

Draft 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

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

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

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

Responsible Officer:	Finance & Governance Manager
Date:	25 March 2021
Attachment 10.2A:	January Accounts
Attachment 10.2B:	February Accounts

SUMMARY

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

BACKGROUND

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

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

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

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

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
DWER targets	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
Claremont (2018/19 data)	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
Cottesloe (2018/19 data)	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
Mosman Park (2018/19 data)	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
Peppermint Grove (2018/19 data)	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
Subiaco (2018/19 data)	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

Responsible Officer: Manager Communications and Education

Date: 25 March 2021

Attachment: Confidential 10-6A Summary Key Terms

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

Responsible Officer:	Audit & Risk Management Committee
Author:	Manager Finance & Governance
Date:	25 March 2021
Attachment:	10.8A Operating Surplus Letter

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.

Post - unpaid articles:	

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 Jack 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 20.

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.

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

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.

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.

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.

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.

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.

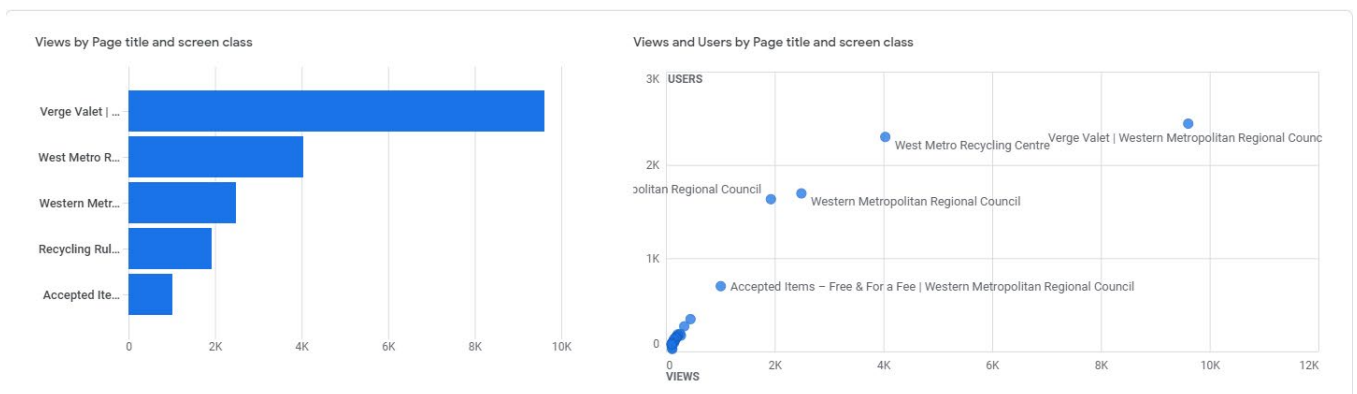
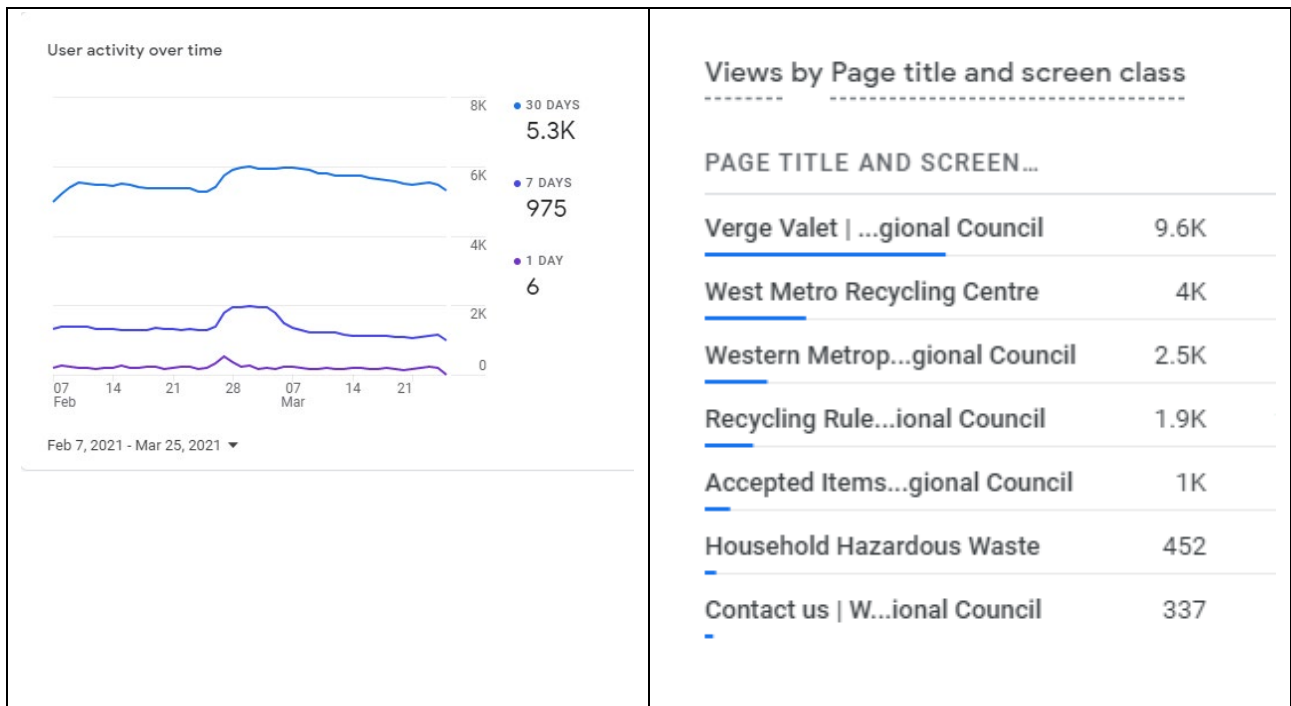
"The commercial operators will already have the tonnes to make the site viable."

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

Post Article 26
March 2021

Waste deal could save Mosman millions

Allegations by a Mosman Park resident containing factual errors.



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](#)

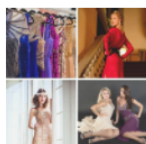
50+ posts published in the last 28 days.

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

Responsible Officer:

Chief Executive Officer

Date:

22 March 2021

Attachment:

11-3A Progress on Council Resolutions

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

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

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 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

Observers

Sara Franklyn	Deputy Member	Town of Claremont

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

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

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

Responsible Officer:	Finance & Governance Manager
Date:	26 January 2021
Attachment 10.2A:	November Accounts
Attachment 10.2B:	December Accounts

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

Responsible Officer:	Manager Communications and Education
Date:	27 January 2021
Attachment:	None

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 Receival 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 Receival 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 Receival 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 Receival 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

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

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
Revenue	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%
Total	2,630,822	2,693,198	5,394,392	5,517,169	2%
Expenses					
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%
Total	2,856,427	3,028,134	5,940,839	5,770,092	-3%
Net Position	(225,605)	(334,936)	(546,447)	(252,922)	-54%

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 receivables 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:

	Sitting fees	Allowance	ICT	Total	Per member
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	
				\$ 61,723	\$ 12,345

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

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

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

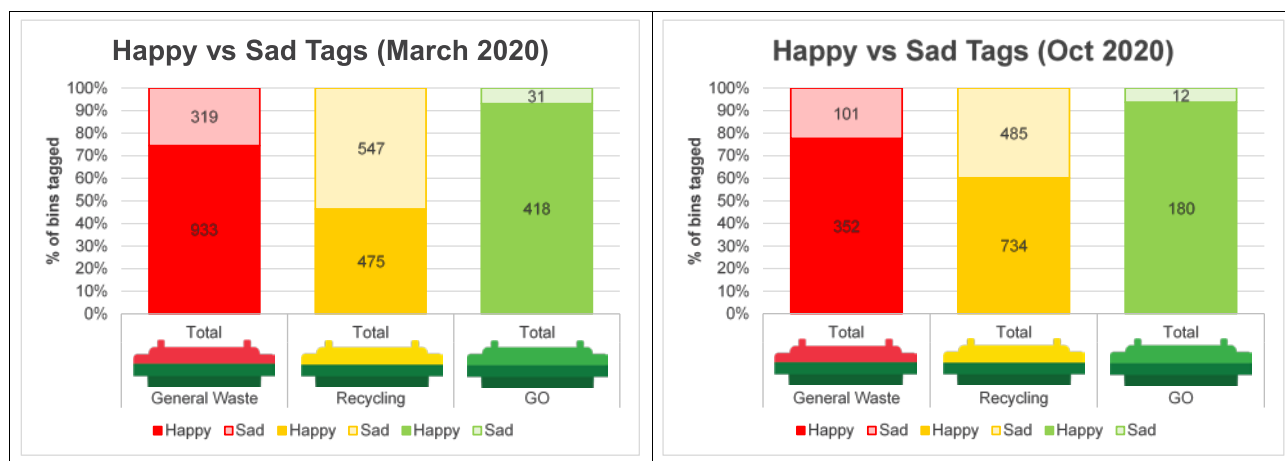
Attachment 11-1A details the mid-year status of activities in five program areas all of which show good progress.

- **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.

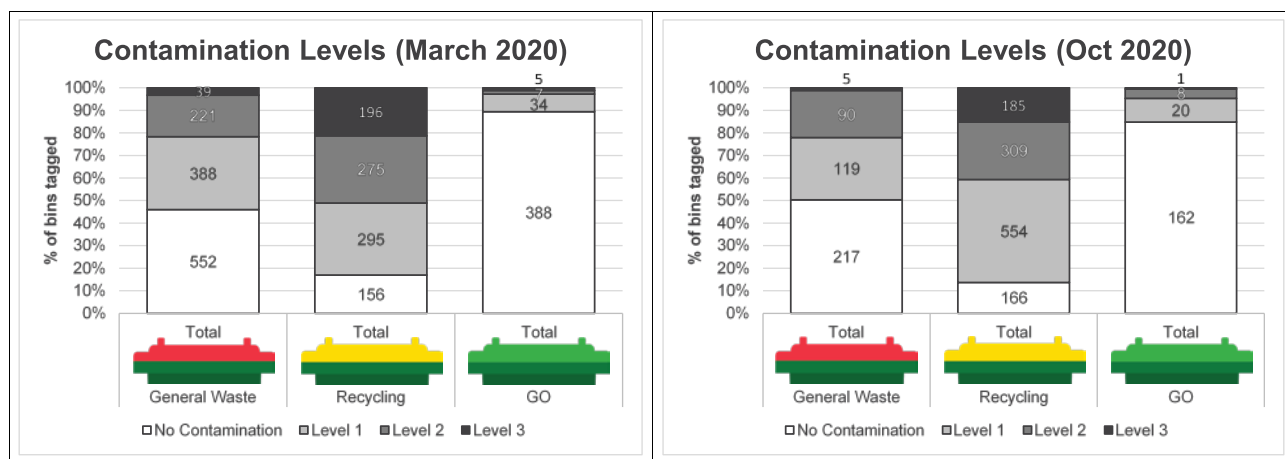
2. Bin tagging

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:

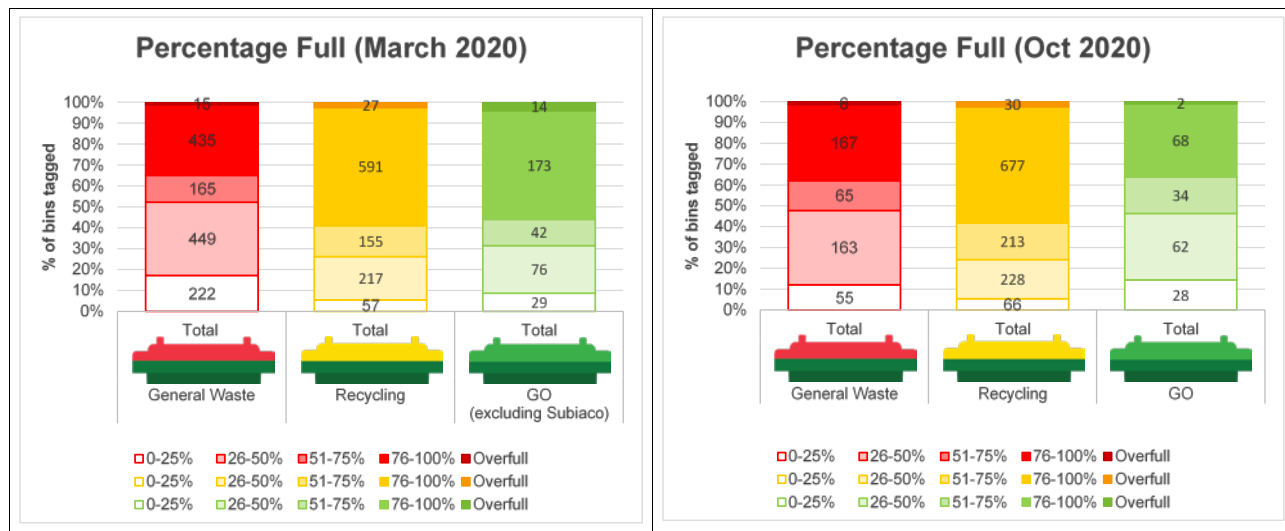
	% happy tags given		% bins with no contamination		Main contaminants (% of bins present in)	
	March	Oct	March	Oct	March	Oct
General waste	75%	78%	45%	48%	Recyclables (46%) Garden waste (6%)	Recyclables (42%) Garden waste (14%)
Recycling	46%	60%*	17%	14%	Soft plastics (52%) Plastic milk and beverage bottle lids (48%)	Soft plastics (47%) Plastic milk and beverage bottle lids (44%)
GO	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.

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.

Post Article 3 December

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 (enter off Brockway)

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

*Free for Member and Participating Council residents only. Entry fee may be applicable for non-member council residents. Visit wmrc.wa.gov.au for details.



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 for details. 

Monthly half page ad – 18 Dec

WMRC's Word on Waste

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
More details wmrc.wa.gov.au/our-services/community-education or call 9384 6711.

West Metro Recycling Centre

Recycle responsibly at the West Metro Recycling Centre.

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

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
Town of Cottesloe, Town of Mosman Park and Town of Cambridge only.

West Metro Recycling Centre – Open 7 days

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

***Free for Member and Participating Council residents only. Fees may apply for non-member residents. Visit 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:

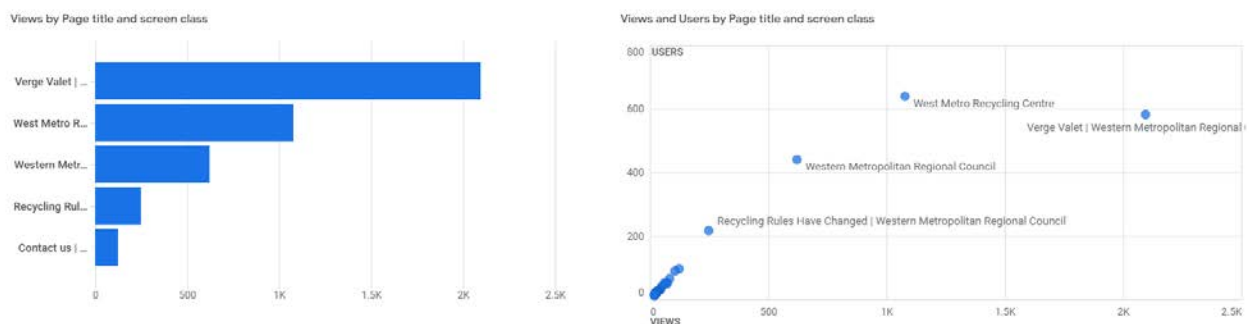
Participating Council:

Recycling Hotline 9384 6711 Join us online or sign up to our monthly newsletter – visit wmrc.wa.gov.au 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.



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 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 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

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

Responsible Officer:	Manager Communications & Education
Date:	20 January 2021
Attachment:	11-2A example of latest advertising material

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

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	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

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

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

Product Category - General Waste

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Commercial													
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
Member Council - Operation													
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
Council - Resident													
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
Non Member Council - Operation	0.00	0.00	0.38	1.12	0.34	0.22	0.38	0.30					2.74
Product Category - GreenWaste													
Commercial													
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
Council - Operation													
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
Council - Resident													
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
Product Category - Recycling & Problematic Waste													
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
Product Category - Verge Valet Collections													
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
Monthly Totals	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

Waste Tonnes by Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2017 - 2018	1761	1880	2484	2608	4295	3836	3705	2334	1707	2461	1987	1733	30791
2018 - 2019	1632	1721	1786	2083	1926	1753	1731	1959	1787	2026	1541	1452	21397
2019 - 2020	1685	1778	1878	2525	1782	1966	1877	1895	2286	2427	2225	2264	24588
2020 - 2021	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

Authorised as final version:	S Frodsham
Date:	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 %		
Revenue from Ordinary Activities										
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
Total Revenue from Ordinary Activities	1,307,246	1,295,408	11,838	1%	3,956,540	3,974,800	(18,260)	0%	5,614,834	5,517,169
Expenses from Ordinary Activities										
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)
Total Expenses from Ordinary Activities	(519,061)	(468,791)	(50,270)	-11%	(3,379,360)	(3,423,089)	43,729	1%	(5,971,044)	(5,797,904)
Net Operating Position	788,185	826,617	(38,432)	-5%	577,179	551,711	25,468	5%	(356,210)	(280,735)
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
Total Other Income	0	0	0		0	3,786	(3,786)	-100%	0	0
Change in Net Assets From Operations	788,185	826,617	(38,432)	-5%	577,179	555,497	21,682	4%	(449,965)	(274,244)

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

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

1. Financial Performance (continued)

1.2 Statement of Financial Position

Statement of Financial Position

As at 31 January 2021

	31-Jan-21	31-Dec-20	Difference
Current Assets			
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)
Total Current Assets	2,622,447	1,991,563	630,884
Non-current Assets			
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)
Total Non-current Assets	2,324,922	2,284,676	40,247
Total Assets	4,947,369	4,276,239	671,130
Current Liabilities			
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
Total Current Liabilities	698,588	814,815	(116,227)
Non-Current Liabilities			
Non-Current Long Service Leave	27,250	28,077	(827)
Total Non-Current Liabilities	27,250	28,077	(827)
Total Liabilities	725,838	842,893	(117,054)
Net Assets	4,221,531	3,433,346	788,185
Equity			
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
Total Equity	4,221,531	3,433,346	788,185

1. Financial Performance (continued)

1.3 Net Current Assets

Net Current Assets			
As at 31 January 2021			
	31-Jan-21	31-Dec-20	Movement
Current Assets			
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)
Total Current Assets	2,622,447	1,991,563	630,884
Current Liabilities			
Creditors	362,625	383,523	(20,898)
Provisions for Leave	230,039	228,504	1,534
Accruals	60,124	156,988	(96,864)
Total Current Liabilities	652,788	769,015	(116,227)
Net Assets	1,969,659	1,222,548	747,111
Less			
Reserves - Restricted Cash	1,183,864	1,183,204	660
Net Current Funding Position	785,795.23	39,344.02	746,451

1. Financial Performance (continued)

1.4 Cash Flow Statement

STATEMENT OF CASH FLOWS		
As at 31 January 2021		
	ACTUAL TO DATE 2020/2021	FULL YEAR ACTUAL 2019/2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
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
Receipts from operations	3,906,490	5,453,329
Payment		
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)
Payments from operations	(4,186,324)	(5,715,001)
Cash Used in Operating Activities	(279,834)	(261,672)
NET CASH PROVIDED BY OPERATING ACTIVITIES	(559,668)	(523,344)
CASH FLOWS FROM INVESTING ACTIVITIES		
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
NET CASH USED IN INVESTING ACTIVITIES	(54,486)	(264,711)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments for principal portion of lease liabilities	0	(44,292)
NET CASH PROVIDED BY FINANCING ACTIVITIES	0	(44,292)
SUMMARY OF CASH FLOWS		
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
CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH	1,254,826	1,589,146

1. Financial Performance (continued)

1.5 Reserves (cash backed)

Reserves Summary

As at 31 January 2021

	31-Jan-21	31-Dec-20	Movement
Investments			
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
Total Investments	1,183,864	1,183,204	660
Reserves			
Operations Reserve	707,062	707,062	0
Development Reserve	476,802	476,142	660
Total Reserves	1,183,864	1,183,204	660

STATEMENT OF RESERVES

As at 31 January 2021

Description	Operations Reserve	Development Reserve	Total
Opening Balance	707,062	476,142	1,183,204
Interest on investments	0	660	660
Transfer from Surplus	0	0	0
Transfer to Surplus	0	0	0
Closing Balance	707,062	476,802	1,183,864

1. Financial Performance (continued)

1.6 Key Performance Indicators

FINANCIAL RATIOS				
As at 31 January 2021				
Current Ratio				
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				
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				
Operating Surplus Ratio				
Operating Revenue	3,956,540			
LESS: Operating Expense	(3,379,360)	577,179	=	15%
Own Source Operating Revenue	3,919,356	3,919,356		
This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)				
Own Source Operating Revenue				
Own Source Operating Revenue	3,919,356	3,919,356	=	116%
Operating Expense	3,379,360	3,379,360		
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)				

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

AGED DEBTOR ANALYSIS						
As at 31 January 2021						
	Current (\$)	<1 Month (\$)	1 month (\$)	2 month (\$)	Older (\$)	Total (\$)
Member Councils						
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
Total	381,694	0	0	0	0	381,694
	100%	0%	0%	0%	0%	0%
Participating Councils						
Town of Cambridge	166	0	0	0	0	166
Town of Cambridge - Verge Valet	31,348	0	0	0	0	31,348
Total	31,514	0	0	0	0	31,514
	8%	0%	0%	0%	0%	0%
Non-members						
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
Total	33,788	3,406	0	0	0	37,194
	91%	9%	0%	0%	0%	9%
Grand Total	446,996	3,406	0	0	0	450,402
	99%	1%	0%	0%	0%	100%

2.3 Top Ten Suppliers

TOP TEN SUPPLIERS - Jan 2021				
Ranking	Name	\$ excl GST	Period	Previous Month
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	-

TOP TEN SUPPLIERS - YEAR TO DATE				
Ranking	Name	\$ excl GST	Period	Previous Month
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

Aged Creditor Analysis						
As at 31 January 2021						
Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
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
Total Aged Payables	295,241	17,098	0	0	(1,233)	311,105

3. Treasury

3.1 Cash Invested

Investments									
As at 31 January 2021									
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
Total Funds Investe				\$1,183,864					

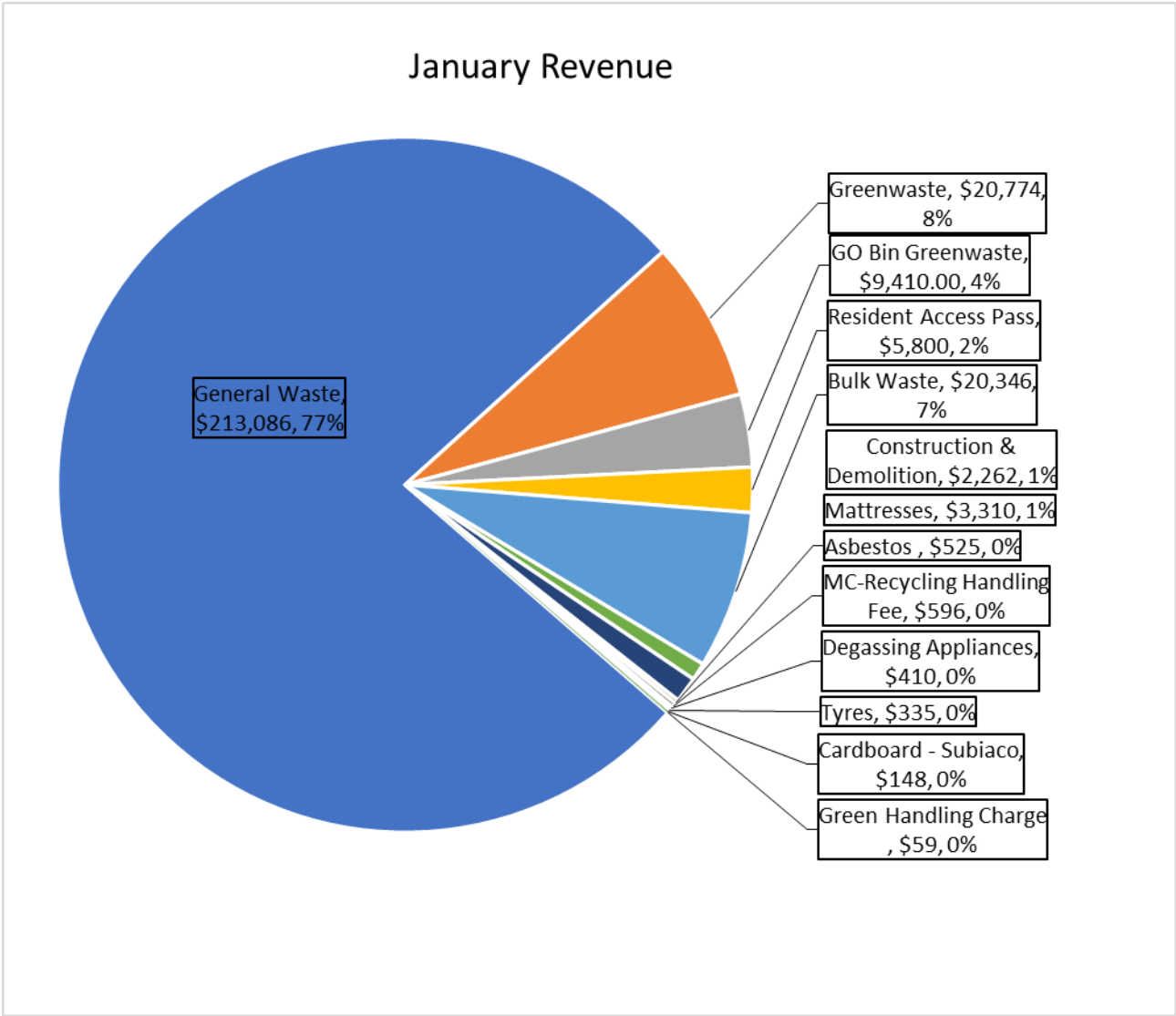
3.2 Cash Analysis

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

4. Capital Expenditure

STATEMENT OF INVESTING ACTIVITIES				
As at 31 January 2021				
	Month Movement	YTD Actual	YTD Budget	2020/21 Budget
Buildings				
HHW Carport Cover	0	9,545	5,568	9,545
Total Buildings	0	9,545	5,568	9,545
Furniture & Equipment				
Nil	0	0	0	0
Total Office Furniture	0	0	0	0
Plant & Equipment				
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
Total Property, Plant & Equipment	54,486	89,218	234,019	401,175
Infrastructure				
Admin Office Renovation	0	0	44,915	76,997
Weighbright Office Renovation	0	0	11,667	20,000
Total Infrastructure	0	0	56,582	96,997
Total Capital Expenditure	54,486	98,763	296,168	507,717

