

# Minutes

## ORDINARY COUNCIL MEETING (OC 02/21)

1 April 2021

Commenced at 5:30 pm

Town of Mosman Park  
Memorial Park, Bay View Terrace  
Mosman Park

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# 1. DECLARATION OF OPENING

The Chairman welcomed the attendees and declared the meeting open at 5.30 PM.

# 2. RECORD OF ATTENDANCE AND APOLOGIES

## Councillors

Cr. C Hohnen	Chairman	Shire of Peppermint Grove
Cr. B Haynes	Deputy Chairman	Town of Claremont
Cr. S Stroud	Member	City of Subiaco
Cr. P Shaw	Member	Town of Mosman Park
Cr. P MacFarlane	Member	Town of Cottesloe

## Staff

Mr. S Frodsham	Chief Executive Officer	WMRC
Ms. A Bell	Manager Finance & Governance	WMRC
Mr. P Engel	Manager Operations	WMRC
Ms. L Eustance	Manager Communications & Education	WMRC
Ms. E Mickels	Customer Service & Finance Officer	WMRC

## Leave of Absence

Nil

## Visitors

Mr. P Ward	Barrister	Francis Burt Chamber
Mr. B Lisle		Hesperia
Ms. J Bennett		Hesperia
Mr. J Dyer		Hesperia
Mr. B Moorman		Town of Mosman Park

## Observers

## Apologies

Cr. S Franklyn		Town of Claremont
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### 3. DISCLOSURES OF INTERESTS

Name	Item Number	Disclosure of Interest	Reason of Interest
CEO Stefan Frodsham	10.6	Impartiality	Mr. Frodsham has a previous business relationship with the CEO of East Rockingham Waste to Energy and a working relationship with Avertas staff.
CEO Stefan Frodsham		Impartiality	Mr. Frodsham has previous dealings with Mr. Kim Gorey over the past two years during which Mr. Gorey represented himself as a resident and ratepayer of Mosman Park and did not disclose his position as a Director of Culford Agri Industries.

### 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

Mr. Lisle, Mr. Dyer & Ms. Bennett joined the meeting at 5.33 PM  
Cr. Shaw & Mr. Moorman joined the meeting 5.37 PM  
Mr. Ward joined the meeting 5.41 PM

Mr. Lisle, Mr. Dyer & Ms. Bennett left the meeting 6.22 PM

Ms. Bell left the meeting at 6.35 PM  
Ms. Bell joined the meeting 6.37 PM

Moved: Cr Stroud                      Seconded Cr Haynes

**Confidential Item 16.1 to be heard out of sequence.**

**CARRIED 5/0**

Moved: Cr Hohnen      Seconded: Cr Haynes

**That the meeting proceed behind closed doors in accordance with Sections 5.23(2) (c)(d)(e) of the Local Government Act 1995.**

**CARRIED 5/0**

**The meeting proceeded behind closed doors at 5.35 PM.**

Moved: Cr Shaw      Seconded: Cr Haynes

**That the meeting resume in open session**

**CARRIED 5/0**

**The meeting resumed in open session at 7.00 PM.**

Mr. Ward left the meeting at 7 PM

The Chairman read aloud the resolution which was made behind closed doors.

Moved: Cr. Stroud      Seconded: Cr. Haynes

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

**16.1.1 The DiCOM Confidential Progress Report of 25 March 2021 be noted.**

**CARRIED 5/0**

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

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

Minutes of the previous Ordinary Council Meeting held on 4 February 2021 were circulated earlier under separate cover. A copy of the minutes is at Attachment 9.1A.

Moved: Cr Shaw      Seconded Cr Stroud

#### **RESPONSIBLE OFFICER RECOMMENDATION**

**9.1.1 Council accepts the minutes of the previous Ordinary Council Meeting held on 4 February 2021 as a true and accurate record of proceedings.**

**CARRIED 5/0**

# 10. REPORTS OF COMMITTEES AND OFFICERS

## 10.1 SAFETY MANAGEMENT AND OPERATIONS REPORT

<b>Responsible Officer:</b>	<b>Manager Operations</b>
<b>Date:</b>	<b>23 March 2021</b>
<b>Attachment:</b>	<b>Attachment 10-1A Waste Tonnes Received</b>

### SUMMARY

This report covers risk and safety management issues as well as updates of waste management operations.

### BACKGROUND

Our safety management will be updated and adjusted to the new operational practices which are being introduced and the upcoming changes for 2021.

### DETAIL

#### Accidents and Incidents

There are no safety incidents to report since last OCM of 4 February 2021.

#### Safety Actions

- Fortnightly Toolbox Meetings continue to be held at the Recycling Centre.
- Quarterly Safety Site Inspection was conducted in March.
- An upgrade of CCTV system to remote access and CCTV coverage of high-risk areas inside the transfer station, silo loading / unloading area and green waste yard is underway. This will enable us to monitor, and record delivered waste quality which is going to be more critical for waste transfer to FOGO processors and WTE plants.
- We relocated the asbestos collection bin from a high traffic area to a spot near the north-east Gate 3, well away from the community recycling area.

#### West Metro RC Staffing

Unfortunately, our newly recruited casual staff member left us for a full-time position, and we are currently actively recruiting for a new part time casual.

#### New Services

- The newly introduced service of accepting cooking oil for recycling has been received very well by the community and we have already collected 120 litres since the start in February.
- Bicycle collection for social enterprise: we now both receive and recover bicycles (from our bulk waste area) for refurbishment by local enterprise *Dismantle*.

#### Current projects and new procurement

- Two of the five newly ordered waste transfer silos are now fabricated and will be tested within the next 14 days.
- Additionally, we are going refurbish one of the existing silos to add to the five silos ordered.

- The cardboard compactor is currently being built and will be delivered and installed in early June.
- Concrete work is underway to provide hardstanding for the cardboard compactor.
- Refurbishment of the weighbridge office is complete.

#### **Asset Sale**

- The Mitsubishi Prime Mover which was purchased for the DiCOM operation and not used for some years has been sent to public auction.

## **STATUTORY ENVIRONMENT**

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

## **CONSULTATION**

Nil.

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil.

### **Financial Implications**

Nil.

### **Strategic Implications**

Activities referred to in this report relate directly to WMRC Key Strategies 1,2,3,4,5.

## **COMMENTS**

NIL

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Shaw      Seconded Cr MacFarlane

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.1.1 The Safety Management and Operations Report be noted.**

**CARRIED 5/0**

## 10.2 FINANCIAL STATEMENTS

<b>Responsible Officer:</b>	<b>Finance &amp; Governance Manager</b>
<b>Date:</b>	<b>25 March 2021</b>
<b>Attachment 10.2A:</b>	<b>January Accounts</b>
<b>Attachment 10.2B:</b>	<b>February Accounts</b>

### SUMMARY

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

### BACKGROUND

*Local Government (Financial Management) Regulation 34* requires monthly financial activity statements to be presented to Council. A Statement of Financial Activity is the minimum requirement and must contain:

- annual budget estimates
- monthly budget estimates
- monthly actual expenditure, revenue, and income
- material variances between comparable amounts
- the net current assets at month end

The above information is to be supported with an explanation of material differences, and an information regarding net current assets. Each year, Council is to adopt a percentage or value to be used for material variance reporting. At its Ordinary Council Meeting of 4 February 2021, Council resolved to adopt a 10% value for reporting material variances. Accordingly, variances of 10% or more between actual and budgeted monthly figures are accompanied with explanatory notes.

### DETAIL

Statements of Financial Activity are made up of the Statement of Comprehensive Income, Statement of Financial Position, and Statement of Cashflows. These are supported by the Statement of Net Current Assets, Statement of Reserves, ratio data, income by customer, expenses by supplier, and expenses by department. Monthly Management Accounts are presented at **Attachments 10.2A and 10.2B**:

- For January 2021, WMRC had an operating surplus of \$788,185 compared to a budgeted surplus of \$826,617 with a negative variance of \$38,432.
- For February 2021, WMRC had an operating deficit of \$141,301 compared to a budgeted operating deficit of \$126,147 with a negative variance of \$15,154.
- As of 28 February 2021, Council had a provisional operating surplus of \$435,786 compared to a budgeted operating surplus of \$442,417 with a negative variance of \$6,634.
- As of 28 February, revenue for the year-to-date is 1% below budgeted and expenses are 1% over budget.

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**

*Local Government (Financial Management) Regulation 34*

## **CONSULTATION**

None

## **REPORT IMPLICATIONS**

### **Policy Implications**

The Council's financial reporting is prepared in accordance with Council Policy: Finance. These are reviewed annually or as required to ensure compliance with legislative and statutory obligations.

### **Financial Implications**

The report represents the financial position of the Council.

### **Strategic Implications**

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

## **COMMENTS**

None

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes    Seconded Cr Shaw

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.2.1 Council note the financial statements for the months of January and February 2021.**

**CARRIED 5/0**

## 10.3 CREDITOR AND DEBTOR PAYMENTS

<b>Responsible Officer:</b>	<b>Manager Finance and Governance</b>
<b>Author:</b>	<b>Customer Service and Finance Officer</b>
<b>Date:</b>	<b>19 March 2021</b>
<b>Attachments:</b>	<b>10.3A January Payments</b> <b>10.3B February Payments</b> <b>10.3C Debtors Payments</b>

### SUMMARY

The schedule of accounts paid for January and February 2021 is attached for the endorsement of Council. The schedule of debtors as of 19 March 2021 is attached for receipt by Council.

### BACKGROUND

Nil.

### DETAIL

Nil.

### STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### CONSULTATION

Nil.

### REPORT IMPLICATIONS

#### Policy Implications

Nil.

#### Financial Implications

Nil.

#### Strategic Implications

This is aligned to strategic actions as follows:

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

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

## **COMMENTS**

Nil.

## **VOTING REQUIREMENT**

Simple majority.

Moved: Cr Haynes    Seconded Cr Shaw

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.3.1 Council endorse the schedule of accounts paid of \$705,426.79 and \$1,199,262.37 for the months of January and February 2021 respectively.**

**10.3.2 Council receive the schedule of Debtors outstanding at March 19, 2021.**

**CARRIED 5/0**

## 10.4 MINUTES OF CEOAC MEETINGS

<b>Responsible Officer:</b>	<b>Manager Communications and Education</b>
<b>Date:</b>	<b>23 March 2021</b>
<b>Attachment:</b>	<b>10-4A – Confirmed minutes 21 January 2021</b> <b>10-4B - Unconfirmed minutes 18 March 2021</b>

### SUMMARY

This item presents the confirmed minutes of the 21 January CEOAC meeting and the draft minutes of the 18 March CEOAC meeting for confirmation and reception respectively.

### BACKGROUND

The unconfirmed minutes of the 21 January CEOAC meeting were presented at the February OCM; and confirmed at the 18 March CEOAC meeting as a true and proper record of the meeting. They are presented here for reception (Attachment 10.4A).

The unconfirmed minutes of the 18 March CEOAC meeting are presented here for reception (Attachment 10-4B).

### DETAIL

All CEOAC recommendations at the 18 March meeting were unanimous. There was one change as follows from the officer recommendation:

The CEOAC added a recommendation concerning the Waste to Energy agreement as follows:

**4.2.2 A copy of the draft agreement be provided to CEOAC members with a briefing offered by the WMRC to Member Council Elected Members.**

This matter will be dealt with under item 10.6 of this agenda.

The CEOAC recommended the development of a Project Control Group to manage a coordinated transition to FOGO. This matter will be dealt with at item 10.5 of this agenda.

### STATUTORY ENVIRONMENT

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

### CONSULTATION

Nil

### REPORT IMPLICATIONS

#### Policy Implications

Nil

#### Financial Implications

Nil.

### **Strategic Implications**

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

### **COMMENTS**

Nil.

### **VOTING REQUIREMENT**

Simple majority.

Mr. Engel left the meeting 7.02 PM

Mr. Engel joined the meeting 7.05 PM

Moved: Cr Haynes    Seconded Cr MacFarlane

### **RESPONSIBLE OFFICER'S RECOMMENDATIONS**

- 10.4.1 Council receive the confirmed minutes of the 21 January 2021 CEOAC meeting.**
- 10.4.2 Council receive the unconfirmed minutes of the 18 March 2021 CEOAC meeting**

**CARRIED 5/0**

## 10.5 FOGO TRANSITION PLAN

**Responsible Officer:** Manager Communications and Education

**Date:** 24 March 2021

**Attachment:** 10-5A Plan for the transition to FOGO  
10-5B Draft Terms of Reference for FOGO Transition Project Control Group

### SUMMARY

This report describes a process for coordinating the move to a FOGO three bin system by 2025 in accordance with WMRC and Member Council Waste Plans. It recommends the formation of a Project Control Group to manage the transition.

### BACKGROUND

The *Waste Avoidance and Resource Recovery Strategy 2030* (the Strategy) has a headline target for all Perth and Peel councils provide their residents in single unit dwellings with a consistent three bin FOGO system by 2025. All WMRC Member Councils have committed to this date or before in their Waste Plans. Institution of a three bin FOGO system is also necessary for meeting the Strategy targets around material recovery (as opposed to energy recovery). A review of best available data for the current status against targets shows that no Member Councils are meeting the Strategy's Recover targets; it is likely that the current three bin GO service in four Member Councils will achieve a 50% Material Recovery rate, still short of the 67% 2025 target.

	Avoid		Recover				Protect		
	Per capita generation 2024/25	Per capita generation 29/30	Material Recovery rate 2020	Material Recovery rate 2025	Material Recovery rate 2030	3 bin FOGO collection by 2025	% disposed to landfill	Illegal Dumping	Littering
<b>DWER targets</b>	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
<b>Claremont (2018/19 data)</b>	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
<b>Cottesloe (2018/19 data)</b>	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
<b>Mosman Park (2018/19 data)</b>	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
<b>Peppermint Grove (2018/19 data)</b>	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
<b>Subiaco (2018/19 data)</b>	10% decrease	10% decrease	35%	35%	35%	BP 2021 intro 2025	65%	not a major issue	not a major issue

\* Peppermint Grove Waste Census data 2014/15 known to be overstated

Under the WMRC's Establishment Agreement, the role of the WMRC is to contract for the efficient transport and processing of FOGO material; the role of the Member Councils is to deliver the material to the WMRC's facility. The WMRC holds a DWER licence to transfer up to 10,000 tonnes of FOGO material per year.

Coordinating the transition is intended to minimise the costs of the service for Member Councils. These costs will be incurred both in the changeover to a three bin FOGO system and potentially in the ongoing processing of the material dependent on the Waste Levy and quantity of material

diverted from the general waste (red lid) bin. The Waste Levy is expected to rise substantially over the next few years.

In addition, coordinating the transition will reduce resident confusion which leads to contamination and potentially higher costs.

Coordinating the FOGO transition was initially recommended by CEOAC at their January meeting and then further developed at the March CEOAC meeting (see Attachment 10-4B).

## **DETAIL**

**Attachment 10-5A** contains discussion and modelling of the issues to be considered through the FOGO transition. These are summarised as follows:

### **Quantity of material generated**

Modelling through three material generation scenarios indicates that 6000 -7700 tonnes of FOGO will be generated annually by the Member Council residents. FOGO may be sourced by the WMRC from beyond Member Councils.

### **Location of potential processing facilities**

There are currently few licensed FOGO processing plants and they are generally distant from the Metro area. Therefore, transport efficiencies are important. Efficient transport requires delivery of around 24 tonnes of material per day. This is equivalent to the annual FOGO generation rate of all five Member Councils.

### **Market for processed product**

Low contamination levels on FOGO derived product are essential for market development which in turn encourages lower processing costs.

### **Financial considerations – changeover**

Changeover costs arise from:

- the supply of caddies and compostable liners to households;
- supply of new bins where households don't already have a GO bin; and
- effective education and communications.

Generation of a clean FOGO stream from households is dependent on all three of these being in place.

A planned and consistent changeover will work towards minimising both Member Council costs through economies of scale and maximizing the supply of a quality FOGO product through decreasing resident confusion.

DWER Better Bins GO FOGO funding can contribute towards these costs.

### **Financial considerations – ongoing**

Hauling and processing FOGO is more expensive per tonne than hauling and processing GO. Other contributing factors to ongoing financial costs are the reduction of material in the residual waste bin with concomitant reduction in waste levy liability and the level at which the waste levy is set in future.

At high FOGO generation rates per household and high waste levy rates per tonne, modelling shows the potential for savings per of up to \$12.28 household compared to the current GO bin system. Equally a low waste levy situation could lead to net costs of up to \$28.34 per household.

## Communications and education

A consistent and broad communications and education campaign before, during and after the FOGO bin introduction contributes to a high yield of uncontaminated FOGO material.

## Outline project plan

An initial and very broad project plan for all five Member Councils undertaking a coordinated transition to FOGO in a short time frame would be similar to the chart below. Were the WMRC attract FOGO material for transfer from a non-member council this project plan could be altered.

	2021	2022	2023	2024
Obtain administrative go ahead from Member Councils	■			
Form PCG and meet regularly		■	■	■
WMRC and Member Council decisions		■	■	
Remaining MCs to apply for DWER funding (rolls over if not spent in year of application)		■	■	
Source supplies for changeover (caddies, liners, bins)			■	
Education campaign			■	■
Deliver materials and start service				■

## Project Control Group (PCG) role

Draft Terms of Reference for the PCG are attached as **Attachment 10-5B**. It is intended that the PCG has input into these Terms of Reference and that the PCG reports to the WMRC CEOAC. The first meeting is likely to consider the Terms of Reference, brief the members and define the working methodology.

## STATUTORY ENVIRONMENT

*Waste Avoidance and Resource Recovery Act 2007 S 40(4)*

## CONSULTATION

None.

## REPORT IMPLICATIONS

### Policy Implications

Nil.

### Financial Implications

Providing a FOGO service to Member Councils will be cost neutral to the WMRC.

## **Strategic Implications**

This activity is in line with the following Key Strategies:

- 1 – Achieve a comprehensive, cost effective waste management service across the region.
- 3 – Divert waste from landfill by making materials and energy recovery available.
- 4 – Promote and facilitate waste avoidance and responsible waste management in the community.
- 6 – Contribute to the development of effective policy and advocate on our member Councils' behalf.

## **COMMENTS**

Nil.

## **VOTING REQUIREMENT**

Simple majority.

Moved: Cr Stroud      Seconded Cr MacFarlane

## **RESPONSIBLE OFFICER'S RECOMMENDATIONS**

**10.5.1 Council adopts the draft the FOGO transition briefing paper.**

**10.5.2 CEOAC members be invited to provide a representative for the FOGO Project Control Group to be chaired by WMRC.**

**10.5.3 The FOGO Project Control Group develops a detailed project plan for a coordinated transition to FOGO for submission to CEOAC by November 2021.**

**CARRIED 5/0**

## **10.6 WASTE TO ENERGY TENDER AWARD PROGRESS**

<b>Responsible Officer:</b>	<b>Manager Communications and Education</b>
<b>Date:</b>	<b>25 March 2021</b>
<b>Attachment:</b>	<b>Confidential 10-6A Summary Key Terms</b>

### **SUMMARY**

This report updates Council on the progress in award of a Tender for Recovery of Energy from Residual Waste (RFT01-2020).

### **BACKGROUND**

Following a Request for Tender for these services which opened on 10 June and closed on 13 July 2020 a tender evaluation panel was formed led by the then WMRC Manager Operations and including another WMRC manager and one with relevant procurement expertise from the City of Subiaco. The Panel recommended that Council appoint East Rockingham Waste to Energy to preferred tenderer status pending successful negotiation of the Waste Supply Agreement by 29 January. Council passed the resolution at its meeting of 3 December. At the OCM of 4 February, with negotiations well advanced, Council resolved that final approval will be brought to a Special Meeting of Council for agreement and that the CEO be delegated to negotiate final details of the agreement.

### **DETAIL**

Negotiations have been progressing well through lawyers. A summary of the current status against Key Terms has been provided at Confidential Attachment 10-6. The intent and scope of the agreement has not changed; the areas still to be agreed include details of the following:

- Details of exclusions from contract
- Materiality threshold in certain change of law circumstances
- Liability and indemnity regimes
- Some technical legal points

We intend to provide at least one confidential briefing session for Member Councils and to make the draft agreement available to Member Council CEOs for viewing at our offices.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 (3.57)

### **CONSULTATION**

WMRC solicitors (Jones Day)

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil at this stage.

### **Financial Implications**

Nil at this stage.

### **Strategic Implications**

This tender will contribute to the following key strategies:

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. Divert waste from landfill by making material and energy recovery available.

## **COMMENTS**

Nil.

## **VOTING REQUIREMENT**

Simple majority.

Moved: Cr Stroud      Seconded Cr Shaw

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.6.1 The Waste to Energy Tender Award Progress Report be noted.**

**10.6.2 WMRC offers at least one briefing to Member Council Elected Members and makes the Waste to Energy Waste Supply Agreement available for viewing to Member Council CEOs prior to contract finalisation.**

**CARRIED 5/0**

## 10.7 SPENDING AUTHORITIES

**Responsible Officer:** Chief Executive Officer  
**Date:** 25 March 2021  
**Attachments:** 10.7A WMRC Purchasing Authority Limits Register

### SUMMARY

This report recommends increasing the expenditure allowance for WMRC Managers and the Customer Services and Finance Officer.

### BACKGROUND

At the December 2020 Ordinary Council Meeting, Council adopted the new WMRC Purchasing Policy and the below expenditure requirements. The CEO's expenditure authority was increased from \$100,000 to \$250,000 to align with the purchasing expenditure requirements within the policy.

Expenditure Amount (ex GST)	Minimum Requirement
Up to \$5,000	One verbal or written quote
\$5,001 - \$50,000	Three written quotes
\$50,001 - \$250,000	Request for Quote - minimum of 3 written quotes. A Request for Tender if appropriate (F&G Reg. 13)
Over \$250,000	Request for Tender If tender exempt (F&G Reg11(2)) - minimum of 3 written quotes.

### DETAIL

The current delegations register provides the WMRC Managers with an expenditure limit of \$35,000. It is proposed to increase this to \$50,000 to align with the purchasing expenditure requirements within Council Policy – Purchasing.

The current delegations register provides the Customer Services and Finance Officer with an expenditure limit of \$1,500. It is proposed to increase this to \$5,000 to align with the purchasing expenditure requirements within Council Policy – Purchasing. This expenditure will match that given to the Weighbridge Operator at the June 2020 Ordinary Council Meeting.

Delegation 3 is the Authorisation of Expenditure from Municipal and Trust Funds. The CEO is given authority under section 5.42 of the *Local Government Act* and the power to sub-delegate is given under section 5.44 of the *Local Government Act*. Delegation 3 subdelegates authority to 'Those positions detailed in the Purchasing Authority Limits form'. This means that no changes are required to the Delegations Register.

A revised Purchasing Authority Limits Register is included at Attachment 10.7A to this report. Please note that the requested changes are highlighted in yellow.

## **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 December 2020.

## **CONSULTATION**

Nil

## **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.

Moved: Cr Haynes    Seconded Cr Stroud

## **RESPONSIBLE OFFICER RECOMMENDATION**

**10.7.1 The Purchasing Authority Limit Register as at Attachment 10.7A be adopted.**

**CARRIED 5/0**

## 10.8 AUDIT & RISK MANAGEMENT COMMITTEE

<b>Responsible Officer:</b>	<b>Audit &amp; Risk Management Committee</b>
<b>Author:</b>	<b>Manager Finance &amp; Governance</b>
<b>Date:</b>	<b>25 March 2021</b>
<b>Attachment:</b>	<b>10.8A Operating Surplus Letter</b>

### SUMMARY

To present recommendations made by the Audit & Risk Management Committee.

### BACKGROUND

The Audit and Risk Management Committee met on 1 April 2021 and were presented with the following information.

In the 2019/2020 External Audit, Butler Settineri and the Office of the Auditor General found that the Western Metropolitan Regional Council has an Operating Surplus Ratio (ASR) that has been below Department standards for the last three years. The Office of the Auditor General identified this as a significant issue in its Audit Report dated 14 December 2020.

Section 7.12A(4) of the *Local Government Act 1995* states that a local government must prepare a report stating the intended action to address matters identified as significant by the auditor. The report must:

- state what action the local government has taken or intends to take with respect to each of those matters.
- give a copy of the report to the Minister within three months of the audit report being received by the local government.
- within 14 days of providing a report to the Minister, the CEO must publish a copy of the report on the local government's official website.

The WMRC responded to the above requirements in respect of the deficiencies in its Operating Surplus Ratio in a letter dated 12 January 2021. A response to this letter has not been received at the time of writing this report.

### DETAIL

#### The Operating Surplus Ratio

The Operating Surplus Ratio (OSR) indicates whether the WMRC can cover its operational costs. The calculation of the OSR is as per the below equation:

$$\text{OSR} = \frac{\text{Operating Revenue} - \text{Operating Expense}}{\text{Own Source Operating Revenue}}$$

## **Required level of OSR**

The standard is met if the OSR is between 0.01 and 0.15. A positive ratio indicates that a local government is likely to cover its own expenditure and direct any surpluses towards proposed capital expenditure, transfers to cash reserves or to debt reduction. A negative ratio indicates that a local government is not breaking-even in its income and expenditure and is likely utilising reserves to cover operating expenses.

As stated to the Minister (Attachment 10.8A), a balanced budget will allow the WMRC to meet the required level for the OSR. The WMRC is working towards reaching a settlement in its ongoing legal action so that future budgets can be balanced.

## **STATUTORY ENVIRONMENT**

Section 7.12A(4) of the Local Government Act 1995

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

This is aligned to strategic actions as follows:

Strategy 5: Develop a strong and capable organisation.

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes    Seconded Cr MacFarlane

## **AUDIT & RISK MANAGEMENT COMMITTEE RECOMMENDATION**

**10.8.1 Council endorses the attached report and note that it has been sent to the Minister for Local Government and published on the WMRC website.**

**CARRIED 5/0**

# 11. INFORMATION BULLETINS

## 11.1 COMMUNICATIONS AND EDUCATION UPDATE

**Responsible Officer:** Manager Communication and Education  
**Date:** 24 March 2021  
**Attachment:** None

### SUMMARY

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

### BACKGROUND

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

#### Contents include

1. Bin tagging 2021
2. Community Education activities
3. Schools Program relaunch
4. Volunteer Program development
5. Media Content

### DETAIL

#### 1. Bin tagging 2021

WMRC secured funding from WALGA to tag approximately 2000 bins in 2021. We have also applied for funding for the following two years. Bin tagging has started in Mosman Park and Claremont and is expected to continue through April. The data we are gathering is useful both as direct feedback to the householders and to direct the focus of communications and resident education. The program also measures its own effectiveness through changes in contamination level over time. Early results indicate that further education particularly on keeping soft plastics out of the recycling bin needs to be emphasised.

#### 2. Community Education Activities

##### Waste Watchers Workshops - Create Less Waste, 4 and 6 March



Waste Watchers Workshops were held in the Town of Cambridge and at The Grove on a weekday evening and a Saturday morning.

Participant numbers were quite low at each although participants were very engaged and motivated. We plan to combine some of the Waste Watchers Workshop content with facility tours in the coming months and investigate co-hosting with community groups to encourage a wider attendance

### SMRC RRRRC Tour, 18 March



Two free tours of SMRC's Canning Vale Regional Resource Recovery Centre are included in our Recycle Right membership. These are always popular and we have added a third tour. Residents see the odour management biofiltration system, the green waste shredder and the Materials Recovery Facility in action.

### WMRC Recycling Centre Tours, 10 and 11 March

Member and Participating Council staff and Councillors had the opportunity to see the services provided at the West Metro Recycling Centre. Feedback indicated that they were impressed to see the extent of services provided by the WMRC.

### Secrets of Sustainable Shopping, 11 March



This sold-out event was presented in partnership with the Town of Claremont and Anglicare WA at the Lemon Tree pop up Op Shop. After tips on successful op shopping, guests had an exclusive shopping opportunity after the presentation

### Clean Up Australia Day Beach Clean Up, 21 March



Partnering with the Town of Cottesloe, North Cottesloe Surf Life Saving Club, Keep Australia Beautiful, Pelibags and Precious Plastics Margaret River the WMRC attended a Clean Up Australia Day event at North Cottesloe. 10.5kg of rubbish and 2.5kg of recycling was collected.

## 3. Schools Program relaunch



We have been working with our SMRC counterparts to use their design expertise and share the costs of updating the materials used for our popular and busy primary school incursions.

The redesign makes the materials more hygienic, relevant, and consistent. Activities are structured around the DWER Be a GREAT sort campaign and are intended for use in schools, at community events and during workshops.

We trialed a draft version of the games at Cottesloe Primary School on 19 March and some minor edits to the activities will be made before printing the scaled-up version.

#### **4. Volunteer Program development**

Following a Volunteering WA training program, we have recently restructured and revitalised our Volunteer Program to form 5 roles:

- Events Assistant;
- School Education Assistant;
- Bin Butlers and Audits Assistant;
- Skillshare Volunteer; and
- Recycling Centre Assistant.

More information on these roles is available [here](#).

We hope that forming a group of committed volunteers will assist team members at forthcoming events and also to provide a customer service capability.

#### **5. Media Content**

##### **Print Media**

The WMRC has featured regularly in The Post over the last 6 weeks. Below are a collection of paid and unpaid articles and adverts relating to WMRC activity.

<b>Post - unpaid articles:</b>	
--------------------------------	--

## Fashionistas turn green for charity

Are you a savvy shopper concerned about sustainability?

Then a free event in Claremont next Thursday evening will suit you.

Mayor Jock Barker says the Lemon Tree pop-up fashion shop will be the place for insights into what makes a good donation, what happens once op-shop donations are received and how such shops benefit the community and the environment.

"Since the store opened two weeks ago the response from the community has been fantastic," Mr Barker said.

"This event we're delivering with our partners is another way we are providing opportunities to learn and become more sustainable in our day-to-day lives."

Anglicare, which runs



Misha Elliot, left, and Nabilla Antipas at the Lemon Tree shop. Photo: Paul McGovern

the shop in the lane behind Bay View Terrace, and the Western Metropolitan Regional Council have helped organise the event.

"We're sure this event will support Claremont residents to reduce waste, look their best, and support Anglicare," WMRC chairman Charles

Hohnen said.

The evening will consist of a short presentation, an opportunity to try and buy bargain fashion, and refreshments.

Labels in the shop have included Gucci, Camilla, Vivienne Westwood, Kenzo, Zimmerman and Isabel Marant (Top recycled fash-

ion hits Claremont, POST February 26).

Attendees are encouraged to bring donations of quality second-hand clothing, footwear and jewellery.

Registration for the 6pm event is required via Claremont's website at [www.claremont.wa.gov.au](http://www.claremont.wa.gov.au).

## Green-top bin collections

My thanks to Don Frayne of Claremont (Letters February 27) for his questions regarding the effect of the introduction of the lime green-top bin on waste to landfill.

Since the Town of Claremont provided a greenwaste bin to residents about 12 months ago, its residual waste collections (red-top bin) have dropped by 15% from an average of 193 tonnes to 163 tonnes a month.

This represents a reduction in waste dumped in landfill of 336 tonnes a year and savings in landfill disposal costs of \$49,000.

In the same period Claremont's greenwaste collections (lime green-top bin) have averaged 86 tonnes a month, indicating that 58 tonnes a month of greenwaste is coming from other sources.

Not surprisingly, Claremont's verge bulk greenwaste collection statistics show a reduction, with 189 tonnes collected from verges in the first half of the 2019-20 year compared with just 28 tonnes in the second half.

In summary, Claremont's green-top bin is performing well, reducing the Town's residual waste by 15%, lowering landfill disposal costs, and leading to greater levels of greenwaste recycling.

Residents of Claremont, Mosman Park, Cottesloe, Peppermint Grove and Cambridge all enjoy the benefits of the product - free mulch at the West Metro Recycling Centre in Brockway Road, Shenton Park, open seven days a week until 4pm.

Stefan Frodsham  
Chief executive officer  
Western Metropolitan  
Regional Council

- More letters pages 18, 20, 30, 32, 34

Post Articles 6  
March

### **Fashionistas turn green for charity**

- joint media release with Town of Claremont relating to joint Secrets of Sustainable Shopping event.

### **Green-top bin collections,**

**p8** - letter written by Stefan Frodsham in response to resident query about greenwaste costs and waste diversion.

# WMRC garbage costs trashed

By HUGO TIMMS

The Town of Claremont thinks it might be time to let the free market rip in their waste disposal arrangements.

A call for CEO Liz Ledger to review the Town's relationship with the Western Metropolitan Regional Council (WMRC) was passed on Tuesday night by nine votes to one.

Councillor Paul Kelly said the council was captive to the rates set by the WMRC because they refused to go to the market and undertake a competitive tender for waste removal.

"If the tonnage rate goes up 20% we pay 20% more," Mr Kelly said.

The WMRC was formed in 1989 to combine the waste transfer and treatment of western suburbs councils.

Councillor Peter Telford, who moved the council motion, said that organic waste (FOGO) and a putative waste-to-energy contract offered by the WMRC were significant issues.

"It would be good for us to

## out cannabis

said Dr Walker was still in contention to become an Upper House member for the East Metro region.

One of the party's South West candidates, naturopath Sophia Moermond, seemed certain to win a seat.

Dr Walker, a GP authorised to prescribe medicinal cannabis, will explain how it works and when it's appropriate.

The free event starts at 5.30pm.

see if we could get better results on the open market," Mr Telford said.

He told the meeting he had concerns over WMRC's governance, which after the meeting he clarified as its growing costs.

He said its annual costs, in particular salaries, seemed excessive.

But councillor Bruce Haynes, the Town's representative at the WMRC, said the cost of Claremont's waste disposal and management had decreased 20% in seven years despite its population growing.

"I'm not at all sure what the review would undertake," Mr Haynes said at Tuesday's meeting.

WMRC CEO Stefan Frodsham said it was at the vanguard of technology changes, as seen in its forthcoming waste-to-energy contract.

Mr Frodsham disputed the suggestion that staff costs were disconcertingly high.

"We meet the statutory requirements of reporting our staff costs," he said.

"No-one here is overpaid."

At a recent Mosman Park council meeting, councillors were told they could slash their expenses by divorcing from the WMRC.

A Palmerston Street resident said the WMRC charged a gate fee, tonnages as well as contribution fees – an arrangement that should be tested by an exploration of the free market.

The Town of Claremont was approached for comment regarding their membership costs with the WMRC.

# Make the most of food scraps

Learn how to manage your food waste at home and nourish your garden by making the most of food scraps at the West Leederville Community Garden on Saturday March 27.



