Western Metropolitan Regional Council
Managing waste wisely

Minutes

ORDINARY COUNCIL MEETING (OC 02/19)

4 April 2019
Commenced at 5:30 pm

Shire of Peppermint Grove
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CONTENTS

1 DECLARATION OF OPENING 3
2 RECORD OF ATTENDANCE AND APOLOGIES 3
3 DISCLOSURES OF INTERESTS 3
4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 3
5 PUBLIC QUESTION TIME 4
6 APPLICATIONS FOR LEAVE OF ABSENCE 4
7 PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS 4
8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION 4
9 CONFIRMATION OF PREVIOUS COUNCIL MINUTES 6
9.1 CONFIRMATION OF PREVIOUS COUNCIL MINUTES 6
10 REPORTS OF COMMITTEES AND OFFICERS 7
10.1 SAFETY MANAGEMENT PROGRESS REPORT 7
10.2 FINANCIAL STATEMENTS 11
10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS 13
10.4 MINUTES OF CEOAC MEETINGS 15
10.5 COUNCIL POLICY REVIEW 17
10.6 LOCAL LAW – STANDING ORDERS 20
10.7 EVALUATION OF COMMUNITY WASTE EDUCATION 23
11 INFORMATION BULLETINS 26
11.1 COMMUNICATIONS AND EDUCATION REPORT 26
11.2. WASTE OPERATIONS PROGRESS REPORT FOR JANUARY/MARCH 2019 32
11.3 POLICY AND ADVOCACY REPORT 34
11.4 PROGRESS ON COUNCIL RESOLUTIONS 36
12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN 38
13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 38
14 MEMBERS' QUESTIONS WITHOUT NOTICE 38
15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION 38
16 MATTERS BEHIND CLOSED DOORS 38
17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING 39
18 GENERAL BUSINESS 39
19 CLOSURE OF MEETING 39

1 DECLARATION OF OPENING

2 RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr. C Hohnen	Chairman	Shire of Peppermint Grove
Cr. B Haynes	Deputy Chairman	Town of Claremont
Cr. S Stroud	Member	City of Subiaco
Cr. A Maurice	Member	Town of Mosman Park
Cr. M Rodda	Member (arrived at 5.37pm)	Town of Cottesloe

Staff

Mr. S Frodsham	Chief Executive Officer	WMRC
Ms. A. Bell	Manager Finance & Governance	WMRC
Ms. A Hynes	Manager Operations	WMRC
Ms. L Eustance	Manager Communications & Education	WMRC
Ms. A Christie	Support Services Officer	WMRC

Leave of Absence

Nil

Visitors

Mr. Peter Ward	Barrister	Francis Burt Chambers

Observers

Nil

Apology

Nil

3 DISCLOSURES OF INTERESTS

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr. Andrew Maurice will be absent from 11 April to 3 May 2019.

7 PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Moved: Cr Stroud Seconded: Cr Maurice

That Confidential Items 16.1, 16.2, 16.4, 16.3, 16.5, 16.6 be heard out of sequence.

CARRIED 5/0

Moved: Cr Hohnen Seconded: Cr Rodda

That the meeting proceeds behind closed doors, to hear Confidential Items 16.1, 16.2, 16.4, 16.3, 16.5 and 16.6 at 5:33pm.

CARRIED 5/0

Whilst the meeting was behind closed doors, Council resolved the following:

Moved: Cr Rodda Seconded: Cr Hohnen

RESOLUTION

16.1.1 This DiCOM Confidential Progress Report of 28 March 2019 be noted.

CARRIED 5/0

Moved: Cr Rodda Seconded: Cr Stroud

RESOLUTION

16.2.1 The WMRC Council note this report.

CARRIED 5/0

Peter Ward left the meeting at 6:47pm following discussion on Item 16.2.

Moved: Cr Rodda Seconded: Cr Stroud

RESOLUTION

16.4.1 That in accordance with the interim strategic direction the WMRC administration use the direction given by council in setting the 2019-20 budget.

16.4.2 That the WMRC administration inform Member Councils of possible contribution to legal fees required during the 2019-20 budget period.

CARRIED 5/0

Moved: Cr Rodda Seconded: Cr Hohnen

RESOLUTION

16.3.1 That Council award Request for Tender 01-2019 Haulage and Processing of Greenwaste to Western Tree Recyclers based on the schedule of rates in their tender offer, presented as an attachment to this report.

16.3.2 By absolute majority pursuant to section 6.16 of the Local Government Act 1995, adopt a Member Council Greenwaste fee of $35.00 per tonne ex GST, and a Member Council GO bin Greenwaste fee of $40.00 per tonne ex GST, both to be effective at 1 May 2019.

CARRIED 5/0

Moved: Cr Haynes Seconded: Cr Rodda

RESOLUTION

16.5.1 The WMRC operating model be revisited once the current legal dispute is resolved.

CARRIED 5/0

Moved: Cr Haynes Seconded: Cr Rodda

RESOLUTION

16.6.1 The Chief Executive Officer be authorised to conclude a commercial agreement with the City of Rockingham based on the terms set out in this agenda item.

CARRIED 5/0

Moved: Cr Haynes Seconded: Cr Stroud

That the meeting resume in open session at 7:43pm.

CARRIED 5/0

Cr. Rodda left the meeting at 7:45pm. Noted for the chair he supports Officer Recommendations for the remaining items.