5. Revenue

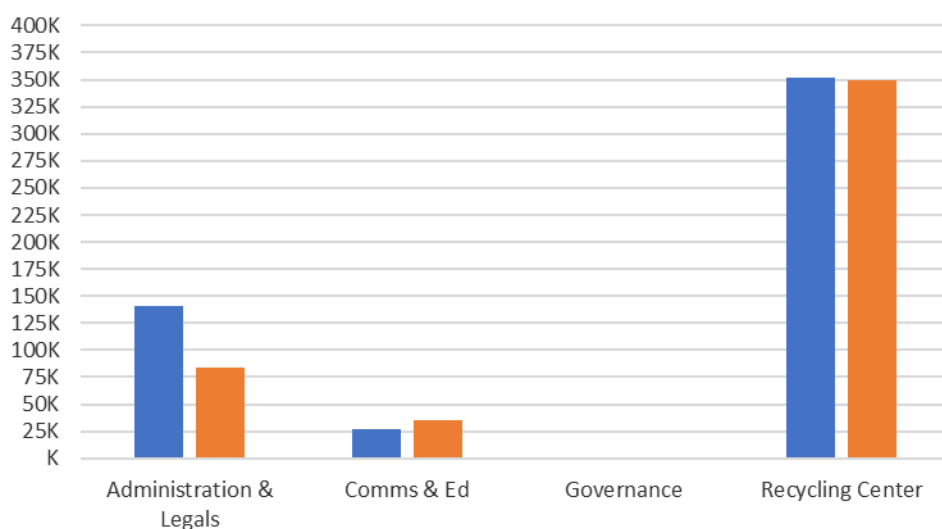


6. Actual v Budget Expenditure

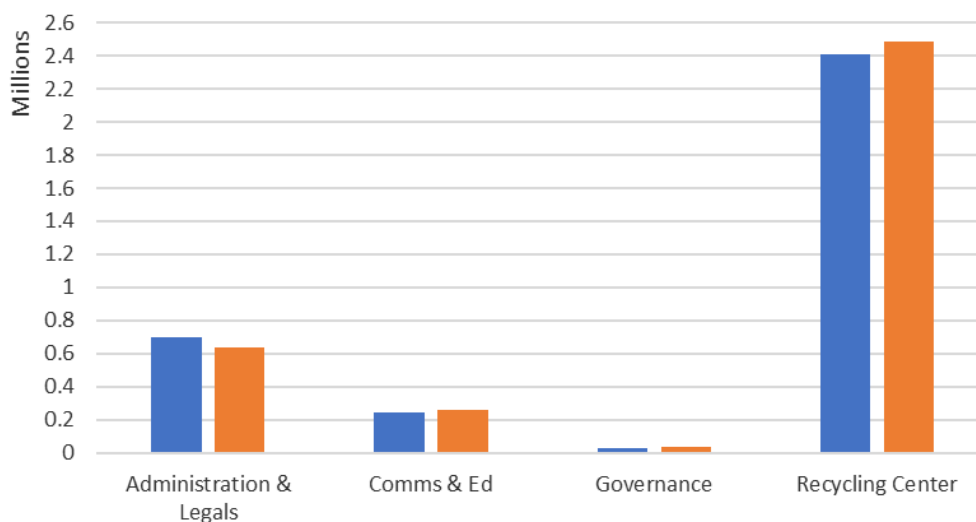
Budget v Actuals Summary WESTERN METROPOLITAN REGIONAL COUNCIL 1 Jan 2021 to 31 Jan 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue	1,307,246	1,295,408	11,838	1%	3,956,540	3,974,800	(18,260)	0%
Total Income	1,307,246	1,295,408	11,838	1%	3,956,540	3,974,800	(18,260)	0%
Less Operating Expenses								
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%
Total Operating Expenses	519,061	468,791	50,270	11%	3,379,360	3,423,089	(43,729)	-1%
Net Profit	788,185	826,617	(38,432)	-5%	577,179	551,711	25,468	5%

January Actual v Budget



YTD Actual v Budget Expenditure



Monthly Management Accounts

February 2021

Authorised as final version:	S Frodsham
Date:	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 %		
Revenue from Ordinary Activities										
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
Total Revenue from Ordinary Activities	326,663	337,083	(10,420)	-3%	4,283,202	4,311,883	(28,681)	-1%	5,614,834	5,517,169
Expenses from Ordinary Activities										
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)
Total Expenses from Ordinary Activities	(467,964)	(463,896)	(4,068)	-1%	(3,847,419)	(3,870,798)	23,379	1%	(5,971,044)	(5,797,904)
Net Operating Position	(141,301)	(126,813)	(14,488)	-11%	435,783	441,085	(5,302)	-1%	(356,210)	(280,735)
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
Total Other Income	0	666	(666)	-100%	0	1,332	(1,332)	-100%	0	0
Change in Net Assets From Operations	(141,301)	(126,147)	(15,154)	-12%	435,783	442,417	(6,634)	-1%	(449,965)	(274,244)

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

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

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
Current Assets			
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
Total Current Assets	2,296,639	2,622,447	(325,807)
Non-current Assets			
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)
Total Non-current Assets	2,408,552	2,324,922	83,630
Total Assets	4,705,192	4,947,369	(242,177)
Current Liabilities			
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
Total Current Liabilities	595,585	698,683	(103,098)
Non-Current Liabilities			
Non-Current Long Service Leave	29,472	27,250	2,222
Total Non-Current Liabilities	29,472	27,250	2,222
Total Liabilities	625,058	725,933	(100,876)
Net Assets	4,080,134	4,221,436	(141,301)
Equity			
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)
Total Equity	4,080,134	4,221,436	(141,301)

1. Financial Performance (continued)

1.3 Net Current Assets

Net Current Assets			
As at 28 February 2021			
	28-Feb-21	31-Jan-21	Movement
Current Assets			
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
Total Current Assets	2,296,639	2,622,447	(325,807)
Current Liabilities			
Creditors	311,063	362,720	(51,656)
Provisions for Leave	238,257	230,039	8,218
Accruals	465	60,124	(59,659)
Total Current Liabilities	549,785	652,883	(103,098)
Net Assets	1,746,854	1,969,564	(222,710)
Less			
Reserves - Restricted Cash	1,704,667	1,183,864	520,803
Net Current Funding Position	42,187.09	785,700.23	(743,513)

1. Financial Performance (continued)

1.4 Cash Flow Statement

STATEMENT OF CASH FLOWS		
As at 28 February 2021		
	ACTUAL TO DATE 2020/2021	FULL YEAR ACTUAL 2019/2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
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
Receipts from operations	4,294,812	5,453,329
Payment		
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)
Payments from operations	(4,551,796)	(5,715,001)
Cash Used in Operating Activities	(256,984)	(261,672)
NET CASH PROVIDED BY OPERATING ACTIVITIES	(513,968)	(523,344)
CASH FLOWS FROM INVESTING ACTIVITIES		
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
NET CASH USED IN INVESTING ACTIVITIES	(54,486)	(264,711)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments for principal portion of lease liabilities	0	(44,292)
NET CASH PROVIDED BY FINANCING ACTIVITIES	0	(44,292)
SUMMARY OF CASH FLOWS		
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
CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH	1,277,676	1,589,146

1. Financial Performance (continued)

1.5 Reserves (cash backed)

STATEMENT OF RESERVES

As at 28 February 2021

	Operations Reserve	Development Reserve	Total
Opening Balance	707,062	476,802	1,183,864
Interest on investments	803	0	803
Transfer from Surplus	520,000	0	520,000
Transfer to Surplus	0	0	0
Closing Balance	1,227,866	476,802	1,704,667

Reserves Summary

As at 28 February 2021

	28-Feb-21	31-Jan-21	Movement
Investments			
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
Total Investments	1,704,667	1,183,864	520,803
Reserves			
Operations Reserve	1,227,866	707,062	520,803
Development Reserve	476,802	476,802	0
Total Reserves	1,704,667	1,183,864	520,803

1. Financial Performance (continued)

1.6 Key Performance Indicators

FINANCIAL RATIOS				
As at 28 February 2021				
Current Ratio				
Current Assets	2,296,639			
LESS: Restricted Current Assets	(1,704,667)	591,972		
			=	1.0767
Current Liabilities	549,785	549,785		
LESS: Liabilities Associated with restricted assets				
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				
Operating Surplus Ratio				
Operating Revenue	4,283,202			
LESS: Operating Expense	(3,847,419)	435,783		
			=	10%
Own Source Operating Revenue	4,196,713	4,196,713		
This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)				
Own Source Operating Revenue				
Own Source Operating Revenue	4,196,713	4,196,713		
Operating Expense	3,847,419	3,847,419	=	109%
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)				

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

AGED DEBTOR ANALYSIS						
As at 28 February 2021						
	Current (\$)	<1 Month (\$)	1 month (\$)	2 month (\$)	Older (\$)	Total (\$)
Member Councils						
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
Total	280,809	19,134	0	0	0	299,943
	94%	6%	0%	0%	0%	6%
Participating Councils						
Town of Cambridge	226	0	0	0	0	226
Town of Cambridge - Verge Valet	60,719	0	0	0	0	60,719
Total	60,945	0	0	0	0	60,945
	20%	0%	0%	0%	0%	0%
Non-members						
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
Total	24,608	3,246	0	0	0	27,854
	88%	12%	0%	0%	0%	12%
Grand Total	366,362	22,380	0	0	0	388,742
	94%	6%	0%	0%	0%	100%

2.3 Top Ten Suppliers

TOP TEN SUPPLIERS - FEB 2021				
Ranking	Name	\$ excl GST	Period	Previous Month
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	-

TOP TEN SUPPLIERS - YEAR TO DATE				
Ranking	Name	\$ excl GST	Period	Previous Month
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

Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
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
Total Aged Payables	301,995	811	(1,045)	0	(1,233)	300,528

3. Treasury

3.1 Cash Invested

Investments									
As at 28 February 2021									
Invest No.	Date Invested	Reserve Fund	Maturity Date	Amount Invested	Current Rate	Term (days)	Bank Lodged	Maturity Amount	Gross Interest
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
Total Funds Invested				\$1,704,667					

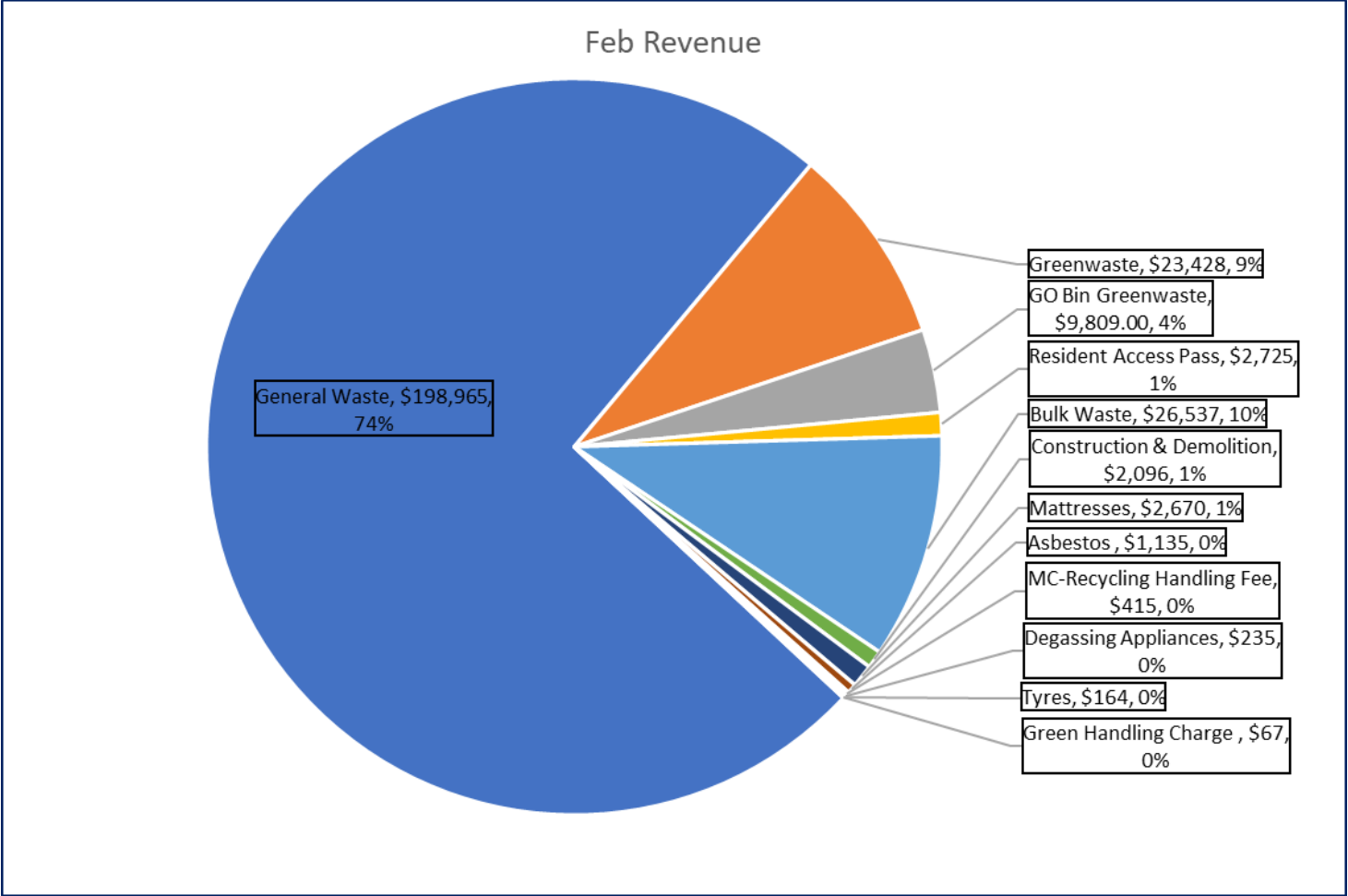
3.2 Cash Analysis

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

4. Capital Expenditure

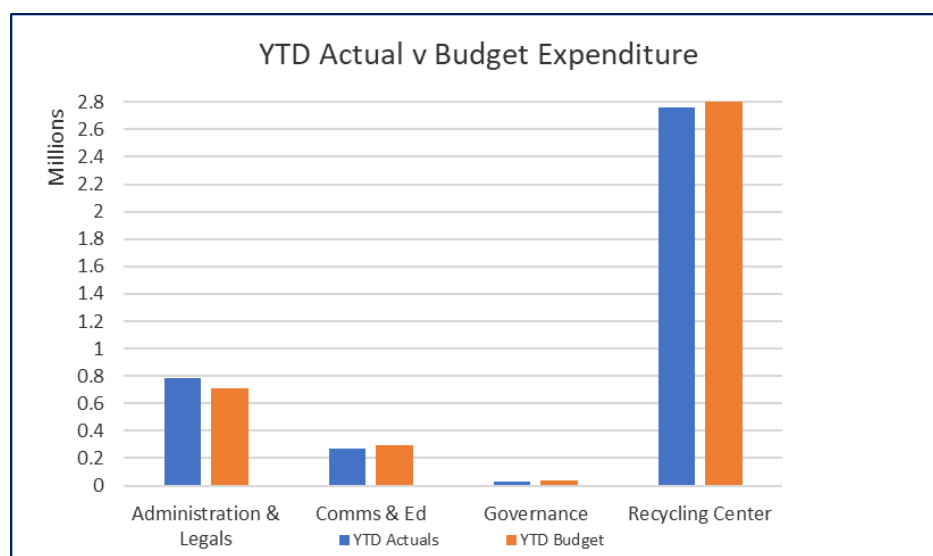
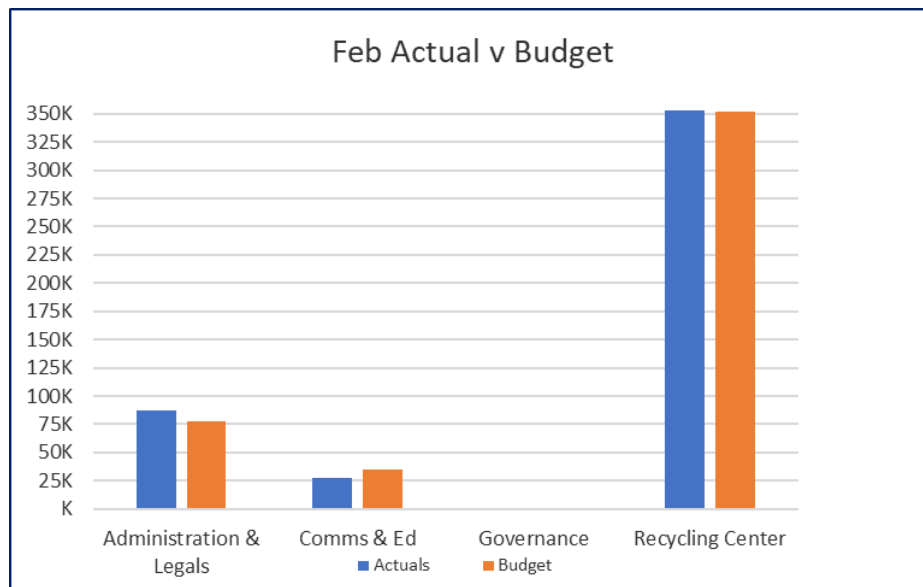
STATEMENT OF INVESTING ACTIVITIES As at 28 February 2021				
	Month Movement	YTD Actual	YTD Budget	2020/21 Budget
Buildings				
HHW Carport Cover	0	9545	6,363	9,545
Total Buildings	0	9,545	6,363	9,545
Furniture & Equipment				
Nil	0	0	0	0
Total Office Furniture	0	0	0	0
Plant & Equipment				
Vehicles	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
Total Property, Plant & Equipment	86,578	121,310	267,450	401,175
Infrastructure				
Admin Office Renovation	0	0	51,331	76,997
Weighbright Office Renovation	0	0	13,333	20,000
Total Infrastructure	0	0	64,665	96,997
Total Capital Expenditure	86,578	130,855	338,478	507,717

5. Revenue



6. Actual v Budget Expenditure

Budget v Actuals Summary WESTERN METROPOLITAN REGIONAL COUNCIL 1 Feb 2021 to 28 Feb 2021								
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue	326,663	337,083	(10,420)	-3%	4,283,202	4,311,883	(28,681)	-1%
Total Income	326,663	337,083	(10,420)	-3%	4,283,202	4,311,883	(28,681)	-1%
Less Operating Expenses								
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%
Total Operating Expenses	467,964	463,896	4,068	1%	3,847,419	3,870,798	(23,379)	-1%
Net Profit	(141,301)	(126,813)	(14,488)	-11%	435,783	441,085	(5,302)	-1%



Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 January 2021 to 31 January 2021

Cash Basis

Date	Description	Reference	Credit
Commonwealth Cheque Account			
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
Total Commonwealth Cheque Account			699,625.77

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
Total Commonwealth Credit Card SF			3,215.97

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
Total Commonwealth Credit Card GF			2,446.22

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
Total Petty Cash			138.83

Total			705,426.79

Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 February 2021 to 28 February 2021

Cash Basis

Date	Description	Reference	Credit
Commonwealth Cheque Account			
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
Total Commonwealth Cheque Account			1,197,033.34

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
Total Commonwealth Credit Card SF			1,456.98

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
Total Commonwealth Credit Card GF			769.05

Petty Cash

15 Feb 2021	Golden Choice	Office catering	3.00
Total Petty Cash			3.00

Total			1,199,262.37

Debtors outstanding

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 19 March 2021

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

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

Member	Position	Council
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
Visitors	Position	Council / Organisation
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:

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

Member	Position	Council
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
Visitors	Position	Council / Organisation
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

Apologies

Mr P Engel	Manager Operations	WMRC

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.

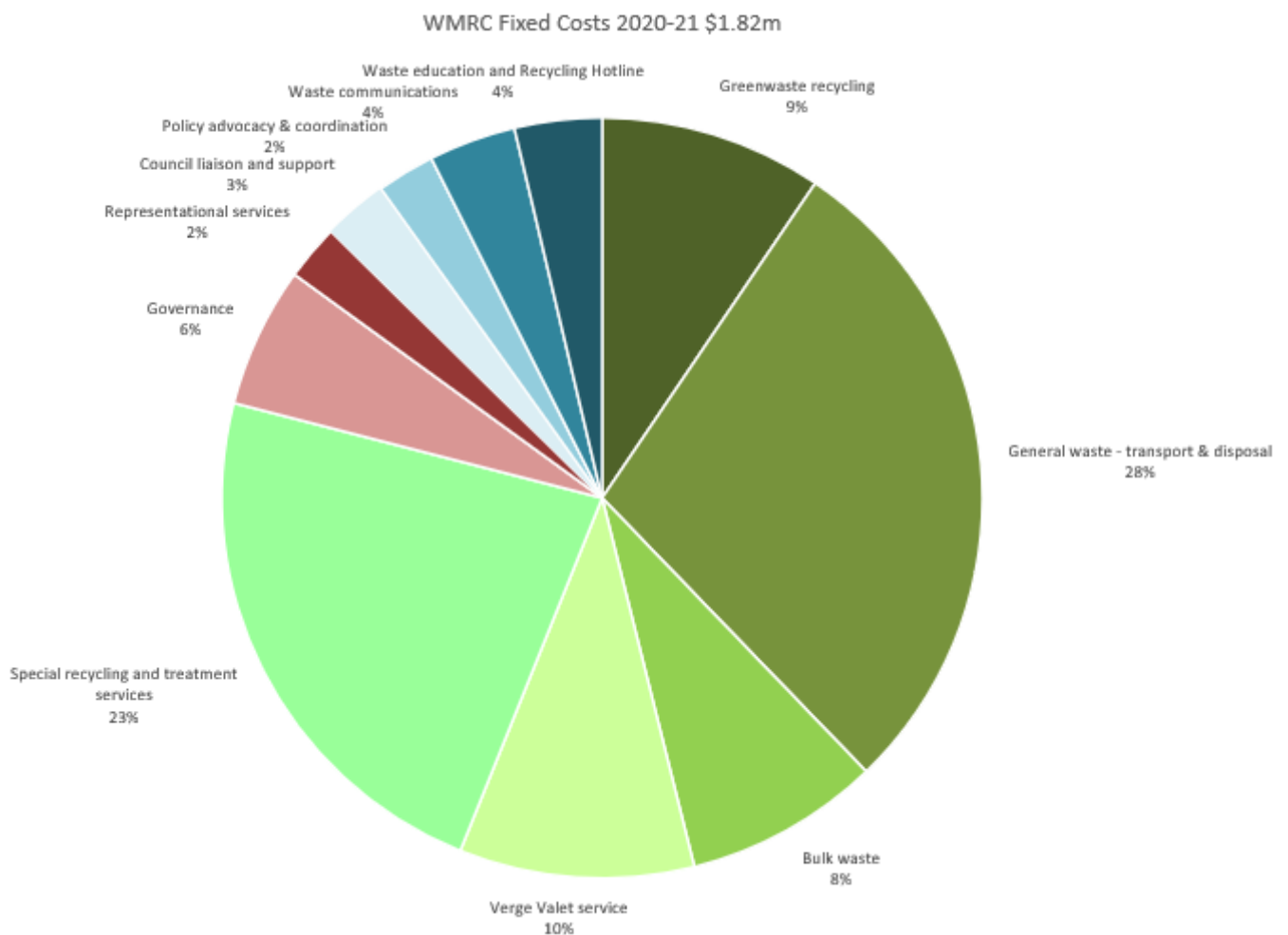
The following chart illustrates the breakdown of the \$1.825M in member council fixed cost contributions.

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.



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
DWER targets	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
Claremont (2018/19 data)	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
Cottesloe (2018/19 data)	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
Mosman Park (2018/19 data)	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
Peppermint Grove (2018/19 data)	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
Subiaco (2018/19 data)	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
Numbers of residents calling at the [Recycling] Centre	Over 2000 free carloads and a further 1000 paid transactions
Quantity of materials recycled	69T green waste, 174T bulk waste and quantities of specific recyclables
Results of customer satisfaction survey	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
Total	1,942	1,954	16,481

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
Claremont	Provide FOGO service to SUDs	July 2022	2025	
Cottesloe	Implement FOGO to SUDs	July 2021	2023	
Mosman Park	Introduce FOGO to SUDs	July 2021	2025	FOGO in place as soon as a commercially sustainable processing option is available
Peppermint Grove	Introduce FOGO to all eligible residents	July 2023	2025	
Subiaco	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	
WMRC	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.

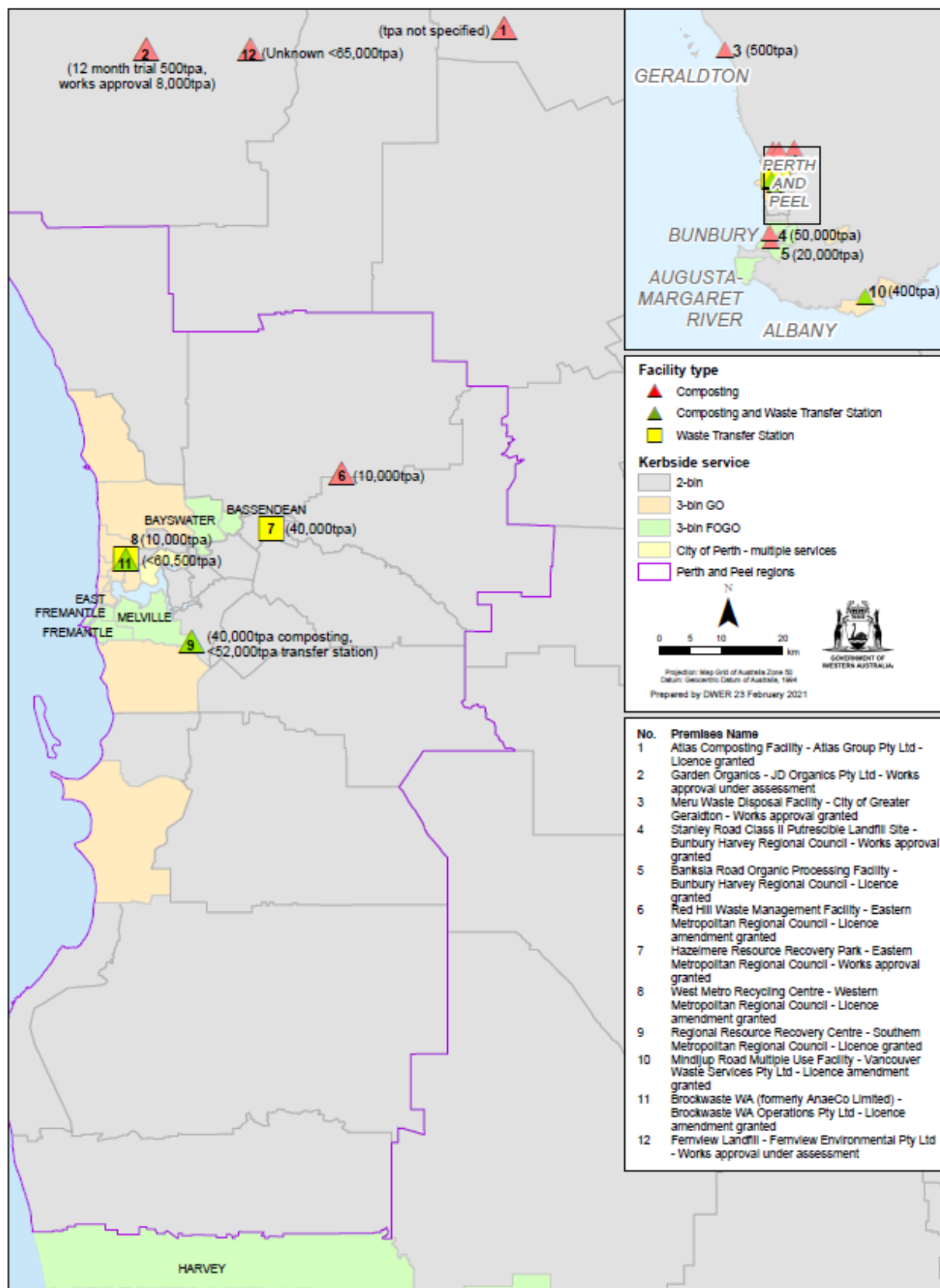
	No of residences (ABS Quickstats - Subi website)	% SUDs (including townhouses and units)	# SUDs	Case 1 Tonnes/ annum	Case 2 Tonnes/ annum	Case 3 Tonnes/ annum
Claremont	4758	63%	3002	1232.6	1472	1592.3
Cottesloe	3632	81%	2946	1209.6	1243	1562.6
Mosman Park	4062	77%	3111	1277.4	1275	1650.1
Peppermint Grove	619	88%	546	224.2	245	289.6
Subiaco	7894	63%	4981	2045.2	2542	2641.9
TOTAL	20965		14586	5988.9	6777	7736.4

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 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:

- A. 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.
- B. 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.
- C. 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 400m²). 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.

