



# MINUTES

ORDINARY COUNCIL MEETING

TIME: 5.30PM

5 MARCH 2009

VENUE – CITY OF JOONDALUP

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*Managing waste and recovering resources responsibly*

*Constituent Members: Cities of Perth, Joondalup, Stirling, and Wanneroo.*

*Towns of Cambridge, Victoria Park and Vincent*



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**MINDARIE REGIONAL COUNCIL**

**NOTICE OF MEETING**

27 February 2009

Councillors of the Mindarie Regional Local Government are respectfully advised that an Ordinary Meeting of the Council will be held in the Council Chambers of the City of Joondalup, Boas Avenue, Joondalup, at 5.30pm on Thursday 5 March 2009.

The business papers pertaining to the meeting follow.

Your attendance is requested.



**KEVIN POYNTON**  
Chief Executive Officer

**MINDARIE REGIONAL COUNCIL - MEMBERSHIP**

Cr R M Willox AM JP (Rod)	City of Stirling
Cr J Bissett (John)	Town of Victoria Park
Cr R Butler (Rob)	City of Perth
Cr S Farrell (Steed)	Town of Vincent
Cr R Fishwick (Russ)	City of Joondalup
Cr L Gray JP (Laura)	City of Wanneroo
Cr K Hollywood (Kerry)	City of Joondalup
Cr D Newton JP (Dot)	City of Wanneroo
Cr C MacRae (Corinne)	Town of Cambridge
Cr R Sebrechts (Ron)	City of Stirling
Cr P Rose JP (Peter)	City of Stirling
Cr K Thomas (Kathryn)	City of Stirling

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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE MINDARIE REGIONAL COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE CITY OF JOONDALUP, BOAS AVENUE, JOONDALUP, WESTERN AUSTRALIA ON THURSDAY 5 MARCH 2009 COMMENCING AT 5.30PM.**

**PRESENT: Chairman**

Cr R Willox AM JP  
Cr J Bissett  
Cr R Butler (arrived 5.40pm)  
Cr R Fishwick  
Cr L Gray JP  
Cr K Hollywood  
Cr C MacRae (departed 7.00pm)  
Cr D Newton JP  
Cr P Rose JP  
Cr R Sebrechts  
Cr K Thomas (departed 7.00pm)

**APOLOGIES:**

Cr S Farrell

**ABSENT:**

Nil

**IN ATTENDANCE:**

Mindarie Regional Council Officers

K F Poynton  
K Dhillon  
L Nyssen  
M Tolson  
I Watkins

Chief Executive Officer

Member Council Officers

E Albrecht  
D Blair  
C Colyer  
G Dunne  
R Elliott  
G Eves  
M Glover  
S Jardine  
J Pritchard  
A Vuleta

Consultants

J Bryant

**VISITORS:**

Nil

**MEDIA:**

Nil

Confirmed by resolution of the Council on

.....Chairman

**PUBLIC:**

Nil

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**MINUTES**  
**TABLE OF CONTENTS**

ITEM	SUBJECT	FILE NO	PAGE NO
1	OATHS/AFFIRMATIONS OF ALLEGIANCE AND DECLARATIONS OF OFFICE	N/A	P7
2	QUESTION TIME	N/A	P7
3	ATTENDANCE AND APOLOGIES	N/A	P7
4	MINUTES	N/A	P7
4.1	ORDINARY COUNCIL MEETING – 11 DECEMBER 2008	N/A	P7
5	ANNOUNCEMENTS	N/A	P7
6	DEPUTATIONS	N/A	P7
7	BUSINESS ARISING FROM A PREVIOUS MEETING TREATED AS AN ORDER OF THE DAY	N/A	P7
8	REPORTS <i>(Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item)</i>	N/A	P7-8

---

<b>8.1</b>	TECHNICAL WORKING GROUP MEETING – 20 FEBRUARY 2009	N/A	P8
<b>8.1.1</b>	BUSINESS REPORT (FEBRUARY 2009)	COR/8	P8 P20-27
<b>8.1.2</b>	RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT	Wst/13-02	P8-9 P28-45
<b>8.1.3</b>	FINANCIAL MANAGEMENT – MID YEAR FINANCIAL REVIEW – FINANCIAL YEAR 2008/2009	FIN/80	P9-11 P46-64
<b>8.1.4</b>	SUPPLY AND DELIVERY OF A LANDFILL COMPACTOR WITH A MINIMUM 50 TONNE CAPACITY WITH OR WITHOUT THE TRADE- IN OF AN EXISTING LANDFILL COMPACTOR OR FOR THE OUTRIGHT PURCHASE OF THE EXISTING LANDFILL COMPACTOR – TENDER 13/96	COP/2-02	P11-12 P65-82
<b>8.1.5</b>	LIMESTONE REMOVAL - TENDER 13/97	WST/131	P12 P83-86
<b>8.2</b>	CHIEF EXECUTIVE OFFICER	N/A	P12
<b>8.2.1</b>	FINANCIAL STATEMENTS FOR THE PERIODS ENDED 30 NOVEMBER 2008 AND 31 DECEMBER 2008	FIN/5-02	P12 P87-106
<b>8.2.2</b>	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 30 NOVEMBER 2008 AND 31 DECEMBER 2008	FIN/5-02	P13 P107-121
<b>8.2.3</b>	MINDARIE REGIONAL COUNCIL STAKEHOLDER CONSULTANT STUDY – CONSULTANT REPORT	CMR/8	P13 P122-157

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<b>8.2.4</b>	MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION – REVIEW OF EXISTING AND FORMATION OF NEW POLICIES	COR/23	P13-14 P158-181
<b>8.2.5</b>	STRATEGIC WASTE MINIMISATION PLAN – FUNDED PROJECTS	WST/104	P14 P182-184
<b>8.2.6</b>	ITEMS OF BUSINESS DEALT WITH BY DELEGATED AUTHORITY : 2008/2009 CHRISTMAS/NEW YEAR RECESS	COR/1	P14 P185-186
<b>9</b>	NOTICE OF MOTION	N/A	P15
<b>10</b>	GENERAL BUSINESS	N/A	P15
<b>11</b>	NEXT MEETING	N/A	P15
<b>12</b>	CLOSURE	N/A	P15

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<b>1 OATHS/AFFIRMATIONS OF ALLEGIANCE AND DECLARATIONS OF OFFICE</b>
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Nil.

<b>2 QUESTION TIME</b>
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Nil.

<b>3 ATTENDANCE AND APOLOGIES</b>
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Refer Page 3.

<b>4 MINUTES</b>
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<b>4.1 ORDINARY COUNCIL MEETING – 11 DECEMBER 2008</b>
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**Motion: (Moved: Cr Rose Seconded: Cr Thomas)**

The Minutes of the Ordinary Council Meeting held on 11 December 2008 have been printed and circulated to members of the Council.

**RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting of Council held on 11 December 2008 be taken as read, confirmed and the Chairman invited to sign same as a true record of the proceedings.**

*(Carried: 10/0)*

<b>5 ANNOUNCEMENTS</b>
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Nil.

<b>6 DEPUTATIONS</b>
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Nil.

<b>7 BUSINESS FROM A PREVIOUS MEETING TREATED AS AN ORDER OF THE DAY</b>
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Nil.

<b>8 REPORTS</b>
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Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item.

*Disclosure of Financial and Proximity Interests*

- (a) *Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.6B and 5.65 of the Local Government Act 1995).*
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- (b) *Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).*

*Disclosure of Interest Affecting Impartiality*

- (a) *Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.*

<b>8.1 TECHNICAL WORKING GROUP – 20 FEBRUARY 2009</b>
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**8.1.1 Tech Com. Item 1**

**SUBJECT: BUSINESS REPORT (FEBRUARY 2009)**

**Motion: (Moved: Cr MacRae Seconded: Cr Sebrechts)**

Nil discussion.

**RECOMMENDATION**

**That Council receives this progress report against Annual Business Plan for information.**

*(Carried: 10/0)*

Closure of meeting to the Public.

**Motion: (Moved: Cr Thomas Seconded: Cr Hollywood)**

**That in accordance with Local Government Act 1995 Section 5.23(c) and (d) the meeting be closed to the public.**

*(Carried: 10/0)*

Cr Butler arrived 5.40pm.

**8.1.2 Tech Com. Item 2**

**SUBJECT: RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT**

**Motion: (Moved: Cr MacRae Seconded: Cr Sebrechts)**

Council agreed for the administration to provide the following further information for next Ordinary Council Meeting:

- Breakdown of costs (opening function)
- Breakdown of costs (legal – caretaker issue)

The Chairman briefed Council on discussion with Messrs Tull and Trandos re the caretaker resident issues.

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Council agreed context of a letter to Messrs Trandos and Tull, as well as further issues for investigation.

## **RECOMMENDATION**

**That Council:**

- (i) receive this Progress Report dated 5 March 2009 on the project to establish a Resource Recovery Facility in the Mindarie region
- (ii) endorse the proposed methodology for the distribution of the RRF processable waste amongst the participating member councils as follows:
  - commissioning tonnage from the City of Joondalup and the City of Wanneroo
  - operational tonnage to be advised following review by the Technical Working Group
- (iii) authorise the Administration to increase loan funds by \$200k (including a \$50k contingency) to cover additional development costs, if required, in line with S6.20 of the Local Government Act (*Voting -Absolute Majority*)

(Carried: 11/0)

Meeting Open to the Public.

**Motion: (Moved: Cr Rose    Seconded: Cr Hollywood)**

**That the meeting now be open to the public.**

(Carried: 11/0)

Council took Motion 8.1.2 as read by the CEO.

### **8.1.3 Tech Com. Item 3**

**SUBJECT: FINANCIAL MANAGEMENT – MID YEAR FINANCIAL REVIEW – FINANCIAL YEAR 2008/2009**

**Motion: (Moved: Cr Newton        Seconded: Cr McRae)**

Council agreed for the administration to further investigate, and report back to Ordinary Council Meeting April 2009, in context of RRF Progress Report, the proposed action in the event that RRF processing of waste is delayed beyond, July 2009.

## **RECOMMENDATION**

**That Council:**

- (i) note the results of the mid-year review in relation to the review of revenue which highlights increased gross revenue of approximately \$0.59m and net increase in surplus of \$0.39m (after taking into account the budget allocation for expenditure associated with the Zero Waste Plan) – refer (ii) below
-

- (ii) note that overall expenditure, in the main, is well within budget with the exception of the allocation of \$0.2m required for Zero Waste Plan
- (iii) approve the increase/(decrease) in estimates for revenue as follows:
- |     |  |                |
|-----|--|----------------|
| (a) | Casual Tipping Revenue (City of South Perth) | \$0.5m         |
| (b) | Interest Income                              | \$0.1m         |
| (c) | Gas Power Generation Sales                   | \$0.10m        |
| (d) | Recycling Income                             | \$(0.11m)      |
|     | <b>Net Increase</b>                          | <b>\$0.59m</b> |

Item	Description	Adopted Budget 2008/09 \$	Proposed Revised Estimates 2008/09 \$	Variance Increase/ (Decrease) \$
Revenue				
User Charges	Casual Tipping Fees (City of South Perth)	279,500	779,500	500,000
Service Charges	Gas Power Generation Sales	350,000	450,000	100,000
Interest Earnings	Interest Income	544,100	644,100	100,000
Service Charges	Recycling Income	350,000	240,000	(110,000)
	<b>Total</b>			<b>590,000</b>

- (iv) approve the increase/(decrease) in budget allocation of the following expenditure items
- |     |   |             |
|-----|---|-------------|
| (a) | Decrease in Plant and Equipment Operating & Hire Cost | \$(224,000) |
| (b) | Decrease in Communication & Public Consultation       | \$(2,000)   |
| (c) | Increase in Office Expenses                           | \$2,000     |
| (d) | Increase in Landfill Expenses                         | \$96,000    |
| (e) | Increase in Employee Provisions                       | \$68,000    |
| (f) | Increase in Information Systems Expenses              | \$60,000    |

Item	Description	Adopted Budget 2008/09 \$	Proposed Revised Estimates 2008/09 \$	Variance Increase/ (Decrease) \$
Expenses				
Materials and Contracts	Plant and Equipment Operating & Hire	1,191,800	967,800	(224,000)
Materials and Contracts	Communication and Public Consultation	663,600	661,600	(2,000)
Materials and Contracts	Landfill Expenses	784,000	880,000	96,000
Materials and Contracts	Employee Expenses	3,746,540	3,806,540	68,000
Materials and Contracts	Office Expenses	326,850	328,850	2,000
Materials and Contracts	Information Systems	314,800	374,800	60,000
	<b>Net Savings</b>			<b>Nil</b>

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- (v) approve a budget allocation of \$200,000 for Zero Waste Plan from the grants received/receivable from the Department of Environment and Conservation to 30 June 2009
  - (vi) approve the payment of \$2.093million in relation to the RRF in 2008/09 from the accumulated surplus funds as an pre-operating expense to be expensed in 2009/10 against the reimbursement receivable from Member Councils as part of the Gate Fees for 2009/10
  - (vii) note the net savings of \$164,000 on the capital expenditure program and approve the reallocation of funding on the following projects

**Savings**

• Sheet Metal Bending Machine	\$31,000
• Hook Lift Bin Truck	\$66,000
• Welder's Vehicle	\$28,000
• Forklift 2.5 Tonne	\$5,000
• 3 x Dust Monitoring Stations	\$20,000
• Education Centre - Building	\$5,000
• Toilet Facilities – House, Recycling & Transfer Station	\$43,000
	<b>\$198,000</b>

**Less**

**Reallocation of Budget**

• Extension of Administration Block	\$25,000
• Education Centre - Replacement of Pergola	\$5,000
• 2 x Portable Water Cannons	\$1,000
• Computer Equipment – 2 x Gate Control Units	\$3,000

***Net Savings*      \$164,000**

- (viii) note the additional funding of \$1.443million required for the RRF project at Item 2 of Ordinary Council Meeting Agenda
- (ix) note for Planning Purposes that the Gate Fees for 2009/10 will be \$127/tonne (ex GST) for Processable Waste and \$61/tonne (ex GST) for Non-Processable Waste
- (x) approve the additional finance position to be funded in the first instance from existing financial resources for this financial year and thereafter from additional funding allocation effective July 2009

(Carried: 11/0)

**8.1.4 Tech Com. Item 4**

**SUBJECT: SUPPLY AND DELIVERY OF A LANDFILL COMPACTOR WITH A MINIMUM 50 TONNE CAPACITY WITH OR WITHOUT THE TRADE-IN OF AN EXISTING LANDFILL COMPACTOR OR FOR THE OUTRIGHT PURCHASE OF THE EXISTING LANDFILL COMPACTOR – TENDER 13/96**

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**Motion: (Moved: Cr Sebrechts      Seconded: Cr Butler)**

The CEO advised that further information would be provided on consultant costs associated with this project together with additional information on the trade-in item (initial cost, whole of life cost, life) for next Ordinary Council Meeting.

**RECOMMENDATION**

**That Council accept the tender offer from BT Equipment Pty Ltd for the Supply and Delivery of a new Bomag BC 1172RB-2 at a cost \$1,485,000.00 (GST inclusive). Plus a cost of \$93,038 for the Extended Warranty minus \$143,000.00 (GST inclusive) for the Trade-in of the existing MRC Tana 400 giving a purchase price \$1,435,038.00.**

*(Carried: 11/0)*

**8.1.5 Tech Com. Item 5**

**SUBJECT:     LIMESTONE REMOVAL - TENDER 13/97**

**Motion: (Moved: Cr MacRae      Seconded: Cr Butler)**

Nil discussion.

**RECOMMENDATION**

**That Council:**

- (i)     with respect to Tender No. 13/97 for the removal of limestone, accepts all tenders submitted**
- (ii)    notes the plan for allocation of material re 'first come, first serve' basis with priority to lowest cost tenderers**

*(Carried: 11/0)*

<b>8.2     CHIEF EXECUTIVE OFFICER</b>
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**8.2.1**

**File No: FIN/5-02**

**SUBJECT:       FINANCIAL STATEMENTS FOR THE PERIODS ENDED  
30 NOVEMBER 2008 AND 31 DECEMBER 2008**

**Motion: (Moved: Cr Sebrechts      Seconded: Cr Rose)**

Mr Dhillon briefed the meeting on the overall health of Mindarie Regional Council's financial situation.

**RECOMMENDATION**

**That the Financial Statements as attached at Attachment One and Two for the months ended 30 November 2008 and 31 December 2008 be noted.**

*(Carried:*

*11/0)*

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**8.2.2**

**File No: FIN/5-02**

**SUBJECT: LIST OF PAYMENTS MADE FOR THE MONTHS ENDED  
30 NOVEMBER 2008 AND 31 DECEMBER 2008**

**Motion: (Moved: Cr Hollywood Seconded: Cr Newton)**

Nil discussion.

**RECOMMENDATION**

**That Council endorse the list of payments made, as per the delegation made to the Chief Executive Officer, for the months ended 30 November 2008 and 31 December 2008.**

*(Carried: 11/0)*

**8.2.3**

**File No: CMR/8**

**SUBJECT: MINDARIE REGIONAL COUNCIL STAKEHOLDER CONSULTANT  
STUDY – CONSULTANT REPORT**

**Motion: (Moved: Cr MacRae Seconded: Cr Butler)**

Nil discussion.

**RECOMMENDATION**

**That Council note the information contained in the Attachment One to this Item.**

*(Carried: 11/0)*

Crs MacRae and Thomas left the meeting at 7.00pm.

**8.2.4**

**File No: COR/23**

**SUBJECT: MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION –  
REVIEW OF EXISTING AND FORMATION OF NEW POLICIES**

**Motion: (Moved: Cr Gray Seconded: Cr Butler)**

An amendment to deal with each item separately was lost.

The administration noted, for action, a suggestion to include policy changes, where they occur, in further reports of this type.

**RECOMMENDATION**

**That Council approve policies as follows:**

- (i) 9B Human Resource Management**
  - (ii) 10B Discipline**
  - (iii) 11B Equal Opportunity**
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- (iv) 25B Training and Development
  - (v) 29B Injury Management
  - (vi) 33B Disposal of assets under \$2000

contained at Attachments to this Item

(Carried: 7/2)

#### 8.2.5

File No: WST/104

**SUBJECT: STRATEGIC WASTE MINIMISATION PLAN – FUNDED PROJECTS**

**Motion: (Moved: Cr Rose Seconded: Cr Gray)**

The administration was tasked by Council to provide more information on each project for Ordinary Council Meeting April 2009.

#### **RECOMMENDATION**

**That Council approve the following waste minimisation activities, as described in the above Item, to be put forward for DEC funding:**

- (i) Bulk Waste Recycling
- (ii) Public Place and Event Recycling
- (iii) Local Government Infrastructure Recycling
- (iv) Transport and Haulage Methodologies
- (v) Two Bin Recycling – Wet and Dry Bin Investigation
- (vi) Bulk Verge Waste Review
- (vii) Waste Minimisation Project Management

(Carried: 9/0)

#### 8.2.6

File No: COR/1

**SUBJECT: ITEMS OF BUSINESS DEALT WITH BY DELEGATED AUTHORITY :  
2008/2009 CHRISTMAS/NEW YEAR RECESS**

**Motion: (Moved: Cr Hollywood Seconded: Cr Gray)**

Nil discussion.

#### **RECOMMENDATION**

**That Council note the out of session approval of Tender 13/95.**

(Carried: 9/0)

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<b>9</b>	<b>NOTICE OF MOTION FOR CONSIDERATION AT THE FOLLOWING MEETING</b>
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Nil.

<b>10</b>	<b>GENERAL BUSINESS - SEE NOTE (1)</b>
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Nil.

<b>11</b>	<b>NEXT MEETING</b>
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**11.1 Ordinary Council Meeting**

- **23 April 2009**
- **5.30pm**
- **City of Wanneroo**

<b>12</b>	<b>CLOSURE - MEETING DECLARED CLOSED 7.10PM</b>
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**Notes**

- (1) Under this item, members have the opportunity to:
- (a) make a statement providing information related to the Council's business;
  - (b) to ask a question relevant to the Council's business.

Under this item a member shall not raise any matter directly related to any other item on the agenda and shall not foreshadow any motion for consideration at another meeting.

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## MINUTES

TECHNICAL WORKING GROUP

FRIDAY 20 FEBRUARY 2009

TIME: 8.30AM

VENUE – TOWN OF CAMBRIDGE

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*Managing waste and recovering resources responsibly*  
*Constituent Members: Cities of Perth, Joondalup, Stirling, and Wanneroo.*  
*Towns of Cambridge, Victoria Park and Vincent*





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**MINDARIE REGIONAL COUNCIL**  
**TECHNICAL WORKING GROUP**  
**NOTICE OF MEETING**

13 February 2009

Members are advised that a meeting of the Technical Working Group of the Mindarie Regional Council will be held in the Committee Room of the Town of Cambridge, 1 Bold Park Drive, Floreat, Friday 20 February 2009 commencing at 8.30am.

Items for consideration are attached.

Yours faithfully



**KEVIN POYNTON**  
**Chief Executive Officer**

MEMBERS:	K Poynton	Chief Executive Officer	Mindarie
	E Albrecht	Manager Waste Fleet	Stirling
	D Blair	Director Infrastructure	Wanneroo
	C Colyer	Director Infrastructure	Cambridge
	K Dhillon	Finance & Business Services Manager	Mindarie
	G Dunne	Director of Service Units	Perth
	R Elliott	Manager Waste Services	Wanneroo
	G Eves	Director Infrastructure Management	Stirling
	M Glover	Director Infrastructure Services	Joondalup
	E Herne	Director Corp Resource Management	Stirling
	R Lotznicker	Director Technical Services	Vincent
	P Hoar	Coordinator Waste Mgt	Joondalup
	A Vuleta	Director Technical Services	Vic Park
	M Tolson	Operations Manager	Mindarie
	I Watkins	Projects Manager	Mindarie

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**MINUTES OF A MEETING OF THE TECHNICAL WORKING GROUP OF THE  
MINDARIE REGIONAL COUNCIL HELD IN THE COUNCIL CHAMBER OF THE  
TOWN OF CAMBRIDGE, 1 BOLD PARK DRIVE, FLOREAT, ON 20 FEBRUARY  
2009 AT 8.30AM.**

**PRESENT:** K Poynton Chairman

<b>Members Messrs</b>	Dennis Blair	Director Infrastructure	Wanneroo
	Chris Colyer	Director Infrastructure	Cambridge
	Kalwant Dhillon	Finance & Business Sves Mgr	Mindarie
	Peter Hoar	Coordinator Waste Mgt	Joondalup
	Keith Rickman	Coordinator Waste Sves	Stirling
	Anthony Vuleta	Director Technical Services	Vic Park
	Mike Tolson	Operations Manager	Mindarie
	Ian Watkins	Project Manager	Mindarie

**VISITORS** Nil

**APOLOGIES** Nil

**CONFIRMATION OF MINUTES**

Not applicable

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**MINUTES**  
**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>FILE NO</b>	<b>PAGE NO</b>
<b>1</b>	<b>BUSINESS REPORT (FEBRUARY 2009)</b>	<b>COR/8</b>	<b>P4-12</b>
<b>2</b>	<b>RESOURCE RECOVERY FACILITY – PROJECT PROGRESS REPORT</b>	<b>WST/13-02</b>	<b>P13-30</b>
<b>3</b>	<b>FINANCIAL MANAGEMENT – MID YEAR FINANCIAL REVIEW – FINANCIAL YEAR 2008/2009</b>	<b>FIN/80</b>	<b>P31-49</b>
<b>4</b>	<b>LATE ITEM</b> <b>TENDER 13/96 RECOMMENDATION SUPPLY AND DELIVERY OF 4 WHEEL LANDFILL COMPACTOR</b>	<b>COP/2-02</b>	<b>P50-67</b>
<b>5</b>	<b>LATE ITEM</b> <b>TENDER 13/97 RECOMMENDATION LIMESTONE REMOVAL FROM TAMALA PARK</b>	<b>WST/131</b>	<b>P68-71</b>

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**ITEM 1 BUSINESS REPORT (FEBRUARY 2009)**

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**File No:** COR/8

**Attachment(s):** Nil.

**Author:** Kevin Poynton

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**SUMMARY**

The purpose of this report is to provide Council with current information on all business activities.

**BACKGROUND**

The Council at its meeting held in April 2007, resolved, inter alia, to approve the Annual Business Plan 2008/2009. This Business Plan has been derived from the Strategic Plan for the Mindarie Regional Council. The timeframe for that Strategic Plan was 2004/2009. This business report is now presented in a format consistent with the structure of the approved Annual Business Plan. *This report contains both historical information and current update with the current updates in 'bold italics'.*

**DETAIL**

**OBJECTIVE ONE – RESOURCE MANAGEMENT**

This objective contains a number of discrete strategies, and information is provided on each of these strategies.

**Development and Implementation of Resource Management Programs**

The progress of landfill operations is presented in quantitative format in the table below.

**Information related to landfill activity to end December 2008:**

	Tonnage			Revenue		
<b>Members</b>	<b>Actual</b>	<b>Budget</b>	<b>Percentage</b>	<b>Actual G/L</b>	<b>Budget</b>	<b>Percentage</b>
Cambridge	5,431	13,165	41.25%	\$293,800	\$710,900	41.33%
Joondalup	31,585	66,300	47.64%	\$1,707,530	\$3,580,200	47.69%
Perth	7,473	18,219	41.02%	\$403,559	\$983,800	41.02%
Stirling	46,581	82,700	56.33%	\$2,515,826	\$4,465,800	56.34%
COS-Bales	11,891	22,000	54.05%	\$257,595	\$476,500	54.06%
Victoria Park	6,806	14,485	46.99%	\$368,737	\$782,200	47.14%
Vincent	7,401	14,062	52.63%	\$400,373	\$759,300	52.73%
Wanneroo	35,639	75,125	47.44%	\$1,926,026	\$4,056,800	47.48%
Wanneroo MRF	8,201	3,700	221.66%	\$177,652	\$80,100	221.79%
<b>Sub total Members</b>	<b>161,008</b>	<b>309,756</b>	<b>51.98%</b>	<b>\$8,051,098</b>	<b>\$15,895,600</b>	<b>50.65%</b>
<b>Casuals</b>						
South Perth	5,671	3,075	184.41%	\$515,523	\$279,500	184.44%
Casual	25,885	40,000	64.71%	\$2,340,925	\$3,636,400	64.37%
Sub Total Casuals	31,555	43,075	73.26%	\$2,856,448	\$3,915,900	72.94%
<b>TOTAL</b>	<b>192,563</b>	<b>352,831</b>	<b>54.58%</b>	<b>\$10,907,546</b>	<b>\$19,811,500</b>	<b>55.06%</b>
<b>Other Not incl above</b>						
<b>Recycling Centre</b>				<b>\$161,286</b>	<b>\$350,000</b>	<b>46.08%</b>
<b>Cover</b>	<b>0</b>					
<b>% Year to Date</b>	<b>50%</b>					

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**Current information in relation to landfill activities is as follows:**

- JJ MacDonald have completed lining of this area of landfill and Department of Environment & Conservation (DEC) has approved it in line with the conditions of the licence. Mindarie Regional Council has commenced filling this landfill.
- JJ MacDonald have advised the Council's landfill consultant, Cardno BSD, of an intention to continue dispute resolution action re a dispute over quantities of liner material.
- The situation with regard to this dispute with JJ MacDonald is that a significant difference of position exists between JJ MacDonald and Cardno BSD Meinhardt (JV) on the validity of a claim for additional payments
- The matter has progressed to the point where the administration has now received advice from JJ MacDonald that mediation is now to be initiated
- The administration has enlisted the legal support of Mr John Woodhouse to develop options for resolution of this dispute. Some initial advice has been provided by Mr Peter Doherty QC, in conjunction with Mr Woodhouse. This advice, whilst providing some comment, also described some further questions. CEO Mindarie Regional Council has initiated the provision of answers to these questions, in order to ensure that any final legal advice is comprehensive
- ***Further resolution, in terms of firm legal advice, is contingent on provision of technical information by the Cardno team to our legal team***
- ***A final suite of recommendations from our legal team is planned to be presented to Ordinary Council Meeting April 2009***

**Limestone Disposal Update**

Excavation of the Phase 3 footprint is progressing well. There have been significant quantities of limestone removed off the future cell development area during the first part of this financial year. An estimated 780,000 tonnes (as at 31 January 2009) since excavation commenced has been removed, with part of the material being trucked off site, some being used on the landfill as daily cover, some being stockpiled for future use on the landfill and all sand being encountered is stored on site for future capping activities.

In addition to the removal of limestone from the Phase 3 footprint, Stoneridge and BGC continue to manufacture limestone blocks from material in the southern stockpile.

This utilisation of excavated material, via off site usage, cover, stockpile and block making, has continued during October and November 2008.

**Recycling**

All paints are now moved off site with funding provided by the Department of Environment (DOE). The current Paintback program has ceased because of the inability of Dulux to process the material. Negotiations are continuing with other potential paint processors.

A partnership-oriented contract with Amcor has been commenced, and this involves the collection and packaging at Tamala Park, of paper and cardboard, and the further processing of material by Amcor. In summary, Amcor has provided a compactor to Tamala Park, and will collect baled material. Advantages to Mindarie Regional Council include reduced costs (elimination of transport requirements) and increased revenue (increased volume of product). This contract is now in place.

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The Council continues to conduct successful asbestos 'drop off days' each month. These activities are resulting in collection of significant amounts of asbestos from householders, thereby eliminating this material from the domestic waste stream.

A project to provide a suite of regional 'drop off days' for Household Hazardous Waste is 'in planning' with implementation scheduled to commence later in 2008. Funding to be provided by State Government.

The impact of the global economic crisis on local recycling industry has resulted in the on-site retention of limited quantity of metal, upon request from the Mindarie Regional Council contractor.

***Discussion with contractors are planned, in order to confirm ongoing arrangements on this matter.***

### **Master Plan for Tamala Park**

The finalisation of the revised lease for Tamala Park will enable the progress of a Master Plan for the site. ***This activity will be initiated in 2009/10, following confirmation of the Tamala Park role in any regional plan.***

### **Gas Management**

The current situation with regard to activities with Landfill Gas and Power (LFGP) is as follows:

- operations are producing 4.7 mega watts
- drilling of wells in Stage Two Phase Two was completed in April 2007 and is now producing gas
- ***LFGP have ceased discussions on contract issues. These issues have related to potential contract variations to enable a greater income stream to LFGP***

A project to establish 'way ahead' with respect to a review, and potential revision, of the management of landfill gas is 'in planning'. This work is with due respect to climate change/carbon management issues.

### **Groundwater Management**

The current situation as at 1 June 2008 with regard to Groundwater Management activities is as follows:

- Annual Report 2007 has been received and forwarded to Department Environment & Conservation
- Final report following groundwater modelling exercise has been received. Resources required to support recommendations will be included in Budget 2008/2009
- Groundwater data collection plan for 2008 is in progress

The key task for execution within context of CSIRO report associated with groundwater modelling exercise is a Desktop Study to investigate drop in 'up-gradient' water table level (\$10k).

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Other groundwater – related tasks for 2008/2009 are:

- Leachate plume irrigation response plan (\$10k)
- Completion of ECOMAX upgrade (\$7k)
- ECOMAX monitoring program (\$3k)

### **Resource Recovery Facility**

Progress against a project to establish a Resource Recovery Facility is contained in a separate report within this agenda.

### **Regional Waste Management Plan**

The development of a revised Regional Waste Management Plan has been completed and implementation has commenced.

Further work on the program of tasks as part of this Plan is scheduled for 2008/2009.

### **Community Communication Activities**

The administration has commenced a project to promote the completion of the 'Conditions Satisfaction' exercise, in relation to the Resource Recovery Facility. This has involved the distribution of a 'Resource Recovery Facility Focussed' Mindarie Regional Council News to all householders in the region. An audio CD has been produced and distributed. Corporate Function 2008 has been conducted.

Following Council approval to a revised branding model at its October meeting, the administration has continued work with Linc Communications on the development of a plan for transition to this new model. This has been a progressive exercise over the period December 2007 – April 2008.

The 2007 Annual Report has been issued. A new corporate video program is currently being produced, at a cost of approximately \$10k.

Additional communications activities progressed during the reporting period are as follows:

- Stakeholder Survey  
This is a project to determine views of stakeholders re the Mindarie Regional Council business. The project has proceeded to 'issue of report' milestone. ***An item will be included in the Ordinary Council Meeting Agenda for March 2009***
- Marketing Plan  
This is a project to combine all communication, education, branding and sponsorship activities. The project has proceeded to 'issue of draft plan' milestone. ***Further discussion between the administration and Linc Communications has occurred. Preparation of a plan for Council consideration in April 2009 is continuing***

### **Education**

The Waste Education Strategy Steering Group (WESSG) continues to conduct excellent work. Recent initiatives have been as follows:

- 
- The development and publishment of regular community advertisements on RRF progress
  - The **continuation** of the Earthcarers programme
  - The **progress** of a 'region-wide' fridge magnet project
  - The progress of dissemination of the revised Mindarie Regional Council branding material
  - The expansion of the Tamala Park/Balcatta tours program
  - The development of the education centre at Tamala Park
  - Progress of the recruitment of an Education Officer

***Agreed projects for at least February – June 2009 are as follows:***

- ***Earthcarers program***
- ***HHW management***
- ***Waste Wise events***
- ***RRF promotion***
- ***Member Council joint projects e.g. Garden Week, Tours, Mobile Display usage.***

**OBJECTIVE TWO – RESOURCE BUSINESS CREATION**

This activity includes strategies to investigate the business opportunities associated with new products, expanded resource recovery capabilities and landfill beyond Tamala.

Some work has occurred within the Forum of Regional Councils (FORC) on disposal of RRF residue options.

MWAC is progressing a suggestion from Mindarie Regional Council for the establishment of a local government wide contract for e-waste disposal.

**OBJECTIVE THREE – INDUSTRY LEADERSHIP**

Strategies related to this objective include the following:

- Participation in defined external industry related forms
- Research of contemporary practice for future waste and resource industry development
- Develop integrated initiatives to capitalise on these future options
- Strengthen partnerships with government industry and academic institutions

Work undertaken during the reporting period against this objective has been as follows:

- Continued participation by elected members and Chief Executive Officer in MWAC
- Continued participation by Chief Executive Officer in the Waste Management Association of Australia



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**Key points from the MWAC meeting in December 2008 were as follows:**

- **Confirmation of an approach to the State Enquiry into waste management**
- **Recognition of work proposed for improvements to Commercial and Industrial (C & I) waste management**
- **Approval to a revised MWAC Strategic Plan**
- **Endorsement of 'Data and Information Management' as the priority for policy development in 2009**

The Forum of Regional Councils (FORC) continues to gain momentum, with a meeting of the Chair Group held on **29 January 2009**.

Key points from this meeting were as follows:

- **The development of a framework for preparation of a response to the State Enquiry on waste management**

#### OBJECTIVE FOUR – ORGANISATIONAL MANAGEMENT

Strategies associated with this objective are as follows:

- Finalise Establishment Agreement
- Maintain and improve existing contemporary Business Systems
- Strengthen Member Council partnerships and relations
- Review and, where appropriate, revise funding strategies for the business
- Develop the Information Management Systems for the business eg. Records, website

#### **Establishment Agreement**

***The matter of the Establishment Agreement will be the subject of further work in 2009.***

***This work will include an additional workshop in April – May 2009, prefaced by further analytical work, potentially involving TWG members.***

#### **Business Systems**

The following work to improve the following Business Systems associated with the Councils activities has occurred during the reporting period:

- Financial Management
  - continued upgrade for the Navision Financials, Human Resources and Payroll Systems is currently in progress
  - upgrade to weighbridge system (Wasteman) completed
- Records Management
  - continued usage and improvement of Electronic Records Management System

- 
- Policy Development
    - a review of existing policies is continuing, ***with a next batch to be presented to Ordinary Council Meeting March 2009***

### **Review of Mindarie Regional Council Strategic Plan**

The administration has progressed a plan with external consultant, Helen Hardcastle, for review of the Strategic Plan, in the period March – June 2008. The final draft Strategic Plan was approved at Ordinary Council Meeting October 2008.

### **Compliance Issues**

***A plan for the conduct of the 2008 DLGRD compliance audit, utilising internal resources, is currently being formulated.***

### **CONSULTATION**

Not applicable

### **STATUTORY ENVIRONMENT**

Not applicable

### **POLICY IMPLICATIONS**

Not applicable

### **STRATEGIC IMPLICATIONS**

This progress report reflects progress against approved activities associated with the Council's annual Business Plan.

### **FINANCIAL IMPLICATIONS**

These activities are conducted within the context of the approved Council budget for any particular financial year.

### **COMMENT**

Council business is currently being conducted within the framework of the Annual Business Plan.

### **TECHNICAL WORKING GROUP – 20 FEBRUARY 2009**

The Group addressed the following additional issues to those contained in the Agenda:

- Education Programme
  - Agreed joint meeting with WESSG members – 9 April 2009
  - noted involvement, thus far, in calendar project by Perth, Vincent, Victoria Park, Stirling

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- Strategic Forum
    - Agreed 'Strategic Think Tank' discussion as part of June Technical Working Group
  - SWMP Projects
    - Agreed separate report to Ordinary Council Meeting with respect to priority projects
  - Carbon Trading
    - Agreed further consideration of need for an Officers Workshop following analysis of further information related to White Paper, proposed legislation and timetable
  - Waste Industry Terminology
    - Agreed support for further action, including waste and Recycle Conference Workshop, to progress discussion on this issue

#### **RECOMMENDATION**

**That Council receives this progress report against Annual Business Plan for information.**

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**ITEM 2.                    RESOURCE RECOVERY FACILITY – PROJECT PROGRESS  
REPORT**

**File No:                WST/13-02**

**Attachment(s):    1. Project Development Cost Summary**

**Author:                Ian Watkins**

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**SUMMARY**

The purpose of this report is to provide Council with current information on progress with respect to the project to establish a Resource Recovery Facility (RRF) within the region. New information since the last report is represented in '***bold italics***'.

