Western Metropolitan Regional Council

Managing waste wisely

Minutes

ORDINARY COUNCIL MEETING (OC 03/19)

Thursday 13 June 2019
Commencing at 5:30 pm

City of Subiaco
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Subiaco WA 6008

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CONTENTS

1. DECLARATION OF OPENING 4
2. RECORD OF ATTENDANCE AND APOLOGIES 4
3. DISCLOSURES OF INTERESTS 4
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 4
5. PUBLIC QUESTION TIME 4
6. APPLICATIONS FOR LEAVE OF ABSENCE 5
7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS 5
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION 5
9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES 7
   9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES 7
10. REPORTS OF COMMITTEES AND OFFICERS 8
   10.1 SAFETY MANAGEMENT PROGRESS REPORT 8
   10.2 FINANCIAL STATEMENTS 12
   10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS 14
   10.4 MINUTES OF CEOAC MEETINGS 16
   10.5 COUNCIL POLICY REVIEW 18
   10.6 ELECTED MEMBERS AND CEO REMUNERATION 20
   10.7 LANDFILL DISPOSAL COSTS 23
   10.8 2019-20 FEES AND CHARGES 25
   10.9 MEMBER COUNCIL POPULATION SHARES 28
   10.10 ANNUAL BUDGET 2019-20 30
   10.11 STRATEGIC COMMUNITY PLAN 35
   10.12 SUBMISSIONS TO DWER CONSULTATIONS 39
   10.13 MAJOR DECISIONS BY WMRC COUNCIL 41
   10.14 IT CONTRACT 44
   10.15 LOCAL LAW – STANDING ORDERS 47
11. INFORMATION BULLETINS 51
   11.1 COMMUNICATIONS AND EDUCATION REPORT 51
   11.2.WASTE OPERATIONS PROGRESS REPORT FOR MARCH/APRIL 2019 60
   11.3 POLICY AND ADVOCACY REPORT 62
   11.4 PROGRESS ON COUNCIL RESOLUTIONS 64
12. MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN 66
13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 66
14. MEMBERS' QUESTIONS WITHOUT NOTICE 66
15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION 67
   15.1 PUBLIC TRANSPORT AND STAFF PARKING ASSISTANCE (LATE ITEM 10.16) 67
16. MATTERS BEHIND CLOSED DOORS 70
   ITEM 16.1 DICOM CONFIDENTIAL PROGRESS REPORT 70
   ITEM 16.2 RELOCATION OF WMRC OFFICE 70

ITEM 16.3 EMPLOYEE REMUNERATION 70
17. BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING 71
18 GENERAL BUSINESS 71
19 CLOSURE OF MEETING 71

1. DECLARATION OF OPENING

Chairman Charles Hohnen declared the meeting open at 5:30pm.

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 5.31pm)	Town of Cottesloe

Staff

Ms. A Bell	Finance & Governance Manager	WMRC
Ms. A Hynes	Waste Operations Manager	WMRC
Ms. L Eustance	Communication & Education Manager	WMRC
Ms. A Christie	Support Services Officer	WMRC

Leave of Absence

Nil

Visitors

Peter Ward	Lawyer

Observers

Apology

Mr. S Frodsham	Chief Executive Officer	WMRC

3. DISCLOSURES OF INTERESTS

Staff declared a financial interest in Items 15.1 and 16.3.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

CEO Absent due to illness.

Moved: Cr Hohnen Seconded: Cr Haynes

That Confidential items 16.1, 16.2 and 16.3 be heard out of sequence.

CARRIED 5/0

Moved: Cr Hohnen Seconded: Cr Maurice

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

CARRIED 5/0

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

Moved: Cr Maurice Seconded: Cr Haynes

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

16.1.1 This DiCOM Confidential Progress Report of 5 June 2019 be noted.

CARRIED 5/0

Peter Ward left the meeting at 6:36pm.

Moved: Cr Stroud Seconded: Cr Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

16.2.1 Council approve the Chief Executive executing a lease of the premises at Unit 2, 317 Churchill Ave on the terms set out in this agenda paper.

CARRIED 5/0

The Chairman requested that all staff to leave the room at 6:52pm for Council to discuss matter 16.3.

Moved: Cr Rodda Seconded: Cr Stroud

RESPONSIBLE OFFICER RECOMMENDATION

16.3.1 Employee Remuneration
Matter to be Deferred until next meeting 01 August 2019.

All staff were allowed to re-enter the meeting again and the meeting came out from behind closed doors at 7pm.

9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 4 April 2019 have been circulated previously under separate cover and are at **Attachment 9.1A**.

Moved: Cr Stroud Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.1 That Council accepts the minutes of the previous Ordinary Council Meeting held on 4 April 2019 as a true and accurate record of proceedings.

CARRIED 5/0

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 SAFETY MANAGEMENT PROGRESS REPORT

Responsible Officer:	**Manager Operations**
Date:	**31 May 2019**
Attachment:	**Nil**

SUMMARY

Risk and safety management issues are discussed below.

BACKGROUND

Nil.

DETAIL

Incidents and Accidents

No incidents have occurred since the previous report to Council.

Safety Actions

The following safety actions have occurred in April and May:

- A Safety Committee Meeting was held.
- A Safety Inspection was carried out of the transfer station and greenwaste stockpile facility.
- A full review of the WMRC's Risk Register was carried out by the Safety Committee.
- Toolbox meetings were held.
- Training of staff in WMRC procedures continued.
- Asbestos Awareness training was carried out.
- Household Hazardous Waste training was carried out.
- Security improvements on site have greatly reduced the rate of break-ins, significantly reducing the likelihood of unauthorised site entry leading to injury.
- Staff participated in the LGIS Local Government Safety Advisory Group, which shares documentation and airs relevant safety issues.

High Residual Risk Hazards

Hazards with a high residual risk rating are outlined below. One hazard has been re-evaluated as having a moderate residual risk and removed from the table: *Unauthorised site entry/activity leading to injury*. The likelihood of this occurrence was downgraded from Likely to Possible, given the impact the new security systems have had to reduce unauthorised entries to site. The remaining item is unchanged.

Hazard	**Silos over-tipping while being loaded and crushing people or equipment**
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.
RRR Likelihood	Unlikely
RRR Consequence	Major
RRR Risk Rating	High
RRR Classification	High Residual risk
Actions Required + Target Dates	Further controls not considered reasonable or practicable: review if situation changes.

Safety Statistics	March – April 2019	12 Months Ending April 2019	Definition
(HiPo) High Potential Incident	None	None	Incidents involving personnel that did not 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 Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.1.1 Council receive the Safety Management Progress Report.

CARRIED 5/0

10.2 FINANCIAL STATEMENTS

Responsible Officer: **Finance and Governance Manager**

Date: **31 May 2019**

Attachment 10.2A: **March 2019 Monthly Management Accounts**

Attachment 10.2B: **April 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 Regulation 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 March and 30 April 2019.

- As at 31 March 2019, Council had an operating deficit of $161,010 for the month compared to a budgeted operating deficit of $179,029 with a positive variance of $18,019.
- As at 30 April 2019, Council had an operating deficit of $253,074 for the month compared to a budgeted operating deficit of $179,029 with a negative variance of $74,045.
- As at 30 April 2019, Council had an operating deficit of $1,238,913 for the year to date compared to a budget operating deficit of $1,843,226 with a positive variance of $604,314.
- 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.

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 March and April 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

The positive year-to-date variance as at 30 April 2019 of $604,314 is partly attributable to the timing of fixed fee income for the second half of the financial year being billed and received in January; and lower than budgeted legal expense.

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.2.1 Council note the financial statements for the periods ended 31 March and 30 April 2019.

CARRIED 5/0

10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS

Responsible Officer:	**Finance and Governance Manager**
Author:	**Support Services Officer**
Date:	**05 June 2019**
Attachment 10.3 A:	**March 2019 Payments**
Attachment 10.3 B:	**April 2019 Payments**
Attachment 10.3 C:	**Sundry Debtors**

SUMMARY

The schedule of accounts paid for March and April 2019; and the sundry debtors schedule as at 05 June 2019 are 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 Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.3.1 Council endorse the schedule of accounts paid of $88,140.79 and $305,592.29 for the months of March and April 2019 respectively.

10.3.2 Council receive the schedule of sundry debtors outstanding at 5 June, 2019.

CARRIED 5/0

10.4 MINUTES OF CEOAC MEETINGS

Responsible Officer:	**Chief Executive Officer**
Date:	**4 June 2019**
Attachment:	**10.4A Minutes of CEOAC 21 March 2019** **10.4B Unconfirmed Minutes of CEOAC 23 May 2019** **Confidential Attachment 10.4C Unconfirmed Confidential Minutes of CEOAC 23 May 2019**

SUMMARY

Presenting the final minutes of the 21 March 2019 CEOAC meeting and the draft minutes of the 23 May 2019 CEOAC meeting for confirmation and reception respectively.