Join West Metro Recycling Centre waste educators Nabilla Antipas and Laura Monisse and compost guru Peg from Lessen with Peg for the Compost and Worm Farm Workshop.

There will be a tour of West Leedy Community Garden and tips on different solutions for managing organic waste at home and how to set up a low-cost system for yourself.

Find out how you can receive \$50 towards the purchase of a compost bin, worm farm or Bokashi bin after attending this workshop.

This is a limited offer for WMRC member councils and

Town of Cambridge residents only.

A light morning tea will be provided following the workshop.

For ticket purposes, member council residents include: Cambridge, Cottesloe, Claremont, Mosman Park, Peppermint Grove and Subiaco.

All other council residents please book a non-member council general admission ticket.

The event will run from 9 to 11.30am.

Bookings are essential. Register through Eventbrite.

More information from WMRC on 9384 4003.

# Waste deal could save Mosman millions

By DAVID HUDLESTON

Mosman Park ratepayers could be saved hundreds of dollars a year in rubbish collection fees if the council pulled out of the Western Metropolitan Region Council (WMRC), Palmerston Street resident Kim Gorry says.

On Tuesday night Mr Gorry

told councillors waste disposal costs for the past three years had ranged from \$712,000 to \$776,000.

"In December 2020, I attended a MWRC meeting here in Mosman Park and questioned our waste disposal costs," he said.

"The answers provided by the WMRC were vague at best.

"The analysis of all the disposal costs over the last four years and the information

provided from WMRC minutes, the Town of Mosman Park payment list, council minutes and invoices provided by the Town of Mosman Park, my summary has been that in the end we can save ourselves \$300,000 to \$400,000 a year on costs if it sourced the service from the private sector.

"That summary is consistent with the outcome of the City of

Nedlands, which withdrew from the WMRC in 2013... and recently reported it had saved \$5million over the past seven years."

Meanwhile, Claremont council had voted to undertake a major review of its relationship with the WMRC.

He said Mosman Park had no say in its rubbish disposal costs of \$730,000 a year or 6% of its budget.

"It is also worth noting that the overhead charged by the WMRC, which is \$361,000 this year, is paid in two instalments, six months in advance," he said.

"I don't know of any businesses that get paid in advance.

"I suspect the reason for this is that the WMRC has budgeted for an operating deficit of \$390,000

• Please turn to page 105

• From page 29

this year ... due mainly to ongoing legal fees which are now in their millions."

He asked whether the council had market-tested its waste disposal costs and said being a member of the WMRC provided no benefit to the council.

He said the WMRC transfer station would never have enough tonnages to be viable to the commercial market, based on its current rates, and suggested it should be leased to commercial operators so the council could share in a rental return with other member councils.

"That will be the best return we will ever get out of it," he said.

"The commercial operators will already have the tonnes to make the site viable."

After the meeting mayor Brett Pollock said the council was having discussions with Cottesloe council about leaving the WMRC.

Post Articles  
20 March 2021

## WMRC Garbage costs trashed

– a call for a review into recycling centre costs.

## Make the most of food scraps –

article placed in the paper by Town of Cambridge advertising joint composting workshop.

Post Article 26  
March 2021

## Waste deal could save Mosman millions

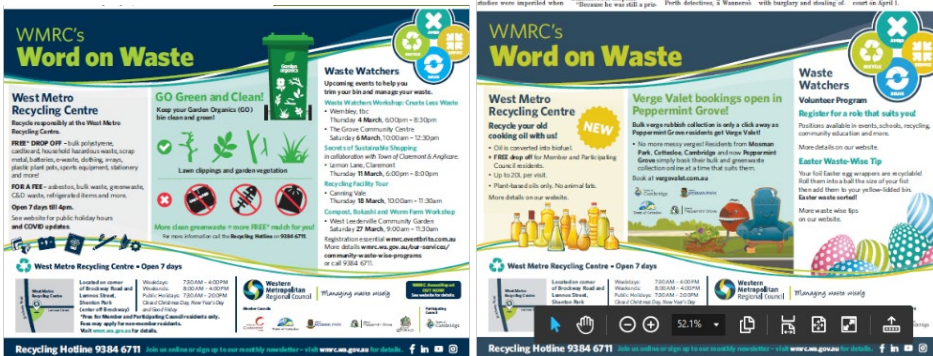
Allegations by a Mosman Park resident containing factual errors.

Post – paid advertising



Display ad – 27 February 2021

**Welcome to your new bulk verge waste collection Peppermint Grove–.**  
 Launch of Shire of Peppermint Grove joining Verge Valet.

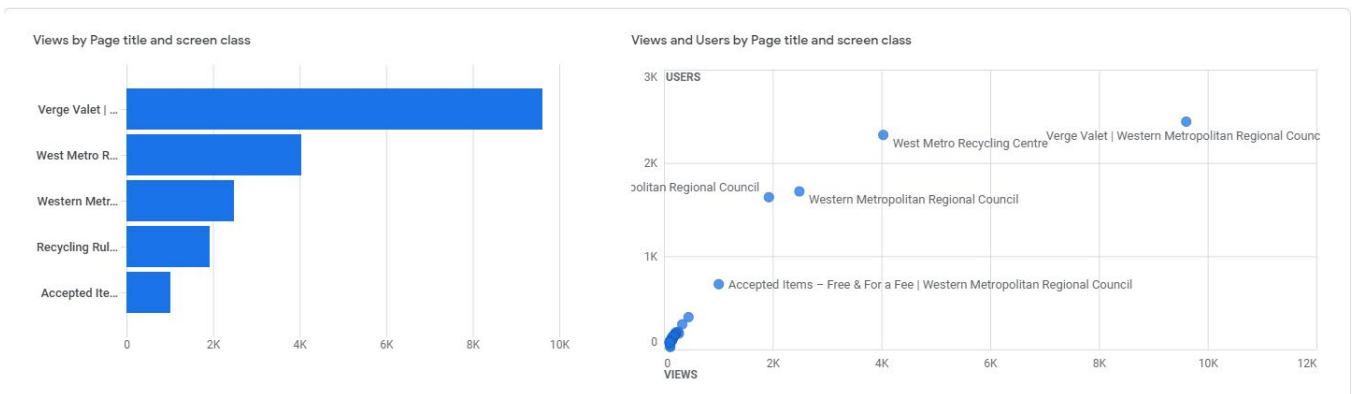
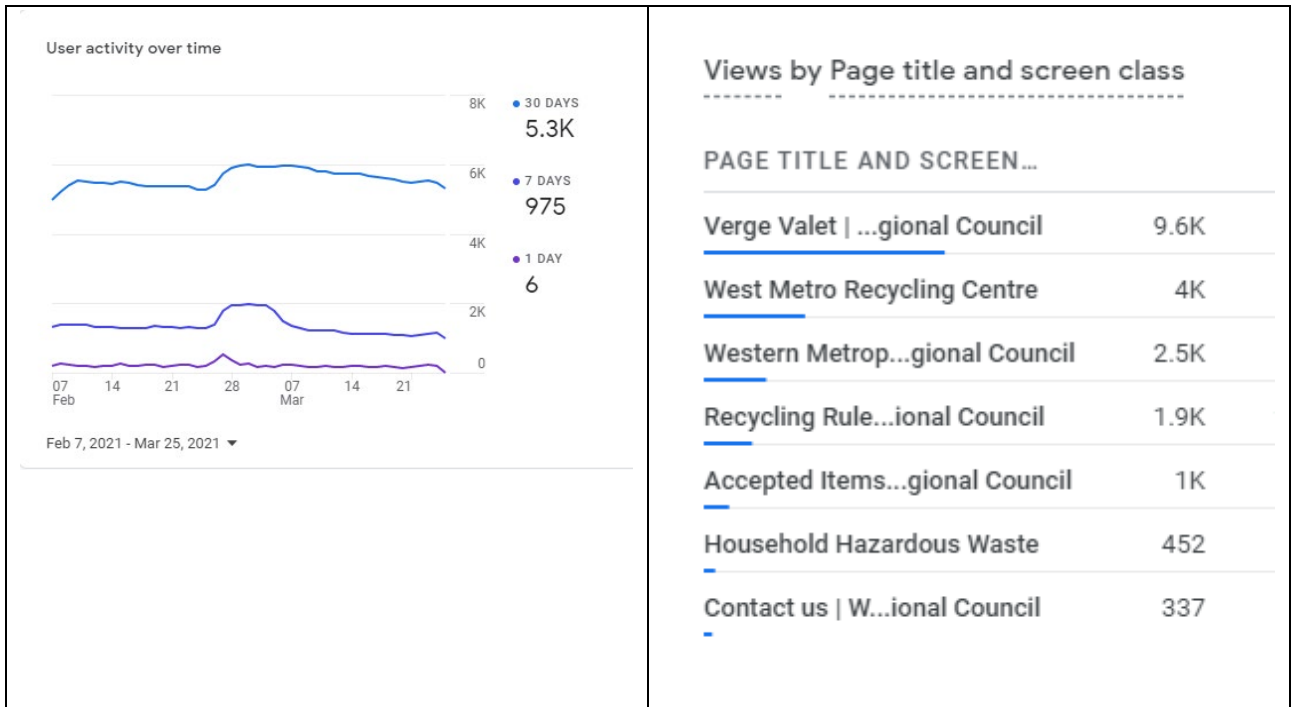


Monthly half page ads – 20 Feb & 20 March – **WMRC's Word on Waste** – a snapshot of WMRC community education initiatives.

**Website**

**Time period: Feb 7 - Mar 25**

Unsurprisingly, Verge Valet is the most viewed page on our website, with around 9,600 views over the last two months by 2,300 users. The West Metro Recycling Centre page is the second most popular page with over 4,000 views from 2,200 users in the period. A notable spike in views occurred over the Labour Day Long Weekend.



## Social Media

We continue to post 1-2 times per day on Facebook and Instagram. Our Facebook page remains the most active with 2621 followers. We have had an increase in page likes, reach and followers over the last 28 days, but have experienced a decrease in post engagement over the same period.

### Page Likes

February 24 - March 23

17

Page Likes ▲ 55%



### Post Reach

February 24 - March 23

2,800

People Reached ▲ 27%



### Page Followers

February 24 - March 23

16

Page Followers ▲ 33%



### Post Engagement

February 24 - March 23

493

Post Engagement ▼ 35%



## Posts ?

[See More](#)

50+ posts published in the last 28 days.

### MOST ENGAGING POSTS



**Old chip packets never looked this...**  
17 March

Reach	747
Engagements	52



🥰🥰🥰🔄👍❤️  
8 March

Reach	317
Engagements	40



**The West Metro Recycling Centre...**  
25 February

Reach	811
Engagements	21

Our most engaging post related to our new recycled bench made from soft plastics at the West Metro Recycling Centre with 52 engagements and a reach of 747.

Our post with the furthest reach related to our new cooking oil recycling collection bin, free drop off for member and participating council residents.

## **STATUTORY ENVIRONMENT**

Nil

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil.

### **Financial Implications**

These activities are anticipated under current budgeting.

### **Strategic Implications**

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

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Shaw      Seconded Cr Stroud

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**11.1.1 The Communications and Education report to 24 March be noted.**

**CARRIED 5/0**

## 11.2 VERGE VALET™ REPORT

**Responsible Officer:** Manager Communications & Education

**Date:** 24 March 2021

**Attachment:** Nil

### SUMMARY

This report provides updates on the status of the Verge Valet service.

### BACKGROUND

Verge Valet provides residents of host councils with year-round access to verge waste collections, both bulk and green waste on a date convenient to them.

The WMRC began offering Verge Valet to Member Council and neighbouring council residents from February of 2020. Town of Mosman Park were the first council to take up the new service followed by Town of Cottesloe in July, Town of Cambridge in November and Shire of Peppermint Grove in March 2021.

### DETAIL

#### Verge Valet by numbers (to end Feb 2021)

Council	Start Date	Total Bulk Waste Collected this FY (T)	Total Green Waste Collected this FY (T)	Total collections this FY
Town of Mosman Park	Feb 20	141.2	73.14	1369
Town of Cottesloe	Jul 20	131.20	92.1	869
Town of Cambridge	Nov 20	211.19	103.67	2391

Modelling the expected annual costs and tonnages against the previous system with DWER published data 2018/19 shows continued expected overall reductions in most cases (slight increase in quantity for Cottesloe green waste only).

#### Future Interest

The City of Subiaco informs us that it has one final round of community consultation to undergo and expects to introduce a bulk waste only Verge Valet™ service from around June 2021. The City of Vincent resolved on 23 March to move to a Verge Valet™ service, also for bulk waste only, from January 2022.

#### Licensing Verge Valet™

We have had our Headstart application for a logo trademark passed and we expect a final decision on trademarking a slightly adapted version of the current logo over the next month.

We are working towards scaling up Verge Valet™ to meet future demand through an enhanced online portal.

## **STATUTORY ENVIRONMENT**

Nil

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Verge Valet™ is expanding faster than budgeted and is having a net positive effect.

### **Strategic Implications**

This report is aligned with the following Key Strategies:

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. Divert waste from landfill by making materials and energy recovery available.
4. Promote and facilitate waste avoidance and responsible waste management in the community.

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Shaw      Seconded Cr Stroud

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

### **11.2.1 The report be noted**

**CARRIED 5/0**

## 11.3 PROGRESS ON COUNCIL RESOLUTIONS

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>22 March 2021</b>
<b>Attachment:</b>	<b>11-3A Progress on Council Resolutions</b>

### SUMMARY

A schedule showing progress on WMRC resolutions up to and including 22 March 2021 is presented at Attachment 11-3A. The schedule is extracted from the master schedule which has a record of all WMRC resolutions from 2007. Only uncompleted resolutions, and those recently completed, are shown on the schedule.

### BACKGROUND

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

### DETAIL

Please refer to Attachment 11-3A. The schedule is colour coded. Red - resolutions not yet implemented; orange – resolutions in progress; green – resolutions completed.

### STATUTORY ENVIRONMENT

Local Government Act 1995

### CONSULTATION

Nil

### REPORT IMPLICATIONS

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

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

### COMMENTS

The WMRC is maintaining a strong performance of timely implementation of Council resolutions.

### VOTING REQUIREMENT

Simple majority

Moved: Cr Haynes    Seconded Cr Shaw

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**11.3.1 The information be received.**

**CARRIED 5/0**

## **12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

## **14 MEMBERS' QUESTIONS WITHOUT NOTICE**

Nil

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

### **15.1 ELECTED MEMBER CODE OF CONDUCT**

<b>Responsible Officer:</b>	<b>Manager Finance &amp; Governance</b>
<b>Date:</b>	<b>29 March 2021</b>
<b>Attachment:</b>	<b>15.1A Code of Conduct</b>
	<b>15.1B Complaints Form</b>
	<b>15.1C Delegation to Appoint Complaints Officer</b>

## **SUMMARY**

This report recommends the authorisation of a Complaints Officer as well as adoption of the Model Code of Conduct and Complaints Form.

## BACKGROUND

The *Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations 2021* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* were gazetted on 2 February, effective from 3 February 2021. Local Governments have up to 3 months to affect the new regulations.

Currently the WMRC has a single Code of Conduct which covers Elected Members, Committee members and Employees. The new regulations require a separate Code of Conduct for Elected Members and employees.

As well as the above, local governments are required to (by 24 February 2021):

- appoint a person to receive complaints
- approve a form for complaints to be lodged.

## DETAIL

### Code of Conduct

The new regulations affect sections 48-51 of the *Local Government Legislation Amendment Act 2019* by introducing a mandatory code of conduct for council members, committee members and candidates. Local governments are required to adopt the Model Code within three months of the regulations coming into effect (by 3 May 2021). The Model Code applies before it is adopted by Council and can be found at **Attachment 15.1A**. In adopting the Model Code, local governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.

The Model Code is presented to Council unchanged and will be available on the WMRC website. The purpose of the Model Code is to guide the decisions, actions and behaviour of members sitting on WMRC Council and its Committees. The Model Code of Conduct provides:

- the overarching principles to guide behaviour
- behaviour and complaints which are managed by Local Governments
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel where appropriate.

### Code of Conduct for Employees

WALGA has advised it will produce a new template Code of Conduct for Employees. Until this becomes available, the Manager Finance & Governance will review the current Employee Code of Conduct and advise the CEO accordingly. Council is not required to endorse the final Employee Code of Conduct as it is an administrative function, however, it is required to be publicly available.

### Complaints Officer

Complaints of alleged breaches of behavioural requirements (division 3) must initially be dealt with by the local government. The intent of the Model Code is to address behaviour through education rather than sanctions. If a council member does not comply with any action required by the local government following a breach of the Model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. Complaints of alleged breaches of rules of conduct (division 4) are dealt with by the Standards Panel. The Standards Panel have the authority to make binding decisions.

In compliance with section 5.120 of the *Local Government Act 1995*, the Chief Executive Officer is the WMRC's current Complaints Officer. The role of the Complaints Officer is to receive and withdraw complaints alleging minor breaches by Councillors. Regulation 11 of the *Local Government (Model Code of Conduct) Regulations 2021* requires Council to formally authorise one or more persons as the WMRC Complaints Officer.

It is recommended that the CEO continue as the WMRC Complaints Officer. A delegation to the Manager Finance & Governance to investigate complaints is also recommended. The delegation is to be used if a complaint relates to the CEO or if the CEO believes that it would be more appropriate for the Manager Finance & Governance to investigate the complaint. Delegation 11 can be found at **Attachment 15.1C**.

### **Complaints Form**

A Complaints Form has been developed based on the DLGSC template and can be found at **Attachment 15.1B**. It has been updated with the email addresses of the above-mentioned Complaints Officers. It is recommended that Council endorse the form. Once adopted a link will be placed on the WMRC website.

Once the Model Code of Conduct has been adopted:

- induction will take place with elected members, committee members and the CEO in the provisions of the Model Code.
- the CEO will commence the development of a complaints handling procedure for adoption by Council.

## **STATUTORY ENVIRONMENT**

Local Government Legislation Amendment Act 2019

Local Government Regulations Amendment (Employee Code of Conduct)

*Local Government Act 1995*

### **5.42. Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

\* Absolute majority required.

Local Government (Model Code of Conduct) Regulations 2021

### **11. Complaint about alleged breach**

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## 12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

## CONSULTATION

WALGA

## REPORT IMPLICATIONS

### Policy Implications

The Model Code of Conduct will become a WMRC Council Policy once adopted.

### Financial Implications

Nil

### Strategic Implications

The WMRC Strategic Community Plan states:

Strategy 5: Develop a strong and capable organisation

## COMMENTS

Nil

## VOTING REQUIREMENT

Absolute majority

Moved: Cr. Stroud    Seconded: Cr. MacFarlane

## RESPONSIBLE OFFICER RECOMMENDATION

- 15.1.1    That Council adopt the Model Code of Conduct for Council Members, Committee Members and Candidates.**
- 15.1.2    Council delegate authority to the CEO to appoint person/s to receive and withdraw complaints in accordance with regulation 11(3) of the Model Code of Conduct.**
- 15.1.3    That Council adopt the complaints form**

**CARRIED 5/0**

## **16 MATTERS BEHIND CLOSED DOORS**

It is proposed that the following items 16.1 DiCom Confidential Progress Report 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)):**

- (c) a contract entered, or which may be entered, by the local government and which relates to a matter to be discussed at the meeting; and**
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and**
- (e) a matter that if disclosed, would reveal —**
  - (i) a trade secret; or**
  - (ii) information that has a commercial value to a person; or**
  - (iii) information about the business, professional, commercial or financial affairs of a person,**

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

**CARRIED 5/0**

## **17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

## **18 GENERAL BUSINESS**

Nil

## **19 CLOSURE OF MEETING**

**Next meeting: 3 June 2021 at the Town of Claremont**

The Chairman thanked all attendees and declared the meeting closed at 8.08 PM

# Draft Minutes

## ORDINARY COUNCIL MEETING (OC 01/21)

4 February 2021  
Commenced at 5:30 pm

Via Video Conference instead of:  
City of Subiaco  
241 Rokeby Road  
Subiaco 6008

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# 1. DECLARATION OF OPENING

The Chairman welcomed the attendees and declared the meeting open at 5.30 PM.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### Councillors

Cr. C Hohnen	Chairman	Shire of Peppermint Grove
Cr. B Haynes	Deputy Chairman	Town of Claremont
Cr. S Stroud	Member	City of Subiaco
Cr. P Shaw	Member	Town of Mosman Park
Cr. L Young	Member	Town of Cottesloe

### Staff

Mr. S Frodsham	Chief Executive Officer	WMRC
Ms. A Bell	Manager Finance & Governance	WMRC
Mr. P Engel	Manager Operations	WMRC
Ms. L Eustance	Manager Communications & Education	WMRC
Ms. E Mickels	Customer Service & Finance Officer	WMRC

### Leave of Absence

Nil

### Visitors

Mr. P Ward	Barrister	Francis Burt Chamber
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### Observers

Sara Franklyn	Deputy Member	Town of Claremont
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### Apologies

## 3. DISCLOSURES OF INTERESTS

Mr. S Frodsham declared an Impartiality Interest regarding Item 10.6 Waste to Energy Tender.

## 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Cr Michael Tucak of the Town of Cottesloe had submitted two further written questions concerning Verge Valet which were read and respond to at the meeting.

**Responses:** The CEO read out responses to questions to clarify that by collecting significantly less waste from verges than under the previous system, Verge Valet decreases rather than increases the Waste Levy payable on behalf of the Town's residents. In addition, the Verge Valet website includes details of reuse and repair options for residents and encourages them to use these services rather than putting items out for collection.

Cr Michael Tucak also queried the method of recording questions.

**Response:** The WMRC's practice is to record answers to questions in precis format.

## 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

*S. Franklyn joined the meeting at 5.39PM*

Moved: Cr Hohnen      Seconded Cr Haynes

**Confidential Item 16.1 to be heard out of sequence.**

CARRIED 5/0

Moved: Cr Haynes      Seconded: Cr Stroud

**That the meeting proceed behind closed doors in accordance with Sections 5.23(2)(c)(d)(e) of the Local Government Act 1995.**

CARRIED 5/0

**The meeting proceeded behind closed doors at 5.39 PM.**

Moved: Cr Haynes      Seconded: Cr Shaw

**That the meeting resume in open session**

**CARRIED 5/0**

*Peter left the meeting at 6.14PM*

Moved: Cr Young

Seconded: Cr Haynes

**The meeting resumed in open session at 6.34 PM.**

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

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**16.1.1 Council notes the report.**

**CARRIED 5/0**

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

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

Minutes of the previous Ordinary Council Meeting held on 3 December 2020 were circulated earlier under separate cover. A copy of the minutes is at Attachment 9.1A.

Moved: Cr Young

Seconded Cr Stroud

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**9.1.1 That Council accepts the minutes of the previous Ordinary Council Meeting held on 3 December 2020 as a true and accurate record of proceedings.**

**CARRIED 5/0**

# 10. REPORTS OF COMMITTEES AND OFFICERS

## 10.1 SAFETY MANAGEMENT AND OPERATIONS REPORT

<b>Responsible Officer:</b>	<b>Manager Operations</b>
<b>Date:</b>	<b>27 January 2021</b>
<b>Attachment:</b>	<b>Attachment 10-1A Waste Tonnes Received</b>

### SUMMARY

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

### BACKGROUND

This report combines information that was previously presented in two reports: Safety Management Progress Report and Operations Report as the two are inextricably linked.

### DETAIL

#### Accidents and Incidents

There are no safety incidents to report since the last OCM of 3 December 2020

#### Safety Actions

- Toolbox Meetings continue to be held fortnightly at the Recycling Centre
- The first Safety Committee meeting of the year was held in January
- Quarterly Safety Site Inspection has been conducted in December
- Safe behaviour observations (SBO) are being assessed as additional safety measure
- Training continues as and when required including:
  - Elevated work platform (EWP ticket) training is scheduled for February
  - HHW training for new staff

#### West Metro RC Staffing

We recruited one additional casual employee. He is already able to work independently in the weighbridge office and in the household hazardous waste HHW area.

#### New Services

We will soon start to accept residential quantities of plant-based cooking oil for recycling. We chose the oil recycler AUSCOL to provide us with 200L collection drum. The service will be free for Member and Participating Council residents and is also free of charge for the WMRC.

#### Procurement

- A forklift safety cage has been purchased and assembled on site. Together with the forklift it enables our staff to conduct cleaning, repairs, and maintenance on fixed and mobile plant in a safe way.

- We ordered five new silos for the waste transfer station. The first silo is scheduled to be completed by end of February and the whole order is scheduled to be completed by end of April.
- We also ordered the replacement of “deflector plates” – a hinged plate which funnels / deflects waste into silos during the tipping process. The fabrication and installation of the deflector plates is scheduled immediately after the completion of the silo built.

One new RFQ has been released for a cardboard compactor and bin. The rationale behind upgrading from bin collection to compactor collection is based on a significant reduction in haulage cost and truck traffic. Additional benefits are less on-site cardboard litter caused by strong wind and the opportunity to extend our services by accepting commercial loads of cardboard.

### **Waste to Energy Tender**

Tender evaluations for Receipt of Residual Waste for Energy Recovery are reaching the final stages. Expert legal advice has guided the evaluation at every stage. We note that this process will entail a further increase in publicity and communications of the services available at the West Metro RC to avoid hazardous materials being delivered to the plant.

## **STATUTORY ENVIRONMENT**

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

## **CONSULTATION**

Consultation with staff on safety matters is carried out regularly at toolbox meetings, admin meetings and staff can also relay safety concerns / opportunities for improvement to their safety representatives to raise with management and for discussion at the quarterly Safety Committee meetings.

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Activities referred to in this report relate directly to WMRC Key Strategies 1,2,3,4,5

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes      Seconded Cr Young

**RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION**

**10.1.1 That the Safety Management and Operations Report be noted**

**CARRIED 5/0**

## 10.2 FINANCIAL STATEMENTS

<b>Responsible Officer:</b>	<b>Finance &amp; Governance Manager</b>
<b>Date:</b>	<b>26 January 2021</b>
<b>Attachment 10.2A:</b>	<b>November Accounts</b>
<b>Attachment 10.2B:</b>	<b>December Accounts</b>

### SUMMARY

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

### BACKGROUND

*Local Government (Financial Management) Regulation 34* requires monthly financial activity statements to be presented to Council. A Statement of Financial Activity is the minimum requirement and must contain:

- annual budget estimates
- monthly budget estimates
- monthly actual expenditure, revenue, and income
- material variances between comparable amounts
- the net current assets at month end

The above information is to be supported with an explanation of material differences, and an information regarding net current assets. Each year, Council is to adopt a percentage or value to be used for material variance reporting. At its Special Council Meeting of 14 July 2016, Council resolved to adopt a 10% value for reporting material variances. Accordingly, variances of 10% or more between actual and budgeted monthly figures are accompanied with explanatory notes.

### DETAIL

Statements of Financial Activity are made up of the Statement of Comprehensive Income, Statement of Financial Position, and Statement of Cashflows. These are supported by the Statement of Net Current Assets, Statement of Reserves, ratio data, income by customer, expenses by supplier, and expenses by department. Financial information for the periods ended 30 September and 31 October 2020 are presented at **Attachments 10.2A and 10.2B**:

- For November 2020, WMRC had an operating deficit of \$154,701 compared to a budgeted deficit of \$190,709 with a positive variance of \$39,999.
- For December 2020, WMRC had an operating deficit of \$512,26 compared to a budgeted operating deficit of \$490,737 with a negative variance of \$21,289.
- As of December 2020, Council had a provisional operating deficit of \$211,327 compared to a budgeted operating deficit of \$392,289 with a positive variance of \$180,963.
- As of 31 December, revenue for the year-to-date meets budget expectation and expenses are 6% below budget. This is due to lower than expected legal invoices.

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**

*Local Government (Financial Management) Regulation 34*

## **CONSULTATION**

None

## **REPORT IMPLICATIONS**

### **Policy Implications**

The Council's financial reporting is prepared in accordance with Council Policy: Finance. Policies are reviewed annually or as required to ensure compliance with legislative and statutory obligations.

### **Financial Implications**

The report represents the financial position of the Council.

### **Strategic Implications**

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

## **COMMENTS**

None

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes      Seconded Cr Shaw

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

**10.2.1 Council note the financial statements for the months of November and December 2020.**

**10.2.2 Council adopt a percentage of 10% for variance reporting in the Statements of Financial Activity for the 2021 financial year.**

**CARRIED 5/0**

## **10.3 CREDITOR AND DEBTOR PAYMENTS**

<b>Responsible Officer:</b>	<b>Manager Finance and Governance</b>
<b>Author:</b>	<b>Customer Service and Finance Officer</b>
<b>Date:</b>	<b>20 January 2021</b>
<b>Attachments:</b>	<b>10.3A November Payments</b> <b>10.3B December Payments</b> <b>10.3C Debtors Payments</b>

### **SUMMARY**

The schedule of accounts paid for November and December 2020 is attached for the endorsement of Council. The schedule of debtors as at 20 January 2021 is attached for receipt by Council.

### **BACKGROUND**

Nil

### **DETAIL**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### **CONSULTATION**

Nil

### **REPORT IMPLICATIONS**

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

This is aligned to strategic actions as follows:

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

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

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes      Seconded Cr Shaw

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

**10.3.1 Council endorses the schedule of accounts paid of \$355,268.85 and \$401,461.84 for the months of November and December 2020 respectively.**

**10.3.2 Council receives the schedule of Debtors outstanding at January 20, 2021.**

**CARRIED 5/0**

## **10.4 MINUTES OF CEOAC MEETINGS**

<b>Responsible Officer:</b>	<b>Manager Communications and Education</b>
<b>Date:</b>	<b>27 January 2021</b>
<b>Attachment:</b>	<b>10-4A – Confirmed minutes 19 November</b> <b>10-4B - Unconfirmed minutes 21 January</b>

### **SUMMARY**

This item presents the confirmed minutes of the 19 November CEOAC meeting and the draft minutes of the 21 January CEOAC meeting for confirmation and reception respectively

### **BACKGROUND**

The unconfirmed minutes of the 19 November CEOAC meeting were presented at the December OCM; and confirmed at the 21 January CEOAC meeting as a true and proper record of the meeting. They are presented here for reception (Attachment 10.4A).

The unconfirmed minutes of the 21 January CEOAC meeting are presented here for reception (Attachment 10-4B)

### **DETAIL**

All CEOAC recommendations at the 21 January meeting were accepted unanimously.

A new action arising was at 4.3.1: an officer recommendation for WMRC to work in collaboration with Member Council staff to form a coordinated plan for transition to FOGO. This will be reported back to the March CEOAC and subsequent OCM.

There were minor changes as follows from the officer recommendations:

At 4.3.1 The CEOAC requested that the outline plan for a coordinated transition to FOGO specifically notes both the financial implication of FOGO introduction and ongoing costs.

At 5.6.1 The CEOAC requested an update of the components of the fixed fee

### **STATUTORY ENVIRONMENT**

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

### **CONSULTATION**

Nil

### **REPORT IMPLICATIONS**

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

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

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Shaw

Seconded Cr Young

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

**10.4.1 Council receive the confirmed minutes of the 19 November 2020 CEOAC meeting**

**10.4.2 Council receive the unconfirmed minutes of the 21 January 2021 CEOAC meeting**

**10.4.3 WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back with an outline plan particularly noting the financial implications of FOGO introduction and ongoing costs**

**10.4.4 An updated breakdown of the components of the fixed fee be provided to the next CEOAC meeting**

**CARRIED 5/0**

## 10.5 AUDIT & RISK MANAGEMENT COMMITTEE

<b>Responsible Officer:</b>	<b>Manager Finance &amp; Governance</b>
<b>Date:</b>	<b>26 January 2021</b>
<b>Attachment:</b>	<b>10.5A Unconfirmed Minutes of the 3 December 2020 Audit &amp; Risk Management Committee</b> <b>10.5B DRAFT Compliance Audit Return 2020</b>

### SUMMARY

This report serves to confirm the minutes of the 3 December 2020 Audit & Risk Management Committee meeting, receive the Compliance Audit Return 2020, and note the 2021 schedule for the CEO's review of the WMRC systems and procedures.

### BACKGROUND

The draft minutes of the 3 December 2020 Audit & Risk Management Committee were sent to Audit & Risk Management Committee members in December 2020. A copy of the minutes is at **Attachment 10.5A**

The WMRC is required to carry out a compliance audit covering the period 1 January 2020 to 31 December 2020 and prepare a Compliance Audit Return. The Compliance Audit Return was reviewed by the Audit and Risk Management Committee on 4 February 2021 and is attached at **Attachment 10.5B** for Council's consideration.

At the 7 February 2019 Audit & Risk Management Committee Meeting, the committee resolved to receive a program of planned reviews of systems and procedures at its first committee meeting of each calendar year, followed by a report on the conduct of those reviews at the end of each calendar year. The review is required by Audit Regulation 17 and Financial Management Regulation 5(2)(c) which are detailed below.

### DETAIL

#### Compliance Audit Return

The draft Compliance Audit Return for 2020 has been completed online at the Department of Local Government, Sport and Cultural Industries Smarthub website and has been reviewed internally.

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

- Section 5.75 of the Local Government Act requires a primary return to be lodged by all relevant persons within 3 months of their start date. One member of staff lodged their primary return 8 business days late. Notification was sent to the Minister who advised that it would not be pursued any further. The procedure for requesting and reminding those who are required to lodge primary and annual returns is considered to be sufficient. This situation was unusual as the staff member had been absent from work for personal reasons.

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

- The WMRC Code of Conduct requires modification to clearly separate the requirements of gift disclosures and impartiality disclosures.
- The WMRC complaints register was available for public inspection during 2020. The complaints register was not published on the WMRC website and will be as part of a major review which is currently underway.
- The WMRC tender register was available for public inspection during 2020. The tenders register was not published on the WMRC website and will be as part of a major review which is currently underway.

The Annual Compliance Return now requires that a local government report whether the CEO's review has been conducted in accordance with *Local Government (Audit) Regulation 17* and *Local Government (Financial Management) Regulation 5(2)(c)*. In this, the WMRC has been fully compliant for the 2020 calendar year.

### Review of WMRC's systems and procedures

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the 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.

*Local Government (Financial Management) Regulation 5(2)(c)* requires the CEO to review the appropriateness and effectiveness of the WMRC financial management systems and procedures.

The above regulations prescribe that the CEO's review may relate to any or all matters referred to by Audit Regulation 17 and Financial Management Regulation 5(2)(c). Each matter is to be the subject of a review not less than once in every three financial years. A report detailing the results of the review is to be provided to the Audit and Risk Management Committee and Council.