9 CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1 CONFIRMATION OF PREVIOUS COUNCIL MINUTES

Minutes of the previous Ordinary Council Meeting held on 7 February 2019 have been circulated previously under separate cover and are at Attachment 9.1A.

Moved: Cr Bruce Haynes Seconded: Cr Maurice

RESOLUTION

9.1.1 That Council accepts the minutes of the previous Ordinary Council Meeting held on 7 February 2019 as a true and accurate record of proceedings.

CARRIED 4/0

10 REPORTS OF COMMITTEES AND OFFICERS

10.1 SAFETY MANAGEMENT PROGRESS REPORT

Responsible Officer:	**Manager Operations**
Date:	**22 March 2019**
Attachment:	**Nil**

SUMMARY

Risk and safety management issues are discussed below.

BACKGROUND

Nil.

DETAIL

Incidents and Accidents

One first-aid injury has occurred since the previous report to Council. A customer, who was wearing appropriate footwear, trod on a nail which pierced the sole of the footwear. Assistance and First Aid was provided. A review of the incident was carried out at the March Safety Committee Meeting, with no actions resulting.

Safety Actions

The following safety actions have occurred in February and March:

- A Safety Committee Meeting was held.
- Toolbox meetings were held.
- The recently introduced processes to isolate plant from customers in the bulk waste area continued to be monitored.
- Training of staff in WMRC procedures continued.
- The Site Induction Manual was revised.
- The WMRC Contractor Management Policy, which deals largely with safety obligations, was revised and is presented at Item 10.5 for consideration.
- Request for Tender provisions covering safety were significantly improved.
- Amenities in administration office storage rooms were improved.
- Staff participated in HHW Operators meetings and the LGIS Local Government Safety Advisory Group, which both air relevant safety issues.
- A risk assessment of machine-assisted lifting was carried out with 3 actions resulting.
- A remote control for the vertical compactor was installed, which significantly improves isolation of staff from the fall risk area.

High Residual Risk Hazards

Hazards with a high residual risk rating are outlined below. These are unchanged since the last Council meeting.

Hazard	**Silos over-tipping while being loaded and crushing people or equipment**	**Persons (staff/customers) scavenging from waste storage areas/ Unauthorised site entry leading to injury**
Current Controls	Staff are trained in loading silos and will wait for Site Supervisor if they encounter a problem while loading. Persons are to keep out of downhill area of silos during loading. Property is to be kept out of this area. Covered by SP7-2.	Administrative: staff are aware that waste should not be scavenged where is may pose a safety risk. Staff supervise customer drivers to ensure appropriate behaviour during opening hours.
RRR Likelihood	Unlikely	Likely
RRR Consequence	Major	Moderate
RRR Risk Rating	High	High
RRR Classification	High Residual risk	High Residual risk
Actions Required + Target Dates	Further controls not considered reasonable or practicable: review if situation changes.	Further controls not considered reasonable or practicable: review if situation changes. Not a WMRC activity so cannot develop procedure/JSA/stop activity.

Safety Statistics	January – February 2019	12 Months Ending February 2019	Definition
(HiPo) High Potential Incident	None	None	Incidents involving personnel that didn't reach their ultimate potential and could have resulted in a fatality.
(LTI) Lost Time Injury	None	None	Any work-related injury or occupational illness that results in permanent disability or time lost from work of one day/ shift or more.
(ADI) Alternate Duties Injury	None	None	Any work-related injury or occupational illness which results in a person being unfit for full performance of their regular job on any day after the injury or illness.
(MTI) Medical Treatment Injury	None	None	Any work-related loss of consciousness, injury or occupational illness requiring more than First Aid treatment by a medical practitioner or registered medical personnel but not resulting in lost time.
(FA) First Aid Injury	1	1	Any work-related injury or occupational illness requiring one-time treatment and subsequent observation of minor scratches, cuts, burns splinters etc. which do not require professional medical care.
(NM) Near Miss	None	None	An event which, under slightly different conditions, could have resulted in injury, damage or business loss.

STATUTORY ENVIRONMENT

WMRC has duties under the Occupational Safety and Health Act 1984 (OSH Act) to, so far as is practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards.

CONSULTATION

Consultation with site staff on safety matters is carried out regularly at fortnightly toolbox meetings.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Stroud

RESLOUTION

10.5.1 That Council receive the Safety Management Progress Report.

CARRIED 4/0

10.2 FINANCIAL STATEMENTS

Responsible Officer: **Finance and Governance Manager**

Date: **22 March 2019**

Attachments: **10.2A January 2019 Monthly Management Accounts**

10.2B February 2019 Monthly Management Accounts

SUMMARY

This report serves as a monthly summary of the Council's operating financial position. Its primary purpose is to allow Councillors to be able to track budgeted figures to actual outcomes throughout the financial year.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

At its Special Council Meeting of 14 July 2016 meeting Council resolved inter alia to adopt a 10% value for reporting material variances in the Statements of Financial Activity. Accordingly, variances of 10% or more between actual and budgeted monthly figures are accompanied with explanatory notes.

DETAIL

Operating statements are presented for the periods ended 31 January and 28 February 2019.