**BACKGROUND**

The Mindarie Regional Council has previously identified a need to develop business programmes other than landfill in order to minimise waste to landfill. The Council's Strategic Plan, at Objective One, describes this approach as follows:

To operate resource management programmes, both existing and "in planning", in accordance with best appropriate practice.

The Council has made a considerable number of decisions in regard to the Resource Recovery Facility project, and these have been documented in previous reports. More recent decisions have been as follows:

- the decision to contract with BioVision2020 for a Resource Recovery Facility (3 August 2006)
- resolved to enter into the Deed of Amendment and Restatement with BioVision2020 (October 2006) to amend and restate the Resource Recovery Facility Agreement as entered into on 11 August 2006
- that BioVision2020 not be required to pay rent until the commencement of the Operating Period
- increase the Gate Fee payable to BioVision2020
- reduce the Performance Guarantee from \$1.5M to \$1.0M
- accepts SITA Environmental Solutions as the replacement for WorleyParsons
- agreement in principle to ANZIS holding 70% of the shareholding in BioVision2020 and SITA the remaining 30%
- increase the Gate Fee payable to BioVision2020 as a result of SITA replacing WorleyParsons
- agreement in principle to Westscheme holding 70% of the shareholding in BioVision2020 and SITA the remaining 30%
- resolved to enter into the Deed of Guarantee and requesting all 7 Member Councils to do the same (all 7 Member Councils have subsequently signed the Deed of Guarantee)
- resolved to enter into the Deed of Amendment and Restatement (October 2007) with BioVision2020 to amend and restate the Resource Recovery Facility Agreement as entered into on 11 August 2006

- resolved to sign the Lease and Certifier Agreement
- approved delegated authority for the CEO to sign relevant project agreements
- approved the ongoing use of project consultants (February 2008)
- award the construction contract for the MRC civil infrastructure works to Griffin Civil (October 2008)
- award the construction contract for the Mindarie Regional Council building works to BCL Constructions (December 2008 under delegated authority)***

## DETAIL

### Project Programme

The proposed project programme noting in particular the Actual/Revised Enclosed Dates is as follows:

Table 1 – Key milestones for the SWTF project for the Mindarie Regional Council

	Task	Estimated	Actual/ Revised	
			Start	End
1	Community Consultation	February 03	July 02	February 03
2	Site Selection	February 03		February 03
3	Environmental Approvals	September 03	August 02	August 04
4	Prepare tender documents	November 03	October 03	October 05
5	Contractors prepare tenders	January 04	October 05	February 06
6	Evaluate tenders	February 04	February 06	June 06
7	Negotiate with successful tenderer	March 04	June 06	December 06
8	Complete land transaction	April 04	March 04	August 05
9	Development Application/ Works Approval	April 04	August 06	December 06
10	Design and Construction of Facility	June 05	January 07	April 09
11	Facility Commissioned	September 05	April 09	July 09

### Progress Report

Key activities recently completed have been as follows:

- continued development of the Community Engagement Strategy
- finalisation of contract details
- completed the transfer of environmental responsibility to BioVision2020
- receipt of payment for the sale of Bush Forever land
- WorleyParsons withdrawal from BioVision2020 and subsequent replacement by SITA
- approved BioVision2020 fee variation request as a result of SITA replacing WorleyParsons
- extension of the Conditions Precedents Satisfaction date to 30 November 2007
- Mindarie Regional Council and all 7 Member Councils signing the Deed of Guarantee

- 
- Mindarie Regional Council completing all Conditions Precedents
  - Mindarie Regional Council accepting all relevant BioVision2020 project agreements
  - BioVision2020 completing all Conditions Precedents
  - Financial Close (23 November 2007)
  - satisfaction of Conditions Precedents and the project progressing to the design and construction phase
  - ongoing project co-ordination between Mindarie Regional Council and BioVision2020
  - introduction of BioVision2020 to CEAG
  - finalisation of site levels and road design
  - concept design for Mindarie Regional Council infrastructure
  - finalisation of the water supply to Lot 505 Neerabup
  - public announcement of contract finalisation
  - commencement of construction works on-site
  - held a public meeting (19 March 2008) to provide information on the RRF and to introduce the contractor to the local community
  - final subdivision of the original Lot 501, Bush Forever portion finally transferred to WAPC. Mindarie Regional Council property now Lot 801
  - appointment of URS to carry out the detailed design of the Mindarie Regional Council infrastructure works
  - tendering the Mindarie Regional Council civil infrastructure works
  - award of the MRC civil infrastructure works
  - tendering the MRC building works
  - finalisation of additional groundwater allocation (50,000kl) from Trandos Farms
  - ***award of the Mindarie Regional Council building works contract***
  - ***installation of the 2<sup>nd</sup> groundwater extraction bore***
  - ***installation of permanent power to site (achievement of the Mindarie Regional Council contractual commitment)***

### **Contract Finalisation Process**

Following the Council decision to award the contract to BioVision2020 (WorleyParsons) on 9 August 2006 and the subsequent signing of the contract on 11 August 2006, the project development moved into the contract negotiation and contract finalisation process.

The following activities have been undertaken since 11 August 2006.

- Legal documentation finalised based on agreed contractual positions
- Progress Deed of Guarantee
- Detailed assessments of the BioVision2020 fee variations has been undertaken
- Sale of the Bush Forever land

- 
- Transfer of environmental licence to BioVision2020
  - Replacement of WorleyParsons by SITA
  - Finalise legal documentation based on SITA's involvement in the project
  - Accept Westscheme as the majority (70%) shareholder in BioVision2020
  - Completion of all Mindarie Regional Council Conditions Precedent requirements
  - Review of all relevant BioVision2020 project documents
  - Completion of all BioVision2020 Conditions Precedent requirements
  - Financial Close
  - Satisfaction of all Conditions Precedents occurred on 23 November 2007
  - Revision of the Lease to incorporate a minor change to the Lease area
  - Obtaining final signed project documentation from BioVision2020

### **Community Engagement**

The Council's plan for community education and engagement has been developed by the Secondary Waste Treatment Facility Working Group. The strategies associated with this plan have been translated into Action Plans by a working group comprising members of the Council administration, and external consultants.

Key activities conducted recently were as follows:

- The Community Engagement Advisory Group (CEAG) has been continually informed of the Resource Recovery Facility development process
- The community education strategy has been developed in conjunction with the Regional Waste Management Plan
- Broader community engagement relating to the status of the Resource Recovery Facility development has been commenced
- CEAG work developing the concept for a community education facility at Neerabup in conjunction with a mobile display
- Public announcement of contract finalisation
- Public meeting held (19 March 2008) to provide information on the RRF and introduce the contractor to the local community
- Monthly Community updates in local press
- ***Development of a Community Based Participation Research program to monitor odour from the facility***

### **Secondary Waste Treatment Facility Working Group Meetings**

The Secondary Waste Treatment Facility Working Group met on **26 November 2008 and 28 January 2009.**

The notes from the meetings have previously been distributed to all Council Members and relevant Officers.

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## Land Issues

The City of Wanneroo and Landcorp are actively progressing with the development of the Neerabup Industrial Estate. The Mindarie Regional Council and Cardno Town Planners have been involved in meetings and discussions with various parties over the proposed Structure Plan. The main outstanding issues to be resolved are:

- the removal of the planned North/South road access across Lot 801
- the finalisation of the location of the Pederick Road road reserve
- final site levels for the revised Structure Plan
- Mindarie Regional Council contribution to N/A infrastructure costs

The above aspects have yet to be finally resolved. Discussions with the City of Wanneroo would indicate that the North/South road will be required.

## Site Development

### Development Application

All necessary Development Applications have been issued by the City of Wanneroo.

- ***RRF Development***
- ***Mindarie Regional Council building works development***

### Works Approval

Works Approval from Department of Environment & Conservation has been received by BioVision on 23 June 2008. The Works Approval has indicated that a staged Operating Licence will be issued for 50,000 tonnes per year, increasing to 100,000 tonnes once the facility has demonstrated that it is working properly.

Following discussions with the DEC, the operating licence will now be issued for 50,000t/yr, but the facility will be able to operate at an equivalent daily throughput of 100,000t/yr. That is, the facility will be able to operate at full capacity to be commissioned in accordance with the RRFA. BioVision has approximately 8 months (including the commissioning period) to demonstrate to the DEC that the facility is able to be operated at full capacity in accordance with agreed standards before the 50,000t licence runs out.

Mindarie Regional Council and BioVision are comfortable with this agreed licensing approach.

### Building Licence

It has been agreed with the City of Wanneroo that staged building licences will be issued covering various aspects of the works. This will allow construction of the earthworks and underground services to commence prior to the issue of the complete Building Licence.

## Updated Building Licence Status

- Stage 1 – submitted 10 January; approved 20 February
- Stage 2 – submitted 22 January; approved 26 May
- Stage 3 – submitted 29 February; approval August – this building licence includes MRC infrastructure works currently being constructed



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- ***Stage 4 – MRC Building Works – in the process of being applied for by the builder***

#### Water Supply

In accordance with the Resource Recovery Facility Agreement, Mindarie Regional Council is to provide the water supply to the Resource Recovery Facility. This is to be achieved via onsite groundwater bores. URS has undertaken the necessary design of the water supply infrastructure.

The installation of one water supply bore was completed in March 2007. The pumping equipment and related infrastructure was installed onsite on 29 February 2008.

Now that Financial Close has occurred, work to finalise the water supply infrastructure has commenced. This work includes the following:

- installation of the second groundwater bore (**completed**)
- pump testing of bores (**completed**)
- sampling and testing water quality of 2<sup>nd</sup> bore (1<sup>st</sup> bore previously tested)
- power supply
- installation of bore equipment (Bore No 2) and associates pipework

Sampling of the groundwater has been undertaken from bore number 1 and test results indicate that the quality of water is suitable for the BioVision2020 requirements.

The Mindarie Regional Council has recently exercised its option to purchase an additional 50,000kl/yr water allocation from Trandos Farms. This was part of the original land purchase arrangements. The Department of Water has transferred the allocation to the Mindarie Regional Council. The Mindarie Regional Council now has a water extraction licence for a total of 100,000kl/yr.

#### Electrical Supply

Within the Resource Recovery Facility Agreement, the Mindarie Regional Council is responsible to ensure that power is available in the street. It was confirmed by Western Power in October 2006 that there was sufficient capacity in Pederick Road, hence no headworks expenses were included in the Mindarie Regional Council development cost estimates.

In June 2007 when BioVision2020 requested a quote for the electrical headworks connection from Western Power, the pre-quote estimate came out as \$1.067M. This is a cost to which the Mindarie Regional Council would be liable.

Following discussions with LandCorp, Mindarie Regional Council has been advised that future Neerabup Industrial Area headworks contributions will not include any power supply infrastructure costs. All landowners are expected to make their own arrangements with regards to power supply. Hence there will be no off-set of the RRF power supply costs against future NIA infrastructure contributions.

Mindarie Regional Council has paid the \$50,000 (incl. GST) fee to Western Power to obtain a detailed quotation for the supply of the necessary power to site.

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The detailed quote was received on 5 May 2008 for a total cost (including the deposit) of \$221,938.19. On 8 May 2008 Mindarie Regional Council paid the remaining \$176,483.64.

Western Power has gone out to tender for the necessary works and were confident that the requested power supply will be available by the 1 November 2008, which is in accordance with the RRFA requirements.

The difference between pre-quote estimate (\$1.067M) and the final quote value (\$221,938.19) is that Western Power has covered a larger portion of the infrastructure upgrade costs.

The original "switch on" date was 28 October 2008. This was postponed to 24 November 2008 due to problems with laying the power cable through the Neerabup area. ***A revised date of 15 January 2009 was agreed, this was not achieved. Following a meeting with Western Power and MRC CEO and Project Manager, it was agreed that Western Power could provide sufficient power from another grid and once the original intended power lines were installed, a simple switch over would be necessary. Mindarie Regional Council was advised that the proposed connection date was 30 January 2009. This date was not achieved by Western Power. A revised date of 10 February was provided and eventually power was supplied on this date (5 days before dry commissioning was due to commence).***

***BioVision and its contractors have been extremely accommodating in working around the continual delays (3.5 months) in achieving the power connection and have not incurred any construction delays; hence, the Mindarie Regional Council has not incurred any penalties as a result of the power supply delays.***

***The Mindarie Regional Council has now achieved its contractual commitment of providing power to the site.***

The SWTF-WG is currently assessing the need for the installation of a permanent backup power supply. This assessment involves the following:

- Development of a Backup Power Plan
  - Identify activities and costs associated with the provision of backup power in the case of power outages (short term and long term)
  - Determine the necessary backup power supply needed (full or partial supply)
  - Identify which party (Mindarie Regional Council or BioVision) covers which costs
- Have the Backup Power Plan agreed and signed off by the Project Advisory Group
- Depending on cost allocations, SWTF-WG to make a recommendation to Council with regards to the provision of a permanent backup power supply

***Cardno is currently developing the draft plan for review by Mindarie Regional Council and BioVision.***

#### Site Levels

BioVision2020 has requested to undertake general earthworks across site to alleviate the need for them to install retaining structures along the southern lease boundary. This request has been agreed to.

BioVision2020 has completed the design of the earthworks across both the lease area and the Mindarie Regional Council infrastructure area. The design balances the required cut volume and fill volume to prevent having to import material onto site. The benefit to BioVision2020 is that there is the cost saving in not having to import fill material. The benefit to Mindarie Regional Council is that all the bulk Earthworks are designed and constructed by BioVision2020, at no cost to the Mindarie Regional Council.

#### Roadworks

Mindarie Regional Council has completed the design of all access road infrastructure using the same consultant as BioVision2020. This has lead to significant synergies, time saving and cost savings for both Mindarie Regional Council and BioVision2020.

As part of the City of Wanneroo Building Licence approval process, concern was raised about the position of the site entrance in relation to the proposed north/south road. Consequently, the site entrance alignment was modified to enable the north/south road to be constructed and achieve a safe entrance into the Mindarie Regional Council site. The road modifications resulted in a marginal increase in entrance road length and the need to include a portion of concrete pavement to accommodate turning of heavy vehicles.

***Recently the City of Wanneroo and URS (MRC design consultant) have finalised the requirements for the localised widening of Pederick Road to accommodate the entry and exit of large vehicles through the RRF entrance. This work is currently being quoted on by a number of contractors and is anticipated to commence in early March.***

#### Mindarie Regional Council Infrastructure

Mindarie Regional Council has developed a concept layout for all Mindarie Regional Council infrastructure required on site:

- space has been allowed for in and out bound weighbridges. Only the inbound weighbridge will be constructed for Stage 1
- car and bus parking areas have been located
- the Mindarie Regional Council office and education centre has been conceptualised.

The layout of the Mindarie Regional Council infrastructure has been developed in conjunction with Mindarie Regional Council Operations staff and CEAG.

URS (Panel consultant) has been appointed to undertake the detailed design, tendering and superintendence of the Mindarie Regional Council infrastructure works.

MRC civil infrastructure works were tendered out in September with the contract being awarded to Griffin Civil at the Ordinary Council Meeting 23 October 2008. Works commenced on site on 6 November, 2008.

MRC building works for the construction of Mindarie Regional Council office/education centre and weighbridge office were tendered during November.

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***Following delays in finalising the financial assessment of the preferred tenderer a recommendation for award was unable to be presented to Council at the December 2008 Ordinary Council Meeting. Consequently, once the financial assessment was finalised and the preferred contractor deemed financially stable to undertake the works, the contract was awarded by the MRC CEO under delegated authority (out of session approval).***

***The building works (Tender 13/95) were awarded to BCL Constructions to the value of \$682,333 (Excl. GST). The award of the tender is the subject of a separate Item to Council.***

***The Development Application for the building works has been approved by the City of Wanneroo.***

#### Timing of Mindarie Regional Council Site Infrastructure Works

BioVision2020 commenced construction on site on 28 February 2008. Mindarie Regional Council are closely monitoring the program of works to ensure that the Mindarie Regional Council infrastructure is completed in time.

It is anticipated that the majority of the Mindarie Regional Council infrastructure will be constructed during the 2008/2009 financial year.

#### Revised Lease Plan

At the Ordinary Council Meeting 11 October 2007, the Mindarie Regional Council resolved inter alia:

“agrees to amend the Lease to BioVision 2020 for Resource Recovery Facility, after Western Australian Planning Commission (WAPC) approval to the amendment to an add on area of 282 m<sup>2</sup> in north west corner.”

At the Ordinary Council Meeting 28 February 2008, the Mindarie Regional Council resolved inter alia:

“authorises the Administration to advertise a Public Notice in accordance with S3.58 of the Local Government Act in order to amend the RRF Lease”.

Accordingly, the lease amendment was advertised via a public notice for a period of two weeks. No public submissions were received. It is now appropriate that Council approve the Lease amendments.

At the Ordinary Council Meeting 24 April 2008, the Mindarie Regional Council resolved inter alia:

“approve the amendments to the Lease to an add on area of 282m<sup>2</sup> in the North West Corner and authorise the Administration to finalise the Lease with BioVision and note that the Neerabup site land description will change from the current Lot 505 as a result of the sub-division of the Bush Forever portion of the property”

Accordingly, the lease amendment documentation has been finalised and forwarded to BioVision for signing.

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### Future Activities Planned

Future activities associated with this project are as follows:

- continuation of community engagement including CEAG
- progress site construction:
  - complete installation of water supply infrastructure
  - road reserve requirements with City of Wanneroo and LandCorp
  - Mindarie Regional Council infrastructure construction
- **preparation for wet commissioning**
  - **Weighbridge operations**
  - **Operating procedures**
  - **Waste delivery**

### RRF Tonnage Input

#### During Commissioning

***The Mindarie Regional Council is required to deliver approximately 15,000 tonnes to 19,000 tonnes of waste to the RRF during the three month commissioning period. It is proposed that this tonnage come from the City of Wanneroo and the City of Joondalup as they are the two nearest member councils with sufficient processable waste. The proximity of the RRF to the two councils provides sufficient flexibility to react quickly to changes in required tonnage during commissioning.***

#### During Operation

***The determination of the tonnage allocation during the operational period will be the subject of further review by the Technical Working Group.***

### Caretaker Issues

***At the Ordinary Council Meeting 11 December 2008 this confidential (for legal reasons) matter was discussed and a number of related tasks identified for management by the CEO. These tasks have been progressed to a point where Council will be provided with a verbal update at the Ordinary Council Meeting.***

### Ongoing Project Management

#### Project Advisory Group

Within the RRFA, the Project Advisory Group (PAG) is the primary group to administer the various Mindarie Regional Council project agreements. This PAG consists of 3 Mindarie Regional Council members, 3 BioVision2020 members and an independent Chairperson.

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The members of the PAG are as follows:

Mindarie Regional Council

- Cr Laura Gray JP (City of Wanneroo)
- Kevin Poynton (CEO)
- Eddy Albrecht (City of Stirling)
- Cr Dot Newton (Alternate Representative – City of Wanneroo)
- Dennis Blair (Alternate Representative – City of Wanneroo)

BioVision2020

- Emmanuel Vivant (BioVision, Director)
- Marco Fontana Giusti (SITA, Project Manager)
- Nial Stock (SITA WA, State Manager)

Chairman

- Mike Wadsworth

Mutually agreed between Mindarie Regional Council and BioVision and finalised by the CEO in accordance with delegated authority from Ordinary Council Meeting 13 December 2007.

***The PAG met on 10 December2008, 21 January 2009 and again on 4 February 2009. Items from these meetings include:***

- Current operational issues
- Conporec financial situation
- Caretaker
- Backup Power Plan
- Community Based Participation Research
- ***Commissioning Plan***
- ***Compost management***

As part of the RRFA, there was a Construction Contingency Account (CCA) to the value of \$475,000 set up to cover the cost of design changes or additions that were not foreseen by SITA at the time of finalising the contract and that implementing the changes or additions would improve the likelihood of BioVision meeting the KPIs. The CCA was set up primarily because SITA did not have sufficient time during contract negotiations to undertake a comprehensive design review.

SITA has completed the detailed review of the design of the Resource Recovery Facility. Consequently there have been some minor changes to the design and some additional components added.

As a result of the design review, BioVision has submitted 9 variations to the Project Advisory Group (PAG) for expenditure of the CCA. Cardno Meinhardt JV has assessed the variation requests and submitted recommendations to the PAG. The PAG has accepted 7 variations. Table 2 provides details of the variations requested.

**Table 2.**

Item	Value	Accepted/Rejected
1. Variable speed drives on fan motors	\$182,149	Accepted
2. Jacking cradles	\$86,643	Rejected
3. Stainless steel bolts	\$75,000	Rejected
4. Changes to humidifier system	\$73,500	Accepted
5. Automatic rapid closing doors	\$36,500	Accepted
6. Building pressure measurement gauges	\$23,288	Accepted
7. Water flow meters	\$9,475	Accepted
8. Plenum & air chamber	\$159,011	Accepted
9. Leachate flow meters	\$18,330	Accepted
The remaining value in the CCA = \$2,539 (incl. interest)		

The PAG has delegated authority from the Mindarie Regional Council to approve expenditure of the CCA up to the maximum value of the CCA (\$475,000 plus accrued interest). Any variations beyond this value can only be approved by the Mindarie Regional Council.

Mindarie Regional Council has received legal advice that the total value of the CCA able to be authorised by the PAG includes accrued interest as intended by the RRFA.

### **Grand Opening Function**

Consideration has been given to the timing of when the Grand Opening Function should be held.

Two options are available:

- 1) Before wet commissioning, while the facility is still clean (enabling full viewing of the facility)
- 2) After wet commissioning, while the facility is fully operational (viewing limited to the observation check, but facility fully commissioned and operating)

***SWTF WG, BioVision, CEAG, TWG and Council preference is for Option 1, due to the ability to have a more comprehensive viewing of the facility.***

***It has been agreed to hold the Grand Opening Function before the commencement of wet commissioning.***

The intention would be to have a dignitary open the facility. The potential dignitary being one of the following:

- Premier (***not available***)
- Minister for Environment (***not available***)
- Minister for Local Government (***not available***)
- Local Member

In order to include the local community in the opening of the facility, it is proposed to hold a public open day on the Saturday immediately following the Grand Opening Function.

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***Agreed dates for the opening are as follows:***

- ***Grand Opening Function – Friday 27 March 2009***
- ***Public Open Day – Saturday 28 March 2009***

**Way Forward**

It is envisaged that the SWTF WG would provide strategic direction to the Mindarie Regional Council with regards to resource recovery activities.

The PAG would be the primary mechanism for managing the Resource Recovery Facility (Stage I) in accordance with the direction set out by the SWTF WG.

CEAG would continue to be the primary link into the community for mainly Resource Recovery Facility (Stage I) matters, but also a reference group for other Mindarie Regional Council community related activities such as community education and Strategic Waste Management Plans (Zero Waste Plans).

The Mindarie Regional Council would be the final decision making body for major issues and issues of a financial nature.

Various consultants would provide input into the process on an as required basis.

**RRF Stage 2 Development**

The SWTF-WG are commencing work with regards to the development of RRF Stage 2. Work is programmed to occur in accordance with the following tasks:

- July 2008 to December 2008 – Review available technologies (FORC activity)
- January 2009 to June 2009 – Consultation with member councils
- July 2009 to December 2009 – Develop program of work activities and appoint Consultants
- January 2010 to December 2010 – Prepare Tender documents
- January 2011 to June 2012 – Tender/Contract/Award Process
- July 2012 to July 2013 – Construction
- July 2013 – Stage 2 operational

**CONSULTATION**

Consultation has occurred with the following groups:

- Cardno/Meinhardt Joint Venture
- Woodhouse Legal
- Freehills
- BioVision2020
- SITA
- Kerman Contracting
- Various Design Consultants



- 
- Western Power
  - City of Wanneroo

#### **STATUTORY ENVIRONMENT**

- Local Government Act S.3.58 and S3.59
- Local Government (Functions and General) Regulations 7-10

#### **POLICY IMPLICATIONS**

Not applicable

#### **STRATEGIC IMPLICATIONS**

This project is consistent with Objective One of the Council's Strategic Plan 2004 – 2009.

#### **FINANCIAL IMPLICATIONS**

A comprehensive Project Development Cost Summary has been developed and is at Attachment One to this Item.

This latest summary reflects the work conducted by the administration, in conjunction with appointed consultants, in order to comply with a Mindarie Regional Council resolutions regarding project expenditure, and associated approvals.

This work has been as follows:

- quantification of payments post **18 November 2008** and up to **2 February 2009**
- quantification of Work in Progress i.e. work completed but yet to be invoiced **up to 31 January 2009**
- review of funds required for further work **31 January 2009** – end of project

Project expenses to date **for this financial year (\$969,589)** are within the approved Budget of \$1,600,000.00.

***Recently the mid-year budget review has been undertaken. This review has considered past and future anticipated expenses to the end of this financial year.***

***The mid-year budget review is summarised in the column "Proposed Revised Budget" of Attachment One.***

***Comments on the mid-year budget review outcomes:***

- ***Community Consultation – an additional \$15k for media releases associated with the completion of construction and opening of the facility***
- ***Project/Construction Management – an additional \$52k for work relating to:***
  - ***Power Outage Plan***
  - ***Operating Licence issues***
  - ***Caretaker***

- 
- **Commissioning Plan**
  - **Legal – an additional \$75k for work relating to:**
    - **Caretaker**
    - **General RRFA related queries**
  - **Financial – no change**
  - **MRC Project Management – an additional \$34k for work relating to:**
    - **General project co-ordination**
    - **Dealing with Western Power**
    - **Caretaker**
    - **MRC site infrastructure**
    - **Community Based Participation Research Program**
  - **Insurance Advisors – no change**
  - **Site Infrastructure – an additional \$1.3m for work related to:**
    - **Civil works increased costs (430k)**
      1. **increased construction costs**
      2. **changes to site entrance**
      3. **Pederick Road widening**
      4. **installation of additional services to allow for future street services connections and for Stage 2 & 3 development (sewer, water, electricity)**
    - **Building Works increased costs (330k)**
      1. **increased construction costs**
      2. **larger building**
      3. **allowance for future services and Stages 1 & 2**
    - **Design and Superintendence costs (\$20k)**
      1. **increased design and co-ordination effort**
    - **Weighbridge hardware and software (\$240k) to enable automatic weighing of vehicles and remote location access to system from Tamala Park**

**As a result of the budget review, there is a need to increase RRF development costs by \$1,443,152. Funding for this additional expenditure will come from loan funds (Loan 10).**

**Currently Loan 10 is for a value of \$8.6m and this includes a \$500k contingency amount and a saving of approximately \$800k in power supply costs. This is an uncommitted amount of \$1.3m. With the additional \$1.44m being sought, loan funds will need to be increased by a minimum of \$150k to cover the anticipated development costs.**

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***In addition to the development costs above, there are also pre-operational expenses. These include:***

- ***Grand Opening Function (\$30k)***
- ***Commissioning Waste Payment (\$2.093m). This commissioning waste payment is part of the RRFA contractual commitments and has been included in the MRC future fee structure***

***The pre-operational expenses cannot be capitalised and need to be expensed; hence, are not included in the above Development Costs (Capital expenditure only). These expenses will be paid for out of surplus funds and expensed against income received from the RRF in the 2009/2010 financial year.***

#### **Loan 10 Summary**

- original value (July 2004) \$2M
- increased (OCM 22 February 2007) by \$2.6M to \$4.6M
- increased (OCM August 2007) by \$1.5M to \$6.1M
- increased (OCM Feb 2008) by \$2.5M to \$8.6M  
This increase includes a \$500k contingency

***There is a need to increase loan funds by a minimum of \$150k to cover future anticipated development costs, ideally by \$200k to provide a \$50k contingency.***

The utilisation of loan funds eliminates any potential cash flow problems to the business.

#### **TECHNICAL WORKING GROUP – 20 FEBRUARY 2009**

Nil.

#### **RECOMMENDATION**

**That Council:**

- receive this Progress Report dated 5 March 2009 on the project to establish a Resource Recovery Facility in the Mindarie region**
- endorse the proposed methodology for the distribution of the RRF processable waste amongst the participating member councils as follows:**
  - **commissioning tonnage from the City of Joondalup and the City of Wanneroo**
  - **operational tonnage to be advised following review by the Technical Working Group**
- authorise the Administration to increase loan funds by \$200k (including a \$50k contingency) to cover additional development costs, if required, in line with S6.20 of the Local Government Act (Voting -Absolute Majority)**

**ATTACHMENT ONE**  
**TO ITEM 2**  
**TECHNICAL WORKING GROUP MEETING**  
**20 FEBRUARY 2009**  
**PROJECT DEVELOPMENT COST SUMMARY**

**Project Development Costs Summary**

Item	2000 - 2004 (Pre-2004/5)	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009					Total Estimated Costs	
						Approved Budget	Spend to 2/2/9 (a)	#Work in Progress (b)	Total Costs (a) + (b)	Future Expenditure		Proposed Revised Budget
Community Consultation (Bryant Media, CEAG)	\$ 37,817	\$ 65,796	\$ 39,024	\$ 43,663	\$ 40,796	\$ 28,000	\$ 12,516	\$ 3,453	\$ 15,969	\$ 42,000	\$ 42,969	\$ 270,064
Project/Construction Management (JV)	\$ 562,183	\$ 188,523	\$ 132,178	\$ 501,804	\$ 277,965	\$ 120,000	\$ 1,510	\$ 86,000	\$ 87,510	\$ 85,000	\$ 172,510	\$ 1,835,163
Legal (Freehills, Woodhouse Legal)	\$ -	\$ 366,124	\$ 1,019,638	\$ 1,292,349	\$ 630,929	\$ 50,000	\$ 62,909	\$ 11,617	\$ 74,526	\$ 25,000	\$ 99,526	\$ 3,408,566
Financial (PKF Deloitte)	\$ -	\$ 5,620	\$ 113,798	\$ 27,964	\$ 62,498	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 229,879
Probity (Braxfords)	\$ -	\$ 3,840	\$ 37,958	\$ 3,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,645
MRC Project Management	\$ 10,000	\$ 20,411	\$ 54,923	\$ 45,179	\$ 65,155	\$ 42,000	\$ 34,187	\$ 54	\$ 34,240	\$ 30,000	\$ 64,240	\$ 259,906
Insurance Advisors (AON)	\$ -	\$ -	\$ 4,750	\$ 15,000	\$ 10,175	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 39,925
Site Infrastructure	\$ -	\$ -	\$ 1,800	\$ 20,916	\$ 292,047	\$ 1,330,000	\$ 852,789	\$ 1,302,314	\$ 2,155,103	\$ 469,945	\$ 2,625,048	\$ 2,939,812
Over Seas Inspection Tour	\$ -	\$ -	\$ 215,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,506
Other	\$ 50,000	\$ -	\$ 9,570	\$ 38,798	\$ 8,378	\$ -	\$ 5,678	\$ 1,182	\$ 6,860	\$ 2,000	\$ 8,860	\$ 115,606
Total Costs Incurred	\$ 660,000*	\$ 650,313	\$ 1,629,143	\$ 1,989,520	\$ 1,387,942	\$ 1,600,000	\$ 969,589	\$ 1,404,619	\$ 2,374,208	\$ 683,945	\$ 3,043,153	\$ 9,360,072
Total Costs Incurred to 30/6/7												
Pre-Operating Expenses (funded from surplus funds and expenses against 09/10 RRF income)												
Grand Opening Function											\$ 30,000	
Commissioning Waste Payment											\$ 2,093,000	Pd May 09
										Subtotal	\$ 2,123,000	
Balance of Loan Funds (Loan 10)												
Original Value \$2.0M	Not Applicable**	\$ 1,349,687										
Increased by \$2.6M to \$4.6M			\$ 2,320,544	\$ 331,024								
Increased by \$4.0M to \$8.6M (incl. \$0.5M Contingency)##					\$ 2,943,081						-\$ 100,072	
Land Purchase (Asset)			\$ 3,500,000									

\* Pre-2004/5 breakdown estimated based on available information

\*\* Pre-2004/5 costs expensed through Tamala Park operations

# Work in Progress is work that has been carried out, but no invoice has been received or is in the process of being paid

## Combination of two loans (\$1.5M + \$2.5M)

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**ITEM 3                      FINANCIAL MANAGEMENT – MID YEAR FINANCIAL REVIEW –  
FINANCIAL YEAR 2008/2009**

**File No:                      FIN/80**

**Attachment(s):        1. Financial Statement as at 31 December 2008  
                                 2. Summary of Capital Expenditure as at 31 December 2008**

**Author:                      Kalwant Dhillon**

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**SUMMARY**

The purpose of this report is to describe the financial position of the organisation in relation to the Adopted Budget and Business Plan and Actuals and recommend changes that will reflect the anticipated outcomes for the balance of the 2008/09 financial year. This will assist in better ongoing management of the Mindarie Regional Council operations and provide stakeholders with a view of the likely result at the conclusion of the financial year.

**BACKGROUND**

Council at its meeting held on 3 July 2008, resolved as follows:

*That Council:*

- (i) *adopt the draft Budget for the Mindarie Regional Council for Financial Year 2008/2009*
- (ii) *endorse the on-going strategy of deferred payment of operational surplus, as approved by Council at its August 2005 meeting, for the FY 2008/2009 and future years to meet its on-going capital requirements*
- (iii) *approve the use of an on-going bank overdraft facility of \$1 million to manage cash flow short falls during FY 2008/2009 and future years*
- (iv) *approve the capital budget allocation of \$714,000 in respect of the administration building extension, transfer barriers construction and generator upgrade, to be carried forward to 2008/2009*
- (v) *approve the additional loan of \$6.6m to fund the Phase 3 landfill excavation and authorise the administration to arrange this loan*
- (vi) *authorise the administration to explore the viability of Member Council guarantees for the loan described at (v), and other future loans*

Council operations have been conducted in line with the strategies and objectives incorporated in the Council's Strategic Plan and Adopted Budget 2008/2009. Monthly Financial Statements on the Actual Expenditure and Variations from the Adopted Budget have been submitted to each Council meeting. In line with benchmark practice and to comply with Local Government Regulations a detailed review of Council operations at 31 December 2008 has been carried out.

The methodology of this report is:

- to comment by exception on those items that reflect significant trend variations to budgeted allocations,
- to provide revised financial projections to 30 June 2009 as required, to recognise such variations and statutory obligations that will allow for the ongoing effective management of the financial plan for the remainder of the financial year, and

- to invite Council consideration of any new expenditure identified as a result of the Review

The Financial Statement as at 31 December 2008, reflecting the Adopted Budget and Actual Expenditure to 31 December 2008 is enclosed under Attachment One of this report. Any revised estimates or re-allocations are included in the recommendations.

**Attachment Two** is a summary of the Capital Expenditure.

## **DETAIL**

### **Revenue**

Review of the revenue for 2008/09 indicates the following:

- **Tipping Fees**

#### ***Member Fees***

Members Tipping revenue for the first half year at \$8.05million is marginally ahead of the budget and the revenue for the year is expected to be on target.

#### ***Casual Fees***

Casual fees for the six months is approximately \$0.5million above the half year's budget. However, the sales in January 2009 is approximately \$0.3million lower than the average monthly sales for the first six months. The trend is expected to be lower in the second half of this financial year in view of the slowdown in economic conditions but the target of \$3.6million is expected to be met.

Revenue for South Perth has exceeded the budget for the year and if this trend continues the revenue is expected to be around \$0.8million.

- **Sale of Recyclable Material**

The revenue for recyclable material is slightly lower than the budget for the first half year to 31 December and this is expected to continue resulting in a shortfall of revenue of \$0.11million

#### **Interest Earning**

Interest earnings for the first half year is \$0.14million above the budget to 31 December 2008. With the lower interest rates in the 2<sup>nd</sup> half of 2008/09 interest earnings will be lower but annual interest earnings expected to be around \$0.64 to \$0.65million.

#### **Gas Power Generation Sales**

With the increase in RECs pricing trend expected to continue into the second half of this financial year an additional \$0.1million is expected from the sale of RECs.

- **Grants and Subsidies**

Revenue is expected to be on target.

### **Operating Expenditure**

The overall expenditure for the six months to 31 December 2008 is just under budget but for the full year is expected to be on target with the exception of Zero Waste Plan (refer below). However the following reallocation of budget is necessary to accommodate the trend in the expenditure for the operations of Mindarie Regional Council.

### **Savings**

- |   |   |                  |
|---|---|------------------|
| • | <b>Plant and Equipment Operating and Hire</b>                 | \$224,000        |
|   | Savings anticipated on fuel as a result of lower pump prices. |                  |
| • | <b>Communication &amp; Public Consultation</b>                | \$2,000          |
|   | <b>Total Saving</b>   | <b>\$226,000</b> |

Less:

Reallocation of Additional Budget.