In the 2021 calendar year, the WMRC will undertake the following:

	WMRC System / Procedure	Type of review
1	Corporate Business Plan	Reviewed (item 10.7)
2	Asset Management Plan	Reviewed (item 10.7)
3	Long Term Financial Management Plan	Reviewed (item 10.7)
4	Workforce Plan	Reviewed (item 10.7)
5	Records Management System	Major review of the plan and procedure. Sorting and digitising of hard copy records
6	Financial Management Systems Review	Review
7	Procurement Internal Audit	Internal Audit

	WMRC System / Procedure	Type of review
8	Payroll Audit	Internal audit
9	Tender, EOI and RFQ Review	Major Review of internal documents and processes
10	Equal Opportunities Plan	Review
11	WMRC Funding Model	Review
10	Salaries Tribunal	Review of banding
11	Waste Plan	Awaiting DWER approval
12	Communications and Education Service	Reviewed (item 10.7)
13	Contractor Management System	Review implementation of new procedure
14	Verge Valet™ Service	Performance review & Expansion Plan
15	Occupational Health and Safety Management Plan	Review and renew
16	Occupational Health and Safety Policy 24	Review
17	Safety Procedures	Review
18	Safety Performance	Review and report
19	Delegations Register	Review
20	Security of West Metro Recycling Center	Review
21	Financial and Operating Procedures	Implementation where required
22	Contracts Register	Monthly reviews of compliance and expenditure
23	Asset Project	Label WMRC Assets, development of Portable and Attractive Asset Register, Review of Depreciating Assets Register.

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government (Functions & General) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

## **CONSULTATION**

Nil

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

This is aligned to strategic actions as follows:

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

Strategy 5: Develop a strong and capable organisation

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes      Seconded Cr Young

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

**10.5.1 That the Council receive the Minutes of the 3 December 2020 Audit & Risk Management Committee meeting.**

**10.5.2 That Council adopt the Compliance Audit Return 2020, as certified by the Chairman and Chief Executive Officer, and it be forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.**

**10.5.3 That Council note the schedule of the CEO's review of WMRC systems and procedures for the 2021 calendar year.**

**CARRIED 5/0**

## 10.6 WASTE TO ENERGY TENDER AWARD-PROCESS AND PROGRESS

<b>Responsible Officer:</b>	<b>Manager Communications and Education</b>
<b>Date:</b>	<b>27 January 2021</b>
<b>Attachment:</b>	<b>None</b>

### SUMMARY

This report details the procurement process and updates Council in the progress in award of a Tender for Recovery of Energy from Residual Waste (RFT01-2020).

### BACKGROUND

#### Process

Following a Request for Tender for these services which opened on 10 June and closed on 13 July 2020 a tender evaluation panel was formed led by the then WMRC Manager Operations and including another WMRC manager and one with relevant procurement expertise from the City of Subiaco. The Panel recommended that Council appoint East Rockingham Waste to Energy to preferred tenderer status pending successful negotiation of the Waste Supply Agreement by 29 January. Council passed the resolution at its meeting of 3 December. In accordance with advice from WALGA, this report provides evidence of due diligence in the procurement process and compliance with legislated requirements.

#### Progress

At the 3 December OCM, it was anticipated that a recommendation to award the contract would be able to be made at this 4 February OCM. In the event, negotiations of the details of the Waste Supply Agreement and the development of the attached Schedules (particularly Schedule 3 Waste Delivery Plan, Schedule 4 Waste Acceptance Protocol, and Schedule 5 Financier Side Deed) are still ongoing. We expect these negotiations to be complete soon and will convene a Special Meeting of Council to award the contract. Council indicated agreement to extend the negotiation period beyond that previously nominated (29 January) by circular on 27 January.

### DETAIL

#### Process

The table below details the level of compliance of this tender process with legislated requirements.

In the table below:

F&G – refers to Local Government (Functions & General) Regulations 1996

A - refers to Local Government (Administration) Regulations 1996

LGA – Local Government Act 1995 (3.57)

Requirement	Reference	Details
Decision on calling tender and evaluation criteria	WMRC Delegations register 6	Council approved the calling of the tender (OCM 4 June 16.2.1) but their approval of the evaluation criteria is not recorded in the minutes. This power has not been delegated to the CEO.
Tenders publicly invited	F&G 11(1) F&G 14 (1)	Advertised in statewide newspaper 9 June On WMRC Website 9 June- 13 July
Selection criteria to be determined prior to invitation to tender	F&G 14 (2a)	Selection criteria included in tender package dated 9 June
Notice to include specific details (description, contact person for detailed information, dates)	F&G 14 (3)	Included in advertisement and website
Specific contents of detailed information	F&G 14 (4)	Included in tender package
Variation of detailed information provided	F&G 14 (5)	Not applicable
Notices to be given in at least 3 media	F&G 15 (1) A 3A (2)	Statewide newspaper, website, noticeboard
Receiving and opening tenders – safe custody, opening	F&G 16 (1) (2) (3)	Tenders submitted to dedicated email address and only opened after closure of tender period. Sent to all members of the Panel by email 17 July.
Tender Register – keeping and publishing	F&G 17	Register held internally and website content in preparation
Tenders – rejection and acceptance requirements	F&G 18 (1) (2)	Both tenders received complied with requirements
Assessment requirements	F&G 18 (4)	Written assessments completed and summarised in OCM 3 December (16.3.1)
Clarifications	F&G 18 (4a)	Clarification was sought from one tenderer

Other rejection/acceptance criteria	F&G 18 (3), (5), (6), (7)	Not applicable
Notification of outcome	F&G 19	The CEO has notified both tenderers of the current preferred tenderer situation and will notify them in writing once the negotiations are concluded and contract is let
Variations of requirements prior to contract	F&G 20(1) (3) LGA 5.42(1)	Variations to be detailed in final report recommending award of contract (which will contain details of scope, \$value and rationale for change) are all considered minor in consideration of the service to be supplied.  Authority to negotiate implied but not specifically given to CEO in decision of 3 December (Resolution 16.3.1). Authority concerning minor variations not delegated to the CEO in WMRC Delegations Register.  Variations require council decision for acceptance as ability to decide is not included in WMRC Delegations Register
Limiting tenderers	F&G 21, 22, 23, 24	There are only two possible candidates for these services. In this circumstance a refundable charge was placed on the supply of tender documents to limit their circulation; an EOI process would have been a more usual way to limit the supply of tender documents to only the suppliers who could supply the services.
Budget allocation	LGA 6.2	All supply under this contract is for future financial years and budgets will be developed to accommodate the \$value implied

The above analysis shows that the process followed for this tender was sound, with some procedural improvements to be noted to improve compliance for future tenders. Procurement training has been booked for relevant managers.

## **Progress**

Marked up versions of the Waste Supply Agreement including Schedule 4 Waste Acceptance Protocol and Schedule 5 Financier Side Deed have been circulating between our Lawyers and those of ERWTE. The intent and scope of the agreement has not changed; the areas still to be agreed include details of the following:

Schedule 3 Waste Delivery Plan

Arrangements concerning scheduled plant shutdowns

Liability and indemnity regimes

Some technical legal points

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 (3.57)

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

## **CONSULTATION**

WALGA Procurement and Governance officers

## **REPORT IMPLICATIONS**

### **Policy Implications**

Consideration should be given to minor amendment to WMRC Delegations Register

### **Financial Implications**

This decision relates to future years' funds and will be fully incorporated into budgets for those years and into the Long Term Financial Plan

### **Strategic Implications**

This tender contributes to the following key strategies:

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. Divert waste from landfill by making material and energy recovery available

## **COMMENTS**

Nil

## VOTING REQUIREMENT

Unanimous under Council Policy Major Strategic and Financial Decisions

Moved: Cr Young          Seconded Cr Shaw

## RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.6.1 Note that the procurement process for RFT 2020-01 Reveal of Residual Waste for Energy Recovery was sound and appropriate for the circumstances**
- 10.6.2 That East Rockingham Waste to Energy continue as preferred tenderer on RFT 01-2020 Receipt of Residual Waste for Energy Recovery based on the schedule of rates in their tender offer and subject to a satisfactory conclusion of negotiations concerning the Waste Supply Agreement as soon as practical.**
- 10.6.3 Council delegate to the CEO in accordance with s.5.42(1) of the Local Government Act 1995, by absolute majority, authority to negotiate minor variations to the contract for RFT 2020-01 Reveal of Residual Waste for Energy Recovery before and after its execution in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**
- 10.6.4 That the final decision on RFT 01-2020 be brought to a Special Council Meeting for approval by Council.**

A confidential late attachment was tabled at the meeting describing further details of the current status of the negotiations with the tenderer.

## COUNCIL RESOLUTION

Moved: Cr Young          Seconded Cr Shaw

- 10.6.1 Note that the procurement process for RFT 2020-01 Reveal of Residual Waste for Energy Recovery was sound and appropriate for the circumstances**
- 10.6.2 That East Rockingham Waste to Energy continue as preferred tenderer on RFT 01-2020 Receipt of Residual Waste for Energy Recovery based on the schedule of rates in their tender offer and subject to a satisfactory conclusion of negotiations concerning the Waste Supply Agreement as soon as practical.**
- 10.6.3 Council delegate to the CEO in accordance with s.5.42(1) of the Local Government Act 1995, by absolute majority, authority to negotiate minor variations to the contract for RFT 2020-01 Reveal of Residual Waste for Energy Recovery before and after its execution in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**
- 10.6.4 That the final decision on RFT 01-2020 be brought to a Special Council Meeting for approval by Council.**

**10.6.5 That council note the confidential attachment 10.6A.**

**CARRIED 5/0**

## 10.7 CORPORATE BUSINESS PLAN

<b>Responsible Officer:</b>	<b>Chief Executive</b>
<b>Date:</b>	<b>20 January 2021</b>
<b>Attachments:</b>	<b>10.7A Corporate Business Plan 2021 (draft)</b> <b>10.7B Long Term Financial Plan</b> <b>10.7C Asset Management Plan</b>

### SUMMARY

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

### BACKGROUND

#### Integrated Planning Framework

Integrated Planning and Reporting is a process designed to:

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

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

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

- Long Term Financial Plan (attached at 10.7B).
- Asset Management Plan (attached at 10.7C).

#### Regulatory Requirements

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

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

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

- is made in respect of every financial year for at least four years ahead;
- is reviewed annually;

- may be modified;
- sets out the work priorities consistent with the objectives of the SCP;
- is consistent with available resources; and
- develops and integrates resources, including asset management, workforce planning and long-term financial planning.

### Corporate Business Plan Status

On 6 Feb 2020, Council adopted a new CBP to cover a four-year period to 30 June 2024. That plan has undergone annual review and is now presented at attachment 10.7A.

### WMRC Performance against CBP 2020

The WMRC successfully implemented its CBP in calendar year 2020. All key priorities and actions were addressed, as detailed in the following tables.

#### Financial Management

Ratio	Target	2019 -20 forecast	2019-20 actual
Operating surplus	0.01	(0.08)	(0.09)
Current ratio	1.0	0.79	1.26
Asset sustainability	90% (min)	312%	132%
Asset consumption	50%	43%	41%
Asset renewal	75%	100%	135%
Own source revenue coverage	40% (min)	55%	84%

#### Key actions

CBP 2020 Action	Outcome
Minimise increase in fees and charges	Achieved – no increases
Contain operating costs	Achieved
Introduce Recycling Centre Access Pass	Completed
Develop customer service charter	Completed
Provide customer service training	Completed
Assist member councils with statutory waste plans	Completed
Provide pre-booked bulk waste service – Verge Valet™	Achieved
Offer waste services to non-member councils	Achieved

Replace Recycling Centre fence and gates	Completed
Upgrade Recycling Centre signage	Completed
Improve HHW facilities	Completed
Commence replacement of waste silos and spill guards	RFQ completed – order for 5 replacement silos and spill guards placed
Procure and install new weighbridge software	Completed
Investigate opportunities for recovery of energy from residual waste	RFT undertaken.
Expand range of materials recycled / treated	Achieved
Modernise records management system	In progress
Develop disaster recovery plan	Completed

## DETAIL

### Alignment with Integrated Planning Framework Guidelines

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

#### *Vision and strategic direction*

The revised draft CBP (attached at 10.7A) includes a summary of the WMRC strategic direction, including vision mission and key strategies.

#### *Assumptions and sensitivities*

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

#### *Who is responsible for what*

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

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

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

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

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

#### *Risk management*

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

#### *Monitoring and reporting*

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

## **Priorities and Actions**

The priorities and actions set out in the CBP relate directly to the six key strategies set out in the SCP.

Actions listed in the CBP 2020 and since completed have been removed from the table. There are no altogether new priorities or actions listed.

## **Informing Strategies**

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

### *Long-Term Financial Plan*

The updated Long-Term Financial Plan has been drawn up on the basis of conservative assumptions including:

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

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

The plan forecasts that the WMRC is financially sustainable over the ten-year horizon. A copy of the updated Long-Term Financial Management Plan is provided at Attachment 10.7C.

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

### *Asset Management Plan*

A revised Asset Management Plan has been drawn up to replace that approved in February 2020. The plan envisages no major investments in new infrastructure; and takes into account the proper maintenance, refurbishment and replacement of existing assets.

The Asset Management Plan is subject to annual review.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995, S5.56

Local Government (Administration) Regulations 1996, Reg 19DA

## **CONSULTATION**

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

## **REPORT IMPLICATIONS**

### **Policy Implications**

Nil

### **Financial Implications**

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

### **Strategic Implications**

The CBP is a four-year delivery plan directly aligned to WMRC's SCP 2019/2020 – 2029/2030.

## **COMMENTS**

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

## **VOTING REQUIREMENT**

Absolute majority

Moved: Cr Haynes      Seconded Cr Stroud

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.7.1 Council approve the WMRC Corporate Business Plan 2019-21 to 2023-25.**

**10.7.2 Council approve the WMRC Long-Term Financial Plan 2020-21.**

**10.7.3 Council approve the WMRC Asset Management Plan 2020-21.**

The Council noted several minor typographical errors in the plans and therefore made the following amended recommendation which became the resolution.

## **COUNCIL RESOLUTION**

**10.7.1 Council approve the WMRC Corporate Business Plan 2020-21 to 2024-25, subject to correction of the minor identified typographical errors and omissions.**

**10.7.2 Council approve the WMRC Long-Term Financial Plan 2020-21 to 2029-30, subject to correction of the minor identified typographical errors and omissions.**

**10.7.3 Council approve the WMRC Asset Management Plan 2020-21, subject to correction of the minor identified typographical errors and omissions.**

**CARRIED 5/0**

## 10.8 MID-YEAR BUDGET REVIEW

**Responsible Officer:** Manager Finance & Governance  
**Date:** 25 January 2021  
**Attachment:** 10.8A WMRC Revised Budget 2020/21  
10.8B WMRC Fees & Charges 2020/21

### SUMMARY

To consider the Revised Budget as well as Fees & Charges for the 2020/21 financial year.

### BACKGROUND

The Revised Budget 2020/21 has been prepared in accordance with Australian Accounting Standards.

*Local Government (Financial Management) Regulation 33A* requires a review of the annual budget to take place between 1 January and 31 March. The review must consider the WMRC's financial performance in the period beginning 1 July and ending no earlier than 31 December, the WMRC's financial position, and review outcomes for the end of the financial year. The revised budget is to be submitted to Council and provided to the Department of Local Government within 30 days of its adoption.

*Local Government (Financial Management) Regulation 5(2)(b)* requires the CEO to assist Council in undertaking regular reviews of the fees and charges. The review is required not less than once in every financial year.

### DETAIL

A detailed review of the 2020/21 budget has been completed. The review demonstrates that the WMRC has been operating better than its approved original 2020/21 budget as shown in the following table:

Table 1:

Summary	6 Month YTD Actual	6 Month YTD Budget	Original Budget	Revised Budget	Variance
<b>Revenue</b>	1,508,314	1,709,081	3,376,149	3,091,035	-8%
Member Contributions	907,606	907,605	1,865,211	1,865,211	0%
Participating Contributions	31,292	0	0	79,012	0%
Verge Valet	183,611	76,512	153,032	481,912	215%
<b>Total</b>	<b>2,630,822</b>	<b>2,693,198</b>	<b>5,394,392</b>	<b>5,517,169</b>	<b>2%</b>
<b>Expenses</b>					
Administration	558,735	818,035	1,585,005	1,051,646	-34%
Recycling Centre	1,882,916	1,912,633	3,779,512	3,799,413	1%
Verge Valet	171,676	72,312	144,634	435,286	201%
Comms and Ed	216,174	195,358	377,088	433,506	15%
Governance	26,927	29,796	54,600	50,240	-8%
<b>Total</b>	<b>2,856,427</b>	<b>3,028,134</b>	<b>5,940,839</b>	<b>5,770,092</b>	<b>-3%</b>
<b>Net Position</b>	<b>(225,605)</b>	<b>(334,936)</b>	<b>(546,447)</b>	<b>(252,922)</b>	<b>-54%</b>

## Revenue

Fees and charges were overestimated owing to a surge in waste following the onset of the Covid-19 crisis. The shortfall is nevertheless more than compensated for by additional revenue from Participating Council contributions from the Town of Cambridge; and additional revenue from Verge Valet operations. Overall, revenue is forecast to increase by \$122k, representing an increase to budget of 2%.

### Participating Council

The Town of Cambridge joined the WMRC as a participating council in September 2020 which represents an increase in revenue of \$79k.

### Verge Valet™

Member Council Verge Valet™ revenues have been increased by some \$73.5k, which represents a 48% increase. The original budget estimated that two Member Councils would partake in Verge Valet™ in the 2020/21 financial year. The Town of Mosman Park was joined by the Town of Cottesloe in July, the Shire of Peppermint Grove will join Verge Valet™ in March and the City of Subiaco is expected to join around May. The success of Verge Valet™ will see a total of \$226k in revenue for the 2020/21 financial year.

Participating Council Verge Valet™ revenues did not form part of the original budget. The Town of Cambridge joined Verge Valet™ in November 2020 and adds \$255k to this revised budget.

To quantify the success of Verge Valet™, revenues have been increased by \$328.5k. The WMRC expects to receive \$481k in total from Verge Valet™ in the 2020/21 financial year. These figures are expected to increase further as Verge Valet™ is developed.

### Fees & Charges

Initial increases in receipts during the early stages of Covid-19 lead to an over estimate in fees and charges revenue. Fees and Charges have been revised down by \$273k, which represents 8%. Tonnages received at the *West Metro Recycling Center* have increased in comparison to the first 6 months of the 2019/20 financial year. The audited actual for fees and charges for the 2019/20 financial year was \$2.9m and is expected to be the same in the 2020/21 financial year.

The WMRC has been aggressively pursuing reductions in Member Council Fees & Charges. As such, the 2020/21 Fees and Charges have not been changed since they were adopted by Council at the 19 April 2020 Special Council Meeting. There have been no increases in fees and charges since those approved in the 2018-19 budget.

The WMRC has managed to introduce a range of additional services, including free waste recycling services for residents, despite reductions in fees and charges. Since 1 July 2018 these have included:

- Statutory waste planning service
- Expanded waste education and promotional services
- Bulk polystyrene, C&D waste recycling, X-ray recycling, sporting goods service, Give-Write stationery service
- Free mulch for residents

The reduced fees and charges and extended services together represent substantial value-for-money improvements for Member Councils.

### Other Income

Revenue from scrap metals, cardboard, and batteries has been revised down by 37%. Revenue from recycling transfer services has been revised down by 57%. Collectively, this is a reduction of \$23k. Revenue from insurance recoveries has increased by \$91k which offsets increases in salaries (see below).

## **Expenses**

Overall expenses are expected to decrease by \$164k.

### Employee Costs

Expenses were under-estimated when the original budget was written. The 2020/21 figure includes amounts which are offset by insurance reimbursements as well as an ex-gratia payment made at the beginning of the financial year. When these amounts are considered, employee expenses are \$54k more than the 2019/20 audited actual figure. This small increase is impressive considering the productivity gains of the organisation; and WMRC has all but stopped using consultants, now producing as much as possible in-house.

### Elected Members' Remuneration

Elected Members' remuneration has not been reviewed for seven years. The current rates of annual sitting fees were set in 2014-15 at \$12,000 for the Chair and \$6,000 for other elected members (applying from 1 July 2015).

The Salaries and Allowances Tribunal in April 2020 set the maximum annual sitting fees for Regional Councils at \$15,839 for the Chair and \$10,560 for other elected members.

A review of remuneration of elected members at three other metropolitan regional councils demonstrates that remuneration per elected member averages at \$14,136 per annum compared with WMRC at \$8,436 per annum.

The following new scale of elected members' remuneration is recommended:

	<b>Sitting fees</b>	<b>Allowance</b>	<b>ICT</b>	<b>Total</b>	<b>Per member</b>
Chair	\$ 12,671	\$ 10,000	\$ 552	\$ 23,223	
Deputy	\$ 8,448	\$ 2,500	\$ 552	\$ 11,500	
Member	\$ 8,448		\$ 552	\$ 9,000	
Member	\$ 8,448		\$ 552	\$ 9,000	
Member	\$ 8,448		\$ 552	\$ 9,000	
				<b>\$ 61,723</b>	<b>\$ 12,345</b>

Notes:

1. Annual sitting fees for RCs are \$1,795 - \$10,560 for members; and \$1,795 - \$15,839 for the Chair.
2. Minimum annual allowance for ICT expenses is \$500 and maximum \$3,500.
3. Annual allowances for Chair of RC are min \$513 and max \$20,063.
4. Annual allowance for the Deputy Chair is 25% of that paid to the Chair.
5. Annual allowances for chair and deputy are in addition to entitlements to meeting attendance fees and expenses.
6. The sitting fees proposed above are 80 percent of the maximum.
7. The Chair's current allowance is \$1,200 compared with an average of \$18,784 as reported by three other metropolitan regional councils.

### Materials & Contracts

The WMRC has embarked on a long-awaited program of maintenance and repairs. The costs are outside that originally budgeted by \$60k. A reduction of \$45k is due to AASB 16 Leases (see below) which offsets this somewhat giving a net increase of \$28k.

#### Depreciation

The WMRC has reverted to straight-line depreciation for all asset classes. The introduction of AASB 16 Leases requires leases which are longer than 12 months to be capitalised and depreciated. This represents an increase of \$45k to depreciation, which is offset by a reduction in materials and contracts.

#### Insurance Expenses

LGIS originally advised that insurance premiums would increase by 5% in the 2020/21 financial year which was an over-estimate.

#### Other Expenses

A vast reduction in expected legal fees has reduced other expenses by \$551k

#### **Capital Expenditure**

Capital expenditure is increased from \$283k to \$507k. The bulk of this expenditure is made up of the long-awaited silo replacements. A cardboard compactor is also required as it will increase the efficiency of cardboard haulage by almost ten-fold, saving costs in the short to medium term and beyond.

#### **Reserves**

The projected budget shortfall of \$274,245 will be met by drawing on WMRC Reserves, in accord with the Council resolution of 5 October 2017. Capital expenses of \$507k will also come from reserves, although offset by cash savings in depreciation. It is projected that the Reserve account balance following payment of all expected expenses for the 2020/21 year will be \$1,234,598.

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

## **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 2020/21 Budget provides for the following income and expenditure:

Operating Revenue	\$5.5m
Operating Expenditure	\$5.8m
Capital Expenditure	\$507k

## Strategic Implications

The revised 2020/21 budget provides that adequate financial resources are available for the operation of WMRC for the balance of the 2020/21 financial year. The Revised Budget 2020/21 contributes towards the following key strategies

- 1 – Achieve a comprehensive, cost effective waste management service across the region
- 5 – Develop a strong and capable organisation

## COMMENTS

The revised 2020/21 budget more accurately reflects the scope and extent of the WMRC's current operational activity, particularly in respect of improving customer service. The WMRC offers 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*.

## VOTING REQUIREMENT

Unanimous under Council Policy Major Strategic and Financial Decisions. Moved with amendment

Moved: Cr Haynes      Seconded Cr Shaw

## RESPONSIBLE OFFICER'S RECOMMENDATIONS AND COUNCIL RESOLUTIONS

- 10.8.1      **Council adopts the Revised 2020/21 Budget.**
- 10.8.2      **In accordance with Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC's 2020/21 Revised Budget be submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of its adoption by Council.**
- 10.8.3      **In accordance with *Local Government (Financial Management) Regulation 5(2)(b)*, Council confirms the unchanged 2020/21 Fees and Charges.**

**CARRIED 5/0**

## RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.8.4      **In accordance with *Local Government Chief Executive Officers and Elected Members Determination No 1 of 2020 (Salaries and Allowances Tribunal)* and *Local Government (Administration) Regulations 1996 30-34AA*, Council adopts the scale of remuneration for elected members as set out in this report.**

Council considered it important that a start date be included in this recommendation

## COUNCIL RESOLUTION

- 10.8.4      **In accordance with *Local Government Chief Executive Officers and Elected Members Determination No 1 of 2020 (Salaries and Allowances Tribunal)* and *Local Government (Administration) Regulations 1996 30-34AA*, Council adopts**

**the scale of remuneration for elected members as set out in this report with effect from 4 February 2021.**

**CARRIED 5/0**

*Cr. Stroud left the meeting at 7.45PM*

# 11. INFORMATION BULLETINS

## 11.1 COMMUNICATIONS AND EDUCATION REPORT

<b>Responsible Officer:</b>	<b>Manager Communication and Education</b>
<b>Date:</b>	<b>20 January 2021</b>
<b>Attachment:</b>	<b>Attachment 11-1A Progress and plan</b>

### SUMMARY

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

### BACKGROUND

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

#### Contents include

1. Progress and plan
2. Bin tagging
3. Media Content

### DETAIL

#### 1. Progress and plan

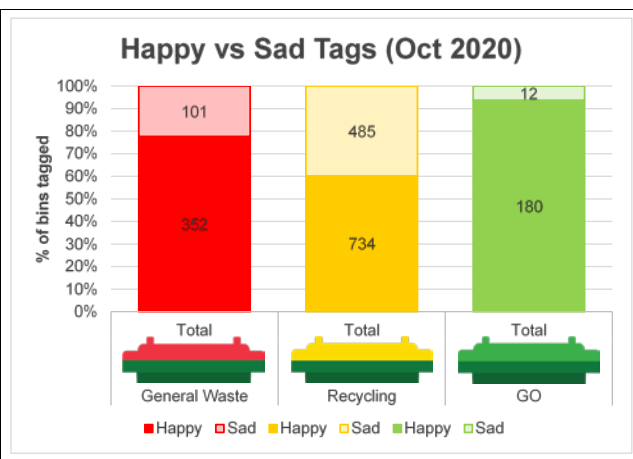
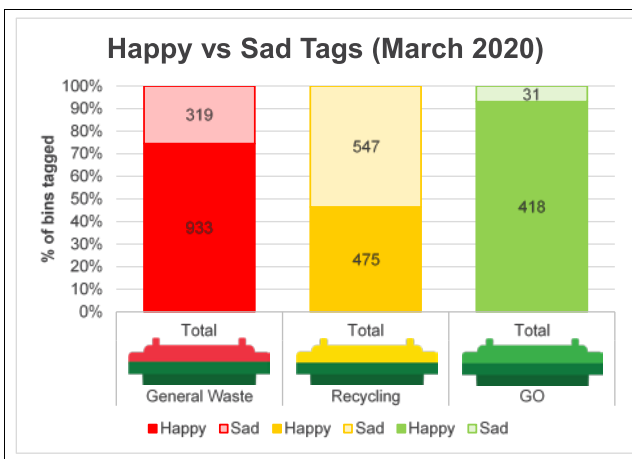
Attachment 11-1A details the mid-year status of activities in five program areas all of which show good progress.

- **Council Consultation and Support. (50% team time)** This is by far the largest area of activity, encompassing Verge Valet™, Bin Tagging, Waste Plans and joint projects. There are two new projects under this banner: Clean your Greens to protect the processing price of our GO bin service and coordination of a standardised waste calendar (with or without waste passes) with Member Councils.
- **Waste Reduction and Recycling Advertising (20% team time).** A restructure of our website content is underway. We have booked monthly half page advertisements in the Post Newspaper which is proving a cost-effective advertising mode.
- **Waste Management Community Education (25% team time).** The number of events for this area is on target for the year. Several community education events are planned for March. The Recycling Hotline continues to be very busy with many queries from Town of Cambridge residents. An update of schools' material is underway with SMRC and the volunteer program is being upgraded.
- **Infrastructure Planning and Provision (less than 5% team time).** This area is less time-consuming than previously as we have outsourced the collection and weighing service for the community recycling stations. We are steadily increasing the number of waste types that can be dropped off by residents at the West Metro Recycling Centre.
- **Representation and Collaboration (less than 5% team time).** This continues to be a useful way to access best practice, ensure consistency and have WMRC's voice heard.

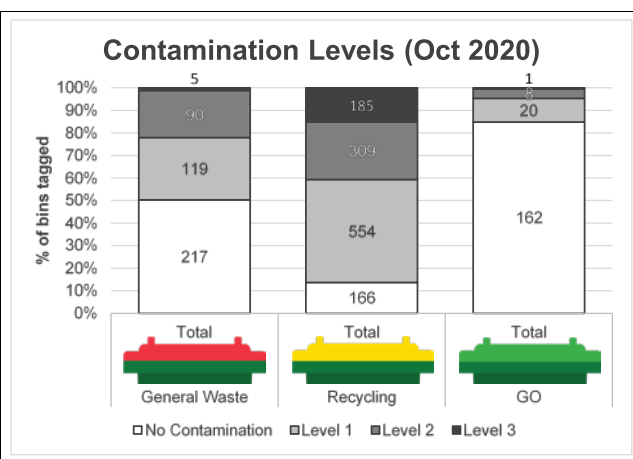
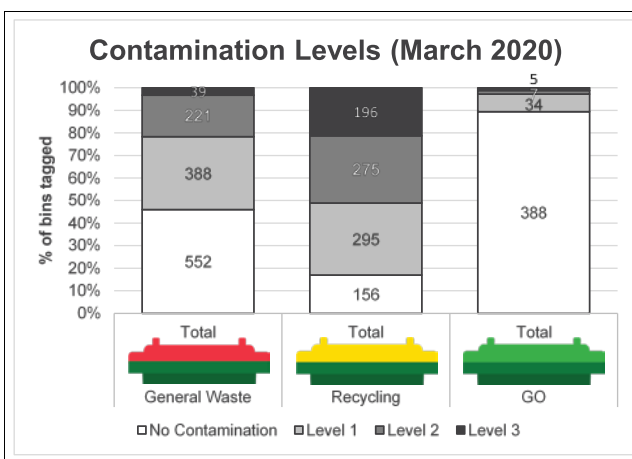
## 2. Bin tagging

The results of the 2020 bin tagging of 1000 properties have been compiled into a report. This round of tagging was COVID-19 interrupted and took place in March and October in Mosman Park, Claremont, Cottesloe and Subiaco. Some of the October bin tagging was targeted at properties with high contamination levels. Given the break in the program, there was not enough data to map changes in behaviour during the program. The main findings are summarised below:

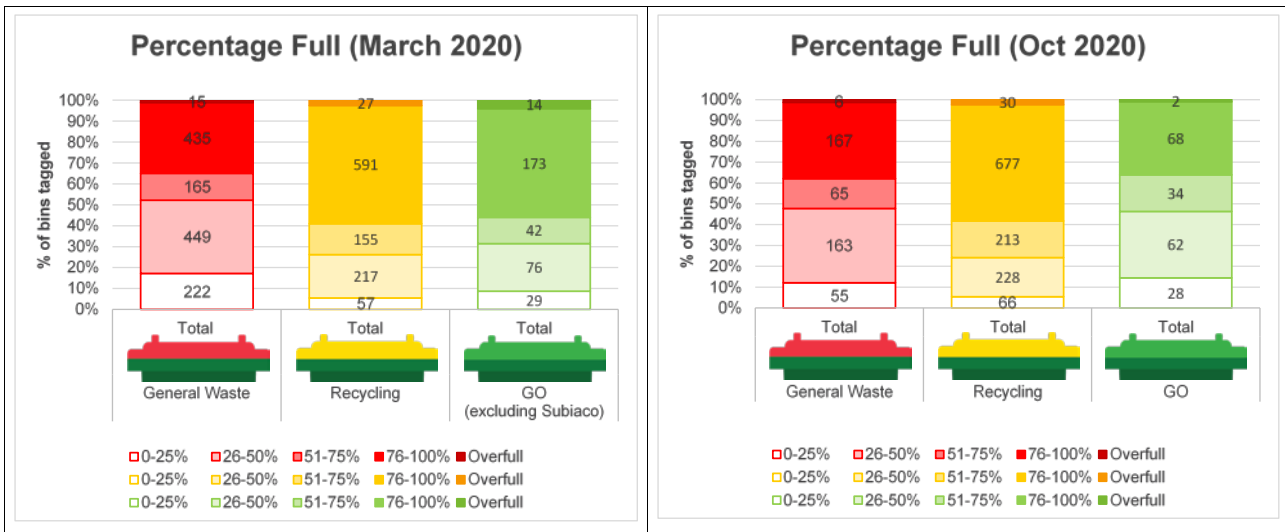
	% happy tags given		% bins with no contamination		Main contaminants (% of bins present in)	
	March	Oct	March	Oct	March	Oct
<b>General waste</b>	75%	78%	45%	48%	Recyclables (46%) Garden waste (6%)	Recyclables (42%) Garden waste (14%)
<b>Recycling</b>	46%	60%*	17%	14%	Soft plastics (52%) Plastic milk and beverage bottle lids (48%)	Soft plastics (47%) Plastic milk and beverage bottle lids (44%)
<b>GO</b>	93%	94%	89%	84%	Recyclables (4%) Food waste (3%)	Soft plastics (5%) Contamination (4%)



Contamination levels varied:



Many bins were not full:



WMRC has secured funding from WALGA to tag approximately 2000 bins in 2021. We have applied for funding for the following two years. Bin tagging will be focused on Mosman Park and Claremont and is planned to start in March.

### 3. Media Content

#### 3.1 Print Media

##### Verge crawlers junked as Cambridge cleans up recycling

The popular Australian tradition of picking up discarded household items from other people's verges has been dealt a killer blow in many western suburbs.

Cambridge mayor Keri Shannon said her council's new on-demand verge valet service, which has replaced twice-a-year verge pickups, had put an end to verge crawlers.