BACKGROUND

The unconfirmed minutes of the 21 March 2019 CEOAC meeting were presented at the April 2019 OCM and confirmed at the 23 May 2019 CEOAC meeting as a true and proper record of the meeting. They are presented here for reception (Attachment 10.4A).

The unconfirmed minutes of the 23 May 2019 CEOAC meeting are presented here for reception (Attachment 10.4B and Confidential Attachment 10.4C). Relevant action items arising from them are dealt with elsewhere in this Agenda as noted below.

DETAIL

Mr Peter Ward attended the meeting and addressed confidential items updating the CEOs on the status of DiCOM and addressing the implications of the Establishment Agreement (EA). He also attended for an item on major decisions by the WMRC. Two of these items are presented in this agenda as follows:

- Item 10.13 Major strategic and financial decisions
- Item 16.1 DiCOM Confidential Progress Report

The CEOAC acknowledged the requirement for cooperation in meeting the Regional Purposes of the EA; and elected to defer further consideration of the EA until the DiCOM situation is finalised.

In addition, the CEOAC recommended that WMRC now draft a Request for Tender for pre-booked verge collection for review by the Project Control Group. The COEAC also requested a schedule of Communications and Education costs by program and member Council share. This has since been provided to the members of CEOAC.

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 16.1

Strategic Implications

See Item 16.1, 10.13

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Haynes

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.4.1 Council receive the confirmed minutes of the 21 March 2019 CEOAC meeting.

10.4.2 Council receive the unconfirmed minutes of the 23 May 2019 CEOAC meeting.

CARRIED 5/0

10.5 COUNCIL POLICY REVIEW

Responsible Officer:	**Chief Executive Officer**
Date:	**6 May 2019**
Attachments:	**10.5A Policy 29 - Debt Collection (draft)** **10.5B Policy 29 – Debt Collection (marked up changes)**

SUMMARY

This report seeks Council approval for reviews and changes to one existing WMRC Council policy: *Policy 29 Debt Collection*. The proposed version is included as Attachment 10.5A; and Attachment 10.5B shows the changes made from the current adopted policy. The approval of a new *Policy 34 Employee Remuneration* is the subject of Agenda item 16.3.

BACKGROUND

WMRC reviews its policies every three years or sooner if required by changes in relevant legislation or regulation; or other relevant circumstances.

DETAIL

Summary of Changes

The revised *Policy 29 Debt Collection* now includes the following principal changes:

- takes into account WMRC's new ability to issue invoices electronically;
- reduces the payment due period from 30 to 14 days;
- provides for follow up of outstanding accounts by electronic statement every Friday;
- provides that debtors with an account 30 days overdue or more will also be contacted by telephone;
- provides that credit can be suspended;
- sets out the circumstances in which special arrangements for repayment can be agreed; and
- sets out the circumstances in which a debt collection agency might be called in.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

The revised policy will streamline debt collection and stands to improve the WMRC's cash flow.

Financial Implications

The revised policy will streamline debt collection and stands to improve the WMRC's cash flow.

Strategic Implications

Nil

COMMENTS

The review of *Policy 29 Debt Collection*, largely brings WMRC schedule of policy reviews up to date, and resolves the considerable backlog of overdue policy reviews that existed at the start of the 2018-19 financial year.

At OCM August 2019, a Gifts Policy will be presented for Council review and approval.

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Haynes

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.5.1 Council endorse the revised Council Policy 29 – Debt Collection

CARRIED 5/0

10.6 ELECTED MEMBERS AND CEO REMUNERATION

Responsible Officer: **Finance & Governance Manager**

Date: **14 May 2019**

Attachment 10.6A: **CEO & Elected Members Remuneration Determination**

SUMMARY

The Salaries and Allowances Tribunal has issued its determination in relation to local government CEO and Elected Members in line with its statutory requirements. This determination takes effect from 1 July 2019 (see Attachment 10.6A).

BACKGROUND

The CEO's salary package was determined by the Elected Members and HR Consultant, Anne Lake, as part of the recruitment process to recruit our current CEO, Stefan Frodsham. This figure has not changed since the signing of the CEO's employment contract in June 2018.

The Elected Members Remuneration was set at $30,000 in the 14/15 and 15/16 budgets and was increased to $40,000 in the 16/17 budget. Since that date, the remuneration paid to Elected Members has remained unchanged.

DETAIL

WMRC Policy #5 states that 'the WMRC will pay elected members' sitting fees and allowances in accordance with the rates annually determined and published by the Salaries and Allowances Tribunal. WMRC members' sitting fees are paid on the basis of an annual fee'.

WMRC is classified as a band 4 local government; meaning that:

- the annual attendance fee for members may range from $3,589 to $9,504;
- the annual attendance fee for the chairman may range from $3,589 to $19,354; and
- the total reward package for a CEO can range from $128,226 to $200,192.

The current CEO and Elected Member remuneration is still within the ranges provided by band 4. Item 14 on page 3 of the determination states that the Tribunal has determined a 1% increase in the remuneration, fees, expenses or allowances ranges provided to CEOs and elected members. Item 15 states that this is not an automatic increase to the remuneration provided to CEOs and Elected Members and that each Local Government must conduct its own review to determine whether any increase is justified.

There are minor changes to allowances, which do not affect the currently Elected Members or CEO.

STATUTORY ENVIRONMENT

- Section 7A and 7B of the Salaries and Allowances Act 1975 ('the SA Act')
- Sections 2.7 to 2.10, 5.41, 5.98 and 5.99 of the Local Government Act 1995
- Regulations 30, 32 and 34 of the Local Government (Administration) Regulations 1996

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

Policy No. 5

Financial Implications

Provision for a 1% increase in Elected Members and CEO Remuneration has been included in the budget.

Strategic Implications

Nil

COMMENTS

It is suggested that any review of the CEO's remuneration is held over until Council completes his annual performance review.

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

10.6.1 Council conduct a review of the current CEO and Elected Members remuneration and direct the WMRC administration in setting these figures in the 2019-20 budget.

AMENDED

Moved: Cr Maurice Seconded: Cr Rodda

COUNCIL RESOLUTION

10.6.1 That Council engage a HR Consultant to conduct a CEO performance review and provide a recommendation concerning his remuneration.

CARRIED 5/0

Moved: Cr Haynes Seconded: Cr Maurice

COUNCIL RESOLUTION

10.6.2 That Elected Members remuneration not be changed for the purpose of the 2019-20 budget.

4/1

CR STROUD VOTED AGAINST

10.7 LANDFILL DISPOSAL COSTS

Responsible Officer:	**Chief Executive Officer**
Date:	**5 June 2019**
Attachment:	**Nil**

SUMMARY

Landfill disposal costs are the WMRC's single largest item of expense, representing estimated annual costs of $2.2m: around 38% of total expenditure. WMRC in looking to reduce its waste disposal costs sought negotiations with EMRC and the City of Rockingham over the WMRC obtaining a lower disposal rate.

The negotiations have now reached a successful conclusion with the City of Rockingham agreeing to and approving a new lower disposal rate of $129.30 per tonne excluding GST, representing a discount of $10.24 cents over the current rate. Setting aside the $70 per tonne landfill levy, the new rate represents a substantial 14.7% discount on our current landfill service expense per tonne ($59.30 vs $69.54).

A significant reduction in gate fees has been included in the Fees and Charges presented for adoption by Council at Item 10.8 in this Agenda.

BACKGROUND

The current contract (under which the current landfill disposal rate is $139.54/T ex GST), arose from an RFT made by WMRC in 2012. In looking to reduce its landfill disposal cost, WMRC elected to rely on its ability to negotiate directly with other local governments rather than employing the formal approach of an RFT.

DETAIL

After some months of negotiation, EMRC offered the WMRC a discounted disposal rate at its Red Hill landfill disposal facility. After taking into account the approximate $2.00 per tonne additional cost of transport, the Red Hill rate offered little incentive for WMRC to switch from disposal at the City of Rockingham's Millar Road.

WMRC followed up by entering into negotiations with the City of Rockingham. On 28th May 2019, the City of Rockingham approved (9/0) a contracted fee and charge of $142.23 per tonne (inclusive of GST) for waste received from WMRC at the City's Millar Road Landfill Facility. This represents a $10.24 discount per tonne over our current disposal rate.

STATUTORY ENVIRONMENT

As a local government, WMRC is empowered to negotiate directly with other local governments in the procurement of goods and services.

CONSULTATION

Eastern Metropolitan Regional Council; and City of Rockingham.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The reduced landfill rate will reduce WMRC's expenses by approximately $143,000 a year. In turn, by passing on the savings in the form of reduced gate fees, our member Councils stand to directly benefit from WMRC's initiative.