- |   |  |            |
|---|--|------------|
| • | <b>Landfill Expenses</b>   | \$96,000   |
|   | Mainly associated with increased cost for Recycling Contractors as a result of higher E-Waste  |            |
| • | <b>Employee Provision</b>  | \$68,000   |
|   | Under provisions on annual and long service provision  |            |
| • | <b>Office Expenses</b>   | \$2,000    |
| • | <b>Information Systems</b>   | \$60,000   |
|   | Cost associated with the implementation of Wasteman And electronic inter-face with Navision system as well as electronic timesheets implementation |            |
|   | <b>Net Savings</b>   | <b>Nil</b> |

### **Zero Waste Management Plan**

Funding of \$217,000 for Zero Waste Plan in the form of grants, has been received/receivable from the Department of Environment and Conservation as follows:

2006/07	\$35,000	
2007/08	\$109,000	
2008/09	\$73,000	(due in March/April 09)
	<b>\$217,000</b>	

However, a budget allocation for this Project was not submitted during the Budget Process for 2008/09 in view of the uncertainty of the timing of the expenditure. An allocation of \$200,000 is now required from the above grants to cover the expenditure anticipated in 2008/09 (mainly in the second half of the financial year).

### **Capital Expenditure**

The overall capital expenditure program is progressing well. However, a few reallocations are necessary to take into account the pattern of expenditure in the respective projects.

- |   |                         |
|---|-------------------------|
|   | Increase/<br>(Decrease) |
| • Extension of Administration Block                                   | \$25,000                |
| To take into account the warranty payment outstanding on this project |                         |
| • Education Centre - Replacement of Pergola                           | \$5,000                 |



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This is based on quotes received for the job	
• Education Centre - Building Saving expected for this job	\$(5,000)
• Steel Metal Bending Machine Savings expected on this job	\$(31,000)
• 2 x Portable Water Cannon Additional cost based on quotes received for this job	\$1,000
• Hook Lift Bin Truck Savings on this job	\$(66,000)
• Welder's Vehicle This project will be carried out in 2009/10 once the specifications are finalised	\$(28,000)
• Forklift 2.5 Tonne Savings on the project	\$(5,000)
• 3 x Dust Monitoring Stations Savings on the project	\$(20,000)
• Computer Equipment – 2 x Gate Control Units	\$3,000
• Toilet Facilities – House, Recycling and Transfer Station Project deferred to 2009/10 – temporary solution in place by hiring toilets and permanent solution pending finalisation of specification	\$(43,000)
<b>Total Savings</b>	<b>\$164,000</b>

- **RRF**  
An additional funding of \$1.443million is required to complete the RRF project prior to the Facility commencing operations. This is mainly related to Site Infrastructure. Funding for this will be from Loan 10 and this is covered under Item 2 of the Ordinary Council Meeting Agenda.

## SUMMARY

### Operational

The overall revenue is expected to increase by approximately \$0.59million as a result of increased revenue from Casuals (City of South Perth - \$0.5m), Gas Power Sales (\$0.1m) and Interest Increase (\$0.1m) which will be offset by lower revenue from the Sales of Recyclables (\$0.11m).

The overall expenditure is expected to be on target with the exception of Zero Waste Pan where a budget allocation of \$0.2m is required from the grants received/receivable from Department of Environment and Conservation to 30 June 2009.

However, reallocation of budget for expenditure is required in the following areas to align the trend in the expenditure for the operations of the Mindarie Regional Council for the 2008/09 financial year.

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**Savings.**

•	<b>Plant &amp; Equipment Operating and Hire</b>	\$224,000
•	<b>Communication and Public Consultation</b>	\$2,000
	<b>Total Savings</b>	<b>\$226,000</b>

**Less: Re-allocation of budget**

•	<b>Landfill Expenses</b>	\$96,000
•	<b>Employee Provisions</b>	\$68,000
•	<b>Office Expenses</b>	\$2,000
•	<b>Information Systems</b>	\$60,000
	<b>Net Savings</b>	<b>Nil</b>

**Capital**

The overall capital program is progressing well. However, savings have been identified to 2008/09 on some projects as well as deferment of some projects which are offset against reallocation of additional budget on a few projects to cover the cost of completing the projects.

Savings

•	Sheet Metal Bending Machine	\$31,000
•	Hook Lift Bin Truck	\$66,000
•	Welder's Vehicle	\$28,000
•	Forklift 2.5 Tonne	\$5,000
•	3 x Dust Monitoring Stations	\$20,000
•	Education Centre - Building	\$5,000
•	Toilet Facilities – House, Recycling and Transfer Station	\$43,000
		<b>\$198,000</b>

Less

**Reallocation of Budget**

•	Extension of Administration Block	\$25,000
•	Education Centre - Replacement of Pergola	\$5,000
•	2 x Portable Water Cannons	\$1,000
•	Computer Equipment – 2 x Gate Control Units	\$3,000
	<b>Total Savings</b>	<b>\$164,000</b>

**Other Issue**

• **Impact of Global Crisis**

The global crisis has impacted on a number of Councils (including some Regional Councils) in relation to the investments made by these Councils. The failed investments relates to the collapsed Lehman Bros. and investment in

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collateralised debt in the main. Mindarie Regional Council does not hold any investments in collateralised debts and it has no dealings with Lehman Bros.

The 'meltdown' has resulted in a slow down in the pace of the economy and the initial reviews reflects marginally lower revenue for Casual but Member Sales remains intact. However with the latest 'stimulant' package from the Federal Government, experts are of the view that it is likely to stabilise the economy and hopefully avoid a recession.

In view of this, it is unlikely that the impact on Mindarie Regional Council sales (and the Member Council sales) would be significant at this stage. However, the end of the year review would reflect the impact of the slowdown.

- **Pre-Operating Expenses**

Under the terms of the RRF Agreement an amount of \$2.093million is required to be made to BioVision2020 Pty Ltd around May 2009 as part of the negotiation for a lower gate fee going forward. This has been in-built into the forward estimates for the Gate Fees Model and the re-coup from Member Councils will be received in 2009/10.

As it is a pre-operating expense, this will be paid from the accumulated surplus fund and treated as a pre-operating expense and expensed off in 2009/10 to match the RRF revenue receivable from Member Councils in relation to this expense as part of the gate fees chargeable in 2009/10 which is expected to be \$127/tonne for Processable waste and \$61/tonne for Non-processable waste.

The opening ceremony expenses of approximately \$30,000 will be treated similarly.

- **Staffing**

A review of Finance and Business Services was conducted recently to take into account the RRF Facility coming on-stream in April/July 2009 and Balcatta Household Hazardous Waste Facility as well as the re-structuring of certain responsibilities pertaining to the Weighbridge and associated activities as a result of the upgraded Wasteman 2G implementation.

The Review revealed the requirement for an additional staff to assist in the following.

- A. Additional activities arising from transfer of activities from operations in relation to weighbridge operations following the implementation of upgraded Wasteman 2G so as to ensure a more efficient and effective operations as well as improved internal controls relating to the Administration of the Wasteman System by Finance and Business Services.
  - Liaison of the weighbridge operations with operations and Member Councils which includes amongst others vehicle authorisations, attending to Customer Errors/Mistakes on the newly introduced Driver Control Stations and Wasteman System and Customer enquiries.
  - Increased activities relating to Customer enquiries, Weekly Invoicing and Receipting.
  - Fuel Inventory Recording and Control

- Underpayment administration
- 'Driveaways' administration
- B. New activities relating to:
  - RRF commencing operations in April/July 2009
  - Balcatta Household Hazardous Waste Facility

There will be minimal impact on 2008/09 as it will be funded from the existing financial resources. However, the full impact for 2009/10 would be \$67,000.

#### TECHNICAL WORKING GROUP – 20 FEBRUARY 2009

Nil.

#### RECOMMENDATION

That Council:

- (i) note the results of the mid-year review in relation to the review of revenue which highlights increased gross revenue of approximately \$0.59m and net increase in surplus of \$0.39m (after taking into account the budget allocation for expenditure associated with the Zero Waste Plan) – refer (ii) below
- (ii) note that overall expenditure, in the main, is well within budget with the exception of the allocation of \$0.2m required for Zero Waste Plan
- (iii) approve the increase/(decrease) in estimates for revenue as follows:
 

(a)	Casual Tipping Revenue (City of South Perth)	\$0.5m
(b)	Interest Income	\$0.1m
(c)	Gas Power Generation Sales	\$0.10m
(d)	Recycling Income	\$(0.11m)
	<b>Net Increase</b>	<b>\$0.59m</b>

Item	Description	Adopted Budget 2008/09 \$	Proposed Revised Estimates 2008/09 \$	Variance Increase/ (Decrease) \$
Revenue				
User Charges	Casual Tipping Fees (City of South Perth)	279,500	779,500	500,000
Service Charges	Gas Power Generation Sales	350,000	450,000	100,000
Interest Earnings	Interest Income	544,100	644,100	100,000
Service Charges	Recycling Income	350,000	240,000	(110,000)
	<b>Total</b>			<b>590,000</b>

- (iv) approve the increase/(decrease) in budget allocation of the following expenditure items
  - (a) Decrease in Plant and Equipment Operating & Hire Cost \$(224,000)
  - (b) Decrease in Communication & Public Consultation \$(2,000)

(c)	<b>Increase in Office Expenses</b>	<b>\$2,000</b>
(d)	<b>Increase in Landfill Expenses</b>	<b>\$96,000</b>
(e)	<b>Increase in Employee Provisions</b>	<b>\$68,000</b>
(f)	<b>Increase in Information Systems Expenses</b>	<b>\$60,000</b>

<b>Item</b>	<b>Description</b>	<b>Adopted Budget 2008/09 \$</b>	<b>Proposed Revised Estimates 2008/09 \$</b>	<b>Variance Increase/ (Decrease) \$</b>
<b>Expenses</b>				
Materials and Contracts	Plant and Equipment Operating & Hire	1,191,800	967,800	(224,000)
Materials and Contracts	Communication and Public Consultation	663,600	661,600	(2,000)
Materials and Contracts	Landfill Expenses	784,000	880,000	96,000
Materials and Contracts	Employee Expenses	3,746,540	3,806,540	68,000
Materials and Contracts	Office Expenses	326,850	328,850	2,000
Materials and Contracts	Information Systems	314,800	374,800	60,000
	<b>Net Savings</b>			<b>Nil</b>

- (v) **approve a budget allocation of \$200,000 for Zero Waste Plan from the grants received/receivable from the Department of Environment and Conservation to 30 June 2009**
- (vi) **approve the payment of \$2.093million in relation to the RRF in 2008/09 from the accumulated surplus funds as an pre-operating expense to be expensed in 2009/10 against the reimbursement receivable from Member Councils as part of the Gate Fees for 2009/10**
- (vii) **note the net savings of \$164,000 on the capital expenditure program and approve the reallocation of funding on the following projects**

**Savings**

•	<b>Sheet Metal Bending Machine</b>	<b>\$31,000</b>
•	<b>Hook Lift Bin Truck</b>	<b>\$66,000</b>
•	<b>Welder's Vehicle</b>	<b>\$28,000</b>
•	<b>Forklift 2.5 Tonne</b>	<b>\$5,000</b>
•	<b>3 x Dust Monitoring Stations</b>	<b>\$20,000</b>
•	<b>Education Centre - Building</b>	<b>\$5,000</b>
•	<b>Toilet Facilities – House, Recycling &amp; Transfer Station</b>	<b>\$43,000</b>
		<b>\$198,000</b>

**Less**

**Reallocation of Budget**

•	<b>Extension of Administration Block</b>	<b>\$25,000</b>
•	<b>Education Centre - Replacement of Pergola</b>	<b>\$5,000</b>
•	<b>2 x Portable Water Cannons</b>	<b>\$1,000</b>
•	<b>Computer Equipment – 2 x Gate Control Units</b>	<b>\$3,000</b>
	<b>Net Savings</b>	<b>\$164,000</b>

- 
- (viii) **note the additional funding of \$1.443million required for the RRF project at Item 2 of Ordinary Council Meeting Agenda**
  - (ix) **note for Planning Purposes that the Gate Fees for 2009/10 will be \$127/tonne (ex GST) for Processable Waste and \$61/tonne (ex GST) for Non-Processable Waste**
  - (x) **approve the additional finance position to be funded in the first instance from existing financial resources for this financial year and thereafter from additional funding allocation effective July 2009**

**ATTACHMENT ONE**  
**TO ITEM 3**  
**TECHNICAL WORKING GROUP**  
**20 FEBRUARY 2009**  
**FINANCIAL STATEMENT AS AT 31 DECEMBER 2008**



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 DECEMBER 08**



**Mindarie Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>							
<b>User Charges</b>							
User Charges - City of Perth	983,800	983,800	491,900	403,559			
User Charges - City of Waneroo	4,136,900	4,136,900	2,068,450	2,103,678			
User Charges - City of Joondalup	3,580,200	3,580,200	1,790,100	1,707,530			
User Charges - City of Stirling	4,942,300	4,942,300	2,471,150	2,773,421			
User Charges - Town of Cambridge	710,900	710,900	355,450	293,800			
User Charges - Town of Vincent	759,300	759,300	379,650	400,373			
User Charges - Town of Victoria Park	782,200	782,200	391,100	368,737			
<b>Total Member User Charges</b>	<b>15,895,600</b>	<b>15,895,600</b>	<b>7,947,800</b>	<b>8,051,097</b>	<b>103,297</b>	<b>1.30%</b>	
User Charges - City of South Perth	279,500	279,500	139,750	515,523	375,773	268.89%	
User Charges - Casual Tipping Fees	3,636,400	3,636,400	1,818,200	2,340,925	522,725	28.75%	
<b>Total User Charges</b>	<b>19,811,500</b>	<b>19,811,500</b>	<b>9,905,750</b>	<b>10,907,545</b>	<b>1,001,795</b>	<b>10.11%</b>	
<b>Service Charges</b>							
Sale of Recyclable Materials	350,000	350,000	175,000	161,286	(13,714)	-7.84%	
Gas Power Generation Sales	450,000	450,000	225,000	398,036	173,036	76.91%	
Grants & Subsidies	73,000	73,000	0	20,327	20,327		
Contributions, Reimbursements & Donations	220,400	220,400	112,671	132,825	20,154	17.89%	
Interest Earnings	544,100	544,100	272,050	411,588	139,538	51.29%	
Other Revenue	10,200	10,200	5,100	3,494	(1,606)	-31.49%	
	<b>21,459,200</b>	<b>21,459,200</b>	<b>10,695,571</b>	<b>12,035,101</b>	<b>1,339,530</b>	<b>12.52%</b>	
<b>Expenses from Ordinary Activities</b>							
Employee Costs	3,746,540	3,746,540	1,879,780	1,745,797	133,983	7.13%	
<b>Materials and Contracts</b>							
Consultants and Contract Labour	581,500	581,500	290,750	213,113	77,637	26.70%	
Communications and Public Consultation	663,600	663,600	324,150	279,272	44,878	13.84%	
Landfill Expenses	784,000	784,000	463,600	401,779	61,821	13.34%	
Office Expenses	326,850	326,850	166,454	161,415	5,039	3.03%	
Information Systems	314,800	314,800	213,798	235,906	(22,108)	-10.34%	1
Building Maintenance	82,900	82,900	41,450	39,356	2,094	5.05%	
Plant and Equipment Operating and Hire	1,191,800	1,191,800	583,400	405,784	177,616	30.44%	
Utilities	101,600	101,600	50,800	52,236	(1,436)	-2.83%	
Depreciation	1,196,777	1,196,777	598,389	411,580	186,809	31.22%	
Borrowing Cost Expenses	1,506,400	1,506,400	753,200	706,495	46,705	6.20%	
Insurance	127,900	127,900	63,950	58,113	5,837	9.13%	
DEP Landfill Levy	2,469,800	2,469,800	1,234,900	1,235,477	(577)	-0.05%	
Land Lease/Rental	600,000	600,000	300,000	274,365	25,635	8.55%	
<b>Other Expenditure</b>							
Member Costs	101,200	151,500	75,750	63,543	12,207	16.11%	
Administration	151,000	151,000	82,171	88,390	(6,219)	-7.57%	
Amortisation (LandFill)	4,837,500	4,837,500	2,418,750	2,418,750	0	0.00%	
	<b>18,784,167</b>	<b>18,834,467</b>	<b>9,541,291</b>	<b>8,791,372</b>	<b>749,919</b>	<b>7.86%</b>	
Profit on Sale of Assets	7,948	7,948	7,948	7,000	(948)	0.00%	
Loss on Sale of Assets	0	0	0	0	0	0.00%	
	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	<b>0.00%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>1,162,228</b>	<b>3,250,729</b>	<b>2,088,501</b>	<b>179.70%</b>	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of Variance where actual is 10% and \$5,000 from YTD Budget
1	Information Systems	The higher cost is associated with the implementation of Wasteman System and Interface to Navision System as well as the Electronic Time sheet System. An additional allocation has been requested in the mid-year review.

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 December 2008

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>						
<b>Operating Revenues</b>						
Community Ammenties	21,459,200	21,459,200	10,695,571	12,035,101	1,339,530	12.52%
<b>Total Operating Revenues</b>	<b>21,459,200</b>	<b>21,459,200</b>	<b>10,695,571</b>	<b>12,035,101</b>	<b>1,339,530</b>	<b>12.52%</b>
<b>Profit on Disposal of Assets</b>						
Community Ammenties	7,948	7,948	7,948	7,000	(948)	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	
<b>Expenses from Ordinary Activities</b>						
<b>Operating Expenses</b>						
Governance	101,200	151,500	75,750	63,893	11,857	15.65%
Community Ammenties	15,984,767	15,984,767	8,128,941	7,457,981	670,961	8.25%
Other Property and Sevices	1,191,800	1,191,800	583,400	563,003	20,397	3.50%
<b>Total Operating Expenses</b>	<b>17,277,767</b>	<b>17,328,067</b>	<b>8,788,091</b>	<b>8,084,877</b>	<b>703,215</b>	<b>8.00%</b>
<b>Loss on Disposal of Assets</b>						
Community Ammenties	0	0	0	0	0	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Borrowing Costs Expense</b>						
Community Ammenties	1,506,400	1,506,400	753,200	706,495	46,705	6.20%
<b>Total Borrowing Costs Expense</b>	<b>1,506,400</b>	<b>1,506,400</b>	<b>753,200</b>	<b>706,495</b>	<b>46,705</b>	<b>6.20%</b>
<b>NET RESULT</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>1,162,228</b>	<b>3,250,729</b>	<b>2,088,501</b>	<b>179.70%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 31 December 2008

Description	ACTUAL 2008/2009	Movement	ACTUAL 2007/2008	Note
<b>CURRENT ASSETS</b>				
Cash	341,441	(2,639,884)	2,981,325	
Investments	12,023,488	2,561,710	9,461,778	
Debtors	3,111,530	762,647	2,348,883	
Stock	67,161	51,290	15,871	
Prepayments	255,347	(1,681)	257,028	
Other Current Assets	224,568	(88,241)	312,809	
<b>TOTAL CURRENT ASSETS</b>	<b>16,023,535</b>	<b>645,841</b>	<b>15,377,694</b>	
<b>NON-CURRENT ASSETS</b>				
Land	2,665,805	7,678	2,658,127	
Buildings & Improvements	1,787,676	498,637	1,289,039	
Furniture & Equipment	319,333	96,248	223,085	
Plant & Equipment	2,552,054	113,087	2,438,967	
Infrastructure - Other	497,235	(10,348)	507,583	
Infrastructure - Excavation	12,669,577	(2,418,750)	15,088,327	
Infrastructure - Rehabilitation	2,832,719	0	2,832,719	
Work In Progress - Excavation	5,010,883	1,659,017	3,351,866	
Work In Progress - RRF	6,031,139	408,266	5,622,873	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>34,366,420</b>	<b>353,834</b>	<b>34,012,586</b>	
<b>TOTAL ASSETS</b>	<b>50,389,955</b>	<b>999,675</b>	<b>49,390,280</b>	
<b>CURRENT LIABILITIES</b>				
Creditors	928,284	(1,156,564)	2,084,848	
Provisions	444,306	18,673	425,633	
Loans Leases Overdrafts	1,048,861	(1,257,345)	2,306,206	
Accruals	881,983	77,108	804,875	
Other Current Liabilities	0	0	0	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,303,434</b>	<b>(2,318,128)</b>	<b>5,621,562</b>	
<b>NON CURRENT LIABILITIES</b>				
Loans Leases Overdrafts	18,872,976	0	18,872,976	
Other Non Current Liabilities	4,623,340	24,006	4,599,334	
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>23,496,317</b>	<b>24,007</b>	<b>23,472,310</b>	
<b>TOTAL LIABILITIES</b>	<b>26,799,750</b>	<b>(2,294,122)</b>	<b>29,093,872</b>	
<b>NET ASSETS</b>	<b>23,590,205</b>	<b>3,293,797</b>	<b>20,296,408</b>	
<b>EQUITY</b>				
Retained Surplus	21,441,363	3,250,729	18,190,634	
Reserves	137,999	0	137,999	
Council Contribution	2,010,843	43,068	1,967,775	
<b>TOTAL EQUITY</b>	<b>23,590,205</b>	<b>3,293,797</b>	<b>20,296,408</b>	

## INFORMATION ON BORROWINGS

### (a) Loan Repayments

#### Actual

	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 31/12/2008	Principal Repayments		Principal Outstanding		Interest Repayments	
						Actual to 31/12/2008	Actual to 31/12/2008	Actual to 31/12/2008	Actual to 31/12/2008	Actual to 31/12/2008	Actual to 31/12/2008
<b>Community Amenities</b>											
<b>Tamala Park Landfill</b>											
Loan 8 - Building Upgrade	650,000	May-14	6.45%	438,424	0	30,747	407,676		13,582		
Loan 9 - Stage 2 Phase 2 Construction	2,000,000	Nov-08	5.78%	275,477	0	275,477	(0)		3,926		
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-12	5.98%	12,916,649	0	833,339	12,083,310		375,254		
<b>Regional Resource Recovery Facility</b>											
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,951	0	86,105	2,031,846		62,360		
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	31,676	1,799,006		56,254		
Loan 10b - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000		92,170		
Loan 10c - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000		68,365		
<b>TOTAL</b>	<b>29,750,000</b>			<b>21,179,182</b>	<b>0</b>	<b>1,257,344</b>	<b>19,921,838</b>		<b>671,912</b>		
Facility Fee									<b>34,583</b>		
<b>Total Borrowing Costs</b>									<b>706,495</b>		

Note: Loan 10b - \$2,600,000 has a variable rate of 5.01% for the month of December 2008  
Loan 10c - \$1,000,000 has a variable rate of 4.35% for the month of December 2008

**ATTACHMENT TWO**  
**TO ITEM 3**  
**TECHNICAL WORKING GROUP**  
**20 FEBRUARY 2009**  
**SUMMARY OF THE CAPITAL EXPENDITURE**  
**AS AT 31 DECEMBER 2008**

**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
<b>PLANT AND VEHICLES</b>				
<b>Plant and Vehicles</b>				
Land Compactor	1,500,000	1,500,000	9,908	0.66%
Forklift 2.5 Tonne	35,000	35,000	29,500	84.29%
Welder's Vehicle	28,000	28,000	0	
Hook Lift Bin Truck (second bin truck)	256,000	256,000	187,427	73.21%
	<b>1,819,000</b>	<b>1,819,000</b>	<b>226,835</b>	<b>12.47%</b>
<b>Machinery and Equipment</b>				
3x Fire Hose Reels to Recycling Centre	3,500	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	10,200	0	
3x Dust Monitoring Stations	73,000	73,000	52,468	71.87%
Radiation Monitoring Station	40,000	40,000	1,041	2.60%
Sheet Metal Bending Machine	36,000	36,000	0	
Bench Grinding Machine	1,800	1,800	0	
Plasma Cutter	7,300	7,300	4,988	68.33%
5x Handheld 2-way Radio	4,400	4,400	3,050	69.32%
6x UHF Radio	1,500	1,500	2,250	150.00%
3x Vehicle 2-way Radio	3,600	3,600	0	
Dangerous Goods Locker	2,500	2,500	0	
2x Portable Water Cannon	2,300	2,300	0	
PA System - Recycling Centre	1,000	1,000	960	96.00%
Generator Upgrade	100,000	100,000	95,750	95.75%
	<b>287,100</b>	<b>287,100</b>	<b>160,507</b>	<b>55.91%</b>
<b>TOTAL PLANT AND VEHICLES</b>	<b>2,106,100</b>	<b>2,106,100</b>	<b>387,342</b>	<b>18.39%</b>
<b>FURNITURE AND EQUIPMENTS</b>				
<b>Computer Equipment</b>				
Replacement of Sapphire - HR/Payroll	2,000	2,000	1,097	54.86%
Replacement of Tourmaline - Mgr Finance	6,000	6,000	3,653	60.88%
Replacement of Chrysoberyl - Records	2,000	2,000	1,097	54.86%
Replacement of Corundum - OHS	2,000	2,000	1,097	54.86%
Replacement of Kyanite - Governance	2,000	2,000	0	
Purchase of new PC - Finance	2,000	2,000	0	
Replace Printers and Computing Equipments	20,000	20,000	11,217	56.09%
2x Gate Control Units	25,000	25,000	27,800	111.20%
Surveillance and Boom Gate, Etc	15,000	15,000	0	
Mobile PDA and Touchscreen	10,000	10,000	6,900	69.00%
	<b>86,000</b>	<b>86,000</b>	<b>52,862</b>	<b>61.47%</b>
<b>Office Furniture and Equipment</b>				
New Furniture and Fittings - Admin Building	80,000	80,000	72,026	90.03%
<b>TOTAL PLANT AND VEHICLES</b>	<b>166,000</b>	<b>166,000</b>	<b>124,888</b>	<b>75.23%</b>
<b>LAND AND BUILDINGS</b>				
<b>Land</b>				
Land	12,300,000	12,300,000	7,678	0.06%
	<b>12,300,000</b>	<b>12,300,000</b>	<b>7,678</b>	<b>0.06%</b>

**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
<b>BUILDING</b>				
<b>Building</b>				
Toilet Facilities-House, Recycling & Transfer Stn	43,000	43,000	0	
Replacement of Pergola	11,200	11,200	0	
Education Centre Building	21,000	21,000	0	
Workshop Extension (Welding Bay)	120,000	120,000	0	
Workshop Floor Replacement (New concrete works)	12,000	12,000	0	
Administration Building Extension	405,000	405,000	405,000	100.00%
Recycling Centre and Transfer Station Upgrade	209,000	209,000	170,223	81.45%
	<b>821,200</b>	<b>821,200</b>	<b>575,223</b>	<b>70.05%</b>
<b>TOTAL LAND AND BUILDINGS</b>	<b>13,121,200</b>	<b>13,121,200</b>	<b>582,901</b>	<b>4.44%</b>
<b>INFRASTRUCTURE</b>				
<b>Operations</b>				
Boundary Fence	8,400	8,400	8,450	100.60%
Installation of Barrier Fencing	15,200	15,200	13,300	87.50%
	<b>23,600</b>	<b>23,600</b>	<b>21,750</b>	<b>92.16%</b>
<b>Resource Recovery Facility</b>				
Legal Fees	50,000	50,000	62,127	
Financial and Probity Fees	20,000	20,000	0	
Insurance Review	10,000	10,000	0	
Superintendent and Management Fees	120,000	120,000	2,160	
Community Consultation	28,000	28,000	11,036	
Project Manager	42,000	42,000	31,513	
Site Infrastructures	1,330,000	1,330,000	301,430	
	<b>1,600,000</b>	<b>1,600,000</b>	<b>408,266</b>	<b>25.52%</b>
<b>LANDFILL EXCAVATIONS</b>				
<b>Excavation - Phase 3 Stage 2</b>				
Superintendent Fees	90,000	90,000	0	
Design	90,000	90,000	12,118	
Excavation	7,000,000	7,000,000	1,582,939	
MRC Project Manager	50,000	50,000	6,688	
Siteworks, Survey Etc	20,000	20,000	4,145	
	<b>7,250,000</b>	<b>7,250,000</b>	<b>1,605,889</b>	<b>22.15%</b>
<b>Stage1 to Stage2 Tie-in</b>				
Construction and Lining	1,850,000	1,850,000	10,513	
Superintendent Fees	60,000	60,000	32,998	
Design	60,000	60,000	0	
MRC Project Manager	20,000	20,000	5,992	
Siteworks, Survey Etc	10,000	10,000	3,625	
	<b>2,000,000</b>	<b>2,000,000</b>	<b>53,128</b>	<b>2.66%</b>
<b>TOTAL LANDFILL EXCAVATIONS</b>	<b>9,250,000</b>	<b>9,250,000</b>	<b>1,659,017</b>	<b>17.94%</b>



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**ITEM 4. SUPPLY AND DELIVERY OF A LANDFILL COMPACTOR WITH A MINIMUM 50 TONNE CAPACITY WITH OR WITHOUT THE TRADE-IN OF AN EXISTING LANDFILL COMPACTOR OR FOR THE OUTRIGHT PURCHASE OF THE EXISTING LANDFILL COMPACTOR – TENDER 13/96**

**Tender No: 13/96**

**File No: COP/2-02**

**Attachment(s): 1. Tender No. 13/96 Tender Assessment Report**

**Author: Mike Tolson**

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## **BACKGROUND**

Council has previously approved funds for the replacement of quantity one landfill compactor, within the context of Budget 08/09.

The administration has reviewed the Mindarie Regional Council (MRC) landfill compaction capability with due respect to the following key factors:

- The performance of existing compaction equipment given the current nature of the waste composition delivered to Tamala Park
- The characteristics of waste composition post introduction of RRF (July 2009), and the effect of this composition on compaction capability

Key points to note regarding waste composition are as follows:

- Current waste composition is approximately 50/50 between MSW (Municipal Solid Waste) and non MSW (C&I waste).
- Processing of 100,000 tonnes of MSW per annum at RRF, coming July 2009, will result in the majority of waste processed at landfill being non MSW - a significant change from the existing situation.

The conclusion from this review is that the most appropriate mix of landfill compaction equipment, in order to optimally deal with the changing waste composition, is as follows:

- Drum type machine e.g.: Tana
- Wheeled type machine e.g.: CAT, BOMAG

This mix of equipment is a significant departure from the previous practice of 'equipment mix based on preferred tender, regardless of type'.

The key advantages of this revised mix are as follows:

- Improved compaction outcomes
- improved operating conditions for customer vehicles due to improved surface
- Likely reduced possibility of breakdown and, associated, repair cost, via waste entanglement in equipment.

- Improved productivity on basis of improved compatibility of compaction equipment and waste composition

The outcome from this analysis is that the administration has tendered for a FOUR WHEELED compactor; given the most recent purchase was a drum compactor.

## DETAIL

### Tender Organisation

A public tender advertised an invitation, via The Western Australian on 14 January 2009 for suppliers to tender. Three suppliers responded to the request for tender 13/96:

1. GCM Enviro Pty Ltd – offered a Al-Jon 600 - \$1,699,500,
2. BT Equipment Pty Ltd – offered a Bomag BC 1172RB-2 - \$1,485,000, and
3. Westrac Pty Ltd – offered a Caterpillar 836H - \$1,438,459.

### Tender Assessment

Independent third party arbitrators are used by the Council's administration to prepare the tender documents, open and assess the tenders submitted and provide a report to the Council evaluation panel. This process is used to ensure openness and transparency of the Council's purchasing procedures.

The report for this tender was prepared by Mr Mike Field of WW Consulting Pty Ltd and is shown at attachment one to this report.

The offer of the Al-Jon 600 from CGM Enviro Pty Ltd was not considered as costing information requested in the tender documents was not provided. At present there is no Al -Jon Landfill Compactors operating in Australia.

## OTHER FACTORS

### Defects and Liability

The standard defects and liability periods offered by the suppliers reflect their confidence in their equipment. The table below indicates the standard and optional warranties offered.

COMPANY	BT Equipment	WesTrac
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Warranty Offered	12 Months or 1000 hrs including all parts and labour	12 Months plus 36 Months or 6000 hrs Power Train & Hydraulics
Optional Warranty	60 Months or 10,000hrs for Extended Power Train	60 Months or 8000 hrs Power train & Hydraulics
Optional Warranty Cost (GST Inc.)	\$93,038	\$61,012

It is recommended that MRC take up the offer of the optional warranty to defray future costs.

### Time for Delivery

MRC specified that the suppliers commit to firm delivery timelines as the non-availability of compactors would have a major and unacceptable effect on the tip face operations at Tamala Park. Delivery times for the equipment submitted were Bomag 16-24 weeks and Caterpillar 22 – 24 weeks. The periods indicated are subject from the date the order is placed.

### Whole of Life

The whole of life costs estimates to 10,000 hours are excluding cost of fuel.

COMPANY	BT Equipment	WesTrac
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Purchase Price	\$1,485,000	\$1,438,459
Additional Warranty	\$ 93,038	\$ 61,012
Service/Maintenance	\$ 59,400	\$ 263,656
<b>TOTAL</b>	<b>\$1,637,438</b>	<b>\$1,763,127</b>
Less Trade in Offer	\$ 143,000	\$ 55,000
<b>WOL Cost (est.)</b>	<b>\$1,494,438</b>	<b>\$1,708,127</b>

### ANALYSIS

The equipment offered meet the technical specification to perform the tasks and functions required to be conducted by Mindarie Regional Council.

Caterpillar and Bomag are world renowned and QA accredited. Each have a substantial number of compactors in Australia and have the experience and capacity to successfully undertake and service the contract.

The Tender acceptance decision should therefore be primarily based on the Whole of Life financial considerations and the lower cost with a saving of \$213,689 on GST inclusive costs represent the best “Value for Money” result for Mindarie Regional Council.

### Comment

By comparison the maintenance costs of the Bomag BC 1172RB-2 are appreciably lower and BT Equipment has committed to store critical parts in Western Australia and major driveline components in Melbourne as part of their backup support plan. The fuel figures supplied by Bomag potentially offers significant savings in the MRC fuel budget over the life of the compactor by comparison to the Cat 836H.

### STATUTORY ENVIRONMENT

Not applicable

### POLICY IMPLICATIONS

Not applicable

### **FINANCIAL IMPLICATIONS**

A provision of \$1,500,000.00 exists within the context of Budget 2008/2009, purchase of the Bomag BC 1172RB-2 as recommended will deliver a budget saving of \$64,962.00. Consultant fees incurred for this tender were \$5,500.00.

### **STRATEGIC IMPLICATIONS**

Nil

### **TECHNICAL WORKING GROUP – 20 FEBRUARY 2009**

Nil.

### **RECOMMENDATION**

**That Council accept the tender offer from BT Equipment Pty Ltd for the Supply and Delivery of a new Bomag BC 1172RB-2 at a cost \$1,485,000.00 (GST inclusive). Plus a cost of \$93,038 for the Extended Warranty minus \$143,000.00 (GST inclusive) for the Trade-in of the existing MRC Tana 400 giving a purchase price \$1,435,038.00.**

**ATTACHMENT ONE**  
**TO ITEM 4**  
**TECHNICAL WORKING GROUP**  
**20 February 2009**  
**TENDER NO. 13/96 TENDER ASSESSMENT REPORT**

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

TENDER RECOMMENDATION FOR

## TENDER No. 13/96

**SUPPLY AND DELIVERY OF A 4 (FOUR)  
WHEELED LANDFILL COMPACTOR WITH A  
TIER 3 EMISSION ENGINE AND WITH A  
MINIMUM OPERATING WEIGHT OF 50,000Kg  
WITH OR WITHOUT THE TRADE-IN OF AN  
EXISTING LANDFILL COMPACTOR OR FOR  
THE OUTRIGHT PURCHASE OF THE EXISTING  
LANDFILL COMPACTOR**

## TENDER ASSESSMENT REPORT

Prepared for: Mindarie Regional Council

Prepared by:  
WW Consulting Pty Ltd  
37 Blackwood Parade  
Dudley Park WA 6240  
ABN 57 102 646 882

WW Consulting Pty Ltd

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## EXECUTIVE SUMMARY MRC RFT 13/96

This document details the assessment conducted for Mindarie Regional Council (MRC) Tender No. 13/96 for the Supply and Delivery of a Landfill Compactor with a with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing TANA G400 Landfill Compactor or for the Outright Purchase of the Existing Landfill Compactor.

Tenders were advertised in the West Australian on Wednesday 14<sup>th</sup> January 2009 and closed at 12 Noon on Friday 6<sup>th</sup> February 2009.

A total of three Tenders (consisting of four Offers) were received for the Supply and Delivery with Trade-in from:

- BT Equipment Pty Ltd - Offered a BOMAG BC 1172RB-2
- WesTrac CAT Pty Ltd - Offered a CATERPILLAR 836H
- GCM enviro Pty Ltd – 2 Offers – 1. ALJON 525 – 2. ALJON 600

The BT Equipment and WesTrac CAT Offers were compliant and remained in the assessment process.

The Tender submitted by GCM Enviro was non-compliant in a number of areas and was removed from the assessment process.

No Tenders were received for the outright purchase only of the existing MRC TANA G400 Landfill Compactor.

The Two Offers assessed were for Landfill Compactors that Respondents indicated met the basic specified requirements for a Tier 3 Emission Engine and a Minimum Operating Weight of 50,000Kg.

The following criteria were used to provide the most operational and financial advantage assessment for MRC.

