# WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION North Metropolitan Zone

## MINUTES

Meeting Date: 20 November 2008

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MINUTES OF MEETING OF THE NORTH METROPOLITAN ZONE OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION HELD AT THE HELD AT THE CITY OF WANNEROO, 23 DUNDEBAR ROAD, WANNEROO (LESCHENAULTIA ROOM) ON THURSDAY 20 NOVEMBER 2008

#### 1. ATTENDANCE

#### City of Joondalup

Committee Members: Mayor Troy Pickard (Chairperson)

Cr Trona Young Cr Russ Fishwick Cr Tom McLean

Officers: Mr Garry Hunt, Chief Executive Officer

Mr Ian Cowie, Director Governance & Strategy

**City of Wanneroo** 

Committee Members: Cr Frank Cvitan (Deputy Chairperson)

Cr Maureen Grierson Cr Rudi Steffens

Cr Bob Smithson Deputising for Cr Roberts

Officers: Mr Daniel Simms, Chief Executive Officer

Ms Karen Caple, Director Governance & Strategy

City of Stirling

Committee Members: Cr David Boothman

Cr Bill Stewart Cr Terry Tyzack

Officers: Mr Stuart Jardine, Chief Executive Officer

Mr Aaron Bowman, Manager of Governance and Council Support

WALGA Ms Michelle Mackenzie, Executive Manager Infrastructure

Mr Tim Lane, Governance Policy Officer
Ms Jessica Lenny, Community Policy Officer

Secretariat Mrs Janet Foster, Administrative Services Coordinator (City of

Joondalup)

#### **DECLARATION OF OPENING**

The Chairperson declared the meeting open at 1907 hrs.

The North Metropolitan Zone members welcomed Cr Rudi Steffens, who had been appointed to the Zone following the recent resignation of Cr Laura Gray.

#### **APOLOGIES:**

City of Wanneroo: Cr Tracey Roberts
City of Stirling: Cr Elizabeth Re

#### 2. ANNOUNCEMENTS

Nil.

#### 3. CONFIRMATION OF MINUTES

MOVED Cr McLean SECONDED Cr Young that the Minutes of the meeting of the North Metropolitan Zone held on Thursday 18 September 2008 be confirmed as a true and accurate record of the proceedings.

The Motion was Put and

**CARRIED** 

#### 4. BUSINESS ARISING FROM MINUTES

Nil.

#### 5. DEPUTATIONS/PRESENTATIONS

The following deputations will be presented to the North Metropolitan Zone at its first meeting in January 2009.

#### Deputation from the Fire and Emergency Services Authority (FESA)

To ensure that all stakeholders are included, FESA's Service Delivery and Planning Branch has requested to present and discuss the proposed changes to the 2009/2010 ESL grants processes.

#### Deputation from the Office of Crime Prevention

The Office of Crime Prevention will present and discuss graffiti management options and the Government's plans for the future.

#### 6. MATTERS REFERRED TO WALGA

#### 6.1 Status Report on Matters referred to WALGA State Council for Action.

As a means of increasing communication and providing feedback to the North Metropolitan Zone, a schedule has been prepared on matters referred to WALGA State Council for action.

Re: 18 September 2008 – State Council Agenda Item 5.8 – Review of the Clearing of Native Vegetation Legislation and Processes.

Cr Cvitan sought confirmation that Point 19 had been inserted into the substantive decision of WALGA.

Ms Michelle Mackenzie, Executive Manager Infrastructure of WALGA advised that this will be captured as part of a general review of all exemptions.

MOVED Cr Boothman SECONDED Cr Grierson that the Status Report be RECEIVED.

The Motion was Put and

CARRIED

#### 7. REPORTS FROM MEMBER COUNCILS

## 7.1 BOUNDARY REVIEWS – LEGISLATIVE AMENDMENTS TO THE LOCAL GOVERNMENT ACT 1995

Report submitted by City of Stirling

#### **IN BRIEF**

The City of Stirling is seeking the support of the North Metropolitan Zone Committee to lobby the State Government to amend Schedule 2.1 of the Local Government Act 1995.

#### BACKGROUND

In accordance with Schedule 2.1 of the Local Government Act 1995, proposals to change local government district boundaries can be submitted to the Local Government Advisory Board (the Board) by the Minister for Local Government, local governments or electors of an affected local government.

The Board is a statutory body established under the Local Government Act 1995 to provide advice to the Minister for Local Government on local government constitutional matters.

The Board's major function is to assess proposals to change local government boundaries and their systems of representation and then make recommendations to the Minister.

The Board encourages proponent local governments to communicate their proposals for boundary changes to affected local governments. The Board's publication "Processes associated with making submissions for district boundary changes" includes a recommendation that proponent local governments advise their neighbouring local governments of proposals which impact on them. This has been a concern for the Board in past inquiries and continues to be a problem.

An example of these concerns is identified when evaluating the process undertaken by the Town of Vincent in its recent boundary proposal Inquiry.

The City of Stirling first became aware of the Town of Vincent's boundary proposal following a Special Council Meeting, held by the Town of Vincent, whereby the Council resolved:

#### "That the Council;

(iii) DEFERS advising the City of Stirling and City of Perth respectively, of its intention to submit a proposal to the Local Government Advisory Board until Council has considered the final report referred to in clause (vii);"

Notwithstanding the lack of direct advice, a copy of the Town of Vincent minutes was obtained and a letter was directed to the Mayor of the Town of Vincent suggesting that a proper process for dealing with boundary adjustments should, as a normal courtesy, include discussions between representatives of the involved local governments.

The City later received informal notification from the Board, that the Town of Vincent had submitted a further boundary proposal.

This proposal involved the Stirling suburbs of Mount Lawley, Menora and Coolbinia - bounded by Walcott Street, Flinders Street, Wiluna Street, Bradford Street, the southern boundary of Yokine Reserve, Alexander Drive, Central Avenue, Railway Parade, Third Avenue and its prolongation southwards to where it meets the Swan River. The second and lesser component of the Town of Vincent proposal involved a section of the City of Bayswater.

The proposal involved approximately 4500 properties within the City, including the Edith Cowan University Campus, Mount Lawley Senior High School, Jewish Synagogue, Perth College, Mount Lawley Commercial Centre and many retirement villages.

The City believes it is in the public's best interest, and in particular affected constituents' best interests, to have access to proposals and therefore promote proper public discussion, debate and demonstrate transparency and accountability of local government decision making.

Following the City of Stirling's disappointment at the handling of these Inquiries, a meeting was scheduled between the City's Chief Executive Officer, His Worship the Mayor and the Minister for Local Government and Regional Development.

The Minister was receptive to these concerns, in particular those relating to procedural fairness and the adversarial nature that the present process encourages however, to date, no changes have occurred to prevent this problem from reoccurring.

Queries have also been raised over the Board's current practice to grant a private hearing for the purpose of such Inquires. It is a requirement of the Local Government Act 1995 that any hearing is to be controlled in a way that makes it as easy as possible for all interested parties to participate fully.

The City is of the opinion that providing a private hearing for such matters can not enable all parties to fully participate and therefore suggests that legislative amendments should be considered by the Board to ensure that all hearings and submissions are accurately recorded and available to all.

#### COMMENT

In lieu of the ongoing issues of Councils not adhering to the Board's recommendations and therefore not communicating proposals to change Local Government boundaries with affected Councils, the City is recommending that Schedule 2.1 of the Local Government Act 1995 be amended to reflect a process similar to that of the Office of the Electoral Distribution Commissioners of the West Australian Electoral Commission.

When determining new electoral boundaries in Western Australia, the Office of the Electoral Distribution Commissioners undertakes a process that demonstrates both transparency and accountability of the decision making process.

The Office of the Electoral Distribution Commissioners comprises of three Electoral Distribution Commissioners:

- Chief Justice of Western Australia
- Electoral Commissioner and
- Government Statistician

The current process provides for three opportunities for the public to contribute:

- In the first stage of the process the public is given 30 days to lodge written suggestions.
- The written suggestions are then made available for public perusal. The public has 14 days to make written comments on these suggestions.
- When the Electoral Distribution Commissioners publish the proposed boundaries the public has 30 days to lodge written objections.

State legislation (Part IIA of the *Electoral Act 1907*) also specifically defines the conduct of the electoral distribution after the determination of the average district enrolment. The 5-step process is outlined as follows.

- **STEP 1** is the publication of an invitation to lodge written suggestions within a 30-day period, after which these suggestions are made available for viewing.
- **STEP 2** is a 14-day period during which written comments on these suggestions may be made.
- **STEP 3** is a 42-day period during which the Electoral Distribution Commissioners prepare and publish the proposed boundaries.
- **STEP 4** is a 30-day period during which written objections to the proposed boundaries may be lodged.
- **STEP 5** is a 90-day period during which the Electoral Distribution Commissioners consider objections and publish the final distribution in the Government Gazette.

The proposed amendments to the Local Government Act 1995 will ensure that local governments act in accordance with its guiding principles to ensure that the same transparency and accountability is reflected in local government decision making processes.

MOVED Cr Boothman SECONDED Cr Tyzack the North Metropolitan Zone Committee SEEKS the support of WALGA to lobby the State Government for an amendment to Schedule 2.1 of the Local Government Act 1995 as follows:

#### Schedule 2.1 – Additional S (2)

 All hearings and submissions should be accurately recorded and available to all. No private hearings of submissions will be granted.

#### Schedule 2.1 – 4.1(a) to include:

 Notice to affected local government (together with a copy of the proposal).

Discussion ensued.

The Motion was Put and

**CARRIED** 

#### 7.2 ELECTED MEMBER DEVELOPMENT PROGRAM

Report submitted by City of Stirling

#### IN BRIEF

As part of the North Metropolitan Zone initiative, Councillors are invited to attend WALGA Solutions training course, An Introduction to Environmental Management, Module 17.

#### **BACKGROUND**

Local Government Workplace Solutions has developed a new training course for Elected Members, An Introduction to Environmental Management.

Environmental Sustainability is considered one of the most urgent matters that Local Government has to confront. The course has been specifically designed to inform Councillors on current issues as well as their roles and responsibilities in the decision making process. The course was developed with subject matter experts and academics specialising in their respective environmental fields.

Topics covered in this module include:

- Legislative Framework
- Environmental sustainability
- Roles and responsibilities of Elected Members in Environmental Management
- Roles and responsibilities of Officers in Environmental Management
- Natural Resource Management
- Biodiversity
- Greenhouse emissions
- Waste and drainage
- Water resources

On completing this module, it is expected that participants will be able to:-

- 1 Develop an understanding of Environmental Management relating to:
  - Natural Resource Management
  - Climate Change
  - Water Resources
  - Waste and Recycling
- Outline the role and responsibility of Local Government and WALGA in Environmental Management
- 3 Develop an understanding of the key legislative frameworks in Environmental Management
- 4 Identify key contemporary issues in Environmental Management
- 5 Develop an understanding of the science underpinning current policy and procedure

#### **Duration**

This module is a full day course.

#### COMMENT

This module enhances the knowledge base of Councillors to understand and actively participate in Environmental Management Issues related to their Local Government.

Environmental Management is an important and relevant issue that elected members need to be able to address. The course would enable Councillors to develop an understanding of the key legislative frameworks of Environmental Management. As an organisation, the City has many direct and indirect opportunities for improving environmental performance.

Although the training would be beneficial for all Councillors it is noted that the course is a full day and this may cause time constrictions for some Councillors and therefore make attendance difficult.

WALGA provides the opportunity for local governments to offer the course, in house. The costs for this module would then become offset due to other participating councils contributing one third of the total cost.

By making this module available at the City of Stirling through three local governments this will improve the current partnerships already in place and provide Councillors the opportunity for further networking opportunities.

The initial cost for module 17 which includes presenter fees, course contents, writing materials and full catering is \$4,500. As previously mentioned these costs can then be offset by inviting Councillors from neighbouring councils which will contribute to one third of the total costs.

MOVED Cr Boothman SECONDED Cr Stewart that the North Metropolitan Zone COORDINATES the Workplace Solutions course, An Introduction to Environmental Management, module 17, with each Council attending agreeing to contribute to one third of the total costs.

Discussion ensued.

The Motion was Put and

CARRIED UNANIMOUSLY

## 7.3 PROPOSED MEETING DATES FOR 2009 - NORTH METROPOLITAN ZONE

Report submitted by City of Joondalup.

#### **IN BRIEF**

This report presents a proposed schedule of meeting dates for the North Metropolitan Zone for 2009.

#### **BACKGROUND**

During 2008, meetings of the North Metropolitan Zone were held on a Thursday, two weeks prior to the State Council meetings.

#### **COMMENT**

Mayor Pickard, Chairperson of the North Metropolitan Zone, has recommended the following meeting schedule for 2009:

Deadline for Reports	North Metropolitan Zone Meeting Dates	State Council meeting dates (Unconfirmed)	Host Council
12 January 2009	22 January 2009	5 & 6 February 2009 <b>TBA</b>	City of Stirling
16 March 2009	26 March 2009	1 April 2009	City of Joondalup
18 May 2009	28 May 2009	3 June 2009	City of Wanneroo
20 July 2009	30 July 2009	6-8 August 2009 <b>TBA</b>	City of Stirling
21 September 2009	1 October 2009	7 October 2009	City of Joondalup
16 November 2009	26 November 2009	2 December 2009	City of Wanneroo

#### OFFICER'S RECOMMENDATION

That the North Metropolitan Zone ENDORSES the following meeting dates for 2009:

Meeting date	Venue
Thursday 22 January 2009	City of Stirling
Thursday 26 March 2009	City of Joondalup
Thursday 28 May 2009	City of Wanneroo
Thursday 30 July 2009	City of Stirling

Thursday 1 October 2009 City of Joondalup Chursday 26 November 2009 City of Wanneroo

## MOVED Cr Stewart SECONDED Cr Cvitan that the North Metropolitan Zone ENDORSES the following meeting dates for 2009:

Venue

<b>3</b>	
Thursday 29 January 2009	City of Stirling
Thursday 26 March 2009	City of Joondalup
Thursday 28 May 2009	City of Wanneroo
Thursday 30 July 2009	City of Stirling
Thursday 1 October 2009	City of Joondalup
Thursday 26 November 2009	City of Wanneroo

The Motion was Put and

Meeting date

**CARRIED UNANIMOUSLY** 

The following late report was tabled:

## 7.4 DEVELOPMENT OF A REGIONAL ELECTED MEMBER DEVELOPMENT PROGRAM

Report submitted by City of Wanneroo

#### **IN BRIEF**

To invite member Councils of the North Metropolitan Zone to express an interest in the development of a Regional Elected Member Development Program in partnership with Edith Cowan University.

#### **BACKGROUND**

The City of Wanneroo in partnership with Edith Cowan University (ECU) has been progressing the development of a 4-year professional development program for Elected Members. The purpose of this program is to provide Elected Members with a structured tertiary professional development program that would further enhance the knowledge gained through Elected Member participation in the WALGA Elected Members' Development Program.

#### **COMMENT**

It is proposed that ECU will structure an eight-unit Graduate Diploma program or similar accessing units from its undergraduate and post graduate unit courses to form the basis of the program.

Preliminary discussions between the City of Wanneroo Chief Executive Officer and Professor Robert Harvey of ECU have indicated that course work within the unit selection will be developed specific for local government. In addition, it is suggested that the City of Wanneroo Executive Team will also support ECU in the delivery of local government content within the unit structure.

The method of delivery will be aimed to be as flexible as possible utilising a variety of delivery methods including:

- On campus Semester based at ECU Joondalup and at the City of Wanneroo
- External studies
- On-line studies
- Intensive on-campus studies.

It is estimated that the fees associated with this professional development will be in the vicinity of \$1600 per annum per unit per individual.

Unit selection will be focused on areas relevant to local government including:

- Town Planning
- Accounting
- Financial Management
- Asset Management
- Financial Planning
- Governance Law and Ethics
- Social Science; and
- Marketing and Public Relations

The City of Wanneroo and ECU are currently working on a timeline that will see the presentation of an indicative course structure by 16 December 2008 to Council, with elected members being able to register to commence studies in Semester One 2009.

The Cities of Stirling, Wanneroo and Joondalup are large complex local governments and there may be considerable benefits if a regional approach to the development and introduction of this professional development opportunity is applied in consultation with WALGA. The development of a regional model for elected member professional development is supportive of the recommendations of the Systemic Sustainability Study.

MOVED Cr Smithson SECONDED Cr Grierson that the City of Wanneroo on behalf of the North Metropolitan Zone COORDINATES a Workshop in December 2008 with Edith Cowan University on the establishment of an Elected Member Development Program through Edith Cowan University.

Discussion ensued. It was suggested that Workplace Solutions also be consulted.

The Motion was Put and

**CARRIED UNANIMOUSLY** 

#### 8. WALGA STATE COUNCIL AGENDA – MATTERS FOR DISCUSSION

(Zone delegates to consider the Matters for Decision contained in the WALGA State Council Agenda and put forward resolutions to Zone Representatives on State Council)

Matters of Particular Interest on State Council Agenda

#### 4.1 – SUBMISSION TO INFRASTRUCTURE AUSTRALIA

MOVED Cr Smithson SECONDED Cr Cvitan that the WALGA submission to Infrastructure Australia of 15 October 2008 be AMENDED to include on page 7, after the words "..very fast growing outer metropolitan councils" the words "such as the need for freeway, rail and major road infrastructure in the northern corridor".

The Motion was Put and

**CARRIED UNANIMOUSLY** 

#### **4.2 - CONSTITUTIONAL RECOGNITION**

The Chairperson gave an outline of issues raised at the ACLG and in particular the fact that a Memorandum of Understanding could be an interim step to Constitutional Recognition.

#### 4.3 - AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT (ACLG)

The Chairperson gave an update on the ACLG.

## <u>4.4 - OFFICIAL CONDUCT LEGISLATION - LOCAL GOVERNMENT STANDARDS</u> <u>PANEL</u>

The Chairperson outlined the current position in relation to the Standards Panel.

#### 9. WALGA STATE COUNCIL MEMBERS' REPORTS

The Chairperson provided an overview of the WALGA President's Report for November/December 2008 – Attachment 1 refers.

#### 10. GENERAL BUSINESS

It was requested that comments be sought from other local governments in relation to whether there had been an increase in State Administration Tribunal appeals.

MOVED Cr Tyzack SECONDED Cr Boothman that comments be sought from Member Councils on the State Administrative Tribunal Process for discussion at the meeting of the North Metropolitan Zone to be held on 26 March 2009.

#### 11. DATE, TIME & PLACE OF NEXT MEETING

The next meeting will be held on Thursday 29 January 2009, at 6.00 pm at the City of Stirling.

#### 12. CLOSURE

The meeting closed at 2005 hrs.

Attachment 1



## WALGA PRESIDENT'S REPORT November/December 2008

#### **Meeting with Minister Castrilli**

WALGA and LGMA representatives met with new Local Government Minister John Castrilli and Chief of Staff Gary Brennan on Thursday, 20 November, to discuss a range of topics including:

- <u>SSS Implementation</u>: As Minister he is committed to raising the calibre, capacity and profile of Local Government in both the eyes of the community and of government. The Minister reaffirmed his commitment to the Implementation Taskforce process and is enthusiastically awaiting its recommendations.
- Royalties For Regions (R4R): WALGA sought clarification on the arrangements for R4R, stressing the importance of for reforms such as Asset Management as a key initiative for sustainability, and advice on when an announcement would be made. The Minister indicated that this was the responsibility of the Minister for Regional development, but that an announcement was expected soon, although the program is still subject to Cabinet consideration.
- <u>Standards Panel</u>: stressing the importance of the original ambition of a fast acting, mobile, approach.
- State Local Government partnership Agreement: Reviewing and re-establishing the Partnership Agreement based on the new and emerging aspirations of a new State Government and a reforming Local Government sector was reinforced as a priority. The Minister committed to an open, honest, and continuing dialogue with the sector and understands the importance of the Partnership Agreement in driving a strategic approach to Local Government by all government agencies.
- <u>LG Act Amendments</u>: A number of proposed amendments to the LG Act have been resubmitted to the Minister as a result of the change in government, including **electoral reforms** such as ending the WAEC monopoly on postal voting and reviewing the voting system with a view to replacing PPV; establishing the Salaries and Allowances Tribunal as the body that reviews and sets **elected member remuneration**; eliminating the requirement for **Annual Electors Meetings**; along with many others which did not have favour with the previous government.

A wide ranging general discussion also covered off on issues like resolving the "Charitable Purposes" rating dilemma; extending the rate rebate for pensioners to cover separate rubbish removal charges; State Agreement Acts; State Budget Submissions; Local Government Compliance burden and vexatious complainants. In all cases the Minister was very receptive to the positions put to him and we look forward to strong and productive relationship into the future.

#### Systemic Sustainability Study (SSS)

Following the endorsement of the Systemic Sustainability Study the Hon Minister for Local Government John Castrilli MLA has announced the formation of a joint State and Local Government committee to consider and progress the actions contained in the SSS report.

The Committees terms of reference are as follows:

#### **Functions**

- 1. The Committee is to consider and examine the report 'The Journey: Sustainability into the Future' and provide an Implementation Strategy to the Minister for Local Government under the following themes:
- 2.
- Regional Governance and Service Delivery Reform
- Corporate and Strategic Planning
- Financial Management and Planning
- Revenue Generation
- Training and Professional Development;
- Legislative reform.

•

The Committee is to prepare a Strategy for the sustainability and growth of the local government sector in Western Australia, having regard for the objectives of the *Local Government Act 1995*, the financial impact on the State Government and local government and the benefits to be provided to the citizens of Western Australia. The Strategy is to provide for positive engagement with local government that encourages rather than directs the sector.

- 2. The Committee is to oversee the progress of the implementation strategy.
- 3. The Committee may consider any other matters that may enhance local government sustainability if requested to do so by the Minister, or as agreed to by the Committee itself.

The Minister has requested that the Steering Committee provide an Implementation Strategy **Report by 8 December 2008**. The Committee is to exist for a period of 12 months or such longer period as the Minister may approve.

In addition to the work of the Taskforce; Association staff are assisting Regional groups of Local Governments progress their regional cooperation arrangements.

#### Official Conduct Legislation – Local Government Standards Panel

The Association has had concerns in respect to the length of time taken to resolve issues before the Standards Panel. WALGA is appreciative of this being the first year of the Panel and the initial set up issues involved.

The Association was under the understanding that the original intent of the legislation was to provide a quick solution, where it was envisaged that the Standards Panel would travel to the Local Government concerned and interview both parties and witnesses and resolve the issue or recommend further action in respect to breaches. The Standards Panel representatives have advised that the current process does not include travelling and meeting the parties on site.

The Association has written to the Department requesting annual meetings between the Standards Panel and the Association and advising that the original intent of Official Conduct legislation in respect to the Standards Panel was:

- the Local Government Standards Panel would travel to the local governments where the complaints were occurring, and;
- to resolve issues in a timely manner.

The Association has received a response from the Department, advising that the Standards Panel has not considered it necessary to visit the local governments concerned, although it remains prepared to do so should the circumstances warrant conducting a visit. The Department also advised that the Panels process does not include providing counselling or mediation to resolve matters complained about.

WALGA requested the Minister for Local Government consider the Standard Panels processes with a view to incorporating the original intent of Official Conduct legislation in respect to the Standards Panel visiting the Local Governments where the complaint is and to resolve issues in a timely manner.

The Minister committed to reviewing the situation.

#### **Constitutional Recognition** (Agenda Item 4.2 relates)

The Prime Minister has committed the new Federal Government to a referendum on Constitutional recognition for Local Government during this term of office and ALGA has asked the State and Territory Associations to assist in finalizing the national Local Government position.

A special forum was held during Local Government Week to determine a Western Australian position, resulting in support for Institutional and Financial recognition.

The national position will now be finalised at the **Local Government Constitutional Summit** to be held **in Melbourne** at the Melbourne Convention Centre **from December 8th to11th** 2008.

#### **Australian Council of Local Governments**

The Australian Council of Local Government (ACLG) held its first meeting on 18 November in Canberra. The Australian Government was joined by over 400 mayors and shire presidents from councils and shires across Australia and representatives from state and territory governments. Approximately 50 WA Mayors and Presidents attended.

Progress was made in three key areas:

- developing a stronger relationship between the two spheres of government;
- progressing the constitutional recognition of local government; and
- reforming infrastructure and services provided by local government.

In terms of **relationship**, the Australian Government and local government:

- recognised the historic significance of the first meeting of the ACLG which formalised the relationship between the two spheres of government;
- agreed to use ACLG to achieve greater policy coordination and information sharing and inform decisions about the financial relationship between the two spheres of government; and

In terms of **constitutional recognition**, the Australian Government and local government:

- reaffirmed the role of state and territory governments in the Australian federal system, including the relationship between each state or territory government and the local governments in that jurisdiction.
- reaffirmed their commitment to considering constitutional recognition of local government;
- noted that local government is consulting widely, including through the ALGA Constitutional Summit, to identify options for Commonwealth consideration; and
- recognised that the primary role of raising public support for any constitutional amendment lies with local government.

In terms of **service** reform, the Australian Government and local government:

- recognised the need to work with state and territory governments to implement nationally consistent financial and asset management and planning frameworks for local government as developed by the Local Government and Planning Ministers' Council;
- committed to a dialogue with state and territory governments to identify the local and community infrastructure needs for the future, particularly in corridors experiencing high growth;
- committed to improving workforce capability in local government and promoting innovation in local government through both the Commonwealth's new centre for excellence for local government and state and territory government training initiatives; and
- committed to the implementation of the Regional and Local Community Infrastructure Program to deliver an immediate improvement in community facilities, strengthen local economies and support jobs during a period of unfavourable economic circumstances.

The biggest immediate outcome from the meeting was the announcement of \$250 million of funding, of which WA Local Government will receive approximately \$29 million, plus a further \$50 million of national project funding.

#### **President's Contacts**

During the September - December period, contacts that have occurred or are scheduled to take place prior to the December State Council meeting are as follows:

#### **Federal Government Relations**

- Mr Howard Hobbs MP, Member for Warrego, Qld; Shadow Minister for Local Government, Planning & Regional Development
- Environmental Protection Health Council Adelaide
- NRM Minco Adelaide

#### **State Government Relations**

#### Meetings with:

- Mr Barry Carbon, Chairman and Ms Jan Grimoldby, Deputy Chair, Department of Environmental & Conservation
- Ms Marion Fulker, Committee for Perth
- Hon Roger Cook MLA, Deputy Leader Opposition; Mental Health; Indigenous Affairs
- Mr Paul Llewellyn, Member for SW Region
- ACLG Pre meeting Min Anthony Albanese, MP Canberra

- ACLG Canberra
- Hon Rob Johnson MLA, Minister for Police; Emergency Services; Road Safety
- Mr Derek Hopkins, Ms Mia Davies, National Party
- Dr Tarun Weeramanthri, Executive Director, Mr Jim Dodds, Environmental Health Director, Department of Health
- Mr Kieran McNamara, Executive Director, Mr Robert Atkins, Deputy Director General, Mr Alan Sands, Assistant Director, Environmental Regulation, Department of Environment & Conservation; Mr Stuart McAll, CEO, Cr Doug Thompson, Chairperson, Cr Clive Robartson, Deputy Chair, Southern Metropolitan Regional Council
- Hon John Castrilli, Minister for Local Government, WALGA/LGMA Liaison Meeting, Mr Michael Parker, President, Ms Gay Thornton, Deputy President, Mr Steve Cole, CEO, LGMA
- Hon John Day MLA; Minister for Planning; Culture and the Arts

#### **Local Government Relations**

#### Meetings with:

- South West Regional Road Group
- Visit to Shire of Denmark, Mr Dale Stewart, CEO and Cr Kim Barrow, Shire President
- Visit to Shire of Plantagenet, Mr Rob Stewart, CEO and Cr Kevin Forbes, Shire President
- Visit to Shire of Gnowangerup, Mr Aaron Cook, CEO and Cr Ken Pech, Shire President
- Visit to Shire of Jerramungup, Mr Brent Bailer (outgoing CEO), Mr Bill Parker (incoming CEO), Cr Bruce Trevaskis, Shire President
- City of Albany, Mr Peter Madigan A/CEO, Mayor Milton Evans
- LGIS Board Meeting
- Visit to Christmas Island Mr Paul Maberley, CEO
- Visit to Cocos (Keeling) Islands Mr Michael Simms, CEO
- Great Southern Regional Road Group
- City of Fremantle, Mr Graeme Mackenzie, CEO and Mayor Peter Tagliaferri
- Hon Cheryl Edwardes, Special Counsel, Minter Ellison
- Cr Mike Anderton/Cr Barry McKenna City of Bayswater
- Mayor James Best, Mr Cliff Frewing, CEO, City of South Perth
- ALGA Board Meeting
- ALGA Annual General Meeting
- Local Government House Trust Meeting
- Hon Dr Graham Jacobs MLA, Minister for Water; Mental Health

#### <u>Conferences / Workshops / Public Relations</u>

- Mental Health Good Outcomes Awards Ceremony
- The West Australian and Marketforce Express Business Lunch
- Captivate Project Launch
- Nationals Dinner
- ALGA Board Dinner
- City of Stirling Christmas Dinner
- Australian of the Year Awards
- City of South Perth Cocktails

#### Zone

- Avon-Midland Country Zone
- South East Metropolitan Zone
- Great Eastern Country Zone Teleconference
- South West Country Zone

WALGA North Metropolitan Zone Meeting – 20 March 2008



### **MINUTES**

**ORDINARY COUNCIL MEETING** 

**TIME: 5.30PM** 

**THURSDAY 11 DECEMBER 2008** 

**VENUE – TOWN OF VICTORIA PARK** 

Managing waste and recovering resources responsibly

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

Towns of Cambridge, Victoria Park and Vincent















#### MINDARIE REGIONAL COUNCIL

#### **NOTICE OF MEETING**

#### 5 December 2008

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 Town of Victoria Park, 99 Shepperton Road, Victoria Park, at 5.30pm on Thursday 11 December 2008.

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 C MacRae (Corinne)	Town of Cambridge
Cr D Newton JP (Dot)	City of Wanneroo
Cr R Sebrechts (Ron)	City of Stirling
Cr P Rose JP (Peter)	City of Stirling
Cr K Thomas (Kathryn)	City of Stirling

PRESENT: Chairman

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE MINDARIE REGIONAL COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE TOWN OF VICTORIA PARK, 99 SHEPPERTON ROAD, VICTORIA PARK, WESTERN AUSTRALIA ON THURSDAY 11 DECEMBER, 2008 COMMENCING AT 5.30PM.

Cr R Willox AM JP

Cr J Bissett

	Cr R Butler (Arrived Cr S Farrell Cr R Fishwick Cr L Gray JP Cr K Hollywood Cr D Newton JP Cr P Rose JP Cr R Sebrechts Cr K Thomas	d 6.30pm)
APOLOGIES:	Cr C MacRae	
ABSENT:	Nil	
IN ATTENDANCE: Mindarie Regional Council Officers	K F Poynton K Dhillon L Nyssen I Watkins	Chief Executive Officer
Member Council Officers	J Bonker C Colyer G Dunne R Elliott G Eves M Glover A Vuleta	
Consultants	M Cave A Mack	
VISITORS:	Nil	
MEDIA:	J Bryant	
Confirmed by resolution of the Council on		
	Chairman	
PUBLIC:	Nil	

#### **MINUTES**

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#### 1 OATHS/AFFIRMATIONS OF ALLEGIANCE AND DECLARATIONS OF OFFICE

Nil.

#### 2 QUESTION TIME

Nil.

#### 3 ATTENDANCE AND APOLOGIES

Refer Page 3.

#### 4 MINUTES

#### 4.1 ORDINARY COUNCIL MEETING – 23 OCTOBER 2008

The Minutes of the Ordinary Council Meeting held on 23 October 2008 have been printed and circulated to members of the Council.

Motion: (Moved: Cr Rose Seconded: Cr Farrell)

#### RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 23 October 2008 be taken as read, confirmed and the Chairman invited to sign same as a true record of the proceedings.

(Carried: 10/0)

#### **5 ANNOUNCEMENTS**

The Chairman welcomed visitors Ms Melanie Cave (Freehills) and Mr Andrew Mack (Cardno) and Mr John Bryant.

Cr Willox briefed the Council on the ISWA World Congress, held in Singapore in November 2008, the visit by Semm SITA Board to the Neerabup site, and the Earthcarers Graduation last Saturday (6 December 2008).

#### 6 DEPUTATIONS

Nil.

## 7 BUSINESS FROM A PREVIOUS MEETING TREATED AS AN ORDER OF THE DAY

Nil.

#### 8 REPORTS

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).
- (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).

#### <u>Disclosure of Interest Affecting Impartiality</u>

(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.

#### 8.1 TECHNICAL WORKING GROUP – 28 NOVEMBER 2008

#### 8.1.1 Tech Com. Item 1

SUBJECT: BUSINESS REPORT (NOVEMBER 2008)

Motion: (Moved: Cr Rose Seconded: Cr Bissett)

The CEO provided further information, as follows, in response to questions:

- Establishment Agreement for progress in early 2009 as a result of further concerns in regard to the associated financial model.
- Groundwater (Plume issues) further investigations planned into plume characteristics.
- Wanneroo Residue actual exceeds budget tonnage due to an increase in recycling activity at the MRF.

#### RECOMMENDATION

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

(Carried: 10/0)

#### 8.1.2 Tech Com. Item 2

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

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

The administration provided further information, as follows, in response to questions:

- Water usage the acquired allocation relates to potential usage by all facilities
   existing and planned on the site
- Mindarie Regional Council Infrastructure the contract vs. estimated prices has increased due to additional building size, conduit work and site service connections

Hire of generators – no longer required, due to 'main stream connection' 16
 December 2008

#### **RECOMMENDATION**

#### **That Council:**

- (i) receive this Progress Report dated 11 December 2008 on the project to establish a Resource Recovery Facility in the Mindarie region
- (ii) endorse the proposal to hold the RRF Grand Opening Function prior to the commencement of wet commissioning at a time and date suitable to both BioVision and Mindarie Regional Council
- (iii) approve the increase in expenditure of an additional \$700k against the development costs for the RRF. The RRF development budget be increased from \$1.6m to \$2.3m

VOTING REQUIREMENTS (iii) Absolute Majority

(Carried: 10/0)

#### 8.1.3 Tech Com. Item 3

SUBJECT: LANDFILL UPDATE REPORT

Motion: (Moved: Cr Sebrechts Seconded: Cr Thomas)

The administration provided the following further information in response to questions:

- Scope of analysis the landfill analysis relates solely to remaining landfill capacity of Tamala Park
- Future landfill a proposal for 'landfill beyond Tamala' will be presented to Council in early 2009

#### **RECOMMENDATION**

That Council receive this Landfill Update Report dated 11 December 2008.

(Carried: 10/0)

#### 8.1.4 Tech Com. Item 4

SUBJECT: CARBON TRADING

Motion: (Moved: Cr Sebrechts Seconded: Cr Thomas)

The administration advised that the indicative increase to landfill costs, as a result of Emission Trading System (ETS) charges, is estimated at \$3 - \$10 per tonne, in response to a question.

#### RECOMMENDATION

That Council receive this Carbon Trading Update report dated 11 December 2008.