- As at 31 January 2019 Council for the month of January had an operating surplus of $964,038 compared to a budgeted operating deficit of $92,678 with a variance of $1,056,716.
- As at 28 February 2019 Council for the month of February had an operating deficit of $254,039 compared to a budgeted operating deficit of $92,678 with a variance of $161,361.
- The year-to-date as at 28 February 2019 had an operating surplus of $207,244 compared to a budget operating deficit of $786,533 with a variance of $933,776.
- Note that the Reserve Fund drawdowns are now recognised in the Statement of Financial Position as a movement in Equity and not as budgeted as a Non-operating Grant, Subsidy and Contribution.

The variances to budget are largely attributable to the timing of fixed-cost contributions from Councils.

STATUTORY ENVIRONMENT

In accordance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, a Statement of Financial Activity is required to be presented to Council as a

minimum requirement. In addition, an explanation of the net current assets of the month to which the statement relates is also required.

In accordance with Regulation 34 (5), a report must be compiled on variances greater than the materiality threshold adopted by Council of 10%. As this report is composed at a summarised level, variance commentary considers the most significant items that comprise the variance.

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

The Council's financial reporting is prepared in accordance with its accounting policies. These are reviewed periodically to ensure compliance with legislative and statutory obligations.

Financial Implications

The report represents the financial position of the Council at the end of January and February 2019.

Strategic Implications

Strategic action 6.4 in Western Metropolitan Regional Council's (WMRC) Corporate Business Plan is to *"deliver responsible financial management"*. This includes a key action to *"provide accurate and transparent financial reporting".*

COMMENTS

None

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Maurice

RESOLUTION

10.2.1 That Council note the financial statements for the periods ended 31 January and 28 February 2019.

CARRIED 4/0

10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS

Responsible Officer:	**Finance and Governance Manager**
Author:	**Support Services Officer**
Date:	**25 March 2019**
Attachments:	**10.3A Payments January 2019**
	10.3B Payments February 2019
	10.3C Sundry Debtors

SUMMARY

The schedule of accounts paid for January and February 2019 is attached. The Sundry Debtors as at 25 March 2019 is also attached.

BACKGROUND

Nil

DETAIL

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Maurice

RESOLUTION

10.3.1 That Council endorses the schedule of accounts paid of $582,307.20 and $554,312.82 for the months of January and February 2019 respectively.

10.3.2 That Council receives the schedule of sundry debtors outstanding at 25 March, 2019.

CARRIED 4/0

10.4 MINUTES OF CEOAC MEETINGS

Responsible Officer:	**Chief Executive Officer**
Date:	**27 March 2019**
Attachments:	**10.4A; 10.4B**

SUMMARY

This item presents the final minutes of the 15 January 2019 CEOAC meeting and the draft minutes of the 21 March 2019 CEOAC meeting for confirmation and reception respectively.

BACKGROUND

The draft minutes of the 15 January 2019 CEOAC meeting were presented at the February 2019 OCM and confirmed at the 21 March 2019 CEOAC meeting as a true and proper record of the meeting. They are presented here for confirmation (Attachment 10.4A).

The draft minutes of the 21 March 2019 CEOAC meeting are presented here for reception (Attachment 10.4B). Relevant action items arising from them are dealt with elsewhere in this OCM meeting Agenda as noted below.

DETAIL

At the 21 March 2019 CEOAC meeting the positions of Chair and Deputy Chair of CEOAC were filled as follows:

- Mr Mat Humfrey, CEO of the Town of Cottesloe, was elected as the new Chair.
- Mr Don Burnett, CEO of the Shire of Peppermint Grove, was elected as the new Deputy Chair.

At the meeting, it was agreed that:

- "CEOs seek in-principle support for the [pre-booked verge waste collection] project proposal from their Councils.
- "Once model Waste Plans are available, WMRC staff lead the production of member Council Waste Plans in conjunction with member Council officers." Agenda item 11.1 refers.

The following items were also considered by CEOAC and are presented in this agenda:

- Item 16.2: Waste Delivery Agreement Update
- Item 16.5 WMRC Waste Operations Model

There were no other recommendations from the 21 March 2019 CEOAC to the WMRC Council. Accordingly, the items in the draft minutes are for reception.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

See Item 16.5

Strategic Implications

See Item 16.5

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Maurice

RESOLUTION

10.4.1 That the confirmed minutes of the 15 January 2019 CEOAC meeting be received.

10.4.2 That the unconfirmed minutes of the 21 March 2019 CEOAC meeting be received.

CARRIED 4/0

10.5 COUNCIL POLICY REVIEW

Responsible Officer:	**Chief Executive Officer**
Date:	**26 March 2019**
Attachments:	**10.5A1 & A2 Records Management** **10.5B1 & B2 Media Relations** **10.5C Contractor Management** **10.5D Social Media**

SUMMARY

This report seeks Council approval for reviews and changes to two existing WMRC Council policies and the approval of a new *Policy 33 Social Media*.

BACKGROUND

Most of WMRC's internal policies are required to be reviewed every two years. Many of the reviews due in 2017 were deferred, and as a result a substantial number of Council policies were overdue for review. Good progress has been made so far in this financial year in reducing the backlog of policies due for review.

Regulation 17 of the Local Government (Audit) Regulations 1996 requires a CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

a) Risk management
b) Internal control; and
c) Legislative compliance.

The regulation prescribes that the CEO's review may relate to any or all of the matters referred to (a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every three financial years; and requires the CEO to report to the audit committee the results of that review.

Accordingly, this Agenda Item includes a recommendation that WMRC internal policies be subject to a review every three years (instead of the current practice of every two years), or as required in the event of legislative change - with the exception of Policy 23 Occupational Health and Safety (reviewed annually); and Policy 24 Disability Access and Inclusion (reviewed every four years).

