

# Minutes

## ORDINARY COUNCIL MEETING (OC 01/20)

6 February 2020  
Commencing at 5:30 pm

Shire of Peppermint Grove  
1 Leake St  
Peppermint Grove WA 6011

Dear Chairman and Councillors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council was held at the Shire of Peppermint Grove, 1 Leake St, Peppermint Grove, WA 6011 on **Thursday 6 February 2020** and commenced at **5.30pm**.

Stefan Frodsham



Chief Executive Officer

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# 1. DECLARATION OF OPENING

The 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. P Shaw	Member	Town of Mosman Park
Cr. L Young	Member	Town of Cottesloe

## Staff

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

## Leave of Absence

Nil

## Visitors

Peter Ward	Barrister	Francis Burt Chambers
Anne Lake	HR Consultant	Anne Lake Consultancy

## Observers

## Apology

# 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

Nil

## 7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

## 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Moved: Cr. Shaw

Seconded: Cr Young

**That Late Item 16.2 and Confidential Item 16.1 be heard out of sequence.**

CARRIED 4/0

Moved: Cr Hohnen

Seconded: Cr Shaw

**That the meeting proceeds behind closed doors at 5.32pm.**

CARRIED 4/0

*Cr. Stroud arrived at 5.56pm.*

*Anne Lake left the meeting at 6.17pm.*

*Peter Ward arrived at 6.17pm.*

*Cr. Stroud left the room at 6.17pm and re-entered at 6.25pm.*

*Peter Ward left the meeting at 6.47pm*

Moved: Cr. Haynes

Seconded: Cr. Young

**That the meeting resume in open session at 6.48pm.**

**CARRIED 5/0**

Cr. Young and Alex Bell left the room at 6.48pm.

The Chairman read aloud the resolutions which were made whilst behind closed doors.

Moved: Cr. Haynes

Seconded: Cr. Shaw

**COUNCIL RESOLUTION**

**16.2.1 Council note the report.**

**COUNCIL RESOLUTION AS AMENDED**

**16.2.2 Council approves the CEO takes action as reflected in attached confidential note.**

**CARRIED 5/0**

Moved: Cr. Young

Seconded: Cr. Haynes

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**16.1.1 This DiCOM Confidential Progress Report of 22 January 2020 be noted.**

**CARRIED 5/0**

## **9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES**

### **9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES**

Minutes of the previous Ordinary Council Meeting held on 5 December 2019 have been circulated previously under separate cover and are at Attachment 9.1A.

Moved: Cr. Haynes

Seconded: Cr. Stroud

#### **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**9.1.1 Council accepts the minutes of the previous Ordinary Council Meeting held on 5 December 2019 as a true and accurate record of proceedings.**

**CARRIED 4/0**

*Cr. Young and Alex Bell returned at 6.50pm.*

# 10. REPORTS OF COMMITTEES AND OFFICERS

## 10.1 SAFETY MANAGEMENT PROGRESS REPORT

<b>Responsible Officer:</b>	<b>Operations Manager</b>
<b>Date:</b>	<b>21 January 2020</b>
<b>Attachment:</b>	<b>10.1A Progress on Audit Recommendations</b>

### 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 November, December and January:

- Toolbox meetings were held at both the recycling centre and the administration office.
- Training of staff in WMRC procedures continued.
- Induction Manuals have been updated, and several staff have been re-inducted.
- OSH for Managers Training was carried out.
- Safety PPIs arising from the OSH Plan have been monitored and reported to Management meetings.
- A Contractor Management System has been developed and will be rolled out.

#### Audit Results

LGIS conducted a 3 Steps to Safety assessment of the WMRC's safety management systems on 11 June 2019.

Progress on the recommended actions is provided at Attachment 10.1A.

#### Safety PPIs

Safety PPIs arising from the OSH Plan have been monitored and reported to Management meetings. Targets and October 2019 and January 2020 results are shown below. The WMRC has improved on several fronts, but key areas for improvement are:

- Completing safety actions
- Inducting remaining staff
- Completing procedure reviews



Positive Performance Indicator	Jan-20 Target	Jul-20 Target	Oct-19 Actual	Jan-20 Actual	Notes
Average time to complete incident investigation	<2 weeks	<1 week	4.8 weeks	4.8 weeks	1
Urgent safety actions outstanding for more than 1 month	<50%	<10%	0%	0%	
Safety actions outstanding for more than 3 months	<50%	<10%	96%	96%	
Number of Operations toolbox meetings held per annum	24	24	24	24	
Number of office toolbox meetings held per annum	12	12	3	6	2
Emergency response drills held (at each site) annually	1	1	1	1	
Quarterly hazard inspections completed	4	4	2	2	3
Pre-start checks completed - loader, Volvo truck, backhoe	Daily	Daily	Partial	Daily	
Percentage of required training overdue at end of FY (All)	<50%	<10%	31%	24%	
Percentage of required training overdue at end of FY (TS)	<50%	<10%	17%	16%	
Percentage of required training overdue at end of FY (Admin)	<50%	<10%	62%	47%	
High-risk contracts with contractor consultation	>50%	>90%	0	0	4
Staff inductions completed	>80%	100%	29%	52%	5
% high risk contractor inductions	>50%	100%	0%	0%	
Percent of risk register entries reviewed within last 6 months	100%	100%	100%	100%	
Percent of safety procedures overdue for review	<50%	<10%	92%	92%	6
Employee perception of organisational commitment to safety	>60%	>90%	N/A	83%	7
OH&S Management Plan reviewed annually	1	1	1	1	

	Meets target
	Does not meet but on track
	Does not meet target

Notes:

1. Two near misses reported some time after the incident.
2. Have been held monthly since August 2019.
3. Four conducted for Recycling Centre, two for admin office.
4. A Contractor Management System has been developed and will be rolled out.
5. Some longstanding staff have not been inducted or recently re-inducted.
6. Several procedures have been partially revised, but are awaiting review, staff consultation etc.
7. Will be conducted every January and July.

### HHW Audit

WALGA, through LGIS, undertook an audit of the Western Metropolitan Regional Council's West Metro Recycling Centre site in relation to household hazardous wastes (HHW) in November 2019.

Several actions arose which will be incorporated into the WMRC's safety action planning.

WMRC scored as follows:

- Operations: 83%

- Facilities Design: 76%
- Risk Management: 25%

The Risk Management section criteria were extremely specific and relatively inflexible to differences between sites. WMRC already employs most of the suggested hazard controls, but because WMRC’s Risk Register did not specifically break down risks into the detailed subcategories the assessment criteria required, this was not considered sufficient.

As a result of the audits for all HHW facilities, WALGA intends to have LGIS create a Risk Assessment framework for the facilities. This would include working with each facility to then adapt the framework to each site’s specific requirements as appropriate.

**High Residual Risk Hazards**

Hazards with a high residual risk rating are outlined below. The item is unchanged.

<b>Hazard</b>	<b>Silos over-tipping while being loaded and crushing people or equipment</b>
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	Nov - Dec 2019	12 Months Ending Dec 2020	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	None	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	5	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 staff on safety matters is carried out regularly at toolbox meetings.