3. AUTHORISATION OF EXPENDITURE FROM MUNICIPAL AND TRUST FUND

DELEGATED BY:	Local Government
POWER TO DELEGATE:	Section 5.42 Local Government Act 1995 – a local government may delegate to the CEO the exercise of any of its powers or any of its duties as specified in s.5.42.
DELEGATED TO:	Chief Executive Officer
POWER/AUTHORITY DELEGATED:	Sections 6.7 and 6.9 Local Government Act 1995 Authority to authorise expenditure from the municipal fund and trust fund.
CONDITIONS:	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
Group A	
CEO	\$250,000
Manager Finance and Governance	~~\$35,000~~ \$50,000
Manager Operations	~~\$35,000~~ \$50,000
Manager Communications and Education	~~\$35,000~~ \$50,000
Group B	
Customer Services & Finance Officer	~~\$1,500~~ \$5,000
Staff Members who are not Banking Signatories	
Weighbridge Officer	\$5,000



Attachment 4-1A

Enquiries

Phone: (08) 9384 4003

Our ref:

12 January 2021

Hon. David Templeman
Minister for Local Government
7th 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

WMRC Member Councils

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.

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.

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. 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. 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
OCM 3 December 2020	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
OCM 4 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.	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 Receipt 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

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 (7) 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 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



Delegations Register 2020

11. Appointment of Persons to Receive & Withdraw Complaints

Delegated by:	Local Government
Power to delegate:	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 -----
Delegated to:	Chief Executive Officer
Power/ authority delegated:	Section 11(3) of the <i>Model Code of Conduct for Elected Members, Committee Members & Candidates</i> . Authority to appoint persons to receive and withdraw complaints in respect of the Model Code of Conduct.
Conditions:	Actions to be in accordance with the Complaints Handling Policy and Procedures (once developed).
References:	N/A
Power to sub-delegate:	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> .
Sub-delegated to:	Manager Finance & Governance
Record of use:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> are met.
Date adopted:	01/04/2021
Last reviewed:	01/04/2021

Incoming Waste Tonne by Type 2020-21

Product Category - General Waste

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Commercial													
Commercial - General Waste	151.00	150.65	139.00	148.16	138.20	180.73	135.96	142.18	142.52	131.82			1460.22
Commercial - Construction & Demolition	28.60	15.54	21.66	24.72	25.14	17.06	5.72	11.76	2.10	7.16			159.46
Member Council - Operation													
Member Council -General Waste	906.71	829.42	884.04	868.04	880.22	995.96	876.56	835.82	877.06	834.34			8788.17
Member Council - Other	63.62	88.66	95.44	92.92	88.88	83.63	96.52	76.26	76.48	76.98			839.39
Member Council - Bulk Waste (verge collection)	27.14	63.40	0.00	0.00	0.00	18.82	20.74	74.98	75.95	0.00			281.03
Member Council - Illegal Dumping	0.12	0.00	0.00	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	0.84	0.62			47.26
Council - Resident													
Member Council Residents - General Waste	13.55	83.65	95.65	98.84	91.06	103.16	85.24	75.89	78.94	91.04			817.02
Member Council Residents - Construction & Demolition	3.18	13.02	17.02	7.28	14.72	18.96	15.20	7.86	10.97	15.10			123.31
Participating Council Residents - General Waste	0.00	0.00	26.95	36.45	25.96	29.61	28.80	23.60	24.57	28.32			224.26
Participating Council Residents - Construction & Demolition	0.00	0.00	1.92	4.96	1.52	5.83	3.56	2.44	3.00	1.86			25.09
Non-Member Council Residents - General Waste	16.32	45.28	42.64	34.27	29.96	26.37	23.49	11.88	15.74	14.21			260.16
Non-Member Council Residents - Construction & Demolition	0.00	1.80	5.34	4.94	1.16	2.56	1.58	1.62	0.90	1.54			21.44
Non Member Council - Operation	0.00	0.00	0.38	1.12	0.34	0.22	0.38	0.30	0.65	0.54			3.93
Product Category - GreenWaste													
Commercial													
Commercial - Greenwaste	101.14	74.10	99.54	90.35	70.90	85.10	75.80	98.36	32.92	22.52			750.73
Greenwaste Transfer Fee	13.40	15.12	29.38	23.66	21.00	12.66	10.80	12.12	16.26	18.36			172.76
Council - Operation													
Member Council -Greenwaste	143.80	111.26	46.70	82.44	59.06	56.88	61.58	70.58	64.10	56.04			752.44
Member Council - GO Bin	218.38	217.30	253.22	250.88	251.08	261.78	213.20	221.62	239.44	225.96			2352.86
Member Council - Bulk	0.00	32.22	84.64	109.20	78.74	102.22	61.58	48.14	75.92	121.94			714.60
Non-Member Council - Greenwaste	26.96	22.52	29.98	17.68	12.38	18.15	11.26	15.06	19.46	7.38			180.83
Council - Resident													
Member Council - GreenWaste	6.76	43.41	42.81	36.88	33.33	36.85	32.09	31.54	35.35	27.27			326.29
Participating Council - GreenWaste	0.00	0.00	10.04	12.42	10.40	15.57	10.54	9.84	8.08	7.83			84.72
Non-Member Council - Greenwaste	7.83	45.45	21.77	25.80	24.00	18.15	8.21	3.97	5.87	4.05			165.10
Product Category - Recycling & Problematic Waste													
Asbestos	2.20	2.50	4.10	3.90	3.80	4.76	3.10	6.40	2.74	2.26			35.76
Mattresses	3.80	5.50	6.00	7.20	4.90	9.30	9.20	7.60	7.00	6.20			66.70
Tyres	0.39	0.10	0.28	0.26	0.49	1.03	0.43	0.22	0.22	0.42			3.84
Degassing	1.00	0.50	0.80	2.20	2.30	1.90	2.40	1.30	1.40	1.20			15.00
Recycling Transfer Fee	29.04	21.58	26.22	21.00	21.42	31.26	27.08	18.88	36.26	25.76			258.50
Product Category - Verge Valet Collections													
Member Council - Greenwaste	11.96	17.26	22.42	17.04	17.76	7.36	10.60	15.39	18.53	17.78			156.10
Member Council - Bulk Waste	11.00	19.14	22.03	17.54	38.41	36.15	38.85	32.32	48.81	30.70			294.95
Participating Council - Greenwaste	0.00	0.00	0.00	0.00	34.22	76.09	14.24	38.62	32.38	44.16			239.71
Participating Council - Bulk Waste	0.00	0.00	0.00	0.00	65.64	28.16	46.66	26.93	43.24	16.26			226.89
Monthly Totals	1796.06	1934.92	2044.03	2041.45	2048.23	2184.03	1933.21	1925.14	1997.70	1779.20	0.00	0.00	19683.97

Waste Tonnes by Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2017 - 2018	1761	1880	2484	2608	4295	3836	3705	2334	1707	2461	1987	1733	30791
2018 - 2019	1632	1721	1786	2083	1926	1753	1731	1959	1787	2026	1541	1452	21397
2019 - 2020	1685	1778	1878	2525	1782	1966	1877	1895	2286	2427	2225	2264	24588
2020 - 2021	1796	1934	2044	2041	2048.23	2184.03	1933.21	1925.14	1997.70	1779.20	0.00	0.00	19682.99

Monthly Management Accounts

March 2021

Authorised as final version:	S Frodsham
Date:	31/03/2021

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 Mar 2021 to 31 Mar 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 %		
Revenue from Ordinary Activities										
Fees & Charges	312,653	286,780	25,873	9%	2,560,299	2,581,020	(20,721)	-1%	3,050,142	3,424,344
Interest	68	1,027	(959)	-93%	7,351	9,243	(1,892)	-20%	34,214	12,324
Operating Grants, Subsidies and Contributions	0	667	(667)	-100%	1,946,203	1,950,222	(4,019)	0%	1,919,456	1,952,223
Other Income	10,099	1,609	8,490	528%	92,170	61,481	30,689	50%	611,022	128,278
Total Revenue from Ordinary Activities	322,820	290,083	32,737	11%	4,606,022	4,601,966	4,056	0%	5,614,834	5,517,169
Expenses from Ordinary Activities										
Depreciation & Amortisation	(13,077)	(14,323)	1,246	9%	(124,949)	(128,890)	3,941	3%	(201,324)	(215,551)
Employee Costs	(128,723)	(124,205)	(4,518)	-4%	(1,301,159)	(1,368,406)	67,247	5%	(1,650,918)	(1,841,865)
Insurance	0	0	0		(54,956)	(54,956)	(0)	0%	(59,326)	(54,960)
Materials & Contracts	(335,957)	(274,400)	(61,557)	-22%	(2,639,701)	(2,499,229)	(140,472)	-6%	(3,021,071)	(3,334,417)
Other Expenses	(28,543)	(36,398)	7,855	22%	(222,936)	(258,369)	35,433	14%	(1,027,587)	(335,685)
Utilities	(2,718)	(1,286)	(1,432)	-111%	(12,455)	(11,568)	(887)	-8%	(10,818)	(15,426)
Total Expenses from Ordinary Activities	(509,019)	(450,612)	(58,407)	-13%	(4,356,158)	(4,321,418)	(34,740)	-1%	(5,971,044)	(5,797,904)
Net Operating Position	(186,199)	(160,529)	(25,670)	-16%	249,865	280,548	(30,683)	-11%	(356,210)	(280,735)
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	0	0		(93,754)	6,491
Total Other Income	0	0	0		0	0	0		0	0
Change in Net Assets From Operations	(186,199)	(160,529)	(25,670)	-16%	249,865	280,548	(30,683)	-11%	(449,965)	(274,244)

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.

Other Income

Over budget due insurance reimbursements.

Materials & Contracts

Over budget due higher Verge Valet™ costs (offset against increased income), general legal fees, general expenses and overdue maintenance costs.

Other Expenses

Under budget due to lower than expected legal bills.

VARIANCES FOR THE YEAR TO DATE

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

1. Financial Performance (continued)

1.2 Statement of Financial Position

Statement of Financial Position

As at 31 March 2021

	31-Mar-21	28-Feb-21	Difference
Current Assets			
Bank	174,863	198,111	(23,248)
Reserves	1,704,681	1,704,667	14
Debtors	340,730	388,742	(48,012)
Accrued Income	3,810	5,119	(1,309)
Total Current Assets	2,224,084	2,296,639	(72,555)
Non-current Assets			
Property, Plant & Equipment	1,331,467	1,337,023	(5,556)
Infrastructure	1,007,608	977,833	29,775
Right of Use Assets	93,350	93,697	(347)
Total Non-current Assets	2,432,425	2,408,552	23,873
Total Assets	4,656,510	4,705,192	(48,682)
Current Liabilities			
Lease Liability	45,800	45,800	0
Trade & Other Payables	446,095	311,248	134,848
Employee Related Provisions	236,017	238,257	(2,240)
Total Current Liabilities	727,912	595,305	132,608
Non-Current Liabilities			
Non-Current Long Service Leave	34,381	29,472	4,909
Total Non-Current Liabilities	34,381	29,472	4,909
Total Liabilities	762,294	624,777	137,517
Net Assets	3,894,216	4,080,415	(186,199)
Equity			
Asset Revaluation Reserve	289,498	289,498	0
Reserves	1,704,681	1,704,667	14
Retained Earnings	1,900,037	2,086,250	(186,213)
Total Equity	3,894,216	4,080,415	(186,199)

1. Financial Performance (continued)

1.3 Net Current Assets

Net Current Assets			
As at 31 March 2021			
	31-Mar-21	28-Feb-21	Movement
Current Assets			
Cash	174,863	198,111	(23,248)
Reserves	1,704,681	1,704,667	14
Debtors	340,730	388,742	(48,012)
Accrued Income	3,810	5,119	(1,309)
Total Current Assets	2,224,084	2,296,639	(72,555)
Current Liabilities			
Creditors	446,095	310,783	135,313
Provisions for Leave	236,017	238,257	(2,240)
Accruals	0	465	(465)
Total Current Liabilities	682,112	549,504	132,608
Net Assets	1,541,972	1,747,135	(205,163)
Less			
Reserves - Restricted Cash	1,704,681	1,704,667	14
Net Current Funding Position	(162,708.48)	42,467.97	(205,176)

1. Financial Performance (continued)

1.4 Cash Flow Statement

STATEMENT OF CASH FLOWS		
As at 31 March 2021		
	ACTUAL TO DATE 2020/2021	FULL YEAR ACTUAL 2019/2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Fees and charges	2,560,299	3,050,142
Operating grants, subsidies and contributions	2,005,824	1,757,951
Interest earnings	7,351	34,214
Other revenue	92,170	611,022
Receipts from operations	4,665,644	5,453,329
Payment		
Employee costs	(1,306,905)	(1,593,195)
Materials and contracts	(3,500,662)	(3,034,658)
Utility charges	(12,455)	(10,818)
Insurance Expenses	(54,956)	(59,325)
GST received/ (paid)	(81,441)	10,582
Other expenses	(222,936)	(1,027,587)
Payments from operations	(5,179,355)	(5,715,001)
Cash Used in Operating Activities	(513,711)	(261,672)
NET CASH PROVIDED BY OPERATING ACTIVITIES	(1,027,422)	(523,344)
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for purchase of property, plant and equipment	0	(68,222)
Payments for purchase of infrastructure	0	(196,489)
Proceeds from sale of plant and equipment	0	0
NET CASH USED IN INVESTING ACTIVITIES	0	(264,711)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments for principal portion of lease liabilities	0	(44,292)
NET CASH PROVIDED BY FINANCING ACTIVITIES	0	(44,292)
SUMMARY OF CASH FLOWS		
Net increase/ (decrease) in cash and cash equivalents	(513,711)	(570,675)
Cash and cash equivalents at the beginning of the year	1,589,146	2,159,821
CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH	1,075,435	1,589,146

1. Financial Performance (continued)

1.5 Reserves (cash backed)

STATEMENT OF RESERVES

As at 31 March 2021

	Operations Reserve	Development Reserve	Total
Opening Balance	1,227,866	476,802	1,704,667
Interest on investments	14	0	14
Transfer from Surplus	0	0	0
Transfer to Surplus	0	0	0
Closing Balance	1,227,879	476,802	1,704,681

Reserves Summary

As at 31 March 2021

	31-Mar-21	28-Feb-21	Movement
Investments			
Investment 2	476,802	476,802	0
Investment 14	256,839	256,825	14
Investment 20	150,170	150,170	0
Investment 22	300,870	300,870	0
Investment 23	520,000	520,000	0
Total Investments	1,704,681	1,704,667	14
Reserves			
Operations Reserve	1,227,879	1,227,866	14
Development Reserve	476,802	476,802	0
Total Reserves	1,704,681	1,704,667	14

1. Financial Performance (continued)

1.6 Key Performance Indicators

FINANCIAL RATIOS				
As at 31 March 2021				
Current Ratio				
Current Assets	2,224,084			
LESS: Restricted Current Assets	(1,704,681)	519,404		
			=	0.7615
Current Liabilities	682,112	682,112		
LESS: Liabilities Associated with restricted assets				
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				
Operating Surplus Ratio				
Operating Revenue	4,606,022			
LESS: Operating Expense	(4,356,158)	249,865		
			=	6%
Own Source Operating Revenue	4,521,888	4,521,888		
This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)				
Own Source Operating Revenue				
Own Source Operating Revenue	4,521,888	4,521,888		
Operating Expense	4,356,158	4,356,158	=	104%
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)				

2. Debtors and Creditors Analysis

2.1 Top Ten Customers

TOP TEN CUSTOMERS - MAR 2021						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	0	\$69,585.33	\$61,909.86	Mar-21	1
2	Town of Cambridge - Verge Valet	0	\$33,815.23	\$46,974.16	Mar-21	-
3	Town of Claremont	0	\$32,580.72	\$38,897.86	Mar-21	2
4	Town of Cottesloe	0	\$28,537.90	\$26,700.51	Mar-21	7
5	Town of Mosman Park	0	\$27,906.71	\$25,955.58	Mar-21	3
6	Town of Mosman Park - Verge Valet		\$16,050.90	\$25,003.28	Mar-21	4
7	Town of Cottesloe - Verge Valet		\$10,111.99	\$11,859.79	Mar-21	8
8	LGIS - Insurance broking		\$8,356.96	\$6,899.20	Mar-21	6
9	Shire of Peppermint Grove		\$8,057.37	\$6,847.04	Mar-21	10
10	Suez Recycling & Recovery		\$4,262.57	\$4,906.92	Mar-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	\$618,361.59	\$1,302,144.59	Jul 20 - Jun 21	1
2	Town of Claremont	\$ 424,594.00	\$323,646.22	\$748,240.22	Jul 20 - Jun 21	2
3	Town of Mosman Park	\$ 361,135.00	\$238,430.30	\$599,565.30	Jul 20 - Jun 21	3
4	Town of Cottesloe	\$ 327,047.00	\$235,772.98	\$562,819.98	Jul 20 - Jun 21	4
5	Town of Cambridge - Verge Valet		\$188,395.79	\$188,395.79	Jul 20 - Jun 21	6
6	Shire of Peppermint Grove	\$ 68,652.00	\$75,476.52	\$144,128.52	Jul 20 - Jun 21	5
7	Town of Mosman Park - Verge Valet		\$107,800.09	\$107,800.09	Jul 20 - Jun 21	8
8	Town of Cambridge	\$ 79,012.00	\$2,816.22	\$81,828.22	Jul 20 - Jun 21	7
9	LGIS - Insurance broking		\$67,294.62	\$67,294.62	Jul 20 - Jun 21	-
10	Town of Cottesloe - Verge Valet		\$61,583.48	\$61,583.48	Jul 20 - Jun 21	9

2. Debtors and Creditors Analysis (continued)

2.2 Debtors Age Analysis

AGED DEBTOR ANALYSIS						
As at 31 March 2021						
	Current (\$)	<1 Month (\$)	1 month (\$)	2 month (\$)	Older (\$)	Total (\$)
Member Councils						
City of Subiaco	105,674	(655)	0	0	0	105,018
City of Subiaco - Recycling	1,887	0	0	0	0	1,887
Shire of Peppermint Grove	8,483	0	0	0	0	8,483
Shire of Peppermint Grove (Verge Valet)	2,548	0	0	0	0	2,548
Town of Cottesloe	31,392	0	0	0	0	31,392
Town of Cottesloe - Verge Valet	18,655	0	0	0	0	18,655
Town of Mosman Park	30,697	0	0	0	0	30,697
Town of Mosman Park - Verge Valet	30,702	0	0	0	0	30,702
Town of Claremont	50,377	0	0	0	0	50,377
Total	280,415	(655)	0	0	0	279,760
	100%	0%	0%	0%	0%	0%
Participating Councils						
Town of Cambridge	150	0	0	0	0	150
Town of Cambridge - Verge Valet	37,197	0	0	0	0	37,197
Total	37,347	0	0	0	0	37,347
	13%	0%	0%	0%	0%	0%
Non-members						
Beldon Satellite & Cable Pty Ltd	420	0	0	0	0	420
Brockway DiCOM Facility Pty Ltd ATF	0	719	0	0	0	719
Central Psychiatric Service	677	0	0	0	0	677
City of Nedlands	3,166	0	0	0	0	3,166
City of Perth	64	0	0	0	0	64
Davidson Projects Pty	1,572	0	0	0	0	1,572
Landscapes for Life	855	0	0	0	0	855
Martin Cuthbert Landscapes	760	0	0	0	0	760
More Than A Mow	430	0	0	0	0	430
Presbyterian Ladies College	587	0	0	0	0	587
Project West	1,511	0	0	0	0	1,511
Sir Charles Gardener Hospital	1,000	0	0	0	0	1,000
Suez Recycling & Recovery 4600000277	1,900	0	0	0	0	1,900
The Claremont Gardener	183	0	0	0	0	183
Tidy Up	3,746	1,098	0	0	0	4,844
TLC - The Lifting Company	334	0	0	0	0	334
Transpacific Cleanaway T/A Multiskip	525	0	0	0	0	525
UWA Building Services / Campus Manager	775	0	0	0	0	775
West to West Group	3,299	0	0	0	0	3,299
Total	21,806	1,817	0	0	0	23,624
	92%	8%	0%	0%	0%	8%
Grand Total	339,568	1,162	0	0	0	340,730
	100%	0%	0%	0%	0%	100%

2.3 Top Ten Suppliers

TOP TEN SUPPLIERS - MAR 2021				
Ranking	Name	\$ excl GST	Period	Previous Month
1	City of Rockingham	\$119,956.81	Mar-21	1
2	Perth Bin Hire	\$60,711.24	Mar-21	3
3	D&M Waste Management	\$39,961.77	Mar-21	6
4	Jones Day	\$25,178.18	Mar-21	5
5	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$24,388.80	Mar-21	7
6	Action Interiors	\$22,995.30	Mar-21	-
7	West Tip Waste Management	\$15,965.00	Mar-21	8
8	Tonus and Co	\$13,954.55	Mar-21	-
9	Cr Charles Hohnen	\$8,187.00	Mar-21	-
10	Plastic Free Foundation	\$5,400.00	Mar-21	-

TOP TEN SUPPLIERS - YEAR TO DATE				
Ranking	Name	\$ excl GST	Period	Previous Month
1	City of Rockingham	\$1,136,223.80	Jul 20 - Jun 21	1
2	Perth Bin Hire	\$498,761.50	Jul 20 - Jun 21	2
3	Jones Day	\$252,524.91	Jul 20 - Jun 21	3
4	D&M Waste Management	\$235,957.12	Jul 20 - Jun 21	4
5	West Tip Waste Management	\$141,732.75	Jul 20 - Jun 21	5
6	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$140,229.20	Jul 20 - Jun 21	6
7	LGIS - Insurance broking - WALGA atf LGISWA	\$105,507.47	Jul 20 - Jun 21	7
8	Design Fit	\$83,230.99	Jul 20 - Jun 21	8
9	WA BOS - Silos	\$54,486.21	Jul 20 - Jun 21	9
10	Churchill Strata Pty Ltd (Rent)	\$33,900.26	Jul 20 - Jun 21	-

2. Debtors and Creditors Analysis (continued)

2.4 Creditors Age Analysis

Aged Creditor Analysis

As at 31 March 2021

Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
Action Interiors	25,295	0	0	0	0	25,295
Brajkovich Asbestos	528	0	0	0	0	528
Caltex Australia	663	0	0	0	0	663
Castrol	965	0	0	0	0	965
Churchill Strata Pty Ltd (Rent)	1,651	0	0	0	0	1,651
City of Rockingham	131,952	0	0	0	0	131,952
Clarity Communications - PR	4,114	0	0	0	0	4,114
Claw Environmental Pty. Ltd.	451	0	0	0	0	451
Cleanaway Pty Ltd	341	0	0	0	0	341
Commandacom Pty Ltd	629	0	0	0	0	629
Complete Office Supplies Pty Ltd	0	0	0	0	(113)	(113)
Compu-stor	4,293	0	0	0	0	4,293
Cr Bruce Haynes	4,050	0	0	0	0	4,050
Cr Charles Hohnen	8,187	0	0	0	0	8,187
Cr Paul Shaw	2,875	0	0	0	0	2,875
Cr Stephanie Stroud	2,875	0	0	0	0	2,875
Cr. Lorraine Young	2,875	0	0	0	0	2,875
Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	26,828	0	0	0	0	26,828
CTI Security	599	0	0	0	0	599
D&M Waste Management	77,175	0	0	0	0	77,175
Department of Transport #39862744	386	0	0	0	0	386
Drip Stopper	198	0	0	0	0	198
Ecocycle Pty Ltd	148	0	0	0	0	148
Electrical Nett	2,680	0	0	0	0	2,680
Elgas	33	0	0	0	0	33
Gavin Burgess	1,718	0	0	0	0	1,718
Heatley Sales Pty Ltd	332	0	0	0	0	332
HR Central	512	0	0	0	0	512
JH Computer Services	0	(176)	0	0	0	(176)
Jim's window and pressure cleaning Wanneroo	90	0	0	0	0	90
Jim's Cleaning	1,430	0	0	0	0	1,430
Jones Day	27,696	0	0	0	0	27,696
Key2 Creative (Design)	770	0	0	0	0	770
Laura Monisse	9	0	0	0	0	9
Lessen with Peg	300	0	0	0	0	300
Marketforce Express	0	0	0	0	(0)	(0)
McGregor Surveys	418	0	0	0	0	418
Melan Welhenage	80	0	0	0	0	80
Mini-Tankers Australia Pty Ltd (Refueling Solutions)	2,026	0	0	0	0	2,026
More Than A Mow	520	0	0	0	0	520
Myaree Crane Hire	371	0	0	0	0	371
Nabilla Antipas	22	0	0	0	0	22
National Storage - Subiaco	232	0	0	0	0	232
Perth Bin Hire	66,782	0	0	0	0	66,782
Post Newspapers	770	0	0	0	(423)	347
Precision Tool Engineering	495	0	0	0	0	495
PrintCom	195	0	0	0	0	195
Saferight Pty Ltd	990	0	0	0	0	990
Scott Printers	3,520	0	0	0	0	3,520
Synergy	290	0	0	0	0	290
Taylor Tyres Pty Ltd	464	0	0	0	0	464
Tianah Dixon	121	0	0	0	0	121
Tonus and Co #300	15,350	0	0	0	0	15,350
WALGA	0	0	(20)	0	0	(20)
Water Corporation	866	0	0	0	0	866
Wes Buzza	19	0	0	0	0	19
West Tip Waste Management	17,562	0	0	0	0	17,562
Workpower Inc.	393	0	0	0	0	393
Wren Oil	17	0	0	0	0	17
Total Aged Payables	444,150	(176)	(20)	0	(536)	443,418

3. Treasury

3.1 Cash Invested

Investments									
As at 31 March 2021									
Invest No.	Date Invested	Reserve Fund	Maturity Date	Amount Invested	Current Rate	Term (days)	Bank Lodged	Maturity Amount	Gross Interest
Investment 2	13/01/2021	Development Reserve	13/04/2021	\$476,802	0.35%	90	NAB	\$477,213	\$411
Investment 14	22/03/2021	Operations Reserve	21/06/2021	\$256,839	0.30%	91	NAB	\$257,031	\$192
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
Total Funds Invested				\$1,704,681					