Three policies are presented for review and approval in this item. One new policy, *Policy 33 – Social Media*, is presented for approval.

In addition to the policy review, the development of an HR manual, as per the December 2017 Council decision, is still underway.

DETAIL

A new Council *Policy 33 – Social Media* (Attachment 10.5D) has been drawn up to provide guidance on the appropriate use of social media to communicate with residents and the wider community. The ongoing review of the Local Government Act 1995 canvasses the possibility of a mandatory social media policy

Attachments 10.5A1, 10.5B1, 10.5C present the proposed new versions of Council Policies 19, 21 and 26.

A summary of changes made to reviewed policies is as follows:

Policy Reviewed	Summary of Changes Made
Policy 19 – Records Management	The Policy, last reviewed in 2014, is completely rewritten to one based on the Records Management Policy adopted by the Town of Claremont in December 2018. Note that attachment A2 is the existing version.
Policy 21 – Media Relations	Update to reflect changes in the Delegations register. Clarification of roles in dealing with the media in accordance with legislated requirements. Note that attachment B2 is the track changes version.
Policy 26 – Contractor Management	Minor corrections. Insurance limits were updated based on advice from LGIS.

STATUTORY ENVIRONMENT

The changes proposed to the reviewed and proposed policies are in accordance with legislative requirements as referenced in the individual policies.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Refer to Detail section above

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Stroud Seconded: Cr Maurice

RESOLUTION

That Council:

10.5.1 Endorse the amendments to Council Policy 19 – Records Management

10.5.2 Endorse the amendments to Council Policy 21 – Media Relations

10.5.3 Endorse the amendments to Council Policy 26 – Contractor Management

10.5.4 Approve Council Policy 33 – Social Media.

10.5.5 Require all policies to be reviewed at least once every three years, or as required in the event of legislative change, with the exception of Policy 23 – Disability Access and Inclusion; and Policy 24 - Occupational Health and Safety.

CARRIED 4/0

10.6 LOCAL LAW – STANDING ORDERS

Responsible Officer:	**Chief Executive Officer**
Date:	**22 March 2019**
Attachments:	**10.6A; 10.6B**

SUMMARY

At its OCM of 7 February 2019, Council resolved that the CEO prepare a draft Standing Orders Local Law for consideration by Council.

Attachment 10.6A presents that draft Standing Orders Local Law for the consideration of Council.

BACKGROUND

At the December 2018 OCM, Policy 22 – Standing Orders, was presented to Council for re-endorsement. A question was raised at the meeting about whether there was a requirement for the Standing Orders to be adopted as a local law, and the decision on that recommendation was deferred to the following February 2019 OCM.

As advised to Council at the February 2019 OCM:

- a review of the *Local Government Act 1995* and Regulations, as well as relevant WALGA documentation, suggests that while it is not mandatory that Standing Orders be adopted as a local law, it is both the current practice of the great majority of WA local governments, and the recommendation from WALGA, that Standing Orders be adopted as Local Law; and
- a model Standing Orders Local Law is available from WALGA.
- The process of adopting a local law will take several months, but can be streamlined by keeping the proposed local law in alignment with the WALGA model local law.

At the February 2019 OCM, Council resolved as follows:

10.7.1 Council approve the CEO to prepare a draft Standing Orders Local Law for consideration by Council.

Accordingly, the CEO has drawn up the attached draft Standing Orders local law, based on the WALGA model Local Law, for consideration by Council.

DETAIL

Purpose and Effect of the proposed Local Law

The purpose and effect of the proposed Local Law is as follows:

1. The *Western Metropolitan Regional Council Standing Orders Local Law (Council Meetings) 2019* provides rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
2. All meetings will be conducted in accordance with the *Local Government Act 1995*, the Regulations under the Act and this Local Law.

3. The Local Law is intended to result in:

   (a) better decision-making by the Council and committees;

   (b) the orderly conduct of meetings dealing with Council business;

   (c) better understanding of the process of conducting meetings; and

   (d) the more efficient and effective use of time at meetings.

Drafting of WMRC Local Law

Attachment 10.6A is the draft WMRC Local Law – Standing Orders; it is based on the template developed and provided by WALGA. The WMRC draft Local Law closely follows the template in all respects except that it does not provide for Electors' Meetings for reason that the WMRC as a regional council does not have electors. Our Councillors are not elected to the WMRC but are appointed by their respective member councils.

The attached draft is a marked up version of the Local Law template to show the changes made.

Procedure

The Procedure for making local laws is prescribed in S3.12 of the Local Government Act 1995. Attachment 10.6B sets out the process in detail.

The proposed timetable for making this local law, in accordance with the above prescribed procedure, is as follows:

a. CEO prepare draft Local Law – Standing Orders, based on WALGA template (complete).
b. Chairman give notice of the purpose and effect of the local law (OCM 4 April 2019).
c. Public notice, summarising the purpose and effect of the proposed local law and inviting submissions, be lodged (5 April 2019).
d. Submission period closes 6 weeks after date of public notice (17 May 2019).
e. Submissions (if any) considered (20 – 24 May).
f. WMRC makes the local law (OCM 6 June 2019).