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

This item relates to Key Strategy 5 - Build a Strong and Capable Organisation - as set out in the WMRC Strategic Community Plan.

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr. Stroud

Seconded: Cr. Shaw

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.1.1 Council note the report.**

**CARRIED 5/0**

## 10.2 FINANCIAL STATEMENTS

<b>Responsible Officer:</b>	<b>Finance &amp; Governance Manager</b>
<b>Date:</b>	<b>25 November 2020</b>
<b>Attachment:</b>	<b>10.2A November Accounts</b>
<b>Attachment:</b>	<b>10.2B December Accounts</b>

### 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 30 November and 31 December 2019.

- As at 30 November 2019 Council had an operating deficit of \$184,276 compared to a budgeted operating deficit of \$201,599 with a variance of \$17,323.
- As at 31 December 2019 Council had an operating deficit of \$257,518 compared to a budgeted operating deficit of \$223,924 with a variance of \$33,594.
- The year-to-date as at 31 December 2019 had an operating deficit of \$121,481 compared to a budget operating deficit of \$397,603 with a variance of \$273,122

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 November and December 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. Young

Seconded: Cr. Shaw

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.2.1 Council note the financial statements for the periods ended 30 November and 31 December 2019.**

**CARRIED 5/0**

## **10.3 LIST OF CREDITOR AND DEBTOR PAYMENTS**

<b>Responsible Officer:</b>	<b>Finance and Governance Manager</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Date:</b>	<b>14 January 2020</b>
<b>Attachment:</b>	<b>10.3A November Payments</b>
<b>Attachment:</b>	<b>10.3B December Payments</b>
<b>Attachment:</b>	<b>10.3C Debtors Payments</b>

### **SUMMARY**

The schedule of accounts paid for November and December 2019 is attached for the endorsement of Council. The schedule of debtors as at 28 January 2019 is attached for receipt by Council.

### **BACKGROUND**

Nil

### **DETAIL**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### **CONSULTATION**

Nil

### **REPORT IMPLICATIONS**

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

This is aligned to strategic actions as follows:

Strategy 1: Achieve a comprehensive, cost effective waste management service across the region.

Strategy 5: Develop a strong and capable organisation - Deliver responsible financial management.

### **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr. Shaw

Seconded: Cr. Young

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.3.1 Council endorses the schedule of accounts paid of \$716,964.71 and \$465,589.80 for the months of November and December 2019 respectively.**

**10.3.2 Council receives the schedule of Debtors outstanding at 28 January 2020.**

**CARRIED 5/0**



## **10.4 AUDIT & RISK MANAGEMENT COMMITTEE**

<b>Responsible Officer:</b>	<b>Manager Finance &amp; Governance</b>
<b>Date:</b>	<b>28 January 2020</b>
<b>Attachment:</b>	<b>10.4A Unconfirmed Minutes of the 5 December 2019 Audit &amp; Risk Management Committee</b>
<b>Attachment:</b>	<b>10.4B Compliance Audit Return</b>

### **SUMMARY**

Report to confirm the minutes of the 5 December 2019 Audit Committee meeting and to receive the Compliance Audit Return

### **BACKGROUND**

The draft minutes of the 5 December 2019 Audit Committee were sent to Audit Committee members in December.

The WMRC is required to carry out a compliance audit for the period 1 January 2019 to 31 December 2019 and prepare a Compliance Audit Return. The draft Compliance Audit Return for 2019 has been completed online at the Department of Local Government and Communities' website and is at Attachment 4.1 for consideration by the Audit Committee.

### **DETAIL**

There is one major area of non-compliance identified in the Compliance Audit:

- The Corporate Business Plan is well overdue for replacement but was delayed due to the approval of the Strategic Community Plan.

There are two minor areas of non-compliance identified in the Compliance Audit:

- The gifts register on the WMRC website needs some modification to meet the form prescribed.
- Low value items were disposed via gumtree rather than by public auction or tender.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 – Part 7

Local Government (Audit) Regulations 1996 – Section 14 and 15

Local Government (Audit) Regulations 1996 – Regulation 17

### **CONSULTATION**

Nil

### **REPORT IMPLICATIONS**

#### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

This is aligned to strategic actions as follows:

Strategy 1: Achieve a comprehensive, cost effective waste management service across the region.

Strategy 5: Develop a strong and capable organisation

### **COMMENTS**

Nil

### **VOTING REQUIREMENT**

Simple or absolute majority

Moved: Cr. Haynes

Seconded: Cr. Shaw

### **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.4.1 The Minutes of the 29 November 2019 Audit and Risk Management Committee meeting by confirmed as a true and correct record of the meeting.**

**10.4.2 Council approve the Compliance Audit Return 2019.**

**CARRIED 5/0**

## 10.5 CORPORATE BUSINESS PLAN

**Responsible Officer:** Chief Executive  
**Date:** 3 January 2020  
**Attachments:** 10.5A, 10.5B, 10.5C, 10.5D

### SUMMARY

A new Corporate Business Plan and its informing strategies in the form of a new Long-Term Financial Management Plan and a new Asset Management Plan are presented for the review and approval of Council.

### BACKGROUND

#### Integrated Planning Framework

Integrated Planning and Reporting is a process designed to:

- articulate the community's vision, outcomes and priorities;
- allocate resources to achieve the vision, striking a considered balance between aspirations and affordability; and
- monitor and report progress.

Under the State Government's *Integrated Planning Framework*, the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP) together form a local government's *Plan for the Future*.

The CBP is a four-year delivery program, aligned to the SCP, and accompanied by four-year financial projections. The CBP may be supported by a range of informing strategies including:

- Long Term Financial Plan (attached at 10.5C).
- Asset Management Plan (attached at 10.5D).

#### Regulatory Requirements

All local governments are required to plan for the future of their district under S5.56 of the *Local Government Act 1995*. The minimum requirement of a plan is the development of:

- a Strategic Community Plan; and
- a Corporate Business Plan.

Under Part 5 – Annual Reports and Planning – of the *Local Government (Administration) Regulations 1996*, Regulation 19DA requires, inter alia, that a CBP:

- is made in respect of every financial year for at least four years ahead;
- is reviewed annually;
- may be modified;
- sets out the work priorities consistent with the objectives of the SCP;
- is consistent with available resources; and
- develops and integrates resources, including asset management, workforce planning and long-term financial planning.

## **Corporate Business Plan Status**

On 7 June 2012, Council adopted a CBP to cover a five-year period to 30 June 2017. A copy of that expired CBP 2012 is provided at Attachment 10.5B. It was completed in advance of the SCP 2013.

Following adoption of the 2012 CBP, some progress reports were made to Council against the WMRC's strategic objectives. These progress reports ceased after August 2015.

The annual reviews of the CBP required under *Administration Reg 19DA* were not undertaken.

After the CBP expired in June 2017, a report was made to Council at OCM 5 October 2017 about the need to review the redundant SCP; prepare a new CBP; and review the Long-Term Financial Plan and Asset Management Plan. The report noted that WMRC had not budgeted for a review of the SCP, CBP or the other planning instruments; and lacked the financial or staff resources necessary to undertake the work.

