	13,428,722	11,492,523
NON-CURRENT ASSETS		
Other financial assets	1,612,200	1,612,200
Property, plant and equipment	12,037,761	11,728,876
Right-of-use assets	3,156,461	3,156,461
TOTAL NON-CURRENT ASSETS	16,806,422	16,497,537
TOTAL ASSETS	30,235,144	27,990,060
CURRENT LIABILITIES		
Trade and other payables	5,796,366	3,795,799
Lease liabilities	637,613	656,947
Borrowings	95,824	95,824
Employee related provisions	389,026	429,226
TOTAL CURRENT LIABILITIES	6,918,829	4,977,796
NON-CURRENT LIABILITIES		
Lease liabilities	4,331,334	4,262,818
Borrowings	1,612,200	1,612,200
Employee related provisions	75,383	87,353
Other provisions	5,614,260	5,616,858
TOTAL NON-CURRENT LIABILITIES	11,633,177	11,579,229
TOTAL LIABILITIES	18,552,006	16,557,025
NET ASSETS	11,683,138	11,433,035
EQUITY		
Retained surplus	(5,873,817)	(4,628,999)
Reserve accounts	9,085,223	7,590,303
Revaluation surplus	8,471,731	8,471,731
TOTAL EQUITY	11,683,138	11,433,035

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

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

	Adopted Budget Estimates \$	YTD Budget Estimates \$	YTD Actual \$	Variance* \$	Variance* %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants, subsidies and contributions	2,430,482	202,540	184,776	(17,764)	(8.77%)	▼
Fees and charges	15,382,365	1,281,864	1,247,567	(34,297)	(2.68%)	▼
Interest revenue	216,585	18,049	(40,551)	(58,600)	(324.67%)	▼
Other revenue	1,902,063	158,505	208,604	50,099	31.61%	▲
Profit on asset disposals	0	0		0	0.00%	
	19,931,495	1,660,958	1,600,396	(60,562)	(3.65%)	
Expenditure from operating activities						
Employee costs	(6,026,605)	(499,961)	(413,105)	86,856	17.37%	▲
Materials and contracts	(11,242,372)	(938,222)	(870,631)	67,591	7.20%	▲
Utility charges	(734,486)	(61,176)	(60,669)	507	0.83%	▲
Depreciation	(3,134,188)	(261,182)	(308,884)	(47,702)	(18.26%)	▼
Finance costs	(298,007)	(24,834)	(16,728)	8,106	32.64%	▲
Insurance	(2,192,703)	(182,725)	(180,481)	2,244	1.23%	▲
	(23,628,361)	(1,968,100)	(1,850,498)	117,602	5.98%	
Non-cash amounts excluded from operating activities	3,193,503	266,125	323,452	57,327	21.54%	▲
NET OPERATING POSITION	(503,363)	(41,017)	73,350	114,367	278.83%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from financial assets at amortised cost	95,824	0	0	0	0.00%	
	95,824	0	0	0	0.00%	
Outflows from investing activities						
Payments for property, plant and equipment	(955,520)	(79,627)	0	79,627	100.00%	▲
Pament to past members	(1,494,950)	(1,494,920)	(1,494,950)	(30)	(0.00%)	▼
	(2,450,470)	(1,574,547)	(1,494,950)	79,597	5.06%	
Amount attributable to investing activities	(2,354,646)	(1,574,547)	(1,494,950)	79,597	5.06%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	2,450,470	1,494,920	1,494,920	0	0.00%	
	2,450,470	1,494,920	1,494,920	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(95,824)	0	0	0	0.00%	
Payments for principal portion of lease liabilities	(637,613)	(49,182)	(49,182)	0	0.00%	
	(733,437)	(49,182)	(49,182)	0	0.00%	
Amount attributable to financing activities	1,717,033	1,445,738	1,445,738	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	1,140,976	1,140,976	1,150,103	9,127	0.80%	▲
Amount attributable to operating activities	(503,363)	(41,017)	73,350	114,367	278.83%	▲
Amount attributable to investing activities	(2,354,646)	(1,574,547)	(1,494,950)	79,597	5.06%	▲
Amount attributable to financing activities	1,717,033	1,445,738	1,445,738	0	0.00%	
Surplus or deficit after imposition of general rates	0	971,150	1,174,241	203,091	20.91%	▲

KEY INFORMATION

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

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

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

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

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

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

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

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(17,764)	(8.77%)	▼
Fees and charges	(34,297)	(2.68%)	▼
Fees and charges less than budgeted.			
Interest revenue	(58,600)	(324.67%)	▼
Reversal of FY24 accrual. Will be adjusted gradually when the term deposits mature. It is a timing difference			
Other revenue	50,099	31.61%	▲
CDS income higher than budgeted			
Expenditure from operating activities			
Employee costs	86,856	17.37%	▲
Employee efficiency, costs savings			
Materials and contracts	67,591	7.20%	▲
Cost savings			
Utility charges	507	0.83%	▲
Finance costs	8,106	32.64%	▲

