

DRAFT Minutes

ORDINARY COUNCIL MEETING (OC 05/19)

3 October 2019
Commencing at 5:30 pm

Town of Claremont
308 Stirling Hwy
Claremont WA 6010

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1 DECLARATION OF OPENING

Chairman Charles Hohnen declared the meeting open at 5.30pm.

2 RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr. Charles Hohnen	Chairman	Shire of Peppermint Grove
Cr. Bruce Haynes	Deputy Chairman	Town of Claremont
Cr. Stephanie Stroud	Member	City of Subiaco
Cr. Mark Rodda	Member	Town of Cottesloe
Cr. Paul Shaw	Deputy Member	Town of Mosman Park

Staff

Mr. Stefan Frodsham	Chief Executive Officer	WMRC
Ms. Alexandra Bell	Manager Finance & Governance	WMRC
Ms. Aimee Hynes	Manager Operations	WMRC
Ms. Libby Eustance	Manager Communications & Education	WMRC
Ms. Andrea Christie	Executive Assistant	WMRC

Leave of Absence

Cr. Andrew Maurice	Member	Town of Mosman Park
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Visitors

Mr. Lucas Wilks	Solicitor	Jones Day
Mr. Peter Ward	Barrister	Francis Burt Chambers

Observers

Cr. Peter Macintosh	Deputy Member	Shire of Peppermint Grove
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Apology

3 DISCLOSURES OF INTERESTS

Cr. Stroud of City of Subiaco – Disclosure of Interest Affecting Impartiality to Agenda Item 10.12 Fees & Charges, page 32.

Reason: Matter concerns City of Subiaco.

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

CEO S Frodsham – 7 October to 17 October 2019.

7 PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Moved: Cr Hohnen Seconded: Cr Stroud

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

CARRIED 5/0

Moved: Cr Rodda Seconded: Cr Stroud

That the following items be heard behind closed doors 16.1, 16.2 and 16.3 at 5.34pm

CARRIED 5/0

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

16.1 DICOM CONFIDENTIAL PROGRESS REPORT

Moved: Cr Haynes Seconded: Cr Rodda

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

16.1.1 This DiCOM Confidential Progress Report of 19 September 2019 be noted.

CARRIED 5/0

Peter Ward and Lucas Wilks left the meeting at 6.05pm.

16.2 TENDER RECOMMENDATION REPORT: PRE-BOOKED BULK WASTE VERGE COLLECTION SERVICE

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION

16.2.1 That Council award Request for Tender 04-2019 Pre-Booked Bulk Waste Verge Collection to D&M Waste Management based on the schedule of rates in their tender offer, presented as an attachment to this report.

16.2.2 That Council authorise the WMRC CEO to enter an MOU with Member Councils wishing to participate in the pre-booked collection service.

16.2.3 Council adopt a Member Council Fee for Pre-booked Bulk Collection Service at cost plus 7%.

CARRIED 5/0

16.3 RFQ – RECYCLING CENTRE GATES & FENCING

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION

16.3.1 The CEO be authorised to conclude a contract with WA Fenceworks for the supply and installation of replacement gates and fencing for the West Metro Recycling Centre at a cost of \$104,490 excl GST.

CARRIED 5/0

Moved: Cr Haynes

Seconded: Cr Rodda

That the meeting come out from a closed session.

CARRIED 5/0

The doors were re-opened at 6.29pm.

9 CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1. CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 1 August 2019 have been circulated previously under separate cover and are at Attachment 9.1A.

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.1.1 That Council accepts the minutes of the previous Ordinary Council Meeting held on 1 August 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:	Operations Manager
Date:	18 September 2019
Attachments:	10.1A OSH Plan 10.1B Progress on Audit Recommendations

SUMMARY

Risk and safety management issues are discussed below.

BACKGROUND

Nil

DETAIL

Incidents and Accidents

Several minor incidents have occurred or were reported since the previous report to Council, including minor equipment failures, manual handling incidents and a minor vehicle collision. Where appropriate, control measures have been put in place.

One incident involved a fire in a customer truck that had presented at the Recycling Centre. This is an occurrence that happens regularly enough that WMRC have a procedure in place for this eventuality. Staff handled the incident well.

Safety Actions

The following safety actions have occurred in July, August and September:

- A safety committee meeting was held
- Toolbox meetings were held at both the recycling centre and the administration office.
- Safety Representatives elected for both the recycling centre and the administration office.
- Training of staff in WMRC procedures continued.
- A revised OSH Plan has been prepared for consideration.
- Lifting equipment has been tested and tagged.
- Emergency drills have been carried out.
- Induction Manuals have been updated.

OSH Plan

A revised OSH Plan has been prepared for consideration and is provided as Attachment 10.1A.

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 10.1B.

High Residual Risk Hazards

Hazards with a high residual risk rating are outlined below. The 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	July– August 2019	12 Months Ending August 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	5	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

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.1.1 That Council endorse the OSH Plan provided at Attachment 10.1A.

CARRIED 5/0

10.2. FINANCIAL STATEMENTS

Responsible Officer:	Finance & Governance Manager
Date:	16 September 2019
Attachment:	10.2A July Accounts
Attachment:	10.2B August Accounts

SUMMARY

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

BACKGROUND

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

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

DETAIL

Operating statements are presented for the periods ended 31 July and 31 August 2019.

- As at 31 July 2019 Council had an operating deficit of \$246,022 compared to a budgeted operating deficit of \$260,517 with a variance of \$14,495.
- As at 31 August 2019 Council had an operating deficit of \$158,845 compared to a budgeted operating deficit of \$182,439 with a variance of \$23,594.
- The year-to-date as at 31 August 2019 had an operating deficit of \$404,867 compared to a budget operating deficit of \$442,956 with a variance of \$38,089
- 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 July and August 2019.