Council resolved at that time that work on the SCP, CBP and other plans be deferred until such time there was a reasonable degree of certainty about the future of the DiCOM project; and required the A/CEO to write to the Department of Local Government about the deferral of the WMRC's planning instruments.

The Department of Local Government, Sport and Cultural Industries (DLGSC) was advised by letter dated 15 Nov 2018 of the reasons for the deferral of work on the WMRC's SCP and CBP; and of the WMRC's intentions to address its strategic and corporate planning situation. This letter was followed up by the WMRC executive meeting with DGLSC in person.

A new SCP was developed in-house beginning in late 2018; and in June 2019 the draft SCP was approved for community consultation purposes. Council approved the new SCP in October 2019. This approval of the SCP triggered the development of a new CBP now presented for Council review and approval.

## **DETAIL**

### **Alignment with Integrated Planning Framework Guidelines**

The Department of Local Government, Sport and Cultural Industries publishes the *Integrated Planning and Reporting Framework and Guidelines*. The new WMRC CBP has been drafted to meet those guidelines including the following requirements it sets out for a Corporate Business Plan:

#### *Vision and strategic direction*

The CBP includes a summary of the WMRC strategic direction, including vision mission and key strategies.

#### *Assumptions and sensitivities*

The assumptions made in drawing up the CBP are included and significant sensitivities noted.

#### *Who is responsible for what?*

Responsibility is included in the priorities and action listed within the CBP. An organisation chart is included.

#### *Services, service levels, any planned changes and major projects*

The core of the CBP is the plan for the delivery of services and projects, linked to strategic direction, over the four-year period.

#### *Financial profile and links to asset management plans and workforce plan*

The CBP is linked to and references the informing strategies of the Long-Term Financial Plan and the Asset Management Plan.

#### *Risk management*

Risks to the CBP are identified and a summary of their treatment is listed.

#### *Monitoring and reporting*

The CBP covers monitoring reporting and review arrangements. Note that the CBP is to be reviewed and updated every year.

### **Priorities and Actions**

The priorities and actions set out in the CBP are those currently underway or planned to follow the Council's adoption in October 2018 of the interim strategic direction in the lead-up to the development of the new SCP.

All priorities and actions are directly linked to the six key strategies set out in the SCP.

There are no altogether new priorities or actions listed.

### **Informing Strategies**

The development of the new CBP has been informed by a new Long-Term Financial Plan; and a new Asset Management Plan.

#### *Long-Term Financial Plan*

The new Long-Term Financial Plan has been drawn up based on conservative assumptions including:

- the West Metro Recycling Centre will continue to provide effective and efficient waste transfer and waste recycling and treatment services;
- the West Metro Recycling Centre will attract additional business over time off the back of its catchment area business development strategy;
- modest growth in revenues will be achieved off the back of receipt of increasing volume of waste;
- adjustments to fees and charges no greater than changes in the consumer price index;
- no increases in staffing levels;
- modest growth in wages and salaries in accordance with adjustments to minimum wages and the consumer price index;
- no major investments in new infrastructure; and
- a capital works program centred on replacement and refurbishment of existing assets.

Sensitivity analysis demonstrates that faster growth in waste throughput towards the current licensed capacity of the West Metro Recycling Centre will lead to significant potential budget surpluses which could be used to reduce the level of contributions to overheads made by our Member Councils.

The plan forecasts that the WMRC is financially sustainable over the ten-year horizon. A copy of the Long-Term Financial Management Plan is provided at Attachment 10.5C.

The Long-Term Financial Management Plan will be reviewed annually.

### *Asset Management Plan*

A new Asset Management Plan has been drawn up to replace that approved in 2012. The plan envisages no major investments in new infrastructure; and considers the proper maintenance, refurbishment and replacement of existing assets.

The Asset Management Plan will be reviewed annually.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995, S5.56

Local Government (Administration) Regulations 1996, Reg 19DA

## **CONSULTATION**

The development of the CPB flows from the SCP which was the subject of extensive consultation with Member Councils.

The CBP was reviewed by CEOAC at its 16 January 2020 meeting.

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

The new CBP has been prepared in-house at no discretionary cost to budget. The CBP has been informed by the development of a new Long-Term Financial Plan.

### **Strategic Implications**

The CBP is a four-year delivery plan directly aligned to the SCP.

## **COMMENTS**

Approval of the CBP and its informing strategies will make the WMRC strategic and business planning fully compliant with the requirements of the Government's *Integrated Planning and Reporting Framework*.

## **VOTING REQUIREMENT**

Absolute majority

Moved: Cr. Stroud

Seconded: Cr. Haynes

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.5.1 Council approve the WMRC Corporate Business Plan 2019-20 to 2023-24.**

**10.5.2 Council approve the WMRC Long-Term Financial Plan 2019-20 to 2028-29.**

**10.5.3 Council approve the WMRC Asset Management Plan 2019-20.**

**CARRIED 5/0**

## 10.6 MINUTES OF CEOAC MEETINGS

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>20 January 2020</b>
<b>Attachment:</b>	<b>10.6A Minutes CEOAC 21 November</b>
<b>Attachment</b>	<b>10.6B Minutes CEOAC 16 January</b>

### SUMMARY

This item presents the confirmed minutes of the 21 November 2019 CEOAC meeting and the draft minutes of the 16 January 2020 CEOAC meeting for confirmation and reception respectively.

### BACKGROUND

The unconfirmed minutes of the 21 November 2019 CEOAC meeting were presented at the December 2019 OCM; and confirmed at the 16 January 2020 CEOAC meeting as a true and proper record of the meeting. They are presented here for reception (Attachment 10.6A).

The unconfirmed minutes of the 16 January 2020 CEOAC meeting are presented here for reception (Attachment 10.6B).

### DETAIL

With the departure of its chair, Mr. Humfrey, and in accordance with its Terms of Reference, Ms Lavery was elected Chair of the CEOAC, and Mr. Barnett was re-elected as Deputy Chair.

All CEOAC recommendations were unanimous. The CEOAC made changes to two recommendations as follows:

#### **CEOAC item 4.4 WMRC and Member Council co-branding.**

The CEOAC recommended that the relationship between WMRC and their Member Councils be acknowledged in future WMRC collateral thus (with provided substituted for provision):

Joint service provision by

Town of Claremont | Town of Cottesloe  
Town of Mosman Park | City of Subiaco  
Shire of Peppermint Grove

Another alternative which fits with the WMRC tagline would be as follows:

Managing Waste Wisely for

Town of Claremont | Town of Cottesloe  
Town of Mosman Park | City of Subiaco  
Shire of Peppermint Grove

#### **CEOAC item 6.1 CEOAC Meeting Dates 2020**

The CEOAC requested that their meeting time be changed from 9:30 am to 2:00 pm to accommodate operational activities. No date changes were requested.

## **STATUTORY ENVIRONMENT**

The CEOAC is constituted as a committee without delegated authority under the Local Government Act 1995 5(2).

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

This item relates to Key Strategy 5 – Develop a strong and capable organisation - in the WMRC Strategic Community Plan.