A significant reduction in gate fees has been included in the Fees and Charges presented for adoption by Council at Item 10.8 in this Agenda.

Strategic Implications

The lower landfill costs relate directly to the WMRC's objective stated in its new draft Strategic Community Plan of providing value for money services to its member Councils.

COMMENTS

None.

VOTING REQUIREMENT

Absolute majority.

Moved: Cr Rodda Seconded: Cr Haynes

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.7.1 Council receive the report

CARRIED 5/0

10.8 2019-20 FEES AND CHARGES

Responsible Officer:	**Manager Operations**
Date:	**31 May 2019**
Attachment 10.8A	**Proposed 2019-20 Fees and Charges**
Attachment 10.8B	**Adopted 2018-19 Fees and Charges (Revised 1 May 2019)**

SUMMARY

To consider the fees and charges for the 2019/20 financial year.

BACKGROUND

Fees and Charges should be adopted before the Annual Budget, as they form part of the information on which the Annual Budget is based.

Indicative Fees and Charges have been circulated to member Councils to assist them in their budget setting processes.

Three sets of Fees and Charges were adopted by WMRC Council in the 2018-19 financial year. The first was set at the June OCM as part of the annual budget setting process. The second applied as of 1 January 2019 and provided significantly reduced gate fees to Member Councils (as Fixed Contributions are now provided separately by members). The third applied as of 1 May 2019 and passed on significant savings in greenwaste disposal costs to member Councils via a reduced gate fee. A fee for GO bin greenwaste was also introduced for member Councils.

DETAIL

WMRC has aggressively pursued reductions in Gate Fees for its member Councils in the recent past, and is pleased to be able to provide a further $10/T reduction in the General Waste and Bulk Waste prices. This is possible following the negotiation of a significantly reduced landfill disposal fee from the City of Rockingham (dealt with in this Agenda at Item 10.7).

Member Council Greenwaste charges have not been increased from the new low rates adopted from 1 May 2019. Tip Pass prices for member Councils have been significantly reduced, and are now charged to member Councils at half the rate charged for the general public for an equivalent amount of waste.

Commercial rates, including for Non-member Councils, have also been decreased. It is hoped that this will attract additional throughput to the Recycling Centre. Non-member Council Tip Pass prices have been increased, in preparation for the future introduction of a Recycling Pass. The Weighbridge Usage Charge has been significantly increased, to bring the charge more in line with commercial public weighbridges.

Some new charges have been added:

- Commercial GO bin Greenwaste (ONLY by prior arrangement)
- Mattress bases – recycling
- Degassing Refrigerated Appliances
- Penalty – Tipping highly contaminated GO Bin Greenwaste

The entire schedule of Fees and Charges, including Commercial and Other Fees and Charges, is included at Attachment 10.8A Proposed 2019-20 Fees and Charges.

The current 2018-19 Fees and Charges are presented at Attachment 10.8B for comparison.

The major items with a comparison to previous periods, are presented in the table below.

Major Items All prices given as ex. GST	Fees and Charges 1 June 2018	Fees and Charges Current 1 May 2019	Fees and Charges Proposed 1 July 2019
Member Council General Waste	$255	$155	$145
Member Council Bulk Waste	$255	$170	$155
Member Council Greenwaste	$90	$35	$35
Member Council GO Bin Greenwaste	N/A	$40	$40
Commercial General Waste	$213	$213	$200
Commercial Greenwaste	$95	$95	$90

Discounts for High Volumes

The following discount structure is proposed for high volume customers. It is hoped that this will encourage additional business to use the Recycling Centre. Few commercial customers currently bring in volumes close to the threshold volumes. Only the Town of Cambridge (for greenwaste) would have triggered even the first 5% threshold last year.

PROPOSED DISCOUNTS FOR HIGH VOLUMES		
Bulk and General Waste	0 -1,199 tonnes	0%
Bulk and General Waste	1,200 - 2,399 tonnes	5%
Bulk and General Waste	Over 2,400 tonnes	a further 5%
Greenwaste	0 - 599 tonnes	0%
Greenwaste	600 - 1,199 tonnes	5%
Greenwaste	Over 1,200 tonnes	a further 5%
Discounts available by prior arrangement for account customers only. Discounts are calculated on a financial year basis. When a customer passes a discount threshold, the discount will apply to all tonnes received from that customer in a financial year. Discounts are not applicable for WMRC Member Councils.		

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year; or such extended time as the Minister allows, each local government is to prepare and adopt,

(by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

Section 6.16 of the *Local Government Act 1995* permits the imposition of fees and charges when adopting the annual budget or during the financial year via an Absolute Majority decision of Council.

CONSULTATION

Indicative fees and charges and fixed cost contributions were earlier circulated to Member Councils to assist them in their budget setting processes.

REPORT IMPLICATIONS

Policy Implications

Nil.

Financial Implications

The fees and charges clearly show the financial effects on Member Councils for the 2019-20 year.

Strategic Implications

WMRC has been aggressively pursuing reductions in Gate Fees for its Member Councils in seeking to provide value for money services.

COMMENTS

Nil

VOTING REQUIREMENT

Absolute majority

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.8.1 Council by absolute majority pursuant to section 6.16 of the Local Government Act 1995, adopt the Fees and Charges included as Attachment 10.8A

CARRIED 5/0

10.9 MEMBER COUNCIL POPULATION SHARES

Responsible Officer:	**Chief Executive Officer**
Date:	**6 June 2019**
Attachment:	**Nil**

SUMMARY

To advise the member Council share by population for the 2019-20 financial year.

BACKGROUND

The population of each Council is used to apportion fixed costs among member Councils; and to recover from them any budget shortfalls.

DETAIL

Member Council 2018 Estimated ERP

The following table sets out the ERP of member Council areas; and the changes represented by the new figures.

Member Council	2017		2018		Population change 2018	Percentage change
	ERP	%	ERP	%		
City of Subiaco	17,238	36.83%	17,106	36.56%	-132	-0.26%
Town of Claremont	10,557	22.55%	10,704	22.88%	147	0.32%
Town of Mosman Park	9,176	19.60%	9,067	19.38%	-109	-0.22%
Town of Cottesloe	8,129	17.37%	8,188	17.50%	59	0.13%
Shire of Peppermint Grove	1,708	3.65%	1,721	3.68%	13	0.03%
Totals	46,808	100.00%	46,786	100.00%	-22	0.00%

Notes:

- ERP: ABS estimated residential population
- 2018 ABS ERP (by Local Government Area) published in April 2019
- The City of Subiaco figures do not include its former South Ward, ceded to the City of Perth in 2016.

STATUTORY ENVIRONMENT

The WMRC Establishment Agreement provides for budget shortfalls to be recovered from member Councils on a population share basis.

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

None

Financial Implications

There are minor implications for the sharing of fixed costs and budget shortfalls amongst member Councils.

Strategic Implications

None.

COMMENTS

None

VOTING REQUIREMENT

Simple or absolute majority

Meeting was adjourned at 7:50pm and resumed again at 7:56pm.

Moved: Cr Haynes Seconded: Cr Hohnen

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.9.1 Council note the ABS changes of April 2019 to the estimated resident populations of member Councils.

CARRIED 5/0

10.10 ANNUAL BUDGET 2019-20

Responsible Officer:	**Finance & Governance Manager**
Date	**30 May 2019**
Attachment 10.10A:	**Annual Budget 2019-20**

SUMMARY

This report is to consider the adoption of the WMRC Annual Budget 2019-20 (Attachment 10.10A) together with supporting schedules. The fees and charges to be set in place from 1 July 2019 are set out in report item 10.8.

BACKGROUND

The annual budget was prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

There is no reliable information available at this point on possible DiCOM operations in 2019-20. Consequently, at this stage DiCOM operations, and the impact of any outcome of legal proceedings are fully excluded from the Annual Budget 2019-20.

DETAIL

The new fee model, which was adopted by Council at the December 2018 Ordinary Council Meeting (item 10.8), is characterized by separate fixed and variable cost charges where only the variable fee income is affected by changes in tonnages. This has allowed the WMRC to make more reliable estimates of its annual income and expenditure that are separate from the Fees and Charges (which appear at Item 10.8 of this agenda).

