

Annual Report 2021/2022



Barwon South West
Waste & Resource
Recovery Group



OFFICIAL

Published by the Victorian Government

Barwon South West Waste and Resource Recovery Group, 2022

© The State of Victoria, Barwon South West Waste and Resource Recovery Group 2022

This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968*.

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it.

We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

Disclaimer

This publication may be of assistance to you, but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

VERSION 1.4

OFFICIAL

Contents

Report of Operations	5
Responsible Body’s Declaration.....	5
Section 1: Year in review.....	6
Chair’s Report	6
Vision, Missions and Values.....	7
Our Vision.....	7
Our Shared Values	7
Manner of Establishment and the Relevant Minister.....	7
Nature and Range of Services Provided.....	8
Objectives, functions, powers and duties.....	9
Statement of Expectations.....	10
Performance Reporting – (Non-Financial)	12
Achievements.....	12
Key Initiatives and Projects	23
Performance Reporting – Financial.....	24
Five Year Annual Financial summary	24
Current Year Financial Review	26
Significant Changes in Financial Position	26
Significant Changes or Factors Affecting Performance.....	26
Disclosure of Grants.....	26
Subsequent Events.....	277
Section 2: Governance and organisational structure	27
Organisational Structure.....	27
Governing Board	29
Executive Remuneration Committee.....	32
Audit and Risk Committee - Membership and Roles	33
Local Government Waste Forum	34
Barwon South West Waste and Resource Recovery Group Staff Structure.....	38
Section 3: Workforce Data.....	39
Public Sector Values and Employment Principles.....	39
Occupational Health and Safety	39
Workforce Data.....	39
Section 4: Other Disclosures	41

<i>Local Jobs First Act 2003</i>	41
Workforce Inclusion Policy	41
Social Procurement Framework.....	41
Government Advertising Expenditure	42
Consultancy Expenditure	42
Information and Communication Technology (ICT) Expenditure	45
Major Contracts	45
Freedom of Information	45
Compliance with <i>Building Act 1993</i>	46
Competitive Neutrality Policy	46
Compliance with the <i>Public Interest Disclosures Act 2012</i>	47
Establishing Act	47
Office-Based Environmental Impacts.....	48
Statement of Availability of Other Information.....	49
Portfolio Financial Management Compliance Attestation Statement.....	51

Report of Operations

Responsible Body's Declaration

In accordance with the *Financial Management Act 1994*, I am pleased to present Barwon South West Waste and Resource Recovery Group's Annual Report for the year ending 30 June 2022.



John Bradley
Secretary

Department of Environment, Land, Water and Planning
30 December 2022

Introductory Note

On 14 December 2021, the *Circular Economy (Waste Reduction and Recycling) Act 2021* was gazetted. This will result in the establishment of Recycling Victoria, whose Head will oversee the waste, recycling and resource recovery sector, and support the development of a circular economy. Recycling Victoria will be established as a business unit within the Department of Environment, Land, Water and Planning (DELWP) and is to commence operations from 1 July 2022. With the establishment of Recycling Victoria, the seven Victorian Waste and Resource Recovery Groups (WRRGs) including Barwon South West Waste and Resource Recovery Group (Barwon South West WRRG) will be dissolved.

On 1 July 2022, all staff, resources, assets, rights, obligations, debts and liabilities of Barwon South West WRRG will be transferred to Recycling Victoria on its commencement.

Barwon South West WRRG has been working closely with DELWP on this transition process during 2021-22. This has been a major area of our focus during this period, which provides context for assessing our achievements in 2021-22.

Hence, this will be the final Annual Report of the Barwon South West Waste and Resource Recovery Group.

Section 1: Year in review

Chair's Report

It is with pleasure that I present the eighth and final Barwon South West Waste and Resource Recovery Group (Barwon South West WRRG) Annual Report.

Barwon South West WRRG remained committed and focused on achieving our purpose and objectives whilst approaching the transition towards Recycling Victoria. The staff exhibited professionalism, resilience and integrity, and their development and delivery continued to remain the top priority throughout the past year.

Barwon South West WRRG continued to demonstrate a sustained and united approach to achieve many successful outcomes in the past year including the release of the Kerbside Audit Report, several grants provided under the Can Do Community project and other valuable pieces of work to benefit the needs of the Barwon South West region. These major achievements demonstrated the value of our small team and how we continue to be regional leaders in the waste and resource recovery sector and circular economy change champions.

The Board has continued to work progressively and effectively and demonstrated strong governance and leadership. It has maintained a good working relationship with management which has contributed to the successful operation of the organisation.

In conclusion, the Board along with management is pleased with the extensive successful and positive outcomes that have been completed by the Group throughout its existence. Upon the transition to Recycling Victoria, the Group has endeavoured to facilitate and deliver great value and benefits across the Barwon South West region and advance waste minimisation and resource recovery to its optimum potential.



Jill Parker
Chairperson
Barwon South West Waste and Resource Recovery Group



Vision, Missions and Values

Our Vision

The Barwon South West WRRG will lead and innovate in waste minimisation and resource recovery.

Our Shared Values

- Leadership — Be leaders through engagement and innovation.
- Integrity — Act with trustworthiness, fairness and consistency.
- Professionalism — Provide a rewarding work environment with opportunities to enrich staff.
- Make a difference — Collaborate to achieve quality and sustainable outcomes and educate for positive behaviour change.
- Openness — Work together and share knowledge in a spirit of honesty.
- Respect — Value, learn from and respect the views of one another.

Manner of Establishment and the Relevant Minister

The Barwon South West WRRG was established in accordance with Section 49C of the *Environment Protection Act 1970*. This Act is repealed as of 1 July 2021 and replaced with the *Environment Protection Act 2017* which states the continuance of Waste and Resource Recovery Groups reference Section 382. Other governance obligations of Barwon South West WRRG are set out in the *Environment Protection Act 2017* sections 383 to 403 inclusive. The responsible Minister for the period from 1 July 2021 to 30 June 2022 was The Honourable Lily D’Ambrosio MP, Minister for Energy, Environment and Climate Change.

Nature and Range of Services Provided

The Barwon South West WRRG works with State and local government, businesses and the community across the region to find ways to reduce, recycle and dispose of waste. The Barwon South West WRRG facilitates an integrated approach to regional waste planning and supports the delivery of waste management and resource recovery services. The 2017-2026 Barwon South West Waste and Resource Recovery Implementation Plan provides a 10-year vision for the region's waste and recycling needs to ensure there are enough facilities and processors able to handle the region's growing waste needs.

Key activities:

- Provide advice on recycling and waste issues for the region.
- Educate people how to reduce, reuse and recycle their waste.
- Work with local government to help them provide improved recycling and waste services for their community.
- Support local government collaborative procurement projects in the waste and resource recovery sector.
- Investigate new ways to turn waste from a problem material into a resource.
- Connect the makers of waste with processors to help them find new ways to reduce and recycle.
- Assist community groups to get funding for waste reduction and recycling activities.
- Encourage innovation, investment and market growth in the circular economy.
- Facilitate behavioural change to reduce waste generation.
- Facilitate regional and cross-sectoral linkages to improve markets for materials that could be diverted from landfill.

reduce. recycle.

Objectives, functions, powers and duties

In accordance with Section 386 of the *EP Act 2017*, the objectives of the Barwon South West WRRG are:

- To undertake waste and resource recovery infrastructure planning to meet the future needs of its waste and resource recovery region while minimising the environmental and public health impacts of waste and resource recovery infrastructure;
- To facilitate efficient procurement of waste and resource recovery infrastructure and services for its waste and resource recovery region through the collective procurement of waste management facilities and waste and resource recovery services in the region;
- To integrate regional and local knowledge into state-wide waste and resource recovery market development strategies;
- To educate businesses and communities within its waste and resource recovery region to reduce waste going to landfill by using waste and resource recovery infrastructure and services efficiently; and
- To ensure Regional Waste and Resource Recovery Implementation Plans and programs are informed by local government, business and community and inform state-wide waste and resource recovery planning and programs.

In seeking to achieve its objectives, the WRRG must collaborate with councils, Sustainability Victoria, the Environment Protection Authority, industry, business and the community.

In accordance with Section 387 of the *EP Act 2017*, the functions of the Barwon South West WRRG are:

- To plan for the future needs of waste and resource recovery infrastructure within the Barwon South West waste and resource recovery region consistently with the state-wide Waste and Resource Recovery Infrastructure Plan;
- To facilitate the provision of waste and resource recovery infrastructure and services by councils within its waste and resource recovery region;
- To facilitate the development of contracts for the joint procurement of waste management facilities and waste and resource recovery services within its waste and resource recovery region;
- To manage contracts in the performance of its objectives and functions;
- To work with SV, councils, businesses and communities to ensure state-wide waste and resource recovery education programs are adapted to the needs of its waste and resource recovery region and to facilitate the delivery of those education programs;
- To advise, with SV, councils and businesses within its waste and resource recovery region on best practices for waste and resource recovery systems, facilities and services;
- To support its waste and resource recovery region's Local Government Waste Forum to enable the Waste Forum to perform its functions; and

- To undertake waste and resource recovery projects as funded by government, councils and other organisations.

Statement of Expectations

The Barwon South West WRRG follows a Statement of Expectations from the Minister for Energy, Environment and Climate Change to guide the governance standards and priorities expected to apply in the performance their roles and obligations.

The Barwon South West WRRG has identified and agreed on the following regional strategic objectives:

1. Provide regional, expert support to Victorian Government missions that ensure continuity of waste as an essential service during the COVID-19 pandemic and build on the economic and environmental contribution of the waste and recycling sector during recovery efforts.
2. Work effectively with portfolio agencies to deliver *Recycling Victoria: a new economy*. This includes supporting regional delivery and application of the following programs:
 - **Infrastructure planning:** collaborate with SV to incorporate the Barwon South West Regional Implementation Plan and schedule into a streamlined Victorian Recycling Infrastructure Plan that builds on research by Infrastructure Victoria and includes enhanced risk and contingency planning and integrated land use and transport planning;
 - **Waste authority:** work collaboratively with the Department of Environment, Land, Water and Planning (DELWP) to support the successful establishment of the waste authority;
 - **Household recycling reforms:** collaborate with DELWP in its delivery of these reforms, including by working closely with councils on the strategic procurement of municipal waste and recycling services to ensure an orderly transition to new collection and processing arrangements;
 - **Grants that support Victorian businesses, councils and communities:** collaborate effectively with SV and identify regional strategic priorities and support regional grant applicants; and
 - **Education and behaviour change:** support councils, businesses and communities to deliver state-wide campaigns locally.
3. Maximise efficiencies within current financial allocations including through the sharing of services with other WRRGs where feasible.
4. Emerging priorities as identified in consultation with DELWP.

Barwon South West Region of Victoria

The Barwon South West region covers over 29,000 square kilometres and encompasses the south west of Victoria including the natural and built environment from the South Australian border through to Geelong and Queenscliff, and along the south coast through to the Southern Grampians.

Municipal communities serviced by the Barwon South West WRRG include:

Borough of Queenscliffe

Colac Otway Shire Council

Glenelg Shire Council

Southern Grampians Shire Council

Warrnambool City Council

City of Greater Geelong

Corangamite Shire Council

Moyne Shire Council

Surf Coast Shire Council



Performance Reporting – (Non-Financial)

Achievements

The Barwon South West WRRG has been involved in several key achievements to support local government, industry and the community to improve and guide resource recovery and waste management practises within the region. The achievements were delivered through several projects and activities which align to Barwon South West WRRG Implementation Plan strategic objectives. These include:

- Continuing to deliver on the Barwon South West Waste and Resource Recovery Implementation Plan 2017 – 2026.
- Facilitation of the Barwon South West Local Government Forum with five events providing professional development opportunities, keynote presentations and networking opportunities.
- Facilitation of the Barwon South West Advisory Reference Group (ARG) with five events.
- Release of the Kerbside Audit Report 2021.
- Delivery of the E-Waste Collaborative Procurement project.
- Executive Officer, Manager Industry & Infrastructure and Education Officer attended the Waste 2022 conference in Coffs Harbour (NSW).
- All staff completed the United Nations Circular Economy Training Course.
- Supported and sponsored various events and programs including:
 - Great Ocean Road Running Festival
 - Business Clean Up Australia Day
 - Geelong Sustainability Sustainable House Day
 - Geelong Sustainability's - Geelong Circular Living Challenge
 - Detox Your Home events
 - National Celtic Festival
 - Wannon Water Southwest Regional Organics Processing Facility.
- Facilitation, project management and implementation of the following programs and key projects including:
 - Progressing projects
 - Optimal Regional Infrastructure Model implementation (Great South Coast Councils)
 - Buy Recycled Campaign Project
 - Recycling Education Campaign
 - Organics Education Campaign.
 - Completed projects
 - Food Waste Reduction Workshops
 - Kerbside Audit Report 2021
 - Closed Landfill schedule amendments
 - Behaviour Works Recycling Trials.
- Supported councils with:
 - Kerbside reform
 - E-waste collection and processing
 - Collaborative procurement opportunities
 - Opportunities for infrastructure funding.
- Continued expansion of Barwon South West WRRG's social media presence.

- Assisted business and councils in the region in obtaining grants to further develop, expand and improve competition, productivity and stability in the recycling sector.

Barwon South West WRRG continued to provide transformational regional leadership to ensure it meets the expectations of government, communities, councils and business to support the delivery of key reforms and projects that are for the benefit of the community and the environment alongside the *Recycling Victoria: a new economy* policy.

Operational Performance

Operational performance actions outlined in the Barwon South West WRRG Business Plan 2021/2022. There were no significant variances in operational performance as outlined in the Business Plan.

Key to result:

✓ = performance target achieved, exceeded, or expected to be achieved

○ = performance target on track — within 5% variance (COVID-19 potential impact).

■ = performance target not achieved — exceeds 5% variance.

OBJECTIVE 1 - Achieve behaviour change that reduces waste generation and increases resource recovery

Priority Action 1: Facilitate behaviour change to reduce waste generation, improve source separation and recovery rates.

Actions	Outcomes	Status	Result
Implement the Regional Education strategy			
a) Can Do Communities Program	Continued the implementation of the program to support local community resource recovery initiatives, including grants and events. Barwon South West WRRG provided eight grants for 2021/2022.	Complete	✓
b) Zero Waste Map	Maintained the interactive Zero Waste Map for Barwon South West WRRG website to encourage community action on reducing waste and recycling. The map increased to approximately 600 listings.	Complete	✓
c) Events	Facilitated and attended community events to promote messaging aligned with the Recycling Victoria Education Behaviour Change Campaign (including online events).	Complete	✓
	Promoted and supported ongoing events including Clean Up Australia Day and Detox Your Home. Also continued event relationships including but not exclusive to Great Ocean Road Running Festival, Geelong Business Excellence Awards, National Celtic Festival, Geelong Sustainable House Day.	Complete	✓
	Maintained and promoted the Zero Waste Event Guide and associated resources to encourage community action on reducing	Complete	✓

	waste, increasing recycling and preventing litter at events.		
d) Recycling Victoria Education and Behaviour Change Campaign	Supported delivery of the Recycling Victoria Education and Behaviour Change campaign	Complete	✓
Communications linkages and targeted messaging	Ensured targeted communications to councils, industry and community, including via: <ul style="list-style-type: none"> a) Website updates – maintain the website as a regionwide waste and resource recovery guide, especially for waste reduction, recyclable products, re-use and repair. b) Social Media channels. c) E-newsletter. 	Complete	✓
		Complete	✓
		Complete	✓
Behaviour Change Trials	Completed the behaviour change trials to test the effectiveness of behaviour change interventions to reduce waste or improve recycling (kerbside). The trials proved successful with soft plastics contamination reduced following feedback.	Complete	✓

OBJECTIVE 2 - Encourage innovative and cost-effective ways to increase resource recovery

Priority Action 2: Support the development of innovative and viable opportunities to increase recovery of priority and emerging materials.