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr. Young

Seconded: Cr. Shaw

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.6.1 Council receive the confirmed minutes of the 21 November 2019 CEOAC meeting.**

**10.6.2 Council receive the unconfirmed minutes of the 16 January 2020 CEOAC meeting.**

**10.6.3 The relationship between WMRC and its Member Councils be acknowledged in future WMRC collateral by the phrase “Managing Waste Wisely for”.**

**10.6.4 Council note the change in CEOAC meeting time from 9:30 am to 2:00 pm.**

**CARRIED 5/0**



## 10.7 COUNCIL DELEGATIONS REVIEW

**Responsible Officer:** Chief Executive Officer  
**Date:** 22 January 2020  
**Attachments:** 10.7A WMRC Delegations Register - reviewed

### SUMMARY

This report serves to present the reviewed Delegations Register to Council for consideration and adoption.

### BACKGROUND

As is required by legislation, a review of the Delegations Register is required annually and has been completed. The current Delegations Register was adopted by Council on 7 February 2019. A revised draft Delegations Register is included as Attachment 10.6A to this report, with all changes marked up.

### DETAIL

In accordance with Section 5.46 of the *Local Government Act 1995*, a review of the Delegations Register has been completed. The review leading to the adoption of the current Delegations Register in February 2019 was thorough and complete. A review carried out on delegations within the WMRC has two changes for the consideration of Council as follows:

#### **Payments from Municipal and Trust Funds and transfer to and from Reserve Accounts (Delegation #2)**

At OCM 3 October 2019, Council created two categories of signatories to the WMRC Bank Accounts:

Category A consisting of: Chief Executive Officer, Manager Finance and Governance, Manager Operations;

Category B consisting of: Manager Communications and Education and Executive Assistant.

WMRC procedure requires that payments and transfers from bank accounts require two signatures, consisting of either two Category A signatories; or one Category A and one Category B signature. In practice, it has proven on occasion that a Category A signatory is not always on hand when needed. This can be remedied by adding the *Manager Communications and Education* to the Category A signatories.

The draft delegation now clarifies that appropriately delegated officers are “*the CEO and a sub-delegate; or two Category A sub-delegates; or a Category A and a Category B sub-delegate.*” This clarification allows the CEO to be deleted from the list of sub-delegates.

#### **Power to Invest (Delegation #4)**

Investments involve a transfer of funds from WMRC bank accounts. For clarification, the condition “*all investments are to be authorised by two appropriately delegated officers.*” For consistency, the Manager Communications and Education is added as a sub-delegate.

## **STATUTORY ENVIRONMENT**

Section 5.42 of the *Local Government Act 1995* provides that a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the *Act* other than those referred to in section 5.43 (limits on delegations to the CEO).

Section 5.41 of the *Local Government Act 1995* outlines the Functions of the CEO, which require no further delegation by a local government.

Section 5.46 (1) of the *Local Government Act 1995* requires the CEO to keep a register of delegations made to the CEO under section 5.41 and employees under section 5.44.

Section 5.46 (2) of the *Local Government Act 1995* requires that at least once every financial year, delegations made under this Division are to be reviewed by the delegator. The Delegations Register was last reviewed by Council in 2019.

## **CONSULTATION**

Nil.

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil.

### **Financial Implications**

Nil.

### **Strategic Implications**

The review of the Delegations Register is aligned with the WMRC Key Strategy #5 as set out in the *Strategic Community Plan 2019-20 to 2029-30*: "Develop and strong and capable organisation".

## **COMMENTS**

Delegations are intended to assist with improving the time taken to make decisions within the constraints imposed by legislation.

## **VOTING REQUIREMENT**

Absolute Majority.

Moved: Cr. Stroud

Seconded: Cr. Haynes

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RECOMMENDATION**

**10.7.1 The Manager Communications and Educations is authorised as Category A sub-delegate for the purposes of Payments from Municipal and Trust Funds and transfer to and from Reserve Accounts; and as a sub-delegate for the purposes of the Power to Invest.**

**10.7.2 The delegations of authority to the Chief Executive Officer and other employees as detailed in Attachment 10.6A to this report be adopted in accordance with section 5.42 of the Local Government Act 1995.**

**CARRIED 5/0**

## 10.8 MID-YEAR BUDGET REVIEW

Responsible Officer: Chief Executive Officer

Date: 21 January 2020

Attachment: Attachment 10.8A

### SUMMARY

This item presents the findings of the Mid-year Budget Review

### BACKGROUND

The revised 2019-20 budget reflects the requirements of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

### DETAIL

A line-by-line review of the 2019-20 budget has been completed. Except for the budget for expenses associated with the legal dispute with DiCOM, the review demonstrates that the WMRC has been operating closely to its approved 2019-20 budget as shown in the following tables.

**Table 1 – Summary of Revenue v Expenditure**

Summary	6 Month YTD Budget	6 Month YTD Actual	Original Budget	Revised Budget	Variance
<b>Revenue</b>	1,582,342	2,027,539	3,164,684	3,492,889	110%
MC contributions	957,619	957,606	1,915,283	1,915,238	100%
<b>Total</b>	<b>2,539,961</b>	<b>2,985,144</b>	<b>5,079,967</b>	<b>5,408,127</b>	<b>106%</b>
<b>Expenses</b>					
Administration	831,801	1,058,214	1,663,601	1,859,076	112%
Transfer Station	1,858,322	1,689,061	3,716,643	3,865,533	104%
Comms and Ed	173,363	174,614	346,726	381,809	110%
Governance	26,622	25,089	52,744	55,942	106%
<b>Total</b>	<b>2,890,108</b>	<b>2,946,978</b>	<b>5,779,714</b>	<b>6,162,360</b>	<b>107%</b>
<b>Net Position</b>	<b>(350,147)</b>	<b>38,167</b>	<b>(699,747)</b>	<b>(754,232)</b>	<b>108%</b>

**Table 2 – Major Income**

Major Income	6 Month YTD Budget	6 Month YTD Actual	Original Budget	Revised Budget	Variance
Tipping Fees - Landfill	804,750	888,468	1,609,500	1,740,160	108%
Tipping Fees - Commercial	302,330	203,789	604,660	360,660	60%
Resident Service Fees	122,500	138,997	245,000	260,000	106%
Tipping Fees - Bulk Waste	46,500	41,704	93,000	36,425	39%
Member Greenwaste	54,758	48,819	109,516	82,673	75%
Non Member Greenwaste	94,800	75,523	189,600	128,000	68%
Member Tipping Fees - GO Bin	75,000	30,807			
Trailers Greenwaste	30,000	26,797	60,000	58,176	97%
Verge Valet	-	-	-	63,591	
Member Council Contributions	957,619	957,606	1,915,283	1,915,238	100%
Other	51,704	572,634	263,240	763,204	290%
<b>Total</b>	<b>2,539,961</b>	<b>2,985,144</b>	<b>5,089,799</b>	<b>5,408,127</b>	<b>106%</b>