Strategic Implications

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

COMMENTS

None

VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes

Seconded: Cr Rodda

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.2.1 That Council note the financial statements for the periods ended 31 July and 31 August 2019.

CARRIED 5/0

10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS

Responsible Officer:	Finance and Governance Manager
Author:	Executive Assistant
Date:	24 September 2019
Attachment:	10.3A July 2019
Attachment:	10.3B August 2019
Attachment:	10.3C Sundry Debtors

SUMMARY

The schedule of accounts paid for July and August 2019 are attached. The Sundry Debtors as at 24 September 2019 are also attached.

BACKGROUND

Nil

DETAIL

Nil

STATUTORY ENVIRONMENT

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

CONSULTATION

Nil

REPORT IMPLICATIONS

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

- 10.3.1 That Council endorses the schedule of accounts paid of \$244,522.89 and \$1,324,121.49 for the months of July and August 2019 respectively.**
- 10.3.2 That Council receives the schedule of sundry debtors outstanding at 24 September 2019.**

CARRIED 5/0

10.4 MINUTES OF CEOAC MEETINGS

Responsible Officer:	Chief Executive Officer
Date:	20 September 2019
Attachment:	Attachment 10.4A – Minutes CEOAC 16 July Attachment 10.4B – Minutes CEOAC 19 September Attachment 10.4C – 2014 Terms of Reference Attachment 10.4D – Draft 2019 Terms of Reference

SUMMARY

This item presents the confirmed minutes of the 16 July 2019 CEOAC meeting and the draft minutes of the 19 September 2019 CEOAC meeting for reception.

BACKGROUND

The unconfirmed minutes of the 16 July 2019 CEOAC meeting were presented at the August 2019 OCM; and confirmed at the 19 September 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 19 September 2019 CEOAC meeting are presented here for reception (Attachment 10.4B).

DETAIL

The CEOAC meeting of 19 September was held at the WMRC offices. CEOs were happy with progress by WMRC on many fronts.

The meeting recommended an updated Terms of Reference for the Committee. These were last updated in 2014 and both original and final version are presented at Attachments 10.4C and 10.4D for decision by Council.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Haynes

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

- 10.4.1 Council receive the confirmed minutes of the 16 July 2019 CEOAC meeting**
- 10.4.2 Council receive the unconfirmed minutes of the 19 September 2019 CEOAC meeting.**
- 10.4.3 Council approve the revised Terms of Reference for the CEOAC**
- 10.4.4 The CEOAC Terms of Reference be subject to review at least once every three years.**

CARRIED 5/0

10.5 CREDIT CARD LIMIT INCREASE

Responsible Officer:	Finance & Governance Manager
Date:	12 September 2019
Attachment:	Nil

SUMMARY

The WMRC Corporate Credit Card limits need to be reviewed to ensure the limits are adequate for WMRC needs.

BACKGROUND

The WMRC currently has two corporate credit cards which are held by the CEO and Site Supervisor. Recently, these limits have been insufficient and so it is proposed to update the limits as per the below:

Card Location	Holder	Current Limit	Requested Limit
Administration Office	CEO	\$5,000	\$10,000
Recycling Center	Site Supervisor	\$1,000	\$2,000

DETAIL

The Local Government (Financial Management) Regulations 1996 states that a Local Government must have a procedure for the authorisation and payment of accounts via credit card as well as effective security for the credit card. Policy 20 Corporate Credit Cards satisfies these stipulations but does not include information re credit card limits.

The Site Supervisor's card is typically used for items as required from Bunnings etc. The CEO's card is typically used for purchases of equipment, furniture, online transactions (such as the recent purchase of a dishwasher; and places at the WA Waste and Recycle Conference)

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Management

REPORT IMPLICATIONS

Policy Implications

Policy 20 Corporate Credit Cards

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Absolute majority

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.5.1 That Council increase the CEO's credit card limit to \$10,000

10.5.2 That Council increase the Site Supervisors' credit card limit to \$2,000

CARRIED 5/0

Cr Peter Macintosh arrived at 6.41pm.

10.6 WMRC BANK ACCOUNT SIGNATORIES

Responsible Officer:	Finance & Governance Manager
Date:	9 September 2019
Attachment:	Nil

SUMMARY

Recently the title of Support Services Office was changed to Executive Assistant to more accurately describe the role and tasks undertaken by the Executive Assistant. The role of Waste Operations Manager was also updated to Operations Manager.

BACKGROUND

In accordance with the LG Act 1995 and Local Government (Financial Regulations) 1996, Council is required to maintain strict controls and security around its financial transactions and therefore two signatories are required before any transaction can be authorised.

At the December 2018 Ordinary Council meeting it was resolved by absolute majority to update the signatories to WMRC bank accounts to reflect the current staffing profiles by title rather than name. These were Chief Executive Officer, Finance and Governance Manager, Support Services Officer, Waste Operations Manager and Site Supervisor. The Communications & Education Manager was added at the February 2019 Ordinary Council meeting

The WMRC is required to update these signatories with regards to the following:

- Investment Term Deposit Accounts
- Online Business Banking
- Business Bank Accounts
- Corporate Credit Card

With the reclassification of positions at WMRC it is necessary to update the records to reflect the current arrangements. The Chief Executive Officer is still required to authorise new personnel to be signatories regardless of their position entitlement.