(Carried: 10/0)

8.1.5 Tech Com. Item 5

SUBJECT: CONSULTANCY SERVICES – TENDER 13/94 RECOMMENDATION

Motion: (Moved: Cr Farrell Seconded: Cr Thomas)

RECOMMENDATION

That Council:

(i) approve the inclusion of the following service providers for the related disciplines in accordance with the table below:

Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
URS	Heggies	URS	Gresley Abas	IW Projects
GHD	URS	GHD	Hodge + Collard	Colliers
Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
Golder Associates	SMEC	Cardno	GHD	URS
Cardno	GHD			GHD
	Connell Wagner			Davis Langdon
	Golder Associates			Connell Wagner
				Golder Associates
				Cardno
List Total 5	List Total 7	List Total 4	List Total 4	List Total 9

(ii) note that budgetary provision exists for the utilisation of these service providers on an as required basis

#### AMENDMENT TO MOTION

Motion: (Moved: Cr Fishwick Seconded: Cr Hollywood)

That Council:

(i) approves the inclusion of the following service providers for the related disciplines in accordance with the priority rating where any work required is first offered to the service provider in accordance with the numeric priority rating as shown in the table below:

Priority Rating	Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
1.	URS	Heggies	URS	Gresley Abas	IW Projects
2.	GHD	URS	GHD	Hodge + Collard	Colliers
3.	Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
4.	Golder Associates				
5.	Cardno				
	List Total 5	List Total 3	List Total 3	List Total 3	List Total 3

(Lost 8/2)

Further information, in response to a question, is provided as follows:

- Consultant Report (Agenda, P.61)
  - Disbursements to be charged at cost plus percentage, where this percentage is defined as a margin additional to cost based on the classification of the individual performing the task.

#### MOTION AS FOLLOWS WAS PUT TO THE VOTE

#### **That Council:**

(i) approve the inclusion of the following service providers for the related disciplines in accordance with the table below:

Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
URS	Heggies	URS	Gresley Abas	IW Projects
GHD	URS	GHD	Hodge + Collard	Colliers
Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
Golder Associates	SMEC	Cardno	GHD	URS
Cardno	GHD			GHD
	Connell Wagner			Davis Langdon
	Golder Associates			Connell Wagner
				Golder Associates
				Cardno
List Total 5	List Total 7	List Total 4	List Total 4	List Total 9

(ii) note that budgetary provision exists for the utilisation of these service providers on an as required basis

(Carried: 8/2)

#### 8.2 CHIEF EXECUTIVE OFFICER

8.2.1 File No: FIN/5-02

SUBJECT: FINANCIAL STATEMENTS FOR THE PERIODS ENDED

**30 SEPTEMBER 2008 AND 31 OCTOBER 2008** 

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

The administration was tasked with the provision of 'variance explanations' in future reports.

#### RECOMMENDATION

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

(Carried: 10/0)

8.2.2 File No: FIN/5-02

SUBJECT: LIST OF PAYMENTS MADE FOR THE MONTHS ENDED

**30 SEPTEMBER 2008 AND 31 OCTOBER 2008** 

Motion: (Moved: Cr Gray 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 September 2008 and 31 October 2008.

(Carried: 10/0)

8.2.3 File No: COR/23

SUBJECT: MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION -

**REVIEW** 

Motion: (Moved: Cr Sebrechts Seconded: Cr Thomas)

Nil discussion.

#### **RECOMMENDATION**

That Council approve new policy as follows:

(i) 30B Employment of Consultants

(Carried: 10/0)

8.2.4 File No: COR/9

SUBJECT: ANNUAL REPORT – 2007/2008

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

Mr Dhillon advised Council that the audit process and outcomes were excellent.

#### **RECOMMENDATION**

#### **That Council:**

- (i) note the Auditors Report (provisional to Mindarie Regional Council's signing the Statement of Declaration on the Financial Statements)
- (ii) adopt the Annual Report, including The Financial Statements for Year Ended 30 June 2008
- (iii) authorise the Chairman and Chief Executive Officer to sign the Statement of Declaration on behalf of Mindarie Regional Council

(Carried: 10/0)

8.2.5 File No: COR/1

SUBJECT: DELEGATED AUTHORITY: 2008/2009 CHRISTMAS/NEW YEAR

**RECESS** 

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

Nil discussion.

#### **RECOMMENDATION**

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

VOTING REQUIREMENTS Absolute Majority

(Carried: 10/0)

8.2.6 File No: WST/93

SUBJECT: RRF BUILDING WORKS – TENDER 13/95 RECOMMENDATION

Item withdrawn.

Closure of meeting to the Public.

Motion: (Moved: Cr Farrell Seconded: Cr Sebrechts)

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

(Carried: 10/0)

8.2.7 File No: WST/118

SUBJECT: RESOURCE RECOVERY FACILITY – SITE RELATED ISSUES

Motion: (Moved: Cr Farrell Seconded: Cr Sebrechts)

RECOMMENDATION

That Council note the information contained in this report on Mindarie Regional Council RRF-Site related issues.

Suspension of Standing Orders

Motion: (Moved: Cr Thomas Seconded: Cr Rose)

That Standing Orders be suspended so as to allow general discussion on all matters associated with Item 8.2.7.

(Carried: 10/0)

Cr Butler Arrived 6.30pm.

A number of tasks in relation, to this matter, were identified, in discussion, for management by the CEO:

Resumption of Standing Orders

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

That Standing Orders be resumed.

(Carried: 11/0)

#### RECOMMENDATION AS FOLLOWS WAS PUT TO THE VOTE

That Council note the information contained in this report on Mindarie Regional Council RRF-Site related issues.

(Carried: 11/0)

Meeting Open to the Public.

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

That the meeting now be open to the public.

(Carried: 11/0)

Council took Motion 8.2.7 as read.

#### 9 NOTICE OF MOTION FOR CONSIDERATION AT THE FOLLOWING MEETING

Nil.

#### 10 GENERAL BUSINESS - SEE NOTE (1)

The Chairman extended best wishes for the festive season to all attendees.

#### 11 NEXT MEETING

- 11.1 Ordinary Council Meeting
  - 5 March 2009
  - 5.30pm
  - City of Joondalup

#### 12 CLOSURE - MEETING DECLARED CLOSED AT 7.15 PM

#### **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.



#### **MINUTES**

TECHNICAL WORKING GROUP
28 NOVEMBER 2008

**TIME: 8.30AM** 

**VENUE – TOWN OF CAMBRIDGE** 

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















#### MINDARIE REGIONAL COUNCIL

#### **TECHNICAL WORKING GROUP**

# **NOTICE OF MEETING**

# 21 November 2008

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 Bld Park Drive, Foreat, Fiday 28 November 2008 commencing at 8.30am.

Items for consideration are attached.

Yurs faithfully

**KEVIN POYNTON Chief Executive Officer** 

MEMBRS:	K Poynton E Albrecht D Bair C Colyer K Dhillon G Dunne R Elliott G Eves M Glover E Herne P Hoar R Lotzicker A Meta M Tolson	Chief Executive Officer Manager Waste Feet Director Infrastructure Director Infrastructure Chief Financial Officer Director of Service Units Manager Waste Services Director Infrastructure Management Director Infrastructure Services Director Corp Resource Management Coordinator Waste Management Director Technical Services Director Technical Services Operations Manager	Mindarie Stirling Wanneroo Cambridge Mindarie Perth Wanneroo Stirling Joondalup Stirling Joondalup Micent Mc Park Mindarie
	M Tolson I Watkins	Operations Manager Projects Manager	Mindarie Mindarie

MINUTES OF A MEETING OF THE TECHNICAL WORKING GROUP OF THE MINDARIE REGIONAL COUNCIL HELD IN THE COMMITTEE ROOM OF THE TOWN OF CAMBRIDGE, 1 BOLD PARK DRIVE, FLOREAT, ON 28 NOVEMBER 2008 AT 8.30 AM.

**PRESENT:** K Poynton Chairman

Members Messrs Ed Albrecht

Dennis Bair Chris Colyer Garry Dunne Peter Hoar Ian Watkins Operations Manager
Director Infrastructure
Director Infrastructure
Director of Service Units
Coordinator Waste Mgt
Project Manager

Stirling Wanneroo Cambridge Perth Joondalup Mindarie

VISITORS Nil

APOLOGIES Kalwant Dhillon

Mike Tolson

# **CONFIRMATION OF MINUTES**

Not applicable

# **MINUTES**

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ITEM 1 BUSINESS REPORT (NOVEMBER 2008)

File No: COR/8

Attachment(s): Nil.

Author: Kevin Poynton

#### 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 2009, 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 October 2008:

		Tonnage			Revenue	
Members	Actual	Budget	Percentage	Actual G/L	Budget	Percentage
Cambridge	3,767	13,165	28.61%	\$203,410	\$710,900	28.61%
Joondalup	21,050	66,300	31.75%	\$1,138,569	\$3,580,200	31.80%
Perth	4,925	18,219	27.03%	\$265,944	\$983,800	27.03%
Stirling	30,268	82,700	36.60%	\$1,634,675	\$4,465,800	36.60%
COS-Bales	8,440	22,000	38.36%	\$182,838	\$476,500	38.37%
Victoria Park	4,648	14,485	32.09%	\$250,996	\$782,200	32.09%
Vincent	4,841	14,062	34.43%	\$261,429	\$759,300	34.43%
Wanneroo	22,684	75,125	30.19%	\$1,225,909	\$4,056,800	30.22%
Wanneroo MRF	5,037	3,700	136.14%	\$109,109	\$80,100	136.22%
Sub total Members	105,660	309,756	34.11%	\$5,272,879	\$15,895,600	33.17%
Casuals						
South Perth	3,500	3,075	113.83%	\$318,220	\$279,500	113.85%
Casual	15,839	40,000	39.60%	\$1,480,036	\$3,636,400	40.70%
Sub Total Casuals	19,339	43,075	44.90%	\$1,798,256	\$3,915,900	45.92%
TOTAL	124,999	352,831	35.43%	\$7,071,135	\$19,811,500	35.69%
Other not incl above						
Recycling Centre				137,557	\$350,000	39.30%
Cover	0					
% Year to Date	33%					

#### 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

## **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 550,000 tonnes (as at 30 September 2008) 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.

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 following impacts on Mindarie Regional Council:

 The on-site retention of limited quantity of metal, upon request from the Mindarie Regional Council contractor

#### 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 2008/09, following a revision to the Mindarie Regional Council Strategic Plan.

## **Gas Management**

The current situation with regard to activities with Landfill Gas and Power (LFG) 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
- LFG have not progressed discussions on contract issues

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).

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. A briefing to Councillors and officers is scheduled for 4 December 2008

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 are planned

#### **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 provision of educational information at Garden Week

- The *process* 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

#### 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 contact 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

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

- MWAC provided a submission on the proposed Federal Government Emission Trading Scheme (ETS)
- MWAC approved a "Consultation, Communication and Waste Education" policy statement
- MWAC programmed a review of its Strategic Plan

Funding information related to MWAC – raised via a question at October Ordinary Council Meeting is as follows:

FY 2008/2009 : \$43k
 FY 2009/2010 (projected) : \$45k

The Forum of Regional Councils (FORC) continues to gain momentum, with a meeting of the Chair Group held on **27** October **2008**.

Key points from this meeting were as follows:

- The development of a framework for discussions with Waste Smart WA
- Progress on a FORC Terms of Reference

#### 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 a separate report in December 2008.

#### **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 second batch to be presented to Ordinary Council Meeting December 2008

#### **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

DLGRD (Stuart Fraser) has verbally confirmed that the DLGRD Compliance Audit Document 2007 for Regional Councils contains reference to all relevant Audit Regulation 13 clauses.

Further clarification has now been sought, and Departmental Officer, Ms Jenni Law, has undertaken to provide a definitive position on this matter, in writing, prior to Audit 2009.

#### 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 - 28 NOVEMBER 2008**

The Group agreed the following:

- That more investigative work, particularly on the matter of processible/nonprocessible fees, was required prior to any Council consideration of a final draft of the Establishment Agreement.
- That the existing process for Mindarie Regional Council reporting of tendered information, including prices, could continue (based on legal advice)

#### **RECOMMENDATION**

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

ITEM 2. RESOURCE RECOVERY FACILITY – PROJECT PROGRESS

**REPORT** 

File No: WST/13-02

Attachment(s): 1. Project Development Cost Summary

Author: lan Watkins

#### **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)

#### **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

		Estimated	Actual/ Revis	sed
	Task		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	March 04	June 06	December 06
	tenderer			
8	Complete land transaction	April 04	March 04	August 05
9	Development Application/	April 04	August 06	December 06
	Works Approval			
10	Design and Construction of	June 05	January 07	May 09
	Facility			
11	Facility Commissioned	September 05	May 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

#### **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 worked 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

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

The Secondary Waste Treatment Facility Working Group met on 29 October 2008.

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

#### 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 BSD 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 505
- 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**

The RRF Development Application has been issued by the City of Wanneroo.

Development Application for the MRC building works recently submitted to the City of Wanneroo.

#### 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*

#### 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 will include the following:

- installation of the second groundwater bore (currently underway)
- pump testing of bores
- 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.

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 are 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 is mid-January. This has the potential to cause major project delays. Western Power are assessing what temporary power is available in the

street. There may be a need for Mindarie Regional Council to hire in additional generators to ensure that the project is not delayed.

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

#### 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.

# 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. The award recommendation is included as a separate Item to this council meeting.

The Development Application for the building works is currently being progressed through 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 m² 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.

#### **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
  - finalise power supply issues for the site
  - site levels
  - road reserve requirements with City of Wanneroo and LandCorp
  - Mindarie Regional Council infrastructure construction

## **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.

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 8 October and again on 5 November 2008. Items from these meetings include:

- Delegated Authority
- Membership & Deputies

- Current operational issues
- Conporec financial situation
- Caretaker
- Backup Power Plan
- Community Based Participation Research

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 recently 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
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. inter-	est)	

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.

#### **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.

# **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 and TWG preference is for Option 1, due to the ability to have a more comprehensive viewing of the facility.

It is proposed 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
- Minister for Environment
- Minister for Local Government
- 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.

Proposed dates for the opening are as follows:

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

Final dates are to be confirmed subject to construction progress and availability of the dignitary.

# **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 BSD/Meinhardt Joint Venture
- Woodhouse Legal
- Freehills
- BioVision2020
- SITA
- Kerman Contracting
- Various Design Consultants
- Western Power
- City of Wanneroo / LandCorp
- Trandos Farms
- Department of Water

# 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 25 September 2008 and up to 17 November 2008
- quantification of Work in Progress i.e. work completed but yet to be invoiced up to 19 November 2008
- review of funds required for further work 19 November 2008 end of project

Project expenses to date *for this financial year (\$408,707)* are within the approved Budget of \$1,600,000.00.

Following the receipt of tender prices for the Mindarie Regional Council RRF building works (tender recommendation is a separate Item to this agenda), a more accurate cost estimate can be made. It is anticipated that the Mindarie Regional Council infrastructure (\$990k) and the Mindarie Regional Council building works (\$770k) will cost a total of approximately \$1.76m. It is estimated that the internal fit-out for the building works (not included in the tender scope of work) will cost approximately \$40,000. That is a total development cost of approximately \$1.8M. The 2008/2009 budget estimate was \$1.1m; hence, there is a budget over-run on this item.

Reasons for the cost increases are as follows:

- additional road works due to change in crossover detail, including concrete pavement
- inclusion of additional services for future connections (sewer, water, electricity, spare conduits) for when services are provided in the street and also for Stage 2 & 3 RRF
- office/education centre larger than originally anticipated
- general costs higher than anticipated

With a budget over-run of approximately \$700k, it is necessary for Council to approve (Absolute Majority) increased expenditure against this project.

Recently Council has had a saving of approximately \$800k in power supply installation costs. This expenditure was included in previous cost estimates when establishing the most recent loan facility; hence, funds are available, and have been included in Member Council processible gate fee estimates.

#### **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

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

#### **TECHNICAL WORKING GROUP - 28 NOVEMBER 2008**

The group discussed the need for consultation with the member councils before RRF Stage 2 progressed too far.

#### RECOMMENDATION

#### **That Council:**

- (i) receive this Progress Report dated 11 December 2008 on the project to establish a Resource Recovery Facility in the Mindarie region
- (ii) endorse the proposal to hold the RRF Grand Opening Function prior to the commencement of wet commissioning at a time and date suitable to both BioVision and Mindarie Regional Council
- (iii) approve the increase in expenditure of an additional \$700k against the development costs for the RRF. The RRF development budget be increased from \$1.6m to \$2.3m (Absolute Majority Vote Required)

# **ATTACHMENT ONE**

TO ITEM 2

**TECHNICAL WORKING GROUP MEETING** 

**28 NOVEMBER 2008** 

PROJECT DEVELOPMENT COST SUMMARY

**Project Development Costs Summary** 

									2008	2008/2009			
ltem	2000 - 2004 (Pre-2004/5)		2004/2005	2005/2006	2006/2007	2007/2008	Approved Budget	S	Spend to 17/11/8 (a)	#Wc Prog	#Work in Progress (b)	Total Costs (a) + (b)	Total Estimated Costs
Community Consultation (Bryant Media, CEAG)	\$ 37,817	2	962,29	\$ 39,024	\$ 43,663	\$ 40,796	\$ 28,000	s	8,469	8	3,000	\$ 11,469	\$ 255,095
Project/Construction Management (JV)	\$ 562,183	83	188,523	\$ 132,178	\$ 501,804	\$ 277,965	\$ 120,000	ક	1,510	8	71,000	\$ 72,510	\$ 1,782,653
Legal (Freehills, Woodhouse Legal)	\$	ì	366,124	\$1,019,638	\$1,292,349	\$ 630,929	\$ 50,000	ક	29,526	\$		\$ 49,526	\$ 3,359,040
Financial (PK, Deloitte)	ج	s	5,620	\$ 113,798	\$ 27,964	\$ 62,498	\$ 20,000	ક	-	ક			\$ 229,879
Probity (Braxfords)	۰ ج	ક	3,840	\$ 37,958			- \$	\$	-	s		. 8	
MRC Project Management	\$ 10,000	-	20,411	\$ 54,923	\$ 45,179	\$ 65,155	\$ 42,000	\$	21,240	s	5,000	\$ 26,240	\$ 237,666
Insurance Advisors (AON)	ا ج	ક	,	\$ 4,750	\$ 15,000	\$ 10,175	\$ 10,000	\$	-	s		٠	\$ 39,925
Site Infrastructure	٠ ج	ઝ		\$ 1,800	\$ 20,916	\$ 292,047	\$1,330,000	ક	204,103		40,000	\$ 244,103	\$ 1,644,764
Over Seas Inspection Tour	٠ ج	ઝ	-	\$ 215,506	- ج	۰ -	- ج	ક	-	s	-	۰ -	\$ 215,506
Other	\$ 50,000	-	-	\$ 9,570	\$ 38,798	\$ 8,378	- ج	ઝ	4,860	ક		\$ 4,860	\$ 106,746
Total Costs Incurred	\$ 660,000*	\$ *0	650,313	\$ 1,629,143	\$ 1,989,520	\$ 1,387,942	\$ 1,600,000	÷	269,707	\$	139,000	\$ 408,707	\$ 7,916,919
Total Costs Incurred to 30/6/7													
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						4 2 042 004						7 504 074	
						\$ 2,343,001						4 2,334,374	
Land Purchase (Asset)				\$ 3,500,000									
* Pre-2004/5 breakdown estimated based on available information													

\*\* Pre-2004/5 costs expensed through Tamala Park operations
#Vork in Progress is work that has been carried out, but no invoice has been received or is in the process of being paid
#Commbantion of two loans (\$.5M + \$.5M)

ITEM 3 LANDFILL UPDATE REPORT

File No: WST/100

Attachment(s): 1. Landfill Airspace Consumption

2. Landfill Waste Density

Author: Ian Watkins

#### **SUMMARY**

The purpose of this report is to provide Council with information relating to the development and operation of the Tamala Park landfill.

Topics covered in this Item include:

- Waste tonnage and airspace consumption
- Waste density
- Cover material
- Landfill fires
- Stage 1 to Stage 2 tie-in
- Phase 3 development

#### **BACKGROUND**

Council has previously, on a regular basis, been provided with landfill update reports (last report 3 July 2008). This Item forms part of the regular update process.

#### **DETAIL**

#### Waste Tonnage & Airspace Consumption

Table 1 provides historical data on waste tonnage to landfill as well as a comparison against previous forecasts.

Table 1 - Comparison Actual Tonnage vs Forecast Tonnage

Year	Tonnage Landfilled	*Previous Forecast	% Change
2005/2006	345,826	331,814	4.2%
2006/2007	353,674	337,357	4.8%
2007/2008	380,064	342,574	10.9%
2008/2009	125,302 (4 months)	115,931 (4 months)	8.1%

<sup>\*</sup>Previous Forecast data based on Cardno BSD forecasts 2003.

In the 2007/2008 year there was been a noticeable increase in casual customers. This had predominantly come from commercial customers where the waste was previously sent to inert landfills. In recent times the DEC has been more vigilant in applying the waste acceptance criteria applicable to the inert landfill industry (Class I landfills) resulting in increased tonnage being received at Tamala Park (Class II landfill). This situation has continued for the first 4 months of 2008/2009; however, at a slightly lower rate of increase (8.1% vs. 10.9%). The impact of the increased tonnage will be that the landfill would

reach maximum capacity earlier than originally anticipated; however, the impact is diluted by the development of 3 RRF's.

An assessment of future landfill tonnage has been undertaken based on the following assumptions:

- 2007/2008 actual tonnage (380,064t) taken as the starting point
- Annual percentage increase as per original BSD (Cardno) projections (approximately 1.5%/yr)
- 2008/2009 tonnage reduced by 15,000 tonnes due to the anticipated reduction in casual tonnage as a result of steep fee increases (casual tonnage reduced from 60,000t to 45,000t)
- 2009/2010 the City of Stirling is contracted to divert 15,000 tonnes from Tamala Park to Aneco
- 2009/2010 MRC RRF Stage 1 operational 70,000 tonnes diverted from Tamala Park
- 2013/2014 City of Stirling Atlas contract ends increase of 38,000 tonnes to Tamala Park (60,000 tonnes less bales currently being received @ 35% residue)
- 2013/2014 MRC RRF Stage 2 operational 70,000 tonnes diverted from Tamala Park
- 2020/2021 MRC RRF Stage 3 operational 70,000 tonnes diverted from Tamala Park

Based on the above assumptions, Tamala Park will reach maximum capacity by January 2022.

Attachment One to this Item provides a graph demonstrating the airspace consumption over time.

# Waste Density

Waste density is calculated on a six-monthly basis via aerial surveys. Attachment Two to this Item provides a graph of the waste density trend over time.

Typically for a deep putrescible landfill it would be expected that a waste density of approximately 0.85t/m³ should be achieved by the time that the landfill has reached maximum capacity. It would not be expected to get this density in the first few layer of waste; however, over time once the affect of waste settlement has been taken into account, the waste density should increase to approximately 0.85t/m³.

Factors that influence waste density include:

- Waste type
- Compactive effort
- Moisture content/waste decomposition
- Landfill gas extraction
- Waste depth
- Waste settlement
- Accuracy of survey process

The most recent waste density has been calculated at 0.73t/m³. This is the same as for the previous period; which would be expected as the waste has been placed in a similar location and to a similar depth. (Stage 2 Phase 2 East vs. Stage 2 Phase 2 West).

## **Cover Material**

Cover material consumption (approx. 600t/d) has reduced in comparison to the quantity of waste being landfilled (approx. 1,500t/d). This is as a result of placing waste in deeper lifts (6m instead of 3m), removing cover material from batters before new waste is placed up against the old waste and having less batters to cover (as a result of the landfill shape).

It is anticipated that there should be an increase in waste density when the next calculation takes place (January 2009).

## **Landfill Fires**

Over the past 12 months there have been 18 fires on the landfill. Fires have occurred on the closed Stage 1 landfill under the capped surface and in Stage 2 both subterranean and on the surface.

There have been no ignition sources definitively identified and arson is not suspected. The causes are deemed to be existing ignition sources as a result of incompatible waste types coming into contact.

#### Stage 1 to Stage 2 Tie-in

The original concept for the development of Stage 2 was that the waste would ultimately overfill back over the western portion of Stage 1 to result in a single large dome up to a maximum height of 55m above sea level (RL 55m). The concept being that the existing Stage 1 cap liner would form the base liner for Stage 2.

Following a recent detailed review of the necessary works associated with the tie-in between Stage 1 and Stage 2, it has become apparent that the existing cap liner is insufficient to qualify as the base liner for the overfill portion. This conclusion is based on the following:

- The cap has approximately 80 gas wells drilled through the liner
- Due to a number of landfill fires in Stage 1, there are large (+50m²) holes in the cap liner

Consequently, there is a requirement to line the surface of Stage 1 prior to fresh waste being placed in this area.

Approximately 1.0M m<sup>3</sup> of airspace is achieved by filling over Stage 1. This equates to approximately 2 years landfilling at current waste acceptance rates; which, is approximately 15% of the remaining life of the landfill. Not filling over Stage 1 will significantly impact on the available airspace at Tamala Park.

The detailed design of this Stage 1 to Stage 2 tie-in liner works was recently completed. The works were tendered in September and at the October Ordinary Council Meeting, the contract approved for award to JMS Mining and Civil (JMS).

The DEC are currently processing the Works Approval documentation with final approval expected in late December or early January 2009. The contract will be awarded to JMS

on 20 December, 2008 (end of tender validity period) with work programmed to commence in mid-January 2009.

Once the northern tie-in works have been completed, this will enable landfilling to be finalised in the north east corner of Stage 2 and allow the northern portion of the landfill to be permanently capped and rehabilitated. Capping this portion will allow the landfill 500m buffer zone to be moved progressively south off the Tamala Park Regional Council land and facilitate further development of that property.

# Stage 2 Phase 3 Development

The excavation of Phase 3 commenced in July 2007 and is anticipated to be completed by early 2009. By the time the excavation is complete, the final landfill lining design and tender documentation will have been finalised and ready for advertising.

The rate of airspace consumption will be monitored and this will be the driver in determining when the Phase 3 liner works will be carried out.

Based on current planning it is anticipated that the lining works will occur immediately after winter 2009 (2009/2010 financial year) for landfilling to commence in early 2010.

#### CONSULTATION

- DFC
- Landfill Operations Staff
- Golder Associates
- Various Contractors

#### STATUTORY ENVIRONMENT

Not applicable.

# **POLICY IMPLICATIONS**

Not applicable.

#### STRATEGIC IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Sufficient funds have been allocated in the Mindarie Regional Council Strategic Financial Model to cover anticipated landfill cost.

# **TECHNICAL WORKING GROUP - 28 NOVEMBER 2008**

Nil discussion.

#### RECOMMENDATION

That Council receive this Landfill Update Report dated 11 December 2008.

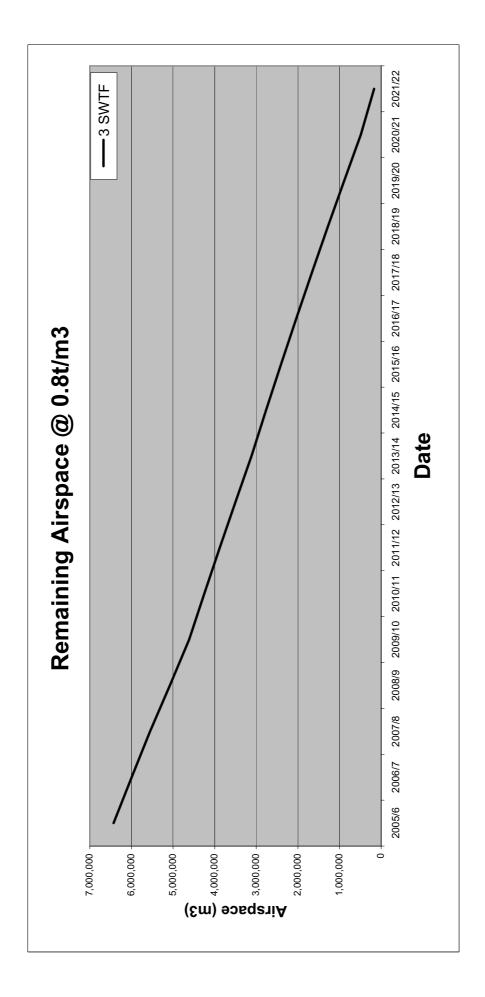
# **ATTACHMENT ONE**

# TO ITEM 3

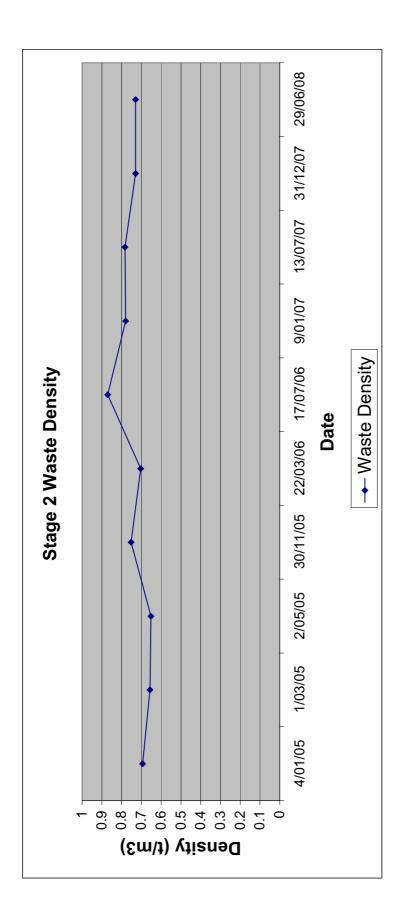
# TECHNICAL WORKING GROUP MEETING

# **28 NOVEMBER 2008**

# LANDFILL AIRSPACE CONSUMPTION



# ATTACHMENT TWO TO ITEM 3 TECHNICAL WORKING GROUP 28 NOVEMBER 2008 LANDFILL WASTE DENSITY



ITEM 4 CARBON TRADING

File No: WST/120

Attachment(s): Nil.

Author: lan Watkins

#### SUMMARY

The purpose of this report is to provide Council with current information on the Federal Government Carbon Pollution Reduction Scheme (CPRS) and the possible impact of carbon trading to the Mindarie Regional Council.

#### **BACKGROUND**

In recent times there has been much documented about the impact of carbon emissions on the environment and how best to reduce this impact.

The waste sector is a relatively large contributor (3%) to the total national greenhouse gas emissions.

Previous indications from the Federal Government, including the Garnaut Climate Change Review Interim Report, indicated a preference for the waste sector to remain outside the CPRS (until such time that the accuracy of emissions estimation improves).

In July 2008 the Federal Government, through the Department of Climate Change issued the Carbon Pollution Reduction Scheme Green Paper which stated that emissions from the waste sector would be covered by CPRS.

The Federal Government is due to issue a White Paper on the CPRS which should provide clarity as to whether the waste industry is included in the CPRS or not.

As of July 2008, the National Greenhouse Emissions Reporting Scheme (NGERS) has been active. Under this scheme the Mindarie Regional Council is required to report on emissions of greenhouse gases. This is seen as a precursor to a carbon trading scheme.

Current indications are that a Carbon Trading Scheme is due to commence in 2010.

Western Australian Local Government Association (WALGA) has recently compiled a submission to the Federal Government providing comment on the Green Paper CPRS, to which Mindarie Regional Council has had input.

# **DETAIL**

# <u>Current Actions – Data Collection</u>

With the implementation of the NGERS, the Mindarie Regional Council has commenced the collection of relevant data on greenhouse gas emissions resulting from all Mindarie Regional Council activities (diesel/landfill gas/electricity). The first NGERS report is due for submission at the end of the 2008/2009 financial year. In anticipation of this reporting, the Mindarie Regional Council has developed a model for recording the relevant data.

One significant aspect for the landfill industry is that emissions from the landfill (landfill gas) are based on theoretical models which default a maximum of 75% gas collection efficiency and hence 25% emissions to the atmosphere. This results in significant negative emissions for the Mindarie Regional Council (and other landfills).

# **Future Strategy**

With the implementation of the NGERS and the anticipation that the waste industry and hence Mindarie Regional Council will be included in a carbon trading scheme the following strategy has been developed by the Mindarie Regional Council:

- Maximise waste diversion from landfill
- Development of RRF (waste diversion)
- Maximise landfill gas extraction
- Participate in a study to measure landfill gas emissions
- Closely monitor developments with the NGERS and CPRS
- Work with WALGA on waste industry submissions in response to the Federal & State Government paper on the CPRS
- Liaise closely with other metropolitan landfills to understand more about the potential affects of a CPRS and how best to develop a future strategy

## Future Actions/Milestones

- Federal Government response to Green Paper
- Set ground rules framework for the way forward
- Clarity as to whether the waste sector is included in or excluded from a carbon trading scheme
- If waste sector is included:
  - Work through detail
  - Utilise appropriate consultants to provide guidance
  - Participate in research to determine fugitive landfill gas emissions
  - Assess financial impact to the Mindarie Regional Council
  - Work to reduce carbon emissions and hence reduce carbon trading liability
  - Determine the future impact on the landfill gas management contract (due for renewal July 2011)

## CONSULTATION

- WALGA
- Freehills
- Eastern Metropolitan Regional Council
- WMAA
- DEC

#### STATUTORY ENVIRONMENT

Currently nil.

Potential future statutory requirement to participate in a carbon trading scheme.

#### **POLICY IMPLICATIONS**

Nil.

#### STRATEGIC IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

Currently nil.

Potential significant financial impacts if the waste sector is included in a carbon trading scheme. The financial impact will be dependant on:

- Waste sector inclusion in a trading scheme
- Dollar value of carbon
- Methodology for calculating landfill gas emissions
- Mindarie Regional Council ability to reduce carbon emission

#### **TECHNICAL WORKING GROUP - 28 NOVEMBER 2008**

Nil discussion.

#### **RECOMMENDATION**

That Council receive this Carbon Trading Update report dated 11 December 2008.

ITEM 5 CONSULTANCY SERVICES – TENDER 13/94 RECOMMENDATION

File No: WST/127

Attachment(s): 1. Tender Assessment Report.

Author: Kevin Poynton

#### SUMMARY

The purpose of this Item is to seek Council approval to select consultants in order to form a panel of service providers for the delivery of Consultancy Services within technical areas.

#### **BACKGROUND**

The Mindarie Regional Council has the need to utilise a variety of technical consultants on an annual basis to execute tasks at Tamala Park. An appropriate technique for the identification of these consultants is through a competitive tender exercise and the creation of a panel of providers for utilisation as appropriate. The tender exercise has been completed and Council consideration of the recommended service providers to form a panel is now appropriate.

#### **DETAIL**

#### **Tender Activity**

The administration had recently called tenders for the delivery of technical consultancy services. A variety of tenders were received, and these tenders have been assessed.

#### **Potential Service Providers**

Company	Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
Golder Associates	Yes	Yes	-	-	Yes
Connell Wagner	Yes	Yes	Yes	-	Yes
Davis Langdon	-	-	-	-	Yes
IW Projects	-	-	-	-	Yes
Matthews Architecture	-	-	-	Yes	Yes
SMEC	-	Yes	-	-	-
Hodge <b>€</b> ollard	-	-	-	Yes	-
GHD	Yes	Yes	Yes	Yes	Yes
Colliers	-	-	-	-	Yes
Heggies	-	Yes	-	-	-
URS	Yes	Yes	Yes	-	Yes
Cardno	Yes	Yes	Yes	-	Yes
Gresley Abas	-	-	-	Yes	-
Total Bids	5	7	4	4	9

#### **Tender Evaluation**

The tender evaluation was conducted by independent expert – Mr Mike Field from WW Consulting who considered each tender as follows:-

- Compliance Criteria assessed on a Yes/No basis
- Qualitative Criteria assessed on demonstrated relevant experience and the ability of the Tenderer to meet the service requirements of the contract
- The Price (Schedule of Rates) offered
- Other factors (e.g. Acceptance of panel membership, the provision of services outside normal office hours, disbursement costs)

Attachment One describes the detail of this assessment.