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 August 2024

Schedule of Payments made in June 2024

Chq/EFT	Date	Name	Description	Amount
4801142	02.07.24	Spielberg Solutions Australia Pty Ltd	License fee	14,659.70
4801143	01.07.24	Bunnings Group Limited	Tools and Equipment	386.54
4801144	01.07.24	DLA Piper Australia	Legal Expenses	141.9
4801145	01.07.24	Hands-On Infection Control	Occupational Health and safety	100.4
4801146	01.07.24	Network-IT(WA) PTY LTD	Computer expenses	189
4801147	01.07.24	Octagon Lifts	Accommodation/Site Maintenance	619.3
4801148	01.07.24	SAI Global Limited	CEM21411 - ISO Certification	885.5
4801149	01.07.24	Patrick Cullen*	Contracted services	250
4801150	01.07.24	Rowan Monks Waste Consulting*	Contracted services	950
4801151	01.07.24	SAGE Automation Pty Ltd	Fixed Plant Maintenance	47,665.75
4801152	01.07.24	Xelflex Pty Ltd	Labour hire	76,549.39
4801153	01.07.24	Red Ant Design Pty Ltd	Computer expenses	30,673.72
4801154	01.07.24	JD Organics Pty Ltd T/A Go Organics	FOGO Fines	74,042.34
4801155	01.07.24	Purearth	FOGO Fines	50,548.30
4801156	01.07.24	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	341,091.40
4801157	01.07.24	Wastetrans Wa	Transport/Disposal costs	129,749.21
4801158	01.07.24	PAYG - Australian Taxation Office (ATO)	PAYG	35,050.00
4801159	01.07.24	Telstra Limited - BPAY	Computer expenses	6,936.78
4801160	01.07.24	Water Corporation* BPAY	Water	1,306.98
4801161	03.07.24	All Rubber TMH Pty Ltd	Fixed Plant Maintenance	12,342.07
4801162	03.07.24	Allclean Property Services Plus	Cleaning Expenses	3,976.78
4801163	03.07.24	Eurofins ARL Pty Ltd	Quality Assurance	1,179.20
4801164	03.07.24	BP Australia P/L	Fuel	5,165.35
4801165	03.07.24	CEA Specialty Equipment Pty Ltd	Mobile Plant Maintenance	1,741.83
4801166	03.07.24	CJD Equipment Pty Ltd	Mobile Plant Maintenance	8,518.33
4801167	03.07.24	Cleveland Compressed Air Services	Capital Expenditure	19,430.40
4801168	03.07.24	CTI Logistics Interstate	Product transport costs	27,211.44
4801169	03.07.24	Department of Water and Environmental Regulation (D	Grants	6,695.00
4801170	03.07.24	Di Candilo Steel City	Fixed Plant Maintenance	2,596.00
4801171	03.07.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	1,012.00
4801172	03.07.24	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	15,946.50
4801173	03.07.24	Hays Specialist Recruitment (Australia) Pty Ltd	Labour hire	5,021.53
4801174	03.07.24	Hinco Instruments Pty Ltd	Fixed Plant Maintenance	2,178.00
4801175	03.07.24	Horizon West Landscape & Irrigation Pty Ltd	Contracted services	4,032.88
4801176	03.07.24	Industrial Protective Products (WA)	OHS	1,920.16
4801177	03.07.24	Instant Weighing	Mobile Plant Maintenance	2,654.30
4801178	03.07.24	Material Recovery Solutions Pty Ltd	Fixed Plant Maintenance	9,979.31
4801179	03.07.24	Minter Ellison Lawyers	Legal Expenses	20,405.33
4801180	03.07.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	7,547.78
4801181	03.07.24	OTR Tyres	Mobile Plant Maintenance	1,338.15
4801182	03.07.24	Perth Contract Hydraulics	Fixed Plant Maintenance	13,007.50
4801183	03.07.24	Perth Recruitment Services Pty Ltd	Labour hire	5,473.20
4801184	03.07.24	Recycling Plastics Australia Pty Ltd (RPA)	Disposal	20,884.16
4801185	03.07.24	Selectro Services P/L	Fixed Plant Maintenance	3,355.00
4801186	03.07.24	Solutions Plus Partnership Pty Ltd	Computer expenses	9,794.24
4801187	03.07.24	United Equipment Pty Ltd	Mobile plant Hire	4,529.80
4801188	03.07.24	WA Fasteners Pty Ltd	Workshop expenses	2,066.54
4801189	03.07.24	Winc Australia Pty Limited	OHS	1,425.91
4801190	03.07.24	Urban Clean 1 Pty Ltdn (Xero)	Accommodation/Site Maintenance	1,123.52
4801191	03.07.24	Total Connections	Mobile Plant Maintenance	3,709.85
4801192	03.07.24	Wurth Australia Pty Ltd	Workshop expenses	3,359.11
4801193	01.07.24	WA Treasury Corporation	Office Project Dept Payments	41,178.27
4801195	03.07.24	Precision (Beam)	Superannuation	27,383.53
4801196	03.07.24	Bankwest	Bank Charges	223.97
4801196	03.07.24	RRG Payroll Net Clearing	Payroll	200,040.28
4801196	11.07.24	Synergy - Electricity Retail Corporation	Electricity	58,374.43
4801196	11.07.24	PAYG - Australian Taxation Office (ATO)	PAYG	154,398.00
4801196	11.07.24	Telstra Limited - BPAY	Computer expenses	6,923.39
4801201	15.07.24	Blackwoods Atkins	Fixed Plant Maintenance	26.95
4801202	15.07.24	Industrial Protective Products (WA)	OHS	359.48
4801203	15.07.24	Petro Industrial (BNE) Pty Ltd	Annual Subscription	869
4801204	15.07.24	Synergy - Electricity Retail Corporation	Electricity	644.14
4801205	15.07.24	United Equipment Pty Ltd	Mobile Plant Maintenance	305.8
4801206	15.07.24	Water2Water Pty Ltd	Accommodation/Site Maintenance	140
4801207	15.07.24	WD Installation Services	Fixed Plant Maintenance	170.5
4801208	15.07.24	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertising & Promotion	550.54
4801209	15.07.24	Patrick Cullen*	Contracted Services	800
4801210	15.07.24	Advance Press	Graphic Design Work	6,066.50
4801211	15.07.24	Australian Bale Press Company	Parts	8,387.50