DETAIL

Previously, the following staff positions were authorised as signatories to the WMRC's bank accounts: Chief Executive Officer, Finance and Governance Manager, Support Services Officer, Waste Operations Manager, Communications and Education Manager and Site Supervisor. These titles apply to both permanent and acting employees in the above-mentioned roles.

Moving forward the list of authorised as signatories to the WMRC's bank accounts will be: Chief Executive Officer, Finance and Governance Manager, Operations Manager, Communications and Education Manager, Executive Assistant and Site Supervisor

STATUTORY ENVIRONMENT

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

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Delegations Register: Delegation # 2 - Payments from municipal and trust fund and transfer to and from reserve accounts.

DELEGATED BY	Local Government
POWER TO DELEGATE	Section 5.42 Local Government Act 1995 – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42.
DELEGATED TO:	Chief Executive Officer
POWER/AUTHORITY DELEGATED:	Regulation 12 Local Government (Financial Management) Regulations 1996 Authority to make payments from the municipal fund and trust fund. Section 6.11 Local Government Act 1995 This includes the transfer of funds to and from Reserve accounts as allowed for in the budget.
CONDITIONS:	All payments are to be authorised by 2 appropriately delegated officers
REFERENCES:	N/A
POWER TO SUB-DELEGATE:	Yes - s.5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the Local Government Act 1995 .
SUB-DELEGATED TO:	Finance and Governance Manager, Operations Manager, Communications and Education Manager, Executive Assistant and Site Supervisor
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain enough information to ensure that the requirements of Regulation 19 of the Local Government (Administration) Regulations 1996 are met.
DATE ADOPTED:	02/12/2010
LAST REVIEWED:	07/02/2019

Financial Implications

Financial transactions cannot be undertaken without the relevant authorisations in accordance with the Local Government Act 1995 Section 6.10, Local Government (Financial Management) Regulations 1996 regulation 11 and the Delegations Register.

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Absolute majority

Moved: Cr Rodda

Seconded: Cr Haynes

RESPONSIBLE OFFICER'S RECOMMENDATION

10.6.1 That Council approve the following staff positions be authorised as signatories to the WMRC's Bank Accounts: Chief Executive Officer, Finance and Governance Manager, Operations Manager, Communications and Education Manager, Executive Assistant and Site Supervisor with the following authorities:

- **Money Market Deposit Account**
- **Investment Term Deposit Accounts**
- **Online Business Banking**
- **Business Banking Accounts**

10.6.2 That the delegations register, Delegation # 2 be updated to reflect the new positions and arrangements.

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION (AMENDED)

10.6.1 That Council approve the following staff positions be authorised as;

Category A signatories to the WMRC's Bank Accounts:

Chief Executive Officer, Manager Finance and Governance, Manager Operations, and the following staff positions be authorised as;

Category B signatories to the WMRC's Bank Accounts:

Manager Communications and Education, Executive Assistant with the following authorities:

- **Money Market Deposit Account**
- **Investment Term Deposit Accounts**
- **Online Business Banking**
- **Business Banking Accounts**

With each transaction to have at least one signatory from Category A.

10.6.2 That the delegations register, Delegation # 2 be updated to reflect the new positions and arrangements.

CARRIED 5/0

10.7 RESERVE FUND ACCOUNT AMENDMENTS

Responsible Officer:	Finance & Governance Manager
Date:	12 September 2019
Attachment:	Nil

SUMMARY

This Item reviews the existing reserve fund accounts as their name no longer meets the needs of the WMRC. Amendments are proposed to align the reserve fund account names to what is now required.

BACKGROUND

At the March 2018 Ordinary Council meeting, Council approved transfers of funds as well as a name change for the reserve fund accounts. The names of the reserve funds no longer serve the WMRC and a change of name is suggested as per the below:

Current Name	Proposed Name	Purpose
Future Development Reserve	Development Reserve	Capital Expenditure and other development costs as required
Administration DiCOM Project Reserve	Operating Reserve	Legal fees and operating expenses as required

DETAIL

The purpose of the reserve funds and planned expenditure was approved at the June 2019 Ordinary Council Meeting as part of the 2019/20 Annual Budget. The requested change does not include a change of purpose or any transfer of funds between the reserve accounts currently.

Section 6.11 Reserve Accounts (2) of the Local Government Act 1995 states that a Local Government must give 1-month public notice when there is a change in the purpose of the reserve accounts or if reserves are used for another purpose. Given the requested change is for the names and not the purpose it is not necessary to notify the public of this change.

STATUTORY ENVIRONMENT

Clause 6.11 Reserve Accounts of the Local Government Act 1995 applies and requires WMRC to give one month's local public notice if there are changes to the purpose of reserve fund accounts.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The proposed changes to the Reserve Fund Accounts will provide the WMRC with greater flexibility

COMMENTS

Any other matters of relevance

VOTING REQUIREMENT

Absolute majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.7.1 That the proposed change of name for Reserve Accounts shown in Table 1 be endorsed.

CARRIED 5/0

10.8 AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

Responsible Officer:	Chief Executive Officer
Date:	20 September 2019
Attachment:	10.8A

SUMMARY

At its OCM of 1 August 2019, Council resolved that the remit of the Audit Committee be extended to cover risk management; the Committee be retitled the Audit and Risk Committee; and that the CEO draw up draft terms of reference for the new Committee.

BACKGROUND

Nil

DETAIL

The attached draft Terms of Reference for WMRC's Audit and Risk Committee are based on those applying at the City of Subiaco. They have been reviewed by the Chairman of the Committee.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

City of Subiaco

REPORT IMPLICATIONS

Policy Implications

Improved management of risk within the WMRC

Financial Implications

None directly

Strategic Implications

Nil

COMMENTS

Any other matters of relevance

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Haynes

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.8.1 Council approves the Terms of Reference for the Audit and Risk Committee.

