Western Metropolitan Regional Council

*Managing waste wisely*

# Agenda

## ORDINARY COUNCIL MEETING (OC 02/19)

4 April 2019
Commencing at 5:30 pm

Shire of Peppermint Grove
1 Leake St
Peppermint Grove WA 6011

40 Marine Parade, Cottesloe WA 6011 | PO Box 47, Mosman Park WA 6912
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Dear Chairman and Councillors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council will be held at the Shire of Peppermint Grove, 1 Leake St, Peppermint Grove, WA 6011 on **Thursday 4 April 2019** commencing at **5.30pm.**

Stefan Frodsham

Chief Executive Officer

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# 1 DECLARATION OF OPENING

# 2 RECORD OF ATTENDANCE AND APOLOGIES

### Councillors

| | | |
|---|---|---|
| Cr. C Hohnen | Chairman | Shire of Peppermint Grove |
| Cr. B Haynes | Deputy Chairman | Town of Claremont |
| Cr. S Stroud | Member | City of Subiaco |
| Cr. A Maurice | Member | Town of Mosman Park |
| Cr. M Rodda | Member | Town of Cottesloe |

### Staff

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

### Leave of Absence

Nil

### Visitors

### Observers

### Apology

## 3 DISCLOSURES OF INTERESTS

## 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 5 PUBLIC QUESTION TIME

## 6 APPLICATIONS FOR LEAVE OF ABSENCE

## 7 PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

## 8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

# 9 CONFIRMATION OF PREVIOUS COUNCIL MINUTES

## 9.1 CONFIRMATION OF PREVIOUS COUNCIL MINUTES

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

**RESPONSIBLE OFFICER RECOMMENDATION**

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

# 10 REPORTS OF COMMITTEES AND OFFICERS

## 10.1 SAFETY MANAGEMENT PROGRESS REPORT

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

### SUMMARY

Risk and safety management issues are discussed below.

### BACKGROUND

Nil.

### DETAIL

#### Incidents and Accidents

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

#### Safety Actions

The following safety actions have occurred in February and March:

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

## High Residual Risk Hazards

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

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

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

## STATUTORY ENVIRONMENT

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

## CONSULTATION

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

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

**RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.1.1 That Council receive the Safety Management Progress Report**

# 10.2 FINANCIAL STATEMENTS

**Responsible Officer:** **Finance and Governance Manager**

**Date:** **22 March 2019**

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

**10.2B February 2019 Monthly Management Accounts**

## SUMMARY

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

## BACKGROUND

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

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

## DETAIL

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

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

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

## STATUTORY ENVIRONMENT

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

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

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

## CONSULTATION

None

## REPORT IMPLICATIONS

### Policy Implications

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

### Financial Implications

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

### Strategic Implications

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

## COMMENTS

None

## VOTING REQUIREMENT

Simple majority

### RESPONSIBLE OFFICER RECOMMENDATION

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

# 10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS

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

## SUMMARY

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

## BACKGROUND

Nil

## DETAIL

Nil

## STATUTORY ENVIRONMENT

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

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

### RESPONSIBLE OFFICER'S RECOMMENDATION

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

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

# 10.4 MINUTES OF CEOAC MEETINGS

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

## SUMMARY

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

## BACKGROUND

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

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

## DETAIL

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

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

At the meeting, it was agreed that:

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

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

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

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

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

See Item 16.5

### Strategic Implications

See Item 16.5

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

### RESPONSIBLE OFFICER'S RECOMMENDATION

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

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

# 10.5 COUNCIL POLICY REVIEW

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

## SUMMARY

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

## BACKGROUND

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

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

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

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

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

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

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

## DETAIL

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

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

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

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

## STATUTORY ENVIRONMENT

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

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Refer to Detail section above

### Financial Implications

Nil

### Strategic Implications

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

**RESPONSIBLE OFFICER'S RECOMMENDATION**

**That Council:**

**10.5.1 Endorse the amendments to Council Policy 19 – Records Management**

**10.5.2 Endorse the amendments to Council Policy 21 – Media Relations**

**10.5.3 Endorse the amendments to Council Policy 26 – Contractor Management**

**10.5.4 Approve Council Policy 33 – Social Media.**

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

# 10.6 LOCAL LAW – STANDING ORDERS

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

## SUMMARY

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

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

## BACKGROUND

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

As advised to Council at the February 2019 OCM:

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

At the February 2019 OCM, Council resolved as follows:

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

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

## DETAIL

### Purpose and Effect of the proposed Local Law

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

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

3. The Local Law is intended to result in:

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

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

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

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

### Drafting of WMRC Local Law

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

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

### Procedure

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

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

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

## STATUTORY ENVIRONMENT

Local Government Act 1995

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

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

### Financial Implications

None

**Strategic Implications**

None

## COMMENTS

None

## VOTING REQUIREMENT

Absolute majority

**RESPONSIBLE OFFICER'S RECOMMENDATION**

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

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

# 10.7 EVALUATION OF COMMUNITY WASTE EDUCATION

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

## SUMMARY

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

## BACKGROUND

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

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

## DETAIL

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

### Main findings

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

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

These statements were tested with a quiz and although most people get the basics right, some items (e.g. plastic bags, ropes etc. and aerosol cans) cause significant confusion. In addition, there is an indication that residents will use a Garden Organics bin for disposal of food scraps unless there is significant community education during their introduction.

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

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

The full report is available to Councillors on request.

### Proposed changes

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

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

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

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil anticipated

### Financial Implications

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

### Strategic Implications

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

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

Activities also contribute to:

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

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

Key Strategy 3 “Reduce waste to landfill”.

## COMMENTS

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

## VOTING REQUIREMENT

Simple majority

**RESPONSIBLE OFFICER’S RECOMMENDATION**

**10.7.1 That the information be received.**

# 11 INFORMATION BULLETINS

## 11.1 COMMUNICATIONS AND EDUCATION REPORT

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

### SUMMARY

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

### BACKGROUND

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

**Contents include:**

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

### DETAIL

**1. Serve Food Not Litter Regional Forum**

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

*Serve Food not Litter Forum participants*

### 2. New Community Education Program

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

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

### 3. Town of Cottesloe bin count/stickers

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

### 4. Waste Strategy and Waste to Energy Forum

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

### 5. Waste Plans

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

## 6. Town of Mosman Park Community Fair

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

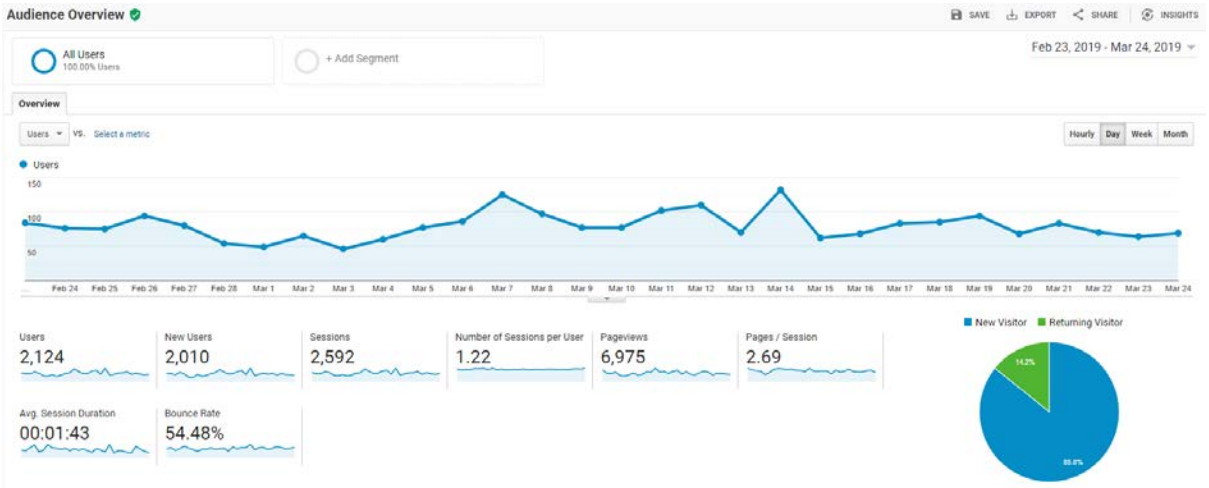
*Attendees and WMRC volunteer at stall*

*Sort your waste 3-bin display*

## 7. Media Report

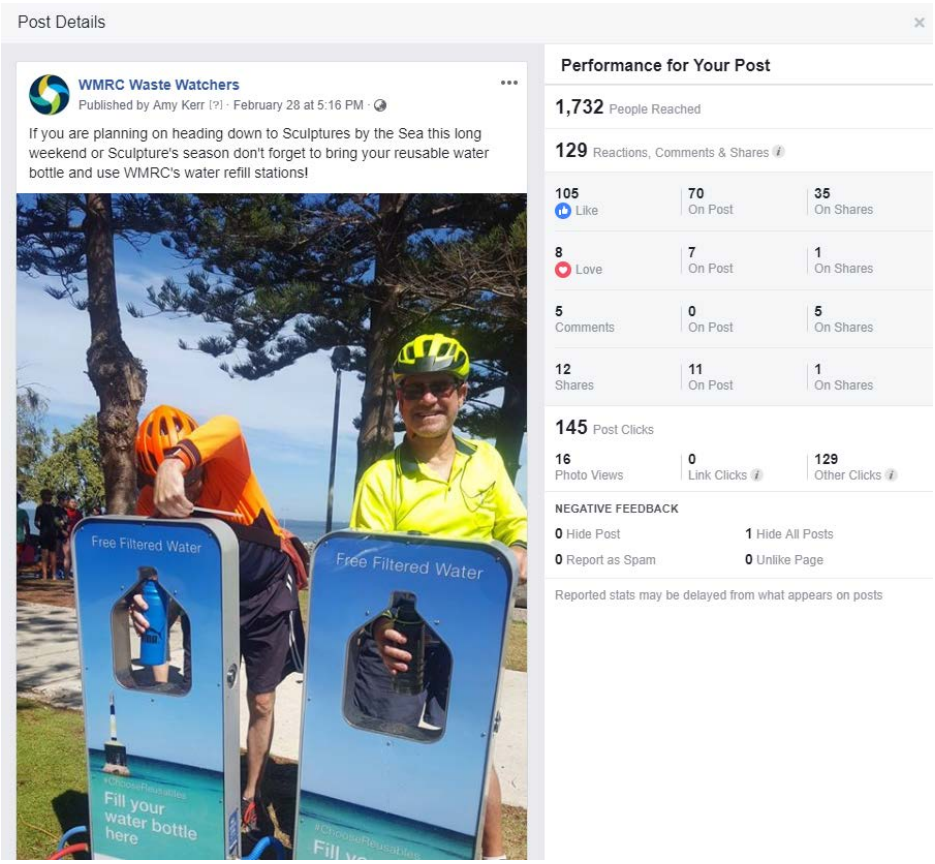
*Website*

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

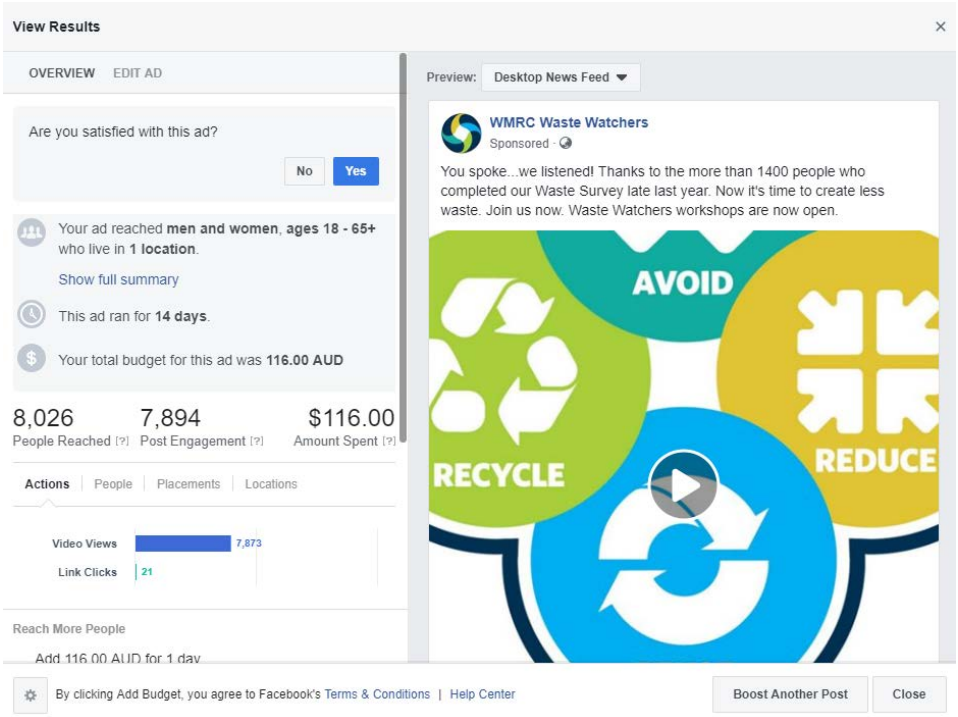


*Social Media*

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




*Highest rating post - organic*




*Highest rating post - paid*

*Print Media*

*Advertisement run in the Post Newspaper 9th March 2019*

## STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Communications and Education activities are provided for in the existing budget

### Strategic Implications

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

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

Activities also contribute to:

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

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

Key Strategy 3 “Reduce waste to landfill”.

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

### RESPONSIBLE OFFICER’S RECOMMENDATION

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

# 11.2. WASTE OPERATIONS PROGRESS REPORT FOR JANUARY/MARCH 2019

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

## SUMMARY

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

## BACKGROUND

Nil.

## DETAIL

### Waste Statistics

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

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

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

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

**Strategic Implications**

Nil

## COMMENTS

Any other matters of relevance

## VOTING REQUIREMENT

Simple majority

**RESPONSIBLE OFFICER'S RECOMMENDATION**

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

# 11.3 POLICY AND ADVOCACY REPORT

| | |
|---|---|
| **Responsible Officer:** | **Chief Executive Officer** |
| **Date:** | **27 March 2019** |
| **Attachment:** | **none** |

## SUMMARY

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

## BACKGROUND

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

## DETAIL

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

### Container Deposit Scheme Working Group

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

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

### Consistent Communications Collective

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

### State-Local Government Waste Partnership

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

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

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

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

## COMMENTS

None

## VOTING REQUIREMENT

Simple

### RESPONSIBLE OFFICER'S RECOMMENDATION

**11.3.1 That the report be noted**

# 11.4 PROGRESS ON COUNCIL RESOLUTIONS

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

## SUMMARY

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

## BACKGROUND

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

## DETAIL

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

## STATUTORY ENVIRONMENT

Local Government Act 1995

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

## COMMENTS

Nil

**VOTING REQUIREMENT**

Simple majority

**RESOLUTION**

**11.4.1 The information be received.**

# 12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

# 13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

# 14 MEMBERS' QUESTIONS WITHOUT NOTICE

# 15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

# 16 MATTERS BEHIND CLOSED DOORS

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

**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 aspect of the Act being applicable to these matters as below:**

**Item 16.1 - Sections 5.23(2) (c), (d) and (e) of the Local Government Act 1995**

**Item 16.1 - Sections 5.23(2) (c) and (d) of the Local Government Act 1995**

**Item 16.1 - Section 5.23(2) (e) of the Local Government Act 1995**

**Item 16.1 - Sections 5.23(2) (d) and (e) of the Local Government Act 1995**

**Item 16.1 - Section 5.23(2) (d) of the Local Government Act 1995**

**Being:**

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

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

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

**(i) a trade secret; or**

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

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

# 17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

# 18 GENERAL BUSINESS

# 19 CLOSURE OF MEETING

**Next meeting: 6th June at City of Subiaco.**

Western Metropolitan Regional Council
Managing waste wisely

Attachment 9.1A

# Minutes

## ORDINARY COUNCIL MEETING (OC 01/19)

7 February 2019
Commencing at 5:30 pm

Town of Cottesloe
109 Broome St
Cottesloe WA 6011

40 Marine Parade, Cottesloe WA 6011 | PO Box 47, Mosman Park WA 6912
**T** 08 9384 4003 | **F** 08 9384 7511 | **E** admin@wmrc.wa.gov.au | **www.wmrc.wa.gov.au**

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# 1. DECLARATION OF OPENING

The Chairman welcomed everyone and declared the meeting opened at 5:32pm

# 2. RECORD OF ATTENDANCE AND APOLOGIES

### Councillors

| | | |
|---|---|---|
| Cr. C Hohnen | Chairman | Shire of Peppermint Grove |
| Cr. B Haynes | Deputy Chairman | Town of Claremont |
| Cr. A Maurice | Member | Town of Mosman Park |
| Cr. M Rodda | Member | Town of Cottesloe |

### Staff

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

### Leave of Absence

Nil

### Visitors

| | | |
|---|---|---|
| Mr. P Ward | Barrister | Francis Burt Chambers |
| Mr. L Wilk | Solicitor | Jones Day |

### Observers

### Apology

| | | |
|---|---|---|
| Cr. S Stroud | Member | City of Subiaco |

# 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

1. The Post newspaper has inquired after the WMRC's legal expenses in 2017-18. The CEO has responded to the inquiry. An article about the matter may appear in the Post newspaper.
2. At the request of Member Council Mayors and President, WMRC will conduct a confidential legal briefing for them and their respective CEOs at 3.00 pm, Wednesday 20 February 2019 at the Town of Claremont. WMRC Councillors are requested to attend. WMRC's legal representatives, Mr Peter Ward and Mr Lucas Wilk, will attend to respond to inquiries regarding the status of the legal dispute between the WMRC and DiCOM.

# 9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES

## 9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 6 December 2018 have been circulated previously under separate cover and are at Attachment 9.1A.

Moved: Cr Rodda Seconded: Cr Maurice

**RESOLUTION**

9.1.1 **That Council accepts the minutes of the previous Ordinary Council Meeting held on 6 December 2018 as a true and accurate record of proceedings**.

CARRIED 4/0

# 10. REPORTS OF COMMITTEES AND OFFICERS

## 10.1 SAFETY MANAGEMENT PROGRESS REPORT

**Responsible Officer:** **Manager Operations**

**Date:** **19 January 2019**

**Attachment:** **Nil**

### SUMMARY

Risk and safety management issues are discussed below.

### BACKGROUND

Nil

### DETAIL

**Incidents and Accidents**

Nil since previous report to Council.

The following safety actions have occurred in December and January:

A Safety Committee Meeting was held.

Toolbox meetings were held.

New processes to isolate plant from customers in the bulk waste area were introduced.

Training of staff in WMRC procedures continued.

A revised Induction Manual for the Administration Office was developed.

A remote control for the vertical compactor was ordered, which will significantly improve isolation of staff from the fall risk area.

A hazard inspection of the transfer station using a WorkSafe checklist was carried out.

A wide-ranging review of HHW procedures and documentation is being finalised.

**High Residual Risk Hazards**

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

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

| Safety Statistics | November – December 2018 | 12 Months Ending December 2018 | Definition |
|---|---|---|---|
| (HiPo) High Potential Incident | None | None | Incidents involving personnel that didn't reach their ultimate potential and could have resulted in a fatality. |
| (LTI) Lost Time Injury | None | None | Any work-related injury or occupational illness that results in permanent disability or time lost from work of one day/ shift or more. |
| (ADI) Alternate Duties Injury | None | None | Any work-related injury or occupational illness which results in a person being unfit for full performance of their regular job on any day after the injury or illness. |

| | | | |
|---|---|---|---|
| (MTI) Medical Treatment Injury | None | None | Any work-related loss of consciousness, injury or occupational illness requiring more than First Aid treatment by a medical practitioner or registered medical personnel but not resulting in lost time. |
| (FA) First Aid Injury | None | None | Any work-related injury or occupational illness requiring one-time treatment and subsequent observation of minor scratches, cuts, burns splinters etc. which do not require professional medical care. |
| (NM) Near Miss | None | None | An event which, under slightly different conditions, could have resulted in injury, damage or business loss. |

## STATUTORY ENVIRONMENT

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

## CONSULTATION

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

## REPORT IMPLICATIONS

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes Seconded: Cr Rodda

**RESOLUTION**

**10.1.1 Council receive the Safety Management Progress Report.**

**10.1.1 CARRIED 4/0**

**10.1.2 *Upon arrival of Legal Advisors at 5:40pm***

**10.1.3**

Moved: Cr Hohnen Seconded: Cr Haynes

**That Confidential Items 16.1, 16.2 & 16.3 be heard out of sequence**

CARRIED 4/0

**10.1.4**

Moved: Cr Haynes Seconded: Cr Rodda

**That the meeting proceeds behind closed doors, to hear items 16.1, 16.2 & 16.3 at 5:40pm**

*All staff except CEO Stefan Frodsham and Operations Manager Aimee Hynes, left the room for Items 16.1 at 5:41pm.*

*Following discussion on Item 16.1, staff were invited to re-enter the room at 6:14pm.*

*Peter Ward and Lucas Wilk left the meeting at 6:26pm following discussion on Item 16.2.*

Moved: Cr Hohnen Seconded: Cr Rodda

**That the meeting resume in open session at 7:01pm**

CARRIED 4/0

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

**RESOLUTION**

**16.1.1 The DiCOM Confidential Progress Report of 30 January 2019 be noted**

Moved: Cr Haynes Seconded: Cr Maurice

CARRIED 4/0

**RESOLUTION**

**16.2.1 The WMRC Council request officers to prepare and circulate a draft Replacement WDA.**

**16.2.2 Additional budget provision be made under general ledger costs for the $10,000 to cover legal advice on drafting a Replacement WDA.**

Moved: Cr Haynes Seconded: Cr Rodda

CARRIED 4/0

**RESOLUTION**

**16.3.3 The report be noted.**

Moved: Cr Hohnen Seconded: Cr Rodda

CARRIED 4/0

*Cr Hohnen left the room at 7:02pm and Cr Haynes took over as Chairman. Cr Hohnen returned at 7:04pm, and Cr Haynes remained as Chairman.*

# 10.2 FINANCIAL STATEMENTS

| | |
|---|---|
| **Responsible Officer:** | **Finance and Governance Manager** |
| **Date:** | **27 January 2019** |
| **Attachment 10.2A:** | **November 2018 Monthly Management Accounts** |
| **Attachment 10.2B:** | **December 2018 Monthly Management Accounts** |

## SUMMARY

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

## BACKGROUND

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

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

## DETAIL

Operating statements are presented for the periods ended 30 November and 31 December 2018.

As at 30 November 2018 Council had an operating deficit of $108,135 compared to a budgeted operating deficit of $14,977 with a variance of $93,158. As at 31 December 2018 Council had an operating deficit of $96,202 compared to a budgeted operating deficit of $15,871 with a variance of $80,331. The year-to-date as at 31 December 2018 operating deficit is $502,755 compared to a budget operating deficit of $67,645 with a variance of $435,110. 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 September and October 2018.

**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 Rodda Seconded: Cr Hohnen

**RESOLUTION**

**10.2.1 Council note the financial statements for the periods ended 30 November 2018 and 31 December 2018.**

CARRIED 4/0

# 10.3 LIST OF PAYMENTS AND SUNDRY DEBTORS

| | |
|---|---|
| **Responsible Officer:** | **Finance and Governance Manager** |
| **Author:** | **Support Services Officer** |
| **Date:** | **31 January 2019** |
| **Attachment:** | **Attachment 10.3A November and December accounts paid** |
| | **Attachment 10.3B Sundry debtors 31 January 2019** |

## SUMMARY

The schedule of accounts paid for November and December 2018 are attached. The sundry debtors as at 31 January 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

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**10.3.1 Council endorses the schedule of accounts paid of $627,807 and $381,513 for the months of November and December 2018 respectively.**

**10.3.2 Council receives the schedule of sundry debtors outstanding at 31 January 2019.**

CARRIED 4/0

# 10.4 AUDIT COMMITTEE MINUTES

**Responsible Officer:** **Manager Finance and Governance**

**Date:** **30 January 2019**

**Attachment:** **Attachment 10.4A, 10.4B**

## SUMMARY

Report to confirm the minutes of the 8 November 2018 Audit Committee meeting, to adopt and certify the draft Compliance Audit Return 2018 and forward it to the Department of Local Government, Sport and Cultural Industries.

## BACKGROUND

The draft minutes of the 8 November 2018 Audit Committee were received by the WMRC Council at the OCM of 6 December. These minutes were accepted as a true record of the meeting at the 7 February 2019 Audit Committee and are presented here for confirmation by the WMRC Council.

The draft Compliance Audit Return 2018 was recommended for adoption by Council, certification by the Chairman and Chief Executive Officer for forwarding to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.

## DETAIL

The final accepted minutes of the November 2018 Audit Committee Meeting are presented at Attachment 10.4A. The draft Compliance Audit Return is presented at Attachment 10.4B. There were two areas of non-compliance identified in the Compliance Audit, both of which have been rectified:

- Delegations made under Division 4 Part 5 were not reviewed by Council in the 2017/2018 financial year. The Delegations review is presented at this Ordinary Council Meeting.
- The appropriateness and effectiveness of WMRC systems and procedures were the subject of review by the CEO in 2018 but the outcomes of the review were not reported to the Audit Committee, as required by Regulation 17 of the Local Government (Audit) Regulations. These were presented at the 7 February 2019 Audit Committee Meeting.

## 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**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Hohnen Seconded: Cr Rodda

**RESOLUTION**

**10.4.1 The Minutes of the 8 November 2018 Audit Committee meeting be received.**

**10.4.2 The Compliance Audit Return 2018 be adopted by Council, certified by the Chairman and Chief Executive Officer and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.**

CARRIED 4/0

# 10.5 MINUTES OF THE CEO ADVISORY COMMITTEE MEETING

**Responsible Officer:** **Chief Executive Officer**

**Date:** **30 January 2019**

**Attachment:** **Attachment 10.5A, 10.5B**

## SUMMARY

Presenting the final minutes of the November 2018 CEOAC meeting and the draft minutes of the January 2019 CEOAC meeting for confirmation and reception respectively.

## BACKGROUND

The draft minutes of the November 2018 CEOAC meeting were presented at the December 2018 OCM and confirmed at the January 2019 CEOAC meeting as a true and proper record of the meeting. They are presented here for confirmation (Attachment 10.5A).

The draft minutes of the January 2019 CEOAC meeting are presented here for reception (Attachment 10.5B). Relevant action items arising from them are dealt with elsewhere in this Agenda as noted below.

## DETAIL

At the January 2019 CEOAC meeting the following items were recommended to WMRC Council for resolution and are presented in this agenda:

- Item 10.8: Pre-booked verge waste collection
- Item 10.9: Use of West Metro Recycling Centre by non-member council residents
- Item 16.2: Waste Delivery Agreement Update

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

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

**RESPONSIBLE OFFICER RECOMMENDATIONS**

**10.5.1 The minutes of the 20 November 2018 CEOAC meeting be confirmed as a true and correct record of the meeting.**
**10.5.2 The draft minutes of the 15 January 2019 CEOAC meeting be received.**

Moved: Cr Maurice Seconded: Cr Rodda

*Council amended the Responsible Officer Recommendation to reflect that Council is receiving the minutes rather than confirming them.*

Moved: Cr Maurice Seconded: Cr Rodda

**RESOLUTION**

**10.5.1 The confirmed minutes of the 20 November 2018 CEOAC meeting be received.**
**10.5.2 The unconfirmed minutes of the 15 January 2019 CEOAC meeting be received.**

CARRIED 4/0

# 10.6 COUNCIL DELEGATIONS REVIEW

| | |
|---|---|
| **Responsible Officer:** | **Chief Executive Officer** |
| **Date:** | **28 December 2018** |
| **Attachments:** | **10.6A WMRC Delegations Register - Current** |
| | **10.6B WMRC Delegations Register reviewed** |
| | **10.6C WMRC Purchasing Authority Limits - Current** |
| | **10.6D WMRC Draft Expenditure Authority Limits** |

## 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 has been completed. A revised Delegations Register has been included as Attachment 10.6B to this report. In addition, the previous register is provided at Attachment 10.6A, details of changes made will be provided verbally at the meeting.

## DETAIL

In accordance with Section 5.46 of the Local Government Act 1995, a review of the Delegations Register has been completed. The review included cross-checking of Delegations Registers of a number of metropolitan local governments; and identified that new delegations should be adopted in relation to:

- Execution of Documents; and
- Disposing of Property

The proposed delegation to the Execution of Documents and Disposing of Property are commonly made by Local Governments. That relating to the Execution of Documents is supported by a new WMRC Policy 32 – Execution of Documents which is included for Council's review and adoption at Agenda item 10.7D.

Delegation 3 (Authorisation of Expenditure from Municipal and Trust Funds) of the Delegations Register refers to the positions detailed in the Expenditure Authority Limits form. This was last reviewed in 2016 (see Attachment 10.6C). An updated Draft Expenditure Authority Limits is attached for adoption at 10.6D

## 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 2016.

## CONSULTATION

Comparisons of the WMRC Declarations Register were made with those of a number of other WA metropolitan local governments.

## REPORT IMPLICATIONS

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

## COMMENTS

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

## VOTING REQUIREMENT

Absolute Majority.

**RESPONSIBLE OFFICER RECOMMENDATION**

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

**10.6.2 That the Expenditure Authority Limits as at Attachment 10.6D be adopted.**

Moved: Cr Maurice Seconded: Cr Hohnen

*Council amended the Responsible Officer Recommendation to approve lower expenditure authority limits for managers.*

**RESOLUTION**

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

**10.6.2 That the Expenditure Authority Limits as at Attachment 10.6D be adopted subject to amending the Manager expenditure limits to $35,000 rather than $50,000.**

Moved: Cr Maurice Seconded: Cr Hohnen

CARRIED 4/0

# 10.7 COUNCIL POLICY REVIEW

**Responsible Officer:** **Chief Executive Officer**

**Date:** **29 January 2019**

**Attachments:** **10.7A Policy 15 - Injury Management**

**10.7B Policy 23 – Disability Access and Inclusion**

**10.7C Policy 25 – Training and Development**

**10.7D Policy 32 – Execution of Documents and Use of Common Seal**

## SUMMARY

This report seeks Council approval for reviews and changes to a number of WMRC Council policies and the approval of a new Policy 32 Execution of Documents and Use of Common Seal.

## BACKGROUND

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

Three policies are presented for review and approval in this item. One new policy, Policy 32 – Execution of Documents and Use of Common Seal, is presented for approval. Some remaining policies will be presented for review in April 2019.

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

## DETAIL

A new Council Policy 32 – Execution of Documents and Use of Common Seal has been drawn up to provide guidance on the appropriate method of execution of documents and use of the common seal and to establish procedures for:

a) affixing the common seal of the WMRC; and

b) determining whether a document is executed by way of common seal or signed by an authorised employee.

The new Policy 32 is designed to complement a new Council Delegation covering the execution of documents presented for approval as part of a review of the WMRC Delegations Register presented at Agenda Item 10.6.

Attachments 10.7A, 10.7B and 10.7C present the proposed new versions of Council Policies 15, 23 and 25. The new Policy 32 – Execution of Council Documents and Use of Common Seal is at Attachment 10.7D.

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 this meeting. 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. A model Standing Orders Local Law is available from WALGA.

The process of adopting a local law will take several months, but can be streamlined by keeping the proposed local law in alignment with the WALGA model local law. Accordingly, a recommendation is included that the CEO be approved to prepare a draft Standing Orders local law, based on the WALGA model Local Law, for consideration by Council at a future meeting.

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

| Policy Reviewed | Summary of Changes Made |
|---|---|
| Policy 15 – Injury Management | No changes to policy. Attachment has been updated to current version. |
| Policy 23 – Disability Access and Inclusion | Objectives and policy changed to reflect the content of the new *WMRC Disability Access and Inclusion Plan 2018 – 2023* |
| Policy 25 – Training and Development | Wording of objectives improved and specific reference made to safety-related training |
| Policy 32 – Execution of Documents and Use of Common Seal | Procedures established for use of the WMRC Common Seal and authority specified for the signing of documents by authorised employees. |

## STATUTORY ENVIRONMENT

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

## CONSULTATION

Nil

## REPORT IMPLICATIONS

**Policy Implications**

Refer to Detail section above

**Financial Implications**

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Maurice

**RESOLUTION**

**Council:**

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

**10.7.2 Council endorse the amendments to Council Policy 15 – Injury Management**

**10.7.3 Council endorse the amendments to Council Policy 23 – Disability Access and Inclusion.**

**10.7.4 Council endorse the amendments to Council Policy 25 – Training and Development.**

**10.7.5 Council approve Council Policy 32 – Execution of Documents and Use of Council Seal.**

CARRIED 4/0

# 10.8 PRE BOOKED VERGE WASTE COLLECTION SYSTEM

**Responsible Officer:** **WMRC Project Officer**

**Date:** **7 February 2019**

**Attachment:** **10.8A - Indicative Project Schedule**

## SUMMARY

The CEOAC meeting on Tuesday 15 January endorsed the concept of an opt in Pre Booked Verge Waste Collection Service for WMRC Member Councils. Following on from this endorsement, the WMRC is investigating the development of a Pre Booked Verge Waste Collection Service that would be available to Member Councils on an opt in basis from the time that their existing verge waste collection service contracts expire (or such other time as they choose).

## BACKGROUND

The WMRC has explored superficially similar systems in the past:

1. A draft business case for the provision of kerbside and verge waste services across the WMRC was presented at the August 2011 WMRC OCM.
2. The WMRC on 4 August 2011 resolved as follows:
    - **That Council accepts the 'Draft Business Case for Regional Waste Management', presented as an attachment to this report.**
    - **That Council endorses the WMRC Administration to seek Expressions of Interest for:**
        - **Regional kerbside waste collections**
        - **Kerbside recyclables processing**
        - **On demand bulk waste collection services**
    - **That each member Council and the City of Nedlands be requested to vote on participation in a regional waste service before August 2012.**
3. An EOI was issued for the provision of verge waste services on an on-call basis, with 6 responses received and assessed;
4. A report was presented to the WMRC OCM on 4 April 2012, recommending WMRC not accept any EOI respondents as an acceptable tender. Council subsequently resolved the following:
    - **Council does not accept any submissions received for Expression of Interest 01-2012 (Regional Bulk Waste Service) as an acceptable tenderer.**
    - **Council confirm that skip bins are not a suitable bulk waste collection option for the region.**

There have been other initiatives in relation to the provision of regional services, including a waste and recycling tender process conducted in 1998.

## DETAIL

At the suggestion of a number of officers of Member Councils in late 2018, WMRC commenced the research and development of a Pre Booked Verge Waste Collection Service, not utilising skip bins,

which could be available to all Member Councils. The Pre Booked Verge Waste Collection Service is the standard that is recommended by WALGA, and has recently been adopted by the City of Swan.

The model that has been in place in recent years across most of Perth has been the scheduled verge waste collection system, where all ratepayers from respective Local Government Authorities, are provided with the opportunity to place their bulk waste on the verge for collection at a time scheduled by Council. An alternative Pre Booked Verge Waste Collection Service, based on the use of skip bins, has been adopted by approximately five Local Governments across Perth. The model being promoted by the WMRC is consistent with that utilised across the majority of Local Government Authorities throughout Australia. Experience demonstrates the on-call nature of the service acts to reduce the volume of waste to be collected and increase the level of diversion of waste from landfill.

While various other metropolitan LGAs have adopted pre booked verge waste collection systems, utilising skip bins, this system is problematic for several of our Member Councils and this project proposes instead the use of Rear Loading collection vehicles, as is the case with existing services. The proposed system is consistent with the WALGA *Better Practice Vergeside Collection Guidelines*, published in 2015.

The major change to residents will not be in the type of service provided, but in the timing (and pre booked nature) of the service.

The major change for Councils will be in the external management (by WMRC) of the service, and in the anticipated improvements to diversion and cost savings.

The concept plan for the project includes:

- WMRC develops a project plan and project proposal for a pre booked verge waste collection contract. See Attachment 10.8A for an Indicative Project Schedule.
- The project rolls-out under the direction of a Project Control Group (PCG) including officer representatives of Member Councils.
- WMRC develops tender documentation, calls for tenders and assesses tender responses, in conjunction with Member Councils.
- WMRC awards a contract, which would be available for Member Councils on an opt-in basis, with services available three months after opt-in. Alternatively, Member Councils are free to retain their current services.
- WMRC manages communications and education as part of the project roll out.
- The service is booked by residents, nominating a designated day and material type/s for collection.
- Residents place their waste out for collection on the designated day.
- Waste materials are segregated to maximise the diversion of waste from landfill.
- WMRC manages the contract on behalf of participating Member Councils, including monitoring contractor performance; monitoring customer satisfaction; and providing performance reports.

### Reasons for considering a regional service in the current day

There is a range of differences between this project and previous verge waste collection projects that the WMRC has led, including the following:

- Increases in both landfill disposal charges and landfill levies have resulted in processing and diversion activities becoming more cost effective;
- There is now a significantly greater level of capacity in the waste processing and recovery arena, as it relates to bulk waste collected from verge waste services, with a number of commercially operated facilities being licensed within recent years,
- The waste collection sector is now more competitive, with Solo Resource Recovery and JJ Richards having entered the market since 2012, along with Remondis increasing their level of activity. This increase in competition, for a given municipal market size, has driven down prices in the municipal waste market;
- Verge waste collection services were previously non-core business for the larger waste management companies. However, this has changed, given the increased level of competition in the WA municipal waste market;
- Various industry working groups and WALGA have drawn attention to verge waste collections as a system that can be improved;
- To some extent, the state government's increased focus on diversion of waste, e.g. with the release of the WA Waste Strategy in March 2012, which established diversion targets for the local government sector, has driven change in relation to municipal verge waste services. A revised Waste Strategy is due to be released in early 2019;
- While responses to the EOI in 2012 provided for the recycling of the greenwaste, they did not offer much in the way of diversion of bulk general waste. Current suppliers are reportedly achieving around 100% of greenwaste and up to 80% diversion of bulk general waste.
- The WMRC is better equipped to provide efficient and effective awareness and education services.