A summary of the 2019-20 Annual Budget is included in the below table

Summary	2018/19 Revised Budget	2018/19 Estimated Actuals	2019/20 Budget Full year
Revenue	$ 4,298,837.02	$ 4,214,808.55	$ 3,174,516.00
MC contributions	$ 1,036,210.00	$ 1,036,210.00	$ 1,915,283.00
Total	**$ 5,335,047.02**	**$ 5,251,018.55**	**$ 5,089,799.00**
Expenses			
Administration	$ 2,002,783.90	$ 1,886,880.35	$ 1,671,433.42
Transfer Station	$ 4,047,073.30	$ 3,808,901.07	$ 3,716,643.57
Comms and Ed	$ 355,968.00	$ 345,994.64	$ 346,725.89
Governance	$ 42,000.00	$ 41,606.41	$ 52,744.57
Total	**$ 6,447,825.20**	**$ 6,083,382.48**	**$ 5,787,547.45**
Net Position	**$ (1,112,778.18)**	**$ (832,363.93)**	**$ (697,748.45)**

The following table summarises our major income sources

Major Income	2018/19 Revised Budget	2019/20 Budget Full year	
Tipping Fees - Landfill	$ 2,472,915.00	$ 1,609,500.00	65%
Tipping Fees - Commercial	$ 613,440.00	$ 604,660.00	99%
Resident Service Fees	$ 285,000.00	$ 245,000.00	86%
Tipping Fees - Bulk Waste	$ 128,562.00	$ 93,000.00	72%
Member Greenwaste	$ 151,900.00	$ 109,516.00	72%
Non Member Greenwaste	$ 171,000.00	$ 189,600.00	111%
Trailers Greenwaste	$ 45,600.00	$ 60,000.00	132%
EC Surcharge	$ 158,350.00	$ 0.00	0%
Member Council Contributions	$ 1,036,210.00	$ 1,915,283.00	185%
Other	$ 272,070.02	$ 263,240.00	97%
Total	**$ 5,335,047.02**	**$ 5,089,799.00**	**95%**

The following table summarises our major expenditures

Major Costs	2018/19 Revised Budget	2019/20 Budget Full year	
Salaries	$ 1,297,557.76	$ 1,342,481.72	103%
Superannuation	$ 151,725.00	$ 182,448.00	120%
Landfill	$ 2,384,460.00	$ 2,102,418.00	88%
Haulage	$ 364,956.00	$ 359,539.57	99%
Insurance	$ 87,621.54	$ 92,256.68	105%
Greenwaste	$ 201,763.00	$ 283,493.00	141%
Other including services	$ 1,959,741.90	$ 1,424,910.48	73%
Total	**$ 6,447,825.20**	**$ 5,787,547.45**	**90%**

At the February 2019 Ordinary Council Meeting, Council directed the WMRC administration to develop a budget guided by the following principles:

- run a balanced budget with the exception of legal fees;
- keep variable charges to the true costs of providing these services;
- reduce commercial charges in order to attract additional throughput;
- keep a reasonable amount of contingent risk

- *all of the above criteria are met in the proposed Annual Budget for 2019-20.*

- avoid increases in expenditure.

- *Operating Expenditure is decreased by $300k in the proposed Annual Budget for 2019-20.*

- keep Reserves to a figure of $1.5m.

- *the $1.5m figure did not make allowance for the effect of any proposed capital expenditure. When this is taken into account, the Reserves are estimated at a level of $1.04m by end of the financial year.*

Capital Expenditure

The items of Capital Expenditure shown in the budget are proposed to be funded from the Future Development Reserve Account funds and are included in Annual Budget 2019-20.

Variance Reporting

Each year Council is required to adopt a percentage or value to be used in statements of Financial activity for reporting material variances, as required by Clause 34(5) of the Local Government (Financial Management) Regulations 1996.

At its Council Meeting held in August 2015, Council adopted a variance threshold of 10% for the 2014-15 and 2015-16 financial years. A continuation of a material variance threshold of 10% is recommended for the 2019-20 financial year.

Reserves

The Annual Budget 2019-20 includes $760,759 in Reserve Fund Transfers.

Salaries & Wages

Salaries and wages estimated in the Annual Budget 2019-20 have increased by 9.73% from the Annual Budget 2018-19. The reason for the increase includes:

- A modest increase in salaries and wages including taking into account a CPI increase of 1.3%
- The addition of a part-time project officer
- More work being done in house, avoiding consultant and contract costs
- An increase in superannuation cost due to more staff taking up the voluntary 5% salary sacrifice, which is topped up by an additional 6% superannuation contribution by the WRMC.

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

Section 6.16 of the *Local Government Act 1995* permits the imposition of fees and charges when adopting the annual budget or during the financial year via an Absolute Majority decision of Council.

The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2019-20 Annual Budget as presented is considered to meet the WMRC's annual requirements.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Councillor Fees, Allowances and Reimbursements are consistent with the requirements of Band 4 of the Salaries and Allowances Tribunal 'Determination of Fees, Allowances and Expenses for Local Government Elected Council Members.

Financial Implications

The proposed reductions in member Council fees and charges plus the unchanged fixed cost contribution will assist member Councils in managing their costs in the 2019-20 year.

The 2019-20 Budget provides for the following income and expenditure:

Member Council Contributions	$ 1.91 million
Operating Revenue	$ 3.17 million
Operating Expenditure	$ 5.78 million
Reserve funds to fund the operational deficit	$ 0.69 million
Capital Expenditure	$ 289,000

Strategic Implications

The development of the Annual Budget 2019-20 is in keeping with a principal objective of the WMRC expressed in its new draft Strategic Community Plan of providing value for money services for its member Councils.

COMMENTS

Since 2013, there has been major uncertainty in the preparation of each annual annual budget due entirely to no real progress of the DiCOM Project. While this uncertainty still persists, it has a greatly reduced impact due to the new mixed fee model adopted by Council in December 2018.

VOTING REQUIREMENT

Absolute majority

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.10.1 Council, pursuant to section 5.98 and 5.99 of the Local Government Act 1995 and regulation 33 and 34 of the Local Government (Administration) Regulations 1996, adopt the annual fees and allowances for payment of elected members as contained in Attachment 10.10A for the 2019-20 financial year.

10.10.2 That Council, pursuant to regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, adopt the level to be used in statements of financial activity in 2019-20 for reporting material variances being 10%.

10.10.3 That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in Attachment 10.10A for the 2019-20 financial year.

CARRIED 5/0

10.11 STRATEGIC COMMUNITY PLAN

Responsible Officer:	**Chief Executive Officer**
Date:	**4 June 2019**
Attachment 10.11A	**Existing SCP**
Attachment 10.11B	**First Draft new SCP**

SUMMARY

This item recommends that the Council approve member Council and community circulation of a draft new Strategic Community Plan (SCP) with the aim of finalising the SCP at the August OCM. Once finalised, the SCP will guide the development of a new four-year Corporate Business Plan, which will activate the SCP.

BACKGROUND

The WMRC is bound to comply with the requirements of the State Government Integrated Planning and Reporting Framework, including the requirement to develop and maintain a ten-year Strategic Community Plan and a four-year Corporate Business Plan.

The existing Strategic Community plan was adopted on 4 April 2013; and was based on assumptions that no longer hold. It was primarily written from the perspective of WMRC supplying waste for treatment under the terms of the Waste Supply Agreement with DiCOM. The Integrated Planning and Reporting Framework required that WMRC's 2013 SCP was due for review in 2015; and a major review in 2017; but neither review was carried out owing to the many legal and contractual uncertainties associated with the operation of the DiCOM facility.

The new draft SCP provides the strategic context for the development of a new four-year WMRC Corporate Business Plan to replace that which expired in 2017.