CARRIED 5/0

10.9 DELEGATIONS EXCEEDANCES

Responsible Officer:	Manager Operations
Date:	17 September 2019
Attachment 10.9A:	Revised Policy 8 Public Tenders

SUMMARY

The WMRC has recently become aware that several tenders over the delegated threshold of \$1million have been invited and the evaluation criteria and form of contract have been determined without the required Council authorisation. This is a relatively minor matter without strategic implications as Council was aware these services were being sought, and standard criteria and contract forms were used.

A review of WMRC's Policy 8 Public Tenders, which has not been significantly updated for several years has recently been carried out, and a revised version prepared which brings the delegations references consistent with the Delegations Register, and allows tender submissions electronically, as is now standard for local governments.

BACKGROUND

The WMRC Delegation Register (last reviewed by Council in February 2019), under Section 3.57 Local Government Act 1995; and Regulations 11 to 24 Local Government (Functions & General) Regulations 1996 delegates the:

Authority to invite tenders in accordance with section 3.57 where:

- there is a "discrete and identifiable" budget allocation provided by Council as part of their budget adoption or review; and
- the value of the tender is not to exceed \$1million (excluding GST).

Authority to determine tender evaluation criteria, the form of contract and the Contract Superintendent in accordance with Regulation 14 where:

- the value of the tender is not to exceed \$1million (excluding GST); and
- the criteria are to be in accordance with the Public Tenders Policy.

DETAIL

The WMRC has recently become aware that several tenders over the delegated threshold of \$1million have been invited and the evaluation criteria, form of contract have been determined without the required Council authorisation.

A full historical review of tenders invited has not been conducted, but the following tenders were invited without Council authorisation since 2015:

- RFT 01-2017 Waste Haulage Square Bins
 - possible value up to \$1,100,000 over 5 years
- RFT 02-2019 Bulk Waste Processing
 - possible value up to \$2,600,000 over 5 years
- RFT 03-2019 Waste Haulage Silos
 - possible value up to \$1,170,000 over 5 years
- RFT 04-2019 Pre-booked Verge Waste Collection Service
 - possible value up to \$5,700,000 over 5 years based on pre-tender estimate

While Council did not give specific authorisation for the invitation of these tenders, Council was aware that these services were being sought, and budgetary provision had been made as appropriate. All tenders were presented to Council for award. Tender evaluation criteria and form of contract used were standard.

Processes Improved

WMRC's tender development process has been modified to include an early step of estimating the possible contract value and seeking Council authorisation if required.

Public Tenders Policy

A review of WMRC's Policy 8 Public Tenders, which has not been significantly updated for several years has been carried out, and a revised version is attached at Attachment 10.9A which brings the delegations references consistent with the Delegations Register, and allows tender submissions electronically, as is now standard for local governments. These are the only significant changes suggested to the policy.

Email tenders were accepted by WMRC for the first time with RFT 04-2019 Pre-booked Verge Waste Collection Service. This is contrary to the WMRC's Policy 8 Public Tenders, which has not been significantly updated for several years. It is now standard for local governments to allow tender submissions electronically and is not considered to pose a significant risk.

STATUTORY ENVIRONMENT

Section 3.57 Local Government Act 1995; and Regulations 11 to 24 Local Government (Functions & General) Regulations 1996

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Policy 8 Public Tenders, WMRC Delegation Register

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.9.1 That Council note the exceedances of delegations.

10.9.2 That Council endorse the revised Council Policy 8 – Public Tenders

CARRIED 5/0

10.10 MAJOR DECISIONS POLICY

Responsible Officer:	Chief Executive Officer
Date:	25 September 2019
Attachment 10.10A:	Policy 35 Major Strategic and Financial Decisions

SUMMARY

Policy 35 – Major strategic and financial decisions – is a proposed policy to support the Council decision of 13 June 2019 that all major strategic and financial decisions by the WMRC should require unanimous support.

BACKGROUND

Following a recommendation of CEOAC, Council on 13 June 2019 resolved that all major strategic and financial decisions should require the unanimous support of all WMRC Councillors. Council required that the CEO should develop a policy to support its resolution in this respect.

DETAIL

Attachment 10.10A is a draft Policy 35 – Major Strategic and Financial Decisions. It sets out the objectives of the policy; and the broad circumstances of a proposal that would trigger a requirement for unanimity in decision making.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996, as amended from time to time.

Local Government Act 1995, as amended from time to time.

CONSULTATION

The objectives of the draft Council Policy 35 – Major Strategic and Financial Decisions were the subject of consultation with CEOAC.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The approval of draft Council Policy 35 will necessitate unanimous agreement to major financial decisions including the approval of WMRC budgets and major contracts.

Strategic Implications

The approval of draft Council Policy 35 will necessitate major changes to the WMRC's strategic direction being subject to the unanimous agreement of Council.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.10.1 Approve the draft Council Policy 35 – Major Strategic and Financial Decisions.

CARRIED 5/0

Manager Finance and Governance out of room 7.02pm – 7.05pm.

10.11 LOCAL LAW – STANDING ORDERS

Responsible Officer:	Chief Executive Officer
Date:	20 September 2019
Attachment:	10.11A

SUMMARY

At its OCM of 13 June 2019, the Chairman gave to the purpose of effect of the Local Law and Council resolved that the CEO lodge a public notice, summarising the purpose and effect of the proposed local law and inviting submissions.