Priority Action 3: Facilitate viable systems to increase recovery rates, including those from mixed loads of waste and bin collection arrangements.

Priority Action 4: Facilitate viable solutions to increase the recovery of materials currently going to landfill including those sourced from municipal, agricultural industries and commercial businesses.

Actions	Outcomes	Status	Result
Organics: innovative opportunities to increase recovery	Supported regional councils to undertake food waste or Food Organics and Garden Organics (FOGO) trials as required and progress FOGO transition.	Complete	✓
	Pursued innovative recovery opportunities for commercial and industrial (C&I) food waste including but not exclusive to the Barwon Regional Organics Network (RON) and like initiatives.	Complete	✓

	Supported Organics processing feasibility including interactions with Glenelg, Southern Grampians, BioGro and other stakeholders. Further investigation was undertaken with western councils to utilise South Australia facilities building on the previous study undertaken by Glenelg and Southern Grampians.	Complete	✓
Regional Innovation for a Circular Economy (RICE) and Regional Circular Economy Plan	Supported Regional Innovation for a Circular Economy (RICE) in its inaugural year which included events to create an environment where businesses, research institutions, industry groups and government work collaboratively to create innovate solutions to drive the transition to a circular economy.	Complete	✓
	Supported development and enhancement of the Barwon South West Regional Circular Economy Plan (RCEP) facilitated by DELWP.	Complete	✓
Support transition in kerbside bin systems	Supported councils to transition to kerbside reforms	Complete	✓
	Participated and contributed to all aspects of regional kerbside reform including Kerbside Bin Audits (Local Government program) and associated data analysis and resultant education and behaviour change.	Complete	✓

OBJECTIVE 3 - Identify and establish industry relationships to build market opportunities to maximise resource recovery

Priority Action 5: Facilitate regional and cross-sectoral linkages to improve markets for materials that could be diverted from landfill and used by another industry as a resource.

Actions	Outcomes	Status	Result
Co-mingled recyclables market development (glass, paper & cardboard, plastic)	Promoted new markets for recovered resources and supported existing ones.	Complete	✓
	Promoted examples of where recycled products have been used across the region through the Buy Recycled Program.	Complete	✓
Organics market development	Supported regional and local organic end use market opportunities.	Complete	✓
Business Engagement Plan	Utilised relationship with key partners by liaising, engaging and communicating with business and industry on waste minimisation and resource recovery.	Complete	✓

Serviced the Rethink Your Footprint initiative to help businesses to reduce waste and improve recycling.	Complete	✓
--	----------	---

OBJECTIVE 4 – Facilitate the aggregation of services through joint procurement to maximise resource recovery and cost effectiveness

- Priority Action 6: Facilitate collaborative procurements to improve economies of scale and cost efficiencies.*
- Priority Action 7: Facilitate the aggregation of material streams to improve economies of scale and cost efficiencies.*

Actions	Outcomes	Status	Result
e-waste collection and processing	Completed the collaborative procurement project for regional e-waste collection and processing.	In progress	○
Collaborative procurement opportunities	Worked with stakeholders, primarily councils, to facilitate and support collaborative procurement opportunities particularly to align with kerbside reform transition planning.	Discontinued ¹	N/A

OBJECTIVE 5 - Plan for future waste and resource recovery infrastructure and service needs for the region

- Priority Action 8: Assess the future strategic role of landfill and resource recovery needs within the Barwon South West region.*
- Priority Action 9: Work with planning authorities to recognize and protect existing facilities and hubs from encroachment and ensure that waste and resource recovery infrastructure planning is appropriately integrated with land use and transport planning.*
- Priority Action 10: Work with councils and other relevant authorities to reduce risk and to ensure contingency plans are in place for managing waste.*
- Priority Action 11: Work collaboratively with all stakeholders to ensure state-wide policy, planning and funding programs support the region’s infrastructure needs.*
- Priority Action 12: Work with all stakeholders to establish an integrated and effective data network.*

¹ Item discontinued in December 2021 due to Ministerial direction to cease the implementation of the Recycling Collaborative Procurement due to realignment with the *Circular Economy (Waste Reduction and Recycling) Act 2021*

Actions	Outcomes	Status	Result
Optimal Regional Infrastructure Model (ORIM) implementation	Supported the implementation of the optimal regional infrastructure model through:		
	a) Producing a business case, to be used by the region to support investment in new and/or upgraded regional infrastructure	In progress	○
	b) Provided advice and support for grant funding aligned infrastructure and collaborative procurement opportunities where practicable	Complete	✓
	c) Supported CoGG in feasibility study into a new MRF/bulk aggregation point/resource recovery centre	Discontinued ²	N/A
	d) Regional Circular Economy Plan development and alignment to ORIM / MRF infrastructure	Discontinued ³	N/A
	e) Supported and advocated for the associated Ballarat and Mount Gambier proposals		○
	f) Supported feasibility for glass crushing/local decontamination plants	In progress Complete	✓
		Discontinued ⁴	N/A
Contingency Plan (regional) Update	Utilising the above, worked on the annual update of the regional contingency plan to ensure the region's waste infrastructure for collection, processing, recovery or disposal can continue effective operations responding to emergencies and market variations.	Discontinued ⁵	N/A
Barwon South West Implementation Plan 2017 – 2026 / Support Victorian Recycling Infrastructure Plan (VRIP)	Reviewed and investigated the current and future waste and resource recovery infrastructure and service needs for the region can be adequately met.		
	VRIP developed in consultation with DELWP to ensure that it includes strategic policy issues which aligns with other programs. Updated plan will: <ul style="list-style-type: none"> • Be streamlined to focus on infrastructure, in the context of a new, overarching policy • Incorporate regional implementation plans and schedules • Build on Infrastructure Victoria research • Reflect new legislative requirements • Include hazardous waste and waste to energy infrastructure 	Complete	✓
		Complete	✓

² Refer to footnote 1

³ Refer to footnote 1

⁴ Refer to footnote 1

⁵ Refer to footnote 1

	<ul style="list-style-type: none"> • Improve state-wide risk and contingency planning • Be integrated with land use and transport planning. 		
<i>Environment Protection Amendment Act 2018</i>	Supported awareness and understanding of the implementation of the <i>Environment Protection Amendment Act 2018</i> , subordinate legislation and supporting instruments, compliance and guidance through promotion, support and facilitation.	Complete	✓
Funding awareness and opportunities	Promoted, supported and best positioned any investment opportunities for infrastructure, improved service delivery or research and development within the region.	Complete	✓
State policies and programs	Proactively promoted, advised and supported, in the most effective and efficient manner, relevant policies and programs arising from new policies and, in particular, <i>Recycling Victoria: a new economy</i> : <ul style="list-style-type: none"> • Kerbside reforms: provide regional coordination to help identify optimal bin service for each council, and support its implementation • Container Deposit Scheme. 	Complete	✓
Improve data network	<p>a) Share data resources with other groups e.g., SV, other WRRGs, DELWP and ensure involvement in key state-wide data projects e.g., WRRG data network.</p> <p>b) Collect, analyse and report data to inform infrastructure planning and decision making.</p>	Complete	✓
		Complete	✓

OBJECTIVE 6 - Maintain and improve the effective functioning of the organisation

Actions	Outcomes	Status	Result
Maintain effective operations during coronavirus (COVID-19) impacts	Ensured the pandemic business continuity plan were effective in maintaining service levels and ensured all mandatory governance tasks were performed accordingly e.g., board support, reporting, policies.	Complete	✓
Contribute proactively to	Ensured presence at key points in consultation, contributed positively (ideas and knowledge), worked		

transition planning for the new waste authority	across departmental silos and built key relationships which provided strong outcomes for government, stakeholders and community.	Complete	✓
	Transitioning to the Waste Authority: underwent preparation and planning including but not exclusive to:		
	<ul style="list-style-type: none"> • Stakeholder relations • Human resource / staff support • Legal support • Communications and engagement • Transition of intellectual property and data • financial management 	Complete	✓
		Complete	✓
Staff development	Focused on development of staff during the transition period to ensure ongoing programs and operations were maintained: communicated transition plans as available, completed regular staff feedback and development discussions, training and professional development programs including the Circular Economy Leadership Course.	Complete	✓
Key working groups	Facilitated and supported the effective functioning of the Local Government Waste Forum (Forum), Advisory Reference Group (ARG), and other working groups established by Barwon South West WRRG or State Government.	Complete	✓
Local Government Program	Project managed the program's delivery including the major project being the Regional Kerbside Audits.	Complete	✓
	Commenced an Annual Review including transitional requirements of the program including providing support in the future direction of the Local Government Program.	Complete	✓

OBJECTIVE 7 – Recycling Victoria: a new economy Program Delivery

Actions	Outcomes	Status	Result
Supporting Victorian councils and communities	Improved awareness/ understanding	Complete	✓
State-wide Education and behaviour change	Improved awareness/ understanding	Complete	✓
Household recycling reform	Completed research and provided relevant information Improved awareness/ understanding	Complete	✓
Infrastructure Planning	Improved waste management network	Complete	✓

Barwon South West WRRG Statement of Expectations issued by Minister D'Ambrosio

	Result
Provide regional, expert support to Victorian Government missions that ensure continuity of waste as an essential service during the COVID-19 pandemic and build on the economic and environmental contribution of the waste and recycling sector during recovery efforts.	Complete
Work effectively with portfolio agencies to deliver <i>Recycling Victoria: a new economy</i> . This includes supporting regional delivery and application of the following programs:	Complete
<p>Infrastructure planning: collaborate with SV to incorporate the Barwon South West Regional Implementation Plan and schedule into a streamlined Victorian Recycling Infrastructure Plan that builds on research by Infrastructure Victoria and includes enhanced risk and contingency planning and integrated land use and transport planning;</p> <p>Waste Authority: work collaboratively with DELWP to support the successful establishment and operation of the waste authority;</p> <p>Household recycling reforms: collaborate with DELWP in its delivery of these reforms, including by working closely with councils on the strategic procurement of municipal waste and recycling services to ensure an orderly transition to new collection and processing arrangements;</p> <p>Grants that support Victorian businesses, councils and communities: collaborate effectively with SV and identify regional strategic priorities and support regional grant applicants; and</p> <p>Education and behaviour change: support councils, businesses and communities to deliver state-wide campaigns locally.</p>	
Maximise efficiencies within current financial allocations including through the sharing of services with other waste and resource recovery groups where feasible.	Complete
Emerging priorities as identified in consultation with DELWP.	Complete

Key Initiatives and Projects

The Barwon South West WRRG continued to successfully deliver and carry out several key initiatives and projects throughout the year. In a snapshot, some of the key initiatives and projects commenced and progressed in 2021/22 which Barwon South West WRRG was involved in include:

- Further progressed the implementation phase of the Optimal Regional Infrastructure Model (ORIM).
- Contribution to several state-wide projects including but not limited to the State-wide Collaborative Procurement project, the Victorian Recycling.
- Infrastructure Plan and the State-wide Kerbside Transition Planning.
- Another exclusive sustainability partnership with the Great Ocean Road Running Festival.
- Assisted businesses and councils in the region to obtain grants in excess of \$250,000.
- An online workshop series on reducing food waste was delivered in conjunction with the Love Food Hate Waste program.
- Continued to build Barwon South West WRRG's social media presence through channels including Facebook, Twitter and LinkedIn to increase awareness of Barwon South West WRRG's activities and values to key stakeholders, strengthen Barwon South West WRRG's relationships with key stakeholders and support the delivery of Barwon South West WRRG's strategic objectives. The table below gives a summary of activity as at 31 May 2022 (approx.).

Channel	Followers	Highest reach of one message
Facebook	2,056 Increase of over 150 on 2021 figures	11,527 on 28 April 2022 Race for Zero Waste
Twitter	187 Increase of 6 since 30/6/2021	935 impressions, August 2021 Promoting Repair Cafes in Zero waste map.
LinkedIn	488 Increase of 34 since 30/6/21.	1,910 impressions September 2021 Twelve Apostles Trail – close the loop recycled plastic.

Performance Reporting – Financial

Five Year Annual Financial summary

A summary of the financial position of the Barwon South West WRRG is presented as a five-year audited financial summary in the table below.

Five-year audited Annual Financial Summary

	2021/22	2020/21	2019/20	2018/19	2017/18
<i>Core Business Revenue</i>					
Government contributions	738,597	778,121	826,091	807,211	789,230
Other revenue	408,527	431,495	313,951	183,440	418,525
TOTAL REVENUE	1,147,124	1,209,616	1,140,042	990,651	1,207,755
<i>Administration</i>					
Corporate Expenditure	1,219,902	764,930	814,005	660,727	561,888
Project Expenditure	416,257	602,938	511,885	475,264	333,513
TOTAL EXPENDITURE	1,636,159	1,367,868	1,325,890	1,135,991	895,401
<i>Net Operating Result</i>	(489,035)	(158,252)	(182,258)	(145,340)	312,354
<i>Net Cash Flow from Operations</i>	(316,387)	(100,858)	(161,910)	(378)	338,553
Current Assets	658,401	1,229,710	1,396,326	1,590,640	1,621,670
Non-Current Assets	63,465	219,931	275,262	111,970	72,669
TOTAL ASSETS	721,866	1,449,641	1,671,588	1,702,610	1,694,339
Current Liabilities	205,452	357,585	361,316	359,929	248,544
Non-Current Liabilities	76,189	172,097	260,697	107,083	68,787
TOTAL LIABILITIES	281,641	529,682	622,013	467,012	317,331
<i>Net Assets</i>	440,225	919,959	1,049,575	1,235,598	1,377,008

**Comprehensive operating statement for the financial year ended
30 June 2022**

	<i>Actual</i>	<i>Budget</i>	<i>Variance \$</i>	<i>Variance %</i>	<i>Commentary</i>
Income from transactions					
Landfill levy revenue	\$738,597	\$738,597	\$0	0.0%	Variance due to deferred activities; surplus has been re-allocated to FY21/22. Additional Grants awarded. Higher interest income reflects the deferred expenditures resulting in higher cash balances.
Local Government Program	\$237,624	\$234,797	\$2,827	1.2%	
Other Project Funding	\$170,298	\$167,333	\$2,965	1.8%	
Interest	\$605	\$0	\$605	0.0%	
Other income	\$0	\$0	\$0	0.0%	
Total income from transactions	\$1,147,124	\$1,140,727	\$6,397	0.6%	
Expenses from transactions					
Employee expenses	\$928,149	\$786,185	\$141,964	18.1%	Reflects roles filled at higher rates, renegotiated EO salary, LSL obligations of new hire from previous public employment, and minimal leave taken by staff.
Depreciation	\$53,991	\$47,047	\$6,944	14.8%	
Audit fees	\$24,400	\$25,145	(\$745)	-3.0%	One additional vehicle maintained. Not all transition related provisions were spent.
Other operating expenses	\$629,619	\$734,165	(\$104,546)	-14.2%	
Total expenses from transactions	\$1,636,159	\$1,592,542	\$43,617	2.7%	
Net result from transactions (net operating balance)	(\$489,035)	(\$451,815)	(\$37,220)	8.2%	
Other economic flows included in net result					
Net gain/(loss) on non-financial assets	\$0	\$0	\$0	100.0%	
Net gain/(loss) on financial instruments	\$0	\$0	\$0	0.0%	
Other gains/(losses) from other economic flows	\$0	\$0	\$0	0.0%	
Total other economic flows included in net result	\$0	\$0	\$0	100.0%	
Net result	(\$489,035)	(\$451,815)	(\$37,220)	8.2%	
Comprehensive result	(\$489,035)	(\$451,815)	(\$37,220)	8.2%	

Current Year Financial Review

The Barwon South West Waste and Resource Recovery Group's operations resulted in a net loss of \$488,990 for FY2021/22, which is \$37,176 less favourable than budgeted. The significant variance is related to employee costs which were higher due to less leave taken, employee benefit provisions that were acquired upon commencement of new hires, and renegotiated EO contract following a Work Value Assessment by VPSC.