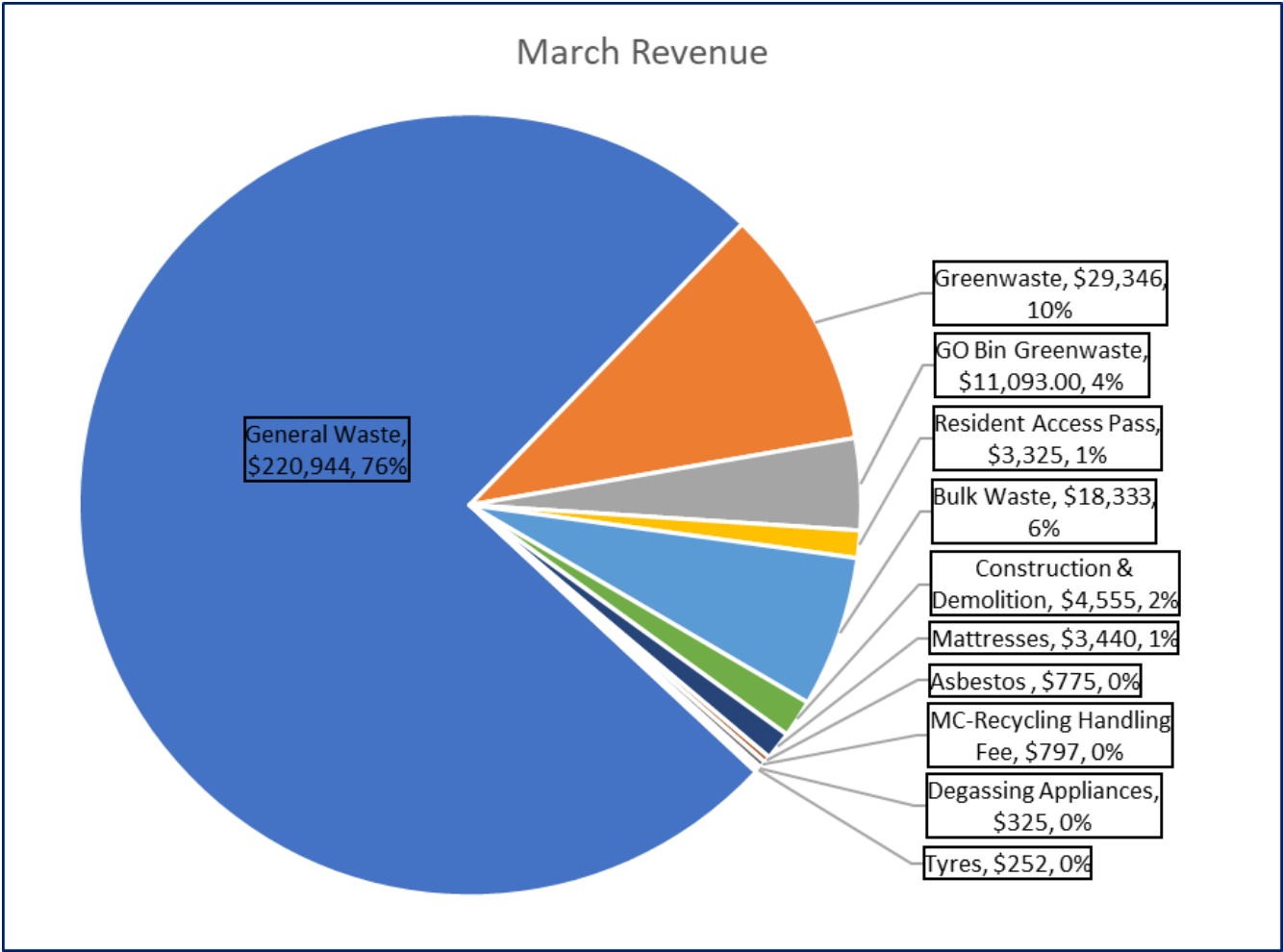
3.2 Cash Analysis

Cash Analysis			
As at 31 March 2021			
	31-Mar-21	28-Feb-21	Movement
Reserves			
Operations Reserve	1,227,879	1,227,866	13
Development Reserve	476,802	476,802	(0)
Total Reserves	1,704,681	1,704,668	13
Unrestricted Cash			
Commonwealth Cheque Account	174,413	197,511	(23,098)
Total Unrestricted Cash	174,413	197,511	(23,098)
Total Cash	1,879,094	1,902,179	(23,085)

4. Capital Expenditure

STATEMENT OF INVESTING ACTIVITIES				
As at 31 March 2021				
	Month Movement	YTD Actual	YTD Budget	2020/21 Budget
Buildings				
HHW Carport Cover	0	9545	7,159	9,545
Total Buildings	0	9,545	7,159	9,545
Furniture & Equipment				
Nil	0	0	0	0
Total Office Furniture	0	0	0	0
Plant & Equipment				
Vehicles	0	12,725	9,544	12,725
Mandalay Software	0	4,858	3,644	4,858
Cardboard Compactor	0	32,092	63,750	85,000
Forklift	0	13,708	10,281	13,708
Roller Smart Shutters	0	3,440	2,580	3,440
Silo Deflector Plates	0	0	13,028	17,370
Silo Replacement	0	54,486	186,806	249,074
Total Property, Plant & Equipment	0	121,310	289,631	386,175
Infrastructure				
Admin Office Renovation	0	0	57,748	76,997
Concreting - Cardboard Compactor	13955	13955	11,250	15,000
Weighbridge Office Renovation	22995	22995	15,000	20,000
Total Infrastructure	36,950	36,950	83,998	111,997
Total Capital Expenditure	36,950	167,805	380,788	507,717

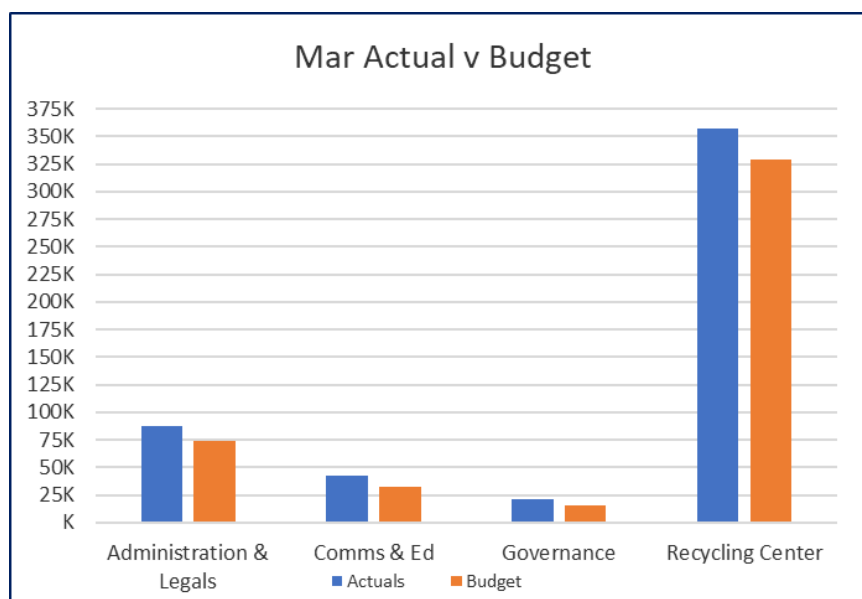
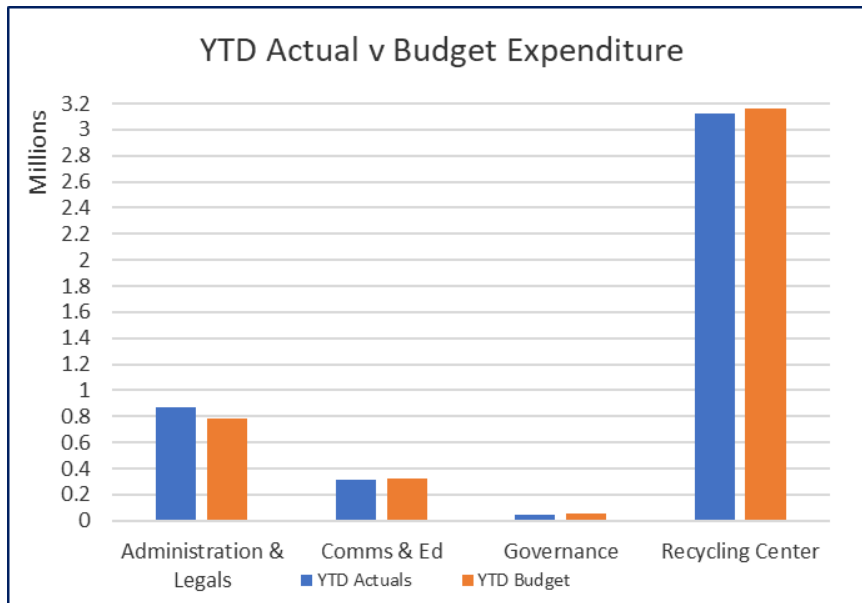
5. Revenue



6. Actual v Budget Expenditure

Budget v Actuals Summary WESTERN METROPOLITAN REGIONAL COUNCIL 1 Mar 2021 to 31 Mar 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue	322,820	290,083	32,737	11%	4,606,022	4,601,966	4,056	0%
Total Income	322,820	290,083	32,737	11%	4,606,022	4,601,966	4,056	0%
Less Operating Expenses								
Administration & Legals	87,971	74,046	13,925	19%	867,187	781,108	86,079	11%
Comms & Ed	42,482	32,036	10,446	33%	313,362	325,188	(11,826)	-4%
Governance	21,035	15,590	5,445	35%	47,961	54,662	(6,701)	-12%
Recycling Center	357,532	328,940	28,592	9%	3,127,647	3,160,460	(32,813)	-1%
Total Operating Expenses	509,019	450,612	58,407	13%	4,356,158	4,321,418	34,740	1%
Net Profit	(186,199)	(160,529)	(25,670)	-16%	249,865	280,548	(30,683)	-11%



Monthly Management Accounts

April 2021

Authorised as final version:	S Frodsham
Date:	30/04/2021

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 Apr 2021 to 30 Apr 2021

	MONTH TO DATE				YEAR TO DATE				Prior YTD	Budget
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %	Actual	2020/21
Revenue from Ordinary Activities										
Fees & Charges	280,875	286,780	(5,905)	-2%	2,841,174	2,867,800	(26,626)	-1%	3,050,142	3,424,344
Interest	105	1,027	(922)	-90%	7,456	10,270	(2,814)	-27%	34,214	12,324
Operating Grants, Subsidies and Contributions	0	667	(667)	-100%	1,946,203	1,950,889	(4,686)	0%	1,919,456	1,952,223
Other Income	1,144	1,609	(465)	-29%	93,314	63,090	30,224	48%	611,022	128,278
Total Revenue from Ordinary Activities	282,125	290,083	(7,958)	-3%	4,888,147	4,892,049	(3,902)	0%	5,614,834	5,517,169
Expenses from Ordinary Activities										
Depreciation & Amortisation	(14,861)	(14,323)	(538)	-4%	(139,810)	(143,213)	3,403	2%	(201,324)	(215,551)
Employee Costs	(163,426)	(152,613)	(10,813)	-7%	(1,464,586)	(1,521,019)	56,433	4%	(1,650,918)	(1,841,865)
Insurance	0	0	0		(54,956)	(54,956)	(0)	0%	(59,326)	(54,960)
Materials & Contracts	(292,437)	(274,400)	(18,037)	-7%	(2,932,139)	(2,773,629)	(158,510)	-6%	(3,021,071)	(3,334,417)
Other Expenses	(11,061)	(20,968)	9,907	47%	(233,998)	(279,337)	45,339	16%	(1,027,587)	(335,685)
Utilities	(1,882)	(1,286)	(596)	-46%	(14,337)	(12,854)	(1,483)	-12%	(10,818)	(15,426)
Total Expenses from Ordinary Activities	(483,668)	(463,590)	(20,078)	-4%	(4,839,825)	(4,785,008)	(54,817)	-1%	(5,971,044)	(5,797,904)
Net Operating Position	(201,543)	(173,507)	(28,036)	-16%	48,322	107,041	(58,719)	-55%	(356,210)	(280,735)
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	0	0		(93,754)	6,491
Total Other Income	0	0	0		0	0	0		0	0
Change in Net Assets From Operations	(201,543)	(173,507)	(28,036)	-16%	48,322	107,041	(58,719)	-55%	(449,965)	(274,244)

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.

Other Income

Under budget due not receiving insurance reimbursements.

Other Expenses

Under budget due to lower than expected legal bills.

VARIANCES FOR THE YEAR TO DATE

Interest

Under budget due to very low interest rates.

Other Income

Over budget due to receipt of insurance reimbursements and the 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

1. Financial Performance (continued)

1.2 Statement of Financial Position

Statement of Financial Position

As at 30 April 2021

	30-Apr-21	31-Mar-21	Difference
Current Assets			
Bank	259,998	174,863	85,135
Reserves	1,527,879	1,704,681	(176,802)
Debtors	325,769	340,730	(14,961)
Accrued Income	1,312	3,810	(2,498)
Total Current Assets	2,114,958	2,224,084	(109,126)
Non-current Assets			
Property, Plant & Equipment	1,394,433	1,331,467	62,966
Infrastructure	1,002,659	1,007,608	(4,949)
Right of Use Assets	93,004	93,350	(347)
Total Non-current Assets	2,490,095	2,432,425	57,670
Total Assets	4,605,053	4,656,510	(51,456)
Current Liabilities			
Lease Liability	45,800	45,800	0
Trade & Other Payables	438,064	446,095	(8,032)
Employee Related Provisions	242,856	236,017	6,840
Total Current Liabilities	726,720	727,912	(1,192)
Non-Current Liabilities			
Non-Current Long Service Leave	35,438	34,381	1,057
Total Non-Current Liabilities	35,438	34,381	1,057
Total Liabilities	762,159	762,294	(135)
Net Assets	3,842,894	3,894,216	(51,322)
Equity			
Asset Revaluation Reserve	289,498	289,498	0
Reserves	1,527,879	1,704,681	(176,802)
Retained Earnings	2,025,517	1,900,037	125,480
Total Equity	3,842,894	3,894,216	(51,322)

1. Financial Performance (continued)

1.3 Net Current Assets

Net Current Assets			
As at 30 April 2021			
	30-Apr-21	31-Mar-21	Movement
Current Assets			
Cash	259,998	174,863	85,135
Reserves	1,527,879	1,704,681	(176,802)
Debtors	325,769	340,730	(14,961)
Accrued Income	1,312	3,810	(2,498)
Total Current Assets	2,114,958	2,224,084	(109,126)
Current Liabilities			
Creditors	352,003	446,095	(94,093)
Provisions for Leave	242,856	236,017	6,840
Accruals	86,061	0	86,061
Total Current Liabilities	680,920	682,112	(1,192)
Net Assets	1,434,038	1,541,972	(107,934)
Less			
Reserves - Restricted Cash	1,527,879	1,704,681	(176,802)
Net Current Funding Position	(93,840.84)	(162,708.48)	68,868

1. Financial Performance (continued)

1.4 Cash Flow Statement

STATEMENT OF CASH FLOWS		
As at 30 April 2021		
	ACTUAL TO DATE 2020/2021	FULL YEAR ACTUAL 2019/2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Fees and charges	2,841,174	3,050,142
Operating grants, subsidies and contributions	2,020,786	1,757,951
Interest earnings	7,456	34,214
Other revenue	93,314	611,022
Receipts from operations	4,962,730	5,453,329
Payment		
Employee costs	(1,462,434)	(1,593,195)
Materials and contracts	(3,791,039)	(3,034,658)
Utility charges	(14,337)	(10,818)
Insurance Expenses	(54,956)	(59,325)
GST received/ (paid)	(87,412)	10,582
Other expenses	(233,998)	(1,027,587)
Payments from operations	(5,644,175)	(5,715,001)
Cash Used in Operating Activities	(681,444)	(261,672)
NET CASH PROVIDED BY OPERATING ACTIVITIES	(1,362,889)	(523,344)
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for purchase of property, plant and equipment	(39,044)	(68,222)
Payments for purchase of infrastructure	0	(196,489)
Proceeds from sale of plant and equipment	0	0
NET CASH USED IN INVESTING ACTIVITIES	(39,044)	(264,711)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments for principal portion of lease liabilities	0	(44,292)
NET CASH PROVIDED BY FINANCING ACTIVITIES	0	(44,292)
SUMMARY OF CASH FLOWS		
Net increase/ (decrease) in cash and cash equivalents	(720,488)	(570,675)
Cash and cash equivalents at the beginning of the year	1,589,146	2,159,821
CASH AND CASH EQUIVALENTS AT THE END OF THE MONTH	868,658	1,589,146

1. Financial Performance (continued)

1.5 Reserves (cash backed)

STATEMENT OF RESERVES

As at 30 April 2021

	Operations Reserve	Development Reserve	Total
Opening Balance	1,227,879	476,802	1,704,681
Interest on investments	0	0	0
Transfer from Surplus	0	(176,802)	(176,802)
Transfer to Surplus	0	0	0
Closing Balance	1,227,879	300,000	1,527,879

Reserves Summary

As at 30 April 2021

	30-Apr-21	31-Mar-21	Movement
Investments			
Investment 2	300,000	476,802	(176,802)
Investment 14	256,839	256,839	0
Investment 20	150,170	150,170	0
Investment 22	300,870	300,870	0
Investment 23	520,000	520,000	0
Total Investments	1,527,879	1,704,681	(176,802)
Reserves			
Operations Reserve	1,227,879	1,227,879	0
Development Reserve	300,000	476,802	(176,802)
Total Reserves	1,527,879	1,704,681	(176,802)

1. Financial Performance (continued)

1.6 Key Performance Indicators

FINANCIAL RATIOS				
As at 30 April 2021				
Current Ratio				
Current Assets	2,114,958			
LESS: Restricted Current Assets	(1,527,879)	587,079	=	0.8622
Current Liabilities	680,920	680,920		
LESS: Liabilities Associated with restricted assets				
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				
Operating Surplus Ratio				
Operating Revenue	4,888,147			
LESS: Operating Expense	(4,839,825)	48,322	=	1%
Own Source Operating Revenue	4,802,869	4,802,869		
This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The target to achieve a basic standard is between 1% and 15% (0.01 and 0.15)				
Own Source Operating Revenue				
Own Source Operating Revenue	4,802,869	4,802,869	=	99%
Operating Expense	4,839,825	4,839,825		
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)				

2. Debtors and Creditors Analysis

2.1 Top Ten Customers

TOP TEN CUSTOMERS - APR 2021						
Ranking	Name	Fixed Component	Variable Charges	Total \$ excl GST	Period	Previous Month
1	City of Subiaco	0	\$63,210.67	\$63,210.67	Apr-21	1
2	Town of Cambridge - Verge Valet	0	\$37,303.44	\$37,303.44	Apr-21	2
3	Town of Claremont	0	\$32,716.12	\$32,716.12	Apr-21	3
4	Town of Mosman Park	0	\$26,514.11	\$26,514.11	Apr-21	5
5	Town of Cottesloe	0	\$24,071.38	\$24,071.38	Apr-21	4
6	Town of Mosman Park - Verge Valet		\$8,521.32	\$8,521.32	Apr-21	6
7	WALGA		\$8,000.00	\$8,000.00	Apr-21	-
8	Shire of Peppermint Grove		\$6,454.95	\$6,454.95	Apr-21	9
9	Town of Cottesloe - Verge Valet		\$5,965.64	\$5,965.64	Apr-21	7
10	Suez Recycling & Recovery		\$3,511.30	\$3,511.30	Apr-21	10

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	\$681,572.26	\$1,365,355.26	Jul 20 - Jun 21	1
2	Town of Claremont	\$ 424,594.00	\$356,362.34	\$780,956.34	Jul 20 - Jun 21	2
3	Town of Mosman Park	\$ 361,135.00	\$264,944.41	\$626,079.41	Jul 20 - Jun 21	3
4	Town of Cottesloe	\$ 327,047.00	\$259,844.36	\$586,891.36	Jul 20 - Jun 21	4
5	Town of Cambridge - Verge Valet		\$225,699.23	\$225,699.23	Jul 20 - Jun 21	5
6	Shire of Peppermint Grove	\$ 68,652.00	\$81,931.47	\$150,583.47	Jul 20 - Jun 21	6
7	Town of Mosman Park - Verge Valet		\$116,321.41	\$116,321.41	Jul 20 - Jun 21	7
8	Town of Cambridge	\$ 79,012.00	\$3,065.31	\$82,077.31	Jul 20 - Jun 21	8
9	Town of Cottesloe - Verge Valet		\$67,549.12	\$67,549.12	Jul 20 - Jun 21	10
10	LGIS - Insurance broking		\$67,294.62	\$67,294.62	Jul 20 - Jun 21	9

2. Debtors and Creditors Analysis (continued)

2.2 Debtors Age Analysis

AGED DEBTOR ANALYSIS						
As at 30 April 2021						
	Current (\$)	<1 Month (\$)	1 month (\$)	2 month (\$)	Older (\$)	Total (\$)
Member Councils						
City of Subiaco	69,532	0	(655)	0	0	68,877
City of Subiaco - Recycling	1,620	(2,267)	0	0	0	(646)
Shire of Peppermint Grove	12,010	0	0	0	0	12,010
Shire of Peppermint Grove (Verge Valet)	3,580	0	0	0	0	3,580
Town of Cottesloe	42,711	0	0	0	0	42,711
Town of Cottesloe - Verge Valet	17,685	0	0	0	0	17,685
Town of Mosman Park	45,502	0	0	0	0	45,502
Town of Mosman Park - Verge Valet	27,029	0	0	0	0	27,029
Town of Claremont	35,988	0	0	0	0	35,988
Total	255,659	(2,267)	(655)	0	0	252,737
	101%	-1%	0%	0%	0%	-1%
Participating Councils						
Town of Cambridge	274	0	0	0	0	274
Town of Cambridge - Verge Valet	41,034	0	0	0	0	41,034
Total	41,308	0	0	0	0	41,308
	16%	0%	0%	0%	0%	0%
Non-members						
Beldon Satellite & Cable Pty Ltd	258	0	0	0	0	258
Central Psychiatric Service	450	0	0	0	0	450
City of Nedlands	1,944	2,304	0	0	0	4,248
City of Perth	101	0	0	0	0	101
Davidson Projects Pty	1,268	0	0	0	0	1,268
Landscapes for Life	848	0	0	0	0	848
Martin Cuthbert Landscapes	560	0	0	0	0	560
Methodist Ladies College	644	0	0	0	0	644
More Than A Mow	374	0	0	0	0	374
Presbyterian Ladies College	95	0	0	0	0	95
Project West	2,114	0	0	0	0	2,114
Sir Charles Gardener Hospital	1,644	560	0	0	0	2,204
Suez Recycling & Recovery	1,543	0	0	0	0	1,543
The Claremont Gardener	157	0	0	0	0	157
Tidy Up	4,388	1,592	0	0	0	5,980
TLC - The Lifting Company	163	0	0	0	0	163
Transpacific Cleanaway T/A Multiskip	398	0	0	0	0	398
UWA Building Services / Campus Manager	280	0	0	0	0	280
WALGA	8,800	0	0	0	0	8,800
West to West Group	1,240	0	0	0	0	1,240
Total	27,268	4,456	0	0	0	31,724
	86%	14%	0%	0%	0%	14%
Grand Total	324,235	2,189	(655)	0	0	325,769
	100%	1%	0%	0%	0%	100%

2.3 Top Ten Suppliers

TOP TEN SUPPLIERS - APR 2021				
Ranking	Name	\$ excl GST	Period	Previous Month
1	City of Rockingham	\$54,065.50	Apr-21	1
2	Perth Bin Hire	\$51,281.45	Apr-21	2
3	WA BOS - Silos	\$39,043.51	Apr-21	-
4	D&M Waste Management	\$32,259.40	Apr-21	3
5	Waste Initiatives Pty Ltd Proposal	\$32,092.00	Apr-21	-
6	Jones Day	\$28,384.94	Apr-21	4
7	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$21,760.68	Apr-21	5
8	West Tip Waste Management	\$13,993.18	Apr-21	7
9	Plastic Free Foundation	\$5,400.00	Apr-21	-
10	JH Computer Services	\$4,335.17	Apr-21	-

TOP TEN SUPPLIERS - YEAR TO DATE				
Ranking	Name	\$ excl GST	Period	Previous Month
1	City of Rockingham	\$1,190,289.30	Jul 20 - Jun 21	1
2	Perth Bin Hire	\$550,042.95	Jul 20 - Jun 21	2
3	Jones Day	\$280,909.85	Jul 20 - Jun 21	3
4	D&M Waste Management	\$268,216.52	Jul 20 - Jun 21	4
5	Craneswest (WA) Pty Ltd T/A Western Tree Recycler	\$161,989.88	Jul 20 - Jun 21	6
6	West Tip Waste Management	\$155,725.93	Jul 20 - Jun 21	5
7	LGIS - Insurance broking - WALGA aff LGISWA	\$105,507.47	Jul 20 - Jun 21	7
8	WA BOS - Silos	\$93,529.72	Jul 20 - Jun 21	9
9	Design Fit	\$83,230.99	Jul 20 - Jun 21	8
10	Waste Initiatives Pty Ltd Proposal	\$64,184.00	Jul 20 - Jun 21	-

2. Debtors and Creditors Analysis (continued)

2.4 Creditors Age Analysis

Aged Creditor Analysis

As at 30 April 2021

Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
Access Express	1,198	0	0	0	0	1,198
Aware Super	1,328	0	0	0	0	1,328
Caltex Australia	522	0	0	0	0	522
City of Rockingham	59,472	0	0	0	0	59,472
Claw Environmental Pty. Ltd.	260	0	0	0	0	260
Cleanaway Pty Ltd	273	0	0	0	0	273
Commandacom Pty Ltd	112	0	0	0	0	112
Community Resources Limited (Soft Landing mattress recycling	2,898	0	0	0	0	2,898
Complete Office Supplies Pty Ltd	0	0	0	0	(113)	(113)
Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	23,937	0	0	0	0	23,937
CTI Security	851	0	0	0	0	851
D&M Waste Management	79,443	0	0	0	0	79,443
Docu-Shred	42	0	0	0	0	42
Elgas	33	0	0	0	0	33
Gavin Burgess	1,817	0	0	0	0	1,817
Hosemasters	1,589	0	0	0	0	1,589
HR Central	503	0	0	0	0	503
JH Computer Services	2,712	0	(176)	0	0	2,536
Jim's Cleaning	1,430	0	0	0	0	1,430
Jones Day	31,223	0	0	0	0	31,223
Key2 Creative (Design)	462	0	0	0	0	462
Mallon & Co Lawyers Pty Ltd	1,601	0	0	0	0	1,601
Marketforce Express	0	0	0	0	(0)	(0)
Melan Welhenage	270	0	0	0	0	270
Mini-Tankers Australia Pty Ltd (Refueling Solutions)	1,735	0	0	0	0	1,735
People Sense	198	0	0	0	0	198
Perth Bin Hire	56,410	0	0	0	0	56,410
Pneumatic Solutions Australia	2,629	0	0	0	0	2,629
Post Newspapers	770	0	0	0	(423)	347
Precision Fluid Power	2,759	0	0	0	0	2,759
St John Ambulance Australia (Western Australia)	61	0	0	0	0	61
Synergy	1,450	0	0	0	0	1,450
Telstra	256	0	0	0	0	256
The Organic Collective	80	0	0	0	0	80
Tonus and Co #300	1,535	0	0	0	0	1,535
WA BOS - Silos	42,948	0	0	0	0	42,948
WALGA	0	0	0	(20)	0	(20)
West Tip Waste Management	15,393	0	0	0	0	15,393
WesTrac - Loader	1,034	0	0	0	0	1,034
Workpower Inc.	323	0	0	0	0	323
Wren Oil	17	0	0	0	0	17
Total Aged Payables	339,571	0	(176)	(20)	(536)	338,839

3. Treasury

3.1 Cash Invested

Investments									
As at 30 April 2021									
Invest No.	Date Invested	Reserve Fund	Maturity Date	Amount Invested	Current Rate	Term (days)	Bank Lodged	Maturity Amount	Gross Interest
Investment 2	13/04/2021	Development Reserve	13/05/2021	\$300,000	0.35%	30	NAB	\$300,086	\$86
Investment 14	22/03/2021	Operations Reserve	21/06/2021	\$256,839	0.30%	91	NAB	\$257,031	\$192
Investment 20	11/02/2021	Operations Reserve	11/04/2021	\$0	0.20%	59	NAB	\$0	\$0
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
Total Funds Invested				\$1,527,879					