#### **Outcomes**

The outcomes from the assessment process have resulted in a recommendation for panel of consultants as follows:

Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
URS	Heggies	URS	Gresley Abas	IW Projects
GHD	URS	GHD	Hodge +Collard	Colliers
Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
Golder Associates	SMEC	Cardno	GHD	URS
Cardno	GHD			GHD
	Connell Wagner			Davis Langdon
	Golder Associates			Connell Wagner
				Golder Associates
				Cardno
List Total 5	List Total 7	List Total 4	List Total 4	List Total 9

#### **CONSULTATION**

#### **Utilisation of Consultants**

The approach for use of consultants from the panel is proposed as follows:

- Identification of task
- Scope/specification of task
- Invitation for proposals from panel consultants
- Selection of preferred proponent

Consultation has occurred with independent consultant s – WW Consultancy.

#### STATUTORY ENVIRONMENT

This tender exercise has been conducted in accordance with the Local Government Act 1995 (as amended) and associated regulations.

#### POLICY IMPLICATIONS

This process of construction of a panel for service providers for the delivery of technical services is consistent with existing Mindarie Regional Council procurement policy.

#### FINANCIAL IMPLICATIONS

Budgetary provision exists for the utilisation of consultant services within FY 2008/2009 and beyond.

#### STRATEGIC IMPLICATIONS

Not directly applicable.

#### COMMENT

Mindarie Regional Council has a requirement on an annual basis to utilise the services of technical consultants. A competitive exercise has been completed in order to identify those service providers suitable for inclusion on a panel of providers. Council consideration of this work is now appropriate.

#### **TECHNICAL WORKING GROUP - 28 NOVEMBER 2008**

Additional information, as a result of questions, is as follows:

#### Duration

Any Contract resulting from this RFT will be for an initial period of two (2) years with the option for the Council to extend the Contract for a further three (3) one (1) year periods thereafter. The Contract shall commence on the issue of an MRC Letter of Engagement (LOE) that is to be signed and returned to the Council by the Consultant, and the provision of all certificates and documentation as may be required.

The extension periods of the Contract are available at the absolute discretion of the Council and subject to the contract performance requirements having been met by the Consultant in a satisfactory manner.

The total period of the Contract, including extensions, will not exceed five (5) years from the commencement date.

#### Price Basis and Variations

Subject to the establishment of a formal MRC contract, the successful Respondent(s) shall be appointed as the Consultant(s) and shall be paid on the basis of a fixed and firm Schedule of Rates for the first twelve (12) month period. After the completion of the first twelve (12) month period and subject to the Council formally agreeing to an increase in the Schedule of Rates for the second twelve (12) month period and any extension thereafter, the Consultant(s) may propose a price variation which may be negotiated in accordance with the All Groups Consumer Price Index (CPI) indices for labour rates.

If seeking to vary prices applicable to this Contract, a Consultant shall firstly apply in writing to the Council.

Substantive documentation will be required to justify applications for revised pricing throughout the Contract period.

If approved, price variations will not become effective until formally notified in writing by the Council to the Consultant.

#### **RECOMMENDATION**

#### **That Council:**

(i) approve the inclusion of the following service providers for the related disciplines in accordance with the table below:

Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
URS	Heggies	URS	Gresley Abas	IW Projects
GHD	URS	GHD	Hodge +Collard	Colliers
Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
Golder Associates	SMEC	Cardno	GHD	URS
Cardno	GHD			GHD
	Connell Wagner			Davis Langdon
	Golder Associates			Connell Wagner
				Golder Associates
				Cardno
List Total 5	List Total 7	List Total 4	List Total 4	List Total 9

(ii) note that budgetary provision exists for the utilisation of these service providers on an as required basis

## ATTACHMENT ONE TO ITEM 5 TECHNICAL WORKING GROUP 28 NOVEMBER 2008 TENDER ASSESSMENT REPORT

#### TENDER RECOMMENDATION FOR

#### TENDER No. 13/94

## PROVISION OF ENGINEERING CONSULTANCY SERVICES

#### **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

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Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

#### **EXECUTIVE SUMMARY**

This document details the assessment conducted following the close of Mindarie Regional Council (MRC) Tender No. 13/94 for the Provision of Engineering Consultancy Services. The requirement is for the establishment of a panel of Engineering Consultancies to provide services on an 'as and when required basis' only, in the following disciplines:

- Civil Engineering
- Environmental Engineering
- Structural Engineering
- Architectural
- Project Management

Tenders were advertised on Saturday 4<sup>th</sup> October 2008 in the West Australian and closed at 12 Noon Friday 17<sup>th</sup> October 2008

Tender documents were received from thirteen (13) engineering consultancy service companies/organisations.

The Tender specified that the respondents must be qualified engineering consultancy practitioners in the specified disciplines and have experience in the following areas of local government activities:

- General Local Government
- Planning and Environmental
- Employee and Industrial relations
- Property

The following criteria were used to assess the most advantageous Tender to MRC.

- Compliance Criteria assessed on a Yes/No basis
- Qalitative Criteria assessed on demonstr ated relevant experience and the ability of the Tenderer to met the service requirements of the contract
- Price (Schedule of Rates) offered
- Other factors (e.g Acceptance of panel membership, the provision of services outside normal office hours and disbursement costs).

As all respondents provided compliant Tenders plus well demonstrated experience in the required areas and as the services are to be provided only on an 'as and when required basis', it is recommended that a Panel for MRC Engineering Consultancy Services based on the listings in this report be established and that members be appointed for only the listed disciplines.

The number of lists making up the total panel and the numbers in each list are considered acceptable when taking into account the particular skills and experience needed and the timeframe required for a specific MRC Engineering Consultancy Services task.

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Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

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Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

#### 1. SUMMARY

Mindarie Regional Council (MRC) advertised Request for Tender (RFT) No. 13/94 on Saturday 4<sup>th</sup> October 2008. This RFT was for successful Tenderers to become members of a panel for the Provision of Engineering Consultancy Services on an 'as and when required' basis only. The Tender closed at 12 Noon on Friday 17<sup>th</sup> October at the MRC Office, Tamala Park. Tenders were opened immediately following the closure deadline in the presence of representatives of MRC and any interested parties.

Engineering Consultancy Services are required in the following disciplines:

- Civil Engineering
- Environmental Engineering
- Structural Engineering
- Architectural
- Project Management

A total of thirteen (13) offers were received in response to RFT 13/94.

The Tender allowed Respondents to submit Offers for any or all of the required services and the following Offers were received:

Company	Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project Management
Golder	Yes	Yes	_	_	Yes
Associates					
Connell	Yes	Yes	Yes	_	Yes
Wagner					
Davis	_	_	_	_	Yes
Langdon					
IW	_	_	_	_	Yes
Projects					
Matthews	_	_	_	Yes	Yes
Architecture					
SMEC	-	Yes	_	_	_
Hodge + Collard	_	-	_	Yes	_
GHD	Yes	Yes	Yes	Yes	Yes
GIID	163	163	163	163	163
Colliers	-	-	-	-	Yes
Heggies	-	Yes	-	-	_
URS	Yes	Yes	Yes	-	Yes
Cardno	Yes	Yes	Yes	_	Yes
Gresley Abas	_	_	_	Yes	-
Total Bids	5	7	4	4	9

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Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

#### 2. ASSESSMENT

An assessment of Tenders was conducted based on:

- Compliance Criteria assessed on a Yes/No basis
- Qalitative Criteria assessed on demonstr ated relevant experience and the ability of the Tenderer to met the service requirements of the contract
- The Price (Schedule of Rates) offered
- Other factors (e.g Acceptance of panel membership, the provision of services outside normal office hours, disbursement costs).

#### 2.1 Compliance Criteria

All thirteen (13) Tenderers met the requirements of the Compliance Criteria in a satisfactory manner in the relevant disciplines and were retained for further consideration. Any variations noted were of a minor nature and would:

- a) easily be resolved prior to the commencement of a contract;
- b) not affect the performance of the required contract

#### 2.2 Qualitative Criteria

The thirteen (13) Tenderers are experienced in the provision of the relevant services required and provided detailed and comprehensive submissions that were compliant with the Qalitative Criteria for the RFT. All have experience in the provision of the relevant engineering consultancy services to Local Government Authorities. In addition, all provided clear and supportable evidence and were able to demonstrate their ability to meet the requirements for:

- An understanding of the required tasks.
- Capacity and qualified resources to provide the required services.
- Experience in completing similar requirements.
- Social and economic effects on the local community

#### 2.3 Prices Offered

As a result of all Tenderers being clearly able to demonstrate that they were qualified, registered, capable and had the capacity plus experience to provide the required types of services, pricing was then assessed.

Not all Offers addressed all five disciplines and pricing assessments were based on the relevant disciplines as detailed in each of the thirteen (13) submissions.

Pricing information is detailed in the following tables:

#### 2.3.1 Engineering Consultancy Costs

The GST (Exclusive) costs offered for the range of professional providers of the relevant services are detailed below. Rating 1 is the lowest price offer.

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Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

#### **Civil Engineering**

Company	Hourly Rate (Principal) \$	Hourly Rate (Average) (Professionals)	Price Rating (Principal + Average)
Golder Associates	335	191	4
Connell Wagner	270	198	3
GHD	285	167	2
URS	236	166	1
Cardno	310	245	5
Total Offers	5		

#### **Environmental Engineering**

Company	Hourly Rate (Principal) \$	Hourly Rate (Average) (Professionals)	Price Rating (Principal + Average)
Golder Associates	335	166	7
Connell Wagner	270	198	6
SMEC	256	152	4
GHD	285	167	5
Heggies	207	141	1
URS	223	152	2
Cardno	225	152	3
Total Offers	7		

#### Structural Engineering

Company	Hourly Rate (Principal) \$	Hourly Rate (Average) (Professionals)	Price Rating (Principal + Average)
Connell Wagner	270	198	3
GHD	285	167	2
URS	223	152	1
Cardno	275	205	4
Total Offers	4		

#### <u>Architectural</u>

Company	Hourly Rate (Principal) \$	Hourly Rate (Average) (Professionals)	Price Rating (Principal + Average)
Matthews Architecture	210	158	3
Hodge <b>-</b> Collard	200	157	2
GHD	285	167	4
Gresley Abas	170	120	1
Total Offers	4		

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Mindarie Regional Council Tender Assessment RFT 13/94 Provision of Engineering Consultancy Services

#### Project Management

Company	Hourly Rate (Principal) \$	Hourly Rate (Average) (Professionals)	Price Rating (Principal + Average)
Golder Associates	335	197	8
Connell Wagner	270	205	7
Davis Langdon	250	203	6
IW Projects	125	125	1
Matthews Architecture	210	158	3
GHD	285	167	5
Colliers	185	150	2
URS	236	206	4
Cardno	420	202	9
Total Offers	9		

From the above tables it can be seen that there are price variations across the thirteen (13) Offers. However, for each Engineering Consultancy Services requirement, MRC management will need to take into account the particular aspects involved and the level of service plus the timeframe required prior to appointing a panel member to the task. As a result there is no reason to exclude any of the Tenderers.

#### 2.3.2 Disbursements and Other Costs

When required, disbursements and other charges including the following will be a charge to MRC at cost plus a percentage subject to type and should require approval to be included in MRC purchase orders for individual tasks:

- Travel
- Printing
- Telephone calls
- Facsimile services
- Courier charges
- Searches

#### 2.3.3 Other Factors

As the contract requirement is for the appointment of a Panel of Engineering consultancy Service Providers for services to a number of disciplines on an 'as and when required basis' only, it is considered acceptable that the Panel be made up of a list of approved providers for each of the disciplines required.

Services will be requested on an 'as and when required' basis with no guarantee of any amount of work or income to any panel member. This will be clearly identified in the letter of appointment to panel members. Also identified will be the condition that payment will only be made for work carried out following the issue of an MRC Purchase Order clearly specifying details of the actual requirement.

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Mindarie Regional Council Tender Assessment RFT 13/94 Provision of Engineering Consultancy Services

Contracts resulting from this RFT will be for an initial period of two (2) years with the option for the Council to extend a Contract for a further three (3) one (1) year periods.

Contract prices shall be fixed and firm for the first twelve (12) month period. After this period Consultant(s) may propose a price variation which may be negotiated in accordance with the All Groups Consumer Price Index (CPI) indices for labour rates.

If seeking to vary prices, a Consultant shall firstly apply in writing to the Council and shall provide substantive documentation to justify revised pricing.

If approved, price variations will not become effective until formally notified in writing by the Council to the Consultant.

#### 3. ANALYSIS

All Tenderers have the experience and capacity to successfully meet the requirements of the contract for the Provision of Engineering consultancy Services.

The evaluation was carried out using the total of information provided by the respondents and the following companies are considered capable of delivering the required services in the disciplines listed. MRC selection of Consultants for individual projects should be made on the basis of the particular skills and experience required and then cost.

The list is in pricing order with the lowest indicated price at the top of each column.

Civil Engineering	Environmental Engineering	Structural Engineering	Architectural	Project management
URS	Heggies	URS	Gresley Abas	IW Projects
GHD	URS	GHD	Hodge+ Collard	Colliers
Connell Wagner	Cardno	Connell Wagner	Matthews Architecture	Matthews Architecture
Golder Associates	SMEC	Cardno	GHD	URS
Cardno	GHD	List total 4	List total 4	GHD
List total 5	Connell Wagner			Davis Langdon
	Golder Associates			Connell Wagner
	List Total 7			Golder associates
				Cardno
				List Total 9

CONFIDENTIAL
Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

#### 4. RECOMMENDATION

As a result of the above analysis and to ensure that MRC has access to an appropriate range, level and availability of Engineering Consultancy Services and subject to the provision of the necessary registration and Insurance certificates prior to commencement of the contract, it is recommended that the Tenders submitted by

- Golder Associates
- Connell Wagner
- Davis Langdon
- IW Projects
- Matthews Architecture
- SMEC
- Hodge +Collard
- GHD
- Colliers
- Heggies
- URS
- Cardno
- Gresley Abas

for the Provision of Engineering consultancy Services be accepted for only the specific disciplines listed in Section 3 (above) and that the companies be awarded the contract and appointed as members of a panel to provide Engineering Consultancy Services to MRC on an 'as and when required' basis only in the specified disciplines.

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CONFIDENTIAL
Mindarie Regional Council Tender Assessment
RFT 13/94 Provision of Engineering Consultancy Services

ITEM 8.2.1 FINANCIAL STATEMENTS FOR THE PERIODS ENDED

**30 SEPTEMBER 2008 AND 31 OCTOBER 2008** 

File No: FIN/5-02

Attachment(s): 1. Financial Statement for the period ended 30 September 2008

2. Financial Statement for the period ended 31 October 2008

Author: Kalwant Dhillon

#### 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 September 2008 and 31 October 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

#### DETAIL

The reports attached are for the months ended 30 September 2008 and 31 October 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.

• 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 September 2008 and 31 October 2008 be noted.

#### **ATTACHMENT ONE**

**TO ITEM 8.2.1** 

#### **ORDINARY COUNCIL MEETING**

**11 DECEMBER 2008** 

FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEPTEMBER 2008



## MANAGEMENT FINANCIAL STATEMENTS

FOR THE MONTH ENDED 30 SEPTEMBER 08

## Mindarie Regional Council INCOME STATEMENT BY NATURE AND TYPE For the month ended 30 September 2008

Description Budget YTD Budget YTD Actual \$ Variance % Variance form Ordinary Activities  User Charges  User Charges - City of Perth 983,800 245,950 192,649	riance
User Charges	
Hear Charges City of Borth 092 900 245 050 102 640	
User Charges - City of Waneroo 4,136,900 1,034,225 966,387	
User Charges - City of Joondalup 3,580,200 895,050 821,499	
User Charges - City of Stirling 4,942,300 1,235,575 1,388,678	
User Charges - Town of Cambridge 710,900 177,725 140,340	
User Charges - Town of Vincent 759,300 189,825 187,722	
User Charges - Town of Victoria Park 782,200 195,550 183,414	
Total Member User Charges 15,895,600 3,973,900 3,880,689 (93,211)	-2.35%
User Charges - City of South Perth 279,500 69,875 225,965 156,090 2	223.38%
User Charges - Casual Tipping Fees 3,636,400 909,100 1,082,165 173,065	19.04%
Total User Charges 19,811,500 4,952,875 5,188,819 235,944	4.76%
Service Charges	
Sale of Recyclable Materials 350,000 87,500 100,511 13,011	14.87%
	152.82%
Grants & ubsidies 73,000 0 20,327 20,327	
	6.24%
Interest Earnings 544,100 136,025 220,387 84,362	62.02%
Other Revenue 10,200 2,550 3,422 872	34.20%
21,459,200 5,347,770 5,877,729 529,959	9.91%
Expenses from Ordinary Activities	
Employee Costs 3,746,540 947,690 843,512 104,178	10.99%
Materials and Contracts	
Consultants and Contract Labour 581,500 145,375 72,937 72,438	49.83%
Communications and Public Consultation 663,600 189,725 149,473 40,252	21.22%
Landfill Expenses 784,000 246,000 231,085 14,915	6.06%
Office Expenses 326,850 99,575 80,020 19,555	19.64%
Information Systems 314,800 78,698 45,876 32,822	41.71%
Building Maintenance 82,900 20,725 17,270 3,455	16.67%
Plant and Equipment Operating and Hire 1,191,800 297,950 189,250 108,700	36.48%
Utilities 101,600 25,400 26,975 (1,575)	-6.20%
Depreciation 1,196,777 299,194 199,237 99,957	33.41%
Borrowing Cost Expenses 1,506,400 376,600 349,614 26,986	7.17%
Insurance 127,900 31,975 28,874 3,101	9.70%
DEP Landfill Levy 2,469,800 617,450 591,626 25,824	4.18%
Land Lease/Rental 600,000 150,000 137,182 12,818	8.55%
Other Expenditure	0.55/6
Member Costs 101,200 25,300 4,947 20,353	80.45%
Administration 151,000 37,750 40,001 (2,251)	-5.96%
	0.00%
<u> 18,784,167 4,798,782 4,217,254 581,528</u>	12.12%
Profit on Sale of Assets 7,948 7,000 (948)	0.00%
Loss on Sale of Assets 7,946 7,000 (946)  Loss on Sale of Assets 0 0 0 0	0.00%
	0.00%
7,948 7,948 7,000 (948)	0.00%
Changes in Net Assets Resulting from Operations 2,682,981 556,936 1,667,475 1,110,539	199.40%

## Mindarie Regional Council INCOME STATEMENT BY DEPARTMENT

For the month ended 30 September 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
Community Ammenties	21,459,200	5,347,770	5,877,729	529,959	9.91%
Total Operating Revenues	21,459,200	5,347,770	5,877,729	529,959	9.91%
Profit on Disposal of Assets					
Community Ammenties	7,948	7,948	7,000	(948)	
Total Profit (Loss) on Disposal of Assets	7,948	7,948	7,000	(948)	
Expenses from Ordinary Activities					
Operating Expenses					
Governance	101,200	25,300	3,864	21,436	84.73%
Community Ammenties	16,044,767	4,113,932	3,603,713	510,219	12.40%
Other Property and Sevices	1,191,800	297,950	260,063	37,887	12.72%
Total Operating Expenses	17,337,767	4,437,182	3,867,640	569,542	12.84%
Loss on Disposal of Assets					
Community Ammenties	0	0	0	0	
Total Profit (Loss) on Disposal of Assets	0	0	0	0	
Borrowing Costs Expense					
Community Ammenties	1,446,400	361,600	349,614	11,986	3.31%
Total Borrowing Costs Expense	1,446,400	361,600	349,614	11,986	3.31%
NET RESULT	2,682,981	556,936	1,667,475	1,110,539	199.40%

#### Mindarie Regional Council Balance Sheet

For the month ended 30 September 2008

Description CURRENT ASSETS	ACTUAL 2008/2009	Movement	Un-audited ACTUAL 2007/2008
Cash	2,271,410	(709,915)	2,981,325
Investments	9,736,129	274,351	9,461,778
Debtors	3,373,500	1,024,617	2,348,883
Stock	56,359	40,488	15,871
Prepayments	214,256	(42,772)	257,028
Other Current Assets	321,582	8,774	312,808
TOTAL CURRENT ASSETS	15,973,236	595,543	15,377,693
TOTAL CURRENT ASSETS	15,975,236	595,545	15,577,695
NON-CURRENT ASSETS			
Land	2,658,127	0	2,658,127
Buildings &mprovements	1,651,809	362,770	1,289,039
Furniture & Quipment	212,305	(10,780)	223,085
Plant & Equipment	2,344,159	(94,808)	2,438,967
Infrastructure - Other	491,535	(16,047)	507,582
Infrastructure - Excavation	13,878,952	(1,209,375)	15,088,327
Infrastructure - Rehabilitation	2,832,719	(1,203,373)	2,832,719
Work In Progress - Excavation	3,789,677	437,811	3,351,866
Work In Progress - Excavation Work In Progress - RRF	5,820,408	197,535	5,622,873
TOTAL NON-CURRENT ASSETS	33,679,691	(332,896)	34,012,587
TOTAL NON-CORRENT ASSLITS	33,079,091	(332,090)	34,012,307
TOTAL ASSETS	49,652,927	262,647	49,390,280
CURRENT LIABILITIES			
Creditors	1,148,503	(936,345)	2,084,848
Provisions	429,334	3,701	425,633
Loans Leases Overdrafts	1,540,146		2,306,206
		(766,060)	
Accruals Other Current Liabilities	1,032,659	227,784	804,875
TOTAL CURRENT LIABILITIES	0 <b>4,150,642</b>	(1,470,920)	5, <b>621</b> ,5 <b>62</b>
TOTAL CORRENT LIABILITIES	4,150,642	(1,470,920)	5,021,502
NON CURRENT LIABILITIES			
Loans Leases Overdrafts	18,872,976	0	18,872,976
Other Non Current Liabilities	4,622,358	23,024	4,599,334
TOTAL NON CURRENT LIABILITIES	23,495,334	23,024	23,472,310
-			
TOTAL LIABILITIES	27,645,976	(1,447,896)	29,093,872
NET ASSETS	22,006,951	1,710,543	20,296,408
FOUTV			
EQUITY	40.050.400	4 007 475	40 400 004
Retained Surplus	19,858,109	1,667,475	18,190,634
Reserves	137,999	0	137,999
Council Contribution	2,010,843	43,068	1,967,775
TOTAL EQUITY	22,006,951	1,710,543	20,296,408

#### **MINDARIE REGIONAL COUNCIL**

## STATEMENT OF INVESTING ACTIVITIES For the month ended 30 September 2008

Plant and Vehicles   Plant and Vehicles   Land Compactor   1,500,000   29,500   84,29%   Welders Vehicle   28,000   0   0   0   0   0   0   0   0   0	Description	Adopted Budget	YTD Actual	% to Revised Budget
Land Compactor	PLANT AND VEHICLES			
Forklift 2.6 Tonne   35,000   29,500   84.29%   Welder's Vehicle   28,000   0   0   0   0   0   0   0   0   0	Plant and Vehicles			
Welder's Vehicle         28,000         0           Hook Lift Bin Truck (second bin truck)         256,000         0           Machinery and Equipment         1,819,000         29,500         1.62%           Machinery and Equipment         3,500         0         1.62%           Machinery and Equipment         3,500         0         0           Jerrie Hose Reels to Recycling Centre         3,500         0         0           Upgrade Washdown Bay Bore Pump         10,200         0         0           3x Dust Monitoring Stations         73,000         0         0           Radiation Monitoring Station         40,000         0         0           Sheet Metal Bending Machine         1,800         0         0           Bench Grinding Machine         1,800         0         0           Bench Grinding Machine         1,800         0         0           Plasma Cutter         7,300         4,988         68.33%           5x Handheld 2-way Radio         1,500         2,250         150.00%           6x UFF Radio         3,600         0         0           2x Portable Water Cannon         2,300         0         0           2x Portable Water Cannon         2,000 <t< td=""><td>Land Compactor</td><td>1,500,000</td><td>0</td><td></td></t<>	Land Compactor	1,500,000	0	
Name	Forklift 2.5 Tonne	35,000	29,500	84.29%
Machinery and Equipment   3x Fire Hose Reels to Recycling Centre   3,500   0   0   0   0   0   0   0   0   0	Welder's Vehicle	28,000	0	
Machinery and Equipment   3x Fire Hose Reels to Recycling Centre   3,500   0   Upgrade Washdown Bay Bore Pump   10,200   0   0   3x Dust Monitoring Stations   73,000   0   0   0   0   0   0   0   0   0	Hook Lift Bin Truck (second bin truck)	256,000	0	
Machinery and Equipment   3x Fire Hose Reels to Recycling Centre   3,500   0   Upgrade Washdown Bay Bore Pump   10,200   0   0   3x Dust Monitoring Stations   73,000   0   0   0   0   0   0   0   0   0	,	1,819,000	29,500	1.62%
3x Fire Hose Reels to Recycling Centre   3,500   0   0   0   0   0   0   0   0   0	Machinery and Equipment		ŕ	
Upgrade Washdown Bay Bore Pump   10,200   0   3x Dust Monitoring Stations   73,000   0   0   0   0   0   0   0   0   0		3,500	0	
3x Dust Monitoring Stations   73,000   0   Radiation Monitoring Station   40,000   0   0   0   0   0   0   0   0	· · · · · · · · · · · · · · · · · · ·	·	0	
Radiation Monitoring Station   40,000   0   Sheet Metal Bending Machine   36,000   0   0   8   8   8   8   8   8   8	, ,	·	0	
Sheet Metal Bending Machine   36,000   0   Bench Grinding Machine   1,800   0   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   0   0   0   0   0   0   0   0		•		
Bench Grinding Machine	<u> </u>	•	0	
Plasma Cutter		•		
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         0           TOTAL PLANT AND VEHICLES         2,106,100         40,748         1.93%           FURNITURE AND EQUIPMENTS           Computer Equipment           Replacement of Sapphire - HR/Payroll         2,000         0           Replacement of Tourmaline - Mgr Finance         6,000         0           Replacement of Chrysoberyl - Records         2,000         0           Replacement of Corundum - OHS         2,000         0           Replacement of Kyanite - Governance         2,000         0           Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surv		•	-	68.33%
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         0           TOTAL PLANT AND VEHICLES         2,106,100         40,748         1.93%           FURNITURE AND EQUIPMENTS           Computer Equipment           Replacement of Sapphire - HR/Payroll         2,000         0         0           Replacement of Tourmaline - Mgr Finance         6,000         0         0           Replacement of Chrysoberyl - Records         2,000         0         0           Replacement of Corundum - OHS         2,000         0         0           Replacement of Kyanite - Governance         2,000         0         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and T		•	•	
3x Vehicle 2-way Radio   3,600   0   0   0   0   0   0   0   0   0	•	•	· · · · · · · · · · · · · · · · · · ·	
Dangerous Goods Locker   2,500   0   2x Portable Water Cannon   2,300   0   0   0   0   0   0   0   0   0		•	•	100.0070
2x Portable Water Cannon       2,300       0         PA System - Recycling Centre       1,000       960       96.00%         Generator Upgrade       100,000       0         287,100       11,248       3.92%         TOTAL PLANT AND VEHICLES       2,106,100       40,748       1.93%         FURNITURE AND EQUIPMENTS         Computer Equipment         Replacement of Sapphire - HR/Payroll       2,000       0         Replacement of Tourmaline - Mgr Finance       6,000       0         Replacement of Chrysoberyl - Records       2,000       0         Replacement of Corundum - OHS       2,000       0         Replacement of Kyanite - Governance       2,000       0         Purchase of new PC - Finance       2,000       0         Replace Printers and Computing Equipments       20,000       2,395       11.98%         2x Gate Control Units       25,000       0       0         Surveillance and Boom Gate, Etc       15,000       0       0         Mobile PDA and Touchscreen       10,000       0       0         Office Furniture and Equipment         New Furniture and Fitti	•	·		
PA System - Recycling Centre	•	•		
TOTAL PLANT AND VEHICLES   2,106,100   40,748   3.92%		·		06 00%
TOTAL PLANT AND VEHICLES   2,106,100   40,748   1.93%	, , ,	•		90.00 /6
TOTAL PLANT AND VEHICLES         2,106,100         40,748         1.93%           FURNITURE AND EQUIPMENTS           Computer Equipment           Replacement of Sapphire - HR/Payroll         2,000         0           Replacement of Tourmaline - Mgr Finance         6,000         0           Replacement of Chrysoberyl - Records         2,000         0           Replacement of Corundum - OHS         2,000         0           Replacement of Kyanite - Governance         2,000         0           Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           Mobile PDA and Touchscreen         86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0	Generator Opgrade			2 020/
FURNITURE AND EQUIPMENTS           Computer Equipment         2,000         0           Replacement of Sapphire - HR/Payroll         2,000         0           Replacement of Tourmaline - Mgr Finance         6,000         0           Replacement of Chrysoberyl - Records         2,000         0           Replacement of Corundum - OHS         2,000         0           Replacement of Kyanite - Governance         2,000         0           Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           Office Furniture and Equipment         86,000         2,395         2.78%		287,100	11,246	3.92%
Computer Equipment         Replacement of Sapphire - HR/Payroll         2,000         0           Replacement of Tourmaline - Mgr Finance         6,000         0           Replacement of Chrysoberyl - Records         2,000         0           Replacement of Corundum - OHS         2,000         0           Replacement of Kyanite - Governance         2,000         0           Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           Mobile PDA and Touchscreen           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0	TOTAL PLANT AND VEHICLES	2,106,100	40,748	1.93%
Replacement of Sapphire - HR/Payroll       2,000       0         Replacement of Tourmaline - Mgr Finance       6,000       0         Replacement of Chrysoberyl - Records       2,000       0         Replacement of Corundum - OHS       2,000       0         Replacement of Kyanite - Governance       2,000       0         Purchase of new PC - Finance       2,000       0         Replace Printers and Computing Equipments       20,000       2,395       11.98%         2x Gate Control Units       25,000       0         Surveillance and Boom Gate, Etc       15,000       0         Mobile PDA and Touchscreen       10,000       0         Office Furniture and Equipment         New Furniture and Fittings - Admin Building       80,000       0	FURNITURE AND EQUIPMENTS			
Replacement of Tourmaline - Mgr Finance       6,000       0         Replacement of Chrysoberyl - Records       2,000       0         Replacement of Corundum - OHS       2,000       0         Replacement of Kyanite - Governance       2,000       0         Purchase of new PC - Finance       2,000       0         Replace Printers and Computing Equipments       20,000       2,395       11.98%         2x Gate Control Units       25,000       0         Surveillance and Boom Gate, Etc       15,000       0         Mobile PDA and Touchscreen       10,000       0         Office Furniture and Equipment         New Furniture and Fittings - Admin Building       80,000       0				
Replacement of Chrysoberyl - Records       2,000       0         Replacement of Corundum - OHS       2,000       0         Replacement of Kyanite - Governance       2,000       0         Purchase of new PC - Finance       2,000       0         Replace Printers and Computing Equipments       20,000       2,395       11.98%         2x Gate Control Units       25,000       0         Surveillance and Boom Gate, Etc       15,000       0         Mobile PDA and Touchscreen       10,000       0         Office Furniture and Equipment         New Furniture and Fittings - Admin Building       80,000       0	Replacement of Sapphire - HR/Payroll	2,000	0	
Replacement of Corundum - OHS       2,000       0         Replacement of Kyanite - Governance       2,000       0         Purchase of new PC - Finance       2,000       0         Replace Printers and Computing Equipments       20,000       2,395       11.98%         2x Gate Control Units       25,000       0         Surveillance and Boom Gate, Etc       15,000       0         Mobile PDA and Touchscreen       10,000       0         Office Furniture and Equipment         New Furniture and Fittings - Admin Building       80,000       0	Replacement of Tourmaline - Mgr Finance	6,000	0	
Replacement of Kyanite - Governance         2,000         0           Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0	Replacement of Chrysoberyl - Records	2,000	0	
Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0	Replacement of Corundum - OHS	2,000	0	
Purchase of new PC - Finance         2,000         0           Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0	Replacement of Kyanite - Governance	2,000	0	
Replace Printers and Computing Equipments         20,000         2,395         11.98%           2x Gate Control Units         25,000         0           Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0		2,000	0	
2x Gate Control Units       25,000       0         Surveillance and Boom Gate, Etc       15,000       0         Mobile PDA and Touchscreen       10,000       0         86,000       2,395       2.78%         Office Furniture and Equipment         New Furniture and Fittings - Admin Building       80,000       0	Replace Printers and Computing Equipments	•	2,395	11.98%
Surveillance and Boom Gate, Etc         15,000         0           Mobile PDA and Touchscreen         10,000         0           86,000         2,395         2.78%           Office Furniture and Equipment           New Furniture and Fittings - Admin Building         80,000         0		•	. 0	
Mobile PDA and Touchscreen 10,000 0 86,000 2,395 2.78%  Office Furniture and Equipment New Furniture and Fittings - Admin Building 80,000 0		·		
Office Furniture and EquipmentNew Furniture and Fittings - Admin Building80,0000	•	•		
New Furniture and Fittings - Admin Building 80,000 0	mobile i Break reashestes.			2.78%
New Furniture and Fittings - Admin Building 80,000 0	Office Furniture and Equipment			
TOTAL PLANT AND VEHICLES 166,000 2,395 1.44%		80,000	0	
	TOTAL PLANT AND VEHICLES	166,000	2,395	1.44%

#### MINDARIE REGIONAL COUNCIL

## STATEMENT OF INVESTING ACTIVITIES For the month ended 30 September 2008

Description LAND AND BUILDINGS	Adopted Budget	YTD Actual	% to Revised Budget
Land			
Land	12,300,000	0	
	12,300,000	0	0.00%
BUILDING			
Building			
Toilet Facilities-House, Recycling & ransfer 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%
	821,200	397,229	48.37%
TOTAL LAND AND BUILDINGS	13,121,200	397,229	3.03%
INFRASTRUCTURE			
Operations			
Boundary Fence	8,400	0	
Installation of Barrier Fencing	15,200	0	
	23,600	0	0.00%
Resource Recovey Facility			
Legal Fees	50,000	6,404	
Financial and Probity Fees	20,000	0	
Insurance Review	10,000	0	
Superintendent and Management Fees	120,000	1,510	
Community Consultation	28,000	7,769	
Project Manager	42,000	16,318	
Site Infrastructures	1,330,000	165,534	40.250/
LANDFILL EXCAVATIONS	1,600,000	197,535	12.35%
Excavation - Phase 3 Stage 2			
Superintendent Fees	90,000	0	
Design	90,000	3,505	
Excavation	7,000,000	393,596	
MRC Project Manager	50,000	4,869	
Siteworks, Survey Etc	20,000	1,934	
•	7,250,000	403,904	5.57%
Stage1 to Stage2 Tie-in			
Construction and Lining	1,850,000	0	
Superintendent Fees	60,000	30,055	
Design	60,000	0	
MRC Project Manager	20,000	3,852	
Siteworks, Survey Etc	10,000	0	
	2,000,000	33,907	1.70%
TOTAL LANDFILL EXCAVATIONS	9,250,000	437,811	4.73%
	·	·	

## **INFORMATION ON BORROWINGS**

(a) Loan Repayments

Actual						Principal Repayments	Principal Outstanding	Interest Repayments
	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 30/09/2008	Actual to 30/09/2008	Actual to 30/09/2008	Actual to 30/09/2008
Community Amenities Tamala Park I andfill	:							
Loan 8 - Building Upgrade	000'029	May-14	6.45%	438,424	0	15,128	423,296	7,039
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	2.98%	12,916,827	0	416,670	12,500,157	190,755
Regional Resource Recovery Facility								
Loan 11 - RRF Land Purchase	3,500,000	May-25	5.97%	2,117,774	0	43,068	2,074,706	31,497
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	15,717		28,252
Loan 10b - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000	51,790
Loan 10c - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	18,855
TOTAL	29,750,000		I	21,179,184	0	766,060	20,413,124	332,114
Facility Fee							!	17,500
Total Borrowing Costs	osts						'	349,614

Note1: Loan 10b - \$2,600,000 has a variable rate of 7.88% for the month of September 2008 Note2: Loan 10c - \$1,000,000 has a variable rate of 7.43% for the month of Septembeer 2008 Note3: Loan 10c - Initial one year period variable rate when loan is being drawn down and then fixed.