**Communications and public interface issues**

Experience at the City of Swan has indicated that a convenient user interface is critical to the success of the project. The WMRC website will be the primary route to this interface which we expect to be provided by the successful contractor (but may be provided by the WMRC). Residents will also be able to book over the phone or through their member council offices.

There will be a multi-channel promotion in the months prior to the service introduction including in newsletters, websites, posters/flyers, local print media and on social media. According to best practice, this promotion will initially focus on the benefits of the service (e.g. amenity, convenience, diversion, cost savings, security, and public safety). This will be augmented by specific details on practical aspects of the service as the introduction date nears.

Community education on the use of the service will continue once it is introduced; this will be ongoing and in response to any specific common issues as they arise. Given the expected high level of community interest, we expect to be able to communicate progress to the community on a regular basis as the contract proceeds.

## CONSULTATION

WMRC officers have consulted with a range of stakeholders, including the following:

- Technical Officers in each of the Member Councils;
- Incumbent Verge Waste Collection service providers, contracted to each of the Member Councils, as well as other waste management organisations, including Cleanaway and

Suez, that could be considered as likely to respond to an RFT for the provision of a *Pre Booked Verge Waste Collection Service;*
- The WA Local Government Association;
- The City of Swan, who implemented a similar system on 1 July 2018; and
- Participants in the CEOAC, held on 15 January 2019.

## REPORT IMPLICATIONS

**Policy Implications**

Such a system will have implications under Policy 24 – Occupational Safety and Health and Policy 26 – Contractor Management.

**Financial Implications**

Resources that are being applied to this project are primarily staffing, with very minor costs for the advertisement of requests for tender.

A draft financial model for the system has been developed, based upon indicative, non-binding cost data provided by private contractors who have indicated an interest in responding to an RFT, in the event that the WMRC go to market. At this stage, WMRC personnel anticipate that outputs from the financial model will be provided verbally at the February meeting.

**Strategic Implications**

The development of a Pre Booked Verge Waste Collection Service is consistent with the interim Strategic Plan, which was outlined at the September CEOAC and November WMRC Council meetings in late 2018.

## COMMENTS

Governance of the project will rest with the Project Control Group, which the CEOAC recommended be formed. The PCG would comprise Member Councils Technical Officers and the WMRC Manager Operations and Project Officer.

## VOTING REQUIREMENT

Simple majority

### RESPONSIBLE OFFICER'S RECOMMENDATIONS

**10.8.1 Council endorse the plan for a Pre Booked Verge Waste Collection Service.**

**10.8.2 A Project Control Group be formed to guide the investigation and development of the project.**

**10.8.3 Council be kept informed as the project proceeds.**

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**10.8.1 Council endorse the development of plan for a Pre Booked Verge Waste Collection Service.**

**10.8.2 A Project Control Group be formed to guide the investigation and development of the project.**

**10.8.3 Council be kept informed as the project proceeds.**

CARRIED 4/0

*Cr Rodda left the room at 8:08pm and returned at 8:10pm*

*Cr Maurice left the room at 8:10pm and returned at 8:11pm*

# 10.9 RESIDENT RECYCLING CENTRE PASS

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

**Date:** **31 January 2019**

**Attachment:** **10.9A Flyer: Residential services at the West Metro Recycling Centre**

## SUMMARY

A proposal for future investigations into the introduction of a resident recycling centre pass (the Pass) both to limit use of the recycling centre by residents of non-contributing councils and to facilitate its use by member council residents.

## BACKGROUND

Currently waste and recycling services provided to customers at the West Metro Recycling Centre (see Attachment 10.9A) are being used to a substantial extent by residents of a number of non-member Councils, primarily City of Nedlands and Town of Cambridge residents. The City of Nedlands has resolved not to support our request for a contribution to the costs of providing these services; a request for financial contribution is with the Town of Cambridge.

A Pass is a suggested approach to increase the alignment between those who pay for the services at the Recycling Centre and those who use them. It would be provided free to all persons who are residents of member councils or other councils who contribute to the cost of providing the services. Presentation of the Pass would be required before customers can access most free services.

CEOAC has endorsed this concept and recommended that the City of Nedlands and Town of Cambridge be informed of the cost implications to their residents of this change prior to finalisation.

## DETAIL

Based on visitor survey data collected over the last 8 months, around 20% of resident visits to the West Metro Recycling Centre are by residents of each of Nedlands and Cambridge. At its Ordinary Council Meeting of 18 December the City of Nedlands resolved to "*not support the Western Metropolitan Regional Council's request for a contribution to Resource Recovery and Waste Education service"*. The WMRC CEO has also written to the Town of Cambridge with a request for a contribution to the costs of services provided to its residents at the West Metro Recycling Centre.

The Pass would be required to be shown on entry at the Recycling Centre. It would be provided free of charge to all member council households and potentially to any contributing council households. It would entitle the holder to dispose of specified waste streams including cardboard, scrap metal, fabric, waste oil, household paper, household plastics, and so on. Several waste streams (mattresses, asbestos, tyres) currently attract a fee for disposal; a fee would be retained, but could be discounted for pass holders.

There are some material streams collected at the Recycling Centre for which external bodies provide significant resources subject to the provision of free drop-off facilities for residents. These are the NTCRS, a federally funded scheme for processing computer accessories, TV and

computer screens and the like; and Household Hazardous Waste funded from the WARR account administered by DWER and WALGA. Costs incurred in collecting and safely storing these materials are covered by the WMRC. These streams would not be included in the Pass.

Modelling on a cost recovery basis suggests that providing the Pass at around $6 per household to Nedlands and Cambridge would be appropriate should they choose to participate. Alternatively, a charge of around $2,000 per 100 Passes could be offered to these councils. Access to the Recycling Centre services for customers who do not fall into any of these categories could be through purchase of an individual limited visit Pass at the gates.

The Pass could also be extended in future to simplify the current Tip Pass system for bulk and green waste. Currently each member council has different fees or arrangements for residents to obtain bulk and/or green waste Tip Passes. Many resident callers to the Recycling Hotline are unaware of Tip Passes, whether they are subsidized or how to obtain them. Tip Pass usage levels are generally low, but show high variation between councils.

## STATUTORY ENVIRONMENT

Waste Avoidance and Resource Recovery Act 2007
Product Stewardship Act 2011 (NTCRS)

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

WMRC Policy 6: Tip Passes. This policy would need to be changed were the scheme to be extended to include bulk and/or green waste passes

### Financial Implications

Full financial modelling of the effect of these changes would be undertaken as part of further investigations.

### Strategic Implications

This change will contribute to the following key strategies in the Strategic Community Plan 2013-2023.

1. Achieve a comprehensive cost effective waste management service across the region.
2. Increase the number of Councils, businesses and people using our services
3. Reduce waste to landfill.

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**10.9.1 The City of Nedlands and Town of Cambridge be advised of the potential cost implications for non-member council residents of the introduction of a West Metro Recycling Centre Pass, and given an opportunity to respond before such a Pass is finalised.**

**10.9.2 Provision for further investigations into the fee structure, promotion and distribution plan, and relevant procedures for the West Metro Recycling Centre Pass be made as part of the 2019/20 budget process.**

**10.9.3 Consideration be given to introducing an increased fee in the 2019/20 budget fees and charges for provision of Tip Passes to residents of councils other than member councils.**

CARRIED 4/0

# 10.10 EVALUATION OF COMMUNITY WASTE EDUCATION

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

**Date:** **25 January 2019**

**Attachment:** **10.10A Summary findings**

## SUMMARY

Summary of results from an extensive, DWER-funded survey of residents' waste management and minimization behaviours, the effectiveness of current education initiatives and suggestions for changes. The research has produced rich new data upon which to base future community waste education activities building on a much-loved course.

## BACKGROUND

The WMRC were successful in obtaining $75,005 funding from DWER through the CIE grants program to evaluate and amplify community waste education. Painted Dog Research were awarded a contract to carry out the evaluation stage of the project. Every household in the area (22,700) was invited through a letterbox drop to take part in the online survey and respondents were given the opportunity to partake in an online forum. Those on the WMRC Earth Carers database (1,265) were also invited to participate. This is the first time such a survey has been undertaken.

## DETAIL

The survey and online forum took place during November and December 2018. A very high participation rate in the online survey (1431 people) means that there is a high degree of confidence in the results. Main findings are summarized below and in Attachment 10.10A:

Household waste management is a prominent issue in the community – respondents indicated a very high level of interest in waste management and minimisation.

Although most in the community want to manage their waste responsibly, they also feel that minimising waste is not easy

The Earth Carers Course has had a significant impact both on the behaviours of the participants and on the large number of associates to whom they have recommended it.

Varying the format will widen the appeal of the Earth Carers course making it more accessible to a wider demographic. The prime indicators are that shortening the time commitment by making the sections modular and providing an online component are most likely to have an impact.

The suggested way forward includes adding an online learning component, presenting stand-alone modules on the basics and on specific areas and continuing to stay in regular contact with those who have completed the training.

## 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 however this project is funded by the State Government (WARR Account through DWER CIE Grant funding)

**Strategic Implications**

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

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

Activities contribute to:

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

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

3 “Reduce waste to landfill”.

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Maurice

**RESOLUTION**

**10.10.1 The Manager Communications and Education use this information in adapting the Earth Carers program and as a basis for a plan of community waste education activities for 2019/20.**

CARRIED 4/0

# 10.11 MID YEAR FINANCIAL REVIEW

**Responsible Officer:** **Chief Executive Officer**

**Date:** **31 January 2019**

**Attachment:** **10.11A Budget 2018-2019 Review**

## SUMMARY

This item presents the findings of the Mid-Year Budget Review.

## BACKGROUND

The revised 2018-19 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 2018-19 budget has been completed. With the exception of the budget for expenses associated with the legal dispute with DiCOM, the review demonstrates that the WMRC has been operating closely to its approved 2018-19 budget as shown in the following table.

**Table 1:**

| WMRC Summary | 6 month YTD Budget | 6 month YTD Actual | Original Budget | Revised Budget | Variance |
|---|---|---|---|---|---|
| Total Revenue | $2,637,497 | $2,516,690 | $5,274,993 | $5,245,559 | -$29,434 |
| **Expenses** | | | | | |
| Administration | $739,280 | $1,085,070 | $1,478,560 | $1,984,806 | -$505,246 |
| Operations | $2,054,270 | $1,872,932 | $4,108,539 | $4,054,613 | $53,925 |
| Communications & Ed | $124,319 | $165,987 | $248,638 | $276,268 | -$27,630 |
| Communications Projects | | | | $649 | $10,351 |
| Governance | $21,280 | $20,685 | $42,560 | $42,000 | $560 |
| | | | | | |
| **Total** | $2,939,149 | $3,144,675 | $5,878,297 | $6,358,337 | -$469,040 |
| | | | | | |
| **Net Position** | **-$301,652** | **-$627,985** | **-$603,304** | **-$1,112,778** | **-$509,474** |

### Revenue

A $30k revenue shortfall is compared to budget is expected. Such a 30 June 2019 outturn would represent a variation to budget of less than one percent.

### Expense

Expenses are expected to exceed budget by $469k. Most of the cost overrun is associated with an underestimate of legal expenses at the time of setting the original budget.

Note that no provision has been made in the budget review for receipts in respect of the order made for costs by the Supreme Court in August 2019, as the timing and quantum of receipt is not yet known.

**Fees and Charges**

Fees and charges are unchanged.

**Capital Expenditure**

Capital expenditure is increased from $37k to $94k.

**Reserves**

The projected budget shortfall of $1,112,778 will be met by drawing on WMRC Reserves, in accord with the Council resolution of 5 October 2017.

It is projected that the Reserve account balance following payment of all expected expenses for the 2018-19 year will be $1,536,884

## 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 or not 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 2017/18 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 2018-19 Budget provides for the following income and expenditure:

| | |
|---|---|
| Operating Revenue | $5.25m |
| Operating Expenditure | $6.36m |

Capital Expenditure $94.0k

**Strategic Implications**

The revised 2018-19 budget provides that adequate financial resources are available for the operation of WMRC for the balance of the 2018-19 financial year.

## COMMENTS

The revised 2018-19 budget more accurately reflects the scope and extent of the WMRC's current operational activity, particularly in respect of improving customer service; and a higher level of engagement with the community in respect of waste avoidance, effective recycling and access to the services of the West Metro Recycling Centre.

The effectiveness of the budget management in the first half of the 2018-19 financial year is demonstrated by the WMRC's ability to implement reforms and improvements that were unforeseen at the time the 2018-19 budget was originally set. These include:

- Reform of the WMRC funding model to one based on a fixed overhead and variable components (the model has considerably reduced the risk of revenue variability which previously depended entirely on waste throughput).
- Rebranding of the WMRC with new logo and tagline.
- Redesign and reprint of all stationery, e-templates and signage.
- Design and install of vinyl wrap for the WMRC's new commercial vehicle.
- A single new look, mobile friendly website to replace the two old websites (the budget originally only provided funds to redesign the Earth Carers website).
- Development and approval of a new Disability Inclusion and Access Plan.
- Print media advertising and promotion of the West Metro Recycling Centre.
- Development of a full suite of consistent communications promotional material.
- Replacement of IT equipment, projector and printer.
- Repair, preventative maintenance, and breakdown-proofing the IT network and communications system.

## VOTING REQUIREMENT

Absolute majority.

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**10.11.1 Council adopt the Revised 2018/19 Budget.**

**10.11.2 In accordance with Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC's 2018/19 Revised Budget be submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of its adoption by Council.**

CARRIED 4/0

# 11 INFORMATION BULLETINS

## 11.1 COMMUNICATIONS AND EDUCATION REPORT

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

**Date:** **25 January 2019**

**Attachment:** **Nil**

### 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.

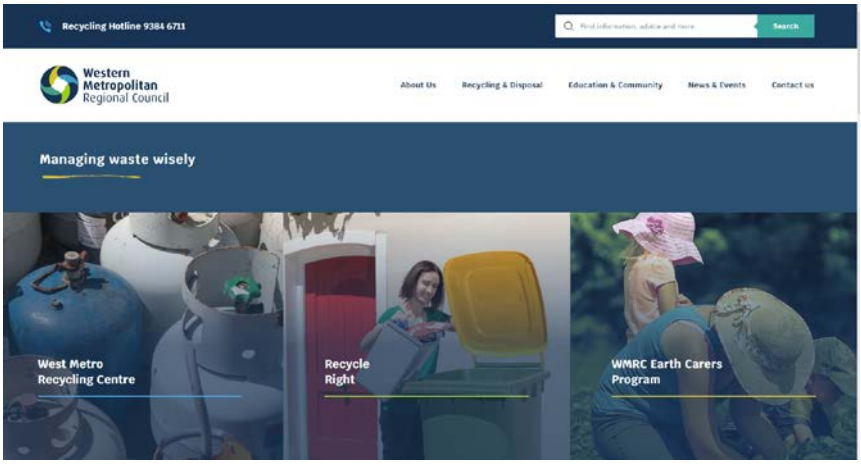
**Contents include:**

1. **Launch of new WMRC website**
2. **Battery program – annual results and program upgrade**
3. **Support for Member Council events**
4. **Recycling Hotline**
5. **Media Content**

### DETAIL

**Launch of new WMRC website**

This new website replaces both the old www.wmrc.wa.gov.au and www.earthcarers.org.au and has a fresh and modern uncluttered look. It is mobile-compatible and is designed to meet accessibility requirements. The team is in the process of ensuring that all member council links to the site's sub-pages are operational and is continuing to upload information sheets as they become available.

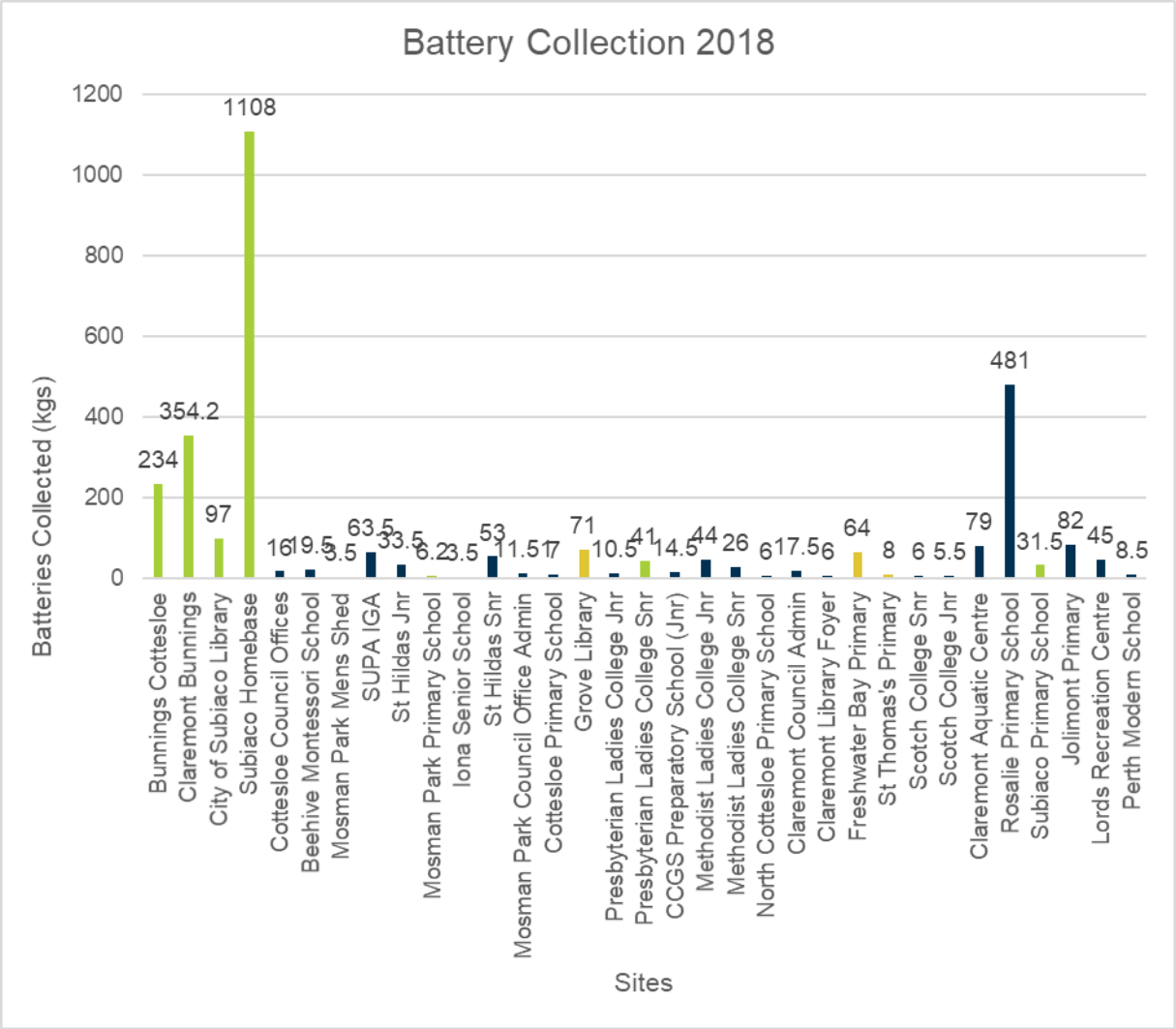



Landing page of new website

**Battery program – annual results and program upgrade**

Once again, the battery collection program showed that the majority of household batteries are collected through the recycling centres located outside shops rather than in community or administrative buildings. Schools varied hugely in their collection rates with primary schools generally performing better than secondary schools and Rosalie Primary school once again collecting many more batteries than other schools; over five times the quantity of the next best school. The total battery collection across all collection points is down by some 15% since the 2017 calendar year.

Investigations into an upgrade of this program are ongoing. An upgrade is required on grounds of risk, brand and new battery technologies. This will require some funds to be spent on our current collection infrastructure.




Battery collection totals by calendar year. Recycle stations – green, schools – blue, others - yellow

**Support for Member Council Events**

Our loan items (water stations, wash up stations, bin toppers) were loaned to Member Council and community events in Claremont, Cottesloe and Subiaco over the period.

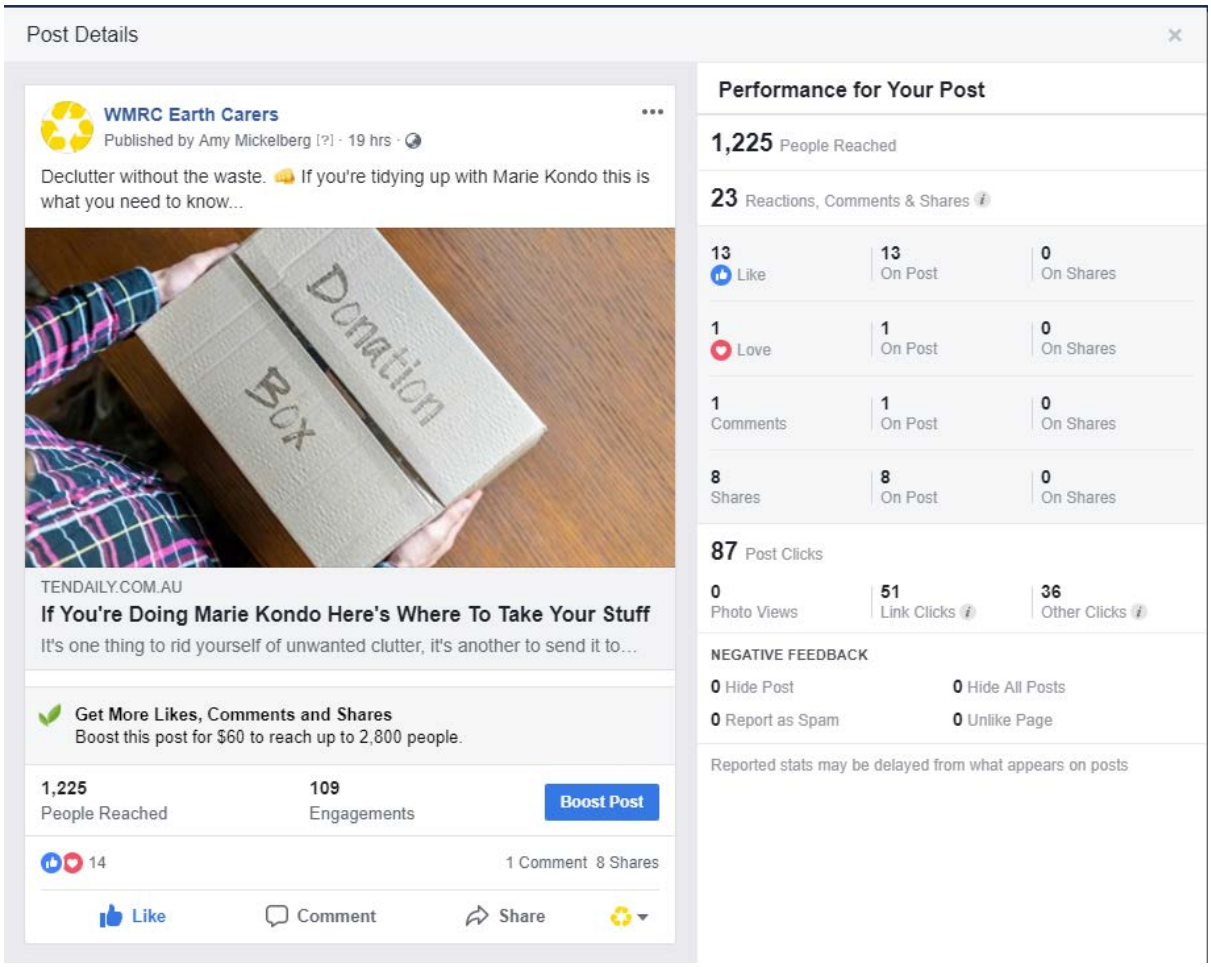
**Recycling Hotline**

Calls to the Hotline continue with a wide range of queries. At least 60% are from our member council residents. Many callers are asking about what items they can take to the West Metro Recycling Centre, whether there are fees applicable and how to deal with specific other problematic items.

**Media Content**

*Social Media*

The WMRC Earth Carers Facebook page had a reach of 2,414 in January to date and the number of page likes continues to grow. The highest rating post is featured below:




*Print media*

The following relevant articles appeared in the Post Newspaper

# Neds tight on waste services

**Nedlands councillors have refused to help pay for waste services at Shenton Park's West Metro Recycling Centre, used by the council's residents.**

At a committee meeting last week, every councillor present except Ben Hodsdon voted to reject the Western Metropolitan Regional Council's (WMRC) request for $87,000 a year.

Nedlands is not a member of the five-council WMRC, which operates the recycling centre in Brockway Road.

In a letter to the council, WMRC chief executive Stefan Frodsham asked for $87,000 to help pay for waste disposal and education programs run by his organisation.

"Nedlands residents make up 20% of customers using the community recycling and household hazardous waste services at the [recycling centre]," Mr Frodsham said after the meeting.

"With the cost of recycling, waste treatment and disposal services increasing, it's never been more important for councils to co-operate in improving the way we manage and minimise household waste."

He said Cambridge council, also not a member of the WMRC, accounted for a further 20% of the recycling centre's patronage.

"We've had discussions at officer level with Cambridge, but decided on waiting on feedback from our proposal to Nedlands before writing," he said.

Despite the emphatic knockback, Mr Frodsham said he remained hopeful that councillors would change their minds before they make a final decision at their full council meeting on December 18.

WMRC staff had raised the prospect of restricting Nedlands residents' access to the recycling centre in a report earlier this year, but Mr Frodsham ruled that out in September.

In their report to the council, staff said the WMRC received a state government subsidy for hazardous waste that required it to accept it from Nedlands residents.

18 December

Page 20 – POST, December 22, 2018

# Don't waste your waste

By DAVID COHEN

**Amy Warne can solve your Christmas waste problems.**

"If you receive a new electronic device under the Christmas tree, don't forget you can drop off your old e-waste at the West Metro Recycling Centre," she said.

Amy is the community and education officer at the Western Metropolitan Regional Council and said the centre would be in business during the festive season.

"The West Metro Recycling Centre will be open every day excluding Christmas Day and New Year's Day and provides a free drop-off recycling service for domestic customers for items which don't fit in their kerbside recycling bins," Amy said.

"The centre will accept domestic recyclables for free so that your kerbside recycle bin doesn't overflow this festive season."

The West Metro Recycling Centre is on the corner of Brockway Road and Lemnos Street, Shenton Park, and can be called via its recycling hotline: 9384 6711.

It processed more than 31,000 tonnes of waste and recyclables last financial year.

The WMRC runs the centre and is supported by Subiaco, Claremont, Mosman Park, Cottesloe, and Peppermint Grove councils.

Amy also had waste-reduction tips for those who have left their Christmas shopping until the last minute.

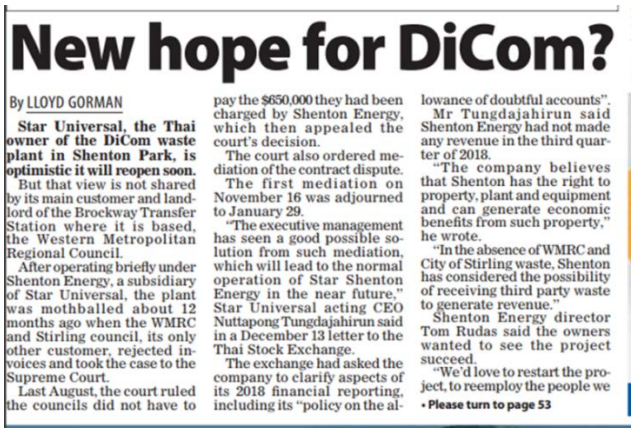
"Celebrate without food waste by buying only what you need and having some creative left-over recipes handy for any excess food that might not get eaten on the day," she said.

"Use fabric or reusable gift bags to wrap presents and give home-made gifts or buy second hand."



***She's got drive ...*** *Amy Warne has waste-reduction tips for those who have left their Christmas shopping until the last minute.*

22 December



# New hope for DiCom?

By LLOYD GORMAN

**Star Universal, the Thai owner of the DiCom waste plant in Shenton Park, is optimistic it will reopen soon.**

But that view is not shared by its main customer and landlord of the Brockway Transfer Station where it is based, the Western Metropolitan Regional Council.

After operating briefly under Shenton Energy, a subsidiary of Star Universal, the plant was mothballed about 12 months ago when the WMRC and Stirling council, its only other customer, rejected invoices and took the case to the Supreme Court.

Last August, the court ruled the councils did not have to pay the $650,000 they had been charged by Shenton Energy, which then appealed the court's decision.

The court also ordered mediation of the contract dispute.

The first mediation on November 16 was adjourned to January 29.

"The executive management has seen a good possible solution from such mediation, which will lead to the normal operation of Star Shenton Energy in the near future," Star Universal acting CEO Nuttapong Tungdajahirun said in a December 13 letter to the Thai Stock Exchange.

The exchange had asked the company to clarify aspects of its 2018 financial reporting, including its "policy on the allowance of doubtful accounts".

Mr Tungdajahirun said Shenton Energy had not made any revenue in the third quarter of 2018.

"The company believes that Shenton has the right to property, plant and equipment and can generate economic benefits from such property," he wrote.

"In the absence of WMRC and City of Stirling waste, Shenton has considered the possibility of receiving third party waste to generate revenue."

Shenton Energy director Tom Rudas said the owners wanted to see the project succeed.

"We'd love to restart the project, to reemploy the people we

• Please turn to page 53

# New hope for DiCom?

• From page 3

had to let go, and to work in a constructive way with the councils," Mr Rudas said.

WMRC CEO Stefan Frodsham said the matters raised in the mediation could not be disclosed.

"However, I can say that the WMRC does not agree with the comments made by Star Universal Networks in their response to the stock exchange and has raised those issues with DiCom's legal advisers," Mr Frodsham said.

"As matters stand, the WMRC does not consider that there is any meaningful prospect of the 2007 waste supply agreement between the WMRC and DiCom being brought back to life."

He said the Supreme Court's August decision meant the waste supply agreement between the WMRC and DiCom legally could not continue.

"The WMRC has no liability to DiCom for invoices rendered by DiCom purportedly pursuant to the waste supply agreement," Mr Frodsham said.

"DiCom is liable to pay the WMRC's legal costs of the trial, which are yet to be assessed by the court.

"That will remain the position, unless DiCom's appeal is successful."

He said the appeal was likely to be heard in the first half of this year, but the WMRC's advice was that it would be dismissed.

"The WMRC is exploring options for processing waste following final resolution of the position with DiCom," he said.

Star Universal paid $8million for a 60% interest in DiCom in August 2017, partnering with another Thai operator SBANG Sustainable Energies.

Three months after they took over and four years after it was originally expected to begin, DiCom started accepting local rubbish trucks *(DiCom operating at last,* POST, November 25, 2017).

But the trucks stopped in early 2018 and the plant shut soon after.

DiCom was designed to convert household waste into recyclables, compost and renewable energy and reduce landfill.

Previous owners and operators – some of whom went into administration – spent about $165million developing and building the plant.

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12 January

POST, January 19, 2019 – Page 9

# Rubbish unites suburbs

**Rubbish collection has brought Claremont, Mosman Park and Peppermint Grove councils closer together.**

They have united in a waste tender to Suez.

Suez already services the three councils under contracts that have different start dates.

The contracts will now finish at the same time in 2025, with options to extend.

The new contracts include alternative waste disposal options for general waste, possible third bins, the disposal of garden and/or organic waste, and allowances for a future container deposit scheme.

Mosman Park mayor Brett Pollock said it was the first step to a more consistent approach to waste management, including bulk waste, which was something all three councils could do better.

"It highlights the willingness of the councils' respective administrations to work together and share their expertise to secure the best value and service for our communities," Mr Pollock said.

The united approach means Suez has passed on a reduced bin-lift rate and expanded kerbside service options that the councils can commission independently or jointly.

The three councils are considering a similar joint approach to bulk waste services because existing arrangements expire or are due to expire

19 January

# Talking up waste war

**Serve Food – Not Litter is the motto of a hospitality forum being held in Cottesloe next month.**

The Western Metropolitan Regional Council's (WMRC) event is aimed at helping everyone from fast-food providers to fine dining exponents minimise waste and litter.

WMRC CEO Stefan Frodsham said local establishments that had already minimised disposable packaging would speak at the forum.

"The forum will present a great opportunity for local businesses to hear from successful retailers and other organisations on how to target litter and create waste-free opportunities," he said.

"Recent research suggests that Cottesloe businesses are making progress in this arena.

"Of the 24 Cottesloe establishments surveyed last month, more than 75% no longer offer plastic straws and nearly half provide discounts for bringing reusable cups.

"Cottesloe's enviable waterfront location means it is very aware of the dangers that litter items such as plastic straws, takeaway beverage containers and disposable packaging have on our marine environment."

*A taste for less waste ... Daniel Grosso wants to get more cafes and restaurants using his recyclable cups and cutlery.* **Photo: Billie Fairclough**

Guest speakers at the forum include Daniel Grosso, owner of reusable cup and crockery hire service Go2Cup; Darryl Naidu, owner of New Normal Bar + Kitchen in Subiaco and winner of the Commercial and Industry Waste Champion Award at the 2018 WA Waste Authority Infinity Awards; and Benn Rayner from Antz Inya Pants, whose Victoria Park cafe was the first to be disposable cup free in Australia and has saved more than 200,000 disposable cups from landfill since opening in 2016.

The free forum is at 5.30pm on Monday, February 18, in the Cottesloe Civic Centre's lesser hall. Registrations are essential.

For more information or to register, contact the WMRC community and education team on 9384 4003 or visit www.wmrc.wa.gov.au.

The WMRC is supported by Subiaco, Claremont, Mosman Park, Cottesloe and Peppermint Grove councils.

25 January

*Advertisements*

Western Metropolitan Regional Council

*Managing waste wisely*

**2019 Meeting Dates**

The WMRC 2019 Ordinary Council Meeting Dates are as follows:

| | |
|---|---|
| 7 February 2019 | Town of Cottesloe |
| 4 April 2019 | Shire of Peppermint Grove |
| 6 June 2019 | City of Subiaco |
| 1 August 2019 | Town of Mosman Park |
| 3 October 2019 | Town of Claremont |
| 5 December 2019 | Town of Cottesloe |

All meetings are open to the public and begin at 5.30pm.

**2017/18 Annual Report**

The WMRC 2017/18 Annual Report is available at our website www.wmrc.wa.gov.au or call 9384 4003 and a copy will be posted to you.

**Notice of change to Fees and Charges**

Some of the WMRC's Fees and Charges have been reduced. From 1 January 2019 the following will apply:

| Member Council Gate Fees | $/tonne |
|---|---|
| General Waste | 155 |
| Bulk Waste | 170 |
| Green Waste | 50 |

**For further information please check our website www.wmrc.wa.gov.au**

**Stefan Frodsham**
**Chief Executive Officer**

The WMRC is proudly supported by Town of Claremont, Town of Cottesloe, Town of Mosman Park, Shire of Peppermint Grove and City of Subiaco.

## STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

## CONSULTATION

Nil

## REPORT IMPLICATIONS

**Policy Implications**

Nil

**Financial Implications**

Communications and Education activities are provided for in the existing budget

**Strategic Implications**

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

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

Activities contribute to:

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

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

3 “Reduce waste to landfill”.

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr Hohnen

**RESOLUTION**

**11.1.1 The Communications and Education report to 25 January 2019 be noted.**

CARRIED 4/0

# 11.2 WASTE OPERATIONS PROGRESS REPORT FOR NOVEMBER/DECEMBER 2018

**Responsible Officer:** **Manager Operations**

**Date:** **19 January 2019**

**Attachment:** **11.2A – Waste Operations Charts**

## SUMMARY

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

## BACKGROUND

Nil

## DETAIL

### Waste Statistics

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

Commercial tonnages in the year to date are down very significantly from 2017-18. Green Waste tonnes are in line with this point in 17-18. Attachment 11.2A provides waste receivals data to 31 December 2018.

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

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

### Strategic Implications

Nil

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

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

CARRIED 4/0

# 11.3 WA CONTAINER DEPOSIT SCHEME UPDATE

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

**Date:** **29 January 2019**

**Attachment:** **11.3A WALGA presentation to CEOAC**

## SUMMARY

An update on implications of progress in the preparation of the WA Container Deposit Scheme

## BACKGROUND

The WA Container Deposit Scheme is expected to commence in March 2020. WMRC has been active in contribution to WALGA's Policy Forum and most recently provided feedback to DWER on the proposed customer service standards in December 2018 recommending that the Preferred Scheme Coordinator includes Local Government community waste drop-off infrastructure be included in considerations of Refund Point sites (see WMRC OCM December 2018 Item 15.2).

## DETAIL

Currently legislation is before parliament to introduce this scheme and a Scheme Coordinator is in the process of being selected by the State Government.

There are several points of interest to members of WMRC Council. The first is that the WAPC and the Department of Planning, Lands and Heritage have circulated a draft position statement to Local Government for feedback on the planning considerations for CDS infrastructure. Feedback deadline is 19 February.

Protocols for revenue sharing between MRFs and Local Governments is under discussion. In essence, this proposes a 50:50 share of net revenue from CDS eligible containers; however, experience in other states is that regular audits form an important part of the assurance required around this process.

Member Councils are reminded that a Waste Local law will become important as the CDS eligible containers in kerbside and public place bins gain a monetary value. The WALGA Model Local Law makes provision for CDS particularly in dealing with liability issues around removal of material from such bins.

WALGA is hosting an information forum for elected members and relevant officers on 13 February for further information on all the above points.

The WMRC proposes to develop a business case for council decision later this year to site a refund point at the West Metro Recycling Centre.