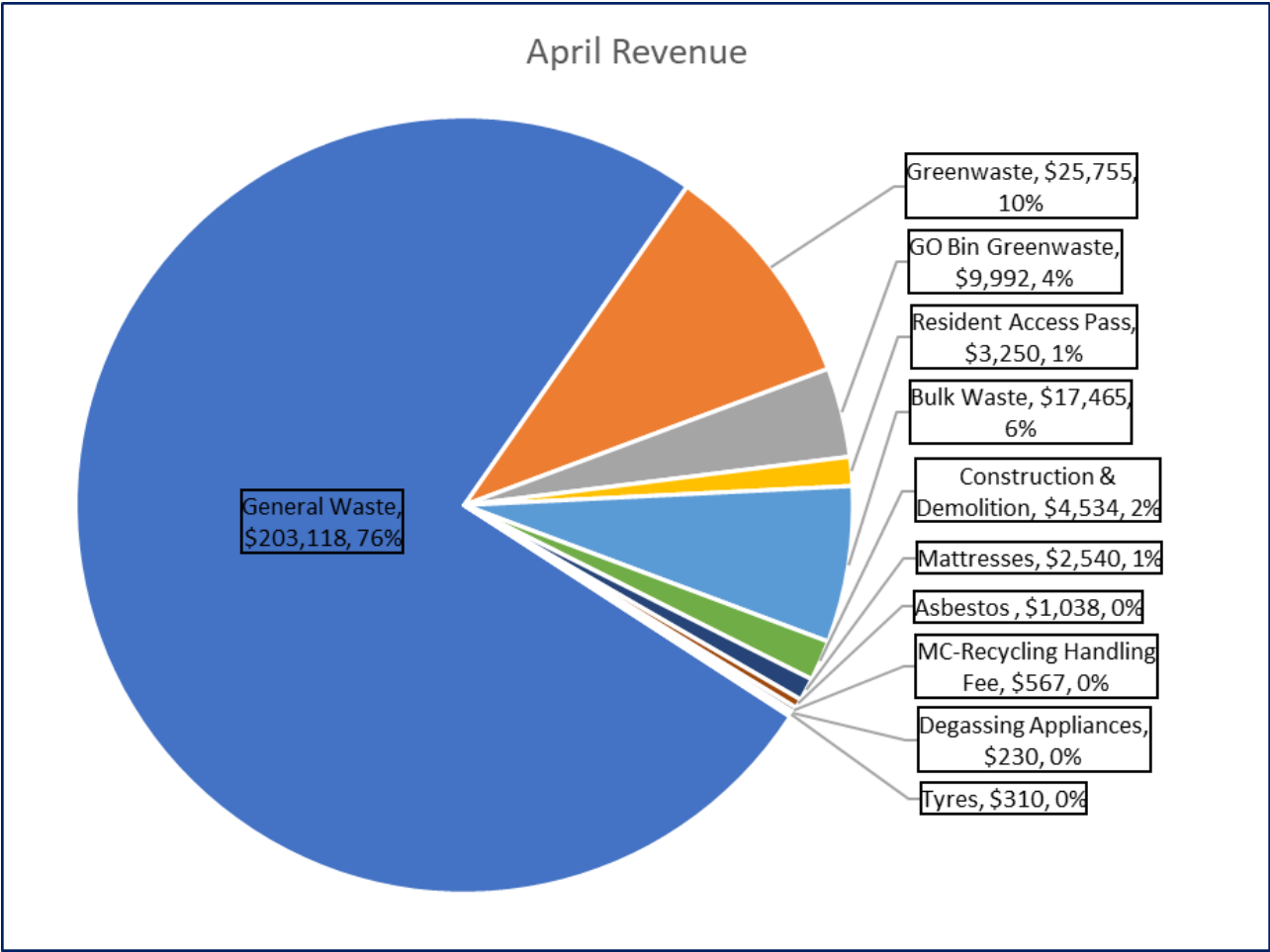
3.2 Cash Analysis

Cash Analysis			
As at 30 April 2021			
	30-Apr-21	31-Mar-21	Movement
Reserves			
Operations Reserve	1,227,879	1,227,879	0
Development Reserve	300,000	476,802	(176,802)
Total Reserves	1,527,879	1,704,681	(176,802)
Unrestricted Cash			
Commonwealth Cheque Account	259,395	174,413	84,982
Total Unrestricted Cash	259,395	174,413	84,982
Total Cash	1,787,275	1,879,094	(91,819)

4. Capital Expenditure

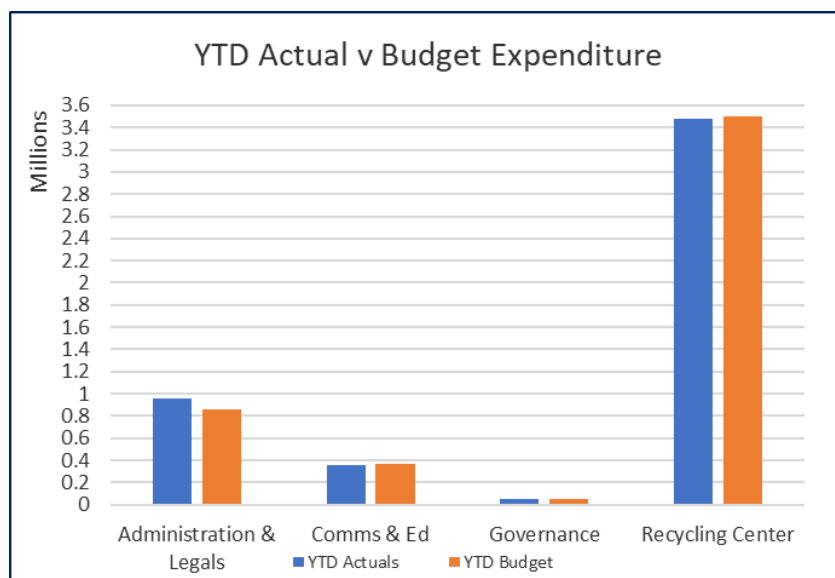
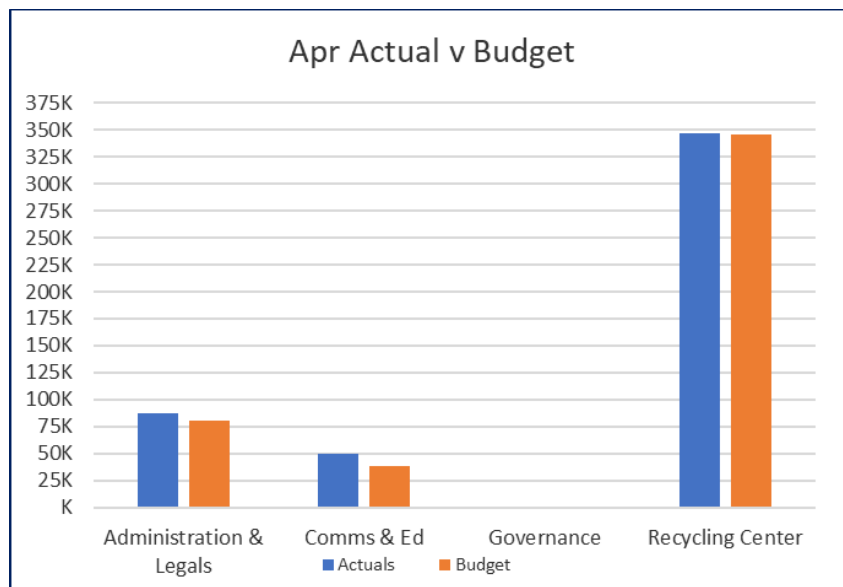
STATEMENT OF INVESTING ACTIVITIES				
As at 30 April 2021				
	Month Movement	YTD Actual	YTD Budget	2020/21 Budget
Buildings				
HHW Carport Cover	0	9545	7,954	9,545
Total Buildings	0	9,545	7,954	9,545
Furniture & Equipment				
Nil	0	0	0	0
Total Office Furniture	0	0	0	0
Plant & Equipment				
Vehicles	0	12,725	10,604	12,725
Mandalay Software	0	4,858	4,048	4,858
Cardboard Compactor	32,092	64,184	70,833	85,000
Forklift		13,708	11,423	13,708
Roller Smart Shutters	0	3,440	2,867	3,440
Silo Deflector Plates	0	0	14,475	17,370
Silo Replacement	39,044	93,530	207,562	249,074
Total Property, Plant & Equipment	71,136	192,446	321,813	386,175
Infrastructure				
Admin Office Renovation	0	0	64,164	76,997
Concreting - Cardboard Compactor	1395	15350	12,500	15,000
Weighbridge Office Renovation	22995	22995	16,667	20,000
Total Infrastructure	24,390	38,345	93,331	111,997
Total Capital Expenditure	95,526	240,336	423,098	507,717

5. Revenue



6. Actual v Budget Expenditure

Budget v Actuals Summary WESTERN METROPOLITAN REGIONAL COUNCIL 1 Apr 2021 to 30 Apr 2021								
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue	282,125	290,083	(7,958)	-3%	4,888,147	4,892,049	(3,902)	0%
Total Income	282,125	290,083	(7,958)	-3%	4,888,147	4,892,049	(3,902)	0%
Less Operating Expenses								
Administration & Legals	87,793	80,346	7,447	9%	954,980	861,454	93,526	11%
Comms & Ed	49,678	38,144	11,534	30%	363,040	363,332	(292)	0%
Governance	0	160	(160)	-100%	47,961	54,822	(6,861)	-13%
Recycling Center	346,197	344,940	1,257	0%	3,473,844	3,505,400	(31,556)	-1%
Total Operating Expenses	483,668	463,590	20,078	4%	4,839,825	4,785,008	54,817	1%
Net Profit	(201,543)	(173,507)	(28,036)	-16%	48,322	107,041	(58,719)	-55%



Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 March 2021 to 31 March 2021

Cash Basis

Attachment 10-3A

Date	Description	Reference	Credit
Commonwealth Cheque Account			
02 Mar 2021	Payment: JH Computer Services	IT services	176.00
02 Mar 2021	Payment: Docu-Shred	Shredding	41.80
02 Mar 2021	Payment: Post Newspapers	Advertisement	660.00
02 Mar 2021	Payment: JH Computer Services	IT	2,640.19
02 Mar 2021	Payment: Commandacom Pty Ltd	Phones	498.30
02 Mar 2021	Payment: Perth Bin Hire	Haulage	396.00
02 Mar 2021	CBA	Bank Fees	347.57
02 Mar 2021	Payment: Community Resources Limited (Soft Landing mattress recycling)	Haulage	3,028.76
02 Mar 2021	Payment: Mandalay Technologies	Weighbridge	1,375.00
02 Mar 2021	Payment: Hosemasters	Maintenance loader	729.45
02 Mar 2021	Payment: D&M Waste Management	Haulage	9,138.46
02 Mar 2021	Payment: Myaree Crane Hire	Maintenance grounds RC	330.00
02 Mar 2021	Payment: Perth Bin Hire	Haulage	637.46
02 Mar 2021	Payment: D&M Waste Management	Haulage	19,461.55
02 Mar 2021	Payment: Heatley Sales Pty Ltd	Safety Equipment	122.52
02 Mar 2021	Payment: D&M Waste Management	Haulage	5,630.59
05 Mar 2021	Payment: City of Nedlands	Development approval fees	1,851.71
07 Mar 2021	Payment: Synergy	Electricity	342.52
08 Mar 2021	Payment: Perth Bin Hire	Haulage	10,164.00
08 Mar 2021	Payment: Perth Bin Hire	Haulage	3,241.05
08 Mar 2021	Payment: WesTrac - Loader	Maintenance Loader	116.27
08 Mar 2021	Payment: Community Resources Limited (Soft Landing mattress recycling)	Haulage	2,898.21
08 Mar 2021	Payment: Perth Bin Hire	Haulage	1,282.16
08 Mar 2021	Payment: Iron Mountain AU Group Pty. Ltd.	Storage	23.02
08 Mar 2021	Payment: Perth Bin Hire	Haulage	4,329.34
08 Mar 2021	Payment: West Tip Waste Management	Haulage	1,078.00
08 Mar 2021	Payment: Ellen Mickels	Staff reimbursement	25.00
08 Mar 2021	Payment: Stefan Frodsham	Staff reimbursement	124.50
08 Mar 2021	Payment: West Tip Waste Management	Haulage	15,675.00
08 Mar 2021	Payment: HR Central	IT software	412.50
08 Mar 2021	Payment: Pentanet Pty Ltd	Internet	134.00
08 Mar 2021	Payment: Perth Bin Hire	Haulage	43,315.18
08 Mar 2021	Payment: Forget Your Books Pty Ltd	IT software	132.00
08 Mar 2021	Payment: Cleanaway Pty Ltd	Haulage	272.60
08 Mar 2021	Payment: Pentanet Pty Ltd	Internet	124.95
08 Mar 2021	Payment: JH Computer Services	IT	176.00
08 Mar 2021	Payment: Caltex Australia	Fuel	378.17
08 Mar 2021	Payment: Repeat Plastics (WA)	Bench RC	1,772.98
08 Mar 2021	Payment: JH Computer Services	IT	2,640.19
08 Mar 2021	Payment: Iron Mountain AU Group Pty. Ltd.	Storage	167.64
08 Mar 2021	Payment: The Organic Collective	Fruit Office	39.95
08 Mar 2021	Payment: Melan Welhenage	Cleaning	165.00
08 Mar 2021	Payment: AIT Specialists Pty Ltd	Fuel Tax	133.43
09 Mar 2021	Payment: Castrol	Fuel	870.56
11 Mar 2021	Payment: Heatley Sales Pty Ltd	Safety Equipment	124.54
11 Mar 2021	Payment: Synergy	Electricity	753.62
11 Mar 2021	Payment: Elan Energy Matrix Pty.Ltd.	Tyre disposal	220.00
11 Mar 2021	Payment: Heatley Sales Pty Ltd	Safety Equipment	34.42
11 Mar 2021	Payment: Heatley Sales Pty Ltd	Safety Equipment	68.84
11 Mar 2021	Payment: Marketforce Express		0.00
11 Mar 2021	Payment: McGregor Surveys	Survey RC	418.00
12 Mar 2021	Payment: National Storage - Subiaco	Storage	232.40
12 Mar 2021	Payment: WALGA		0.00
14 Mar 2021	Churchill Strata Pty Ltd (Rent)	Rent	3,300.00
15 Mar 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank fees	6.21
15 Mar 2021	Commonwealth Bank	Bank fees	3.50
15 Mar 2021	SuperChoice	Super	9,151.65
15 Mar 2021	SALARIES AND WAGES Western Metropol	Salaries	40,141.58
16 Mar 2021	Payment: Perth Bin Hire	Haulage	418.00
16 Mar 2021	Payment: Key2 Creative (Design)	Design work	2,464.00
16 Mar 2021	Payment: Scott Printers	Business cards	550.00
16 Mar 2021	SALARIES AND WAGES Western Metropol	Salaries	73.04
16 Mar 2021	Payment: Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	Haulage	13,742.39
16 Mar 2021	Payment: Claw Environmental Pty. Ltd.	Polystyrene	205.70
16 Mar 2021	Payment: City of Rockingham	Haulage	58,413.87
16 Mar 2021	Payment: Ellen Mickels	Staff reimbursement	50.00
16 Mar 2021	Payment: Aust-weigh Pty Ltd	Maintenance weighbridge	1,142.90
16 Mar 2021	Payment: Key2 Creative (Website)	Design work	154.00
16 Mar 2021	Payment: Total Supplies	Office supplies	957.99
16 Mar 2021	Payment: Perth Bin Hire	Haulage	1,230.35
16 Mar 2021	Payment: Heatley Sales Pty Ltd	Safety Equipment	102.78
16 Mar 2021	Payment: Peter Engel	Staff reimbursement	109.95
16 Mar 2021	Payment: Docu-Shred	Shredding	133.10
16 Mar 2021	Payment: WA BOS - Semi Trailer Equipment Pty Ltd	Dog trailer maintenance	6,442.95
16 Mar 2021	Payment: Jones Day	Legal Fees	11,162.83
16 Mar 2021	Payment: Churchill Strata Land tax	Land Tax 20 21	916.70
16 Mar 2021	Commonwealth Bank	Bank Fees	2.50
16 Mar 2021	Payment: Jones Day	Legal Fees	22,602.61
18 Mar 2021	Pentanet Pty Ltd	Internet	124.95

18 Mar 2021	Pentanet Pty Ltd	Internet	134.00
18 Mar 2021	Commonwealth Bank	Bank fees	2.50
19 Mar 2021	Payment: Telstra	Phones	902.58
22 Mar 2021	Australian Taxation Office	Tax	34,080.00
22 Mar 2021	Viviana Lopez-Torres	Staff reimbursement	45.86
25 Mar 2021	Payment: Workpower Inc.	Degassing Fridge	473.55
25 Mar 2021	Payment: Workpower Inc.	Degassing Fridge	693.00
25 Mar 2021	Payment: Synergy	Electricity	153.81
25 Mar 2021	Payment: The Fruit Box	Fruit office	19.00
25 Mar 2021	Payment: Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	Haulage	20,685.76
25 Mar 2021	Payment: Fully Promoted Osborne Park- Embroid Me	Staff uniforms	765.00
25 Mar 2021	Payment: Mandalay Technologies	IT Software	825.00
25 Mar 2021	Payment: Mandalay Technologies	IT software	1,375.00
29 Mar 2021	SALARIES AND WAGES Western Metropol	Salaries	43,990.75
30 Mar 2021	Payment: Elgas	gas	33.06
30 Mar 2021	Payment: Elgas	gas	33.06
31 Mar 2021	Payment: Plastic Free Foundation	Membership	5,940.00
Total Commonwealth Cheque Account			422,706.88

Commonwealth Credit Card SF

02 Mar 2021	Good Samaritan Industries	Office supplies	12.50
04 Mar 2021	Deliso Pty Ltd	Catering events	26.00
04 Mar 2021	Deliso Pty Ltd	Catering events	58.00
04 Mar 2021	Lime Flowers	Staff gift and presentations	100.00
04 Mar 2021	SQ Community Coffee	Catering events	18.50
04 Mar 2021	North Street Store - Do A Dinner Pty.Ltd.	Catering events	51.00
04 Mar 2021	SQ *PETALS CUPCAKERY Floreat AUS	Catering events	90.00
05 Mar 2021	Deputy Software	IT software	12.93
05 Mar 2021	Fresh Convenience Catering	Catering events	127.12
05 Mar 2021	Ikea	Office supplies	137.91
08 Mar 2021	Farmer Jacks - Subiaco	Catering events	27.92
08 Mar 2021	North Street Store - Do A Dinner Pty.Ltd.	Catering events	157.00
09 Mar 2021	Hootsuite	IT software	514.80
10 Mar 2021	Deputy Software	IT software	1,386.00
12 Mar 2021	SQ *PETALS CUPCAKERY Floreat AUS	Catering events	45.00
15 Mar 2021	Officeworks	Office supplies	67.71
15 Mar 2021	Bunnings Wembley	Bin tagging material	55.86
15 Mar 2021	Bunnings Wembley	Bin tagging material	55.86
15 Mar 2021	North Street Store - Do A Dinner Pty.Ltd.	Catering events	27.00
15 Mar 2021	Farmer Jacks - Subiaco	Catering events	19.99
15 Mar 2021	Coles	Bin tagging material	13.50
15 Mar 2021	Woolworths	Bin tagging material	3.00
15 Mar 2021	Officeworks	Bin tagging material	65.99
17 Mar 2021	Fresh Convenience Catering	Catering events	177.47
18 Mar 2021	Zoom Video Communications	IT software	209.90
18 Mar 2021	SQ Community Coffee	Catering events	9.90
19 Mar 2021	North Street Store - Do A Dinner Pty.Ltd.	Catering events	70.00
22 Mar 2021	CANVA* 02999-2096104 8778877815 DE	IT software	17.99
23 Mar 2021	Roses Only	Staff gift and presentations	89.90
29 Mar 2021	North Street Store - Do A Dinner Pty.Ltd.	Catering events	165.00
Total Commonwealth Credit Card SF			3,813.75

Commonwealth Credit Card GF

03 Mar 2021	BUNNINGS 454000 INNALOO	RC office supplies	168.00
03 Mar 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC catering	5.00
08 Mar 2021	CITY TOYOTA NEDLANDS WA	car service	369.81
09 Mar 2021	Woolworths	RC catering	22.75
10 Mar 2021	Telstra	Phones	149.12
12 Mar 2021	Bunnings Wembley	RC office supplies	79.08
16 Mar 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC catering	5.00
17 Mar 2021	Harvey Norman	RC office supplies	1,244.00
19 Mar 2021	JB Hi-fi	RC office supplies	139.90
23 Mar 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC catering	5.00
25 Mar 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC catering	3.00
29 Mar 2021	SplitSystem Clean	Aircon clean	250.00
30 Mar 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	RC catering	3.00
Total Commonwealth Credit Card GF			2,443.66

Petty Cash

02 Mar 2021	Yallingup Coffee Roasting	Catering	44.00
04 Mar 2021	Golden Choice	Catering	5.35
04 Mar 2021	Golden Choice	Catering	8.55
08 Mar 2021	Good Sammy Enterprises	Office supplies	4.00
10 Mar 2021	The clean food store	Catering	10.00
10 Mar 2021	Farmer Jacks - Subiaco	Catering	3.60
10 Mar 2021	The Source Bulk Foods	Catering	16.00
11 Mar 2021	Golden Choice	milk office	3.00
23 Mar 2021	Farmer Jacks - Subiaco	catering office	6.00
23 Mar 2021	Strange grains	catering office	33.50
24 Mar 2021	Golden Choice	milk office	3.00
27 Mar 2021	Coles	catering event	4.80
30 Mar 2021	Coles	catering office	4.50
31 Mar 2021	Coles	catering office	16.00
31 Mar 2021	Graham Ball	C&E Event	50.00
31 Mar 2021	Farmer Jacks - Subiaco	catering office	2.25
Total Petty Cash			214.55

Total			429,178.84

Account Transactions

WESTERN METROPOLITAN REGIONAL COUNCIL

For the period 1 April 2021 to 30 April 2021

Cash Basis

Date	Description	Reference	Credit
Commonwealth Cheque Account			
01 Apr 2021	Payment: Churchill Strata Pty Ltd (Rent)	Lease	1,651.00
01 Apr 2021	Payment: Synergy	Electricity	289.62
02 Apr 2021	CBA	Merchant Fees	402.34
06 Apr 2021	Payment: Commandacom Pty Ltd	Phones	165.00
06 Apr 2021	Payment: More Than A Mow	Ground maintenance RC	520.00
06 Apr 2021	Payment: Wes Buzza	Staff reimbursement	18.72
06 Apr 2021	Payment: Perth Bin Hire	Haulage	1,599.73
06 Apr 2021	Payment: Taylor Tyres Pty Ltd	Tyres haulage	464.20
06 Apr 2021	Payment: Laura Monisse	Staff reimbursement	9.05
06 Apr 2021	Payment: Nabilla Antipas	Staff reimbursement	22.14
06 Apr 2021	Payment: Commandacom Pty Ltd	Phones	242.00
06 Apr 2021	Payment: Tianah Dixon	Staff reimbursement	49.92
06 Apr 2021	Payment: Electrical Nett	Maintenance plant	845.79
06 Apr 2021	Payment: Key2 Creative (Design)	Design work	385.00
06 Apr 2021	Payment: Gavin Burgess	Battery recycling	1,718.20
06 Apr 2021	Payment: Lessen with Peg	Workshop	300.00
06 Apr 2021	Payment: Wren Oil	Oil disposal	16.50
06 Apr 2021	Payment: Tianah Dixon	Staff reimbursement	71.28
06 Apr 2021	Payment: Heatley Sales Pty Ltd	Safety equipment staff	32.03
06 Apr 2021	Payment: City of Rockingham	Haulage	57,270.31
06 Apr 2021	Payment: D&M Waste Management	Haulage	18,813.99
07 Apr 2021	Payment: Caltex Australia	Fuel	662.71
07 Apr 2021	Payment: HR Central	IT Subscription	511.50
08 Apr 2021	Payment: Workpower Inc.	Degassing Fridge	392.70
08 Apr 2021	Payment: Electrical Nett	Maintenance plant	1,834.36
08 Apr 2021	Payment: McGregor Surveys	RC Survey	418.00
08 Apr 2021	Payment: Scott Printers	Print work	3,520.00
12 Apr 2021	Payment: National Storage - Subiaco	Storage	232.40
12 Apr 2021	SALARIES AND WAGES Western Metropol	Salaries	44,910.36
13 Apr 2021	Payment: Mini-Tankers Australia Pty Ltd (Refuelling Solutions)	Fuel	2,026.31
13 Apr 2021	Payment: Cr Paul Shaw	Sitting Fee January to March 2021	2,875.00
13 Apr 2021	Payment: Perth Bin Hire	Haulage	5,513.29
13 Apr 2021	Payment: Myaree Crane Hire	Crane service RC	371.25
13 Apr 2021	Payment: Perth Bin Hire	Haulage	836.00
13 Apr 2021	Payment: Steve Lofthouse	Staff reimbursement	8.58
13 Apr 2021	Payment: Cr Stephanie Stroud	Sitting Fee January to March 2021	2,875.00
13 Apr 2021	Payment: PrintCom	Printer repair	195.00
13 Apr 2021	Payment: D&M Waste Management	Haulage	5,582.51
13 Apr 2021	Payment: Commandacom Pty Ltd	Phones	132.00
13 Apr 2021	Payment: Perth Bin Hire	Haulage	396.00
13 Apr 2021	Payment: Elgas	Gas	33.06
13 Apr 2021	Payment: Perth Bin Hire	Haulage	165.00
13 Apr 2021	Payment: Cr Bruce Haynes	Sitting Fee January to March 2021	4,050.00
13 Apr 2021	Payment: Perth Bin Hire	Haulage	2,870.81
13 Apr 2021	Payment: Pentanet Pty Ltd	Internet	134.00
13 Apr 2021	Payment: Perth Bin Hire	Haulage	5,195.49
13 Apr 2021	Payment: Perth Bin Hire	Haulage	180.05
13 Apr 2021	SuperChoice	Super	18,240.05
13 Apr 2021	Payment: Post Newspapers	Advertisement	770.00
13 Apr 2021	Payment: CTI Security	Security	599.00
13 Apr 2021	Payment: Cr. Lorraine Young	Sitting Fee January to March 2021	2,875.00
13 Apr 2021	Payment: Ellen Mickels	Staff reimbursement	17.94
13 Apr 2021	Payment: D&M Waste Management	Haulage	8,820.31
13 Apr 2021	Payment: Pentanet Pty Ltd	Internet	124.95
13 Apr 2021	Payment: Perth Bin Hire	Haulage	7,986.00
13 Apr 2021	Payment: Cr Charles Hohnen	Sitting Fee January to March 2021	8,187.00
13 Apr 2021	Payment: Mary Peck	Staff Reimbursement	7.02
13 Apr 2021	Payment: Precision Tool Engineering	Maintenance Loader	495.00
13 Apr 2021	Payment: Perth Bin Hire	Haulage	396.00
14 Apr 2021	Churchill Strata Pty Ltd (Rent)	Rent	3,300.00
14 Apr 2021	Payment: Water Corporation	water bill	866.40
15 Apr 2021	Payment: Perth Bin Hire	Haulage	280.50
15 Apr 2021	Payment: Perth Bin Hire	Haulage	2,565.87
15 Apr 2021	Commonwealth Bank	Bank Fees	3.60
15 Apr 2021	Commonwealth Bank	Bank Fees	2.00
15 Apr 2021	Payment: Action Interiors	RC Renovations	25,294.83
15 Apr 2021	Payment: Jim's window and pressure cleaning Wanneroo	Window clean	90.00
15 Apr 2021	Payment: Perth Bin Hire	Haulage	38,797.62
15 Apr 2021	Payment: Commandacom Pty Ltd	Internet	90.29
15 Apr 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank Fees	6.03
15 Apr 2021	Commonwealth Bank	Bank Fees	0.30
15 Apr 2021	TRANS FEES-0223033 (T) COMMBIZ FEES	Bank Fees	0.18
15 Apr 2021	Payment: Tonus and Co #300	Infrastructure additions	15,350.00
19 Apr 2021	Payment: Craneswest (WA) Pty Ltd T/A Western Tree Recyclers	Haulage	26,827.68
19 Apr 2021	Payment: Brajkovich Asbestos	Asbestos recycling	528.00
19 Apr 2021	Payment: Melan Welhenage	Cleaning	80.00
19 Apr 2021	Payment: Jones Day	Legal Fees	19,246.66
19 Apr 2021	Payment: Cleanaway Pty Ltd	Haulage	340.75