4801212	15.07.24	BP Australia P/L	Fuel	16,203.00
4801213	15.07.24	Environmental & Air Quality Consulting Pty Ltd (EAQC	Contracted services	5,439.46
4801214	15.07.24	Hays Specialist Recruitment (Australia) Pty Ltd	Relief Staff	5,038.70
4801215	15.07.24	Minter Ellison Lawyers	Legal Expenses	3,475.78
4801216	15.07.24	Natsync Environmental	Contracted services	1,795.00
4801217	15.07.24	Network-IT(WA) PTY LTD	Computer expenses	3,075.96
4801218	15.07.24	Perth Recruitment Services Pty Ltd	Labour hire	14,959.78
4801219	15.07.24	Super Sweep	Accommodation/Site Maintenance	8,008.00
4801220	15.07.24	Water Corporation* BPAY	Water	6,262.75
4801221	08.07.24	RRG Payroll Net Clearing	Payroll	196,228.24
4801224	18.07.24	National Recovery Technologies(NRT)	Parts	6,793.71
4801226	22.07.24	LGIS Insurance Broking	Insurance Expenses	1,030,488.70
4801227	22.07.24	LGISWA	Insurance Expenses	225,178.14
4801228	22.07.24	LGIS Insurance Broking	Insurance Expenses	1,045,222.58
4801229	24.07.24	PAYG - Australian Taxation Office (ATO)	PAG	30,978.00
4801233	24.07.24	City of Cockburn	Liability	750,000.00
4801234	24.07.24	Cr Karen Wheatland*	Councillor sitting fees	2,428.08
4801235	24.07.24	Cr Hannah Fitzhardinge*	Councillor sitting fees	1,053.58
4801236	25.07.24	City of Cockburn	Liability	744,920.00
4801237	25.07.24	Advance Press	Graphic Design Work	880
4801238	25.07.24	Applied Industrial Technologies Pty Ltd	Mobile Plant Maintenance	162.45
4801239	25.07.24	Aust-Weigh Pty Ltd	Contracted services	825
4801240	25.07.24	Blackwoods Atkins	OHS	760.74
4801241	25.07.24	Fox Refrigeration and Air-Conditioning	Fixed Plant Maintenance	540
4801242	25.07.24	Fujifilm Business Innovation Australia Pty Ltd	Printing Expenses	153.19
4801243	25.07.24	Lighthouse Locksmiths	Accommodation/Site Maintenance	286
4801244	25.07.24	MM Electrical Merchandising	Accommodation/Site Maintenance	52.25
4801245	25.07.24	Network-IT(WA) PTY LTD	Computer expenses	20
4801246	25.07.24	OTR Tyres	Mobile Plant Maintenance	264.17
4801247	25.07.24	PEP Transport	Courier	50.82
4801248	25.07.24	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	62.88
4801249	25.07.24	Sonic Health Plus	Employment costs	327.8
4801250	25.07.24	Tema Services Pty Ltd	Laundry	821.66
4801251	25.07.24	Total Electrical & Mechanical Services Pty Ltd	Fixed Plant Maintenance	893.75
4801252	25.07.24	Omnicom Media Group Australia Pty Ltd (Marketforce)	Publication Expenses	629.18
4801253	25.07.24	Coregas Pty Ltd	Workshop expenses	669.72
4801254	25.07.24	Rowan Monks Waste Consulting*	Contracted Services	500
4801255	23.07.24	WA Treasury Corporation	Bank Guarantee Fees	6,084.42
4801256	22.07.24	Vocus Pty Ltd	Computer expenses	1,757.80
4801258	17.07.24	RRG Payroll Net Clearing	Payroll	116,377.12
4801259	17.07.24	Precision (Beam)	Superannuation	24,865.47
4801261	01.07.24	National Australia Bank (NAB)	Credit Card Payments	12,153.86
4801262	09.07.24	Precision (Beam)	Superannuation	27,500.00
4801325	31.07.24	RRG Payroll Net Clearing	Payroll	109,318.01
4801326	31.07.24	Precision (Beam)	Superannuation	24,270.87
4801332	31.07.24	National Australia Bank (NAB)	Credit Card Payments	24,740.23