- Compliance Criteria assessed on a Yes/No basis
- Qualitative Criteria assessed on demonstrated relevant experience and the ability of the company/organisation to service the contract.
- Purchase Price and related costs including Trade-in offers.
- Other factors (e.g. Compactor Performance, Warranty, Delivery Time and Maintenance Services)
- Availability of Buy/back – Trade/back

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

Tenders were assessed and scored against weighted criteria and the assessment plus a financial analysis including estimated Whole of Life costings indicates that the BT Equipment Offer for the BOMAG BC 1172RB-2 represents the best value for money benefits to MRC.

In addition, landfill site and machinery inspections and enquiries indicate that the BOMAG BC 1172RB-2 is capable of meeting the operational requirements of MRC at Tamala Park.

As a result, it is recommended that the Tender submitted by BT Equipment for the Supply and Delivery of a New Bomag BC1172RB-2 Landfill Compactor at a (GST Inc.) price of \$1,485,000 plus \$93,038 (GST Inc.) for a 10,000 hour Warranty minus an amount of \$143,000 (GST Inc.) for Trade-in of the existing MRC TANA G400, giving a purchase price of \$1,435,038 (GST Inc.) be accepted.

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## TABLE OF CONTENTS

	Page
EXECUTIVE SUMMARY	2
1. SUMMARY	5
2. ASSESSMENT	5
2.1 Equipment Requirement	5
2.2 Assessment Process	6
2.3 Assessment Criteria	6
2.4 Trade in	6
2.5 Whole of Life Costs	7
2.6 Other Factors	7
2.7 Detail of Assessment	8
2.8 Comparative Details	10
3. ANALYSIS	13
4. RECOMMENDATIONS	13

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## 1. SUMMARY

Mindarie Regional Council (MRC) advertised Request for Tender (RFT) No. 13/96 on Wednesday 14<sup>th</sup> January 2009 for the Supply and Delivery of a Landfill Compactor with a with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the Existing Landfill Compactor. Tenders were advertised in the West Australian Newspaper and closed at 12 Noon on Friday 6<sup>th</sup> February 2009.

Tenders were opened immediately following the deadline in the presence of representatives of MRC. No responding company personnel or other persons attended the Tender Opening.

Three Tenders (consisting of a total of four Offers) for Supply and delivery with Trade-in were received in response to RFT 13/96 from:

- BT Equipment Pty Ltd - Offered a BOMAG BC 1172RB-2
- WesTrac Pty Ltd – Offered a CATERPILLAR 836H
- GCM enviro Pty Ltd - Offered – 1. ALJON 525 – 2. ALJON 600

The BT Equipment and WesTrac CAT Offers were compliant and remained in the assessment process.

The Tender submitted by GCM Enviro was non-compliant in a number of areas and was eliminated from the assessment process.

No Tenders were received for the outright purchase only of the existing MRC TANA G400 Landfill Compactor.

## 2. ASSESSMENT

### 2.1 Equipment Requirement

Suitably constructed and operationally efficient landfill compaction equipment is an essential component of MRC operations to ensure waste can be spread and compacted within the required performance indicators. Factors affecting these requirements are:

- Whole of Life Costs (including initial purchase price)
- Operating Weight
- Compaction efficiency and performance
- Contribution to MRC productivity
- Occupational Health & Safety (OH&S)
- Operator environment and associated risk factors
- Option for Trade or Buy-Back at the end of the MRC specified equipment life

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

To ensure that suitable Landfill Compactor equipment is obtained selection should be based on all the factors listed above rather than solely on the purchasing price.

## 2.2 Assessment Process

The process included assessment of the Tender Offer documents, Landfill Site visits carried out in late 2008, enquiries to Landfill operator companies/organisations and individual operators.

## 2.3 Assessment Criteria

The assessment was carried out using the following criteria:

### 2.3.1 Compliance Criteria

- a) Compliance with the Conditions of Tendering the Request
- b) A Quality Assurance requirement for the 4 Wheeled Landfill Compactor Manufacturer's QA to be internationally recognised.
- c) Compliance with the Delivery Date and/or with collection/availability requirements for the existing MRC Tana G400 Landfill Compactor.
- d) Compliance with and completion of Part 3 of the Request Document plus all required Attachments.
- e) Compliance with Referee requirements. Tenderers were required to list the names of the State Public Authorities or private companies currently using the Landfill Compactors offered.

These criteria were not point scored but were assessed on a Yes/No basis as to whether the criterion was satisfactorily met. An assessment of "No" against any criterion could eliminate the Tender from consideration.

Both The BT Equipment and WesTrac CAT Tenders met the Compliance Criteria requirements.

### 2.3.2 Qualitative Criteria

In determining the most advantageous "Value for Money" Tender, the assessment included scoring each Tender against the weighted qualitative criteria as detailed in Section 2.8.8 of this report.

## 2.4 Trade- In of Existing TANA G400 Landfill Compactor

An existing MRC TANA G400 Landfill Compactor was made available as a Trade-in and both companies submitted a Trade-in Offer.

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## 2.5 Whole of Life Costs

To facilitate a value for money assessment, Respondents were required to provide fuel consumption figures and cost estimates for Scheduled Services (including Parts), Oils and Lubricants plus estimates for Preventative Maintenance and Replacement Parts Costs for an operating life of 10,000 hours.

The Whole of Life (WOL) offer by BT Equipment of \$1,494,438 was the lowest WOL offer received.

## 2.6 Other Factors

The information used was obtained from potential suppliers, Tamala Park operational personnel and by visits to WA and other State Landfill Sites in late 2008 and also enquiries made from the owners and operators of similar equipment:

### 2.6.1 Occupational Safety and Health

The BOMAG BC 1172RB-2 and CATERPILLAR 836H Compactors offered were compliant with current legislation and industry standards.

Observations of Compactors operating at landfill sites indicated that the BOMAG BC 1172RB-2 has good traction and stability when moving sideways across a batter.

The BOMAG BC 1172RB-2 and CATERPILLAR 836H Compactors have good operator cabin access and met the specified visibility and reversing camera requirements?

### 2.6.2 Operating Weight

The RFT specified an operating weight of 50,000Kg and the offered Compactors met the requirements with specified operating weights as follows:

- CATERPILLAR 836H – 53,682Kg
- BOMAG BC 1172RB-2 - 54,500 Kg

### 2.6.3 Compaction

Both compactors use four (4) drum compaction systems as specified.

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

#### 2.6.4 Productivity

As indicated above, the compactors offered use four drum systems. Therefore, on a single pass there is a non-compaction space between the left and right drums and under the cabin/engine. Consequently, two passes (one forward and one reverse) are required to compact an area. This is not an issue for MRC as other equipment is used in conjunction with the 4 wheeled Landfill Compactor to achieve the required compaction.

The raised ridge wheel and teeth design of the BOMAG BC 1172RB-2 was assessed as giving good waste penetration and compaction.

#### 2.6.5 Operator Comfort & Access

Operators and maintenance staff questioned on ergonomics, operation, operator comfort, noise levels and waste product interference with maintenance activities were supportive of the BOMAG BC 1172RB-2 and CATERPILLAR 836H Compactors offered in their particular operating environment.

#### 2.6.6 Risk

The BOMAG BC 1172RB-2 and CATERPILLAR 836H potential suppliers and manufacturers are QA accredited and have considerable numbers of Compactors and associated machinery items operating in Australia.

Their Offers included details of the number of users of similar equipment in Australia for use as referees for performance and/or availability checks on:

- Maintenance services
- Post-sales services
- Spare parts availability
- Problem resolution

### 2.7 **Detail of Assessment**

#### 2.7.1 Process

As indicated above the tender assessment was based on:

- Compliance Criteria assessed on a Yes/ No basis
- Qualitative Criteria assessed on the demonstrated relevant experience and the ability of the organisation to service the contract
- Purchase Price offered
- Other factors (e.g. Warranty Period, Delivery Time and Maintenance Services) providing "Value for Money" to MRC

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

### 2.7.2 Assessment Inclusions

The assessment was carried out in accordance with factors listed in Section 2.1 above.

### 2.7.3 Assessment Considerations

Confirmation of commitment to a delivery period was an MRC requirement to ensure the continuation of operations at Tamala Park as the non-availability of compaction equipment would have a major and unacceptable effect.

Both Tenderers have been suppliers of equipment to Local, State Government organisations, WA and Interstate business operators for a number of years.

BT Equipment and WesTrac CAT have provided reputable referee details and enquiries have indicated a capability and capacity to meet the requirements of RFT 13/96.

BT Equipment has provided a detailed Repair & Backup Support Plan which details the location and quantities of spare parts and staff. The plan includes written commitments to the levels of service and support to be provided.

### 2.7.4 Purchase Price Offered

Detailed below are the two (2) purchase price offers received for the Supply and Delivery of a Landfill Compactor with a Tier 3 Emission Engine and a Minimum Operating Weight of 50,000Kg.

<b>COMPANY</b>	<b>BT Eqpt</b>	<b>WesTrac</b>
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Cost (GST Inc.)	\$1,485,000	\$1,438,459

The BT Equipment offer also included a No Trade-in discount of \$55,000 (GST Inc.) if applicable.

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## 2.8 Comparative Details

Based on the information supplied, estimates and (where necessary) subsequent enquiries, the following GST Inc. figures and other information items are applicable.

### 2.8.1 Defect and Liability Maintenance & Warranty Period

COMPANY	BT Eqpt	WesTrac
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Warranty Offered	12 Months or 1000 hrs inc. all parts and labour	12 Months plus 36 Months or 6000 hrs Powertrain & Hydraulics
Optional Warranty	60 Months or 10,000hrs for Engine, Powertrain and Transmission	60 Months or 8000 hrs Powertrain & Hydraulics
Optional Warranty Cost (GST Inc.)	\$93,038	\$61,012

The BOMAG BC 1172RB-2 Offer includes a 10,000hr Warranty on the drum teeth and the CAT836H guarantees 10,000hrs or 4 years.

### 2.8.2 Service/Maintenance Cost estimates (GST Inc.) to 10,000 Hours

COMPANY	BT Eqpt	WesTrac
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
	\$59,400	\$263,656

The BT Equipment Service/Maintenance estimate has been confirmed by the company. This is based on acceptance of the optional warranty to the 10,000hr point as specified in Section 2.8.1 above and the inclusion of parts in the optional warranty.

### 2.8.3 Trade-in Offer (GST Inc.) on existing MRC TANA G400

COMPANY	BT Eqpt	WesTrac
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
	\$143,000	\$55,000

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

**2.8.4 Time for Supply and Delivery**

<b>COMPANY</b>	<b>BT Eqpt</b>	<b>WesTrac</b>
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Delivery Time	16/24 Weeks	22/24 Weeks

**2.8.5 Estimated Fuel Consumption**

<b>COMPANY</b>	<b>BT Eqpt</b>	<b>WesTrac</b>
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Consumption Litres per hr	48-52	56-60

**2.8.6 Trade Back/Buy Back Offer at 10,000 Hours**

Offers are conditional with the WesTrac Offer detailing a range of specific conditions, including amounts of wear, which must be contractually committed to prior to the sale to MRC of the offered Compactor.

<b>COMPANY</b>	<b>BT Eqpt</b>	<b>WesTrac</b>
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Buy Back Offer (Conditional)	No Offer	\$503,460
Trade Back Offer (Conditional)	\$200,000	\$575,387

**2.8.7 Whole of life costs.**

Whole of Life (WOL) (GST Inc.) cost estimates to 10,000 Hours (excluding fuel) are:

<b>COMPANY</b>	<b>BT Eqpt</b>	<b>WesTrac</b>
Manufacturer	BOMAG	CAT
Model	BC 1172RB-2	836H
Purchase Price	\$1,485,000	\$1,438,459
Additional Warranty	\$ 93,038	\$ 61,012
Service/Maintenance	\$ 59,400	\$ 263,656
<b>TOTAL</b>	<b>\$1,637,438</b>	<b>\$1,763,127</b>
Less Trade in Offer	\$ 143,000	\$ 55,000
<b>WOL Cost (est.)</b>	<b>\$1,494,438</b>	<b>\$1,708,127</b>

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

## 2.8.8 Matrix Scores

Assessments against the Qualitative Criteria for this RFT are as follows:

### **BT Equipment – BOMAG BC 1172RB-2**

Score Range – 1 (Lowest) to 5 (Highest)

Criteria	Weighting %	Score	Weighted Score
(a) Pricing and confirmation of “value for money” to MRC. Value for money to MRC is based on ensuring and confirming the lowest ‘whole of life’ costing for the required Landfill Compactor.	30%	5	150
(b) Demonstrated and relevant experience in and evidence of, the supply, delivery and maintenance of Landfill Compactors or similar equipment.	15%	5	75
(c) Confirmation of commitment to the specified delivery date.	10%	4	40
(d) Confirmation of the availability of maintenance and repair support by the provision of a Repair and Backup Support Plan as an attachment.	35%	5	175
(e) Skills and experience of key personnel. (The technical aspects and the organisational capacity to service the Contract)	10%	5	50
<b>Total</b>	<b>100%</b>	<b>24</b>	<b>490</b>

### **WesTrac CAT – CAT 836H**

Score Range – 1 (Lowest) to 5 (Highest)

Criteria	Weighting %	Score	Weighted Score
(a) Pricing and confirmation of “value for money” to MRC. Value for money to MRC is based on ensuring and confirming the lowest ‘whole of life’ costing for the required Landfill Compactor.	30%	4	120
(b) Demonstrated and relevant experience in and evidence of, the supply, delivery and maintenance of Landfill Compactors or similar equipment.	15%	5	75
(c) Confirmation of commitment to the specified delivery date.	10%	4	40
(d) Confirmation of the availability of maintenance and repair support by the provision of a Repair and Backup Support Plan as an attachment.	35%	3	105
(e) Skills and experience of key personnel. (The technical aspects and the organisational capacity to service the Contract)	10%	5	50
<b>Total</b>	<b>100%</b>	<b>21</b>	<b>390</b>

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Mindarie Regional Council Tender Assessment

Tender No. 13/96 for the Supply and Delivery of a 4 (Four) Wheeled Landfill Compactor with a Tier 3 Emission Engine and with a Minimum Operating Weight of 50,000Kg with or without the Trade-in of an existing Landfill Compactor or for the Outright Purchase of the existing Landfill Compactor

### 3. ANALYSIS

The BOMAG BC 1172RB-2 and CATERPILLAR 836H Tenderers have the experience and capacity to successfully undertake and service the contract.

The BOMAG BC 1172RB-2 and CATERPILLAR 836H Landfill Compactors offered meet the technical specification and are indicated to operationally and efficiently perform the tasks and functions required by MRC.

The BT Equipment Offer included in the Backup, Repair and Support Plan a commitment to carry out all maintenance/repair work on site at Tamala Park. This requirement did not form part of the WesTrac CAT offer.

Estimated fuel consumption figures provided indicated cost savings for MRC in using the BOMAG BC 1172RB-2 in Tamala Park working conditions.

All the factors detailed above have a bearing on the assessment and the recommendation is based on both financial and operational aspects.

Based on the above, the following is applicable:

A financial analysis including estimated Whole of Life costings indicates that the BT Equipment Offer for the BOMAG BC 1172RB-2 represents the best value for money benefits to MRC.

In addition, landfill site and machinery inspections and enquiries indicate that the BOMAG BC 1172RB-2 is capable of meeting the operational requirements of MRC at Tamala Park.

### 4. RECOMMENDATIONS

As a result of the above, it is recommended that:

The Offer from BT Equipment for the Supply and Delivery of a BOMAG BC 1172RB-2 Landfill Compactor at a cost of \$1,485,000 (GST Inc.) Plus \$93,038 (GST Inc.) for Warranty to 10,000 hours and minus \$143,000 (GST Inc.) for the Trade-in of the existing MRC TANA G400 giving a purchase price of \$1,435,038 (GST Inc.) be accepted.

Current world financial and industrial issues make it essential to confirm pricing and delivery timings prior to formal acceptance of the offer in addition to formalising the conditions of the Trade Back arrangements.

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24 February 2009

WW Consulting Pty Ltd

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**ITEM 5                      LIMESTONE REMOVAL TENDER 13/97**

**Tender No:                13/97**

**File No:                    WST/131**

**Attachment(s):        Nil.**

**Author:                    Ian Watkins**

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**SUMMARY**

The purpose of this report is to provide Council with a tender recommendation relating to the removal of limestone from the Tamala Park facility.

**BACKGROUND**

The Mindarie Regional Council has commenced the excavation of Stage 2 Phase 3 in readiness for the commencement of landfill in late 2009 or early 2010.

As part of the excavation process it is necessary that the excavated material is either used on site or moved off site. To date there has been approximately 780,000 tonnes of limestone moved off the Phase 3 footprint. There is approximately an additional 500,000 tonnes of limestone still required to be moved.

To increase the quantity of limestone moved off site, Mindarie Regional Council has advertised a tender for industry to remove limestone.

It is now appropriate that Council review and consider the recommendations from the tender process.

**DETAIL**

Mindarie Regional Council compiled a tender document designed to be as broad as possible with minimal contractual commitments to prospective contractors for the collection and off-site removal of limestone from the Phase 3 footprint.

The document was designed to cater for a wide range of industry potential uses for the limestone including the supply of:

- 37mm minus crushed limestone
- 100mm minus crushed limestone
- Bulk limestone
- Armour rock

The Tender was advertised on Wednesday 4 February 2009 and closed on Wednesday 18 February 2009. All limestone removal contractors that have been involved in Tamala Park site activities in recent times were advised of the tender advertisement and encouraged to submit tenders.

### Tender Results

Two tenders were received before the stipulated tender close.

Both tenders were deemed as conforming.

In summary, requests were received for the following quantities of materials:

- 320,000 tonnes of 37mm minus crushed limestone
- 200,000 tonnes of 100mm minus crushed limestone
- 1,250,000 tonnes of bulk limestone
- 150,000 tonnes of armour rock

Table 1 provides a summary of the quantities and applicable rates that were received from the tenderers.

**Table 1**

Tenderer	37mm Crushed		100mm Crushed		Bulk Ripped		Armour Rock		Comments
	Quantity (t)	Rate (\$/t)	Quantity (t)	Rate (\$/t)	Quantity (t)	Rate (\$/t)	Quantity (t)	Rate (\$/t)	
All Earth Group	200,000	\$0.00	100,000	\$0.00	350,000	\$2.00			
Keyfast Bulk Haulage	120,000	\$0.00	100,000	\$0.00	400,000	\$2.00	150,000	\$3.50	
Keyfast Bulk Haulage					500,000	\$3.95			Guaranteed disposal location

It is estimated that approximately 400,000t of limestone will be required to be moved off site. The remainder of the material will either be used immediately as landfill cover, stockpiled as future cover material or stockpiled a future capping material.

Based on the requirement to remove 400,000t and the quoted values for off site removal, it is most likely that the crushed material will be removed at no charge with the bulk ripped material removed at minimal cost (\$2.00 - \$3.95).

Due to the flexible contractual conditions within the tender document, there is no obligation on the Mindarie Regional Council to provide all or part of the requested quantity, nor is there an obligation on the Tenderers to remove the limestone. The fundamental premise is that if the material is available for off-site removal it will be offered to the most cost effective Tenderer. Should that Tenderer not be in a position to remove part or all of the available material, it will then be offered to the next most cost effective Tenderer.

Tendered quantities of limestone are well in excess of available quantities on site. The tendered quantities are however not guaranteed. Should demand not be sufficient to match Mindarie Regional Council removal needs, the \$3.95/t offer from Keyfast Bulk Haulage for the removal of Bulk Ripped limestone is to a guaranteed disposal location and is available should the Mindarie Regional Council choose this option.

It is recommended that all tenders be accepted with the material becoming available for removal based on Mindarie Regional Council production schedules, on a first come first serve basis, with priority being given to those companies that have tendered the lowest cost for off-site disposal.

## **CONSULTATION**

Consultation has occurred with the following groups:

- Tamala Park operational staff
- All Earth Contractors
- Keyfast Haulage
- Statewest Civil Contractors

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

Consistent with the Council's Strategic Plan 2004 – 2009 Objective One Resource Management.

## **FINANCIAL IMPLICATIONS**

In the 2008/2009 budget \$7M has been requested for excavation of Stage 2 Phase 3.

Part of these available funds will be used to cover the cost of off-site disposal of limestone.

The 2008/2009 budget was developed around a total cost of \$5.80/t for the excavation, crushing and removal of material from the Phase 3 footprint. As a result of the tender prices received, this rate is seen as achievable.

As at December 2008 \$1.6m had been spent on Stage 2 Phase 3 for this financial year to execute and remove approximately 330,000t of sand and limestone. This equates to approximately \$4.85/t which is well within the budgeted excavation rate.

Loan funds are utilised to cover the cost of future landfill cell construction (including excavation). These costs have been included in the Mindarie Regional Council Financial Model and consequently included in the current and future landfill disposal rates.

The proactive approach of slowly excavating the Phase 3 footprint as and when off-site disposal opportunities present themselves is a far more cost effective method of developing the new landfill airspace than simply awarding a tender for the short term (rapid) excavation and removal of material.

## **TECHNICAL WORKING GROUP – 20 FEBRUARY 2009**

Nil discussion.

**RECOMMENDATION**

**That Council:**

- (i) with respect to Tender No. 13/97 for the removal of limestone, accepts all tenders submitted
- (ii) notes the plan for allocation of material re 'first come, first serve' basis with priority to lowest cost tenderers

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**ITEM 8.2.1            FINANCIAL STATEMENTS FOR THE PERIODS ENDED  
30 NOVEMBER 2008 AND 31 DECEMBER 2008**

**File No:                FIN/5-02**

**Attachment(s):    1. Financial Statement for the period ended 30 November 2008  
2. Financial Statement for the period ended 31 December 2008**

**Author:                Kalwant Dhillon**

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**SUMMARY**

The purpose of this report is to provide financial reporting to meet statutory requirements and to provide useful information to stakeholders of the Council.

**BACKGROUND**

Financial Statements as at 30 November 2008 and 31 December 2008 are attached and show separate columns for Actual and Adopted/Revised Budget figures.

Reporting requirements are defined by regulations 34 and 35 of the Local Government (Financial Management) Regulations 1996. There is scope in these regulations to provide other reporting that the Local Government considers appropriate.

The financial statements presented for each month consist of:

- Operating Statement by Nature
- Operating Statement by Function
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings

**DETAIL**

The reports attached are for the months ended 30 November 2008 and 31 December 2008 and are at Attachments One and Two to this Item.

- **Statement of Income and Expenditure.** Pages 2 to 3 of the Attachment. These statements have been adjusted to include a number of year-to-date estimates that are not finalised until the end of the financial year. These are as follows:
  - Deferred Excavation Consumed
  - Site Rehabilitation Provision
  - Site Monitoring Provision

These are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on a survey carried out to assess the “air space” remaining.

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- **Operating Statements by Function and Type.** At page 4 of the Attachment. This shows a summary of operating income and expenditures. The Operating Statement by Function may be useful to the reader as a snapshot of the business operations

A complete suite of Financial Statements including Operating Statement and Statement of Financial Position are reported on a monthly basis and include accruals that may be based on estimates to provide meaningful reporting to stakeholders. These reports are at Attachment One and Two to this Item.

#### **RECOMMENDATION**

**That the Financial Statements as attached at Attachment One and Two for the months ended 30 November 2008 and 31 December 2008 be noted.**



**ATTACHMENT ONE**  
**TO ITEM 8.2.1**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**FINANCIAL STATEMENT FOR THE PERIOD ENDED**  
**30 NOVEMBER 2008**



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
30 NOVEMBER 08**

**Mindarie Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 30 November 2008**

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>							
<b>User Charges</b>							
User Charges - City of Perth	983,800	983,800	409,917	331,089			
User Charges - City of Waneroo	4,136,900	4,136,900	1,723,708	1,542,606			
User Charges - City of Joondalup	3,580,200	3,580,200	1,491,750	1,412,423			
User Charges - City of Stirling	4,942,300	4,942,300	2,059,292	2,226,766			
User Charges - Town of Cambridge	710,900	710,900	296,208	244,672			
User Charges - Town of Vincent	759,300	759,300	316,375	326,050			
User Charges - Town of Victoria Park	782,200	782,200	325,917	306,809			
<b>Total Member User Charges</b>	<b>15,895,600</b>	<b>15,895,600</b>	<b>6,623,167</b>	<b>6,390,415</b>	<b>(232,752)</b>	<b>-3.51%</b>	
User Charges - City of South Perth	279,500	279,500	116,458	405,487	289,029	248.18%	
User Charges - Casual Tipping Fees	3,636,400	3,636,400	1,515,167	1,922,180	407,013	26.86%	
<b>Total User Charges</b>	<b>19,811,500</b>	<b>19,811,500</b>	<b>8,254,792</b>	<b>8,718,082</b>	<b>463,290</b>	<b>5.61%</b>	
<b>Service Charges</b>							
Sale of Recyclable Materials	350,000	350,000	145,833	147,544	1,711	1.17%	
Gas Power Generation Sales	450,000	450,000	187,500	398,036	210,536	112.29%	
Grants & Subsidies	73,000	73,000	0	20,327	20,327		1
Contributions, Reimbursements & Donations	220,400	220,400	72,620	96,638	24,018	33.07%	
Interest Earnings	544,100	544,100	226,708	354,303	127,595	56.28%	
Other Revenue	10,200	10,200	4,250	3,494	(756)	-17.79%	
	<b>21,459,200</b>	<b>21,459,200</b>	<b>8,891,703</b>	<b>9,738,424</b>	<b>846,721</b>	<b>9.52%</b>	
<b>Expenses from Ordinary Activities</b>							
Employee Costs	3,746,540	3,746,540	1,564,299	1,460,460	103,839	6.64%	
<b>Materials and Contracts</b>							
Consultants and Contract Labour	581,500	581,500	242,292	143,212	99,080	40.89%	
Communications and Public Consultation	663,600	663,600	276,908	229,307	47,601	17.19%	
Landfill Expenses	784,000	784,000	386,700	384,878	1,822	0.47%	
Office Expenses	326,850	326,850	147,729	148,169	(440)	-0.30%	
Information Systems	314,800	314,800	194,047	181,672	12,375	6.38%	
Building Maintenance	82,900	82,900	34,542	27,007	7,535	21.81%	
Plant and Equipment Operating and Hire	1,191,800	1,191,800	496,583	351,257	145,326	29.27%	
Utilities	101,600	101,600	42,333	44,357	(2,024)	-4.78%	
Depreciation	1,196,777	1,196,777	498,657	336,511	162,146	32.52%	
Borrowing Cost Expenses	1,506,400	1,506,400	627,667	553,665	74,002	11.79%	
Insurance	127,900	127,900	53,292	48,637	4,655	8.73%	
DEP Landfill Levy	2,469,800	2,469,800	1,029,083	1,004,986	24,097	2.34%	
Land Lease/Rental	600,000	600,000	250,000	228,637	21,363	8.55%	
<b>Other Expenditure</b>							
Member Costs	101,200	151,500	27,083	9,842	17,241	63.66%	
Administration	151,000	151,000	69,587	71,808	(2,221)	-3.19%	
Amortisation (LandFill)	4,837,500	4,837,500	2,015,625	2,015,625	0	0.00%	
	<b>18,784,167</b>	<b>18,834,467</b>	<b>7,956,427</b>	<b>7,240,030</b>	<b>716,397</b>	<b>9.00%</b>	
Profit on Sale of Assets	7,948	7,948	7,948	7,000	(948)	0.00%	
Loss on Sale of Assets	0	0	0	0	0	0.00%	
	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	<b>0.00%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>943,224</b>	<b>2,505,394</b>	<b>1,562,170</b>	<b>165.62%</b>	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of Variance where actual is 10% and \$5,000 from YTD Budget
1	Grants and Subsidies	<p>The \$73,000 was budgeted for Zero Waste Management Plan Grant and this amount is expected to be drawndown between April to June 2009. Hence, the nil YTD Budget. However, an amount of \$20,327 has been received in respect of Waste Management and Recycling from D.E.C which was not expected and hence wasn't budgeted for.</p>

### Mindarie Regional Council

#### INCOME STATEMENT BY DEPARTMENT For the month ended 30 November 2008

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>						
<b>Operating Revenues</b>						
Community Ammenties	21,459,200	21,459,200	8,891,703	9,738,424	846,721	9.52%
<b>Total Operating Revenues</b>	<b>21,459,200</b>	<b>21,459,200</b>	<b>8,891,703</b>	<b>9,738,424</b>	<b>846,721</b>	<b>9.52%</b>
<b>Profit on Disposal of Assets</b>						
Community Ammenties	7,948	7,948	7,948	7,000	(948)	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	
<b>Expenses from Ordinary Activities</b>						
<b>Operating Expenses</b>						
Governance	101,200	151,500	27,083	8,759	18,324	67.66%
Community Ammenties	15,984,767	15,984,767	6,805,094	6,196,721	608,373	8.94%
Other Property and Sevices	1,191,800	1,191,800	496,583	480,885	15,698	3.16%
<b>Total Operating Expenses</b>	<b>17,277,767</b>	<b>17,328,067</b>	<b>7,328,760</b>	<b>6,686,365</b>	<b>642,395</b>	<b>8.77%</b>
<b>Loss on Disposal of Assets</b>						
Community Ammenties	0	0	0	0	0	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Borrowing Costs Expense</b>						
Community Ammenties	1,506,400	1,506,400	627,667	553,665	74,002	11.79%
<b>Total Borrowing Costs Expense</b>	<b>1,506,400</b>	<b>1,506,400</b>	<b>627,667</b>	<b>553,665</b>	<b>74,002</b>	<b>11.79%</b>
<b>NET RESULT</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>943,224</b>	<b>2,505,394</b>	<b>1,562,170</b>	<b>165.62%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 30 November 2008

Description	ACTUAL 2008/2009	Movement	Un-audited ACTUAL 2007/2008
<b>CURRENT ASSETS</b>			
Cash	3,205,479	224,154	2,981,325
Investments	9,736,349	274,571	9,461,778
Debtors	2,538,163	189,280	2,348,883
Stock	71,602	55,731	15,871
Prepayments	166,347	(90,681)	257,028
Other Current Assets	416,039	103,231	312,808
<b>TOTAL CURRENT ASSETS</b>	<b>16,133,979</b>	<b>756,286</b>	<b>15,377,693</b>
<b>NON-CURRENT ASSETS</b>			
Land	2,665,805	7,678	2,658,127
Buildings & Improvements	1,626,383	337,344	1,289,039
Furniture & Equipment	255,969	32,884	223,085
Plant & Equipment	2,315,994	(122,973)	2,438,967
Infrastructure - Other	480,871	(26,711)	507,582
Infrastructure - Excavation	13,072,702	(2,015,625)	15,088,327
Infrastructure - Rehabilitation	2,832,719	0	2,832,719
Work In Progress - Excavation	4,527,331	1,175,465	3,351,866
Work In Progress - RRF	5,967,556	344,683	5,622,873
<b>TOTAL NON-CURRENT ASSETS</b>	<b>33,745,330</b>	<b>(267,257)</b>	<b>34,012,587</b>
<b>TOTAL ASSETS</b>	<b>49,879,309</b>	<b>489,029</b>	<b>49,390,280</b>
<b>CURRENT LIABILITIES</b>			
Creditors	1,041,958	(1,042,890)	2,084,848
Provisions	443,876	18,243	425,633
Loans Leases Overdrafts	1,465,531	(840,675)	2,306,206
Accruals	567,683	(237,192)	804,875
Other Current Liabilities	0	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,519,048</b>	<b>(2,102,514)</b>	<b>5,621,562</b>
<b>NON CURRENT LIABILITIES</b>			
Loans Leases Overdrafts	18,872,976	0	18,872,976
Other Non Current Liabilities	4,642,415	43,081	4,599,334
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>23,515,391</b>	<b>43,081</b>	<b>23,472,310</b>
<b>TOTAL LIABILITIES</b>	<b>27,034,439</b>	<b>(2,059,433)</b>	<b>29,093,872</b>
<b>NET ASSETS</b>	<b>22,844,870</b>	<b>2,548,462</b>	<b>20,296,408</b>
<b>EQUITY</b>			
Retained Surplus	20,696,028	2,505,394	18,190,634
Reserves	137,999	0	137,999
Council Contribution	2,010,843	43,068	1,967,775
<b>TOTAL EQUITY</b>	<b>22,844,870</b>	<b>2,548,462</b>	<b>20,296,408</b>

**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 30 November 2008**

Description	Adopted Budget	YTD Actual	% to Revised Budget
<b>PLANT AND VEHICLES</b>			
<b>Plant and Vehicles</b>			
Land Compactor	1,500,000	9,908	0.66%
Forklift 2.5 Tonne	35,000	29,500	84.29%
Welder's Vehicle	28,000	0	
Hook Lift Bin Truck (second bin truck)	256,000	0	
	<b>1,819,000</b>	<b>39,408</b>	<b>2.17%</b>
<b>Machinery and Equipment</b>			
3x Fire Hose Reels to Recycling Centre	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	0	
3x Dust Monitoring Stations	73,000	53,532	73.33%
Radiation Monitoring Station	40,000	0	
Sheet Metal Bending Machine	36,000	0	
Bench Grinding Machine	1,800	0	
Plasma Cutter	7,300	4,988	68.33%
5x Handheld 2-way Radio	4,400	3,050	69.32%
6x UHF Radio	1,500	2,250	150.00%
3x Vehicle 2-way Radio	3,600	0	
Dangerous Goods Locker	2,500	0	
2x Portable Water Cannon	2,300	0	
PA System - Recycling Centre	1,000	960	96.00%
Generator Upgrade	100,000	0	
	<b>287,100</b>	<b>64,780</b>	<b>22.56%</b>
<b>TOTAL PLANT AND VEHICLES</b>	<b>2,106,100</b>	<b>104,188</b>	<b>4.95%</b>
<b>FURNITURE AND EQUIPMENTS</b>			
<b>Computer Equipment</b>			
Replacement of Sapphire - HR/Payroll	2,000	1,097	54.85%
Replacement of Tourmaline - Mgr Finance	6,000	3,653	60.88%
Replacement of Chrysoberyl - Records	2,000	1,097	54.85%
Replacement of Corundum - OHS	2,000	1,097	54.85%
Replacement of Kyanite - Governance	2,000	0	
Purchase of new PC - Finance	2,000	0	
Replace Printers and Computing Equipments	20,000	9,031	45.16%
2x Gate Control Units	25,000	27,800	111.20%
Surveillance and Boom Gate, Etc	15,000	0	
Mobile PDA and Touchscreen	10,000	6,900	69.00%
	<b>86,000</b>	<b>50,675</b>	<b>58.92%</b>
<b>Office Furniture and Equipment</b>			
New Furniture and Fittings - Admin Building	80,000	4,962	6.20%
<b>TOTAL FURNITURE AND EQUIPMENTS</b>	<b>166,000</b>	<b>55,637</b>	<b>33.52%</b>

**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 30 November 2008**

Description	Adopted Budget	YTD Actual	% to Revised Budget
<b>LAND AND BUILDINGS</b>			
<b>Land</b>			
Land	12,300,000	7,678	0.06%
	<b>12,300,000</b>	<b>7,678</b>	<b>0.06%</b>
<b>BUILDING</b>			
<b>Building</b>			
Toilet Facilities-House, Recycling & Transfer Stn	43,000	0	
Replacement of Pergola	11,200	0	
Education Centre Building	21,000	0	
Workshop Extension (Welding Bay)	120,000	0	
Workshop Floor Replacement (New concrete works)	12,000	0	
Administration Building Extension	405,000	293,648	72.51%
Recycling Centre and Transfer Station Upgrade	209,000	103,581	49.56%
	<b>821,200</b>	<b>397,229</b>	<b>48.37%</b>
<b>TOTAL LAND AND BUILDINGS</b>	<b>13,121,200</b>	<b>404,907</b>	<b>3.09%</b>
<b>INFRASTRUCTURE</b>			
<b>Operations</b>			
Boundary Fence	8,400	0	
Installation of Barrier Fencing	15,200	0	
	<b>23,600</b>	<b>0</b>	<b>0.00%</b>
<b>Resource Recovery Facility</b>			
Legal Fees	50,000	29,526	
Financial and Probity Fees	20,000	0	
Insurance Review	10,000	0	
Superintendent and Management Fees	120,000	2,160	
Community Consultation	28,000	10,429	
Project Manager	42,000	31,513	
Site Infrastructures	1,330,000	271,055	
	<b>1,600,000</b>	<b>344,683</b>	<b>21.54%</b>
<b>LANDFILL EXCAVATIONS</b>			
<b>Excavation - Phase 3 Stage 2</b>			
Superintendent Fees	90,000	0	
Design	90,000	3,505	
Excavation	7,000,000	1,110,211	
MRC Project Manager	50,000	6,688	
Siteworks, Survey Etc	20,000	1,934	
	<b>7,250,000</b>	<b>1,122,338</b>	<b>15.48%</b>
<b>Stage1 to Stage2 Tie-in</b>			
Construction and Lining	1,850,000	10,513	
Superintendent Fees	60,000	32,998	
Design	60,000	0	
MRC Project Manager	20,000	5,992	
Siteworks, Survey Etc	10,000	3,625	
	<b>2,000,000</b>	<b>53,128</b>	<b>2.66%</b>
<b>TOTAL LANDFILL EXCAVATIONS</b>	<b>9,250,000</b>	<b>1,175,466</b>	<b>12.71%</b>