Notices regarding the proposed Local Law and inviting submissions were lodged in the West Australian and the local newspaper the Post; and were displayed at all public libraries across the WMRC's district as well as at the WMRC office itself.

No submissions were received by the closing date.

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 7 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. 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.

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.

Draft WMRC Local Law

Attachment 10.11A is the final draft of the 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 no different to that reviewed by Council at its 13 June meeting.

The path is now clear for the WMRC to make this Local Law.

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.

Following adoption of the Local Law – Standing Orders:

- the adopted local law will be submitted for publishing in the Government Gazette;
- after the local law is published in the Government Gazette, a signed and sealed copy will be sent to the Minister for Local Government; following which
- a local public notice of the gazettal will be placed in a local newspaper, the libraries of the district and at the office of the WMRC; and
- copies of the local law and supporting documentation will be provided to the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL).

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Department of Local Government, Sport and Cultural Industries.

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 Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.11.1 Council adopt the WMRC Local Law -Standing Orders.

CARRIED 5/0

Local Law signed and sealed by CEO and Chairman at 7.18pm.

10.12 FEES AND CHARGES (REVISED)

Responsible Officer:	Chief Executive Officer
Date:	20 September 2019
Attachment:	Nil

SUMMARY

The WMRC is commencing a new recyclable materials haulage service for the City of Subiaco and has been asked to quote for residual and FOGO Haulage for the EMRC.

BACKGROUND

The City of Subiaco operates its own kerbside recycling collection service. The collected materials are delivered to Cleanaway's Materials Recovery Facility for sorting, baling and marketing. It is uneconomic for the City to deliver small partial loads, creating an opportunity for savings to be made by delivering these loads to the WMRC transfer station for consolidation and haulage.

The EMRC has requested a quote for the receipt and haulage of both FOGO and residual waste to their Red Hill facility.

DETAIL

Kerbside recycling

The City of Subiaco estimates that it will deliver to us around 7 tonnes a week (around 370 tonnes per year) of recyclables. Haulage will be to Cleanaway's MRF and will be provided by WMRC's contractor with the cost being recovered from the City of Subiaco.

EMRC FOGO and residuals

The EMRC estimates there will be about 5000 to 7000 tonnes per year of FOGO and residual waste. Haulage will be to EMRC's Red Hill facilities and will be provided by WMRC's contractor with the cost being recovered from the EMRC with a 5% contract management overhead.

Receipt and handling fees of \$20 per tonne for the City of Subiaco and around \$28 per tonne for the EMRC will contribute to WMRC's overheads. These will be in addition to haulage costs and contract management overheads where appropriate.

The WMRC does not currently have fees for these services. Deliveries would be made during normal business hours meaning that the WMRC's marginal costs in handling the materials are negligible.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

City of Subiaco and EMRC

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Expected total annual marginal revenue is \$148,000 which will defray overheads.

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

- 10.12.1 A fee of \$20 per tonne excluding GST be set for the acceptance and handling of Member Council recyclables.**
- 10.12.2 That Council authorise the CEO to negotiate with EMRC regarding fees for waste receipt and haulage.**

CARRIED 5/0

Cr Haynes out of room 7.11pm to 7.13pm

10.13 STRATEGIC COMMUNITY PLAN

Responsible Officer:	Chief Executive Officer
Date:	17 September 2019
Attachment:	10.13A

SUMMARY

The Strategic Community Plan is presented for adoption by Council

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 (SCP) and a four-year Corporate Business Plan.

The existing Strategic Community Plan was adopted 4 April 2013 and was based on assumptions that no longer hold. It was primarily written around the future of the WMRC revolving around the operation of the proposed DiCOM facility. The SCP was due for review in 2015; and a major review in 2017, but neither was carried out owing to the many legal and contractual uncertainties associated with the operation of the DiCOM facility.

The SCP itself will provide 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 Strategic Community Plan has been developed in-house by WMRC. The SCP focusses on what we have previously described as the “interim strategy” as previously approved by Council. It has been advertised for comment from the general public and our member Councils. Very little comment has been received hence this version is substantially the same as the draft presented at the August OCM. All changes are minor with no change to the meaning of the document.

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 emphasises the vital role played by the West Metro Recycling Centre at Brockway Road in efficiently servicing its central west metropolitan catchment area.

STATUTORY ENVIRONMENT

All Local Governments are required to produce a future plan 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 SCP has been the subject of consultation with the Department of Local Government, Sport and Cultural Industries.

The draft SCP has been circulated for comment to WMRC staff, WMRC Councillors and their deputies, member Council CEOs and staff, community volunteers and has been available on the WMRC website since June 2019.

REPORT IMPLICATIONS

Policy Implications

Appropriate consultation on the 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

Unanimous (as per Council Policy 35)

Moved: Cr Rodda

Seconded: Cr Stroud

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.13.1 That Council adopt the Strategic Community Plan as presented.

CARRIED 5/0

11 INFORMATION BULLETINS

11.1 COMMUNICATIONS AND EDUCATION REPORT

Responsible Officer:	Manager Communications and Education
Date:	18 September 2019
Attachment 11.1A:	Position Paper CDS

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. Containers for Change – CDS infrastructure
2. Waste Watchers Workshop – photo
3. Volunteers' Skill Share Session
4. Schools' Program
5. Celebrate Lake Claremont photo
6. Media Content

DETAIL

Containers for Change – CDS infrastructure

The attached position paper (**Attachment 11.1A**) describes the various types of Refund Points that are expected to be available to the public once the Container Deposit Scheme is in operation from 2 June 2020. The WMRC does not have the space at site to be a refund point, however it has been in conversation with a local charity organisation which is in the process of applying to be a refund point and has a verbal agreement to serve as a convenient drop off point for the public in conjunction with the local charity. It is not envisaged that the WMRC will be able to make any income through this arrangement, but it will provide a useful service to our community.