## STATUTORY ENVIRONMENT

Waste Avoidance and Resource Recovery Amendment (Container Deposit) Bill

## CONSULTATION

None

## REPORT IMPLICATIONS

**Policy Implications**

None yet

**Financial Implications**

None yet

**Strategic Implications**

This matter will contribute to the following key strategies in the Strategic Community Plan 2013-2023

4. Achieve a comprehensive cost effective waste management service across the region
5. Increase the number of Councils, businesses and people using our services
6. Reduce waste to landfill
7. Increase the knowledge and engage the local community to improve waste management

## COMMENTS

Any other matters of relevance

## VOTING REQUIREMENT

Simple or absolute majority

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**11.3.1 The Container Deposit Scheme Update report be noted.**

CARRIED 4/0

# 11.4 PROGRESS ON COUNCIL RESOLUTIONS

**Responsible Officer:** **Chief Executive Officer**

**Date:** **18 January 2019**

**Attachment:** **11.4 Progress on Council Resolutions**

## SUMMARY

A schedule showing progress on WMRC resolutions up to and including 18 January 2019 is presented in Attachment 11.4A. The schedule is extracted from the master schedule which has a record of all WMRC resolutions from 2007. Only uncompleted resolutions, or those only recently completed, are shown on the schedule as presented.

## BACKGROUND

In October 2007 Council decided that an information bulletin item tracking the progress of Council resolutions be presented at future meetings.

## DETAIL

Refer to Attachment 11.4A.

## STATUTORY ENVIRONMENT

Local Government Act 1995

## CONSULTATION

Nil

## REPORT IMPLICATIONS

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

## COMMENTS

Nil

**VOTING REQUIREMENT**

Simple majority

Moved: Cr Rodda Seconded: Cr Hohnen

**RESOLUTION**

**11.4.1 The information be received.**

CARRIED 4/0

MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

# 12 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

# 13 MEMBERS' QUESTIONS WITHOUT NOTICE

Nil

# 14 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

# 15 MATTERS BEHIND CLOSED DOORS

**Responsible Officer:** **Chief Executive Officer**

**Date:** **31 January 2019**

**Attachment:** **Confidential Items**

It is proposed that the following items 16.1, 16,2, 16.3 be considered in a closed session

**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 (Section 5.23(2) (e) not applicable to 16.2):**

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

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

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

**(i) a trade secret; or**

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

**(iii) information about the business, professional, commercial or financial affairs of a person,**

**where the trade secret or information is held by, or is about, a person other than the local government.**

*Note that Items 16.1 to 16.3 were considered out of sequence. Refer to page 10 of these minutes.*

## 16.1 DICOM CONFIDENTIAL PROGRESS REPORT

## 16.2 WASTE DELIVERY AGREEMENT

## 16.3 MID YEAR FINANCIAL REVIEW - SUPPLEMENT

# 17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

# 18 GENERAL BUSINESS

Nil

# 19 CLOSURE OF MEETING

**The Chairman thanked everyone for attending and the meeting closed at 8:37pm.**

**Next meeting: 4th April at Shire of Peppermint Grove.**

Attachment 10.2.1

Western Metropolitan Regional Council

*Managing waste wisely*

# Monthly Management Accounts

January 2019

(For internal circulation only – 205.9)

| | |
|---|---|
| **Authorised as final version:** | **S Frodsham** |
| **Date:** | |

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1. Financial Performance

**INCOME STATEMENT BY NATURE AND TYPE**

**For the month ended 31st January 2019**

| | MONTH TO DATE | | | | YEAR TO DATE | | | | Prior YTD Actual | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|---|---|
| | Actual $ | Budget $ | Variance $ | Variance % | Actual $ | Budget $ | Variance $ | Variance % | | |
| **Revenue from ordinary activities** | | | | | | | | | | |
| Fees and charges | 376,710 | 336,937 | 39,773 | 12% | 2,750,719 | 2,358,559 | 392,160 | 17% | 2,374,010 | 4,043,244 |
| Operating grants, subsidies and | 56,090 | 7,186 | 48,904 | 681% | 60,421 | 50,303 | 10,118 | 20% | 4,331 | 86,233 |
| Interest earnings | 4,592 | 4,850 | (258) | - | 34,629 | 33,950 | 679 | - | 30,037 | 58,200 |
| Other income | 54,189 | 7,105 | 47,084 | 663% | 67,369 | 52,150 | 15,219 | 29% | 13,180 | 85,263 |
| **Total revenue from ordinary activities** | **491,580** | **356,078** | **135,502** | | **2,913,138** | **2,494,962** | **418,176** | | **2,421,558** | **4,272,940** |
| **Expenses from ordinary activities** | | | | | | | | | | |
| Employee costs | (107,158) | (117,722) | 10,565 | - | (857,971) | (824,056) | (33,915) | - | (750,813) | (1,412,667) |
| Materials and contracts | (282,823) | (302,350) | 19,527 | - | (1,931,647) | (2,155,918) | 224,270 | -10% | (1,648,825) | (3,628,197) |
| Utility charges | 22 | (1,025) | 1,047 | -102% | (9,355) | (7,175) | (2,180) | 30% | (9,376) | (12,300) |
| Depreciation and amortisation | (16,839) | (16,776) | (63) | - | (115,722) | (117,433) | 1,711 | - | (98,883) | (201,314) |
| Insurance expenses | 0 | (4,861) | 4,861 | -100% | (58,823) | (34,024) | (24,798) | 73% | (58,823) | (58,327) |
| Other expenses | (78,350) | (92,374) | 14,023 | -15% | (510,410) | (646,615) | 136,205 | -21% | (432,060) | (1,108,482) |
| **Total expenses** | **(485,148)** | **(535,107)** | **49,959** | | **(3,483,928)** | **(3,785,221)** | **301,293** | | **(2,998,779)** | **(6,421,287)** |
| **Net Operating Position** | **6,432** | **(179,029)** | **185,461** | | **(570,790)** | **(1,290,258)** | **719,469** | | **(577,221)** | **(2,148,347)** |
| Non-operating grants, subsidies and contributions | 0 | 86,351 | (86,351) | -100% | 0 | 0 | 0 | - | 0 | 0 |
| Paid Parental Leave amounts | 0 | 2,158 | (2,158) | -100% | 25,897 | (15,106) | 41,003 | -271% | 25,897 | 25,896 |
| Profit/ (Loss) on sale of assets | 0 | 0 | 0 | - | (4,137) | (2,414) | (1,724) | 71% | (4,137) | 0 |
| Changes on Asset Revaluation | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Member Council contributions | 957,606 | 0 | 957,606 | - | 1,036,210 | 604,456 | 431,754 | 71% | 78,604 | 1,036,210 |
| **Change in net assets from operations** | **964,038** | **(92,678)** | **1,056,716** | | **461,283** | **(688,216)** | **1,149,499** | | **(502,755)** | **(1,112,137)** |

1.1 Income Statement (by Nature and Type)

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses classified according to nature and type, the following comments are made to provide an explanation of these variances.

## VARIANCES FOR THE MONTH

Fees and Charges
Fees and Charges are above budget this month due to slightly higher commercial and problematic tonnes.

Operating Grants, Subsidies and Contributions
Above budget due to receiving $56,090 in grants.

Other Income
Above budget due insurance reimbursements.

Insurance Expenses
Paid in full in July

Other Expenses
Under budget on legal expenses

## VARIANCES FOR THE YEAR TO DATE

Fees and Charges

Operating Grants
Above budget due to receiving grants

Other Income
Above budget mainly due to insurance reimbursements

Other Expenses
Are under budget mainly due to lower than expected legal fees

Note: The Reserve Fund transfers are no longer included in non-operating Grants and Subsidies as budgeted above. The movement is now recorded as a change in equity in the Statement of Financial Position.

## 1. Financial Performance (continued)

### 1.2 Income Statement (by Program)

**INCOME STATEMENT BY PROGRAM**

**For the month ended 31st January 2019**

| | MONTH TO DATE | | | | YEAR TO DATE | | | | Prior YTD Actual | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|---|---|
| | Actual $ | Budget $ | Variance $ | Variance % | Actual $ | Budget $ | Variance $ | Variance % | | |
| **Revenue from ordinary activities** | | | | | | | | | | |
| General Purpose Funding | 4,374 | 4,583 | (209) | - | 32,819 | 32,083 | 735 | - | 28,444 | 55,000 |
| Community amenities | 1,444,812 | 437,846 | 1,006,966 | 230% | 3,912,392 | 3,064,921 | 847,471 | 28% | 2,467,580 | 5,254,150 |
| **Total revenue from ordinary activities** | **1,449,186** | **442,429** | **1,006,757** | | **3,945,211** | **3,097,004** | **848,206** | | **2,496,024** | **5,309,150** |
| **Expenses from ordinary activities** | | | | | | | | | | |
| General Purpose Funding | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Governance | (150,330) | (146,761) | (17,461) | 12% | (1,131,798) | (872,771) | (108,697) | 12% | (981,468) | (2,100,987) |
| Community amenities | (334,818) | (344,805) | 26,608 | - | (2,352,129) | (2,140,977) | 123,666 | - | (2,017,311) | (4,377,655) |
| **Total expenses** | **(485,148)** | **(491,566)** | **9,146** | | **(3,483,928)** | **(3,013,748)** | **14,969** | | **(2,998,779)** | **(6,478,642)** |
| **Net Operating Position** | **964,038** | **(78,972)** | **(17,230)** | | **461,283** | **(451,378)** | **(51,377)** | | **(502,755)** | **(1,125,442)** |
| **Funding Balance Adjustments** | | | | | | | | | | |
| Depreciation and amortisation on assets | 16,839 | 16,776 | 63 | - | 115,722 | 117,433 | (1,711) | - | 98,883 | 201,314 |
| (Profit)/loss on sale of assets | 0 | 345 | (345) | -100% | 4,137 | 2,414 | 1,724 | 71% | 4,137 | 2,414 |
| Changes on Asset Revaluation | 0 | 0 | 0 | - | 0 | 0 | 0 | 0% | 0 | 0 |
| Movement in employee benefit provisions | 138 | 0 | 138 | - | 2,049 | 0 | 2,049 | - | 1,910 | 0 |
| | | | | | | | | | | 0 |
| **Capital Expenditure and Revenue** | | | | | | | | | | 0 |
| Purchase of land and buildings | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Purchase furniture | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Purchase plant & equipment | 0 | 0 | 0 | - | (23,646) | 0 | (23,646) | - | (23,646) | 0 |
| Purchase infrastructure | (2,000) | 0 | (2,000) | - | (2,000) | 0 | (2,000) | - | 0 | 0 |
| Purchase works in progress | 0 | 0 | 0 | - | (7,773) | 0 | (7,773) | - | (7,773) | 0 |
| Proceeds from sale of assets | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Transfers (to)/ from reserves | 29,596 | 0 | 29,596 | - | 802,832 | 0 | 802,832 | - | 773,236 | 0 |
| Add: Surplus/(deficit) BFWD | 48,677 | 48,677 | 0 | - | (295,315) | (295,315) | 0 | - | (295,315) | (295,315) |
| **Surplus/ (Deficit)** | **1,057,289** | **91,024** | **(30,852)** | | **1,057,289** | **(658,763)** | **718,934** | | **48,677** | **(1,218,543)** |

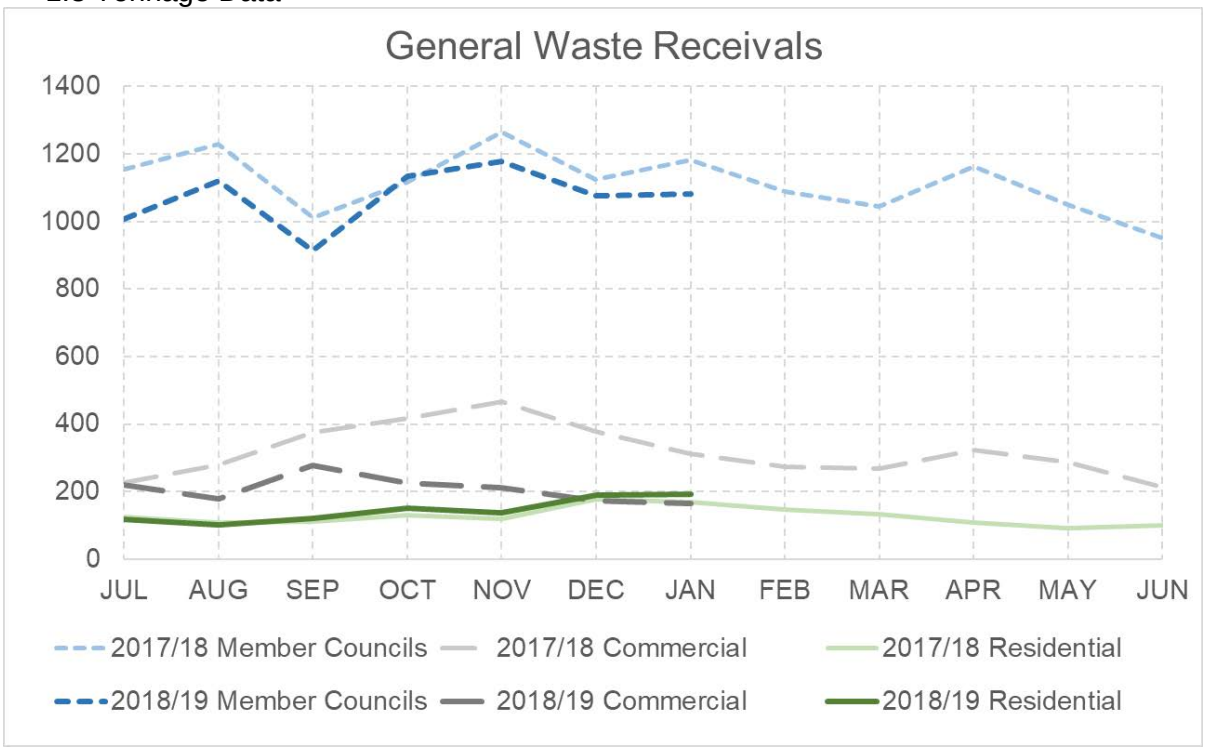
## 1.3 Tonnage Data

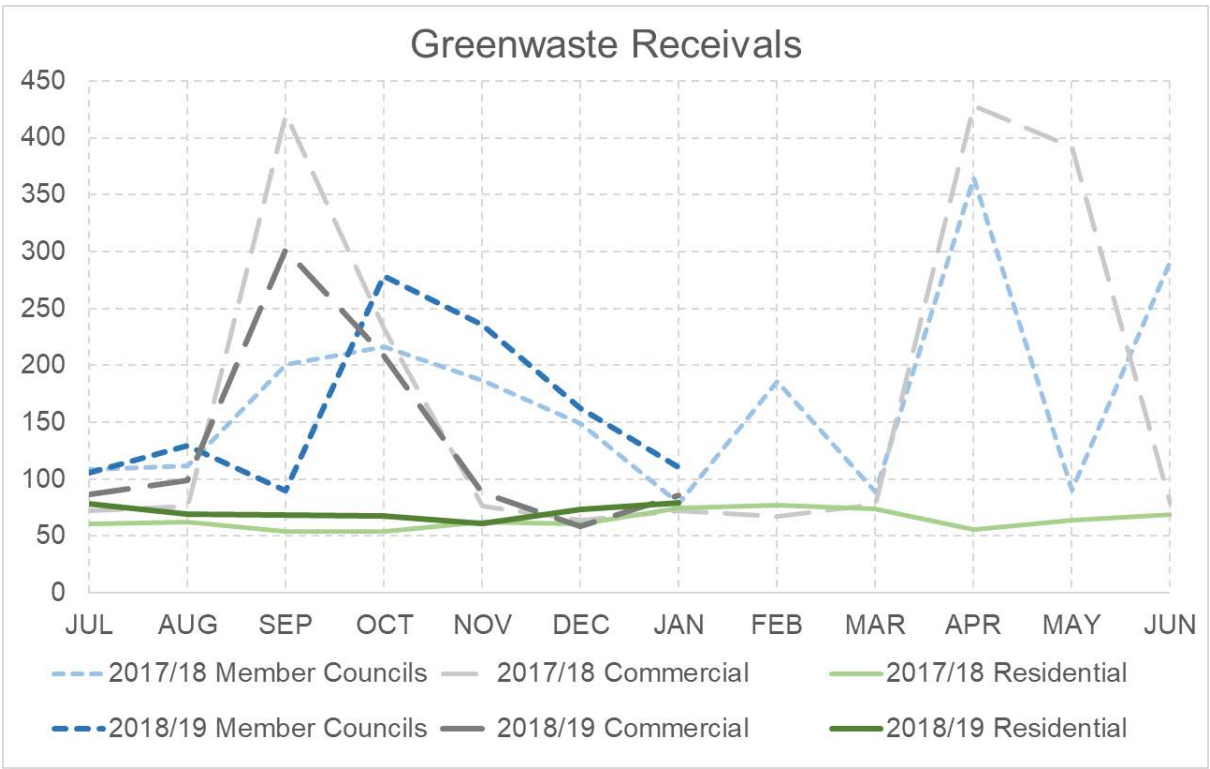
| | January 2019 | | | | | |
|---|---|---|---|---|---|---|
| | Waste | | | Greenwaste | | |
| | Budget | Actual | Variance | Budget | Actual | Variance |
| **MEMBER COUNCILS** | | | | | | |
| Subiaco | 448 | 417 | (31) | 55 | 78 | 23 |
| Claremont | 185 | 257 | 72 | 49 | 0 | (49) |
| Cottesloe | 153 | 163 | 10 | 23 | 12 | (11) |
| Mosman Park | 193 | 190 | (3) | 47 | 17 | (30) |
| Peppermint Grove | 69 | 55 | (14) | 12 | 4 | (8) |
| | 1048 | 1081 | 33 | 186 | 111 | (75) |
| **OTHER** | | | | | | |
| Commercial Customers | 300 | 164 | (136) | 150 | 86 | (64) |
| Resident Services | 128 | 191 | 63 | 36 | 79 | 43 |
| | 428 | 355 | (73) | 186 | 165 | (21) |
| **TOTAL** | 1476 | 1436 | (40) | 372 | 276 | (96) |

| | Year to Date as at January 2019 | | | | | |
|---|---|---|---|---|---|---|
| | Waste | | | Greenwaste | | |
| | Budget | Actual | Variance | Budget | Actual | Variance |
| **MEMBER COUNCILS** | | | | | | |
| Subiaco | 3138 | 2917 | (221) | 385 | 528 | 143 |
| Claremont | 1297 | 1632 | 335 | 344 | 201 | (143) |
| Cottesloe | 1068 | 1056 | (12) | 163 | 115 | (48) |
| Mosman Park | 1349 | 1467 | 118 | 327 | 217 | (110) |
| Peppermint Grove | 481 | 440 | (41) | 82 | 52 | (30) |
| | 7333 | 7512 | 179 | 1301 | 1113 | (188) |
| **OTHER** | | | | | | |
| Commercial Customers | 2100 | 1449 | (651) | 1050 | 928 | (122) |
| Resident Services | 898 | 1011 | 113 | 251 | 497 | 246 |
| | 2998 | 2459 | (539) | 1301 | 1425 | 124 |
| **TOTAL** | 10331 | 9971 | (360) | 2602 | 2538 | (64) |

1. Financial Performance (continued)

1.3 Tonnage Data



1. Financial Performance (continued)

1.4 Statement of Financial Position

**STATEMENT OF FINANCIAL POSITION**

**For the month ended 31st January 2019**

| | As at 31-Jan-19 | Movement | As at 30-Dec-18 |
|---|---|---|---|
| **CURRENT ASSETS** | | | |
| Cash | 276,389 | (14,369) | 290,758 |
| Reserves | 1,930,455 | (29,596) | 1,960,051 |
| Debtors | 1,426,981 | 1,008,551 | 418,430 |
| Prepayments | 0 | 0 | 0 |
| Accrued Income | 6,053 | (77,888) | 83,941 |
| Other Current Assets | 4,050 | 0 | 4,050 |
| **TOTAL CURRENT ASSETS** | **3,643,927** | **886,698** | **2,757,230** |
| **NON-CURRENT ASSETS** | | | |
| Buildings | 890,343 | (2,481) | 892,824 |
| Furniture & Equipment | 14,441 | (727) | 15,168 |
| Plant & Equipment | 542,824 | (1,511) | 544,335 |
| Infrastructure | 647,969 | 1,739 | 646,229 |
| Intangibles | 58,698 | (365) | 59,063 |
| **TOTAL NON-CURRENT ASSETS** | **2,154,274** | **(3,345)** | **2,157,619** |
| **TOTAL ASSETS** | **5,798,201** | **883,352** | **4,914,849** |
| **CURRENT LIABILITIES** | | | |
| Creditors | 418,157 | (78,723) | 496,880 |
| Provisions for leave | 189,067 | (11,642) | 200,709 |
| Accruals | 48,961 | 9,542 | 39,419 |
| **TOTAL CURRENT LIABILITIES** | **656,184** | **(80,824)** | **737,008** |
| **NON-CURRENT LIABILITIES** | | | |
| Provisions for leave | 14,904 | 138 | 14,765 |
| **TOTAL NON-CURRENT LIABILITIES** | **14,904** | **138** | **14,765** |
| **TOTAL LIABILITIES** | **671,087** | **(80,685)** | **751,773** |
| **NET ASSETS** | **5,127,114** | **964,038** | **4,163,076** |
| **EQUITY** | | | |
| Retained surplus | 2,725,140 | 994,190 | 1,730,950 |
| Reserves (cash backed) | 1,929,899 | (30,152) | 1,960,051 |
| Asset Revaluation Reserve | 472,075 | 0 | 472,075 |
| **TOTAL EQUITY** | **5,127,114** | **964,038** | **4,163,076** |

1. Financial Performance (continued)

1.5 Net Current Assets

**NET CURRENT ASSETS**

**For the month ended 31st January 2019**

| | As at 31-Jan-19 | As at 30-Jun-18 |
|---|---|---|
| **CURRENT ASSETS** | | |
| Cash | 276,389 | 321,264 |
| Reserves | 1,930,455 | 2,733,287 |
| Debtors | 1,426,981 | 316,157 |
| Prepayments | 0 | 0 |
| Accrued Income | 6,053 | 39,538 |
| Other Current Assets | 4,050 | 4,050 |
| **TOTAL CURRENT ASSETS** | **3,643,927** | **3,414,295** |
| | | |
| **LESS: CURRENT LIABILITIES** | | |
| Creditors | 418,157 | 656,749 |
| Provisions for leave | 189,067 | 192,065 |
| Accruals | 48,961 | 127,511 |
| **TOTAL CURRENT LIABILITIES** | **656,184** | **976,324** |
| | | |
| **NET CURRENT ASSETS** | **2,987,743** | **2,437,971** |
| | | |
| **LESS** | | |
| Reserves - Restricted Cash | (1,930,455) | (2,733,287) |
| | | |
| **NET CURRENT FUNDING POSITION** | **1,057,289** | **(295,315)** |

1. Financial Performance (continued)

1.6 Cash Flow Statement

**STATEMENT OF CASH FLOWS**

**For the month ended 31st January 2019**

| | ACTUAL TO DATE 2018/2019 $ | FULL YEAR ACTUAL 2017/2018 $ |
|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVIES** | | |
| **Receipts** | | |
| Fees and charges | 1,639,897 | 5,616,727 |
| Operating grants, subsidies and contributions | 60,421 | 13,226 |
| Interest earnings | 68,114 | 59,800 |
| Other revenue | 67,369 | 40,246 |
| **Receipts from operations** | 1,835,801 | 5,729,999 |
| **Payment** | | |
| Employee costs | (841,446) | (1,243,843) |
| Materials and contracts | (2,263,424) | (3,721,026) |
| Utility charges | (9,355) | (10,952) |
| Insurance expenses | (58,823) | (66,967) |
| Interest expenses | 0 | 0 |
| Other expenses | (510,410) | (1,228,624) |
| GST received/ (paid) | (2,841) | (18,118) |
| **Payments from operations** | (3,686,299) | (6,289,530) |
| **NET CASH PROVIDED BY OPERATING ACTIVITIES** | (1,850,498) | (559,531) |
| **CASH FLOWS FROM INVESTING ACTIVIES** | | |
| Payments for purchase of property, plant and equipment | (23,646) | 0 |
| Payments for purchase of infrastructure | (9,773) | 0 |
| Non-operating grants, subsidies and contributions | 1,036,210 | 0 |
| Proceeds from sale of plant and equipment | 0 | 0 |
| **NET CASH USED IN INVESTING ACTIVIES** | 1,002,791 | 0 |
| **CASH FLOWS FROM FINANCING ACTIVIES** | | |
| Cash receipts from sale of investments | 0 | 0 |
| **NET CASH PROVIDED BY FINANCING ACTIVIES** | 0 | 0 |
| **SUMMARY OF CASH FLOWS** | | |
| Net increase/ (decrease) in cash and cash equivalents | (847,708) | (559,531) |
| Cash and cash equivalents at the beginning of the year | 3,054,551 | 3,614,082 |
| **CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH** | 2,206,844 | 3,054,551 |

## 1. Financial Performance (continued)

### 1.7 Reserves (cash backed)

**STATEMENT OF RESERVES**

**For the month ended 31st January 2019**

| Description | Future Development Reserve | Sustainability Reserve | Interim Service Charge Reserve | Carbon Abatement Reserve | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| **Opening Balance** | 1,830,454 | 129,596 | 0 | 0 | **1,960,050** |
| Interest on investments | 0 | 556 | 0 | 0 | **556** |
| Transfer from Operating Surplus | | | | 0 | **0** |
| Transfer from Retained Surplus | 0 | 0 | 0 | 0 | **0** |
| Transfer to Operating Surplus | | 0 | 0 | 0 | **0** |
| Transfer to Retained Surplus | 0 | (30,152) | 0 | 0 | **(30,152)** |
| **Closing Balance** | **1,830,454** | **100,000** | **0** | **0** | **1,930,454** |

| INVEST NO | DATE INVESTED | FUND | MATURITY DATE | AMOUNT INVESTED | CURRENT RATE | TERM (DAYS) | WHERE LODGED |
|---|---|---|---|---|---|---|---|
| 1 | 17/12/2018 | Future Development Reserve | 18/03/2019 | $973,837.74 | 2.70% | 91 | NAB |
| 2 | 17/12/2018 | Future Development Reserve | 18/03/2019 | $563,046.31 | 2.70% | 91 | NAB |
| 6 | 20/12/2018 | Future Development Reserve | 18/02/2019 | $293,570.63 | 2.45% | 60 | Bankwest |
| 8 | 15/01/2019 | Sustainability Reserve | 18/03/2019 | $100,000.00 | 2.50% | 62 | Bankwest |
| | | **TOTAL FUNDS INVESTED** | | **$1,930,454.68** | | | |

1. Financial Performance (continued)

1.8 Key Performance Indicators

**FINANCIAL RATIOS**

**For the month ended 31st January 2019**

**Current Ratio**

| | | | | |
|---|---|---|---|---|
| Current Assets | 3,643,927 | | | |
| LESS: Restricted Current Assets | (1,930,455) | 1,713,473 | | |
| Current Liabilities | 656,184 | 656,184 | = | 2.6113 |
| LESS: Liabilities Associated with restricted assets | 0 | | | |

This is ratio is designed to focus on the liquidity position of a local government that has arisen from past year's transactions.

The target for the above ratio should be at or above 1

**Operating Surplus Ratio**

| | | | | |
|---|---|---|---|---|
| Operating Revenue | 2,913,138 | | | |
| LESS: Operating Expense | (3,483,928) | (570,790) | | |
| Own Source Operating Revenue | 2,791,966 | 2,791,966 | = | -0.2044 |

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)

**Own Source Operating Revenue**

| | | | | |
|---|---|---|---|---|
| Own Source Operating Revenue | 2,791,966 | 2,791,966 | | |
| Operating Expense | 3,483,928 | 3,483,928 | = | 0.8014 |

This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts.

The target to achieve an advanced standard is greater than 90% (0.90)

The Current Ratio meets the target recommended by the Department of Local Government and Communities.

Both the Operating Surplus and the Own Source Operating Revenue ratios do not meet their targets because of the ongoing legal fees expenditure.

## 2. Debtors and Creditors Analysis

### 2.1 Top Ten Customers

| TOP TEN CUSTOMERS - January 2019 | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Subiaco | $487,408.90 | Jan-19 | 1 |
| 2 | Town of Claremont | $298,441.30 | Jan-19 | 4 |
| 3 | Town of Mosman Park | $246,514.10 | Jan-19 | 2 |
| 4 | Town of Cottesloe | $221,845.91 | Jan-19 | 3 |
| 5 | Department of Water & Environmer | $56,090.00 | Jan-19 | - |
| 6 | Shire of Peppermint Grove | $53,078.75 | Jan-19 | 5 |
| 7 | Cleanaway | $10,397.81 | Jan-19 | 6 |
| 8 | Suez Recycling & Recovery Pty Ltd | $5,195.32 | Jan-19 | 7 |
| 9 | Tidy Up | $3,530.19 | Jan-19 | - |
| 10 | City of Nedlands | $2,689.69 | Jan-19 | 10 |

| TOP TEN CUSTOMERS - YEAR TO DATE | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Subiaco | $1,192,745.69 | Jul 18 - June 19 | 1 |
| 2 | Town of Claremont | $713,803.28 | Jul 18 - June 19 | 2 |
| 3 | Town of Mosman Park | $611,128.67 | Jul 18 - June 19 | 3 |
| 4 | Town of Cottesloe | $476,330.06 | Jul 18 - June 19 | 4 |
| 5 | Shire of Peppermint Grove | $165,160.94 | Jul 18 - June 19 | 5 |
| 6 | Cleanaway | $83,799.14 | Jul 18 - June 19 | 6 |
| 7 | Department of Water & Environmer | $56,090.00 | Jul 18 - June 19 | - |
| 8 | Town of Cambridge | $34,274.63 | Jul 18 - June 19 | 7 |
| 9 | Suez Recycling & Recovery Pty Ltd | $31,522.71 | Jul 18 - June 19 | 8 |
| 10 | West to West Group | $17,234.21 | Jul 18 - June 19 | 9 |

## 2. Debtors and Creditors Analysis (continued)

### 2.2 Debtors Age Analysis

**AGED DEBTOR ANALYSIS**

**For the month ended 31st January 2019**

| | 0 - 14 Days $ | 15 - 35 Days $ | 36 - 60 Days $ | 60+ Days $ | Total $ |
|---|---|---|---|---|---|
| **Member Councils** | | | | | |
| City of Subiaco | 92,140 | 408,741 | 65,516 | 0 | **566,398** |
| Town of Cottesloe | 38,660 | 152,683 | 0 | 0 | **191,343** |
| Town of Claremont | 59,967 | 206,237 | 0 | 0 | **266,204** |
| Town of Mosman Park | 42,737 | 209,660 | 0 | 0 | **252,396** |
| Shire of Peppermint Grove | 6,476 | 32,084 | 0 | 0 | **38,560** |
| **Total** | **239,980** | **1,009,405** | **65,516** | **0** | **1,314,901** |
| | *18%* | *77%* | *5%* | *0%* | *100%* |
| **Non-members** | | | | | |
| AKT Constructions | 337 | 0 | 0 | 0 | **337** |
| All Fencing Perth | 0 | 0 | 0 | (1,232) | **(1,232)** |
| Almond Gardens & Maintenance | 243 | 0 | 0 | 0 | **243** |
| Central Psychiatric Service | 469 | 131 | 0 | 0 | **600** |
| City of Nedlands | 2,009 | 949 | 578 | 3,108 | **6,645** |
| City of Perth | 51 | 61 | 0 | 0 | **112** |
| Cleanaway | 7,280 | 736 | 0 | 0 | **8,016** |
| Davidson Projects Pty Ltd | 1,951 | 0 | 0 | 0 | **1,951** |
| Department of Water & Environment | 61,699 | 0 | 0 | 0 | **61,699** |
| Hancock Prospecting Pty Ltd | 80 | 0 | 0 | 0 | **80** |
| Landscapes for Life | 200 | 0 | 0 | 0 | **200** |
| Martin Cuthbert Landscapes | 244 | 99 | 0 | 480 | **823** |
| Methodist Ladies College | 1,664 | 0 | 0 | 0 | **1,664** |
| More Than A Mow | 756 | 0 | 0 | 299 | **1,055** |
| Perth Bin Hire | 633 | 0 | 619 | 0 | **1,251** |
| Perth TLC Group | 122 | 103 | 450 | 0 | **675** |
| Presbyterian Ladies College | 640 | 0 | 0 | 0 | **640** |
| Project West | 797 | 0 | 0 | 211 | **1,008** |
| Sir Charles Gairdner Hospital | 1,141 | 160 | 0 | 0 | **1,301** |
| Suez Recycling & Recovery Pty Ltd | 2,977 | 2,738 | 2,142 | 7,939 | **15,796** |
| The Claremont Gardener | 80 | 0 | 0 | 0 | **80** |
| Tidy Up | 3,063 | 820 | 642 | 0 | **4,525** |
| Town of Cambridge | 185 | 246 | 0 | 0 | **431** |
| Transpacific Cleanaway T/A Multiskip | 998 | 0 | 0 | 0 | **998** |
| UWA Campus Management | 492 | 145 | 0 | 740 | **1,378** |
| West to West Group | 1,556 | 0 | 0 | 0 | **1,556** |
| WMRC Internal | 246 | 0 | 0 | 0 | **246** |
| **Total** | **89,915** | **6,188** | **4,431** | **11,546** | **112,080** |
| | *80%* | *6%* | *4%* | *10%* | *100%* |
| **Grand Total** | **329,895** | **1,015,593** | **69,947** | **11,546** | **1,426,981** |

## 2.3 Top Ten Suppliers

| TOP TEN SUPPLIERS - January 2019 | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Rockingham | $177,511.31 | Jan-19 | 1 |
| 2 | Jones Day | $78,156.80 | Jan-19 | - |
| 3 | West Tip Waste Management | $33,990.64 | Jan-19 | 4 |
| 4 | Craneswest (WA) Pty Ltd | $17,809.20 | Jan-19 | - |
| 5 | Cleanaway | $11,535.52 | Jan-19 | 5 |
| 6 | LO-GO Appointments | $9,778.49 | Jan-19 | 8 |
| 7 | Electrical Nett | $6,391.08 | Jan-19 | - |
| 8 | Curtin Heritage Living | $4,673.80 | Jan-19 | 0 |
| 9 | Perfect Project Planning | $3,600.00 | Jan-19 | - |
| 10 | JH Computer Services | $3,550.50 | Jan-19 | 6 |

| TOP TEN SUPPLIERS - YEAR TO DATE | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Rockingham | $1,419,871.56 | Jul 18 - June 19 | 1 |
| 2 | Jones Day | $340,483.27 | Jul 18 - June 19 | 2 |
| 3 | Ernst and Young | $125,234.00 | Jul 18 - June 19 | 3 |
| 4 | West Tip Waste Management | $116,678.45 | Jul 18 - June 19 | 5 |
| 5 | Craneswest (WA) Pty Ltd | $97,424.97 | Jul 18 - June 19 | 6 |
| 6 | LGIS | $88,562.49 | Jul 18 - June 19 | 4 |
| 7 | Cleanaway | $84,741.95 | Jul 18 - June 19 | 7 |
| 8 | LO-GO Appointments | $49,068.18 | Jul 18 - June 19 | 10 |
| 9 | Key2Creative | $47,098.19 | Jul 18 - June 19 | 8 |
| 10 | Curtin Heritage Living | $34,082.95 | Jul 18 - June 19 | - |

## 2. Debtors and Creditors Analysis (continued)

### 2.4 Creditors Age Analysis

**AGED CREDITOR ANALYSIS**

**For the month ended 31st January 2019**

| Name | Total Due | 0 - 14 | 15 - 35 | 36 - 60 | 60+ |
|---|---|---|---|---|---|
| A2K Technologies | $116.24 | $0.00 | $0.00 | $0.00 | $116.24 |
| Access Cleaning Services | $902.00 | $902.00 | $0.00 | $0.00 | $0.00 |
| Black and White Taxi's | $55.86 | $55.86 | $0.00 | $0.00 | $0.00 |
| Cannon hygiene Australia Pty Ltd | $420.97 | $0.00 | $420.97 | $0.00 | $0.00 |
| City of Rockingham | $195,262.44 | $99,218.94 | $96,043.50 | $0.00 | $0.00 |
| Cleanaway | $14,207.08 | $12,689.08 | $0.00 | $0.00 | $1,518.00 |
| Community Resources Limited | $4,301.00 | $2,580.60 | $1,720.40 | $0.00 | $0.00 |
| Craneswest (WA) Pty Ltd | $19,590.12 | $19,590.12 | $0.00 | $0.00 | $0.00 |
| Curtin Heritage Living | $7,002.92 | $5,141.18 | $0.00 | $0.00 | $1,861.74 |
| Electrical Nett | $7,030.19 | $7,030.19 | $0.00 | $0.00 | $0.00 |
| Expressway Civic P/L | $212.85 | $212.85 | $0.00 | $0.00 | $0.00 |
| Forget Your Books Pty Ltd | $2,510.75 | $2,510.75 | $0.00 | $0.00 | $0.00 |
| Fuji Xerox | $114.41 | $114.41 | $0.00 | $0.00 | $0.00 |
| Griffon Alpha Group | $1,225.84 | $1,225.84 | $0.00 | $0.00 | $0.00 |
| Heatley Sales Pty Ltd | $578.52 | $201.39 | $377.13 | $0.00 | $0.00 |
| Hecs Fire | $2,277.00 | $1,342.00 | $935.00 | $0.00 | $0.00 |
| Hosemasters | $2,147.81 | $2,147.81 | $0.00 | $0.00 | $0.00 |
| Iron Mountain | $165.00 | $165.00 | $0.00 | $0.00 | $0.00 |
| JH Computer Services | $220.00 | $220.00 | $0.00 | $0.00 | $0.00 |
| Jones Day | $85,972.48 | $85,972.48 | $0.00 | $0.00 | $0.00 |
| Key2Creative | $90.00 | $0.00 | $0.00 | $0.00 | $90.00 |
| Mini-Tankers | $3,249.82 | $3,249.82 | $0.00 | $0.00 | $0.00 |
| More Than A Mow | $1,040.00 | $1,040.00 | $0.00 | $0.00 | $0.00 |
| Paypac Payroll Services Pty Ltd | $591.80 | $301.80 | $290.00 | $0.00 | $0.00 |
| Perfect Project Planning | $3,960.00 | $3,960.00 | $0.00 | $0.00 | $0.00 |
| Planning Solutions (Aust) Pty Ltd | $2,420.00 | $2,420.00 | $0.00 | $0.00 | $0.00 |
| Sculpture by the Sea | $148.50 | $0.00 | $0.00 | $0.00 | $148.50 |
| Taylor Tyres Pty Ltd | $836.00 | $0.00 | $836.00 | $0.00 | $0.00 |
| Total Supplies | $423.90 | $423.90 | $0.00 | $0.00 | $0.00 |
| Waste Stream Management | $405.90 | $0.00 | $405.90 | $0.00 | $0.00 |
| Water2Water | $183.30 | $183.30 | $0.00 | $0.00 | $0.00 |
| West Tip Waste Management | $37,389.71 | $37,389.71 | $0.00 | $0.00 | $0.00 |
| WesTrac | $2,353.39 | $2,055.51 | $297.88 | $0.00 | $0.00 |
| Wren Oil | $16.50 | $16.50 | $0.00 | $0.00 | $0.00 |
| Total: | $397,422.30 | $292,361.04 | $101,326.78 | $0.00 | $3,734.48 |
| Ageing Percent: | | 74% | 26% | 0% | 1% |