DETAIL

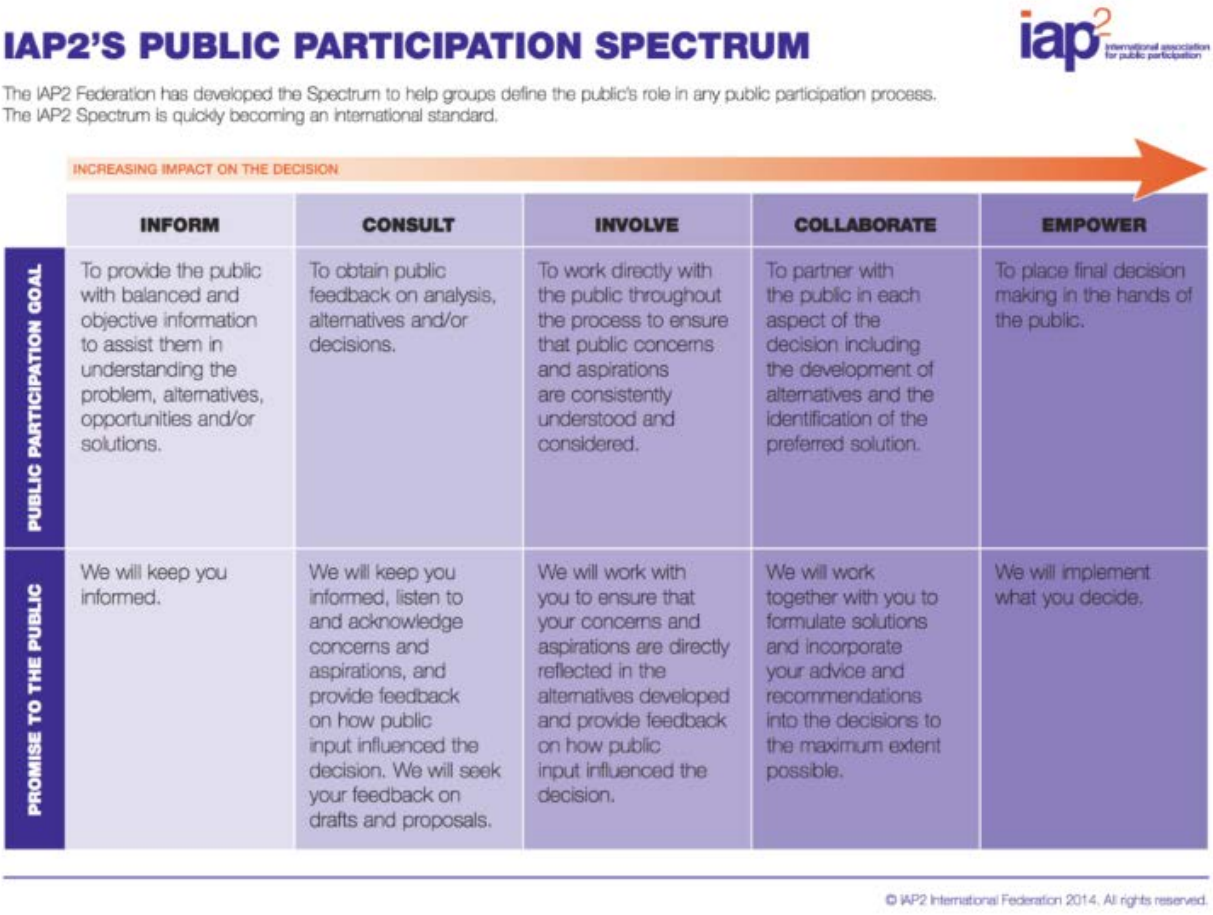
A new draft SCP has been developed in-house by WMRC. The new draft SCP focusses on what we have previously described as the "interim strategy" as previously presented to and reviewed by CEOAC and subsequently approved by Council in October 2018.

The new SCP is built around the WMRC responding to the needs of its member Councils and their residents; and the requirements of the State Government's *Waste Avoidance and Resource Recovery Strategy 2030;* by providing efficient and effective services in receiving, handling and transporting waste for recycling, treatment and disposal; and in waste education and promotion. It recognises and explores the vital role played by the West Metro Recycling Centre at Brockway Road in efficiently servicing its central west metropolitan catchment area,

Discussion of the draft SCP at this meeting forms part of an overall consultation plan detailed below.

Consultation and feedback methods

The International Association for Public Participation (IAP2) defines appropriate consultation levels in a spectrum; a copy of which is reproduced below:



IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Source *https://www.researchgate.net/figure/IAP2-Spectrum-of-Participation-From-the-International-Association-for-Public_fig3_301627763*

Using this approach, the consultation methods are proposed to be as follows:

Stakeholder	Level of consultation	Methods	Implications	Notes
Staff	Involve	Circulate draft and request comment. Follow up where comment not received. Discuss in team/toolbox meetings.	Requests for major changes to be discussed and incorporated if appropriate	Underway

WMRC Councillors	Involve	Circulate draft and request comment. Invite views on need for extended discussion. Recommend resolution to continue consultation at OCM.	Requests for major changes to be discussed and incorporated if appropriate	Underway and this meeting
MC staff and councillors	Consult	Circulate draft SCM post OCM with covering letter detailing feedback methods.	Consider feedback and incorporate if appropriate	
WMRC Volunteers	Consult	Item with link in newsletter.	Consider feedback and incorporate if appropriate	
Public	Consult	Place on website with feedback form. Social media post.	Consider feedback and incorporate if appropriate	
DWER/WAWA/ Other RCs	Inform	Email with link to Draft SCP		

A short online survey has been prepared for gathering feedback. It is proposed that to allow the final new SCP be adopted at the August OCM, the closing date for receipt of feedback is to be 12 July.

Summary of feedback received to date

Feedback on the existing draft document has been received from staff. This has included reordering material, improvements to diagrammatic representations of the WMRC structure and identification of typos. It has not included any suggestion of changes to the overall strategic direction itself; indeed online feedback has provided full support to the current direction. The document that will be circulated for comment outside the WMRC will incorporate these changes.

STATUTORY ENVIRONMENT

All Local Governments are requires to produce a plan for the future including a Strategic Community Plan under S5.56 (1) of the *Local Government Act 1995.*

Regulations are made under S5.56 (2) to outline the minimum requirements.

CONSULTATION

The development of the new draft SCP has been the subject of direct consultation with the Department of Local Government, Sport and Cultural Industries.

The current draft of the Strategic Community Plan has been circulated for comment to WMRC staff and WMRC Councillors and their deputies. The following recommendation is to approve wider consultation to enable SCP finalisation at the August OCM.

REPORT IMPLICATIONS

Policy Implications

Appropriate consultation over the new draft SCP and subsequent finalisation of the document is required for WMRC compliance with the State Government's Integrated Planning and Reporting Framework.

Financial Implications

Cost has been minimised by preparing the draft SCP in-house.

Strategic Implications

The new SCP will formalise the WMRC's new strategic stance and enable the development of a new Corporate Business Plan.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.11.1 Council approve the circulation of a Draft Strategic Community Plan to member Councils and the public that incorporates changes arising from feedback received to date.

CARRIED 5/0

10.12 SUBMISSIONS TO DWER CONSULTATIONS

Responsible Officer:	**Manager Comms and Education**
Date:	**4 June 2019**
Attachment 10.12A	**WMRC submission on Revised Better Bins**
Attachment 10.12B	**Interim WALGA submission on Revised Better Bins**
Attachment 10.12C	**WMRC Submission on methods for mandatory data reporting for WARR Regulations**

SUMMARY

Two submissions have been made to DWER as a result of consultation during this period. The first covered the Better Bins program review, which is being undertaken in light of changes arising from the introduction of the Waste Avoidance and Resource Recovery Strategy 2030 and to facilitate the introduction of FOGO. Member Council officers were consulted on the drafting of this submission.

The second commented on the proposed DWER Approved methods for Mandatory Reporting under the WARR Regulations 2008 and the effect of the proposed changes on WMRC, which is mostly in its capacity as a Transfer Station operator reporting on “drop-off” material amounts.

BACKGROUND

DWER requested feedback by 5pm 16th May on possible revisions to the Better Bins program

DWER requested feedback by 5pm 27th May on their proposed DWER Approved methods for Mandatory Reporting under the WARR Regulations 2008. These are likely to make the currently voluntary reporting of waste and recycling data by local governments via the DWER Census formalised and mandatory.

DETAIL

Revised Better Bins

WMRC’s submission largely supports that made by WALGA but with increased emphasis on:

- the importance of supplying caddies and liners during the introduction of FOGO services;
- the need for realistic Local Government financial support to facilitate the introduction;
- the importance of the provision of infrastructure to process the FOGO material; and
- the applications of quality standards to normalise the use of FOGO-derived product.

Mandatory Data Reporting for WARR Regulations

WMRC's submission supports WALGA's submission in its entirety, but provides significant extra comment on the specific impacts to WMRC as the operator of a Transfer Station.

STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

CONSULTATION

The submissions were developed in consultation with Member Council officers, WALGA, DWER and other interested parties.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Revisions to the Better Bins program have no direct financial impact on the WMRC.

While it is dependant on the final outcome of changes to the WARR Regulations, some of the changes being discussed may have a minor financial impact as the WMRC will need to modify practices to collect additional types of data. If the recommendations made by WMRC are supported, there is expected to be no financial impact.

Strategic Implications

It is important that the WMRC's and Member Councils' voices be heard at State Government level.

COMMENTS

Any other matters of relevance

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.12.1 Council endorse the WMRC's submission to the DWER Revised Better Bins Program.

10.12.2 Council endorse the WMRC's submission on the DWER Approved methods for Mandatory Reporting under the WARR Regulations 2008.

CARRIED 5/0

10.13 MAJOR DECISIONS BY WMRC COUNCIL

Responsible Officer: **Chief Executive Officer**

Date: **6 June 2019**

Attachment:

SUMMARY

This agenda item proposes that Council resolve that all major strategic and financial decisions by Council should require unanimous support.