**Table 3 – Major Expenditure**

Major Costs	6 Month YTD Budget	6 Month YTD Actual	Original Budget	Revised Budget	Variance
Salaries	670,741	689,529	1,342,482	1,343,973	100%
Superannuation	91,224	84,216	182,448	176,350	97%
Landfill	1,051,209	889,022	2,102,418	1,669,004	79%
Haulage	174,758	153,802	359,540	342,751	95%
Insurance	46,128	89,191	92,257	89,191	97%
Greenwaste	151,122	91,446	283,493	211,531	75%
Verge Valet	-	1,820	-	72,231	
Other including services	704,927	949,771	1,424,910	2,329,559	163%
<b>Total</b>	<b>2,890,108</b>	<b>2,946,978</b>	<b>5,779,714</b>	<b>6,162,360</b>	<b>107%</b>

**Table 4 – Department Resourcing Breakdown**

Department	% Resources			Total
	Admin	Comms & Ed	Operations	
Admin	60	10	30	<b>100%</b>
Comms & Ed	25	55	20	<b>100%</b>
Operations	15	5	80	<b>100%</b>
<b>Total</b>	<b>100%</b>	<b>70%</b>	<b>130%</b>	

**Revenue**

Revenues are affected by a shortfall in commercial waste receipts compared with budget; and the receipt of \$507k in court-related costs. The net change is a forecast 6% increase in revenue (\$5.41M forecast vs \$5.08M budget).

## Expense

Expenses are forecasted to be 7% higher than budgeted (\$6.16M forecast vs \$5.78M budget). Legal expenses were higher than budgeted. There has been unbudgeted expense associated with the development and roll-out of the new Verge Valet service; advertising; the development of the Local Law – Standing Orders; and security service for the West Metro Recycling Centre.

## Net Change

The net change to budget is an increase in the projected budget deficit of \$54,485 representing less than 1% of the original budgeted expenses.

## Fees & Charges

No changes to fees and charges are required.

## Capital Expenditure

Capital expenditure was originally \$392k and is now forecast to be \$153k largely owing to capital expense on waste silo replacement being deferred until 2020-21.

## Reserves

The reserve balance as at 30 June 2020 is forecast to be \$1.4m.

## STATUTORY ENVIRONMENT

WMRC is required by regulation 33A of the *Local Government (Financial Management) Regulations 1996* to conduct at least one budget review during the period 1 January to 31 March of each financial year.

The review must consider financial performance up to a period no earlier than 31 December. Council is then to consider a review submitted to it and determine whether to adopt the review, any part of the review or any recommendations made in the review. The adoption requires an absolute majority decision of Council and a copy of this review is to be forwarded to the Department of Local Government and Communities within 30 days.

The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The revised 2019/20 budget as presented is considered to meet statutory 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 Revised 2019-20 Budget provides for the following income and expenditure:

Operating Revenue	\$5.41m
Operating Expenditure	\$6.16m

Capital Expenditure                      \$153k

### **Strategic Implications**

Expenses are affected by higher legal costs than budget. Costs have otherwise been impacted by unbudgeted cost of security patrols at the West Metro Recycling Centre; and additional costs associated with the development and roll-out of the Verge Valet service

### **COMMENTS**

The revised 2019-20 budget provides that adequate financial resources are available for the operation of WMRC for the balance of the 2019-20 financial year.

It is pleasing that the WMRC has been able to develop and roll-out a major new WMRC service – Verge Valet – with little discernible budget impact.

### **VOTING REQUIREMENT**

Major decision - unanimous

Moved: Cr. Shaw

Seconded: Cr. Hohnen

### **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.8.1 Council adopt the Revised 2019/20 Budget as amended.**

**10.8.2 In accordance with Regulation 33A (4) of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC's 2019/20 Revised Budget be submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of its adoption by Council.**

**CARRIED 5/0**

## **10.9 RESIDENT ACCESS PASS & RECYCLING CENTRE PASS**

**Responsible Officer:**      **Manager Communications and Education**

**Date:**                              **21 January 2020**

**Attachment:**                      **10.9A Access Pass Process**

### **SUMMARY**

This item describes both the proposed resident access pass and the incorporated redesign of the recycling centre passes (commonly known as Tip Passes)

### **BACKGROUND**

Council have previously been made aware of the high percentage of visitors to the West Metro Recycling Centre who originate from neighbouring non-Member Councils. The proposed Resident Access Pass (RAP) will limit the use of the centre by those who use but don't pay for resident recycling and services.

The introduction of the pass gives an opportunity to update the current administratively cumbersome Recycling Centre Pass (Tip Pass) system and incorporate the new system with the RAP.

This new system is intended to be simpler, fairer and overall more cost efficient for Member Councils.

### **DETAIL**

#### **Resident Access Pass**

WMRC's proposal to introduce a Resident Access Pass for entry to the West Metro Recycling Centre has been put to the City of Nedlands and the Town of Cambridge. A meeting between WMRC and Nedlands was followed up by a letter from the Chairman of WMRC to the new Mayor of Nedlands, Cilla de Lacey.

The feedback from both the City of Nedlands and the Town of Cambridge has been positive. The Town of Cambridge asked for supplementary data on the extent of patronage of the West Metro Recycling Centre. WMRC has been gathering this information since the request and making it available to Cambridge.

The current proposal is for the Resident Access Pass be made available to the councils' residents at a small per household cost paid by the City of Nedlands and the Town of Cambridge respectively. The level of the household cost has been set to reflect the cost of delivering the service to their residents at the current patronage rates. In the circumstance that either request a significantly different contribution to that currently proposed, this matter will return for decision to the WMRC Council.

Of note is that were Nedlands and Cambridge both to agree to assist in funding the community waste recycling and treatment services at the West Metro Recycling Centre, it would remove the need for a Resident Access Pass and the Centre could therefore remain open to all comers.



## Recycling Centre Pass



Recycling Centre (Tip) passes allow holders to dispose of up to one small (1.8m x1.2m) trailer load of either mixed or green waste at the West Metro Recycling Centre. The WMRC prints and distributes individually numbered card passes to Member Councils and charges the Member Councils when the passes are used. Recycling Centre (Tip) passes allow holders to dispose of up to one small (1.8m x1.2m) trailer load of either mixed or green waste at the West Metro Recycling Centre.

Current Recycling Centre pass examples (each is individually numbered)

Currently each Member Council has a different approach to making these passes available to residents as follows. This is a factor in the observed usage rate.

Member Council	Distribution method	Price to residents		Usage level 2018/19	
		Mixed	Green	Mixed	Green
Town of Claremont	One of each sent with calendar at change of financial year	One of each free. Thereafter charged		293	560
		\$61.60	\$40.70		
Town of Cottesloe	Residents pick up from reception	Free of charge for elderly pensioners and disabled residents		228	163
		\$54.00	\$36.00		

Town of Mosman Park	Residents pick up from reception	Anecdotally available free to those residents who cannot have a verge side pickup (prior to Verge Valet)	29	12
		\$57.20		
Shire of Peppermint Grove	Residents pick up from reception	Two mixed and three green waste passes available to each household free	128	134
		\$100 for a further set of two mixed and three green waste passes		
City of Subiaco	Residents pick up from reception	Two mixed waste passes available per year	66	N/A
		\$64.00		

Use of recycling centre passes is charged by the WMRC at the following rates (inc. GST) according to the 2019/20 Fees and Charges:

	Member Councils	Non holders	Non-Member Councils
Mixed Waste	\$40	\$80	\$120
Green Waste	\$20	\$30	\$60

Some Member Councils are selling the passes at a considerably higher price than the rate they pay the WMRC. This may be in contravention of Local Government Act 1995 s6.16.