The current year's deficit was planned by the Group as previous years have operated at a surplus due to deferred projects.

Significant Changes in Financial Position

In anticipation of the winding down of operations and transitioning to Recycling Victoria, efforts were taking to pay all supplier invoices that would fall due in June 2022, collect all outstanding receivables and transfer remaining cash balances to DELWP. The Right of Use Assets and Liabilities were also adjusted on the year-end Balance Sheet as the office leases were only renewed for 12 months.

Significant Changes or Factors Affecting Performance

Nil

Disclosure of Grants

Barwon South West WRRG has provided grants to certain community groups/entities as part of the Can Do Communities Program, which Barwon South West WRRG is responsible for administering. Grants provided to community groups in 2021-22 for the purposes of supporting the groups who undertake waste reduction, repair or recycling within the Barwon South West region were as follows:

Organisation	Description	Payment \$
Port Fairy Community Group	Can Do Communities – Sustainable Gardening Session	\$550
Port Campbell Progress Association	Can Do Communities – Hard Plastics Recyclable and Education Day	\$500
Rotary Club of Geelong	Can Do Communities – New bin hubs as part of the Waterfront Market Waste Reduction Campaign.	\$550
Bellarine Catchment Network	Can Do Communities – Redesign and construction of display boxes as part of the Zero Waste Event Kit	\$550
Southern Ocean Environmental Link	Can Do Community Grant - Plastic Recycling Session	\$500
Anglesea Community House Inc.	Can Do Community Grant - Boomerang Bag Group	\$550
Torquay Community House	Can Do Community Grant - Grow your garden workshop.	\$550
Community Garden Ocean Grove Inc.	Can Do Community Grant - Community Garden workshop	\$500
Hamilton Community House Inc.	Can Do Community Grant – Clothing repair workshop	\$550
Wannon Water	Regional Organics Facility Project Contribution - Warrnambool regional organics processing facility	\$20,000

Subsequent Events

Subsequent to 30 June 2022, further COVID-19 restrictions have been established in the state of Victoria. However, these additional restrictions have not significantly affected the operations of the Group, nor are they expected to have a material financial impact on the current or future financial years.

The Circular Economy (Waste Reduction and Recycling) Act 2021 abolished the seven Waste and Resource Recovery Groups, which includes the Barwon South West Waste and Resource Recovery Group, on 1 July 2022.

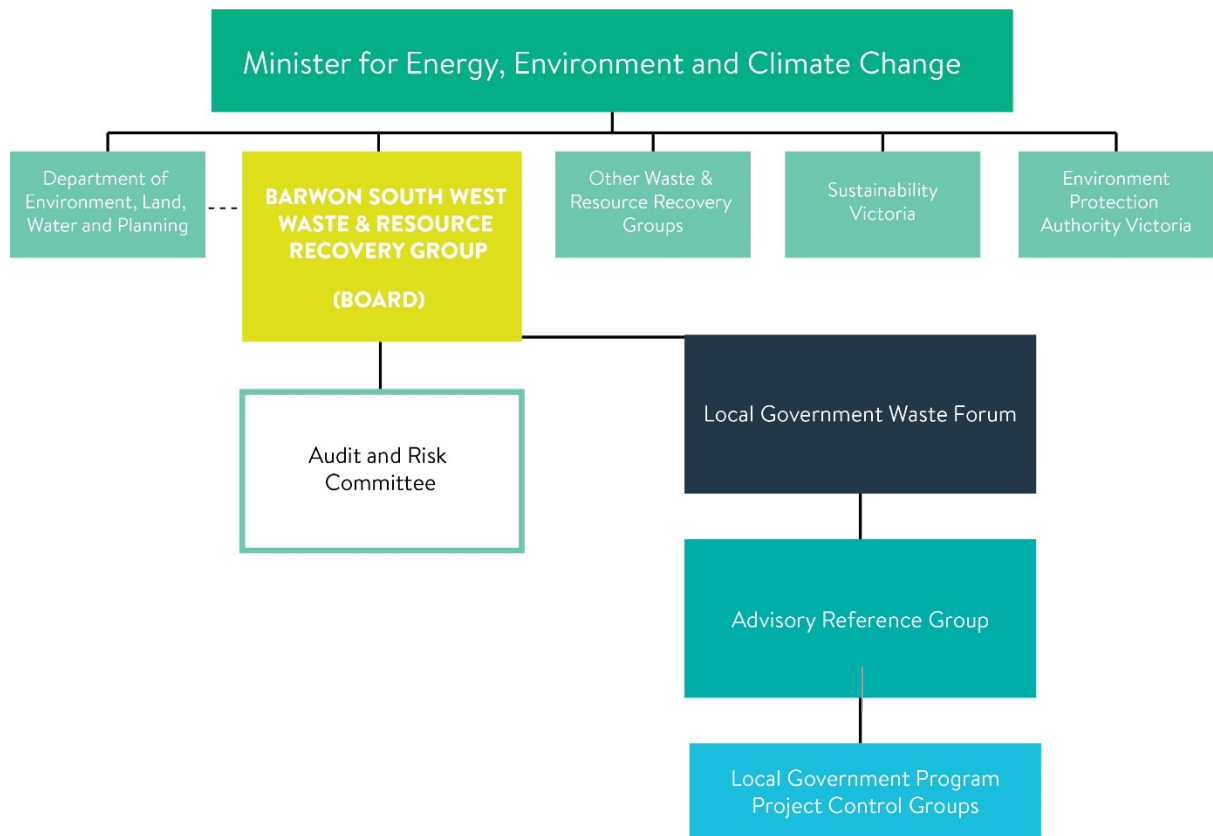
Section 2: Governance and organisational structure

Organisational Structure

The Barwon South West WRRG operates under legislative requirements outlined in the *EP Act 1970* including the Group's objectives, functions and powers which are detailed in sections 49C, 49G, 49H and 49I respectively and Division 2A of the Waste and Resource Recovery Infrastructure Planning Framework.

The Barwon South West WRRG is governed by a board of eight directors who are appointed by the Minister for Energy, Environment and Climate Change (this reduced to seven Directors following a resignation). Four directors are general members and three are nominated by the Barwon South West Local Government Waste Forum (Forum).

The Minister appointed the Chair under legislation as per Section 49K(4) of the *EP Act 2017*. Note Section 392(1) the *EP Act 2017* does not require that the Board Chair be one of the Forum nominated Board members.



Governing Board

Board Members are required to operate in the best interests of the Barwon South West WRRG, rather than in a representative capacity for any stakeholders or customer groups.

The role and duties of the Board include: strategy, governance, and risk management. Barwon South West WRRG Directors undertake several responsibilities including:

- Setting the broad strategy to meet its objectives and performance targets;
- Approving, where appropriate, policies and other recommendations received, its subcommittees and staff;
- Monitoring all policies, reviewing and recommending changes to the internal strategies and policies manual;
- Establishing and monitoring governance arrangements for the entity;
- Integrating risk management into the entity's strategic planning process;
- Monitoring and reviewing the effectiveness and relevancy of internal financial and operational risk management, compliance and reporting systems;
- Ensuring the preparation of and approving strategic plans, annual reports, key procedures and policies;
- Reviewing and approving the Annual Budget;
- Appointment and review of the Executive Officer; and
- Assisting to develop and maintain positive relations among the Board, committees, staff, stakeholders and the community to enhance the organisation's purpose.

Name	Role	Selection	Term of appointment for 2021 / 2022
Ms. Jill Parker	Chair	Forum Nominated - Moyne Shire Council (initial)	1 July 2021 to 30 June 2022
Mr. David Bell	Deputy Chair	Forum Nominated - Surf Coast Shire Council (initial)	1 July 2021 to 30 June 2022
Ms. Mary Bignell	Director	General Member	1 July 2021 to 30 June 2022
Ms. Tara Halliday	Director	General Member	1 July 2021 to 30 June 2022
Cr. Bruce Harwood	Director	Forum Nominated - City of Greater Geelong	1 July 2021 to 30 June 2022
Mr. Lindsay Merritt	Director	General Member	1 July 2021 to 30 June 2022
Ms. Nicole Sexton	Director	General Member	1 July 2021 to 30 June 2022



Ms. Jill Parker OAM (Chairperson since May 2017) is a former Councillor with Moyne Shire Council where she held the 'waste' portfolio continuously. As Moyne representative on the previous South West WRRG, Jill was duly appointed to the Barwon South West Waste and Resource Recovery Group in August 2014. Her background in agricultural science and education is complemented by a keen interest in the environment and sustainability. Jill is a graduate of the AICD.



Mr. David Bell is a former Councillor and Mayor with Surf Coast Shire Council. With a horticultural and landscape design background, David operates an organic farm and manages the Torquay Farmers Market. David has participated and led an extensive array of community organisations and previously been a director on the Barwon Regional Waste Management Group.



Ms. Mary Bignell holds qualifications in agricultural science and has experience in working in emergency management within local government. Mary has developed systems for a collaborative approach to emergency management amongst local government. Mary is also a Director with North Central Catchment Management Authority.



Ms. Tara Halliday is an environmental engineer, with over 22 years' experience as an environmental and social consultant. Tara has over 17 years of senior leadership and management experience. She has over 8 years of board directorship experience and is a graduate of the AICD. Tara has a strong interest in promoting good environmental and social governance and promoting sustainable development and recently completed the United Nations Circular Economy Training Course.



Cr. Bruce Harwood is a former Mayor of City of Greater Geelong Council and now serving as a City of Greater Geelong councillor. Bruce is the newly appointed Region Manager for AFL Barwon. Bruce was involved with the new waste management systems along with other exploring waste technologies/alternatives whilst previously serving as a director on the Barwon Regional Waste Management Group.



Mr. Lindsay Merritt holds formal qualifications in civil engineering, municipal engineering and town and regional planning and was a local government senior officer for 36 years with metropolitan and regional city municipalities, including 19 years at CEO level.



Ms. Nicole Sexton works as the Manager Sustainability and Health Country at Barwon Water. Her qualifications include a Bachelor of Aquatic Science with post graduate qualifications in facilitation, project management, change management and public relations. Her career has been focused on engaging organisations, customers and communities in sustainable practices and delivering organisational change programs aimed at improving customer and community value.

Board Meeting Dates

Meeting Dates

26 August 2021	24 February 2022
28 October 2021	28 April 2022
25 November 2021 (Special Meeting)	26 May 2022
16 December 2021	23 June 2022
5 Out of session reports (July 2021 x 2, September 2021, November 2021 and May 2022)	

Director Attendance for 2021/22 Board Meetings

Name	Attendance	Eligible for attendance
Ms. Jill Parker	8	8
Mr. David Bell	8	8
Ms. Mary Bignell	6	8
Ms. Tara Halliday	7	8
Cr. Bruce Harwood	6	8
Mr. Lindsay Merritt	8	8
Ms. Nicole Sexton	8	8

Executive Remuneration Committee

The Board established a sub-committee throughout 2021-2022 which was referred to as the Executive Remuneration Committee. This comprised of the following Directors:

- Ms. Jill Parker (Board Chairperson)
- Mr. David Bell
- Ms. Tara Halliday

The sub committee conducted the mid-year performance review of the Executive Officer along with evaluating the performance and delivered an outcome based on the performance review process. The sub committee met three times throughout the year officially and also met multiple times as part of the Public Entity Executive Remuneration (PEER) Review Policy process.

Audit and Risk Committee - Membership and Roles

The Audit and Risk Committee's responsibilities are set out in Standing Direction FRD221

Key responsibilities are to:

- review and report independently to the board on the annual report and all other financial information published by the Barwon South West WRRG;
- assist the board in reviewing the effectiveness of Barwon South West WRRG's internal control environment covering: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations;
- determine the scope of the internal audit function and ensure its resources are adequate and used effectively, including coordination with the external auditors;
- maintain effective communication with external auditors, consider recommendations made by internal and external auditors and review the implementation of actions to resolve issues raised;
- oversee the effective operation of the risk management framework.

Members are appointed by the board, on an annual basis, except for the independent representative who is appointed for a maximum three-year term, and are subject to the committee's terms of reference and associated Audit Policy. The members of the Audit and Risk Committee in 2021-22 are detailed in the table below.

Meetings are held bi-monthly and at any other time on request of a committee member or the internal or external auditor. In 2021-22, the committee met six times. Attendance of committee members is detailed in the table below.

Meeting Dates

12 August 2021	10 February 2022
14 October 2021	7 April 2022
9 December 2021	18 May 2022
13 December 2021 (Special Meeting)	23 June 2022
OOS Report 1 (May 2022)	

Attendance for 2021/22 Audit and Risk Committee Meetings

Name	Role	Term	Attended	Eligible for attendance
Mr. Paul Robson (Independent)	Chair	1 July 2021 to 30 June 2022	8	8
Ms. Jill Parker	Member	1 July 2022 to 30 June 2022	8	8
Mr. David Bell	Member	1 July 2021 to 30 June 2022	8	8
Mr. Lindsay Merritt	Member	1 July 2021 to 30 June 2022	8	8

Local Government Waste Forum

Section 391 of the *Environment Protection Act 2017* establishes Local Government Waste Forums in each Waste and Resource Recovery Group region. The Local Government Waste Forum (LG Forum) is established to support the effective operation of the Board of the Barwon South West WRRG.

The functions of a LG Forum in relation to the Board are:

- a. to nominate the 4 persons who are to be the representatives of the councils for the purposes of Section 391; and
- b. if there is a vacancy in the office of a director nominated under Section 391, to nominate a person to fill that vacancy; and
- c. to advise the Board of directors of the Waste and Resource Recovery Group on matters and issues affecting the role of councils in waste management and resource recovery; and
- d. to act as a conduit for consultation between the Waste and Resource Recovery Group and the councils in the waste and resource recovery region of that Group.

Each council in a waste and resource recovery region may nominate a representative to a LG Forum for that region. Thus, the LG Forum's membership consists of one member representative (usually a councillor) from each of the nine stakeholder councils, with attendance supported by officers who have an advisory role. The LG Forum aims to engage with industry, government and stakeholders to develop and deliver effective, efficient and sustainable and resource recovery planning and management in the Barwon South West WRRG's region.