BACKGROUND

At the 21 March 2019 CEOAC meeting, the WMRC CEO undertook to explore possibilities around the WMRC Council requiring unanimous support to pass major strategic and financial resolutions.

CEOAC made the suggestion as a step that would help restore confidence in the WMRC that had been shaken after some major decisions were historically made on a non-unanimous basis. Some of these decisions resulted in significant negative outcomes, which led to re-examination of the governance structure under which the original decisions were made.

DETAIL

Discussion at WMRC OCM April 2019

The matter was discussed at the April WMRC OCM in the presence of legal counsel Mr. Peter Ward. The options discussed at that meeting were as follows:

Option 1: Amend the Establishment Agreement. This is the strongest legal option, however, it would require a lengthy and uncertain process; and the approval of the Minister.

Option 2: Pass a Local Law to this effect. A local law would have the potential to infringe the Local Government Act 1995, which provides that Council resolutions are made by majority decision.

Option 3: Include this requirement in Standing Orders, established in the form of a local law or Council policy.

Option 4: Pass a resolution of Council to this effect. This is by far the simplest and most direct way of making the Council's intentions clear to member Councils. WMRC Council noted that such a resolution should avoid trying to be too prescriptive; and that a resolution should include indicative guidelines or thresholds. Discussion supported this option.

Discussion at CEOAC May 2019

The options considered by Council at its April OCM were discussed at the May 2019 CEOAC meeting, along with the following thresholds for unanimous decisions proposed by WMRC executive:

- contractual commitments of five or more years (including all possible contract extensions) but only if the value of the contract is greater than $10,000 per annum;
- operating budget commitments of $1,000,000 per annum or more;

- capital commitments of $500,000 or more;
- submissions or proposals to State or Federal Government with potential for significant impact on member Council resources or operations; and
- proposals with the potential to significantly shift costs between member Councils.

CEOAC agreed with the tenor of the discussion at WMRC OCM, to the effect that CEOs agreed that *Option 4: a resolution by Council* would also be their preferred method.

CEOAC discussed the thresholds proposed by WMRC executive but wished to avoid being too prescriptive; instead recommending that a resolution by WMRC Council for unanimity in making major strategic and financial decisions be supported by a Council policy.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* provides that Council resolutions are passed by simple or absolute majority.

CONSULTATION

All CEOs of WMRC member Councils; Mr. Peter Ward, legal counsel.

REPORT IMPLICATIONS

Policy Implications

No implications under existing policies.

Financial Implications

None.

Strategic Implications

A resolution to the effect of that recommended by CEOAC would likely help to restore some measure of confidence in WMRC's governance structure.

It would have the effect of allowing as few as one WMRC Council member to veto major strategic and financial decisions by Council. As pointed out by Mr. Peter Ward, if an impasse was reached, the WMRC Council would have the option of over-turning a resolution for unanimity in such decision-making by way of a simple or absolute majority decision of Council.

COMMENTS

Any other matters of relevance.

VOTING REQUIREMENT

Absolute majority.

CEOAC RECOMMENDATION

CEOAC recommends to the WMRC that all decisions with major strategic and financial implications for member Councils should require unanimous WMRC support, subject to a Policy on this matter being further developed.

Moved: Cr Maurice Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.13.1 All decisions with major strategic and financial implications for member Councils are to require unanimous WMRC support.

10.13.2 A major strategic and financial decisions policy is to be developed for the approval of Council.

CARRIED 5/0

10.14 IT CONTRACT

Responsible Officer: **Finance & Governance Manager**

Date: **14 May 2019**

Attachment: **Nil**

SUMMARY

This report serves to notify Council that the WMRC, under contract number C2014-022, has almost exceeded the amount approved under the CEO's delegated authority, and thus seeks a Council decision to authorise expenditure totalling up to $150,000 since 4 September 2014 as per the Local Government Act (Functions and General Regulations Reg 11i) and Policy 7.

BACKGROUND

The effective date of acceptance for contract C2014-022 IT Service Agreement with JH Computers was 4 September 2014. The contract was to supply necessary equipment, software and licenses, labour to set up new systems, ongoing monitoring of the server and managed IT services. There were multiple contract extensions with the current service agreement to end 2 July 2019 and the contract termination date set at 4 September 2019. The administration seeks to extend the service contract from early June to September to line up with the original contract cessation date. It is anticipated that the final total contract spend under C2014-022 IT Service Agreement with JH Computers will be in the order of $110,000 ex. GST.

There is a small chance the anticipated relocation of the administration office will result in significant IT expenditure prior to the 4 September 2019, but at the time of writing this is difficult to quantify. If the services required are substantial enough to warrant this, the administration intends to procure IT services related to office relocation as part of a separate quotation and contract.

DETAIL

Contract C2014-022 IT Service Agreement with JH Computers was entered into in 2014 after a formal quotation process under the delegated authority of the CEO. Since 4 September 2014, the WMRC has spent $96,367.24 ex GST on IT support, hardware and software with JH Computers (current to 14 May 2019). Delegated authority is not sufficient to authorise further expenditure under this contract.

The matter is therefore brought to Council's attention, as the contract value will exceed the $100,000 limit of the delegated authority if the contract continues.

While this anticipated expenditure exceeds the delegated authority of the CEO, it is within Council's authority to approve. The Local Government Act does not require tenders to be publically invited for contracts worth less than $150,000. Under WMRC's Policy 7, contracts up to a value of $150,000 can be procured via a formal quotation process.

Council is requested to authorise expenditure totalling up to $150,000 since 4 September 2014 under Contract C2014-022 with JH Computers.

It is worth noting the changes in the IT world since 2014, which include cloud based information storage, wireless internet and much quicker internet speeds. The work undertaken by JH Computer Services has been satisfactory and they have delivered many changes and improvements to our IT system. Upon the expiry of this contract in late 2019, the administration intends to test the market via quotes or tender (depending on likely value of the contract sought) and enter into a new contract for IT services.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

Policy 7 (Purchasing). This item requests Council authorise expenditure totalling up to $150,000 since 4 September 2014 under this contract.

Delegations Register 2019

Financial Implications

The budget includes provision for this service.

Strategic Implications

Nil

COMMENTS

None

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION

10.14.1 That Council authorise expenditure totalling up to $150,000 since 4 September 2014 under Contract C2014-022 with JH Computers.

Moved: Cr Haynes Seconded: Cr Rodda

COUNCILLOR AMENDMENT

10.14.1 That Council authorise expenditure totalling up to $150,000 since 4 September 2014 under Contract C214-022 with JH Computers, subject to compliance with Purchasing Policy 7 thresholds.

CARRIED 5/0

10.15 LOCAL LAW – STANDING ORDERS

Responsible Officer:	**Chief Executive Officer**
Date:	**5 June 2019**
Attachments:	**10.15A; 10.15B**

SUMMARY

At its OCM of 7 February 2019, Council resolved that the CEO prepare a draft Standing Orders Local Law for consideration by Council. Agenda item 10.5 at the OCM of 4 April 2019 addressed the matter and provided a first draft of a local law – standing orders for the review of Council.

Attachment 10.15A 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 drew up the attached draft Standing Orders local law, based on the WALGA model Local Law, for consideration by Council.

At its April 2019 OCM, Council deferred a decision on this matter pending some further investigation which is now covered in this agenda item.

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.
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 10.15A 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 for the differences listed in the table below.

The attached draft Local Law is marked up version of the 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 13 June 2019).
c. Public notice, summarising the purpose and effect of the proposed local law and inviting submissions, be lodged.
d. Submission period closes 6 weeks after date of public notice.
e. Submissions (if any) considered by WMRC at an OCM.
f. WMRC makes the local law at an OCM.

Differences between WMRC draft Local Law and WALGA template

At the OCM of April 2019, there were questions from Councillors as to how the WMRC draft local law might differ from the WALGA template and those of other WA regional councils. The differences are relatively few and summarised in the following table.

No.	Section	WALGA Template	WMRC draft
1		Refers to *Mayor/President* throughout	Refers to Chairman throughout (as per EMRC Local Law)
2	1.4	Refers to *District* as the district of the local government	Deletes reference to district as WMRC has no district (as per EMRC, MRC and BHRC Local Laws)
3	1.4	No definition of participant	Includes definition of participant (as per EMRC Local Law)
4	1.4	No definition of Establishment Agreement	Includes definition of Establishment Agreement (as per EMRC Local Law)
5	1.4	Defines Local Government as referring to the Council	Omits this, as the text refers to Western Metropolitan Regional Council throughout
6	1.5	Repeal of Local Laws	Deleted as WMRC has no Local Laws to repeal
7	1.5		Includes provision for a deputy to attend at a Council meeting in place of a member and to assume the powers of that member while at the meeting (section copied from the EMRC local law).
8	2.6		Provides for the appointment of a deputy of a member of committee.
9	3.1	An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council	…held every two months or otherwise as determined by the Council
10	18	Electors Meeting	Whole section deleted as WMRC does not have electors (as per other Regional Council Local Laws).
11	5.3 (3)	A notice of motion is to relate to the good governance of the district.	A notice of motion is to relate to a purpose for which the Western Metropolitan Regional Council is established (as per EMRC and MRC local laws).
12	6.10 (b)	A petition is to be made by electors of the district	A petition is to be made by electors of the Participants (as per EMRC Local Law).
13	6.12 (2)		Provides that members may attend as an observer any meeting of a committee of which he or she is not a member or the deputy of a member (as per EMRC local law).