"A common element in the feedback is that residents are pleased that people are not fossicking through items on their verge," Ms Shannon said.

"The new service actually increases the ability for goods to be recycled because household items are broken down and the components are recycled.

"We encourage residents to contact the many 'Buy

Nothing' or community social-media sites that assist with recycling whole household items if they are still too good to be placed on the verge."

Collectors picked up rubbish from 437 properties in the first month of Cambridge's one-year trial.

Mosman Park and Cottesloe are also offering the service, which is run by

the Western Metropolitan Regional Council.

The survey said 72% of Cambridge users were satisfied with the verge valet.

"Unfortunately, there was also some incorrect information circulated in the local press and on social media which incorrectly stated that the service involved using skip-bins," Ms Shannon said.

Post Article 3 December

##### Darth Vader muscled in on Perry Lakes

Dave Prowse, the English actor who played the part of Darth Vader in the original Star Wars Trilogy and who died last weekend, had visited Perth at least once in his life.

Before the 6ft 6in (198cm) actor shot to fame as one of the greatest villains of

the silver screen, he was a professional body builder and weightlifter.

He represented England in weightlifting at the 1962 Commonwealth Games, centred on what was then the brand-new Perry Lakes Stadium.

Mr Prowse died from COVID-19 at the age of 85.

## Waste switch could save Mos millions

Mosman Park council could save millions of dollars if it switched its waste collection from the Western Metropolitan Regional Council (WMRC) to a private contractor, the council was told this week.

Kim Gorry of Palmerston Street said the total cost of waste disposal through the WMRC during the past three years had been (17/18) \$742,000, (18/19) \$776,000 and (19/20) \$712,000.

He said WMRC charged a gate fee, tonnages plus fixed contribution fees.

The fixed contribution fee for 2020 was \$371,000 and in 2021 it was \$361,000, which is paid in two instalments each year in advance.

"What I would like to see is the Town of Mosman Park do a market test of waste disposal by public tender," Mr Gorry said.

"As part of that tender we need to make it clear that the document has no alternative pricing to be considered.

"That means when we get the documents back we know it line for line.

"It's very simple – a rate per tonne that includes all costs so we can evaluate all potential suppliers on the same basis.

"I believe this will give the Town of Mosman Park a substantial saving financially and also reduce the workload of the executive and the councillors."

He said Nedlands had saved \$5million over the past seven years since it left the WMRC.

"It is time for us to have a look at the disposal costs of where Mosman Park is sending all their material," he said.

He said the saving could be spent improving the suburb's amenities.

Article Post 18 December

# WMRC's Word on Waste

### West Metro Recycling Centre

Put your excess recycling in the right place this festive season!

**FREE\* DROP OFF** - bulk polystyrene, household hazardous waste, scrap metal, batteries, e-waste, clothing, x-rays, plastic plant pots, cardboard, sports equipment, stationery and more!

**FOR A FEE** - asbestos, bulk waste, greenwaste, C&D waste, refrigerated items and more.

Festive trading hours, fees and charges on our website.



### GO Green and Clean!

Keep your Garden Organics (GO) bin clean.

Only put small branches, flowers, lawn clippings, leaves, prunings and weeds in your green-lidded Garden Organics bin.

**Nothing else!**

Clean greenwaste = Clean FREE mulch for you

For more information call **Recycling Hotline on 9384 6711.**



### Waste Watchers

Want more Christmas spirit, less Christmas waste? Try these festive tips:

-  **AVOID** food waste - menu plan, buy only what you need, choose seasonal and store leftovers properly.
-  **REDUCE** unwanted gifts - think experiences, joint gifts, secret santa or donate to a charitable cause.
-  **RE-USE** Christmas décor, tableware and existing paper, fabric, boxes, old maps or produce bags to wrap gifts.
-  **RECYCLE** paper, cardboard, polystyrene, bottles, containers etc at the West Metro Recycling Centre. **Open every day except Christmas Day and New Year's Day!**

 **West Metro Recycling Centre - Open 7 days**

Located on corner of Brockway and Lemnos Street, Shenton Park (center off Brockway)

\*Free for Member and Participating Council residents only. Entry fee may be applicable for non-member council residents. Visit [wmrc.wa.gov.au](http://wmrc.wa.gov.au) for details.

Weekdays: 7:30AM - 4:00PM  
Weekends: 8:00AM - 4:00PM  
Public Holidays: 7:30AM - 2:00PM  
*Closed Christmas Day, New Year's Day and Good Friday*

**Western Metropolitan Regional Council** | Managing waste wisely

Member Councils: 

Participating Council: 

**Recycling Hotline 9384 6711** Join us online or sign up to our monthly newsletter - visit [wmrc.wa.gov.au](http://wmrc.wa.gov.au) for details. 

Monthly half page ad – 18 Dec

# WMRC's Word on Waste

### West Metro Recycling Centre

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**FOR A FEE** – asbestos, bulk waste, greenwaste, C&D waste, refrigerated items and more.

**Open 7 days till 4pm**  
See website for public holiday hours.

### Verge Valet™

Don't waste your Verge Valet on items too good to throw away. *Gift, sell or fix them!*

**GIFT** – try local op shops, Gumtree, Buy Nothing Facebook Group, Paraquad Industries Shenton Park (free collection service for bulky items), Dismantle (old bikes), FairGame (sports equipment), GiveWrite (stationery), GIVIT.

**SELL** – try Gumtree, Facebook Marketplace, have a garage sale.

**FIX** – try Repair Lab, Repair Café.

**BEYOND REPAIR?** Book Verge Valet: [vergevalet.com.au](http://vergevalet.com.au)  
Town of Cottesloe, Town of Mosman Park and Town of Cambridge only.

### Waste Watchers

Upcoming events to help you trim your bin and manage your waste.

**Waste Watchers Workshop: Create Less Waste**

- Town of Cambridge Administration Centre Thursday 4 March, 6:00pm – 8:30pm
- The Grove Community Centre Saturday 6 March, 10:00am – 12:30pm

**Facility Tour**

- Resource Recovery Facility Tour (Canning Vale) Thursday 18 March, 10:00am – 11:30am

**Compost, Bokashi and Worm Farm Workshop**

- West Leederville Community Garden Saturday 27 March, 9:00am – 11:30am

Registration essential [wmrc.eventbrite.com.au](http://wmrc.eventbrite.com.au)  
More details [wmrc.wa.gov.au/our-services/community-education](http://wmrc.wa.gov.au/our-services/community-education) or call 9384 6711.

### West Metro Recycling Centre – Open 7 days

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*Closed Christmas Day, New Year's Day and Good Friday*

Managing waste wisely

Member Councils: Participating Council:

**Recycling Hotline 9384 6711** Join us online or sign up to our monthly newsletter – visit [wmrc.wa.gov.au](http://wmrc.wa.gov.au) for details.

Monthly half page ad – 22 Jan

## 6.2 Website

Verge Valet™ is unsurprisingly the most-viewed page on the website with over 2,000 views from 580 users in a recent 7-day period. The West Metro Recycling Centre page is the second most popular page with over 1,000 views from 640 users in a 7 day period.

Views by Page title and screen class

Page Title	Views (approx.)
Verge Valet   Western Metropolitan Regional Council	2100
West Metro Recycling Centre   Western Metropolitan Regional Council	1100
Western Metropolitan Regional Council	600
Recycling Rules Have Changed   Western Metropolitan Regional Council	300
Contact us   Western Metropolitan Regional Council	150

Views and Users by Page title and screen class

Page Title	Views (approx.)	Users (approx.)
Verge Valet   Western Metropolitan Regional Council	2100	580
West Metro Recycling Centre   Western Metropolitan Regional Council	1100	640
Western Metropolitan Regional Council	600	450
Recycling Rules Have Changed   Western Metropolitan Regional Council	300	220
Contact us   Western Metropolitan Regional Council	150	100

## 6.3 Social Media

We continue to post 1-2 times per day on Facebook and Instagram. Our Facebook page remains the most active with 2602 followers. Given the holiday season, our reach is down. Our most popular post concerned the hazards of truck fires from batteries in the kerbside bin.

WMRC OCM Draft Minutes 4 February 202140

**WMRC Waste Watchers**  
Published by Hazel Hodgkins [?] · 7 December 2020 · 🌐

🌱 A special Christmas request: ❌ Please don't throw any batteries in kerbside bins. 🟢🟢🟢❌ They heat up and cause fires in the back of waste trucks. 🧨😭 The culprit for last week's waste truck fire? A lithium battery in a kid's toy. Please be a GREAT sort and drop all your used batteries in a recycling hub near you - see [wmrc.wa.gov.au](http://wmrc.wa.gov.au) for locations - or bring them to the West Metro Recycling Centre for safe recycling. ♻️👍😄

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

City of Cockburn  
27 November 2020

👍 Like Page

**Performance for your post**

475 People Reached

25 Reactions, comments & shares 📊

11 Like	11 On post	0 On shares
6 🤩 Wow	6 On post	0 On shares
1 😞 Sad	1 On post	0 On shares
0 Comments	0 On Post	0 On Shares
7 Shares	7 On Post	0 On Shares
9 Post Clicks		
0 Photo views	0 Link clicks 📄	9 Other Clicks 📄

**NEGATIVE FEEDBACK**

0 Hide post      0 Hide all posts

0 Report as spam      0 Unlike Page

Reported stats may be delayed from what appears on posts

## STATUTORY ENVIRONMENT

Nil

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

All media use is in line with relevant WMRC policies

### Financial Implications

These activities are anticipated under current budgeting.

### Strategic Implications

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

## COMMENTS

Nil

## VOTING REQUIREMENT

Simple majority

Moved: Cr Shaw

Seconded Cr Young

**RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION**

**11.1.1 That the Communications and Education report to 20 January be noted**

**CARRIED 4/0**

## 11.2 VERGE VALET™ REPORT

<b>Responsible Officer:</b>	<b>Manager Communications &amp; Education</b>
<b>Date:</b>	<b>20 January 2021</b>
<b>Attachment:</b>	<b>11-2A example of latest advertising material</b>

### SUMMARY

This report provides updates on the status of the Verge Valet™ service.

### BACKGROUND

Verge Valet™ provides residents of councils which participate with year-round access to verge waste collections, both bulk and green waste on a date convenient to them.

The WMRC began offering Verge Valet™ to Member Council and neighbouring council residents from February of 2020. Town of Mosman Park were the first council to take up the new service followed by Town of Cottesloe in July and Town of Cambridge in November.

### DETAIL

The introduction of Verge Valet™ in the Town of Cambridge has seen two months of very high take up; indications are that January figures will be lower. The introduction timing coincided with both the long-standing traditional verge waste collection period and the pre-Christmas period. As well as being significantly bigger than the two existing Verge Valet™ councils, the Town has more MUDs and we have seen some less positive feedback from residents online. We have reviewed and changed our messaging and images in light of some of this feedback (see attached example Attachment 11-2A) and we are fine-tuning our protocols for MUD collections.

#### Verge Valet™ by numbers

<b>Council</b>	<b>Start Date</b>	<b>Total Bulk Waste Collected this FY (T)</b>	<b>Total Green Waste Collected this FY (T)</b>	<b>Total collections this FY</b>
Town of Mosman Park	Feb 20	117.33	63.73	1030
Town of Cottesloe	Jul 20	56.87	38.05	628
Town of Cambridge	Nov 20	177.61	74.78	1535

Modelling the expected annual costs and tonnages against the previous system with DWER published data 2018/19 shows expected overall reductions in both in most cases:

Council	Months' data used	Bulk tonnes as percentage of 2018/19	Green tonnes as percentage of 2018/19	Cost reduction from 20/21 budget
Town of Mosman Park	11	65%	49%	9%
Town of Cottesloe	5	55%	104%	16%
Town of Cambridge	2	100%	55%	Up to 15%

Our confidence in the figures above is directly proportional to the months' data used; Town of Mosman Park figures are much more reliable than Town of Cambridge's at this stage.

### Future Interest

The Shire of Peppermint Grove will commence its Verge Valet™ service from early March.

We have received enquiries from one Regional Council and several other Local Governments. The majority of these are much larger councils than WMRC's member councils and we are in the early stages of designing a licensing model to accommodate this demand.

### Licensing Verge Valet™

We have begun the process of working with lawyers to trademark both the words and logo for Verge Valet™.

We have an outline design for a licensed model to allow larger councils to introduce Verge Valet™ to their regions; we may work with another Regional Council to put this new model in place. This will include some change in roles from the existing managed system to enable scaling up the concept. We will work with lawyers to develop the licensing framework and will return the matter to Council later.

## STATUTORY ENVIRONMENT

WMRC Establishment Agreement

## CONSULTATION

Nil

## REPORT IMPLICATIONS

### Policy Implications

Nil

### Financial Implications

Verge Valet™ is expanding faster than budgeted and is having a net positive effect.

### Strategic Implications

This report is aligned with the following Key Strategies:

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. Divert waste from landfill by making materials and energy recovery available
4. Promote and facilitate waste avoidance and responsible waste management in the community

## **COMMENTS**

Nil

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Young      Seconded Cr Haynes

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

**11.2.1 That the report be noted**

**CARRIED 4/0**

*Ms. Bell left the meeting 7.52PM*

## 11.3 PROGRESS ON COUNCIL RESOLUTIONS

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>28 January 2021</b>
<b>Attachment:</b>	<b>11-3A Progress on Council Resolutions</b>

### SUMMARY

A schedule showing progress on WMRC resolutions up to and including 28 January 2021 is presented at Attachment 11-3A. The schedule is extracted from the master schedule which has a record of all WMRC resolutions from 2007. Only uncompleted resolutions, and those recently completed, are shown on the schedule.

### BACKGROUND

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

### DETAIL

Please refer to Attachment 11-3A. The schedule is colour coded. Red - resolutions not yet implemented; orange – resolutions in progress; green – resolutions completed.

### STATUTORY ENVIRONMENT

Local Government Act 1995

### CONSULTATION

Nil

### REPORT IMPLICATIONS

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

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

### COMMENTS

A substantial backlog of work required to action Council Resolutions that existed at the beginning of the 2018-19 financial year was cleared in 2019. The WMRC is maintaining a strong performance of timely implementation of Council resolutions.

All Council resolutions are completed.

## **VOTING REQUIREMENT**

Simple majority

Moved: Cr Haynes      Seconded Cr Shaw

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

**11.3.1 The information be received.**

**CARRIED 4/0**

## **12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

## **14 MEMBERS' QUESTIONS WITHOUT NOTICE**

Nil

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

Nil

## **16 MATTERS BEHIND CLOSED DOORS**

It is proposed that the following items 16.1 DiCom Confidential Progress Report 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)):

- (c) a contract entered, or which may be entered, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person,

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

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

16.1.1 The DiCOM Confidential Progress Report of 27 January 2021 be noted.

CARRIED 5/0

## **17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

## **18 GENERAL BUSINESS**

Nil

## **19 CLOSURE OF MEETING**

**Next meeting: 1 April 2021 at the Town of Mosman Park**

The Chairman thanked all attendees and declared the meeting closed at 8.00 PM

Incoming Waste Tonne by Type 2020-21

<b>Product Category - General Waste</b>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Commercial</b>													
Commercial - General Waste	151.00	150.65	139.00	148.16	138.20	180.73	135.96	142.18					1185.88
Commercial - Construction & Demolition	28.60	15.54	21.66	24.72	25.14	17.06	5.72	11.76					150.20
<b>Member Council - Operation</b>													
Member Council - General Waste	906.71	829.42	884.04	868.04	880.22	995.96	876.56	835.82					7076.77
Member Council - Other	63.62	88.66	95.44	92.92	88.88	83.63	96.52	76.26					685.93
Member Council - Bulk Waste (verge collection)	27.14	63.40	0.00	0.00	0.00	18.82	20.74	74.98					205.08
Member Council - Illegal Dumping	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.12
Member Council - Construction & Demolition	8.16	15.54	14.06	1.30	1.24	2.00	1.84	1.66					45.80
<b>Council - Resident</b>													
Member Council Residents - General Waste	13.55	83.65	95.65	98.84	91.06	103.16	85.24	75.89					647.04
Member Council Residents - Construction & Demolition	3.18	13.02	17.02	7.28	14.72	18.96	15.20	7.86					97.24
Participating Council Residents - General Waste	0.00	0.00	26.95	36.45	25.96	29.61	28.80	23.60					171.37
Participating Council Residents - Construction & Demolition	0.00	0.00	1.92	4.96	1.52	5.83	3.56	2.44					20.23
Non-Member Council Residents - General Waste	16.32	45.28	42.64	34.27	29.96	26.37	23.49	11.88					230.21
Non-Member Council Residents - Construction & Demolition	0.00	1.80	5.34	4.94	1.16	2.56	1.58	1.62					19.00
<b>Non Member Council - Operation</b>	0.00	0.00	0.38	1.12	0.34	0.22	0.38	0.30					2.74
<b>Product Category - GreenWaste</b>												1.84	
<b>Commercial</b>													
Commercial - Greenwaste	101.14	74.10	99.54	90.35	70.90	85.10	75.80	98.36					695.29
Greenwaste Transfer Fee	13.40	15.12	29.38	23.66	21.00	12.66	10.80	12.12					138.14
<b>Council - Operation</b>													
Member Council - Greenwaste	143.80	111.26	46.70	82.44	59.06	56.88	61.58	70.58					632.30
Member Council - GO Bin	218.38	217.30	253.22	250.88	251.08	261.78	213.20	221.62					1887.46
Member Council - Bulk	0.00	32.22	84.64	109.20	78.74	102.22	61.58	48.14					516.74
Non-Member Council - Greenwaste	26.96	22.52	29.98	17.68	12.38	18.15	11.26	15.06					153.99
<b>Council - Resident</b>													
Member Council - GreenWaste	6.76	43.41	42.81	36.88	33.33	36.85	32.09	31.54					263.67
Participating Council - GreenWaste	0.00	0.00	10.04	12.42	10.40	15.57	10.54	9.84					68.81
Non-Member Council - Greenwaste	7.83	45.45	21.77	25.80	24.00	18.15	8.21	3.97					155.18
<b>Product Category - Recycling &amp; Problematic Waste</b>													
Asbestos	2.20	2.50	4.10	3.90	3.80	4.76	3.10	6.40					30.76
Mattresses	3.80	5.50	6.00	7.20	4.90	9.30	9.20	7.60					53.50
Tyres	0.39	0.10	0.28	0.26	0.49	1.03	0.43	0.22					3.20
Degassing	1.00	0.50	0.80	2.20	2.30	1.90	2.40	1.30					12.40
Recycling Transfer Fee	29.04	21.58	26.22	21.00	21.42	31.26	27.08	18.88					196.48
<b>Product Category - Verge Valet Collections</b>													
Member Council - Greenwaste	11.96	17.26	22.42	17.04	17.76	7.36	10.60	15.39					119.79
Member Council - Bulk Waste	11.00	19.14	22.03	17.54	38.41	36.15	38.85	32.32					215.44
Participating Council - Greenwaste	0.00	0.00	0.00	0.00	34.22	76.09	14.24	38.62					163.17
Participating Council - Bulk Waste	0.00	0.00	0.00	0.00	65.64	28.16	46.66	26.93					167.39
<b>Monthly Totals</b>	1796.06	1934.92	2044.03	2041.45	2048.23	2184.03	1933.21	1925.14	0.00	0.00	1.84	0.00	15908.91
<b>Waste Tonnes by Year</b>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>2017 - 2018</b>	1761	1880	2484	2608	4295	3836	3705	2334	1707	2461	1987	1733	30791
<b>2018 - 2019</b>	1632	1721	1786	2083	1926	1753	1731	1959	1787	2026	1541	1452	21397
<b>2019 - 2020</b>	1685	1778	1878	2525	1782	1966	1877	1895	2286	2427	2225	2264	24588
<b>2020 - 2021</b>	1796	1934	2044	2041	2048.23	2184.03	1933.21	1925.14	0.00	0.00	1.84	0.00	15907.93

# Monthly Management Accounts

January 2021

<b>Authorised as final version:</b>	<b>S Frodsham</b>
<b>Date:</b>	08/03/2021

**WMRC Member Councils**

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

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1. Financial Performance

1.1 Income Statement (by Nature and Type)

**Statement of Comprehensive Income by Nature & Type**  
 1 Jan 2021 to 31 Jan 2021

	MONTH TO DATE				YEAR TO DATE				Prior YTD Actual	Budget 2020/21
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %		
<b>Revenue from Ordinary Activities</b>										
Fees & Charges	288,549	285,362	3,187	1%	1,961,849	1,997,534	(35,685)	-2%	3,050,142	3,424,344
Interest	431	1,027	(596)	-58%	6,593	7,189	(596)	-8%	34,214	12,324
Operating Grants, Subsidies and Contributions	1,005,325	1,005,992	(667)	0%	1,944,223	1,948,888	(4,665)	0%	1,919,456	1,952,223
Other Income	12,940	3,027	9,913	327%	43,875	21,189	22,686	107%	611,022	128,278
<b>Total Revenue from Ordinary Activities</b>	<b>1,307,246</b>	<b>1,295,408</b>	<b>11,838</b>	<b>1%</b>	<b>3,956,540</b>	<b>3,974,800</b>	<b>(18,260)</b>	<b>0%</b>	<b>5,614,834</b>	<b>5,517,169</b>
<b>Expenses from Ordinary Activities</b>										
Depreciation & Amortisation	(14,240)	(17,964)	3,724	21%	(97,119)	(125,731)	28,612	23%	(201,324)	(215,551)
Employee Costs	(140,145)	(149,416)	9,271	6%	(1,040,790)	(1,094,785)	53,995	5%	(1,650,918)	(1,841,865)
Insurance	0	0	0		(54,956)	(54,960)	4	0%	(59,326)	(54,960)
Materials & Contracts	(306,686)	(277,240)	(29,446)	-11%	(1,993,764)	(1,948,217)	(45,547)	-2%	(3,021,071)	(3,334,417)
Other Expenses	(56,671)	(22,885)	(33,786)	-148%	(184,245)	(190,400)	6,155	3%	(1,027,587)	(335,685)
Utilities	(1,319)	(1,286)	(33)	-3%	(8,486)	(8,996)	510	6%	(10,818)	(15,426)
<b>Total Expenses from Ordinary Activities</b>	<b>(519,061)</b>	<b>(468,791)</b>	<b>(50,270)</b>	<b>-11%</b>	<b>(3,379,360)</b>	<b>(3,423,089)</b>	<b>43,729</b>	<b>1%</b>	<b>(5,971,044)</b>	<b>(5,797,904)</b>
<b>Net Operating Position</b>	<b>788,185</b>	<b>826,617</b>	<b>(38,432)</b>	<b>-5%</b>	<b>577,179</b>	<b>551,711</b>	<b>25,468</b>	<b>5%</b>	<b>(356,210)</b>	<b>(280,735)</b>
Asset Revaluation	0	0	0		0	0	0		0	0
Paid Parental Leave	0	0	0		0	0	0		0	0
Profit/(Loss) on Sale of Assets	0	0	0		0	3,786	(3,786)	-100%	(93,754)	6,491
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>3,786</b>	<b>(3,786)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>
<b>Change in Net Assets From Operations</b>	<b>788,185</b>	<b>826,617</b>	<b>(38,432)</b>	<b>-5%</b>	<b>577,179</b>	<b>555,497</b>	<b>21,682</b>	<b>4%</b>	<b>(449,965)</b>	<b>(274,244)</b>

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**

Interest

Under budget due to very low interest rates. Rates are effectively 0% for the bank account and >1% for investments.

Other Income

Over Budget due to receiving a contribution towards the administration office renovation.

Depreciation

Under budget due to capital items which are yet to be purchased and depreciated.

Materials & Contracts

Over budget due to safety training, maintenance costs and participating council Verge Valet expenses (which are offset by participating council Verge Valet income).

Other Expenses

Over budget due to legal bills.

**VARIANCES FOR THE YEAR TO DATE**

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Other Income

Over Budget due to receiving a contribution towards the administration office renovation as well as insurance recoveries

Depreciation

Under budget due to capital items which are yet to be purchased and depreciated.

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

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1. Financial Performance (continued)

1.2 Statement of Financial Position

<b>Statement of Financial Position</b>			
<b>As at 31 January 2021</b>			
	<u>31-Jan-21</u>	<u>31-Dec-20</u>	<u>Difference</u>
<b>Current Assets</b>			
Bank	985,636	302,946	682,690
Reserves	1,183,864	1,183,204	660
Debtors	450,402	502,136	(51,734)
Accrued Income	2,545	3,277	(732)
<b>Total Current Assets</b>	<b>2,622,447</b>	<b>1,991,563</b>	<b>630,884</b>
<b>Non-current Assets</b>			
Property, Plant & Equipment	1,313,193	1,266,970	46,223
Infrastructure	917,685	923,316	(5,630)
Right of Use Assets	94,043	94,390	(347)
<b>Total Non-current Assets</b>	<b>2,324,922</b>	<b>2,284,676</b>	<b>40,247</b>
<b>Total Assets</b>	<b>4,947,369</b>	<b>4,276,239</b>	<b>671,130</b>
<b>Current Liabilities</b>			
Lease Liability	45,800	45,800	0
Trade & Other Payables	422,749	540,511	(117,762)
Employee Related Provisions	230,039	228,504	1,534
<b>Total Current Liabilities</b>	<b>698,588</b>	<b>814,815</b>	<b>(116,227)</b>
<b>Non-Current Liabilities</b>			
Non-Current Long Service Leave	27,250	28,077	(827)
<b>Total Non-Current Liabilities</b>	<b>27,250</b>	<b>28,077</b>	<b>(827)</b>
<b>Total Liabilities</b>	<b>725,838</b>	<b>842,893</b>	<b>(117,054)</b>
<b>Net Assets</b>	<b>4,221,531</b>	<b>3,433,346</b>	<b>788,185</b>
<b>Equity</b>			
Asset Revaluation Reserve	289,498	289,498	0
Reserves	1,183,864	1,183,204	660
Retained Earnings	2,748,168	1,960,644	787,525
<b>Total Equity</b>	<b>4,221,531</b>	<b>3,433,346</b>	<b>788,185</b>

1. Financial Performance (continued)

1.3 Net Current Assets

<b>Net Current Assets</b>			
<b>As at 31 January 2021</b>			
	<b>31-Jan-21</b>	<b>31-Dec-20</b>	<b>Movement</b>
<b>Current Assets</b>			
Cash	985,636	302,946	682,690
Reserves	1,183,864	1,183,204	660
Debtors	450,402	502,136	(51,734)
Accrued Income	2,545	3,277	(732)
<b>Total Current Assets</b>	<b>2,622,447</b>	<b>1,991,563</b>	<b>630,884</b>
<b>Current Liabilities</b>			
Creditors	362,625	383,523	(20,898)
Provisions for Leave	230,039	228,504	1,534
Accruals	60,124	156,988	(96,864)
<b>Total Current Liabilities</b>	<b>652,788</b>	<b>769,015</b>	<b>(116,227)</b>
<b>Net Assets</b>	<b>1,969,659</b>	<b>1,222,548</b>	<b>747,111</b>
<b>Less</b>			
Reserves - Restricted Cash	1,183,864	1,183,204	660
<b>Net Current Funding Position</b>	<b>785,795.23</b>	<b>39,344.02</b>	<b>746,451</b>

1. Financial Performance (continued)

1.4 Cash Flow Statement

<b>STATEMENT OF CASH FLOWS</b>		
<b>As at 31 January 2021</b>		
	<b>ACTUAL TO DATE 2020/2021</b>	<b>FULL YEAR ACTUAL 2019/2020</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Receipts</b>		
Fees and charges	1,961,849	3,050,142
Operating grants, subsidies and contributions	1,894,173	1,757,951
Interest earnings	6,593	34,214
Other revenue	43,875	611,022
<b>Receipts from operations</b>	<b><u>3,906,490</u></b>	<b><u>5,453,329</u></b>
<b>Payment</b>		
Employee costs	(1,059,644)	(1,593,195)
Materials and contracts	(2,814,465)	(3,034,658)
Utility charges	(8,486)	(10,818)
Insurance Expenses	(54,956)	(59,325)
GST received/ (paid)	(64,528)	10,582
Other expenses	(184,245)	(1,027,587)
<b>Payments from operations</b>	<b><u>(4,186,324)</u></b>	<b><u>(5,715,001)</u></b>
<b>Cash Used in Operating Activities</b>	<b>(279,834)</b>	<b>(261,672)</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>(559,668)</u></b>	<b><u>(523,344)</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for purchase of property, plant and equipment	(54,486)	(68,222)
Payments for purchase of infrastructure	0	(196,489)
Proceeds from sale of plant and equipment	0	0
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b><u>(54,486)</u></b>	<b><u>(264,711)</u></b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments for principal portion of lease liabilities	0	(44,292)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	<b><u>0</u></b>	<b><u>(44,292)</u></b>
<b>SUMMARY OF CASH FLOWS</b>		
Net increase/ (decrease) in cash and cash equivalents	(334,320)	(570,675)
Cash and cash equivalents at the beginning of the year	1,589,146	2,159,821
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH</b>	<b><u>1,254,826</u></b>	<b><u>1,589,146</u></b>

1. Financial Performance (continued)

1.5 Reserves (cash backed)

<b>Reserves Summary</b>			
<b>As at 31 January 2021</b>			
	31-Jan-21	31-Dec-20	Movement
<b>Investments</b>			
Investment 2	476,802	476,142	660
Investment 14	256,533	256,533	0
Investment 20	150,000	150,000	0
Investment 22	300,529	300,529	0
<b>Total Investments</b>	<b><u>1,183,864</u></b>	<b><u>1,183,204</u></b>	<b><u>660</u></b>
<b>Reserves</b>			
Operations Reserve	707,062	707,062	0
Development Reserve	476,802	476,142	660
<b>Total Reserves</b>	<b><u>1,183,864</u></b>	<b><u>1,183,204</u></b>	<b><u>660</u></b>

<b>STATEMENT OF RESERVES</b>			
<b>As at 31 January 2021</b>			
Description	Operations Reserve	Development Reserve	Total
<b>Opening Balance</b>	707,062	476,142	<b>1,183,204</b>
Interest on investments	0	660	<b>660</b>
Transfer from Surplus	0	0	<b>0</b>
Transfer to Surplus	0	0	<b>0</b>
<b>Closing Balance</b>	<b><u>707,062</u></b>	<b><u>476,802</u></b>	<b><u>1,183,864</u></b>

1. Financial Performance (continued)

1.6 Key Performance Indicators

<b>FINANCIAL RATIOS</b>				
As at 31 January 2021				
<b>Current Ratio</b>				
Current Assets	2,622,447			
LESS: Restricted Current Assets	(1,183,864)	1,438,583	=	2.2038
Current Liabilities	652,788	652,788		
LESS: Liabilities Associated with restricted assets				
<p>This 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</p>				
<b>Operating Surplus Ratio</b>				
Operating Revenue	3,956,540			
LESS: Operating Expense	(3,379,360)	577,179	=	15%
Own Source Operating Revenue	3,919,356	3,919,356		
<p>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)</p>				
<b>Own Source Operating Revenue</b>				
Own Source Operating Revenue	3,919,356	3,919,356	=	116%
Operating Expense	3,379,360	3,379,360		
<p>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)</p>				

2. Debtors and Creditors Analysis

2.1 Top Ten Customers

TOP TEN CUSTOMERS - Jan 2021						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	\$350,122	\$67,889	\$418,011	Jan-21	1
2	Town of Claremont	\$219,087	\$36,572	\$255,659	Jan-21	2
3	Town of Mosman Park	\$185,581	\$24,827	\$210,408	Jan-21	3
4	Town of Cottesloe	\$167,590	\$25,848	\$193,438	Jan-21	4
5	Town of Cambridge	\$47,720	\$151	\$47,871	Jan-21	5
6	Shire of Peppermint Grove	\$35,225	\$7,251	\$42,476	Jan-21	8
7	Town of Cambridge - Verge Valet		\$28,499	\$28,499	Jan-21	6
8	Town of Mosman Park - Verge Valet		\$13,308	\$13,308	Jan-21	7
9	Churchill Strata Pty Ltd (Rent)		\$10,000	\$10,000	Jan-21	9
10	Town of Cottesloe - Verge Valet		\$7,572	\$7,572	Jan-21	-

TOP TEN CUSTOMERS - YEAR TO DATE						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	\$683,783	\$486,866.68	\$1,170,649.40	Jul 20 - Jun 21	1
2	Town of Claremont	\$424,594	\$252,167.31	\$676,761.64	Jul 20 - Jun 21	2
3	Town of Mosman Park	\$361,135	\$184,568.20	\$545,703.01	Jul 20 - Jun 21	3
4	Town of Cottesloe	\$327,047	\$182,231.86	\$509,278.80	Jul 20 - Jun 21	4
5	Shire of Peppermint Grove	\$68,652	\$60,520.24	\$129,171.95	Jul 20 - Jun 21	7
6	Town of Cambridge - Verge Valet		\$127,880.05	\$127,880.05	Jul 20 - Jun 21	5
7	Town of Cambridge	\$79,012	\$2,598.23	\$81,610.03	Jul 20 - Jun 21	6
8	Town of Mosman Park - Verge Valet		\$79,889.40	\$79,889.40	Jul 20 - Jun 21	9
9	Town of Cottesloe - Verge Valet		\$44,624.45	\$44,624.45	Jul 20 - Jun 21	8
10	Suez Recycling & Recovery		\$21,194.64	\$21,194.64	Jul 20 - Jun 21	10