# 3. Treasury

## 3.1 Cash Invested

| | Investment Date | Maturity Date | Investment Amount $ | Interest Rate % | Term (days) | Institution | Maturity Amount $ | Gross Interest $ |
|---|---|---|---|---|---|---|---|---|
| Future Development Reserve | 17/12/2018 | 18/03/2019 | $973,837.74 | 2.70% | 91 | NAB | $980,393.14 | $6,555.40 |
| Future Development Reserve | 17/12/2018 | 18/03/2019 | $563,046.31 | 2.70% | 91 | NAB | $566,836.46 | $3,790.15 |
| Future Development Reserve | 20/12/2018 | 18/02/2019 | $293,570.63 | 2.45% | 60 | Bankwest | $294,752.96 | $1,182.33 |
| Sustainability Reserve | 15/01/2019 | 18/03/2019 | $100,000.00 | 2.50% | 62 | Bankwest | $100,424.66 | $424.66 |
| | | | $1,930,454.68 | 2.56% | Average rate | | $1,942,407.22 | $11,952.54 |

## 3.2 Cash Analysis

**CASH ANALYSIS**

**For the month ended 31st January 2019**

| | Balance 31-Jan-19 $ | Movement $ | Balance 30-Dec-18 $ |
|---|---|---|---|
| Future Development Reserve | 1,830,455 | 0 | 1,830,455 |
| Sustainability Reserve | 99,444 | (30,152) | 129,596 |
| Interim Service Charge Reserve | - | 0 | - |
| Carbon Abatement Reserve | 0 | 0 | 0 |
| Total Restricted Cash | **1,929,899** | **(30,152)** | **1,960,051** |
| Total Unrestricted Cash | **276,389** | **(14,369)** | **290,758** |
| Total Cash | **2,206,288** | **(44,521)** | **2,250,809** |

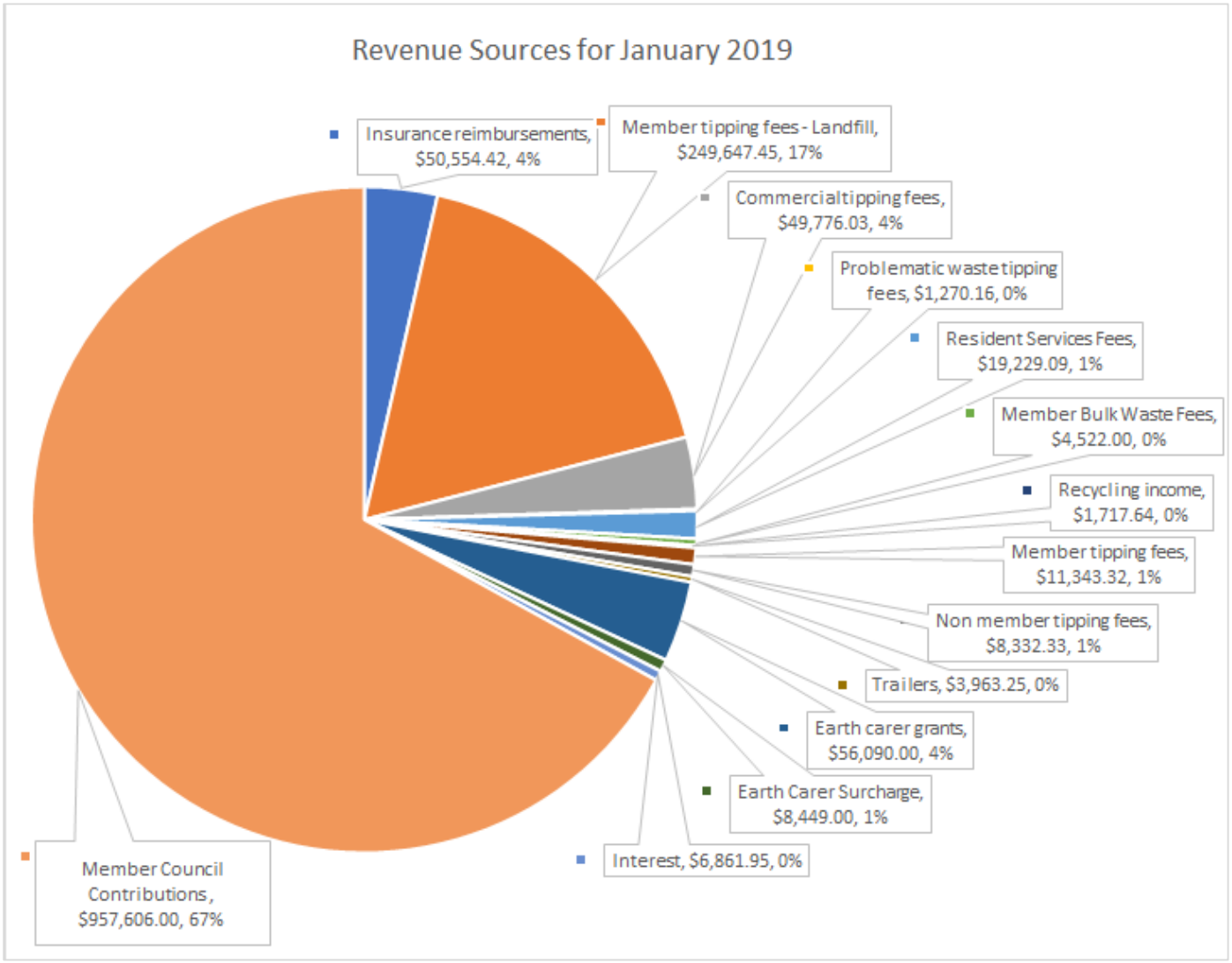
# 4. Capital Expenditure

**STATEMENT OF INVESTING ACTIVITIES**

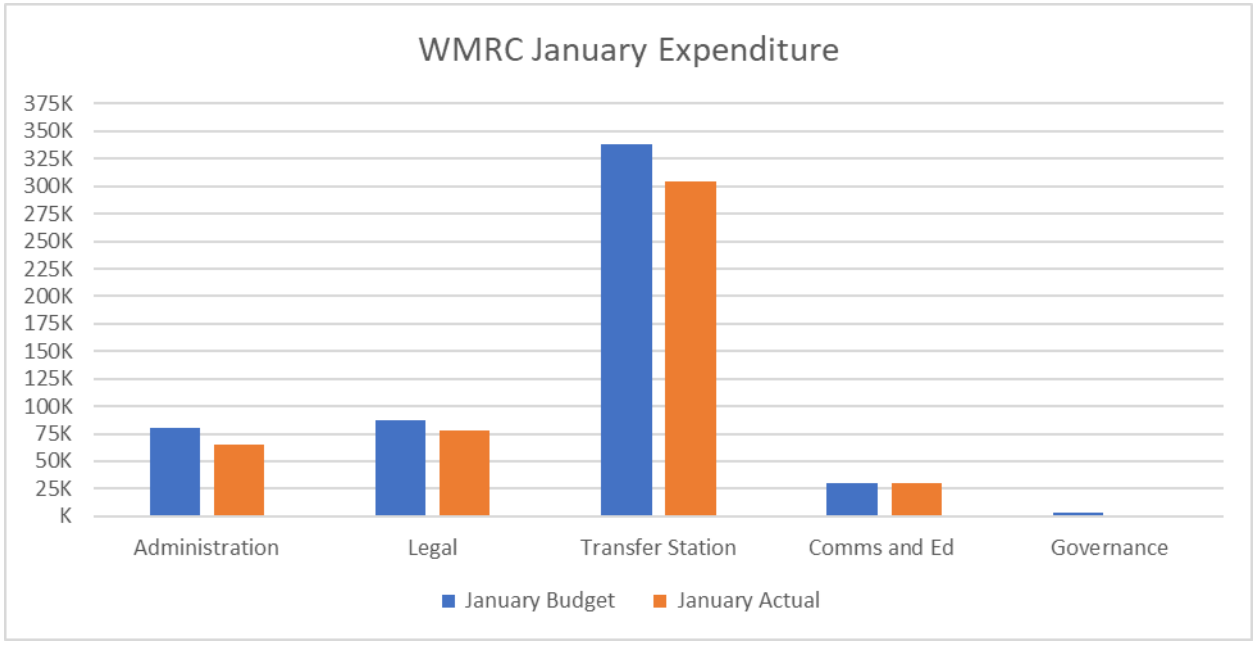
**For the month ended 31st January 2019**

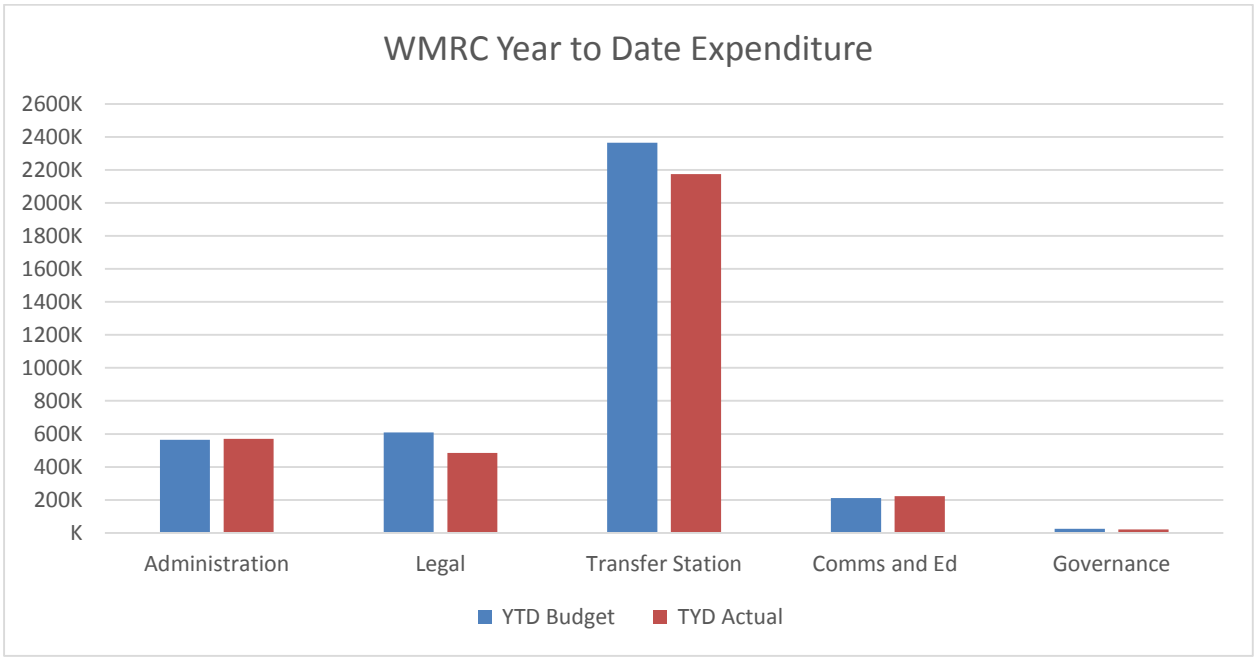
| | Month Movement | YTD Actual June 2018 | YTD Actual Jan 2019 | YTD Budget Jan 2019 | Revised Budget |
|---|---|---|---|---|---|
| **Land** | | | | | |
| **Buildings** | | | | | |
| HHW area cover - Transfer Station | 0 | 0 | $0 | 5,000 | 5,000 |
| **Total Buildings** | **0** | **0** | **0** | **5,000** | **5,000** |
| **Furniture & Equipment** | | | | | |
| New Phone System - Admin Office | 0 | 0 | 0 | 8,000 | 8,000 |
| **Total Office Furniture** | **0** | **0** | **0** | **8,000** | **8,000** |
| **Plant & Equipment** | | | | | |
| Waste Education vehicle | 0 | 0 | 24,913 | 26,000 | 26,000 |
| Safety barriers | 0 | 0 | 7,450 | 7,500 | 7,500 |
| Remote control | 0 | 0 | 5,733 | 6,500 | 6,500 |
| Silo bay back flap works | 0 | 0 | 0 | 20,000 | 20,000 |
| Security improvements | 0 | 0 | 0 | 15,000 | 15,000 |
| **Total Property, Plant & Equipment** | **0** | **0** | **38,096** | **75,000** | **75,000** |
| **Infrastructure** | | | | | |
| HHW Plumbing cover | 0 | 0 | 0 | 6000 | 6000 |
| **Total Infrastructure** | **0** | **0** | **0** | **6,000** | **6,000** |
| **Total Capital Expenditure** | **0** | **0** | **38,096** | **94,000** | **94,000** |

## 5. Revenue Sources



## 6. Actual v Budget Expenditure



Attachment 10.2.2

Western Metropolitan Regional Council

*Managing waste wisely*

# Monthly Management Accounts

February 2019

(For internal circulation only – 205.9)

| | |
|---|---|
| **Authorised as final version:** | **S Frodsham** |
| **Date:** | |

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1. Financial Performance

**INCOME STATEMENT BY NATURE AND TYPE**

**For the month ended 28th February 2019**

| | MONTH TO DATE | | | | YEAR TO DATE | | | | Prior YTD Actual | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|---|---|
| | Actual $ | Budget $ | Variance $ | Variance % | Actual $ | Budget $ | Variance $ | Variance % | | |
| **Revenue from ordinary activities** | | | | | | | | | | |
| Fees and charges | 249,282 | 336,937 | (87,655) | -26% | 2,999,912 | 2,695,496 | 304,416 | 11% | 2,750,631 | 4,043,244 |
| Operating grants, subsidies and contributions | 0 | 7,186 | (7,186) | -100% | 60,421 | 57,489 | 2,932 | - | 60,421 | 86,233 |
| Interest earnings | 4,191 | 4,850 | (659) | -14% | 38,819 | 38,800 | 19 | - | 34,629 | 58,200 |
| Other income | 28,373 | 7,105 | 21,267 | 299% | 95,742 | 59,601 | 36,141 | 61% | 67,369 | 85,263 |
| **Total revenue from ordinary activities** | **281,845** | **356,078** | **(74,234)** | | **3,194,894** | **2,851,385** | **343,509** | | **2,913,049** | **4,272,940** |
| **Expenses from ordinary activities** | | | | | | | | | | |
| Employee costs | (101,623) | (117,722) | 16,099 | -14% | (959,594) | (941,778) | (17,816) | - | (857,971) | (1,412,667) |
| Materials and contracts | (317,650) | (302,350) | (15,300) | - | (2,252,111) | (2,463,906) | 211,795 | - | (1,934,460) | (3,628,197) |
| Utility charges | (1,207) | (1,025) | (182) | 18% | (8,643) | (8,200) | (443) | - | (7,436) | (12,300) |
| Depreciation and amortisation | (16,839) | (16,776) | (63) | - | (132,561) | (134,209) | 1,648 | - | (115,722) | (201,314) |
| Insurance expenses | 0 | (4,861) | 4,861 | -100% | (57,840) | (38,885) | (18,955) | 49% | (57,840) | (58,327) |
| Other expenses | (98,564) | (92,374) | (6,191) | - | (608,974) | (738,988) | 130,014 | -18% | (510,410) | (1,108,482) |
| **Total expenses** | **(535,884)** | **(535,107)** | **(777)** | | **(4,019,723)** | **(4,325,966)** | **306,243** | | **(3,483,839)** | **(6,421,287)** |
| **Net Operating Position** | **(254,039)** | **(179,029)** | **(75,010)** | | **(824,829)** | **(1,474,581)** | **649,752** | | **(570,790)** | **(2,148,347)** |
| Non-operating grants, subsidies and contributions | 0 | 86,351 | (86,351) | -100% | 0 | 0 | 0 | - | 0 | 0 |
| Paid Parental Leave amounts | 0 | 2,158 | (2,158) | -100% | 25,897 | (17,264) | 43,161 | -250% | 25,897 | 25,896 |
| Profit/ (Loss) on sale of assets | 0 | 0 | 0 | - | (4,137) | (2,758) | (1,379) | 50% | (4,137) | 0 |
| Changes on Asset Revaluation | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Member Council contributions | 0 | 0 | 0 | - | 1,036,210 | 690,807 | 345,403 | 50% | 1,036,210 | 1,036,210 |
| **Change in net assets from operations** | **(254,039)** | **(92,678)** | **(161,361)** | | **207,244** | **(786,533)** | **993,776** | | **461,283** | **(1,112,137)** |

1.1 Income Statement (by Nature and Type)

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses classified according to nature and type, the following comments are made to provide an explanation of these variances.

## VARIANCES FOR THE MONTH

Fees and Charges

Fees and Charges are below budget this month due to the new fee model now including only the variable costs in the fees and charges.

Operating Grants, Subsidies and Contributions

Grants were received in January

Other Income

Above budget due insurance reimbursements.

Employee Costs

Under budget due Transfer station casual staff taking more leave than usual.

Interest Earnings
Below budget due to reduced reserve funds

Insurance Expenses
Previously paid in full

Non-Operating Grants, Subsidies and Contributions
Previously paid in full

Paid Parental Leave
Previously paid in full

## VARIANCES FOR THE YEAR TO DATE

Fees and Charges
Fees and Charges are above budget due to having received the bulk of the revised budget figure in the first half of the year when fees and charges recovered variable and fixed costs.

Other Income
Above budget mainly due to insurance reimbursements

Insurance Expenses
Previously paid in full

Other Expenses
Are under budget mainly due to lower than expected legal fees

Note: The Reserve Fund transfers are no longer included in non-operating Grants and Subsidies as budgeted above. The movement is now recorded as a change in equity in the Statement of Financial Position.

# 1. Financial Performance (continued)

## 1.2 Income Statement (by Program)

**INCOME STATEMENT BY PROGRAM**

**For the month ended 28th February 2019**

| | MONTH TO DATE | | | | YEAR TO DATE | | | | Prior YTD Actual | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|---|---|
| | Actual $ | Budget $ | Variance $ | Variance % | Actual $ | Budget $ | Variance $ | Varianc % | | |
| **Revenue from ordinary activities** | | | | | | | | | | |
| General Purpose Funding | 4,374 | 4,583 | (209) | - | 36,758 | 36,667 | 92 | - | 32,384 | 55,000 |
| Community amenities | 1,444,812 | 437,846 | 1,006,966 | 230% | 4,190,118 | 3,502,767 | 687,351 | 20% | 2,745,306 | 5,254,150 |
| **Total revenue from ordinary activities** | **1,449,186** | **442,429** | **1,006,757** | | **4,226,877** | **3,539,434** | **687,443** | | **2,777,690** | **5,309,150** |
| **Expenses from ordinary activities** | | | | | | | | | | |
| General Purpose Funding | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Governance | (150,330) | (146,761) | (17,461) | 12% | (1,308,988) | (872,771) | (108,697) | 12% | (1,158,658) | (2,100,987) |
| Community amenities | (334,818) | (360,025) | 25,207 | - | (2,712,890) | (2,880,200) | 167,310 | - | (2,378,072) | (4,320,300) |
| **Total expenses** | **(485,148)** | **(491,566)** | **9,146** | | **(4,021,878)** | **(3,013,748)** | **14,969** | | **(3,536,730)** | **(6,478,642)** |
| **Net Operating Position** | **964,038** | **(78,972)** | **(17,230)** | | **204,999** | **(451,378)** | **(51,377)** | | **(759,039)** | **(1,125,442)** |
| **Funding Balance Adjustments** | | | | | | | | | | |
| Depreciation and amortisation on assets | 16,839 | 16,776 | 63 | - | 132,561 | 134,209 | (1,648) | - | 115,722 | 201,314 |
| (Profit)/loss on sale of assets | 0 | 345 | (345) | -100% | 4,137 | 2,758 | 1,379 | 50% | 4,137 | 2,758 |
| Changes on Asset Revaluation | 0 | 0 | 0 | - | 0 | 0 | 0 | 0% | 0 | 0 |
| Movement in employee benefit provisions | 0 | 0 | 0 | - | 2,049 | 0 | 2,049 | - | 2,049 | 0 |
| | | | | | | | | | | 0 |
| **Capital Expenditure and Revenue** | | | | | | | | | | 0 |
| Purchase of land and buildings | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Purchase furniture | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Purchase plant & equipment | 0 | 0 | 0 | - | (23,646) | 0 | (23,646) | - | (23,646) | 0 |
| Purchase infrastructure | (2,000) | 0 | (2,000) | - | (2,000) | 0 | (2,000) | - | 0 | 0 |
| Purchase works in progress | 0 | 0 | 0 | - | (7,773) | 0 | (7,773) | - | (7,773) | 0 |
| Proceeds from sale of assets | 0 | 0 | 0 | - | 0 | 0 | 0 | - | 0 | 0 |
| Transfers (to)/ from reserves | 0 | 0 | 0 | - | 802,832 | 0 | 802,832 | - | 802,832 | 0 |
| Add: Surplus/(deficit) BFWD | (161,033) | (161,033) | 0 | - | (295,315) | (295,315) | 0 | - | (295,315) | (295,315) |
| **Surplus/ (Deficit)** | **817,844** | **91,024** | **(30,852)** | | **817,844** | **(658,763)** | **718,934** | | **(161,033)** | **(1,218,543)** |

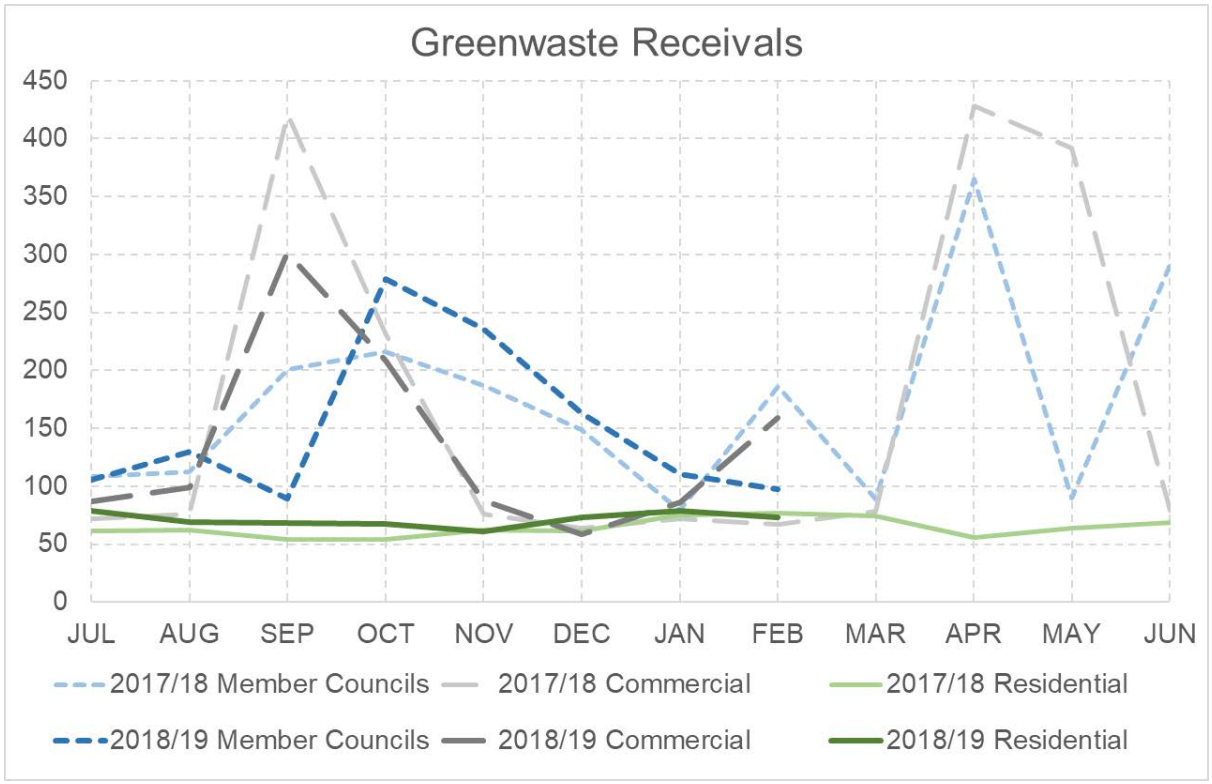
## 1.3 Tonnage Data

| | February 2019 | | | | | |
|---|---|---|---|---|---|---|
| | Waste | | | Greenwaste | | |
| | Budget | Actual | Variance | Budget | Actual | Variance |
| **MEMBER COUNCILS** | | | | | | |
| Subiaco | 448 | 369 | (79) | 55 | 58 | 3 |
| Claremont | 185 | 289 | 104 | 49 | 0 | (49) |
| Cottesloe | 153 | 143 | (10) | 23 | 12 | (11) |
| Mosman Park | 193 | 169 | (24) | 47 | 22 | (25) |
| Peppermint Grove | 69 | 54 | (15) | 12 | 6 | (6) |
| | 1048 | 1023 | (25) | 186 | 98 | (88) |
| **OTHER** | | | | | | |
| Commercial Customers | 300 | 169 | (131) | 150 | 159 | 9 |
| Resident Services | 128 | 138 | 10 | 36 | 74 | 38 |
| | 428 | 306 | (122) | 186 | 233 | 47 |
| **TOTAL** | 1476 | 1330 | (146) | 372 | 330 | (42) |

| | Year to Date as at February 2019 | | | | | |
|---|---|---|---|---|---|---|
| | Waste | | | Greenwaste | | |
| | Budget | Actual | Variance | Budget | Actual | Variance |
| **MEMBER COUNCILS** | | | | | | |
| Subiaco | 3587 | 3286 | (301) | 440 | 585 | 145 |
| Claremont | 1483 | 1921 | 438 | 393 | 201 | (192) |
| Cottesloe | 1220 | 1199 | (21) | 187 | 127 | (60) |
| Mosman Park | 1541 | 1636 | 95 | 373 | 238 | (135) |
| Peppermint Grove | 550 | 494 | (56) | 93 | 59 | (34) |
| | 8381 | 8535 | 154 | 1486 | 1210 | (276) |
| **OTHER** | | | | | | |
| Commercial Customers | 2400 | 1617 | (783) | 1200 | 1087 | (113) |
| Resident Services | 1027 | 1148 | 121 | 287 | 570 | 283 |
| | 3427 | 2766 | (661) | 1487 | 1658 | 171 |
| **TOTAL** | 11808 | 11301 | (507) | 2973 | 2868 | (105) |

1. Financial Performance (continued)

1.3 Tonnage Data



1. Financial Performance (continued)

1.4 Statement of Financial Position

**STATEMENT OF FINANCIAL POSITION**

**For the month ended 28th February 2019**

| | As at 28-Feb-19 | Movement | As at 31-Jan-19 |
|---|---|---|---|
| **CURRENT ASSETS** | | | |
| Cash | 1,043,585 | 767,196 | 276,389 |
| Reserves | 1,931,637 | 1,182 | 1,930,455 |
| Debtors | 441,878 | (985,103) | 1,426,981 |
| Prepayments | 0 | 0 | 0 |
| Accrued Income | 8,811 | 2,757 | 6,053 |
| Other Current Assets | 4,050 | 0 | 4,050 |
| **TOTAL CURRENT ASSETS** | **3,429,961** | **(213,967)** | **3,643,927** |
| **NON-CURRENT ASSETS** | | | |
| Buildings | 887,862 | (2,481) | 890,343 |
| Furniture & Equipment | 13,713 | (727) | 14,441 |
| Plant & Equipment | 535,579 | (7,245) | 542,824 |
| Infrastructure | 641,935 | (6,033) | 647,969 |
| Intangibles | 58,333 | (365) | 58,698 |
| **TOTAL NON-CURRENT ASSETS** | **2,137,423** | **(16,851)** | **2,154,274** |
| **TOTAL ASSETS** | **5,567,383** | **(230,818)** | **5,798,201** |
| **CURRENT LIABILITIES** | | | |
| Creditors | 431,230 | 13,073 | 418,157 |
| Provisions for leave | 193,761 | 4,694 | 189,067 |
| Accruals | 54,415 | 5,454 | 48,961 |
| **TOTAL CURRENT LIABILITIES** | **679,405** | **23,221** | **656,184** |
| **NON-CURRENT LIABILITIES** | | | |
| Provisions for leave | 14,904 | 0 | 14,904 |
| **TOTAL NON-CURRENT LIABILITIES** | **14,904** | **0** | **14,904** |
| **TOTAL LIABILITIES** | **694,309** | **23,221** | **671,087** |
| **NET ASSETS** | **4,873,075** | **(254,039)** | **5,127,114** |
| **EQUITY** | | | |
| Retained surplus | 2,471,101 | (254,039) | 2,725,140 |
| Reserves (cash backed) | 1,929,899 | 0 | 1,929,899 |
| Asset Revaluation Reserve | 472,075 | 0 | 472,075 |
| **TOTAL EQUITY** | **4,873,075** | **(254,039)** | **5,127,114** |

1. Financial Performance (continued)

1.5 Net Current Assets

**NET CURRENT ASSETS**

**For the month ended 28th February 2019**

| | As at 28-Feb-19 | As at 30-Jun-18 |
|---|---|---|
| **CURRENT ASSETS** | | |
| Cash | 1,043,585 | 321,264 |
| Reserves | 1,931,637 | 2,733,287 |
| Debtors | 441,878 | 316,157 |
| Prepayments | 0 | 0 |
| Accrued Income | 8,811 | 39,538 |
| Other Current Assets | 4,050 | 4,050 |
| **TOTAL CURRENT ASSETS** | **3,429,961** | **3,414,295** |
| | | |
| **LESS: CURRENT LIABILITIES** | | |
| Creditors | 431,230 | 656,749 |
| Provisions for leave | 193,761 | 192,065 |
| Accruals | 54,415 | 127,511 |
| **TOTAL CURRENT LIABILITIES** | **679,405** | **976,324** |
| | | |
| **NET CURRENT ASSETS** | **2,750,555** | **2,437,971** |
| | | |
| **LESS** | | |
| Reserves - Restricted Cash | (1,931,637) | (2,733,287) |
| | | |
| **NET CURRENT FUNDING POSITION** | **818,918** | **(295,315)** |

1. Financial Performance (continued)

1.6 Cash Flow Statement

**STATEMENT OF CASH FLOWS**

**For the month ended 28th February 2019**

| | ACTUAL TO DATE 2018/2019 $ | FULL YEAR ACTUAL 2017/2018 $ |
|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES** | | |
| **Receipts** | | |
| Fees and charges | 2,874,192 | 5,616,727 |
| Operating grants, subsidies and contributions | 60,421 | 13,226 |
| Interest earnings | 69,547 | 59,800 |
| Other revenue | 95,742 | 40,246 |
| **Receipts from operations** | 3,099,902 | 5,729,999 |
| **Payment** | | |
| Employee costs | (941,709) | (1,243,843) |
| Materials and contracts | (2,545,334) | (3,721,026) |
| Utility charges | (8,643) | (10,952) |
| Insurance expenses | (57,840) | (66,967) |
| Interest expenses | 0 | 0 |
| Other expenses | (608,974) | (1,228,624) |
| GST received/ (paid) | (19,522) | (18,118) |
| **Payments from operations** | (4,182,022) | (6,289,530) |
| **NET CASH PROVIDED BY OPERATING ACTIVITIES** | (1,082,120) | (559,531) |
| **CASH FLOWS FROM INVESTING ACTIVIES** | | |
| Payments for purchase of property, plant and equipment | (23,646) | 0 |
| Payments for purchase of infrastructure | (9,773) | 0 |
| Non-operating grants, subsidies and contributions | 1,036,210 | 0 |
| Proceeds from sale of plant and equipment | 0 | 0 |
| **NET CASH USED IN INVESTING ACTIVIES** | 1,002,791 | 0 |
| **CASH FLOWS FROM FINANCING ACTIVIES** | | |
| Cash receipts from sale of investments | 0 | 0 |
| **NET CASH PROVIDED BY FINANCING ACTIVIES** | 0 | 0 |
| **SUMMARY OF CASH FLOWS** | | |
| Net increase/ (decrease) in cash and cash equivalents | (79,329) | (559,531) |
| Cash and cash equivalents at the beginning of the year | 3,054,551 | 3,614,082 |
| **CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH** | 2,975,222 | 3,054,551 |

# 1. Financial Performance (continued)

## 1.7 Reserves (cash backed)

**STATEMENT OF RESERVES**

**For the month ended 28th February 2019**

| Description | Future Development Reserve $ | Sustainability Reserve $ | Interim Service Charge Reserve $ | Carbon Abatement Reserve $ | Total $ |
|---|---|---|---|---|---|
| **Opening Balance** | 1,831,637 | 100,000 | 0 | 0 | **1,931,637** |
| Interest on investments | 0 | 0 | 0 | 0 | **0** |
| Transfer from Operating Surplus | | | | 0 | **0** |
| Transfer from Retained Surplus | 0 | 0 | 0 | 0 | **0** |
| Transfer to Operating Surplus | | 0 | 0 | 0 | **0** |
| Transfer to Retained Surplus | 0 | 0 | 0 | 0 | **0** |
| **Closing Balance** | **1,831,637** | **100,000** | **0** | **0** | **1,931,637** |

| INVEST NO | DATE INVESTED | FUND | MATURITY DATE | AMOUNT INVESTED | CURRENT RATE | TERM (DAYS) | WHERE LODGED |
|---|---|---|---|---|---|---|---|
| 1 | 17/12/2018 | Future Development Reserve | 18/03/2019 | $973,837.74 | 2.70% | 91 | NAB |
| 2 | 17/12/2018 | Future Development Reserve | 18/03/2019 | $563,046.31 | 2.70% | 91 | NAB |
| 6 | 18/02/2019 | Future Development Reserve | 20/05/2019 | $294,752.96 | 2.60% | 60 | Bankwest |
| 8 | 15/01/2019 | Sustainability Reserve | 18/03/2019 | $100,000.00 | 2.50% | 62 | Bankwest |
| | | **TOTAL FUNDS INVESTED** | | **$1,931,637.01** | | | |

1. Financial Performance (continued)

1.8 Key Performance Indicators

**FINANCIAL RATIOS**

**For the month ended 28th February 2019**

**Current Ratio**

| | | | | |
|---|---|---|---|---|
| Current Assets | 3,429,961 | | | |
| LESS: Restricted Current Assets | (1,931,637) | 1,498,324 | | |
| Current Liabilities | 679,405 | 679,405 | = | 2.2053 |
| LESS: Liabilities Associated with restricted assets | 0 | | | |

This is ratio is designed to focus on the liquidity position of a local government that has arisen from past year's transactions.

The target for the above ratio should be at or above 1

**Operating Surplus Ratio**

| | | | | |
|---|---|---|---|---|
| Operating Revenue | 3,194,894 | | | |
| LESS: Operating Expense | (4,019,723) | (824,829) | | |
| Own Source Operating Revenue | 3,046,945 | 3,046,945 | = | -0.2707 |

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)

**Own Source Operating Revenue**

| | | | | |
|---|---|---|---|---|
| Own Source Operating Revenue | 3,046,945 | 3,046,945 | | |
| Operating Expense | 4,019,723 | 4,019,723 | = | 0.7580 |

This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts.

The target to achieve an advanced standard is greater than 90% (0.90)

The Current Ratio meets the target recommended by the Department of Local Government and Communities.

Both the Operating Surplus and the Own Source Operating Revenue ratios do not meet their targets because of the ongoing legal fees expenditure.