6,000,776.51

Credit Card Transactions for July 2024				
EFT Ref	Date	Supplier - Name	Expense Description	Amount
4801332	25/07/2024	Coles	Special Event Expenses	178.60
4801332	27/07/2024	Adobe	Monthly Licence fees	128.96
4801332	27/07/2024	Adobe	Monthly Licence fees	314.95
4801332	25/07/2024	Smp	Special Event Expenses	13.37
4801332	25/07/2024	Coles	Special Event Expenses	34.25
4801332	25/07/2024	Coles	Employment Costs	50.00
4801332	25/07/2024	Coles	Special Event Expenses	84.76
4801332	23/07/2024	Benara Nurseries	Community Garden Expenses	109.99
4801332	23/07/2024	Dmirs East Perth	Workshop Expenses	44.00
4801332	24/07/2024	Wst Austn Newspaper Ltd	Internet Expense	8.00
4801332	23/07/2024	Moore Australia Wa Pl	Confrence/Seminars/training	1,650.00

4801332	22/07/2024	Coles	Office Expenses	44.96
4801332	22/07/2024	Myaree Iga	Staff amenities	7.98
4801332	19/07/2024	L&h Myaree	Minor Capital Equipment/Tools	419.33
4801332	18/07/2024	Coles	Office Expenses	30.20
4801332	18/07/2024	Coles	Office Expenses	3.85
4801332	15/07/2024	Coles	Office Expenses	119.64
4801332	15/07/2024	Coles	Office Expenses	29.91
4801332	16/07/2024	Coles	Office Expenses/Refund	- 7.60
4801332	16/07/2024	Coles	Staff amenities	13.35
4801332	16/07/2024	Perth Dishwashers	Office Expenses	143.00
4801332	16/07/2024	The Good Guys Web Store	Office Expenses	549.00
4801332	16/07/2024	Zoom.Us	Computer Expenses	22.39
4801332	15/07/2024	Hare Forbes Pty Ltd	Workshop Expenses	882.50
4801332	15/07/2024	Professional Trapping	Minor Capital Equipment/Tools	612.95
4801332	12/07/2024	Wanewsdti	Publications & Subscriptions Expense	84.00
4801332	12/07/2024	Coles	Fuel Expenses	123.91
4801332	12/07/2024	Instant Bins	Workshop Expenses	829.40
4801332	10/07/2024	Total Tools Canning	Minor Capital Equipment/Tools	448.70
4801332	9/07/2024	Wilson Parking	Security Expenses	1,155.20
4801332	8/07/2024	Hare Forbes Pty Ltd	Workshop Expenses	198.00
4801332	9/07/2024	Coles	Staff amenities	22.55
4801332	9/07/2024	Coles	Staff amenities	62.00
4801332	9/07/2024	Wilson Parking	Minor Capital Equipment/Tools	1,155.20
4801332	5/07/2024	Blue Horse Wa Pty Ltd	Training Expense	2,460.00
4801332	4/07/2024	Chambers Pest Solutions	Staff amenities	180.00
4801332	4/07/2024	Local Governement Mana	Confrence/Seminars/training	560.00
4801332	7/07/2024	Teamflect	Monthly Licence fees	107.64
4801332	6/07/2024	Amazon Web Services	Computer Expenses	168.84
4801332	4/07/2024	Hose Mania	Workshop Expenses	16.37
4801332	2/07/2024	Paypal	Staff amenities	96.00
4801332	3/07/2024	Coles	Office Expenses	45.60
4801332	2/07/2024	Department Of Transpor	Mobile Plant Maintenance	259.10
4801332	2/07/2024	Department Of Transpor	Mobile Plant Maintenance	10.30
4801332	2/07/2024	Acco Airconditioning	Staff amenities	380.00
4801332	2/07/2024	Scania Australia Pty	Mobile Plant Maintenance	710.25
4801332	2/07/2024	Scania Australia Pty	Mobile Plant Maintenance	2,942.85
4801332	2/07/2024	Coles	Staff amenities	8.90
4801332	2/07/2024	Volvo Group Australia	Mobile Plant Maintenance	546.79
4801332	2/07/2024	Sitech Wa Pty Ltd	Mobile Plant Maintenance	154.00
4801332	2/07/2024	Sitech Wa Pty Ltd	Mobile Plant Maintenance	1,452.00
4801332	2/07/2'024	Tenderlink Com	Advertising & Promotion	207.90
4801332	1/07/2'024	Teksal Controls P L	Stationery	288.79
4801332	2/07/2'024	Tenderlink Com	Advertising & Promotion	207.90
4801332	1/07/2'024	St John Ambulance Aust	OHS	89.00
4801332	28/06/2024	Coles	Staff amenities	37.50
4801332	28/06/2024	Coles	Staff amenities	4.00
4801332	27/06/2024	Cat Haven	Office Expenses	50.00
4801332	27/06/2024	Shire Of Dardanup	Office Expenses	148.20
4801332	28/06/2024	Insight Call Centre	Telephone Expenses	171.00
4801332	28/06/2024	Au Abn 12 879 017 657	Confrence/Seminars/training	3,560.00
4801332	28/06/2024	Walga Events	Confrence/Seminars/training	310.00