2. Debtors and Creditors Analysis (continued)

2.2 Debtors Age Analysis

<b>AGED DEBTOR ANALYSIS</b>						
<b>As at 31 January 2021</b>						
	Current (\$)	<1 Month (\$)	1 month (\$)	2 month (\$)	Older (\$)	Total (\$)
<b>Member Councils</b>						
City of Subiaco	74,679	0	0	0	0	74,679
City of Subiaco - Recycling	3,721	0	0	0	0	3,721
Town of Cottesloe	196,023	0	0	0	0	196,023
Town of Cottesloe - Verge Valet	17,117	0	0	0	0	17,117
Town of Claremont	40,229	0	0	0	0	40,229
Town of Mosman Park	27,309	0	0	0	0	27,309
Town of Mosman Park - Verge Valet	14,639	0	0	0	0	14,639
Shire of Peppermint Grove	7,976	0	0	0	0	7,976
<b>Total</b>	<b>381,694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>381,694</b>
	100%	0%	0%	0%	0%	0%
<b>Participating Councils</b>						
Town of Cambridge	166	0	0	0	0	166
Town of Cambridge - Verge Valet	31,348	0	0	0	0	31,348
<b>Total</b>	<b>31,514</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,514</b>
	8%	0%	0%	0%	0%	0%
<b>Non-members</b>						
Central Psychiatric Service	89	0	0	0	0	89
Churchill Strata Pty Ltd (Rent)	10,000	0	0	0	0	10,000
City of Nedlands	1,764	938	0	0	0	2,702
City of Perth	59	0	0	0	0	59
Cleanaway Pty Ltd	576	0	0	0	0	576
Davidson Projects Pty	3,293	859	0	0	0	4,152
Hancock Prospecting Pty Ltd	73	0	0	0	0	73
Landscapes for Life	775	109	0	0	0	884
Martin Cuthbert Landscapes	1,302	0	0	0	0	1,302
Methodist Ladies College	82	0	0	0	0	82
More Than A Mow	288	0	0	0	0	288
Presbyterian Ladies College	946	0	0	0	0	946
Project West	1,286	0	0	0	0	1,286
Sir Charles Gardener Hospital	1,479	0	0	0	0	1,479
Suez Recycling & Recovery	1,779	0	0	0	0	1,779
The Claremont Gardener	146	0	0	0	0	146
Tidy Up	6,646	1,500	0	0	0	8,146
TLC - The Lifting Company	132	0	0	0	0	132
Transpacific Cleanaway T/A Multiskip	1,023	0	0	0	0	1,023
UWA Building Services / Campus Manager	654	0	0	0	0	654
WALGA	198	0	0	0	0	198
West to West Group	1,196	0	0	0	0	1,196
<b>Total</b>	<b>33,788</b>	<b>3,406</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,194</b>
	91%	9%	0%	0%	0%	9%
<b>Grand Total</b>	<b>446,996</b>	<b>3,406</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,402</b>
	99%	1%	0%	0%	0%	100%

2.3 Top Ten Suppliers

<b>TOP TEN SUPPLIERS - Jan 2021</b>				
<b>Ranking</b>	<b>Name</b>	<b>\$ excl GST</b>	<b>Period</b>	<b>Previous Month</b>
1	City of Rockingham	\$186,936.78	Jan-21	2
2	Jones Day	\$83,270.35	Jan-21	-
3	WA BOS - Silos	\$54,486.21	Jan-21	-
4	Perth Bin Hire	\$53,887.19	Jan-21	1
5	D&M Waste Management	\$31,118.73	Jan-21	3
6	OAG - Office of the Auditor General	\$22,100.00	Jan-21	-
7	West Tip Waste Management	\$15,475.00	Jan-21	5
8	Peter Ward	\$9,177.00	Jan-21	7
9	WA BOS - Semi Trailer Equipment Pty Ltd	\$5,857.23	Jan-21	-
10	Community Resources Limited (Soft Landing mattress	\$5,340.68	Jan-21	-

<b>TOP TEN SUPPLIERS - YEAR TO DATE</b>				
<b>Ranking</b>	<b>Name</b>	<b>\$ excl GST</b>	<b>Period</b>	<b>Previous Month</b>
1	City of Rockingham	\$897,308.38	Jul 20 - Jun 21	1
2	Perth Bin Hire	\$378,947.04	Jul 20 - Jun 21	2
3	Jones Day	\$196,650.87	Jul 20 - Jun 21	4
4	D&M Waste Management	\$165,798.25	Jul 20 - Jun 21	3
5	West Tip Waste Management	\$110,537.75	Jul 20 - Jun 21	6
6	LGIS - Insurance broking - WALGA atf LGISWA	\$105,507.47	Jul 20 - Jun 21	5
7	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$84,542.08	Jul 20 - Jun 21	7
8	WA BOS - Silos	\$54,486.21	Jul 20 - Jun 21	-
9	JH Computer Services	\$27,114.39	Jul 20 - Jun 21	9
10	Churchill Strata Pty Ltd (Rent)	\$26,399.35	Jul 20 - Jun 21	8

2. Debtors and Creditors Analysis (continued)

2.4 Creditors Age Analysis

<b>Aged Creditor Analysis</b>						
<b>As at 31 January 2021</b>						
<b>Contact</b>	<b>Current</b>	<b>&lt; 1 Month</b>	<b>1 Month</b>	<b>2 Months</b>	<b>Older</b>	<b>Total</b>
AIT Specialists Pty Ltd	133	0	0	0	0	133
Caltex Australia	508	0	0	0	0	508
Castrol	871	0	0	0	0	871
City of Rockingham	56,292	0	0	0	0	56,292
Claw Environmental Pty. Ltd.	398	0	0	0	0	398
Cleanaway Pty Ltd	273	0	0	0	0	273
Community Resources Limited (Soft Landing mattress i	5,875	0	0	0	0	5,875
Complete Office Supplies Pty Ltd	0	0	0	0	(113)	(113)
D&M Waste Management	40,531	0	0	0	0	40,531
Ecocycle Pty Ltd	148	0	0	0	0	148
Elan Energy Matrix Pty.Ltd.	220	0	0	0	0	220
Electrical Nett	3,021	0	0	0	0	3,021
Elgas	31	35	0	0	0	66
Eustance, Elisabeth	12	0	0	0	0	12
Gavin Burgess	0	1,694	0	0	0	1,694
Hose Masters	1,097	0	0	0	0	1,097
Hosemasters	229	0	0	0	0	229
HR Central	413	0	0	0	0	413
Iron Mountain AU Group Pty. Ltd.	168	0	0	0	0	168
Jim's Cleaning	1,430	0	0	0	0	1,430
Jones Day	78,676	0	0	0	0	78,676
Key2 Creative (Design)	2,464	0	0	0	0	2,464
Laura Monisse	126	0	0	0	0	126
Mandalay Technologies Pty Ltd	2,860	0	0	0	0	2,860
Marketforce Express	0	0	0	0	(697)	(697)
McGregor Surveys	0	209	0	0	0	209
Melan Welhenage	385	0	0	0	0	385
More Than A Mow	650	0	0	0	0	650
People Sense	880	0	0	0	0	880
Perth Bin Hire	59,276	15,753	0	0	0	75,029
Peter Engel	110	0	0	0	0	110
Peter Ward	10,095	0	0	0	0	10,095
Post Newspapers	770	0	0	0	(423)	347
St John Ambulance Australia (Western Australia)	570	0	0	0	0	570
Synergy	343	0	0	0	0	343
Telstra	0	451	0	0	0	451
The Fruit Box	69	0	0	0	0	69
WA BOS - Semi Trailer Equipment Pty Ltd	6,443	0	0	0	0	6,443
WALGA	1,954	(1,045)	0	0	0	909
Water Corporation	899	0	0	0	0	899
West Tip Waste Management	17,023	0	0	0	0	17,023
<b>Total Aged Payables</b>	<b>295,241</b>	<b>17,098</b>	<b>0</b>	<b>0</b>	<b>(1,233)</b>	<b>311,105</b>

3. Treasury  
 3.1 Cash Invested

<b>Investments</b>									
<b>As at 31 January 2021</b>									
Invest No.	Date Invested	Reserve Fund	Maturity Date	Amount Invested	Curren Rate	Term (days)	Bank Lodged	Maturity Amount	Gross Interest
Investment 2	13/10/2020	Development Reserve	13/01/2021	\$476,142	0.55%	92	NAB	\$476,802	\$660
Investment 14	18/11/2020	Operations Reserve	18/02/2021	\$256,533	0.45%	92	NAB	\$256,824	\$291
Investment 20	9/11/2020	Operations Reserve	9/02/2021	\$150,000	0.45%	92	NAB	\$150,170	\$170
Investment 22	25/11/2020	Operations Reserve	25/02/2021	\$300,529	0.45%	92	NAB	\$300,870	\$341
<b>Total Funds Investe</b>				<b>\$1,183,864</b>					

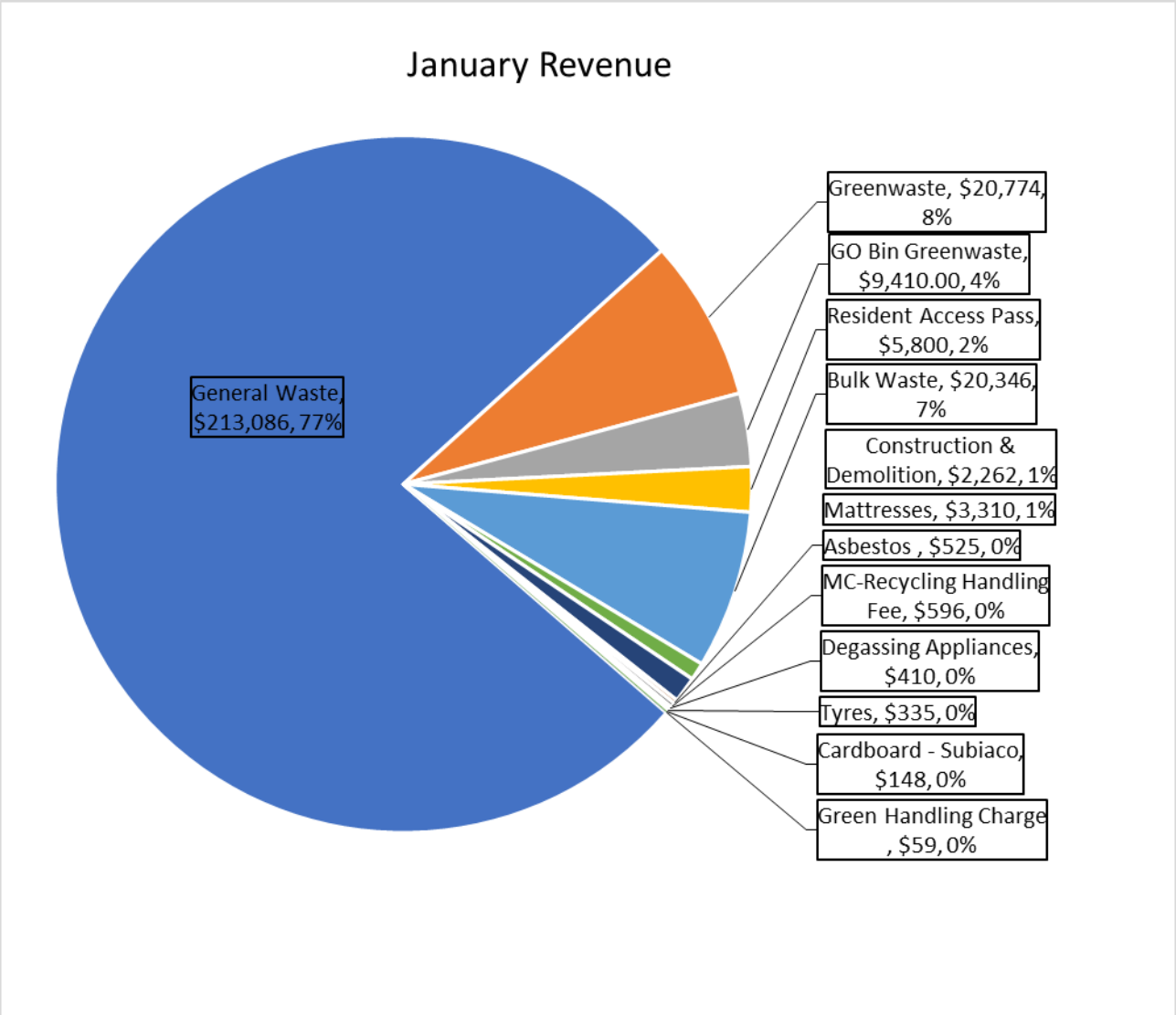
3.2 Cash Analysis

<b>Cash Analysis</b>			
<b>As at 31 January 2021</b>			
	31-Jan-21	31-Dec-20	Movement
<b>Reserves</b>			
Operations Reserve	707,062	707,062	0
Development Reserve	476,802	476,142	660
<b>Total Reserves</b>	<b>1,183,864</b>	<b>1,183,204</b>	<b>660</b>
<b>Unrestricted Cash</b>			
Commonwealth Cheque Account	985,172	302,430	682,742
<b>Total Unrestricted Cash</b>	<b>985,172</b>	<b>302,430</b>	<b>682,742</b>
<b>Total Cash</b>	<b>2,169,036</b>	<b>1,485,634</b>	<b>683,402</b>

4. Capital Expenditure

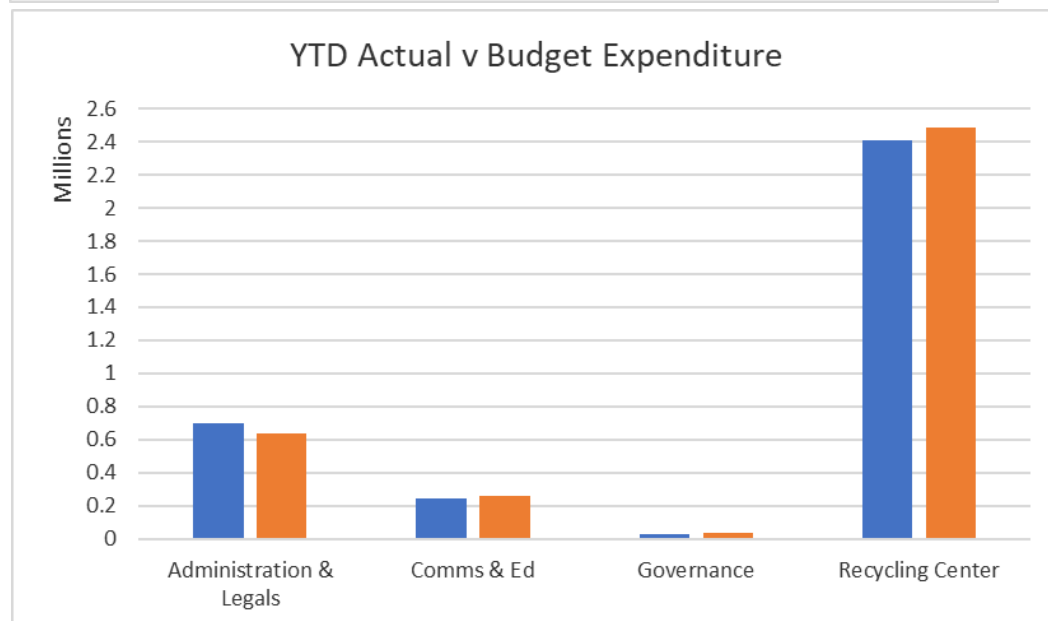
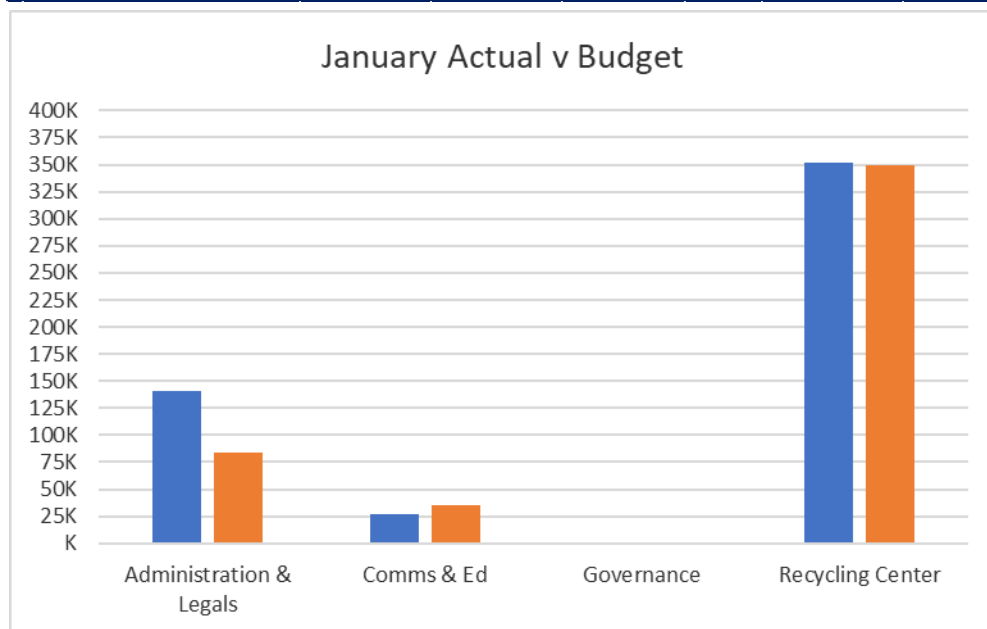
<b>STATEMENT OF INVESTING ACTIVITIES</b>				
<b>As at 31 January 2021</b>				
	<b>Month Movement</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>2020/21 Budget</b>
<b>Buildings</b>				
HHW Carport Cover	0	9545	5,568	9,545
<b>Total Buildings</b>	<b>0</b>	<b>9,545</b>	<b>5,568</b>	<b>9,545</b>
<b>Furniture &amp; Equipment</b>				
Nil	0	0	0	0
<b>Total Office Furniture</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant &amp; Equipment</b>				
Vehicles	0	12,725	7,423	12,725
Mandalay Software	0	4,858	2,834	4,858
Cardboard Compactor	0	0	58,333	100,000
Forklift	0	13,708	7,996	13,708
Roller Smart Shutters	0	3,440	2,007	3,440
Silo Deflector Plates	0	0	10,133	17,370
Silo Replacement	54,486	54,486	145,293	249,074
<b>Total Property, Plant &amp; Equipment</b>	<b>54,486</b>	<b>89,218</b>	<b>234,019</b>	<b>401,175</b>
<b>Infrastructure</b>				
Admin Office Renovation	0	0	44,915	76,997
Weighbright Office Renovation	0	0	11,667	20,000
<b>Total Infrastructure</b>	<b>0</b>	<b>0</b>	<b>56,582</b>	<b>96,997</b>
<b>Total Capital Expenditure</b>	<b>54,486</b>	<b>98,763</b>	<b>296,168</b>	<b>507,717</b>

5. Revenue



6. Actual v Budget Expenditure

<b>Budget v Actuals Summary</b>								
WESTERN METROPOLITAN REGIONAL COUNCIL								
1 Jan 2021 to 31 Jan 2021								
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Revenue	1,307,246	1,295,408	11,838	1%	3,956,540	3,974,800	(18,260)	0%
<b>Total Income</b>	<b>1,307,246</b>	<b>1,295,408</b>	<b>11,838</b>	<b>1%</b>	<b>3,956,540</b>	<b>3,974,800</b>	<b>(18,260)</b>	<b>0%</b>
<b>Less Operating Expenses</b>								
Administration & Legals	140,291	84,303	55,988	66%	698,103	637,014	61,089	10%
Comms & Ed	26,986	35,089	(8,103)	-23%	243,159	258,055	(14,896)	-6%
Governance	0	160	(160)	-100%	26,927	38,907	(11,980)	-31%
Recycling Center	351,785	349,239	2,546	1%	2,411,171	2,489,113	(77,942)	-3%
<b>Total Operating Expenses</b>	<b>519,061</b>	<b>468,791</b>	<b>50,270</b>	<b>11%</b>	<b>3,379,360</b>	<b>3,423,089</b>	<b>(43,729)</b>	<b>-1%</b>
<b>Net Profit</b>	<b>788,185</b>	<b>826,617</b>	<b>(38,432)</b>	<b>-5%</b>	<b>577,179</b>	<b>551,711</b>	<b>25,468</b>	<b>5%</b>



# Monthly Management Accounts

February 2021

<b>Authorised as final version:</b>	<b>S Frodsham</b>
<b>Date:</b>	25/03/2021

**WMRC Member Councils**

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

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1. Financial Performance

1.1 Income Statement (by Nature and Type)

**Statement of Comprehensive Income by Nature & Type**

1 Feb 2021 to 28 Feb 2021

	MONTH TO DATE				YEAR TO DATE				Prior YTD Actual	Budget 2020/21
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %		
<b>Revenue from Ordinary Activities</b>										
Fees & Charges	275,085	285,362	(10,277)	-4%	2,236,934	2,282,896	(45,962)	-2%	3,050,142	3,424,344
Interest	690	1,027	(337)	-33%	7,283	8,216	(933)	-11%	34,214	12,324
Operating Grants, Subsidies and Contributions	0	667	(667)	-100%	1,944,223	1,949,555	(5,332)	0%	1,919,456	1,952,223
Other Income	50,888	50,027	861	2%	94,763	71,216	23,547	33%	611,022	128,278
<b>Total Revenue from Ordinary Activities</b>	<b>326,663</b>	<b>337,083</b>	<b>(10,420)</b>	<b>-3%</b>	<b>4,283,202</b>	<b>4,311,883</b>	<b>(28,681)</b>	<b>-1%</b>	<b>5,614,834</b>	<b>5,517,169</b>
<b>Expenses from Ordinary Activities</b>										
Depreciation & Amortisation	(14,753)	(14,323)	(430)	-3%	(111,872)	(114,567)	2,695	2%	(201,324)	(215,551)
Employee Costs	(131,927)	(149,416)	17,489	12%	(1,172,717)	(1,244,201)	71,484	6%	(1,650,918)	(1,841,865)
Insurance	0	0	0		(54,956)	(54,956)	(0)	0%	(59,326)	(54,960)
Materials & Contracts	(309,885)	(277,903)	(31,982)	-12%	(2,303,744)	(2,224,821)	(78,923)	-4%	(3,021,071)	(3,334,417)
Other Expenses	(10,148)	(20,968)	10,820	52%	(194,393)	(221,971)	27,578	12%	(1,027,587)	(335,685)
Utilities	(1,251)	(1,286)	35	3%	(9,737)	(10,282)	545	5%	(10,818)	(15,426)
<b>Total Expenses from Ordinary Activities</b>	<b>(467,964)</b>	<b>(463,896)</b>	<b>(4,068)</b>	<b>-1%</b>	<b>(3,847,419)</b>	<b>(3,870,798)</b>	<b>23,379</b>	<b>1%</b>	<b>(5,971,044)</b>	<b>(5,797,904)</b>
<b>Net Operating Position</b>	<b>(141,301)</b>	<b>(126,813)</b>	<b>(14,488)</b>	<b>-11%</b>	<b>435,783</b>	<b>441,085</b>	<b>(5,302)</b>	<b>-1%</b>	<b>(356,210)</b>	<b>(280,735)</b>
Asset Revaluation	0	666	(666)	-100%	0	1,332	(1,332)	-100%	0	0
Paid Parental Leave	0	0	0		0	0	0		0	0
Profit/(Loss) on Sale of Assets	0	0	0		0	0	0		(93,754)	6,491
<b>Total Other Income</b>	<b>0</b>	<b>666</b>	<b>(666)</b>	<b>-100%</b>	<b>0</b>	<b>1,332</b>	<b>(1,332)</b>	<b>-100%</b>	<b>0</b>	<b>0</b>
<b>Change in Net Assets From Operations</b>	<b>(141,301)</b>	<b>(126,147)</b>	<b>(15,154)</b>	<b>-12%</b>	<b>435,783</b>	<b>442,417</b>	<b>(6,634)</b>	<b>-1%</b>	<b>(449,965)</b>	<b>(274,244)</b>

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**

Interest

Under budget due to very low interest rates. Rates are effectively 0% for the bank account and >1% for investments.

Operating Grants

Under budget due to not receiving grants.

Employee Costs

Under budget due to having fewer staff on-site due to the covid-19 lockdown and delaying bin-tagging.

Materials & Contracts

Over budget due to maintenance costs, higher than expected bulk waste receivals and general legal costs.

Other Expenses

Under budget due to lower than expected legal bills.

**VARIANCES FOR THE YEAR TO DATE**

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Interest

Under budget due to very low interest rates.

Other Income

Over budget due to receipt of insurance reimbursements and office refit contribution.

Other Expenses

Under budget due to lower than expected legal bills.

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

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1. Financial Performance (continued)

1.2 Statement of Financial Position

**Statement of Financial Position**

As at 28 February 2021

	28-Feb-21	31-Jan-21	Difference
<b>Current Assets</b>			
Bank	198,111	985,636	(787,526)
Reserves	1,704,667	1,183,864	520,803
Debtors	388,742	450,402	(61,659)
Accrued Income	5,119	2,545	2,574
<b>Total Current Assets</b>	<b>2,296,639</b>	<b>2,622,447</b>	<b>(325,807)</b>
<b>Non-current Assets</b>			
Property, Plant & Equipment	1,337,023	1,313,193	23,829
Infrastructure	977,833	917,685	60,148
Right of Use Assets	93,697	94,043	(347)
<b>Total Non-current Assets</b>	<b>2,408,552</b>	<b>2,324,922</b>	<b>83,630</b>
<b>Total Assets</b>	<b>4,705,192</b>	<b>4,947,369</b>	<b>(242,177)</b>
<b>Current Liabilities</b>			
Lease Liability	45,800	45,800	0
Trade & Other Payables	311,528	422,844	(111,315)
Employee Related Provisions	238,257	230,039	8,218
<b>Total Current Liabilities</b>	<b>595,585</b>	<b>698,683</b>	<b>(103,098)</b>
<b>Non-Current Liabilities</b>			
Non-Current Long Service Leave	29,472	27,250	2,222
<b>Total Non-Current Liabilities</b>	<b>29,472</b>	<b>27,250</b>	<b>2,222</b>
<b>Total Liabilities</b>	<b>625,058</b>	<b>725,933</b>	<b>(100,876)</b>
<b>Net Assets</b>	<b>4,080,134</b>	<b>4,221,436</b>	<b>(141,301)</b>
<b>Equity</b>			
Asset Revaluation Reserve	289,498	289,498	0
Reserves	1,704,667	1,183,864	520,803
Retained Earnings	2,085,969	2,748,073	(662,104)
<b>Total Equity</b>	<b>4,080,134</b>	<b>4,221,436</b>	<b>(141,301)</b>

1. Financial Performance (continued)

1.3 Net Current Assets

<b>Net Current Assets</b>			
<b>As at 28 February 2021</b>			
	<b>28-Feb-21</b>	<b>31-Jan-21</b>	<b>Movement</b>
<b>Current Assets</b>			
Cash	198,111	985,636	(787,526)
Reserves	1,704,667	1,183,864	520,803
Debtors	388,742	450,402	(61,659)
Accrued Income	5,119	2,545	2,574
<b>Total Current Assets</b>	<b><u>2,296,639</u></b>	<b><u>2,622,447</u></b>	<b><u>(325,807)</u></b>
<b>Current Liabilities</b>			
Creditors	311,063	362,720	(51,656)
Provisions for Leave	238,257	230,039	8,218
Accruals	465	60,124	(59,659)
<b>Total Current Liabilities</b>	<b><u>549,785</u></b>	<b><u>652,883</u></b>	<b><u>(103,098)</u></b>
<b>Net Assets</b>	<b><u>1,746,854</u></b>	<b><u>1,969,564</u></b>	<b><u>(222,710)</u></b>
<b>Less</b>			
Reserves - Restricted Cash	1,704,667	1,183,864	520,803
<b>Net Current Funding Position</b>	<b><u>42,187.09</u></b>	<b><u>785,700.23</u></b>	<b><u>(743,513)</u></b>

1. Financial Performance (continued)

1.4 Cash Flow Statement

<b>STATEMENT OF CASH FLOWS</b>		
<b>As at 28 February 2021</b>		
	<b>ACTUAL TO DATE 2020/2021</b>	<b>FULL YEAR ACTUAL 2019/2020</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Receipts</b>		
Fees and charges	2,236,934	3,050,142
Operating grants, subsidies and contributions	1,955,832	1,757,951
Interest earnings	7,283	34,214
Other revenue	94,763	611,022
<b>Receipts from operations</b>	<b><u>4,294,812</u></b>	<b><u>5,453,329</u></b>
<b>Payment</b>		
Employee costs	(1,181,131)	(1,593,195)
Materials and contracts	(3,030,138)	(3,034,658)
Utility charges	(9,737)	(10,818)
Insurance Expenses	(54,956)	(59,325)
GST received/ (paid)	(81,441)	10,582
Other expenses	(194,393)	(1,027,587)
<b>Payments from operations</b>	<b><u>(4,551,796)</u></b>	<b><u>(5,715,001)</u></b>
<b>Cash Used in Operating Activities</b>	<b>(256,984)</b>	<b>(261,672)</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>(513,968)</u></b>	<b><u>(523,344)</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for purchase of property, plant and equipment	(54,486)	(68,222)
Payments for purchase of infrastructure	0	(196,489)
Proceeds from sale of plant and equipment	0	0
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b><u>(54,486)</u></b>	<b><u>(264,711)</u></b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments for principal portion of lease liabilities	0	(44,292)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	<b><u>0</u></b>	<b><u>(44,292)</u></b>
<b>SUMMARY OF CASH FLOWS</b>		
Net increase/ (decrease) in cash and cash equivalents	(311,470)	(570,675)
Cash and cash equivalents at the beginning of the year	1,589,146	2,159,821
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH</b>	<b><u>1,277,676</u></b>	<b><u>1,589,146</u></b>

1. Financial Performance (continued)

1.5 Reserves (cash backed)

<b>STATEMENT OF RESERVES</b>			
<b>As at 28 February 2021</b>			
	<b>Operations Reserve</b>	<b>Development Reserve</b>	<b>Total</b>
<b>Opening Balance</b>	707,062	476,802	<b>1,183,864</b>
Interest on investments	803	0	<b>803</b>
Transfer from Surplus	520,000	0	<b>520,000</b>
Transfer to Surplus	0	0	<b>0</b>
<b>Closing Balance</b>	<u><b>1,227,866</b></u>	<u><b>476,802</b></u>	<u><b>1,704,667</b></u>

<b>Reserves Summary</b>			
<b>As at 28 February 2021</b>			
	<b>28-Feb-21</b>	<b>31-Jan-21</b>	<b>Movement</b>
<b>Investments</b>			
Investment 2	476,802	476,802	0
Investment 14	256,825	256,533	292
Investment 20	150,170	150,000	170
Investment 22	300,870	300,529	341
Investment 23	520,000	0	520,000
<b>Total Investments</b>	<u><b>1,704,667</b></u>	<u><b>1,183,864</b></u>	<u><b>520,803</b></u>
<b>Reserves</b>			
Operations Reserve	1,227,866	707,062	520,803
Development Reserve	476,802	476,802	0
<b>Total Reserves</b>	<u><b>1,704,667</b></u>	<u><b>1,183,864</b></u>	<u><b>520,803</b></u>

1. Financial Performance (continued)

1.6 Key Performance Indicators

<b>FINANCIAL RATIOS</b>				
As at 28 February 2021				
<b>Current Ratio</b>				
Current Assets	2,296,639			
LESS: Restricted Current Assets	(1,704,667)	591,972	=	1.0767
	<u>549,785</u>	<u>549,785</u>		
Current Liabilities	549,785	549,785		
LESS: Liabilities Associated with restricted assets				
<p>This 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</p>				
<b>Operating Surplus Ratio</b>				
Operating Revenue	4,283,202			
LESS: Operating Expense	(3,847,419)	435,783	=	10%
	<u>4,196,713</u>	<u>4,196,713</u>		
Own Source Operating Revenue	4,196,713	4,196,713		
<p>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)</p>				
<b>Own Source Operating Revenue</b>				
Own Source Operating Revenue	4,196,713	4,196,713	=	109%
Operating Expense	3,847,419	3,847,419		
<p>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)</p>				

2. Debtors and Creditors Analysis

2.1 Top Ten Customers

TOP TEN CUSTOMERS - FEB 2021						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	0	\$61,909.86	\$61,909.86	Feb-21	1
2	LGIS - Insurance broking - WALGA atf LGISWA	0	\$46,974.16	\$46,974.16	Feb-21	-
3	Town of Claremont	0	\$38,897.86	\$38,897.86	Feb-21	2
4	Town of Cambridge - Verge Valet	0	\$26,700.51	\$26,700.51	Feb-21	7
5	Town of Mosman Park	0	\$25,955.58	\$25,955.58	Feb-21	3
6	Town of Cottesloe		\$25,003.28	\$25,003.28	Feb-21	4
7	Town of Mosman Park - Verge Valet		\$11,859.79	\$11,859.79	Feb-21	8
8	Shire of Peppermint Grove		\$6,899.20	\$6,899.20	Feb-21	6
9	Town of Cottesloe - Verge Valet		\$6,847.04	\$6,847.04	Feb-21	10
10	Suez Recycling & Recovery		\$4,906.92	\$4,906.92	Feb-21	-

TOP TEN CUSTOMERS - YEAR TO DATE						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	\$ 683,783.00	\$548,776.26	\$1,232,559.26	Jul 20 - Jun 21	1
2	Town of Claremont	\$ 424,594.00	\$291,065.50	\$715,659.50	Jul 20 - Jun 21	2
3	Town of Mosman Park	\$ 361,135.00	\$210,523.59	\$571,658.59	Jul 20 - Jun 21	3
4	Town of Cottesloe	\$ 327,047.00	\$207,235.08	\$534,282.08	Jul 20 - Jun 21	4
5	Town of Cambridge - Verge Valet		\$154,580.56	\$154,580.56	Jul 20 - Jun 21	6
6	Shire of Peppermint Grove	\$ 68,652.00	\$67,419.15	\$136,071.15	Jul 20 - Jun 21	5
7	Town of Mosman Park - Verge Valet		\$91,749.19	\$91,749.19	Jul 20 - Jun 21	8
8	Town of Cambridge	\$ 79,012.00	\$2,679.85	\$81,691.85	Jul 20 - Jun 21	7
9	LGIS - Insurance broking - WALGA atf LGISWA		\$58,937.66	\$58,937.66	Jul 20 - Jun 21	-
10	Town of Cottesloe - Verge Valet		\$51,471.49	\$51,471.49	Jul 20 - Jun 21	9