## 2. Debtors and Creditors Analysis

### 2.1 Top Ten Customers

| TOP TEN CUSTOMERS - February 2019 | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Subiaco | $60,516.28 | Feb-19 | 1 |
| 2 | Town of Claremont | $50,006.23 | Feb-19 | 2 |
| 3 | Town of Mosman Park | $27,706.26 | Feb-19 | 3 |
| 4 | Town of Cottesloe | $23,904.20 | Feb-19 | 4 |
| 5 | Shire of Peppermint Grove | $9,907.35 | Feb-19 | 6 |
| 6 | Davidson Projects Pty Ltd | $6,845.82 | Feb-19 | - |
| 7 | Town of Cambridge | $6,470.09 | Feb-19 | - |
| 8 | Suez Recycling & Recovery Pty Ltd | $5,006.42 | Feb-19 | 7 |
| 9 | City of Nedlands | $2,504.47 | Feb-19 | 10 |
| 10 | Tidy Up | $1,942.88 | Feb-19 | 9 |

| TOP TEN CUSTOMERS - YEAR TO DATE | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Subiaco | $1,253,261.97 | Jul 18 - June 19 | 1 |
| 2 | Town of Claremont | $763,809.51 | Jul 18 - June 19 | 2 |
| 3 | Town of Mosman Park | $638,834.93 | Jul 18 - June 19 | 3 |
| 4 | Town of Cottesloe | $500,234.26 | Jul 18 - June 19 | 4 |
| 5 | Shire of Peppermint Grove | $175,068.29 | Jul 18 - June 19 | 5 |
| 6 | Cleanaway | $83,110.26 | Jul 18 - June 19 | 6 |
| 7 | Department of Water & Environment Regu | $56,090.00 | Jul 18 - June 19 | 7 |
| 8 | Town of Cambridge | $40,744.72 | Jul 18 - June 19 | 8 |
| 9 | Suez Recycling & Recovery Pty Ltd | $36,529.13 | Jul 18 - June 19 | 9 |
| 10 | West to West Group | $17,641.48 | Jul 18 - June 19 | 10 |

## 2. Debtors and Creditors Analysis (continued)

### 2.2 Debtors Age Analysis

**AGED DEBTOR ANALYSIS**

**For the month ended 28th February 2019**

| | 0 - 14 Days | 15 - 35 Days | 36 - 60 Days | 60+ Days | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| **Member Councils** | | | | | |
| City of Subiaco | 46,808 | 19,760 | 17,189 | 0 | **83,757** |
| Town of Cottesloe | 18,241 | 0 | 0 | 0 | **18,241** |
| Town of Claremont | 33,715 | 21,292 | 8,022 | 0 | **63,028** |
| Town of Mosman Park | 20,751 | 9,784 | 187,691 | 0 | **218,225** |
| Shire of Peppermint Grove | 7,815 | 3,025 | 0 | 0 | **10,840** |
| **Total** | **127,330** | **53,861** | **212,902** | **0** | **394,092** |
| | *32%* | *14%* | *54%* | *0%* | *100%* |
| **Non-members** | | | | | |
| AKT Constructions | 89 | 0 | 0 | 0 | **89** |
| All Fencing Perth | 0 | 0 | 0 | (1,232) | **(1,232)** |
| Almond Gardens & Maintenance | 172 | 48 | 195 | 0 | **415** |
| Central Psychiatric Service | 720 | 0 | 48 | 0 | **768** |
| City of Nedlands | 1,684 | 1,795 | 2,235 | 84 | **5,798** |
| City of Perth | 29 | 28 | 0 | 0 | **57** |
| Cleanaway | 1,025 | 495 | 1,553 | 0 | **3,073** |
| Davidson Projects Pty Ltd | 7,226 | 305 | 0 | 0 | **7,530** |
| Hancock Prospecting Pty Ltd | 187 | 0 | 0 | 0 | **187** |
| Landscapes for Life | 686 | 328 | 0 | 0 | **1,014** |
| Martin Cuthbert Landscapes | 360 | 164 | 259 | 480 | **1,263** |
| Methodist Ladies College | 1,106 | 0 | 0 | 0 | **1,106** |
| More Than A Mow | 318 | 0 | 0 | 0 | **318** |
| Perth Bin Hire | 0 | 0 | 633 | 0 | **633** |
| Perth TLC Group | 211 | 183 | 122 | 0 | **515** |
| Project West | 183 | 183 | 0 | 211 | **577** |
| Sculpture By The Sea | 149 | 0 | 0 | 0 | **149** |
| Sir Charles Gairdner Hospital | 1,130 | 937 | 0 | 0 | **2,067** |
| Suez Recycling & Recovery Pty Ltd | 3,768 | 0 | 0 | 5,220 | **8,988** |
| The Claremont Gardener | 240 | 0 | 0 | 0 | **240** |
| Tidy Up | 1,254 | 2,901 | 579 | 0 | **4,734** |
| Town of Cambridge | 6,994 | 123 | 0 | 0 | **7,117** |
| Transpacific Cleanaway T/A Multiskip | 281 | 0 | 0 | 0 | **281** |
| UWA Campus Management | 1,651 | 0 | 0 | 0 | **1,651** |
| West to West Group | 216 | 232 | 0 | 0 | **448** |
| **Total** | **29,678** | **7,721** | **5,623** | **4,763** | **47,786** |
| | *62%* | *16%* | *12%* | *10%* | *100%* |
| **Grand Total** | **157,008** | **61,582** | **218,525** | **4,763** | **441,878** |

## 2.3 Top Ten Suppliers

| TOP TEN SUPPLIERS - February 2019 | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Rockingham | $197,653.11 | Feb-19 | 1 |
| 2 | Peter Ward | $98,450.00 | Feb-19 | - |
| 3 | Painted Dog Research | $26,240.00 | Feb-19 | - |
| 4 | West Tip Waste Management | $15,795.74 | Feb-19 | 3 |
| 5 | Craneswest (WA) Pty Ltd | $15,435.83 | Feb-19 | 4 |
| 6 | LO-GO Appointments | $8,476.35 | Feb-19 | 8 |
| 7 | Saferight Pty Ltd | $5,998.90 | Feb-19 | - |
| 8 | Community Resources Limited | $4,668.64 | Feb-19 | - |
| 9 | JH Computer Services | $3,990.00 | Feb-19 | - |
| 10 | WesTrac | $3,199.04 | Feb-19 | 9 |

| TOP TEN SUPPLIERS - YEAR TO DATE | | | | |
|---|---|---|---|---|
| **Ranking** | **Name** | **$ excl GST** | **Period** | **Previous Month** |
| 1 | City of Rockingham | $1,419,871.56 | Jul 18 - June 19 | 1 |
| 2 | Jones Day | $340,483.27 | Jul 18 - June 19 | 2 |
| 3 | Ernst and Young | $125,234.00 | Jul 18 - June 19 | 3 |
| 4 | West Tip Waste Management | $116,678.45 | Jul 18 - June 19 | 5 |
| 5 | Craneswest (WA) Pty Ltd | $97,424.97 | Jul 18 - June 19 | 6 |
| 6 | LGIS | $88,562.49 | Jul 18 - June 19 | 4 |
| 7 | Cleanaway | $84,741.95 | Jul 18 - June 19 | 7 |
| 8 | LO-GO Appointments | $49,068.18 | Jul 18 - June 19 | 10 |
| 9 | Key2Creative | $47,098.19 | Jul 18 - June 19 | 8 |
| 10 | Curtin Heritage Living | $34,082.95 | Jul 18 - June 19 | - |

## 2. Debtors and Creditors Analysis (continued)

### 2.4 Creditors Age Analysis

**AGED CREDITOR ANALYSIS**

**For the month ended 28th February 2019**

| Name | Total Due | 0 - 14 | 15 - 35 | 36 - 60 | 60+ |
|---|---|---|---|---|---|
| Access Cleaning Services | $440.00 | $440.00 | $0.00 | $0.00 | $0.00 |
| Black and White Taxi's | $90.86 | $90.86 | $0.00 | $0.00 | $0.00 |
| Blossum Catering | $203.50 | $0.00 | $203.50 | $0.00 | $0.00 |
| City of Rockingham | $217,418.42 | $112,050.68 | $105,367.74 | $0.00 | $0.00 |
| Community Resources Limited | $5,135.50 | $5,135.50 | $0.00 | $0.00 | $0.00 |
| Craneswest (WA) Pty Ltd | $16,979.41 | $16,979.41 | $0.00 | $0.00 | $0.00 |
| Curtin Heritage Living | $5,141.18 | $5,141.18 | $0.00 | $0.00 | $0.00 |
| Expressway Civic P/L | $125.74 | $125.74 | $0.00 | $0.00 | $0.00 |
| Forget Your Books Pty Ltd | $1,331.00 | $0.00 | $1,331.00 | $0.00 | $0.00 |
| Fuji Xerox | $123.50 | $9.09 | $114.41 | $0.00 | $0.00 |
| Griffon Alpha Group | $700.48 | $700.48 | $0.00 | $0.00 | $0.00 |
| Heatley Sales Pty Ltd | $748.72 | $0.00 | $748.72 | $0.00 | $0.00 |
| Hecs Fire | $363.00 | $363.00 | $0.00 | $0.00 | $0.00 |
| Heyder & Shears Catering | $3,303.26 | $3,303.26 | $0.00 | $0.00 | $0.00 |
| Iron Mountain | $330.00 | $165.00 | $165.00 | $0.00 | $0.00 |
| JH Computer Services | $4,565.00 | $4,389.00 | $176.00 | $0.00 | $0.00 |
| Key2Creative | $1,490.50 | $1,490.50 | $0.00 | $0.00 | $0.00 |
| LO-GO Appointments | $7,429.42 | $4,674.92 | $2,754.50 | $0.00 | $0.00 |
| Marketforce Express | $436.21 | $436.21 | $0.00 | $0.00 | $0.00 |
| Melville Volkswagen | $120.00 | $120.00 | $0.00 | $0.00 | $0.00 |
| Mini-Tankers | $722.00 | $722.00 | $0.00 | $0.00 | $0.00 |
| Paxon Group | $2,730.00 | $2,730.00 | $0.00 | $0.00 | $0.00 |
| Paypac Payroll Services Pty Ltd | $290.00 | $0.00 | $0.00 | $290.00 | $0.00 |
| Peter Ward | $108,295.00 | $108,295.00 | $0.00 | $0.00 | $0.00 |
| Planning Solutions (Aust) Pty Ltd | $2,420.00 | $0.00 | $2,420.00 | $0.00 | $0.00 |
| Precision Tool Engineering | $847.00 | $847.00 | $0.00 | $0.00 | $0.00 |
| Pritchard Francis Consulting | $1,540.00 | $1,540.00 | $0.00 | $0.00 | $0.00 |
| RAC Business Wise | ($97.95) | ($97.95) | $0.00 | $0.00 | $0.00 |
| Saferight Pty Ltd | $6,598.79 | $6,598.79 | $0.00 | $0.00 | $0.00 |
| St John Ambulance Australia (Western Australia) | $88.95 | $88.95 | $0.00 | $0.00 | $0.00 |
| Taylor Tyres Pty Ltd | $768.00 | $0.00 | $768.00 | $0.00 | $0.00 |
| Toolmart | $25.90 | $25.90 | $0.00 | $0.00 | $0.00 |
| West Tip Waste Management | $36,504.93 | $17,375.31 | $19,129.62 | $0.00 | $0.00 |
| WesTrac | $3,518.94 | $3,518.94 | $0.00 | $0.00 | $0.00 |
| Worldwide Online Printing (O'Connor) | $699.95 | $699.95 | $0.00 | $0.00 | $0.00 |
| Total: | $431,427.21 | $297,958.72 | $133,178.49 | $290.00 | $0.00 |
| Ageing Percent: | | 69% | 31% | 0% | 0% |

## 3. Treasury

### 3.1 Cash Invested

| | Investment Date | Maturity Date | Investment Amount $ | Interest Rate % | Term (days) | Institution | Maturity Amount $ | Gross Interest $ |
|---|---|---|---|---|---|---|---|---|
| Future Development Reserve | 17/12/2018 | 18/03/2019 | $973,837.74 | 2.70% | 91 | NAB | 980,393 | 6,555 |
| Future Development Reserve | 17/12/2018 | 18/03/2019 | $563,046.31 | 2.70% | 91 | NAB | 566,836 | 3,790 |
| Future Development Reserve | 18/02/2019 | 20/05/2019 | $294,752.96 | 2.60% | 60 | Bankwest | 296,013 | 1,260 |
| Sustainability Reserve | 15/01/2019 | 18/03/2019 | $100,000.00 | 2.50% | 62 | Bankwest | 100,425 | 425 |
| | | | 1,931,637 | *2.63%* | *Average rate* | | 1,943,667 | 12,030 |

### 3.2 Cash Analysis

**CASH ANALYSIS**

**For the month ended 28th February 2019**

| | Balance 28-Feb-19 $ | Movement $ | Balance 31-Jan-19 $ |
|---|---|---|---|
| Future Development Reserve | 1,831,637 | 1,182 | 1,830,455 |
| Sustainability Reserve | 100,000 | 556 | 99,444 |
| Interim Service Charge Reserve | - | 0 | - |
| Carbon Abatement Reserve | 0 | 0 | 0 |
| Total Restricted Cash | **1,931,637** | **1,738** | **1,929,899** |
| Total Unrestricted Cash | **1,043,585** | **767,196** | **276,389** |
| Total Cash | **2,975,222** | **768,934** | **2,206,288** |

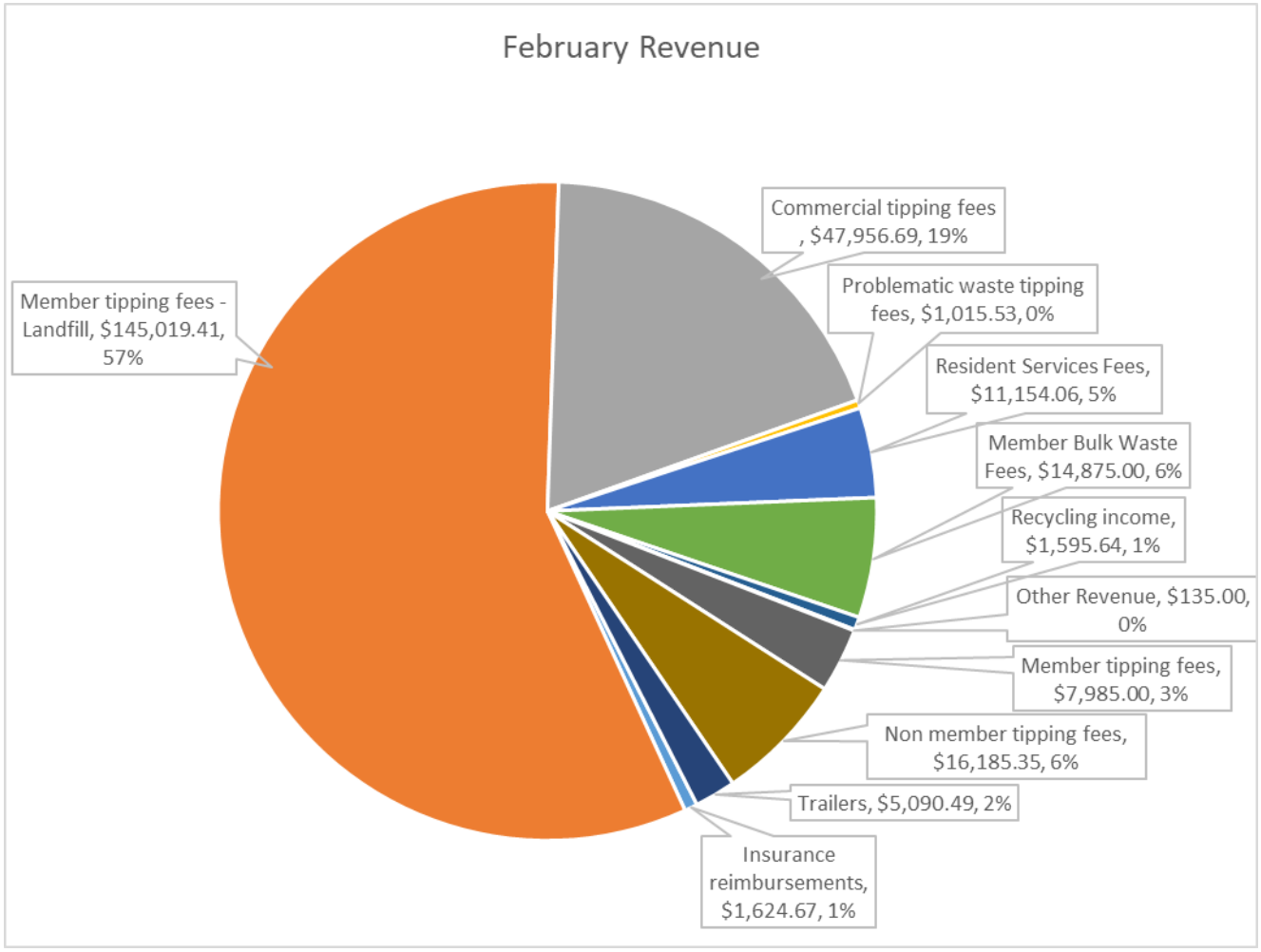
## 4. Capital Expenditure

**STATEMENT OF INVESTING ACTIVITIES**

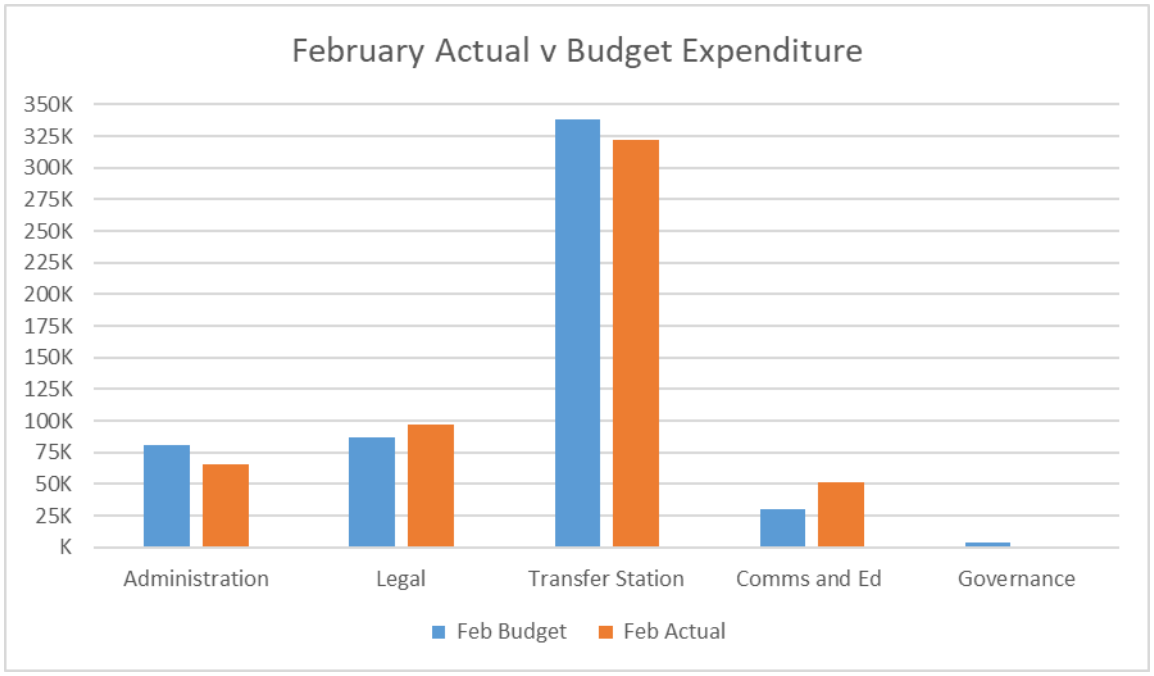
**For the month ended 28th February 2019**

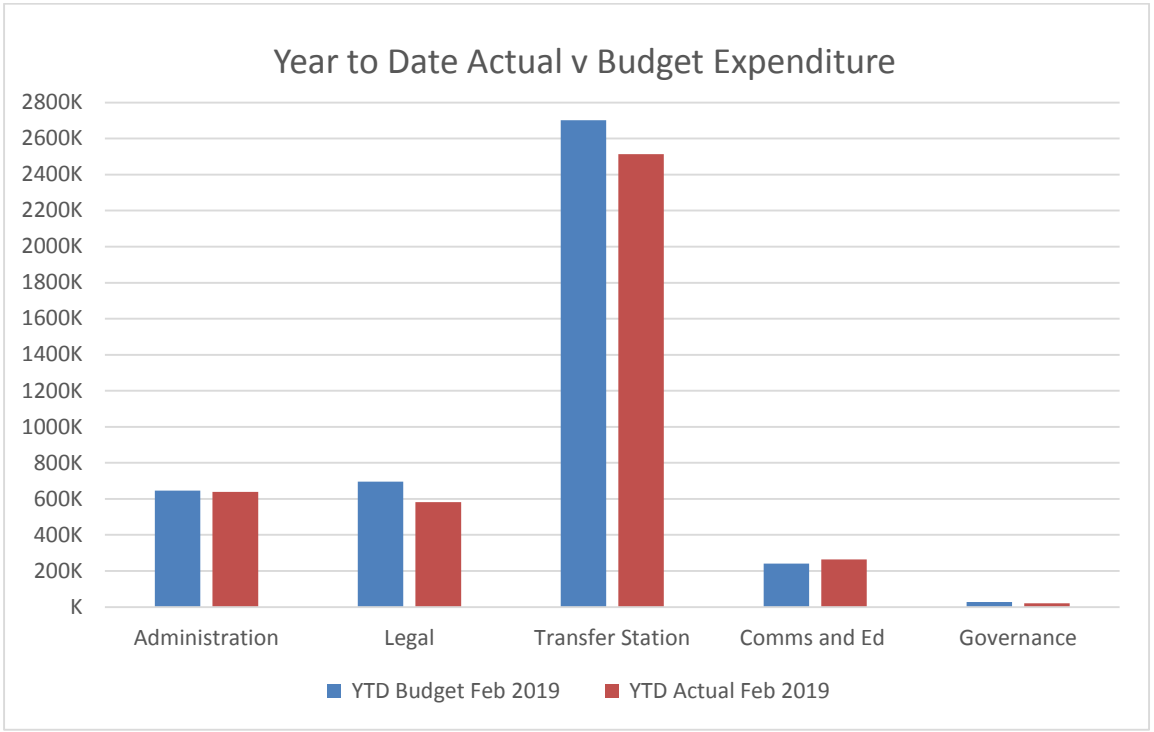
| | Month Movement | YTD Actual June 2018 | YTD Actual Feb 2019 | YTD Budget Feb 2019 | Revised Budget |
|---|---|---|---|---|---|
| **Land** | | | | | |
| **Buildings** | | | | | |
| HHW area cover - Transfer Station | 0 | 0 | $0 | 5,000 | 5,000 |
| **Total Buildings** | **0** | **0** | **0** | **5,000** | **5,000** |
| **Furniture & Equipment** | | | | | |
| New Phone System - Admin Office | 0 | 0 | 0 | 8,000 | 8,000 |
| **Total Office Furniture** | **0** | **0** | **0** | **8,000** | **8,000** |
| **Plant & Equipment** | | | | | |
| Waste Education vehicle | 0 | 0 | 24,913 | 26,000 | 26,000 |
| Safety barriers | 0 | 0 | 7,450 | 7,500 | 7,500 |
| Remote control | 0 | 0 | 5,733 | 6,500 | 6,500 |
| Silo bay back flap works | 0 | 0 | 0 | 20,000 | 20,000 |
| Security improvements | 0 | 0 | 0 | 15,000 | 15,000 |
| **Total Property, Plant & Equipment** | **0** | **0** | **38,096** | **75,000** | **75,000** |
| **Infrastructure** | | | | | |
| HHW Plumbing cover | 0 | 0 | 0 | 6000 | 6000 |
| **Total Infrastructure** | **0** | **0** | **0** | **6,000** | **6,000** |
| **Total Capital Expenditure** | **0** | **0** | **38,096** | **94,000** | **94,000** |

## 5. Revenue


February Revenue
Commercial tipping fees , $47,956.69, 19%
Problematic waste tipping fees, $1,015.53, 0%
Resident Services Fees, $11,154.06, 5%
Member Bulk Waste Fees, $14,875.00, 6%
Recycling income, $1,595.64, 1%
Other Revenue, $135.00, 0%
Member tipping fees, $7,985.00, 3%
Non member tipping fees, $16,185.35, 6%
Trailers, $5,090.49, 2%
Insurance reimbursements, $1,624.67, 1%
Member tipping fees - Landfill, $145,019.41, 57%

## 6. Actual v Budget Expenditure



Attachment 10.3a

**Western Metropolitan Regional Council**
PO Box 47
MOSMAN PARK WA 6912

# Bank Register

**January 2019**

| | Date | Memo/Payee | Withdrawal | Comment |
|---|---|---|---|---|
| | 1/01/2019 | Facebook Advertising | $59.92 | Advertising |
| | 1/01/2019 | Coles Express Jolimont | $29.76 | Fuel |
| | 1/01/2019 | Bunnings Wembley | $32.34 | TS Misc. |
| | 2/01/2019 | MAINTENANCE FEE | $10.00 | Bank Fees |
| | 2/01/2019 | BUSINESS TRANSACTION FEE | $14.20 | Bank Fees |
| | 2/01/2019 | WESTPAC MERCHANT 21911722FEE | $534.18 | Bank Fees |
| | 3/01/2019 | Seek Advertising | $308.00 | TS Job Advertisement |
| | 7/01/2019 | Australian Taxation Office | $25,432.00 | PAYG Liability Nov |
| | 7/01/2019 | CALTEX CLEARING 0200517677 07/01 | $96.90 | Fuel |
| | 7/01/2019 | SuperChoice | $14,334.84 | Superannuation |
| | 11/01/2019 | Post Newspapers | $1,980.00 | Advertising |
| | 11/01/2019 | Community Resources Limited | $1,087.90 | Problematic waste removal |
| | 11/01/2019 | Heatley Sales Pty Ltd | $394.98 | PPE |
| | 11/01/2019 | Hartac Sales and Distribution | $8,195.00 | Safety Equipment |
| | 11/01/2019 | Department of Water and Environment | $711.89 | Annual Licence fee |
| | 11/01/2019 | WA Plumbing Solutions | $2,037.20 | Gully Educting |
| | 11/01/2019 | Covs Parts Pty Ltd | $106.72 | General Plant Maintenance |
| | 11/01/2019 | Griffon Alpha Group | $766.15 | Security Patrols |
| | 11/01/2019 | Heatley Sales Pty Ltd | $752.00 | PPE/ Misc |
| | 11/01/2019 | Key2Creative | $1,463.00 | Serve food not litter campaign |
| | 11/01/2019 | Worldwide Online Printing (O'Connor) | $838.02 | Stationery new logo |
| | 11/01/2019 | Saferight Pty Ltd | $916.30 | Fire equipment servicing |
| | 11/01/2019 | West Tip Waste Management | $18,260.09 | Haulage |
| | 11/01/2019 | Mini-Tankers | $1,467.09 | Fuel |
| | 11/01/2019 | Jones Day | $77,537.37 | Legal fees |
| | 11/01/2019 | WALGA | $11,613.80 | MWAC contribution |
| | 14/01/2019 | Synergy | $440.60 | Electricity |
| | 14/01/2019 | Telstra | $532.84 | Landlines |
| | 14/01/2019 | Telstra | $95.52 | Mobile phones |
| | 14/01/2019 | Synergy | $348.20 | Electricity |
| | 14/01/2019 | Fuji Xerox | $321.71 | Printer |
| | 14/01/2019 | Anne Lake Consultantancy | $4,125.00 | HR Consultancy |
| | 14/01/2019 | City of Rockingham | $99,627.26 | Landfill fees |
| | 14/01/2019 | LO-GO Appointments | $8,623.34 | Temporary staff |
| | 14/01/2019 | WA BOS Semi Trailer Equipment Pty | $970.59 | Trailer servicing |
| | 14/01/2019 | Cleanaway | $1,643.74 | Waste haulage |
| | 14/01/2019 | Forget Your Books Pty Ltd | $1,300.75 | Contractor |
| | 15/01/2019 | Bunnings Trade Bibra Lake | $657.75 | Office expenses |
| | 17/01/2019 | Local Government Professionals | $80.00 | Conferences |
| | 17/01/2019 | Landgate - Cert of Title | $25.70 | Certificate of Title |
| | 18/01/2019 | ACMA | $65.00 | Annual Licence fee |
| | 20/01/2019 | Amy Warne | $23.96 | Reimbursement |
| | 21/01/2019 | Australian Taxation Office | $56,278.00 | PAYG Liability Dec |
| | 22/01/2019 | Bunnings Cottesloe | $8.70 | Office expenses |
| | 23/01/2019 | City of Fremantle | $6.00 | Parking |
| | 24/01/2019 | City of Rockingham | $99,851.32 | Landfill fees |
| | 24/01/2019 | WA BOS Semi Trailer Equipment Pty | $4,756.68 | Trailer servicing |
| | 24/01/2019 | Hosemasters | $227.38 | Maintenance loader |
| | 24/01/2019 | Elan Energy Management | $318.85 | Tyre recycling |
| | 24/01/2019 | Craneswest (WA) Pty Ltd | $9,167.24 | Greenwaste removal |
| | 24/01/2019 | Cleanaway | $24,102.94 | Waste haulage |
| | 24/01/2019 | LO-GO Appointments | $3,454.70 | Temporary staff |
| | 24/01/2019 | St John Ambulance Australia (Western | $487.66 | First Aid |
| | 24/01/2019 | Key2Creative | $4,180.00 | Marketing consultant |
| | 24/01/2019 | Iron Mountain | $165.00 | Archiving |

| | | | | |
|---|---|---|---|---|
| | 24/01/2019 | Curtin Heritage Living | $10,282.36 | Rent & Gardening Nov & Dec 2018 |
| | 24/01/2019 | Fuji Xerox | $325.74 | Printer |
| | 24/01/2019 | Complete Office Supplies Pty Ltd | $202.48 | Stationery |
| | 24/01/2019 | Expressway Civic P/L | $175.25 | Courier |
| | 24/01/2019 | JH Computer Services | $1,540.00 | IT Support |
| | 24/01/2019 | Bunnings Trade | $946.50 | Own events - Compost Bins |
| | 24/01/2019 | Docu-Shred | $55.00 | Misc. office expense |
| | 24/01/2019 | Access Cleaning Services | $902.00 | Cleaning & Hygiene |
| | 24/01/2019 | Anne Lake Consultantancy | $5,280.00 | HR Consultancy |
| | 24/01/2019 | J&K Hopkins | $1,373.00 | Office expenses |
| | 24/01/2019 | Fowler, George | $16.20 | Reimbursement |
| | 24/01/2019 | Samson's Paddock Mosman Park | $129.16 | Amy Warne Farewell |
| | 29/01/2019 | IGA - Mosman Pk | $17.45 | Milk, Coffee etc. |
| | 30/01/2019 | Mail Chimp promo | $134.12 | Promotion - Server food not litter |
| | 31/01/2019 | PPE 06.01.2019□ | $29,998.03 | Payroll |
| | 31/01/2019 | PPE 20.01.2019□ | $40,063.83 | Payroll |
| | | | $582,307.20 | |

**Attachment 10.3b**

**Western Metropolitan Regional Council**
PO Box 47
MOSMAN PARK WA 6912

# Bank Register

**February 2019**

| Date | Memo/Payee | Withdrawal | Comment |
|---|---|---|---|
| 1/02/2019 | MAINTENANCE FEE | $10.00 | Bank Fees |
| 1/02/2019 | BUSINESS TRANSACTION FEE | $18.00 | Bank Fees |
| 1/02/2019 | WESTPAC MERCHANT 21911722FEE | $536.69 | Bank Fees |
| 3/02/2019 | Payroll 03.02.2019 | $32,185.78 | Payroll |
| 6/02/2019 | City of Vincent | $3.50 | Parking |
| 7/02/2019 | CALTEX CLEARING 0200517677 07/02 | $219.78 | Fuel |
| 8/02/2019 | Telstra | $34.05 | Mobiles TS |
| 8/02/2019 | Synergy | $262.80 | Electricity |
| 8/02/2019 | Water Corporation | $784.50 | Water consumption TS |
| 8/02/2019 | Synergy | $280.85 | Electricity |
| 8/02/2019 | Mickelberg, Amy | $54.11 | Reimbursement |
| 8/02/2019 | LO-GO Appointments | $351.45 | Temporary Staff |
| 8/02/2019 | LO-GO Appointments | $1,654.16 | Temporary Staff |
| 8/02/2019 | Bell, Alexandra | $134.00 | Reimbursement |
| 8/02/2019 | SuperChoice | $15,344.57 | Superannuation |
| 8/02/2019 | JH Computer Services | $676.50 | IT Support/ Software expenses |
| 8/02/2019 | JH Computer Services | $814.00 | IT Support/ Software expenses |
| 8/02/2019 | JH Computer Services | $1,760.00 | IT Support/ Software expenses |
| 8/02/2019 | JH Computer Services | $286.00 | IT Support/ Software expenses |
| 8/02/2019 | Town of Cottesloe | $3,500.00 | Photocopiers office |
| 8/02/2019 | Sheridans Pty Ltd | $97.74 | Name badges with New Logo |
| 8/02/2019 | Key2Creative | $231.00 | Marketing Consulting |
| 8/02/2019 | LO-GO Appointments | $1,460.91 | Temporary Staff |
| 8/02/2019 | LO-GO Appointments | $2,337.46 | Temporary Staff |
| 8/02/2019 | LO-GO Appointments | $2,414.35 | Temporary Staff |
| 8/02/2019 | LO-GO Appointments | $2,337.46 | Temporary Staff |
| 8/02/2019 | WesTrac | $2,353.39 | Maintenance & Servicing |
| 8/02/2019 | Hecs Fire | $2,277.00 | Fire Extinguisher Testing |
| 8/02/2019 | Mini-Tankers | $3,249.82 | Fuel |
| 8/02/2019 | City of Rockingham | $99,218.94 | Landfill fees |
| 8/02/2019 | Craneswest (WA) Pty Ltd | $14,294.27 | Greenwaste haulage |
| 8/02/2019 | More Than A Mow | $1,040.00 | Lawn mowing TS |
| 8/02/2019 | Cannon hygiene Australia Pty Ltd | $420.97 | Clenaing & Hygiene |
| 8/02/2019 | Waste Stream Management | $405.90 | Asbestos disposal |
| 8/02/2019 | Heatley Sales Pty Ltd | $377.13 | PPE |
| 8/02/2019 | Total Supplies | $423.90 | Office supplies |
| 8/02/2019 | Community Resources Limited | $1,720.40 | Problematic waste removal |
| 8/02/2019 | Black and White Taxi's | $55.86 | Christmas Party transport |
| 8/02/2019 | Taylor Tyres Pty Ltd | $836.00 | Tyre repairs |
| 8/02/2019 | Jones Day | $85,972.48 | Legal fees |
| 8/02/2019 | Expressway Civic P/L | $212.85 | Courier |
| 8/02/2019 | Curtin Heritage Living | $5,141.18 | Rent & Gardening Jan 2019 |
| 8/02/2019 | IGA - Mosman Pk | $14.95 | Milk, Tea |
| 11/02/2019 | Town of Cambridge | $4.20 | Parking at seminar |
| 13/02/2019 | Town of Cambridge | $4.20 | Parking at Walga |
| 15/02/2019 | Telstra | $348.02 | Landlines Admin |
| 15/02/2019 | Askwith Safe Company | $198.00 | Service to safe TS |
| 15/02/2019 | Electrical Nett | $7,030.19 | Plant & Equipment - Remote |
| 15/02/2019 | Cleanaway | $12,689.08 | Waste haulage |
| 15/02/2019 | Water2Water | $183.30 | Building Maintenance |
| 15/02/2019 | Griffon Alpha Group | $1,225.84 | Security TS |

| | | | | |
|---|---|---|---|---|
| | 15/02/2019 | Community Resources Limited | $2,580.60 | Problematic waste removal |
| | 15/02/2019 | Craneswest (WA) Pty Ltd | $5,295.85 | Greenwaste haulage |
| | 15/02/2019 | West Tip Waste Management | $18,260.09 | Haulage |
| | 15/02/2019 | Wren Oil | $16.50 | Oil disposal |
| | 15/02/2019 | Access Cleaning Services | $902.00 | Clenaing & Hygiene |
| | 15/02/2019 | Heatley Sales Pty Ltd | $201.39 | PPE |
| | 15/02/2019 | Hosemasters | $2,147.81 | Maintenance & equipment - silos |
| | 15/02/2019 | City of Rockingham | $96,043.50 | Landfill fees |
| | 15/02/2019 | Painted Dog Research | $28,864.00 | Professional fees |
| | 15/02/2019 | Perfect Project Planning | $3,960.00 | Microsoft project - Trevor Rabbey |
| | 15/02/2019 | Australia Post | $112.86 | Postage |
| | 15/02/2019 | LO-GO Appointments | $1,894.57 | Temporary Staff |
| | 15/02/2019 | Paypac Payroll Services Pty Ltd | $301.80 | Payroll Contractor |
| | 15/02/2019 | Forget Your Books Pty Ltd | $1,179.75 | Bookkeeping Contractor |
| | 15/02/2019 | JH Computer Services | $44.00 | IT Support/ Software expenses |
| | 15/02/2019 | Old Bridge Cellars | $120.00 | Own events - gift speakers |
| | 16/02/2019 | Telstra | $261.46 | Mobiles Admin |
| | 17/02/2019 | Payroll 17.02.2019 | $30,529.36 | Payroll |
| | 18/02/2019 | Telstra | $54.84 | Landlines TS |
| | 18/02/2019 | SuperChoice | $16,224.21 | Superannuation |
| | 18/02/2019 | Cottesloe Car Wash | $20.00 | Office expenses - Caddy |
| | 19/02/2019 | Australian Taxation Office | $23,638.00 | PAYG Liability Jan 2019 BAS |
| | 19/02/2019 | Bunnings - Wembley 30.01.19 | $117.08 | TS Misc. |
| | 20/02/2019 | City of Perth | $15.10 | Parking |
| | 20/02/2019 | Caltex Woolworths Mosman Park | $1.70 | Newspaper - Tender Ad |
| | 27/02/2019 | Amy Kerr | $205.00 | Reimbursement - Training |
| | 28/02/2019 | City of Nedlands | $827.49 | Development Approval app. Fee. |
| | 28/02/2019 | Department of Sport and Recreation | $12,669.63 | Brockway Site Lease |
| | 28/02/2019 | Australian Services Union | $336.70 | Union fees |
| | | | $554,312.82 | |

**Attachment 10.3c**

**Western Metropolitan Regional Council**
PO Box 47
MOSMAN PARK WA 6912

# Aged Receivables (Sundry Debtors)

**As of 25/03/2019**

| Name | Total Due | 36 - 60 | 60+ | Comment |
|---|---|---|---|---|
| AKT Constructions | $89.03 | $89.03 | $0.00 | Reminder Statement Sent |
| Almond Gardens & Maintenance | $624.56 | $88.07 | $194.95 | Reminder Statement Sent |
| City of Nedlands | $6,801.19 | $2,528.73 | $2,318.94 | Reminder Statement Sent |
| City of Subiaco | $82,686.95 | $0.00 | $17,189.48 | Reminder Statement Sent |
| Davidson Projects Pty Ltd | $9,925.29 | $2,014.98 | $0.00 | Reminder Statement Sent |
| Martin Cuthbert Landscapes | $1,502.60 | $283.89 | $738.71 | Reminder Statement Sent |
| Perth TLC Group | $632.62 | $182.75 | $121.85 | Reminder Statement Sent |
| Suez Recycling & Recovery Pty Ltd | $4,184.42 | $0.00 | $2,221.16 | Reminder Statement Sent |
| Tidy Up | $4,308.74 | $2,547.02 | $0.00 | Reminder Statement Sent |
| Town of Claremont | $51,021.08 | $0.00 | $8,021.58 | Reminder Statement Sent |
| Total Balance: | $161,776.48 | $7,734.47 | $30,806.67 | |
| Ageing Percent: | | $0.03 | $0.12 | |

Attachment 10.4a

Western Metropolitan Regional Council
Managing waste wisely

# Minutes

## CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING (CEOAC 01/2019)

15 January 2019
Commencing at 9:30 am

City of Subiaco
136 Rokeby Road
Subiaco WA 6008

40 Marine Parade, Cottesloe WA 6011 | PO Box 47, Mosman Park WA 6912
T 08 9384 4003 | F 08 9384 7511 | E admin@wmrc.wa.gov.au | **www.wmrc.wa.gov.au**

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# 1. DECLARATION OF OPENING

Don Burnett, CEO, Shire of Peppermint Grove welcomed those present and opened the meeting at 9:35 am

# 2. RECORD OF ATTENDANCE AND APOLOGIES

| Member | Position | Council |
|---|---|---|
| Mr M Macpherson | Acting Chief Executive Officer | Town of Mosman Park |
| Mr L Crichton | Acting Chief Executive Officer | Town of Claremont |
| Mr D Burnett | Chief Executive Officer (Acting Chair) | Shire of Peppermint Grove |
| Ms R Lavery | Chief Executive Officer | City of Subiaco |
| Mr S Frodsham | Chief Executive Officer | WMRC |
| **Visitors** | **Position** | **Council** |
| Ms A Hynes | Manager Operations | WMRC |
| Ms L Eustance | Manager Communications & Education | WMRC |
| Mr W Marchbank | Project Officer | WMRC |
| Ms R Brown | Manager Waste and Recycling (5.1) | WALGA |
| Mr C Pumphrey | Manager Fleet & Waste Services (4.3) | City of Swan |

### Leave of Absence

Nil

### Apologies

| | | |
|---|---|---|
| Mr M Goodlet | Chief Executive Officer | Town of Mosman Park |
| Mr M Humfrey | Chief Executive Officer | Town of Cottesloe |
| Ms L Ledger | Chief Executive Officer | Town of Claremont |
| Mr G Bird | Acting Chief Executive Officer | Town of Cottesloe |

# 3. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the CEOAC meeting held on 20 November 2018 are at **Attachment 1.**

**CEOAC RECOMMENDATION**

**3.1 The minutes of the CEOAC meeting held on 20 November 2018 be accepted as a true and proper record of that meeting.**

**CARRIED**

Presentations for items 5.1 and 4.3 were made at this point in the meeting.