Credit Card Purchases - Jun 2024	24,740.23
---	------------------

Schedule of Payments made in May 2024

Chq/EFT	Date	Name	Description	Amount
4800959	03.05.24	Cr Andrew White*	Councillor Sitting Fees	686.92
4800960	03.05.24	Cr Karen Wheatland*	Councillor Sitting Fees	2,334.67
4800961	03.05.24	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	1,013.08
4800969	06.05.24	JD Organics Pty Ltd T/A Garden Organics	FOGO Fines	73,739.19
4800970	06.05.24	Purearth	FOGO Fines	43,987.90
4800971	06.05.24	Veolia Recycling & Recovery (Perth) Pty Ltd	Landfill Disposal	306,506.30
4800972	06.05.24	Wastetrans Wa	Transport Costs	119,452.83
4800924	06.05.24	Allclean Property Services Plus	Accommodation/Site Maintenance	9,410.43
4800925	06.05.24	Eurofins ARL Pty Ltd	Quality Assurance	1,179.20
4800926	06.05.24	Applied Industrial Technologies Pty Ltd	Mobile Plant Maintenance	3,910.15
4800927	06.05.24	Arbon Equipment Pty Ltd	Accommodation/Site Maintenance	3,960.00
4800928	06.05.24	Blue Force Pty Ltd	Accommodation/Site Maintenance	2,870.12
4800929	06.05.24	BP Australia P/L	Fuel	5,410.89
4800930	06.05.24	Cea Specialty Equipment Pty Ltd	Mobile Plant Maintenance	1,276.00
4800931	06.05.24	Cleanaway Co Pty Ltd	Other Reuse/disposal	1,891.19
4800932	06.05.24	Cleveland Compressed Air Services	Fixed Plant Maintenance	4,889.50
4800933	06.05.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	2,933.10
4800934	06.05.24	Environmental & Air Quality Consulting Pty Ltd	Contracted Services	6,319.02
4800935	06.05.24	Fox Refrigeration and Air-Conditioning	Fixed Plant Maintenance	1,230.00
4800936	06.05.24	Horizon West Landscape & Irrigation Pty Ltd	Contracted Services	4,032.88
4800937	06.05.24	Hydraulink Australia Pty Ltd	Mobile Plant Maintenance	4,848.18
4800938	06.05.24	Hydrodynamic Pumps Pty Ltd	Mobile Plant Maintenance	3,971.00
4800939	06.05.24	IT Vision Australia Pty Ltd	Computer Expenses	1,565.28
4800940	06.05.24	Material Recovery Solutions Pty Ltd	Mobile Plant Maintenance	15,900.50
4800941	06.05.24	MM Electrical Merchandising	Accommodation/Site Maintenance	1,519.61
4800942	06.05.24	Network-IT(WA) PTY LTD	Computer Expenses	9,777.00
4800943	06.05.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	2,619.81
4800944	06.05.24	Perth Recruitment Services Pty Ltd	Labour Hire	1,733.82
4800945	06.05.24	Powerdrive (WA) PTY LTD	Mobile Plant Maintenance	11,282.70
4800946	06.05.24	Pritchard Francis	Accommodation/Site Maintenance	3,905.00
4800947	06.05.24	SAI Global Limited	Contracted Services	15,786.10
4800948	06.05.24	Selectro Services P/L	Fixed Plant Maintenance	8,305.00
4800949	06.05.24	Super Sweep	Accommodation/Site Maintenance	4,136.00
4800950	06.05.24	Toyota Material Handling WA Pty Ltd	Mobile Plant Maintenance	9,007.56
4800951	06.05.24	Helene Pty Ltd T/as Lo-Go Appointments	Labour Hire	6,843.38
4800952	06.05.24	Patrick Cullen*	Contracted Services	1,700.00
4800974	09.05.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	242.00
4800975	09.05.24	Hands-On Infection Control	Occupational health and safety	892.85
4800976	09.05.24	Natsync Environmental	Accommodation/Site Maintenance	461.00
4800977	09.05.24	Snap Printing Canning Vale	Other office expenses	504.75
4800978	09.05.24	Sonic Health Plus	Other Employment Costs	77.00
4800979	09.05.24	Synergy - Electricity Retail Corporation	Electricity	484.50
4800980	09.05.24	Patrick Cullen*	Contracted Services	300.00
4800981	09.05.24	Rowan Monks Waste Consulting*	Contracted Services	700.00
4800982	09.05.24	All Rubber TMH Pty Ltd	Mobile Plant Maintenance	3,281.30
4800983	09.05.24	BP Australia P/L	Fuel	16,826.62
4800984	09.05.24	Environmental & Air Quality Consulting Pty Ltd	Contracted Services	7,139.00
4800985	09.05.24	Industrial Protective Products (WA)	Other Employment Costs	1,710.72
4800986	09.05.24	Perth Recruitment Services Pty Ltd	Labour Hire	8,451.51
4800987	09.05.24	Solutions Plus Partnership Pty Ltd	Computer Expenses	1,433.58
4800988	09.05.24	Super Sweep	Accommodation/Site Maintenance	4,312.00
4800989	09.05.24	Toyota Material Handling WA Pty Ltd	Mobile Plant Maintenance	3,888.69
4800990	09.05.24	United Equipment Pty Ltd	Mobile Plant Maintenance	6,666.77
4800991	09.05.24	Western Australian Local Government Association	Processing Costs	17,091.71
4800992	09.05.24	WATM Crane Sales and Services	Mobile Plant Fuel & Lubricants	5,051.88
4800993	09.05.24	Mainfreight Distribution Pty Ltd	Product Transport Costs	5,469.04
4800994	09.05.24	Kangaroo Plastics	Other Reuse/disposal	3,027.20
4800995	09.05.24	Cr Andrew White*	Councillor Sitting Fees	686.92
4800996	09.05.24	Cr Karen Wheatland*	Councillor Sitting Fees	2,334.67
4800997	09.05.24	Cr Hannah Fitzhardinge*	Councillor Sitting Fees	1,013.08
4800998	09.05.24	PAYG - Australian Taxation Office (ATO)	PAYG	34,574.00
4800999	09.05.24	PAYG - Australian Taxation Office (ATO)	PAYG	32,846.00
4801000	10.05.24	Water Corporation*	Water	6,527.55
4801001	08.05.24	RRG Payroll Net Clearing	Payroll	111,347.09
4801002	08.05.24	Precision (Beam)	Super	23,468.44
4801003	01.05.24	National Australia Bank (NAB)	Credit Card Repayment Apr 24	7,375.88
4801004	21.05.24	BAS - Australian Taxation Office (ATO)	GST	50,672.00
4801007	22.05.24	Office of the Auditor General (OAG)	Audit Fees	85,800.00
4801008	22.05.24	Toyota Material Handling WA Pty Ltd	Mobile Plant Maintenance	1,358.32