2. Debtors and Creditors Analysis (continued)

2.2 Debtors Age Analysis

<b>AGED DEBTOR ANALYSIS</b>						
<b>As at 28 February 2021</b>						
	<b>Current (\$)</b>	<b>&lt;1 Month (\$)</b>	<b>1 month (\$)</b>	<b>2 month (\$)</b>	<b>Older (\$)</b>	<b>Total (\$)</b>
<b>Member Councils</b>						
City of Subiaco	103,312	0	0	0	0	103,312
City of Subiaco - Recycling	2,426	0	0	0	0	2,426
Shire of Peppermint Grove	11,588	0	0	0	0	11,588
Town of Cottesloe	27,504	0	0	0	0	27,504
Town of Cottesloe - Verge Valet	15,861	0	0	0	0	15,861
Town of Mosman Park	28,551	0	0	0	0	28,551
Town of Mosman Park - Verge Valet	27,685	0	0	0	0	27,685
Town of Claremont	63,883	19,134	0	0	0	83,017
<b>Total</b>	<b>280,809</b>	<b>19,134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>299,943</b>
	94%	6%	0%	0%	0%	6%
<b>Participating Councils</b>						
Town of Cambridge	226	0	0	0	0	226
Town of Cambridge - Verge Valet	60,719	0	0	0	0	60,719
<b>Total</b>	<b>60,945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,945</b>
	20%	0%	0%	0%	0%	0%
<b>Non-members</b>						
Beldon Satellite & Cable Pty Ltd	160	0	0	0	0	160
Brockway DiCOM Facility Pty Ltd ATF	719	0	0	0	0	719
Central Psychiatric Service	263	0	0	0	0	263
City of Nedlands	2,420	0	0	0	0	2,420
City of Perth	61	0	0	0	0	61
Cleanaway Pty Ltd	52	0	0	0	0	52
Davidson Projects Pty	2,115	0	0	0	0	2,115
Landscapes for Life	570	0	0	0	0	570
Martin Cuthbert Landscapes	2,006	0	0	0	0	2,006
Methodist Ladies College	80	42	0	0	0	122
More Than A Mow	322	0	0	0	0	322
Presbyterian Ladies College	1,067	0	0	0	0	1,067
Project West	1,096	0	0	0	0	1,096
Sir Charles Gardener Hospital	1,080	0	0	0	0	1,080
Suez Recycling & Recovery	5,398	0	0	0	0	5,398
The Claremont Gardener	285	0	0	0	0	285
Tidy Up	2,833	3,000	0	0	0	5,833
TLC - The Lifting Company	380	0	0	0	0	380
Transpacific Cleanaway T/A Multiskip	758	204	0	0	0	962
UWA Building Services / Campus Manager	1,143	0	0	0	0	1,143
West to West Group	1,799	0	0	0	0	1,799
<b>Total</b>	<b>24,608</b>	<b>3,246</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,854</b>
	88%	12%	0%	0%	0%	12%
<b>Grand Total</b>	<b>366,362</b>	<b>22,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>388,742</b>
	94%	6%	0%	0%	0%	100%

2.3 Top Ten Suppliers

<b>TOP TEN SUPPLIERS - FEB 2021</b>				
<b>Ranking</b>	<b>Name</b>	<b>\$ excl GST</b>	<b>Period</b>	<b>Previous Month</b>
1	City of Rockingham	\$118,958.61	Feb-21	1
2	Design Fit	\$66,291.51	Feb-21	-
3	Perth Bin Hire	\$59,103.22	Feb-21	4
4	Waste Initiatives Pty Ltd Proposal	\$32,092.00	Feb-21	-
5	Jones Day	\$30,695.86	Feb-21	2
6	D&M Waste Management	\$30,197.10	Feb-21	5
7	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$18,805.24	Feb-21	-
8	West Tip Waste Management	\$15,230.00	Feb-21	7
9	OTR Tyres	\$11,326.20	Feb-21	-
10	JH Computer Services	\$4,501.51	Feb-21	-

<b>TOP TEN SUPPLIERS - YEAR TO DATE</b>				
<b>Ranking</b>	<b>Name</b>	<b>\$ excl GST</b>	<b>Period</b>	<b>Previous Month</b>
1	City of Rockingham	\$1,016,266.99	Jul 20 - Jun 21	1
2	Perth Bin Hire	\$438,050.26	Jul 20 - Jun 21	2
3	Jones Day	\$227,346.73	Jul 20 - Jun 21	3
4	D&M Waste Management	\$195,995.35	Jul 20 - Jun 21	4
5	West Tip Waste Management	\$125,767.75	Jul 20 - Jun 21	5
6	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$115,840.40	Jul 20 - Jun 21	7
7	LGIS - Insurance broking - WALGA atf LGISWA	\$105,507.47	Jul 20 - Jun 21	6
8	Design Fit	\$83,230.99	Jul 20 - Jun 21	-
9	WA BOS - Silos	\$54,486.21	Jul 20 - Jun 21	8
10	Waste Initiatives Pty Ltd Proposal	\$32,092.00	Jul 20 - Jun 21	-

2. Debtors and Creditors Analysis (continued)

2.4 Creditors Age Analysis

**Aged Creditor Analysis**  
 As at 28 February 2021

<b>Contact</b>	<b>Current</b>	<b>&lt; 1 Month</b>	<b>1 Month</b>	<b>2 Months</b>	<b>Older</b>	<b>Total</b>
AIT Specialists Pty Ltd	0	133	0	0	0	133
Castrol	0	871	0	0	0	871
City of Rockingham	58,414	0	0	0	0	58,414
Claw Environmental Pty. Ltd.	206	0	0	0	0	206
Cleanaway Pty Ltd	273	0	0	0	0	273
Commandacom Pty Ltd	498	0	0	0	0	498
Community Resources Limited (Soft Landing mattress recycling	5,927	0	0	0	0	5,927
Complete Office Supplies Pty Ltd	0	0	0	0	(113)	(113)
Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	34,428	0	0	0	0	34,428
D&M Waste Management	67,447	0	0	0	0	67,447
Docu-Shred	42	0	0	0	0	42
Elan Energy Matrix Pty.Ltd.	0	220	0	0	0	220
Heatley Sales Pty Ltd	453	0	0	0	0	453
Hosemasters	729	0	0	0	0	729
HR Central	413	0	0	0	0	413
JH Computer Services	2,992	0	0	0	0	2,992
Jones Day	33,765	0	0	0	0	33,765
Mandalay Technologies	3,575	0	0	0	0	3,575
Marketforce Express	0	0	0	0	(697)	(697)
Melan Welhenage	0	165	0	0	0	165
Myaree Crane Hire	330	0	0	0	0	330
National Storage - Subiaco	232	0	0	0	0	232
Perth Bin Hire	65,014	0	0	0	0	65,014
Post Newspapers	660	0	0	0	(423)	237
Synergy	1,540	0	0	0	0	1,540
Telstra	903	0	0	0	0	903
Total Supplies	958	0	0	0	0	958
WA BOS - Semi Trailer Equipment Pty Ltd	6,443	0	0	0	0	6,443
WALGA	0	(578)	(1,045)	0	0	(1,623)
West Tip Waste Management	16,753	0	0	0	0	16,753
<b>Total Aged Payables</b>	<b>301,995</b>	<b>811</b>	<b>(1,045)</b>	<b>0</b>	<b>(1,233)</b>	<b>300,528</b>

3. Treasury  
 3.1 Cash Invested

<b>Investments</b>									
<b>As at 28 February 2021</b>									
<b>Invest No.</b>	<b>Date Invested</b>	<b>Reserve Fund</b>	<b>Maturity Date</b>	<b>Amount Invested</b>	<b>Current Rate</b>	<b>Term (days)</b>	<b>Bank Lodged</b>	<b>Maturity Amount</b>	<b>Gross Interest</b>
Investment 2	13/01/2021	Development Reserve	13/04/2021	\$476,802	0.35%	90	NAB	\$477,213	\$411
Investment 14	18/02/2021	Operations Reserve	18/03/2021	\$256,825	0.06%	28	NAB	\$256,837	\$12
Investment 20	11/02/2021	Operations Reserve	11/04/2021	\$150,170	0.20%	59	NAB	\$150,219	\$49
Investment 22	25/02/2021	Operations Reserve	25/05/2021	\$300,870	0.30%	89	NAB	\$301,090	\$220
Investment 23	1/02/2021	Operations Reserve	1/05/2021	\$520,000	0.33%	89	NAB	\$520,418	\$418
<b>Total Funds Invested</b>				<b>\$1,704,667</b>					

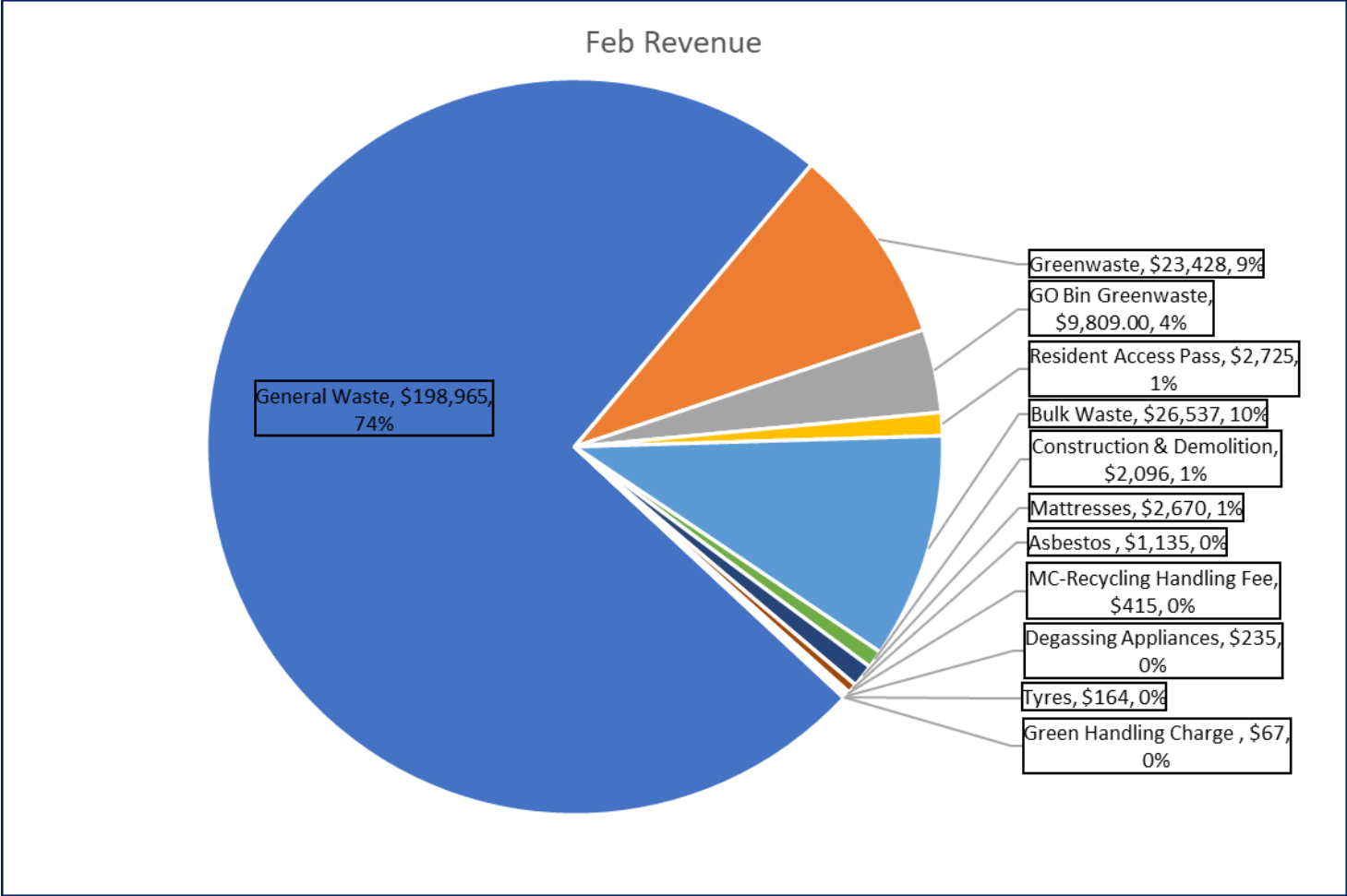
3.2 Cash Analysis

<b>Cash Analysis</b>			
<b>As at 28 February 2021</b>			
	<b>28-Feb-21</b>	<b>31-Jan-21</b>	<b>Movement</b>
<b>Reserves</b>			
Operations Reserve	1,227,866	707,062	520,803
Development Reserve	476,802	476,802	0
<b>Total Reserves</b>	<b>1,704,667</b>	<b>1,183,864</b>	<b>520,803</b>
<b>Unrestricted Cash</b>			
Commonwealth Cheque Account	197,511	985,172	(787,661)
<b>Total Unrestricted Cash</b>	<b>197,511</b>	<b>985,172</b>	<b>(787,661)</b>
<b>Total Cash</b>	<b>1,902,178</b>	<b>2,169,036</b>	<b>(266,858)</b>

4. Capital Expenditure

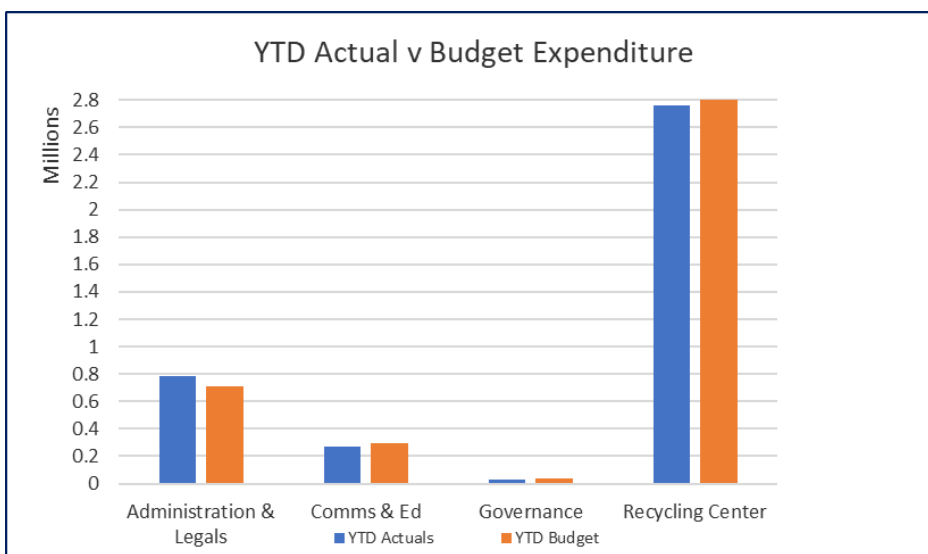
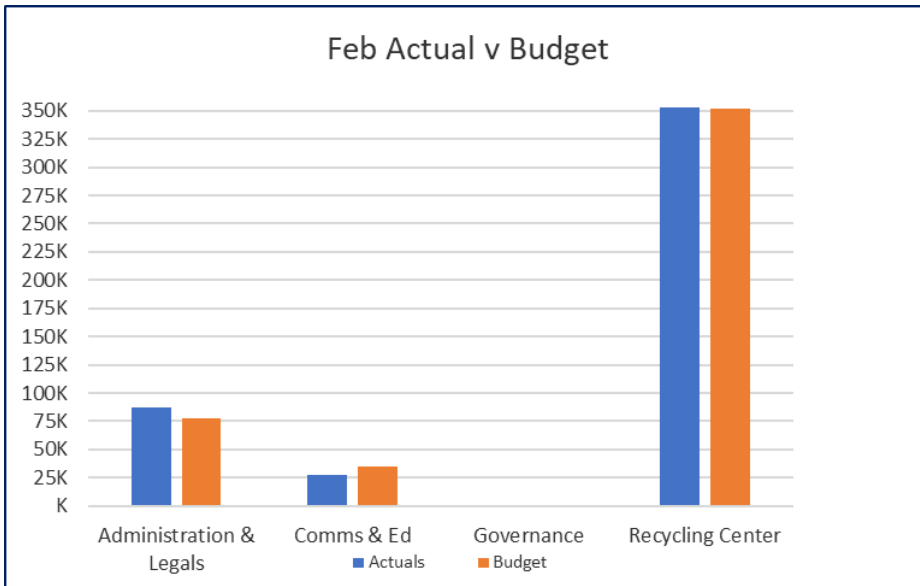
<b>STATEMENT OF INVESTING ACTIVITIES</b>				
<b>As at 28 February 2021</b>				
	<b>Month Movement</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>2020/21 Budget</b>
<b>Buildings</b>				
HHW Carport Cover	0	9545	6,363	9,545
<b>Total Buildings</b>	<b>0</b>	<b>9,545</b>	<b>6,363</b>	<b>9,545</b>
<b>Furniture &amp; Equipment</b>				
Nil	0	0	0	0
<b>Total Office Furniture</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant &amp; Equipment</b>				
Vehicles	0	12,725	8,483	12,725
Mandalay Software	0	4,858	3,239	4,858
Cardboard Compactor	32,092	32,092	66,667	100,000
Forklift	0	13,708	9,139	13,708
Roller Smart Shutters	0	3,440	2,293	3,440
Silo Deflector Plates	0	0	11,580	17,370
Silo Replacement	54,486	54,486	166,049	249,074
<b>Total Property, Plant &amp; Equipment</b>	<b>86,578</b>	<b>121,310</b>	<b>267,450</b>	<b>401,175</b>
<b>Infrastructure</b>				
Admin Office Renovation	0	0	51,331	76,997
Weighbright Office Renovation	0	0	13,333	20,000
<b>Total Infrastructure</b>	<b>0</b>	<b>0</b>	<b>64,665</b>	<b>96,997</b>
<b>Total Capital Expenditure</b>	<b>86,578</b>	<b>130,855</b>	<b>338,478</b>	<b>507,717</b>

5. Revenue



6. Actual v Budget Expenditure

<b>Budget v Actuals Summary</b>								
<b>WESTERN METROPOLITAN REGIONAL COUNCIL</b>								
<b>1 Feb 2021 to 28 Feb 2021</b>								
	<b>Actual</b>	<b>Budget</b>	<b>Var AUD</b>	<b>Var %</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var AUD</b>	<b>Var %</b>
<b>Income</b>								
Revenue	326,663	337,083	(10,420)	-3%	4,283,202	4,311,883	(28,681)	-1%
<b>Total Income</b>	<b>326,663</b>	<b>337,083</b>	<b>(10,420)</b>	<b>-3%</b>	<b>4,283,202</b>	<b>4,311,883</b>	<b>(28,681)</b>	<b>-1%</b>
<b>Less Operating Expenses</b>								
Administration & Legals	87,413	77,196	10,217	13%	785,516	707,062	78,454	11%
Comms & Ed	27,721	35,089	(7,368)	-21%	270,880	293,144	(22,264)	-8%
Governance	0	160	(160)	-100%	26,927	39,072	(12,145)	-31%
Recycling Center	352,830	351,451	1,379	0%	2,764,096	2,831,520	(67,424)	-2%
<b>Total Operating Expenses</b>	<b>467,964</b>	<b>463,896</b>	<b>4,068</b>	<b>1%</b>	<b>3,847,419</b>	<b>3,870,798</b>	<b>(23,379)</b>	<b>-1%</b>
<b>Net Profit</b>	<b>(141,301)</b>	<b>(126,813)</b>	<b>(14,488)</b>	<b>-11%</b>	<b>435,783</b>	<b>441,085</b>	<b>(5,302)</b>	<b>-1%</b>



# Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 January 2021 to 31 January 2021

Cash Basis

Date	Description	Reference	Credit
<b>Commonwealth Cheque Account</b>			
02 Jan 2021	CBA	Bank fees	400.97
04 Jan 2021	SALARIES AND WAGES Western Metropol	Salaries	40,314.77
05 Jan 2021	SuperChoice	Super	7,186.21
05 Jan 2021	Payment: Heatley Sales Pty Ltd	Safety equipment	31.68
05 Jan 2021	Payment: D&M Waste Management	Haulage	9,484.23
05 Jan 2021	Payment: Key2 Creative (Design)	Design work	2,541.00
05 Jan 2021	Payment: D&M Waste Management	Haulage	35,673.03
05 Jan 2021	Payment: Peter Ward	Legal fees	5,580.30
05 Jan 2021	Payment: Melan Welhenage	Cleaning	245.00
05 Jan 2021	Payment: D&M Waste Management	Haulage	8,729.26
05 Jan 2021	Payment: Commandacom Pty Ltd	Phones	132.00
05 Jan 2021	Payment: Simply Uniforms	Uniforms	879.56
05 Jan 2021	Payment: More Than A Mow	Ground maintenance	800.00
05 Jan 2021	Payment: Taylor Tyres Pty Ltd	Tyre disposal	495.00
05 Jan 2021	Payment: The Fruit Box	Fruit office	100.93
05 Jan 2021	Payment: Heatley Sales Pty Ltd	RC safety supplies	1.38
05 Jan 2021	Payment: Perth Bin Hire	Haulage	13,062.15
05 Jan 2021	Payment: Safe Right	Safety equipment	468.39
07 Jan 2021	Payment: Caltex Australia	Fuel	509.82
07 Jan 2021	Payment: HR Central	Software subscription	412.50
08 Jan 2021	Payment: Synergy	Electricity	565.39
12 Jan 2021	Payment: National Storage - Subiaco	Storage	232.40
12 Jan 2021	Payment: Synergy	Electricity	238.72
13 Jan 2021	Payment: Pentanet Pty Ltd	Internet	134.00
13 Jan 2021	Payment: Pentanet Pty Ltd	Internet	124.95
14 Jan 2021	Churchill Strata Pty Ltd (Rent)	Rent	3,300.00
15 Jan 2021	Payment: Water Corporation	Water bill	321.53
15 Jan 2021	Commonwealth Bank	Bank fees	3.10
15 Jan 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank fees	4.84
18 Jan 2021	SALARIES AND WAGES Western Metropol	Salaries	44,510.40
18 Jan 2021	Payment: St John Ambulance Australia (Western Australia)	Safety equipment	84.69
18 Jan 2021	Payment: Key2 Creative (Design)	Design work	253.00
18 Jan 2021	Payment: Post Newspapers	Advertisement	770.00
18 Jan 2021	Payment: Post Newspapers	Advertisement	660.00
18 Jan 2021	Payment: Perth Bin Hire	Haulage	1,324.55
18 Jan 2021	Payment: City of Rockingham	Haulage	70,065.37
18 Jan 2021	Payment: Perth Bin Hire	Haulage	280.50
18 Jan 2021	Payment: Key2 Creative (Website)	Design work	1,188.00
18 Jan 2021	Payment: the rigging shed	Maintenance NCH hosts	5,500.00
18 Jan 2021	Payment: Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	Haulage	20,976.78
18 Jan 2021	Payment: Claw Environmental Pty. Ltd.	Polystyrene	367.40
18 Jan 2021	Payment: Perth Bin Hire	Haulage	10,527.00
18 Jan 2021	Payment: Jones Day	Legal fees	11,682.60
18 Jan 2021	Payment: Post Newspapers	Advertisement	550.00
18 Jan 2021	Payment: Waste Management & Resource Recovery Assoc. Aust.	Prof membership	840.00
18 Jan 2021	Payment: Perth Bin Hire	Haulage	627.00
18 Jan 2021	Payment: Claw Environmental Pty. Ltd.	Polystyrene	336.60
18 Jan 2021	Payment: West Tip Waste Management	haulage	14,850.00
18 Jan 2021	Payment: Cleanaway Pty Ltd	cardboard recycling	262.80
18 Jan 2021	Payment: Perth Bin Hire	Haulage	1,688.50
18 Jan 2021	Payment: Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	Haulage	15,438.10
18 Jan 2021	Payment: Heatley Sales Pty Ltd	Rc supplies	724.97
18 Jan 2021	Payment: Cleanaway Pty Ltd	cardboard recycling	328.50
18 Jan 2021	Payment: Mini-Tankers Australia Pty Ltd (Refuelling Solutions)	Fuel	1,845.24
18 Jan 2021	Payment: WA BOS - Semi Trailer Equipment Pty Ltd	Maintenance trailer	1,110.40
18 Jan 2021	Payment: City of Rockingham	Haulage	81,139.38
18 Jan 2021	Payment: Jones Day	Legal fees	1,238.71
18 Jan 2021	Payment: Key2 Creative (Design)	Design work	2,178.00
18 Jan 2021	Payment: Wren Oil	Oil disposal	74.25
19 Jan 2021	Super Choice	Super	8,639.10
21 Jan 2021	Payment: WA BOS - Silos	Silos	59,934.83
25 Jan 2021	Payment: Synergy	Electricity	241.24
27 Jan 2021	Payment: Heatley Sales Pty Ltd	Safety equipment	96.09
27 Jan 2021	Payment: Iron Mountain AU Group Pty. Ltd.	Storage	167.64
27 Jan 2021	Payment: Eustance, Elisabeth	Staff reimbursement	12.12
27 Jan 2021	Payment: Post Newspapers	Advertisement	770.00
27 Jan 2021	Payment: Cannon hygiene Australia Pty Ltd	staff amenities	1,891.09
27 Jan 2021	Payment: Docu-Shred	Shredding	572.00
27 Jan 2021	Payment: West Tip Waste Management	Haulage	1,617.00
27 Jan 2021	Payment: AIT Specialists Pty Ltd	Fuel tax	148.50
27 Jan 2021	Payment: Mini-Tankers Australia Pty Ltd (Refuelling Solutions)	Fuel	1,894.71
27 Jan 2021	Payment: City of Rockingham	Haulage	68,199.28
27 Jan 2021	Payment: Forget Your Books Pty Ltd	IT subscription	264.00
27 Jan 2021	Payment: Perth Bin Hire	Haulage	46,070.46
27 Jan 2021	Payment: JH Computer Services	IT services	2,640.19
27 Jan 2021	Payment: D&M Waste Management	Haulage	33,343.66
27 Jan 2021	Payment: West Tip Waste Management	Haulage	17,737.50

27 Jan 2021	Payment: Perth Bin Hire	Haulage	396.00
27 Jan 2021	Payment: D&M Waste Management	Haulage	7,012.67
27 Jan 2021	Payment: OAG - Office of the Auditor General	Legal Audit	24,310.00
27 Jan 2021	Payment: Docu-Shred	Shredding	41.80
29 Jan 2021	Payment: Synergy	Electricity	230.04
<b>Total Commonwealth Cheque Account</b>			<b>699,625.77</b>

#### Commonwealth Credit Card SF

05 Jan 2021	Farmer Jacks - Subiaco	office catering	71.89
05 Jan 2021	Deputy Software	Software subscription	25.14
06 Jan 2021	ABCorp	office supplies	1,232.00
07 Jan 2021	Who gives a crap	Toilet paper	60.00
08 Jan 2021	Ikea	Office furniture	24.00
13 Jan 2021	Department of Environment Regulation	Licence fee	1,624.00
18 Jan 2021	Strange grains	Office catering	36.00
18 Jan 2021	Strange grains	Office catering	3.00
18 Jan 2021	SQ Community Coffee	Catering office	64.00
20 Jan 2021	Officeworks	stationary	57.95
20 Jan 2021	CANVA* 02940-1851307 8778877815 DE	Subscription design	17.99
<b>Total Commonwealth Credit Card SF</b>			<b>3,215.97</b>

#### Commonwealth Credit Card GF

01 Jan 2021	kfc	RC catering	68.90
01 Jan 2021	ABR Security	RC Security	231.00
01 Jan 2021	Bunnings Claremont	RC supplies	257.00
01 Jan 2021	EG FuelCo Floreat	RC milk	5.00
01 Jan 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC milk	2.50
04 Jan 2021	Telstra	RC phones	100.00
11 Jan 2021	Repco	RC supplies	198.00
11 Jan 2021	EG FuelCo Floreat	RC milk	5.00
11 Jan 2021	Stihl Shop	RC supplies	90.00
12 Jan 2021	RAP Osborne park	RC supplies	104.50
15 Jan 2021	Nara Training Kewdale	RC supplies	740.00
15 Jan 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC milk	2.50
20 Jan 2021	Coles express	RC supplies	53.12
22 Jan 2021	Bunnings Wembley	RC supplies	49.00
25 Jan 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC milk	5.00
25 Jan 2021	CSP Group	RC supplies	534.70
<b>Total Commonwealth Credit Card GF</b>			<b>2,446.22</b>

#### Petty Cash

01 Jan 2021	Farmer Jacks - Subiaco	milk office	3.80
11 Jan 2021	Farmer Jacks - Subiaco	milk office	3.00
19 Jan 2021	Gumtree	Office drawer	80.00
21 Jan 2021	Community Coffee Co.	Catering meeting	14.50
22 Jan 2021	Cat cafe	Catering	37.53
<b>Total Petty Cash</b>			<b>138.83</b>

<b>Total</b>			<b>705,426.79</b>
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# Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 February 2021 to 28 February 2021

Cash Basis

Date	Description	Reference	Credit
<b>Commonwealth Cheque Account</b>			
01 Feb 2021	Super Choice	Super	7,891.22
01 Feb 2021	National Australia Bank	New investment	520,000.00
01 Feb 2021	SALARIES AND WAGES Western Metropol	Salaries	40,065.15
01 Feb 2021	Payment: Telstra	Telstra phones	451.29
02 Feb 2021	Payment: Perth Bin Hire	Haulage	9,972.20
02 Feb 2021	CBA	Bank fees	368.77
02 Feb 2021	Payment: Jim's Cleaning	Cleaning	1,430.00
02 Feb 2021	Payment: D&M Waste Management	Haulage	6,300.67
02 Feb 2021	Payment: People Sense	Employee assistance program	880.00
02 Feb 2021	Payment: Elgas	Gas cylinder	35.44
02 Feb 2021	Payment: Forget Your Books Pty Ltd	IT Software	132.00
02 Feb 2021	Payment: Perth Bin Hire	Haulage	3,657.94
02 Feb 2021	Payment: Gavin Burgess	Battery collection	1,694.00
02 Feb 2021	Payment: Pentanet Pty Ltd	Internet	134.00
02 Feb 2021	Payment: Jones Day	Legal fees	10,358.88
02 Feb 2021	Payment: The Fruit Box	Office catering	69.20
02 Feb 2021	Payment: McGregor Surveys	Survey	209.00
02 Feb 2021	Payment: Peter Ward	Legal fees	10,094.70
02 Feb 2021	Payment: Perth Bin Hire	Haulage	1,396.73
02 Feb 2021	Payment: Perth Bin Hire	Haulage	726.00
02 Feb 2021	Payment: Melan Welhenage	Cleaning	220.00
02 Feb 2021	Payment: Key2 Creative (Design)	Design work	462.00
02 Feb 2021	Payment: Elgas	gas cylinders	30.80
02 Feb 2021	Payment: Cleanaway Pty Ltd	Haulage	272.60
05 Feb 2021	Payment: HR Central	IT Software	412.50
07 Feb 2021	Payment: Caltex Australia	Fuel	508.15
12 Feb 2021	Payment: National Storage - Subiaco	Storage	232.40
14 Feb 2021	Churchill Strata Pty Ltd (Rent)	Rent	3,300.00
15 Feb 2021	Payment: Electrical Nett	maintenance plant	2,488.70
15 Feb 2021	Payment: Peter Engel	Staff reimbursement	109.95
15 Feb 2021	Payment: Perth Bin Hire	Haulage	1,969.00
15 Feb 2021	Payment: Perth Bin Hire	Haulage	836.00
15 Feb 2021	Payment: Pentanet Pty Ltd	Internet	124.95
15 Feb 2021	Payment: Mandalay Technologies Pty Ltd	Weighbridge	2,860.00
15 Feb 2021	Payment: Claw Environmental Pty. Ltd.	Polystyrene	398.20
15 Feb 2021	Payment: WALGA	Walga	688.00
15 Feb 2021	Payment: More Than A Mow	Ground maintenance	650.00
15 Feb 2021	Payment: City of Rockingham	haulage	56,291.80
15 Feb 2021	Payment: Elan Energy Matrix Pty.Ltd.	tyre disposal	422.43
15 Feb 2021	Payment: Heatley Sales Pty Ltd	Safety equipment	183.94
15 Feb 2021	Payment: Key2 Creative (Design)	Design work	2,002.00
15 Feb 2021	Payment: Total Supplies	Office supplies	224.73
15 Feb 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank fees	0.04
15 Feb 2021	Payment: Paul Gofford	Staff reimbursement	52.95
15 Feb 2021	SALARIES AND WAGES Western Metropol	Salaries	39,492.59
15 Feb 2021	Payment: Hose Masters	Maintenance Loader	1,097.02
15 Feb 2021	Payment: WALGA	Walga course	578.00
15 Feb 2021	Payment: Commandacom Pty Ltd	Phones	78.33
15 Feb 2021	Payment: Laura Monisse	Staff reimbursement	126.48
15 Feb 2021	Payment: Jones Day	Legal Fees	49,034.76
15 Feb 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank fees	4.36
15 Feb 2021	Commonwealth Bank	Bank Fees	2.00
15 Feb 2021	Payment: Perth Bin Hire	Haulage	1,089.00
15 Feb 2021	Payment: WALGA	Walga course	688.00
15 Feb 2021	Payment: Iron Mountain AU Group Pty. Ltd.	Storage	167.64
15 Feb 2021	Payment: OTR Tyres	CAT loader tyres	12,458.82
15 Feb 2021	Payment: Eustance, Elisabeth	Staff reimbursement	12.12
15 Feb 2021	Super Choice	Super	7,630.47
15 Feb 2021	Pentanet Pty Ltd	Internet	124.95
15 Feb 2021	Payment: JH Computer Services	IT Services	11.00
15 Feb 2021	Payment: Elan Energy Matrix Pty.Ltd.	Tyre disposal	211.26
15 Feb 2021	Payment: Fowler, George	Staff reimbursement	250.14
15 Feb 2021	Pentanet Pty Ltd	Internet	134.00
15 Feb 2021	Payment: Jones Day	Legal fees	19,282.44
15 Feb 2021	Payment: Post Newspapers	Advertisement	770.00
15 Feb 2021	Payment: Hosemasters	Hose on Backhoe	229.26
15 Feb 2021	Payment: Electrical Nett	Maintenance plant	531.85
16 Feb 2021	Australian Taxation Office	20-21 PAYG Jan	25,572.00
16 Feb 2021	Payment: Gavin Burgess	Battery collection	1,955.80
16 Feb 2021	Australian Taxation Office	20-21 BAS Oct-Dec	23,390.00
17 Feb 2021	Payment: Water Corporation	Water utilities RC	898.96
18 Feb 2021	Payment: Elgas	gas bottle	31.72
18 Feb 2021	Payment: Water Corporation	Water Admin office	312.78
23 Feb 2021	Payment: Community Resources Limited (Soft Landing mattress recycling)	Mattress recycling	2,845.99
23 Feb 2021	Payment: Key2 Creative (Website)	Design work	154.00
23 Feb 2021	Payment: City of Rockingham	Haulage	72,440.60
23 Feb 2021	Payment: The Organic Collective	Fruit office	39.95
23 Feb 2021	Payment: Perth Bin Hire	Haulage	35,046.62
23 Feb 2021	Payment: West Tip Waste Management	Haulage	1,347.50
23 Feb 2021	Payment: Perth Bin Hire	Haulage	231.00
23 Feb 2021	Payment: Mini-Tankers Australia Pty Ltd (Refuelling Solutions)	Fuel	1,830.87
23 Feb 2021	Payment: Ecocycle Pty Ltd	x-ray recycling	147.61
23 Feb 2021	Payment: Perth Bin Hire	Haulage	8,349.00
23 Feb 2021	Payment: Copyright Agency	Copyright	1,230.10
23 Feb 2021	Payment: Aust-weigh Pty Ltd	Weighbridge calibration	2,530.00
23 Feb 2021	Payment: Perth Bin Hire	Haulage	610.06

23 Feb 2021	Payment: West Tip Waste Management	haulage	15,675.00
23 Feb 2021	Payment: Design Fit	Office reno	66,291.51
23 Feb 2021	Payment: Easysafe Liquid Waste Disposal	Ground maintenance	4,368.10
23 Feb 2021	Payment: Perth Bin Hire	Haulage	1,853.68
23 Feb 2021	Payment: Key2 Creative (Design)	Design work	385.00
23 Feb 2021	Payment: JH Computer Services	IT services	1,948.47
23 Feb 2021	Payment: Perth Bin Hire	haulage	5,846.10
23 Feb 2021	Payment: Post Newspapers	Advertisement	770.00
23 Feb 2021	Payment: Waste Initiatives Pty Ltd Proposal	Cardboard compactor	35,301.20
23 Feb 2021	Payment: St John Ambulance Australia (Western Australia)	Training	569.99
23 Feb 2021	Payment: Perth Bin Hire	Haulage	3,445.45
25 Feb 2021	SALARIES AND WAGES Western Metropol	Salaries	40,122.77
25 Feb 2021	SuperChoice	Super	7,688.42
25 Feb 2021	SALARIES AND WAGES Western Metropol	Salaries	203.24
26 Feb 2021	SuperChoice	Super	182.18
26 Feb 2021	SuperChoice	Super	8,775.28
26 Feb 2021	Super Choice	Super	29.57
<b>Total Commonwealth Cheque Account</b>			<b>1,197,033.34</b>

#### Commonwealth Credit Card SF

01 Feb 2021	Commonwealth Bank	Bank fees	40.00
05 Feb 2021	Deputy Software	IT software	12.49
11 Feb 2021	J&K Hopkins	Peter Desk	764.00
15 Feb 2021	Officeworks	Office supplies	47.30
16 Feb 2021	Ergolink	Office chair	398.95
22 Feb 2021	Canva	IT subscription	17.99
25 Feb 2021	Totally Workwear (Mt Hawthorn)	Uniforms RC	176.25
<b>Total Commonwealth Credit Card SF</b>			<b>1,456.98</b>

#### Commonwealth Credit Card GF

01 Feb 2021	Jus Tinting & Autoglass	Vehicle maintenance	458.55
01 Feb 2021	Commonwealth Bank	Bank fees	40.00
16 Feb 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	Milk	5.00
24 Feb 2021	Woolworths	RC supplies	45.50
26 Feb 2021	Seek Limited	Recruitment	220.00
<b>Total Commonwealth Credit Card GF</b>			<b>769.05</b>

#### Petty Cash

15 Feb 2021	Golden Choice	Office catering	3.00
<b>Total Petty Cash</b>			<b>3.00</b>

<b>Total</b>			<b>1,199,262.37</b>
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# Debtors outstanding

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 19 March 2021

<b>Contact</b>	<b>1 Month</b>	<b>2 Months</b>	<b>3 Months</b>	<b>Older</b>	<b>Total</b>	
Transpacific Cleanaway T/A Multiskip	204.00	0.00	0.00	0.00	204.00	Payment has been actioned
<b>Total</b>	<b>204.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>204.00</b>	

# MINUTES

## CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING (CEOAC 01/2021)

Thursday 21 January 2021  
Commenced at 2:00 pm

**Meeting held by teleconference**

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## **WMRC Member Councils**

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

# 1. DECLARATION OF OPENING

Welcome and opening of meeting at 2:04 by Chair Don Burnett, CEO of the Shire of Peppermint Grove.