Waste Watchers Workshop

A Waste Watchers' Workshop was held hosted by the Mosman Park Primary School P+C with 24 attendees mostly from Mosman Park. Developing links with local community organisations to host such workshops is an approach we will continue to pursue. The change to our community education program and the research that promoted it were each the subject of talks at the state Waste and Recycle Conference held 24 and 25 October.



Waste Watchers Workshop held at Mosman Park Primary School.

Volunteers' Skill Share Session

The “Ace your op shopping with Steve” event was the first of what will become a series of volunteer-led activities. It was much appreciated by attendees. The next event is “Managing waste in an apartment block with Pam”



Attendees with purchases at Earthwise Op Shop

Schools Program

Another waste activity day was held in a Nedlands school. This was fully funded by the City of Nedlands. The program has not yet been comprehensively advertised to primary schools in our region as we have capacity constraints; we expect to advertise it in time for the next school year. However, two primary schools in our member Council area are in the process of booking activity days and there is a date booked for a Nedlands-based primary school for November.

Celebrate Lake Claremont

We attended this event with some of our low waste event kit and provided information and an activity on Claremont's forthcoming three bin system.



Participants enjoying bin sorting activity in front of 3 bin banner created for Town of Claremont

Media Content

Press

The following articles featured in the Post Newspaper.

You can recycle polystyrene

Residential quantities of bulk polystyrene can now be dropped off at the recycling centre in Brockway Road, Shenton Park, for recycling.

Western Metropolitan Regional Council (WMRC) CEO Stefan Frodsham said expanded polystyrene created large amounts of waste and was one of many materials that could be recycled at the centre free of charge.

“Polystyrene is commonly used in the packaging and delivery of bulky goods,” Mr Frodsham said.

“It must not be placed in your kerbside recycling bin.”

The polystyrene collected at the centre will be granulated and then compressed into con-

tinuous lengths for export.

The Shenton Park centre is supported by the Subiaco, Cottesloe, Mosman Park, Claremont and Peppermint Grove councils and residents from these areas can access free mulch there.

The West Metro Recycling Centre, on the corner of Brockway Road and Lemnos Street, is open from 7.30am to 3.45pm on weekdays and 10am to 1pm on weekends.

For more information, call the recycling hotline on 9384 6711 or visit www.wmrc.wa.gov.au.

The WMRC’s new draft Strategic Community Plan is open for public comment until August 31 and is available on the website.

2 August p43

DiCom waste dream 'dead'

By LLOYD GORMAN

A \$165million venture in Shenton Park to divert most western suburb household rubbish from landfill now appears destined for the dump.

Last Friday, the Court of Appeal dismissed DiCom's challenge to an earlier Supreme Court ruling in favour of the Subiaco-based Western Metropolitan Regional Council, and Stirling council, which were DiCom's only customers.

Last August the WMRC, which represents five western suburb councils, applied to the Supreme Court to settle a contractual dispute with the operators of the DiCom waste processing centre at the Brockway Transfer Station in Shenton Park.

The courts ruled DiCom had not commissioned the facility as required by the Waste Supply Agreement (WSA) and the councils did not have to pay DiCom invoices of almost \$3.356million.

DiCom, which has been dogged by serious delays and setbacks, was meant to process 55,000 tonnes of local rubbish a year, separating recyclables and processing organic components to produce compost and biogas.

Under the 20-year WSA, the WMRC would have paid DiCom \$5million a year to process rubbish.

The problem-plagued plant processed just 609 tonnes of waste between September 1 and October 31, 2017 - 431 tonnes of which went to landfill.

"It exported no recyclable

material or compost, and produced no electricity," the Court of Appeal said.

DiCom was ordered to pay more than \$500,000 of the WMRC's Supreme Court and Court of Appeal legal costs.

WMRC CEO Stefan Frodsham said the rulings would "allow the WMRC to put an end to a difficult period of uncertainty and risk of higher costs to member council ratepayers paying for ineffective processing of waste".

He added: "The DiCom technology for diverting waste from landfill was promising in 2007 when the WMRC first agreed to support its development through the Waste Supply Agreement (WSA).

"However, the inability of DiCom to successfully commission the plant over the past 12 years, and in the past two years its incorrect claims that the plant was able to process waste as required by the WSA, has caused significant cost to the WMRC."

• Please turn to page 46

Developer re

Plans for a four-storey block next to a kindergarten in Shenton Park resurfaced this week as a development assessment panel (DAP) application is lodged.

Similar plans for 95 Evans Street, lodged with Subiaco council in June, were later pulled by the owner, Rhys Kelly Fabric Property.

Mr Kelly said the building was designed and would increase the number of places to live in the area.

But the proposal has been met with

It also said the WMRC had asked for a \$1.5million bank guarantee for site rehabilitation costs.

But Star Universal Network said it believed DiCom had a future.

"Star Shenton is currently under negotiation with WMRC for settlement to allow our facility to resume operation," it said in a statement.

"Sources of waste to be used for future processes will be finalised upon the results of settlement."

• From page 7

It had also stopped the WMRC from exploring other options to deliver a better waste service to residents and ratepayers, he said.

Mr Frodsham said the waste agreement could no longer be performed and DiCom's use of the WMRC site for processing of waste had come to an end.

"The WMRC is awaiting advice from DiCom as to its plans to deal with the plant on site," he said.