# INFORMATION ON BORROWINGS

## (a) Loan Repayments

### Actual

	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008 to 30/11/2008	Principal Drawn Down to 30/11/2008	Principal Repayments Actual to 30/11/2008	Principal Outstanding Actual to 30/11/2008	Interest Repayments Actual to 30/11/2008
<b>Community Amenities</b>								
<b>Tamala Park Landfill</b>								
Loan 8 - Building Upgrade	650,000	May-14	6.45%	438,424	0	30,747	407,676	11,347
Loan 9 - Stage 2 Phase 2 Construction	2,000,000	Nov-08	5.78%	275,477	0	275,477	(0)	3,926
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-12	5.98%	12,916,649	0	416,670	12,499,979	313,844
<b>Regional Resource Recovery Facility</b>								
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,951	0	86,105	2,031,846	52,058
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	31,676	1,799,006	46,842
Loan 10b - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000	80,750
Loan 10c - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	27,398
<b>TOTAL</b>	<b>29,750,000</b>			<b>21,179,182</b>	<b>0</b>	<b>840,675</b>	<b>20,338,507</b>	<b>536,165</b>
Facility Fee								<b>17,500</b>
<b>Total Borrowing Costs</b>								<b>553,665</b>

Note: Loan 10b - \$2,600,000 has a variable rate of 7.62% for the month of November 2008  
Loan 10c - \$1,000,000 has a variable rate of 5.38% for the month of November 2008

**ATTACHMENT TWO**  
**TO ITEM 8.2.1**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**FINANCIAL STATEMENT FOR THE PERIOD ENDED**  
**31 DECEMBER 2008**



# **MANAGEMENT FINANCIAL STATEMENTS**

**FOR THE MONTH ENDED  
31 DECEMBER 08**

**Mindarie Regional Council**  
**INCOME STATEMENT BY NATURE AND TYPE**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance	Note
<b>Revenue from Ordinary Activities</b>							
<b>User Charges</b>							
User Charges - City of Perth	983,800	983,800	491,900	403,559			
User Charges - City of Wanneroo	4,136,900	4,136,900	2,068,450	2,103,678			
User Charges - City of Joondalup	3,580,200	3,580,200	1,790,100	1,707,530			
User Charges - City of Stirling	4,942,300	4,942,300	2,471,150	2,773,421			
User Charges - Town of Cambridge	710,900	710,900	355,450	293,800			
User Charges - Town of Vincent	759,300	759,300	379,650	400,373			
User Charges - Town of Victoria Park	782,200	782,200	391,100	368,737			
<b>Total Member User Charges</b>	<b>15,895,600</b>	<b>15,895,600</b>	<b>7,947,800</b>	<b>8,051,097</b>	<b>103,297</b>	<b>1.30%</b>	
User Charges - City of South Perth	279,500	279,500	139,750	515,523	375,773	268.89%	
User Charges - Casual Tipping Fees	3,636,400	3,636,400	1,818,200	2,340,925	522,725	28.75%	
<b>Total User Charges</b>	<b>19,811,500</b>	<b>19,811,500</b>	<b>9,905,750</b>	<b>10,907,545</b>	<b>1,001,795</b>	<b>10.11%</b>	
<b>Service Charges</b>							
Sale of Recyclable Materials	350,000	350,000	175,000	161,286	(13,714)	-7.84%	
Gas Power Generation Sales	450,000	450,000	225,000	398,036	173,036	76.91%	
Grants & Subsidies	73,000	73,000	0	20,327	20,327		1
Contributions, Reimbursements & Donations	220,400	220,400	112,671	132,825	20,154	17.89%	
Interest Earnings	544,100	544,100	272,050	411,588	139,538	51.29%	
Other Revenue	10,200	10,200	5,100	3,494	(1,606)	-31.49%	
	<b>21,459,200</b>	<b>21,459,200</b>	<b>10,695,571</b>	<b>12,035,101</b>	<b>1,339,530</b>	<b>12.52%</b>	
<b>Expenses from Ordinary Activities</b>							
Employee Costs	3,746,540	3,746,540	1,879,780	1,745,797	133,983	7.13%	
<b>Materials and Contracts</b>							
Consultants and Contract Labour	581,500	581,500	290,750	213,113	77,637	26.70%	
Communications and Public Consultation	663,600	663,600	324,150	279,272	44,878	13.84%	
Landfill Expenses	784,000	784,000	463,600	401,779	61,821	13.34%	
Office Expenses	326,850	326,850	166,454	161,415	5,039	3.03%	
Information Systems	314,800	314,800	213,798	235,906	(22,108)	-10.34%	2
Building Maintenance	82,900	82,900	41,450	39,356	2,094	5.05%	
Plant and Equipment Operating and Hire	1,191,800	1,191,800	583,400	405,784	177,616	30.44%	
Utilities	101,600	101,600	50,800	52,236	(1,436)	-2.83%	
Depreciation	1,196,777	1,196,777	598,389	411,580	186,809	31.22%	
Borrowing Cost Expenses	1,506,400	1,506,400	753,200	706,495	46,705	6.20%	
Insurance	127,900	127,900	63,950	58,113	5,837	9.13%	
DEP Landfill Levy	2,469,800	2,469,800	1,234,900	1,235,477	(577)	-0.05%	
Land Lease/Rental	600,000	600,000	300,000	274,365	25,635	8.55%	
<b>Other Expenditure</b>							
Member Costs	101,200	151,500	75,750	63,543	12,207	16.11%	
Administration	151,000	151,000	82,171	88,390	(6,219)	-7.57%	
Amortisation (Landfill)	4,837,500	4,837,500	2,418,750	2,418,750	0	0.00%	
	<b>18,784,167</b>	<b>18,834,467</b>	<b>9,541,291</b>	<b>8,791,372</b>	<b>749,919</b>	<b>7.86%</b>	
Profit on Sale of Assets	7,948	7,948	7,948	7,000	(948)	0.00%	
Loss on Sale of Assets	0	0	0	0	0	0.00%	
	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	<b>0.00%</b>	
<b>Changes in Net Assets Resulting from Operations</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>1,162,228</b>	<b>3,250,729</b>	<b>2,088,501</b>	<b>179.70%</b>	

NOTES FOR VARIATIONS - INCOME STATEMENT BY NATURE AND TYPE

Note #	Description of Item	Nature of Variance where actual is 10% and \$5,000 from YTD Budget
1	Grants and Subsidies	The \$73,000 was budgeted for Zero Waste Management Plan Grant and this amount is expected to be drawdown between April to June 2009. Hence, the nil YTD Budget. However, an amount of \$20,327 has been received in respect of Waste Management and Recycling from D.E.C which was not expected and hence wasn't budgeted for.
2	Information Systems	The higher cost is associated with the implementation of Wasteman System and Interface to Navision System as well as the Electronic Time sheet System. An additional allocation has been requested in the mid-year review.

**Mindarie Regional Council**  
**INCOME STATEMENT BY DEPARTMENT**  
For the month ended 31 December 2008

Description	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
<b>Revenues from Ordinary Activities</b>						
<b>Operating Revenues</b>						
Community Ammenties	21,459,200	21,459,200	10,695,571	12,035,101	1,339,530	12.52%
<b>Total Operating Revenues</b>	<b>21,459,200</b>	<b>21,459,200</b>	<b>10,695,571</b>	<b>12,035,101</b>	<b>1,339,530</b>	<b>12.52%</b>
<b>Profit on Disposal of Assets</b>						
Community Ammenties	7,948	7,948	7,948	7,000	(948)	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>7,948</b>	<b>7,948</b>	<b>7,948</b>	<b>7,000</b>	<b>(948)</b>	
<b>Expenses from Ordinary Activities</b>						
<b>Operating Expenses</b>						
Governance	101,200	151,500	75,750	63,893	11,857	15.65%
Community Ammenties	15,984,767	15,984,767	8,128,941	7,457,981	670,961	8.25%
Other Property and Seviles	1,191,800	1,191,800	583,400	563,003	20,397	3.50%
<b>Total Operating Expenses</b>	<b>17,277,767</b>	<b>17,328,067</b>	<b>8,788,091</b>	<b>8,084,877</b>	<b>703,215</b>	<b>8.00%</b>
<b>Loss on Disposal of Assets</b>						
Community Ammenties	0	0	0	0	0	
<b>Total Profit (Loss) on Disposal of Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Borrowing Costs Expense</b>						
Community Ammenties	1,506,400	1,506,400	753,200	706,495	46,705	6.20%
<b>Total Borrowing Costs Expense</b>	<b>1,506,400</b>	<b>1,506,400</b>	<b>753,200</b>	<b>706,495</b>	<b>46,705</b>	<b>6.20%</b>
<b>NET RESULT</b>	<b>2,682,981</b>	<b>2,632,681</b>	<b>1,162,228</b>	<b>3,250,729</b>	<b>2,088,501</b>	<b>179.70%</b>

**Mindarie Regional Council**  
**Balance Sheet**  
For the month ended 31 December 2008

Description	ACTUAL 2008/2009	Movement	ACTUAL 2007/2008	Note
<b>CURRENT ASSETS</b>				
Cash	341,441	(2,639,884)	2,981,325	
Investments	12,023,488	2,561,710	9,461,778	
Debtors	3,111,530	762,647	2,348,883	
Stock	67,161	51,290	15,871	
Prepayments	255,347	(1,681)	257,028	
Other Current Assets	224,568	(88,241)	312,809	
<b>TOTAL CURRENT ASSETS</b>	<b>16,023,535</b>	<b>645,841</b>	<b>15,377,694</b>	
<b>NON-CURRENT ASSETS</b>				
Land	2,665,805	7,678	2,658,127	
Buildings & Improvements	1,787,676	498,637	1,289,039	
Furniture & Equipment	319,333	96,248	223,085	
Plant & Equipment	2,552,054	113,087	2,438,967	
Infrastructure - Other	497,235	(10,348)	507,583	
Infrastructure - Excavation	12,669,577	(2,418,750)	15,088,327	
Infrastructure - Rehabilitation	2,832,719	0	2,832,719	
Work In Progress - Excavation	5,010,883	1,659,017	3,351,866	
Work In Progress - RRF	6,031,139	408,266	5,622,873	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>34,366,420</b>	<b>353,834</b>	<b>34,012,586</b>	
<b>TOTAL ASSETS</b>	<b>50,389,955</b>	<b>999,675</b>	<b>49,390,280</b>	
<b>CURRENT LIABILITIES</b>				
Creditors	928,284	(1,156,564)	2,084,848	
Provisions	444,306	18,673	425,633	
Loans Leases Overdrafts	1,048,861	(1,257,345)	2,306,206	
Accruals	881,983	77,108	804,875	
Other Current Liabilities	0	0	0	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,303,434</b>	<b>(2,318,128)</b>	<b>5,621,562</b>	
<b>NON CURRENT LIABILITIES</b>				
Loans Leases Overdrafts	18,872,976	0	18,872,976	
Other Non Current Liabilities	4,623,340	24,006	4,599,334	
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>23,496,317</b>	<b>24,007</b>	<b>23,472,310</b>	
<b>TOTAL LIABILITIES</b>	<b>26,799,750</b>	<b>(2,294,122)</b>	<b>29,093,872</b>	
<b>NET ASSETS</b>	<b>23,590,205</b>	<b>3,293,797</b>	<b>20,296,408</b>	
<b>EQUITY</b>				
Retained Surplus	21,441,363	3,250,729	18,190,634	
Reserves	137,999	0	137,999	
Council Contribution	2,010,843	43,068	1,967,775	
<b>TOTAL EQUITY</b>	<b>23,590,205</b>	<b>3,293,797</b>	<b>20,296,408</b>	

**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
<b>PLANT AND VEHICLES</b>				
<b>Plant and Vehicles</b>				
Land Compactor	1,500,000	1,500,000	9,908	0.66%
Forklift 2.5 Tonne	35,000	35,000	29,500	84.29%
Welder's Vehicle	28,000	28,000	0	
Hook Lift Bin Truck (second bin truck)	256,000	256,000	187,427	73.21%
	<b>1,819,000</b>	<b>1,819,000</b>	<b>226,835</b>	<b>12.47%</b>
<b>Machinery and Equipment</b>				
3x Fire Hose Reels to Recycling Centre	3,500	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	10,200	0	
3x Dust Monitoring Stations	73,000	73,000	52,468	71.87%
Radiation Monitoring Station	40,000	40,000	1,041	2.60%
Sheet Metal Bending Machine	36,000	36,000	0	
Bench Grinding Machine	1,800	1,800	0	
Plasma Cutter	7,300	7,300	4,988	68.33%
5x Handheld 2-way Radio	4,400	4,400	3,050	69.32%
6x UHF Radio	1,500	1,500	2,250	150.00%
3x Vehicle 2-way Radio	3,600	3,600	0	
Dangerous Goods Locker	2,500	2,500	0	
2x Portable Water Cannon	2,300	2,300	0	
PA System - Recycling Centre	1,000	1,000	960	96.00%
Generator Upgrade	100,000	100,000	95,750	95.75%
	<b>287,100</b>	<b>287,100</b>	<b>160,507</b>	<b>55.91%</b>
<b>TOTAL PLANT AND VEHICLES</b>	<b>2,106,100</b>	<b>2,106,100</b>	<b>387,342</b>	<b>18.39%</b>
<b>FURNITURE AND EQUIPMENTS</b>				
<b>Computer Equipment</b>				
Replacement of Sapphire - HR/Payroll	2,000	2,000	1,097	54.86%
Replacement of Tourmaline - Mgr Finance	6,000	6,000	3,653	60.88%
Replacement of Chrysoberyl - Records	2,000	2,000	1,097	54.86%
Replacement of Corundum - OHS	2,000	2,000	1,097	54.86%
Replacement of Kyanite - Governance	2,000	2,000	0	
Purchase of new PC - Finance	2,000	2,000	0	
Replace Printers and Computing Equipments	20,000	20,000	11,217	56.09%
2x Gate Control Units	25,000	25,000	27,800	111.20%
Surveillance and Boom Gate, Etc	15,000	15,000	0	
Mobile PDA and Touchscreen	10,000	10,000	6,900	69.00%
	<b>86,000</b>	<b>86,000</b>	<b>52,862</b>	<b>61.47%</b>
<b>Office Furniture and Equipment</b>				
New Furniture and Fittings - Admin Building	80,000	80,000	72,026	90.03%
<b>TOTAL PLANT AND VEHICLES</b>	<b>166,000</b>	<b>166,000</b>	<b>124,888</b>	<b>75.23%</b>
<b>LAND AND BUILDINGS</b>				
<b>Land</b>				
Land	12,300,000	12,300,000	7,678	0.06%
	<b>12,300,000</b>	<b>12,300,000</b>	<b>7,678</b>	<b>0.06%</b>



**MINDARIE REGIONAL COUNCIL**  
**STATEMENT OF INVESTING ACTIVITIES**  
**For the month ended 31 December 2008**

Description	Adopted Budget	Revised Budget	YTD Actual	% to Revised Budget
<b>BUILDING</b>				
<b>Building</b>				
Toilet Facilities-House, Recycling & Transfer Strn	43,000	43,000	0	
Replacement of Pergola	11,200	11,200	0	
Education Centre Building	21,000	21,000	0	
Workshop Extension (Welding Bay)	120,000	120,000	0	
Workshop Floor Replacement (New concrete works)	12,000	12,000	0	
Administration Building Extension	405,000	405,000	405,000	100.00%
Recycling Centre and Transfer Station Upgrade	209,000	209,000	170,223	81.45%
	<b>821,200</b>	<b>821,200</b>	<b>575,223</b>	<b>70.05%</b>
<b>TOTAL LAND AND BUILDINGS</b>	<b>13,121,200</b>	<b>13,121,200</b>	<b>582,901</b>	<b>4.44%</b>
<b>INFRASTRUCTURE</b>				
<b>Operations</b>				
Boundary Fence	8,400	8,400	8,450	100.60%
Installation of Barrier Fencing	15,200	15,200	13,300	87.50%
	<b>23,600</b>	<b>23,600</b>	<b>21,750</b>	<b>92.16%</b>
<b>Resource Recovery Facility</b>				
Legal Fees	50,000	50,000	62,127	
Financial and Probity Fees	20,000	20,000	0	
Insurance Review	10,000	10,000	0	
Superintendent and Management Fees	120,000	120,000	2,160	
Community Consultation	28,000	28,000	11,036	
Project Manager	42,000	42,000	31,513	
Site Infrastructures	1,330,000	1,330,000	301,430	
	<b>1,600,000</b>	<b>1,600,000</b>	<b>408,266</b>	<b>25.52%</b>
<b>LANDFILL EXCAVATIONS</b>				
<b>Excavation - Phase 3 Stage 2</b>				
Superintendent Fees	90,000	90,000	0	
Design	90,000	90,000	12,118	
Excavation	7,000,000	7,000,000	1,582,939	
MRC Project Manager	50,000	50,000	6,688	
Siteworks, Survey Etc	20,000	20,000	4,145	
	<b>7,250,000</b>	<b>7,250,000</b>	<b>1,605,889</b>	<b>22.15%</b>
<b>Stage1 to Stage2 Tie-in</b>				
Construction and Lining	1,850,000	1,850,000	10,513	
Superintendent Fees	60,000	60,000	32,998	
Design	60,000	60,000	0	
MRC Project Manager	20,000	20,000	5,992	
Siteworks, Survey Etc	10,000	10,000	3,625	
	<b>2,000,000</b>	<b>2,000,000</b>	<b>53,128</b>	<b>2.66%</b>
<b>TOTAL LANDFILL EXCAVATIONS</b>	<b>9,250,000</b>	<b>9,250,000</b>	<b>1,659,017</b>	<b>17.94%</b>

## INFORMATION ON BORROWINGS

### (a) Loan Repayments

#### Actual

	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 31/12/2008	Principal Repayments Actual to 31/12/2008	Principal Outstanding Actual to 31/12/2008	Interest Repayments Actual to 31/12/2008
<b>Community Amenities</b>								
<b>Tamala Park Landfill</b>								
Loan 8 - Building Upgrade	650,000	May-14	6.45%	438,424	0	30,747	407,676	13,582
Loan 9 - Stage 2 Phase 2 Construction	2,000,000	Nov-08	5.78%	275,477	0	275,477	(0)	3,926
Loan 12 - Construction Stage 2 Phase 2	15,000,000	Mar-12	5.98%	12,916,649	0	833,339	12,083,310	375,254
<b>Regional Resource Recovery Facility</b>								
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,951	0	86,105	2,031,846	62,360
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	31,676	1,799,006	56,254
Loan 10b - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000	92,170
Loan 10c - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	68,365
<b>TOTAL</b>	<b>29,750,000</b>			<b>21,179,182</b>	<b>0</b>	<b>1,257,344</b>	<b>19,921,838</b>	<b>671,912</b>
Facility Fee								<b>34,583</b>
<b>Total Borrowing Costs</b>								<b>706,495</b>

Note: Loan 10b - \$2,600,000 has a variable rate of 5.01% for the month of December 2008  
Loan 10c - \$1,000,000 has a variable rate of 4.35% for the month of December 2008

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**ITEM 8.2.2            LIST OF PAYMENTS MADE FOR THE MONTHS ENDED  
30 NOVEMBER 2008 AND 31 DECEMBER 2008**

**File No:                FIN/5-02**

**Attachment(s):    1. List of payments made for the month ended 30 November 2008  
2. List of payments made for the month ended 31 December 2008**

**Author:                Kalwant Dhillon**

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**SUMMARY**

The purpose of this report is to provide details of payments made during the periods identified. It is also a requirement as part of the delegation given to the Chief Executive Officer, to make payments from the Municipal Fund, that a list of payments made since the last Ordinary Council meeting be presented to Council.

**COMMENT**

The lists of payments for the months ended 30 November 2008 and 31 December 2008 are at Attachment One and Two to this Item and are presented for endorsement. Payments have been made in accordance with delegations that allow payments between meetings and are subsequently required to be presented to the next Council meeting following such payments. Further, at the Ordinary Council Meeting held on 18 February 1999, the Council delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal Fund. This delegation has been renewed upon annual reviews. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and Mindarie Regional Council is able to claim this tax as an input credit when remittance of GST collected is made each month.

Months Ended	Account	Vouchers	Amount
30 November 2008	General Municipal	2562 – 2743 DP 147 – DP 170 EFT 165 – EFT 167	\$1,708,240.45
31 December 2008	General Municipal	2744 – 2932 DP 171 – DP 184 EFT 167B – EFT 169	\$2,969,165.81

**RECOMMENDATION**

**That Council endorse the list of payments made, as per the delegation made to the Chief Executive Officer, for the months ended 30 November 2008 and 31 December 2008.**

**ATTACHMENT ONE**  
**TO ITEM 8.2.2**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**LIST OF PAYMENTS MADE FOR THE MONTH ENDED**  
**30 NOVEMBER 2008**

Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
3/11/2008	2562	ABA FRIDGE & WASHER SERVICE	Recycling Contractors Degas	\$2,057.00
3/11/2008	2563	CASTLE SECURITY & ELECTRICAL PTY LTD	Building Security Maintenance	\$159.50
3/11/2008	2564	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$1,203.13
3/11/2008	2565	Crispair Refrigeration & Air Conditioning	Air Conditioning Maintenance	\$466.40
3/11/2008	2566	DOMAIN CATERING	Waste Management Education - Earth Carers	\$398.00
3/11/2008	2567	DRIVE IN ELECTRICS	Batteries N150 for Tana 400	\$420.00
3/11/2008	2568	Excel Window Cleaning	Window Cleaning	\$167.00
3/11/2008	2569	FREEHILLS	Legal Services - Construction Period Advice for RRF	\$2,628.70
3/11/2008	2570	GCM Enviro Pty Ltd	Repair and Maintenance for Tana 400 & Tana G360	\$624.86
3/11/2008	2571	GOLDER ASSOCIATES PTY LTD	Professional Services - Tie-In Liner Design	\$3,236.97
3/11/2008	2572	Great Southern Sands	Plant Hire Costs / Excavation Phase 3 Stage 2	\$236,992.94
3/11/2008	2573	GREENWORLD INDOOR GARDENS	Plant Services	\$79.82
3/11/2008	2574	Immersive Operator Training	Staff Training for Skid Steer Loader	\$1,750.00
3/11/2008	2575	Kenwick Drum Launderers	Dry Cell Battery Collection Drums & Bags	\$203.50
3/11/2008	2576	Kev's Mechanical Services	Repairs - Refurbish Bores & Replace Bearings for Tana 400	\$7,830.35
3/11/2008	2577	Magicorp Pty Ltd	Telephone Expenses	\$103.40
3/11/2008	2578	Materials Handling Pty Ltd	Aerosol Spray Can Recycler	\$2,255.00
3/11/2008	2579	NATIONWIDE OIL	Waste Oil Collection	\$877.25
3/11/2008	2580	Ocean Keys Family Practice	Pre Employment Medical Expenses	\$88.00
3/11/2008	2581	RECRUITMENT SOLUTIONS	Temporary Staffing	\$528.00
3/11/2008	2582	SCOPE BUSINESS IMAGING	Photocopying Expenses	\$11.00
3/11/2008	2583	Dept of Planning & Infrastructure	Electronic Search for Vehicles Ownership	\$5.60
3/11/2008	2584	TOXFREE	Paint Collection	\$4,091.13
3/11/2008	2585	TRANEN PTY LTD	Bushland Management	\$9,531.03
3/11/2008	2586	URS	Professional Services - Neerabup RRF Infrastructure	\$9,656.63
3/11/2008	2587	Wanneroo Agricultural Society (Inc)	Waste Management Education	\$52.80
3/11/2008	2588	WANNEROO PLUMBING SERVICE	Plumbing Maintenance - Workshop	\$2,665.74
3/11/2008	2589	WESTERN DIAGNOSTIC PATHOLOGY	Wellness Programs	\$96.25
3/11/2008	2590	Western Plant Hire (WA) Pty Ltd	Plant Hire Costs	\$1,699.76
3/11/2008	2591	Mindarie Regional Council	Petty Cash Reimbursement	\$903.75
3/11/2008	2592	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$118.80
12/11/2008	2593	ALBERTS CAR STEREO JOONDALUP	Replacement UHF Radio for Fire Fighting Ute	\$275.00
12/11/2008	2594	ALLIGHT	Repair and Maintenance for Generator	\$371.25
12/11/2008	2595	ARMAGUARD	Collection Fee Services	\$648.39
12/11/2008	2596	AUSTRALIA POST - JOONDALUP	Postage	\$661.27
12/11/2008	2597	CHUBB FIRE SAFETY LTD	Annual Service	\$4,003.45
12/11/2008	2598	City of Joondalup	Reimbursement of Lease Expenses	\$9,589.10
12/11/2008	2599	City of Wanneroo	Reimbursement of Lease Expenses	\$9,589.11
12/11/2008	2600	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$887.50
12/11/2008	2601	COMMAND A COM	Analogue Phone Line for Dust Monitors	\$203.50
12/11/2008	2602	DOMAIN CATERING	Waste Management Education - Earth Carers	\$428.01
12/11/2008	2603	GCM Enviro Pty Ltd	Repairs & Maintenance for Tana 400	\$367.57
12/11/2008	2604	H & L GLASS	Front Windscreen for Skid Steer Loader	\$438.00

Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
12/11/2008	2605	JASNEAT	Cleaning Services	\$1,238.37
12/11/2008	2606	Junkbusters	Waste Management Education - Earth Carers	\$150.00
12/11/2008	2607	MagiCorp Pty Ltd	Telephone Expenses	\$103.40
12/11/2008	2608	MINDARIE BUS CHARTER	Waste Management Education - Bus Tours	\$1,155.00
12/11/2008	2609	MOBILE MASTERS	UHF Radios for Various Vehicles	\$2,207.66
12/11/2008	2610	MULTIPROGRAMMING PTY LTD	Computer Systems Maintenance	\$1,378.88
12/11/2008	2611	Neverfail Springwater Ltd	Spring Water Supply	\$77.55
12/11/2008	2612	QUINNS ROCK EARTHMOVING	Contract Labour External - Workshop	\$1,795.20
12/11/2008	2613	RAICH AND ASSOCIATES	Monitoring Program - Weather Station	\$1,891.90
12/11/2008	2614	Red 11	Computer Equipment - HP Procure Switches	\$3,981.34
12/11/2008	2615	RELIANCE PETROLEUM	Supply of Distillate Stocks	\$50,269.19
12/11/2008	2616	SBS Sims Group	E Waste Collection	\$2,019.60
12/11/2008	2617	SCOPE BUSINESS IMAGING	Photocopying Expenses	\$897.24
12/11/2008	2618	STIHL SHOP GREENWOOD	Repairs to Blower / Hedge Trimmer	\$804.45
12/11/2008	2619	Talbot Olivier	Professional Fees - PGM Refiners Recycling Agreement	\$520.30
12/11/2008	2620	TELSTRA	Directory & Telephone Expenses	\$453.69
12/11/2008	2621	URS	Professional Services - Neerabup Water Supply	\$724.45
12/11/2008	2622	WESTERN DIAGNOSTIC PATHOLOGY	Wellness Programs	\$2,403.56
12/11/2008	2623	WOODHOUSE LEGAL	Legal Fees - Various Projects	\$5,044.60
12/11/2008	2624	LINC STRATEGIC	Professional Services - Website & Intranet Scoping Project	\$2,640.00
12/11/2008	2625	Northern Districts Pest Management	Pest Control	\$274.00
12/11/2008	2626	Peter's Bus Charters	Bus Charter for Staff Christmas Function	\$520.00
12/11/2008	2627	WesTrac Pty Ltd	Service for 966H Caterpillar Wheel Loader	\$1,556.26
13/11/2008	2628	Captain Cook Cruises	Staff Christmas Function	\$8,360.00
13/11/2008	2629	Mindarie Regional Council	Reimbursement Staff Training Costs for HR Licence	\$1,831.70
13/11/2008	2630	Mindarie Regional Council	Petty Cash Reimbursement	\$1,064.15
17/11/2008	2631	City of Wanneroo	RRF Application for Approval to Commence Development Fee	\$834.00
19/11/2008	2632	DRIVE IN ELECTRICS	Repairs and Maintenance for Various Vehicles	\$1,346.80
19/11/2008	2633	AIR LIQUIDE WA PTY LTD	Oxygen, Acet & Migshield Gas Cylinders	\$1,189.81
19/11/2008	2634	Australian Communications & Media Authority	Land Mobile Licence	\$179.00
19/11/2008	2635	Blackwoods & Atkins	Site Operating - Miscellaneous Supplies	\$220.00
19/11/2008	2636	Bunnings Building Supplies	Various Expendable Tools	\$424.74
19/11/2008	2637	Cabcharge Australia Ltd	Travelling Expenses	\$148.47
19/11/2008	2638	CALTEX AUSTRALIA PETROLEUM PTY	Fuel Costs	\$637.02
19/11/2008	2639	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$756.25
19/11/2008	2640	Concept Media	Display Panels - Tamala Park Education Centre	\$442.20
19/11/2008	2641	COUPLERS MALAGA	Expendable Tools	\$124.99
19/11/2008	2642	COVENTRYS	Various Expendable Tools	\$253.27
19/11/2008	2643	DOMAIN CATERING	Catering Cost-Presentation of New Wasteman System to Clients	\$1,035.00
19/11/2008	2644	Electek	Installation of Wasteman Hardwares and electrical upgrade	\$4,275.70
19/11/2008	2645	FirePro Extreme	Site Operating - Killfire	\$9,240.00
19/11/2008	2646	FUJI XEROX AUST PTY LTD	Photocopier Lease/Rental	\$356.40
19/11/2008	2647	HAYDN ROBINSON	Professional Services - RRF	\$12,223.60

Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
19/11/2008	2648	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing - Oct/Nov	\$4,193.67
19/11/2008	2649	IW PROJECTS	Contract Labour	\$14,617.68
19/11/2008	2650	JOONDALUP OFFICE NATIONAL	Stationery Supplies	\$1,275.41
19/11/2008	2651	Keyfast Bulk Haulage	Crushing of Limestone - Excavation Phase 3 Stage 2	\$119,680.74
19/11/2008	2652	L & T VENABLES	Expendable Tools	\$150.13
19/11/2008	2653	Landsdale Farm School	Waste Management Education - Learn Compost / Worm Farming	\$125.00
19/11/2008	2654	MAGNETIC AUTOMATION PTY LTD	Thor Limit Switch for Gate	\$170.50
19/11/2008	2655	MULTIPROGRAMMING PTY LTD	Computer Systems Consumables	\$349.62
19/11/2008	2656	NEWCASTLE WEIGHING SERVICES PTY LTD	Upgrade of Weighbridge System and purchase of Hardwares	\$112,700.50
19/11/2008	2657	Premium Plastics	Bushland Management	\$186.90
19/11/2008	2658	Quantum 2000	Stationery and Printing	\$1,135.20
19/11/2008	2659	Red 11	Computer Systems Consumables	\$947.72
19/11/2008	2660	TALES WITH A TWIST	Communication and Education Program	\$10,500.00
19/11/2008	2661	The Executive Connection Pty Ltd	Subscription and Training Fees	\$4,537.50
19/11/2008	2662	THE FUNK FACTORY	Ogre Sculpture	\$2,750.00
19/11/2008	2663	TYRE WASTE (WA)	Tyre Waste Collection	\$671.06
19/11/2008	2664	URS	Professional Services - Neerabup RRF Infrastructure	\$31,210.59
19/11/2008	2665	WHK Horwath	Audit Fees- Second Progress Payment for 30 June 2008 Audit	\$8,250.00
19/11/2008	2666	GOLDER ASSOCIATES PTY LTD	Professional Services - Tie-In Liner Design	\$9,451.82
20/11/2008	2667	Mindarie Regional Council	Petty Cash Reimbursement	\$985.15
20/11/2008	2668	HSE Control Pty Ltd	Contract Labour	\$8,419.22
24/11/2008	2669	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24/11/2008	2670	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24/11/2008	2671	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24/11/2008	2672	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24/11/2008	2673	Asteron Portfolio Services	Superannuation	\$631.56
24/11/2008	2674	CBUS	Superannuation	\$254.77
24/11/2008	2675	Health Insurance Fund of WA	Staff Health Insurance Contribution	\$176.70
24/11/2008	2676	HESTA SUPER FUND	Superannuation	\$648.00
24/11/2008	2677	Portfoliofocus - Premium Retirement Services	Superannuation	\$2,213.70
24/11/2008	2678	WALGS PLAN PTY LTD	Superannuation	\$41,162.71
24/11/2008	2679	WESTSCHEME	Superannuation	\$583.20
25/11/2008	2680	City of Joondalup	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
25/11/2008	2681	City of Perth	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/11/2008	2682	City of Stirling	Lease Fee Lot 118 Marmion Avenue	\$16,766.73
25/11/2008	2683	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
25/11/2008	2684	Town of Cambridge	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/11/2008	2685	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
25/11/2008	2686	Town of Vincent	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
26/11/2008	2687	ALL EARTH GROUP PTY LTD	Limestone Removal for Excavation Phase 3 Stage 2	\$11,498.50
26/11/2008	2688	Ausrecord	Storeroom Shelving Units for Admin Building Extension	\$5,458.45
26/11/2008	2689	Belridge Bus Charter	Waste Management Education - Bus Tour	\$165.00
26/11/2008	2690	Blackwoods & Atkins	Protective Clothing	\$2,821.49

Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
26/11/2008	2691	BOBJANE TMART	Puncture Repairs for Fire Fighting Ute & Nissan Navara	\$50.00
26/11/2008	2692	BRYANT MEDIA	Various Corporate Communications Strategy Projects	\$15,636.50
26/11/2008	2693	Cabcharge Australia Ltd	Cab Charges	\$49.31
26/11/2008	2694	CARDNO (WA) PTY LTD	Professional Services for RRF	\$715.00
26/11/2008	2695	CASTLE SECURITY & ELECTRICAL PTY LTD	Mobile Guard Responses	\$339.98
26/11/2008	2696	City of Wanneroo	Emergency Services Levy - 109 Pederick Rd Neerabup	\$24,827.18
26/11/2008	2697	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$481.25
26/11/2008	2698	COMMAND A COM	Telephone Expenses	\$203.50
26/11/2008	2699	COUPLERS MALAGA	Repair and Maintenance for International Truck	\$93.85
26/11/2008	2700	COVENTRYS	Wrench Set Gear	\$222.20
26/11/2008	2701	Data#3	Second Annual Payment for MS Office License	\$2,207.92
26/11/2008	2702	Department of Environment & Conservation	Works Approval Fee for Excavation Lining Stage 1 and 2	\$3,625.00
26/11/2008	2703	DOMAIN CATERING	Waste Management Education - Earth Carers Functions	\$635.00
26/11/2008	2704	DUN & BRADSTREET AUSTRALIA P/L	Report for JMS Civil & Mining (Aust) Pty Ltd	\$252.18
26/11/2008	2705	Electek	Repairs to Workshop Crane	\$178.20
26/11/2008	2706	FUJI XEROX AUST PTY LTD	Photocopying Expenses	\$462.20
26/11/2008	2707	GCM Enviro Pty Ltd	Spherical Bearing	\$1,939.20
26/11/2008	2708	GEODETIC SUPPLY & REPAIR	Laser Receiver Repairs	\$165.00
26/11/2008	2709	Grey-Green Coaches	Waste Management Education - Bus Tour	\$130.00
26/11/2008	2710	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,378.74
26/11/2008	2711	INFORMATION OUTLOOK	Interface of Navision to Wasteman and modification of data reporting	\$19,164.43
26/11/2008	2712	Iron Mountain Australia Pty Ltd	Records Management Stationery	\$69.07
26/11/2008	2713	JOONDALUP OFFICE NATIONAL	Stationery Supplies	\$700.23
26/11/2008	2714	KINROSS SUPA IGA	Staff Amenities	\$558.49
26/11/2008	2715	LANDFILL GAS & POWER PTY LTD	Electricity Usage	\$2,120.12
26/11/2008	2716	LGIS PROPERTY	Municipal Property Insurance Renewal for 2008 - 2009	\$891.34
26/11/2008	2717	MAGNETIC AUTOMATION PTY LTD	Front Gates - Adjust Clock for Daylight Saving	\$423.78
26/11/2008	2718	MERCURY	Courier Expenses	\$904.35
26/11/2008	2719	MULTIPROGRAMMING PTY LTD	Computer Systems Maintenance & Acquisitions	\$20,816.42
26/11/2008	2720	NATIONWIDE OIL	Waste Oil Collection	\$423.50
26/11/2008	2721	Neverfail Springwater Ltd	Spring Water Supply	\$66.65
26/11/2008	2722	NEWCASTLE WEIGHING SERVICES PTY LTD	Printer Rolls for Weighbridge	\$1,661.00
26/11/2008	2723	NORTSIDE NISSAN	Repair & Maintenance for Nissan Patrol	\$73.38
26/11/2008	2724	OPTUS COMMUNICATIONS	Telephone Expenses	\$1,226.70
26/11/2008	2725	QUINNS ROCK CABINETS & MAINTENANCE	Plant Hire for Fire Breaks at RRF	\$1,500.00
26/11/2008	2726	RANGER OUTDOORS	OH&S Expenses - Bushman Repellent Sprays & Creams	\$977.20
26/11/2008	2727	RECRUITMENT SOLUTIONS	Temporary Staffing	\$1,232.00
26/11/2008	2728	Red 11	Purchase of various Computer Equipment	\$4,941.20
26/11/2008	2729	REPCO AUTO PARTS-Clarkson	Various Expendable Tools	\$359.69
26/11/2008	2730	Rhonda Evans	Computer Systems Support for August to October 08	\$17,516.40
26/11/2008	2731	SBS Sims Group	E Waste Collection	\$1,557.60
26/11/2008	2732	Sensis Pty Ltd	Yellow Pages Directory	\$21.10
26/11/2008	2733	SJM Fencing	Control Fencing Maintenance	\$2,864.40



Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
26/11/2008	2734	STEVE'S MOBILE TYRE SERVICE	Puncture Repairs for International Truck	\$165.00
26/11/2008	2735	SYNNOTT MULHOLLAND MANAGEMENT	Consultancy Services - RRF	\$2,926.00
26/11/2008	2736	TELSTRA	Telephone Expenses	\$711.00
26/11/2008	2737	TOP CLASS SPORTS	Waste Management Education - Consumables	\$1,085.70
26/11/2008	2738	Waste & Recycle 2008 Conference	Waste & Recycle 2008 Conference	\$1,303.00
26/11/2008	2739	Western Plant Hire (WA) Pty Ltd	D9L hire to reduce Southern stockpile height	\$34,045.00
26/11/2008	2740	WesTrac Pty Ltd	Engine Oil, Antifreeze & Repair to Caterpillar Wheel Loader	\$3,329.75
26/11/2008	2741	WILSON SECURITY	Building Security Monitoring	\$1,279.83
26/11/2008	2742	WOODHOUSE LEGAL	Legal Expenses	\$12,080.50
27/11/2008	2743	RECRUITMENT SOLUTIONS	Replacement of Cancelled Cheque	\$1,408.00
<b>Total Cheque Payments</b>				<b><u>\$1,085,431.92</u></b>
1/11/2008	DP-00147	linet Limited	iiNet Limited	\$9.95
1/11/2008	DP-00148	National Australia Bank	Merchant Charges for September 2008 (Acct No.3264171)	\$258.10
1/11/2008	DP-00149	National Australia Bank	Merchant Charges for September 2008 (Acct No.1644192)	\$1,558.59
1/11/2008	DP-00150	National Australia Bank	National Online Fee - Sep 08	\$57.25
1/11/2008	DP-00151	Commonwealth Bank of Australia	Loan 10 Repayment	\$142,854.00
1/11/2008	DP-00152	Commonwealth Bank of Australia	Loan 10 Interest - (\$2.6M) September - October 08	\$33,110.46
1/11/2008	DP-00153	National Australia Bank	Account Keeping Fee for October 2008	\$173.90
1/11/2008	DP-00154	National Australia Bank	Bill Drawdown Fee	\$150.00
1/11/2008	DP-00155	linet Limited	iiNet Limited	\$9.95
1/11/2008	DP-00156	Cancelled	Cancelled	\$0.00
1/11/2008	DP-00157	Cancelled	Cancelled	\$0.00
3/11/2008	DP-00158	National Australia Bank	National Online Fee	\$47.52
4/11/2008	DP-00159	National Australia Bank	Stop Payment Fee	\$15.00
19/11/2008	DP-00160	Commonwealth Bank of Australia	Audit Certificate from Commonwealth Bank	\$70.00
20/11/2008	DP-00161	National Australia Bank	Credit Card Payment	\$2,398.80
26/11/2008	DP-00162	National Australia Bank	Stop Payment Fee	\$15.00
28/11/2008	DP-00163	Cancelled	Cancelled	\$0.00
28/11/2008	DP-00164	National Australia Bank	Merchant Charges for November 2008 (Acct No.3264171)	\$544.92
28/11/2008	DP-00165	National Australia Bank	Merchant Charges for November 2008 (Acct No.1644192)	\$417.23
28/11/2008	DP-00166	National Australia Bank	Account Keeping Fee for November 2008	\$168.80
28/11/2008	DP-00167	National Australia Bank	Merchant Charges for October 2008 (Acct No.1644192)	\$1,475.65
28/11/2008	DP-00168	National Australia Bank	Merchant Charges for October 2008 (Acct No.3264171)	\$200.10
28/11/2008	DP-00169	National Australia Bank	Bill Drawdown Fee	\$150.00
28/11/2008	DP-00170	National Australia Bank	Interest on Loan 10 (\$1.0M)	\$13,762.19
<b>Total Direct Payments</b>				<b><u>\$197,447.41</u></b>
7/11/2008	EFT-00165	Payroll Employee Wages	Payroll Employee Wages (with EBA Backpay)	\$182,953.56
21/11/2008	EFT-00166	Payroll Employee Wages	Payroll Employee Wages	\$86,039.56
25/11/2008	EFT-00167	AUSTRALIAN TAXATION OFFICE	AUSTRALIAN TAXATION OFFICE	\$156,368.00
<b>Total EFT Payments</b>				<b><u>\$425,361.12</u></b>

Schedule of Payment for November 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Vendor Name	Description	Cheque Amount
		Grand Total		\$1,708,240.45
		Summary Schedule of Payments		
		Cheque Payments		
		Cheque No.2562 to 2743		\$1,085,431.92
		Electronic Payments		
		DP-00147 to DP-00170		\$197,447.41
		EFT-00165 to EFT-00167		\$425,361.12
		Grand Total		\$1,708,240.45

**CERTIFICATE OF CHIEF EXECUTIVE OFFICER**

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 5 March 2009 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

**CHIEF EXECUTIVE OFFICER**

**ATTACHMENT TWO**  
**TO ITEM 8.2.2**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**LIST OF PAYMENTS MADE FOR THE MONTH ENDED**  
**31 DECEMBER 2008**

Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
3/12/2008	2744	ABA FRIDGE & WASHER SERVICE	\$1,718.20
3/12/2008	2745	ALINTA GAS	\$55.40
3/12/2008	2746	Animal Pest Management Services	\$1,402.50
3/12/2008	2747	ARMAGUARD	\$622.77
3/12/2008	2748	Australian Institute of Management	\$1,030.00
3/12/2008	2749	CASTLE SECURITY & ELECTRICAL P	\$415.80
3/12/2008	2750	Corporate Express Australia Limited	\$280.50
3/12/2008	2751	COVENTRYS	\$254.56
3/12/2008	2752	DUSTEX	\$8,067.68
3/12/2008	2753	Electek	\$1,316.70
3/12/2008	2754	GLOBAL ELECTROTECH PTY LTD	\$253.00
3/12/2008	2755	GOLDER ASSOCIATES PTY LTD	\$11,563.86
3/12/2008	2756	Great Southern Sands	\$293,084.63
3/12/2008	2757	Hays Specialist Recruitment (Australia) P/L	\$1,034.06
3/12/2008	2758	JASNEAT	\$1,238.37
3/12/2008	2759	Kitec Electrical Services	\$374.04
3/12/2008	2760	LAKE ANNE CONSULTANCY	\$1,573.00
3/12/2008	2761	Men of the Trees	\$400.00
3/12/2008	2762	MINDARIE BUS CHARTER	\$200.00
3/12/2008	2763	MULTIPROGRAMMING PTY LTD	\$7,976.04
3/12/2008	2764	NNT UNIFORMS	\$489.00
3/12/2008	2765	QUINNS ROCK EARTHMOVING	\$5,834.40
3/12/2008	2766	Russ's Bus Tours	\$150.00
3/12/2008	2767	SIGMA CHEMICALS	\$126.50
3/12/2008	2768	SJM Fencing	\$14,630.00
3/12/2008	2769	SYNERGY	\$24.10
3/12/2008	2770	URS	\$30,815.68
3/12/2008	2771	W W CONSULTING PTY LTD	\$1,694.00
3/12/2008	2772	WANNEROO PLUMBING SERVICE	\$834.35
3/12/2008	2773	WesTrac Pty Ltd	\$1,110.02
3/12/2008	2774	Grant O'Brien	\$200.00
4/12/2008	2775	Australian Human resources Institute Limited	\$1,742.40
4/12/2008	2776	UNITED CRATE CO OPERATIVE	\$1,170.40
5/12/2008	2777	Mindarie Regional Council	\$789.75
9/12/2008	2778	CPS Wear Parts	\$4,873.00
9/12/2008	2779	Handi-Cart Trolley Centre	\$522.50
9/12/2008	2780	Absolute Promotions Pty Ltd	\$6,492.64
9/12/2008	2781	Blackwoods & Atkins	\$418.18
9/12/2008	2782	Bunnings Building Supplies	\$317.39
9/12/2008	2783	CANCELLED CHEQUE	\$0.00
9/12/2008	2784	City of Stirling	\$70.00
		Recycling Contractor - degas 142 units	
		Gas supplies	
		Feral cat trapping and fox baiting	
		Cash Collection Fees	
		Training	
		Quarterly monitoring 1Jan to 31Mar 09	
		Purchase of Computer Software	
		Grease Gun	
		Site Operating - Dust suppression	
		Repairs to electrical fuse boxes	
		Program gate for Daylight savings	
		Landfill Design	
		Dump Truck Hire - Tender 13/89	
		Temporary Staffing	
		Cleaning for November 2008	
		Install a GPO for the dust monitoring machine	
		Consultancy	
		Waste Management Education Presentation	
		Bus Tour for Community Education	
		Purchase of various Equipments	
		Staff Uniforms	
		Contract Staff	
		Bus Tour for Community Education	
		Calcium Gluconate Gel Tube	
		Install Armco Rail & Litter Fencing	
		Electricity usage	
		Neerabup RRF Infrastructure	
		Preparation/Facilitation Financial Mgt Workshop	
		Repair water leak to underground pipe	
		Supply of Engine Oil	
		Reticulation Training Centre	
		Training	
		Megabins for Dust Monitoring Stations	
		Reimbursement of Petty Cash	
		Supply and fit the parts for heavy machineries	
		Purchase of Equipments	
		Frog Coin Banks for Waste Education Promotion	
		Safety glasses for RRF tour see IW	
		Expendable Tools	
		CANCELLED CHEQUE	
		Catering PAG meeting	

Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
9/12/2008	2785	COATES HIRE	\$3,985.31
9/12/2008	2786	COMMAND A COM	\$143.00
9/12/2008	2787	Cube Consulting Pty Ltd	\$1,573.00
9/12/2008	2788	DOMAIN CATERING	\$532.26
9/12/2008	2789	Environment House Incorporated	\$660.00
9/12/2008	2790	FUJI XEROX AUST PTY LTD	\$356.40
9/12/2008	2791	GCM Enviro Pty Ltd	\$482.30
9/12/2008	2792	Grant O'Brien	\$1,100.00
9/12/2008	2793	GREENWORLD INDOOR GARDENS	\$79.82
9/12/2008	2794	Hays Specialist Recruitment (Australia) P/L	\$1,378.74
9/12/2008	2795	IW PROJECTS	\$12,427.58
9/12/2008	2796	JOONDALUP OFFICE NATIONAL	\$382.07
9/12/2008	2797	KINROSS SUPA IGA	\$390.03
9/12/2008	2798	Kitec Electrical Services	\$2,984.89
9/12/2008	2799	LGIS WORKCARE	\$42,248.25
9/12/2008	2800	Magicorp Pty Ltd	\$103.40
9/12/2008	2801	NATIONAL TYRES	\$508.75
9/12/2008	2802	Neverfail Springwater Ltd	\$66.65
9/12/2008	2803	NEWCASTLE WEIGHING SERVICES PT	\$561.00
9/12/2008	2804	PIRTEK (MALAGA) PTY LTD	\$6,528.67
9/12/2008	2805	Print Acumen Pty Ltd	\$363.00
9/12/2008	2806	RELIANCE PETROLEUM	\$33,978.94
9/12/2008	2807	Sound Images	\$780.00
9/12/2008	2808	STEVE'S MOBILE TYRE SERVICE	\$110.00
9/12/2008	2809	SUN CITY NEWS	\$55.00
9/12/2008	2810	TOXFREE	\$4,584.39
9/12/2008	2811	URS	\$41,759.04
9/12/2008	2812	WA Local Government Association	\$12,456.20
9/12/2008	2813	Wanneroo Business Association	\$2,200.00
10/12/2008	2814	CANCELLED CHEQUE	\$0.00
10/12/2008	2815	John Bissett	\$3,500.00
10/12/2008	2816	Kathryn Thomas	\$3,500.00
10/12/2008	2817	Kerry Hollywood	\$3,500.00
10/12/2008	2818	Laura Gray	\$3,500.00
10/12/2008	2819	Peter Rose	\$3,500.00
10/12/2008	2820	Rob Butler	\$3,500.00
10/12/2008	2821	Rod Willox	\$10,000.00
10/12/2008	2822	Ron Sebrechts	\$3,500.00
10/12/2008	2823	Russ Fishwick	\$3,500.00
10/12/2008	2824	CANCELLED CHEQUE	\$0.00
10/12/2008	2825	Corinne MacRae	\$4,250.00
		Hire of Equipment	
		Purchase of Equipment	
		Monthly Software Subscriptions November - June 09	
		Financial Mgt Workshop - 21/11/08	
		Presentation by Rob & Brenda on composting program	
		Lease/Rental Charges	
		Rubber buffer PL36	
		Weir built to improve discharge to groundwater	
		Plant Services November	
		Temporary Staffing	
		Contract Labour	
		Stationery supplies	
		Cleaning supplies	
		Electrical tagging workshop	
		Workers Compensation Insurance	
		Monthly subscription December 08	
		Tyre puncture repair	
		Supply of water bottles	
		Provide Software support on Waste Man System	
		2x Drive motor hydraulic hoses for Tana 360	
		Printing of Business Cards	
		Purchase of Distillate Stocks	
		Earth Carers training DVD	
		Puncture repair/callout Hino Truck	
		Subscription Sun City News 2009	
		Household Chemical Waste Collection	
		Neerabup RRF Infrastructure	
		Advertising Tender 13/91	
		Sponsorships WBA Business Awards	
		CANCELLED CHEQUE	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		Member Meeting Fees	
		CANCELLED CHEQUE	
		Member Meeting Fees	

Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
10/12/2008	2826	Dot Newton	Member Meeting Fees
10/12/2008	2827	Leonie Getty	Member Meeting Fee - 3 July 2008
10/12/2008	2828	Paul Miles	Member Meeting Fees
10/12/2008	2829	HSE Control Pty Ltd	TP Environmental Management Program 2008-2009
12/12/2008	2830	A1 ROADLINES PTY LTD	Line marking consumables
12/12/2008	2831	AIR LIQUIDE WA PTY LTD	Industrial Oxygen/Acetylene
12/12/2008	2832	Alance Newspaper & Magazine Delivery	Periodicals/ Publications
12/12/2008	2833	AUSTRALIA POST - JOONDALUP	Postages
12/12/2008	2834	Blackwoods & Atkins	Bolts/nuts Supplies
12/12/2008	2835	BOBJANE TMART	Tyre puncture repair
12/12/2008	2836	Bunnings Building Supplies	Expendable Tools
12/12/2008	2837	BUSINESS NEWS	Subscriptions
12/12/2008	2838	Cabcharge Australia Ltd	Travelling Expenses
12/12/2008	2839	CALTEX AUSTRALIA PETROLEUM PTY	Fuel and Oil
12/12/2008	2840	CLEAN SWEEP	Road Sweeping 4/11/08
12/12/2008	2841	COATES HIRE	Hire of Art/Boom
12/12/2008	2842	COMMAND A COM	Supply of telephone equipments
12/12/2008	2843	DELOITTE	Preparation and presentation at Financial Management Workshop
12/12/2008	2844	FUJI XEROX AUST PTY LTD	Service charges for photocopier
12/12/2008	2845	IFAP	Forklift course
12/12/2008	2846	JASNEAT	Cleaning Services
12/12/2008	2847	Keyfast Bulk Haulage	Crushing of Limestone at Tamala Park
12/12/2008	2848	Leederville Sporting Club	Waste Management Education Hall hire fee
12/12/2008	2849	LGIS LIABILITY	Insurance Premium
12/12/2008	2850	Menaglio Security & Communication	Building Security reboot, realign Rec and W/bridg
12/12/2008	2851	MERCURY	Courier services
12/12/2008	2852	MPL Laboratories	Water Analysis
12/12/2008	2853	NATIONWIDE OIL	Recycling Contractors
12/12/2008	2854	ORS GROUP	EAP Consultancy
12/12/2008	2855	RELINACE PETROLEUM	Purchase of Distillate Stocks
12/12/2008	2856	SBS Sims Group	E-Recycling Contractor
12/12/2008	2857	SCOPE BUSINESS IMAGING	Copy Cost Service Plan - Photocopier
12/12/2008	2858	SYNNOTT MULHOLLAND MANAGEMENT	Waste Education Consultancy
12/12/2008	2859	TELSTRA	Telephone Expenses
12/12/2008	2860	The Hire Guys - Joondalup	Hire of Ride on mower
12/12/2008	2861	TOXFREE	Recycling Contractors HCW Pickup
12/12/2008	2862	TRANEN PTY LTD	Bushland Management
12/12/2008	2863	Ventouras Advertising & Design	Education Displays
12/12/2008	2864	W W CONSULTING PTY LTD	Supply and Delivery of a Compactor RFT 13/91
12/12/2008	2865	WA Local Government Association	Advertisements for Recruitment, Tender and Etc
12/12/2008	2866	WESTERN DIAGNOSTIC PATHOLOGY	Wellness Programs

Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
12/12/2008	2867	WHK Horwath	Audit Fees \$8,250.00
12/12/2008	2868	WILSON SECURITY	Building Security - November 08 \$1,279.83
16/12/2008	2869	Kev's Mechanical Services	Repair of TANA 400 \$17,281.31
17/12/2008	2870	Better Digital Communications	Replacement of Lost Cheque \$145.00
17/12/2008	2871	City of Joondalup	Lease Fee Lot 118 Marmion Avenue for January 2009 \$8,383.37
17/12/2008	2872	City of Perth	Lease Fee Lot 118 Marmion Avenue for January 2009 \$4,191.68
17/12/2008	2873	City of Stirling	Lease Fee Lot 118 Marmion Avenue for January 2009 \$16,766.73
17/12/2008	2874	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue for January 2009 \$8,383.37
17/12/2008	2875	Town of Cambridge	Lease Fee Lot 118 Marmion Avenue for January 2009 \$4,191.68
17/12/2008	2876	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue for January 2009 \$4,191.68
17/12/2008	2877	Town of Vincent	Lease Fee Lot 118 Marmion Avenue for January 2009 \$4,191.68
18/12/2008	2878	Mindarie Regional Council	Waste Management Education \$491.60
19/12/2008	2879	BRYANT MEDIA	Communication Program \$25,924.80
19/12/2008	2880	Contatore Engineering	Service of Tana \$3,685.00
19/12/2008	2881	COVENTRYS	Various workshop supplies \$570.32
19/12/2008	2882	Devco Holdings Pty Ltd	Final payment for Admin Extension Building \$142,423.69
19/12/2008	2883	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing \$1,378.74
19/12/2008	2884	INFORMATION OUTLOOK	Navision system maintenance \$1,188.00
19/12/2008	2885	JOONDALUP OFFICE NATIONAL	Stationery supplies \$28.45
19/12/2008	2886	JOONDALUP RESORT	CEAG meeting expense 12 November \$668.00
19/12/2008	2887	KINROSS SUPA IGA	Staff Amenities \$147.94
19/12/2008	2888	MEEC	Neerabup R.R Site bore - relocate \$1,202.30
19/12/2008	2889	MULTIPROGRAMMING PTY LTD	Digi Portserver TS 2-port \$2,469.14
19/12/2008	2890	PIRTEK (MALAGA) PTY LTD	Renew Hydraulic hose for Skid Steer Loader \$257.79
19/12/2008	2891	Proton Promotional Advertising	Promotional T Shirt for Waste Education Program \$683.10
19/12/2008	2892	QUINNS ROCK EARTHMOVING	Contract Labour \$4,646.40
19/12/2008	2893	SMB ELECTRICAL SERVICES	To supply and install the new generator \$105,325.00
19/12/2008	2894	UHY HAINES NORTON	Miscellaneous parts for new generator \$385.00
19/12/2008	2895	WOODHOUSE LEGAL	Establishment agreement review \$11,252.73
19/12/2008	2896	Asteron Portfolio Services	Superannuation Contributions \$307.83
19/12/2008	2897	HESTA SUPER FUND	Superannuation Contributions \$384.96
19/12/2008	2898	Portfoliofocus - Premium Retirement Services	Superannuation Contributions \$2,213.70
19/12/2008	2899	WALGS PLAN PTY LTD	Superannuation Contributions \$31,667.40
19/12/2008	2900	WESTSCHEME	Superannuation Contributions \$610.20
19/12/2008	2901	Health Insurance Fund of WA	Staffs health insurance contributions \$176.70
19/12/2008	2902	Steed Farrell	Member Meeting Fees \$3,500.00
22/12/2008	2903	Bunnings Building Supplies	Miscellaneous Workshop Supplies \$146.70
22/12/2008	2904	Davro Interiors	Furniture for new Administration Extension \$68,238.50
22/12/2008	2905	DELOITTE	Financial Modelling Work presentation at Financial Mgt Wksp \$11,144.26
22/12/2008	2906	DOMAIN CATERING	Catering for Waste Education Program \$352.00
22/12/2008	2907	DUN & BRADSTREET AUSTRALIA P/L	D & B Report \$244.97

Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
22/12/2008	2908	DZOLV PRODUCTS	\$100.51
22/12/2008	2909	FREEHILLS	\$25,325.30
22/12/2008	2910	Global Window Fashions	\$2,040.00
22/12/2008	2911	GOLDER ASSOCIATES PTY LTD	\$9,473.86
22/12/2008	2912	Hays Specialist Recruitment (Australia) P/L	\$1,378.74
22/12/2008	2913	INFORMATION OUTLOOK	\$291.31
22/12/2008	2914	JOONDALUP OFFICE NATIONAL	\$290.52
22/12/2008	2915	Keyfast Bulk Haulage	\$158,025.14
22/12/2008	2916	MINDARIE BUS CHARTER	\$150.00
22/12/2008	2917	MULTIPROGRAMMING PTY LTD	\$5,011.39
22/12/2008	2918	Neverfail Springwater Ltd	\$132.05
22/12/2008	2919	OPTUS COMMUNICATIONS	\$1,251.00
22/12/2008	2920	Sensis Pty Ltd	\$13.16
22/12/2008	2921	SHERIDAN'S FOR BADGES	\$64.79
22/12/2008	2922	SYNNOTT MULHOLLAND MANAGEMENT	\$9,820.25
22/12/2008	2923	TELSTRA	\$644.02
22/12/2008	2924	Town of Victoria Park	\$5,274.01
22/12/2008	2925	URS	\$32,209.93
22/12/2008	2926	WesTrac Pty Ltd	\$2,814.52
22/12/2008	2927	WA Local Government Association	\$3,692.92
22/12/2008	2928	Great Southern Sands	\$290,682.42
22/12/2008	2929	Ventouras Advertising & Design	\$5,269.00
24/12/2008	2930	Mindarie Regional Council	\$617.75
24/12/2008	2931	Devco Holdings Pty Ltd	\$73,306.97
24/12/2008	2932	HOPKINS J & K	\$3,642.00
<b>Total Cheque Payments</b>			<b>\$2,017,712.45</b>
19/12/2008	DP-00171	linet Limited	\$399.80
1/12/2008	DP-00172	National Australia Bank	\$47.81
15/12/2008	DP-00173	Commonwealth Bank of Australia	\$594,174.15
15/12/2008	DP-00174	National Australia Bank	\$150.00
22/12/2008	DP-00175	National Australia Bank	\$2,394.54
22/12/2008	DP-00176	National Australia Bank	\$15.00
22/12/2008	DP-00177	National Australia Bank	\$12,083.31
29/12/2008	DP-00178	Cancelled	\$0.00
29/12/2008	DP-00179	Cancelled	\$0.00
29/12/2008	DP-00180	National Australia Bank	\$150.00
30/12/2008	DP-00181	Commonwealth Bank of Australia	\$11,420.05
31/12/2008	DP-00182	National Australia Bank	\$5,000.00
29/12/2008	DP-00183	Commonwealth Bank of Australia	\$3,799.21
31/12/2008	DP-00184	National Australia Bank	\$221.00
		Staff Amenities	
		RRF - Construction Period Advice	
		Venetian Blinds for new Administration extension	
		Landfill Design	
		Temporary Staffing	
		Various Devices for Electronic Timesheet testing	
		Various stationery supplies	
		Crushing of limestone at Tamala Park	
		Bus Tour - Waste Management Education	
		Wasteman Upgrade Project	
		Supply of water bottles	
		Telephone Expenses	
		Advertising & Promotions Yellow page directory	
		Stationery and Printing	
		Waste Education Strategy	
		Telephone Expenses	
		Reimbursement of Lease Expenses	
		Neerabup RRF Infrastructure	
		Service and maintenance of Dozer	
		Advertisement - 2009 Meeting dates	
		Equipment Hire - Dozer	
		Educational Displays	
		Petty Cash Reimbursements	
		Progress claim No. 3 Transfer Station Upgrade - Tender 13/87	
		Furniture fitout for Governance & Records	
		Quarterly business charges	
		National Online Fee	
		Loan 12 Repayment	
		Bill Drawdown Fee	
		Credit Card for December 08	
		Stop Payment Fee	
		Loan Facility Fee	
		Cancelled	
		Cancelled	
		Bill Drawdown Fee	
		Loan 10 Interest payment (\$2.6M)	
		Loan Facility Fee	
		Loan 10 Interest payment (\$1.0M)	
		Account Keeping Fee	



Schedule of Payment for December 2008  
Council Meeting - 5 March 2009

Cheque Posting Date	Document No.	Description	Cheque Amount
5/12/2008	EFT-00167B	Payroll Employee Wages	\$629,854.87
19/12/2008	EFT-00168	Payroll Employee Wages	\$97,763.02
22/12/2008	EFT-00169	AUSTRALIAN TAXATION OFFICE	\$75,879.47
		AUSTRALIAN TAXATION OFFICE	\$147,956.00
		Total EFT Payments	\$321,598.49
		Total Direct Payments	
		Grand Total	\$2,969,165.81
Summary Schedule of Payments			
		Cheque Payments	
		Cheque No.2744 to 2932	\$2,017,712.45
		Electronic Payments	
		DP-00171 to DP-00184	\$629,854.87
		EFT-00167B to EFT-00169	\$321,598.49
		Grand Total	\$2,969,165.81

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was passed for payment, covering vouchers as above which was submitted to each member of Council on 5 March 2009 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing and the amounts due for payment.

CHIEF EXECUTIVE OFFICER

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**ITEM 8.2.3            MINDARIE REGIONAL COUNCIL STAKEHOLDER CONSULTANT  
STUDY – CONSULTANT REPORT**

**File No:**            **CMR/8**

**Attachment(s):**   **1. Stakeholder Consultant Study - Consultant Report**

**Author:**            **Kathleen van Son** (formerly Ferridge)

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**SUMMARY**

The purpose of this item is to provide Council with the results of the recently obtained 2008 Stakeholder Engagement Study. The study was undertaken by consultant Ms Lisa Lough of CATALYSE®.

**BACKGROUND**

Mindarie Regional Council (MRC) exists to provide effective, cost efficient and environmentally sound waste and other resource management services for the benefit of the region.

To fulfil its mission, Council has identified four objectives in its Strategic Plan 2004-2009:

Resource Management  
Resource Business Creation  
Industry Leadership  
Organisational Management

Within these objectives, one of the key outcomes Mindarie Regional Council seeks to achieve is to have an 'informed and engaged community'.

To do this, Mindarie Regional Council intends to develop and facilitate community engagement and education programmes. Mindarie Regional Council invited CATALYSE® to assist with the development of a stakeholder engagement study to assist in achieving this outcome.

**DETAIL**

The intent of the study is to evaluate the needs, expectations and perceptions of performance among Mindarie Regional Council's key stakeholder groups. These groups are defined as follows:

Mindarie Regional Council Member Councils  
Mindarie Regional Council Staff  
Landfill Drivers (LGAs / private industry)  
Transfer Station & Recycling customers  
General public  
School Teachers (K-12)  
Special interest groups  
Other Regional Councils in WA

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### **Review Progress**

In 2005 Mindarie Regional Council conducted the first Stakeholder Engagement Study utilising equivalent statistical processes. The decision to commence a review and evaluate needs and expectations in 2008 is based on the development of the MRC Resource Recovery Facility, expansion of the Marketing and Education portfolio, the need for a future landfill site and further resource recovery facilities.

The 2008 study highlights the improvements and progress made by Mindarie Regional Council as demonstrated by the attached Consultant Report.

The key proposed actions to be addressed as a result of this study, are to address the needs of the following:

- Stakeholder groups
- MRC staff
- Commercial customers
- Tamala Park users
- CEAG
- Community
- WESSG
- Teachers
- Volunteers
- Peak bodies eg: MWAC
- Other Regional Councils

### **CONSULTATION**

Consultation has occurred with Ms Lisa Lough of CATALYSE®.

### **STATUTORY ENVIRONMENT**

Not applicable

### **POLICY IMPLICATIONS**

Approved studies will form part of Council's future business plans.

### **STRATEGIC IMPLICATIONS**

The strategic intent of this study is to better understand the needs, expectations and perceptions of Mindarie Regional Council's key stakeholders.

This information will assist with strategic planning and, ultimately, the achievement of Mindarie Regional Council's vision: "to be foremost in the provision and development of waste and other resource management services".

The information collected will also assist with the development and implementation of the Strategic Waste Management Plan.

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**COMMENT**

The Mindarie Regional Council has commenced the process of the review of the Stakeholder Engagement Study. This newly created report is now submitted for Council consideration and approval.

**RECOMMENDATION**

**That Council note the information contained in the Attachment One to this Item.**

**ATTACHMENT ONE**  
**TO ITEM 8.2.3**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**STAKEHOLDER CONSULTANT STUDY**  
**CONSULTANT REPORT**



# MINDARIE REGIONAL COUNCIL STAKEHOLDER ENGAGEMENT STUDY

COUNCIL REPORT

December 2008

ITEM 8.2.3

Contents



Introduction and research method	3
Strategic Insights	4
Community Attitudes & Behaviour	9
Education & Communication	16
Satisfaction with Waste Services	19
Perceptions of Mindarie Regional Council	22
Proposed Actions and Strategies	29

# Introduction and research method

- In 2008 CATALYSE® was commissioned to assist Mindarie Regional Council with a Stakeholder Engagement Study.
- The strategic intent of this study was to better understand the needs, expectations and perceptions of Mindarie Regional Council's key stakeholders.
- The various stakeholder groups and methodologies used to consult with each group are tabled to the right.
- It is intended that the information gathered in this study will assist with strategic planning and decision-making and, ultimately, the achievement of MRC's vision: *to be foremost in the provision and development of waste and other resource management services*. The results will also assist with the development and implementation of the Strategic Waste Management Plan.

ITEM 8.2.3

Stakeholder Group	Methodology
Member Councils	Online survey (n= 10)
WESSG	Online survey (n= 5)
MRC Staff	Self-completion survey (n= 27)
Landfill Drivers	Intercept survey (n= 37)
Transfer Station Customers	Intercept survey (n= 101)
Recycling customers	Intercept survey (n= 99)
Top 10 Debtors	In-depth interview (n= 9)
General public	Phone survey (n= 718)
School Teachers (K-12)	3 focus groups
Special interest groups	In-depth interviews (n=3)
Other Regional Councils	In-depth interviews
CEAG	Member workshop



# Strategic Insights

## Community Attitudes and Behaviour

### ■ Greater promotion needed to raise the profile and perceived importance of waste.

- Considering that water is still regarded to be the most important environmental issue, we can learn from the Water Corporation's success. In this regard, we suggest that a state-wide marketing and communications plan is needed to promote clear and consistent messages about waste.
- Possibly link waste related messages to 'climate change' which is topical and regarded to be more important than waste.

### ■ The recycling message is getting through.

- Councils have responded to community need for recycling bins, and households are responding by recycling waste.
- There is a clear link between the supply of recycling bins and more sustainable waste behaviour.
- In 2005, around 23% of households (excluding the City of Stirling) had a recycling bin. This jumped to 86% in 2008.
- In the same time, households reported that the amount of paper, glass and cans being recycled in their homes rose from around 36% to 80% (on average).

### ■ Continued education required on contamination and reducing waste.

- Many (49%) report that they put batteries in the general household waste bin. Alarmingly, this is even higher among those aged 15-34 years, up at 60%.
- Relatively small numbers of households compost at home, and even fewer households are aware that Councils sell compost bins and worm farms.
- It also seems that households could reduce waste by making more effort to choose goods with less packaging.

### ■ To encourage more sustainable waste behaviour respondents claim they need better services (such as recycling bins, larger recycling bins or more frequent collections), supported by better information (about how to dispose of waste, what happens to waste and the benefits of recycling) along with incentives.

- With most people still discussing 'recycling' as the way to be more sustainable, this supports the need for greater emphasis on what households can do to 'reduce' waste. While many have heard the message 'reduce, reuse and recycle', it's not clear that they really understand the difference between these terms.

ITEM 8.2.3

### ■ The greatest motivator for behaving sustainably appears to be the environment, followed by morals (doing the right thing).

## Waste Education and Communication

- While MRC has been fairly effective with its communications, there is definitely scope to work more closely with schools to improve waste education.
- In relation to communications, almost 1 in 3 respondents remember seeing signage on Marmion Avenue for Tamala Park, and 1 in 5 recall seeing MRC's newsletters or advertisements / articles in their local newspaper.
- The message they are most likely to recall is 'reduce, reuse, recycle', followed by 'reducing the amount of waste going to landfill can cut greenhouses gases and slow down the rate of climate change' then 'keep household hazardous waste out of your household bin'.
- In schools, while awareness of MRC is low, interest in learning about MRC and what it has to offer schools, teachers and students is high (especially among those with an interest in sustainability).
- Teachers are keen for MRC to provide a more 'local focus' on waste management (to complement the broad focus on waste provided by Waste Wise and other groups) and to establish a local teacher reference group (or network) that will assist with the development, sharing and promotion of teaching resources.

- MRC is generally well liked with perceptions improving over the past few years.
- MRC is regarded as a proactive organisation with strengths in waste management, network creation, community engagement and education.
- While it is acknowledged that MRC is moving in the right direction, there are opportunities to respond to threats and continue improving.
- The main threats relate to increasing waste, retaining support from Member Councils, staff recruitment and retention, financial and environmental management, health and safety, land supply and securing customers for bulk recycled / recovered waste.
- To improve, stakeholders suggest MRC:
  - Shows stronger leadership and is more influential.
  - Is even more progressive - taking sustainable waste management to the next level.
  - Encourages a more cohesive, joint and standardised approach for managing waste and statistical reporting across the region.
  - Has better governance – with more effective and efficient decision-making.
  - Strengthens its position as a provider of leading-edge technologies that are environmentally friendly and follow world best practice.
  - Provides better value for money.
  - Strives for higher and more consistent levels of customer service.
- Levels of job satisfaction also appear to be increasing with staff particularly satisfied with the presence of humour in the workplace, day to day management and access to equipment and resources to perform their job well.
- The main suggestions for improvement, among staff, relate to salary and wages, team spirit in the workplace and customer knowledge of waste management.

## Tamala Park

- Satisfaction with Tamala Park is very high, and greatly improved over the past few years.
- Top performing areas include opening hours, signage and directions on site (among Transfer Station customers), road conditions (among Recycling Centre customers), the weighbridge, queuing times and the payment process (among Landfill Drivers).
- The main areas for continued improvement include:
  - Value for money (especially among top 10 debtors)
  - Signage and directions on site (more likely to be recognised by MRC staff)
  - Road conditions (especially for Landfill customers)
  - Sorting of rubbish
  - Wash down area
  - Dust levels
  - Odours
  - The selection and pricing of recycled goods
- There are also opportunities to improve awareness and usage of Tamala Park and the range of services offered, in particular, the Recycling Centre and services for disposing of hazardous household waste.
  - 58% of respondents in the general public had heard of Tamala Park and 18% had been to Tamala Park before.
  - Proximity to Tamala Park has a direct impact on levels of awareness and use, with those living in the City of Joondalup and City of Wanneroo more likely to have heard of and visited Tamala Park before.

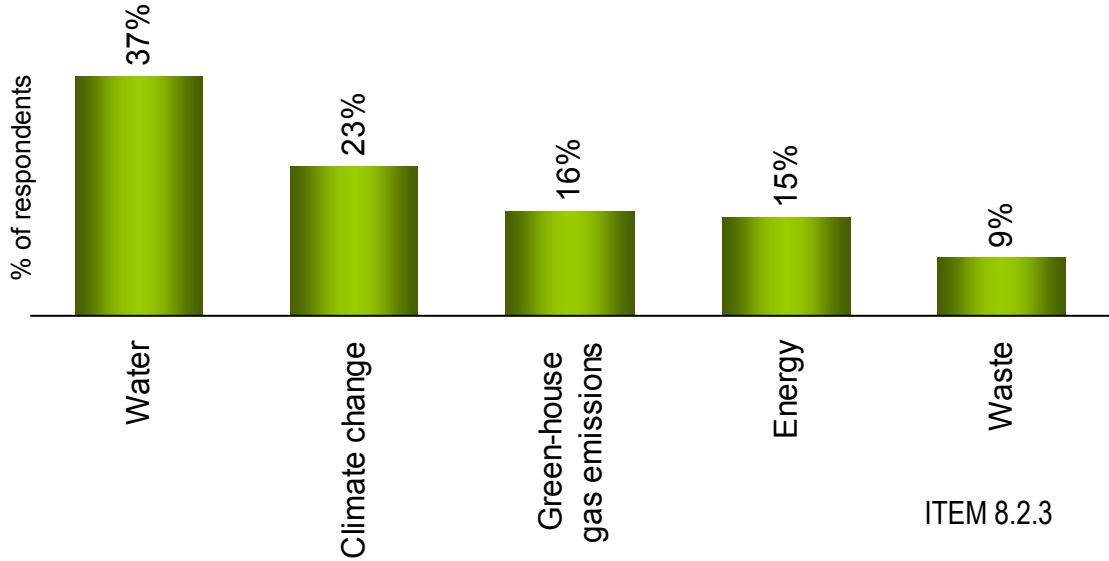
- Of concern, just 20% of transfer station customers visited the Recycling Centre on their way into Tamala Park to drop off goods that could be re-used or recycled.
  - What changes can be made to signage, road layout, staff communications, etc to encourage greater on-site recycling by transfer station customers?