# 2. RECORD OF ATTENDANCE AND APOLOGIES

<b>Member</b>	<b>Position</b>	<b>Council</b>
Mr D Burnett (Chair)	Chief Executive Officer	Shire of Peppermint Grove
Ms C Bywater	Chief Executive Officer	Town of Mosman Park
Mr M Scott	Chief Executive Officer	Town of Cottesloe
Mr C Frewing	Chief Executive Officer (Acting)	City of Subiaco
<b>Visitors</b>	<b>Position</b>	<b>Council / Organisation</b>
Mr S Frodsham	Chief Executive Officer	WMRC
Mr P Engel	Manager Operations	WMRC
Ms A Bell	Manager Finance & Governance	WMRC
Ms L Eustance	Manager Communications & Education	WMRC

## Leave of Absence

Nil

## Apologies

Ms L Ledger	Chief Executive Officer	Town of Claremont
Mr K Hincks	Director Infrastructure & Works	Town of Cambridge

# 3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 19 November 2020 are at **Attachment 1**.

## CEOAC and OFFICER'S RECOMMENDATION

**3.1 The minutes of the CEOAC meeting held on 19 November 2020 be accepted as a true and proper record of that meeting.**

**Moved: Carissa Bywater Seconded: Cliff Frewing CARRIED: 4/0**

# 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 20 November 2020 dealt with at the WMRC Ordinary Meeting of 3 December 2020.

Members will be updated verbally on any new developments.

Answers to questions from members will be provided where possible.

### CEOAC and OFFICER'S RECOMMENDATION

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

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## 4.2 Confidential Report – Waste to Energy Tender

At the OCM of 3 Dec 2020, the WMRC Council appointed East Rockingham Waste to Energy as preferred tenderer and requiring that the Waste Supply Agreement negotiations be concluded by 29 Jan 2021.

Members will be updated verbally on any new developments.

### CEOAC and OFFICER'S RECOMMENDATION

#### 4.2.1 The verbal report of the WMRC CEO be noted.

**Moved: Carissa Bywater Seconded: Cliff Frewing CARRIED: 4/0**

## 4.3 FOGO update and transition

One feature common to all Member Council waste plans is the plan to transition to FOGO by the DWER target date of 2025. WMRC's waste plan includes a commitment to support that transition; and the West Metro RC is already licensed to receive FOGO waste. However, enquiries with potential processors have so far not resulted in any particularly attractive options. CEOAC will be aware that WMRC advised the Town of Cottesloe to delay their start of FOGO collection from early 2021 to 2022 or beyond because of a lack of availability of FOGO processing facilities. We are aware that this situation is evolving such that suitable options may be available from later in 2021 or 2022.

We advise that some coordination of changeover to FOGO occurs between Member Councils. Reasons for this include the following:

- Minimising FOGO haulage/processing costs
- Minimising community confusion and resultant contamination in either FOGO or GO bins
- Ability to make communications consistent between councils
- Avoiding collection logistics complications (particularly for those councils serviced by SUEZ)
- Minimising changeover costs through bulk purchasing

Experience elsewhere (albeit mostly with the change from a two-bin system to FOGO) suggests that the planning and communication for FOGO should start a good six to twelve months before the rollout. This implies planning should start late this FY or early next.

Responses to the City of Subiaco's waste plan community consultation indicated a high degree of resident support for a move to FOGO. The Town of Cottesloe's Council resolution included:

- a goal of implementing FOGO as soon as possible,
- interest in a suitable processing facility being developed for its use and
- the benefit of collaboration in the move to and implementation of FOGO.

The Town of Cottesloe already has DWER funding granted for FOGO introduction. This is a partial coverage of the changeover costs. If any other Member Councils wish to pursue DWER funding for the 2021-22 financial year, applications will be accepted by DWER between 1 Feb to 31 March.

### OFFICER'S RECOMMENDATION

#### **4.3.1 WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back to the next CEOAC with an outline plan.**

The committee wanted to ensure that expected financial implications were made explicit in the planning document

### CEOAC RECOMMENDATION

#### **4.3.1 WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back to the next CEOAC with an outline plan particularly noting the financial implications of FOGO introduction and ongoing costs.**

## 5. INFORMATION ITEMS

### 5.1 WMRC Council Meeting Outcomes

WMRC held its most recent OCM on 3 December 2020. The Council at the meeting:

- Awarded East Rockingham Waste to Energy preferred tenderer status on RFT 01-2020 Receipt of Residual Waste for Energy Recovery.
- Noted the completion of a WMRC Integrated Risk Register.
- Rescinded all existing Council policies replacing them with six new policies.
- Set OCM and CEOAC meeting dates for 2021.
- Approved the completion of the 2019/20 OAG Audit.

#### CEOAC and OFFICER'S RECOMMENDATION

##### 5.1.1 The report be noted.

Moved: Carissa Bywater Seconded: Cliff Frewing CARRIED: 4/0

### 5.2 Verge Valet update

Summary information of the cost, tonnages and resident feedback to date has been provided to all three councils currently participating in Verge Valet. Mosman Park and Cottesloe look to be making significant savings on their annual total vergeside collection and processing budgets from the introduction of the Verge Valet service; and also achieving reductions in the amount of waste collected.

	Mosman Park	Cottesloe
Estimated saving %	19% on 2019-20 budget 8% on 2020-21 budget	Unknown on 2019-20 budget 16% on 2020-21 budget
Waste reduction % on 2018-19 (DWER figures)	42% (note: GO bins introduced part way through 2018-19)	32%

Resident satisfaction remains high with around 80% of residents in both councils preferring the service to the traditional scheduled service.

Shire of Peppermint Grove will introduce Verge Valet from March.

Supplying the Verge Valet service to the Town of Cambridge is progressing well; and affording benefits to all through economies of scale. We have had interest in the service from the cities of Vincent, Perth, Fremantle, Melville, Cockburn, Canning, the Town of East Fremantle, and other regional councils. We are investigating a licensing model for non-neighbouring councils.

## **CEOAC and OFFICER'S RECOMMENDATION**

### **5.2.1 The report be noted.**

**Moved: Carissa Bywater Seconded: Cliff Frewing CARRIED: 4/0**

## **5.3 Waste Plans Progress**

The WMRC has been progressing waste plan production with all five Member Councils. The current status is as shown below:

<b>Council</b>	<b>Waste plan status as at early January 2021</b>
<b>Town of Claremont</b>	To be presented to Council Feb 2021
<b>Town of Cottesloe</b>	Accepted by Council, with DWER for finalisation
<b>Town of Mosman Park</b>	To be presented to Council Feb 2021
<b>Shire of Peppermint Grove</b>	Accepted by Council, with DWER for finalisation
<b>City of Subiaco</b>	Accepted by Council, with DWER for finalisation
<b>Western Metropolitan Regional Council</b>	Accepted by Council, with DWER for finalisation

Part 1 of the plan provides the context/baseline against which Part 2; the Implementation Plan is developed. Councils to sign off on Part 2 of the Plan as this sets out how the local governments will deliver their services going forward (See Section 43(2) of the WARR Act 2007). Once a waste plan is accepted by Council, CEOs send the plan alongside a signed self-assessment checklist to DWER for approval.

On assessing the two Waste Plans currently submitted to DWER for finalising, there have been indications of concern by DWER that there will be a period, albeit limited, when WMRC Member Councils will be sending residual waste from a GO three bin system to Waste to Energy prior to the introduction of FOGO (see 5.4). The wording of all implementation plans has been altered slightly to acknowledge that this situation will be as short as possible. Our advice is that this will allow the waste plans to be accepted by DWER.

## **CEOAC and OFFICER'S RECOMMENDATION**

### **5.3.1 The report be noted.**

**Moved: Cliff Frewing Seconded: Matthew Scott CARRIED: 4/0**

## 5.4 Operations Report

### Throughput

Waste stream	Sep / Oct 2020	Nov / Dec 2020	Change
Bulk Waste	70 tonnes	298 tonnes	425% increase
Cardboard	13.5 tonnes	21.8 tonnes	61.4% increase
<b>Total volume RC</b>	3900 tonnes	4241 tonnes	8.75% increase

The huge increase in bulk waste throughput is attributable to the rapid take up of Verge Valet by Town of Cambridge residents

### Household Hazardous Waste Program report for October to December quarter

In the last quarter WMRC collected 9705kg of HHW of which 60% was water-based paint and 27% household batteries.

### Procurement

Four RFQ's have been finalized and PO's have been issued:

- WA BOS for the built of 5 new waste transfer silos. The fabrication will commence by mid January and we expect the first silo to ready by mid March.
- WA BOS for the fabrication of 4 new deflector plates which are integral part of the silo waste transfer system
- Action Interior for the weighbridge office refit. We are planning to start transitioning the IT infrastructure from the weighbridge office into a temporary site office by the end of February and complete the work in the second week of March.
- One new RFQ has been issued for the procurement of a cardboard compactor and bin. We requested a custom design which allows our residents to feed the compactor safely and us to bulk feed the compactor with a forklift. The compaction rate is estimated to be around 6 tonnes of cardboard, which will save us eight to twelve haulage trips per month at \$190 per trip.

### New Service

The Recycling Centre will start to offer our residents a new service: cooking oil collection for recycling. This free service will commence by the end of February

## CEOAC and OFFICER'S RECOMMENDATION

### 5.4.1 The information be received.

**Moved: Matthew Scott Seconded: Cliff Frewing CARRIED: 4/0**

## 5.5 Communications and Education Report

The team is on track to meet all targets for the year as summarised in the attached table (**Attachment 2**) under the usual five program areas:

1. Council consultation/support and joint planning/projects
2. Waste reduction and recycling advertising
3. Waste management community education
4. Infrastructure planning and provision
5. Representation to and collaboration with relevant bodies

The WMRC has been successful in gaining WALGA support funding for bintagging 2000 houses across Mosman Park and Claremont in early 2021 (Peppermint Grove has declined involvement). Support for later years' bintagging will be notified separately.

### CEOAC and OFFICER'S RECOMMENDATION

#### 5.5.1 The information be received.

**Moved: Cliff Frewing Seconded: Matthew Scott CARRIED: 4/0**

## 5.6 Financial Report

The WMRC continues to perform well:

- For November 2020, WMRC had an operating deficit of \$154,399 compared to a budgeted deficit of \$191,375 with a positive variance of \$36,976. See **Attachment 3a** for a Statement of Comprehensive Income and Statement of Financial Position as of 30 November 2020.
- For December 2020, WMRC had an operating deficit of \$150,314 compared to a budgeted operating deficit of \$201,475 with a positive variance of \$51,161. See **Attachment 3b** for a Statement of Comprehensive Income and Statement of Financial Position as of 31 December 2020.
- As at December, Council had a provisional operating deficit of \$41,041 compared to a budgeted operating deficit of \$192,146 with a positive variance of \$151,105.
- At 31 December, revenue for the year-to-date was provisionally 2% below budget and expenses 7.8% below budget.
- For the same period last financial year, owing to the receipt of court awarded legal costs of \$507k, Council had a provisional operating deficit of \$123,978 compared to a budgeted operating deficit of \$177,415 with a positive variance of \$53,436. Year to date revenue was 1% above budget and expenses were 1% below budget.

Note: 20/21 figures are subject to minor changes.

### OFFICER'S RECOMMENDATION

#### 5.6.1 The information be received.

The committee wanted an update on the components of the fixed fee

### **CEOAC RECOMMENDATION**

**5.6.1 The information be received and an updated breakdown of the components of the fixed fee be provided to the next CEOAC meeting.**

**Moved: Cliff Frewing Seconded: Carissa Bywater CARRIED: 4/0**

## **5.7 Progress on CEOAC Recommendations**

An updated table highlighting the status of all CEOAC recommendations through to 11 January 2021 is provided at **Attachment 4**. All recommendations have been actioned apart from one on hold pending the resolution of the legal dispute with DiCOM.

The table is presented at each CEOAC meeting with completed items being presented once.

### **OFFICER'S RECOMMENDATION**

**5.7.1 The report be noted.**

**Moved: Matthew Scott Seconded: Cliff Frewing CARRIED: 4/0**

## **6. GENERAL BUSINESS**

There was discussion of WMRC's capability to assist with shared OSH requirements

## **7. CLOSURE OF MEETING**

### **Next Meeting**

Thursday 18 March 2021, 14:00 hrs, electronically

Meeting closed at 2:56

# MINUTES

## CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING (CEOAC 02/2021)

Thursday 18 March 2021  
Commencing at 2:00 pm

**Town of Claremont  
308 Stirling Highway  
Claremont 6010**

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### WMRC Member Councils

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

# 1. DECLARATION OF OPENING

Welcome and opening of meeting by Deputy Chair Liz Ledger, CEO of the Town of Claremont at 2:10pm.

# 2. RECORD OF ATTENDANCE AND APOLOGIES

<b>Member</b>	<b>Position</b>	<b>Council</b>
Ms L Ledger	Chief Executive Officer	Town of Claremont
Ms C Bywater	Chief Executive Officer	Town of Mosman Park
Mr M Scott	Chief Executive Officer	Town of Cottesloe
Mr G Stead	Acting Director Technical Services	City of Subiaco
Mr M Costarella (to 2:20pm)	Manager Corporate & Community Services	Shire of Peppermint Grove
<b>Visitors</b>	<b>Position</b>	<b>Council / Organisation</b>
Mr S Frodsham	Chief Executive Officer	WMRC
Ms A Bell	Manager Finance & Governance	WMRC
Ms L Eustance	Manager Communications & Education	WMRC
Mr K Hincks	Director Infrastructure & Works	Town of Cambridge

## Leave of Absence

Mr D Burnett	Chief Executive Officer	Shire of Peppermint Grove
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## Apologies

Mr P Engel	Manager Operations	WMRC
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# 3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 21 January 2021 are at **Attachment 1**.

## CEOAC and OFFICER'S RECOMMENDATION

**3.1 The minutes of the CEOAC meeting held on 21 January 2021 be accepted as a true and proper record of that meeting.**

**Moved: Carissa Bywater Seconded: Matthew Scott 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 27 January 2021 dealt with at the WMRC Ordinary Meeting of 4 Feb 2021.

Members will be updated verbally on any new developments.

Answers to questions from members will be provided where possible.

### CEOAC and OFFICER'S RECOMMENDATION

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

**Moved: Carissa Bywater Seconded: Matthew Scott CARRIED: 4/0**

## 4.2 Confidential Report – Waste to Energy Tender

At the OCM of 4 Feb 2020, the WMRC Council authorised the CEO to negotiate minor variations to the draft Waste Supply Agreement with East Rockingham Waste to Energy prior to the agreement being brought before Council for decision.

There are minor issues still under discussion with the proponents and these will be detailed at the meeting.

### OFFICER'S RECOMMENDATION

#### 4.2.1 The verbal report of the WMRC staff be noted.

The members of CEOAC requested a chance to view the Waste Supply Agreement prior to signature.

### CEOAC RECOMMENDATION

#### 4.2.1 The verbal report of the WMRC staff be noted

#### 4.2.2 A copy of the draft agreement be provided to CEOAC members with a briefing offered by the WMRC to Member Council Elected Members

**Moved: Gray Stead Seconded: Matthew Scott CARRIED: 4/0**

## 4.3 FOGO Transition Plan

This item arises from a recommendation from the 21 January CEOAC meeting and subsequent WMRC Ordinary Council Meeting resolution of 4 February:

**10.4.3 WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back with an outline plan particularly noting the financial implications of FOGO introduction and ongoing costs.**

**Attachment 2** is a briefing paper on coordinating the transition to FOGO. Linking to the WMRC Member Council waste plans, it contains estimates of FOGO generation rates, discusses possible gate fees and processing capacity and models both changeover and ongoing operational costs by household.

Changeover costs are minimised by Member Councils changing over to FOGO in the same period. DWER's 'Better Bins Go FOGO' funding largely offsets the changeover cost if design and print of community communications material is coordinated. Operational savings are dependent on an increase to the Waste Levy, sufficient waste volume and high FOGO yield rates through diversion from the general waste bin. Resident confusion and hence contamination in the FOGO and GO streams are minimised through a coordinated changeover.

The paper proposes the formation of a Project Control Group including a member from each Member Council to draw up a more detailed plan over the next 6-12 months with a view to FOGO being in place across the region by end 2024.

### **CEOAC and OFFICER'S RECOMMENDATIONS**

**4.3.1 CEOAC recommend the draft Briefing Paper for adoption by Council to guide a FOGO transition.**

**4.3.2 CEOAC members each select a representative for the FOGO Project Control Group which is to be chaired by a WMRC representative.**

**4.3.3 The FOGO Project Control Group develops a detailed project plan for a coordinated transition to FOGO for submission to CEOAC by November 2021.**

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## 4.4 WMRC Fixed Costs Review

At the January 2021 CEOAC meeting, a review of the breakdown of the allocation of the WMRC's fixed costs was requested.

In 2020-21, WMRC fixed costs of \$1,825,372 were apportioned among Member Councils on a population basis. These shared fixed costs were \$50,000 lower than 2019-20. Total fixed costs for 2020-21 are \$2,562,458. With Member Councils services being charged at close to marginal cost, the additional

\$737,086 in fixed costs is largely being sourced from the WMRC services provided to commercial customers, residents and non-member councils.

The following chart illustrates the breakdown of the \$1.825M in member council fixed cost contributions.

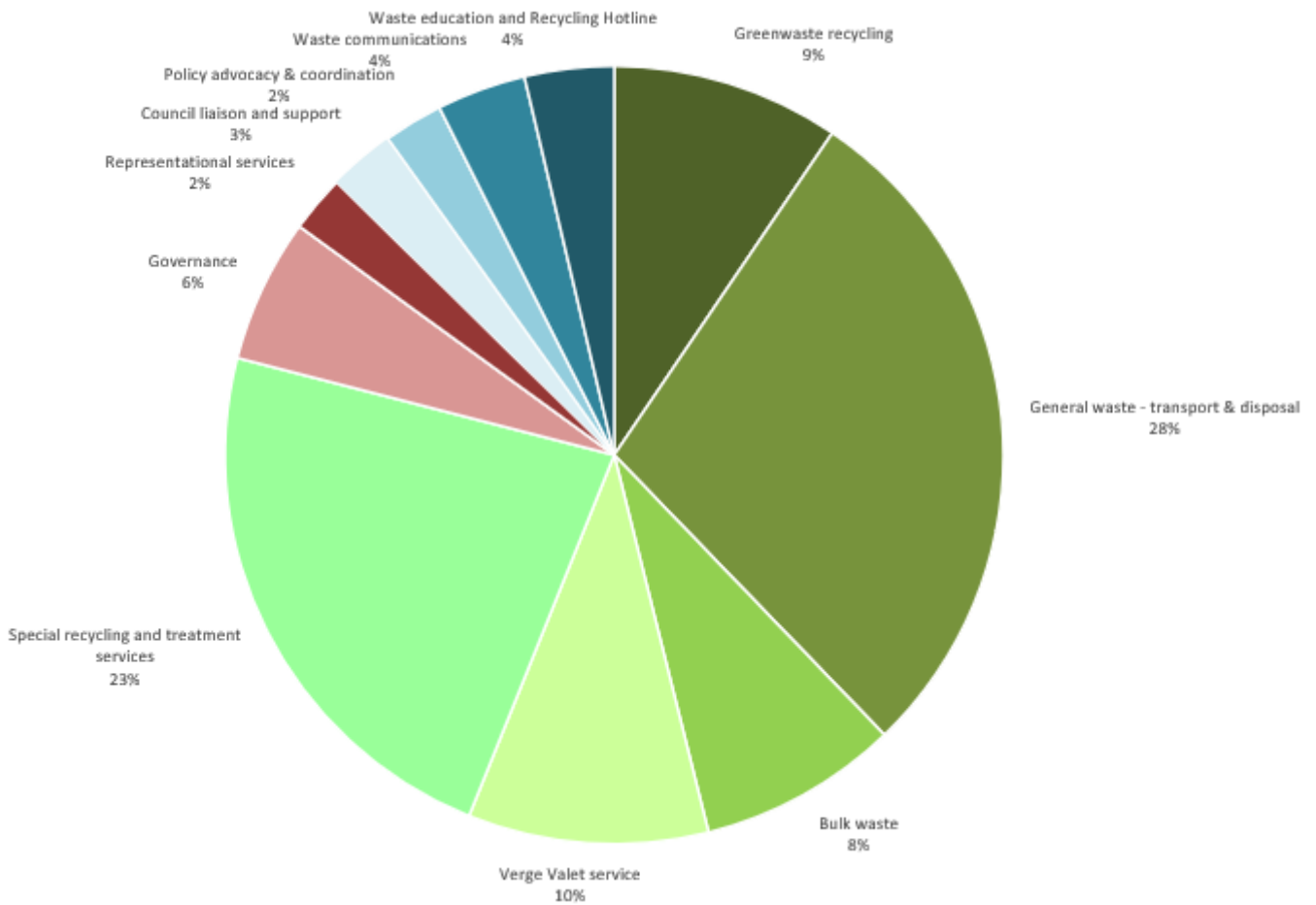
Notable are:

- WMRC's fixed costs are concentrated in waste management operational services.
- Governance costs are low at just 6 percent of Member Council fixed cost contributions.

The distribution of costs reflects the WMRC's success in introducing new and expanded services without adding to costs. Since the mixed fee model was introduced two years ago these new services have included:

- the pre-booked bulk waste service Verge Valet™, now operating in four local governments
- the waste planning service (with waste plans already approved by DWER for Subiaco, Peppermint Grove and WMRC)
- construction and demolition waste recycling service
- new community drop off services for bulk polystyrene, x-rays, sporting goods, stationery, plant pots and cooking oil
- development of waste to energy service
- online waste education
- new and improved education and promotion via social and print media.

WMRC Fixed Costs 2020-21 \$1.82m



It is also useful to consider the above distribution of fixed costs within the context of the overall financial performance of the WMRC, including that there has been no increase in fees and charges for member councils since the setting of the 2018-19 budget.

Year	Revenue \$	Other income \$	Expenses \$	Loss on disposals \$	Net loss \$
2017-18	5,204,639		6,387,497		1,182,857
2018-19	5,196,410	225,454	5,934,329	59,049	571,514
2019-20	5,614,834		5,971,044	93,755	449,965
2020-21*	5,517,169		5,770,092		252,922

\* Budget

## CEOAC and OFFICER'S RECOMMENDATION

### 4.4.1 The report be noted.

**Moved: Carissa Bywater Seconded: Gray Stead CARRIED: 4/0**

# 5. INFORMATION ITEMS

## 5.1 WMRC Council Meeting Outcomes

WMRC held its most recent OCM on 4 February 2021. The Council at the meeting:

- Authorised the CEO to negotiate minor amendments to a draft Waste Supply Agreement with preferred tenderer East Rockingham Waste to Energy.
- Resolved that WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO including financial implications.
- Resolved that an updated breakdown of the components of the fixed fee be provided to the next CEOAC meeting.
- Approved the WMRC Corporate Business Plan 2020-21 to 2024-24, Long Term Financial Plan 2020-21 to 2029-30, and Asset Management Plan 2020-21 subject to correction of minor typographical errors.
- Adopted a Revised 2020-21 Budget
- Confirmed that there are no changes to the WMRC 2020-21 Fees and Charges
- Adopted a new scale of remuneration for elected members.

### CEOAC and OFFICER'S RECOMMENDATION

#### 5.1.1 The report be noted.

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## 5.2 Verge Valet™ update

With the Shire of Peppermint Grove's first collections on 8 March, there are now four councils participating in Verge Valet™.

The program has been presented to the City of Vincent councillors and to staff at the City of Fremantle and interest is ongoing from across the metro area and beyond. We are progressing with trademarking and website redevelopment to accommodate expected expansion.

Now that we have a full 12 months of data from Mosman Park we can report the following statistics:

Waste quantities by comparison with MyCouncil site (2018/19 data):

- Bulk waste decrease by 33% (from 316T to 213T)
- Green waste decrease by 53% (from 303T to 141T – note GO bin introduction will have contributed to this decrease)
- 150kg average per collection

Cost of service:

- Annual cost of this service is 33% less than projected scheduled service cost
- Annual cost is 8% less than budget cost

Resident participation:

- 34% households have booked a bulk waste collection and 22% have booked green waste collection
- 80% of users prefer Verge Valet to the scheduled system

## CEOAC and OFFICER'S RECOMMENDATION

### 5.2.1 The report be noted.

**Moved: Carissa Bywater Seconded Matthew Scott: CARRIED: 4/0**

## 5.3 Waste Plans Progress

The WMRC has been progressing waste plan production with all five Member Councils. The current status is as shown below:

Council	Waste plan status as at early March 2021
Town of Claremont	To be presented to Council Mar 2021
Town of Cottesloe	Accepted by Council, with DWER for finalisation
Town of Mosman Park	Accepted by Council, with DWER for finalisation
Shire of Peppermint Grove	Complete and approved by DWER
City of Subiaco	Complete and approved by DWER
Western Metropolitan Regional Council	Complete and approved by DWER

The deadline for submission to DWER is 31 March 2021. Once endorsed by DWER, the first reporting deadline is 31 October 2022 for the 2021/22 financial year.

Each Member Council's status against DWER targets is as shown below using 2018/19 data as published on the My Council website and data reported in the waste plans:

	Avoid		Recover				Protect		
	Per capita generation 2024/25	Per capita generation 29/30	Material Recovery rate 2020	Material Recovery rate 2025	Material Recovery rate 2030	3 bin FOGO collection by 2025	% disposed to landfill	Illegal Dumping	Littering
<b>DWER targets</b>	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
<b>Claremont (2018/19 data)</b>	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
<b>Cottesloe (2018/19 data)</b>	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
<b>Mosman Park (2018/19 data)</b>	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
<b>Peppermint Grove (2018/19 data)</b>	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
<b>Subiaco (2018/19 data)</b>	10% decrease	10% decrease	35%	35%	35%	BP 2021 intro 2025	65%	not a major issue	not a major issue

\* Peppermint Grove Waste Census data 2014/15 known to be overstated

The introduction of a FOGO three bin system will assist in meeting the material recovery targets; consigning residual (red lid) bin waste for energy recovery will also be required to meet the first of the protect targets.

## CEOAC and OFFICER'S RECOMMENDATION

### 5.3.1 The report be noted.

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## 5.4 Town of Cambridge Participating Council report

Under the terms of the Participating Council MOU we provide the Town of Cambridge with a report of their residents' usage level of the West Metro Recycling Centre under three headings:

Measurement	Results
<b>Numbers of residents calling at the [Recycling] Centre</b>	Over 2000 free carloads and a further 1000 paid transactions
<b>Quantity of materials recycled</b>	69T green waste, 174T bulk waste and quantities of specific recyclables
<b>Results of customer satisfaction survey</b>	No Cambridge residents completed the customer satisfaction survey

## CEOAC and OFFICER'S RECOMMENDATION

### 5.4.1 The report be noted.

**Moved: Carissa Bywater Seconded: Matthew Scott CARRIED: 4/0**

## 5.5 Operations Report

West Metro Recycling Centre throughput

Waste stream	Jan - tonnes	Feb - tonnes	YTD - 8 months
Residual waste	1,112	1,047	9,011
Greenwaste	498	541	4,753
Bulk waste	242	266	1,667
C&D waste	28	25	349
Asbestos	3	6	35
Cardboard - out	10	10	66
E-Waste - out	4	7	33
Other - out	46	58	566
<b>Total</b>	<b>1,942</b>	<b>1,954</b>	<b>16,481</b>

### Procurement and upgrade of plant and equipment

WA BOS is on track fabricating the waste transport silos and the first two silos will be tested by the end of March before painting.

We identified one old silo which is in a condition good enough to be refurbished. The refurbishment is priced competitively at \$23k.

WA BOS will start the fabrication of 4 new deflector plates for the transfer station after completion of the silo built which is estimated to start at the end May.

The weighbridge office refit was completed on 13 March.

The new cardboard compactor from Waste Initiative is ordered and is due to be delivered in May. We engaged with a concreter and civil plumber who will prepare the area where the compactor will be installed. This will increase the dimension of usable land on our premises.

### New Services

The Recycling Centre started to offer our residents cooking oil collection and recycling as a new free service:

Bicycle collection for charitable organisations free cooking oil collection for recycling.

WMRC and WALGA finalised and signed an agreement with the product stewardship program Paintback. This agreement will reduce the cost of handling paint through the HHW scheme.

### Business development

WMRC has bid to receive FOGO collections from the City of Vincent commencing in October 2021.

## CEOAC and OFFICER'S RECOMMENDATION

### 5.5.1 The information be received.

**Moved: Gray Stead Seconded: Carissa Bywater CARRIED: 4/0**

## 5.6 Communications and Education Report

Specific activities underway or progressed in this period are listed below:

- Ongoing assistance to residents on Verge Valet and other queries
- Planning and coordination for the launch of the bin-tagging program in Mosman Park and Claremont
- Advertising including monthly Post newspaper advertising half page and active social media
- Ongoing website redesign driven by analysis of website traffic information
- Production of new Waste Sorted compliant bin stickers
- Two Waste Watchers Workshops
- Finalise design and trial of new materials for schools' incursions and community activities
- Collaboration with Town of Claremont on Secrets of Sustainable Shopping event
- Launch of structured volunteer program
- Progress of coordinated waste calendars

### CEOAC and OFFICER'S RECOMMENDATION

#### 5.6.1 The information be received.

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## 5.7 Financial Report

The WMRC continues to perform well:

- For January 2021, the WMRC had an operating surplus of \$788,185 compared to a budgeted surplus of \$826,617 with a negative variance of \$38,432. See **Attachment 3a** for a Statement of Comprehensive Income and Statement of Financial Position as of 31 January 2021.
- For February 2021, the WMRC had an operating deficit of \$146,174 compared to a budgeted operating deficit of \$131,708 with a negative variance of \$14,466.20. See **Attachment 3b** for a Statement of Comprehensive Income and Statement of Financial Position as of 31 December 2020.
- As of 28 February 2021, Council had a provisional operating surplus of \$431,005 compared to a budgeted operating surplus of \$420,003 with a positive variance of \$11,002.
- As of 31 December, revenue for the year-to-date was provisionally 0.7% below budget (revised) and expenses 1% below budget (revised).
- For the same period last financial year, the WMRC had an operating deficit of \$443,861 compared to a budgeted operating deficit of \$252,843 with a negative variance of \$191,018. Year to date revenue was 0.6% above budget and expenses were 0.3% below budget.
- The WMRC mid-year budget review saw no increases in fees and charges for member councils, continuing a record since the setting of the 2018-19 budget.

Note: February 2021 figures are subject to minor changes.