The cost implication to Member Councils of changing the system varies dependent on the assumed take up rate of these new passes and the current use rates of the existing passes. There is no estimation of the administrative cost of the current system. Encouraging residents to self-haul bulk and/or greenwaste may reduce verge collection quantities. This effect is particularly clear for any Councils opting into the Verge Valet service as the collection charge is not payable.

Member Council	% use of tip pass by household 2018-19		Cost/income to MC from current system (net of charges to residents) 2018/19 usage	Cost to MC of new system at 7% usage rate
	Mixed	Green		
Town of Claremont	13.3%	11.8%	\$29,180	\$19,984
Town of Cottesloe	6.3%	4.5%	\$7,687	\$15,524
Town of Mosman Park	0.7%	0.3%	\$1,138	\$17,069
Shire of Peppermint Grove	20.9%	21.9%	\$7,540	\$2,575
City of Subiaco	0.7%	N/A	\$1,626	\$27,588

Whether or not it becomes necessary to introduce the Resident Access Pass in 2020/21, it is a good opportunity to streamline the production and distribution of Recycling Centre Passes. As all Member Councils will by then have a garden organics bin or bag system, we anticipate that the use of greenwaste passes will drop over time.

Member Councils will be able to nominate the quantities of both Green and Bulk waste passes issued to their residents. We anticipate that these passes will be distributed with rate notices.

## STATUTORY ENVIRONMENT

Local Government Act 1995 Sec 6.16

## CONSULTATION

Consultation has been undertaken with the City of Nedlands and Town of Cambridge and the CEOAC. Relevant Member Council officers have been informed of the proposal.

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

At the estimated usage rate this change will make an approximately \$30,000 contribution to WMRC income in the 2020/21 financial year.

### Strategic Implications

This change will contribute to the achievement of Key Strategies 1,2,3 and 4

## COMMENTS

Nil

## VOTING REQUIREMENT

Absolute majority

Moved: Cr. Stroud

Seconded: Cr Young

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

- 10.9.1** The resident access pass be introduced at the West Metro Recycling Centre from 1 July 2020 in the circumstance that either City of Nedlands or Town of Cambridge decline to participate.
- 10.9.2** The CEO of the WMRC writes to the Member Councils CEO requesting they form a position on the proposed change to the tip pass system for consideration at the CEOAC meeting in March. The intention is that Member Councils make appropriate budget provision in the 2020/21 FY to incorporate the proposed change.

**CARRIED 5/0**

## 10.10 SITTING FEES

**Responsible Officer:**

**Chief Executive Officer**

**Date:**

**29 January 2020**

**Attachment:**

### SUMMARY

WMRC *Policy 5 – Members’ Sitting Fees* contradicts Regulation 30 of the Local Government (Administration) Regulations and therefore needs to be changed.

### BACKGROUND

The payment of members’ and deputies’ sitting fees is prescribed by Regulation 30 of the Local Government (Administration) Regulations 1996.

### DETAIL

WMRC Policy 5 – Member’s Sitting Fees, last reviewed by Council at OCM August 2018, provides that:

*“Deputy members will receive a payment per meeting attended in accordance with the Salaries and Allowance Tribunal rates, irrespective of whether the deputy member was deputising for the relevant member or not.”*

This provision of Council Policy runs counter to Regulation 30 of the *Local Government (Administration) Regulations 1996* which, among other matters, prescribe that:

Reg 30(3A) (c): *a council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government*

Reg 30(3A): *is a meeting of a prescribed type for the purposes of section 5.98(2A) of the Local Government Act; and*

Reg 30(3C)(3c): *a council member is not entitled to be paid a fee for attending a meeting of a type referred to in sub regulation (3A) if the meeting is a meeting referred to in sub regulation (3A)(c), the member of the regional local government is paid an annual fee in accordance with section 5.99.*

The requirement is clarified by the Salaries and Allowances Tribunal in its annual publication of its determination of the fees, expenses and allowances payable to elected council members.

The Regulations thus prescribe that the WMRC is unable to pay a Deputy Council Member a sitting fee for as long as Council Members are paid an annual fee. The Department of Local Government, Sport and Cultural Industries has confirmed in writing that this interpretation is correct.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Administration) Regulations 1996

## **CONSULTATION**

Department of Local Government, Sport and Cultural Industries

Eastern Metropolitan Regional Council

## **REPORT IMPLICATIONS**

### **Policy Implications**

WMRC *Policy 5 – Members’ Sitting Fees* will require amending to meet the requirements of Regulation 30 of the *Local Government (Administration) Regulations 1996*.

### **Financial Implications**

There are insignificant implications for governance costs.

### **Strategic Implications**

Nil

## **COMMENTS**

The Act and Regulations are clear that we can’t pay deputies at all unless they are acting as a Member of Council. The Establishment Agreement states that deputies are Members of Council when they sit in the place of a Member (with the corollary that they aren’t Members otherwise). This precludes the WMRC from paying deputies an annual fee.

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr. Shaw

Seconded: Cr. Stroud

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

- 10.10.1 Payments of Sitting Fees to conform with the requirements of Regulation 30 with effect 6 February 2020.**
- 10.10.2 Council Policy 5 – Sitting Fees be amended to reflect the requirements of Regulation 30 of the Local Government (Administration) Regulations 1996.**
- 10.10.3 An amended Council Policy 5 – Sitting Fees be submitted for the approval of Council at the April 2020 OCM.**

**CARRIED 5/0**

# 11. INFORMATION BULLETINS

## 11.1 COMMUNICATIONS AND EDUCATION REPORT

**Responsible Officer:** Manager Communications and Education

**Date:** 20 Jan 2020

**Attachment:** 11.1A Mid-year program report

### SUMMARY

An information item 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. Half year review of activity
2. Relaunch of school and public place battery collection program
3. Verge Valet communications
4. Bin-tagging
5. FOGO Reference Group
6. Waste Plan Process
7. Media Content

### DETAIL

#### 1. Half year review of activity

A review of the team's activity was undertaken against targets set at the beginning of the financial year. It indicated that the team is on track in most areas to complete programmed activities with the following main changes:

Section from Att 11.1A	Change
1.2	Recycling Centre Access Pass work delayed. Project to be completed this financial year. See separate agenda item.
1.4	Town of Claremont opted not to use WMRC for GO bin communications. Shire of Peppermint Grove work underway
1.7	WMRC awarded funds to coordinate bin-tagging on behalf of Member Councils. See item 6 of this report.
2.1	Brochure production delayed as dependent on Recycling Centre Access Pass introduction.