# 4. MATTERS FOR CONSIDERATION

## 4.1 CONFIDENTIAL REPORT – DICOM FACILITY

The WMRC Chief Executive Officer will speak to the immediately previous confidential reports, emails and minutes which have been circulated to CEOAC members. The protocol followed is that all confidential and other information provided to WMRC Councillors is copied to CEOAC members.

The confidential reports, emails and minutes referred to above are not reproduced as an attachment to this agenda but members are reminded they are:

- DiCOM Confidential Progress Report of 27 November 2018 and attachments dealt with at the WMRC Ordinary Meeting 6 December 2018.

Members will be updated verbally on any new developments, including developments following court-supervised mediation between the parties in November 2018; and the preparation of this agenda.

Answers to questions from members will be provided where possible.

**CEOAC RECOMMENDATION**

**4.1.1 The verbal report of the WMRC CEO be noted.**

**CARRIED**

## 4.2 USE OF WEST METRO RECYCLING CENTRE FACILITIES BY NON-MEMBER COUNCILS

At its meeting of 18 December, the City of Nedlands decided to "*not support the Western Metropolitan Regional Council's request for a contribution to Resource Recovery and Waste Education services*."

At the time of preparing this agenda, there has not yet been a response to the WMRC's letter of proposal to the City of Nedlands of the 21st of September 2018.

WMRC has now also written to the Town of Cambridge about making a contribution to the cost of providing recycling services to its residents in similar vein to the approach made to the City of Nedlands.

The situation as it stands is such that specialised waste and recycling services provided to residents at the West Metro Recycling are being utilised to a substantial extent by residents of a number of non-member Councils.

Options for discussion amongst CEOs include:

a. the status quo be allowed to continue;

b. the WMRC persist with seeking a direct contribution from the City of Nedlands; or

c. a West Metro Recycling Centre Pass for residents be introduced. These passes, valid for 12 months, could be provided free of charge to all residents and ratepayers of our member councils; and made available at cost to non-member councils.

CEOAC recommends to WMRC Council that the City of Nedlands and Town of Cambridge be advised of the cost implications for non-member Council residents using the facility of the introduction of a West Metro Recycling Centre pass, and given an opportunity to respond before such a pass is finalised.

**CEOAC RECOMMENDATION**

**4.2.1 CEOAC recommends to WMRC Council that the City of Nedlands and Town of Cambridge be advised of the cost implications for non-member Council residents using the facility of the introduction of a West Metro Recycling Centre pass, and given an opportunity to respond before such a pass is finalised.**

**4.2.2 CEOAC endorses the introduction of a West Metro Recycling Centre pass for residents.**

**CARRIED**

## 4.3 ON CALL VERGE WASTE COLLECTION

At the suggestion of a number of officers of Member Councils, WMRC is proposing to investigate and develop an *On Call Verge Waste Collection Service* to available to all Member Councils. The *On Call Verge Waste Collection Service* is the standard across the majority of Local Government Authorities throughout Australia. Experience demonstrates the on-call nature of the service acts to reduce the volume of waste to be collected and increase the level of diversion of waste from landfill.

The City of Swan commenced an on call service from 1 July 2018 and is already experiencing positive performance outcomes. The City of Swan's system is similar to that in operation across the City of Parramatta (NSW) and the City of Hume (Victoria) that can be considered as case studies for the WMRC project. In simple terms, residents book a collection service on a preferred day and place their bulk waste on the verge (as is the practice now) for collection on the designated day. Collections are typically conducted using small loaders and rear loading collection vehicles (as is the practice now).

Various other metropolitan LGAs have adopted on call verge waste collection systems, utilising Skip bins, however this system is problematic for several of our Member Councils.

The system proposed by the WMRC after consultation with a number of Member Councils is consistent with the WALGA *Better Practice Vergeside Collection Guidelines*, published in 2015.

In summary, the concept plan for the investigation and development of the project includes the following:

- WMRC develops a project plan and project proposal for a verge waste collection contract, available to WMRC Member Councils that might decide to opt-in for the contracted service.
- The project rolls-out under the direction of a Project Control Group (PCG) chaired by Operations Manager WMRC and including officer representatives of Member Councils.
- WMRC develops an RFT, calls for tenders and assesses tender responses, in conjunction with Member Councils.
- WMRC awards a contract, which would be available for member Councils on an opt-in basis, e.g. from the expiry of their current contract.
- The service is booked by residents, nominating a designated day and material type/s for collection.
- Residents place their waste out for collection on the designated day.
- Waste materials are to be sorted to maximise the diversion of waste from landfill; and
- WMRC promotes and manages the contract on behalf of participating Member Councils, including managing the booking process, monitoring contractor performance; monitoring customer satisfaction; and providing performance reports;
- Member Councils are free to opt in or retain their current services, as preferred.

Colin Pumphrey, Manager Fleet & Waste Services, with the City of Swan, has kindly agreed to attend the meeting to provide an overview of their service and how the system has performed to date. Colin has managed the project from concept development, through feasibility and implementation, and continues to manage the operational phase of the project.

**CEOAC RECOMMENDATION**

**4.3.1 CEOAC endorses the concept of an opt-in On Call Verge Waste Collection Service for WMRC Member Councils.**

**4.3.2 CEOAC recommends to the WMRC that a Project Control Group consisting of relevant Technical Officers be formed to guide the investigation and development of the project.**

**4.3.3 That the WMRC approach relevant technical officers in member councils for information required.**

**4.3.4 That Mr Colin Pumphrey be thanked for his presentation.**

**CARRIED**

# 5. INFORMATION ITEMS

## 5.1 CONTAINER DEPOSIT SCHEME

The WA Container Deposit Scheme is expected to commence in March 2020. WMRC provided feedback on the proposed customer service standards in December 2018 recommending that the Preferred Scheme Coordinator includes Local Government community waste drop-off infrastructure be included in considerations of Refund Point sites.

WMRC has flagged that the West Metro Recycling Centre be considered as a prospective CDS Refund Point. A decision in this regard is some way off and will depend upon customer service standards; characteristics of infrastructure; and location of other Refund Points amongst other things. A principal advantage of a West Metro Recycling Centre Refund Point is that it will facilitate resident recycling of problematic waste, with residents encouraged to bring their waste to the Recycling Centre at the same time they're recovering their deposits on containers.

WMRC has been working in WALGA's CDS Policy Forum on this matter. Rebecca Brown, Manager Waste and Recycling, WALGA will present to CEOAC on planning for the CDS at the meeting.

**CEOAC RECOMMENDATION**

**5.1.1 That the information be received.**

**5.1.2 That Ms Rebecca Brown be thanked for her presentation.**

**CARRIED**

## 5.2 WASTE DELIVERY AGREEMENT

The Waste Delivery Agreement (WDA) lapsed on 20 October 2018. WMRC's legal advice recommends WMRC seek to extend the WDA and amend the EA (Establishment Agreement).

WMRC Council resolved on 8 October 2018, to seek to extend the WDA and amend the EA. WMRC has written to each of its member councils accordingly.

The Town of Mosman Park resolved at their 27 November 2018 meeting "that it approves an extension of the Waste Delivery Agreement". The City of Subiaco resolved at their 11 December 2018 meeting to support an extension of the WDA. No correspondence has been received from the remaining Member Councils on this matter.

**CEOAC RECOMMENDATION**

**5.2.1 That the WMRC Council consider requesting officers to prepare and circulate a new draft WDA.**

**CARRIED**

## 5.3 MIXED FEE MODEL

The mixed fee model was adopted by WMRC Council at its December meeting. From 1 January 2019, Member Council fees for services at the Transfer station were significantly reduced. Fixed contributions will be required every six months. Letters regarding the first Fixed Contribution have been sent to all Councils, and invoices will be prepared in January.

**CEOAC RECOMMENDATION**

**5.3.1 That the information be received.**

**CARRIED**

## 5.4 WMRC STRATEGIC PLANNING

Work on a draft new WMRC Strategic Community Plan is well advanced.

WMRC CEO is to meet with officers of the Department of Local Government, Sport and Cultural Industries on 6 February to discuss the WMRC's review of its Strategic Community Plan and development of a new Corporate Business Plan.

WMRC anticipates that following review of a revised draft of its SCP by Council, the draft will be provided to Member Councils for comment prior to it being released in the form of a final draft for the purposes of community consultation.

**CEOAC RECOMMENDATION**

**5.4.1 That the information be received**

**CARRIED**

## 5.5 COMMUNICATIONS AND EDUCATION REPORT

The DWER-funded project to evaluate and amplify waste education in the area has completed the research stage with 1431 responses to the online survey and around 30 of those taking an active and considered part in the subsequent Online Forum. This level of engagement is far higher than expected. The consultant will report late January.

The Keep Australia Beautiful - funded Serve Food Not Litter event will target food businesses to promote a reduction on the quantity of litter-prone items used by the businesses. This event is programmed for mid- February.

The schools and public places used battery collection program is in the process of being updated.

The new website is nearing completion and will soft-launch late January.

**CEOAC RECOMMENDATION**

**5.5.1 That the information be received.**

**CARRIED**

# 6. GENERAL BUSINESS

Nil.

# 7. CLOSURE OF MEETING

The meeting was closed at 11:47 am

## Next Meeting

Tuesday 19 March 2019, 09:30 am, at Town of Claremont.

Attachment 10.4b

Western Metropolitan Regional Council
Managing waste wisely

# Minutes

## CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING (CEOAC 02/2019)

21 March 2019
Commencing at 11:30 am

Town of Claremont
308 Stirling Highway
Claremont WA 6010

40 Marine Parade, Cottesloe WA 6011 | PO Box 47, Mosman Park WA 6912
**T** 08 9384 4003 | **F** 08 9384 7511 | **E** admin@wmrc.wa.gov.au | **www.wmrc.wa.gov.au**

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# 1. DECLARATION OF OPENING & ELECTION OF NEW CHAIR AND DEPUTY

Mr Stefan Frodsham, CEO, Chief Executive Officer of the Western Metropolitan Regional Council, welcomed those present and opened the meeting at 11:35 am.

Mr Frodsham called for nominations to fill the role of chair to replace the outgoing Chair, Mr Mark Goodlet.

Mr Mat Humfrey was nominated by Mr Don Burnett and seconded by Ms Liz Ledger. Mr Humfrey was elected unopposed as the Chair of CEOAC.

Mr Humfrey assumed the chair and called for nominations to fill the role of Deputy Chair.

Mr Burnett was nominated by Mr Humfrey and seconded by Ms Rochelle Lavery. Mr Burnett was elected unopposed as the Deputy Chair of CEOAC.

# 2. RECORD OF ATTENDANCE AND APOLOGIES

| Member | Position | Council |
|---|---|---|
| Mr M Humfrey | Chief Executive Officer (Chair) | Town of Cottesloe |
| Mr S Goode | Chief Executive Officer | Town of Mosman Park |
| Mr L Ledger | Chief Executive Officer | Town of Claremont |
| Mr D Burnett | Chief Executive Officer (Deputy Chair) | Shire of Peppermint Grove |
| Ms R Lavery | Chief Executive Officer | City of Subiaco |
| Mr S Frodsham | Chief Executive Officer | WMRC |
| **Visitors** | **Position** | **Council** |
| Ms A Hynes | Manager Operations | WMRC |
| Ms L Eustance | Manager Communications & Education | WMRC |

### Leave of Absence

Nil

### Apologies

Nil

DRAFT

# 3. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the CEOAC meeting held on 15 January 2019 are at **Attachment 1.**

**CEOAC RECOMMENDATION**

**3.1 The minutes of the CEOAC meeting held on 15 January 2019 be accepted as a true and proper record of that meeting.**

**CARRIED 5/0**

# 4. MATTERS FOR CONSIDERATION

## 4.1 CONFIDENTIAL REPORT – DICOM FACILITY

The WMRC Chief Executive Officer will speak to the immediately previous confidential reports, emails and minutes which have been circulated to CEOAC members. The protocol followed is that all confidential and other information provided to WMRC Councillors is copied to CEOAC members.

The confidential reports, emails and minutes referred to above are not reproduced as an attachment to this agenda but members are reminded they are:

- DiCOM Confidential Progress Report of 30 January 2019 dealt with at the WMRC Ordinary Meeting 7 February 2019.

Members will be updated verbally on any new developments, including developments since the confidential legal briefing held at the Town of Claremont on 20 Feb 2019; and the preparation of this agenda.

Answers to questions from members will be provided where possible.

**OFFICER'S RECOMMENDATION**

**4.1.1 The verbal report of the WMRC CEO be noted.**

**CARRIED 5/0**

## 4.2 PRE-BOOKED VERGE WASTE COLLECTION

As endorsed at the 15 January 2019 CEOAC meeting, and supported by the WMRC Council at its meeting of 7 February 2019, WMRC has developed a project proposal for a

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Pre-Booked Verge Waste Collection Service, managed through the WMRC, which service could be made available to all Member Councils on an opt-in basis.

The pre-booked verge collection service project proposal is provided at Attachment 2 for review by CEOAC.

The Project Control Group, comprising Technical Officers from each Member Council, has been closely consulted in the development of the project proposal, including its indicative financial model which quantifies the anticipated financial implications for each Member Council.

Evidence from around Australia shows that pre-booked form of verge collection service provides better customer service, generates less waste and costs less.

Indications are that the proposed system will be close to current costs with the same number of services to households; significant savings can be made if service numbers are reduced, as was done by the City of Swan when transitioning systems.

The WMRC and the Project Control Group propose that in-principle support for the project proposal be now sought from each Member Council. Member Council support for the project is sought for the purposes of proceeding to the next stage of preparing tender documents and going to market, but the proposal is otherwise non-binding.

WMRC officers are available to brief meetings of Member Councils upon request.

**CEOAC RECOMMENDATION**

**4.2.1 CEOs seek in-principle support for the project proposal from their Councils.**

**CARRIED 4/1**

**Note: Ms Ledger voted against the recommendation.**

## 4.3 OPERATING MODEL FOR THE WEST METRO RECYCLING CENTRE

This agenda item is included at the request of CEO of the Shire of Peppermint Grove, Don Burnett.

Background

At its meeting of 18 September 2018, CEOAC considered the Talis desktop report *Review of WMRC Business and Waste Operations Model* commissioned by the WMRC. The scope of this limited review was deficient, such that:

a. The report did not take into account or nominate the drivers that require an updated WMRC Business and Waste Operations Model including:

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i. the relatively high average costs per tonne of throughput at the Brockway Rd waste transfer station; and

ii. WMRC business inefficiencies caused by a lack of economies of scale – in turn brought about by the failure of the WMRC to retain the City of Nedlands' business and/or capture additional waste throughput.

b. The report provided no analysis of the extent of potential savings or costs to member councils or the WMRC against any of the options.

c. The report did not take account of dynamic external factors affecting the future of the WMRC and its member councils including the:

i. implications of a new State Waste Strategy for the WMRC and Member Councils;

ii. clear strategic requirement for effective and efficient waste transfer and haulage services across the central west metropolitan region;

iii. strategic and cost implications of being absorbed by another Local Government Authority; and being tied in to existing waste infrastructure including MSW composting facilities (MRC Neerabup and SMRC Canning Vale) and landfill disposal (MRC and Cockburn); Materials Recovery Facility (SMRC);

iv. emergence of waste to energy as an environmentally superior alternative to, and competitor for landfill, as a destination for residual waste;

v. likelihood of residual waste levels decreasing over time, particularly as three-bin systems proliferate;

vi. China's *National Sword Policy* and its widespread negative impact on markets for recyclable materials, especially mixed plastics and mixed paper; and

vii. waste collection and transport operations by neighbouring non-member councils and the opportunity to service them.

d. The report did not consider the opportunity for the WMRC to reduce the average cost per tonne of throughput at the waste transfer station by attracting additional business from its natural catchment area across the central west metropolitan area. It only considered this as an opportunity for the waste transfer station were it operated by a contractor.

e. The report did not consider the risk to local governments of waste services and infrastructure across the metropolitan area being increasingly dominated by a duopoly of private waste services providers; and the associated risk of a reduction in the extent of competition in the market.

f. The report gave no indication that savings would or could necessarily flow from the transfer station being operated by a contractor.

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As CEOs are aware, the contractual and legal situation regarding the WMRC's relationship with DiCOM makes the future operating environment for the West Metro Recycling Centre highly uncertain. In particular:

a. The Waste Supply Agreement and its requirement for WMRC to supply 33,000 tpa of waste to DICOM remains a factor until such time the agreement is dissolved, amended or confirmed depending on the outcome of legal proceedings.

b. While the Waste Supply Agreement is in dispute, the WMRC is unable to make any binding commitments as to treatment or disposal of waste throughput.

c. The nature and extent of DiCOM's future operations at the West Metro Recycling Centre and the degree to which they might constrain the operation of the WMRC's operational activities remain unknown. As it stands, the presence of DiCOM prevents WMRC's use of half of the eight silo bays in the transfer station. Further, the volume and timing of truck movements associated with any future operation of the DiCOM plant could in themselves affect the efficiency of transfer station operations as well as drop-off services for the general public.

These uncertainties will necessarily act to deter the level of private sector interest in operating the West Metro Recycling Centre. They will otherwise act to increase the prices that might be tendered to the WMRC for the private operation of the Centre, detracting from the ability to obtain value-for-money.

Put simply, risk will be priced into the tenders put to the WMRC. The higher the level of risk, the higher the price.

Legal advice obtained on the Talis desktop review of options emphasises that the existence of the WSA and the DiCOM lease creates many uncertainties that complicate contracting out the operation of the West Metro Recycling Centre while the dispute remains afoot. It would be difficult to contract with a third party to avoid infringing DiCOM's rights without increasing uncertainty and risk for the new operator.

Our legal advisers hold that WMRC's interests would best be served by awaiting the end of the dispute with DiCOM before any approach to the market about private operation of the West Metro Recycling Centre is made.

WMRC's assessment of the situation concurs with that advice.

Awaiting the end of the dispute with DiCOM before going to market otherwise affords WMRC and its Member Councils the opportunity to factor into consideration the outcome of the State Government's Waste Infrastructure Plan which will put the operation of the West Metro Recycling Centre into its proper metropolitan-wide strategic context.

In the time leading up to the end of the legal dispute, WMRC should make best efforts to:

- augment the volume of throughput at the West Metro Recycling Centre as the higher the throughput, the more attractive to the private sector the operation of the Centre will be;
- improve efficiency and effectiveness of the Centre to provide better service and value-for-money for Member Councils; and

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- complete the modelling of the cost of the WMRC's operation of the West Metro Recycling Centre so as to serve in due course as the basis of comparison with tenders for the possible private operation of the Centre.

A copy of the spreadsheet modelling the allocation of the fixed costs the WMRC by service is provided as a confidential Attachment which will be distributed at the meeting. The model shows that nearly 70 percent of WMRC's fixed costs are tied to the provision of waste services at the West Metro Recycling Centre.

*There was significant discussion about this item, and the WMRC CEO undertook to circulate the previous reports regarding the fraction of non-Member Council residents using the West Metro Recycling Centre and the requests for contributions from the City of Nedlands and the Town of Cambridge with the minutes, and to provide a cover note linking the figures used in the various reports.*

**OFFICER'S RECOMMENDATION**

**4.3.1 The report be noted.**

**CEAOC RECOMMENDATION**

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

**CARRIED** 5/0

## 4.4 STATE WASTE AND RESOURCE RECOVERY STRATEGY 2030

The new strategy has been released and is available here. The accompanying action plan is available here. For the first time the new Strategy includes reference to waste reduction and waste to energy. There are two headline strategies of specific relevance to member Councils

"A consistent three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, to be provided by all local governments in the Perth and Peel region by 2025 and supported by State Government through the application of financial mechanisms."
and

"Implement local government waste plans, which align local government waste planning processes with the Waste Avoidance and Resource Recovery Strategy 2030"

The WARR Act (2007) contains provision for the DG of DWER to require a Local Government to create a Waste Plan as part of its plan for the future (s.40 (4-6)). The Waste Plan is required to show how the Local Government plans to achieve consistency with the Waste Strategy (s.40 (2)). The Department will release a model waste plan and guidance in the coming months.

The WMRC is able to work alongside relevant member Council officers to decrease the member Council resourcing burden of creating Waste Plans. This would have the added benefit of creating a consistent set of plans across member Councils.

**OFFICER RECOMMENDATION**

**4.4.1 That WMRC staff contact member Council officers to achieve agreement on Waste Plan production.**

**4.4.2 That, once model Waste Plans are available, WMRC staff lead the production of member Council Waste Plans in conjunction with member Council officers.**

**CEOAC RECOMMENDATION**

**4.4.1 That, once model Waste Plans are available, WMRC staff lead the production of member Council Waste Plans in conjunction with member Council officers.**

**CARRIED** 5/0

# 5. INFORMATION ITEMS

## 5.1 WASTE DELIVERY AGREEMENT

The Waste Delivery Agreement (WDA) entered into for the purposes of the WMRC meeting its waste delivery obligations under the Waste Supply Agreement lapsed on 20 October 2018.

Legal advice obtained by WMRC recommended that the WDA be extended or renewed to clarify:

- the responsibility of Member Councils under the Establishment Agreement to deliver waste to the WMRC; and
- the process applying to exemptions for Member Councils in respect of delivering waste to the WMRC.

At its meeting of 7 February 2019, WMRC Council resolved that a draft Replacement Waste Delivery Agreement be prepared and circulated [amongst Member Councils for review]. To this effect, a draft new WDA has been drawn up by WMRC's legal advisors and is provided at Confidential Attachment 3 for review by CEOAC and Member Councils.

The schedule to the draft WDA lists exemptions that currently exist in respect of waste delivery obligations by Member Councils.

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*There was significant discussion about this item, and the WMRC CEO undertook to circulate to CEOs its legal advice in relation to the obligations of Member Councils to deliver waste to the WMRC.*

*WMRC CEO also undertook to explore possibilities around requiring unanimous support to pass major WMRC Council resolutions.*

**CEOAC RECOMMENDATION**

**5.1.1 That the information be received.**

**CARRIED 5/0**

## 5.2 WMRC STRATEGIC PLANNING

Work on a draft new WMRC Strategic Community Plan is well advanced.

WMRC CEO met with officers of the Department of Local Government, Sport and Cultural Industries on 6 February to discuss the WMRC's review of its Strategic Community Plan (SCP) and development of a new Corporate Business Plan (CBP). At the meeting, officers of the Department agreed with the proposal put forward by WMRC to review its SCP and develop a new CPB.

WMRC anticipates that following review of a revised draft of its SCP by Council, the draft will be provided to Member Councils for comment prior to it being released in the form of a final draft for the purposes of community consultation.

**CEOAC RECOMMENDATION**

**5.2.1 That the information be received.**

**CARRIED 5/0**

## 5.3 COMMUNITY WASTE EDUCATION SURVEY AND FORUM RESULTS

The summary of the results (Attachment 4) has been presented at the WMRC OCM. This work was undertaken using CIE funding from the WARR account. The results will be further presented at the meeting. This research has generated data which are unmatched in richness and reliability and are being used to guide the development of an alternative community waste education program. The first two elements are:

1. Waste Watchers workshops to replace the Earth Carers course. The first four workshops have been planned for April/May.
2. Online digital toolbox. This will use the remainder of the CIE funding and provide interactive education elements within the new WMRC website. Responses to an RFQ are being assessed.

Further elements including specialist Waste Watchers workshops and site visits will follow through 2019/20.

*Ms Ledger left the meeting during the discussion on this item and did not return.*

**CEOAC RECOMMENDATION**

**5.3.1That the information be received.**

**CARRIED 4/0**

## 5.4 COMMUNICATIONS AND EDUCATION REPORT

The *Serve Food Not Litter* forum for local food businesses (partially funded through KABWA Community Litter Grant) attracted over 60 people and is having an ongoing effect for local businesses, supporting their transition to lower waste operations.

The team is coordinating a program for the Town of Cottesloe to record serial numbers and put up to date information stickers on all their landfill and recycling bins. This is funded through their DWER Better Bins grant.

A WA Waste Strategy and Waste to Energy forum, featuring Chairman of the Waste Authority Mr Marcus Geisler and CEO of New Energy Mr Jason Pugh, was held at the Town of Claremont on 8 March 2019, attracting 30 elected members and staff and the Member for Cottesloe.

**CEOAC RECOMMENDATION**

**5.4.1 That the information be received.**

**CARRIED 4/0**

# 6. GENERAL BUSINESS

Nil.

# 7. CLOSURE OF MEETING

The meeting was closed at 1:20 pm.

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## Next Meeting

Thursday 23 May 2019, 9:30 am, at Town of Cottesloe

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Western Metropolitan Regional Council
Managing waste wisely

# Policy 19: Records Management

## Purpose

To control and manage local government records within a records management and record keeping framework that complies with legislative, accountability, best practice requirements and standards to ensure that records are properly created, managed and maintained in the interest of corporate accountability.

## Objectives

To ensure:

- compliance with S28 of the State Records Act 2000;
- recorded information can be retrieved quickly, accurately and cost effectively; and
- protection and preservation of WMRC's records.

## Relevant delegations

| | | | | | |
|---|---|---|---|---|---|
| ***Delegation to:*** | n/a | ***Delegation #:*** | | ***Delegation date:*** | |
| ***Delegation:*** | | | | | |

## Relevant legislation

- Local Government Act 1995
- State Records Act 2000
- Freedom of Information Act 1995

## Policy

***Introduction***

The WMRC is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the WMRC is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records.

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Records created and received by WMRC personnel and contractors are to be managed in accordance with the WMRC Approved Recordkeeping Plan, the WMRC Recordkeeping Procedure Manual and this policy.

This policy applies to all external and internal records, which are handled, received or generated by the WMRC, regardless of their physical format or media type.

1. All staff are responsible to ensure that business, operational and administrative activities are appropriately documented; and that records are created and maintained in accordance with legislative requirements.

2. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records and in accordance with their security classification.

3. Registers are to be maintained of all record series and special categories, including but not limited to, registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.

4. All significant records, irrespective of format, are to be registered, classified and captured into the official record keeping system. All hard copy correspondence should be attached to a corporate file.

5. WMRC is responsible for the security and protection of all records created or captured as part of day to day operations. All WMRC staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the WMRC's business.

6. Access to the WMRC's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the WMRC's records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the WMRC's records by Elected Members will be through the Chief Executive Officer.

7. Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the Finance and Governance Manager and the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the GDA.

8. Records are not to be removed from the WMRC's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official WMRC business.

## ***Roles and Responsibilities***

### *1. Elected Members*

Elected Members' records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Members which constitute evidence affecting the accountability of Council and the discharge of its business. Political and personal records of Elected Members are exempt. Any correspondence received as part of their duties should be periodically returned to the WMRC for registering into the appropriate record keeping system.

Draft

*2. Chief Executive Officer*

In accordance with section 5.41(h) of the Local Government Act 1995, the Chief Executive Officer is to 'ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

*3. Managers*

Managers are to ensure that appropriate document management systems are established to adequately manage all records under their control. It is also their responsibility to ensure all new staff are inducted as to record keeping responsibilities and procedures.

*4. Staff*

All staff, including contractors, are to create, manage and retain records relating to business activities they perform.

*5. Finance and Governance Staff*

Finance and Governance staff are responsible for providing a records management service which complies with this Policy, associated procedures and any State Records Office requirements. The WMRC will ensure that appropriate practices are established to facilitate the ease of capture and management of all corporate records.

## Adopted / Modified

This policy will be reviewed at least once every three years or as required in the event of legislative change.

| | **Meeting Date** | **Resolution #** |
|---|---|---|
| **Council Adoption** | 01/04/2004 | Item 9.7.1 |
| **Reviewed/Modified** | 03/02/2005 | Item 9.8 |
| **Reviewed/Modified** | 02/12/2010 | Item 9.18 |
| **Reviewed/Modified** | 06/12/2012 | Item 9.7 |
| **Reviewed/Modified** | 04/12/2014 | Item 9.12 |
| **Reviewed/Modified** | 04/04/2019 | |
| | | |
| | | |
| | | |

Draft

Attachment 10.5a2

# Policy 19: Records Management

## Purpose

The WMRC recordkeeping system is a vital business system that:

- Supports decision making;
- Supports operational activities;
- Acts as evidence of business decisions and transactions;
- Meets statutory obligations;
- Provides historical reference; and
- Enhances administrative efficiency.

## Objectives

To ensure

- Compliance with Section 28 of the State Records Act 2000.
- Recordkeeping within WMRC is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489.
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions.
- Recorded information can be retrieved quickly, accurately and cheaply when required.
- Protection and preservation of the Local Government's records.

## Relevant delegations

Nil

## Relevant legislation

- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- State Records Commission Principles & Standards 2002

## Policy

This Policy applies to every Councillor, employee, contractor or organisation performing outsourced services on behalf of the WMRC, regardless of their physical format, storage, location or date of creation.

**Creation of Records**

All Councillors, staff and contractors will create full and accurate records, in the appropriate format, of the WMRC's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

**Capture & Control of Records**

All records created and received in the course of WMRC business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

**Security & Protection of Records**
All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

**Access to Records**
Access to the WMRC's records by staff and contractors will be in accordance with designated access and security classifications. Access to the WMRC's records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the WMRC's records by Councillors will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

**Appraisal, Retention & Disposal of Records**
All records kept by the WMRC will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

**Recordkeeping System**
An effective recordkeeping system will be developed and maintained in accordance with legislative requirements and WMRC's Recordkeeping Plan 2015-2020.

The Records Procedure Manual should be maintained to provide guidance on the creation; capture and control; security and protection; access; and appraisal, retention and disposal of records.

## Adopted / Modified

This policy will be reviewed at least once every two years or as required in the event of legislative change to ensure that the records keeping system is accurately addressing the points outlined above.

| | Meeting Date | Resolution # |
|---|---|---|
| **Council Adoption** | 01/04/2004 | RC9.7.1 |
| **Reviewed/Modified** | 03/02/2005 | Item 9.8 |
| **Reviewed/Modified** | 02/12/2010 | Item 9.18 |
| **Reviewed/Modified** | 06/12/2012 | Item 9.7 |
| **Reviewed/Modified** | 04/12/2014 | Item 9.12 |

COUNCIL POLICY

Western Metropolitan Regional Council
Managing waste wisely

Attachment 10.5b1

# **Policy 21:** Media Relations

## *Purpose*

To establish a consistent and coordinated approach for communication with the media in line with the requirements of the Local Government Act 1995.
This policy is to be read in conjunction with *Policy 33: Social Media*

## *Objectives*

To:

- Set out clear protocols for all contact with print and TV media
- Provide guidance to the Chairman, Councillors, Chief Executive Officer and staff for handling media enquiries, identifying spokespersons, preparing media releases and making comment to the media.
- Ensure Council's decisions and activities are accurately and fully advised to the media.
- Ensure communication with the media is consistent and in line with the organisation's strategic direction.

## *Relevant delegations*

None

## *Relevant legislation*

- Local Government Act 1995, Sections 2.85.23, 5.41
- Freedom of Information Act 1992

## *Policy*

### Position

The WMRC encourages open communication with the media, with an emphasis on promoting a positive, progressive and professional image of Council and staff. Communications should be accurate, polite and professional. A coordinated approach is therefore essential in dealing with the media.

Media releases should be used to:

- Promote specific projects and initiatives
- Relay accurate and up-to-date information
- Congratulate/commend individuals and organisations

DRAFT

- Defend WMRC from unwarranted criticism

Details of matters discussed as part of the decision making process of a confidential Council item under Section 5.23 of the Local Government Act 1995 are not to be disclosed to the media; the final decisions of such matters are public knowledge.

## Roles

### Chairman

The Chairman is the principal Council contact for the Media. The Chairman is authorised to make media comment on local, state and national topics that directly affect or relate to the WMRC. The Chairman's comments must accurately reflect the Council's position on the topic as guided by the Strategic Community Plan, Council policies and Council meeting minutes.

### Councillors

Each WMRC Councillor may make personal statements to the media on matters of Council business provided that they:

- Are clearly identified as personal statements,
- do not disclose confidential information,
- accurately reflect the conduct of Council business,
- are not intended to bring the WMRC into disrepute

### Chief Executive Officer

The Chief Executive Officer is the principal media spokesperson for the WMRC as an organisation. The Chief Executive Officer may also respond to media enquiries on behalf of the WMRC if requested by the Council or Chairman to do so for a particular topic. The Chief Executive Officer may authorise a staff member to provide media comment on a particular request or topic where appropriate.

### WMRC Staff

All media requests received directly by staff shall be referred to the Chief Executive Officer. Media comment can only be made with prior authorisation from the Chief Executive Officer.

## Media Releases

The principal method for the WMRC to notify media of decisions, initiatives, events and activities is through a written media release. The Manager Communications and Education in consultation with the Chief Executive Officer will identify the requirement for a media release and coordinate its development and distribution.

Media releases relating to Council decisions, initiatives or issues of a controversial nature are to be approved by the Chairman prior to distribution.

A copy of the media release will be placed on the WMRC website as soon as practical after its release.

## Media Enquiries

All media enquiries are to be directed to the Chief Executive Officer.

The Chairman is to respond to media enquiries related to Council decisions, initiatives or issues of a controversial nature. The Chief Executive Officer, or approved nominee, may respond to media enquiries that request factual information or information on public record.

## *Adopted / Modified*

This policy will be reviewed at least once every two years or as required in the event of legislative change.

| | Meeting Date | Resolution # |
|---|---|---|
| **Council Adoption** | 07/04/2011 | Item 9.15 |
| **Reviewed/Modified** | 04/04/2013 | Item 9.10 |
| **Reviewed/Modified** | 09/04/2014 | Item 9.7 |
| **Reviewed/Modified** | 04/04/2019 | Item 10.5 |

# COUNCIL POLICY

Attachment 10.5b2

Western Metropolitan Regional Council
Managing waste wisely

# Policy 21: Media Relations *DRAFT*

## Purpose

To establish a consistent and coordinated approach for communication with the media in line with the requirements of the Local Government Act 1995.

## Objectives

To:

- Set out clear protocols for all contact with ~~the~~ print, radio, online and TV media (Social media use is the subject of Policy xx)~~.~~
- Provide guidance to the Chairman, Councillors, Chief Executive Officer and staff for handling media enquiries, identifying spokespersons, preparing media releases and making comment to the media.
- Ensure Council's decisions and activities are accurately and fully advised to the media.
- Ensure communication with the media is consistent and in line with the organisation's strategic direction ~~and aligned with the communications strategy~~.

## Relevant delegations

| | | | | | |
|---|---|---|---|---|---|
| ~~**Delegation to:**~~ | ~~Chief Executive Officer~~ | ~~**Delegation #:**~~ | ~~7~~ | ~~**Delegation date:**~~ | ~~02/12/2010~~ |
| ~~**Delegation:**~~ | ~~Authority to issue press statements to news media on behalf of Council whenever required, upon discussion with the Chairman.~~ | | | | |

None

## Relevant legislation

- Local Government Act 1995, Sections 2.8, ~~and Section~~ 5.23, 5.41
- Freedom of Information Act 1992

## Policy

### Position

~~The WMRC aims to provide timely, accurate information to the community through the media and to be open and transparent in its operations. All media enquiries will be responded to in a full and timely manner.~~The WMRC encourages open communication with the media, with an emphasis on promoting a positive, progressive and professional image of Council and staff. Communications should be accurate, polite and professional. A coordinated approach is therefore essential in dealing with the media.