4801009	22.05.24	Urban Clean 1 Pty Ltdn (Xero)	Accommodation/Site Maintenance	1,336.71
4801013	22.05.24	Australian Taxation Office (ATO)	Fringe Benefits Tax	1,459.84
4801014	22.05.24	Telstra Limited	Computer Expenses	7,199.51
4801016	23.05.24	Synergy - Electricity Retail Corporation	Electricity	58,810.27
4801017	23.05.24	Scania Australia -Perth	Mobile Plant Maintenance	6,600.00
4801018	22.05.24	Vocus Pty Ltd	Computer Expenses	1,757.80
4801019	22.05.24	Precision (Beam)	Super	23,736.79
4801020	22.05.24	RRG Payroll Net Clearing	Payroll	115,858.27
4801021	29.05.24	Advance Press	Digital Asset Creations	792.00
4801022	29.05.24	Blue Force Pty Ltd	Security Expenses	521.40
4801023	29.05.24	Bunnings Group Limited	Accommodation/Site Maintenance	722.63
4801024	29.05.24	Cal Lab Australia	Contracted Services	462.00
4801025	29.05.24	Cleveland Compressed Air Services	Fixed Plant Maintenance	710.17
4801026	29.05.24	FUJIFILM Business Innovation Australia Pty Ltd	Photocopying Expenses	286.87
4801027	29.05.24	Hoisting Equipment Specialist (HESWA)	Occupational health and safety	778.80
4801028	29.05.24	Industrial Power Tool Services	Minor Capital Equipment/Tools	170.85
4801029	29.05.24	Industrial Protective Products (WA)	Occupational health and safety	968.88
4801030	29.05.24	Lighthouse Locksmiths	Accommodation/Site Maintenance	187.00
4801031	29.05.24	Majestic Plumbing Pty Ltd	Accommodation/Site Maintenance	187.00
4801032	29.05.24	MM Electrical Merchandising	Accommodation/Site Maintenance	231.95
4801033	29.05.24	Natsync Environmental	Accommodation/Site Maintenance	660.00
4801034	29.05.24	OTR Tyres	Mobile Plant Maintenance	666.99
4801035	29.05.24	PEP Transport	Postage & Courier	45.94
4801036	29.05.24	Pritchard Francis	Accommodation/Site Maintenance	979.00
4801037	29.05.24	Ambius (Rentokil Initial Pty Ltd)	Accommodation/Site Maintenance	62.85
4801038	29.05.24	Snap Printing Canning Vale	Stationery	887.36
4801039	29.05.24	St John Ambulance Australia	Landfill Disposal	768.12
4801040	29.05.24	Tema Services Pty Ltd	Laundry Expenses	834.86
4801041	29.05.24	Total Electrical & Mechanical Services Pty Ltd	Fixed Plant Maintenance	825.00
4801042	29.05.24	United Equipment Pty Ltd	Mobile Plant Maintenance	602.80
4801043	29.05.24	WD Installation Services	Fixed Plant Maintenance	973.50
4801044	29.05.24	Winc Australia Pty Limited	Other office expenses	378.96
4801045	29.05.24	Coregas Pty Ltd	Workshop expenses	275.87
4801046	29.05.24	Patrick Cullen*	Contracted Services	600.00
4801047	29.05.24	All Rubber TMH Pty Ltd	Fixed Plant Maintenance	6,740.80
4801048	29.05.24	Allclean Property Services Plus	Accommodation/Site Maintenance	3,739.18
4801049	29.05.24	Eurofins ARL Pty Ltd	Quality Assurance	1,474.00