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

The WMRC Standing Orders Local Law will supersede WMRC Policy #22 – Standing Orders

Financial Implications

None

Strategic Implications

None

COMMENTS

None

VOTING REQUIREMENT

Absolute majority

Moved: Cr Haynes Seconded: Cr Maurice

RESPONSIBLE OFFICER'S RECOMMENDATION

10.6.1 The Chairman give notice to the purpose and effect of the Local Law.

10.6.2 The CEO lodge a public notice, summarising the purpose and effect of the proposed local law and inviting submissions.

A procedural motion was put in order to allow further work on the proposed Local Law.

RESOLUTION

Moved: Cr Stroud Seconded: Cr Haynes

10.6.1To defer this item until the next Ordinary Council Meeting, 6 June 2019.

CARRIED: 4/0

10.7 EVALUATION OF COMMUNITY WASTE EDUCATION

Responsible Officer:	**Manager Communications and Education**
Date:	**26 March 2019**
Attachment:	**Confidential Attachment 10.7A- Presentation**

SUMMARY

An online community survey and forum were conducted during November and December 2018 to evaluate the understanding of waste management and minimisation and WMRC's effectiveness in these areas. All Member Council households and those on the WMRC email contact list were invited to take part. There will be a confidential presentation of the results at the meeting. These results are being used to guide the redesign of the community education program.

BACKGROUND

The WMRC has run the five session Earth Carers Course twice a year for many years. It has proved highly popular with those who have taken it; however it is time-intensive and expensive to deliver. The Earth Carers Course graduates are given the opportunity to volunteer with the WMRC at events, attend social events and learning workshops and they act as community advocates for the WMRC and for living with less waste.

The Communications and Education team obtained $75,005 in grant funding from the WARR account through the Community and Industry Engagement grant funding process to evaluate and amplify the community waste education program. The majority of these funds have been spent on the survey and forum with the remainder being used to develop online learning materials.

DETAIL

Initial results from the survey were provided at the last OCM. The full report contains very detailed and rich data which are being used to guide the development of an updated community waste education program. The high response rate to the survey (1,431 respondents from 22,700 households) implies that quantitative data have an error margin of 2.6%. In addition, there is very extensive and detailed qualitative information from the forum and survey which will inform changes.

Main findings

Responsible waste management and minimisation is very important to most community members

Most people are trying to do the right thing but approximately a half say they find it easy to minimise waste or to recycle correctly

These statements were tested with a quiz and although most people get the basics right, some items (e.g. plastic bags, ropes etc. and aerosol cans) cause significant confusion. In addition, there is an

indication that residents will use a Garden Organics bin for disposal of food scraps unless there is significant community education during their introduction.

In dealing specifically with the Earth Carers course, although participants are overwhelmingly positive and report recommending it to many of their associates, there is a low recognition of the course in the community, particularly among men and under 45s. The significant impact of the course in changing behaviors and practices is clearly shown by several measures. The subjects that are most appealing to potential participants are recycling (what goes where and what happens to it), strategies for easy waste minimisation and ways to reduce and deal with food waste.

The length and delivery format of the course is cited as a barrier for many non-attendees. Views are mixed on the balance of online and face to face content and on the ratio of hands-on and presented format in face to face sessions. Finally, there are more people opting for a name change than are keen to keep it the same.

The full report is available to Councillors on request.

Proposed changes

The team's recent shift to focus more on broad communication, online and in print, alongside community education will serve to amplify education and communication efforts. In addition, we are trialing two main changes to the course aspect of the program; both are concerned with the delivery rather than content of the course. The first is the creation of the Waste Watchers Workshops. These are being designed to cover much of the ground of the Earth Carers Course but delivered in standalone workshop sessions in evenings and weekends. The initial workshops will be in April/May.

The second change is the development of an online education toolbox to be hosted on our website. A contract has been let for the development of an initial 3 modules funded largely by the remaining CIE grant funds. This toolbox is expected to be delivered mid-June.

The interaction with graduates/volunteers is also being assessed for change. We are planning to work with the existing volunteer body to design an appropriate way forward with them. An initial workshop is scheduled for late May.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil anticipated

Financial Implications

Development of further online toolbox modules will be accounted for in the budgeting process

Strategic Implications

Activities are aligned to the following Key Strategy in the Strategic Community Plan 2013-23:

Key Strategy 4 “Increase the knowledge and engage the local community to improve waste management”.

Activities also contribute to:

Key Strategy 1 “Achieve a comprehensive, cost effective waste management service across the region”,

Key Strategy 2 “Increase the number of Councils, businesses and people using our services”

Key Strategy 3 “Reduce waste to landfill”.

COMMENTS

The Earth Carers program is also delivered by MRC, EMRC and BHRC. They have all been informed of these changes.

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Stroud

RESOLUTION

10.7.1 That the information be received.

CARRIED 4/0

11 INFORMATION BULLETINS

11.1 COMMUNICATIONS AND EDUCATION REPORT

Responsible Officer:	**Manager Communications and Education**
Date:	**25 Mar 2019**
Attachment:	**none**

SUMMARY

An information bulletin detailing Communications and Education team activity for the period

BACKGROUND

The Communications and Education team's role includes corporate communications and marketing, community waste education, member council staff support and waste strategy/policy advisory/advocacy services.