#### **ATTACHMENT TWO**

**TO ITEM 8.2.1** 

#### **ORDINARY COUNCIL MEETING**

**11 DECEMBER 2008** 

FINANCIAL STATEMENT FOR THE PERIOD ENDED 31 OCTOBER 2008



## MANAGEMENT FINANCIAL STATEMENTS

FOR THE MONTH ENDED 31 OCTOBER 08

## Mindarie Regional Council INCOME STATEMENT BY NATURE AND TYPE For the month ended 31 October 2008

	Adopted				
Description	Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenue form Ordinary Activities					
User Charges					
User Charges - City of Perth	983,800	327,933	265,944		
User Charges - City of Waneroo	4,136,900	1,378,967	1,335,018		
User Charges - City of Joondalup	3,580,200	1,193,400	1,138,569		
User Charges - City of Stirling	4,942,300	1,647,433	1,817,513		
User Charges - Town of Cambridge	710,900	236,967	203,410		
User Charges - Town of Vincent	759,300	253,100	261,429		
User Charges - Town of Victoria Park	782,200	260,733	250,996		
Total Member User Charges	15,895,600	5,298,533	5,272,879	(25,654)	-0.48%
User Charges - City of South Perth	279,500	93,167	318,220	225,053	241.56%
User Charges - Casual Tipping Fees	3,636,400	1,212,133	1,480,036	267,903	22.10%
Total User Charges	19,811,500	6,603,833	7,071,135	467,302	7.08%
Service Charges	10,011,000	5,555,555	.,,	,	110070
Sale of Recyclable Materials	350,000	116,667	137,557	20,890	17.91%
Gas Power Generation Sales	450,000	150,000	284,426	134,426	89.62%
Grants & ubsidies	73,000	0	20,327	20,327	05.0270
Contributions, Reimbursments & Donations	220,400	64,470	59,837	(4,633)	-7.19%
Interest Earnings	544,100	181,367	289,699	108,332	59.73%
Other Revenue	,	,	•	94	
Other Revenue	10,200	3,400	3,494		2.76%
Forman of Company Authorities	21,459,200	7,119,737	7,866,475	746,738	10.49%
Expenses from Ordinary Activities	0.740.540	4.055.070	4 400 040	455.000	40.070/
Employee Costs	3,746,540	1,255,973	1,100,613	155,360	12.37%
Materials and Contracts	=0.4 =0.0	400.000	101 =00		0= 4=0/
Consultants and Contract Labour	581,500	193,833	121,783	72,050	37.17%
Communications and Public Consultation	663,600	236,967	189,997	46,970	19.82%
Landfill Expenses	784,000	300,500	314,999	(14,499)	-4.82%
Office Expenses	326,850	128,801	118,766	10,035	7.79%
Information Systems	314,800	104,931	68,580	36,351	34.64%
Building Maintenance	82,900	27,633	24,006	3,627	13.13%
Plant and Equipment Operating and Hire	1,191,800	397,267	260,042	137,225	34.54%
Utilities	101,600	33,867	35,763	(1,896)	-5.60%
Depreciation	1,196,777	398,926	266,963	131,963	33.08%
Borrowing Cost Expenses	1,506,400	502,133	455,713	46,420	9.24%
Insurance	127,900	42,633	38,350	4,283	10.05%
DEP Landfill Levy	2,469,800	823,267	806,946	16,321	1.98%
Land Lease/Rental	600,000	200,000	182,910	17,090	8.55%
Other Expenditure	•		•		
Member Costs	101,200	33,733	8,110	25,623	75.96%
Administration	151,000	50,333	54,561	(4,228)	-8.40%
Amortisation (LandFill)	4,837,500	1,612,500	1,612,500	0	0.00%
, 1110111001111 (201111111)	18,784,167	6,343,297	5,660,602	682,695	10.76%
Profit on Sale of Assets	7,948	7,948	7,000	(948)	0.00%
Loss on Sale of Assets	0	0	0	Ó	0.00%
	7,948	7,948	7,000	(948)	0.00%
Changes in Net Assets Resulting from Operations	2,682,981	784,388	2,212,873	1,428,485	182.11%

## Mindarie Regional Council INCOME STATEMENT BY DEPARTMENT

For the month ended 31 October 2008

Description	Adopted Budget	YTD Budget	YTD Actual	\$ Variance	% Variance
Revenues from Ordinary Activities					
Operating Revenues					
Community Ammenties	21,459,200	7,119,737	7,866,475	746,738	10.49%
Total Operating Revenues	21,459,200	7,119,737	7,866,475	746,738	10.49%
Profit on Disposal of Assets					
Community Ammenties	7,948	7,948	7,000	(948)	
Total Profit (Loss) on Disposal of Assets	7,948	7,948	7,000	(948)	
Expenses from Ordinary Activities					
Operating Expenses					
Governance	101,200	33,733	7,027	26,706	79.17%
Community Ammenties	16,044,767	5,430,164	4,837,599	592,565	10.91%
Other Property and Sevices	1,191,800	397,267	360,263	37,004	9.31%
Total Operating Expenses	17,337,767	5,861,164	5,204,889	656,275	11.20%
Loss on Disposal of Assets					
Community Ammenties	0	0	0	0	
Total Profit (Loss) on Disposal of Assets	0	0	0	0	
Borrowing Costs Expense					
Community Ammenties	1,446,400	482.133	455,713	26.420	5.48%
Total Borrowing Costs Expense	1,446,400	482,133	455,713	26,420	5.48%
NET RESULT	2,682,981	784,388	2,212,873	1,428,485	182.11%

#### Mindarie Regional Council Balance Sheet

For the month ended 31 October 2008

Description CURRENT ASSETS	ACTUAL 2008/2009	Movement	Un-audited ACTUAL 2007/2008
Cash	2,510,394	(470,931)	2,981,325
Investments	9,736,252	274,474	9,461,778
Debtors	2,998,221	649,338	2,348,883
Stock	51,666	35,795	15,871
Prepayments	189,661	(67,367)	257,028
Other Current Assets	201,548	(111,260)	
TOTAL CURRENT ASSETS	15,687,742		312,808 <b>15,377,693</b>
TOTAL CURRENT ASSETS	13,007,742	310,049	15,377,093
NON-CURRENT ASSETS			
Land	2,665,805	7,678	2,658,127
Buildings &mprovements	1,639,096	350,057	1,289,039
Furniture & quipment	211,464	(11,621)	223,085
Plant & Equipment	2,361,315	(77,652)	2,438,967
Infrastructure - Other	486,203	(21,379)	507,582
Infrastructure - Excavation	13,475,827	(1,612,500)	15,088,327
Infrastructure - Rehabilitation	2,832,719	0	2,832,719
Work In Progress - Excavation	4,020,334	668,468	3,351,866
Work In Progress - RRF	5,891,122	268,249	5,622,873
TOTAL NON-CURRENT ASSETS	33,583,885	(428,702)	34,012,587
TOTAL ASSETS	49,271,627	(118,653)	49,390,280
CURRENT LIABILITIES			
Creditors	737,051	(1,347,797)	2,084,848
Provisions	430,924	5,291	425,633
Loans Leases Overdrafts	1,524,187	(782,019)	2,306,206
Accruals	528,255	(276,620)	804,875
Other Current Liabilities	0	0	0
TOTAL CURRENT LIABILITIES	3,220,417	(2,401,145)	5,621,562
NON CURRENT LIABILITIES			
Loans Leases Overdrafts	18,872,976	0	18,872,976
Other Non Current Liabilities	4,625,885	26,551	4,599,334
TOTAL NON CURRENT LIABILITIES	23,498,861	26,551	23,472,310
TOTAL LIABILITIES	26,719,278	(2,374,594)	29,093,872
NET ASSETS	22,552,349	2,255,941	20,296,408
EQUITY			
Retained Surplus	20,403,507	2,212,873	18,190,634
Reserves	137,999	0	137,999
Council Contribution	2,010,843	43,068	1,967,775
TOTAL EQUITY	22,552,349	2,255,941	20,296,408
-	, ,-	, .,-	, -,

#### **MINDARIE REGIONAL COUNCIL**

## STATEMENT OF INVESTING ACTIVITIES For the month ended 31 October 2008

Description	Adopted Budget	YTD Actual	% to Revised Budget
PLANT AND VEHICLES			
Plant and Vehicles			
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	
	1,819,000	39,408	2.17%
Machinery and Equipment			
3x Fire Hose Reels to Recycling Centre	3,500	0	
Upgrade Washdown Bay Bore Pump	10,200	0	
3x Dust Monitoring Stations	73,000	52,468	71.87%
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	00.0070
Constates opgrade	287,100	63,716	22.19%
TOTAL PLANT AND VEHICLES	2,106,100	103,124	4.90%
FURNITURE AND EQUIPMENTS			
Computer Equipment			
Replacement of Sapphire - HR/Payroll	2,000	0	
Replacement of Tourmaline - Mgr Finance	6,000	0	
Replacement of Chrysoberyl - Records	2,000	0	
Replacement of Corundum - OHS	2,000	0	
Replacement of Kyanite - Governance	2,000	0	
Purchase of new PC - Finance	2,000	0	
Replace Printers and Computing Equipments	20,000	6,014	30.07%
2x Gate Control Units	25,000	0	
Surveillance and Boom Gate, Etc	15,000	0	
Mobile PDA and Touchscreen	10,000	0	
	86,000	6,014	6.99%
Office Furniture and Equipment New Furniture and Fittings - Admin Building	80,000	0	
TOTAL PLANT AND VEHICLES	166,000	6,014	3.62%
	·	•	

#### **MINDARIE REGIONAL COUNCIL**

## STATEMENT OF INVESTING ACTIVITIES For the month ended 31 October 2008

Description LAND AND BUILDINGS	Adopted Budget	YTD Actual	% to Revised Budget
Land			
Land	12,300,000	7,678	0.06%
	12,300,000	7,678	0.06%
BUILDING			
Building			
Toilet Facilities-House, Recycling & ransfer 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%
, ,	821,200	397,229	48.37%
TOTAL LAND AND BUILDINGS	13,121,200	404,907	3.09%
		,	
INFRASTRUCTURE Operations			
Boundary Fence	8,400	0	
Installation of Barrier Fencing	15,200	0	
installation of Barner Fertoling	23,600	0	0.00%
Resource Recovey Facility			0.0070
Legal Fees	50,000	29,526	
Financial and Probity Fees	20,000	. 0	
Insurance Review	10,000	0	
Superintendent and Management Fees	120,000	1,510	
Community Consultation	28,000	7,769	
Project Manager	42,000	25,200	
Site Infrastructures	1,330,000	204,244	
	1,600,000	268,249	16.77%
LANDFILL EXCAVATIONS			
Excavation - Phase 3 Stage 2		_	
Superintendent Fees	90,000	0	
Design	90,000	3,505	
Excavation	7,000,000	618,956	
MRC Project Manager	50,000	5,939	
Siteworks, Survey Etc	20,000 <b>7,250,000</b>	1,934 <b>630,334</b>	8.69%
Stage1 to Stage2 Tie-in	1,230,000	030,334	0.03 /6
Construction and Lining	1,850,000	0	
Superintendent Fees	60,000	32,998	
Design	60,000	0	
MRC Project Manager	20,000	5,136	
Siteworks, Survey Etc	10,000	0,100	
,,	2,000,000	38,134	1.91%
TOTAL LANDFILL EXCAVATIONS	0.250.000	668,468	7.23%
TOTAL LANDFILL EXCAVATIONS	9,250,000	000,408	1.23%

## **INFORMATION ON BORROWINGS**

(a) Loan Repayments

Actual						Principal Repayments	Principal Outstanding	Interest Repayments	
	Value of Loan Approved	Matures	Interest Rates	Principal 01/07/2008	Principal Drawn Down to 31/10/2008	Actual to 31/10/2008	Actual to 31/10/2008	Actual to 31/10/2008	
Community Amenities Tamala Park Landfill									
Loan 8 - Building Upgrade	000'099	May-14	6.45%	438,424	0	15,128	423,295	9,358	
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	2.98%	12,916,649	0	416,670	12,499,979	253,308	
Regional Resource Recovery Facility									
Loan 11 - RRF Land Purchase	3,500,000	May-25	2.97%	2,117,951	0	43,068		42,017	
Loan 10 - RRF Infrastructure	2,000,000	Mar-25	6.16%	1,830,682	0	31,676			
Loan 10b - RRF Infrastructure (Interest Only)	2,600,000		Variable	2,600,000	0	0	2,600,000		
Loan 10c - RRF Infrastructure (Interest Only)	4,000,000		Variable	1,000,000	0	0	1,000,000	23,422	
TOTAL	29,750,000			21,179,182	0	782,019	20,397,163	438,213	
Facility Fee								17,500	
Total Borrowing Costs	osts						•	455,713	

Note1: Loan 10b - \$2,600,000 has a variable rate of 7.62% for the month of October 2008 Note2: Loan 10c - \$1,000,000 has a variable rate of 5.38% for the month of October 2008 Note3: Loan 10c - Initial one year period variable rate when loan is being drawn down and then fixed.

ITEM 8.2.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED

**30 SEPTEMBER 2008 AND 31 OCTOBER 2008** 

File No: FIN/5-02

Attachment(s): 1. List of payments made for the month ended 30 September 2008

2. List of payments made for the month ended 31 October 2008

Author: Kalwant Dhillon

#### 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 September 2008 and 31 October 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 September 2008	General Municipal	2182 - 2386	
-	·	DP 138,	
		DP 140 – DP 144	
		EFT 149 – EFT 154	\$1,027,950.14
31 October 2008	General Municipal	2387 – 2561	
	·	DP 145 – DP 146	
		EFT 155 – EFT 164	\$2,355,339.36

#### RECOMMENDATION

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

#### **ATTACHMENT ONE**

**TO ITEM 8.2.2** 

#### **ORDINARY COUNCIL MEETING**

**11 DECEMBER 2008** 

LIST OF PAYMENTS MADE FOR THE MONTH ENDED 30 SEPTEMBER 2008

# Schedule of Payment for September 2008 Council Meeting - 11 December 2008

Posting	Document No.	Vendor Name	Description	Cheque Amount
2/00/2008	2182	Asron I so Bost Control	Pre-planting Weed Control	\$2 A64 00
2/03/2000	7017	Adion Lee rest contion		00.404.00
2/09/2008	2183	ABA Fridge & Washer Service	Recycling Contractor - Degas	\$1,585.10
2/09/2008	2184	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$118.80
2/09/2008	2185	ALLMARK PROMOTIONS	Corporate Communications Strategy - Various Supplies	\$1,933.25
2/09/2008	2186	BOULEVARD FLORIST	Flowers	\$72.00
2/09/2008	2187	Bunnings Building Supplies	Various Expendable Tools	\$284.68
2/09/2008	2188	City of Stirling	Sponsorship	\$16,500.00
2/09/2008	2189	COVENTRYS	Jockey Wheel for Mobile Trailer	\$155.72
2/09/2008	2190	DELOITTE	Prof Sves Financial Modelling & Presentation at MRC Workshop	\$37,517.31
2/09/2008	2191	Department of Agriculture	Bushland Management	\$137.25
2/09/2008	2192	DOMAIN CATERING	Catering for Marketing & trategic Planning Workshop	\$555.00
2/09/2008	2193	Earthwise Community Association	Waste Management Education - Earth Carers	\$100.00
2/09/2008	2194	GEOFABRICS AUST PTY LTD	Access Road Maintenance	\$55.00
2/09/2008	2195	Grant O'Brien	Bushland Management - Contract Labour	\$2,120.00
2/09/2008	2196	GREENWORLD INDOOR GARDENS	Plant Services	\$79.82
2/09/2008	2197	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,723.43
2/09/2008	2198	Horizons West Bus & Coachlines	Waste Management Education - Earth Carers	\$440.00
2/09/2008	2199	JOONDALUP OFFICE NATIONAL	Stationery Supplies	\$267.05
2/09/2008	2200	JOONDALUP RESORT	CEAG Meeting Expenses	\$942.00
2/09/2008	2201	KINROSS SUPA IGA	Staff Amenities	\$328.48
2/09/2008	2202	LOCAL GOVERNMENT SUPERVISORS ASS.	Subscription	\$38.50
2/09/2008	2203	<b>MENAGLIO SECURITY &amp; COMMUNICATIONS</b>	Camera Replacement & System at Recycling	\$6,488.90
2/09/2008	2204	Michael John Brennan	Bushland Management - Contract Labour	\$3,640.00
2/09/2008	2205	NATIONAL TYRES	Tyres and Tubes for Articulated Dump Truck	\$14,902.80
2/09/2008	2206	Neverfail Springwater Ltd	Spring Water Supply	\$132.05
2/09/2008	2207	Print Acumen Pty Ltd	Business Cards Supply	\$827.00
2/09/2008	2208	RECRUITMENT SOLUTIONS	Temporary Staffing	\$1,408.00
2/09/2008	2209	S & W WESTON ENTERPRISES	Corporate Communications Strategy - Various Supplies	\$1,787.50
2/09/2008	2210	Safety Institute of Australia	Staff Conferences	\$1,640.00
2/09/2008	2211		Toxic Waste Collection	\$6,634.10
2/09/2008	2212	SMB ELECTRICAL SERVICES	Building Maintenance - Electrical Fault	\$550.00
2/09/2008	2213	Sound Images	Waste Management Education - Earth Carers DVD	\$6,600.00
2/09/2008	2214	STAFF LINK	Bushland Management - Contract Labour	\$965.29
2/09/2008	2215		Professional Services for Waste Education	\$17,856.70
2/09/2008	2216	THE SANCTUARY GOLF RESORT	Staff Conferences	\$822.00
2/09/2008	2217	Tint-a-Car - Clarkson	Window Tinting for Nissan Patrol	\$550.00
2/09/2008	2218		Paint & Chemicals Collection	\$25,077.62
2/03/2008	2219	IRAVEL ASSOCIATES AUST P/L	Staff Conferences	\$9,053.00

Posting Date	Document No.	Vendor Name	Description	Cheque Amount
2/09/2008	2220	WA Local Government Association	Advertising	\$467.52
2/09/2008	2221	_	Waste Recycle 2008 Conference	\$4,883.00
2/09/2008	2222	Water Corporation	Water Usage	\$1,577.95
2/09/2008	2223	West Leederville Community Garden	Waste Management Education - Earth Carers	\$350.00
2/09/2008	2224	WesTrac Pty Ltd	Maintenance for 966H Caterpillar Wheel Loaders	\$2,093.38
8/09/2008	2236	AIR LIQUIDE WA PTY LTD	Migshield Gas Cylinder	\$217.81
8/09/2008	2237	Alinta Gas	Gas Usage	\$54.25
8/09/2008	2238	ARMAGUARD	Collection Fees Services	\$594.10
8/09/2008	2239	Blackwoods & Atkins	Safety Clothing &/arious Expendable Tools	\$1,729.82
8/09/2008	2240	BRYANT MEDIA	Various Corporate Communications Projects	\$18,903.50
8/09/2008	2241	City of Wanneroo	Collection of Additional Carts	\$467.30
8/09/2008	2242	DIRECT NATIONAL	Replacement of Paper Shredding Machine	\$2,634.50
8/09/2008	2243	FREEHILLS	Legal Services - Construction Period Advice for RRF	\$7,044.87
8/09/2008	2244	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$2,757.48
8/09/2008	2245	IFAP	Staff Training	\$396.00
8/09/2008	2246	IW PROJECTS	Contract Labour	\$13,219.91
8/09/2008	2247	JASNEAT	Cleaning Services	\$1,238.37
8/09/2008	2248	Kev's Mechanical Services	Repairs to LHR Gearbox for Tana 400	\$4,567.34
8/09/2008	2249	Magicorp Pty Ltd	Telephone Expenses	\$103.40
8/09/2008	2250	MAGNETIC AUTOMATION PTY LTD	Control Fencing Maintenance - Gate Repairs	\$367.40
8/09/2008	2251	METTLER TOLEDO LIMITED	Building Maintenance - Weighbridge Calibration	\$2,795.42
8/09/2008	2252		Maintenance for Tana G360	\$3,835.15
8/09/2008	2253	MULTIPROGRAMMING PTY LTD	Renewal of VMWare Licence	\$1,381.95
8/09/2008	2254	NATIONWIDE OIL	Waste Oil Collection	\$312.95
8/09/2008	2255	SBS Sims Group	E Waste Collection	\$6,615.40
8/09/2008	2256	SYNNOTT MULHOLLAND MANAGEMENT	Professional Fees for RRF Project & EAG Support	\$3,795.00
8/09/2008	2257	TELSTRA	Perth Directory Advertisement	\$332.01
8/09/2008	2258		Sponsorship - 2009 Twilight Finale Concert	\$6,600.00
8/09/2008	2259	Waste & Recycle 2008 Conference	Waste Recycle 2008 Conference	\$7,783.00
8/09/2008	2260	WesTrac Pty Ltd	Repair and Maintenance for 966H Caterpillar Wheel Loader	\$10,768.46
8/09/2008	2261	WOODHOUSE LEGAL	Legal Fees	\$860.20
8/09/2008	2262		Protective Clothing	\$132.30
9/09/2008	2263	LGIS INSURANCE BROKERS	Insurance Renewal for 2008 - 2009	\$63,034.30
9/09/2008	2264	LGIS LIABILITY	Insurance Renewal for 2008 - 2009	\$1,815.00
9/09/2008	2265	LGIS PROPERTY	Insurance Renewal for 2008 - 2009	\$9,071.63
11/09/2008	2267	ALLIGHT	Repairs to Generator	\$1,021.35
11/09/2008	2268	AUSTRALIA POST - JOONDALUP B & T EADTHMOXING	Postage Digit Hiro Costs	\$169.40
0007/20/1	6077	D & L EAR I I I I I I I I I I I I I I I I I I I	רומות חוום כסטוט	64,404.00

Posting Date	Document No.	Vendor Name	Description	Cheque Amount
11/09/2008	2270	CASTLE SECURITY & ELECTRICAL P/L	Building Security Monitoring	\$506.00
11/09/2008	2271	CHARTER PLUMBING AND GAS	Building Maintenance	\$265.00
11/09/2008	2272	COVENTRYS	Rapid Flow Pump	\$495.00
11/09/2008	2273	Grant O'Brien	Bushland Management - Contract Labour	\$700.00
11/09/2008	2274	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,677.47
11/09/2008	2275	Immersive Operator Training	Staff Training	\$6,640.00
11/09/2008	2276	KINROSS SUPA IGA	Staff Amenities	\$168.57
11/09/2008	2277	LGIS INSURANCE BROKERS	Mobile Display Trailer Insurance	\$489.27
11/09/2008	2278	Michael John Brennan	Bushland Management - Contract Labour	\$1,880.00
11/09/2008	2279	SJM Fencing	Control Fencing Maintenance	\$9,295.00
11/09/2008	2280	THE FUNK FACTORY	Waste Management Education - Earth Carers	\$220.00
11/09/2008	2281	Wembley Downs Primary School	Waste Management Education - Bus Tours	\$200.00
17/09/2008	2283	AIR LIQUIDE WA PTY LTD	Oxygen, Acet & Migshield Gas Cylinders	\$343.98
17/09/2008	2284	Bunnings Building Supplies	Various Expendable Tools	\$94.54
17/09/2008	2285	CALTEX AUSTRALIA PETROLEUM PTY	Fuel for Motor Vehicle	\$493.89
17/09/2008	2286	Challenger TAFE Murdoch	Bushland Management - Western &Bushland Weeds Books	\$100.70
17/09/2008	2287	City of Stirling	Council Meeting Expenses	\$30.00
17/09/2008	2288	CMA Recycling	Recycling Contractor -Fluorescent Tubes	\$1,622.50
17/09/2008	2289	DRIVE IN ELECTRICS	Repair and Renew Alternator for Tana G360	\$808.60
17/09/2008	2290	DZOLV PRODUCTS	Staff Amenities	\$112.35
17/09/2008	2291		Photocopier Lease Rental <b>E</b> xpenses	\$684.22
17/09/2008	2292	GOLDER ASSOCIATES PTY LTD	Professional Services - Tie-In Liner Design	\$9,451.82
17/09/2008	2293	H & L GLASS	Refit Front Screen for Multi Terrain Loader	\$121.00
17/09/2008	2294	JOONDALUP OFFICE NATIONAL	Stationery Supplies	\$842.00
17/09/2008	2295		Liquified Petroleum Gas	\$245.36
17/09/2008	2296	Lazza's Hiab & Tilt Tray Services Pty Ltd	Transportation of Skid Steel Loader to WesTrac	\$526.68
17/09/2008	2297	LINC STRATEGIC	Professional Services - Marketing & Communications	\$5,500.00
17/09/2008	2298	MERCURY	Courier Expenses	\$495.79
17/09/2008	2299	Neverfail Springwater Ltd	Spring Water Supply Rental Charges	\$451.55
17/09/2008	2300	NORTHSIDE NISSAN	Weather Shields for Nissan Navara Dual Cabs	\$126.28
17/09/2008	2301	PIHA PTY LTD	Leachate System Management	\$3,499.96
17/09/2008	2302	Proton Promotional Advertising	Council Meeting Expenses	\$1,094.50
17/09/2008	2303	RELIANCE PETROLEUM	Supply of Distillate Stocks	\$50,896.16
17/09/2008	2304	S & W WESTON ENTERPRISES	Corporate Communications Strategy - Various Supplies	\$715.00
17/09/2008	2305	SBS Sims Group	E Waste Collection	\$4,594.15
17/09/2008	2306	SCOPE BUSINESS IMAGING	Photocopier Expenses	\$181.86
17/09/2008	2307	SURVEY GRAPHICS	Monitoring Program - Landfill Aerial Survey	\$7,331.00
17/09/2008	2308	SYNNOTT MULHOLLAND MANAGEMENT	Consultancy for Waste Management Education	\$2,090.00

Posting Date	Document No.	Vendor Name	Description	Cheque Amount
17/09/2008	2309	TOP CLASS SPORTS	Corporate Communications Strategy	\$2,481.50
17/09/2008	2310	TYRE WASTE (WA)	Tyres Waste Collection	\$765.35
17/09/2008	2311	URS	Professional Services RRF Infrastructure Design	\$31,609.60
17/09/2008	2312	WESTERN DIAGNOSTIC PATHOLOGY	Wellness Programs	\$30.03
17/09/2008	2313	Western Metropolitan Regional Council	MRC Earthcarers - Living Expo Booth	\$695.00
17/09/2008	2314	WesTrac Pty Ltd	Repairs to Caterpillar 966H Wheel Loader	\$85.33
17/09/2008	2315	WILSON SECURITY	Building Security Monitoring	\$1,279.83
17/09/2008	2316	WORK CLOBBER	Staff Uniforms/Protective Clothing	\$279.00
18/09/2008	2317	LANDFILL GAS & POWER PTY LTD	Electricity Usage	\$2,540.38
22/09/2008	2318	Advans Exhibition Services	Exhibition Furniture Equipment	\$2,257.16
22/09/2008	2319	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$94.25
22/09/2008	2320	ANDROS CONSULTING PTY LTD	Assistance with External Auditor Selection	\$1,980.00
22/09/2008	2321	B & T EARTHMOVING	Bushland Management	\$264.00
22/09/2008	2322	COVENTRYS	Bilge Pump Supply	\$59.14
22/09/2008	2323	DOMAIN CATERING	Catering for Waste Recycle 2008 Conference - Tour	\$682.50
22/09/2008	2324	DRAGE SIGNS	Signs & Barricades	\$649.00
22/09/2008	2325	ERGT	Staff Training	\$2,750.00
22/09/2008	2326	FREEHILLS	Legal Services	\$7,788.00
22/09/2008	2327	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$2,757.48
22/09/2008	2328	HBF Health Funds Inc	Wellness Programs	\$429.00
22/09/2008	2329	Immersive Operator Training	Staff Training	\$1,750.00
22/09/2008	2330	INFORMATION OUTLOOK	Computer Systems Maintenance	\$1,155.00
22/09/2008	2331	KITEC ELECTRICAL SERVICES	Electrical Maintenance	\$181.50
22/09/2008	2332	LAKE ANNE CONSULTANCY	Consultancy Fees	\$506.00
22/09/2008	2333	Lazza's Hiab & Tilt Tray Services Pty Ltd	Transportation of Skid Steel Loader from WesTrac	\$526.68
22/09/2008	2334	OPTUS COMMUNICATIONS	Mobile Telephone Expenses	\$1,168.96
22/09/2008	2335	PIRTEK (MALAGA) PTY LTD	Repairs Maintenance for Tana 400	\$3,160.18
22/09/2008	2336	QUINNS ROCK EARTHMOVING	Contract Labour External	\$2,006.40
22/09/2008	2337	REPCO AUTO PARTS-Clarkson	Plant Repairs Maintenance	\$69.36
22/09/2008	2338	SBS Sims Group	E Waste Collection	\$2,236.30
22/09/2008	2339	TELSTRA	Telephone Expenses	\$645.34
22/09/2008	2340	TOM'S CRANES (WA)	Lifting Tana 400 for Repairs	\$1,413.50
22/09/2008	2341	Ventouras Advertising & Design	Waste Management Education - Earth Carers	\$1,212.20
22/09/2008	2342	W W CONSULTING PTY LTD	Consultancy Fees	\$2,112.00
22/09/2008	2343		Municipal Waste Advisory Council Contribution & taff Training	\$40,040.00
22/09/2008	2344	WANNEROO PLUMBING SERVICE	Building Maintenance Installation of Rainwater Tanks	\$3,000.00
22/09/2008	2345		Subscriptions	\$714.00 \$7.472.00
22/03/2000	7240	Western Flant Fire (WA) Pty Ltd	Manic Birde Costs	97,172.00

Cheque Desting Date	Document No.	Vendor Name	Description	Cheque Amount
22/09/2008	2347	WesTrac Pty Ltd	Repairs Maintenance for Skid Steel Loader	\$276.41
22/09/2008	2348	Woodhouse Legal	Legal Expenses - Landfill Gas &Power	\$2,842.40
22/09/2008	2349	Clean Sweep	Access Road Maintenance - Road Sweep	\$2,303.13
23/09/2008	2350	Tec Weld Services	Plasma Cutter	\$5,486.80
24/09/2008	2351	United Equipment	Caterpillar 2.5T Diesel Forklift	\$24,750.00
24/09/2008	2352	Cancelled	CANCELLED CHECIE	\$0.00
24/09/2008	2353	Cancelled	CANCELLED CHECIE	\$0.00
24/09/2008	2354	Cancelled	CANCELLED CHECIE	\$0.00
24/09/2008	2355	Cancelled	CANCELLED CHEGE	\$0.00
24/09/2008	2356	City of Joondalup	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
24/09/2008	2357	City of Perth	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
24/09/2008	2358	City of Stirling	Lease Fee Lot 118 Marmion Avenue	\$16,766.73
24/09/2008	2359	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
24/09/2008	2360	Town of Cambridge	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
24/09/2008	2361	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
24/09/2008	2362	Town of Vincent	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
24/09/2008	2363	Cancelled	CANCELLED CHECIE	\$0.00
24/09/2008 2	2365-2375	Cancelled	CANCELLED CHECIE	\$0.00
30/09/2008	2376	B & T EARTHMOVING	Contract Labour	\$940.50
30/09/2008	2377	Bunnings Building Supplies	Various Workshop Supplies	\$175.05
30/09/2008	2378	Crossland & Hardy Pty Ltd	Excavation Phase 3 Survey	\$2,127.40
30/09/2008	2379	HSE Control Pty Ltd	Contract Labour	\$4,209.61
30/09/2008	2380	JOONDALUP OFFICE NATIONAL	Stationery	\$215.99
30/09/2008	2381	KITEC ELECTRICAL SERVICES	Electricial Maintenance	\$533.50
30/09/2008	2382	REPCO AUTO PARTS-Clarkson	Battery and Fan Belt for Nissan Fire Fighting Ute	\$206.56
30/09/2008	2383	Statewest Civil Contracts	Crush, Stockpile & Load Limestone	\$6,076.73
30/09/2008	2384	TRAVEL ASSOCIATES AUST P/L	Australian National Safety Conference	\$9,012.80
30/09/2008	2385	WORK CLOBBER	Protective Clothing	\$196.20
30/09/2008	2386	All Earth Group Pty Ltd	Limestone Removal	\$21,525.41
		Total Cheque Payments	s,	\$727,522.62
1/09/2008	DP-00138	National Australia Bank	Merchant Charges for September 2008	\$1,252.54
19/09/2008	DP-00140	Australian Taxation Office	BAS August 2008	\$159,877.00
19/09/2008	DP-00141	Cancelled	CANCELLED	\$0.00
1/09/2008	DP-00142	linet Limited	Payment to vendor 496	\$399.80
15/09/2008	DP-00143	National Australia Bank	Bill Drawndown Fee	\$150.00
18/09/2008	DP-00144	National Australia Bank	Audit Certificate Fee from NAB	\$70.00
		Total Direct Payments	S	\$161,749.34

Cheque Amount	\$0.00	\$0.00	\$0.00	\$68,696.75	\$0.00	\$69,981.43	\$138,678.18
Description	CANCELLED	CANCELLED	CANCELLED	Payroll Employee Wages	CANCELLED	Payroll Employee Wages	Payments
Vendor Name	Cancelled	Cancelled	Cancelled	EFT-00152 Payroll Employee Wages	Cancelled	EFT-00154 Payroll Employee Wages	Total EFT Payments
Cheque Document Posting No. Date	12/09/2008 EFT-00149 Cancelled	12/09/2008 EFT-00150 Cancelled	12/09/2008 EFT-00151 Cancelled	12/09/2008 EFT-00152	12/09/2008 EFT-00153 Cancelled	26/09/2008 EFT-00154	

Grand Total	\$1,027,950.14
Cheque No.2225-2235 was cancelled and it was included in the August 2008 Schedule of Payments. Cheque No.2266,2282,2364 was issued 31 August 2008 and it was included in the August 2008 Schedule of Payments. DP-00139 was issued on 12 August 2008 and it was included in the August 2008 Schedule of Payments.	of Payments.
Summary Schedule of Payments	
Cheque Payments Cheque No.2182 to 2386	\$727,522.62
Electronic Payments DP-00138, DP-00140 to DP-00144 EFT-00149 to EFT-00154	\$161,749.34 \$138,678.18
Grand Total	\$1,027,950.14

Note:

Grand Total	\$1,027,950.14
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 11 December 2008 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**