Meeting Dates

19 August 2021

17 March 2022

21 October 2021

16 June 2022

9 December 2021 – Special Meeting

Members of the Local Government Waste Forum:

Representatives / Advisory Members

LOCAL GOVERNMENT WASTE FORUM REPRESENTATIVES 2021/2022			
Given name	Surname	Organisation	Attendance
Cr. Helen (Chair)	Henry	Southern Grampians Shire Council	5
Cr. Fleur	Hewitt	Borough of Queenscliffe	2
Cr. Bruce	Harwood	City of Greater Geelong	1
Cr. Graham	Costin	Colac Otway Shire Council	2
Cr. Jamie	Vogels	Corangamite Shire Council	5
Cr. Gilbert	Wilson	Glenelg Shire Council	4
Cr. Jordan	Lockett	Moyne Shire Council	1
Cr. Mike	Bodsworth	Surf Coast Shire Council	3
Cr. Richard	Ziegeler	Warrnambool City Council	2

LOCAL GOVERNMENT WASTE FORUM ADVISORY MEMBERS			
Given name	Surname	Organisation	Attendance
Stuart	Hansen (Executive Member)	Borough of Queenscliffe	1
Rodney	Thomas	City of Greater Geelong	1
Agnes	Tong (Executive Member)	City of Greater Geelong	4
Guy	Wilson-Browne	City of Greater Geelong	2
Simone	Robertson	Colac Otway Shire Council	5
Tony	McGann ⁶	Colac Otway Shire Council	1
Cameron	Duthie	Colac Otway Shire Council	3
Lyall	Bond	Corangamite Shire Council	5
Michael	Doherty	Glenelg Shire Council	5
Damon	Barclay ⁷	Glenelg Shire Council	2
Jordan	Byrne	Moyne Shire Council	2
Kane	Church	Moyne Shire Council	3
Kylie	McIntyre ⁸	Southern Grampians Shire Council	3
Marg	Scanlon	Southern Grampians Shire Council	3
Neil	Brewster	Surf Coast Shire Council	5
Ian	Stewart ⁹	Surf Coast Shire Council	1
Glenn	Reddick ¹⁰	Warrnambool City Council	0

⁶ Mr. Tony McGann departed Colac Otway Shire 26 April 2022

⁷ Mr. Damon Barclay departed Glenelg Shire 17 December 2021

⁸ Ms. Kylie McIntyre departed Southern Grampians Shire 11 March 2022

⁹ Mr. Ian Stewart departed Surf Coast Shire Council February 2022

¹⁰ Mr. Glenn Reddick was on Annual Leave from December 2021

Advisory Reference Group

The Advisory Reference Group (ARG) is a subgroup of the LG Forum. The ARG was established to advise, assist and inform the LG Forum. The ARG investigates, makes recommendations and provides expert advice to the Forum on technical matters relevant to the delivery of Barwon South West councils' waste and recycling services. The LG Forum and the ARG have a close association with the Barwon South West WRRG and the implementation of the Barwon South West Implementation Plan.

¹¹ Ms. Danielle Nipe departed Warrnambool City Council 25 March 2022

Barwon South West Local Government Program

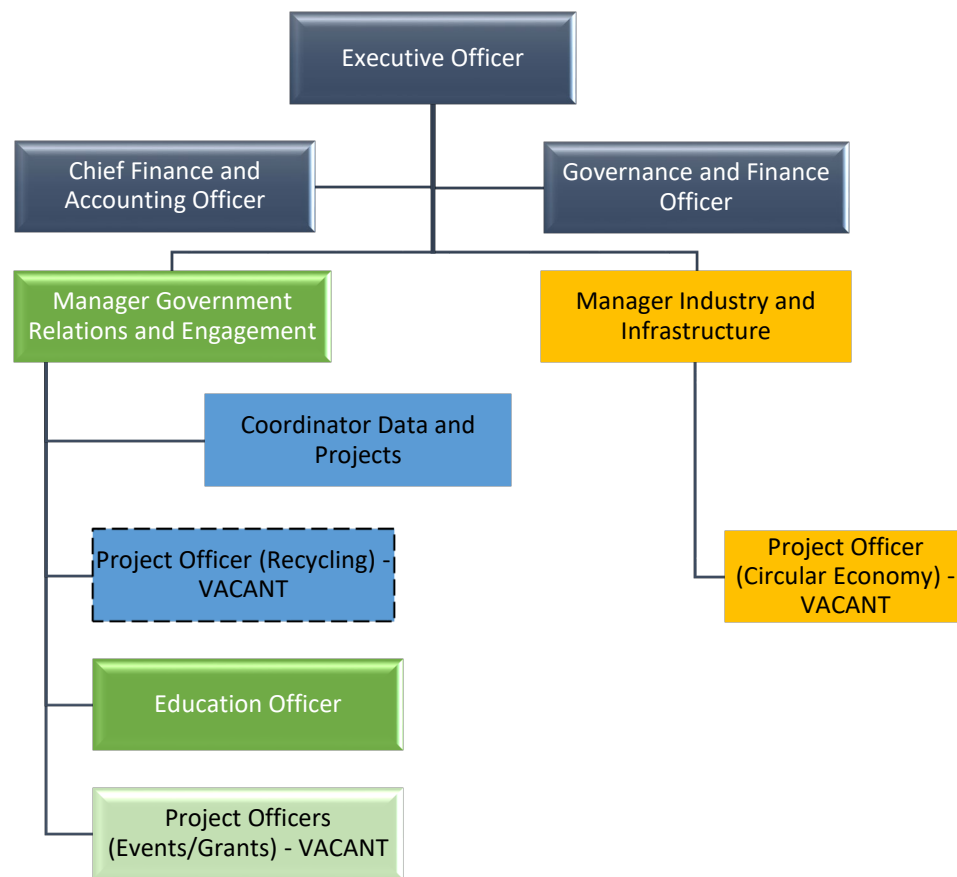
The Barwon South West Local Government Program (LG Program) is an initiative of the LG Forum. During the last 12 months, as the program was coming to a conclusion, the LG Forum agreed to solely focus and participate in the Kerbside Audit Project.

Some of the projects that continued for 2021/22 included:

1. Optimal Recycling Infrastructure Model report. This project was part funded by Regional Development Victoria and Barwon South West WRRG and was the highest priority project listed in the Regional Recycling Action Plan (RRAP). The report identified the infrastructure required for the region to assist with the current market demand for recycled materials. This report has been in the implementation phase with extensive research conducted and meetings held to advance infrastructure planning in the region.
2. Continued delivery of the Recycling Education campaign that included participation in kerbside trials to understand which interventions work best to reduce soft plastic contamination in kerbside bins.
3. Continued regional delivery of Sustainability Victoria's advertising and printing of resources for the Love Food Hate Waste campaign which aims to prevent household food waste.
4. The development of the Food Waste Reduction Workshop series. The workshops were developed to help residents save time, money and food through meal planning, low waste shopping, maximising food freshness by storing food correctly, low waste cooking, using up commonly wasted ingredients, preserving, and preventing food waste from going to landfill. The workshops were a success with over 250 participants taking part.
5. The ongoing work with the Buy Recycled Campaign which utilises online and print media to encourage households to buy recycled products and showcase the use of recycled products in public projects.

LG Program projects are funded by contributions from participating councils. Additional external funding is sourced where possible, to value add to the LG Program projects. The Barwon South West WRRG provides project management support to delivering the highly valued program.

Barwon South West Waste and Resource Recovery Group Staff Structure



In 2021/22 the Barwon South West Waste and Resource Recovery Group employed:

Executive Officer	Ashley Pittard
Manager Industry and Infrastructure	Ursula Trujillo-Escomel
Manager Government Relations and Engagement	Terri-Ann Schneider
Education Officer	Linda Grant
Governance and Finance Officer	Gabrielle Hargrave
Co-ordinator Data and Projects	Thomas Elford
Project Officer (Recycling)	<i>Vacant</i>
Contractor – Chief Financial Accounting Officer (CFAO)	Christine Crowder
Project Officer (Circular Economy)	<i>Vacant</i>

Section 3: Workforce Data

Public Sector Values and Employment Principles

The *Public Administration Act 2004* established the Victorian Public Sector Commission (VPSC). The VPSC's role is to strengthen public sector efficiency, effectiveness and capability, and advocate for public sector professionalism and integrity.

The Barwon South West WRRG continues to improve its policies and procedures that are consistent with the VPSC's employment standards and principles and are consistent with the DELWP model policies. These provide for fair treatment, career opportunities and the early resolution of workplace issues.

The Barwon South West WRRG continues to advise its directors and employees on how to avoid conflicts of interest, how to respond to offers of gifts and how it deals with misconduct. Directors and employees are offered relevant training, induction in areas relevant to public sector values.

Occupational Health and Safety

The goal of the Barwon South West WRRG's occupational health and safety (OH&S) policy and procedures is to ensure all staff remain safe and healthy at work and to minimise risk. During the 2021/22 financial year, the organisation has continued several initiatives to improve the health and safety of staff including basic ergonomic assessments and improved equipment, evacuation plans, safety audits to identify and address any workplace risks, first aid training, vehicle safety resource kits, a healthy eating program, flu shots, skin checks.

The Barwon South West WRRG utilises the following interrelated approaches to the management of OH&S:

- A risk management approach to hazard control; and
- Consultation between the employer and their staff.

Incident management

The Barwon South West WRRG did not report any hazards/incidents for the year, nor has it incurred any hazards/incidents for the last approx. 7.5 years since inception. Incidents include injuries and other hazards (non-injury) related incidents. There were no (nil) 'lost time' standard claims for the year. No matters have arisen during the year, no (nil) Work Cover claims have been lodged, and no (nil) claim costs have been lodged.

Workforce Data

Barwon South West WRRG employed six staff (5.8 full time equivalent) on 30 June 2022 which is similar to this time in 2021.

The proportion of women was 67% on 30 June 2022, which is the same as the previous financial year.

The Hamilton office contains two female staff members which is 100% of the workforce at that location.

Employees have been correctly classified in workforce data collections.

Classification	2021/22		2020/21	
	Number (headcount)	FTE	Number (headcount)	FTE
Executive officer	1	1.0	1	1.0
Senior managers	2	2.0	2	2.0
Administration / field staff	3	2.8	3	2.4
Total	6	5.8	6	5.4
Male	2	2.0	2	2.0
Female	4	3.8	4	3.4
Self-described	n	n	n	n
Total	6	5.8	6	5.4
Age 15 - 24	0		0	
25 - 34	1		1	
35 - 44	2		3	
45 - 54	3		1	
55 - 64	0		1	
65+	0		0	
Total	6		6	

Notes:

- All figures reflect employment levels during the last full pay period in June of each year.
- Excluded are those on leave without pay or absent on secondment, external contractors/consultants and temporary staff employed by employment agencies.
- Ongoing employees includes people engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last full pay period of June.
- FTE is defined as Full Time Equivalent.

Classification:

Executive officer means PEER contract

Administration/Field staff means Band 3 – 4

Senior managers mean Band 5+

Section 4: Other Disclosures

Local Jobs First Act 2003

The *Local Jobs First Act 2003* introduced in August 2018 brings together the Victorian Industry Participation Policy (VIPP) and Major Project Skills Guarantee (MPSG) policy which were previously administered separately.

Departments and public sector bodies are required to apply the Local Job first policy in all projects valued at \$3 million or more in Metropolitan Melbourne or for State-wide projects, or \$1 million or more for projects in regional Victoria.

MPSG applies to all construction projects valued at \$20 million or more.

The MPSG guidelines and VIPP guidelines will continue to apply to MPSG applicable and VIPP applicable projects respectively where contracts have been entered prior to 15 August 2018.

There were no contracts over \$1 million awarded by Barwon South West WRRG during the reporting period.

Workforce Inclusion Policy

Barwon South West WRRG does not hold a workforce inclusion policy; however, all of the organisation policies are inclusive and equitable. Barwon South West WRRG has been granted an exemption from the Standing Directions 2018 under the *Financial Management Act 1994* and Instructions.

Social Procurement Framework

Barwon South West is fully committed to supporting the Government's directions under the Social Procurement Framework (SPF), recognising it's a key role in advancing social and sustainable outcomes for Victorians.

Barwon South West WRRG has a Social Procurement Strategy which provides a strategic, agency-wide approach to how it will deliver social and sustainable outcomes through our procurement in accordance with the Social Procurement Framework and beyond.

Below demonstrates Barwon South West WRRG's achievements against the SPF objectives:

- *Opportunities for Victorian Aboriginal People:* Barwon South West WRRG demonstrates the valuing of diversity through the statement placed on job advertisements.
- *Opportunities or Victorians with Disability:* Barwon South West WRRG demonstrates the valuing of diversity through the statement placed on job advertisements.
- *Women's Equality and Safety:* Barwon South West WRRG demonstrates the valuing of diversity through the statement placed on job advertisements. There are also Human Resource policies available to support employee's wellbeing, safety and enforce acceptable standards within the workplace.

- *Opportunities for Disadvantaged Victorians:* Barwon South West WRRG demonstrates the valuing of diversity through the statement placed on job advertisements.
- *Supporting Safe and Fair Workplaces:* Barwon South West WRRG contain Human Resource policies available to support employee's wellbeing, safety and enforce acceptable standards within the workplace. Barwon South West WRRG purchase from entities that comply with industrial relations laws and promote secure employment.
- *Sustainable Victorian Social Enterprises and Aboriginal Business Sectors:* Barwon South West WRRG supports services that promotes liveable, inclusive and sustainable communities and thriving natural environments
- *Environmentally Sustainability Outputs:* Barwon South West WRRG chooses to purchase from entities that use sustainable resources and recycled products.
- *Environmentally Sustainable Business Practice:* Barwon South West WRRG purchases from entities that adopt sustainable business practices as well as purchasing sustainable resources and recycled products internally.
- *Implementation of the Climate Change Policy Objectives:* Barwon South West WRRG supports and demonstrates commitment to the Climate Change policy through increasing energy efficiency and continue to work with the Government to reducing emissions.

Government Advertising Expenditure

In 2021/22, the Barwon South West WRRG did not undertake any government advertising campaign with total media spend of \$100,000 or greater (exclusive of GST).

Consultancy Expenditure

In 2021/22, there were fifteen consultancies engaged during the year. The total expenditure incurred during 2021/22 in relation to these consultancies was \$291,862 (excl. GST).

Details of individual consultancies are outlined on Barwon South West WRRG's website.