# Community Attitudes & Behaviour

## KEY FINDINGS

# Perceived importance of waste compared to other environmental issues

## Among general public

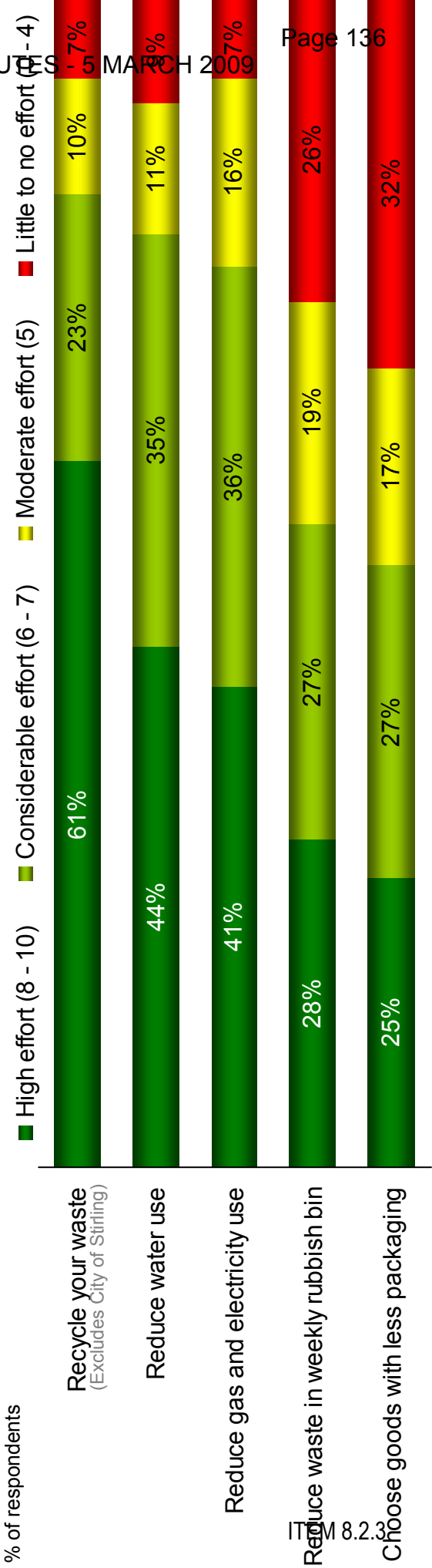


- Waste is being over-shadowed by other environmental considerations, mainly water followed by climate change.
- The perceived importance of water increases with age, and is higher among females.
- The perceived importance of climate change and energy is higher among younger respondents, and decreases with age.
- When it came to waste, there were no real stand-out demographic variances, other than those with a diploma or advanced diploma. They were slightly more likely than others to consider waste as the most important issue.

# Effort to act sustainably

## Among general public

- It seems the community is putting more effort into recycling waste, than reducing their use of water, gas and electricity.
  - Because significant effort is being made to recycle, this may explain why they think waste is a less important environmental issue – it is already being well managed.
  - Efforts to recycle are highest among females, those aged 25-34 years and 55-64 years, and those living in the City of Joondalup and Town of Cambridge.
- More promotion is needed to encourage people to reduce waste, with just 1 in 4 respondents saying they put a high effort into reducing the amount of waste going into their weekly bin or choosing goods with less packaging.
  - Effort to reduce the amount of waste going into the weekly bin is higher among females, those aged 55-64 years and those living in the Town of Cambridge.
  - Effort to choose goods with less packaging is higher among females, those aged 55-64 years and increases as living spaces decline (being highest among those who live in a unit / apartment)





# Waste behaviours

Main mentions among general public

- Many people are still behaving unsustainably by disposing of green waste, batteries, pesticides and electronic waste in the their weekly bin.

	Green waste	Batteries	Paints and pesticides	Unwanted household goods	Unwanted electronic waste
Throw away / dispose of in regular weekly bin	39%	49%	22%	2%	13%
Wait for verge-side collection	22%	4%	4%	68%	29%
Take to Tamala Park / rubbish disposal site myself	3%	6%	8%	8%	3%
Balcatta Recycling Centre / Balcatta Transfer Station / Balcatta Green Waste Facility	2%	5%	9%	3%	2%
Wanneroo garden waste recycling facility	3%				
Give away to charity / arrange charity to collect					
Compost / Mulch / Put on garden	19%			28%	10%
RAC / Mechanic		5%			
Take back to shop					7%
Don't have this type of waste	8%	13%	44%	5%	25%

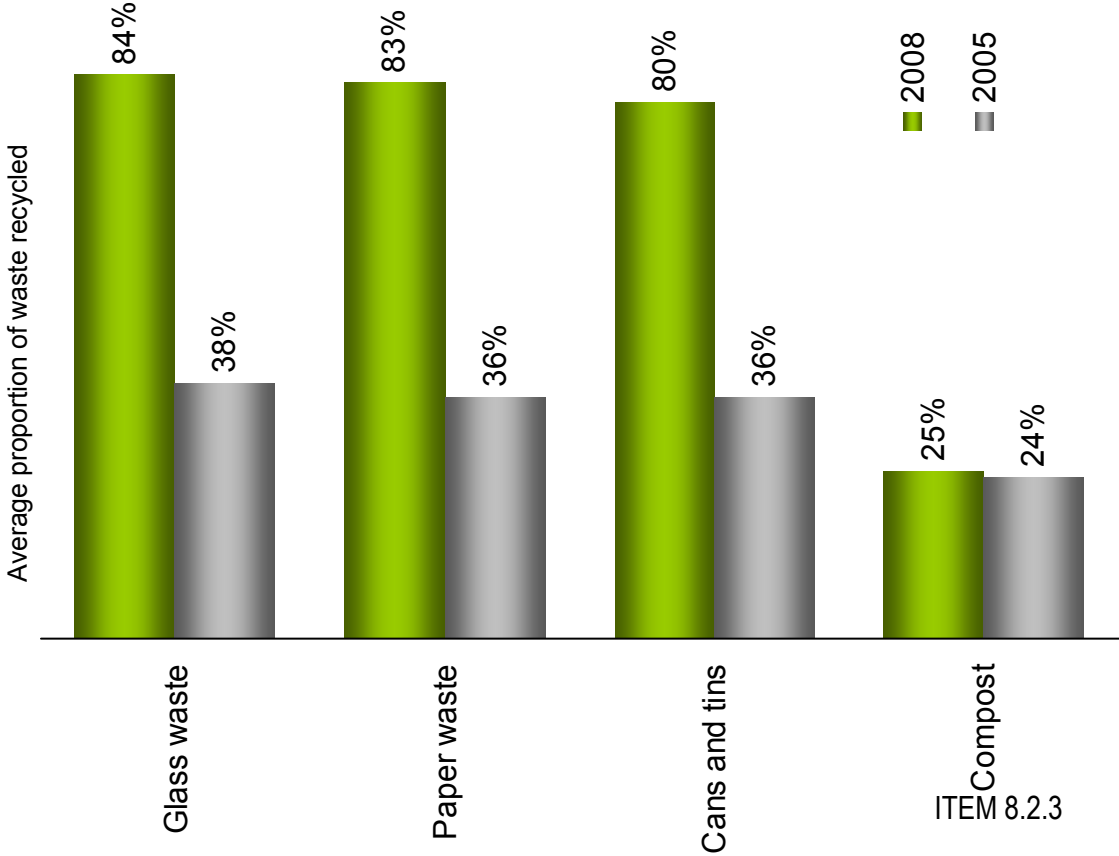
- Disposing of green waste in the weekly bin is higher among those aged 65+ (52%), those living in a stand-alone house (41%) or townhouse (47%) and those with a diploma / adv dip (53%).

- Disposing of paints and pesticides in the weekly bin is higher among 15-24 years olds (33%), those living in a duplex (34%) or a flat (29%) and those who live in the Town of Cambridge (34%).

- While it is pleasing to see the proportion of respondents putting batteries in their weekly bin has decreased slightly from 54% in 2005 to 49% in 2008, a challenge remains to change this behaviour, especially among 15-34 year olds (around 60% put their batteries in the weekly bin).

# Recycling behaviour

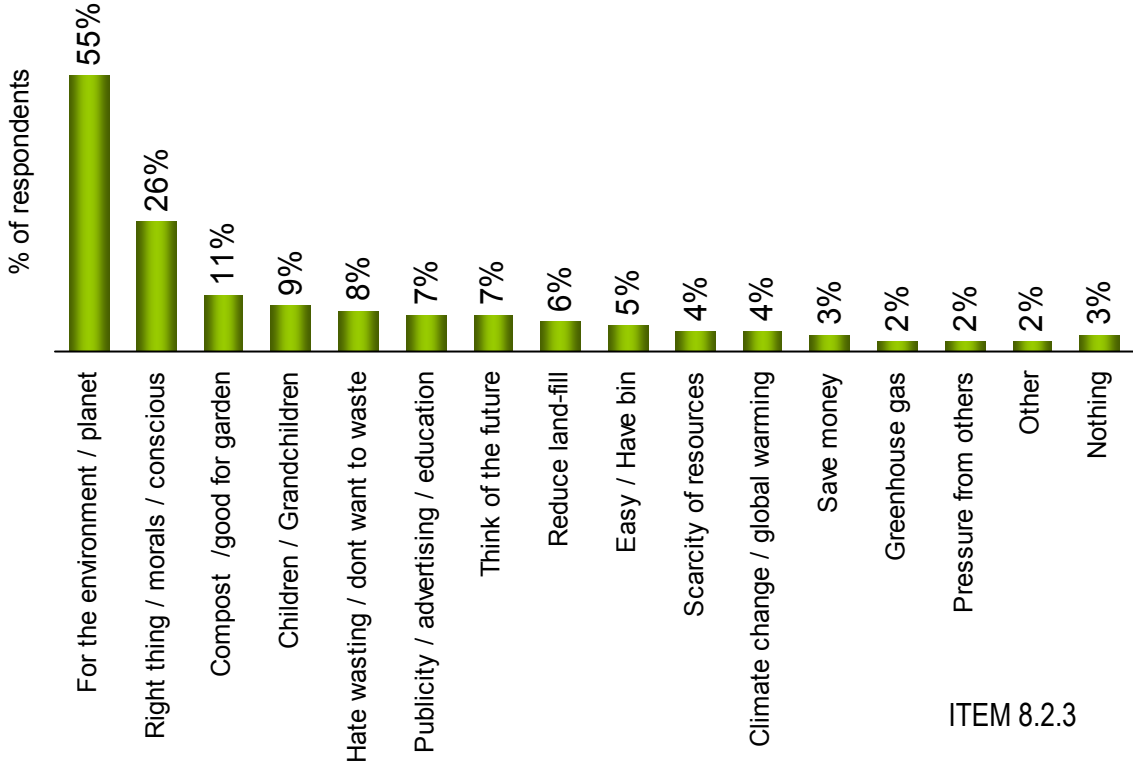
## Among general public



- The provision of recycling bins has had an extremely positive impact on recycling behaviour.
- Over the past few years, the proportion of waste that households recycle has doubled, from less than 40% to 80% or more.
- Composting behaviour remains fairly low with just a quarter of all organic household waste being composted.

# Motivators for acting sustainably

## Spontaneous mentions among general public

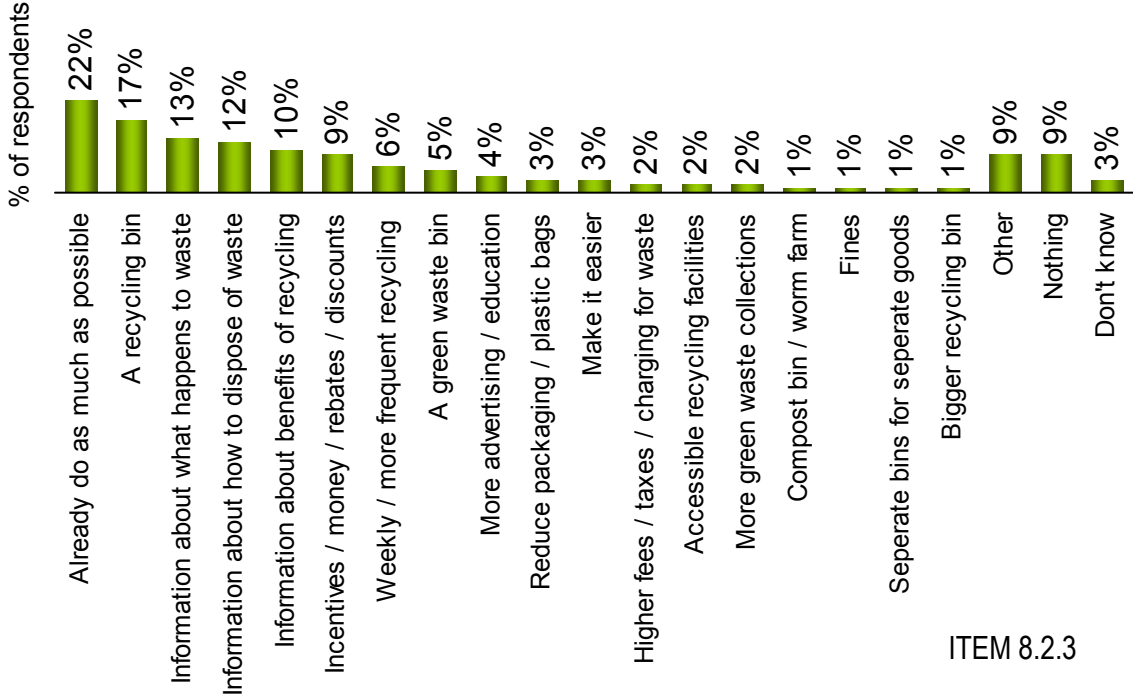


ITEM 8.2.3

- The environment appears to be the greatest motivator for recycling and reducing waste.
- While the environment is the strongest motivator across all segments, those aged 65+ (35%) and those living in the Town of Vincent (43%) appear to be a little less motivated by the environment.
- The next biggest motivator for recycling and reducing waste is the moral obligation, knowing that they are ‘doing the right thing’.
- Those living in the Town of Vincent (35%) were more likely to mention this motivator.
- Other motivators include being able to compost, for the children and grandchildren and not wanting to waste anything (along with others as illustrated in the chart).
- For those with younger children, their children were a bigger motivator for recycling and reducing waste (mentioned by 17% of families with younger children compared to 9% of respondents overall).

# Strategies to help people act more sustainably

## Spontaneous mentions among general public



- When asked what would help or encourage people in their household to recycle or reduce waste further, the most common response was that they are already doing as much as possible.
  - Those aged 65+ (41%), living in the Town of Cambridge (34%), with a high school education (30%) and with a disability or impairment (37%) were more likely to say they already do as much as possible.
  - Those living in townhouses (8%) were less likely to say they are already doing as much as they can.
- The most popular strategies that MRC and its member councils can act on related to:
  - Providing a recycling bin or more frequent recycling collections.
  - Providing more information about how to dispose of waste, what happens to waste and the benefits of recycling.
  - Providing incentives.
- Recycling bins received more mentions by people living in duplexes (45%) and by a greater proportion of people living in the City of Stirling (30%), Town of Victoria Park (25%) and City of Perth (23%).

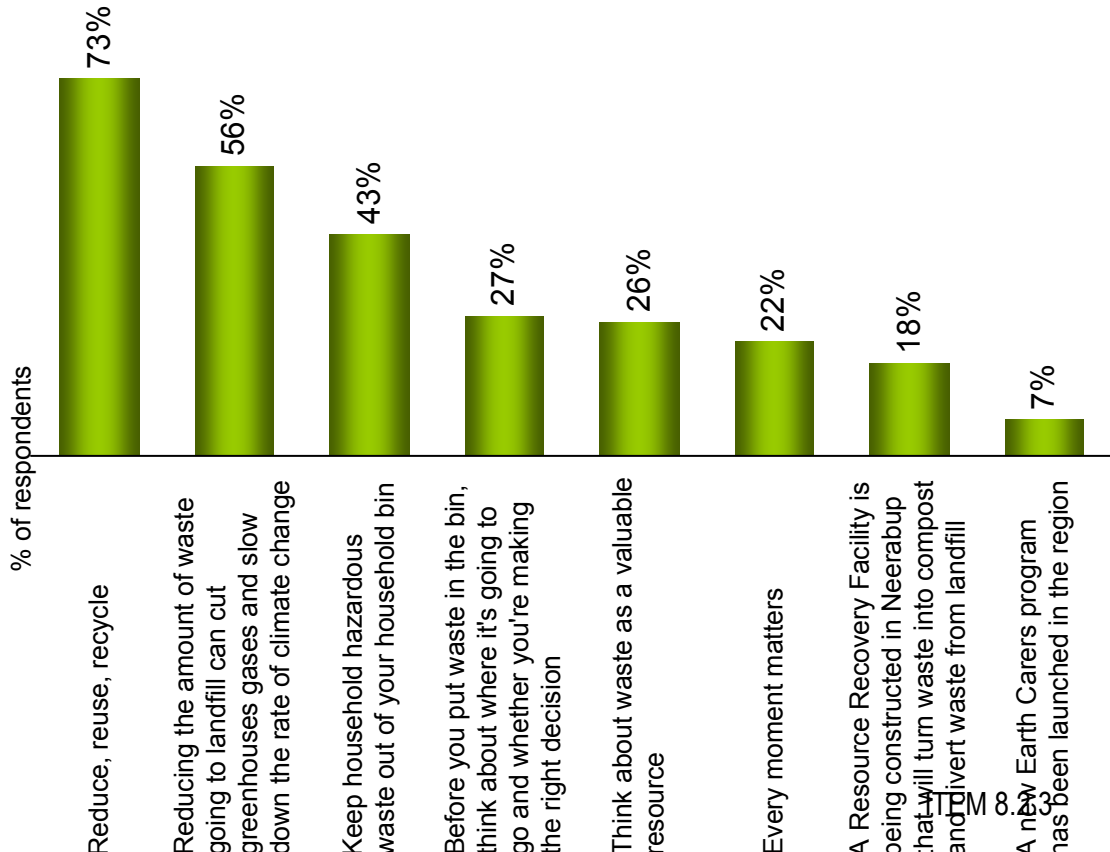
ITEM 8.2.3

# Education & Communication

## KEY FINDINGS

# Recall of campaign messages

## Among general public



- Promotion of the 'reduce, reuse, recycle' message has been most effective.
  - Females are more likely to recall this message (78%), while those living in the City of Perth (54%) are less likely to recall this message.
- The second most effective message appears to be 'reducing the amount of waste going to landfill can cut greenhouses gases and slow down the rate of climate change'
  - Recall of this message is higher among females (63%)
- The third most effective message is 'keep household hazardous waste out of your household bin'
  - Those living in the City of Perth are less likely to recall this message (27%)
- Other noteworthy variances include:
  - Younger respondents are generally more likely to be aware of the messages especially 'every moment matters'. Around 44% of 15-24 year olds recall 'every moment matters'.
  - Those living in the Town of Vincent (9%) are less likely to recall 'every moment matters'.
  - Those in the City of Wanneroo are more likely to recall 'think about waste as a valuable resource' (38%).
  - People aged 55-64 years are more likely to be aware of the Resource Recovery Facility in Neerabup (32%).
  - 41% of respondents living in duplexes had not heard of any of these campaigns.

# Feedback and suggestions from teachers

- Many teachers from Kindergarten to Year 12 focus on teaching kids about waste and sustainability.
    - The key message they aim to communicate relates to “reduce, reuse, recycle”.
    - As students get older there is a shift in emphasis from teaching kids about how to behave sustainably (by recycling, composting, etc) to thinking about the consequences of their actions (and those around them).
  - Teachers say there are ‘heaps’ of teaching resources available.
    - Sources include Captain Clean-up, Waste Wise Schools Program, Australian Sustainable Schools Initiative (AuSSI) and Keep Australia Beautiful.
    - Few teachers spontaneously mentioned MRC or their local government authority.
  - There is low awareness of MRC and its activities (including Tamala Park, the RRF, MRC website, educational materials and tours)
  - Teachers enthusiastically offered suggestions for improvement, including:
    - Create an online portal for teachers to access and share information.
    - Form a local ‘Teacher Reference Group’ and support them to develop educational teaching resources and promote MRC in schools.
    - Develop locally-focused resources (considered to be of greater interest and relevance for students)
    - Create resources (lesson plans, worksheets, activities, etc) designed for different age groups.
    - Run competitions to get students to create resources (posters, brochures, stories, websites, etc).
    - Create interactive resources, games, activities, etc. Sheets of paper are considered to be boring.
- Create a website with pages, language and activities that target children of all ages.

# Satisfaction with Waste Services

## KEY FINDINGS

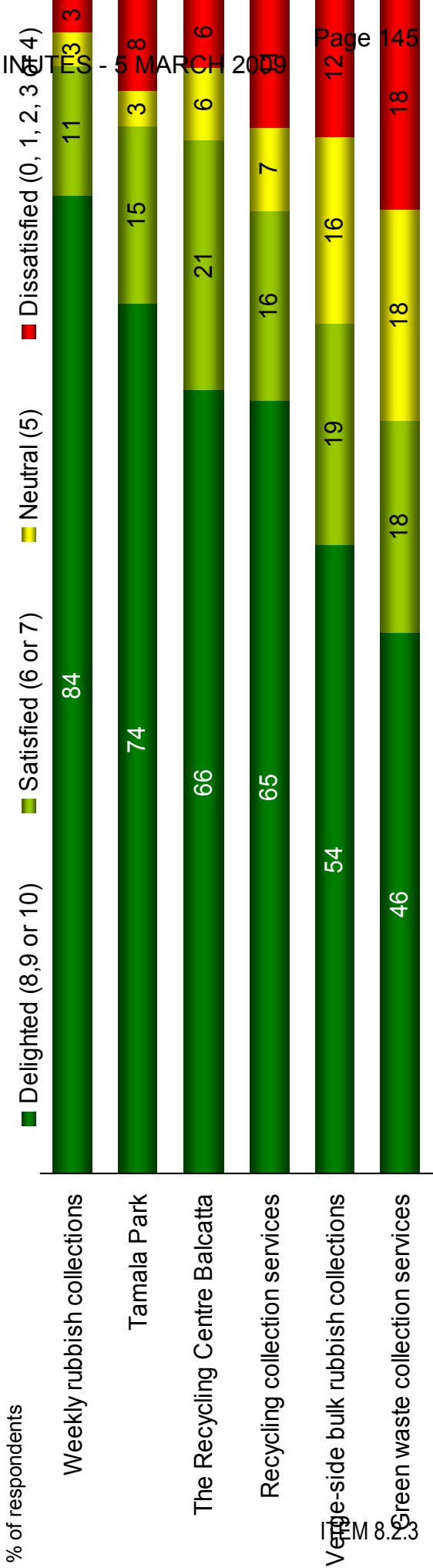


# Satisfaction with waste services

## Among the general public

- Generally, residents are delighted with weekly waste collections.
  - Satisfaction is highest in the City of Joondalup, City of Wanneroo and Town of Cambridge (all around 90% delighted), followed by the Town of Vincent (87%) and Town of Victoria Park (84%). Satisfaction is lowest in the City of Stirling (75% delighted) and City of Perth (77%).
- Among those who are familiar with Tamala Park and the Recycling Centre Balcatta, levels of satisfaction are also relatively high.
- While many are satisfied with recycling, bulk-rubbish and green waste collections, there is scope to improve in these areas with respondents suggesting that this could be achieved by providing more regular collections.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES - 5 MARCH 2009

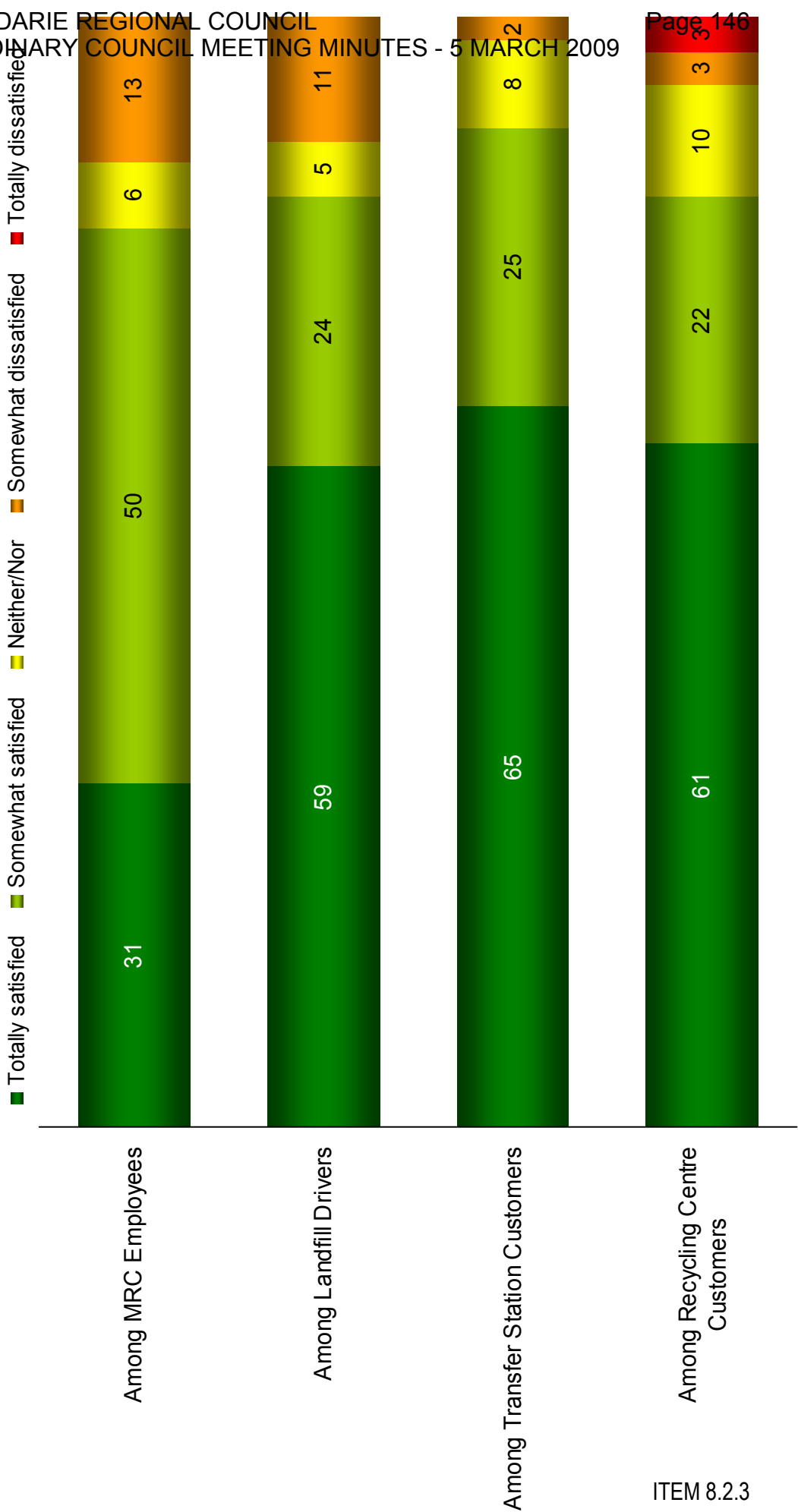


Q. How satisfied are you with the following waste services? Please give a rating out of 10, where 10 is totally satisfied and 0 is totally dissatisfied.  
Base: Respondents who provided a valid response, excludes don't know (weighted n = varies)

# Satisfaction with Tamala Park

Among MRC employees, Landfill Drivers, Transfer Station Customers and Recycling Centre Customers

% of respondents

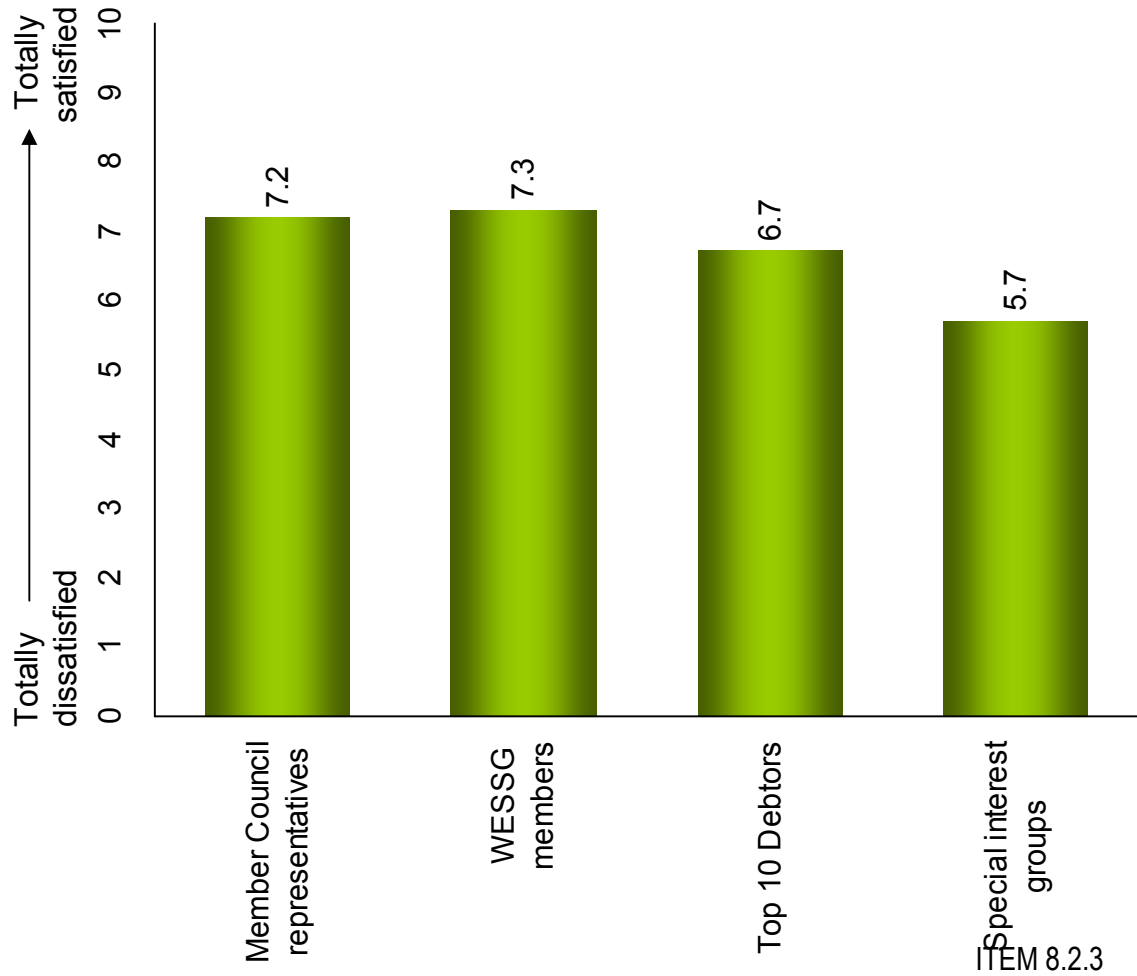


# Perceptions of Mindarie Regional Council

## KEY FINDINGS

# Overall perceptions of MRC among key stakeholders

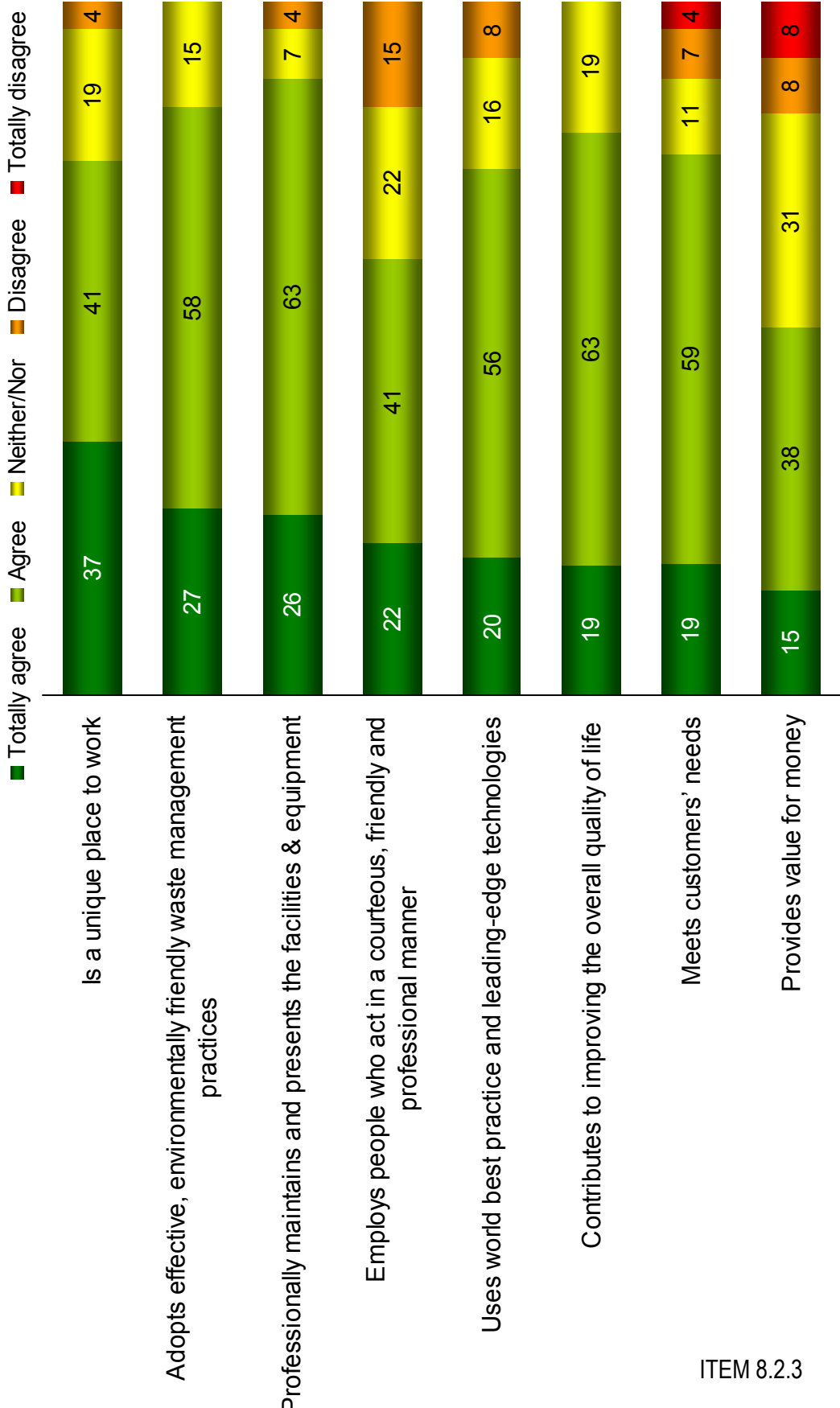
## Mean rating out of 10



- Those who are more familiar with MRC were asked to rate their overall satisfaction with the organisation.
- It seems that representatives from the Member Councils and those involved with WESSG are slightly more satisfied than MRC's top 10 debtors and representatives from the special interest groups.