**11 DECEMBER 2008** 

LIST OF PAYMENTS MADE FOR THE MONTH ENDED 31 OCTOBER 2008

Posting Date	Document No.	Vendor Name	Description	Cheque Amount
2/10/2008	2387	Mindarie Regional Council	Reimbursement Waste Management Education	\$1,258.23
2/10/2008	2388	Health Insurance Fund of WA	Staff Health Insurance Contribution	\$176.70
2/10/2008	2389	Asteron Portfolio Services	Superannuation	\$264.69
2/10/2008	2390	HESTA SUPER FUND	Superannuation	\$337.50
2/10/2008	2391	Portfoliofocus - Premium Retirement Services	Superannuation	\$2,213.70
2/10/2008	2392	WALGS PLAN PTY LTD	Superannuation	\$26,796.80
2/10/2008	2393	Mindarie Regional Council	Reimbursement Staff Training for HR Licence	\$1,040.00
2/10/2008	2394	Mindarie Regional Council	Reimbursement Staff Training for HR Licence	\$1,435.00
7/10/2008	2395	City of Wanneroo	Planning &Development Fee	\$126.50
7/10/2008	2396	CLEAN SWEEP	Access Road Maintenance - Road Sweep	\$2,578.14
7/10/2008	2397	Blackwoods & Atkins	Coolant Sight Glasses	\$786.90
7/10/2008	2398	Australian Institute of Management	Staff Training for Extra Management	\$879.50
7/10/2008	2399	BOBJANE TMART	Tyre Repairs for Nissan Navara	\$20.00
7/10/2008	2400	BOYA EQUIPMENT	Spray Gun with Extension Hose	\$197.13
7/10/2008	2401	Bunnings Building Supplies	Bushland Management	\$247.50
7/10/2008	2402	Colonial Print & Promotions	Waste Management Education	\$387.20
7/10/2008	2403	COVENTRYS	Various Expendable Tools	\$448.29
7/10/2008	2404	DEERING AUTRONICS	Repair and Maintenance for Fire Fighting Ute	\$752.00
7/10/2008	2405	GCM Enviro Pty Ltd	Repair and Maintenance for Tana G360	\$13,440.63
7/10/2008	2406	Getex Pty Ltd	Asbestos Identification Staff Training	\$3,201.00
7/10/2008	2407	GOLDER ASSOCIATES PTY LTD	Professional Services - Landfill Design	\$23,608.90
7/10/2008	2408	Grant O'Brien	Bushland Management - Contract Labour	\$380.00
7/10/2008	2409	Great Southern Sands	Plant Hire Costs / Excavation Phase 3 Stage 2	\$169,054.47
7/10/2008	2410	GREENWORLD INDOOR GARDENS	Plant Services	\$79.82
7/10/2008	2411	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$1,378.74
7/10/2008	2412	HITACHI CONSTRUCTION MACHINERY	Plant Hire Costs	\$213.35
7/10/2008	2413	IW PROJECTS	Contract Labour	\$18,537.75
7/10/2008	2414	JOONDALUP OFFICE NATIONAL	Stationery Supply	\$256.15
7/10/2008	2415		Staff Amenities	\$276.52
7/10/2008	2416	MENAGLIO SECURITY & COMMUNICATIONS	Building Security - Camera Maintenance	\$408.10
7/10/2008	2417	Northern Districts Pest Management	Building Maintenance - Pest Control	\$154.00
7/10/2008	2418	Ocean Keys Family Practice	Wellness Programs	\$138.00
7/10/2008	2419	SBS Sims Group	E Waste Collection	\$2,423.30
7/10/2008	2420	SHERIDAN'S FOR BADGES	Badges Supply	\$70.25
7/10/2008	2421		Chemicals for Bio Diesel	\$176.00
7/10/2008	2422	STEVE'S MOBILE TYRE SERVICE	Tyres for Hino Bin Truck	\$1,155.00
7/10/2008	2423	SURVEY GRAPHICS	Monitoring Program	\$415.80
7/10/2008	2424	SYNERGY	Electricity Usage	\$25.65

Cheque Amount	\$11,929.50	\$2,004.75	\$5,558.98	\$29,673.62	\$2,545.00	\$1,940.04	\$169.34	\$323,012.33	\$113,938.66	\$63,262.01	\$30,549.20	\$0.00	\$13.20	\$488.00	\$225.00	\$961.40	\$1,331.00	\$156.35	\$126.17	\$757.48	\$401.97	\$470.25	\$202.08	\$155.37	\$797.56	\$581.51	\$489.50	\$342.36	\$519.22	\$309.70	\$786.50	\$434.50	\$340.00	\$489.94	\$181.50	\$1,578.50	\$679.71 \$220.00	1
Description	Consultancy for Waste Education	Plant Hire Costs	Staff & Member Conference Expenses	RRF Infrastructure Design	Marquee Hire for Earthcarers External Exhibition	Maintenance for 966H Caterpillar Wheel Loader	Protective Clothing	Administration Building Extension - Progress Claim No. 4 &	Concrete Barriers - Progress Claim No. 1 &	Repairs to Fire Damaged Liner	Supply of Distillate Stocks	CANCELLED CHEQE	Debtor Refund	Replacement of Stop Cheque	Replacement of Stop Cheque	Replacement of Stop Cheque	Replacement of Stop Cheque	Spring Water Supply	Oxygen, Acet Migshield Gas Cylinders	Collection Fee Services	Postage	Contract Labour External	Building Maintenance - Workshop Compressor	Bushland Management	Travelling & Vaste Conference 2008 Expenses	Fuel	Wasteman Upgrade - EFTPOS Line to Recycling	Plant - Repair and Maintenance	Expendable Tools Site Operating	Air Conditioning Maintenance Contract	Computer Software Acquisitions	Repair and Maintenance for Skid Steer Loader	Catering for Korean Visitors at MRC	Reports for WATPAC & riffen Plant Hire	Binding Minutes Books	Legal Services	Photocopier Maintenance Repair and Maintenance for Skid Steer Loader	
Vendor Name	SYNNOTT MULHOLLAND MANAGEMENT	TOM'S CRANES (WA)	TRAVEL ASSOCIATES AUST P/L	URS	Waste & Recycle 2008 Conference	WesTrac Pty Ltd	YAKKA PTY LTD	Devco Holdings Pty Ltd	Devco Holdings Pty Ltd	ERTECH PTY LTD	RELIANCE PETROLEUM	Cancelled	Stockland	AARDVERDIR	Positive Workplace Foundation	L H Martin	Keynote Conferences	Neverfail Springwater Ltd	AIR LIQUIDE WA PTY LTD	ARMAGUARD	<b>AUSTRALIA POST - JOONDALUP</b>	B & T EARTHMOVING	Blackwoods & Atkins	Bunnings Building Supplies	Cabcharge Australia Ltd	CALTEX AUSTRALIA PETROLEUM PTY	COMMAND A COM	COUPLERS MALAGA	COVENTRYS	CRISP AIR	Cube Consulting Pty Ltd	DEERING AUTRONICS	DOMAIN CATERING	<b>DUN &amp; BRADSTREET AUSTRALIA P/L</b>	Fast Finishing Services		FUJI XEROX AUST PTY LTD H & L GLASS	
Document No.	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461 2462	  -  -
Cheque Posting Date	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	7/10/2008	9/10/2008	10/10/2008	10/10/2008	14/10/2008	14/10/2008	14/10/2008	14/10/2008	16/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008 20/10/2008	

Cheque Amount	\$3,056.20	\$11,817.30	\$14,393.61	\$74.80	\$1,809.27	\$296.87	\$668.00	\$184.08	\$260.63	\$33.88	\$103.40	\$264.00	\$4,491.30	\$110.00	\$2,156.00	\$2,061.40	\$676.30	\$2,059.75	\$886.00	\$6,394.55	\$6,006.55	\$4,794.55	\$17,832.66	\$1,667.60	\$4,356.00	\$1,563.00	\$1,264.26	\$5,500.00	\$10,808.60	\$580.50	\$952.91	\$739.55	\$2,334.32	\$8,383.37	\$4,191.68	\$16,766.73	\$4,191.68	\$4,191.68
Description	Temporary Staffing for Sept/Oct	Computer System Maintenance - Service Contract	Contract Labour	Expendable Tools	Cleaning Services & Consumables	Stationery	CEAG Meeting Expenses	Staff Amenities	Building Maintenance	Expendable Tools	Telephone Expenses	Site Operating	E Waste Collection	Puncture Repair for Hino Bin Truck	Professional Fees for RRF Project & EAG Support	Legal Services - PGM Refiners Recycling Agreement	Telephone Expenses &Perth Directory Advertisement	Waste Management Education	Plant Hire Costs	Reimbursement of Lease Expenses	Reimbursement of Lease Expenses	Reimbursement of Lease Expenses	Professional Services - RRF Infrastructure	Corporate Communications Strategy - Waste & ecycle Conf.	Consultancy Fees	Waste & ecycle 2008 Conference	Repair and Maintenance Various Machines	Audit Fees - First Progress Fee for 30 June 2008 Audit	Legal Fees	Protective Clothing	Member Allowances	Petty Cash Reimbursement	Electricity Usage	Lease Fee Lot 118 Marmion Avenue				
Vendor Name	Hays Specialist Recruitment (Australia) P/L	INFORMATION OUTLOOK	IW PROJECTS	J.G. THOMAS PTY LTD	JASNEAT	JOONDALUP OFFICE NATIONAL	JOONDALUP RESORT	KINROSS SUPA IGA	KITEC ELECTRICAL SERVICES	L & T VENABLES	Magicorp Pty Ltd	QUINNS ROCK EARTHMOVING	SBS Sims Group	STEVE'S MOBILE TYRE SERVICE	SYNNOTT MULHOLLAND MANAGEMENT	Talbot Olivier	TELSTRA	The Factory	The Hire Guys - Joondalup	Town of Cambridge	Town of Victoria Park	Town of Vincent	URS	Ventouras Advertising & Design	W W CONSULTING PTY LTD	Waste & Recycle 2008 Conference	WesTrac Pty Ltd	WHK Horwath	WOODHOUSE LEGAL	WORK CLOBBER	Laura Gray		LANDFILL GAS & POWER PTY LTD	City of Joondalup	City of Perth	City of Stirling	Town of Cambridge	Town of Vincent
Document No.	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500
Cheque Posting Date	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	20/10/2008	22/10/2008	22/10/2008	23/10/2008	24/10/2008	24/10/2008	24/10/2008	24/10/2008	24/10/2008

Posting Date	Document No.	Vendor Name	Description	Cheque Amount
24/10/2008	2501	Town of Victoria Park	Lease Fee Lot 118 Marmion Avenue	\$4,191.68
24/10/2008	2502	City of Wanneroo	Lease Fee Lot 118 Marmion Avenue	\$8,383.37
27/10/2008	2503	Alance Newspaper & Magazine Delivery	Periodicals/ Publications	\$118.80
27/10/2008	2504	ALL EARTH GROUP PTY LTD	Excavation Phase 3 Stage 2	\$10,903.67
27/10/2008	2505	ARIA Projects	Monthly Aerial Photographs of RRF	\$330.00
27/10/2008	2506	BRYANT MEDIA	Various Corporate Communications Strategy	\$34,716.00
27/10/2008	2507	City of Perth	Reimbursement of Lease Expenses	\$4,794.55
27/10/2008	2508	City of Stirling	Council Meeting Expenses	\$35.00
27/10/2008	2509	DELOITTE	Professional Sves - Establishment Agreement	\$9,680.00
27/10/2008	2510	FREEHILLS	Legal Services - Construction Period Advice for RRF	\$9,347.02
27/10/2008	2511	Kleenheat Gas	Liquified Petroleum Gas	\$182.02
27/10/2008	2512	LGIS WORKCARE	Workers Compensation Insurance Renewal 2008 - 2009	\$42,248.25
27/10/2008	2513	LGIS LIABILITY	Public Liability Insurance Renewal 2008 - 2009	\$21,047.40
27/10/2008	2514	MERCURY	Courier Expenses	\$283.48
27/10/2008	2515	OPTUS COMMUNICATIONS	Mobile Phone Expenses	\$1,331.22
27/10/2008	2516	PINK HEALTHCARE	Annual Contract for Hygiene/Sanitary Products	\$20,319.08
27/10/2008	2517	REPCO AUTO PARTS-Clarkson	Expendable Tools	\$17.44
27/10/2008	2518	SCOPE BUSINESS IMAGING	Photocopier Expenses & ervice Call Out	\$411.95
27/10/2008	2519	SYNNOTT MULHOLLAND MANAGEMENT	Consultancy for Waste Education Strategic Plan	\$10,876.25
27/10/2008	2520	TELSTRA	Telephone Expenses	\$616.10
27/10/2008	2521	TOXFREE	Toxic Chemicals Collection	\$16,002.80
27/10/2008	2522	WesTrac Pty Ltd	Maintenance for 966H Caterpillar Wheel Loader Repair Grader	\$2,593.05
27/10/2008	2523	WILSON SECURITY	Building Security	\$1,177.18
27/10/2008	2524	Cancelled	CANCELLED CHECKE	\$0.00
27/10/2008	2525	<b>CUMMINS ENGINE COMPANY PTY LTD</b>	Repair and Maintenance for Tana G360	\$1,274.05
27/10/2008	2526	MULTIPROGRAMMING PTY LTD	Computer Systems Maintenance	\$13,548.70
27/10/2008	2527	Bunnings Building Supplies	Various Expendable Tools	\$208.27
27/10/2008	2528	CARDNO (WA) PTY LTD	Professional Services - RRF	\$8,445.80
27/10/2008	2529	CASTLE SECURITY & ELECTRICAL PTY	Mobile Guard Response	\$85.00
27/10/2008	2530	Crispair Refrigeration & Air Conditioning	Building Maintenance Contract	\$309.70
27/10/2008	2531	Cube Consulting Pty Ltd	Computer Software Acquisitions	\$10,175.00
27/10/2008	2532	FirePro Extreme	Site Operating	\$528.00
27/10/2008	2533	Hays Specialist Recruitment (Australia) P/L	Temporary Staffing	\$2,757.48
27/10/2008	2534	Ingal Civil Products	Control Fencing Maintenance	\$178.20
27/10/2008	2535	IW PROJECTS	Contract Labour	\$13,400.20
27/10/2008	2536	JOONDALUP OFFICE NATIONAL	Stationery Supply	\$820.02
27/10/2008	2537	KINROSS SUPA IGA	Staff Amenities	\$382.94
27/10/2008	2538	KITEC ELECTRICAL SERVICES	Electrical Maintenance	\$269.50

Cheque Amount	\$5,500.00	\$88.45	\$264.00	\$1,049.40	\$88.00	\$1,320.00	\$10,898.25	\$57,715.02	\$65.00	\$213.07	\$12,166.00	\$1,086.80	\$378.90	\$899.30	\$278.16	\$176.70	\$348.81	\$2,213.70	\$26,273.13	\$232.20	\$45,713.58	\$4,209.61	\$24,297.90	\$1,470,239.54	\$137,063.00	\$5,791.00	\$142,854.00	\$70,681.71	\$4,209.61	\$591,626.38	\$0.00 \$78 778 47	\$742,245.82	
Description	Consultancy	Spring Water Supply	Pre Employment Medical Expenses	Site Operating	Staff Recruitment Advertising	Temporary Staffing	Tender Assessment Panel Trip to Melbourne	Dust Monitoring Stations	Trailer Licence	Plumbing Maintenance	Plant Hire Costs	Legal Services - Landfill Gas &Power	Protective Clothing	Repair and Maintenance for Caterpillar 12G Grader	Superannuation	Staff Health Insurance Contribution	Superannuation	Superannuation	Superannuation	Superannuation	Silvan 500 Lt Sprayer with Trailer &hemicals	Contract Labour	Contract Labour		September 2008 BAS Payment	FBT from 1 July 08 to 30 September 08		MRC	Contract Labour	Landfill Levy 1 July 08 to 30 September 08	Cancelled		
Vendor Name	LINC STRATEGIC	Neverfail Springwater Ltd	Ocean Keys Family Practice	QUINNS ROCK CABINETS & MAINTENANCE	Recruitment Directory Pty Ltd	RECRUITMENT SOLUTIONS	TRAVEL ASSOCIATES AUST P/L	TURNKEY INSTRUMENTS PTY LTD	Department of Planning & Infrastructure	WANNEROO PLUMBING SERVICE	Western Plant Hire (WA) Pty Ltd	WOODHOUSE LEGAL	WORK CLOBBER	WesTrac Pty Ltd	Asteron Portfolio Services	Health Insurance Fund of WA	HESTA SUPER FUND	Portfoliofocus - Premium Retirement Services	WALGS PLAN PTY LTD	WESTSCHEME	BOYA EQUIPMENT	HSE Control Pty Ltd	IW PROJECTS	Total Cheque Payments	Australian Taxation Office	Australian Taxation Office	Total Direct Payments	Payroll Employee Wages	HSE Control Pty Ltd	Waste Management Branch	Cancelled Davigal Employed Wages	rayion Employee wages  Total EFT Payments	
Document No.	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561		DP-00145	DP-00146		EFT-00155	EFT-00156	EFT-00157	I-UU158-163 EET 00464	100-100-1	
Cheque Posting Date	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	27/10/2008	30/10/2008	30/10/2008	30/10/2008		21/10/2008	21/10/2008		10/10/2008	10/10/2008	14/10/2008	24/10/2008:1-00/158-163 24/10/2008: EET 00/164	24/10/2009	

**Grand Total** 

Schedule of Payment for October 2008 Council Meeting - 11 December 2008

Cheque Posting Date

Document No.	Vendor Name	Chec Description Amo	Cheque Amount
	Summary Schedule of Payments		
	Cheque Payments Cheque No.2387 to 2561	\$1,470,	\$1,470,239.54
	Electronic Payments DP-00145 to DP-00146 EFT-00155 to EFT-00164	\$142, \$742,	\$142,854.00 \$742,245.82
	Grand Total	\$2,355,	\$2,355,339.36
	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 11 December 2008 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.	ng vouchers as above which was een checked and is fully supported n have been duly certified as es, computations, and	
	CHIEF EXECUTIVE OFFICER		

ITEM 8.2.3 MINDARIE REGIONAL COUNCIL POLICY DOCUMENTATION -

**REVIEW** 

File No: COR/23

Attachment(s): 1. 30B Employment of Consultants

Author: Kathleen Ferridge

### **SUMMARY**

The purpose of this item is to commence the process of Council approval to revised Mindarie Regional Council 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 One to this Item.

# **CONSULTATION**

Consultation has occurred with Mindarie Regional Council, Mike Wadsworth.

# 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. This newly created policy is now submitted for Council consideration and approval.

# **RECOMMENDATION**

That Council approve new policy as follows:

(i) 30B Employment of Consultants

# ATTACHMENT ONE TO ITEM 8.2.3 ORDINARY COUNCIL MEETING 11 DECEMBER 2008 30B EMPLOYMENT OF CONSULTANTS



POLICY NO: 30B

POLICY: EMPLOYMENT OF CONSULTANTS

ISSUED: DECEMBER 2008

**REVIEWED:** 

# **PURPOSE:**

The purpose of this policy is to document the system for the employment of consultants by Mindarie Regional Council (MRC).

# **NEED FOR POLICY:**

The Mindarie Regional Council is an <u>atypical</u> WA Local Government for a number of reasons, including:

- It has been created by other local governments
- It has its own constitution (establishment agreement)
- It has currently seven constituent members
- Its' operations, when compared to a typical local government, are very restricted in their nature
- Importantly (from the policy's point of view) many of its' operations are of either a project nature or of a limited or irregular scope.
- Mindarie Regional Council has thus far, adopted a business approach which has involved the balanced utilisation of a variety of specialists to plan and execute tasks in the technical, financial, environmental and administrative area of the business.
- The employment of a consistent approach across the expanding business is best achieved by establishment of a policy.
- The business is in 'growth' mode, which requires a significant number of investigations and planning tasks each year.

# MRC BUSINESS ENVIRONMENT

Council has an approved Strategic Plan, which provides the basis for the development of an Annual Business Plan. This Annual Plan in turn contains a suite of defined tasks, which provide amongst other things the basis for the identification of consultant needs. The resourcing for this consultant capability is then contained in the approved Annual Budget.

Those potential tasks undertaken by consultants, in general terms, deliver outcomes such as investigations, plans, reports, audits and support to Mindarie Regional Council staff.

This delivery of selected consultant tasks via external resources is based on an assessment of the following factors:

- The task area e.g. technical, social, environmental, economic.
- The availability and capability of 'internal' resources to complete the task, within the required timeframe.
- The mix of knowledge, skills and experience required for the task.
- Governance considerations such as probity and independence.

# **TYPES OF CONSULTANCIES**

The types of consultancies generally associated with the Mindarie Regional Council business are as follows:

- Technical
  - architectural services
  - landfill design
  - project management of landfill tasks
- Environmental
  - annual audit of Mindarie Regional Council licence
  - groundwater management
  - climate change issues
- Financial
- financial modelling
- independent assessment and assistance with financial aspects of Establishment Agreement and Resource Recovery Facility
- Administration
  - procurement activities
  - legal advice
  - compliance audits
- Social
  - community engagement
  - public relations

# **CATEGORISATION OF CONSULTANCIES**

Consultancies undertaken by Mindarie Regional Council can be categorised as follows:

- Major consultancy. Consultancy task with an estimated value greater than \$100,000. Such a consultancy task is to be managed in accordance with Council's Purchasing Policy and Tender Guide and involves activities such as preparation of tender packages, compilation and assessment of tenders, contract award and project management.
- Minor consultancy. Consultancy task with an estimated value less than \$100,000.
   Management of these tasks is described below.

# MANAGEMENT OF MINOR CONSULTANCIES

The categorisation of minor consultancies is consistent with the financial thresholds described in Mindarie Regional Council's Purchasing Policy and Tender Guide, previously approved by Council.

The table below describes, for each of these financial categories, the following characteristics:

- Consultancy Project Manager
- Procurement method
- Procurement documents
- Approving Authority
- Consultancy contract documents

Consultancy Value (Est \$)	Project Manager	Procurement Method	Procurement Documents	Approving Authority	Consultancy Contract Documents
\$0 - \$999	Appropriate MRC Manager	At least one verbal quotation	Written specification	Appropriate MRC Manager	Purchase Order (PO)
\$1000 - \$4999	Appropriate MRC Manager	Three verbal quotations except where item is an asset, then three written quotes	Written specification	Appropriate line Manager	<ul><li>Correspondence of engagement</li><li>PO</li></ul>
\$5000 - \$99999	Appropriate MRC Manager	Three written quotations, unless specific justification for variation to this method exists	Written specification	CEO or CFO	Correspondence of engagement     PO

# **POST-ENGAGEMENT MANAGEMENT**

The Mindarie Regional Council Project Manager is to undertake the following tasks in relation to the employment of consultants in the post-engagement phase of a project:

- Communication of tasks and targets with due respect to milestones, financial resources, outcomes and deliverables
- Monitoring of consultant progress
- Provision of agreed progress reports to the Mindarie Regional Council management team
- Confirmation and check of agreed deliverables.
- Consultant payments

# **USE OF PANEL CONSULTANCIES**

Mindarie Regional Council can construct panel contracts i.e. Identification of a group of providers for particular services, for utilisation on an 'as required' basis for required tasks.

The process for management of a panel of consultants is as follows:

- Identification and selection of panel organisation via tender process.
- Selection from the panel for particular tasks utilising the procurement methodology described previously.
- Utilisation of the post-engagement methodology described previously.

# **USE OF CONSULTANTS IN THE PROCUREMENT OF ASSETS**

Mindarie Regional Council utilises consultants to assist in the procurement of assets. Tasks have included the following:

- Preparation of bid (tender or quotation) documents.
- Evaluation of bids.

As a general rule, consultants will not be used on these tasks for the procurement of assets with an estimated purchase value of less than \$100,000.

# **RESPONSIBILITY**

The CEO is responsible for the implementation and monitoring of this policy.

ITEM 8.2.4 ANNUAL REPORT – 2007/2008

File No: COR/9

Attachment(s): 1. Annual Report 2007/2008

2. Auditors Report

Author: Kevin Poynton

### **BACKGROUND**

The Mindarie Regional Council, in accordance with the Local Government Act 1995 Section 5.53, is required to submit an Annual Report. The Local Government Act specifies that the Annual Report is to contain:

- A report from the Chairman
- A report from the Chief Executive Officer
- A report of the principal activities commenced or continued during the financial year
- An assessment of the Local Governments performance in relation to each principal activity
- An overview of the principal activities that are proposed to commence or to continue in the next Financial Year
- The Financial Report for the Financial Year
- Such information as may be prescribed in relation to the payments made to employees
- The Auditors Report for the Financial Year
- Such other information as may be prescribed

The Annual Report for a Financial Year is to be accepted by the Local Government no later than 31 December after that Financial Year.

The financial statement for 2007/2008 have been prepared, and the annual audit has been completed. The Annual Report has been finalised and is now submitted for Council consideration. A copy is at Attachment One to this item.

# **DETAIL**

# **Content of the Annual Report**

The Annual Report, as presented, contains the following information:

- A description of those Councillors who form the Mindarie Regional Council
- A Chairman's Report
- A Chief Executive Officer's Report
- A summary of the Council's Strategic Plan
- A progress report on the Council's Annual Business Plan, together with Business Performance

- An overview of the Regional Council
- A description of the Constitution of the Regional Council
- A description of the structure of the Regional Council
- Various reports on the Councils' Activities
- Various reports in relation to the financial management of the Regional Waste Management Plan Council

This content conforms with the statutory requirements previously described.

# **Annual Audit Process**

The Audit Report from the Councillor's Auditors is at Attachment Two to this item. No qualifications have been issued on the Council's accounts.

# STATUTORY ENVIRONMENT

The submission of the Annual Report for 2007/2008 conforms with the requirements of the Local Government Act 1995.

# **POLICY IMPLICATIONS**

Not applicable.

# STRATEGIC IMPLICATIONS

Not applicable.

# COMMENT

The Annual Report for the Mindarie Regional Council has been completed, in accordance with the requirements of Local Government Act 1995. This report includes the Financial Statements for 2007/2008, together with Audit Report.

# RECOMMENDATION

## That Council:

- (i) note the Auditors Report (provisional to Mindarie Regional Council's signing the Statement of Declaration on the Financial Statements)
- (ii) adopt the Annual Report, including The Financial Statements for Year Ended 30 June 2008
- (iii) authorise the Chairman and Chief Executive Officer to sign the Statement of Declaration on behalf of Mindarie Regional Council

# ATTACHMENT ONE TO ITEM 8.2.4 ORDINARY COUNCIL MEETING 11 DECEMBER 2008

**ANNUAL REPORT 2007/2008** 

# **Mindarie Regional Council**

# **Annual Report**

Year Ended 30 June 2008

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# 1. Mindarie Regional Councillors

**COUNCIL - 1 July 2007 – 30 June 2008** 

CHAIRMAN - Cr Rod Willox AM, JP

# **DEPUTY CHAIRMAN - Cr Corinne MacRae**

# **Delegates**

City of Joondalup Cr Russ Fishwick, Cr Kerry Hollywood

City of Perth Cr Rob Butler

City of Stirling Cr Rod Willox AM, JP, Cr Peter Rose JP,

Cr Ron Sebrechts, Cr Kathryn Thomas

City of Wanneroo Cr Laura Gray JP, Cr Paul Miles

Town of Cambridge Cr Corinne MacRae
Town of Victoria Park Cr John Bissett
Town of Vincent Cr Steed Farrell

# SENIOR OFFICERS

Kevin Poynton Chief Executive Officer

Kalwant Dhillon Chief Financial Officer

Mike Tolson Operations Manager

Kathleen Ferridge Administration Manager

# 2. Chairman's Report

I am delighted to present the Annual Report of the Mindarie Regional Council for the year ended 30 June 2008.

The major achievements by the Council during the year can be summarised as follows:

- The continued provision of world class services for waste disposal to landfill for over 500,000 customers in the region
- The continued expansion of our recycling business, particularly in regard to the management of household hazardous waste, household hazardous waste, electronic waste, cardboard/paper and cooking oil.
- Expansion of our electricity generation capability via landfill gas
- Continued good work by a Community Engagement Advisory Group (CEAG) and their advisors, on matters related to our Resource Recovery Facility
- The development of a business plan FY 2008/2009
- The completion of further construction of landfill cells in the Stage 2 area.
- The further utilization of those completed landfill cells in the Stage 2 area.
- The continued implementation of the Council's waste education strategy, via the Waste Education Strategy Steering Group (WESSG), particularly noting the commencement of our Earthcarers program.
- Continuation of our work to establish a Resource Recovery Facility at Neerabup.
- The completion of a project to revise the Council's branding.
- Further improvements to the Council's business systems, particularly in relation to finance management. A significant achievement here has been the adoption of a twenty year financial plan.

The Council has continued to be involved in a number of external forums during the year, and these have included the Municipal Waste Advisory Council, and the associated Officer Advisory Group, the Forum of Regional Councils (FORC) and the Waste Management Association Australia (Western Australian Division).

The corporate management of the Council's business continues to be excellent, and this has been substantiated through the completion of the 2007/2008 audit by the Council's auditors. A copy of the audit report is included in this document. The good financial management of the finances of the Council is reflected in the healthy financial position of the Council as at 30 June 2008.

The Council is faced with a number of challenges for the future. The management of the existing landfill, including the continuation of work on the Stage Two facility, will be crucial for our ongoing operations. In addition, the Council will face major issues in its pursuit of a resource recovery capability, including the ongoing engagement with the regional community, the finalisation of conditions associated with signed contracts, and commencement of construction, and the identification of a landfill capability beyond Tamala Park.

I thank all elected members of the Council for their work over the reporting year. I also express my appreciation to the customers of our Council, as well as those who provide an extensive range of consultative and logistical services to our business. I also thank those dedicated officers from our Member Councils for their continuing contribution to our business. Next, I thank Kevin Poynton, Chief Executive Officer, and the staff based at Tamala Park, for their continued good work in the execution of our business activities to an excellent standard. I would like to express thanks to Doug Lambert, the outgoing chair of CEAG and those other community representatives who form our Community Engagement Advisory Group - thank you for your excellent work and generous devotion of time and effort to this work. In this regard, I also welcome Mr. Russell Sewell as the incoming Chairman of CEAG.

I commend this Annual Report to you.

**Councillor Rod Willox AM JP Chairman** 

### **Chief Executive Officer's Report** 3.

It is with pleasure that I present my report on the business of the Mindarie Regional Council for the year ending 30 June 2008. The business of the Council is described in two broad dimensions:

- Management of current operations
- **Projects**

# **CURRENT OPERATIONS**

# **Landfill Activity**

The key business activity of the Council is disposal of waste to landfill, at the Tamala Park Refuse Disposal Facility. Details of this disposal for the year ending 30 June 2008 are as follows:

# **Member Councils**

City of Joondalup	65,267 tonnes
City of Perth	15,251 tonnes
City of Stirling	86,857 tonnes
City of Stirling Bales	25,703 tonnes
City of Wanneroo	70,199 tonnes
City of Wanneroo Resid	6,692 tonnes
Town of Cambridge	11,639 tonnes
Town of Victoria Park	13,613 tonnes
Town of Vincent	13,824 tonnes

309,045 tonnes

# **Other Depositors**

City of South Perth 5,306 tonnes Other Casuals 65,838 tonnes 380,189 tonnes

The receipt and processing of waste has been as follows:

Total Tonnage of waste received

Consisting of:

Waste to landfill

**General Waste** 380,189 tonnes

# **Recycling Activity**

The Council conducts a number of programmes which are designed to optimise the value of resources disposed to Tamala Park. These programmes are as follows:

The disposal of selected reusable resources to the public, on a fee for purchase basis, for reuse. This results in an annual income, the amount for financial year 2007/2008 being 411,962.

The disposal of particular waste streams, for recycling, in order to either, maximise their further use or minimise their harmful impact to the environment.

These waste streams include:

- Metal
- Oil
- Cardboard/paper
- Batteries
- Household hazardous waste
- Paint
- Glass

### Staff

The Council has operated with a total of 37 full-time equivalent staff during the year. The Enterprise Bargaining Agreement (EBA), established previously, has worked well. Work continued on a revised EBA during the year.

Our staff have continued to operate in a professional, diligent and co operative manner through the year and should be congratulated on their endeavours. All staff have been provided opportunities for training in areas relevant to their work. The annual review of the Chief Executive Officer was successfully conducted by the Council in April 2008.

# **Customer Issues**

Our Tamala Park team have continued to deliver excellent service to our customers, during the year.

# **Facilities**

The Council's improved administration facility has been in operation since September 2000, and continues to be a valuable component of our business. The training room is utilised widely for meetings, workshops, training and social events.

The Council has continued to meet at the facilities of member Councils, and the hospitality of the member organisations is to be applauded.

In addition, the co-operation of the City of Stirling, Town of Vincent and Town of Cambridge should be noted, with particular reference to these organisations ability to provide facilities for a range of events including working group meetings, workshops and other forums.

Improvements to facilities at Tamala Park, including the administration centre, are planned for the Financial Year 2008/2009.

The establishment of infrastructure at the Neerabup Resource Recovery facility site, is scheduled to commence in the Financial Year 2008/2009.

# **Plant and Equipment**

The Council continues to operate a fleet of contemporary equipment. The use of hire equipment, where appropriate, is occurring, and this includes a tracked earthmoving item for work on landfill batters, and elsewhere.

# **Occupational Safety and Health**

The Council has continued to implement best practice Occupational Safety and Health systems and currently has a certified Occupational Safety and Health Officer.

# Governance

The Council has conducted its business in accordance with its previously completed Business Manual. Appropriate amendments to this manual have occurred during the reporting year. The Council's Business Manual is under review, and this exercise should be completed by early 2009, with respect to Council policies.

In addition the Council continues to operate contemporary governance systems, in accordance with the appropriate legislation.

# **Records Management**

The MRC Record Keeping Plan was formally approved by the State Records Office for a 5 year period until 2010.

The electronic system which is capturing the MRC records electronically in conjunction with the original paper based filing system is in Phase 2 of its development with training programmes completed with Corporate and Operational staff during 2006. Training is ongoing for all new staff with in house training for Corporate and Operations staff via the MRC Records Officer.

Retention schedules and electronic triggers for management of files and documents for archiving have been set in place to ensure compliance with State Government Records legislation.

# **Promotion**

The Council continued to host a variety of groups of visitors during the reporting year. These have included school groups, overseas visitors, representatives of government, other Council groups, and members of the public. The Council conducted a successful Corporate Function at the Burswood on Swan Function Centre during the reporting year. Regular editions of a newsletter – Tamala Tips – have been produced and circulated widely.

The Council completed a project to revise its branding. The Council also commenced work to develop its inaugural marketing plan.

# **Regulatory Issues**

The Council continues to maintain an excellent working relationship with the Department of Environment and Conservation resulting in the continued renewal of licence conditions for the Tamala Park operation. The annual Environmental Compliance Audit was again conducted by Consultants from URS and the results from this exercise were pleasing. In addition, the Council has worked closely with the CSIRO in regard to Groundwater Management.

# **Regional Cooperation**

The Council has continued to cooperate on a regional basis with others. Examples of this work include:

- The continued sharing of information with other Regional Councils, via the Forum of Regional Councils (FORC).
- Continued involvement of staff in the planning and execution of the annual Waste and Recycle Conference.
- The conduct of a trial Household Hazardous Waste collection day.

# **Landfill Operations**

The Council continues to operate the largest Class Two landfill facility in metropolitan Perth in accordance with best practice. Compaction standards have been satisfactory. Work has continued on the management of landfill gas from the existing landfill, and the development of a Stage Two landfill. A number of operational improvements have occurred during the year, including the exploitation of existing limestone using a crusher facility.

# **Projects**

The Council has conducted the following projects during the reporting year:

- Implementation of the landfill engineering plan for Stage One, particularly in relation to vegetation management
- The continuation of extensive groundwater investigative tasks by CSIRO
- Further works associated with development of a Stage Two Landfill
- Further work associated with the management of landfill gas produced from the Stage One Landfill, including generation of electricity
- Progress of work associated with the introduction of a resource recovery facility to the region, including the work of a community engagement group, liaison with City of Wanneroo on planning matters, and completion of work to satisfy the contractual conditions appointment of a Contractor
- The introduction of an upgraded Finance and Payroll systems for the Council

# **Financial Issues**

The Council has continued to operate in accordance with those previously approved financial precepts. The audit for Financial Statements for Year end 2008 has been completed. The Council has approved Budget 2008/2009 for implementation at its July 2008 Council Meeting.