Details of individual consultancies are outlined below <\$10,000:

Consultant	Purpose of consultancy	Start date	End date	Total approved project fee (excl. GST)	Expenditure 2021/22 (excl. GST)
Paul Kelly Creative	Graphic Design	July 2021	August 2021	\$82	\$82
Coulter Roache	Legal advice	July 2021	September 2021	\$4,696	\$4,696
Flying Pig Design	Editing	July 2021	July 2021	\$300	\$300
Camperdown Community House	Food Waste Reduction Workshop – Editing/Design/Support	September 2021	September 2021	\$5,915	\$5,915
Matrix On Board Training Pty Ltd	Workshop design, facilitation and reporting	October 2021	October 2021	\$4,157	\$4,157
Media Masters Vic	Media release	October 2021	October 2021	\$150	\$150
Corangamite Shire	Research work	October 2021	October 2021	\$1,998	\$1,998
Kismet Forward	Workshop facilitation	December 2021	December 2021	\$1,600	\$1,600
ACCC	Collaborative Procurement lodgement processing	December 2021	December 2021	\$2,500	\$2,500
Angela Preiss	Food Waste Reduction Workshops support work	March 2022	March 2022	\$525	\$525
RICE	Ecosystem mapping project management	May 2022	May 2022	\$5,000	\$5,000
ArcBlue	E-waste Collaborative Procurement project	April 2022	June 2022	\$9,900	\$9,900

Details of individual consultancies are outlined below >\$10,000:

Consultant	Purpose of consultancy	Start date	End date	Total approved project fee (excl. GST)	Expenditure 2021/22 (excl. GST)
Harwood Andrews	E-Waste procurement	August 2021	May 2022	\$16,310	\$16,310
EC Sustainable	Kerbside Audits	October 2021	May 2022	\$218,730	\$218,730
Wannon Water	Regional Organics Facility project management	April 2022	May 2022	\$20,000	\$20,000

When determining if a service provider is a consultant, it is important to consider the primary purpose of the engagement (and not what they call themselves). The main factor that distinguishes a consultant from other types of contractors is the predominantly advisory nature of the work.

Information and Communication Technology (ICT) Expenditure

For the 2021/22 reporting period, the Barwon South West WRRG had a total ICT expenditure of \$33,937 with the details shown below:

<i>All operational ICT expenditure</i>	<i>ICT expenditure related to projects to create or enhance ICT capabilities</i>		
<i>Business as Usual (BAU) ICT expenditure</i>	<i>Non-Business as Usual (non-BAU) ICT expenditure</i>	<i>Operational expenditure</i>	<i>Capital expenditure</i>
(Total)	(Total = Operational expenditure and capital expenditure)	\$31,481	\$2,456

ICT expenditure refers to the Barwon South West WRRG's costs in providing business enabling ICT services within the current reporting period. It comprises Business as Usual (BAU) ICT expenditure and Non-Business as Usual (Non-BAU) ICT expenditure.

Non-BAU ICT expenditure relates to extending or enhancing the Barwon South West WRRG's current ICT capabilities.

BAU ICT expenditure is all remaining ICT expenditure which primarily relates to ongoing activities to operate and maintain the current ICT capability.

Major Contracts

Barwon South West WRRG has not entered into any major contracts for the reporting period.

Freedom of Information

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the Barwon South West Waste and Resource Recovery Group. The Barwon South West Waste and Resource Recovery Group is a statutory authority under the *Environment Protection Act 1970* which has been repealed as of 1 July 2021 and replaced with the *Environment Protection Act 2017* and is a 'Government Agency' under the terms of the *Freedom of Information Act 1982 (FOI Act 1982)*. The purpose of the *FOI Act 1982* is to extend as far as possible the right of the community to access information held by government departments, local councils, Ministers and other bodies subject to this Act. Accordingly, it is required to comply with the procedures that have been prescribed under which members of the public may gain access to information held by agencies. A decision to release information is made by either the Principal Officer or an Authorised Officer. The *FOI Act 1982* allows Barwon South West Waste and Resource Recovery Group to refuse access, either fully or partially, to certain documents or information. For the 12 months ending 30 June 2022, the Barwon South West Waste and Resource Recovery Group did not receive any requests or applications under the *FOI Act 1982*.

Making a request:

FOI requests can be lodged online at www.foi.vic.gov.au. An application fee of \$30.10 applies. Access charges may also be payable if the document pool is large, and the search for material time consuming.

Access to documents may be obtained through written request to the Freedom of Information Manager, as detailed in s17 of the *FOI Act 1982*. In summary, the requirements for making a request are:

- It should be in writing;
- It should identify as clearly as possible which document is being requested; and
- It should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of the Barwon South West Waste and Resource Recovery Group, should be addressed to:

Recycling Victoria

Level 36, 2 Lonsdale Street

Melbourne, VIC, 3000

By email: recycling.victoria@delwp.vic.gov.au

Requests can also be lodged online at www.ovic.vic.gov.au

Access charges may also apply once documents have been processed and a decision on access is made for example, photocopying and search and retrieval charges.

The public can apply for a review when a Minister or agency makes a decision under the *Freedom of Information Act 1982* to:

- Refuse access in full or in part to a document;
- Refuse to amend a personal record;
- Defer access to a document; or
- Not waive or reduce an application fee.

An application for a review must be made to us within 28 days of you receiving the decision of the Minister or agency.

Further information regarding freedom of information (FOI) can be found at www.foi.vic.gov.au.

Compliance with *Building Act 1993*

The Barwon South West Waste and Resource Recovery Group does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

The Barwon South West Waste and Resource Recovery Group did not undertake any building works, which fall within the provisions of the *Building Act 1993*, as its offices are leased, and any waste management services are provided by contractors.

Competitive Neutrality Policy

Competitive neutrality requires government businesses to ensure where services compete, or potentially compete with the private sector, any advantage arising solely from their government

ownership be removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service.

The Barwon South West WRRG continues to comply with the requirements of the Competitive Neutrality Policy.

Information about the Competition Neutrality is available from the Office of the Commissioner for Better Regulation's website (<https://www.vic.gov.au/better-regulation-victoria>).

Compliance with the *Public Interest Disclosures Act 2012*

The Public Interest Disclosures Act 2012 (PID Act) enables people to make a disclosure about corrupt or improper conduct by a public officer or a public body.

The Barwon South West WRRG is a public body for the purposes of the PID Act.

What is a public interest disclosure?

A public interest disclosure is a complaint of corrupt or improper conduct or detrimental action by a public officer or a public body.

'Improper or corrupt conduct' involves substantial mismanagement of public resources, risk to public health or safety or the environment, or corruption.

'Detrimental action' is action taken against a person in reprisal for making a public interest disclosure.

How do I make a Protected Disclosure?

You can make a protected disclosure about Barwon South West Waste and Resource Recovery Group or its board members, officers or employees by contacting IBAC on the contact details provided below.

Recycling Victoria
Level 36, 2 Lonsdale Street
Melbourne, VIC, 3000
By email: recycling.victoria@delwp.vic.gov.au

Contacts:

Independent Broad-Based Anti-Corruption Commission (IBAC) Victoria

Address: Level 1, North Tower, 459 Collins Street, Melbourne Victoria 3000.
Mail: IBAC, GPO Box 24234, Melbourne Victoria 3001
Internet: www.ibac.vic.gov.au
Phone: 1300 735 135

Establishing Act

Barwon South West WRRG is compliant with all current legislative requirements, including all aspects of the Establishing Act - the *Environment Protection Act 1970* which has since been replaced by the *Environment Protection Act 2017*. Additionally, in 2020, Minister D'Ambrosio issued a Statement of Expectations to Barwon South West WRRG. The Group is compliant with the expectations set out in this document, which is available on the Group's website.

Office-Based Environmental Impacts

The Barwon South West WRRG is committed to lead by example in promoting and maintaining the principles of sustainability, especially with waste minimisation and resource recovery within its office environment and projects.

Offices are leased in South Geelong and Hamilton. To ensure the office environment reflects efficiency and environmental sustainability, the Hamilton office is a single room for the one employee and visitors, with associated amenities. The South Geelong office maximises natural light, ventilation and minimal lighting for the staff at this location.

Waste minimisation and resource recovery:

- A recycling system is in place for most office products. Arrangements for the recycling of co-mingled glass, plastic, steel and aluminium containers and reuse of paper prior to recycling are in place.
- Food organics and shredded paper are composted off site.
- Confidential paper records are disposed of through GDP Industries.
- Staff are working to improve efficiency with paper use, minimising printing, reusing paper, wherever practicable. Recycled paper is used where available such as for printing, toilet paper and hand towel.
- Ink cartridges are recycled through Planet Ark.
- Batteries are collected and delivered to Battery World.
- E-waste is collected and delivered to North Geelong Resource Recovery Centre or GDP Industries.
- Polystyrene is collected and delivered to GDP Industries.
- Soft plastics are collected and delivered to Redcycle.
- Boomerang bags available for shopping.
- The purchasing activities are environmentally responsible and consider recycled materials / equipment / office items where applicable.
- Bread tags are recycled through Aussie Bread Tags for Wheelchairs.
- Dental products are recycled through Terracycle.

Reasonable efforts are made to minimise consumption of water and power and monitors energy, water and fuel use.

Three vehicles were leased and utilised by the Barwon South West WRRG. The leasing of these vehicles considered economical fuel usage and safety as the key selection criteria. Additional vehicle use, when required, utilises hire car services of an economical and environmentally sustainable choice.

COVID-19 required employees to work from home sporadically throughout 2021/22, following on from the State of Emergency declarations that have occurred. This also meant much work activities were conducted online, reducing travel and meetings, therefore reducing overall environmental impact.

Environmental Aspect	Description	Unit of Measure	2021/22	2020/21	2019/20
Energy	Use Total	Kilowatt hours	3664	3,652	4,215
Gas	Use Total	Mega joules	0	0	0
Water	Consumption Total	Kilolitres	6	13	16
Paper	Total	Reams	16	20	25
	Total Use (100% recycled)	Reams	16	20	25
Transportation	Total Interstate Travel	Flight kilometres	6,702	6,852	0
		Use of public transport where possible for all meetings in Melbourne Teleconferencing use where possible to minimise travel			

Statement of Availability of Other Information

In compliance with the requirements of the Standing Directions of the Minister for Finance, details in respect of the items listed below have been retained by the Barwon South West Waste and Resource Recovery Group and are available in full on request, subject to the provisions of the *Freedom of Information Act 1982*.

- a) A statement that declarations of pecuniary interests have been duly completed by all relevant officers.
- b) Details of publications produced by the Barwon South West Waste and Resource Recovery Group about itself, and how these can be obtained.
- c) Details of any major reviews carried out in respect of the operation of the Barwon South West Waste and Resource Recovery Group.
- d) Details of major research and development activities undertaken by the Barwon South West Waste and Resource Recovery Group.
- e) Details of major promotional, public relations and marketing activities undertaken by the Barwon South West Waste and Resource Recovery Group to develop community awareness of the entity and its services.
- f) A general statement on industrial relations within the Barwon South West Waste and Resource Recovery Group and details of time lost through industrial accidents and disputes.

The information is available on request from:

Recycling Victoria
Level 36, 2 Lonsdale Street
Melbourne, VIC, 3000
By email: recycling.victoria@delwp.vic.gov.au

Details in respect of the following items have been included in the Barwon South West Waste and Resource Recovery Group's annual report, on the pages indicated below:

- g) Details of assessments and measures undertaken to improve the occupational health and safety of employees (on page 39)
- h) A list of major committees sponsored by the Barwon South West Waste and Resource Recovery Group; the purposes of each committee and the extent to which the purposes have been achieved (on pages 29-37)
- i) Details of all consultancy's services provided; and expenditure committed for each engagement (on page 42-44). Contractor's details available on request.

Information that is not applicable to Barwon South West Waste and Resource Recovery Group:

The following information is not relevant to the Barwon South West Waste and Resource Recovery Group, for the reasons set out below:

- j) A declaration of shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary (No shares have ever been issued to or in the name of Barwon South West Waste and Resource Recovery Group).
- k) Details of overseas visits undertaken (No board member or senior officer took overseas work-related trips).
- l) Details of changes in prices, fees, charges, rates and levies charged for its services (Barwon South West Barwon South West Waste and Resource Recovery Group does not have any charges or the like).

Portfolio Financial Management Compliance Attestation Statement

I, John Bradley, on behalf of the Responsible Body, certify that Barwon South West Waste and Resource Recovery Group has been granted an exemption from the Standing Directions 2018 under the *Financial Management Act 1994* and Instructions. This exemption has been granted by the Assistant Treasurer on the basis Barwon South West Waste and Resource Recovery Group complies with the Department of Environment, Land, Water and Planning's Portfolio Financial Management Compliance Framework.



Mr John Bradley

Secretary

Department of Environment, Land, Water and Planning

30 December 2022

Accountable Officer's and Chief Finance and Accounting Officer's Declaration

Barwon South West Waste & Resource Recovery Group
For the year ended 30 June 2022

The attached financial statements for Barwon South West Waste and Resource Recovery Group have been prepared in accordance with Direction 5.2 of the Standing Directions of the Minister for Finance under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2022 and financial position of the Group at 30 June 2022.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 30 December 2022.



Mr John Bradley
Secretary
Department Environment, Land, Water and Planning
30 December 2022



Ms Bronwyn DiCarlo
Chief Financial Officer
Department Environment, Land, Water and Planning
30 December 2022

Independent Auditor's Report

To the Secretary of the Department of Energy, Environment and Climate Action for the Barwon South West Waste and Resource Recovery Group

Opinion I have audited the financial report of the Barwon South West Waste and Resource Recovery Group (the authority) which comprises the:

- balance sheet as at 30 June 2022
- comprehensive operating statement for the year then ended
- statement of changes in equity for the year then ended
- cash flow statement for the year then ended
- notes to the financial statements, including significant accounting policies
- Accountable Officer's and Chief Finance and Accounting Officer's declaration.

In my opinion, the financial report presents fairly, in all material respects, the financial position of the authority as at 30 June 2022 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the *Financial Management Act 1994* and applicable Australian Accounting Standards.