Contents include:

1. Serve Food Not Litter Regional Forum
2. New Community Education program
3. Town of Cottesloe bin count/stickers
4. Waste Strategy and Waste to Energy Forum
5. Waste Plans
6. Town of Mosman Park Community Fair
7. Media Content

DETAIL

1. Serve Food Not Litter Regional Forum

Over 60 people heard from industry experts in the field of reducing waste in hospitality and catering at a forum held in Cottesloe on 18 February. Speakers included the Mayor of Cottesloe, hospitality and event waste service providers, café and restaurant owners and a community group. Interest arising from the forum is continuing. Keep Australia Beautiful (WA) contributed towards the cost of the forum through their Community Litter Grants program.

Serve Food not Litter Forum participants

2. New Community Education Program

The first parts of the new community education program to update the long-running Earth Carers Course are being put into place. Four three-hour Waste Watchers Workshops have been planned for April and May, one of which will be a facility tour. Existing volunteers will be consulted at an event in May to help determine our approach going forward.

A contract has been let to provide an online learning experience within the website. This will be funded by the remaining amount in the CIE funded provided from the WARR account and administered by DWER.

3. Town of Cottesloe bin count/stickers

A team of several casual staff have been progressively recording serial numbers of all approximately 11,000 bins in the Town of Cottesloe and affixing stickers to all landfill and recycling bins. This will be funded through the Town of Cottesloe's Better Bins grant.

4. Waste Strategy and Waste to Energy Forum

The Chairman of the WA Waste Authority and the CEO of New Energy – HZI spoke at a forum held 8 March attended by elected members and staff of all Member Councils and the Member for Cottesloe, Dr David Honey. Copies of their presentations were made available to attendees and are available to WMRC Councillors.

5. Waste Plans

Following recommendation 4.4.1 of the last meeting of CEOAC the team will be preparing Member Council Waste Plans (a requirement of the State Waste Strategy 2030) when the model Waste Plans become available. This work will be carried out in conjunction with the relevant Member Council officers. At the City of Subiaco's request, this process is already underway to update to their Strategic Waste Minimisation Plan.

6. Town of Mosman Park Community Fair

A stall at this event focused on Mosman Park's forthcoming 3 bin system and attracted significant interest and positive comment from attendees.