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 Stroud

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.15.1 The Chairman give notice to the purpose and effect of the Local Law.
10.15.2 The CEO lodge a public notice, summarising the purpose and effect of the proposed local law and inviting submissions.

CARRIED 5/0

11. INFORMATION BULLETINS

11.1 COMMUNICATIONS AND EDUCATION REPORT

Responsible Officer:	**Manager Communications and Education**
Date:	**4 Jun 2019**
Attachment:	

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. Waste Watchers workshops
2. Online education toolkit
3. Volunteer re-engagement
4. Subiaco Street Party presence
5. Tour to Rockingham landfill
6. Peppermint Grove bin count
7. Media Content

DETAIL

1. Waste Watchers Workshops.

Two different Waste Watchers Workshops were held in April and May. These are the successor to the Earth Carers course: 3hr standalone modules replacing a 5 session course. Both were a mix of presented material and activities. One was focused on what items go in which bins, how they are processed and how to reduce household waste, the second was billed as a Beyond the Bins workshop and focused on hard to dispose items and also some tips and tricks for creating less waste. There were around 20 people at each session and feedback was very positive (see below).

Presentations and activities are designed as modular and may be mixed and matched as required allowing for shorter workshops to suit local businesses, community groups etc. Some of the material is also suitable for use in schools.

Workshop 1 – Create less Waste

Workshop 2 - Beyond the Bins

Feedback quotes:
It was great to have activities. Seeing how easy it is in practice. Rather than reading it and panicking was nice.
Thank you very much for this well done and educative workshop!

2. Online education toolkit

The development of the online education toolkit is ongoing with voiceover recording, copywriting and animation in progress. This contract was awarded to Marketforce and is being largely funded through a DWER CIE Grant. It is expected to be complete early in FY 2019/20.

3. Volunteer re-engagement

An event to update members of our existing volunteer pool and develop increased ways of working with them was held in May. This was a popular and high energy session which included long term and very recent volunteers and generated new ways of working together. This will be followed up in late June.

Volunteers discussing future activities

4. Subiaco Street Party presence

An information stall at this event which shared space with WALGA's Cash for Cans initiative was well-received. The event was also assessed through our event waste minimisation checklist and ranked Silver as the event's waste bins were not as well-labelled or as clear as previously. However the organisers of this event do take care to minimise single use plastic and do audit all bins to ensure a clean recycling stream.

Information stall, Subiaco Street Party

5. Tour to Rockingham landfill

Councillors and staff representing all Member Councils attended this tour which included an introduction to the Waste Watchers Workshop material while in transit. Although photography was not permitted, we have requested that video of the landfill site be provided by the City of Rockingham for use in education.

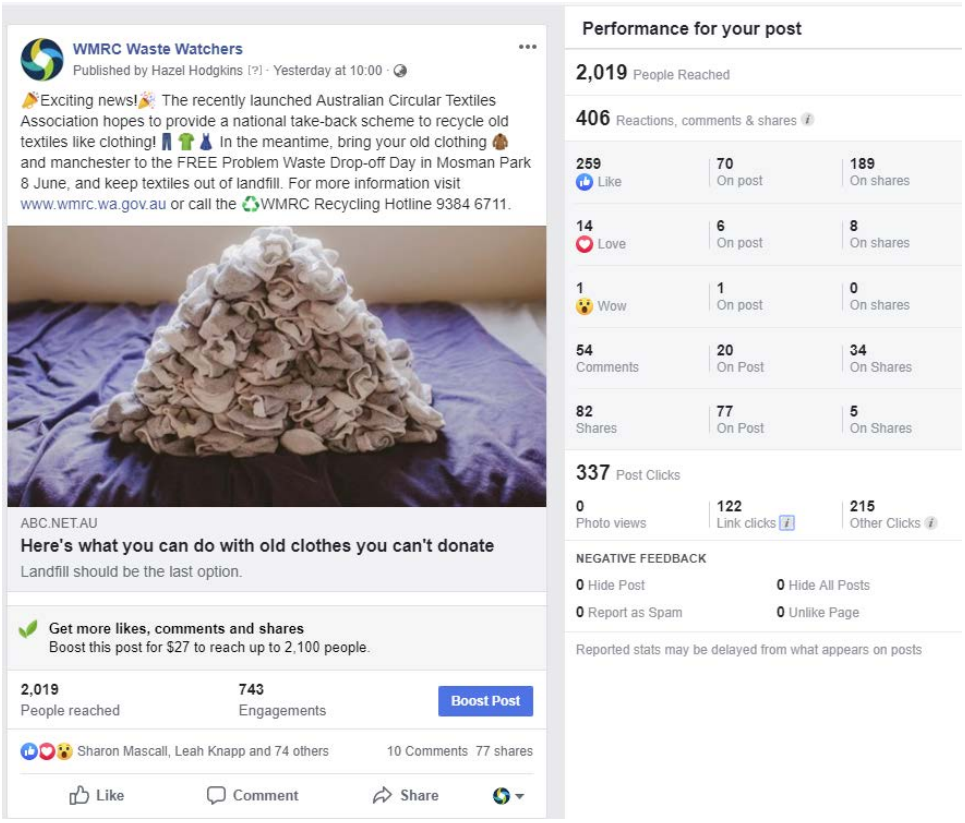
6. Peppermint Grove bin count

This project provided the Shire with an accurate count of bins by serial number against properties. It was undertaken by casual staff employed by the WMRC and funded by the Shire during two recycling mornings.

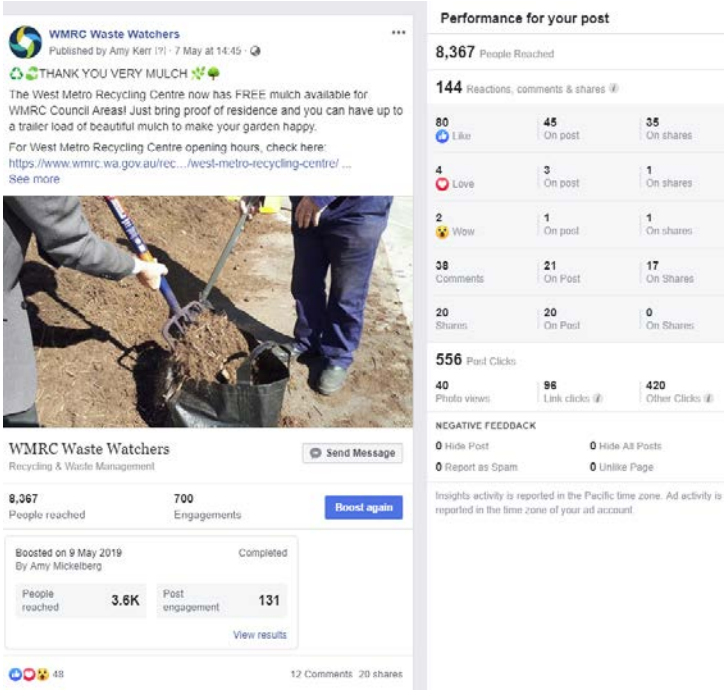
7. Media Report

Social Media

The WMRC Waste Watchers facebook page has a page reach of 12,913 and 37 new page likes this month. The highest rating post (organic) concerned textile recycling and the overall highest post (paid) concerned the introduction of the free mulch at the recycling centre. The post reached 8,400 people in the area with 144 reactions, comments and shares.



Highest rating post – organic



Highest rating post - paid

Print Media

Pitchforks at the ready...Claremont councillor Bruce Haynes, left, and Mosman Park councillor Andrew Maurice believe the free mulch service will be a big hit with ratepayers. **Photo: Billie Fairclough**

Councils have mulch to talk about

Free mulch is just a short trip away for people who live in most parts of the western suburbs.

Residents of Subiaco, Cottesloe, Claremont, Mosman Park and Peppermint Grove – but not Cambridge or Nedlands – can for the first time drive up to the West Metro Recycling Centre in Brockway Road, Shenton Park and fill up a small trailer with compost to spread on their gardens.

Member councils of the Western Metropolitan Regional Council (WMRC) – some of whom currently buy-in mulch supplies – and local not-for-profit groups will also be able to send crews to pick up as much of the stuff as they need.