Basis for Opinion I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

My independence is established by the *Constitution Act 1975*. My staff and I are independent of the authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Secretary's responsibilities for the financial report The Secretary of the Department of Energy, Environment and Climate Action is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Financial Management Act 1994*, and for such internal control as the Secretary determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Secretary is responsible for assessing the authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit 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 authority's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Secretary
- conclude on the appropriateness of the Secretary's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the authority's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the authority to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Secretary regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
18 January 2023



Paul Martin
as delegate for the Auditor-General of Victoria

BSWWRRG Financial Statements

Barwon South West Waste & Resource Recovery Group
For the year ended 30 June 2022

Comprehensive Operating Statement

Barwon South West Waste & Resource Recovery Group For the year ended 30 June 2022

	NOTES	2022	2021
Continuing operations			
Income from transactions			
Contributions	2	976,221	921,591
Grants	2	170,298	284,721
Other Revenue		605	3,304
Total Income from transactions		1,147,124	1,209,616
Expenses from transactions			
Employee Expenses	3	928,149	745,903
Depreciation Expense	4	53,991	60,143
Interest Expense	6	6,328	8,578
Other Operating Expenses	3	647,691	553,244
Total Expenses from transactions		1,636,159	1,367,868
Net result from transactions		(489,035)	(158,252)
Other economic flows included in net result			
Net gain/(loss) on non-financial assets (on disposal)	4, 8	-	28,636
Net gain/(loss) on financial instruments		-	-
Total Other economic flows included in net result		-	28,636
Net Result for the Year		(489,035)	(129,616)
Net Result and Total Comprehensive Income for the Year		(489,035)	(129,616)

The accompanying notes form part of this financial statement

Balance Sheet

Barwon South West Waste & Resource Recovery Group As at 30 June 2022

	NOTES	2022	2021
Assets			
<u>Current Assets</u>			
Cash and Cash Equivalents	6	-	1,017,137
Receivables	5	656,151	194,530
Other Financial Assets	6	-	
Other Non-financial Assets	5	2,250	18,043
Total Current Assets		658,401	1,229,710
<u>Non-current Assets</u>			
Property, Plant and Equipment	4	63,465	219,931
Total Non-current assets		63,465	219,931
Total Assets		721,866	1,449,641
Liabilities			
<u>Current Liabilities</u>			
Payables	5	24,294	53,487
Unearned/Prepaid Income	5	(349)	94,231
Interest Bearing Liabilities – Current portion	6	49,884	96,060
Employee Related Provisions	3	131,623	113,807
Total Current Liabilities		205,452	357,585
<u>Non-current Liabilities</u>			
Unearned/Prepaid Income	5	-	9,451
Interest Bearing Liabilities – Non-current portion	6	26,246	127,144
Employee Related Provisions	3	49,942	35,502
Total Non-current Liabilities		76,189	172,097
Total Liabilities		281,641	529,682
Net Assets		440,225	919,959
Equity			
Accumulated Surplus		181,927	661,661
Contributed Capital		258,298	258,298
Total Equity		440,225	919,959

The accompanying notes form part of this financial statement

Statement of Changes in Equity

Barwon South West Waste & Resource Recovery Group
For the year ended 30 June 2022

	Contributed Capital	Accumulated Surplus	Total
	\$	\$	\$
Balance at 1 July 2020	258,298	791,277	1,049,575
Net result for the year	-	(129,616)	(129,616)
Right of Use Buildings Revaluation	-	-	-
Balance at 30 June 2021	258,298	661,661	919,959
Net result for the year	-	(489,035)	(489,035)
Right of Use Buildings Revaluation	-	9,301	9,301
Balance at 30 June 2022	258,298	181,927	440,225

The accompanying notes form part of this financial statement

Cash Flow Statement

Barwon South West Waste & Resource Recovery Group For the year ended 30 June 2022

	NOTES	2022	2021
Cash flows from Operating Activities			
Receipts			
Receipts from government		933,127	790,117
Receipts from other entities		313,172	238,676
Interest received		605	3,304
Net GST received		50,974	156,121
Total Receipts		1,297,878	1,188,218
Payments			
Payments to suppliers and employees		(1,607,938)	(1,280,498)
Interest and other costs of finance paid		(6,328)	(8,578)
Total Payments		(1,614,266)	(1,289,076)
Net cash flows from / (used in) operating activities	6	(316,388)	(100,858)
Cash flows from Investing Activities			
Payment for property, plant and equipment		-	(1,110)
Proceeds from property, plant and equipment		(9,301)	17,713
Contribution to Owner		(656,151)	-
Proceeds from sale of investments		-	200,000
Net cash flows from / (used in) investing activities		(665,452)	216,603
Cash flows from Financing Activities			
Repayment of borrowings and finance leases		(35,297)	(43,806)
Net cash flows from / (used in) financing activities		(35,297)	(43,806)
Net increase/(decrease) in cash and cash equivalents		(1,017,137)	71,939
Cash and cash equivalents at the beginning of the financial year		1,017,137	945,198
Cash and cash equivalents at the end of the financial year	6	-	1,017,137

The accompanying notes form part of this financial statement

Notes to the Financial Statements

Barwon South West Waste & Resource Recovery Group For the year ended 30 June 2022

1. ABOUT THIS REPORT

1.1 Reporting Entity

Under Section 49D(1) of the *Environment Protection Act 1970* (EP Act), the former Minister for Environment and Climate Change made an order declaring 1 August 2014 as the date on which the new waste and resource recovery groups commence operation, including Barwon South West Waste and Resource Recovery Group (the Group).

The accounting policies set out below have been applied in preparing the financial statements for the years ended 30 June 2022 and 2021.

Barwon South West Waste and Resource Recovery Group is a Statutory Authority acting on behalf of the Victorian Government. The principal address is:

Barwon South West Waste and Resource Recovery Group
PO Box 82
BELMONT VIC 3216

Objectives and funding

The Group's overall objective is to develop and implement a Regional Waste and Resource Recovery Implementation Plan (RWRRIIP). This plan will set out how the waste and resource recovery infrastructure needs of a waste region will be met over a 10 year period and will align with the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP).

The Group's core income is provided from the landfill levy as legislated under Section 70E of the EP Act.

As at 1 July 2015, the legislative function of distributing landfill levy to the Group via the Environment Protection (Landfill Levy Distribution) Regulations 2010 was revoked. This legislation was replaced with Section 70E (5) of the EP Act, which provides for the landfill levy to be distributed by DELWP upon approval of a Ministerial Determination. The Ministerial Determination must specify the exact amount of distribution, the method by which the amount is to be calculated, the times the amount must be paid and the period for which the determination has been made.

1.2 Basis of Accounting Preparation and Measurement

This Annual Financial Report presents the audited general purpose financial statements of Barwon South West Waste and Resource Recovery Group for the years ended 30 June 2022 and 2021.

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

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when the cash is received or paid.

Going Concern Basis

On 14 December 2021, the Circular Economy (Waste Reduction and Recycling) Act 2021 (the Act) was gazetted. This resulted in the establishment of Recycling Victoria, whose Head will oversee the waste, recycling and resource recovery sector, and support the development of a circular economy. Recycling Victoria has been established as a business unit within the Department of Environment, Land, Water and Planning (DELWP) and commenced operations from 1 July 2022. The Act abolished the seven Waste and Resource Recovery Groups (WRRG's) on 1 July 2022, which include the Barwon South West Waste and Resource Recovery Group. It transferred all WRRG's assets, powers, works, rights, liabilities and obligations, which also included financial and other reporting obligations to the DELWP, Recycling Victoria, commencing as successor in law on 1 July 2022. All employees of the WRRG's transferred to Recycling Victoria on its commencement date.

In accordance with FRD119 *Transfers Through Contributed Capital*, the transfer of all assets and liabilities by the WRRG's to the DELWP is recognised as a direct adjustment to equity and designated as Distributions to Owners. DELWP will account for the

transfer in is 30 June 2023 financial report as a Contribution by Owner.

The seven WRRG's will not prepare a financial report for the financial year ended 30 June 2023 as their date of abolishment and transfer of assets and liabilities occurred on the first day of the financial year, 1 July 2022.

- There was no change in the carrying amounts, which are reported at fair value, of assets or liabilities between 30 June 2022 financial reporting date, and 1 July 2022 date of abolishment of the WRRG's.
- The carrying amounts of assets and liabilities transferred are disclosed in the WRRG's Balance Sheet for the year ended 30 June 2022 included in this financial report.

The going concern basis was used to prepare the financial statements as the intent of the legislation is that the substantive functions, rights, and obligations of the WRRG's will continue under Recycling Victoria.

The general purpose financial report has been prepared in accordance with Australian Accounting Standards (AAS's), Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the requirements of the *Financial Management Act 1994* (FMA) and applicable Ministerial Directions. Where applicable, those paragraphs of the AAS's applicable to not-for-profit entities have been applied. The Group is a not-for-profit entity for the purpose of preparing the financial statements.

The preparation of financial statements in conformity with AAS requires the use of certain accounting estimates that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Examples include accruals, depreciation, and employee provisions. Actual results may differ from these estimates. It also requires management to exercise its judgement in the process of applying the entity's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the entity and that are believed to be reasonable under the circumstances. It is expected that the estimates and assumptions adopted are not likely to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Consideration has been made by the Group on the potential financial impact of COVID-19 due to the current and potentially ongoing restrictions within the state of Victoria. The Group has been able to adapt the majority of its activities to accommodate the restrictions on public gatherings and work settings and there has been no reduction in the staff levels required. Consequently, there have been no material changes made in the Group's accounting estimates, nor has there been any uncertainty regarding the impairment of non-financial assets.

The financial statements are presented in Australian dollars, and prepared under the historical cost convention, except for the revaluation of financial assets and certain classes of property, plant, and equipment.

All amounts shown in the financial statements are rounded to the nearest dollar, unless otherwise stated. Figures in the financial report may not equate due to rounding.

1.3 Statement of Compliance

This financial report is a general purpose report that consists of a Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes accompanying these statements.

The annual financial statements were authorised for issue by DELWP – the successor in law to the Barwon South West Waste and Resource Recovery Group on __ December 2022.

2. FUNDING DELIVERY OF OUR SERVICES

	2022	2021
2.1 Summary of income that funds the delivery of our services		
(a) Contributions		
Landfill levy distribution - from DELWP	738,597	778,121
Local Government Forum Contributions	237,624	143,470
Total (a) Contributions	976,221	921,591
(b) Grants		
Other Grants	170,298	284,721
Total (b) Grants	170,298	284,721
Total Summary of income that funds the delivery of our services	1,146,519	1,206,312

Landfill Levy Revenue

Landfill levy revenue reflects the amounts received and receivable for the financial period by the Group.

Grants and Contributions

Grants and contributions are recognised on receipt unless there is a clear agreement regarding the amount that will be received in which case the amount of the grant receivable in respect of the current financial year is brought to account on an accrual basis. During the year ending 30 June 2022, the Group received \$132,398 (exclusive of GST) of contributions from the nine regional councils for the benefit of the Local Government Program. Revenues are only recognised to the extent expenditures are incurred. The difference between the contributions received and the revenue recognised is reported as Unearned Income (see Note 5.3.1).

3. THE COST OF DELIVERING SERVICES

Expenses from transactions are recognised as they are incurred and reported in the financial year to which they relate.

	2022	2021
3.1 Expenses incurred in the delivery of services		
(a) Employee Expenses in Comprehensive Operating Statement		
Superannuation expense	78,042	59,241
Salaries and wages, annual leave, long service leave and workers comp	850,107	686,662
Total (a) Employee Expenses	928,149	745,903
(b) Other operating expenses		
Supplies and services		
Purchase of consumables	2,456	2,511
Purchase of services (Note 3.4)	632,628	539,505
Maintenance	1,359	308
Total Supplies and services	636,443	542,324
Short-term lease expenses		
Lease Payments	11,248	10,920
Total Short-term lease expenses	11,248	10,920
Total (b) Other operating expenses	647,691	553,244
Total Expenses incurred in the delivery of services	1,575,840	1,299,147

Employee Expenses

These expenses include all costs related to employment including wages and salaries, superannuation, fringe benefits tax, leave entitlements, redundancy payments and WorkCover premiums.

Provisions

Provisions are recognised when the Group has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows, using a discount rate that reflects the time value of money and risks specific to the provision.

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

Employee Benefits

Provision is for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related costs.

(i) Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries, including non-monetary benefits, and annual leave, are all recognised in the provision for employee benefits as current liabilities, because the Group does not have an unconditional right to defer settlements of these liabilities.

Depending on the expectation of the timing of settlement, liabilities for wages and salaries and annual leave are measured at:

- nominal value - if the Group expects to wholly settle within 12 months; or
- present value - if the Group does not expect to wholly settle within 12 months.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognized in the Comprehensive Operating Statement as it is taken.

(ii) Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Unconditional LSL is disclosed in the notes to the financial statements as a current liability, even where the Group does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- nominal value - if the Group expects to wholly settle within 12 months; and
- present value - if the Group does not expect to wholly settle within 12 months.

Conditional LSL is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL liability is measured at present value.

Any gain or loss following revaluation of the present value of non-current LSL liability is recognised in the "net result from transactions", except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised in the net result as another economic flow.

On-costs related to employee expenses

On-costs such as superannuation, payroll tax, and workers compensation are not employee benefits. They are disclosed separately as a component of the provision for employee benefits when the employment to which they relate has occurred.

Superannuation

The amount charged to the Comprehensive Operating Statement in respect of superannuation represents contributions made or due by the Group to the relevant superannuation plans in respect to the services of the Group's staff (both past and present). Superannuation contributions are made to the plans based on the relevant rules of each plan and any relevant compulsory superannuation requirements that the Group is required to comply with.

Other Operating Expenses

Other operating expenses generally represent the day-to-day running costs incurred in normal operations. Routine maintenance, repair and minor renewal costs are expensed as incurred. Where the expense incurred relates to the replacement of a component of an asset, the cost exceeds the capitalisation threshold and it meets the definition of an asset, the cost is capitalised and depreciated.

3.2 Employee Benefits in the Balance Sheet

Current Provisions		
<u>Annual Leave</u>		
Unconditional and expected to be settled within 12 months	63,933	49,195
Total Annual Leave	63,933	49,195
<u>Long Service Leave</u>		
Unconditional and expected to be settled within 12 months	-	9,117
Unconditional and expected to be settled after 12 months	45,364	37,563
Total Long Service Leave	45,364	46,680
<u>Provisions for On-costs</u>		
Unconditional and expected to be settled within 12 months	17,581	14,191
Unconditional and expected to be settled after 12 months	4,745	3,741
Total Provisions for on-costs	22,326	17,932
Total Current Provisions	131,623	113,807
<u>Non Current Provisions</u>		
Employee benefits	45,214	32,287
On-Costs	4,728	3,215
Total Non Current Provisions	49,942	35,502
Total Employee Benefits in the Balance Sheet	181,565	149,309

(a) Movement in On-cost Provisions

Opening Balance	21,147	15,089
Additional provisions recognised	203	13,907
Reductions arising from payments/other sacrifices of future economic benefits	6,258	(7,598)
Unwind of discount and effect of changes in the discount rate	(554)	(251)
Closing balance	27,054	21,147

3.3 Superannuation and Contributions

The Group contributes in respect of its employees, to accumulation superannuation schemes.

There were \$0 and \$16,016 contributions outstanding as of 30 June 2022 and 2021, respectively. There were no loans issued from or to the above schemes as of the financial report date.

The Group makes employee superannuation contributions in respect of its employees to various nominated funds, chosen by its employees. Obligations for contributions to these funds are recognised as an expense in the Comprehensive Operating Statement when they are made or due.

Accumulation

The accumulation fund category receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the years ended 30 June 2022 and 2021, this was 10.0% and 9.5%, respectively, required under Superannuation Guarantee legislation).

3.4 Purchase of Services

	2022	2021
Purchase of Services		
Professional Services	74,465	53,776
Consultancy Services	291,863	258,646
Travel and Related Expenses	20,122	16,365
Audit Services	24,400	23,900
Information Communication Technology Services	31,482	22,407
Business Operating Expenses	17,217	6,355
Motor Vehicle Expenses	3,074	11,176
Staff Related Expense	29,904	26,545
Insurance Expense	10,365	8,869
Office Supplies and Consumables	1,860	1,400
Marketing and Media	44,825	97,431
Other Occupancy Expenses	7,172	6,910
Other Expenses	75,879	5,725
Total Purchase of Services	632,628	539,505

4. MAJOR ASSETS AND INVESTMENTS

4.1 Property, Plant and Equipment

	2022	2021
4.1.1 Classes of Property, Plant and Equipment		
Motor Vehicles		
Motor Vehicles at Fair Value	99,381	98,948
Less: Accumulated Depreciation	(38,069)	(27,733)
Total Motor Vehicles	61,312	71,215
Plant and Equipment		
Plant and Equipment at Fair Value	49,716	49,715
Less: Accumulated Depreciation	(47,563)	(42,410)
Total Plant and Equipment	2,153	7,305
Right of Use Buildings		
Right of Use Buildings at Fair Value	-	188,548
Less: Accumulated Depreciation	-	(47,137)
Total Right of Use Buildings	-	141,411
Total Classes of property, plant and equipment	63,465	219,931

Recognition of Non-current Physical Assets

Property, plant and equipment represent non-current physical assets comprising land, buildings, plant, equipment and motor vehicles, used by the Group in its operations. Items with a cost or value in excess of \$500 and a useful life of more than one year are recognised as an asset. All other items acquired are expensed.