Star Universal Network, the Thai company that bought DiCom for \$8million two years ago after its previous owners went into administration, and renamed it Star Shenton Energy, was contacted for comment.

But last Thursday, a day before the Court of Appeal made its judgment, Star Universal Network issued a financial statement for the second quarter of 2019 which said it may have to reimburse the legal costs incurred by the councils if it lost the appeal.

24 August pp7, 46

Offer keeps DiCom waste dream alive

By LLOYD GORMAN

DiCom's Thai owners have made a multi-million dollar offer to the Subiaco-based Western Metropolitan Regional Council (WMRC) to keep the waste plant alive.

Star Shenton Energy made the confidential offer on August 20, immediately after the recent ruling by the Court of Appeal against its challenge to a 2017 Supreme Court decision against it (*DiCom waste dream dead*, POST August 24).

Star proposed taking a new lease at the WMRC-owned Brockway Transfer Station site in Shenton Park and to operate it independently from the group without the waste of its five western suburbs council members.

The old lease was made defunct by the court ruling.

Star said the DiCom waste processing plant could and would work if it was given another chance to prove itself.

"In order to put the legal issues into the past [Star] has offered the WMRC a multi-million settlement package, which includes a substantial cash component as well as securities for shared occupancy of the transfer station," the company said in a statement to the POST.

"We are hopeful this will finally bring this chapter to the facility's life to an end and commence a new chapter of operations and environmental, social and economic benefit for the western suburbs and WA community in general."

The company said it hoped that in time the WMRC would give the facility a second chance.

Star said its shareholders had invested considerable amounts to bring the plant to operational readiness and they were prepared to offer ongoing funding to develop and optimise the project.

Shortly after Star took over as owners DiCom processed 609 tonnes of waste from local councils between September and October, 2017.

About 431 tonnes of that went to landfill, no recyclable materials were recovered and no compost or electricity generated.

DiCom was designed to process 55,000 tonnes of waste a year separating recyclables and producing compost and biogas.

The company said the small batches were to get the inactive DiCom system up and running and it was ready to go on November 1, 2017.

The results of the three-month run showed it worked, it said.

The WMRC launched its action in the Supreme Court in mid-November, 2017.

Star said the small batch results had nothing to do with the commercial processing and does not reflect the facility's processing performance.

"It takes up to three months of continuous commercial operation to gradually achieve continuous production of compost and even longer to generate sufficient volume of biogas for energy use," it said.

It said it accepted the outcome of the legal process but hoped to occupy and run the plant with waste supplied by new customers, other than the WMRC or Stirling council.

• Please turn to page 93

DiCom waste dream alive

• From page 5

An increasing move to separate bins for food and garden organic waste (FOGO) was ideal for the DiCom system, the company said.

WMRC CEO Stefan Frodsham said he had asked Star for more information about the offer on August 21 and was still waiting for a reply.

"Without that further information, I am not currently in a position to present the proposal or any recommendation to the council for

consideration, and it is not correct to say that there are discussions going on at the moment," he said.

"The ball is in Star's court either to provide the further information needed for the WMRC to consider the proposal, or to remove the DiCom plant from the site."

The WMRC wanted to see the best use of the Brockway Road site to provide comprehensive and cost-effective waste management to its members, residents and other customers, Mr Frodsham added.

7 September 2019 pp5,93

Visit the West Metro Recycling Centre, the easy way to Recycle Right!

Free services

- Now accepting Bulk Polystyrene
- Cardboard
- Excess kerbside recycling
- E-Waste
- Batteries, household chemicals & paints
- Scrap metal

Items for a small fee

- Tyres
- Asbestos
- General waste and greenwaste
- Mattresses and bases
- Refrigerators, freezers & air-conditioners



FREE MULCH
for Member
Council
residents
(proof of address
required)

Visit www.wmrc.wa.gov.au for full list of items.

West Metro Recycling Centre
Cnr of Brockway Rd & Lemnos St, Shenton Park | Open 7 days
Weekdays: 7:30am - 3:45pm | Weekends: 10:00am - 1:00pm
Recycling Hotline: 9384 6711



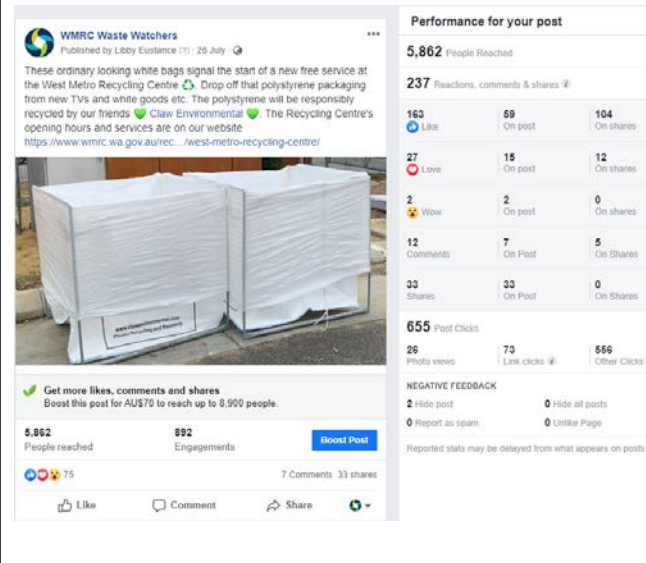
Western Metropolitan Regional Council | *Managing waste wisely*