The Administration has conducted a series of financial workshops during the reporting year, with view to establishing an agreed Cost Recovery Financial Model and a long term financial plan by early 2008. The Inaugural Strategic Financial Plan has been approved by Council.

# **Future Directions**

The Council has in place its key plans, namely, a Strategic Plan, a Business Plan for 2008/2009, and an approved Budget 2008/2009. Significant projects for the coming year are:

- The continuation of the exploitation of landfill gas, within sections of the Stage Two Landfill
- The continuation of construction of cells in the Stage Two landfill
- The revision of the Council's Regional Waste Management Plan in the form of a Strategic Waste Minimisation Plan
- Further work associated with the introduction of a resource recovery capability within the region, including commencement of construction
- Implementation of the Council's revised financial management model
- Adoption of an improved governance instrument, in the form of an Establishment Agreement
- Continued implementation of the Regional Education Plan.

# Conclusion

In summary, I wish to express my appreciation to a number of individuals and groups for their work during the year.

- The Council's outgoing Chairman, Cr. Trevor Clarey, and current Chairman, Cr Rod Willox
- The Council's Deputy Chair Cr Corinne MacRae
- The Chairman of the Council's Secondary Waste Treatment Facility Working Group, Cr Laura Gray
- All those other Councillors who have participated in various forums associated with Council's business
- Those Officers from Member Councils, who have been heavily involved in forums such as the Technical Working Group and Secondary Waste Treatment Facility Working Group
- Chief Executive Officers of the Member Councils
- The staff of the Mindarie Regional Council, particularly the Managers Mr Kalwant Dhillon, Mr Mike Tolson, Ms Kathleen Ferridge

- The excellent work of our Project Manager, Ian Watkins
- All those customers of the Council's business
- Those external providers including Consultants, trades people, suppliers and government agencies
- The local community, for their continued interest and involvement in the Council's business.

**Kevin F Poynton Chief Executive Officer** 

# 4. The Council's Strategic Plan

The Mindarie Regional Council approved a revised Strategic Plan in February 2003, which was revised and approved by the Council at the February 2006 Ordinary Meeting. This Plan is for the period 2006 – 2009.

Key elements of the plan include the following:

- A Mission Statement
- Objectives
- Strategies associated with each Objective

The mission of the Mindarie Regional Council is:

To provide effective, cost efficient and environmentally sound waste and other resource management services for the benefit of the region

The Council's current suite of Objectives are as follows:

# **Objective One – Resource Management**

To operate defined programmes associated with waste and resource management in accordance with best appropriate practice.

# **Objective Two - Resource Business Creation**

To identify opportunities to address waste streams in addition to domestic waste.

# Objective Three – Industry Leadership

To provide leadership in the waste and related resource industry.

# **Objective Four – Organisational Management**

To ensure excellent organisational management through improvement of the Council's business and management systems.

The Council has agreed a series of strategies, and associated outcomes, to enable the achievement of these objectives. The Council constructs an Annual Business Plan, in February each year, which provides a basis for action in the forthcoming year, as well as the basis for the Annual Budget.

# 5. Annual Business Plan 2007/2008

# **Performance Summary**

The Council's Annual Business Plan for the year 2007/2008, together with associated performance outcomes, is described here.

# **Objective One: Resource Management**

Approved Action:

Develop and implement resource management programs, particularly for landfill, recycling and reuse in accordance with State Government requirements. EG. Site licence

Progress: ✓ Programmes conducted in accordance with regulatory requirements

Approved Action: Develop revised Master Plan for Tamala Park

Progress: ✓ On going

Progress: ✓ On going

- implement limited bush management on completed landfill area, and other areas

- Finalise Bush Management Plan

Approved Action: Implement gas management plan, including collection of revenue

*Progress:* ✓ *Plan progressing accordance to contractual arrangements* 

maintain existing groundwater monitoring via CSIRO

Progress: ✓ Nil issues from monitoring

- implement plan for groundwater monitoring, West of Marmion Avenue

Progress: ✓ In progress

- implement plan for modelling of potential groundwater impact on coastal environment

Progress: ✓ Modelling completed

Approved Action: Progress Resource Recovery Facility by actions as follows:

- appoint contractor

 develop Mindarie Regional Council community liaison programme for Resource Recovery Facility

*Progress:* ✓ Financial Close November 2007 construction in progress

Approved Action:

Implement revised Regional Concept for Waste Management, including community engagement and education, in accordance with best practice

Progress: ✓ Education programmes in progress

Approved Action:

Plan and implement Community Engagement Plan 2007/2008 including newsletters, publicity, Annual Report and Corporate Function and Education activites

Progress: ✓ Communication activities completed satisfactorily

Approved Action:

Progress the alignment of waste management services within the region, particularly in regard to collection and disposal of hazardous waste

Progress: ✓ Trial Household Hazardous Waste collection days completed

# **Objective Two: Resource Business Creation**

Approved Action: 

Investigate business opportunities associated with

- Expanded resource recovery capabilities, including Resource Recovery Park

Progress: ✓ Collection and disposal programmes for recyclable/reusable material in progress

Approved Action: ♦ Landfill "beyond Tamala"

Progress: ✓ Site investigations progressing

# **Objective Three: Industry Leadership**

Approved Action: Participate in defined external industry-related forums e.g. MWAC, WMAA, WALGA

*Progress:* ✓ Consistent participation in progress

Approved Action: Research contemporary practice for future waste and resource industry development, service delivery and waste education

Progress: ✓ Research activities included waste shredding, resource recovery options

Approved Action: 

Develop integrated initiatives to capitalise on these future options

Approved Action: Strengthen partnerships with Government, industry and academic institutions in order to promote improvement in waste management sector

*Progress:* ✓ *ECU* scholarship initiative in progress

# **Objective Four: Organisational Management**

Approved Action: Finalise Establishment Agreement

Progress: ✓ For completion 2008/2009

Approved Action: 

Maintain and improve existing contemporary business systems, e.g. finance, procurement, project management, customer service and

marketing

Progress: ✓ Strategic Financial Plan completed

Approved Action: Strengthen Member Council partnerships and relations

Progress: ✓ FORC activities continuing

Approved Action: Review and, where appropriate, revise funding strategies for the

business

Approved Action: 

Develop the information management system e.g. Records, website,

knowledge, for the business

Progress: ✓ IT systems upgrade continuing

### 6. Overview

The Mindarie Regional Council (MRC) was constituted under the Local Government Act 1960 (as amended) which provided that two or more Municipalities may enter into and submit for Ministerial approval an agreement proposing constitution of a Regional District.

The Constitution Agreement provides for the establishment of a Regional Council and designation of the function or functions to be performed by the Regional Council within the Region.

In 1981 the Cities of Perth, Stirling and Wanneroo appreciating the likely future need of a site for waste disposal in landfill jointly acquired lot 17 Mindarie; having assessed that it possessed a number of characteristics which suggested suitability for this purpose. The site has an area of 432 hectares.

In due time the need was realised and management arrangements were prepared. It was decided that the formation of a Regional Council was the advantageous vehicle of management and the order of His Excellency the Governor in Executive Council was granted for the creation of the Mindarie Regional Council on 22 December 1987.

Commencing in 1988, studies were undertaken and reports prepared for environmental assessment of the site. Approval was secured and the subsequent preparation of an Environmental Monitoring and Management Programme (EMMP) undertaken. The Environmental Protection Authority granted approval to the programme on 24 January 1990.

An area of 251 hectares within Lot 17 and fronting Marmion Avenue became the subject of lease to the Mindarie Regional Council with the city owners retaining possession of the balance of Lot 17. The area was entitled "Tamala Park".

Development of a well-engineered facility followed and the site was opened to receival from depositing Cities of Perth and Wanneroo on 25 February 1991. Community utilisation began on 1 June 1991. Since that time the Towns of Cambridge, Victoria Park and Vincent (formed from the City of Perth restructure) commenced disposal. The City of Stirling commenced utilisation of the facility in April 1999. The City of Joondalup (formed from the City of Wanneroo restructure) commenced disposal from 1 July 1999 as a separate entity to that of the City of Wanneroo. The population served by the facility is approximately 500,000 persons.

### 7. Constitution

The Constitution Agreement of the Mindarie Regional Council has been drawn pursuant to the provisions of section 697 of the Local Government Act 1960 (as amended) having been formally approved by the Minister for Local Government and recommended to the Governor in Executive Council on 22 December 1987.

The designated function accorded to the MRC is

"The orderly and efficient treatment and/or disposal of waste delivered to a building or a place provided, managed or controlled for those purposes by the Regional Council"

Other powers and authorities are awarded in order to effect the designated function.

Three amendments to the Agreement have been approved by the Minister for Local Government as below:

Amendment No.1 approved on 25 November 1996 which has the effect of:

- (i) Exempting from the definition of waste, material which is retained by a member Local Government for the purposes of recycling.
- (ii) Requiring all member Local Governments to be bound to dispose of waste as required by the Regional Council and to such sites and places as nominated by the Regional Council.
- (iii) Permitting the Regional Council in writing to exempt a member Local Government from the requirement of delivery under such conditions as the Regional Council deems fit.
- (iv) Where a member Local Government fails to meet the requirements of delivery a penalty equivalent to the fees and charges which may have otherwise been due, shall apply.

Amendment No.2 approved on 25 November 1996 which has the effect of admitting to membership of MRC the Towns of Cambridge, Victoria Park and Vincent.

It should be noted that from 1 July 1994 the Towns were accorded disposal at member Local Government rates and charges; the intervening period to 25 November 1996 having been taken up by restructure processes of the City of Perth and constitutional amendments by the MRC.

The first meeting of the enlarged Council was held at the City of Stirling on 28 November 1996.

Amendment No.3 approved on 20 October 1999 which has the effect of admitting to membership of MRC the City of Wanneroo to reflect the split of the City of Joondalup into the Cities of Joondalup and Wanneroo.

The first meeting of the further enlarged Council with duly elected Councillors from the newly created local governments was held on 17 February 2000. Previous to this, appointed Commissioners represented these Councils effective from 18 December 1997 during this transition period.

It is intended that pursuant to the Local Government Act 1995 the Constitution will be rewritten to be more closely aligned to the terms of that legislation and consolidated into an Establishment Agreement during 2008/2009.

### 8. Structure

The Mindarie Regional Council currently comprises delegates from each of the member Local Governments on the basis of the acknowledged equity within the enterprise. The delegates form the Council.

The membership of the Council, with effect 1 July 1999, comprised City of Joondalup, City of Perth, City of Stirling, City of Wanneroo, Town of Cambridge, Town of Victoria Park and Town of Vincent.

The Chairman of the Council is elected from the Council each year at the first meeting after 30 June.

The Council ordinarily meets bi-monthly, beginning in February each year generally on the third Thursday of the month commencing at 4.30 pm. The venue of the meeting is rotated between the Chambers of the member Local Governments and advertised in accordance with the provisions of the Local Government Act 1995.

The Council has appointed a Technical Working Group comprising the Chief Executive Officer (CEO) as Chairman and Senior Technical Officers from each of the member Local Governments. This Group meets on a regular basis to consider matters referred by the Council and the CEO (MRC) and cause recommendations to be made to the Council.

Also, the administration conducted financial management workshops, on a regular basis, with Member Council Officers.

The Council now also has a Secondary Waste Treatment Facility (SWTF) Working Group, with a Councillor as Chairman, which is overseeing the introduction of a secondary waste treatment capability to the region.

More recently, the Council has established an Audit Committee, in conformance with Department of Local Government and Regional Development guidelines.

### 9. Projects Update Tamala Park

### Development of new landfill cell

Stage 2, Phase 3, is the last landfill cell that will be developed at Tamala Park. The excavation of the cell began in July 2007 and work is expected to be completed about March 2009. The work currently being undertaken entails excavation of about 1.2 million tonnes of limestone.

The approach to the excavation of the cell has been to slowly undertake the work so that the excavated material can either be utilised as part of the landfill operations (daily cover material), or removed directly off-site to be used for various construction activities.

The Mindarie Regional Council has undertaken the works on an hourly hire basis, bringing to site the necessary equipment to excavate, crush and remove the material as demand requires. It is a slow process but, without significant areas on site to satisfactorily stockpile the excavated material, it was necessary that the work be coordinated to satisfy the available off-site limestone disposal options.

There is no longer any opportunity to place additional excavated limestone on the existing stockpile to the south of the site, as the height of the stockpile has previously caused concern to the adjacent Kinross residents.

Following the completion of excavation of the new cell, the area will be lined with an environmental barrier prior to commencement of landfilling. It is anticipated that the lining operation will be completed spring 2009, with landfill activities starting later in the year, or early 2010.

### Lining of old landfill area

As part of the ongoing development of the Tamala Park landfill, and in order to achieve the final design profile of a single domed shape across the complete landfill site, it has become necessary to place waste over the Stage 1 western portion of the previously-closed landfill area.

The original development of the Stage 2 landfill area envisaged that, ultimately, waste would be placed over a portion of the old Stage 1 landfill to form the final domed shape. Previously, it had been presumed that the plastic lining within the Stage 1 cap would suffice as a base liner for the new waste to be placed over the western portion of Stage 1.

However, due to the fact that numerous landfill gas extraction wells have been drilled through the plastic cap liner, affecting its integrity, the MRC has opted to provide a more comprehensive environmental barrier by completely re-lining the affected area.

The design of the new lining works has been completed with the Works Approval, tendering process and construction due to commence later in 2008.

### Landfill gas extraction

Landfill gas extraction from the landfill continued throughout the past year. Some 3,000 cubic metres of landfill gas were extracted from the waste every hour, equating to about 26 million cubic metres of gas extracted during the period.

The composition of the gas consisted of about 35% methane, with the majority of the remaining gas being carbon dioxide - both of which are greenhouse gases. Methane is 20 times more effective at trapping heat in the atmosphere than carbon dioxide. Methane is also the second-largest contributor to global warming.

The landfill gas is extracted from the waste mass and passed through power generators that burn the methane to produce 'green' energy. The process converts the more harmful methane into the less harmful carbon dioxide, thereby reducing the greenhouse gas contribution as well as producing significant quantities of green energy, a renewable resource.

The majority of the 4.65MW of power generation from the Tamala Park landfill gas is sent directly into the state electricity grid and on-sold to private customers. The energy produced on site satisfies the normal energy requirements of about 3000 homes.

Recently, the landfill gas extraction system was expanded into the Stage 2 landfill area to capture the gas that is forming within the fresh waste that has been placed in the new landfill cells within the past four years.

### **Tamala Park Regional Council**

The TPRC is the regional council that has been established by the Member Councils as the entity dealing with the management and development of the remainder of the Member Councils' land holding that is not attributed to landfill activities.

The interaction and liaison between the TPRC and the MRC is ongoing, ensuring the coordination of activities across the fence line to ensure that the landfill activities do not negatively impact on the future development of the adjoining property. Most of the interaction has related to the final landfill profile; timing of completing the landfill development; and identifying synergies between the two organisations.

### **RRF** update

In late November 2007, the MRC finalised contract negotiations with the contractor, BioVision 2020 Pty Ltd, for the development of a Resource Recovery Facility at the MRC's site in Neerabup. This was a culmination of seven years' hard work to identify the appropriate site and technology, in conjunction with continuous community consultation, obtaining environmental approvals, developing a tender framework, tendering the proposed works, and finalising contract negotiations.

As of 24 November 2007, the MRC finally had a contract signed and sealed. In late February 2008, construction began on the site in Pederick Road. BioVision 2020 undertook to construct the \$80 million project by July 2009, at which time the facility would be fully commissioned to receive up to 100,000 tonnes of waste each year.

Of the 100,000 tonnes entering the facility, about 40,000 tonnes of compost would be produced, while about 30,000 tonnes of residue (non-organic material) would be sent to the Tamala Park landfill. The remaining 30,000 tonnes equate to moisture, carbon and nitrogen losses through the composting process.

### **Community consultation**

As part of the development of the RRF, the MRC has continued to be active in its community consultation activities.

The Community Engagement and Advisory Group (CEAG), which was established in 2003 by the MRC in order to provide community input into the development process, continues to provide essential input into the development process.

With the tendering and contract negotiation process having been finalised, the CEAG has been involved in providing input into the design and layout of the proposed community education centre; and acting as a sounding board and providing relevant comment on aspects of odour management, environmental management systems, licensing issues, and complaints handling procedures.

In future, the CEAG will maintain an important link with the community with regards to ensuring that the facility is operated in accordance with community expectations and MRC undertakings established in the Community Partnership Agreement.

### **Zero Waste Plans**

The Waste Authority (previously the Waste Management Board), through the Department of Environment and Conservation, recently rolled out a program for the development of Zero Waste Plans. This is a program in which all Local Governments within WA have been offered financial incentives to develop Strategic Waste Management Plans.

These Plans set out how the Local Governments will strive "*Towards Zero Waste*." As part of the program, Local Governments were encouraged to join together in groups to form combined regional plans identifying and relying on synergies between the groups of councils. As a constituted Regional Council, the MRC has developed a *Strategic Waste Minimisation Plan* for the Region. The overall regional plan consists of eight sub-plans, one for each of the seven Member Councils, and one for the Tamala Park operations.

The regional plan summarises all activities and recommendations within the eight sub-plans. As part of the development program, the plans will be advertised for public comment to ensure that the waste minimisation direction adopted by the MRC is consistent with community expectations. The overall objective of the SWMP is to reduce the amount of waste sent to landfill by increasing recycling participation and activities.

### Recovery work begins

Construction work is well advanced on the first stage of a waste treatment plant that will deliver a 20% reduction in the total amount of the region's rubbish sent to landfill each year, create some 40,000 tonnes of market-quality compost, improve the quality of our nutrient-deficient soils, and contribute substantially to the fight against global warming.

The first stage of the Mindarie Regional Council's planned three-stage Resource Recovery Facility being constructed on a 10-hectare site in the Neerabup Industrial Area will treat up to 100,000 tonnes of household waste annually, converting about 70 per cent of it into 40,000 tonnes of market-quality compost, with the residue sent to landfill.

Future stages of the facility will divert a larger percentage of the region's waste stream from landfill.

The MRC, the State's biggest waste management authority, last year awarded an \$80 million contract to build, own and operate the plant to BioVision 2020 Pty Ltd for the next 20 years. The MRC manages the disposal of waste generated each year by some 500,000 people living in the local government areas of Joondalup, Perth, Stirling, Wanneroo, Cambridge, Victoria Park and Vincent.

Until the State's most significant waste treatment plant begins operation in mid-2009, about 350,000 tonnes of waste will continue to be landfilled each year at the MRC's Tamala Park waste disposal site in Mindarie.

### Significant benefits

Once operational, the plant will provide the MRC's community, and the environment, with several benefits.

The plant will employ an aerobic digestion process in treating the waste it receives.

The compost generated through the process will assist in improving moisture retention in soils where it is applied.

Consequently, better moisture retention would reduce the need for artificial fertilisers, thereby slowing and lessening the leaching of chemicals into the groundwater.

Additionally, diverting some 100,000 tonnes of waste annually away from the Tamala Park landfill and instead to the Resource Recovery Facility will, over time, impact substantially on the volume of greenhouse gas created within the landfill, which helps lessen the impact on global warming.

For example, a 20% reduction in the amount of waste landfilled each year would statistically represent a saving to the environment equal to removing about 9000 cars from our roads and also eliminating the consumption of about 100,000 barrels of oil, or planting about 4000 hectares of trees annually.

"This project is a singularly most significant development in household waste disposal and treatment for the majority of people living in the Perth metropolitan area," MRC Chief Executive Mr Kevin Poynton said.

### "Good start, but more needed at home"

"As a community, it means we are making a good start in solving our waste management problems now, rather than leaving them to our future generations to deal with.

"Planned future stages, to come on stream over the next decade, will make even more significant contributions to the environment.

"However, as individuals, we are now being challenged at home, to ensure we put the correct type of waste in our wheelie bins so that the new plant's feedstock is not contaminated.

"We are embarking on an education and awareness program to assist people in doing the right thing with their waste at home - and they do want to help," Mr Poynton said.

### 10. Small Steps and Giant Leaps

## BRINGING THE COMMUNITY WITH US AS WE MOVE CLOSER TO ACHIEVING MAJOR WASTE DIVERSION

The seven Member Councils of Mindarie Regional Council – the Cities of Joondalup, Wanneroo, Stirling, and Perth and the Towns of Victoria Park, Vincent, and Cambridge -- are close to realising a major environmental achievement on behalf of their residents. Working together, they are in countdown mode to the commissioning of the most significant piece of infrastructure to be developed in the region for some time – the development of the Resource Recovery Facility (RRF) at Neerabup which will start accepting the region's household waste in July 2009.

Stage 1 of the RRF will turn 100,000 tonnes of household waste per year into 40,000 tonnes of compost, reducing by 70% the amount of waste going in to landfill. This is a significant achievement in handling waste and minimising the impact of waste on the environment.

These same Member Councils are also working effectively together on waste education initiatives across the region. The major investment in infrastructure needs the support and participation of the residents, specifically to adopt behaviour consistent with the region's operational plans for waste and resource management, and to utilise the services provided by Member Councils to reduce, reuse and recycle.

The focus from now until July 2009 will be on the RRF and on what residents need to do to contribute to the goal of diverting waste from landfill. By the time the RRF starts to accept waste, we want residents across the region to:

- Understand the significance of the RRF for the region;
- Be taking active steps to reduce contaminants in the wheelie bin, and
- Be gradually changing behaviour in their own households to reduce, reuse and recycle.

But this will only be possible if the building blocks have been put in place. Our efforts in waste education in the past 12 months have been to establish these foundations. Our work has been across four areas:

- A strong regional approach
- Building a foundation of good generic knowledge
- Targeting individual behavioural change
- A focus on the next generation

Three important words for our waste education activity are: interest, attention and recognition. We try to build interest in waste. Interest signifies attention. Attention signifies recognition. Recognition means that the person is starting to find a place for waste in their view of the world. If waste rates recognition, then it can progress to dialogue, discussion and action.

### 1. The strong regional approach

As reported in last year's Annual Report, all Member Councils across the region participate in the Waste Education Strategy Steering Group – WESSG – which meets every five weeks. The group discusses ways to work together across the region to build strong community awareness of and participation in better waste management. WESSG also has community input through two community representatives from the MRC's long-standing Community Engagement Advisory Group (CEAG).

### Branding

WESSG's first initiative was to develop the little green frog, known as "Kneedeep" which has been appearing on MRC and Member Councils websites, displays and publications, at Member Council waste education events and activities, and even in street theatre at selected events. The MRC provides sponsorship support to Member Councils to help get Kneedeep out and about in communities.

Kneedeep is there to remind people to "Reduce Reuse and Recycle". Frogs are a barometer of environmental health and they are a reminder to us that every action we take to reduce waste to landfill, to re-use rather than throw away, and to recycle is an action to reduce the environmental impact of waste and to maintain our community resources for future generations.

Residents in Vincent and Perth have already seen Kneedeep on the new "Waste and Recycling Guide" fridge calendar, distributed to all homes in those areas. Other Member Councils will be producing a similar fridge calendar for distribution in the 2009 calendar year. The fridge calendar carries the message about regional waste initiatives as well as the waste management services provided by the local council. Visit <a href="www.mrc.wa.gov.au">www.mrc.wa.gov.au</a> for more information

### Household Hazardous Waste

Some waste materials should never end up in landfill because of the environmental damage they cause. With the advent of the RRF, the MRC wants to make sure that these materials do not go into the household waste bin because of the potential to contaminate the compost which will be produced at the new facility.

In August, residents were invited to participate in a Household Hazardous Waste (HHW) Collection Day – the first region-wide collection and the first of what will become a series of regular collection days throughout the metropolitan area under a joint State and Local Government program to help deal with the increasingly concerning problem of what to do with HHW. Household hazardous waste is any household product that contains chemicals or substances that if not used or disposed of properly can harm the environment and personal health.

Although residents can take most HHW to the Recycling Centre Balcatta or Tamala Park, and individual Councils such as Victoria Park have their own collection days, many people don't know about these options – and there are charges for some types of waste. The Collection Day offers a wonderful opportunity to clear out sheds and get rid of items that could be harmful. Visit <a href="www.mrc.wa.gov.au">www.mrc.wa.gov.au</a> for more information.

### 2. Building a foundation of good generic knowledge

Two key initiatives took shape this year to build community knowledge about waste and waste management – development of "The Roaming Recycler" mobile waste education van,

and development of a tours capacity for people wanting to visit the landfill and recycling centres.

### Mobile display

The MRC received a Strategic Waste Initiatives Scheme (SWIS) grant from the Department of Environment and Conservation to develop "The Roaming Recycler" mobile waste education van. The display includes seven information panels, constructed out of recycled screen doors; and three interactive components for children.

Our aim is to use the mobile display as much as possible, as widely as possible, at community events, shopping centres, schools, community recreation centres, HHW collection days, Waste Wise school fair days and other public events. Already the display has been used at a variety of community events including the Perth Royal Show, the Conscious Living Expo and the Sustainable Lifestyles Forum at Floreat. When it's not at community events and fairs, it will be in a library somewhere across the region. Visit <a href="https://www.mrc.wa.gov.au">www.mrc.wa.gov.au</a> for more information

### Tours and excursions

With the mobile van taking the message out into the community, it was also important to bring people to the MRC and Member Council facilities to build a better understanding of how waste is disposed of. With the appointment in January of a Waste Education Officer, the MRc now has the capacity to offer regular tours for school and community groups. The tour covers the landfill and Recycling Centre at Tamala Park, and can also cover the Recycling Centre Balcatta. More than xx tours with xx people have visited Tamala Park since the start of the year. Visit <a href="https://www.mrc.wa.gov.au">www.mrc.wa.gov.au</a> for more information

### 3. Targeting individual behavioural change

With the assistance of a second (SWIS) grant from the Department of Environment and Conservation, the MRC and its Member Councils trialled a community outreach program called Earth Carers. The SWIS grant covered the launch of the program, development and completion of the first training course, and the transition into the outreach component of the program which will be ongoing.

The Earth Carers program is based on the Earth Works program developed in NSW. The program trains volunteers to build knowledge and skills in waste minimisation practices, and then supports them to take the message to others through their existing social networks. The Earth Carers program has the opportunity to be effective because it's at a grassroots level, it's tangible, and it supports individuals to take action.

Our trial program, funded through the SWIS grant, was undertaken with the involvement of Cambridge, Perth, Stirling, Victoria Park and Vincent Councils. The 5-session training programme ran over three weeks during May. Practical demonstrations of worm farming, composting and bokashi techniques were interspersed with trips to the landfill at Tamala Park, the Recycling Centre Balcatta, and presentations from community environmental organisations including City Farm, Environmental House, and Junkbusters. Discussions covered the concept of "what is waste", the need to "reduce, reuse, recycle" and the services available through local government and other organisations to help people to keep useful material out of landfill and to recognise its value as a resource.

The final session in the training dealt with communication and how to spread the message to others. Overall, the 40 volunteers will focus on what they can do to model waste-wise behaviour, and to spread the message and useful tips to others in the community. This will

be an ongoing partnership between the Earth Carers, local councils and the MRC. Our aim will be to run two training programs per year and to expand it across the region. Visit www.mrc.wa.gov.au for more information

Some of the activities Earth Carers are already involved in, on an individual level, include:

- initiating recycling programs in their workplace
- collecting batteries
- starting worm farms and composting

They have also worked alongside Councils staff at shopping centre events, at our Household Hazardous Waste Collection day, and at community shows such as the Perth Royal Show.

### 4. A focus on the next generation

Starting with our schools excursion program and mobile display van, there are many opportunities to work with schools to educate children about waste. The MRC and its Member Councils are always happy to receive requests to help with school environmental and sustainability projects, and have continued to respond to a range of requests this year. Further, any Year 10 students who need to find a 20-hour project for their Community Service requirements should approach us to scope a project within the world of waste.

Your child might have seen the Tales With A Twist puppet troupe and its show "Kasper and all that rubbish" whose performances in schools are sponsored by the MRC. Much more will happen in the schools program in the years to come. Visit <a href="www.mrc.wa.gov.au">www.mrc.wa.gov.au</a> for more information.

These building blocks will form the foundation for waste education activities in the years ahead. We hope to gain your interest, awareness and recognition for the small steps and giant leaps ahead as we move together as a region towards the goal of achieving major waste diversion.

### **FINANCIAL MANAGEMENT**

### **OPERATING REVENUES**

The Financial Statements included in this report reflect that the Mindarie Regional Council has a sound financial position and should be read in conjunction with the accounting policies and precepts adopted by the Regional Council. The Accounting Policies and Precepts include the provision of capital from within the operations of the enterprise or loan funds where necessary.

Revenues from the weighbridge charges (excluding recyclables) totalled \$9,422,918 which reflects an increase of 22% ver the previous period. This is in the main due to an increase in member and nonmember fees and higher tonnage of waste received from nonmembers.

Interest on invested funds was \$96,239 which represents an increase on the previous period of 128% he increase in amount of interest received was due to an increase in interest rates and higher balances as a result of the retention of surplus to meet ongoing capital and operational requirements.

In accordance with the accounting precepts and approved by the Council at their meeting of 18 August 2005 and endorsed at the Council meeting of 5 July 2007the operational surplus of \$,955,225 will be retained by MRC to meet their on going operational and capital requirements going forward in line with the Strategic Financial Plan.

### **RESERVES**

The only Reserve under the Local government (Fnancial Management) Regulations 1966 Section 27(g) as at 30 June 2008 is as follows:

Cito	Man	itarina	Reserve
Site	IVIO	iitorina	Reserve

Opening Blance	
Transfer to Accumulated Surplus	

138,029
 (30)
13,7999

### **OPERATING EXPENSES**

The operational expenditure for 20008 of \$6,803,854 was an increase of approximately 24% ver last year.

The expenditure generally has gone up in line with the higher level of activities reflected in the increased revenue. The main area of increases are:-

· Higher Materials and Contract Costs

**6**,255,026

The higher cost is due to the increase in the Dep Levy and higher activities.

· Higher Interest costs

\$,339,294

Mainly due to higher interest rates and the final drawdown of the loans for the excavation landfill Stage 2 Phase 2 and the development of the Resource Recovery **E**cility.

· Higher Amortisation Costs

**\$**,555,813

Mainly due to the higher cost of excavating the new landfills and the accounting treatment of future monitoring costs.

· Higher Employee Costs

\$,391,694

Mainly due to the full year impact of the 200607 restructure of operations and administration divisions, Enterprise Brgaining Agreement increases and two additional operational positions approved in the 2007 budget in view of the increase in activities

The comparison to previous years operating expenses is shown in the table below.

			\$ per Tonne		
ITEM	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004
Direct Operational Costs	21.55	19.31	18.36	19.49	14.5
Transfers to Reserves (Provisions)	0.00	0.00	2.37	2.42	1.84
Amortisation of Excavation Works	10.28	<i>7</i> 15	3.49	3.42	1.01
DEP Landfill Levy	5.52	4.93	2.90	2.96	2.94
Interest Loan	3.52	3.34	2.34	0.95	0.10
Depreciation	1.91	2.37	2.24	2.07	1.9
Land Lease <del>E</del> e	1.42	1.48	0.68	0.49	0.47
Total	44.20	38.58	32.38	31.80	22.65

### **DISPOSAL FEES AND CHARGES**

Disposal fees and charges, for 200**2**008, are shown in the table below, as dollars per tonne, unless otherwise indicated.

Item	2007/2008 (includes GST)
1. Member Local Governments	,
-General Waste	52.69
-Inert Material	Not applicable
- Greenwaste (uncontaminated)	Not applicable
- Bles	21.01
2. (a) General Entry -General Waste	84.00
Minimum charge for entry to site	
Utilities, Vans, Trailers, Trucks etc	8.00
Cars, Station Wagons	8.00
(b) Swill or Semi Liquid Waste	Not accepted
(c) In the event of weighbridge unavailability the following fees shall apply to (a) above	
Non compacted waste	
Trailer 1.8m x 1.2m or less	25.00
Trailer larger than 1.8m x 1.2m per wheel	25.00
Compacted waste	
All vehicles per wheel -truck or trailer	50.00
(d) Asbestos -whole loads	150.00
3. Special Brials (Supervised)	
At the discretion of the Site Controller in addition to the tonnage rates	135.00
4. Special Commercial Items	
In lieu of 1 and 2 above the following apply:	05.00
(a) Motor bodies and old machinery each item	25.00
(b) Animal carcasses	
(i) Small domestic animals	6.00
(ii) Large animals (Sheep and cattle etc.)	13.00
(c) Tyres (Maximum disposal 4)	15.00
Per tonne sliced	250.00
(d) Safe sharp containers	12.00
(i) Titre or less each	13.00
(ii) Over 7itres per litre	1.30
(e) Light weight bulk material less 300 kg per cubic metre	25.00

### **TONNAGES**

The amount of waste received for disposal to landfill at Tamala Park, over the period since commencement of operations, is tabulated below:

Receivals	Tonnes
25 <b>€</b> b 1991 -30 June 1991	32,991
1 July 1991 -28 June 1992	150,487
29 June 1992 -27June 1993	156,024
28 June 1993 -26 June 1994	151,945
27June 1994 -30 June 1995	163,818
1 July 1995 -30 June 1996	19,006
1 July 1996 -30 June 1997	186,8₺
1 July 199730 June 1998	225,620
1 July 1998 -30 June 1999	249,114
1 July 1999 -30 June 2000	336,502
1 July 2000 -30 June 2001	339,285
1 July 2001 -30 June 2002	331,5 <b>6</b>
1 July 2002 -30 June 2003	319, <b>5</b> 6
1 July 2003 -30 June 2004	328,655
1 July 2004 -30 June 2005	333,437
1 July 2005 -30 June 2006	349,156
1 July 2006 -30 June 2007	352,544
1 July 200730 June 2008	380,189
Total	4,566,980

### LOCAL GOVERNMENT COMPARISONS

The amount of waste received for disposal to landfill at Tamala Park, by customer, for 200**2**008 in comparison to 2006**2**007s tabulated below:

	2007/2008	2006/2007	Varia	ance
	Tonnes	Tonnes		%
City of Perth	15,251	15,909	(658)	(4.13)
City of Wanneroo	<b>0</b> ,199	65,810	4,389	6.67
City of Joondalup	65,267	<b>7</b> ,419	(6,152)	(8.61)
Town of Cambridge	11,639	12,0 <b>3</b>	(434)	(3.59)
Town of Mocent	13,824	13,508	316	2.34
Town of <b>k</b> étoria Park	13,613	13,123	490	3. <b>3</b>
City of Stirling	86,857	80,536	6,321	<b>7</b> 85
Total Members	276,650	272,378	4,272	1.57
City of South Perth	5,306	9,417	(4,111)	(43.66)
Other Casuals	65,838	41,984	23,854	56.82
Total Casuals	71,144	51,401	19,743	38.41
	347,794	323,779	24,015	7.42
City of Stirling -Inert Bles	25,03	22,952	2, <b>5</b> 1	11.99
City of Wanneroo -Inert Bles	6,692	5,813	89	15.12
Grand Total	380,189	352,544	27,645	7.84

### **PLANT**

The status of key items of plant held by Council as at 30 June 2008 is tabulated below:

	REGISTRATION	PURCHASED	
Caterpillar 12G Motorised Grader	9LO <b>₹</b>	Nov99 S	econd Hand
TANA Compactor 40 Tonne	1 <b>⊠</b> S433	Apr04	New
TANA Compactor 36 Tonne	1C <b>™</b> 425	May06	New
Water Truck	1AHW218	Aug98	New
Caterpillar 242 Skid SteerLoader	1CHE149	Jun96	New
Nissan Navara	1C <b>№</b> 586	Jun06	New
Nissan 4WD -Fre Fghting Variable	1BL09 Oc	t03 Secon	d Hand
Nissan Patrol	1C <b>№</b> 592	May06	New
Hitachi Articulated Dump Truck		Jan05	New
Hino Bo Truck	1 <b>B</b> N433	Sep04	New
Nissan Navara DXDual Cab	1CJC957	Oct06	New
Caterpillar Multi Terrain Loader	1CUI247	Mar08	New
6rd alcon GE	1C <b>R</b> 980	Jun08	New
Caterpillar 966H Loader	1C <b>V</b> 009	Jun08	New
Caterpillar 996H Loader	1C <b>V</b> 010	Jun08	New

### STATEMENT BY THE CHIEF EXECUTIVE OFFICER

The attached Francial Statements, including supporting notes and information, of Mindarie Regional Council for the financial year ended 30 June 2008 are in my opinion properly drawn up to present fairly the financial position of the Mindarie Regional Council at 30 June 2008 and the results of its operations for the financial year then ended in accordance with Australian Accounting Standards and in compliance with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed on the	day of	2008
	Kevin IPo	pynton
		ecutive Officer



### INDEPENDENT AUDIT REPORT TO THE MINDARIE REGIONAL COUNCIL

We have audited the accompanying financial report of the Mindarie Regional Council, (the "Council") which comprises the balance sheet as at 30 June 2008 and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the Chief Executive Officer on pages 34 to 64. We have not audited the budgeted figures presented in the financial report, as such we provide no opinion on the budgeted figures.