19 Apr 2021	Payment: Castrol	Fuel	964.68
19 Apr 2021	Payment: AIT Specialists Pty Ltd	Fuel Tax	162.80
19 Apr 2021	Payment: Heatley Sales Pty Ltd	Safety equipment staff	299.73
19 Apr 2021	Payment: Key2 Creative (Design)	Design work	385.00
19 Apr 2021	Payment: West Tip Waste Management	Haulage	1,886.50
19 Apr 2021	Payment: Drip Stopper	Annual Backflow test	198.00
19 Apr 2021	Payment: Clarity Communications - PR	PR	4,114.00
19 Apr 2021	Payment: Ecocycle Pty Ltd	x-ray recycling	147.61
19 Apr 2021	Payment: West Tip Waste Management	Haulage	15,675.00
19 Apr 2021	Payment: Saferight Pty Ltd	RC Safety Heights Testing & tagging	990.00
23 Apr 2021	SALARIES AND WAGES Western Metropol	Salaries	42,957.62
23 Apr 2021	Payment: Department of Transport #39862744	Vehicle License	386.10
26 Apr 2021	SuperChoice	Super	9,792.31
27 Apr 2021	Payment: Elliotts Irrigation Pty Ltd	Irrigation Service	295.31
27 Apr 2021	Payment: Jones Day	Legal Fees	8,449.34
27 Apr 2021	Payment: Waste Initiatives Pty Ltd Proposal	Cardboard compactor	35,301.20
27 Apr 2021	Payment: JH Computer Services	IT	2,057.00
27 Apr 2021	Payment: Compu-stor	Archiving	4,293.37
27 Apr 2021	Payment: Bin Bath	Cleaning bins	29.70
27 Apr 2021	Payment: CTI Security	Security	198.51
27 Apr 2021	Payment: Viviana Lopez-Torres	Staff reimbursement	8.58
27 Apr 2021	Payment: Total Supplies	Office supplies	302.50
27 Apr 2021	Payment: Post Newspapers	Advertisement	660.00
27 Apr 2021	Payment: Key2 Creative (Design)	Design work	616.00
27 Apr 2021	Payment: Heatley Sales Pty Ltd	Safety equipment staff	149.60
27 Apr 2021	Payment: Hayward Engineering	Maintenance aircon	907.50
27 Apr 2021	Payment: Kylie Wrigley	Staff reimbursement	9.36
27 Apr 2021	Payment: Total Supplies	Office supplies	157.91
27 Apr 2021	Payment: Forget Your Books Pty Ltd	IT software	132.00
27 Apr 2021	Payment: Plastic Free Foundation	Membership	5,940.00
29 Apr 2021	Payment: Water Corporation	Water	321.53
29 Apr 2021	Payment: Precision Fluid Power	Maintenance NCH Hoists	462.00
29 Apr 2021	Payment: Claw Environmental Pty. Ltd.	Polystyrene	451.00
29 Apr 2021	Payment: The Organic Collective	Fruit office	39.95
29 Apr 2021	Payment: Telstra	Phones	435.45
29 Apr 2021	Payment: City of Rockingham	Haulage	74,682.18
29 Apr 2021	Payment: Vibe Hotel	Events	364.00
29 Apr 2021	Payment: Laura Monisse	staff reimbursement	19.93
30 Apr 2021	Payment: Synergy	Electricity	266.37
Total Commonwealth Cheque Account			567,506.82

Commonwealth Credit Card SF

07 Apr 2021	Deputy Software	IT software	95.48
09 Apr 2021	Officeworks	Bin tagging material	40.95
19 Apr 2021	Farmer Jacks - Subiaco	Catering	0.99
19 Apr 2021	Strange grains	Catering	24.50
20 Apr 2021	Canva	IT subscription	17.99
Total Commonwealth Credit Card SF			179.91

Commonwealth Credit Card GF

01 Apr 2021	BUNNINGS 454000 INNALOO	RC Office supplies	44.00
06 Apr 2021	Telstra	Phones	149.12
06 Apr 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	Milk RC	5.00
06 Apr 2021	Bunnings Wembley	RC Office supplies	24.14
07 Apr 2021	Bunnings Claremont	RC Office Supplies	69.08
14 Apr 2021	EG FUELCO 4216 FLOREAT FLOREAT WA	Milk RC	5.00
15 Apr 2021	Mobell Diesel Services	Vehicle Service	1,217.15
16 Apr 2021	Bunnings Claremont	RC Office Supplies	168.15
19 Apr 2021	EasyFence	Shadecloth RC	338.80
20 Apr 2021	Bunnings Wembley	RC Office supplies	2.55
22 Apr 2021	Bunnings Claremont	RC Office supplies	122.03
23 Apr 2021	CITY TOYOTA NEDLANDS WA	Vehicle cost	87.14
23 Apr 2021	Supa iga	RC Catering	5.38
30 Apr 2021	Supa iga	RC Catering	5.38
30 Apr 2021	Floreat Forum Pharmacy T/A Terry White	Flu shot staff	24.95
30 Apr 2021	Telstra	Phones	84.44
Total Commonwealth Credit Card GF			2,352.31

Petty Cash

01 Apr 2021	Kelsey Thompson	C&E Event	50.00
06 Apr 2021	Farmer Jacks - Subiaco	Milk office	3.00
27 Apr 2021	Impresso Roastery	Catering event	11.00
Total Petty Cash			64.00

Total			570,103.04

Aged Receivables Summary

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 25 May 2021

Contact	1 Month	2 Months	3 Months	Older
Total	0.00	0.00	0.00	0.00

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

Member	Position	Council
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
Visitors	Position	Council / Organisation
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

Apologies

Mr P Engel	Manager Operations	WMRC

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.

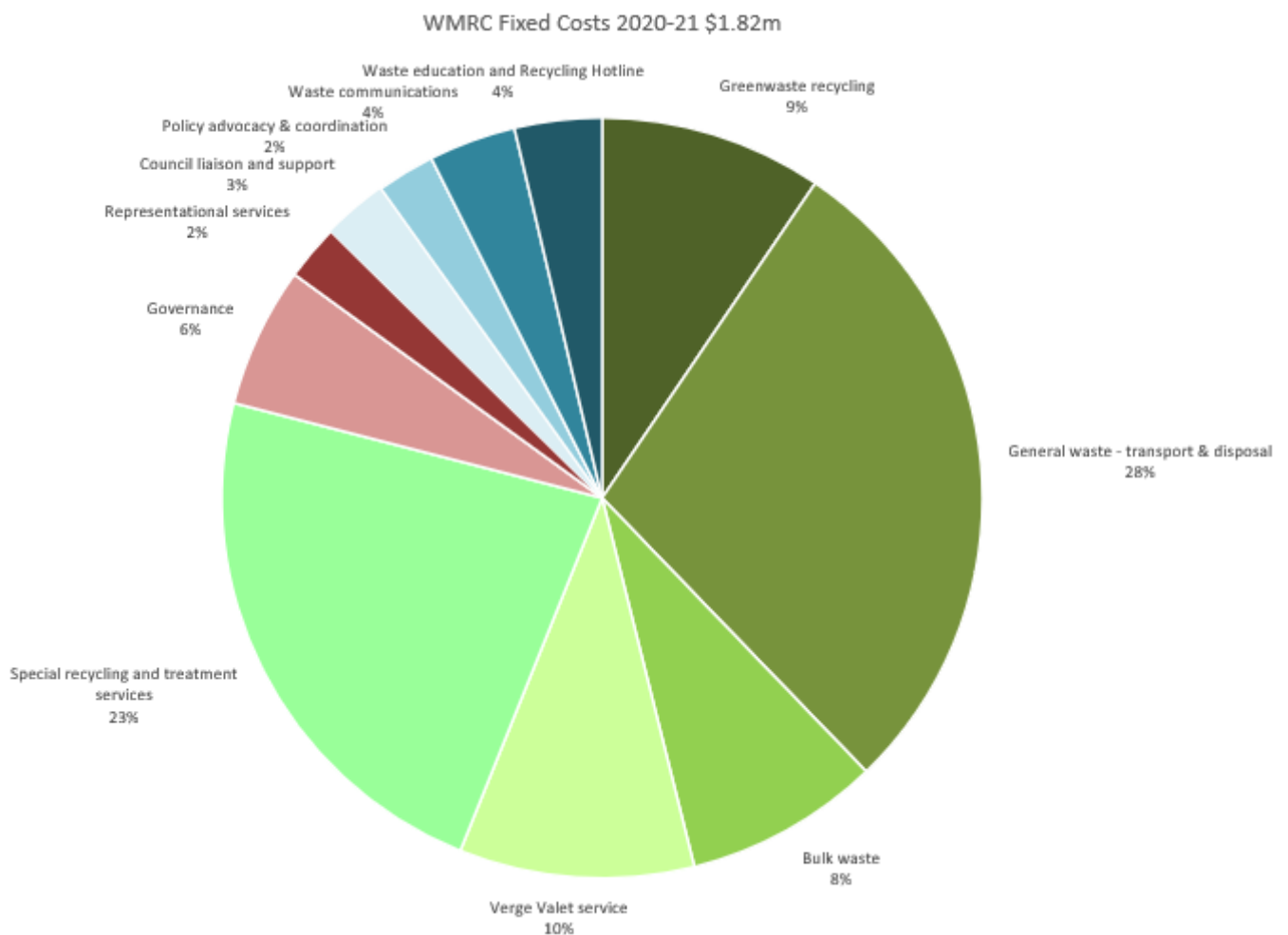
The following chart illustrates the breakdown of the \$1.825M in member council fixed cost contributions.

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.



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
DWER targets	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
Claremont (2018/19 data)	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
Cottesloe (2018/19 data)	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
Mosman Park (2018/19 data)	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
Peppermint Grove (2018/19 data)	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
Subiaco (2018/19 data)	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
Numbers of residents calling at the [Recycling] Centre	Over 2000 free carloads and a further 1000 paid transactions
Quantity of materials recycled	69T green waste, 174T bulk waste and quantities of specific recyclables
Results of customer satisfaction survey	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
Total	1,942	1,954	16,481

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:

WMRC Member Councils

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

	Action summary	Business case development by	Implementation date by	Notes
Claremont	Provide FOGO service to SUDs	July 2022	2025	
Cottesloe	Implement FOGO to SUDs	July 2021	2023	
Mosman Park	Introduce FOGO to SUDs	July 2021	2025	FOGO in place as soon as a commercially sustainable processing option is available
Peppermint Grove	Introduce FOGO to all eligible residents	July 2023	2025	
Subiaco	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	
WMRC	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).

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.

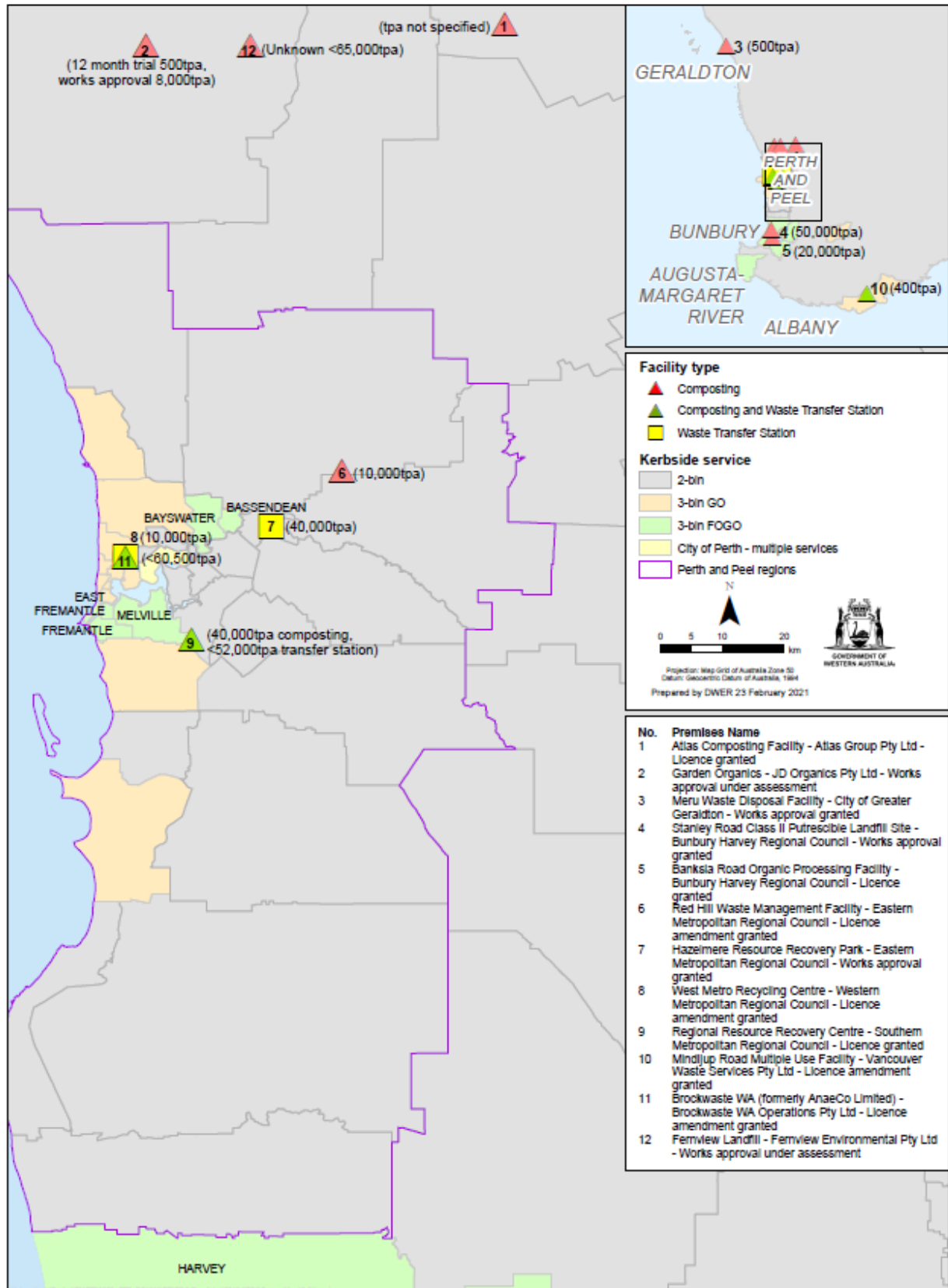
	No of residences (ABS Quickstats - Subi website)	% SUDs (including townhouses and units)	# SUDs	Case 1 Tonnes/ annum	Case 2 Tonnes/ annum	Case 3 Tonnes/ annum
Claremont	4758	63%	3002	1232.6	1472	1592.3
Cottesloe	3632	81%	2946	1209.6	1243	1562.6
Mosman Park	4062	77%	3111	1277.4	1275	1650.1
Peppermint Grove	619	88%	546	224.2	245	289.6
Subiaco	7894	63%	4981	2045.2	2542	2641.9
TOTAL	20965		14586	5988.9	6777	7736.4

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 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 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:

- A. 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.
- B. 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.
- C. 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 400m²). 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.

Statement of Financial Position

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 31 January 2021

	31 JAN 2021	31 DEC 2020	FORMULA
Current Assets			
Bank	985,636.17	302,946.29	682,689.88
Reserves	1,183,864.14	1,183,204.08	660.06
Debtors	450,401.74	502,135.75	(51,734.01)
Accrued Income	2,544.86	3,277.00	(732.14)
Total Current Assets	2,622,446.91	1,991,563.12	630,883.79
Non-current Assets			
Property, Plant & Equipment	1,313,193.45	1,266,970.07	46,223.38
Infrastructure	917,685.31	923,315.59	(5,630.28)
Right of Use Assets	94,043.30	94,389.88	(346.58)
Total Non-current Assets	2,324,922.06	2,284,675.54	40,246.52
Total Assets	4,947,368.97	4,276,238.66	671,130.31
Current Liabilities			
Lease Liability	45,800.43	45,800.43	-
Trade & Other Payables	422,748.88	540,510.81	(117,761.93)
Employee Related Provisions	230,038.66	228,504.21	1,534.45
Total Current Liabilities	698,587.97	814,815.45	(116,227.48)
Non-Current Liabilities			
Non-Current Long Service Leave	27,250.41	28,077.22	(826.81)
Total Non-Current Liabilities	27,250.41	28,077.22	(826.81)
Total Liabilities	725,838.38	842,892.67	(117,054.29)
Net Assets	4,221,530.59	3,433,345.99	788,184.60
Equity			
Asset Revaluation Reserve	289,498.36	289,498.36	-
Reserves	1,183,864.14	1,183,204.08	660.06
Retained Earnings	2,748,168.09	1,960,643.55	787,524.54
Total Equity	4,221,530.59	3,433,345.99	788,184.60

Budget Variance

WESTERN METROPOLITAN REGIONAL COUNCIL 1 Jan 2021 to 31 Jan 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue from Ordinary Activities								
Fees & Charges	288,549	285,362	3,187▲	1.1%▲	1,961,849	1,997,534	(35,685)▼	-1.8%▼
Interest	431	1,027	(596)▼	-58.0%▼	6,593	7,189	(596)▼	-8.3%▼
Operating Grants, Subsidies and Contributions	1,005,325	1,005,992	(667)▼	-0.1%▼	1,944,223	1,948,888	(4,665)▼	-0.2%▼
Other Income	12,940	3,027	9,913▲	327.5%▲	43,875	21,189	22,686▲	107.1%▲
Total Revenue from Ordinary Activities	1,307,246	1,295,408	11,838	0.9%	3,956,540	3,974,800	(18,260)	-0.5%
Total Income	1,307,246	1,295,408	11,838	0.9%	3,956,540	3,974,800	(18,260)	-0.5%
Less Cost of Sales								
Expenses from Ordinary Activities								
Depreciation & Amortisation	14,240	17,964	(3,724)▼	-20.7%▼	97,119	125,731	(28,612)▼	-22.8%▼
Employee Costs	140,145	149,416	(9,271)▼	-6.2%▼	1,040,790	1,094,785	(53,995)▼	-4.9%▼
Insurance	-	-	-	0.0%	54,956	54,960	(4)▼	0.0%▼
Materials & Contracts	306,686	277,240	29,446▲	10.6%▲	1,993,764	1,948,217	45,547▲	2.3%▲
Other Expenses	56,671	22,885	33,786▲	147.6%▲	184,245	190,400	(6,155)▼	-3.2%▼
Utilities	1,319	1,286	33▲	2.6%▲	8,486	8,996	(510)▼	-5.7%▼
Total Expenses from Ordinary Activities	519,061	468,791	50,270	10.7%	3,379,360	3,423,089	(43,729)	-1.3%
Total Cost of Sales	519,061	468,791	50,270	10.7%	3,379,360	3,423,089	(43,729)	-1.3%
Gross Profit	788,185	826,617	(38,432)	-5.0%	577,179	551,711	25,468	5.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Net Profit	788,185	826,617	(38,432)	-5.0%	577,179	551,711	25,468	5.0%

Statement of Financial Position

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 28 February 2021

	28 FEB 2021	31 JAN 2021	FORMULA
Current Assets			
Bank	198,113.59	985,636.17	(787,522.58)
Reserves	1,704,667.35	1,183,864.14	520,803.21
Debtors	338,794.23	450,401.74	(111,607.51)
Accrued Income	50,808.83	2,544.86	48,263.97
Total Current Assets	2,292,384.00	2,622,446.91	(330,062.91)
Non-current Assets			
Property, Plant & Equipment	1,337,022.62	1,313,193.45	23,829.17
Infrastructure	977,833.15	917,685.31	60,147.84
Right of Use Assets	93,696.72	94,043.30	(346.58)
Total Non-current Assets	2,408,552.49	2,324,922.06	83,630.43
Total Assets	4,700,936.49	4,947,368.97	(246,432.48)
Current Liabilities			
Lease Liability	45,800.43	45,800.43	-
Trade & Other Payables	312,051.01	422,748.88	(110,697.87)
Employee Related Provisions	238,256.56	230,038.66	8,217.90
Total Current Liabilities	596,108.00	698,587.97	(102,479.97)
Non-Current Liabilities			
Non-Current Long Service Leave	29,472.10	27,250.41	2,221.69
Total Non-Current Liabilities	29,472.10	27,250.41	2,221.69
Total Liabilities	625,580.10	725,838.38	(100,258.28)
Net Assets	4,075,356.39	4,221,530.59	(146,174.20)
Equity			
Asset Revaluation Reserve	289,498.36	289,498.36	-
Reserves	1,704,667.35	1,183,864.14	520,803.21
Retained Earnings	2,081,190.68	2,748,168.09	(666,977.41)
Total Equity	4,075,356.39	4,221,530.59	(146,174.20)

Budget Variance

WESTERN METROPOLITAN REGIONAL COUNCIL For the month ended 28 February 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue from Ordinary Activities								
Fees & Charges	275,404	285,362	(9,958)▼	-3.5%▼	2,237,252	2,282,896	(45,644)▼	-2.0%▼
Interest	690	1,027	(337)▼	-32.9%▼	7,283	8,216	(933)▼	-11.4%▼
Operating Grants, Subsidies and Contributions	-	667	(667)▼	-100.0%▼	1,944,223	1,949,555	(5,332)▼	-0.3%▼
Other Income	50,888	50,027	861▲	1.7%▲	94,763	71,216	23,547▲	33.1%▲
Total Revenue from Ordinary Activities	326,981	337,083	(10,102)	-3.0%	4,283,521	4,311,883	(28,362)	-0.7%
Total Income	326,981	337,083	(10,102)	-3.0%	4,283,521	4,311,883	(28,362)	-0.7%
Less Cost of Sales								
Expenses from Ordinary Activities								
Depreciation & Amortisation	14,753	17,964	(3,211)▼	-17.9%▼	111,872	143,695	(31,823)▼	-22.1%▼
Employee Costs	131,927	149,416	(17,489)▼	-11.7%▼	1,172,717	1,244,201	(71,484)▼	-5.7%▼
Insurance	-	-	-	0.0%	54,956	54,960	(4)▼	0.0%▼
Materials & Contracts	300,488	277,240	23,248▲	8.4%▲	2,294,252	2,225,457	68,795▲	3.1%▲
Other Expenses	25,000	22,885	2,115▲	9.2%▲	209,245	213,285	(4,040)▼	-1.9%▼
Utilities	988	1,286	(298)▼	-23.2%▼	9,474	10,282	(808)▼	-7.9%▼
Total Expenses from Ordinary Activities	473,156	468,791	4,365	0.9%	3,852,516	3,891,880	(39,364)	-1.0%
Total Cost of Sales	473,156	468,791	4,365	0.9%	3,852,516	3,891,880	(39,364)	-1.0%
Gross Profit	(146,174)	(131,708)	(14,466)	-11.0%	431,005	420,003	11,002	3.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Net Profit	(146,174)	(131,708)	(14,466)	-11.0%	431,005	420,003	11,002	3.0%

Meeting Date	Item Number	CEOAC Recommendation	Description	Status	Notes
21 Mar 2019	4.3.1	The WMRC operating model be revisited once the current legal dispute is resolved.	Our legal advisers hold that WMRC's interests would best be served by awaiting the end of the dispute with DiCOM before any approach to the market about private operation of the West Metro Recycling Centre is made.	On hold	The uncertainties surrounding the future of the operation of DiCOM on the site, including terms of lease, would be priced into any bid to privately operate the site.
21 Jan 2021	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.	WMRC Council accepted CEOAC's recommendation at its February 2021 OCM. A FOGO transition plan has since been drawn up for the consideration of CEOAC at its March 2021 meeting.	Complete	

MINUTES

CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING

(CEOAC 03/2021)

Thursday 20 May 2021
Commencing at 2:00 pm

Town of Mosman Park
Memorial Park
Bay View Terrace
Mosman Park

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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 Chair Don Burnett, CEO of the Shire of Peppermint Grove at 2:09pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

Member	Position	Council
Mr D Burnett	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
Visitors	Position	Council / Organisation
Mr S Frodsham	Chief Executive Officer	WMRC
Mr P Engel	Manager Operations	WMRC
Ms L Eustance	Manager Communications & Education	WMRC

Leave of Absence

Apologies

Ms A Bell	Manager Finance & Governance	WMRC
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 18 March 2021 are at **Attachment 1**.

OFFICER'S RECOMMENDATION

3.1 The minutes of the CEOAC meeting held on 18 March 2021 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 25 March 2021 dealt with at the WMRC Ordinary Meeting of 1 April 2021.

Members will be updated verbally on any new developments.

Answers to questions from members will be provided where possible.

OFFICER'S RECOMMENDATION

4.1.1 The verbal report of the WMRC CEO be noted.

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

4.2 CONFIDENTIAL REPORT – WASTE TO ENERGY TENDER

Confidential item 10-6A in the WMRC OCM of 1 April contains a summary of key terms in the agreement and the then current status of discussions. Since that date negotiations have progressed well with those outstanding items and commercial terms agreed. Agreement on some minor terms awaits completion of legal drafting. The WMRC CEO will give a verbal update at the meeting.

An invitation to information sessions on 20 May 2021 at the Town of Mosman Park for Member Council staff and Elected Members has been circulated. The draft contract will be made available at WMRC's offices for Member Council CEOs to view. We are working towards a Council decision at the 4 June OCM.

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 WMRC FINANCIAL MODEL REVIEW

Attachments: 2A WMRC financial performance review, 2B WMRC Fixed Fee allocations

A review of WMC's allocation of its fixed costs amongst Member Councils was discussed at the most recent CEOAC meeting (18 March 2021).

Discussion during and following the meeting demonstrates that there is still a degree of confusion about fixed costs are allocated to WMRC services and how Member Councils costs might compare with the period leading up to the introduction of the mixed fee model on 1 January 2019.

The WMRC will present this information at the meeting for further discussion.

The old model

WMRC's original model met all operational costs including overheads through gate fees. The system incentivised WMRC to make conservative budget forecasts of waste receipts from Member Councils. Any deliveries of waste above forecast would provide windfall gains.

The old model made it almost impossible for the WMRC to win additional business to provide greater throughput and develop economies of scale. At one time WMRC employed a Business Development Manager but uncompetitive gate fees meant there was no interest from the market and no additional business was developed.

High gate fees encouraged Member Councils to take their waste elsewhere – for example in 2014 when the Town of Cottesloe introduced a 3rd bin, WMRC agreed to an exemption to allow the collected greenwaste to be taken elsewhere. The loss of this throughput reduced WMRC's economy of scale and resulted in a \$25 per tonne increase in the general waste gate fee for all Member Councils.

Gate fee increases – old model

Under the old model, gate fees *excluding the waste levy* grew at an average rate of 9% per annum over the eight years to 2018-19.