	Pull up banners and fridge magnets for each Member Council were additional to plan
2.6	Work to design and procure enhanced signage at the Recycling Centre was additional to plan Opportunity to benefit from Regional Council cooperation and participate in a 6PR live interview and editorial was additional to plan
3.3	Fewer than six Waste Watchers Workshops are likely to be completed through the year
3.5	The online community education toolkit delivery is delayed but will be complete soon
4.2	Introduction of extra recycling streams through the West Metro Recycling Centre is additional to plan. Polystyrene and Xray recycling delivered, others to follow.

## 2. Relaunch of school and public place battery collection program

Following changes in regulations, safety concerns, contamination issues and WMRC rebranding, the used battery collection bins have been removed from all schools and will be replaced by either more fit-for-purpose pails or cooperation with Battery Rescue in Term 1. Collection schedules will be changed for efficiency. The equivalent battery bins in public places will also be changed.

The recycling stations which also collect used light globes and printer cartridges have been reskinned and more effective locations are being sought for two stations.

## 3. Verge Valet communications

The website supports the current pilot phase roll out in Mosman Park. Material for the full launch phase is being developed by our design contractors. This will include a slight edit of the current logotype and will include advertising copywriting and resident communications both written and graphical.

## 4. Bin-tagging

WMRC has located a coordinator to run this program in four of our Member Councils over the next couple of months. This will be funded and supported by WALGA using funds from the WARR Account. We will recruit casual staff to undertake the tagging and work with Member Council operational staff to locate areas to tag. Full resident communications material will be provided as will training for front desk/media staff.

## 5. FOGO Reference Group

The Manager Communications and Education has been appointed to this DWER Reference Group. The reference group consists of state and local government staff and industry representatives. It has four areas of focus as it oversees the introduction of FOGO over the next few years:

- Local Government Services (bins and collections)
- Engagement and education
- Processing (guidelines and capacity)
- Markets (including market development)



## 6. Waste Plan Process

Subiaco's draft Waste Plan is due to be submitted to DWER imminently. Work included correcting DWER's 2014/15 baseline waste generation and population figures

## 7. Media Content

### 7.1 Print Media

Print Media over the period included the opening hours advertising:

**Recycle Right this Christmas at the West Metro Recycling Centre**

**Decluttering this Christmas?** The West Metro Recycling Centre offers a free recycling service for items that don't belong in your kerbside bin.

Items that can be dropped off for free at the Centre\*:

- Cardboard
- Bulk Polystyrene
- Electronic waste
- Clothing
- Household and car batteries
- Scrap metal
- Household paint, chemicals and aerosols
- X-rays
- Mattresses (\$25 per mattress)

**Open 7 days a week excluding Christmas Day and New Year's Day. Please visit [www.wmrc.wa.gov.au](http://www.wmrc.wa.gov.au) for Christmas trading hours.**

**West Metro Recycling Centre**  
 Corner of Brockway Road and Lemnos Street, Shenton Park  
**Recycle Hotline: 9384 6711**

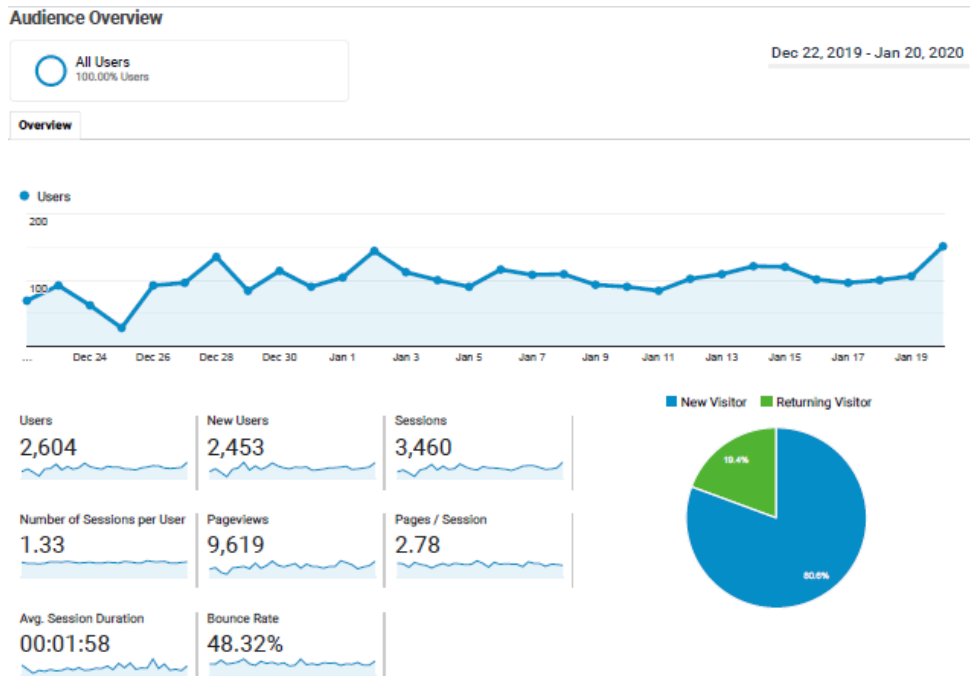
**Western Metropolitan Regional Council**  
 Managing waste wisely

Proudly supported by  
 Town of Claremont | Town of Cottesloe | Town of Mosman Park  
 City of Subiaco | Shire of Peppermint Grove

\*Domestic quantities only.

### 7.2 Website

The website continues to attract an increasing number of users with 80% being new visitors the majority of whom who found the site organically.



### 7.3 Social Media

The Facebook page now has 2,100 likes. Overall reach and views are substantially down in January compared to December. The most popular post in the period is shown below.

**WMRC Waste Watchers**  
Published by Hazel Hodgkins [?] · 2 December 2019 · 🌐

Yes! 🙌 We do accept plastic bottle tops for recycling! Precious Plastic Perth will recycle it locally and create new re-usable plastic products with it! 🌱 Drop off clean, food grade plastic lids, preferably with the foam inner circle removed to the West Metro Recycling Centre. Domestic quantities only. 🙌 For more info on Precious Plastics, visit <https://www.preciousplasticperth.com.au/>

**Western Metropolitan Regional Council**  
Managing waste wisely

**yes, we accept plastic bottle tops\***

**\*WE ACCEPT:**

- WASHED bottle tops from all food grade plastics, regardless of size or shape.
- Foam inserts need to be removed.
- NO lids from containers that stored chemicals.
- Domestic quantities only.

**WMRC Recycling Hotline (08) 9384 6711**

**Performance for your post**

**7,144** People Reached

**157** Reactions, comments & shares ⓘ

<b>103</b> Like	<b>39</b> On post	<b>64</b> On shares
<b>10</b> Love	<b>5</b> On post	<b>5</b> On shares
<b>1</b> Wow	<b>1</b> On post	<b>0</b> On shares
<b>24</b> Comments	<b>9</b> On Post	<b>15</b> On Shares
<b>19</b> Shares	<b>18</b> On Post	<b>1</b> On Shares

**528** Post Clicks

<b>72</b> Photo views	<b>61</b> Link clicks ⓘ	<b>395</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>0</b> Hide post	<b>0</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

🌱 **Get more likes, comments and shares**  
Boost this post for AU\$5 to reach up to 800 people.