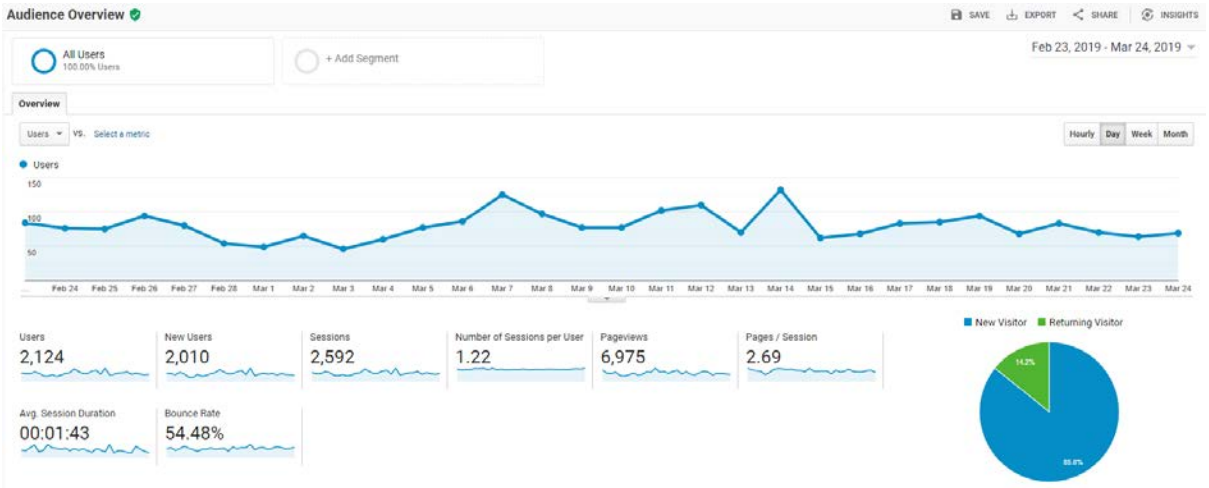
Attendees and WMRC volunteer at stall

Sort your waste 3-bin display

7. Media Report

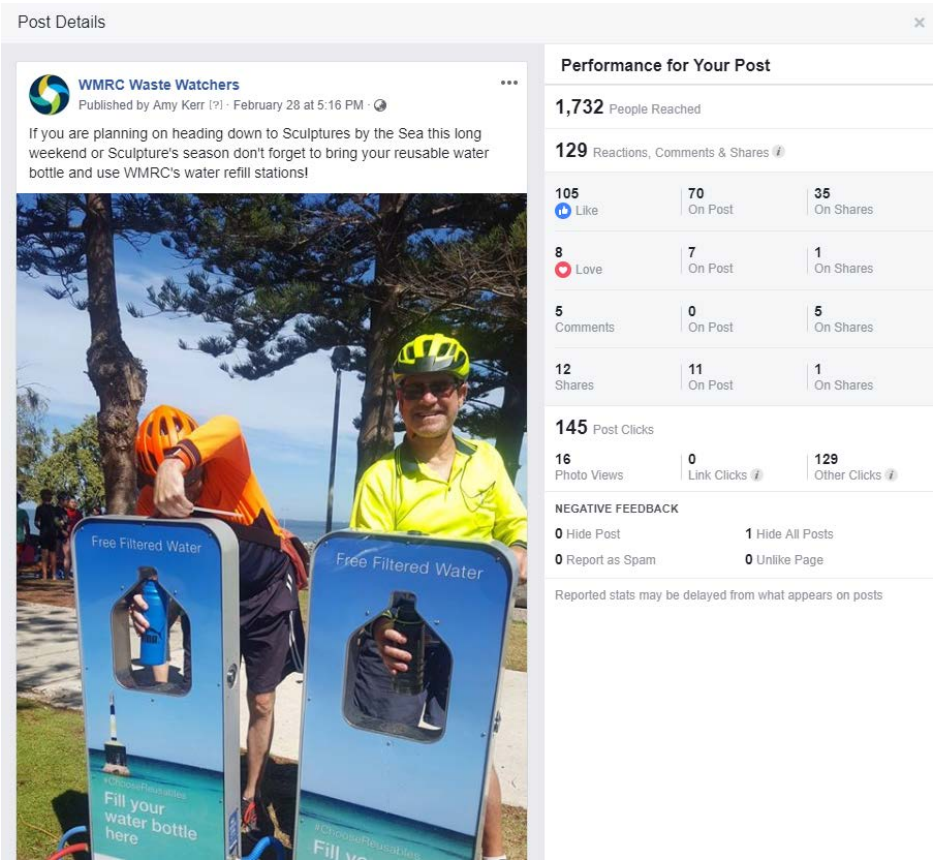
Website

The new website continues to attract significant traffic with an average of 71 users per day and 86% of all users being new users.

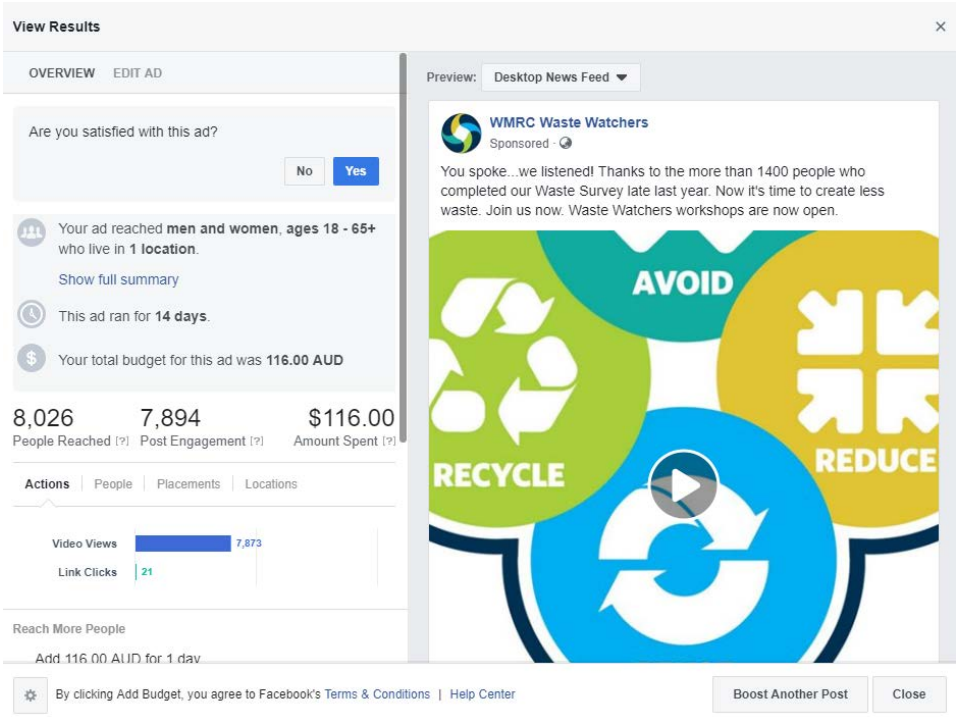


Social Media

The WMRC Waste Watchers facebook page has a page reach of 11,754 and 14 new page likes this month. The highest rating post (organic) concerned the H2O2GO water stations at Sculpture by the Sea and the overall highest post (paid) concerned the results of the community waste education survey. The post reached over 8,000 people in the area with an engagement rate of 98%



Highest rating post - organic



Highest rating post - paid

Print Media

Advertisement run in the Post Newspaper 9th March 2019

STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Communications and Education activities are provided for in the existing budget

Strategic Implications

Activities are aligned to the following Key Strategy in the Strategic Community Plan 2013-23:

Key Strategy 4 “Increase the knowledge and engage the local community to improve waste management”.

Activities also contribute to:

Key Strategy 1 “Achieve a comprehensive, cost effective waste management service across the region”,

Key Strategy 2 “Increase the number of Councils, businesses and people using our services”

Key Strategy 3 “Reduce waste to landfill”.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Stroud

RESOLUTION

11.1.1 That the communications and education report to 25 March 2019 be noted.

CARRIED 4/0

11.2. WASTE OPERATIONS PROGRESS REPORT FOR JANUARY/MARCH 2019

Responsible Officer:	**Manager Operations**
Date:	**22 March 2019**
Attachment:	**11.2A – Waste Tonnes Charts**

SUMMARY

This report provides updates on the status of waste operations. Council is requested to receive the report.

BACKGROUND

Nil.

DETAIL

Waste Statistics

Total waste receivals (excluding AWT waste) for the year to date are down some 15% from this point in 2017-18. Member Council Waste tonnes are down compared to this point in 2017-18.

Commercial tonnages in the year to date are down very significantly from 2017-18. Green Waste tonnes are in line with this point in 17-18. Attachment 11.2A provides waste receivals data to 28 February 2019.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The continued trend of commercial waste receivals downwards affects the WMRC's financial position.