**Commented [LE1]:** Note – a mandatory social media policy is included as a possibility in the ongoing LGAct review

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**Commented [LE3]:** Gives CEO authority to make press statements if the Chairman agrees

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Media releases should be used to:

- Promote specific projects and initiatives
- Relay accurate and up-to-date information
- Congratulate/commend individuals and organisations
- Defend WMRC from unwarranted criticism

Details of matters discussed as part of the decision making process of a confidential Council item under Section 5.23 of the Local Government Act 1995 are not to be disclosed to the media; the final decisions of such matters are public knowledge.

## Roles

~~Media Spokesperson~~Chairman

The Chairman is the principal ~~spokesperson~~ Council contact for the ~~WMRC~~Media. The Chairman is authorised to make media comment on local, state and national topics that directly affect or relate to the WMRC. The Chairman's comments must accurately reflect the Council's position on the topic as guided by the Strategic Community Plan, ~~Marketing and Communications Strategy,~~ Council policies and Council meeting minutes.

Councillors

Each WMRC Councillor may make personal statements to the media on matters of Council business provided that they:

- Are clearly identified as personal statements,
- do not disclose confidential information,
- accurately reflect the conduct of Council business,
- are not intended to bring the WMRC into disrepute.

Chief Executive Officer

~~In the Chairman's absence or unavailability for requests requiring an urgent response, the Chief Executive Officer may speak on behalf of the WMRC.~~

The Chief Executive Officer is the principal media spokesperson for the WMRC as an organisation. The Chief Executive Officer may also respond to media enquiries on behalf of the WMRC if requested by the Council or Chairman to do so for a particular topic. The Chief Executive Officer may authorise a staff member to provide media comment on a particular request or topic where appropriate.

Staff

All media requests received directly by staff shall be referred to the Chief Executive Officer. Media comment can only be made with prior authorisation from the Chief Executive Officer.

~~Manager Communications and Education~~

~~Media regarding community and education programs (e.g. Waste Watchers Workshops, Recycling tours) can use the Manager Communications and Education as spokesperson.~~

## Media Releases

The principal method for the WMRC to notify the media of decisions, initiatives, events and activities is through a written media release. ~~The Business Development Manager in consultation with the Chief Executive Officer will identify the requirement for a media release and coordinate its development and distribution.~~

Media releases relating to Council decisions, initiatives or issues of a controversial nature are to be approved by the Chairman prior to distribution. Where a media release refers to, or quotes a councillor, staff member, or

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other persons and organisations, that person or organisation must also approve the media release. Council staff may prepare media releases for authorisation and editorial input by the Chief Executive Officer.

~~Media releases relating to the promotion of a community sustainability event are to be approved by the Chief Executive Officer prior to distribution.~~

A copy of the media release will be placed on the WMRC website as soon as practical after its release.

## Media Enquiries

All media enquiries are to be directed to the ~~Business Development Manager or in their absence the~~ Chief Executive Officer. ~~Other administration staff are not authorised to give comments to the media on behalf of the Council unless they are the contact on a media release or have been authorised by the Chairman.~~

The Chairman is to respond to media enquiries related to Council decisions, initiatives or issues of a controversial nature.

The Chief Executive Officer, or approved nominee, may respond to media enquiries that request factual information or information on public record.

~~*Sub-Heading*~~

## *Adopted / Modified*

This ~~investment~~ policy will be reviewed at least once every two years or as required in the event of legislative change.

| | Meeting Date | Resolution # |
|---|---|---|
| **Council Adoption** | 07/04/2011 | Item 9.15 |
| **Reviewed/Modified** | 04/04/2013 | Item 9.10 |
| **Reviewed/Modified** | 09/04/2014 | Item 9.7 |
| **Reviewed/Modified** | 07/04~~06/02~~/2019 | Item xxx |

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Western Metropolitan Regional Council
Managing waste wisely

# Policy 26 Contractor Management

**Purpose**
To ensure the WMRC provides a safe and efficient workplace.

**Objective**
To ensure compliance with *Occupational Safety and Health Act* 1984, *Occupational Safety and Health Regulations* 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

**Relevant delegations**
Nil

**Relevant legislation**
- Occupational Safety and Health Act 1984

**Forms**
- Form 18: Contractor Obligations

---

**Policy**
The WMRC acknowledges that it has the same Occupational Safety and Health obligations to contractors, and sub-contractors, as it does to its own employees.

As the Principal, the WMRC understands its duty of care to contractors/sub-contractors and will select and manage contractors to ensure that safety standards within the WMRC are recognised and obeyed by any contractors/sub-contractors working on WMRC worksites.

**Assessing Contractor Safety**
When selecting a contractor the WMRC will ensure that the safety performance of the contractor meets the WMRC's standards.

The WMRC will review the safety records and, where applicable, environmental records of all contractors. Particular attention will be paid to the following:
- obtaining documented evidence of current Worker's Compensation, as appropriate
- current Public Liability Insurance
- current Motor Vehicle/Machinery insurance as applicable

- ensuring, where applicable, contractors forward a list of all Subcontractors for written approval prior to commencement of work
- ensuring that contractors possess:
    - occupational safety and health standards and policies
    - recognition of environmental protection, where appropriate
    - personnel safety processes and procedures
    - personnel with the quality and experience to meet the required standards
    - knowledge of environmental matters, safe work practices and statutory requirements, including Certificates of Currency and Competency.
    - suitable and well maintained plant and equipment (including all required personal protective equipment)
    - test tags on electrical equipment

**Insurances**

All tender and contract documentation will use General Conditions from WALGA or the Australian Standards AS 4000 suite of general conditions. This documentation contains clear provisions for risk, indemnity, termination and other matters relating to contractor management.

Tender and contract documentation will include the following provisions for insurance as appropriate:

- Public liability insurance for an amount of not less than $20 million for any one accident or occurrence.
- Third party property damage insurance of not less than $30 million in respect of any registered motor vehicles, plant or equipment used in the performance of the contracted services.
- Workers Compensation or Personal Accident insurance cover as required by law (whichever may apply)
- Any other insurance which is required by the laws of the Commonwealth of Australia and State of Western Australia and as amended.

Where the contractor is engaged to provide advice to the WMRC, Professional Indemnity insurance cover will be sought in an amount appropriate to the advice provided.

The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the contractor under these guidelines.

Certificates of currency for all insurances must be provided by the contractor to the WMRC prior to the commencement date. Certificates of currency should provide evidence of validity and currency of the insurance policies. Cover notes will not be accepted.

**Induction at Brockway Waste Transfer Station**

Contractors/sub-contractor personnel working at the Brockway Waste Transfer Station will be inducted using the Site Induction Manual. At the completion of the induction, the Record of Site Induction in the Site Induction Manual will be signed and kept on file at the WMRC.

**Contractor Management**

The WMRC will adopt a fully coordinated approach to managing contractors which involves:

- safeguarding the safety and health of all contractors and sub-contractors while they are on WMRC premises or performing work for the WMRC.
- nominating one or more persons to co-ordinate contractor management on behalf of the WMRC to ensure compliance with OSH and other requirements.
- ensuring that contractors observe and comply with all relevant OSH legislation.
- developing and disseminating of standardised workplace safety rules, including those relating to contractors and sub-contractors.
- developing risk assessment and hazard management guidelines.
- ensuring that all information relating to hazards associated with specific works is known by the contractor.
- advising contractors of any relevant hazard analysis performed by the WMRC.
- encouraging contractors to carry out their own hazard analysis on the safety, health and environmental implications of the work to be performed.
- ensuring that where contractor's personnel may be exposed to particular hazards, only those persons who have received adequate instruction and training are used to undertake this work.
- determining how contractors will be involved in workplace safety consultation.
- implementing hazard and accident/incident reporting systems to be used by all people at the workplace.
- implementing accident/incident investigation procedures involving input from all the stakeholders at the workplace, including contractors.
- implementing systems for contract inspection, monitoring and performance evaluation.

**Contractor Documentation**

Prior to commencing any work the contractor must complete and sign the following form:

- Form 18: Contractor Obligations

This is to ensure that WMRC requirements have been fully understood and that all items have been adequately addressed.

---

## Adopted / Modified

This policy will be reviewed at least once every two years or as required in the event of legislative change.

| | **Meeting Date** | **Resolution #** |
|---|---|---|
| **Council Adoption** | 07/06/2012 | Item 9.8 |
| **Reviewed/Modified** | 09/04/2015 | Item 9.7 |
| **Reviewed/Modified** | 04/04/2019 | TBA |

# FORM 18: CONTRACTOR OBLIGATIONS

The WMRC acknowledges that it has a Duty of Care obligation under the Occupational Safety and Health Act 1984 to provide to all its employees (including contractors and their employees) a safe workplace and a safe system of work.

It is therefore required that Contractors carrying out any work for the WMRC shall be required to comply with the WMRC Occupational Safety and Health Policies and Procedures.

This will entail:

- The Contractor and its employees having all necessary current licences appropriate to the work being provided;
- The Contractor must ensure that all their staff have been trained in the safe use and operation of plant and equipment that they are required to operate in carrying out the work.
- Wearing appropriate and necessary Personal Protective Equipment when carrying out any work duties;
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained,
- All necessary plant and equipment have all the necessary guards in place and meet the requirements of Occupational Safety and Health Regulations 1996, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- The Contractor's Workers Compensation Policy appropriately covers contractor's employees that are engaged in working on the contract.

The safety and health of all people working for the WMRC is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.

2. Report any injury, incident or accident immediately.

3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks.

4. Council vehicles, machinery, equipment and facilities are to be used only by authorised personnel.

5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.

6. In the event of fire or other emergency, follow the instructions of the WMRC Site Supervisor.

7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type please inform your supervisor before you commence work.

**Failure to observe this requirement may result in dismissal or suspension without pay.**

8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations.

9. Machinery, equipment, materials and tools must be secured whilst in transit.

10. Any unsafe working conditions must be reported to your supervisor.

11. All roadworks must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management For Road Works.

12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.

13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.

I …….of ……..

(Name) (Business Name)

being the nominated contractor for the WMRC do agree to abide by the obligations and safety rules detailed above.

☐ Where relevant, all licences are attached.

(Contractor to Sign)

_____

Dated ……/……/……..

Acknowledged by WMRC Manager

_____

Dated ……/……/……..

COUNCIL POLICY

Western Metropolitan Regional Council
Managing waste wisely

Attachment 10.5d

# **Policy 33:** Social Media

## *Purpose*

To provide guidelines on the appropriate use of Social Media as a means of communicating with residents and the wider community.
This Policy is to be read in conjunction with *Policy 21: Media Relations*.

## *Objectives*

To ensure social media platforms used by the WMRC are:

- Providing timely, accurate, engaging and relevant information to our online community.
- Facilitating feedback and open channels of communication amongst community members.
- Promoting responsible waste practices as part of WMRC's key community education role to its Member Councils and the broader online community.
- Maintaining a professional and contemporary image of the WMRC.
- Enabling a clear, consistent approach to dealing with complaints / comments / enquiries so that the online community has access to relevant information in a timely and efficient manner.
- Ensuring complex issues or matters relating to a person's or organisation's private affairs are not dealt with in this forum, but appropriately diverted to more suitable forums.
- Ensures that confidential Council items or other confidential materials are not disclosed or discussed in these forums.

## *Relevant delegations*

None

## *Relevant legislation*

- Local Government Act 1995 sec 5.41, 5.44
- Defamation Act 2005
- Western Australian Equal Opportunity Act 1984 (WA)

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# *Policy*

## Position

The WMRC aims to provide timely and accurate information to the community through the use of the media and to be open and transparent in its operations. A necessary adjunct to conventional media strategies, social media provides:

- an opportunity for timely responses to current issues;
- broader information dissemination;
- targeted reach of education materials;
- a forum for enquiry and respectful communication.

## Social media contributors

- Contribution to social media accounts will be by the Communications and Education team as directed by Manager, Communications & Education.
- Where social media experience is limited, contributors will receive relevant social media training.

## Interacting with the public

All interaction with the public will be professional, positive, respectful and in accordance with copyright, privacy, defamation, discrimination, harassment and other applicable laws

- All social media accounts will be monitored/ moderated by members of the Communications and Education team, as determined by the Manager Communications & Education.
- The WMRC will aim to respond to general public enquiries / comments within 24 hours of receiving them.
- Contentious, defamatory or disrespectful communication will be dealt with as outlined below in the section entitled: Moderation of Managed site.
- Any material created for display on a WMRC social network site will be prepared to a consistently high standard, using approved templates and branding and approved by Manager Communications & Education, or approved proxy, before going live / being posted.
- When online under the name of the WMRC, contributors should refrain from liking, sharing or reacting to posts created by third parties unless the material clearly aligns with the aims of the WMRC, as these reactions are seen as endorsements of the material posted.

## Social Media Accounts

The WMRC may maintain a combination of social media accounts, including but not limited to:

- Social Networks – Facebook, LinkedIn, Instagram
- Media Sharing Networks –YouTube, Podcasts
- Blogging Networks - WordPress
- Micro-blogging Networks – Twitter

## Moderation of managed sites

While healthy and respectful interaction with WMRC sites is encouraged:

- The WMRC will moderate its social media accounts to address, and where necessary, delete content deemed offensive, abusive, defamatory, objectionable, inaccurate, false, misleading or of nuisance value at its complete discretion.

- Where misinformation or factually incorrect information is posted in response to a WMRC post, comments should encourage the original poster to make contact with the WMRC Communications and Education team for clarification.
- Where a third party contributor to a WMRC social media account is identified as posting content which is deleted in accordance with the above, the WMRC may, at its discretion, block the contributor for a specific time period or permanently.

# *Adopted / Modified*

This policy will be reviewed at least once every two years or as required in the event of legislative change.

| | **Meeting Date** | **Resolution #** |
|---|---|---|
| **Council Adoption** | 04/04/2019 | |
| **Reviewed/Modified** | | |
| **Reviewed/Modified** | | |

WESTERN AUSTRALIA

**Local Government Act 1995**

**WESTERN METROPOLITAN REGIONAL COUNCIL**

**Local Government (Council Meetings) Local Law 2019**

ARRANGEMENT

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LOCAL GOVERNMENT ACT 1995

WESTERN METROPOLITAN REGIONAL COUNCIL

**Local Government (Council Meetings) Local Law 2019**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Western Metropolitan Regional Council resolved on 4 April 2019 to make the following local law.

# Part 1 - Preliminary

**1.1 Citation**

(1) This local law may be cited as the Western Metropolitan Regional Council Local Government (Council Meetings) Local Law 2019.

**1.2 Commencement**

By virtue of section 3.14 of the Act, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.

**1.3 Application and intent**

(1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.

(2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.

(3) These Local Laws are 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.

**1.4 Interpretation**

(1) In these Local Laws unless the context otherwise requires:

***absolute majority*** has the meaning given to it in the Act;

***75% majority*** has the meaning given to it in the Act;

***Act*** means the *Local Government Act 1995*;

***CEO*** means the Chief Executive Officer of the Local Government;

***Chairman*** means the Chairman of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

***committee*** means a committee of the Council established under section 5.8 of the Act;

***committee meeting*** means a meeting of a committee;

***Council*** means the Council of the Western Metropolitan Regional Council;

***District*** *means the district of the local government;*

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***Local Government*** means the Western Metropolitan Regional Council;

***meeting*** means a meeting of the Council or a committee, as the context requires;

***Member*** has the meaning given to it in the Act;

***Presiding Member*** means:
(a) in respect of the Council, the person presiding under section 5.6 of the Act; and
(b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

***Regulations*** means the *Local Government (Administration) Regulations 1996;*

***simple majority*** means more than 50% of the members present and voting; and,

***substantive motion*** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

(2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

**1.5 Provisions of the Act, Regulations and other legislation**

(1) Throughout these Local Laws, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.

(2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.

(3) The reproduced provisions of the Act and Regulations and other legislation:
   (a) are to be treated as footnotes and are not part of these Local Laws (see section 32(2) of the *Interpretation Act 1984*); and
   (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Local Laws and therefore may not necessarily be correct at a future date.

# Part 2 – Establishment and membership of committees

**2.1 Establishment of committees**

(1) The establishment of committees is dealt with in the Act.

(2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
   (a) the terms of reference of the committee;
   (b) the number of council members, officers and other persons to be appointed to the committee;
   (c) the names or titles of the council members and officers to be appointed to the committee;
   (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
   (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) These Local Laws are to apply to the conduct of committee meetings.

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**2.2 Types of committees**

The types of committees are dealt with in the Act.

**2.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in the Act.

**2.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

**2.5 Appointment of committee members**

The appointment of committee members is dealt with in the Act.

**2.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

**2.7 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

**2.8 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

**2.9 Committees to report**

A committee:

(a) is answerable to the Council; and

(b) is to report on its activities when, and to the extent, required by the Council.

## Part 3 - Calling and convening meetings

**3.1 Ordinary and special Council meetings**

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

**3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

**3.3 Convening Council meetings**

(1) The convening of a Council meeting is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.

(3) Where, in the opinion of the Chairman or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

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**3.4 Calling committee meetings**

The CEO is to call a meeting of any committee when requested by the Chairman, the Presiding Member of a committee or any two members of that committee.

**3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

## Part 4 – Presiding Member and quorum

### *Division 1: Who presides*

**4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

**4.2 When the Deputy Chairman can act**

When the Deputy Mayor/Deputy President can act is dealt with in the Act.

**4.3 Who acts if no Chairman**

Who acts if there is no Chairman is dealt with in the Act.

**4.4 Election of Presiding Members of committees**

The election of Presiding Members of committees and their deputies is dealt with in the Act.

**4.5 Election of Deputy Presiding Members of committees**

The election of Deputy Presiding Members of committees is dealt with in the Act.

**4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

**4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.

### *Division 2 – Quorum*

**4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is:

(a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and

(b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

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**4.13 Names to be recorded**

At any meeting:

(a) at which there is not a quorum present; or

(b) which is adjourned for want of a quorum,

the names of the Members then present are to be recorded in the minutes.

# Part 5 - Business of a meeting

**5.1 Business to be specified**

(1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.

(2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.

(3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:

(a) specified in the notice of the meeting which had been adjourned; and

(b) which remains unresolved.

(4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 9) at that ordinary meeting.

**5.2 Order of business**

(1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:

1. Declaration of Opening/Announcement of Visitors
2. Announcements from the Presiding Member
3. Attendance
   - 3.1 Apologies
   - 3.2 Approved leave of absence
4. Declaration of interest
5. Public Question Time
   - 5.1 Response to previous public questions taken on notice
   - 5.2 Public question time
6. Confirmation of minutes
7. Presentations
   - 7.1 Petitions
   - 7.2 Presentations
   - 7.3 Deputations
   - 7.4 Delegates' reports
8. Method of dealing with agenda business
9. Reports
10. Applications for leave of absence
11. Motions of which previous notice has been given
12. Questions from Members without notice
13. New business of an urgent nature introduced by decision of the meeting
14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public
15. Closure

(2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.

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(3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

**5.3 Motions of which previous notice has been given**

(1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.

(3) A notice of motion is to relate to the good governance of the district.

(4) The CEO -

(a) may, with the concurrence of the Chairman, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;

(b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;

(c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and

(d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

(5) A motion of which notice has been given is to lapse unless:

(a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or

(b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

(6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

**5.4 New business of an urgent nature**

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

**5.5 Adoption by exception resolution**

(1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.

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(2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter:
- (a) that requires a 75% majority or a special majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a Member wishes to make a statement; or
- (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

# Part 6 - Public participation

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

**6.2 Meetings not open to the public**

(1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

(2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.

(3) If a resolution under subclause (2) is carried:
- (a) the Presiding Member is to direct everyone to leave the meeting except:
  - (i) the Members;
  - (ii) the CEO; and
  - (iii) any Officer specified by the Presiding Member; and
- (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.

(4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.

(5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.

(6) A resolution under this clause may be made without notice.

(7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

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**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

**6.7 Other procedures for question time for the public**

(1) A member of the public who raises a question during question time, is to state his or her name and address.

(2) A question may be taken on notice by the Council for later response.

(3) When a question is taken on notice the CEO is to ensure that:
   (a) a response is given to the member of the public in writing; and
   (b) a summary of the response is included in the agenda of the next meeting of the Council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
   (a) declare that he or she has an interest in the matter; and
   (b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

(7) The Presiding Member may decide that a public question shall not be responded to where:
   (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
   (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
   (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have two minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

**6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

**6.9 Deputations**

(1) Any person or group wishing to be received as a deputation by the Council is to either :

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(a) apply, before the meeting, to the CEO for approval; or
(b) with the approval of the Presiding Member, at the meeting, address the Council.

(2) The CEO may either:
(a) approve the request and invite the deputation to attend a meeting of the Council; or
(b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.

(3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
(a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
(b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
(c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.

(4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

**6.10 Petitions**

(1) A petition is to -
(a) be addressed to the Chairman;
(b) be made by electors of the district;
(c) state the request on each page of the petition;
(d) contain the name, address and signature of each elector making the request, and the date each elector signed;
(e) contain a summary of the reasons for the request; and
(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition.

(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
(a) the matter is the subject of a report included in the agenda; and
(b) the Council has considered the issues raised in the petition.

**6.11 Presentations**

(1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

**6.12 Participation at committee meetings**

(1) In this clause a reference to a person is to a person who:
(a) is entitled to attend a committee meeting;
(b) attends a committee meeting; and
(c) is not a member of that committee.

| |
|---|
| A member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act. |

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(2) Without the consent of the Presiding Member, no person is to address a committee meeting.

(3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

(4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.

(5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.

(6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

**6.13 Council may meet to hear public submissions**

(1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.

(2) The CEO and the Chairman shall set the time and date of the meeting to provide the opportunity to be heard.

(3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:

(a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;

(b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and

(c) cause minutes to be kept of the meeting to provide the opportunity to be heard.

(4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.

(5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.

(6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.

(7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.

(8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.

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(9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at [*INSERT LOCATION*] and on the Local Government's website.

**6.15 Confidentiality of information withheld**

(1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
   (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
   (b) marked "*Confidential*" in the agenda; and
   (c) kept confidential by Officers and Members until the Council resolves otherwise.

(2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

(1) A person is not to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

(2) If the Council gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

**6.17 Prevention of disturbance**

(1) A reference in this clause to a person is to a person other than a member.

(2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.

(3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.

(5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

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## Part 7 - Questions by Members

(1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

(2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.

(3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -

(i) the question be placed on notice for the next meeting of Council; and

(ii) the answer to the question be given to the Member who asked it within 14 days.

(4) Every question and answer -

(i) is to be brief and concise; and

(ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.

(5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## Part 8 – Conduct of Members

**8.1 Members to be in their proper places**

(1) At the first meeting held after each election day, the CEO is to allot a position at the Council table to each Member.

(2) Each Member is to occupy his or her allotted position at each Council meeting.

**8.2 Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

**8.3 Titles to be used**

A speaker, when referring to the Chairman, Deputy Chairman or Presiding Member, or a Member or Officer, is to use the title of that person's office.

**8.4 Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time or entry or departure.

**8.5 Members to indicate their intention to speak**

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

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**8.6 Priority of speaking**

(1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.

(2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.

(3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

**8.7 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.

**8.8 Relevance**

(1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The Presiding Member, at any time, may:
- (a) call the attention of the meeting to:
  - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
  - (ii) any breach of order or decorum by a Member; and
- (b) direct that Member, if speaking, to discontinue his or her speech.

(3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

**8.9 Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:
- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.10 Duration of speeches**

(1) A Member is not to speak on any matter for more than five minutes without the consent of the Council which, if given, is to be given without debate.

(2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed ten minutes.

**8.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment:
- (a) after the mover has replied; or
- (b) after the question has been put.

**8.12 No interruption**

A Member is not to interrupt another Member who is speaking unless:
- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11(1)(e).

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**8.13 Personal explanations**

(1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.

(2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.

(3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

**8.15 Adverse reflection**

(1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16).

(2) A Member is not:

(a) to reflect adversely on the character or actions of another Member or Officer; or

(b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

(3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.

(4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:

(a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and

(b) the Council may, by resolution, decide to record those words in the minutes.

**8.16 Withdrawal of offensive language**

(1) A Member who, in the opinion of the Presiding Member, uses an expression which:

(a) in the absence of a resolution under clause 8.15:

(i) reflects adversely on the character or actions of another Member or Officer; or

(ii) imputes any motive to a Member or Officer; or

(b) is offensive or insulting,

must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.

(2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

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# Part 9 - Preserving order

**9.1 Presiding Member to preserve order**

(1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.

(2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.

(3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

**9.2 Point of order**

(1) A Member may object, by way of a point of order, only to a breach of:
- (a) any of these Local Laws; or
- (b) any other written law.

(2) Despite anything in these Local Laws to the contrary, a point of order:
- (a) takes precedence over any discussion; and
- (b) until determined, suspends the consideration or discussion of any other matter.

**9.3 Procedures on a point of order**

(1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.

(2) A Member interrupted on a point of order is to resume his or her seat until:
- (a) the Member raising the point of order has been heard; and
- (b) the Presiding Member has ruled on the point of order,

and, if permitted, the Member who has been interrupted may then proceed.

**9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

**9.5 Ruling by the Presiding Member**

(1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

(2) A ruling by the Presiding Member on a point of order:
- (a) is not to be the subject of debate or comment; and
- (b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.

(3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
- (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

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**9.6 Continued breach of order**

If a Member:

(a) persists in any conduct that the Presiding Member had ruled is out of order; or

(b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

(1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.

(2) On resumption, the debate is to continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## Part 10 - Debate of substantive motions

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

(a) is to state the substance of the motion before speaking to it; and

(b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

(1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.

(2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

(1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.

(2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.

(3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.

(4) If a Member opposes a motion, the motion is to be dealt with under this Part.

(5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

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**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

(a) the mover to state the motion;
(b) a seconder to the motion;
(c) the mover to speak to the motion;
(d) the seconder to speak to the motion;
(e) a speaker against the motion;
(f) a speaker for the motion;
(g) other speakers against and for the motion, alternating where possible; and
(h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

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**10.15 Withdrawal of motion or amendment**

(1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

(1) The mover of a substantive motion has the right of reply.

(2) The mover of any amendment to a substantive motion has a right of reply.

(3) The right of the reply may only be exercised:

(a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or

(b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.

(4) After the mover of the substantive motion has commenced the reply:

(a) no other Member is to speak on the question;

(b) there is to be no further discussion on, or any further amendment to, the motion.

(5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

# Part 11 - Procedural motions

**11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

(a) that the debate be adjourned;
(b) that the meeting now adjourn;
(c) that the question be now put;
(d) that the Member be no longer heard;
(e) that the ruling of the Presiding Member be disagreed with;
(f) that the meeting be closed to the public (see clause 6.2).

**11.2 No debate**

(1) The mover of a motion specified in paragraph (a), (b), (c) or (f) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion specified in paragraph (c) or (d) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

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**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion "that the meeting proceed to the next business", if carried, has the effect that:

(a) the debate on the substantive motion or amendment ceases immediately;
(b) no decision is made on the substantive motion;
(c) the Council moves to the next item of business; and
(d) there is no requirement for the matter to be raised again for consideration.

**11.6 Debate to be adjourned**

A motion "that the debate be adjourned":

(a) is to state the time to which the debate is to be adjourned; and
(b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

(1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.

(2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).

(3) A motion "that the meeting now adjourn":
   (a) is to state the time and date to which the meeting is to be adjourned; and
   (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

(1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

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**11.9 Member to be no longer heard**

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## Part 12 - Disclosure of interests

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

## Part 13 - Voting

**13.1 Question - when put**

(1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
   (a) is to put the question to the Council; and
   (b) if requested by any Member, is to again state the terms of the question.

(2) A Member is not to leave the meeting when the Presiding Member is putting any question.

**13.2 Voting**

Voting is dealt with in the Act and the Regulations.

**13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

**13.4 Method of taking vote**

(1) In taking the vote on any motion or amendment the Presiding Member:
   (a) is to put the question, first in the affirmative, and then in the negative;
   (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
   (c) may accept a vote on the voices or may require a show of hands; and,
   (d) is, subject to this clause, to declare the result.

(2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

(3) If a member of council or a committee specifically requests that there be recorded -
   (a) his or her vote; or,
   (b) the vote of all members present,

   on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

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(4) If a Member calls for a division:
   (a) those voting in the affirmative are to pass to the right of the Chair; and
   (b) those voting in the negative are to pass to the left of the Chair.

(5) For every division, the CEO is to record:
   (a) the name of each member who voted; and
   (b) whether he or she voted in the affirmative or negative.

## Part 14 – Minutes of meetings

**14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

**14.2 Content of minutes**

(1) The content of minutes is dealt with in the Regulations.

(2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

**14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

**14.4 Confirmation of minutes**

(1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.

(2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
   (a) state the item or items with which he or she is dissatisfied; and
   (b) propose a motion clearly outlining the alternative wording to amend the minutes.

(3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## Part 15 - Adjournment of meeting

**15.1 Meeting may be adjourned**

The Council may adjourn any meeting:
(a) to a later time on the same day; or
(b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

**15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under these Local Laws:
(a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
(b) debate is to be resumed at the next meeting at the point where it was interrupted; and

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(c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

# Part 16 – Revoking or changing decisions

**16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

**16.2 Limitations on powers to revoke or change decisions**

(1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:

(a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or

(b) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

**16.3 Implementing a decision**

(1) In this clause:

(a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;

(b) "implement", in relation to a decision, includes:

(i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(ii) take any other action to give effect to the decision; and

(c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.

(2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.

(3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

(4) A decision made at a meeting is not to be implemented by the CEO or any other person:

(a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and

(b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.

(5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:

(a) is to take effect only in accordance with this clause; and

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(b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

# Part 17 - Suspension of Local Laws

**17.1 Suspension of Local Laws**

(1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended.

(2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.

(3) A motion under subclause (1) which is:
(a) seconded; and
(b) carried by an absolute majority,
is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

**17.2 Where Local Laws do not apply**

(1) In situations where:
(a) one or more provisions of these Local Laws have been suspended; or
(b) a matter is not regulated by the Act, the Regulations or these Standing Orders, the Presiding Member is to decide questions relating to the conduct of the meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

# Part 18 - Enforcement

**18.1 Penalty for breach**

A person who breaches a provision of these Local Laws commits an offence.
**Penalty: $5,000.00 and a daily penalty of $500.00.**

**18.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

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Dated: 6 June 2019

The Common Seal of the Western Metropolitan Regional Council
was affixed by the authority of a resolution of Council in the presence of:

Charles Hohnen
Chairman

Stefan Frodsham
Chief Executive Officer

Draft

# EXPLANATORY MEMORANDUM

## 1. ADMINISTERING AUTHORITY

[Insert name of local government or regional local government or authority here]

## 2. PUBLICATION OF LOCAL LAW

*WA Government Gazette* dated [insert date] No. [insert number]

## 3. TITLE OF LOCAL LAW

[Insert full name of the local law here]

## 4. SECTION(S) OF ENABLING ACT(S)

This local law was made under –

[insert the section(s) and the title(s) of the empowering Act(s)]

## 5. PURPOSE, EFFECT AND JUSTIFICATION

**Purpose** of the local law:

To make provisions about the [insert text]

**Effect** of the local law:

[Insert text]

**Justification** for the local law:

[Insert text]

## 6. ADDITIONAL INFORMATION

[Please refer to Direction 7 Item (6) for guidance]

## 7. UNUSUAL OR CONTROVERSIAL PROVISIONS

[Insert text]

## 8. CONSULTATIONS, SUBMISSIONS AND RESPONSES

[Insert text]

## 9. FEES AND CHARGES, PENALTIES AND MODIFIED PENALTIES

**Fees and charges:**
[Insert text. If none, type Nil and delete the table.]

| TYPE OF FEE OR CHARGE | DATE LAST UPDATED INCREASE/DECREASE | OLD FEE | NEW FEE | INCREASE/DECREASE (%) |
|---|---|---|---|---|
| | | | | |
| | | | | |

**Reason for new fees and charges or any increase in fees and charges:**

[Insert text if applicable. If not applicable, type N/A.]

**Penalties and modified penalties:**

[Insert text if applicable. If none, type Nil and delete the table.]

| TYPE OF PENALTY | DATE LAST UPDATED INCREASE/DECREASE | OLD | NEW | INCREASE/DECREASE (%) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Reason for new penalties or any increase in penalties or modified penalties:**

[Insert text if applicable. If not applicable, type N/A.]

## 10. STATUTORY PROCEDURES CHECKLIST

The completed and signed Statutory Procedures Checklist is attached.

## 11. DISCLAIMER

The Explanatory Memorandum is produced only as an aid to understanding the abovementioned local law and must not be substituted for the local law or gazetted or made available to the public in any manner or circumstance.

## 12. CONTACT PERSON

The local government's authorised officer for any enquiries about the local law is –

Full Name: [Insert text]
Position Title: [Insert text]
E-mail address: [Insert text]
Telephone No.: (08) [Insert text]
Facsimile No.: (08) [Insert text]
Mobile No. (if applicable): [Insert text]

**13.**

| | | |
|---|---|---|
| Signature: | _____ | _____ |
| PRINTED NAME: | [INSERT IN BLOCK TEXT] | [INSERT IN BLOCK TEXT] |
| Public Office: | [Mayor / President] | Chief Executive Officer |
| Administering Authority: | [Insert text] | |

# STATUTORY PROCEDURES CHECKLIST

**Procedures for making a valid Local Law:**
In accordance with *Local Government Act 1995* and *Ministerial Directions*

Please tick ✓ the 2nd column, where applicable, to indicate the procedural steps completed. Insert 'N/A' if the step is not applicable.

Only Box A is to be checked, not Box C, when the CEO of DEC has directed a local government.

| **A. *Waste Avoidance and Resource Recovery Act 2007* and *Local Government Act 1995*** | | |
|---|---|---|
| 61(1)(b) | | Under s. 61(1)(b) of the **WARR Act** the CEO of DEC directed a local government to adopt or amend or repeal a waste-related local law–<br><br>**CEO of DEC's letter of direction: [Insert date of letter]** |
| 3.12(2) | | Presiding person gave notice to the meeting of the **purpose** and **effect** of the proposed local law in the prescribed manner:<br>(a) in the agenda of that meeting; and<br>(b) in the minutes of that meeting.<br><br>**Date of Council meeting: [Insert meeting date and item number]** |
| 3.12(5) | | Published the adopted local law in the *Government Gazette.*<br>**Date of Gazette: [Insert date] No. [Insert number]**<br>and<br>Sent copy of adopted/gazetted local law to the Ministers:<br>**Sent to Minister for Local Government: [Insert date of letter]**<br>**Sent to Minister for Environment: [Insert date of letter]** |
| 3.12(6) | | Local public notice: (refer s.1.7 under the LG Act)<br>Published in newspaper circulating generally throughout the State.<br><br>**Name of newspaper: [Insert text]**<br>**Date of publication: [Insert date] Page No.: [Insert number]**<br>*(copy of newspaper notice attached)* |
| 3.12(7) | | **Appeared on Notice Boards (local government offices and every library):**<br>**From: [Insert date] To: [Insert date]** |
| 3.12(8) | | Sent EM material to the Joint Standing Committee on Delegated Legislation.<br>**Hard copies sent to JSCDL: [Insert date of letter]**<br>**And either:**<br>• **Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]**<br>**or**<br>• **Copies on CD included with hard copies to JSCDL: [YES / NO]** |
| | | If applicable:<br>This local law is **an amendment local law** which amends the text of the principal local law.<br>or<br>This local law is **a repeal local law**. |

Procedure in Box B must be completed before the commencement of 3.12 procedures of the LG Act.

| **B. *Local Government Act 1995*<br>Section 3.6 Places outside the district (eg: shoreline on public beach)** | | |
|---|---|---|
| 3.6(1) | | Governor's approval was first obtained for a local government to make a local law that **applies** outside its district.<br><br>**Local government's request for approval: [Insert date and Ref No.]**<br><br>**Notice in *Government Gazette* of Governor's approval:**<br>**Date of Gazette: [Insert date] No. [Insert] Page No.: [Insert number]** |

| **C. *Local Government Act 1995***<br>*Section 3.12 Procedure for making local laws* | | |
|---|---|---|
| 3.12(2) | | Presiding person gave notice to the meeting of the **purpose** and **effect** of the proposed local law in the prescribed manner[1]:<br>(a) in the agenda of that meeting; and<br>(b) in the minutes of that meeting.<br><br>**Date of Council meeting: [Insert meeting date and item number]**<br>*(copy of Council minutes attached)* |
| 3.12(3)(a) | | State-wide public notice: (refer s.1.8 under this Act)<br>Published in newspaper circulating generally throughout the State.<br><br>**Name of newspaper: [Insert text]**<br>**Date of publication: [Insert date] Page No.: [Insert number]**<br>*(copy of actual newspaper notice attached)* |
| 3.12(3a) | | Local public notice: (refer s.1.7 under this Act)<br>Published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every library in the district.<br><br>**Name of newspaper: [Insert text]**<br>**Date of publication: [Insert date] Page No.: [Insert number]**<br>*(If a different newspaper, copy of actual newspaper notice attached)*<br><br>**Appeared on Notice Boards (local government offices and every library):**<br>**From: [Insert date] To: [Insert date]** |
| 3.12(3)(b) | | Immediately after State-wide local public notice is published: Sent copy of<br>• the proposed local law (in gazette-ready format) **and**<br>• a copy of the State-wide public notice,<br>to the Minister for Local Government[2].<br><br>**Sent to Minister for Local Government: [Insert date of letter]**<br><br>and, where applicable, same copies sent to another Minister:<br><br>• Minister for Commerce[3], administering the *Dividing Fences Act 1961* (for fencing local law)<br>or<br>• Minister for Emergency Services, administering the *Bush Fires Act 1954* (for bush fire brigade or fire-break local law)<br>or<br>• Minister for Environment, administering the *Waste Avoidance and Resource Recovery Act 2007* (for waste local law)<br>or<br>• Minister for Health, administering the *Health Act 1911* (for health local law and cremation-related cemetery local law)<br>or<br>• Minister for Agriculture and Food, administering the *Agriculture and Related Resources Protection Act 1976* (for pest plant local law)<br>or<br>• Minister for **[Insert text]**, administering the ***[Insert Act]***, (for **[Insert text]** local law)<br><br>**Sent to other Minister for [Insert text]: [Insert date of letter]** |

[1] Refer to regulation 3 in the *Local Government (Functions and General) Regulations 1996*.