AASB 16 Leases has been applied for the first time from 1 July 2019. The Group recognizes a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- Any lease payments made at or before the commencement date less any lease incentive received; plus
- Any initial direct costs incurred; and
- An estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located

The Group depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The right-of-use assets are also subject to revaluation.

In addition, the right-of-use asset is periodically reduced by impairment losses, if any and adjusted for certain remeasurements of the lease liability.

Assets acquired at no cost or for nominal consideration by the Group are recognised at fair value at the date of acquisition.

Measurement of Non-current Physical Assets

All non-current physical assets are recognised initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Fair value has been assessed to approximate net book value.

Sale of Fixed Assets

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

4.1.2. Depreciation and Amortisation of Non-Current Assets

All non-current physical assets that have a limited useful life are depreciated. Where assets have separate identifiable components that have distinct useful lives and/or residual values, a separate depreciation rate is determined for each component.

Depreciation is calculated using the straight-line method to allocate the cost or revalued amounts, net of the residual values, over the estimated useful life, commencing from the time the asset is held ready for use. The asset residual values and useful lives are reviewed and adjusted if appropriate, at each balance sheet date.

Straight-line depreciation is charged based on the residual useful life as determined each year. Major depreciation periods used are listed below.

ASSET CLASS	YEARS
Motor Vehicles	4
Plant and Equipment	2 - 5

4.1.3 Impairment of Non-financial Assets

All assets are assessed annually for indicators of impairment.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount. Where an asset's carrying amount exceeds its recoverable amount, the difference is written-off by a charge to the Comprehensive Operating Statement except to the extent that the write-down can be debited to an asset revaluation reserve amount applicable to that class of asset.

The recoverable amount for most assets is measured at the higher of value in use and fair value less costs to sell. Recoverable amount for assets held primarily to generate net cash inflows is measured at the higher of current replacement cost and fair value less costs to sell. The current replacement cost of an asset is its cost measured by reference to the lowest cost at which the gross future economic benefits of that asset could currently be obtained in the normal course of business.

A reversal of an impairment loss on a revalued asset is credited directly to equity under the heading asset revaluation reserve. However, to the extent that an impairment loss on the same class of asset was previously recognised in the operating statement, a reversal of that impairment loss is also recognised in the comprehensive operating statement.

4.1.4 Net Gain/(Loss) on Disposal of Non-financial Assets

Any gain or loss on the disposal of non-financial assets is recognised at the date of disposal and is determined after deducting the proceeds from the carrying value of the asset at the time.

	2022	2021
<hr/>		
Net gain/(loss) on non-financial assets		
Net gain on disposal of property plant and equipment	-	28,636
Total Net gain/(loss) on non-financial assets	-	28,636

4.1.5 Movements during the reporting period in property, plant and equipment

	Buildings	Plant and Equipment	Motor Vehicles	Total
Balance as of 30 June 2020	164,979	15,653	94,629	275,262
Acquisition of assets	-	1,110	36,521	37,631
WDV of disposals	-	-	(32,818)	(32,818)
Depreciation	(23,568)	(9,458)	(27,117)	(60,143)
Balance as of 30 June 2021	141,411	7,305	71,215	219,931
Acquisitions of assets	-	-	36,955	36,955
Revaluation of AASB 16 RoU Assets	(117,843)	-	-	(117,843)
WDV of disposals	-	-	(21,587)	(21,587)
Depreciation	(23,568)	(5,153)	(25,270)	(53,991)
Balance as of 30 June 2022	-	2,152	61,313	63,465

5 OTHER ASSETS AND LIABILITIES

	2022	2021
5.1 Receivables		
Current		
Contractual		
Advance to DELWP	656,151	-
Trade Debtors	-	194,530
Total Contractual	656,151	194,530
Total Current	656,151	194,530
Total Receivables	656,151	194,530

Receivables consist of:

- contractual receivables, such as debtors in relation to goods and services, loans to third parties and accrued investment income; and
- statutory receivables, such as amounts owing from the Victorian Government and Goods and Services Tax (GST) input tax credits recoverable.

Contractual receivables are classified as financial instruments and categorised as “financial assets at amortised cost”.

Statutory receivables, are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments because they do not arise from a contract.

Contractual receivables are recognised initially at fair value and subsequently measured at amortised cost, less an allowance for impaired receivables. Trade receivables are due for settlement no more than 30 days from the date of recognition.

Collectability of contractual receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written-off. A provision for doubtful debts is established based on expected credit loss. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows. The amounts credited to the provision are recognised as an expense in the comprehensive operating statement.

As of 30 June 2022 all cash balances were transferred as an advance to DELWP.

Past due trade receivables

As of 30 June 2022, trade receivables do not contain impaired assets and are not past due.

5.2 Other Non-Financial Assets

Current other assets		
Prepayments	2,250	18,043
Total Current other assets	2,250	18,043
Total Other Non-Financial Assets	2,250	18,043

Prepayments

Prepayments represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

5.3 Liabilities

5.3.1 Payables

Current		
<u>Contractual</u>		
Supplies and Services	18,848	40,130
Other Payables	-	16,016
Unearned/Prepaid Income	(348)	94,231
Total Contractual	18,500	150,377
<u>Statutory</u>		
PAYG Withholding Liability	22,680	12,170
Goods and Service Tax	(23,627)	(18,897)
Fringe Benefit Tax	6,393	4,068
Total Statutory	5,446	(2,659)
Total Current	23,946	147,718
<u>Non Current Contractual</u>		
Unearned/Prepaid Income	-	9,451
Total Contractual	-	9,451
Total Non Current	-	9,451
Total Payables	23,946	157,169

Payables consist of:

- Contractual payables, such as accounts payable, and unearned income including deferred income from Local Government Program contributions. Accounts payable represent the liabilities for goods and services provided to the group prior to the end of the financial year that are unpaid, and arise when the Group becomes obliged to make future payments in respect of the purchase of those goods and services; and
- Statutory payables, such as goods and services tax and fringe benefits tax payable

Contractual payables are classified as financial instruments and categorised as financial liabilities at amortised cost. Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised costs, because they do not arise from a contract.

The contractual payables are unsecured and are usually paid within 30 days or recognition.

Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

6 FINANCING OUR OPERATIONS

2022

2021

6.1 Interest Bearing Liabilities

<u>Current interest bearing liabilities</u>		
Lease liability – VicFleet	49,884	73,482
Right of Use Liability – Buildings	-	22,578
Total Current interest bearing liabilities	49,884	96,060
<u>Non-current interest bearing liabilities</u>		
Lease Liability – VicFleet	26,246	-
Right of Use Liability - Buildings	-	127,144
Total Non-current interest bearing liabilities	26,246	127,144
Total interest Bearing Liabilities	76,130	223,204

All interest bearing liabilities are initially recognised at the fair value of the consideration received, less directly attributable transaction costs (refer also to Note 6.2 *Leases*). The measurement basis subsequent to initial recognition is at amortised costs.

6.2 Leases

Information about leases for which the Group is a lessee is presented below.

The Group's leasing activities

The Group leases various properties, IT equipment and motor vehicles. The lease contracts are typically made for fixed periods of 1-5 years with an option to renew the lease after that date. Lease payments for properties are renegotiated every five years to reflect market rentals.

Leases of IT equipment with contract terms of 1-3 years are either short-term and or/leases of low-value items. The Group has elected not to recognise right-of-use assets and lease liabilities for these leases.

At 30 June 2022, the Group was committed to short term leases and the total commitment at that date was \$44,136.

6.2 (a) Right-of-use Assets

Right-of-use assets are presented in note 4.1.1 (a)

6.2 (b) Amounts recognized in the Statement of Comprehensive Statement

The interest expense on lease liabilities that are recognized in the Statement of Comprehensive Operating Statement during the year ending 30 June 2022 was \$6,328.

6.2 (c) Amounts recognized in the Statement of Cashflows

Total cash outflow for leases recognized in the Statement of Cashflows for the year ending 30 June 2022 was \$35,297.

For any new contracts entered into on or after 1 July 2019, the Group considers whether a contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'. To apply this definition the Group assesses whether the contract meets three key evaluations:

- Whether the contract contains an identified asset, which is either explicitly identified in the contract or implicitly specified by being identified at the time the asset is made available to the Group and for which the supplier does not have substantive substitution rights;
- Whether the Group has the right to obtain substantially all of the economic benefits from use of the identified asset throughout the period of use, considering its rights within the defined scope of the contract and the Group has the right to direct the use of the identified asset throughout the period of use; and
- Whether the department has the right to take decisions in respect of 'how and for what purpose' the asset is used throughout the period of use.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

Separation of lease and non-lease components

At inception or on reassessment of a contract that contains a lease component, the lessee is required to separate out and account separately for non-lease components within a lease contract and exclude these amounts when determining the lease liability and right-of-use asset amount.

Recognition and measurement of leases as a lessee

Lease Liability – initial measurement

The lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease if that rate is readily determinable or the Group's incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable;
- variable payments based on an index or rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- payments arising from purchase and termination options reasonably certain to be exercised.

Lease Liability – subsequent measurement

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification, or if there are changes in-substance fixed payments.

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right-of-use asset is already reduced to zero.

Short-term leases and leases of low-value assets

The Group has elected to account for short-term leases and leases of low-value assets using the practical expedients. Instead of recognising a right-of-use asset and lease liability, the payments in relation to these are recognised as an expense in profit or loss on a straight-line basis over the lease term.

Minimum future lease payments

	Minimum future lease payments ¹		Present value of minimum future lease payments	
	2022	2021	2022	2021
Right of Use Liabilities - Buildings (prior period operating lease)				
Not longer than 1 year	-	27,952	-	22,578
Longer than 1 year but not longer than 5 years	-	111,806	-	99,687
Longer than 5 years	-	27,952	-	27,457
Other lease liabilities payable (prior period finance lease) ^(b)				
Not longer than 1 year	50,298	74,055	49,884	73,482
Longer than 1 year but not longer than 5 years	-	-	-	-
Longer than 5 years	-	-	-	-
Minimum future lease payments	26,319	241,765	26,246	73,482
Less future finance charges	(487)	(18,561)
Present value of minimum lease payments	76,130	223,204	26,246	73,482
Included in the financial statements as:				
Current borrowings lease liabilities (Note 7.1)	-	-	49,884	96,060
Non-current borrowings lease liabilities (Note 7.1)	-	-	26,246	127,144
Total	-	-	76,130	223,204

6.2.1 Interest Expense

Interest expense represents costs incurred in connection with borrowings. It includes the interest components of finance lease repayments and is recognised in the period in which it is incurred

	2022	2021
Interest Expense		
Interest on finance leases	954	2,338
Total Interest Expense	954	2,338

6.3 Cash Flow Information and Balances

6.3.1 Cash and Cash Equivalents

The Group considers cash and cash equivalents on the Balance Sheet to include cash on hand, cash at bank, deposits at call with banks and those highly liquid investments (with original maturities of three months or less) which are held for the purpose of meeting short term cash commitments rather than for investment purposes, are readily convertible to known amounts of cash with an insignificant risk of changes in value. Cash at bank is bearing a floating interest rate of the cash rate plus 0.15%.

As at 30 June 2022, all remaining cash balances were transferred as an advance to DELWP ahead of the transition.

	2022	2021
Cash and Cash Equivalents		
Cash at bank	-	1,017,137
Total Cash and Cash Equivalents	-	1,017,137

Reconciliation to cash at the end of year

Balance as above	-	1,017,137
Balance as per Cash Flow Statement	-	1,017,137

6.3.2 Reconciliation of Net Result for the Period to Net Cash From Operating Activities

	2022	2021
Net result for the year		
Net result for the year	(489,035)	(129,616)
Non-cash movements:		
(Gain)/loss on sale or disposal of non-current assets	9,302	(28,636)
Depreciation of non-current assets	53,991	60,143
Net (gain)/loss on financial instruments	-	-
Movements in assets and liabilities:		
(Increase)/decrease in receivables	194,530	43,026
(Increase)/decrease in other non-financial assets	15,793	(4,471)
Increase/(decrease) in payables	(133,224)	(79,488)
Increase/(decrease) in provisions	32,256	38,184
Net cash flows from/(used in) operating activities	(316,387)	(100,858)

6.4 Other Financial Assets

Term deposits reported as other financial assets class include only term deposits with original maturity greater than 90 days and less than one year. The term deposit is bearing and interest rates of 1.56%.

	2022	2021
Other Financial Assets		
Term Deposits – AUD – at amortised cost	-	-
Total Other Financial Assets	-	-

6.5 Interest Revenue

Interest is recognised when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

	2022	2021
6.5.1 Interest Revenue		
Interest on bank deposits	605	3,304
Total Interest Revenue	605	3,304

6.6 Commitments for Expenditures

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are disclosed at their nominal value and inclusive of the goods and services tax (GST) payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the Balance Sheet.

	2022	2021
6.6.1 Total Commitments Payable		
<u>Short-term lease commitments payable</u>		
Less than 1 year	49,884	73,482
Longer than 1 year but not longer than 5 years	26,246	
Total Short-term lease commitments payable		73,482
Total Commitments Payable	76,130	73,482

7 RISKS, CONTINGENCIES AND VALUATION JUDGEMENTS

7.1.1 Financial Instruments

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the Group's activities, certain financial assets and financial liabilities arise under statute rather than a contract. Such financial assets and financial liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*. For example, statutory receivables arising from taxes, fines and penalties do not meet the definition of financial instruments as they do not arise under contract. However, guarantees issued by the Treasurer on behalf of the Group are financial instruments because, although authorised under statute, the terms and conditions for each financial guarantee may vary and are subject to an agreement.

The Group applies AASB 9 and classifies all of its financial assets based on the business model for managing the assets and asset's contractual terms.

Categories of financial assets

Financial assets at amortised cost
Financial assets at fair value through other comprehensive income
Financial assets at fair value through net result

All Group financial assets are held at amortised cost. Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- (i) the assets are held by the Group to collect the contractual cashflows, and
- (ii) the assets' contractual terms give rise to cash flows that are solely payment of principal and interest.

These assets are initially recognized at fair value plus any directly attributable transaction costs and subsequently measured at amortised costs using the effective interest rate method less any impairment.

The following financial assets are recognized in this category:

- (i) Trade receivables (excluding statutory receivables)
- (ii) Cash and short term deposits at bank

Categories of financial liabilities

Financial liabilities at fair value through net result
Financial liabilities at amortised cost
Derivative financial instruments
Offsetting financial instruments

All Group financial liabilities are held at amortised costs. Financial liabilities at amortised cost are initially recognized on the date at fair value plus any directly attributable transactions costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognized amount and the redemption value being recognised in profit and loss over the period of the interest-bearing liability, using the effective interest rate method. The Group recognizes the following liabilities in this category:

- (i) Trade and other payables (excluding statutory payables)
- (ii) Interest bearing liabilities

7.1.2 Impairment of Financial Assets under AASB 9

The Group has been assessing (and recording if applicable) the allowance for expected credit loss for the relevant financial instruments, applying AASB 9's Expected Credit Loss approach. Subject to AASB 9, impairment assessment includes the Group's contractual receivables and statutory receivables. While cash and cash equivalents are also subject to the impairment requirements of AASB 9, there was no impairment recorded for this financial asset.