### The Council's Responsibility for the Financial Report

The Councillors' are responsible for the preparation and true and fair presentation of the financial report in accordance with the Local Government Act 1995 Part 6 and Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in circumstances.

### **Auditors Responsibilities**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These auditing standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Councillors', as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

### **Audit opinion**

In our opinion, the accompanying financial report of the Mindarie Regional Council is drawn up in accordance with the Local Government Act 1995 including:

- i. Giving a true and fair view of the Council's financial position as at 30 June 2008 and of its performance for the year ended on that date; and
- ii. Complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1995.

WHK HORWATH PERTH AUDIT PARTNERSHIP

**NICHOLAS HOLLENS** 

Principal

Dated this day of December 2008

Total Financial Solutions

### **Member Horwath International**

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### MINDARIE REGIONAL COUNCIL

### **Income Statement by Nature and Type**

for the year ended 30 June 2008

	Notes	Actual 2007/2008 \$	Budget 2007/2008 \$	Actual 2006/2007 \$
Revenue from Ordinary Activities				
Grants & ubsidies	26	208,89	5,246	5,246
Contributions, Reimbursements & Donations		1 <b>3</b> ,320	2,47	535,868
€es and Charges	25	19,834,880	1,762,7436	16,221,330
Gas Generation Services	2(a)	580,153	350,000	463,418
Interest Earnings	2(a)	696,239	263,000	305,821
Other Revenue	2(a)	16,422	1,000	
Total Operating Income		21,509,803	18,249,153	17,537,167
Operating Expenses				
Employee Costs		(3,391,694)	(3,464,922)	(2,06,000)
Materials and Contracts		(6,255,026)	(5,823,888)	(5,430,15)
Utilities		(8,884)	(56,600)	(111,030)
Depreciation	2(a)	( <b>2</b> 5,05 <b>)</b>	(89,7512)	(835,628)
Interest Expenses	2(a)	(1,339,294)	(1,31 <b>7</b> 451)	(1,13,884)
Insurance		(112,84)	(129,000)	(10 <b>,76</b> 5)
Amortisation	2(a)	(4,555,813)	(3,999,3 <b>9</b> )	(3,050,453)
Other Expenses	-	(345,240)	(333,150)	(183,992)
Total Operating Expenses	_	(16,803,854)	(16,021,902)	(13,600,909)
Sub Total		4, <b>0</b> 5,949	2,227251	3,936,258
Transfer to Investing Activities				
Profit on Sale of Assets		260,006	30,099	5,988
Loss on Sale of Assets		(10, <b>3</b> 0)	(709)7	0
		249,276	23,002	5,988
Net Result	_	4,955,225	2,250,253	3,942,246

## MINDARIE REGIONAL COUNCIL Income Statement by Program

for the year ended 30 June 2008

	Notes	Actual 2007/2008	Budget 2007/2008	Actual 2006/2007
		\$	\$	\$
Operating Revenues (Refer Notes 1,2)				
Governance Community Amenities Other Property and Services		21,509,803	18,249,153	17490,059 47108
Total Operating Revenues		21,509,803	18,249,153	17,537,167
Governance Community Amenities Other Property and Services Total Operating Expenses		(14,022,060) (669, <b>0</b> 0)	(1,000,488) (13,143,463) (560,500) <b>(14,704,451)</b>	(946,867
Profit on Sale of Assets				
Community Amenities Total Profit on Sale		260,006 <b>260,006</b>	30,099 <b>30,099</b>	5,988 <b>5,988</b>
Loss on Sale of Assets				
Community Amenities Total Loss on Sale		(10,730) (10,730)	(7,097) (7,097)	(0) <b>(0)</b>
Borrowing Costs Expense (refer Note 2)				
Community Amenities Total Borrowing Costs Expense		(1,339,294) (1,339,294)		•
NET RESULT		4,955,225	2,250,253	3,942,246

**Balance Sheet** 

for the year ended 30 June 2008

	Notes	ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
CURRENT ASSETS			
Cash and Other Equivalents	3	12,443,104	8, <b>8</b> 6,308
Trade and Other Receivables	4	2,519,225	3,942,344
Inventories	5	15,8 <b>7</b>	10,8 <b>3</b>
Other Current Assets	6_	399,493	26,7411
TOTAL CURRENT ASSETS	_	15,377,693	13,006,936
NON-CURRENT ASSETS			
Property Plant and Equipment	7	6,609,219	5,825,948
Infrastructure	8	507583	500,869
Excavation Work	9	18,440,193	18,995,140
Resource Recovery Ecility	10	5,622,8 <b>3</b>	4,254,267
Rehabilitation Asset	11	2,832, <b>7</b> 9	2,3 <b>8,7</b> 9
TOTAL NON-CURRENT ASSETS		34,012,587	31,954,943
TOTAL ASSETS	<u>-</u>	49,390,280	44,961,879
CURRENT LIABILITIES			
Trade and Other Payables	12	2,889, <b>2</b> 3	1, <b>3</b> 2,040
Provisions	14	425,633	269,226
<b>B</b> rrowings	13	2,306,206	3,3 <b>3</b> ,623
TOTAL CURRENT LIABILITIES	<u>-</u>	5,621,562	5,394,889
NON CURRENT LIABILITIES Provisions	14	6 <b>7</b> 443	92.201
Brrowings	13	18,8 <b>Z</b> ,9 <b>6</b>	20,856,157
Rehabilitation Provision	14	4,531,891	3,428,891
	_		
TOTAL NON CURRENT LIABILITIES	_	23,472,310	24,377,249
TOTAL LIABILITIES		29,093,872	29,772,138
NET ASSETS	=	20,296,408	15,189,741
EQUITY			
Retained Surplus		18,190,634	13,235,409
Reserve	15	13,7999	138,029
Council Contribution	17	1,96 <b>7</b> 8	1,816,303
TOTAL EQUITY	<del>-</del>	20,296,408	15,189,741

## MINDARIE REGIONAL COUNCIL Statement of Changes in Equity

for the year ended 30 June 2008

	Note	ACTUAL 2007/2008	ACTUAL 2006/2007
		\$	\$
RETAINED SURPLUS			
Blance as at 1 July		13,235,409	7803,940
Changes resulting from the adoption of IRS.		0	1,489,223
Restated Blance		13,235,409	9,293,163
Change in Net Assets Resulting from Operations		4,955,225	3,942,246
Blance as at 30 June		18,190,634	13,235,409
RESERVES - CASHED / INVESTMENTS BACKED  Blance as at 1 July Transfer (to)from Reserves Blance as at 30 June CAPITAL CONTRIBUTION CONSTITUENT COUNCILS	15	138,029 (30) 137999	138,149 (120) 138,029
Blance as at 1 July Capital Contribution from Constituent Councils Blance as at 30 June TOTAL EQUITY		1,816,303 151,4 <b>2</b> 1,96 <b>7</b> 8 1 <b>20,296,408</b>	1,645, <b>2</b> 6 10,57 ,816,303 <b>15,189,741</b>

### MINDARIE REGIONAL COUNCIL CASH FLOW STATEMENT

for the year ended 30 June 2008

	Note	Actual 2007/2008 \$	Budget 2007/2008 \$	Actual 2006/2007 \$
Cash Flows From Operating Activities		•	•	•
Receipts				
Grants & ubsidies		64,952	5,246	5,246
Contributions, Reimbursements Donations		618,647	2,47	17,415
Service Charges		580,153	350,000	463,297
€es and Charges Interest Earnings		22,416,118 559,312	1,762,7436 263,000	15,960,059 349,843
Goods and Services Tax		1,811,007	203,000	1,134,081
Other Revenue		5,963	1,000	5,484
		0,000	.,000	3, . 3 .
	_	26,056,152	18,249,153	18,089,425
Payments				
Employee Costs		(3,133,552)	(3,283,258)	(2,634,16)
Materials & Contracts		(6,715,82)	(5,823,888)	(6,169,133)
Utilities		(296,994)	(56,600)	(713)7
Interest Expenses		(1,333,469)	(1,31 <b>,7</b> 451)	(1,415,669)
Insurance		(111,361)	(129,000)	(10 <b>78</b> 5)
Goods and Services Tax		(2,544,468)	(000.450)	(1,449,111)
Other Expenditure	_	(289,318) (14,424,944)	(333,150)	(236,693)
Net Cash Provided by Operating Activities	18(b)	11,631,208	<b>(10,943,347)</b> <b>7</b> 305,806	<b>(12,019,684)</b> 6,069, <b>4</b> 1
Cash Flows from Investing Activities				
Payments for Purchase of Property, Plant and Equipment		(64,7341)	(2,16,7500)	(146,68)
Payments for Construction of Infrastructure		(46,21)	(4,120,000)	(142, 99)
Payments for Excavation Works and Resource Recovery Ecility Costs		(4,555,303)		(11,816,194)
Proceeds from Sale of Plant and Equipment	22	325,045	69,500	1,00,836
Net Cash Used in Investing Activities	_	(4,923,815)	(6,218,000)	(11,034,835)
Cash Flows from Financing Activities				
Repayment of Loans	24	(4,480,195)	(3,33,623)	(2,026,144)
Proceeds from New Loans	24	1,429,597	523, <b>3</b> 2	13,09,638
Net Cash Provided by (Used In) Financing Activities	_	(3,050,598)	(2,849,871)	11,053,494
Net Increase (Decrease) in Cash and Cash Equivalents Held		3,656, <b>9</b> 5	(1,62,065)	6,088,400
Cash and Cash Equivalents at <b>B</b> ginning of <b>¥</b> ar		8,86,308	8,86,308	2,697,908
Cash and Cash Equivalents at End of Year	_	12,443,104	7,024,243	8,786,308
Sacrama addit Equitation of a End of Tour	=	12, 170, 107	.,52-7,2-70	5,7 55,550

# MINDARIE REGIONAL COUNCIL MICHDIARIE CREGIONEAUNG MUNICI L11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

#### 1. SIGNIFICANT ACCOUNTING POLICIES

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The following significant accounting policies have been adopted in the preparation and presentation of this financial report:

### (a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments), other mandatory professional reporting requirements, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on an accrual basis under the convention of historical cost accounting.

The financial report has been prepared on the basis of historical cost and except where stated, does not take into account changing money values or current valuations of noncurrent assets. Cost is based on the fair values of the consideration given in exchange for assets.

### Compliance with IFRSs

International Financial Reporting Standards (I'RSs') form the basis of Australian Accounting Standards adopted by the AASB being AIRSs. The financial report of the Mindarie Regional Council complies with IRSs and interpretations adopted by the International Accounting Standards Bard except as follows:

- -AIRSs include specific provisions relating to notforprofit entities. These are not included in IRSs.
- -Australian Accounting Standard AAS 27 mancial Reporting by Local Governments also applies and there is no equivalent standard in IRSs.

The principle areas of non compliance with IRS include:

- -the recognition of nonreciprocal revenue; and
- -the definition of value in use for the purposes of estimating the recoverable amount of impaired assets.

Australian Accounting Standards and Interpretations that have been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2008.

Council is of the view the new standards or amendments will have no direct impact on the amounts included in the financial report although the change may impact upon the way in which some financial information is disclosed.

### **Critical Accounting Estimates**

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

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

### (b) The Local Government Reporting Entity

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

The financial statements are prepared on the basis of a single consolidated fund (Municipal End).

### (c) Goods and Services Tax

In accordance with recommended practice revenues, expenses and assets capitalised are recognised net of any goods and services tax (GST) recoverable. Receivables and payables in the Blance Sheet are stated inclusive of GST.

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

# MINDARIE REGIONAL COUNCIL MICHDIARIE CREGIONEAUNG MUNICI L11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

### (d) Cash and Cash Equivalents

Cash and Cash Equivalents in the balance sheet comprise cash at bank and in hand and short term deposits with an original maturity of three months or less that are readily convertible to known amounts of cash and which are subject to any insignificant risk of changes in value.

For the purposes of the Cash Fow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts.

### (e) Receivables

Trade receivables and other receivables are recorded at amounts due less any allowance for doubtful debts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

### (f) Inventories

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion.

### (g) Acquisition of Assets

Assets acquired are recorded at the cost of acquisition, being the purchase consideration determined as at the date of acquisition plus costs incidental to the acquisition.

In the event that settlement of all or part of the cash consideration given in the acquisition of an asset is deferred, the fair value of the purchase consideration is determined by discounting the amounts payable in the future to their present value as at the date of acquisition.

### (h) Plant and Equipment

Property, Plant and Equipment and infrastructure assets are brought to account at cost less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Red Assets are written down to recoverable amount where the carrying value of any fixed asset exceeds recoverable amount. In determining the recoverable amount of fixed assets, the expected net cash flows have been discounted to their present value.

### (i) Depreciation

Depreciation is provided on property, plant and equipment, including buildings but excluding freehold land. All noncurrent as sets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is calculated on a straight line basis, using rates which are reviewed each reporting period. The following estimated useful lives are used in the calculation of depreciation:

Bildings 20 years
Plant and Whicles 6 28 years
Firniture and Equipment 5 years
Roads, Landscaping, €nces, Walls 20 years
and Security Lighting

### (j) Leased Assets

The council has no leased assets classified as finance leases.

Operating lease payments are recognised as an expense on a basis which reflects the pattern in which economic benefits from the leased asset are consumed.

## MINDARIE REGIONAL COUNCIL MINDARIE CREGIONEAUNG MUNICIL 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

### (k) Investments and Other Financial Assets

All investments are cash and cash equivalents that are valued at cost and interest on those investments is recognised when it accrues. The Council has no noneash investments.

### (I) Impairment

In accordance with Australian Accounting Standards the Councils assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

Fr noneash generating assets such as roads, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

No assets are considered impaired as at the reporting date.

### (m) Accounts Payable

Trade payables and other accounts payable are recognised when the council becomes obliged to make future payments resulting from the purchase of goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

### (n) Employee Benefits

A provision is made for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave, and sick leave when it is probable that settlement will be required and they are capable of being measured reliably. Under the Mindarie Regional Council Union Collective Workplace Agreement of 2008 employees are paid on termination an amount for unused sick leave based on a graduated entitlement defined in the agreement.

(i) Wages, salaries, annual leave, sick leave and other employee benefits (short term benefits)

The provision for employees'benefits made in respect of wages and salaries, annual leave, sick leave, and other employee benefits expected to be settled within 12 months represents the amount that the Council has present obligation to pay resulting from employees'services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related oneosts.

### (ii) Long service leave (Long term benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of the services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yield at the reporting date on national government bonds with terms to maturity and currency that match closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

### (o) Interest bearing Loans and Borrowings

All loans and borrowings are recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest bearing loans and borrowings are subsequently measured using their applicable repayment schedules. Fes paid on the establishment of loan facilities are recognised in the income statement.

Brrowings are classified as noncurrent liabilities with repayments due in the 12 months after balance date recognised as curr ent liabilities.

Brrowing Costs are recognised as an expense when incurred.

### (p) Superannuation

In line with Superannuation Guarantee Statutory requirements the Council contributes a mandatory 9% ontribution of the normal salary of employees, for qualifying employees, to the employees nominated superannuation fund. In addition to this, Council matches contributions made by employees to these nominated superannuation funds of up to \mathbb{7}

## MINDARIE REGIONAL COUNCIL MINDARIE CREGIONI AUNG MUNICIL 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

### (q) Provisions

Provisions are recognised when the Council has a present obligation as a result of past events, it is more likely than not that an outflow of resources will be required to settle the obligation, and the amount of the provision can be measured reliably.

Where there are a number of similar obligations, the likelihood that any outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of any outflow with respect to anyy one item included in the same class of obligation may be small.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is probable that recovery will be received and the amount of the receivable can be measured reliably.

A provision is recognised for distributions to members when they have been determined by the Council.

### (r) Restoration, Rehabilitation and Monitoring Costs

The Council complies with the full provision method of accounting for restoration, rehabilitation and site monitoring costs. Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the Tamala Park site. The rate charged is reviewed annually and is based upon a standard engineering cost per cubic metre of landfill, and the latest resources calculation. Engineering rates differ according to the nature of the obligation to provide the service.

### (s) Future Capping Expenditure

The liability for estimated future capping expenditure is provided under Rehabilitation Provision on a phase by phase basis and discounted to the present value with the unwinding of the discount being charged to the Operating Statement under finance costs within the amortisation charge. The discounted present value of the future capping expenditure is also capitalised as part of the Rehabilitation Asset and is amortised on a straight line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

### (t) Revenue Recognition

### Waste Service Charge

Revenue from waste services is recognised on receipt of waste.

### Disposal of Assets

Revenue from the disposal of assets is recognised when the Council has passed control of the goods or other assets to the buyer.

### Rendering of Services

Revenue from a contract to provide services is recognised by reference to the stage of completion of the contract.

### Interest income

Interest income is recognised on an accrual basis.

### Contributions of Assets

Grants, donations and other contributions are recognised as revenues when the Council obtains control over the assets comprising the contributions.

Where conditional contributions are received in advance and therefore recognised as revenues in that accounting period and the conditions on which those funds are to be expended are undischarged at the reporting date, the nature of the amounts pertaining to those undischarged conditions are disclosed in notes to the financial statements.

Contributions received in advance and subject to undischarged conditions are classified as Restricted Assets'and reported separately in the notes accompanying the financial statements. These notes also disclose the amount of the contributions recognised as revenues in a previous reporting period that were obtained in respect of the Councils operations for the current reporting period.

## MINDARIE REGIONAL COUNCIL MINDARIE CREGIONI AUNG MUNICIL 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

### (u) Fair Value

All assets and liabilities recognised in the balance sheet, whether they are carried at cost or at fair value, are recognised at amounts that represent a reasonable approximation of fair values unless otherwise stated in the applicable notes.

The aggregate fair value and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial report.

The nominal value less estimated credit adjustments of trade receivable and payables are assumed to approximates of their fair values. The fair values of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

### (v) Comparative and Rounding Off Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year. All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

### (w) Current and Non-Current Classification

In the determination of whether an asset or liability is current or noncurrent, consideration is given to the time when each a sset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Councils operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

### (x) Approval of Annual Report and Financial Statements

The Council approved the 20008 Annual Report and Financial Statements at their meeting of 11 December 2008.

### Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

2. REVENUES AND EXPENSES	Notes	Actual 2007/2008	Actual 2006/2007
		\$	\$
2 (a) Results from Operating Activities			
The result from operating activities includes:			
2 (i) Charging as Expenses			
Amortisation Excavation Works Finance Charge -decommissioning provision Decommissioning Asset	- -	3,906,813 206,000 443,000 <b>4,555,813</b>	2,521,230 146,1 <b>2</b> 383,051 <b>3,050,453</b>
Auditors Remuneration Fnancial Audit	=	25,000	25,500
Operational Audits	<u>-</u>	10,500	22,679
Depreciation Land and Bildings Plant and Machinery Erniture and Equipment Infrastructure		124, <b>0</b> 8 495,1 <b>7</b> 48,2 <b>7</b> 56,903 <b>725,057</b>	228,385 441,841 83,192 82,210 835,628
Interest Expenses	<u>-</u>	1,339,294	1,175,884
Interest Expenses Loans (refer note 24)	<del>-</del>		
2(ii) Crediting as Revenues:	Actual 2007/2008	Budget 2007/2008 \$	Actual 2006/2007 \$
	2007/2008	2007/2008	2006/2007
2(ii) Crediting as Revenues:  Interest Earnings	2007/2008	2007/2008	2006/2007 \$
Interest Expenses	: :	•	

### 2. REVENUES AND EXPENSES

### (b) Statement of Objective

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Councils Mission Statement, and for each of its broad activities (programs).

### **MISSION STATEMENT**

To provide effective, cost efficient and environmentally sound waste and other resource managements services for the benefit of the region.

The Council is dedicated to providing high quality services to the community through its operations which encompass the following service orientated activities:

#### **GOFRNANCE**

Objective -To provide a decision making process for the efficient allocation of scarce resources.

Activities -Administration and operation of facilities and services to Member Councils; Other costs that relate to the tasks of assisting elected members and customers on matters which do not concern specific Council Services.

### **COMMUNITYAMENITIES**

Objective -To provide services required by the Community. Activities -The operation of a Waste **\vec{E}**cility.

### MINDARIE REGIONAL COUNCIL

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

		ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
3	CASH AND CASH EQUIVALENTS Unrestricted Restricted	12,305,105 13,7999 <b>12,443,104</b>	8,648,2 <b>9</b> 138,029 <b>8,786,308</b>
	The following restrictions have been imposed by regulations or other externally imposed requirements:		
	Site Monitoring Reserve	137,999	138,029
4	TRADE AND OTHER RECEIVABLES Current		
	Trade Debtors	2,348,883	3,053,099
	Goods and Services Tax Receivable	10,342	889,245
		2,519,225	3,942,344
5	INVENTORIES		
	Current ⊞el	15,871	10,873
6	OTHER CURRENT ASSETS	05700	204.07
	Prepaid Expenses	25,7028	261,8 <b>3</b>
	Accrued Income	142,465 <b>399,493</b>	5,538 <b>267,411</b>
		333,433	201,411

## MINDARIE REGIONAL COUNCIL Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

		ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
7	PROPERTY, PLANT AND EQUIPMENT Land and Bildings -Cost	5,323,399	5,121,632
	Less Accumulated Depreciation	(1,36,233)	(1,251,524)
		3,947,166	3,870,108
	Erniture and Iftings -Cost	591, <b>2</b> 4	44,7907
	Less Accumulated Depreciation	(368,638)	(320,366)
	<u>-</u>	223,086	127,541
	Plant and Equipment	4,328,850	3,903,531
	Less Accumulated Depreciation	(1,889,883)	(2,03,232)
	<u>-</u>	2,438,967	1,828,299
	-	6,609,219	5,825,948

Effective from 1 July 2004, Council deemed the carrying amount of land and buildings to be their cost.

### **Movements in Carrying Amounts**

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year. During the year Equipments have been reclassified resulting in a change in the reporting of comparitive figures.

	Land & Bildings	Erniture & Etings	Plant & Equipment	Total
Blance at the beginning of the year	3,80,108	224,826	1, <b>3</b> 1,014	5,825,948
Reclassification of Asset		(97285)	97285	0
	3,80,108	12,7541	1,828,299	5,825,948
Additions	201, <b>6</b> 6	143,817	1,181,611	1,52 <b>7</b> 194
Disposals -cost	0	0	(36,292)	(36,292)
Depreciation Disposal	(	) (	680,523	680,523
Depreciation expense	(124,08)	(48,2 <b>2</b> )	(495,174)	(668,154)
Carrying amount at the end of year	3,947166	223,086	2,438,967	6,609,219

Total Actual

(4,836,37)

18,995,140

(8, 73, 184)

18,440,193

### MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES - 11 DECEMBER 2008

### MINDARIE REGIONAL COUNCIL

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

		ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
8	INFRASTRUCTURE		
	Infrastructure	1,305,9 <b>3</b>	1,242,357
	Less Accumulated Depreciation	(98,390)	<b>(4</b> 1,488)
		507,583	500,869

Effective from 1 July 2004, Council deemed the carrying amount of all infrastructure assets to be their cost.

### **Movements in Carrying Amounts**

Movement in the carrying amounts of each class of Infrastructure between the beginning and the end of the current financial year.

			2007/2008
			\$
		Other	
	Landscaping	Infrastructure	Total
Blance at the beginning of the year	182,124	318, <b>4</b> 5	500,869
Additions	0	63,617	63,617
Depreciation expense	0	(56,903)	(56,903)
Carrying amount at the end of year	182,124	325,459	507583
		ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
EXCAVATION			
Excavation Works		27183,37	23,831,511

### **Movements in Carrying Amounts**

Less Amortisation

9

Movement in the carrying amounts of each class of Excavation between the beginning and the end of the current financial year.

		ACTUAL 2007/2008 \$
	Excavation	Total
	Stage 2	าบเลา
Blance at the beginning of the year	18,995,140	18,995,140
Additions	3,351,866	3,351,866
Amortisation	(3,906,813)	(3,906,813)
Carrying amount at the end of year	18,440,193	18,440,193

# MINDARIE REGIONAL COUNCIL MINDARIE REGIONAL MESTURI MINUTES - 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

		5,622,873	4,254,267
10	RESOURCE RECOVERY FACILITY Resource Recovery acility	5,622,8 <b>3</b>	4,254,267
		2007/2008 \$	2006/2007 \$

The Resource Recovery **E**cility has not been commissioned at the date of these accounts.

#### **Movements in Carrying Amounts**

Movement in the carrying amounts of each class of Resource Recovery **∑**cility between the beginning and the end of the current financial year.

	ACTUAL 2007/2008
	\$
	Resource
	Recovery
	<b>ā</b> cility Total
Blance at the beginning of the year	4,254,267
Additions	1,368,606
Carrying amount at the end of year	5,622,83

		2007/2008	2006/2007
		\$	\$
11	REHABILITATION ASSET		
	Decommissioning Asset for Capping Stage 2	4,041,821	3,144,821
	Less Amortisation	(1,209,102)	(66,102)
		2,832,719	2,378,719

**ACTUAL** 

**ACTUAL** 

#### **Movements in Carrying Amounts**

Movement in the carrying amounts of each class of Rehabilitation Assets between the beginning and the end of the current financial year.

ond of the danton midnodifyed.				ACTUAL 2007/2008 \$
		Stage 2	Stage 2	
	Stage 2	Phase 2	Phase 2	
	Phase 1	(East)	(West)	Total
Blance at the beginning of the year	1,532,201	846,518	0	2,38,79
Additions	0	0	89,7000	89,7000
Amortisation	(383,000)	(60,000)	0	(443,000)
Carrying amount at the end of year	1,149,201	<b>8</b> 6,518	89,7000	2,832, <b>7</b> 9
		·	·	

# MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES - 11 DECEMBER 2008 MINDARIE REGIONAL COUNCIL Notes to and forming part of the Financial Statements

for the ye	ear ended	30 June	2008
------------	-----------	---------	------

101 (1	ie year ended 30 June 2000	ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
12	TRADE AND OTHER PAYABLES		
	Current		
	Sundry Creditors	1,849, <b>6</b> 2	6,114
	Accrued Expenses	598,318	963,887
	Accrued Salaries and Wages	206,557	5,7663
	PAS	45,060	92,310
	Goods and Services tax Payable	190,026 2,889, <b>2</b> 3	632,066 1, <b>3</b> 2,040
		2,009,23	1,02,040
13	LONG-TERM BORROWINGS		
	Current		
	Loan Principal	2,306,206	3,3 <b>3</b> ,623
	Non-Current .		
	Loan Principal		20,856,157
		21,19,182	24,229,80
11	PROVISION		
14	Current		
	Provision for Annual Leave and Sick Leave	291,906	148,947
	Provision for Long Service Leave	133, <b>2</b> 7	120,29
	The field has been seen because	425,633	269,226
	Non Current		
	Non-Current		
	Provision for Annual Leave	0	37,926
	Provision for Long Service Leave	6 <b>7</b> 443	54,23
		67,443	92,201
		493,076	361,427
	Rehabilitation Provision		
	Decommissioning Provision for Capping Stage 2 Phase 1		2,582,3 <b>3</b>
	Decommissioning Provision for Capping Stage 2 Phase 2 (East) Decommissioning Provision for Capping Stage 2 Phase 2 (West)	89 <i>7</i> 518 89 <i>7</i> 000	846,518 0
	2000 Tilling 1 Tovision for Capping Clage 21 Hase 2 (West)	4,531,891	3,428,891
		, ,	-,,

# MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES - 11 DECEMBER 2008 MINDARIE REGIONAL COUNCIL Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

#### 15 RESERVES - CASH / INVESTMENT BACKED

Site Rehabilitation Reserve	ACTUAL 2007/2008 \$	BUDGET 2007/2008 \$	ACTUAL 2006/2007 \$
Opening Blance Transfer to Reserve	138,029	138,029	138,149 0
Transfer from Reserve	(30)	(120)	(120)
TOTAL CASH <b>B</b> CKED RESER <b>E</b>	13,7999	137909	138,029

All of the reserve accounts are supported by money held in financial institutions and match the amount In accordance with council resolutions in relation to each reserve account, the purpose for which the Site Rehabilitation Reserve -to be used to fund the rehabilitation following the utilisation of the landfill

#### 16 RESERVES - ASSET REVALUATION

Council recognises all assets at cost and no revaluation is undertaken.

17	CAPITAL CONTRIBUTION BY CONSTITUENT COUNCILS	ACTUAL 2007/2008	ACTUAL 2006/2007
		\$	\$
	City of Joondalup	32,7963	302, <b>7</b> 7
	City of Wanneroo	32,7963	302, <b>7</b> 7
	City of Stirling	655,925	605,435
	City of Perth	23,90	261,166
	Town of Micent	12,738	114, <b>3</b> 6
	Town of Cambridge	12 <b>,</b> 73 <b>8</b>	114, <b>፮</b> 6
	Town of Mctoria Park	12,738	114, <b>3</b> 6
		1,96,78	1,816,303

for the year ended 30 June 2008

#### 18 NOTES TO THE CASH FLOW STATEMENT

#### 18(a) Reconciliation of Cash

For the purpose of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Blance Sheet as follows:

	and Branco Grider as follows:			
		Actual 2007/2008	Budget 2007/2008	Actual 2006/2007
		\$	\$	\$
	Cash and Cash Equivalents	12,443,104	7,024,243	8,786,308
			, ,	
18(b)	Reconciliation of Net Cash Provided By Operating Activities to Net Result			
	Change in Net Assets Resulting from Operations	4,955,225	2,250,253	3,942,246
	Depreciation	<b>2</b> 5,057	89,7512	835,628
	Excavation Amortised	3,906,813	3,999,3 <b>9</b>	2,521,230
	Amortisation & nance charges for capping provisions	649,000		529,223
	(Profit) /Loss on Sale of Asset	(249,26)	(23,002)	(5,988)
	(Increase) /Decrease in Receivables	1,423,118		(1,442,259)
	(Increase) /Decrease in Inventories	(4,998)		6,39
	(Increase) /Decrease in Prepayments and Accrued Income	(132,082)		(205,229)
	Increase /(Decrease) in Payables	1,13,7683		(2 <b>4</b> ,553)
	Adjustment for payables relating to investing activities	(1,062,423)		0
	Increase /(Decrease) in Employee Provisions	131,649		(7393)
	Increase /(Decrease) in Other Provisions	0	181,664	0
	Increase /(Decrease) in Deferred Creditors	151,4 <b>2</b>		10,57
	Transfer to(from) Reserves	(30)		(120)
	Net Cash from Operating Activities	11,631,208	7,305,806	6,069,741
18( c)	Undrawn Borrowing Facilities Credit Stand-by Arrangements			
(-,	Bink Overdraft limit	1,000,000		1,000,000
	Bink Overdraft at Blance Date	0		0
	Credit Card Limit	125,000		125,000
	Credit Card at Blance Date	(320)		(412)
	Total Amount of Credit Unused	1,124,680	=	1,124,588
	Loan Facilities			
	Loan Ecilities -Current	2,306,206		3,3 <b>3</b> ,623
	Loan Ecilities -Non Current	18,8 <b>2</b> ,9 <b>6</b>		0,856,157
	Loan Ecilities in use at Blance Date	21,19,182		24,229,80
	Unused Loan Ecilities at Blance Date	3,000,000	=	0

for the year ended 30 June 2008

#### 19 CONTINGENT LIABILITIES

A claim has been made against Mindarie Regional Council by the contractor for the lining work in relation to the landfill under Stage 2 Phase 2, West. The management and the Council members are of the view that the Council has reasonable prospects of defending the Claim.