4801050	29.05.24	Applied Industrial Technologies Pty Ltd	Mobile Plant Maintenance	1,415.70
4801051	29.05.24	CEA Specialty Equipment Pty Ltd	Mobile Plant Maintenance	1,275.25
4801052	29.05.24	CID Equipment Pty Ltd	Mobile Plant Maintenance	12,016.95
4801053	29.05.24	CTI Logistics Interstate	Product Transport Costs	20,477.70
4801054	29.05.24	E Fire & Safety (WA)	Accommodation/Site Maintenance	8,413.90
4801055	29.05.24	Environmental & Air Quality Consulting Pty Ltd	Contracted Services	2,062.02
4801056	29.05.24	Fox Refrigeration and Air-Conditioning	Accommodation/Site Maintenance	5,272.70
4801057	29.05.24	Horizon West Landscape & Irrigation Pty Ltd	Accommodation/Site Maintenance	4,032.88
4801058	29.05.24	Hydraulink Australia Pty Ltd	Fixed Plant Maintenance	9,361.42
4801059	29.05.24	Learning Horizons	Other Employment Costs	11,000.00
4801060	29.05.24	Mandalay Technologies Pty Ltd	Software licence	16,368.35
4801061	29.05.24	Material Recovery Solutions Pty Ltd	Mobile Plant Maintenance	2,236.30
4801062	29.05.24	Minter Ellison Lawyers	Legal Fees	3,731.42
4801063	29.05.24	Network-IT(WA) PTY LTD	Computer Expenses	7,349.64
4801064	29.05.24	OPS Screening & Crushing Equipment Pty Ltd	Mobile Plant Maintenance	2,324.03
4801065	29.05.24	Perth Contract Hydraulics	Fixed Plant Maintenance	12,079.09
4801066	29.05.24	Perth Recruitment Services Pty Ltd	Labour Hire	13,443.16
4801067	29.05.24	Recycling Plastics Australia Pty Ltd (RPA)	Other Reuse/disposal	10,883.40
4801068	29.05.24	SAGE Automation Pty Ltd	Fixed Plant Maintenance	4,748.39
4801069	29.05.24	Solutions Plus Partnership Pty Ltd	Computer Expenses	4,588.49
4801070	29.05.24	Sonic Health Plus	Other Employment Costs	1,835.36
4801071	29.05.24	Totalenergies Marketing Australia Pty Ltd	Workshop expenses	1,495.56
4801072	29.05.24	WA Fasteners Pty Ltd	Workshop expenses	2,132.08
4801073	29.05.24	Water2Water Pty Ltd	Accommodation/Site Maintenance	4,520.00
4801074	29.05.24	Work Clobber	Occupational health and safety	1,011.44
4801075	29.05.24	Lece Pty Ltd	Accommodation/Site Maintenance	2,780.25
4801076	29.05.24	Urban Clean 1 Pty Ltdn (Xero)	Accommodation/Site Maintenance	1,123.52
4801077	29.05.24	Total Connections	Accommodation/Site Maintenance	1,642.53
4801078	29.05.24	Natural Area Holdings Pty Ltd	Accommodation/Site Maintenance	3,344.00
4801079	29.05.24	Rowan Monks Waste Consulting*	Contracted Services	1,100.00
4801080	29.05.24	Asset Valuation Advisory	Consultants	14,960.00
4801081	29.05.24	Xelflex Pty Ltd	Fixed Plant Maintenance	73,342.78
4801082	29.05.24	PAYG - Australian Taxation Office (ATO)	PAYG	34,600.00
4801083	29.05.24	Telstra Limited - BPAY	Computer Expenses	7,306.59