WMRC CEO Stefan Frodsham said green waste collected at the centre – formerly known as the Brockway Transfer Station – was used to create the mulch.

"Residents can not only responsibly dispose of their garden prunings, now they can receive a valuable dividend for their recycling efforts," he said.

Claremont councillor and WMRC deputy chairman Bruce Haynes said that in his experience there would great demand for it.

"Over the [10] years before it closed down, many residents said the best thing the town ever did for them was to give them free mulch, down by the Showgrounds subway on Shenton Road," Mr Haynes said.

"When we closed it we did put some at Lakeway before that was developed, but nobody knew it was there, so it never worked."

Mosman Park councillor Andrew Maurice said material collected by the council's new garden organics bin service – due to be rolled out next month – would also become part of the service.

"We live in a leafy community with lovely gardens, so it is important that we provide efficient reuse of green waste that can be returned back to our parks and gardens, reducing water and fertiliser use," Mr Maurice said.

"I usually use compost myself, so I'll definitely be using this."

Mulch can be collected from the West Metro Recycling Centre seven days a week.

Post Newspaper 17 May p 31

POST, June 1, 2019 – Page 29

Recycle Right – A
Hotline 93
www.wmrc.wa
anaging waste wisely
1GQB-037

It's a problem ... Stefan Frodsham, left, and Brett Pollock with stuff that shouldn't go in kerbside bins.
Photo: Paul McGovern

Don't waste this chance to recycle

Batteries, aerosols, textiles – they are all problems when it comes to waste.

But Mosman Park residents can get rid of them – and get free coffee and Cash for Can money – at Jabe Dodd Park next Saturday.

The council and the Western Metropolitan Regional Council have organised a free problem waste drop-off day.

"[It] will ensure valuable resources are being reused or recycled, and that what can't be reused or recycled is disposed of correctly," WMRC CEO Stefan Frodsham said.

"Items such as televisions and computers contain valuable resources. Almost 95% of e-waste materials are recyclable and some elements like gold and platinum will be reused."

Mosman Park mayor Brett Pollock said "esidents – including those in neighbouring suburbs – could get free coffee if they brought their own mugs or reusable cups.

"Plus we will be offering a 10c return on aluminium cans as part of our Cash for Cans program, for the first 1000 cans," Mr Pollock said.

"By working in partnership with other councils we can get the most out of these initiatives and divert more waste from landfill."

Cardboard, e-waste, batteries aerosols, and textiles can be dropped off from 10am to 4pm a Jabe Dodd carpark on Saturday June 8.

Mr Frodsham also encourage Mosman Park residents to mak use of the West Metro Recyclin Centre (formerly Brockwa Transfer Station), which no offers free mulch to membe council residents and als accepts domestic quantities o items such as e-waste, batterie tyres and household hazardou waste such as paints an chemicals, without charge.

Post Newspaper 1 June 2019

Advertisement run in the Post Newspaper 17 May 2019

Advertisement run in the Post Newspaper 1 June 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 Key Strategy 4 in the Strategic Community Plan 2013-23 and contribute to Key Strategies 1,2,3.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Stroud

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.1.1 That the Communications and Education report to 4 June 2019 be noted.

CARRIED 5/0

11.2. WASTE OPERATIONS PROGRESS REPORT FOR MARCH/APRIL 2019

Responsible Officer:	**Manager Operations**
Date:	**24 May 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 slightly up compared to this point in 17-18. Attachment 11.2A provides waste receivals data to 30 April 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 Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.2.1 That Council receive the Waste Operations Progress Report

CARRIED 5/0

11.3 POLICY AND ADVOCACY REPORT

Responsible Officer:	**Chief Executive Officer**
Date:	**5 June 2019**
Attachment:	**none**

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 WMRC attended the Waste and Recycling Conference Program Committee, an initial meeting to inform DWER's development of the Local Government Waste Plans, WALGA-coordinated consultation on data methodologies and the revised Better Bins program, and the Consistent Communications Collective.

Container Deposit Scheme Working Group

Although the working group did not meet, in this period the Scheme Coordinator, WA Return Recycle Renew, was announced and the minimum network standards released. WMRC has indicated an interest in hosting a return point.

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.

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 Rodda Seconded: Cr Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.3.1 That the report be noted

CARRIED 5/0

11.4 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer:	**Chief Executive Officer**
Date:	**5 June 2019**
Attachment:	**Attachment 11.4A**

SUMMARY

A schedule showing progress on WMRC resolutions up to and including 5 June 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 an information bulletin item tracking the progress of Council resolutions be presented at future meetings.

DETAIL

Refer to Attachment 11.4A.

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 Rodda Seconded: Cr Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.4.1 The information be received.

CARRIED 5/0

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

15.1 PUBLIC TRANSPORT AND STAFF PARKING ASSISTANCE (LATE ITEM 10.16)

Responsible Officer:	**Chief Executive Officer**
Date:	**12 June 2019**
Attachment:	**Attachment 15.1 (10.16.1)**

SUMMARY

This agenda item recommends that WMRC provide staff with incentive to use public transport as a means of travel to and from work. It also recommends that those staff who need to use paid parking be recompensed. Both to implemented by means of a single new HR Procedure.

BACKGROUND

WMRC staff at the Wearne House office have enjoyed unlimited free parking since the organisation first occupied the premises in 2010. Only a restricted level of parking is available at the proposed Churchill Ave office

DETAIL

The parking situation at the proposed Churchill Ave office is as follows:

- the office only comes with three dedicated car bays in the basement;
- there is potential to park up to five vehicles in the basement, but parking an extra two vehicles may prove impractical as the additional cars will act to block off the three dedicated bays.
- Staff without access to a parking bay will need either to come to work by public transport; or to use paid parking.

All-day pay parking

Pay parking in the vicinity of the office is time restricted. However, there is $5 all-day pay parking some 400m to the west of the office at the intersection of Churchill Ave and Olive St, Subiaco.

Public transport

The office is well served by public transport, including by the train, with the Subiaco station approximately 400m to the north.

City of Subiaco Sustainable Transport Policy

The City of Subiaco maintains a Sustainable Transport Policy as an incentive for staff to use any means other than motor vehicles to commute to and from work. Its policy also covers parking

assistance for employees on days when it is impractical for employees not to use a car. One of the principal objectives of the policy is to reduce the pressure on available parking across the City. The policy is based on an incentive equivalent to the cost of all day parking ($9 per day) at the Theatre Gardens public car park located to the near south west of the Council chambers.

Proposed HR Procedure 15: Public Transport Allowance and Staff Parking Assistance

I propose that WMRC responds to the new situation by adopting a new HR Procedure which provides $5 a day for public transport assistance; a further $2 a day for those who use park 'n ride parking at train stations; and $5 a day assistance for paid parking. The response is reasonable considering the additional costs faced by some staff in the relocation of the office to Subiaco; and in supporting the City of Subiaco's objective of freeing up parking space in the City for shoppers and other visitors.

A copy of that Procedure HR15 is attached for review by Council.

STATUTORY ENVIRONMENT

Not applicable

CONSULTATION

Staff; and the City of Subiaco.

REPORT IMPLICATIONS

Policy Implications

None

Financial Implications

It is estimated that the HR Procedure will cost the WMRC approximately $5,000 a year in paid allowances.

Strategic Implications

None.

COMMENTS

Any other matters of relevance

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER'S RECOMMENDATION

15.1.1 Council approve the adoption of the attached Procedure HR15: Public Transport Allowance and Staff Parking Assistance.

Item 15.1 (10.16) tabled at the meeting. Item was not moved nor seconded therefore not considered and was deferred until next meeting.

16. MATTERS BEHIND CLOSED DOORS

It was proposed that the following be considered in a closed session:

ITEM 16.1 DICOM CONFIDENTIAL PROGRESS REPORT

ITEM 16.2 RELOCATION OF WMRC OFFICE

ITEM 16.3 EMPLOYEE REMUNERATION

Moved: Cr Rodda Seconded: Cr Stroud

RESPONSIBLE OFFICER RECOMMENDATION

Matter 16.3 has been deferred until next meeting.

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

For 10.4C 5.23(2) (c)(d)(e)

For 16.1 5.23(2) (c)(d)(e)

For 16.2 5.23(2) (c)

For 16.3 5.23(2) (a)

Being:

(a) a matter affecting an employee or employees

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

17. BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

18 GENERAL BUSINESS

Cr Stroud noted another meeting attendance at Waste to Energy – St. John of God Hospital.

19 CLOSURE OF MEETING

The Chairman thanked everyone for attending and the meeting closed at 8:43pm

The next meeting of Council will be held on 1 August 2019, at the Town of Mosman Park.