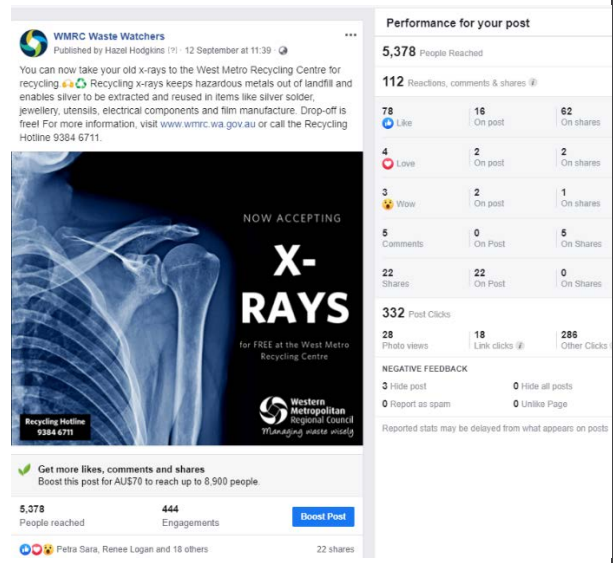
Proudly supported by
Town of Claremont | Town of Cottesloe | Town of Mosman Park | City of Subiaco | Shire of Peppermint Grove

Polystyrene (EPS) recycling advertisement 9 August

Social media

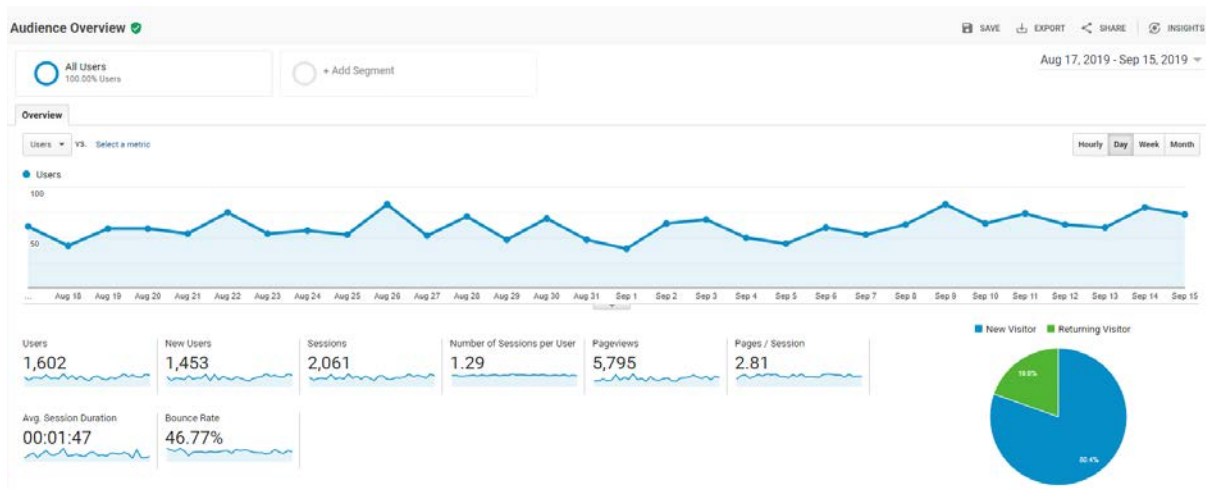
The reach of our Facebook page continues to be high with a page reach of around 12,000 over the last 28 days and an increase in page likes of 47. Our two highest rating organic posts over the last two months both concerned the introduction of new services at the West Metro Recycling Centre.





Website

Our website continues to attract between 50 and 100 visits per day. 80% of visits are from new visitors.



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

Any other matters of relevance

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

11.1.1 That the Communications and Education report to 18 September be noted.

CARRIED 5/0

11.2 WASTE OPERATIONS PROGRESS REPORT FOR JULY/AUGUST 2019

Responsible Officer: Operations Manager
Date: 17 September 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

Waste receivals (excluding AWT waste) for the year are down some 7% from this point in 2018-19. Member Council Waste tonnes are down 6% compared to this point in 2018-19.

Commercial tonnages are down some 30% from this point in 2018-19. Green Waste tonnes have significantly increased compared to this point in 17-18, due largely to the receipt of GO Bin greenwaste. Attachment 11.2A provides waste receivals data to 30 June 2019.

Licensing and Approvals

WMRC is seeking 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 application is with the WAPC. One of the structures has been identified as impinging on a Water Corporation easement, so WMRC is liaising with Water Corp to reach a mutually agreeable solution.

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.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Cr Shaw

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

11.2.1 That Council receive the Waste Operations Progress Report

CARRIED 5/0

11.3 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer:	Chief Executive Officer
Date:	20 September 2019
Attachment:	Attachment 11.3A

SUMMARY

A schedule showing progress on WMRC resolutions up to and including 20 September 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. Note that 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

Nil

COMMENTS

A substantial backlog of action required to action Council Resolutions that existed at the beginning of the 2018-19 financial year has been cleared. All Council Resolutions have been effected save for one, relating to the use of WMRC free services by non-member Councils, which is in progress.

VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda

Seconded: Shaw

RESPONSIBLE OFFICER'S 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

Nil

16 MATTERS BEHIND CLOSED DOORS

It is proposed that the following items 16.1, 16.2 and 16.3 were considered in a closed session and are detailed on pages 4 and 5.

RESPONSIBLE OFFICER RECOMMENDATION:

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 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

18.1 PROJECT BRIEF – ACCESS PASS

Was discussed.

18.2 The Chair led a vote of thanks to Cr Mark Rodda for completing 4 years of service on the Council of the WMRC.

19 CLOSURE OF MEETING

The Chairman thanked everyone for attending and the meeting closed at 7.54pm.

Next meeting: To be held on 5th December at Town of Cottesloe.