7.1.3 Financial Risk Management Objectives and Policies

The Group's activities expose it to a variety of financial risks: market risk, credit risk and liquidity risk. The Group's Board has the overall responsibility for the establishment and oversight of the Group's risk management framework. The Group's overall risk management program seeks to minimise potential adverse effects from the financial and operational performance of the Group.

Risk management is carried out by the Board of Directors and the Audit Committee under policies approved by the Board of Directors. The finance department identifies and evaluates financial risks. The board provides written principles for overall risk management, as well as policies covering specific areas, such as interest rate risk, credit risk, use of derivative financial instruments and non-derivative financial instruments, and investment of excess liquidity.

The main risks the Group is exposed to through its financial instruments are as follows:

(a) Market risk

Market risk is the risk that changes in market prices will affect the fair value or future cash flows of the Group's financial instruments. Market risk comprises of foreign exchange risk, interest rate risk and other price risk. The Group's exposure to market risk is primarily through interest rate risk, there is no exposure to foreign exchange risk and insignificant exposure to other price risks. Objectives, policies and processes used to assess these risks are disclosed in the paragraphs below:

Interest Rate Risk

The Group has minimal exposure to interest rate risk through its holding of cash assets and other financial assets. The Group manages its interest rate risk by maintaining a bank account with a floating interest rate.

Foreign Exchange Rate

The Group has no exposure to changes in the foreign exchange rate.

Other Price Risk

The Group has no significant exposure to Other Price Risk.

(b) Credit risk

Credit risk is the risk of financial loss to the Group as a result of a customer or counterparty to a financial instrument failing to meet its contractual obligations. Credit risk arises principally from the Group's receivables and financial assets available for sale.

The Group's exposure to credit risk is influenced by the individual characteristics of each customer. The receivable balance consists predominantly of an amount due from the Victoria Government.

(c) Liquidity risk

Liquidity Risk is the risk that the Group will not be able to meet its financial obligations as they fall due. The Group's policy is to settle financial obligations within 30 days and in the event of dispute, make payments within 30 days from the date of resolution.

The Group manages liquidity risk by maintaining adequate reserves and banking facilities by continuously monitoring forecasts and actual cash flows and matching the maturity profiles of financial assets and financial liabilities.

7.2 Contingent Assets and Liabilities

Contingent assets and liabilities are not recognised in the Balance Sheet but are disclosed by way of Notes to the Financial Statement and if quantifiable are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively. The Victorian Government's intention to abolish the seven existing WRRGs and establish one new authority on 1 July 2022, may create obligations associated with the dissolution of the Group that are non-quantifiable at this time.

7.3 Fair value determination of financial assets and liabilities

The fair values and net fair values of financial assets and liabilities are determined as follows:

- Level 1 – the fair value of financial instruments with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices;
- Level 2 – the fair value is determined using inputs other than quoted prices that are observable for the financial asset or liability, either directly or indirectly; and
- Level 3 – the fair value is determined in accordance with generally accepted pricing models based on discounted cash flow analysis using unobservable market inputs.

The Group currently holds financial instruments that are recorded in the financial statements where the carrying amounts approximate to fair value, due to their short-term nature or with the expectation that they will be paid in full by the end of the 2021-22 reporting period.

These financial instruments include:

<i>Financial assets</i>	<i>Financial liabilities</i>
Cash and deposits	Payables:
Receivables:	• For supplies and services
• Sale of services	• Amounts payable to government and agencies
• Accrued investment income	• Other payables
• Other receivables	
Investments and other contractual financial assets:	
• Term deposits	

There were no differences in the fair value of the financial instruments from the carrying amounts.

8 OTHER DISCLOSURES

8.1 Subsequent Events

Subsequent to 30 June 2022, further COVID-19 restrictions have been established in the state of Victoria. However, these additional restrictions have not significantly affected the operations of the Group, nor are they expected to have a material financial impact on the current or future financial years.

The *Circular Economy (Waste Reduction and Recycling) Act 2021* abolished the seven Waste and Resource Recovery Groups, which includes the Barwon South West Waste and Resource Recovery Group, on 1 July 2022.

2022 2021

8.2 Other Economic Flows Included In Net Result

(a) Net gain/(loss) on non-financial assets

Net gain on disposal of property plant and equipment	-	28,636
Total (a) Net gain/(loss) on non-financial assets	-	28,636
Total Other Economic Flows Included In Net Result	-	28,636

8.3 Remuneration of Executives, Key Management Personnel and Payments to Other Personnel

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period. The responsible Minister during the 2020-21 reporting period was the Hon Lily D'Ambrosio MP, Minister for Energy, Environment and Climate Change. All of the responsible persons and accountable officers are considered to be Key Management Personnel.

8.3.1 Responsible persons

The persons who held the positions of ministers, directors and accountable officers in the Group are as follows:

Name	Title	Period of Appointment
Responsible Ministers		
The Honourable Lily D'Ambrosio	Minister for Energy, Environment and Climate Change	01/07/2021 to 30/06/2022
Directors		
Cr. Jill Parker	Chairperson	01/07/2021 to 30/06/2022
Cr. David Bell	Director	01/07/2021 to 30/06/2022
Mr. Lindsay Merritt	Director	01/07/2021 to 30/06/2022
Ms. Tara Halliday	Director	01/07/2021 to 30/06/2022
Cr. Bruce Harwood	Director	01/07/2021 to 30/06/2022
Ms. Mary Bignell	Director	01/07/2021 to 30/06/2022
Ms. Nicole Sexton	Director	01/07/2021 to 30/06/2022
Accountable Officer		
Mr. Ashley Pittard	Executive Officer	01/07/2021 to 30/06/2022

Remuneration received or receivable by the Accountable Officer in connection with the management of the Group during the reporting period was in the range: \$250,000 - \$259,000 (\$150,000 - \$159,000 in 2020-21)

The compensation detailed below excludes the salaries and benefits the Portfolio Minister receives. The Minister's remuneration and allowances is set by the Parliamentary Salaries and Superannuation Act 1968 and is reported in the State's Annual Financial Report.

<i>Compensation of KMPs (including Key Management Personnel disclosed in Note 8.4.1)</i>	<i>Total remuneration</i>	
	2022	2021
Short-term employee benefits	270,012	160,969
Post-employment benefits	25,921	14,533
Total	295,933	175,502
Total number of KMPs	8	9

2022 2021

8.4 Auditors' Remuneration

Victorian Auditor-General audit of financial statements	15,500	15,500
Internal Audit	8,900	8,400
Total Auditors' Remuneration	24,400	23,900

8.5 Related Party Transactions

The Group is a wholly owned and controlled entity of the State of Victoria. Related parties of the Group include:

- all key management personnel (refer to responsible persons in Note 8.5.1) and their close family members and personal business interests (controlled entities, joint ventures and entities over which they have significant influence).
- all cabinet ministers and their close family members; and
- all departments and public-sector entities that are controlled and consolidated into the whole of state consolidated financial statements.

Transactions and balances with key management personnel and other related parties

Given the breadth and depth of State government activities, related parties transact with the Victorian public sector in a manner consistent with other members of the public (e.g. stamp duty and other government fees and charges). Further employment of processes within the Victorian public sector occur on terms and conditions consistent with the *Public Administration Act 2004* and Codes of Conduct and Standards issued by the Victorian Public Sector Commission. Procurement processes occur on terms and conditions consistent with the Victorian Government Procurement Board requirements.

Outside of normal citizen type transactions with the Group, there were no related party transactions that involved key management personnel, their close family members and their personal business interests. No provision has been required, nor any expense recognised for impairment or receivables from related parties. There were no loans in existence by the Group to responsible persons or related parties at the date of this report.

Significant transactions with government-related entities

During the year the Group received \$738,597 of landfill levy distributions (2021: \$778,121) from the Department of Environment, Land, Water and Planning (DELWP). The Group transferred the remaining cash balance of \$656,151 to DELWP as of 30 June 2022 and is reported as a receivable in the Balance Sheet as of that date.

8.6 New Accounting Standards and Interpretations Issued that are not yet effective

Certain new and revised accounting standards have been issued but are not effective for the 2021-22 reporting period. These accounting standards have not been applied to the Model Financial Statements. The State is reviewing its existing policies and assessing the potential implications of these accounting standards which includes:

- *AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-Current*

This Standard amends AASB 101 to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current. A liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. The meaning of settlement of a liability is also clarified.

AASB 2020-6 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date was issued in August 2020 and defers the effective date to annual reporting periods beginning on or after 1 January 2023 instead of 1 January 2022, with earlier application permitted.

The standard is not expected to have a significant impact on the public sector.

- *AASB 17 Insurance Contracts*

The new Australian standard seeks to eliminate inconsistencies and weaknesses in existing practices by providing a single principle based framework to account for all types of insurance contracts, including reinsurance contract that an insurer holds. It also provides requirements for presentation and disclosure to enhance comparability between entities.

AASB 2020-5 Amendments to Australian Accounting Standards – Insurance Contracts was issued in July 2020 with the intention to reduce the costs application and easing transition by deferring its effective date to annual periods beginning on or after 1 January 2023 instead of 1 January 2021.

This standard currently does not apply to the not-for-profit public sector entities.

- *AASB 2020-7 Amendments to Australian Accounting Standards – Covid19 – Rent Related Concessions: Tier 2 Disclosures.*

This Standard amends AASB 16 to extend by one year the application period of the practical expedient added to AASB 16 by AASB 2020-4 Amendments to Australian Accounting Standards – Covid-19-Related Rent Concessions. The practical expedient permits lessees not to assess whether rent concessions that occur as a direct consequence of the covid-19 pandemic and meet specified conditions are lease modifications and, instead, to account for those rent concessions as if they were not lease modifications (e.g. account for as variable lease payment instead). This standard extends the practical expedient to rent concessions that reduce only lease payments originally due on or before 30 June 2022, provided the other conditions for applying the practical expedient are met.

This standard is not expected to have a significant impact on the public sector.

Several other amending standards and AASB interpretations have been issued that apply to future reporting periods but are considered to have limited impact on the Group's reporting.

- *AASB 1060 General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities (Appendix C).*
- *AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments.*
- *AASB 2020-8 Amendments to Australian Accounting Standards – Interest Rate Benchmark Report – Phase 2.*
- *AASB 2020-9 Amendments to Australian Accounting Standards – Tier 2 Disclosures: Interest Rate Benchmark Report (Phase 2) and Other Amendments.*
- *AASB 2020-2 Amendments to Australian Accounting Standards – Removal of Special Purpose Financial Statements for Certain For-Profit Private Sector Entities.*
- *AASB 2020-3 Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments.*
- *AASB 2020-7 Amendments to Australian Accounting Standards – Covid-19 rent Related Concessions: Tier 2 Disclosures.*
- *AASB 2020-8 Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform – Phase 2.*
- *AASB 2020-9 Amendments to Australian Accounting Standards – Tier 2 Disclosures: Interest Rate Benchmark Reform (Phase 2) and Other Amendments.*

Portfolio Financial Management Compliance Framework (PFMC) & Financial Reporting Directions Disclosure Index

The Annual Report of the Barwon South West Waste and Resource Recovery Group is prepared in accordance with all relevant Victorian legislations and pronouncements.

This index has been prepared to facilitate identification of the Barwon South West WRRG's compliance with statutory disclosure requirements.

Legislation	Requirement	Page reference
Ministerial Directions & Financial Reporting Directions (FRD)		
Report of Operations		
FRD 22I	Manner of Establishment and the Relevant Minister	Page 7
FRD 22I	Nature and Range of Services Provided	Page 8
FRD 22I	Objective, Functions, Powers, and Duties	Pages 9 - 10
FRD 22I	Performance Reporting (non-financial)	Pages 12 - 22
FRD 22I	Achievements	Pages 12 - 13
FRD 22I	Operational Performance	Pages 14 - 22
FRD 22I	Key Initiatives and Projects	Page 23
FRD 22I	Five-year Financial summary	Page 24
FRD 22I	Significant Changes in Financial Position	Page 26
FRD 22I	Significant Changes or Factors Affecting Performance	Page 26
FRD 22I	Subsequent Events	Page 26
FRD 22I	Organisational Structure and Corporate Governance	Page 27
FRD 22I	Governing Board	Pages 28 - 31
FRD 22I SD 3.2.1	Audit and Risk Committee Membership and Roles	Page 32
FRD 22I	Occupational Health and Safety	Page 38
FRD 22I	Employment and Conduct Principles	Page 38
FRD 22I	Public Sector Values and Employment Principles	Page 38
FRD 22I	Workforce Data	Pages 38 – 39
FRD 25D	Local Jobs First Act 2003	Page 40
FRD 22I	Government Advertising Expenditure	Page 41
FRD 22I	Consultancy Expenditure	Pages 41 – 43
FRD 22I	ICT Expenditure	Page 44

FRD 22I	Freedom of Information	Pages 44 – 45
FRD 22I	Compliance with <i>Building Act 1993</i>	Pages 45
FRD 22I	Competitive Neutrality Policy	Page 46
FRD 22I	Compliance with <i>Protected Disclosure Act 2012</i>	Pages 46
FRD 24D	Office-Based Environmental Impacts	Pages 47 – 48
FRD 22I	Statement of Availability of Other Information	Pages 48 - 49
Compliance attestation and declaration		
SD 5.2.3	Responsible Body Declaration	Page 5
SD 5.1.3	Portfolio Financial Management Compliance Attestation Statement	Page 51

Legislation	Requirement	Page reference
Ministerial Directions & Financial Reporting Directions		
Financial Statements		
PFMC	Chief Financial Officer (CFO) - expertise and qualifications.	✓
PFMC	Audit committees – membership & responsibilities	Page 32
SD 5.1.3	Portfolio Financial Management Compliance Attestation Statement	Page 51
PFMC	Requires an Accountable Officer to ensure the agency's Annual Report is prepared in accordance with the FMA, all relevant Directions and accounting standards.	✓
PFMC	Requires Departments to present their annual report in accordance with the Model Report.	✓
PFMC	Annual reports must be published on your agency's website.	✓
PFMC	Declaration in Financial Statements	Page 52
PFMC	Responsible Body Declaration	Page 5
FRD 10A	Disclosure Index	Page 78 - 80
Other disclosures as required by FRDs in notes to the financial statements ^(a)		
FRD 9A	Departmental Disclosure of Administered Assets and Liabilities by Activity	N/A
FRD 21C	Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report	Page 75
FRD 103H	Non-Financial Physical Assets	Page 65-66
FRD 110A	Cash Flow Statements	Page 59

Note:

(a) References to FRDs have been removed from the Disclosure Index if the specific FRDs do not contain requirements that are of the nature of disclosure.

Legislation	
<i>Financial Management Act 1994</i>	Pages 5,41, 51-53,61
<i>Freedom of Information Act 1982</i>	Pages 44 - 45
<i>Building Act 1993</i>	Pages 49
<i>Public Interest Disclosures Act 2012</i>	Pages 46
<i>Victorian Industry Participation Policy Act 2003</i>	Page 40
<i>Local Jobs Act 2003</i>	Page 40

This page left intentionally blank

**reduce.
recycle.**

www.reduce-recycle.com.au