Waste	2010-11 gate per tonne	2018-19 gate per tonne	Average annual rate increase %
General and bulk waste	\$116.68	\$210.00	8.8
Waste levy	\$28.00	\$70.00	14.0
Total	\$144.68	\$280.00	9.9
Greenwaste	\$50.00	\$90.00	8.8

The mixed fee model

On 1 January 2019, the mixed fee model was introduced, following a recommendation from CEOAC and approval by Council. Under the mixed fee model, around 70% of WMRC overhead costs, including wages and salaries, are met by fixed fee contributions from Member Councils. This leaves member council marginal costs (waste haulage, treatment and disposal) to be covered by gate fees, allowing the general waste gate fee for member councils to be reduced to the current rate of \$145.45 per tonne.

The remaining 30% of overheads is recovered from non-member councils, commercial customers and residents by charging gate fees consistent with competition in the market. As this side of the business grows, the proportion of overheads met by member councils shrinks.

Mixed fee model benefits

Member Councils now contribute just the right amount of overheads. If MC generate more waste than forecast, they do not pay any extra overhead. If MC generate less waste, they save the marginal cost of disposal on every single tonne reduced. The mixed fee model provides great certainty in waste

management costs and revenue for both MC and WMRC. It greatly simplifies budgeting and reduces financial risk associated with forecasting waste generation and receivables.

WMRC recovers an increasing share of its overheads from fees and charges for non-members and commercials. These commercial rates are set at market competitive levels. The overheads recovered from these sources are used to shrink the annual overhead contribution of Member Councils. Year by year.

As WMRC fulfils its Strategic Community Plan and successive Corporate Business Plans by rolling out its services across its central west catchment area, more and more overheads are recovered from non-members and commercials. The additional throughput provides WMRC with economies of scale and our average costs decline.

There have been no increases in gate fees since the last ones made under the old model as part of the 2018-19 budget approval.

WMRC's new Business Model

This approach has allowed our new business model to steadily gain traction. The business model capitalises on the strategic location of the West Metro Recycling Centre and operates as follows:

1. Minimise risk by restricting WMRC operations to receipt and transfer of waste.
2. Avoid operating or investing in waste treatment and disposal facilities – instead, contract for these services.
3. Continuously improve quality of services.
4. Continuously identify and implement measures to improve efficiency and reduce costs.
5. Grow revenue and throughput and reduce average costs by extending services across west central catchment area.
6. Pass on savings to member councils by reducing fixed fee contributions.

We fully expect that WMRC will further reduce Member Council fixed cost contributions in the 2021-22 budget, and again make no increases to gate fees, particularly due to increasing levels of business from neighbouring non-member councils.

Year	MC Fixed Costs	Change	Note
2018-19	\$1,875k	n/a	Half recovered in gate fees to 30 Dec 2018
2019-20	\$1,875k	Nil	No increase
2020-21	\$1,825k	\$50k decrease	Offset by increasing commercial revenue
2021-22*	\$1,725k	\$100k decrease	Offset by increasing commercial revenue

* Pre-budget estimate

OFFICER'S RECOMMENDATION

4.3.1 The report and presentation be noted.

CEOAC RECOMMENDATION

4.3.1 The WMRC CEO and member(s) of the WMRC management team meet with interested CEOs prior to the next CEOAC meeting to discuss and clarify the allocation of overheads.

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

5. INFORMATION ITEMS

5.1 WMRC COUNCIL MEETING OUTCOMES

WMRC held its most recent OCM on 1 April 2021. The Council at the meeting:

- Adopted the FOGO transition briefing paper.
- Agreed that Member Councils be invited to provide a representative for the FOGO Project Control Group.
- Tasked the FOGO Project Control Group to develop a detailed project plan for a coordinated transition to FOGO for submission to CEOAC by November 2021.
- Required WMRC to provide waste to energy briefings for Member Council Elected Members.
- Required WMRC to make the waste to energy Waste Supply Agreement available for viewing by Member Council CEOs.

OFFICER'S RECOMMENDATION

5.1.1 The report be noted.

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

5.2 FOGO TRANSITION PLAN

The first meeting of the FOGO Project Control Group was held on 13 May. This Group was formed as a result of a CEOAC-initiated OCM resolution as follows:

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.

Representatives were made aware of the complexities of the transition and factors influencing the costs of both the transition to and ongoing costs of a FOGO service. Research to date from the two councils who are transitioning from GO to FOGO indicates the need for dedicated staff support within the LG over at least a 6-12 month timeline prior to the introduction of the service. The initial work includes making sure that the existing bin and property data is accurate, and that staff and Elected Members are informed. The WMRC can present to staff and Elected Members as requested and recommends that it happen well before the transition project starts.

As WMRC has been awarded the City of Vincent's FOGO haulage and processing contract from October 2021, this gives us the volume necessary to work with one Member Council as a pilot to cost effectively introduce the service in their area ahead of others. The Town of Cottesloe has made us aware of a resolution to introduce FOGO as soon as possible.

The group agreed to meet in one month.

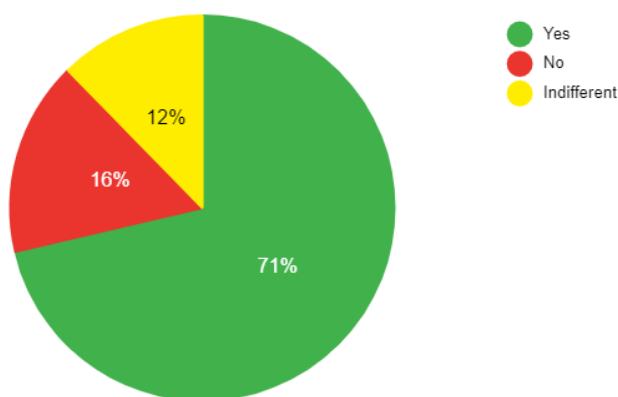
OFFICER'S RECOMMENDATION

5.2.1 The report be noted.

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

5.3 VERGE VALET™ UPDATE

Prefer Verge Valet - All Councils



The Shire of Peppermint Grove's Verge Valet introduction has been smooth, with all but 2 of the survey respondents preferring Verge Valet to the scheduled system. This is aligned with survey responses from Mosman Park and Cottesloe (82% and 76% preference respectively) and higher than those from the Town of Cambridge where user preference for the service is still running at over 50%. Overall, user preference is at 71% with 75% of users ranking the service overall at 5/5.

The service is attracting some media coverage, mostly arising from the City of Fremantle's consideration of the service.



Our new logo trademark application has been accepted early and is now progressing to registration which we expect will occur later this calendar year.

This will assist greatly in protecting WMRC's intellectual property as we gradually move towards being able to offer customers a licensed version of the service.

OFFICER'S RECOMMENDATION

5.3.1 The report be noted.

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

5.4 WASTE SERVICE PROCUREMENT

WALGA advises that local governments as best-practice should tender for waste collection services separately for waste processing and disposal services.

Tendering separately for collection and disposal promotes a more competitive market. It makes it difficult for large, vertically integrated operators to cross-subsidise collection and disposal.

Applying the best practice to recycling services would mean that Member Councils first procure the services of an MRF. In so doing, there would be no opportunity for large players to cross-subsidise MRF services with collection. With three competing MRFs, Member Councils can be assured of a competitive market.

With a MRF service procured, Member Councils can then specify a delivery point when tendering for collection services. In this way, procurement for collection will benefit from a more competitive market, especially from smaller operators who don't own and operate MRF.

There are likely significant advantages in economy of scale were the WMRC to procure a MRF service on behalf of its Member Councils. The WMRC could go to market for a schedule of rates for the processing of 5,500 tonnes (all five MC combined).

OFFICER'S RECOMMENDATION

5.4.1 The report be noted.

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

5.5 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 May 2021
Town of Claremont	Accepted by Council, with DWER for finalisation
Town of Cottesloe	Complete and approved by DWER
Town of Mosman Park	Complete and approved by DWER
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

All plans were submitted by the 31 March deadline. Once endorsed by DWER, the first reporting deadline is 31 October 2022 for the 2021/22 financial year.

The plans are being used as a structure for reporting progress to date and planning activities for 2021/22.

OFFICER'S RECOMMENDATION

5.5.1 The report be noted.

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

5.6 OPERATIONS REPORT

West Metro Recycling Centre throughput

Waste stream	March - tonnes	April - tonnes	1 Jul – 30 Apr tonnes
Residual waste to landfill	1,159	1,059	11,239
Greenwaste for processing	568	535	5,237
Bulk waste for recycling	208	201	1,995
C&D waste for recycling	52	54	456
Asbestos for disposal	3.5	3.2	39
Other waste	173	146	1,480
Recyclables to MRF	37	25	252
Cardboard for recycling	10	9	85
Scrap metal & fridges for recycling	8.5	11.4	68.4
E-Waste for recycling	7.3	7.5	48.2
HHW for processing	5.3	3.7	39.9
Mattresses for recycling	2.6	4.9	28.1
Tyres for recycling	0	0	3.7
Car batteries for recycling	0	1.8	12
Total	2,234	2,062	20,983

Infrastructure

- We have received the first two newly constructed waste silos, with another three to follow in the next two months. One refurbished silo will give us a total of six new silos.
- The new cardboard compactor from waste Initiative is now due to be delivered in July.

New Services

- Our new Paintback paint recycling service has commenced. The new service allows us to accept commercial quantities of paint up to 100 litres at a time.

Business development

- WMRC was successful in its proposal bid to receive FOGO collections from the City of Vincent commencing in October 2021. The City of Vincent estimates that it will collect 5,000 tonnes per

annum of FOGO waste. The FOGO material will increase the transfer station throughput by more than one-third; and increase total waste handled by the West Metro Recycling Centre by 20%.

- WMRC is in discussions with the City of Perth and the City of Wanneroo regarding use of the WMRC's waste transfer services.
- The City of Vincent accepted WMRC's proposal to provide Verge Valet services which are scheduled to commence across the City in January 2022.

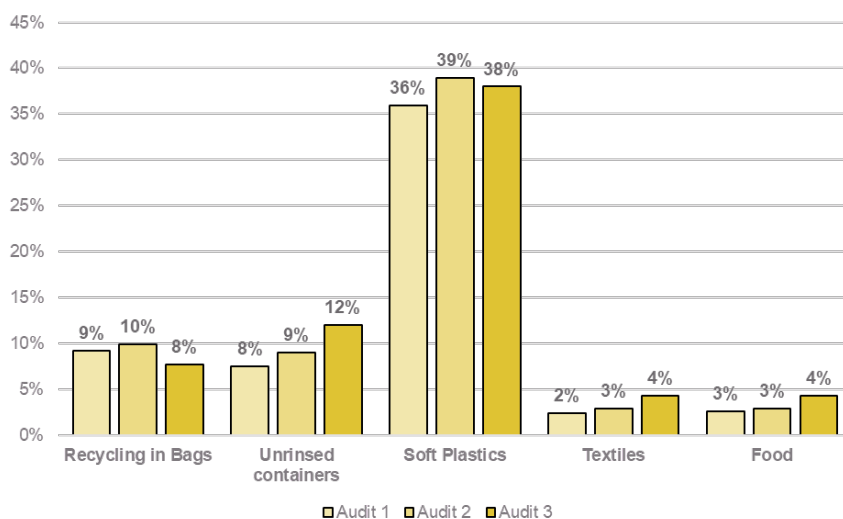
OFFICER'S RECOMMENDATION

5.6.1 The information be received.

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

5.7 COMMUNICATIONS AND EDUCATION REPORT

Recycling bin contamination



The bin-tagging program has been completed in Mosman Park and Claremont. This program is largely funded by DWER and administered through WALGA.

Results indicate that soft plastics in the recycling bin remain by far the most frequent contaminant being seen in nearly 40% of recycling bins. Our programs will increase focus on that issue.

Across the period, we saw contamination in only around 7% of GO bins. We are continuing our

“Clean Green Bins” program with collection contractors and Member Council representatives as keeping our GO bins contamination free is important to protect our low processing rate.

A full report on the program is available on request.

Other specific activities underway or progressed in this period are listed below:

- Ongoing assistance to residents on Verge Valet and other queries
- Advertising including monthly Post newspaper advertising half page and active social media
- Progress of coordinated waste calendars
- A tour of SMRCs RRRC combined with a Waste Watchers presentation
- A composting workshop

OFFICER'S RECOMMENDATION

5.7.1 The report be noted.

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

5.8 FINANCIAL REPORT

The WMRC continues to perform well:

- For March 2021, the WMRC had an operating deficit of \$186,199 compared to a budgeted deficit of \$185,740 with a negative variance of \$459. See **Attachment 3a** for a Statement of Comprehensive Income and Statement of Financial Position as of 31 March 2021.
- The figures for April 2021 are not yet available.

OFFICER'S RECOMMENDATION

5.8.1 The report be noted.

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

5.9 PROGRESS ON CEOAC RECOMMENDATIONS

An updated table highlighting the status of all CEOAC recommendations through to 14 May 2021 is provided at **Attachment 4**. All recommendations have been actioned or in progress 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

5.9.1 The report be noted.

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

6. GENERAL BUSINESS

7. CLOSURE OF MEETING

The meeting closed at 3:21pm

Next Meeting

Thursday 15 July 2021, 14:00 hrs at the West Metro Recycling Centre (TBC)

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

Member	Position	Council
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
Visitors	Position	Council / Organisation
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

Apologies

Mr P Engel	Manager Operations	WMRC

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.

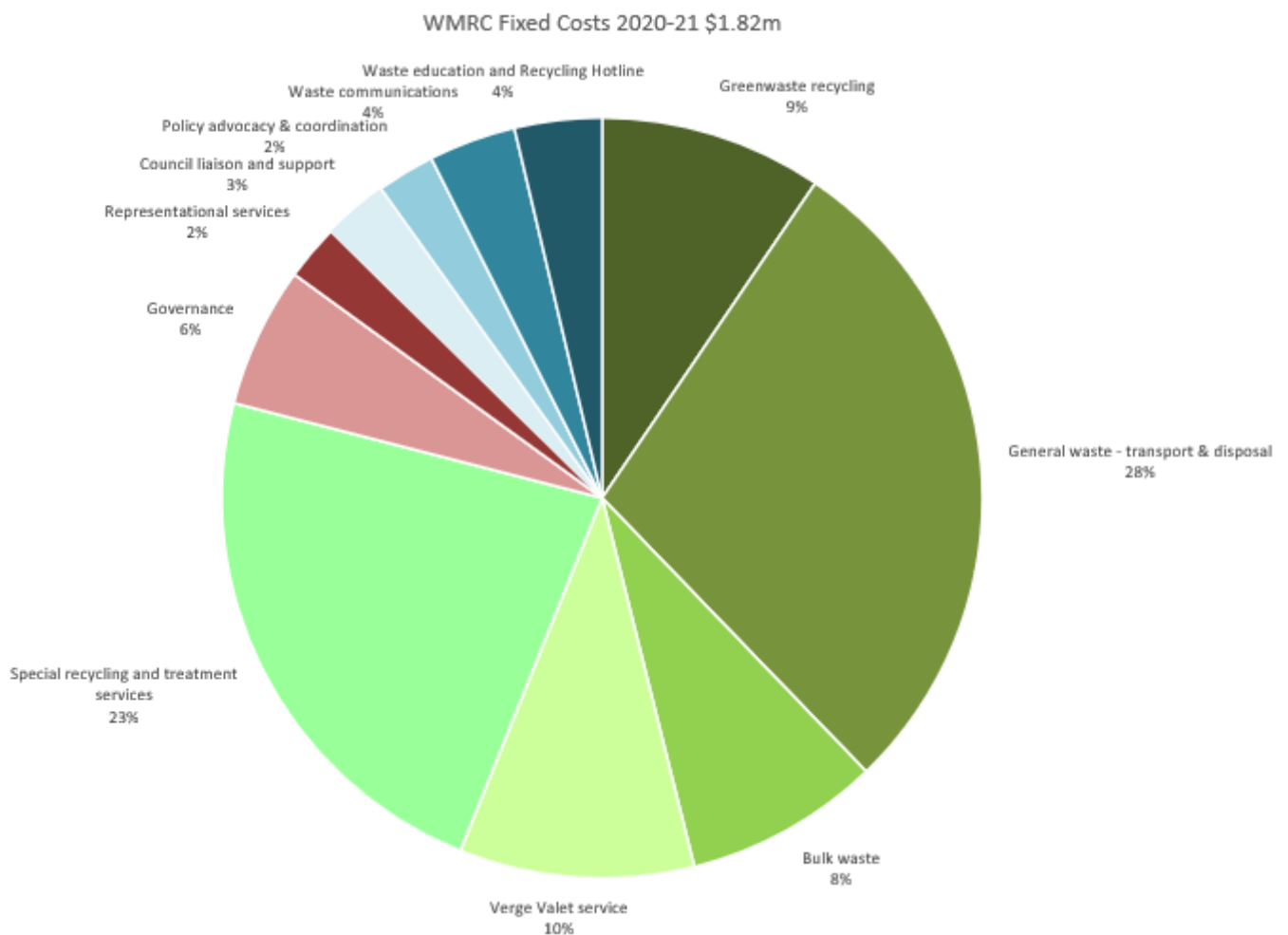
The following chart illustrates the breakdown of the \$1.825M in member council fixed cost contributions.

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.



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
DWER targets	5% reduction from	10% reduction	65%	67%	70%	yes	No more than 15%	Towards zero	Towards zero
Claremont (2018/19 data)	13% decrease	13% decrease	33% (GO 2020)	33% (GO 2020)	33% (GO 2020)	BP 2022 intro 2025	67%	steady but minor	steady but minor
Cottesloe (2018/19 data)	7% increase	7% increase	48%	48%	48%	BP 2021 intro 2025	52%	not a major issue	not a major issue
Mosman Park (2018/19 data)	11% decrease	11% decrease	32% (GO 2019)	32% (GO 2019)	32% (GO 2019)	BP 2021 intro 2025	68%	reliable data gathering	reliable data gathering
Peppermint Grove (2018/19 data)	41% decrease*	41% decrease*	27% (GO 2020)	27% (GO 2020)	27% (GO 2020)	BP 2023 intro 2025	73%	not an issue	not an issue
Subiaco (2018/19 data)	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
Numbers of residents calling at the [Recycling] Centre	Over 2000 free carloads and a further 1000 paid transactions
Quantity of materials recycled	69T green waste, 174T bulk waste and quantities of specific recyclables
Results of customer satisfaction survey	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
Total	1,942	1,954	16,481

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:

WMRC Member Councils

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

	Action summary	Business case development by	Implementation date by	Notes
Claremont	Provide FOGO service to SUDs	July 2022	2025	
Cottesloe	Implement FOGO to SUDs	July 2021	2023	
Mosman Park	Introduce FOGO to SUDs	July 2021	2025	FOGO in place as soon as a commercially sustainable processing option is available
Peppermint Grove	Introduce FOGO to all eligible residents	July 2023	2025	
Subiaco	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	
WMRC	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).

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.

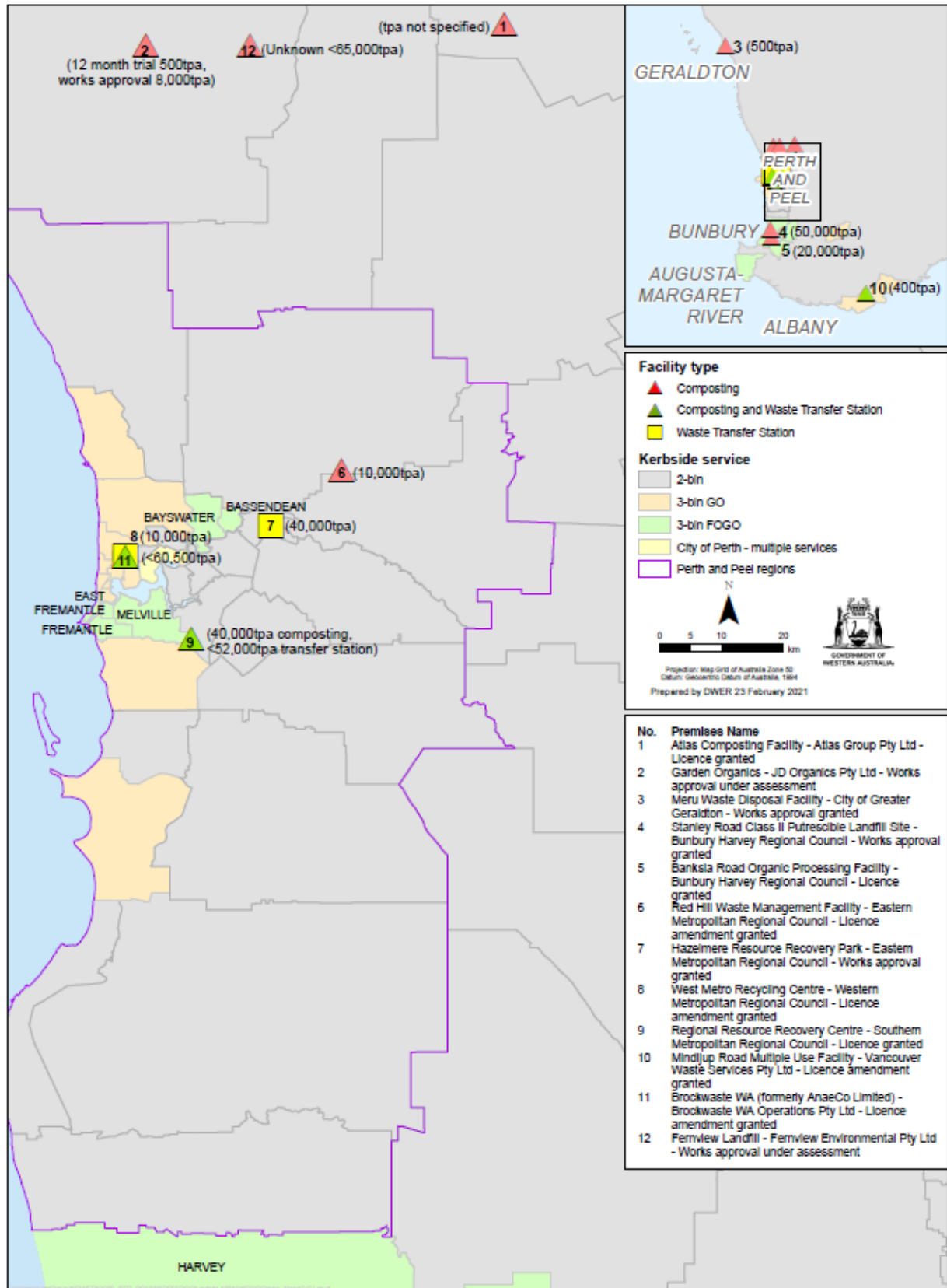
	No of residences (ABS Quickstats - Subi website)	% SUDs (including townhouses and units)	# SUDs	Case 1 Tonnes/ annum	Case 2 Tonnes/ annum	Case 3 Tonnes/ annum
Claremont	4758	63%	3002	1232.6	1472	1592.3
Cottesloe	3632	81%	2946	1209.6	1243	1562.6
Mosman Park	4062	77%	3111	1277.4	1275	1650.1
Peppermint Grove	619	88%	546	224.2	245	289.6
Subiaco	7894	63%	4981	2045.2	2542	2641.9
TOTAL	20965		14586	5988.9	6777	7736.4

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 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 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:

- A. 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.
- B. 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.
- C. 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 400m²). 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.

Statement of Financial Position

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 31 January 2021

	31 JAN 2021	31 DEC 2020	FORMULA
Current Assets			
Bank	985,636.17	302,946.29	682,689.88
Reserves	1,183,864.14	1,183,204.08	660.06
Debtors	450,401.74	502,135.75	(51,734.01)
Accrued Income	2,544.86	3,277.00	(732.14)
Total Current Assets	2,622,446.91	1,991,563.12	630,883.79
Non-current Assets			
Property, Plant & Equipment	1,313,193.45	1,266,970.07	46,223.38
Infrastructure	917,685.31	923,315.59	(5,630.28)
Right of Use Assets	94,043.30	94,389.88	(346.58)
Total Non-current Assets	2,324,922.06	2,284,675.54	40,246.52
Total Assets	4,947,368.97	4,276,238.66	671,130.31
Current Liabilities			
Lease Liability	45,800.43	45,800.43	-
Trade & Other Payables	422,748.88	540,510.81	(117,761.93)
Employee Related Provisions	230,038.66	228,504.21	1,534.45
Total Current Liabilities	698,587.97	814,815.45	(116,227.48)
Non-Current Liabilities			
Non-Current Long Service Leave	27,250.41	28,077.22	(826.81)
Total Non-Current Liabilities	27,250.41	28,077.22	(826.81)
Total Liabilities	725,838.38	842,892.67	(117,054.29)
Net Assets	4,221,530.59	3,433,345.99	788,184.60
Equity			
Asset Revaluation Reserve	289,498.36	289,498.36	-
Reserves	1,183,864.14	1,183,204.08	660.06
Retained Earnings	2,748,168.09	1,960,643.55	787,524.54
Total Equity	4,221,530.59	3,433,345.99	788,184.60

Budget Variance

WESTERN METROPOLITAN REGIONAL COUNCIL 1 Jan 2021 to 31 Jan 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue from Ordinary Activities								
Fees & Charges	288,549	285,362	3,187▲	1.1%▲	1,961,849	1,997,534	(35,685)▼	-1.8%▼
Interest	431	1,027	(596)▼	-58.0%▼	6,593	7,189	(596)▼	-8.3%▼
Operating Grants, Subsidies and Contributions	1,005,325	1,005,992	(667)▼	-0.1%▼	1,944,223	1,948,888	(4,665)▼	-0.2%▼
Other Income	12,940	3,027	9,913▲	327.5%▲	43,875	21,189	22,686▲	107.1%▲
Total Revenue from Ordinary Activities	1,307,246	1,295,408	11,838	0.9%	3,956,540	3,974,800	(18,260)	-0.5%
Total Income	1,307,246	1,295,408	11,838	0.9%	3,956,540	3,974,800	(18,260)	-0.5%
Less Cost of Sales								
Expenses from Ordinary Activities								
Depreciation & Amortisation	14,240	17,964	(3,724)▼	-20.7%▼	97,119	125,731	(28,612)▼	-22.8%▼
Employee Costs	140,145	149,416	(9,271)▼	-6.2%▼	1,040,790	1,094,785	(53,995)▼	-4.9%▼
Insurance	-	-	-	0.0%	54,956	54,960	(4)▼	0.0%▼
Materials & Contracts	306,686	277,240	29,446▲	10.6%▲	1,993,764	1,948,217	45,547▲	2.3%▲
Other Expenses	56,671	22,885	33,786▲	147.6%▲	184,245	190,400	(6,155)▼	-3.2%▼
Utilities	1,319	1,286	33▲	2.6%▲	8,486	8,996	(510)▼	-5.7%▼
Total Expenses from Ordinary Activities	519,061	468,791	50,270	10.7%	3,379,360	3,423,089	(43,729)	-1.3%
Total Cost of Sales	519,061	468,791	50,270	10.7%	3,379,360	3,423,089	(43,729)	-1.3%
Gross Profit	788,185	826,617	(38,432)	-5.0%	577,179	551,711	25,468	5.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Net Profit	788,185	826,617	(38,432)	-5.0%	577,179	551,711	25,468	5.0%