4801091	31.05.24	City of Canning	CVC Lease expense	69,643.75
4801094	30.05.24	National Australia Bank (NAB)	Credit Card Repayment May 24	7,891.93
			TOTAL PAYMENTS	1,771,054.93

Credit Card Transactions for May 2024				
EFT Ref	Date	Supplier Name	Expense Description	Amount
4801094	26/05/2024	Adobe	Monthly Licence fees	147.51
4801094	26/05/2024	Adobe	Monthly Licence fees	296.40
4801094	24/05/2024	Woolworths	Staff amenities	26.95
4801094	23/05/2024	Adobe	Monthly Licence fees	79.99
4801094	25/05/2024	Facebk	Advertising & Promotion	4.51
4801094	23/05/2024	Myaree Iga	Council Meeting	95.00
4801094	22/05/2024	Post Booragoon	Postage	8.25
4801094	21/05/2024	Officeworks	Office expenses	269.00
4801094	21/05/2024	Coles	Staff amenities	22.40
4801094	21/05/2024	Coles	Staff amenities	81.30
4801094	21/05/2024	Battery World Cvale	Mobile Plant Maintenance	749.60
4801094	16/05/2024	Leeming Iga	Staff amenities	7.75
4801094	16/05/2024	Leeming Iga	Staff amenities	63.26
4801094	17/05/2024	City Of Perth Parking	Parking	6.06
4801094	16/05/2024	Searle Fasteners Pl	Workshop expenses	267.84
4801094	16/05/2024	Cti Logistics Ltd	Office expenses	198.00
4801094	16/05/2024	Zoom	Video Conference monthly fee	22.39
4801094	15/05/2024	Super Cheap Auto	Fixed Plant Maintenance	14.38
4801094	15/05/2024	Filters Plus Wa	Mobile Plant Maintenance	606.38
4801094	15/05/2024	Stage Academy	Professional Development	530.56
4801094	14/05/2024	Coles	Staff amenities	17.80
4801094	14/05/2024	Coles	Staff amenities	9.00
4801094	12/05/2024	Mailchimp	Monthly Subscription	68.92
4801094	10/05/2024	Coles	Staff amenities	4.45
4801094	10/05/2024	Myaree Lunch Bar	REG meeting	87.87
4801094	8/05/2024	Volvo Group Australia	Mobile Plant Maintenance	546.79
4801094	7/05/2024	Coles	Staff amenities	19.35
4801094	7/05/2024	Woolworths	Workshop expenses	204.95
4801094	7/05/2024	Adobe	Monthly Licence fees	83.22
4801094	7/05/2024	Teamflect.Com	Computer Expenses	109.40
4801094	6/05/2024	Sitech Wa Pty Ltd	Mobile Plant Maintenance	154.00
4801094	6/05/2024	Wilson Parking	Security Expenses	1,155.20
4801094	6/05/2024	Cross Hydraulics	Mobile Plant Maintenance	110.00
4801094	6/05/2024	Edac Electronics Aus	Fixed Plant Maintenance	805.86
4801094	6/05/2024	Total Tools Canning	Workshop expenses	78.95
4801094	2/05/2024	Amazon Web Services	Digital platform expenses	167.14
4801094	2/05/2024	Cpp Convention Centre	Parking	21.20
4801094	3/05/2024	Liquorland	Council Meetings	63.00
4801094	2/05/2024	City Of Perth Parking	parking	13.83
4801094	1/05/2024	Adobe	Monthly Licence fees	39.59
4801094	2/05/2024	Coles	Staff amenities	17.00
4801094	2/05/2024	Coles	Staff amenities	11.50
4801094	2/05/2024	Walga Events	Conferences	175.00
4801094	29/04/2024	Paypal	Staff amenities	96.00
4801094	30/04/2024	Coles	Staff amenities	13.50
4801094	30/04/2024	Source Separation Systems	Office expenses	49.95
4801094	29/04/2024	Insight Call Centre	Telephone	171.00
4801094	29/04/2024	Coles	Staff amenities	58.90
4801094	29/04/2024	Coles	Staff amenities	41.03
			Credit Card Purchases - May 2024	7,891.93