20	CAPITAL AND LEASING COMMITMENTS	ACTUAL 2007/2008	ACTUAL 2006/2007
(a)	Operating Lease Commitments	\$	\$
	at Tamala Park but is not capitalised in the accounts payable:		
	-not later than one year	548, <b>2</b> 9	532, <b>4</b> 7
	-later than one year but not later than five years	2,194,917	2,130,988
	-later than five years	10,425,858	10,654,938
		13,169,504	13,318,673

#### **MINDARIE REGIONAL COUNCIL**

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

		ACTUAL 2007/2008 \$	ACTUAL 2006/2007 \$
21	TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY		
	Community Amenities	36,931,306	36,164,698
	Not Classified	12,458,9 <b>7</b>	8, <b>97</b> 181
		49,390,280	44,961,879

#### 22 DISPOSALS OF ASSETS

The following assets were disposed of during the year

Actual 2007/08	Net book Value Actual	Sale Price Actual	Profit / (Loss) Actual
Plant and Equipment Community Amenities	\$	\$	\$
Plant 04 Caterpillar 966G Loader	16,925	151,500	134,5₺
Plant 05 Caterpillar 950G Loader	16,569	122,000	105,431
Plant 24 Compuload Weighing System	3,445	0	(3,445)
Plant 28 Skid Steer Loader	0	20,000	20,000
Plant 30 Camry Sportivo	16, <b>0</b> 6	15,454	(1,252)
Plant 31 Frd Firmont Ghia	22,124	16,091	(6,033)
	75,769	325,045	249,276

	Net book Value	Sale Price	Profit / (Loss)
Budget 2007/08	Estimated	Estimated	Estimated
Plant and Equipment	\$	\$	\$
Community Amenities			
Skid Steer Loaded	1	29,500	29,499
Toyota Camry	19,400	20,000	600
Frd Firmont	27097	20,000	(709)7
	46,498	69,500	23,002

for the year ended 30 June 2008

		2007/08	2006/07	2005/06	
23	FINANCIAL RATIOS				
	User Revenue to Total Tonnes Current Ratio Unrestricted Cash to Trade Creditors Ratio	51.09 2. <b>7</b> 09 6.65	45.01 2.3854 1414.56	35.87 1.3091 15.69	
	Debt Ratio Debt Service Ratio	0.59 0.92	0.66 1.45	0.65 1.06	
	Operating Costs per Tonne	44.20	38.58	32.38	
	Gross Debt to Revenue Ratio	0.98	1.38	1.00	
	Gross Debt to Economically Realisable Assets Ratio The above ratios are calculated as follows:	0.96	1.29	1.03	
		User Reve	nue		
	User Revenue to Total Tonnes:	Total Tonr	nes		
	- Expressed as an average dollar per tonne				
	Current Ratio:	Current assets minus restri Current liabilities minus liabilities ass			
	Unrestricted Cash to Trade Creditors Ratio:	Unrestricted cash Trade creditors			
	Debt Ratio:	Total liabili			
	•	Total asse			
	Debt Service Ratio:	Debt service cost (Prin Available operatin			
	Operating Costs per Tonne:	Operating Expenses (inclu	ding Depreciation	۱)	
		Total Tonr	ies		
	Gross debt to Revenue Ratio:	Gross De Total Reve			
		i otal Reve	nue		
	Gross Debt to Economically Realisable Assets Ratio:	Gross De			
		Economically realis	able assets		

#### MINDARIE REGIONAL COUNCIL

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

#### 24 INFORMATION ON BORROWINGS

(a) Loan Repayments

Budget

			Principal Repayments	Projected Balance	Interest Repayments
	Estimated Principal 01/07/2007	Drawdowns	2007/08 Budget	as at 30/06/2008	2007/08 Budget
Community Amenities					
Tamala Park Landfill					
Loan 7Construction Stage 2 Phase 1a	1,18 <b>7</b> 444		956,552	230,892	29,382
Loan 8 -Bilding Upgrade	510,3 <b>6</b>		58,0 <b>7</b>	452,305	30,403
Loan 9 -Construction Stage 2 Phase 1b	1,056,881		528,106	528, <b>%</b>	31,048
Loan 12 -Construction Stage 2 Phase 2	14, <b>7</b> 264		1,666,680 13	3,110,584	821,045
Regional Resource Recovery Facility				0	
Loan 11 -Resource Recovery <b>E</b> cility Land	3,356,055		104,900	3,251,155	196,016
Loan 10 -Resource Recovery <b>E</b> cility Infrastructure	4,06,248	523, <b>3</b> 2	59,314 4	,540,686	209,557
Total Loan Principal Repayments	24,964,268	523,752	3,373,623	22,114,397	1,317,451

(a) Loan Repayments

Actual

	Principal 01/07/2007	Drawdowns 2007/08	Principal Repayments Actual to 30/06/2008	Principal Balance as at 30/06/2008	Interest Repayments Actual to 30/06/2008
Community Amenities					
Tamala Park Landfill					
Loan 7Construction Stage 2 Phase 1a	956,552		956,552	0	29,221
Loan 8 -Bilding Upgrade	496,494		58,0 <b>7</b>	438,423	30,403
Loan 9 -Construction Stage 2 Phase 1b	803,583		528,106	<b>25</b> ,4 <b>7</b>	31,047
Loan 12 -Construction Stage 2 Phase 2	14,583,330		1,666,680	12,916,650	821,966
Regional Resource Recovery Facility					
Loan 11 -Resource Recovery <b>E</b> cility Land	3,329,423	0	1,211,4 <b>2</b>	2,11,7951	138,102
Loan 10 -Resource Recovery Ecility Infrastructure	4,060,398	1,429,597	59,314	5,430,681	288,555
Total Loan Principal Repayments	24,229,780	1,429,597	4,480,195	21,179,182	1,339,294

<sup>(</sup>b) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft of \$,000,000 with the National exists

for the year ended 30 June 2008

	Actual 2007/2008	Actual 2006/2007	
	\$	\$	
25 FEES AND CHARGES Community Amenities	19,834,880	16,221,330	
26 GRANT REVENUE Grants and subsidies are included as operating revenues in the Income statement			
By Nature and Type Grants and Subsidies -operating	208,89	5,246	
By Program Community Amenities	208,89	5,246	
	Actual 2007/2008	Budget 2007/2008	Actual 2006/2007
27 COUNCILLORS REMUNERATION	\$	\$	\$
The following fees, expenses and allowances are to be paid to council members and the Chairman			
Meeting <b>E</b> es	34,580	32,400	21,624
Chairmans Allowance	3, <b>5</b> 0	3, <b>5</b> 0	3,409
Conference Expenses	47956	40,000	0
Members Allowances	12,698 <b>95,234</b>	12,000 <b>84,400</b>	13,451 <b>38,484</b>
28 EMPLOYEE NUMBERS			

#### 29 EMPLOYEES REMUNERATION

Set out below, in bands of 10,000, is the number of employees of the Council entitled to an annual salary of \$00,000 or more.

Salary Range	2007/08	2006/07
100,000 -109,999	1	1
110,000 -119,999 130,000 -140,000	1	1

#### MINDARIE REGIONAL COUNCIL

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

Actual	Actual
2007/2008	2006/2007
\$	\$

#### **30 PRIOR YEAR ADJUSTMENT**

The liability for future capping expenditure has been recognised, in line with the AIRS, for the first time in 200607The adjustment relating to prior years has been made at 1st July 2006, due to the existing structure of the Financial Systems and Reporting Tools not practicably allowing the adjustment to be made to the prior year balances within the timeframes. However, the impact on the assets, liabilities and retained profits, if the adjustments relating to prior years were made in the previous years is summarised below.

Rehabilitation Asset	0	2,38,79
Rehabilitation Provision	0	3,428,891
Retained Surplus	0	13,235,409
Amortisation Charge	0	3,050,453

for the year ended 30 June 2008

#### 31 FINANCIAL RISK MANAGEMENT

Councils activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

Council held the following financial instruments at balance date:

	Carrying Value	Fair Value
	2008 2007	2008 2007
	\$ \$	\$ \$
Financial assets		
Cash and Cash equivalents	12,443,104 8, <b>8</b> 6,308	12,443,104 8,86,308
Receivables	2,519,225 3,942,344	2,519,225 3,942,344
	14,962,329 12, <b>2</b> 8,652	14,962,329 12, <b>2</b> 8,652
Financial liabilities		
Payables	2,889, <b>2</b> 3 1, <b>5</b> 2,040	2,889, <b>2</b> 3 1, <b>3</b> 2,040
Brrowin gs	21,19,182 24,229,80	21,19,182 24,229,80
	24,068,905 25,981,820	24,068,905 25,981,820

Fir value is determined as follows:

Cash and Cash Equivalents, Receivables, Payables, Brrowings, HeldtoMaturity Investments -estimated to the carrying value which approximates net market value.

for the year ended 30 June 2008

#### 31 FINANCIAL RISK MANAGEMENT

#### (a) Cash and cash equivalents

#### Financial assets at fair value through profit and loss

Councils objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio and provides a monthly report to Council.

The major risk associated with investments is price risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk -the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk -the risk that a contracting entity will not complete its obligations under a financial instruments resulting in a financial loss to Council. The Council does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Council. The one major concentration of credit risk within the council is in relation to its cash and cash equivalent deposits which are with one major financial institution.

Council manages these risks by investing surplus cash into term deposits with only the major financial institutions.

There is no real impact of a 1\%novement in interest rates on cash and investments as the Councils investments consist of short term deposits.

for the year ended 30 June 2008

#### 31 FINANCIAL RISK MANAGEMENT

#### (b) Receivables

Councils major receivables comprise user charges and fees. The major risk associated with these receivables is credit risk -the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most nonrate debtors.

There are no material receivables that have been subject to a renegotiation of repayment terms.

The profile of the Councils credit risk a balance date was:

	30.6.2008	30.6.2007
Percentage of Other Receivables:		
Current	85%	81%
Overdue	15%	19%

## MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES - 11 DECEMBER 2008 MINDARIE REGIONAL COUNCIL

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

#### 31 FINANCIAL RISK MANAGEMENT

#### (c) Payables and Borrowings

Payables and borrowing are both subject to liquidity risk -that is the risk that insufficient funds may be on hand to meet pay ment obligations and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Councils Payables and Brrowings are set out in the Liquidity Sensitivity Table

	Due within 1 year	Due between 1 and 5 years	Due after 5 years	Total Contractual Cash flows	Carrying values
Year Ended 30 June 2008					
Payables	2,889, <b>2</b> 3	0	(	2,889, <b>2</b> 3	2,889, <b>2</b> 3
Brrowings	3,482,7	16,310,887	5,407845	25,201,506	21,19,182
	6,3 <b>2</b> ,497	16,310,887	5,407845	28,091,229	24,068,905
Year Ended 30 June 2007					
Payables	1,32,040	0	C	1,\$2,040	1,32,040
Brrowings	5,181,962	18,905,086	6,296,42	20 30,383,46	8 24,229,80
	6,934,002	18,905,086	6,296,42	20 32,135,50	8 32,135,508

Brrowings are also subject to interest rate risk -the risk that movements in interest rates could adversely affect funding co sts. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following table sets out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year Ended 30 June 2008	within 1 year \$	1- 2 years \$	2-3 years	3-4 years \$	4-5 years \$	greater than years \$	5 Total	Weighted Average Effective Interest Rate
Borrowings	•	Ť	•	•	•	•	•	Ť
Fixed Rate Brrowings Weighted average effective interest rate	(2 <b>3</b> ,4 <b>7</b> 5. <b>8</b> %		(12,	916,650) (5	5,430,681)	(2,556,3 <b>4</b> ) (2 <sup>-</sup> 6.13%	1,19,182)	6.03%
Year Ended 30 June 2007	within 1 year	1- 2 years	2-3 years	3-4 years	4-5 years	greater than years	5 Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	\$
Borrowings								
Fixed Rate								
<b>B</b> rrowings	(956,552)	(803,583)			(14,583,330)	(7886,315)	(24,229,80)	6.02%
Weighted average effective interest rate	6.15%	5.8%			5.98%	6.02%		

#### MINDARIE REGIONAL COUNCIL MINDAROE PRECIONAL QUEUNOMENUTES - 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

Reporting

#### 32 New Accounting Standards and Interpretations

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2008.

New Accounting Standards and Interpretation Title and topic	s Issued	Applicable	Impact
(i) AASB12 Service Concession Arrangements, AASB20017 Amendments to Australian Accounting Standards arising from AASBnterpretation 12, revised UIG 4 Determining whether an Arrangement contains a Lease and revised UIG 129 Service Concession Arrangements: Disclosures	€bruary 2007	1 January 2008	Nil -Council is not party to any Service Concession Arrangements.
(ii) AASB Operating Segments and AASB 2003 Amendments to Australian Accounting Standards arising from AASB	<b>€</b> bruary 2007	1 January 2009	Nil -The Standard is not applicable to notfor - profit entities.
(iii) Revised AASE 23 Brrowing Costs and AASE 2006 Amendments to Australian Accounting Standards arsing from AASE 23 [AASE, AASE 01, AASE 07AASE 11, AASE 16 & AASE 38 and Interpretations 1 & 2]	June 2007	1 January 2009	Nil -The revised Standard has removed the option to expense all borrowing costs and, when adopted, will require the capitalisation of all borrowing costs directly attributable to the acquisition, construction or production of a qualifying asset. As this Accounting Standard isnt effective until 1st January 2009, there is no impact on these Financial Statements. Council will review the existing policy and assess the impact on future Financial Statements.
(iv) AASBI 13 Customer Loyalty Programmes	August 2007	1 July 2008	Nil -Council has no Customer Loyalty Programmes
(v) AASBI 14 The Limit on a Defined <b>B</b> nefit Asset, Minimum finding Requirements and their Interaction	August 2007	1 January 2008	Nil -The Interpretation provides guidance on the maximum amount that may be recognised as an asset in defined benefit plans. Council does not currently contribute to any defined benefit plans. Consequently, there is not expected to be any impact on the financial statements.
(vi) Revised AASB 01 Presentation of Financial Statements and AASB 2008 Amendments to Australian Accounting Standards arising from AASB 01 and AASB 200710 Eirther Amendments to Australian Accounting Standards arising from AASB 01	September 2007 and December 2007	' 1 January 2009	Nil -the revised Standard requires the presentation of a Statement of comprehensive income and makes changes to the Statement of changes in equity, but will not affect any of the amounts recognised in the financial statements. If Council has made a prior period adjustment or has reclassified items in the financial statements, it is likely it will need to disclose a third balance sheet (Statement of financial position), being as at the beginning of the comparative period.
(vii) AASB 049 Whole of Government and General Government Sector Fnancial	October 2007	1 July 2008	Nil -The Standard is not applicable to Local Governments.

## MINDARIE REGIONAL COUNCIL MINDAROEDRECTIONAL OCHUNOMINUTES - 11 DECEMBER 2008 Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

(viii) AASB 050 Administered Items: AASB 1051 Land Under Roads, AASB 052 Disaggregated Disclosures, revised AASB 1004 Contributions, AASB 2009 Amendments to Australian Accounting Standards arising from the review of AAS 27 AAS 29 and AAS 31 and revised interpretation 1038 Contributions by Owners Made to Wholly-Owned Public Sector Entities

December 2007 1 July 2008

AASB 050 is only applicable to Government departments and will have no impact on Council.

AASE 051 will allow Council to recognise or not recognise land under roads acquired before 30 June 2008. Land under roads acquired after 30 June 2008 must be recognised.

AASB 052 requires disclosure of financial information by function or activity. Council already provides this information so there will be no additional impact on the financial statements.

AASB 004 requires contributions made to Council to be recognised at fair value when they are controlled and to be appropriatley disclosed. Council already accounts for contributions in this manner so there will be no additional impact on the financial statements.

# ATTACHMENT TWO TO ITEM 8.2.4 ORDINARY COUNCIL MEETING 11 DECEMBER 2008 AUDITORS REPORT



### INDEPENDENT AUDIT REPORT TO THE MINDARIE REGIONAL COUNCIL

We have audited the accompanying financial report of the Mindarie Regional Council, (the "Council") which comprises the balance sheet as at 30 June 2008 and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the Chief Executive Officer on pages 34 to 64. We have not audited the budgeted figures presented in the financial report, as such we provide no opinion on the budgeted figures.

#### The Council's Responsibility for the Financial Report

The Councillors' are responsible for the preparation and true and fair presentation of the financial report in accordance with the Local Government Act 1995 Part 6 and Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in circumstances.

#### **Auditors Responsibilities**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These auditing standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Councillors', as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

#### **Audit opinion**

In our opinion, the accompanying financial report of the Mindarie Regional Council is drawn up in accordance with the Local Government Act 1995 including:

- i. Giving a true and fair view of the Council's financial position as at 30 June 2008 and of its performance for the year ended on that date; and
- ii. Complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1995.

WHK HORWATH PERTH AUDIT PARTNERSHIP

NICHOLAS HOLLENS

Principal

Dated this day of December 2008

**Total Financial Solutions** 

#### **Member Horwath International**

WHK Horwath Perth Audit Partnership ABN 96 844 819 235 Level 6, 256 St Georges Terrace Perth WA 6000 Australia GPO Box P1213 Perth WA 6844 Australia Telephone +61 8 9481 1448 Facsimile +61 8 9481 0152 Email perth@whkhorwath.com.altemv&h2h4wath.com.au A WHK Group firm



ITEM 8.2.5 DELEGATED AUTHORITY: 2008/2009 CHRISTMAS/NEW YEAR

**RECESS** 

File No: COR/1

Attachment(s): Nil.

Author: Kathleen Ferridge

#### **SUMMARY**

The purpose of this report is to delegate some powers and duties to the Chief Executive Officer to deal with urgent items of business, which may arise during the 2008/2009 Christmas/New Year Recess period.

#### **BACKGROUND**

The Council will be in recess from its last meeting of the year on 11 December 2008 to the first meeting for the New Year to be held on 5 March 2009 at the City of Joondalup.

It would therefore be prudent to make arrangements to enable urgent items of business, which may arise during that period, to be dealt with.

#### **DETAIL**

The Local Government Act 1995 details the Council's ability to delegate some powers and duties to the Chief Executive Officer. Section 5.42 states:-

"a local government may delegate to the Chief Executive Officer (by absolute majority) the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43 and this power of delegation."

Section 5.43 of the Act specifies those powers and duties unable to be delegated to a Chief Executive Officer. The Act also states that the delegation may be general or as otherwise provided in the instrument of delegation.

Accordingly, it is recommended that in accordance with Section 5.42 of the Local government Act 1995, the Chief Executive Officer be delegated authority to exercise the powers and duties of the Council, other than those referred to in Section 5.43, during the Christmas/New Year period for 2008/2009, subject to the following:-

- in relation to general matters, where the recommendation is for an item of business of a general nature, a majority of all Elected Members being in agreement
- (ii) a report summarising the items of business dealt with by delegated authority be submitted for information to the next Council meeting

Should any item require an absolute majority of the Council, the requisite level of consent will, of course, be sought.

#### **POLICY IMPLICATIONS**

Nil

#### STRATEGIC IMPLICATIONS

Not applicable.

#### FINANCIAL IMPLICATIONS

No unbudgeted expenditure will be incurred unless by an absolute majority decision of the Council.

#### RECOMMENDATION

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

**VOTING REQUIREMENTS** 

Absolute Majority

ITEM 8.2.6 RRF BUILDING WORKS – TENDER 13/95 RECOMMENDATION

Tender No: 13/95

File No: WST/93

Attachment(s): 1. MRC administration office and education centre drawings

Site PlanFloor PlanElevations

2. Tender 13/95 URS Tender Report and Recommendation

Author: lan Watkins

#### SUMMARY

The purpose of this report is to provide Council with information associated with the tender process and recommendations for the construction of the Mindarie Regional Council (MRC) RRF Building Works.

#### **BACKGROUND**

As part of the development of the Resource Recovery Facility in Neerabup, the MRC is required to provide the site entrance, internal access roads and weighbridge facility for BioVision (approved OCM 23 October 2008). The MRC also needs to construct a weighbridge office, site administration office and education centre for its own needs.

URS was engaged by Council to provide engineering consultancy services for the design, tendering and construction superintendents for the MRC Resource Recovery Facility infrastructure works and building works. The civil infrastructure works are currently being constructed

Tenders were recently called for the building component of the works (weighbridge office, site administration office and education centre).

#### **DETAIL**

#### **Tender 13/95**

The tendered scope of works included:

- Site entrance gate.
- MRC administration office and education centre.
- Weighbridge office.
- Electrical cabling.
- Communication cabling.
- Minor associated works.

Copies of the MRC administration office and education centre drawings are included at **Attachment One** to this report.

#### **Tender Process and Prices Received**

URS has compiled a tender evaluation report and recommendation providing the details of the tender process and a summary of the prices received. The URS report is at **Attachment Two** to this report.

The Tender was advertised on Saturday 25 October 2008 and closed on Tuesday 25 November 2008. Three companies submitted tenders for the proposed works. **Table No. 1** provides a summary of the prices received.

Table No. 1 - Summary of Tender Prices

Item	Company	Tendered Price (Excl. GST)
1.	BCL Constructions	\$682,333.00
2.	cpdgroup	\$729,800.00
3.	Devco Builders	\$975,053.00

Following the checking of the submitted tender prices cpdgroup included in its tender an additional \$31,000 worth of extra over items (items additional to the tender specifications). In order to compare the three tenders equally, the extra over items were removed from the cpdgroup tender price. **Table No. 2** provides a summary of the adjusted tender prices.

Table No. 2 - Summary of Adjusted Prices

Item	Company	Adjusted Tendered Price (Excl. GST)	Variance (Excl. GST)
1.	BCL Constructions	\$682,333.00	\$0.00
2.	cpdgroup	\$696,800.00	-\$33,000.00
3.	Devco Builders	\$975,053.00	\$0.00

#### Selection Criteria

The following criteria were used to assess the tenders and determined the most advantageous offer presented:

- Compliance Criteria assessed on a Yes/No basis.
- Qualitative Criteria price offered.
- Qualitative Criteria ability and overall suitability.
- Qualitative Criteria relevant experience.

#### **Tender Assessment**

Tenders received were assessed by Ian Watkins (MRC) and James Stevens (URS).

All tenders received were deemed as conforming tenders, with the Selection Criteria being used to determine the preferred tenderer.

**Table 3: Assessment Summary** 

Selection Criteria	BCL	cpdgroup	Devco
Price (50%)	1.5	1	0.5
Ability (20%)	0.4	0.2	0.6
Experience (30%)	0.6	0.3	0.9
Total	2.5	1.5	2.0

#### **Tender Award Recommendation**

Based on BCL Constructions ranking the highest in the assessment of the Selection Criteria (2.5 points), it is recommended that Council accept the tender submitted by BCL Constructions as the tender provided the best value for money.

#### **Contract Contingency**

Due to the MRC construction works being carried out under two separate contracts, it is necessary that there be a contingency allowance to cater for minor items that have not been anticipated in the tendered scope of works and that are necessary to bridge the gap between the two contract works or items that are identified during construction that would improve the finished product.

To cater for this it is proposed that a 13% (\$88,700) contingency allowance be included in the amount approved by Council. This contingency allowance will not be part of the contract award value to the successful contractor, but be maintained and managed by the MRC Administration to cover necessary variations to the scope of work during the project.

#### CONSULTATION

Consultation has occurred with the following groups:

- Tamala Park operations staff
- BioVision
- Kerman Construction (BioVision contractor)
- City of Wanneroo
- URS
- Dun & Bradstreet
- BCL Constructions nominated references

#### STATUTORY ENVIRONMENT

Nil.

#### **POLICY IMPLICATIONS**

Current policy for contract variations is 10% of the contract value or \$50,000, whichever is the lower. It is requested at Recommendation (ii) that a greater value (\$88,700) be applied to this contract to cover unknown items that may eventuate as part of the contract works.

#### STRATEGIC IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

Provision exists within the context of the Budget 2008/2009 for the construction of the MRC infrastructure. The original budget estimates for the civil infrastructure and building works was \$1.1M. The infrastructure works component will cost approximately \$990,000 (OCM 23 October Council approval) and the building works will cost approximately

\$770,000 (\$682,333 + \$88,700). That is a total expenditure of \$1.76M, which is \$670,000 over budget.

The impact of the budget over-run has been dealt with as part of the RRF Update Report (previous Agenda item to this meeting).

MRC Administration is progressing an assessment of the BCL Constructions financial position and financial ability to undertake the works. The outcome of this assessment will be advised at the Council meeting.

#### **TECHNICAL WORKING GROUP - 28 NOVEMBER 2008**

The building works tender closed three days before the TWG meeting; hence, there was insufficient time to complete the tender evaluation and submit an agenda item to the TWG.

The tender close details and proposed recommendation was presented verbally to the group and advised that an agenda item would be forthcoming to the Ordinary Council Meeting.

#### **RECOMMENDATION**

#### **That Council:**

- (i) accept the tenders from BCL Constructions submitted in response to Tender No. 13/95 for the MRC 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 MRC Administration to cover variations to the tendered scope of work

#### **ATTACHMENT ONE**

**TO ITEM 8.2.6** 

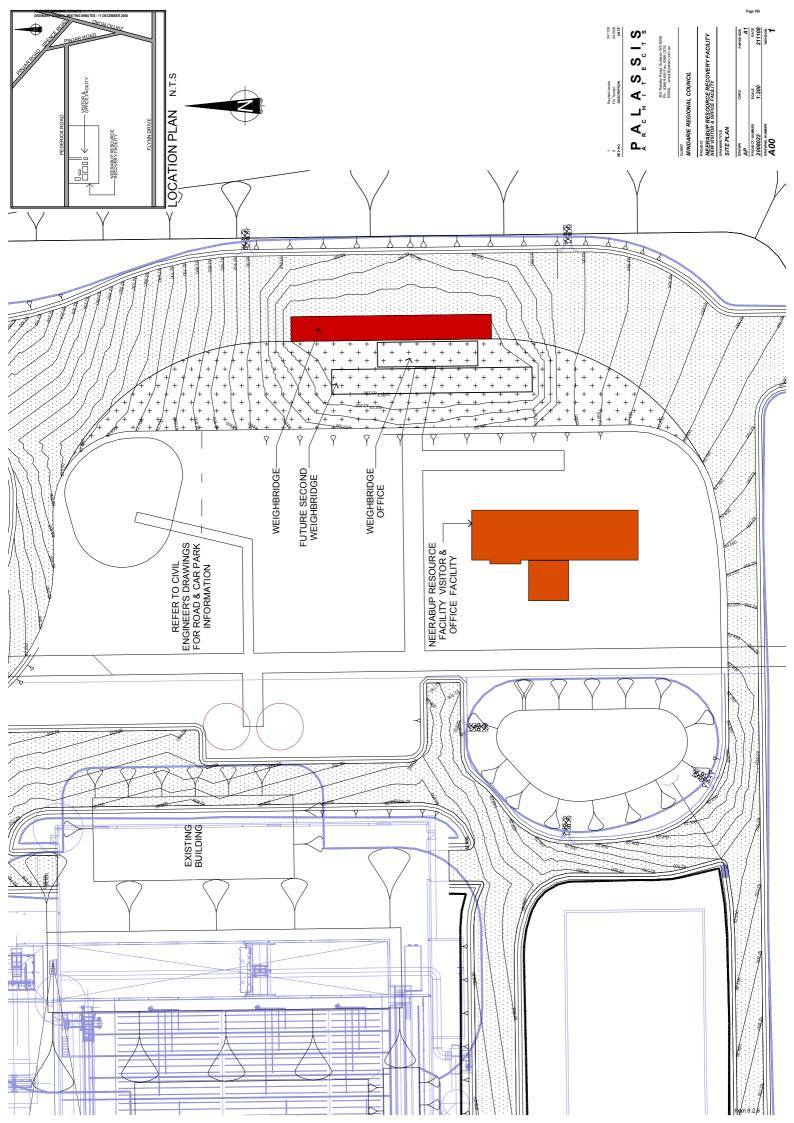
#### **ORDINARY COUNCIL MEETING**

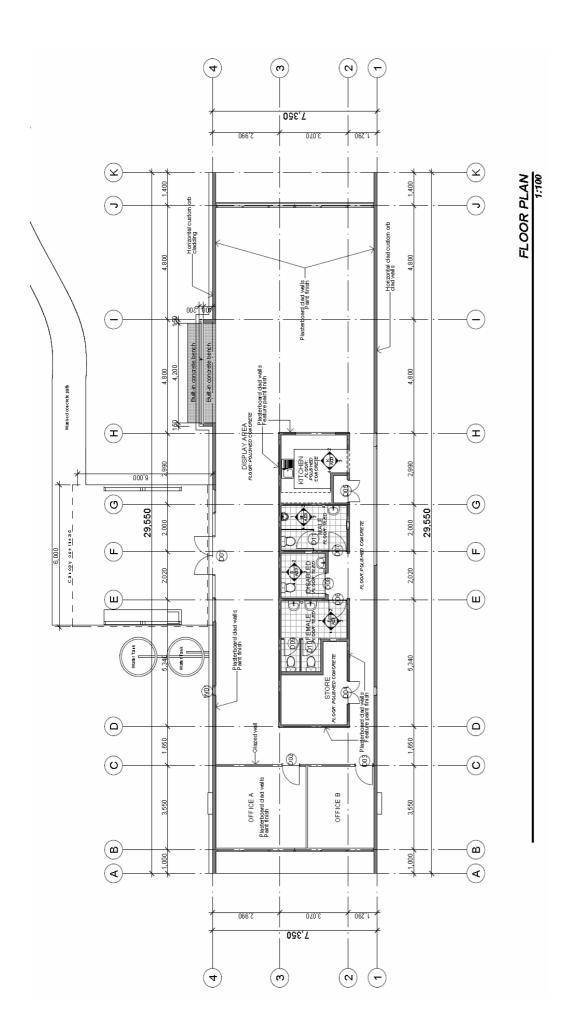
#### **11 DECEMBER 2008**

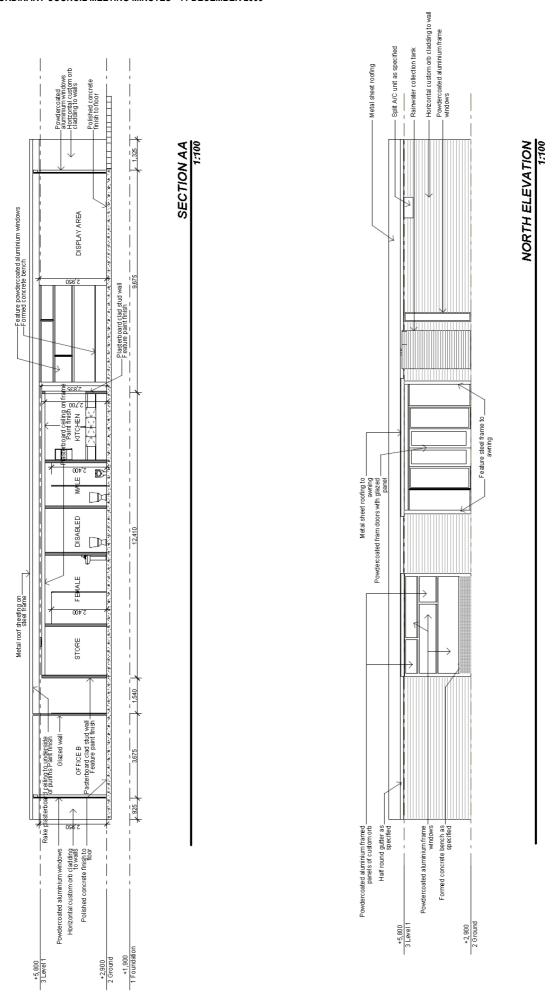
#### **TENDER 13/92**

#### MRC ADMINISTRATION OFFICE AND EDUCATION CENTRE DRAWINGS

- Site Plan
- Floor Plan
- Elevations







#### **ATTACHMENT TWO**

**TO ITEM 8.2.6** 

**ORDINARY COUNCIL MEETING** 

**11 DECEMBER 2008** 

**TENDER 13/92** 

**URS TENDER REPORT AND RECOMMENDATION** 



1/12/2008

Mr Ian Watkins Project Manager Mindarie Regional Council PO Box 538 Joondalup, WA 6919

Dear lan,

## RE: Tender No. 13/95 – Administration Building & Weighbridge Building Report and Recommendation

Please find our tender adjudication and recommendation for Tender 13/95.

There were a total of three tenders received on Tuesday 25<sup>th</sup> November 2008, as listed below.

- i BCL Construction Pty Ltd
- ii cpdgroup Pty Ltd
- iii Devco Builders Pty Ltd

#### 1. Opened and Corrected Tender Amounts

The tender is a lump sum fixed price tender consisting of a priced tender schedule for the scope of works. The tender amounts, as opened, are shown in Table 1 below.

Table 1: Tender amounts as opened (Excluding GST)

1	BCL Construction Pty Ltd	\$682,333
2	cpdgroup Pty Ltd	\$729,800
3	Devco Builders Pty Ltd	\$975,053

Tender amounts were checked for arithmetical errors. The tender content were evaluated and adjusted where required to ensure that a common base for comparison was established. The corrected tender amounts are shown in Table 2 below.

Table 2: Corrected tender amounts (Excluding GST)

1	BCL Construction Pty Ltd	\$682,333
2	cpdgroup Pty Ltd	\$696,800 (\$33,000 - e/o)
3	Devco Builders Pty Ltd	\$975,053

All three submitted tenders were arithmetically correct.

As part of the Qualification for the Tender, Section 1.8 and 1.8.2 of the Tender document sets out the applicable Selection Criteria.

"In determining the most advantageous Tender, the Principal's evaluation panel will score each Tenderer against the qualitative criteria.

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"It is essential that Tenderers address each qualitative criterion. Tender information will be used to select the chosen Supplier, and failure to provide any of the specified information may result in the elimination from the Tender evaluation process."

**Table 3: Qualitative Criteria** 

Description of Qualitative Criteria		Weighting
(a)	Price offered	50%
(b)	Ability and overall suitability for Mindarie Regional Council requirements	20%
(c)	Demonstrated and relevant experience in providing similar service(s).	30%

#### 2. Comparison of Tender Prices (a) - 50%

The tender schedule was summarised per Item (set out in the Bill of Quantities) to identify major price difference between the tenders and to compare pricing structure. The summary of the tender schedules is shown in Table 4 below.

Table 4: Tender price summary (Excluding GST)

DESCRIPTION	Average	BCL	cpdgroup	Devco
Preliminaries and site establishment	\$54,046.67	\$49,000	\$50,590	\$62,550
Observation Building <sup>1</sup>	\$471,656.5	\$485,333	\$331,000	\$612,313
Weigh bridge Building <sup>2</sup>	\$134,639	φ <del>4</del> 60,333	\$147,558	\$121,720
Water Tank (LS)	\$20,000	\$20,000	\$20,000	\$20,000
Electrical Works	\$124,707.33	\$108,000	\$127,652	\$138,470
Security Gate (LS)	\$20,000	\$20,000	\$20,000	\$20,000
Additional	\$0	\$0	\$33,000	\$0
Total Tender Price (Excluding GST)	\$825,049.50	\$682,333	\$729,800	\$976,053

<sup>&</sup>lt;sup>1</sup> Average only available using cpdgroup and Devco. BCL provided a lump sum for both buildings.

<sup>&</sup>lt;sup>2</sup> Average only available using cpdgroup and Devco. BCL provided a lump sum for both buildings.

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From the above data, the cost in constructing the current Tender 13/95 varies from a low of \$682,333 (BCL) to a high of \$976,053 (Devco) resulting in a difference of \$293,720 or a variance of 43%; however, there was only 2% between the lowest two tenders.

From the above Table (4) it can be seen that the lowest Tender was from BCL with a fixed lump sum of \$682,333.

**Table 5: Rank and Weighting** 

	Rank and Weighting (50%)
BCL	3 * 0.5= 1.5
cpdgroup	2 * 0.5 = 1.0
Devco	1 * 0.5 = 0.5

#### 2. Ability and Sustainability (b) - 20%

From an assessment of the ability and suitability, all three tenderers are able to undertake the tendered works; however, Devco appears to be marginally more suitable, followed by BCL and then cpdgroup.

**Table 6: Rank and Weighting** 

	Rank and Weighting (20%)
Devco	3 * 0.2 = 0.6
BCL	2 * 0.2 = 0.4
cpdgroup	1 * 0.2 = 0.2

#### 3. Relevant Experience (c) - 30%

Of the three tenders, Devco demonstrated the most relevant experience, followed by BCL and then cpdgroup.

**Table 7: Rank and Weighting** 

	Rank and Weighting (30%)
Devco	3 * 0.3 = 0.9
BCL	2 * 0.3 = 0.6
cpdgroup	1 * 0.3 = 0.3

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#### 4. Total Assessment

	BCL	cpdgroup	Devco
Price (50%)	1.5	1	0.5
Ability (20%)	0.4	0.2	0.6
Experience (30%)	0.6	0.3	0.9
Total	2.5	1.5	2.0

Based of the Tender assessment criteria, the best overall tender is BCL (2.5 points), followed by Devco (2.0 points).

#### 5. Reference Checks

A check of BCL references was undertaken:

- \* 27/11 1.30pm spoke to Paul Hodgekinson (0439 095 543)
  - Construction of three apartments and one office.
  - Located at Subiaco.
  - Job was very difficult.
  - Paul is getting BCL to price another job located at Somerly, WA.
  - Paul was very impressed by the work.
- \* 1/12/08 2.20pm spoke with Tex McPherson (Shire of Kalamunda).
  - BCL undertook two large jobs for the Council. Extension to the Woodlupine Community Centre and an extension to the Ray Owen Sports Stadium.
  - BCL project managed both structural and light weight steel design.
  - Job duration was 12 months.
  - Finishes were excellent.
  - Problems with getting sub-contractors to site.
  - Would be happy to use BCL again on further projects.

#### 6. Recommendation

BCL Contracting Pty Ltd submitted a conforming tender with the lowest tendered price and based on evidence provided, has the relevant ability and experience to carry out the works.

In view of the above, it is recommended that tender be awarded to BCL Contracting Pty Ltd for the amount of \$682,333 (Excluding GST).

We trust the above is satisfactory however please do not hesitate to call the undersigned should you require any further information or clarification.

Yours sincerely;

**James Stevens** 

Civil / Mining Engineer On behalf of

URS Australia Pty Ltd

# CONFIDENTIAL

ITEM 8.2.7

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