Strategic Implications

Nil

COMMENTS

Any other matters of relevance

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Stroud

RESOLUTION

11.2.1 That Council receive the Waste Operations Progress Report.

CARRIED 4/0

11.3 POLICY AND ADVOCACY REPORT

Responsible Officer:	**Chief Executive Officer**
Date:	**27 March 2019**
Attachment:	

SUMMARY

WMRC officers contribute to several WALGA, WMRR, LGIS, DWER and other forums on behalf of Member Councils. This report is intended to make sure Councillors are aware of progress and relevant issues.

BACKGROUND

The current State Government has stated that it intends to demonstrate a consultative approach and WALGA has long used several forums and working groups to formulate positions on behalf of its members. WMRC has staff with the knowledge to provide useful input to these groups and regularly consults with Member Council officers to ensure that they are across relevant issues arising.

DETAIL

In this period the DWER State Waste Strategy Working Group wound up, the WALGA Container Deposit Scheme working group met twice, the WALGA Verge Collection working group met once, the WALGA HHW working group met once, the LGIS Safety Advisory Group met once, the MWAC Consistent Communications Collective met twice, the WMRR Waste Educators Working Group met twice, MWAC and its OAG each met twice and the MWAC State-Local Government Waste Partnership formed. Relevant highlights from specific groups are listed below.

Container Deposit Scheme Working Group

Although legislation has passed Parliament, the announcement of the Scheme Coordinator has not yet been made. WALGA has developed a protocol to govern equitable LG-MRF sharing of proceeds of the CDS and has been consulting the group on advocacy to promote that the regulatory framework is strong enough to ensure good resident access to refund points.

It is important that Local Governments have Waste Local Laws in place prior to the introduction of the CDS in early 2020 to ensure that, inter alia, issues around the removal of eligible containers from public place and kerbside bins are managed.

Consistent Communications Collective

The group has been developing a consistent list and terminology for a comprehensive Metropolitan-wide A-Z list for items that are hard to dispose of or recycle responsibly. This will be held on an updated version of the Recycle Right website and is used with callers to the Recycling Hotline. A protocol for updating the list has been developed.

State-Local Government Waste Partnership

WMRC is one of two metropolitan regional councils appointed to this group. The group is seeking to formalise a partnership between State and Local Government in pursuing common waste management objectives, including the successful implementation of the new State Waste Strategy 2030.

The group is developing a proposal that local government be allocated 20% of all landfill levy receipts in order to fund local government waste management projects including the upgrading of regional and remote landfills to meet relevant environmental and operational standards.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Activities contribute to Key Strategies 1, 3, 4, 5 and 6 in the Strategic Community Plan 2013-2023

COMMENTS

None

VOTING REQUIREMENT

Simple

Moved: Cr Haynes Seconded: Cr Maurice

RESOLUTION

11.3.1 That the report be noted.

CARRIED 4/0

11.4 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer:	**Chief Executive Officer**
Date:	**28 March 2019**
Attachment:	**Attachment 11.4A**

SUMMARY

A schedule showing progress on WMRC resolutions up to and including 28 March 2019 is presented in Attachment 11.4A. The schedule is extracted from the master schedule which has a record of all WMRC resolutions from 2007. Only uncompleted resolutions, or those only recently completed, are shown on the schedule as presented.

BACKGROUND

In October 2007 Council decided that a report tracking the progress of Council resolutions be presented at future meetings.

DETAIL

Refer to Attachment 11.4A. It is apparent that the WMRC has made steady progress in resolving outstanding resolutions; and is now dealing with most resolutions promptly and efficiently.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Stroud

RESOLUTION

11.4.1 The information be received.

CARRIED 4/0

12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

NIL

14 MEMBERS' QUESTIONS WITHOUT NOTICE

NIL

15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

NIL

16 MATTERS BEHIND CLOSED DOORS

It was proposed that the following items 16.1,16.2,16.3,16.4 and 16.5 and 16.6 be considered in a closed session.

RESOLUTION

That in accordance with Sections 5.23(2) (c)(d)(e) of the Local Government Act 1995, the meeting is closed to members of the public with the aspect of the Act being applicable to these matters as below:

Sections 5.23(2) (c), (d) and (e) of the Local Government Act 1995

Sections 5.23(2) (c) and (d) of the Local Government Act 1995

Section 5.23(2) (e) of the Local Government Act 1995

Sections 5.23(2) (d) and (e) of the Local Government Act 1995

Section 5.23(2) (d) of the Local Government Act 1995

Being:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

Note that Confidential Items 16.1, 16.2 ,16.4, 16.3, 16.5 and 16.6 were heard out of sequence. Refer to page 4 of these minutes.

16.1 DICOM CONFIDENTIAL PROGRESS REPORT

16.2 WASTE DELIVERY AGREEMENT

16.4 BUDGET STRATEGY

16.3 TENDER RECOMMENDATION: HAULAGE AND PROCESSING OF GREENWASTE

16.5 WASTE OPERATIONS MODEL

16.6 LANDFILL DISPOSAL CONTRACT

17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

NIL

18 GENERAL BUSINESS

The CEO briefed Council on WMRC principal objectives for 2019.

19 CLOSURE OF MEETING

The Chairman thanked everyone for attending and the meeting closed at 8:53pm.

Next meeting: 6th June at City of Subiaco.