## **CEOAC and OFFICER'S RECOMMENDATION**

### **5.7.1 The information be received.**

**Moved: Carissa Bywater Seconded: Matthew Scott CARRIED: 4/0**

## **5.8 Progress on CEOAC Recommendations**

An updated table highlighting the status of all CEOAC recommendations through to 11 March 2021 is provided at **Attachment 4**. All recommendations have been actioned apart from one on hold pending the resolution of the legal dispute with DiCOM.

The table is presented at each CEOAC meeting with completed items being presented once.

## **CEOAC and OFFICER'S RECOMMENDATION**

### **5.8.1 The report be noted.**

**Moved: Matthew Scott Seconded: Carissa Bywater CARRIED: 4/0**

## **6. GENERAL BUSINESS**

The CEOs suggested an invitation to view the West Metro Recycling Centre be forwarded to the new Minister for the Environment, Climate Action and Commerce.

## **7. CLOSURE OF MEETING**

The meeting closed at 3:42pm

### **Next Meeting**

Thursday 20 May 2021, 14:00 hrs.at the Town of Claremont

# Briefing paper: Coordinating the FOGO transition

March 2021

## SUMMARY

All WMRC Member Councils need to add the collection of food organics to their existing garden organics collection systems by 2025 in line with their waste plans and the *State Waste Strategy 2030*. But when and how should the change occur to minimise costs and resident confusion?

Answering these questions requires considering interlinked and evolving factors including processing facility availability, product market development, material volume, collection truck logistics, existing bin systems, community expectations and education requirements. These factors affect change-over costs, change-over timing, and ongoing costs.

The WMRC Council resolved the following at its OCM of 3 February 2021:

**10.4.3 WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back with an outline plan particularly noting the financial implications of FOGO introduction and ongoing costs.**

This report does not consider or justify the reasons for a change to a FOGO collection system, rather it deals with the logistics and planning of doing so.

This report constitutes a preliminary exercise in ventilating the issues around Member Councils' FOGO transition; and recommends a fuller project planning exercise be undertaken once necessary Member Council approval to collaborate is obtained. FOGO rollout is anticipated to be between 2023 and 2025.

## BACKGROUND

### Waste Plans

The *Waste Avoidance and Resource Recovery Strategy 2030* (the Strategy) has a headline target for all Perth and Peel councils provide their residents in single unit dwellings with a consistent three bin FOGO system by 2025. All WMRC Member Councils have committed to this date or before in their Waste Plans with business cases being developed between 2021 and 2023.

A summary of the references to FOGO in Member Council and WMRC Waste Plans is provided in the table below:

	Action summary	Business case development by	Implementation date by	Notes
<b>Claremont</b>	Provide FOGO service to SUDs	July 2022	2025	
<b>Cottesloe</b>	Implement FOGO to SUDs	July 2021	2023	
<b>Mosman Park</b>	Introduce FOGO to SUDs	July 2021	2025	FOGO in place as soon as a commercially sustainable processing option is available
<b>Peppermint Grove</b>	Introduce FOGO to all eligible residents	July 2023	2025	
<b>Subiaco</b>	Provide FOGO services to SUDs	July 2021	2025	Note; Also provides FO services to commercials and some MUDs
	Expand FO collection services in MUDs and Commercial properties		In 100 properties by 2025	
<b>WMRC</b>	Prepare for FOGO receipt		In place by Mar 2021	

*Table 1: WMRC Member Council waste plan summaries*

## **Waste to Energy**

Waste to energy provision for residual waste is another major change to the processing of household waste that is becoming available in the same time frame. Whereas the waste to energy plant licensing conditions are understood not to include any prohibition on the supply of either food or garden organic material, they do note that the waste to energy plants are to be used only for the processing of waste after the application of a better practice source separation system. In essence, this is defined as waste from a three bin FOGO system.

DWER have made the point very clear that waste plans that do not acknowledge the requirement to provide a consistent three bin system with FOGO collection will not be endorsed. WMRC Member Council waste plans acknowledge this requirement by including that waste to energy processing may be applied for a limited period only to the residual waste from a collection system

that includes the separation of garden organics only. Once FOGO systems are in place, waste to energy will be used only for residual household waste.

### PROCESSING

The West Metro Recycling Centre is now licensed to receive up to 10,000 tonnes per annum of FOGO material. The licence allows us to store the material on site for a maximum of 24hrs. The overall Member Council generation rate is estimated according to the following three cases:

1. FOGO generation rates from SMRC 2018 FOGO trial of 3.29kg/person/week, and 2016 ABS population data WMRC Member Councils.
2. FOGO generation rates from SMRC 2018 FOGO trial 3.29kg/person/week and WA tomorrow population dataset (as used in DWER modelling).
3. FOGO generation rates observed 2021 in SMRC Member Councils after the introduction of a FOGO service to all SUDs and some MUDs and 2016 ABS population data.

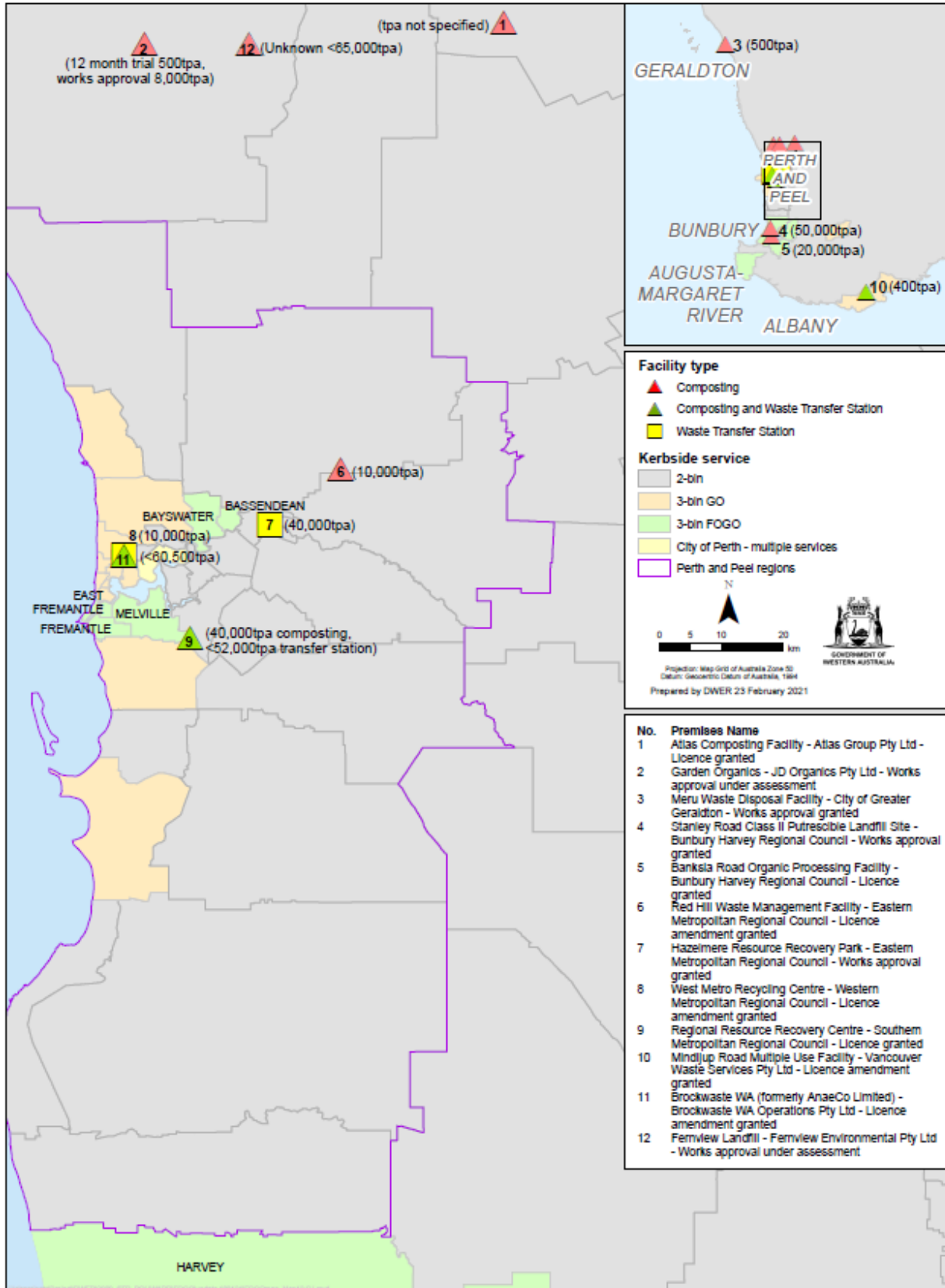
	No of residences (ABS Quickstats - Subi website)	% SUDs (including townhouses and units)	# SUDS	Case 1 Tonnes/ annum	Case 2 Tonnes/ annum	Case 3 Tonnes/ annum
Claremont	4758	63%	3002	1232.6	1472	1592.3
Cottesloe	3632	81%	2946	1209.6	1243	1562.6
Mosman Park	4062	77%	3111	1277.4	1275	1650.1
Peppermint Grove	619	88%	546	224.2	245	289.6
Subiaco	7894	63%	4981	2045.2	2542	2641.9
<b>TOTAL</b>	<b>20965</b>		<b>14586</b>	<b>5988.9</b>	<b>6777</b>	<b>7736.4</b>

Table 2: anticipated WMRC FOGO generation rates

This modelling is all based on 2.4 residents per household (Mosman Park average ABS 2016) and the Town of Cottesloe’s total annual Garden Organics (GO) generation rate from the most recent reported data of 900.4T

Current FOGO processing capacity in the Perth area is limited, with most being distant from population centres as the following map (DWER Feb 2021) shows. The West Metro Recycling Centre is the site of the only licensed FOGO transfer station in the inner metro area and therefore could have an important role in the efficient transfer of FOGO material from surrounding councils to distant processing facilities (see map below).

**FOGO: Local government FOGO services  
Transfer / composting facilities**



Map1: location of FOGO relevant facilities (DWER 2021)

The WMRC has not yet fixed a gate price for FOGO material receipt. To do so, we must receive acceptable rates from one or more FOGO processors. Indications of possible initial WMRC gate fees are in the table below based on processing rates received recently:

Processor, location	Haulage distance (1 way)	Comments	Initial indicative gate fee
SMRC / Purearth , Canning Vale and Wootatting	93km	Pre-sort at Canning Vale and then haul to Purearth. Currently handling FOGO for SMRC's Member Councils.  Developing onsite composting facilities.	\$130-\$170 (average \$150)
BHRC, Dardanup	177km	Currently processing FOGO for its Member Councils.  Expanding facility by late 2021 to cater for demand from other councils	\$110
Brockwaste (DiCOM), Shenton Park	0km	Process unproven. No lease. Licence granted.	\$110
EMRC Red Hill	51km	Currently licensed only for a trial facility, 10,000tpa. Fully committed to own Member Councils.  Full facility estimated for completion mid-2022.	No quote available

*Table 3: FOGO processors and indicative WMRC gate fees*

Except from the problematic Brockwaste option, these prices are dependent on receipt of around 25T of material at WMRC per day. Using the assumptions in the overall FOGO generation table above, and assuming that WMRC is not operating a FOGO transfer service for any other local government, this would require daily deliveries generated by at least four and preferably five Member Councils starting their FOGO service at the same time.

There is still a long way to go in developing FOGO processing capacity sufficient to meet the projected supply across Perth and Peel of 411,000 tpa by 2025/26. Given the State Government target, it is expected that more processors will come on stream over the next few years. This will have an obvious impact on processing prices.

## FOGO PRODUCT MARKETING

DWER has contracted GHD to develop a market development strategy for FOGO-derived material with a final report due June 2021. Current markets include the following (with existing market share in brackets, AORA 2020)

- urban amenity/landscaping (52.5%),
- intensive agriculture/horticulture (26.3%)

- rehabilitation (2.3%)
- remediation (4.1%)
- other uses including extensive agriculture (15%)

40.1% of the product is sold as composted soil conditioners, 33.7% as soil and blends and the rest as mulches and potting mix.

Work by WRAP (UK) found that the perceived risks of FOGO-derived material were significantly higher than the real risks. Processors require a very low level of contamination in their FOGO stream to process the material to Australian Standard 4454 borne out by the AORA survey which quotes input material contamination among its highest obstacles to growth of the industry. It is important therefore that contamination levels in FOGO bins are kept as a low as possible (to about 2% or 3%). It is likely that processors may increase contractual costs alongside increased contamination.

## FINANCIAL CONSIDERATIONS

The cost of changing from a GO service to a FOGO service has two parts.

### Changeover costs:

Changeover costs come in three parts:

- supply and distribution of kitchen caddies and compostable liners to residents. Repeated experience shows failing to provide these means that the food organics material generated by households are not recovered, leaving the LG with an expensive GO bin service.
- the supporting education and communications materials and program. This is particularly important as the kerbside bins are the same as GO bins; the change is in which materials can be put in the bins and the frequency with which the bins are collected.
- supply of FOGO bins to those SUDs on blocks too small to warrant GO bins and associated reduction in residual bin size where appropriate.

Under DWER's 'Better Bins Go FOGO' funding, each of the WMRC Member Councils are eligible for a funding contribution to these changeover costs. For systems introduced in FY 2021/22 (for which applications close on 31 March 2021) this is \$14 per service reducing by \$1 per financial year. Applications for funding must be made by end March of the preceding year. The funding program is non-competitive but relies on the budget amount set aside by DWER for the full program. This means funding may run out, leaving the cupboard bare for latecomers. DWER have indicated that they would be unlikely to grant funding in circumstances where Local Governments have not reduced the size of their residual bins on introducing GO bins; this has not been tested directly with DWER.

The Town of Cottesloe applied for funding for FY 2020/21, and this will carry over at \$14 per service for FY 2021/22. Modelling included in the Town of Cottesloe's 'Better Bins Go FOGO' grant application indicated that the DWER funding covered almost half of the changeover cost. The funding will be a lower proportion for the City of Subiaco which will need to purchase a significant number of FOGO bins.

## A. Caddies and liners

WMRC has investigated economies of scale savings derived from purchasing caddies and liners on behalf of all Member Councils. According to the leading supplier, indicative prices for delivery of caddies and liners to a single location in WA decreases by 22% on a per property basis as below:

Number of Households	Total Per Property (1x caddy and 2 x Rolls of 75 liners Per Property)	
3000	\$	18.08
5000	\$	17.62
7000	\$	16.44
8000	\$	15.27
15000	\$	14.41
21000	\$	14.04

Table 4: indicative caddy and liner process per household

This supplier also provides a caddy and liner distribution service at extra cost which also verify and clean local government's property databases.



Image 1: sample caddies and liners

## B. Education and Communications materials

The change from GO to FOGO will be a source of confusion for residents particularly as the kerbside bins do not change, but the collection frequency and contents do. This also indicates that coordination of the changeover timing is preferred.

WMRC will work with Member Council staff to design and roll out a consistent and effective communications program for residents. This is likely to include:

- Brochures/ waste calendars
- Website copy/ FAQs
- Social media campaign

- Bin stickers
- Posters/banners
- Displays (staffed or not)
- Resident communication sessions
- Front desk FAQs/ training
- Signature blocks
- Bin tagging
- Caddy/liner information if not already provided by supplier

Consistent communications will be based on material from both DWER Waste Sorted and Recycle Right (SMRC) which can be adapted easily for design purposes.

Economies of scale will apply to a coordinated design and print program for physical collateral. We anticipate WMRC may cover design costs and potentially printing if all Member Councils participate. We anticipate design costs to be in the order of \$2,000 to \$3,000 with per unit print costs decreasing with the number of units printed together.

### C. Kerbside bin changes.

This will have a different impact on each Member Council depending on the number of SUDs who do not already have GO bins (likely to be those on blocks under 400m<sup>2</sup>). For Subiaco, this will be the cost of supplying FOGO bins to all SUDs as this system will supersede the current GO bag service. WMRC is unable to provide estimates of the cost of this part of the changeover and it is not included in the modelling.

### Operational costs:

Operational costs are modelled taking the following factors into account.

Factor	Comment
Reduction in material in the residual waste bin	Case 1: 3.29kg/person/week of FOGO. In Cottesloe, 2.1kg/person/week of GO material is already recovered (2019/20), resulting in an estimated reduction of residual bin material of 1.19kg/person/week.  Case 3: 4.5kg/person/week of FOGO with the same 2.1kg/person/week GO, resulting in an estimated reduction of residual bin material of 2.4 kg/person/week
Waste levy amount	The waste levy of \$70 per tonne applies to residual (red bin) waste. The levy is under DWER review and likely to rise substantially in future years to match current Eastern States levels of \$140 per tonne. This modelling runs at a Waste Levy of \$70, \$100 and \$140.
Price of FOGO haulage and processing	Lower processing prices apply in areas distant from the metro area and vice versa. This will be accounted for in WMRCs FOGO gate fee.
Quantity of FOGO material	For efficient haulage WMRC requires around 25 tonnes delivered per 24 hours. Some of this may be supplied by non-Member Councils. We have assumed sufficient material

	delivered to account for this; such volume limits do not apply to the Brockwaste option.
Existing GO processing costs	WMRC's GO processing price is very low (around 40% of the current market rate) and Member Councils will be aware of our ongoing project to keep that level low by keeping the contamination level low. Modelling assumes the current GO processing rate.

*Table 5: Factors influencing FOGO operational costs*

Our modelling of the operational cost implications of moving to a FOGO system assumes there is no net change in kerbside collection costs, with the FOGO bin collected weekly and the residual bin switching to fortnightly pick-up.

Processor	Incremental annual cost per household (negative figure indicates a saving)	
	Case 1 generation rate	Case 3 generation rate
Bunbury Harvey RC - \$70 levy	\$ 12.28	\$ 7.34
Bunbury Harvey RC - \$100 levy	\$ 8.11	- \$ 1.07
Bunbury Harvey RC - \$140 levy	\$ 2.54	- \$ 12.28
SMRC / Purearth - \$70 levy	\$ 27.64	\$ 28.34
SMRC / Purearth - \$100 levy	\$ 23.47	\$ 19.94
SMRC / Purearth - \$140 levy	\$ 17.90	\$ 8.72
Brockwaste - \$70 waste levy	\$ 12.28	\$ 7.34
Brockwaste - \$100 waste levy	\$ 8.11	- \$ 1.07
Brockwaste - \$140 waste levy	\$ 2.54	- \$ 12.28

*Table 6: incremental annual operational cost*

For situations where waste is being hauled to distant processing facilities, these rates are only viable for the cartage of about 20-25T of FOGO material per day. If there are no other LGs using our transfer facility, all Member Councils will need to change to a FOGO system at a similar time. This will have the advantage of minimising resident confusion and making the most of economies of scale in the changeover costs.

If the Brockwaste plant eventually proves successful at a competitive price, material may be delivered straight there and volume constraints will not apply.

## COMMUNICATIONS AND EDUCATION

A 6–12 month communication campaign is advised prior to the introduction of a FOGO system to ensure good levels of compliance and low contamination. As FOGO systems become more common across Perth, there is an increased possibility that GO bins will start to be contaminated with food waste. This should be minimised to ensure that processing can still be carried out under existing cost-effective arrangements.

Positive messaging should be complemented by interventions to deal with any problematic households. This can include a defined escalation process ranging from notices of contamination to bin removal. Fines for continued contamination is an option once Local Governments have a Waste Local Law.

## CONCLUSIONS

This report shows that minimising the cost of the changeover to FOGO can be accomplished through a coordinated approach to take account of the benefits of economies of scale. This coordinated approach will have the added benefit of minimising resident confusion and therefore contamination levels. Applying for DWER funding can offset much of the changeover cost, increases in the Waste Levy and WMRC sourcing the lowest possible haulage and processing costs are required for the operation costs to be minimised and to show operational savings.

	2021	2022	2023	2024
Obtain administrative go ahead from Member Councils	■			
Form PCG and meet regularly		■	■	■
WMRC and Member Council decisions		■	■	
Remaining MCs to apply for DWER funding (rolls over if not spent in year of application)		■	■	
Source supplies for changeover (caddies, liners, bins)			■	
Education campaign				■
Deliver materials and start service				■

Table 7: Outline project plan for transition to FOGO

## RECOMMENDATION

WMRC recommends developing a detailed project plan over the next 6-12 months with participation by all five Member Council to progress to FOGO in a synchronised fashion for the FOGO rollout to be complete by end 2024. This is to be led by the WMRC and coordinated through a project control group including membership from all Member Councils. This project control group will report regularly to CEOAC.

# DRAFT Terms of Reference: FOGO transition Project Control Group

March 2021

## OBJECTIVES

The FOGO transition Project Control Group (PCG) aims to plan and enact a successful coordinated transition to a consistent FOGO service across the WMRC Member Councils by 2025

## RESPONSIBILITIES

The PCG's responsibility is to develop a plan for the transition to a FOGO service and then to work in a coordinated fashion to facilitate a smooth changeover. Areas to include but not be limited to:

- Coordinating a project plan
- Sourcing infrastructure (bins, caddies, liners)
- Distributing infrastructure to eligible households
- Providing consistent resident communications
- Defining funding mechanisms
- Preparing briefings/reports as appropriate for the WMRC and Member Councils

## MEMBERSHIP

The PCG is to include Membership by at least one relevant designated staff member from each of the five Member Councils and relevant staff from the WMRC. The WMRC is to act as coordinator of the group, including agendas and minutes. Visitors may be invited as appropriate.

## MEETINGS

Meetings to be held at least once every two months. Meetings will be held in person or online as required.

## REPORTING

The PCG will report to the WMRC CEOAC. Material from the PCG will form the basis of reports or briefings to Member Councils' Elected Members and WMRC's Council as appropriate.



Under Delegation 3 from Council, the CEO has sub-delegated to particular WMRC positions/roles the power to authorise expenditure from the municipal fund and trust fund. The expenditure authority limits of the WMRC positions/roles authorised under Delegation 3 are set out below.

Expenditure authority limits apply to purchase orders (committing council to expenditure) and invoices for payment. Where the value of a purchase order or invoice exceeds an Officer's expenditure authority, the purchase order or invoice must be forwarded to an Officer with the appropriate expenditure authority limit.

<b>3. AUTHORISATION OF EXPENDITURE FROM MUNICIPAL AND TRUST FUND</b>	
<b>DELEGATED BY:</b>	Local Government
<b>POWER TO DELEGATE:</b>	<b>Section 5.42 Local Government Act 1995</b> – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42.
<b>DELEGATED TO:</b>	Chief Executive Officer
<b>POWER/AUTHORITY DELEGATED:</b>	<b>Sections 6.7 and 6.9 Local Government Act 1995</b> Authority to authorise expenditure from the municipal fund and trust fund.
<b>CONDITIONS:</b>	All expenditure must be within budget allocation or through Council resolution.  All purchases must be made in accordance with Council Policy – Purchasing & Tenders

WMRC Officer	Expenditure Limit
<b>Group A</b>	
CEO	\$250,000
Manager Finance and Governance	<del>\$35,000</del> \$50,000
Manager Operations	<del>\$35,000</del> \$50,000
Manager Communications and Education	<del>\$35,000</del> \$50,000
<b>Group B</b>	
Customer Services & Finance Officer	<del>\$1,500</del> \$5,000
<b>Staff Members who are not Banking Signatories</b>	
Weighbridge Officer	\$5,000

Approved: 3 December 2020

Enquiries  
Phone: (08) 9384 4003  
Our ref:

12 January 2021

Hon. David Templeman  
Minister for Local Government  
7<sup>th</sup> Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Dear Minister

#### REPORT ADDRESSING SIGNIFICANT MATTERS IDENTIFIED BY THE AUDITOR

Section 7.12A(4) of the *Local Government Act 1995* requires a local government to prepare a report stating the intended action to address matters identified as significant by the auditor. In the 2019-2020 External Audit, the Office of the Auditor General found that the WMRC has an Operating Surplus Ratio that has been below the required 0.01 target for the last three financial years.

Due to a serious contractual dispute, the WMRC has had significant legal expenses. The dispute meant that the mid to long-term future of the WMRC was uncertain. Accordingly, the WMRC Council directed the administration to write a balanced budget with the exception for legal fees which have been paid from WMRC reserve funds. The result of budgeting in this manner is an adverse (though improving) trend in the Operating Surplus Ratio:

Annual Budget	Operating Surplus Ratio
2017/2018	(0.23)
2018/2019	(0.20)
2019/2020	(0.09)
2020/2021	(0.04)

The WMRC administration is currently negotiating settlement terms with a view to ending the long-running contractual dispute. Once the matter is settled, the WMRC intends to operate to a balanced budget which will see the Operating Surplus Ratio return to meet or exceed the required target.

Yours sincerely



Stefan Frodsham  
Chief Executive Officer



Attachment 10-9B

## **Complaint About Alleged Breach Form** **Code of Conduct for Council and Committee Members**

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

NOTE: A complaint about an alleged breach must be made:

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

### **NAME OF PERSON WHO IS MAKING THE COMPLAINT:**

Name: \_\_\_\_\_  
*Given Name(s)* *Family Name*

### **CONTACT DETAILS OF THE PERSON MAKING THE COMPLAINT:**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

### **NAME OF THE LOCAL GOVERNMENT CONCERNED:**

### **NAME OF COUNCIL MEMBER, COMMITTEE MEMBER, CANDIDATE ALLEGED TO HAVE COMMITTED THE BREACH:**

### **STATE THE FULL DETAILS OF THE ALLEGED BREACH. ATTACH ANY SUPPORTING EVIDENCE TO YOUR COMPLAINT FORM.**

<b>DATE OF ALLEGED BREACH:</b>
_____ / _____ / 20_____

<p><b>SIGNED:</b></p> <p><b>Complainant's Signature:</b> .....</p> <p><b>Date of signing:</b>        _____ / _____ / 20_____</p>
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<p><b>Received by Authorised Officer:</b></p> <p><b>Authorised Officers Name:</b> .....</p> <p><b>Authorised Officers Signature:</b> .....</p> <p><b>Date of signing:</b>        _____ / _____ / 20_____</p>
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**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach. The complaint must be made to the authorised Complaints Officer within one month after the occurrence of the alleged breach.

If the complaint is against a councillor, committee member or candidate, a signed complaint form is to be forwarded to the authorised Complaints Officer, Stefan Frodsham at [ceo@wmrc.wa.gov.au](mailto:ceo@wmrc.wa.gov.au). If the CEO has a close relationship or if the complaint is about the Chief Executive Officer please forward the complaint to the Manager Finance & Governance at [accounts@wmrc.wa.gov.au](mailto:accounts@wmrc.wa.gov.au). Please mark complaint emails as confidential.

## ATTACHMENT 11-3A - Progress on WMRC Resolutions as at 22 March 2021

**Key:**            **Red – resolution not yet commenced.**            **Orange – resolution underway.**            **Green – resolution complete**

DATE	ITEM	TITLE	COMMENT
<b>OCM 3 December 2020</b>	10.6.3	The CEO subject the replacement six Council Policies to annual internal review and report the results to Council	Complete - included in annual compliance schedule
	10.8.1	The Chief Executive be authorised to negotiate and execute a two plus two-year extension of the lease of the WMRC office premises at Unit 2, 317 Churchill Ave, Subiaco.	Complete
	10.10.3	Local public notice of OCM be given in accordance with R.12 of the Local Government (Administration) Regulations 1996	Complete
	16.3.1	Council award East Rockingham Waste to Energy preferred tenderer status on RFT 01-2020 Receipt of Residual Waste for Energy Recovery based on the schedule of rates in their tender offer and subject to a satisfactory conclusion of negotiations concerning the Waste Supply Agreement by 29 January 2021.	Complete – superseded by resolution 10.6.2 at OCM 4 Feb 2021
<b>OCM 4 February 2021</b>	10.4.3	WMRC works in collaboration with Member Council staff to form a plan for a coordinated transition to FOGO in line with Waste Plans and reports back with an outline plan particularly noting the financial implications of FOGO introduction and ongoing costs.	In progress – plan prepared and presented for review by CEOAC on 18 Mar 2021. CEOAC recommended plan is presented for Council approval at Item 10.5 of Agenda for OCM 1 Apr 2021
	10.5.2	Council adopt the Compliance Audit Return 2020, as certified by the Chairman and Chief Executive Officer, and it be forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.	Complete

	10.6.2	East Rockingham Waste to Energy continue as preferred tenderer on RFT 01-2020 Receipt of Residual Waste for Energy Recovery based on the schedule of rates in their tender offer and subject to a satisfactory conclusion of negotiations concerning the Waste Supply Agreement as soon as practical.	In progress
	10.6.3	Council delegate to the CEO in accordance with s.5.42(1) of the Local Government Act 1995, by absolute majority, authority to negotiate minor variations to the contract for RFT 2020-01 Reveal of Residual Waste for Energy Recovery before and after its execution in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.	In progress
	10.7.1	Council approve the WMRC Corporate Business Plan 2020-21 to 2024-25, subject to correction of the minor identified typographical errors and omissions.	Complete
	10.7.2	Council approve the WMRC Long-Term Financial Plan 2020-21 to 2029-30, subject to correction of the minor identified typographical errors and omissions.	Complete
	10.7.3	Council approve the WMRC Asset Management Plan 2020-21, subject to correction of the minor identified typographical errors and omissions	Complete
	10.8.2	In accordance with Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC's 2020/21 Revised Budget be submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of its adoption by Council.	Complete
	10.8.3	In accordance with Local Government (Financial Management) Regulation 5(2)(b), Council confirms the unchanged 2020/21 Fees and Charges.	Complete – member councils advised

	10.8.4	In accordance with Local Government Chief Executive Officers and Elected Members Determination No 1 of 2020 (Salaries and Allowances Tribunal) and Local Government (Administration) Regulations 1996 30-34AA, Council adopts the scale of remuneration for elected members as set out in this report with effect from 4 February 2021.	Complete
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# **CODE OF CONDUCT ELECTED MEMBERS, COMMITTEE MEMBERS & CANDIDATES**

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# DIVISION 1 — PRELIMINARY PROVISIONS

## 1. CITATION

This is the *Western Metropolitan Regional Council Code of Conduct for Council Members, Committee Members and Candidates*.

## 2. TERMS USED

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

## **DIVISION 2 — GENERAL PRINCIPLES**

### **3. OVERVIEW OF DIVISION**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### **4. PERSONAL INTEGRITY**

- (1) A council member, committee member or candidate should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

### **5. RELATIONSHIP WITH OTHERS**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy, and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe, and productive work environment.

### **6. ACCOUNTABILITY**

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.

# **DIVISION 3 — BEHAVIOUR**

## **7. OVERVIEW OF DIVISION**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

## **8. PERSONAL INTEGRITY**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. RELATIONSHIP WITH OTHERS**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **10. COUNCIL OR COMMITTEE MEETINGS**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and

- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. COMPLAINT ABOUT ALLEGED BREACH**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. DEALING WITH COMPLAINT**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. DISMISSAL OF COMPLAINT**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. WITHDRAWAL OF COMPLAINT**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. OTHER PROVISIONS ABOUT COMPLAINTS**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## DIVISION 4 — RULES OF CONDUCT

Notes for this Division:

- (1) Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- (2) A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. OVERVIEW OF DIVISION

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. MISUSE OF LOCAL GOVERNMENT RESOURCES

- (1) In this clause —  
**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
**resources of a local government** includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. SECURING PERSONAL ADVANTAGE OR DISADVANTAGING OTHERS

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

### 19. PROHIBITION AGAINST INVOLVEMENT IN ADMINISTRATION

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. RELATIONSHIP WITH LOCAL GOVERNMENT EMPLOYEES

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. DISCLOSURE OF INFORMATION

- (1) In this clause —  
**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;  
**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;  
**document** includes a part of a document;  
**non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## 22. DISCLOSURE OF INTERESTS

- (1) In this clause —  
**interest** —
  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (2) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## 23. COMPLIANCE WITH PLAN REQUIREMENT

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



## **Complaint About Alleged Breach Form** **Code of Conduct for Council, Committee Members and Candidates**

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

NOTE: A complaint about an alleged breach must be made:

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

### **NAME OF PERSON WHO IS MAKING THE COMPLAINT:**

Name: \_\_\_\_\_  
*Given Name(s)* *Family Name*

### **CONTACT DETAILS OF THE PERSON MAKING THE COMPLAINT:**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

### **NAME OF THE LOCAL GOVERNMENT CONCERNED:**

### **NAME OF COUNCIL MEMBER, COMMITTEE MEMBER, CANDIDATE ALLEGED TO HAVE COMMITTED THE BREACH:**

### **STATE THE FULL DETAILS OF THE ALLEGED BREACH. ATTACH ANY SUPPORTING EVIDENCE TO YOUR COMPLAINT FORM.**

**DATE OF ALLEGED BREACH:**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**SIGNED:**

**Complainant's Signature:** \_\_\_\_\_

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer:**

**Authorised Officers Name:** \_\_\_\_\_

**Authorised Officers Signature:** \_\_\_\_\_

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised Complaints Officer **within one month** after the occurrence of the alleged breach.

Signed Complaint form is to be forwarded to: the Chief Executive Officer at: [ceo@wmrc.wa.gov.au](mailto:ceo@wmrc.wa.gov.au) or posted to Suite 2/ 317 Churchill Avenue, Subiaco WA 6008. If more appropriate please forward to the Manager Finance & Governance at [accounts@wmrc.wa.gov.au](mailto:accounts@wmrc.wa.gov.au)



**Western  
Metropolitan  
Regional Council**

*Managing waste wisely*

**Delegations Register  
2020**

## 11. Appointment of Persons to Receive & Withdraw Complaints

<b>Delegated by:</b>	Local Government
<b>Power to delegate:</b>	Section 5.42 <i>Local Government Act 1995</i> – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42. Local Government (Model Code of Conduct) Regulations Local Government Legislation Amendment Act 2019 -----
<b>Delegated to:</b>	Chief Executive Officer
<b>Power/ authority delegated:</b>	Section 11(3) of the <i>Model Code of Conduct for Elected Members, Committee Members &amp; Candidates</i> . Authority to appoint persons to receive and withdraw complaints in respect of the Model Code of Conduct.
<b>Conditions:</b>	Actions to be in accordance with the Complaints Handling Policy and Procedures (once developed).
<b>References:</b>	N/A
<b>Power to sub-delegate:</b>	Yes – s.5.44 <i>Local Government Act 1995</i> – a CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under the <i>Local Government Act 1995</i> .
<b>Sub-delegated to:</b>	Manager Finance & Governance
<b>Record of use:</b>	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
<b>Date adopted:</b>	01/04/2021
<b>Last reviewed:</b>	01/04/2021