# Descriptions of Mindarie Regional Council Among MRC staff

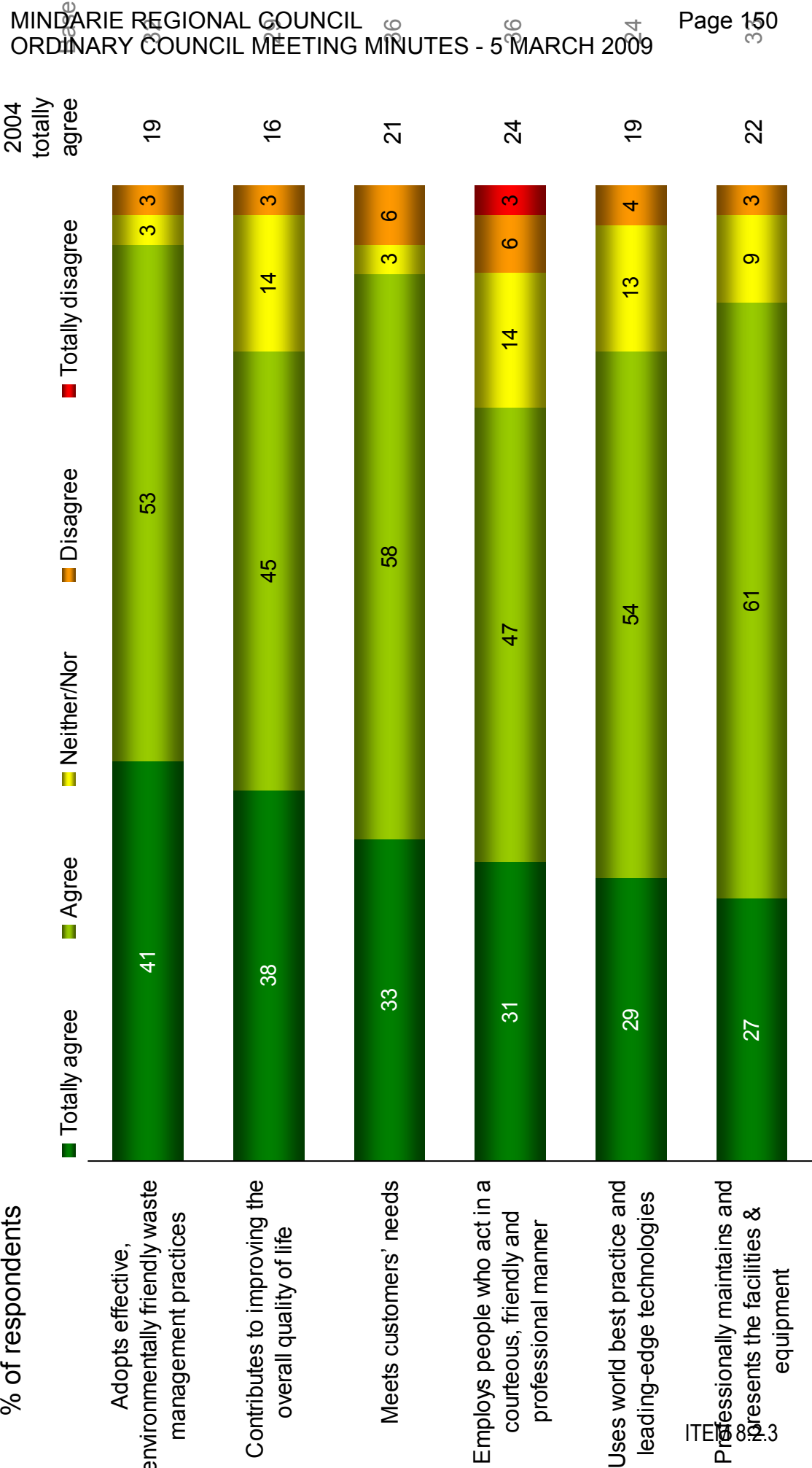
% of respondents



ITEM 8.2.3

# Descriptions of Mindarie Regional Council Among Landfill drivers

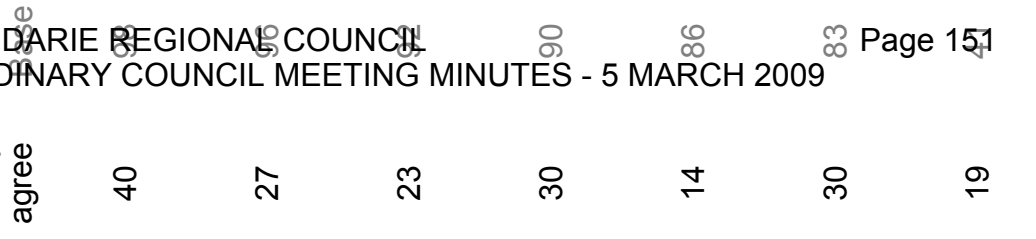
% of respondents



Q. How strongly do you agree or disagree that Mindarie Regional Council, the operators of Tamala Park:  
Base: Landfill drivers who gave a valid response, excludes 'don't know' (n = various)

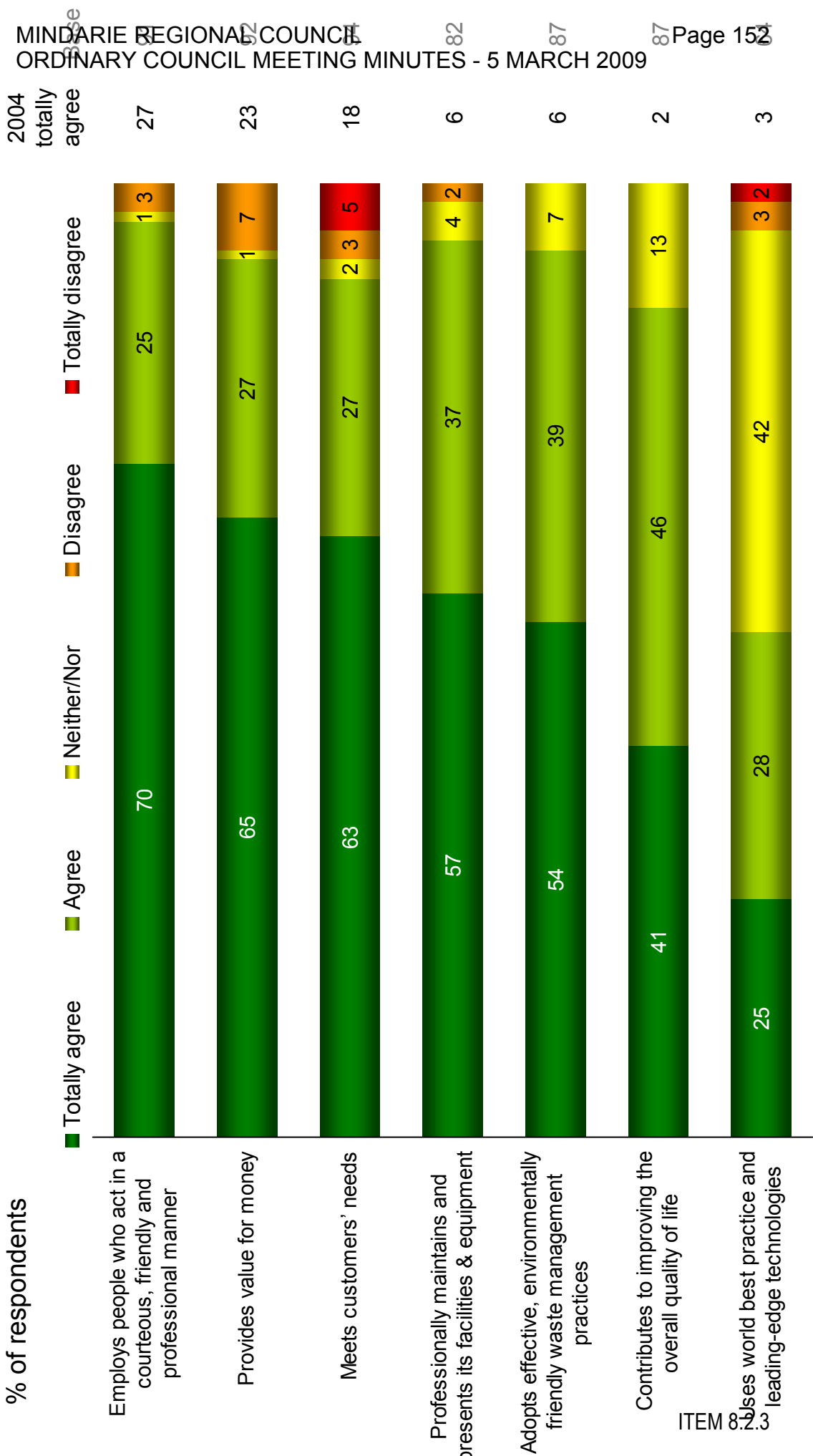
## Among Transfer Station customers

2004  
totally  
agree



20

# Descriptions of Mindarie Regional Council Among Recycling Centre customers



Q. I am going to read out a number of statements about Mindarie Regional Council, the operators of Tamala Park. Please let me know if you totally disagree, somewhat disagree, feel neutral, somewhat agree or totally agree with each statement. Let's begin. Mindarie Regional Council...

Base: Visitors to the Recycling Centre who gave a valid response, excludes 'don't know' (n = various)



MRC

- Strong and growing reputation.
- High levels of staff satisfaction.
- Sound, proactive management
- Strong focus on sustainable waste practices / good technical research.
- Strong customer focus (conducts regular stakeholder satisfaction studies and responds to customer needs - evidenced by improving performance ratings)
- Excellent community engagement, education and communications.
- Good at creating and managing networks (such as WESSG and CEAG)
- High awareness of services provided at Tamala Park (among customers)

Member Councils

- Listen and respond to community needs (i.e. provision of recycling bins).
- Through WESSG, Member Councils are beginning to working closer together to meet waste education and communication needs (however, there is still room for continued improvement)

Opportunities

- Feed community / teacher appetite for information / involvement – encourage them to operate as advocates
- Respond to increasing interest in climate change / draw stronger linkage between waste and climate change
- Develop closer partnerships with State Government and Member Councils to promote sustainable waste behaviour (through State and Regional Plans)
- Agree strategic data management systems with other regional councils (that align with State Govt needs)
- Optimise educational opportunities at Tamala Park and the RRF

ITEM 8.2.3

MRC

- Governance (efficiency and speed of decision-making, standard of reporting and KPIs)
- Recognition that MRC is using world best practices.
- Site conditions (roads, dust, odours, wash down area & limestone stockpile)
- MRC marketing (signage, website, teacher awareness, etc)
- Awareness / use of Recycling Centre
- Clarity around MRC's role in encouraging waste minimisation (what can / should MRC be doing?)
- Communication about what is happening to recycled materials / outputs after they leave Tamala Park
- Keeping employees at MRC and Member Councils informed about MRC projects and activities (so that they can inform the general community)

Threats

- Waste seen as a lower priority (compared to water, climate change etc)
- Growing quantities of waste / increased demand for services
- Community knowledge / expectations ahead of service delivery and performance
- Limited control / impact on external influencing factors (ie Government legislation)
- Lack of certainty from State Government concerning preferred waste treatment technologies
- Location of next landfill site and management of Tamala Park post-closure



# Proposed Actions and Strategies

Developed by MRC's Executive Management Team

# Proposed actions and strategies to meet stakeholder needs

*This section proposes new actions for MRC staff to implement, along with existing actions that require greater emphasis. It does not include potential actions for Member Councils.*

*Actions were developed at a strategic planning workshop with members of MRC's executive management team.*

## ■ To address the general needs of all stakeholder groups:

- Find ways to demonstrate best practice and industry leadership.
- Develop a marketing plan (including a new website and addressing signage).
- Continuous education and communication about MRC, its projects and activities.
- Review MRC's financial policy framework.
- Continue to develop and refine key performance indicators.

## ■ To address the needs of MRC staff:

- Formally acknowledge strong staff performance.
- Remain focused on continuous improvement.

## ■ To address the needs of commercial customers:

- CEO to meet with key customers on a regular basis to review performance and strengthen relationships.

## ■ To address Tamala Park users needs:

- Improve site conditions.

## ■ To address CEAG's needs:

- Formally acknowledge CEAG's strong performance to date.
- Confirm CEAG's future role.

# Proposed actions and strategies to meet stakeholder needs (continued)

- To address needs in the community:
  - Work with State Government to promote the importance of waste, e.g. the State Waste Strategy.
  - MRC to develop stronger partnerships with Member Councils to address shared waste education needs.
  - More targetted educational campaigns (such as the importance of the RRF, the need to remove contaminants from waste stream, education about what should go in the bin, waste minimisation strategies and an increased focus on how to 'reduce' waste).
  - Greater promotion of what MRC does (e.g. Earth Carers).
  - Confirm downstream usage of outputs and write / promote case studies (what happens to recycled materials after they leave MRC).
- To address WESSG's needs:
  - Confirm WESSG's role.
  - Develop a funding / resourcing plan to support education and communications strategies.
- To address teachers' needs:
  - Create a strategic plan for schools (describing MRC's role and type / level of involvement).
- To address the needs of volunteers:
  - Continue attracting volunteers to support programs such as Earth Carers and develop strategies to maintain / acknowledge volunteer contributions.
  - Optimise links between volunteer opportunities and Member Council activities.
- To address the needs of peak bodies (e.g. MWAC)  
ITEM 8.2.5  
Ongoing initiatives to be supported.
- To address the needs of other Regional Councils  
Ongoing initiatives to be supported.



# We'd love to discuss this report with you!

For further information, please contact

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08 9380 9800

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**ITEM 8.2.4            MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION –  
REVIEW OF EXISTING AND FORMATION OF NEW POLICIES**

**File No:**            **COR/23**

**Attachment(s):**    1. 9B    Human Resource Management  
                             2. 10B   Discipline  
                             3. 11B   Equal Opportunity  
                             4. 25B   Training and Development  
                             5. 29B   Injury Management  
                             6. 33B   Disposal of Assets Under \$2000

**Author:**            **Kathleen van Son** (formerly Ferridge)

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**SUMMARY**

The purpose of this item is to commence the process of Council approval to new and revised Mindarie Regional Council (MRC) policies.

**BACKGROUND**

Council had previously agreed that an exercise should be conducted to review MRC policies, and obtain Council approval to revised policy documents. This process has commenced, and Council consideration of the initial work is now appropriate.

**DETAIL**

**Structure of Business Documentation**

The Council utilises a business manual which comprises both policies and procedures. These documents are reviewed on a regular basis.

**Review Progress**

The exercise for the reviewing and creating of policies has been commenced, and has progressed to the point of a review of Part A – Governance and Part B – Business. Copies of these documents are now presented for Council approval and are described at Attachments to this Item.

**CONSULTATION**

No consultation was forthcoming.

**STATUTORY ENVIRONMENT**

Not directly applicable.

**POLICY IMPLICATIONS**

Approved policies will form part of the Council's business manual.

**STRATEGIC IMPLICATIONS**

This review will have no direct strategic implications.

## **COMMENT**

The administration has commenced the process of the review of business documentation, commencing with existing policies. These newly created policies are now submitted for Council consideration and approval.

## **RECOMMENDATION**

**That Council approve policies as follows:**

- (i) 9B Human Resource Management**
- (ii) 10B Discipline**
- (iii) 11B Equal Opportunity**
- (iv) 25B Training and Development**
- (v) 29B Injury Management**
- (vi) 33B Disposal of assets under \$2000**

**contained at Attachments to this Item**

**ATTACHMENT ONE**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**9B HUMAN RESOURCE MANAGEMENT - REVISED**





**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO:** 9B  
**POLICY:** HUMAN RESOURCE MANAGEMENT  
**ISSUED:** SEPTEMBER 1998  
**REVIEWED:** SEPTEMBER 2000  
AUGUST 2005  
MARCH 2009

**REASON:**

To ensure that the staff of the Mindarie Regional Council are managed in accordance with best appropriate contemporary practice in order to achieve agreed objectives.

**POLICY:**

Mindarie Regional Council will establish, document and implement appropriate systems for the staff aspects as documented. These systems will be consistent with best appropriate Human Resource practices, in order to ensure that the organization obtains best value for money, in regard to staff. In addition, staff will have the opportunity for successful, enjoyable and rewarding employment with the Council.

**1. Recruitment**

The recruitment of staff will be consistent with the requirements of the Local Government Act (1995), and other relevant legislation. As a general rule, recruitment will involve a competitive selection process, undertaken by the appropriate Manager, with final approval by the Chief Executive Officer.

**2. Induction**

The Council will ensure that all new staff receive appropriate induction, comprising verbal and written material, prior to and during commencement of duties.

### **3. Staff Development / Training**

The Council will provide opportunities for staff development in order to improve the value of individuals or groups to the organisation, as well as to develop individual skills. Staff participation in these activities is expected, in accordance with the development plan agreed at the annual performance review. This development will include training – both within the organization and through external providers.

#### **RESPONSIBILITY**

The Chief Executive Officer is responsible for the overall implementation, monitoring and review of this policy.

The management team is responsible for the provision of feedback and proposed improvements regarding the systems related to this policy. Each Manager is responsible for providing an annual Performance Review for staff under their supervision.

Individual Managers and Supervisors are responsible for the implementation and improvement to the policy, and associated systems.

**ATTACHMENT TWO**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**10B DISCIPLINE – REVISED**



**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO:** 10B  
**POLICY:** DISCIPLINE  
**ISSUED:** SEPTEMBER 1998  
**REVIEWED:** SEPTEMBER 2000  
MAY 2005  
MARCH 2009  
**REASON:**

To:

- Provide a work environment which enables employees to accept responsibility for their actions, and ensures that communication channels exist for effective conflict resolution.
- Establish a framework for the execution of disciplinary action, where this action is required.
- Ensure that any disciplinary action taken, as a last resort, is fair to all parties and within the legal parameters of current industrial law.

**POLICY:**

Ensure that timely and effective action is taken in the event of unsatisfactory behaviour by an employee.

1. The Council recognizes that all employees have a right to fairness, during any such action, including a review of any action taken.
2. The procedure to be adopted by the Council for the execution of any remedial action, including disciplinary measures, is to be consistent with industry guidelines, including those provided by the Western Australian Local Government Association, and the relevant awards.
3. In the event of serious misconduct, in the view of an employees supervisor, the Council may suspend the employee, with pay, prior to a decision concerning further action.
4. Some examples of potential serious misconduct are as follows:

- 4.1. Fighting or assaulting another person on company premises
- 4.2. Consuming or having illegal drugs at the work place or on the premises
5. Any disciplinary action taken must be fair and offer the opportunity for the subject of the action the right to respond to any allegations made against them prior to instigating any action.
6. Employees should always be given the opportunity to be represented when being interviewed or counseled. This can be a union delegate, co worker, friend, family member or lawyer.
7. Proper communication with all employees is to be undertaken to minimize the need to take disciplinary action. Any disciplinary action taken is to be seen as a last resort.

#### **REPORT OUTCOME:**

The Chief Executive Officer shall offer the employee an opportunity to attend an interview to discuss the report findings before the outcome is decided.

The Chief Executive officer is to consider the findings of the report and decide on the appropriate outcome.

The outcome may include, but is not limited to the following;

- o Dismissal of the complaint;
- o Placing a written warning on the employee's personal file;
- o Reducing the employee's classification or position;
- o Transferring the employee to another department and or location;
- o Terminating the employee's employment.

An employee whose employment is terminated may apply to the appropriate industrial Tribunal for relief in respect of the termination.

#### **RESPONSIBILITY**

The Chief Executive Officer is responsible for the implementation and monitoring of this policy. The Management team is responsible for leadership and the management of all aspects of its operations. It is responsible for the development of policies, programs and procedures in consultation with staff representatives.

Supervisors are responsible for ensuring that disciplinary action is taken when required.

All employees are required to undertake their responsibilities and duties in a professional manner.

**ATTACHMENT THREE**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**11B EQUAL OPPORTUNITY - REVISED**



**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO:** 11B  
**POLICY:** EQUAL OPPORTUNITY  
**ISSUED:** SEPTEMBER 1998  
**REVIEWED:** SEPTEMBER 2000  
MAY 2005  
MARCH 2009

**REASON:**

To ensure equal opportunity in the workplace where people from all groups are encouraged to participate in employment, provision of goods and services, education and provision of information, memberships, disposal of assets, purchasing and work/life balance.

Equal Opportunity means that current and prospective employees are treated fairly and equitably. It means that current and prospective employees are judged on their ability to do the job based on merit – skills, qualifications and experience, rather than assumptions about them because of different characteristics such as their sex, race religion, marital status or impairment. It also means promoting a work environment that is free from sexism, racism, sexual harassment and other forms of discrimination. This also applies to staff dealing with customers.

Federal and State legislation makes it illegal to discriminate against or treat people inequitably based on the following grounds:

Race	Sex
Age	Physical/mental impairment
Marital Status	Family responsibilities
Religious beliefs or activities	Sexual orientation
Pregnancy/possibly pregnancy	Political opinion
Social origin	Industrial activity
Personal/professional associations	Physical features

## **POLICY:**

This policy provides a framework within which the organisation will have regard to the requirements of the W.A. Local Government Act 1995 and other related legislation in relation to Equal Opportunity with respect to the following business areas;

### **1. Employment**

Mindarie Regional Council will establish employment processes that will ensure that:

- Employment decisions are based on merit;
- Employees are treated fairly and reasonably;
- Equal employment opportunity is provided;
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment.

Equal opportunity principles will be applied in the following employment areas:

- Recruitment and selection, promotion
- Working conditions, resources
- Leave
- Rostering, allocation of tasks
- Meetings, meeting times
- Training
- Performance management, including counselling and discipline.
- Any other benefit of employment

### **2. Provision of Goods and Services**

Equal Opportunity principles will be applied to ensure:

- There is no unlawful discrimination in matters related to the provision of goods and services
- Harassment is avoided of anyone who provides goods and services, or who is in receipt of goods and services.



### **3. Education and Information**

Relevant education and information will be made available to all levels of staff through training and communication.

### **4. Disposal of Assets**

Disposal of Council Assets will be in accordance with transparent guidelines providing equal opportunity to those wishing to acquire such assets.

### **5. Purchasing**

Councils supply policy will apply to the purchase of goods whether by tender or quotation.

### **6. Work/Life Balance**

The organisation will ensure that services and support are made available to all Council staff to assist in a balance of work and personal life whilst employed at Mindarie Regional Council.

### **7. Council Communication**

Equal Opportunity principles will be applied to communication between the community, Member Councils and staff.

### **8. Complaint Handling**

Persons wishing to lodge a complaint under the related legislation may do so in writing or in person by contacting the Human Resource Officer. All complaints will be treated seriously, fairly, confidentially, impartially, in a timely manner and without victimization.

A summary of the issue(s) will be reported to the Chief Executive Officer and Executives so that any underlying issue(s) of culture and behaviour etc can be addressed.

## **9. Implementation**

All members of Council staff will be informed of the contents of this policy via:

- Induction programs
- Newsletters
- Sectional meetings.

## **RESPONSIBILITY**

The Chief Executive Officer is responsible for the implementation and monitoring of this policy. The Management team is responsible for leadership and the management of all aspects of its operations. It is responsible for the development of policies in consultation with staff representatives, and the provision of adequate resources to enable aggrieved employees to come forward with their issues when required.

Supervisors are responsible for ensuring that the intent of the legislation is implemented and is followed by all employees.

All employees are required to undertake their responsibilities, in accordance with the relevant legislation.

**ATTACHMENT FOUR**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**25B TRAINING AND DEVELOPMENT – NEW**



**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO:** 25B  
**POLICY:** TRAINING & DEVELOPMENT  
**ISSUED:** MARCH 2009  
**REVIEWED:**

**AIM:**

Establish guidelines and procedures in order to facilitate ongoing training and development for employees to obtain skills relevant to their position. To ensure that all employees have equal access to training and development opportunities.

**POLICY:**

Council recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining resources and developing each employee's potential. Council will provide all employees with the opportunity to participate in training and development at Councils expense where training / development complements the goals and strategies consistent with the skills identified at the staff development process.

Council will conduct annual staff performance reviews as a process to ensure the efficient and effective staff development.

**Performance Reviews:**

The key requirements of performance and development reviews are to include:

- provide direction, objectives and goals to the employee for the next 12 month period;
- receive regular feedback on what standards are expected of them;
- feedback and praise regarding what they have actually achieved;
- what they can do to improve their job performance;
- have an opportunity to discuss their aspirations for development and progression;
- identifying training needs;
- identifying any new or enhanced skills required;

- discussion into any development and expansion anticipated for the employee; and
- career development planning.

### **Purpose of the Annual Performance Review**

Council is committed to discussing career development at each employee's annual performance.

Every employee will be given an opportunity to outline their career aspirations at their performance review, consistent with the relevant award provisions.

The manager will attempt to provide feedback to the employee regarding possible options available to the employee to assist in their professional development, and address any other areas for possible career development following the discussions.

The option for professional development may include but is not limited to multi-skilling, training, study leave assistance and expanding of their current role.

The manager and employee will also discuss whether the development agreement set in the previous years review has been met and address any associated issues which may be hindering the completion of these objectives.

### **Roles & Responsibilities**

#### **Employee**

One of the major aims of the review is to help employees manage their own performance and have meaningful input into how work is undertaken. In doing this, the likelihood is that the Council's goals, and those of the individual, will be achieved.

What the employee can do to ensure success:

- Consider and review the current position description prior to the review discussion and prepare a draft if necessary.
- Analyse personal performance and identify steps that they think may improve the way the job is completed.
- Assess what skills will be required to perform the job more effectively and those areas in which additional knowledge, skills or assistance is required.
- Communicate with direct supervisor on a regular basis.

### **The Supervisor**

The supervisor is the senior employee who is directly responsible and familiar with the performance of the employee being reviewed. Senior employees are responsible for managing and supervising the performance and development of staff. Supervisors have an ongoing responsibility to review, evaluate and provide regular feedback to staff about their performance. Consultation and discussion is the key to reaching mutual agreement on work outcomes and standards.

To ensure the success of the review process, supervisors may undertake to:

- Maintain open communication with staff that provides feedback as the performance occurs;
- Develop and maintain a good understanding of the corporate and divisional plans;
- Develop a detailed knowledge of the Review process;
- Review position descriptions to ensure that they accurately reflect the current positions;
- Facilitate the implementation of the action and training plans;
- Schedule a time for the review discussion allowing sufficient time to prepare and complete forms.

### **Manager**

Managers are required to satisfy themselves that the process has been properly conducted and recorded. The Manager has an overseeing role and is responsible for:

- Monitoring the performance reviews completed in their division to ensure that fair and realistic reviews have been conducted;
- Noting the action and training plans agreed to by the supervisor and employee;
- Mediating in the first instance in any dispute between a supervisor and an employee regarding the reviews undertaken;
- Acknowledging the completion of the Review process by agreeing and signing the documentation.

Managers have an on-going responsibility to consider and identify the training and development needs of their employees through the performance and development review process. Any training approval must be considered in conjunction with the training plan established at the employee's performance review.

### **The Human Resources Function**

Employees with the human resources responsibilities will be required to administer the staff performance review process and will be directly responsible for:

- Initiating the Review process approximately three months (as appropriate) prior to the appropriate anniversary date;
- Co-ordinating, monitoring and reviewing the operation of the Review process;
- Developing and implementing the Council training requirements in consultation with managers;
- Assisting with the mediation of any disputes arising from the operation of the Review process.

### **Chief Executive Officer**

The Chief Executive Officer is responsible for the overall implementation, monitoring and review of this policy.

**ATTACHMENT FIVE**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**29B INJURY MANAGEMENT – NEW**





**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO: 29B**

**POLICY: INJURY MANAGEMENT**

**ISSUED: MARCH 2009**

**REVIEWED:**

**COMMITMENT:**

The Mindarie Regional Council is committed to assisting workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation & Injury Management Act 1981 in the event of a work related injury or illness.

Managers support the injury management process and recognise that success relies on the active participation and cooperation of the injured worker. Wherever possible, suitable alternative duties will be sourced within the Mindarie Regional Council having regard to the injured workers medical restrictions.

**AIM:**

The aim of the process is to ensure workers can stay at work or make a speedy and safe return to work following an injury. Where a return to pre-injury duties is not possible, workers can access rehabilitation services to help them return to alternative employment, either with this organisation or with another organisation.

**OBJECTIVES:**

To establish a managed approach to workers' compensation and injury management.

To make sure all workers expect that every effort will be made to assist them to return to meaningful, productive employment at the earliest appropriate time.

To provide suitable alternative duties wherever possible which are designed to assist the worker's recovery and early return to work.

To appoint an Injury Management Coordinator within the Mindarie Regional Council to liaise with the worker, treating doctor, the insurer, service providers and staff as required.

To ensure that a person unable to return to pre-injury duties is provided with an alternative position if an appropriate vacancy arises.

To establish an internal dispute resolution process to enable issues to be addressed in an objective supportive and confidential manner.

### **STANDARDS:**

Within medical constraints and where practicable, normal standards of behaviour and performance will be expected from workers allocated alternative duties and undertaking treatment.

### **CONFIDENTIALITY**

Medical and other information regarding a person on a return to work program will be treated with the utmost confidentiality. Information such as specialist's reports cannot be released to any third party without the written consent from the person concerned. Mindarie Regional Council is abiding by the Privacy Amendment (Private Sector) Act 2000 and all personal information is managed in accordance with our privacy policy.

### **RESPONSIBILITY**

The Chief Executive Officer is responsible for the overall implementation, monitoring and review of this policy.

The management team is responsible for the provision of feedback and proposed improvements regarding the systems related to this policy.

Individual Managers and Supervisors are responsible for the implementation and improvement to the policy, and associated systems.

**ATTACHMENT SIX**  
**TO ITEM 8.2.4**  
**ORDINARY COUNCIL MEETING**  
**5 MARCH 2009**  
**33B DISPOSAL OF ASSETS UNDER \$2000 – NEW**



**DRAFT**

Mindarie Regional Council  
Business Manual – Policies

**POLICY NO:** 33B  
**POLICY:** DISPOSAL OF ASSETS UNDER \$2000  
**ISSUED:** MARCH 2009  
**REVIEWED:**

**AIM:**

To provide a policy for the disposal of assets with a disposable value of \$2000 or less.

**POLICY:**

The Fixed Asset Register will be reviewed on a six monthly basis with a Disposal of Asset Report, listing all assets considered obsolete or no longer required, to be provided to the management meeting.

An Offer to Purchase Asset form for assets to the value of \$2000 or less will be available.

The Offer to Purchase Asset form is to include:

- Description of asset
- Original value of asset
- Depreciation or nominal value
- Conditions of sale
- Tear-off slip for staff to fill out and request to purchase

Assets being disposed are to be offered to the 'owner/user' of the asset.

If no offer to purchase is received by the owner/user, the asset is to be made available to all staff.

The Disposal of Asset Report will be handed out to all staff 7 days prior to the Business Meeting.

The Offer to Purchase Asset form is to be attached to the Report.

The Offer to Purchase Asset form is to be filled out by staff wishing to purchase and handed to Administration Reception no later than 12noon on the Friday of the Business Meeting.

Should only one staff member request an asset, the asset will be sold.

If more than one interested party, the asset will be allocated by raffle.

### **CONDITIONS OF SALE**

All items sold carry no warranty

### **RESPONSIBILITY**

The Chief Executive Officer is responsible for the implementation and monitoring of this policy.

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**ITEM 8.2.5            STRATEGIC WASTE MINIMISATION PLAN – FUNDED PROJECTS**

**File No:**            **WST/104**

**Attachment(s):**   **Nil.**

**Author:**            **Ian Watkins**

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**SUMMARY**

The purpose of this report is to provide Council with information on the proposed waste minimisation projects to be undertaken this calendar year utilising funding available from the Waste Authority.

**BACKGROUND**

In late 2008 the Mindarie Regional Council (MRC) submitted a draft Strategic Waste Minimisation Plan (SWMP) to the Department of Environment & Conservation (DEC) as part of the Waste Authority, Zero Waste Plan – Phase 2 program.

The Waste Authority, through the DEC has recently instigated the Regional Funding Program for the implementation of actions identified in the Local Government Strategic Waste Minimisation Plans.

As part of the pilot phase of the funding program the MRC, on behalf of its Member Councils, has been allocated \$400,677. In order for the MRC to access the funds, specific projects, as identified in the MRC SWMP, need to be nominated and an associated Regional Investment Plan developed for submission to the DEC.

Once the Regional Investment Plan has been approved by the DEC, funds will be allocated to the particular project from the available \$400,677. It is a requirement of the Regional Funding Program that all funds be spent by the end of December 2009.

**DETAIL**

With reference to the draft MRC SWMP that was submitted to, and accepted by the DEC, the MRC Administration proposes the following projects be considered for funding applications:

- 1)     **Bulk Waste Recycling**  
Waste Audits of bulk waste being delivered to Tamala Park and the Recycling Centre of Balcatta  
Excavator/Grab on tip face at Tamala Park to remove large recyclable pieces of metal, timber and plastic  
Conceptualise recycling activities at Tamala Park and Balcatta and develop design layout  
Total estimated cost = \$160k  
Primary involvement by Tamala Park and City of Stirling
- 2)     **Public Place and Event Recycling**  
Review of current member council activities  
Review of other local government activities  
Assess the number and size of public events  
Assess the quantity of potential recyclable materials

- 
- Propose possible regional preferred solution(s)  
Meeting of member councils to agree on regional preferred solution(s)  
Total estimated cost = \$20k  
Primary involvement by City of Perth, Town of Cambridge
- 3) **Local Government Infrastructure Waste Recycling**  
Review all current member council methodologies/quantities  
Propose possible regional preferred solution(s)  
Meeting of member councils to agree on regional preferred solution(s)  
Total estimated cost = \$20k  
Primary involvement by City of Stirling
- 4) **Transport and Haulage Methodologies**  
Review all current member council methodologies/quantities  
Consider possible transfer station and AWT locations  
Propose possible regional preferred solution(s)  
Meeting of member councils to agree on regional preferred solution(s)  
Total estimated cost = \$50k  
Primary involvement by City of Stirling, Town of Victoria Park
- 5) **Two Bin Recycling - Wet and Dry Bin Investigation**  
Household and commercial MGB waste  
Assess what other Metro regional councils are doing  
Identify trial methodology  
Identify trial areas and size  
Set up trial (new bins, collections, audits of collections and process material)  
Total estimated cost = \$100k  
Primary involvement by Town of Vincent, Town of Cambridge, City of Perth
- 6) **Bulk Verge Waste Review**  
Identify all current member council methodologies/timing/collections/charities  
Compare with other Metro regional councils  
Propose possible regional preferred solution(s)  
Meeting of member councils to agree on regional preferred solution(s)  
Total estimated cost = \$20k  
Primary involvement by City of Joondalup, City of Wanneroo
- 7) **Project Management**  
Project management  
Application processing  
Fund accountability  
Project accountability  
Total estimated cost = \$30k  
Primary involvement by Tamala Park Operations

The above projects have been reviewed by the Technical Working Group (TWG) and recommended for approval.

## **CONSULTATION**

Consultation has occurred with the following groups:

DEC

TWG

### **STATUTORY ENVIRONMENT**

Not applicable.

### **POLICY IMPLICATIONS**

Not applicable.

### **STRATEGIC IMPLICATIONS**

Waste minimisation activities are consistent with Objective One of the Council's Strategic Plan 2004 – 2009 Develop & implement resource management programmes (landfill, recycling, reuse, resource recovery).

### **FINANCIAL IMPLICATIONS**

The DEC has allocated \$400,677 of Regional Funding to the MRC for the implementation of projects identified in the draft MRC SWMP.

The proposed projects are estimated to cost approximately \$400,000; hence all costs in carrying out the proposed work are covered by available DEC funding.

Should any additional waste minimisation activities be identified, funding for these projects could be covered by funds remaining from the development of the MRC SWMP (\$80k) or included in future waste minimisation funding applications.

### **COMMENT**

Nil.

### **RECOMMENDATION**

**That Council approve the following waste minimisation activities, as described in the above Item, to be put forward for DEC funding:**

- (i) Bulk Waste Recycling**
- (ii) Public Place and Event Recycling**
- (iii) Local Government Infrastructure Recycling**
- (iv) Transport and Haulage Methodologies**
- (v) Two Bin Recycling – Wet and Dry Bin Investigation**
- (vi) Bulk Verge Waste Review**
- (vii) Waste Minimisation Project Management**



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**ITEM 8.2.6            ITEMS OF BUSINESS DEALT WITH BY DELEGATED AUTHORITY :  
2008/2009 CHRISTMAS/NEW YEAR RECESS**

**File No:**            **COR/1**

**Attachment(s):**   **Nil.**

**Author:**           **Ian Watkins**

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**SUMMARY**

The purpose of this report is to provide Council with information relating to items of business dealt with by delegated authority over the 2008/2009 Christmas/New Year recess.

**BACKGROUND**

At the Ordinary Council Meeting held on 11 December 2008, Council dealt with Item 8.2.5 Delegated Authority : 2008/2009 Christmas/New Year Recess and resolved accordingly:

*“That in accordance with Section 5.42 of the Local Government Act 1995, the Chief Executive Officer be delegated authority by an ABSOLUTE MAJORITY to exercise the powers and duties of the Council, other than those referred to in Section 5.43 of the Act from 11 December 2008 to 5 March 2009:*

- (i) in relation to general matters, where the recommendation is for an item of business of a general nature, a majority of all Elected Members are in agreement*
- (ii) a report summarising the items of business dealt with by delegated authority is submitted for information to the Council meeting to be held on 5 March 2009”*

**DETAIL**

One item of business was dealt with under delegated authority during the recess. That item related to Tender 13/95, the Mindarie Regional Council (MRC) Resource Recovery Facility Building Works.

The Council had been previously issued with information in the agenda for the Ordinary Council Meeting on 11 December 2008, Item 8.2.6 RRF Building Works – Tender 13/95 Recommendation. This Item included information on the tenders received and plans of the proposed works.

Following finalisation of the financial assessment of the preferred tenderer by the MRC Administration, Council made a decision out of sessions:

*“That Council:*

- (i) accept the tenders from BCL Constructions submitted in response to Tender No. 13/95 for the Mindarie Regional Council RRF Building Works to the value of \$682,333 (excluding GST)*
  - (ii) approve a contingency value of \$88,700 (excluding GST) to be managed by the Mindarie Regional Council Administration to cover variations to the tendered scope of work”*
-

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

Local Governance Act S5.42 and S5.43.

## **POLICY IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Financial implication of the tendered and awarded works are covered in detail in the RRF Update Report (separate Item).

In the process of obtaining the out of session approval questions were asked by some elected members relating to the budget over-run of approximately \$700,000.

Reasons for the budget over-run are as follows:

- General increase in construction cost for both the infrastructure contract and the building works contract
- Significant changes to the site entrance detail
- The need to utilise concrete pavement in the site entrance and a portion of the north/south road
- Installation of additional services to allow for future street services connections and for Stage 2 & 3 development (sewer, water, electricity)
- Increased size of education centre

## **COMMENT**

Nil.

## **RECOMMENDATION**

**That Council note the out of session approval of Tender 13/95.**