<b>7,144</b> People reached	<b>685</b> Engagements	<b>Boost Post</b>
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👍❤️👏 Mariou Bessem, Amy Kerr and 42 others      5 Comments 18 shares

Promotion for the forthcoming Waste Watchers Workshop is showing a high degree of reach beyond our fan-base – 62%

**WMRC Waste Watchers**  
Published by Hootsuite [?] · Yesterday at 10:00 · 🌐

If you haven't yet booked, this is the must-do workshop to get your waste watching off to a good start! Lots of easy tips and strategies to save 🌱🌱, time ⌚, and most importantly, waste! 🗑️🗑️ Book now for our 12th Feb workshop at North Cottesloe Surf Life Saving Club. Click the link for more info and to book!  
<http://ow.ly/qkXA50xWHdE>



**WASTE WATCHERS WORKSHOPS**  
Drop a bin size with us!

Western Metropolitan Regional Council  
Managing waste wisely  
[www.wmrc.wa.gov.au](http://www.wmrc.wa.gov.au)

Get more likes, comments and shares  
Boost this post for AU\$5 to reach up to 800 people.

544 People reached	30 Engagements	<a href="#">Boost Post</a>
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**544** People Reached

**13** Likes, Comments & Shares 🗨️

<b>8</b> Likes	<b>4</b> On Post	<b>4</b> On Shares
<b>0</b> Comments	<b>0</b> On Post	<b>0</b> On Shares
<b>5</b> Shares	<b>5</b> On Post	<b>0</b> On Shares

**17** Post Clicks

<b>0</b> Photo views	<b>5</b> Link clicks 🗨️	<b>12</b> Other Clicks 🗨️
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**NEGATIVE FEEDBACK**

<b>0</b> Hide post	<b>1</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

The Instagram account has been growing in activity and the WMRC LinkedIn account has finally been accessed and updated.

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

All social media use is in line with Policy 33 – Social Media

### Financial Implications

These activities are anticipated under current budgeting with minor adjustments through the mid-year financial review

### Strategic Implications

These activities are aligned to key strategies 1, 2, 3, 6 and make a major contribution to key strategy 4 of the WMRC Strategic Community Plan 2019-2030.

## COMMENTS

Nil

**VOTING REQUIREMENT**

Simple majority

Moved: Cr. Shaw

Seconded: Cr. Stroud

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**11.1.1 The Communications and Education report to 23 January be noted.**

**CARRIED 5/0**

## **11.2 WASTE OPERATIONS PROGRESS REPORT FOR NOVEMBER/DECEMBER 2019**

**Responsible Officer:** Operations Manager  
**Date:** 24 January 2020  
**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**

Waste receipts (excluding AWT waste) for the year are down some 4% from this point in 2018-19. Member Council Waste tonnes are in line with receipts at this point in 2018-19.

Commercial tonnages are down some 25% from this point in 2018-19, with a strong downwards trend. Green Waste tonnes have significantly increased compared to this point in 18-19, largely attributable to receipts of GO Bin greenwaste. Attachment 11.2A provides waste receipts data to 31 December 2019.

#### **Verge Valet**

The pre-booked bulk waste verge collection service is in a pilot phase, following its Town of Mosman park soft launch on 15 January 2020 and the commencement of the first collections on 20 January 2020. On 20 January 2020, 6 collections were made. Over 30 further collections have already been booked.

Town of Mosman Park conservative modelling forecasts savings for the Town of \$20,000 per annum for the new customer-focused service, now branded as Verge Valet. There is a high degree of interest in Verge Valet from Mosman Park residents as evidenced by the number of calls about it being received on the Recycling Hotline.

The soft launch will allow a gradual ramp up of the service over a six-week period prior to the official ToMP Verge Valet launch in early March. The soft launch will allow any bugs in the service delivery and the booking system to be ironed out.

Copies of the Verge Valet Resident Information and Verge Valet FAQ documents are provided at [www.wmrc.wa.gov.au/vergevalet](http://www.wmrc.wa.gov.au/vergevalet).

Mosman Park residents will be entitled to one bulk waste and one greenwaste Verge Valet service over the soft launch period.

Each additional Council opting-in for Verge Valet will reduce collection fees by 3.5% up to a ceiling of a 14 percent discount.

The Verge Valet service has been offered to other surrounding Local Governments; several have expressed interest.

A demonstration of the Verge Valet webpage and online booking system will be made at the Council meeting.

WMRC has taken out a trademark on Verge Valet and has also reserved the domain names of [vergevalet.com](http://vergevalet.com) and [vergevalet.com.au](http://vergevalet.com.au).

## **Licensing and Approvals**

WMRC sought development approval for several structures at the West Metro Recycling Centre, including some retroactive approvals for structures put in place without development approval by previous administrations. This development approval was received in December 2019. This means that WMRC can now proceed with a carport-style cover for the HHW receival area; arranging for a building permit is the next step.

## **Site Management**

WMRC's Greenwaste Area lease site is owned by the Department of Local Government, Sport and Cultural Industries who are looking to redevelop the area surrounding the site into playing fields. WMRC is liaising with DLGSC as well as the Department of Planning, Lands and Heritage to reach a solution allowing the continued use of a suitable area for greenwaste handling.

## **Fence and Gates**

The new fence and gates for the Recycling Centre have now been installed. Feedback has been very positive.

## **STATUTORY ENVIRONMENT**

Nil

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

**COMMENTS**

Nil

**VOTING REQUIREMENT**

Simple majority

Moved: Cr. Shaw

Seconded: Cr. Haynes

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**11.2.1 Council receive the Waste Operations Progress Report**

**CARRIED 5/0**



## **11.3 PROGRESS ON COUNCIL RESOLUTIONS**

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>20 January 2020</b>
<b>Attachment:</b>	<b>11.3A Progress Report</b>

### **SUMMARY**

A schedule showing progress on WMRC resolutions up to and including 20 January 2019 is presented in Attachment 11.3A. 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 11.3A. The schedule is now colour coded. Red - resolutions not yet implemented; orange – resolutions in progress; green – resolutions completed.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **CONSULTATION**

Nil

### **REPORT IMPLICATIONS**

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Progress on Council Resolutions is aligned to all six key strategies of the WMRC Strategic Community Plan 2019-2030.

### **COMMENTS**

A substantial backlog of action required to action Council Resolutions that existed at the beginning of the 2018-19 financial year was cleared in 2019.



## **VOTING REQUIREMENT**

Simple majority

Moved: Cr. Haynes

Seconded: Cr. Shaw

## **RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**11.3.1 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**

Item 16.2 was a late item dealt with as a Confidential Matter.

## **16 MATTERS BEHIND CLOSED DOORS**

It is proposed that items 16.1 and Late Item 16.2 be considered in a closed session for the following reason:

**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 following aspect of the Act being applicable to these matters:**

- (c) a contract entered, or which may be entered, 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**

Nil

## **19 CLOSURE OF MEETING**

The Chairman Charles Hohnen declared the meeting closed at 8.07pm

**Next meeting: 2 April 2020, at City of Subiaco.**