[2] The Minister for Local Government administers the *Cemeteries Act 1986* (for cemetery local laws), the *Dog Act 1976* (for dog local laws) and the *Local Government Act 1995* (for standing orders, local government property, public places, public parking, activities on thoroughfares local laws, etc).

[3] The Minister for Commerce also administers the *Local Government (Miscellaneous Provisions) Act 1960* (Parts VIII, IX & XV only) but no local laws are required these Parts.

| **C. *Local Government Act 1995***<br>*Section 3.12 Procedure for making local laws (continued)* | | |
|---|---|---|
| 3.12(4) | | **Relevant to: WARR Act and Health Act - procedures prior to adoption:**<br>After last day for submissions, consideration at Council meeting of –<br>• submissions received<br>and<br>• whether to make the local law as proposed (by absolute majority)<br>or<br>• whether to make a local law that was not significantly different from what was proposed (by absolute majority).<br><br>**Council meeting date: [Insert meeting date & item number]**<br>*(copy of Council minutes attached)*<br>**and**<br>• **gave copy of final version of proposed local law for consent under –**<br>**WARR Act: Consent of CEO of DEC: [Insert date]**<br>**Health Act: Consent of Exec. Director of Public Health: [Insert date]**<br>*(Consent is required prior to local government's actual adoption.)* |
| 3.12(4) | | **LG Act - final procedure for actual adoption:**<br>After close of public consultation period of **minimum**[4] 6 weeks, considered any submissions made about the proposed local law –<br><br>and adopted the local law as proposed (by absolute majority)<br><br>or adopted a local law that was considered not significantly different from what was proposed (by absolute majority).<br><br>**Council meeting date: [Insert meeting date & item number]**<br>*(copy of Council minutes attached)* |
| 3.12(5) | | Published the adopted local law in the *Government Gazette.*<br>**Date of Gazette: [Insert date] No. [Insert number]**<br><br>After the adopted local law was published in the *Government Gazette*, sent a signed and sealed copy of the adopted local law to the Minister for Local Government.<br>**Sent to Minister for Local Government: [Insert date of letter]**<br><br>and where local law was made under legislation other than the *Local Government Act 1995*, sent to the relevant Minister:<br><br>• Minister for Commerce, administering the *Dividing Fences Act 1961* (for fencing local law)<br>or<br>• Minister for Emergency Services, administering the *Bush Fires Act 1954* (for bush fire brigade and fire-break local law)<br>or<br>• Minister for Environment, administering the *Waste Avoidance and Resource Recovery Act 2007* (for waste local law)<br>or<br>• Minister for Health, administering the *Health Act 1911* (for health local law and cremation-related cemetery local law)<br>or<br>• Minister for Agriculture and Food, administering the *Agriculture and Related Resources Protection Act 1976* (for pest plant local law)<br>or<br>• Minister for **[Insert text]**, administering the ***[Insert Act]***, (for **[Insert text]** local law)<br><br>**Sent to other Minister for [Insert text]: [Insert date of letter]** |

Cont/...

[4] The local government cannot adopt the local law before the public consultation period (minimum 6 weeks) has closed. Section 61(f) of the *Interpretation Act 1984* determines the method for calculating the consultation period. Guidance is provided in the *Local Government Operational Guidelines No. 16 on Local Laws,* downloadable from the Department of Local Government's website*:* www.dlg.wa.gov.au.

| **C. *Local Government Act 1995***<br>*Section 3.12 Procedure for making local laws (continued)* | | |
|---|---|---|
| 3.12(6) | | After the local law was published in the Gazette and after a signed and sealed copy of the local law was given to the Minister(s): gave local public notice of gazettal (refer s.1.7 of this Act)<br>Published in a newspaper circulating generally throughout the District, and exhibited on a notice board of the local government's offices and every library in the district.<br><br>**Name of newspaper: [Insert text]**<br>**Date of publication: [Insert date] Page No.: [Insert number]**<br>*(copy of Newspaper notice attached)*<br><br>**Appeared on Notice Boards (local government offices and every library):**<br>**From: [Insert date] To: [Insert date]** |
| 3.12(7) | | Within 10 working days of the Gazettal date: supplied copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL):<br><br>**Hard copies sent to JSCDL: [Insert date of letter]**<br>**And either:**<br>• **Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]**<br>**or**<br>• **Copies on CD included with hard copies to JSCDL: [YES / NO]** |
| 3.12(8) | | This local law is **an amendment local law** which amends the text of the principal local law.<br>or<br>This local law is **a repeal local law**. |

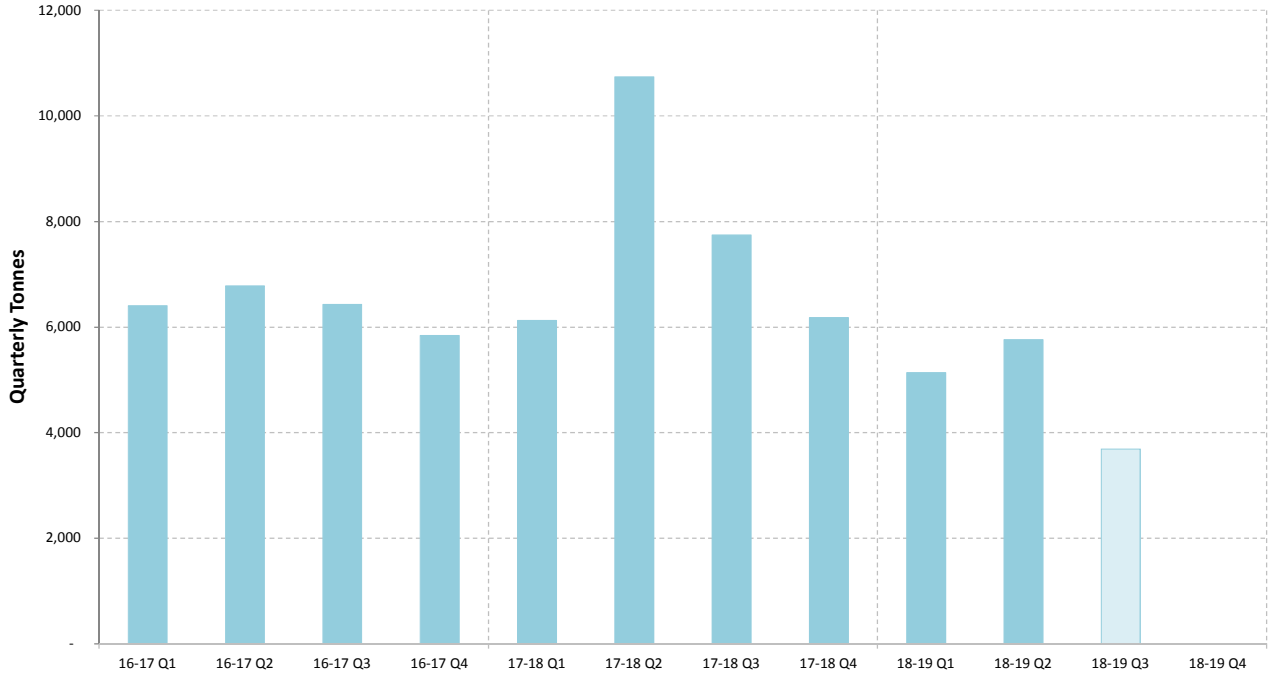
| | | |
|---|---|---|
| Signature: | _____ | _____ |
| PRINTED NAME: | [INSERT IN BLOCK TEXT] | [INSERT IN BLOCK TEXT] |
| Public Office: | [Mayor / President] | Chief Executive Officer |
| Administering Authority: | [Insert text] | |

Attachment 11.2a

## Total Waste Tonnes

| Waste Tonnes by Year | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2014 - 2015 | 2,357 | 2,471 | 3,893 | 5,354 | 3,459 | 3,227 | 2,267 | 3,151 | 3,712 | 3,653 | 3,854 | 4,821 | **42,219** |
| 2015 - 2016 | 2,415 | 2,364 | 3,030 | 3,753 | 3,242 | 2,688 | 2,504 | 2,293 | 3,977 | 3,201 | 2,810 | 2,677 | **34,955** |
| 2016 - 2017 | 2,017 | 1,960 | 2,429 | 2,168 | 2,403 | 2,208 | 1,845 | 2,094 | 2,486 | 2,271 | 1,786 | 1,784 | **25,451** |
| 2017 - 2018 | 1,761 | 1,880 | 2,484 | 2,608 | 4,295 | 3,836 | 3,705 | 2,334 | 1,707 | 2,461 | 1,987 | 1,733 | **30,791** |
| 2018 - 2019 | 1,632 | 1,718 | 1,786 | 2,083 | 1,926 | 1,752 | 1,731 | 1,959 | - | - | - | - | **14,588** |

## Quarterly Waste Tonnes Chart




## Total Incoming Waste Tonnes by Waste Type for 2018-19

| Waste Tonnes by Waste Type for 2018-19 | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1 Member Council Waste** | | | | | | | | | | | | | |
| Waste to AWT: Member Council MSW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Waste: Member Council Bulk | 21 | 75 | 1 | 40 | 138 | 15 | 27 | 87 | 0 | 0 | 0 | 0 | **404** |
| Waste: Member Council MSW | 930 | 995 | 867 | 1,054 | 998 | 1,021 | 1,013 | 889 | 0 | 0 | 0 | 0 | **7,769** |
| Waste: Member Council Other | 55 | 51 | 46 | 40 | 42 | 41 | 41 | 46 | 0 | 0 | 0 | 0 | **362** |
| **2 Domestic Waste** | | | | | | | | | | | | | |
| Waste: Additional to Pass | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | **5** |
| Waste: Bootload | 35 | 31 | 39 | 54 | 47 | 73 | 75 | 57 | 0 | 0 | 0 | 0 | **410** |
| Waste: Member Council Resident | 30 | 21 | 27 | 39 | 34 | 37 | 38 | 25 | 0 | 0 | 0 | 0 | **251** |
| Waste: Sand and Rubble | 6 | 4 | 6 | 6 | 7 | 7 | 9 | 2 | 0 | 0 | 0 | 0 | **47** |
| Waste: Small Trailer | 47 | 46 | 48 | 52 | 48 | 74 | 68 | 54 | 0 | 0 | 0 | 0 | **436** |
| **3 Commercial Waste** | | | | | | | | | | | | | |
| Waste to AWT: Third Party MSW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Waste: Commercial MSW | 218 | 179 | 274 | 224 | 211 | 173 | 164 | 168 | 0 | 0 | 0 | 0 | **1,609** |
| Waste: Non-member Council MSW | 2 | 0 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | **9** |
| **4 Member Council Greenwaste** | | | | | | | | | | | | | |
| Greenwaste: Member Council | 40 | 35 | 19 | 18 | 29 | 27 | 33 | 40 | 0 | 0 | 0 | 0 | **241** |
| Greenwaste: Member Council Bulk | 65 | 95 | 71 | 260 | 207 | 136 | 78 | 58 | 0 | 0 | 0 | 0 | **970** |
| **5 Domestic Greenwaste** | | | | | | | | | | | | | |
| Greenwaste: Member Council Resident | 23 | 34 | 28 | 27 | 18 | 31 | 34 | 30 | 0 | 0 | 0 | 0 | **224** |
| Greenwaste: Small Trailer | 56 | 35 | 40 | 40 | 43 | 43 | 45 | 44 | 0 | 0 | 0 | 0 | **346** |
| Greenwaste: Additional to Pass | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | **4** |
| **6 Commercial Greenwaste** | | | | | | | | | | | | | |
| Greenwaste: Commercial | 78 | 89 | 289 | 198 | 76 | 48 | 75 | 149 | 0 | 0 | 0 | 0 | **1,002** |
| Greenwaste: Transfer Fee | 9 | 10 | 12 | 11 | 11 | 11 | 11 | 10 | 0 | 0 | 0 | 0 | **85** |
| **7 Recycling and Problematic Waste** | | | | | | | | | | | | | |
| Problematic Waste: Asbestos | 5 | 5 | 8 | 5 | 6 | 5 | 3 | 3 | 0 | 0 | 0 | 0 | **40** |
| Recycling: Mattresses | 8 | 8 | 8 | 11 | 6 | 9 | 14 | 8 | 0 | 0 | 0 | 0 | **71** |
| Recycling: Tyres | 3 | 4 | 0 | 3 | 3 | 2 | 2 | 3 | 0 | 0 | 0 | 0 | **21** |
| **Month Totals** | **1,632** | **1,721** | **1,786** | **2,083** | **1,926** | **1,753** | **1,731** | **1,673** | - | - | - | - | **14,305** |
| **Cumulative Month Totals** | **1,632** | **3,353** | **5,139** | **7,222** | **9,148** | **10,901** | **12,632** | **14,305** | **14,305** | **14,305** | **14,305** | **14,305** | **14,305** |

# Member Council MSW (inc. to AWT)

| **Town of Mosman Park** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 174 | 197 | 191 | 189 | 199 | 204 | 189 | 182 | 197 | 158 | 188 | 177 | **2,244** |
| 2017 - 2018 | 167 | 198 | 184 | 196 | 191 | 193 | 196 | 173 | 178 | 163 | 180 | 169 | **2,189** |
| 2018 - 2019 | 169 | 186 | 162 | 192 | 183 | 182 | 183 | 162 | - | - | - | - | **1,418** |

| **Town of Cottesloe** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 119 | 139 | 130 | 132 | 145 | 192 | 197 | 168 | 166 | 134 | 161 | 147 | **1,830** |
| 2017 - 2018 | 135 | 155 | 144 | 163 | 161 | 172 | 182 | 150 | 161 | 139 | 146 | 134 | **1,842** |
| 2018 - 2019 | 135 | 143 | 131 | 160 | 154 | 165 | 163 | 142 | - | - | - | - | **1,192** |

| **Town of Claremont** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 186 | 205 | 194 | 196 | 205 | 210 | 193 | 186 | 200 | 159 | 184 | 178 | **2,296** |
| 2017 - 2018 | 164 | 192 | 178 | 192 | 194 | 197 | 200 | 186 | 195 | 176 | 190 | 180 | **2,245** |
| 2018 - 2019 | 181 | 205 | 173 | 208 | 207 | 210 | 208 | 182 | - | - | - | - | **1,575** |

| **Shire of Peppermint Grove** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 32 | 41 | 34 | 34 | 47 | 39 | 36 | 37 | 44 | 32 | 40 | 33 | **448** |
| 2017 - 2018 | 31 | 43 | 35 | 36 | 39 | 38 | 43 | 36 | 33 | 32 | 40 | 33 | **438** |
| 2018 - 2019 | 31 | 42 | 32 | 44 | 36 | 40 | 44 | 37 | - | - | - | - | **308** |

| **City of Subiaco** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 422 | 484 | 445 | 467 | 494 | 474 | 462 | 438 | 471 | 405 | 483 | 424 | **5,468** |
| 2017 - 2018 | 424 | 478 | 423 | 475 | 452 | 458 | 468 | 403 | 426 | 409 | 429 | 393 | **5,240** |
| 2018 - 2019 | 413 | 420 | 369 | 451 | 417 | 423 | 416 | 367 | - | - | - | - | **3,276** |

| **Total** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 934 | 1,065 | 994 | 1,018 | 1,090 | 1,120 | 1,077 | 1,010 | 1,077 | 887 | 1,057 | 958 | **12,287** |
| 2017 - 2018 | 921 | 1,067 | 964 | 1,062 | 1,037 | 1,058 | 1,090 | 949 | 993 | 919 | 985 | 909 | **11,953** |
| 2018 - 2019 | 930 | 995 | 867 | 1,054 | 998 | 1,021 | 1,013 | 889 | - | - | - | - | **7,769** |

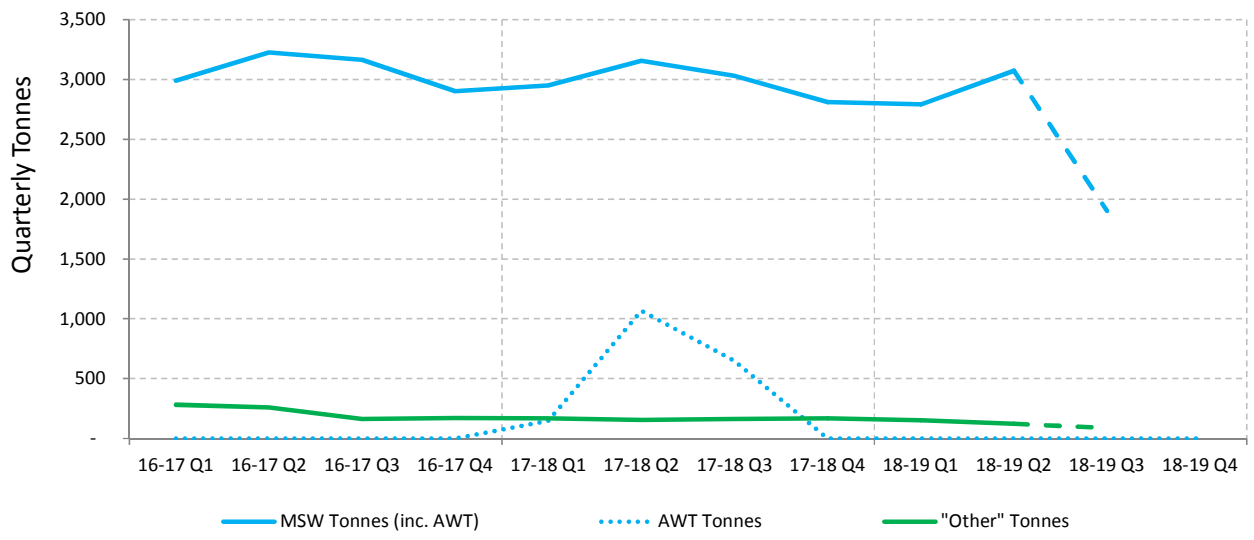
# Member Council MSW to AWT

| **Total** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| 2017 - 2018 | - | - | 148 | 268 | 265 | 534 | 517 | 131 | - | - | - | - | **1,863** |
| 2018 - 2019 | - | - | - | - | - | - | - | - | - | - | - | - | **-** |

# Member Council "Other"

| **Total** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 80 | 117 | 85 | 94 | 111 | 57 | 48 | 46 | 69 | 48 | 68 | 56 | **879** |
| 2017 - 2018 | 55 | 68 | 47 | 54 | 54 | 48 | 63 | 51 | 51 | 51 | 64 | 54 | **660** |
| 2018 - 2019 | 55 | 51 | 46 | 40 | 42 | 41 | 41 | 46 | - | - | - | - | **362** |

# MSW Tonnes to Silos & AWT



# Bulk Waste Tonnes Received

| **City of Subiaco** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | **Total** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 5 | 5 | 100 | 5 | 1 | 126 | 3 | 2 | 10 | 7 | 2 | 1 | **267** |
| 2017 - 2018 | 176 | 1 | 1 | 2 | 2 | 2 | 7 | 5 | 3 | 3 | 3 | 2 | **208** |
| 2018 - 2019 | 2 | 0 | 1 | 2 | 2 | 4 | 3 | 2 | - | - | - | - | **16** |

| **Shire of Peppermint Grove** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 4 | 19 | 4 | 7 | 3 | 27 | 5 | 7 | 4 | 2 | 18 | 3 | **102** |
| 2017 - 2018 | 5 | 21 | 4 | 3 | 4 | 22 | 3 | 4 | 3 | 19 | 2 | 3 | **93** |
| 2018 - 2019 | 3 | 19 | 3 | 6 | 2 | 18 | 3 | 5 | - | - | - | - | **59** |

| **Town of Claremont** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 2 | 89 | 1 | 2 | 0 | 1 | 26 | 113 | 2 | 3 | 1 | 1 | **239** |
| 2017 - 2018 | 22 | 82 | 11 | 11 | 12 | 15 | 43 | 97 | 15 | 11 | 10 | 11 | **341** |
| 2018 - 2019 | 39 | 70 | 16 | 19 | 23 | 21 | 45 | 97 | - | - | - | - | **329** |

| **Town of Cottesloe** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 10 | 6 | 5 | 9 | 103 | 11 | 9 | 7 | 10 | 9 | 6 | 7 | **193** |
| 2017 - 2018 | 4 | 4 | 8 | 7 | 5 | 8 | 5 | 7 | 3 | 2 | 4 | 2 | **58** |
| 2018 - 2019 | 4 | 3 | 7 | 8 | 4 | 5 | 9 | 4 | - | - | - | - | **44** |

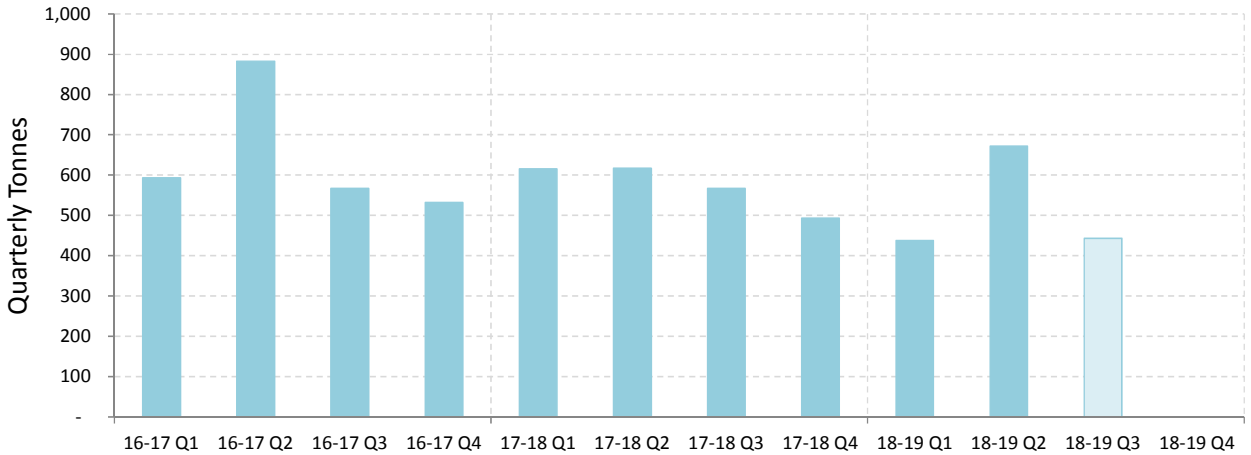
| **Town of Mosman Park** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 1 | 0 | 1 | 2 | 198 | 1 | 3 | 0 | 3 | 180 | 5 | 1 | **394** |
| 2017 - 2018 | 3 | 1 | 1 | 0 | 174 | 0 | 0 | - | 1 | 174 | 1 | 1 | **357** |
| 2018 - 2019 | 2 | - | 0 | 40 | 138 | 1 | 0 | 2 | - | - | - | - | **184** |

| **Non-member Councils** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 5 | 2 | 2 | 4 | 2 | 2 | 3 | 2 | 2 | 2 | 4 | 5 | **32** |
| 2017 - 2018 | 5 | 1 | 1 | 3 | 2 | 4 | 4 | 4 | 2 | 1 | 3 | 3 | **32** |
| 2018 - 2019 | 3 | 3 | 1 | 4 | 3 | 3 | 3 | 3 | - | - | - | - | **23** |

| **Commercial Customers** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 121 | 113 | 98 | 116 | 112 | 154 | 138 | 119 | 100 | 101 | 90 | 85 | **1,346** |
| 2017 - 2018 | 89 | 90 | 85 | 103 | 95 | 143 | 136 | 119 | 107 | 90 | 67 | 79 | **1,203** |
| 2018 - 2019 | 88 | 81 | 93 | 112 | 102 | 153 | 153 | 113 | - | - | - | - | **895** |

| **Total** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 148 | 235 | 210 | 143 | 418 | 321 | 186 | 250 | 131 | 303 | 126 | 103 | **2,574** |
| 2017 - 2018 | 304 | 201 | 111 | 130 | 293 | 194 | 198 | 235 | 134 | 301 | 91 | 101 | **2,293** |
| 2018 - 2019 | 140 | 177 | 121 | 192 | 275 | 206 | 218 | 225 | - | - | - | - | **1,553** |

## Bulk Waste Totals



# Greenwaste Tonnes Received

| **City of Subiaco** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | **Total** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 48 | 58 | 58 | 58 | 58 | 60 | 53 | 47 | 44 | 50 | 64 | 51 | **650** |
| 2017 - 2018 | 46 | 51 | 68 | 63 | 65 | 53 | 57 | 51 | 50 | 51 | 53 | 65 | **672** |
| 2018 - 2019 | 65 | 82 | 71 | 85 | 73 | 73 | 78 | 58 | - | - | - | - | **585** |

| **Shire of Peppermint Grove** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 4 | 26 | 9 | 6 | 3 | 16 | 14 | 9 | 9 | 3 | 29 | 7 | **135** |
| 2017 - 2018 | 7 | 26 | 5 | 7 | 5 | 20 | 7 | 7 | 9 | 24 | 9 | 5 | **131** |
| 2018 - 2019 | 7 | 26 | 4 | 8 | 7 | 19 | 7 | 10 | - | - | - | - | **88** |

| **Town of Claremont** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 16 | 20 | 11 | 143 | 31 | 66 | 11 | 17 | 60 | 119 | 25 | 76 | **595** |
| 2017 - 2018 | 18 | 19 | 17 | 133 | 32 | 65 | 16 | 16 | 13 | 177 | 10 | 103 | **620** |
| 2018 - 2019 | 15 | 19 | 17 | 139 | 33 | 69 | 17 | 17 | - | - | - | - | **324** |

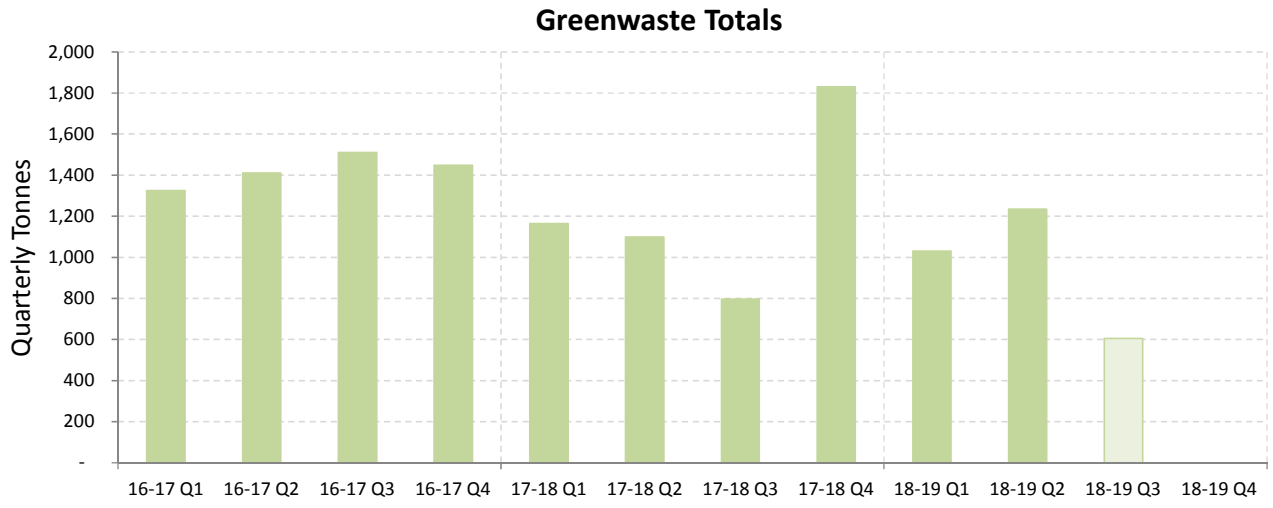
| **Town of Cottesloe** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 20 | 27 | 116 | 17 | 31 | 28 | 17 | 15 | 124 | 21 | 22 | 24 | **462** |
| 2017 - 2018 | 45 | 29 | 14 | 18 | 31 | 27 | 16 | 15 | 24 | 16 | 25 | 24 | **283** |
| 2018 - 2019 | 36 | 21 | 17 | 15 | 15 | 19 | 18 | 15 | - | - | - | - | **156** |

| **Town of Mosman Park** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 8 | 10 | 153 | 10 | 77 | 11 | 7 | 113 | 10 | 110 | 8 | 90 | **608** |
| 2017 - 2018 | 17 | 10 | 117 | 10 | 70 | 7 | 5 | 117 | 12 | 112 | 8 | 114 | **598** |
| 2018 - 2019 | 2 | 11 | 4 | 57 | 122 | 8 | 17 | 22 | - | - | - | - | **243** |

| **Non-member Councils** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 32 | 37 | 312 | 184 | 185 | 85 | 21 | 42 | 517 | 367 | 24 | 19 | **1,827** |
| 2017 - 2018 | 16 | 25 | 369 | 179 | 19 | 21 | 31 | 26 | 33 | 385 | 333 | 26 | **1,463** |
| 2018 - 2019 | 24 | 33 | 242 | 143 | 26 | 21 | 28 | 95 | - | - | - | - | **612** |

| **Commercial Customers** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 137 | 115 | 108 | 132 | 101 | 107 | 104 | 162 | 113 | 120 | 119 | 99 | **1,418** |
| 2017 - 2018 | 91 | 89 | 86 | 91 | 102 | 82 | 94 | 97 | 100 | 85 | 108 | 100 | **1,124** |
| 2018 - 2019 | 123 | 109 | 103 | 107 | 109 | 87 | 112 | 113 | - | - | - | - | **863** |

| **Total** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 - 2017 | 266 | 292 | 767 | 551 | 487 | 373 | 227 | 406 | 878 | 792 | 291 | 366 | **5,695** |
| 2017 - 2018 | 240 | 248 | 676 | 501 | 325 | 273 | 226 | 329 | 242 | 849 | 545 | 437 | **4,892** |
| 2018 - 2019 | 271 | 301 | 459 | 554 | 385 | 295 | 276 | 330 | - | - | - | - | **2,872** |



**ATTACHMENT 11.4A - Extract Progress Schedule WMRC Resolutions – Summary of outstanding matters as at 28 March 2019**

| DATE | ITEM | TITLE | COMMENT |
|---|---|---|---|
| **Ordinary Council Meeting 4 February 2016** | **15.2** | **Brockway Lease Area** - Take all reasonable steps to give effect to the Brockway Lease Area Amendment Request and regularise encroachments onto non leased land | **Ongoing - DiCOM have advised they require no lease amendments. However, the encroachments by DiCOM still have to be dealt with although not a priority.** |
| **SC 27 June 2017** | **7.1.3** | **Media Releases Brockway Project** - The Chairman and CEO, on advice from the WMRC legal advisors, authorise media releases as governed by policy 21. | **Ongoing** |
| **SC 26 July 2017** | **7.1** | **Brockway Project** - Council instructs the CEO to proceed on advice from its legal advisors. | **Ongoing** |
| **Ordinary Council Meeting 3 August 2017** | **16.1** | **Waste and Recycling Services -** the WMRC further investigate the service of off-site bulk waste processing and recycling, and call tenders for the service if appropriate. | **In progress – originally deferred owing to resource constraints until 2018-19 FY. Action commenced on bulk waste processing in January 2019.** |
| **SC 7 August 2017** | **7.1 & 7.2** | **PPB Advisory Administration -** Council directs the CEO to follow up with the legal and financial advisors on the Proof of Debt claim dated 18 April 2017 (as amended at 22 May) and take any appropriate action in consultation with WMRC Chairman. | **Ongoing – refer to separate confidential report providing an update on legal proceedings.** |

| DATE | ITEM | TITLE | COMMENT |
|---|---|---|---|
| **Ordinary council Meeting 5 October 2017** | **10.8** | **Integrated Planning Framework** - The A/CEO write to the Department of Local Government on Resolutions 1 to 3 on the above explaining the reasons for them and seeking the Departments concurrence on the WMRC proposed actions. | **Complete - Letter sent to Department of Local Government in November 2018; meeting to discuss WMRC strategic planning and review process held on 6 February 2019.** |
| **Ordinary Council Meeting 7 December 2017** | **10.7.1** | **Delete HR Policies Nos 1 to 8** - And where appropriate the A/CEO oversee the establishment of a Human Resources Manual to contain non legislative industrial requirements and the procedures underpinning those policies. | **Partially complete – HR Policies 1 -8 transferred to a Human Resources manual. Additional HR Procedures under development to complete the HR Manual.** |
| | **10.7.2** | **Human Resources Manual** - Funds for the preparation of a Manual be considered for inclusion in the 2018/19 Budget Year. | **Complete. funds not required as HR manual being developed in-house.** |
| **Ordinary Council Meeting 7 June 2018** | **11.6.2** | That a recommended option to address costs arising from attendees on the Earth Carers' Course who are not residents of the Member Councils and who do not reside in an area with reciprocal arrangements be presented prior to the 2018-19 mid-year financial review for possible adjustment to the Fees and Charges. | **Complete – Review including feedback from Member Councils suggests that contributions from non-member councils be addressed in considering the introduction of a West Metro Recycling Centre Pass.** |
| **Ordinary Council Meeting 9 August 2018** | **9.6.1** | That a mixed fee model be further developed, with an objective of applying it as soon as practicable. | **Complete. Mixed fee model developed, approved by Council on 6 Dec 2018 and implemented with effect 1 January 2019.** |

| | | | |
|---|---|---|---|
| | **9.7.1** | That WMRC approach the City of Nedlands and the Town of Cambridge about the situation and proposing that agreement be reached on these local governments making a fair and reasonable contribution towards the cost of providing considerable recycling and HHW services to their residents. | **Complete – the WMRC has met with officers of both Councils and followed up with formal proposals to each. The City of Nedlands has declined to provide funding support for the service of its residents by the WMRC. A response from Cambridge may take some time yet.** |
| **Ordinary Council Meeting 4 October 2018** | **14.3.4** | The WMRC write to the Department of Local Government in explaining the reasons for the delay in review of its Strategic Community Plan and development of a new Corporate Business Plan; and requesting their agreement to a timetable for the action required to complete this work. | **Complete - Letter sent November 2018; meeting to discuss WMRC strategic planning and review process held on 6 February 2019 in which officers agreed with WMRC proposal to review its SCP and develop a new CBP.** |
| | **14.4.1.3** | A draft amended Establishment Agreement be prepared for consideration at the December Council meeting. | **The matter has been presented to CEOAC. Deferred pending further consideration by member councils of the WMRC proposal for a replacement** |
| | **14.4.1.5** | WMRC approves the WMRC CEO to extend the WDA by 12 months or until such time as the WMRC resolves the WDA is no longer required, whichever is the earlier. | **The matter has been presented to CEOAC. A new, rather than extended WDA depends upon further consideration by member councils.** |
| **Ordinary Council Meeting 6 December 2018** | **10.10.3** | The Delegations Register, Delegation # 2 be updated to reflect the new positions and arrangements. | **Complete. A review of the Delegations Register has been completed and was approved at the OCM of 7 Feb 2019** |

| | | | |
|---|---|---|---|
| **Ordinary Council Meeting 7 February 2019** | **10.4.2** | The Compliance Audit Return 2018 be adopted by Council, certified by the Chairman and Chief Executive Officer and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2019. | **Complete** |
| | **10.6.1** | The delegations of authority to the Chief Executive Officer and other employees as detailed in Attachment 10.6B to this report be adopted in accordance with section 5.42 of the Local Government Act 1995. | **Complete** |
| | **10.6.2** | The Expenditure Authority Limits as at Attachment 10.6D be adopted subject to amending the Manager expenditure limits to $35,000 rather than $50,000. | **Complete** |
| | **10.7.1** | Council approve the CEO to prepare a draft Standing Orders Local Law for consideration by Council. | **Complete – draft Standing Orders Local Law prepared for review by OCM 4 Apr 2019.** |
| | **10.8.1** | Council endorse the development of plan for a Pre Booked Verge Waste Collection Service. | **In progress. CEOAC agreed on 21 March to seek in-principle support for the project from their respective Councils.** |
| | **10.8.1** | A Project Control Group be formed to guide the investigation and development of the [Pre-Booked Verge Waste Collection Service] project. | **Complete** |
| | **10.8.3** | Council be kept informed as the [Pre-Booked Verge Waste Collection Service] project proceeds. | **In progress** |
| | **10.9.1** | The City of Nedlands and Town of Cambridge be advised of the potential cost implications for non-member council residents of the introduction of a West Metro Recycling Centre Pass, and given an opportunity to respond before such a Pass is finalised. | **In progress** |

| | | | |
|---|---|---|---|
| | **10.9.2** | Provision for further investigations into the fee structure, promotion and distribution plan, and relevant procedures for the West Metro Recycling Centre Pass be made as part of the 2019/20 budget process. | **In progress** |
| | **10.9.3** | Consideration be given to introducing an increased fee in the 2019/20 budget fees and charges for provision of Tip Passes to residents of councils other than member councils. | **In progress** |
| | **10.10.1** | Manager Communications and Education use this [DWER-funded survey results] information in adapting the Earth Carers program and as a basis for a plan of community waste education activities for 2019/20. | **In progress** |
| | **10.11.2** | In accordance with Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC's 2018/19 Revised Budget be submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of its adoption by Council. | **Complete** |
| | **16.2.1** | The WMRC Council request officers to prepare and circulate a draft Replacement WDA. | **Complete. Presented for CEOAC review at its meeting of 21 March 2019.** |