Statement of Financial Position

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 28 February 2021

	28 FEB 2021	31 JAN 2021	FORMULA
Current Assets			
Bank	198,113.59	985,636.17	(787,522.58)
Reserves	1,704,667.35	1,183,864.14	520,803.21
Debtors	338,794.23	450,401.74	(111,607.51)
Accrued Income	50,808.83	2,544.86	48,263.97
Total Current Assets	2,292,384.00	2,622,446.91	(330,062.91)
Non-current Assets			
Property, Plant & Equipment	1,337,022.62	1,313,193.45	23,829.17
Infrastructure	977,833.15	917,685.31	60,147.84
Right of Use Assets	93,696.72	94,043.30	(346.58)
Total Non-current Assets	2,408,552.49	2,324,922.06	83,630.43
Total Assets	4,700,936.49	4,947,368.97	(246,432.48)
Current Liabilities			
Lease Liability	45,800.43	45,800.43	-
Trade & Other Payables	312,051.01	422,748.88	(110,697.87)
Employee Related Provisions	238,256.56	230,038.66	8,217.90
Total Current Liabilities	596,108.00	698,587.97	(102,479.97)
Non-Current Liabilities			
Non-Current Long Service Leave	29,472.10	27,250.41	2,221.69
Total Non-Current Liabilities	29,472.10	27,250.41	2,221.69
Total Liabilities	625,580.10	725,838.38	(100,258.28)
Net Assets	4,075,356.39	4,221,530.59	(146,174.20)
Equity			
Asset Revaluation Reserve	289,498.36	289,498.36	-
Reserves	1,704,667.35	1,183,864.14	520,803.21
Retained Earnings	2,081,190.68	2,748,168.09	(666,977.41)
Total Equity	4,075,356.39	4,221,530.59	(146,174.20)

Budget Variance

WESTERN METROPOLITAN REGIONAL COUNCIL For the month ended 28 February 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue from Ordinary Activities								
Fees & Charges	275,404	285,362	(9,958)▼	-3.5%▼	2,237,252	2,282,896	(45,644)▼	-2.0%▼
Interest	690	1,027	(337)▼	-32.9%▼	7,283	8,216	(933)▼	-11.4%▼
Operating Grants, Subsidies and Contributions	-	667	(667)▼	-100.0%▼	1,944,223	1,949,555	(5,332)▼	-0.3%▼
Other Income	50,888	50,027	861▲	1.7%▲	94,763	71,216	23,547▲	33.1%▲
Total Revenue from Ordinary Activities	326,981	337,083	(10,102)	-3.0%	4,283,521	4,311,883	(28,362)	-0.7%
Total Income	326,981	337,083	(10,102)	-3.0%	4,283,521	4,311,883	(28,362)	-0.7%
Less Cost of Sales								
Expenses from Ordinary Activities								
Depreciation & Amortisation	14,753	17,964	(3,211)▼	-17.9%▼	111,872	143,695	(31,823)▼	-22.1%▼
Employee Costs	131,927	149,416	(17,489)▼	-11.7%▼	1,172,717	1,244,201	(71,484)▼	-5.7%▼
Insurance	-	-	-	0.0%	54,956	54,960	(4)▼	0.0%▼
Materials & Contracts	300,488	277,240	23,248▲	8.4%▲	2,294,252	2,225,457	68,795▲	3.1%▲
Other Expenses	25,000	22,885	2,115▲	9.2%▲	209,245	213,285	(4,040)▼	-1.9%▼
Utilities	988	1,286	(298)▼	-23.2%▼	9,474	10,282	(808)▼	-7.9%▼
Total Expenses from Ordinary Activities	473,156	468,791	4,365	0.9%	3,852,516	3,891,880	(39,364)	-1.0%
Total Cost of Sales	473,156	468,791	4,365	0.9%	3,852,516	3,891,880	(39,364)	-1.0%
Gross Profit	(146,174)	(131,708)	(14,466)	-11.0%	431,005	420,003	11,002	3.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Net Profit	(146,174)	(131,708)	(14,466)	-11.0%	431,005	420,003	11,002	3.0%

Meeting Date	Item Number	CEOAC Recommendation	Description	Status	Notes
21 Mar 2019	4.3.1	The WMRC operating model be revisited once the current legal dispute is resolved.	Our legal advisers hold that WMRC's interests would best be served by awaiting the end of the dispute with DiCOM before any approach to the market about private operation of the West Metro Recycling Centre is made.	On hold	The uncertainties surrounding the future of the operation of DiCOM on the site, including terms of lease, would be priced into any bid to privately operate the site.
21 Jan 2021	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.	WMRC Council accepted CEOAC's recommendation at its February 2021 OCM. A FOGO transition plan has since been drawn up for the consideration of CEOAC at its March 2021 meeting.	Complete	

WMRC Financial Performance 2010-2021

Introduction

WMRC provides efficient shared waste management services for its Member Councils. With waste management ever more complex and integrated, WMRC shared services provide economies of scale, expert waste services, a full range of community waste treatment and recycling services for our Members.

Our new strategy, beginning in July 2018, extends services across our west central metropolitan catchment area in making the most of our strategic location. The additional business generates economies of scale and reduces costs for Member Councils.

WMRC Funding Model

Before 2019 WMRC was funded entirely through its gate fees. With the cost of all overheads and services built into gate fees, budgeting and fees and charges depended upon the accuracy of waste forecasts. Overestimating waste receipts meant shortfalls in revenues, so the system incentivised conservative forecasting by WMRC - and therefore escalating gate fees.

In 1 January 2019, we switched to our mixed fee model with two parts:

- overheads attributable to Member Councils shared on a population basis
- overhead-free gate fees set at marginal cost of waste treatment and disposal.

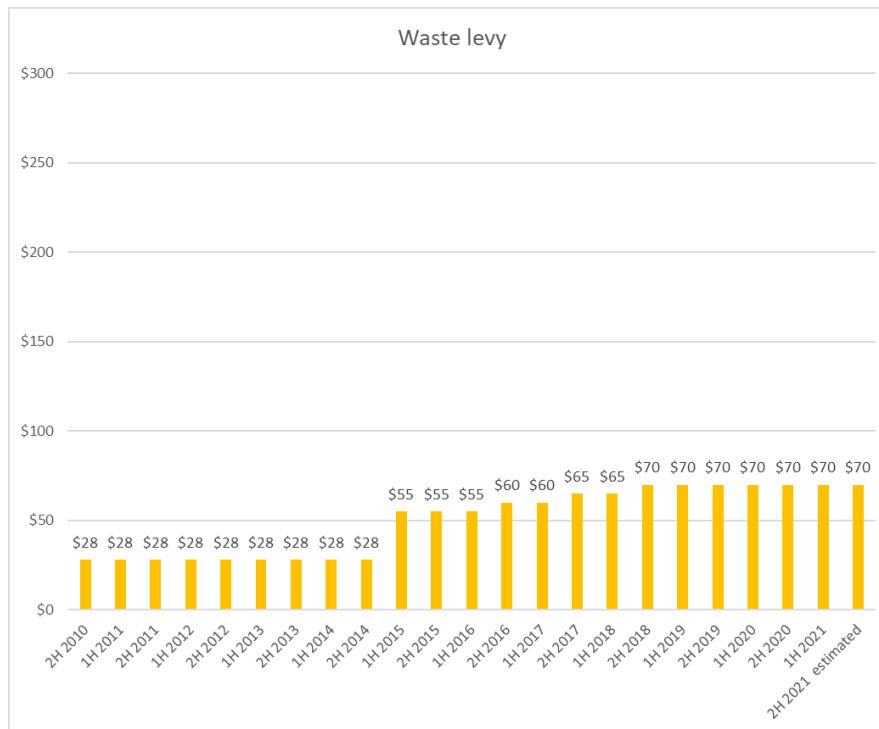
Advantages include an increased certainty in budgeting for Member Councils and WMRC; and enabling WMRC to attract new business, reducing average costs.

Commercial customers contribute to overheads through gate fees set at market rates. As commercial revenues increase, the overhead contributions required of Member Councils decrease. While WMRC is now diversifying its income streams, its revenue mostly derives from receipts of residual/ general (red-lid bin) waste. Data from this waste stream illustrates how WMRC financial performance is rapidly improving.

WMRC Member Councils

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

State Waste Levy



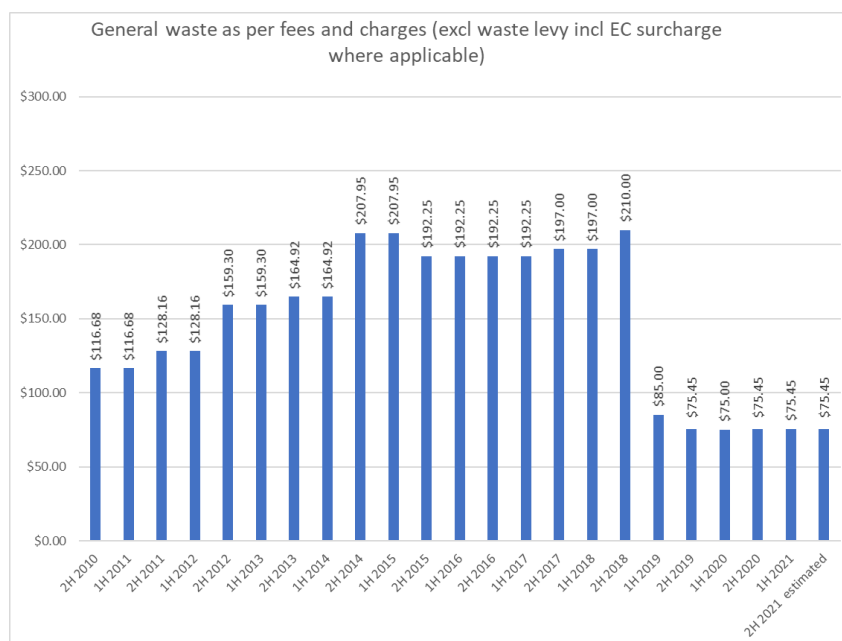
Residual waste is subject to the State Waste Levy which has increased from \$28/tonne in 2010 to \$70/tonne today as shown in Figure 1.

Each column in each of the charts represents 6 months 1H is Jan to June, 2H is July to December. We have done this as some changes since 2010 took effect in January and some in June.

For ease of comparison, all charts have a vertical axis of 0-\$300.

Figure 1 Landfill/ Waste Levy applicable 2010-2021. Each column represents 6 months.

WMRC Gate Fees



WMRC's gate fees since 2010, excluding the waste levy, are shown in Figure 2. Up until 2019, the gate fee included an Earthcarer surcharge which increased over eight years to \$25.00/tonne by 2018. The surcharge is included in the chart.

The gate fee reduction from the beginning of 2019 is marked. This shows the effect of the mixed fee model, with overheads now shared on a population basis.

Figure 2 WMRC Gate Fees for General Waste excluding the Waste Levy 2010-2021

Comparing Funding Models

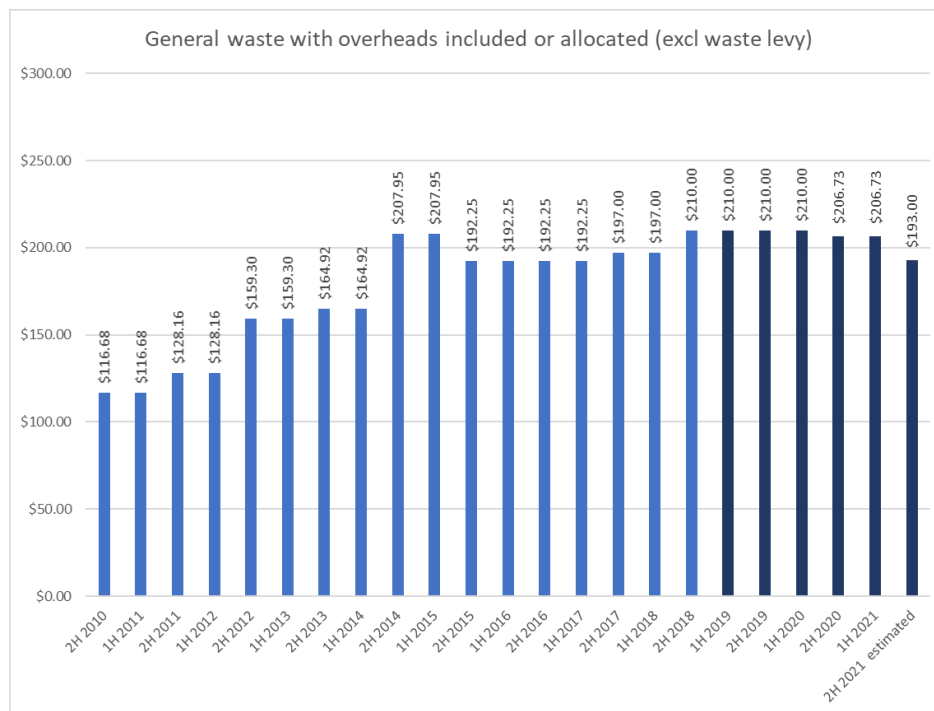


Figure 3 WMRC General Waste gate fees. Darker columns represent reallocated overheads. 2010-2021

Figure 2 does not represent the full story of the costs of the WMRC. Illustrating the change brought about by WMRC's new strategy, we add back the Member Council overheads to the gate fee, in Figure 3, with the colour change indicating the portion with overheads reallocated.

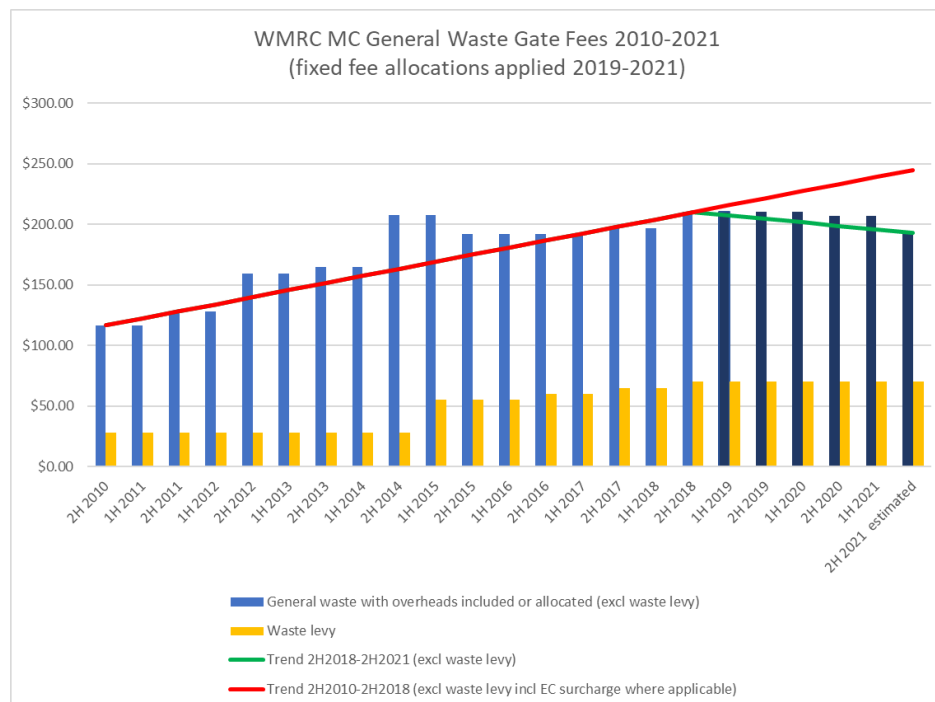


Figure 4 WMRC General Waste gate fees with reallocations, Waste Levy and trendlines indicated 2010-2021

Combining Figures 1 and 3 and adding trend lines gives Figure 4 which shows that the new WMRC business model since 2019 has brought about a distinct downward trend in gate fees.

Prior to the change in our business model, gate fees increased by an average of 9% annually from 2010 to 2018. Since 2018, gate fees are now falling at a rate of 8% per annum.

Reducing costs since 2018

How has the new WMRC business model reduced costs? Through a systematic root and branch review of every aspect of costs, beginning with the significant few¹:

- Procuring lower rates for waste treatment, haulage and disposal;
- Maximising waste silo loads to reduce transport costs;
- Reducing overtime with a switch to a 7-day site roster;
- Reviewing staff positions and pay levels;
- Abolishing past practice of applying annual increases in minimum Award rates to all positions; and
- Relying on staff expertise rather than hiring consultants.

In addition, the WMRC has attracted additional business from beyond our Member Councils which has contributed towards overheads. This includes the following to date:

- Verge Valet™ Cambridge
- Participating Council and non-member resident fees for use of the West Metro Recycling Centre
- GO bin transfer service for the City of Perth
- The new construction and demolition waste service

The following will continue the trend of diversifying our income streams through the next financial year:

- FOGO transfer service Town of Vincent from Oct 2021
- Verge Valet™ Vincent from Jan 2022

We will continue with this strategy of building on the strength of our location to provide a waste transfer service for efficient transport to disposal/processing sites to service our catchment with benefit to our Member Councils.

Service Improvements

In addition to cost savings, there have been significant WMRC service improvements since January 2019. These have included:

- Verge Valet™ service made available on an opt in basis to all Member Councils
- Increased planning and advocacy service including preparation of waste plans
- Construction and Demolition waste receipt
- Free mulch service
- Increased range of products collected from residents at the West Metro Recycling Centre (textiles, polystyrene, bicycles, x-rays, cooking oil, stationery, plant pots etc.)
- Refocused broader community education including a new schools' program and new adult education modules
- Production of a range of materials for community education (bin stickers, flyers, calendars)
- Recycling Hotline service
- Increased collaboration with Member Council officers
- New website
- Increased representational services including DWER, WALGA and WMRR

¹ The Pareto Principal

Overall Results 2019-2021

1. No increase in fees and charges since 2018
2. Gate fees for general waste, green waste, bulk waste and construction and demolition waste substantially lower than 2018.
3. Lower rates for waste treatment, haulage and disposal passed on in full to MC.
4. Trendline for Member Council costs reversed.
5. Freeloading by neighbouring councils ended; recycling entry fees and Town of Cambridge joins as Participating Council.
6. No increase in FTE staff numbers, despite significant service increases.
7. WMRC-developed Verge Valet™ service extending across the west central metro area and reducing overheads for Member Councils.
8. Town of Vincent FOGO receivals to commence October 2021.
9. WMRC losses stemmed without increasing fees and charges. \$1.2m loss in 2018 to modest surplus budgeted for 2021-22.
10. Recycling rate through the West Metro RC doubled in 12 months

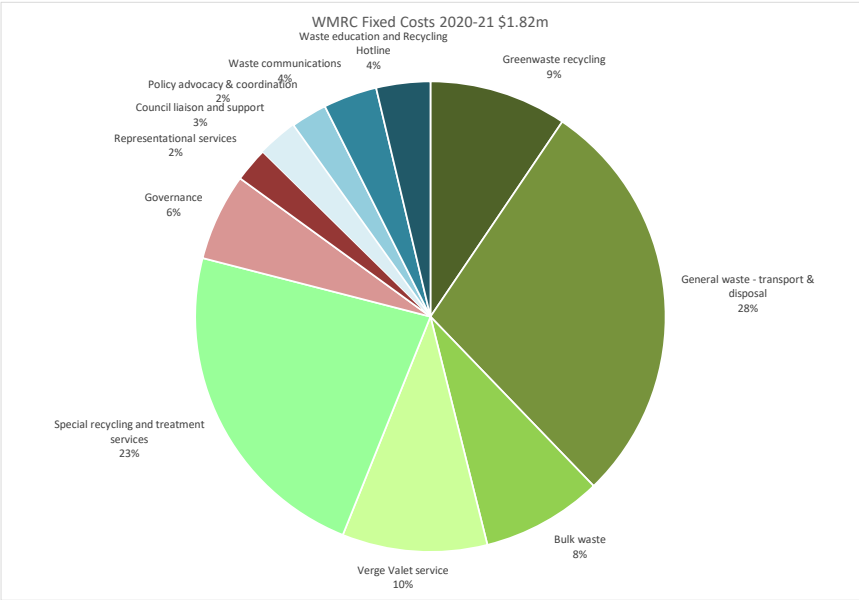
Attachment 2B

CONFIDENTIAL												
WMRC Fixed Cost Allocation by Service												
WMRC Service	Comms & Education	Governance	Other Operating	Variable costs per tonne	Fixed direct costs	Fixed other costs	Fixed costs total	Subiaco	Claremont	Mosman Park	Cottesloe	Peppermint Grove
Waste Management Services												
Greenwaste recycling	5%	2%	6%	\$34	\$ 149,483.31	\$ 23,465.28	\$ 172,948.60	\$ 63,696.97	\$ 38,999.91	\$ 33,897.92	\$ 30,041.17	\$ 6,312.62
General waste - transport & disposal	4%	5%	5%	\$145	\$ 492,364.30	\$ 24,299.20	\$ 516,663.51	\$ 190,287.17	\$ 116,507.62	\$ 101,266.05	\$ 89,744.45	\$ 18,858.22
Bulk waste	4%	3%	6%	\$124	\$ 129,235.30	\$ 22,629.37	\$ 151,864.67	\$ 55,931.76	\$ 34,245.48	\$ 29,765.48	\$ 26,378.89	\$ 5,543.06
Verge Valet service	2%	4%	5%		\$ 164,283.46	\$ 18,000.31	\$ 182,283.77	\$ 67,135.11	\$ 41,104.99	\$ 35,727.62	\$ 31,662.69	\$ 6,653.36
Special recycling and treatment services	12%	8%	15%		\$ 356,456.00	\$ 62,101.13	\$ 418,557.14	\$ 154,154.59	\$ 94,384.63	\$ 82,037.20	\$ 72,703.37	\$ 15,277.34
Asbestos collection and disposal	9%				\$ 32,081.04	\$ 5,589.10	\$ 37,670.14	\$ 13,873.91	\$ 8,494.62	\$ 7,383.35	\$ 6,543.30	\$ 1,374.96
HHW collection and treatment	30%				\$ 106,936.80	\$ 18,630.34	\$ 125,567.14	\$ 46,246.38	\$ 28,315.39	\$ 24,611.16	\$ 21,811.01	\$ 4,583.20
E-Waste recycling	5%				\$ 17,822.80	\$ 3,105.06	\$ 20,927.86	\$ 7,707.73	\$ 4,719.23	\$ 4,101.86	\$ 3,635.17	\$ 763.87
Cardboard recycling	10%				\$ 35,645.60	\$ 6,210.11	\$ 41,855.71	\$ 15,415.46	\$ 9,438.46	\$ 8,203.72	\$ 7,270.34	\$ 1,527.73
Car and truck battery recycling	4%				\$ 14,258.24	\$ 2,484.05	\$ 16,742.29	\$ 6,166.18	\$ 3,775.39	\$ 3,281.49	\$ 2,908.13	\$ 611.09
Household battery recycling	8%				\$ 28,516.48	\$ 4,968.09	\$ 33,484.57	\$ 12,332.37	\$ 7,550.77	\$ 6,562.98	\$ 5,816.27	\$ 1,222.19
Fluorescent tube and lightbulb recycling	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
Gas bottles, flares and pyrotechnics	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
Paint recycling	4%				\$ 14,258.24	\$ 2,484.05	\$ 16,742.29	\$ 6,166.18	\$ 3,775.39	\$ 3,281.49	\$ 2,908.13	\$ 611.09
Bulk polystyrene recycling	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
Free mulch for residents	4%				\$ 14,258.24	\$ 2,484.05	\$ 16,742.29	\$ 6,166.18	\$ 3,775.39	\$ 3,281.49	\$ 2,908.13	\$ 611.09
Stationery reuse	1%				\$ 3,564.56	\$ 621.01	\$ 4,185.57	\$ 1,541.55	\$ 943.85	\$ 820.37	\$ 727.03	\$ 152.77
Cooking oil recycling	1%				\$ 3,564.56	\$ 621.01	\$ 4,185.57	\$ 1,541.55	\$ 943.85	\$ 820.37	\$ 727.03	\$ 152.77
Sporting goods reuse	1%				\$ 3,564.56	\$ 621.01	\$ 4,185.57	\$ 1,541.55	\$ 943.85	\$ 820.37	\$ 727.03	\$ 152.77
X-ray recycling	1%				\$ 3,564.56	\$ 621.01	\$ 4,185.57	\$ 1,541.55	\$ 943.85	\$ 820.37	\$ 727.03	\$ 152.77
Mattress recycling	10%				\$ 35,645.60	\$ 6,210.11	\$ 41,855.71	\$ 15,415.46	\$ 9,438.46	\$ 8,203.72	\$ 7,270.34	\$ 1,527.73
Tyre and wheel recycling	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
General recycling	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
Clothing and textiles recycling	2%				\$ 7,129.12	\$ 1,242.02	\$ 8,371.14	\$ 3,083.09	\$ 1,887.69	\$ 1,640.74	\$ 1,454.07	\$ 305.55
Other Services	100%											
WMRC Governance	8%	53%	6%		\$ 81,744.70	\$ 27,515.39	\$ 109,260.08	\$ 40,240.49	\$ 24,638.15	\$ 21,414.98	\$ 18,978.48	\$ 3,987.99
Representational services	12%	3%	7%		\$ 43,070.40	\$ 43,070.40	\$ 43,070.40	\$ 15,862.83	\$ 9,712.37	\$ 8,441.80	\$ 7,481.33	\$ 1,572.07
Council liaison and support	12%	5%	10%		\$ -	\$ 50,399.72	\$ 50,399.72	\$ 18,562.22	\$ 11,365.14	\$ 9,878.34	\$ 8,754.43	\$ 1,839.59
Policy advocacy & coordination	11%	3%	10%		\$ 26,160.96	\$ 18,775.78	\$ 44,936.74	\$ 16,550.20	\$ 10,133.24	\$ 8,807.60	\$ 7,805.51	\$ 1,640.19
Waste communications	15%	7%	15%		\$ 35,674.04	\$ 32,019.55	\$ 67,693.59	\$ 24,931.55	\$ 15,264.90	\$ 13,267.94	\$ 11,758.38	\$ 2,470.82
Waste education and Recycling Hotline	15%	7%	15%		\$ 35,674.04	\$ 32,019.55	\$ 67,693.59	\$ 24,931.55	\$ 15,264.90	\$ 13,267.94	\$ 11,758.38	\$ 2,470.82
Total	100%	100%	100%		\$ 1,471,076.12	\$ 354,295.67	\$ 1,825,371.80	\$ 672,284.43	\$ 411,621.34	\$ 357,772.87	\$ 317,067.08	\$ 66,626.07

Headline numbers -		
Comms and Education	\$	237,826.94
Governance	\$	154,235.28
Other Operating Costs	\$	141,487.20
Verge Valet service	\$	164,283.46
Silo services - fixed	\$	492,364.30
Bulk waste - fixed	\$	129,235.30
Greenwaste - fixed	\$	149,483.31
Recycling and Problematic	\$	356,456.00
Comms and Education	\$	237,826.94
Governance	\$	154,235.28
Other Operating	\$	141,487.20
Total	\$	1,825,371.80

Member Council shares					
Member Council	ERP				%
Subiaco	17,238				36.83%
Claremont	10,557				22.55%
Mosman Park	9,176				19.60%
Cottesloe	8,129				17.37%
Peppermint Grove	1,708				3.65%
Totals	46,808				100.00%

WMRC Fixed Costs 2020-21		
Greenwaste recycling	9%	\$ 172,948.60
General waste - transport & disposal	28%	\$ 516,663.51
Bulk waste	8%	\$ 151,864.67
Verge Valet service	10%	\$ 182,283.77
Special recycling and treatment services	23%	\$ 418,557.14
Governance	6%	\$ 109,260.08
Representational services	2%	\$ 43,070.40
Council liaison and support	3%	\$ 50,399.72
Policy advocacy & coordination	2%	\$ 44,936.74
Waste communications	4%	\$ 67,693.59
Waste education and Recycling Hotline	4%	\$ 67,693.59
100%	\$	1,825,371.80



Budget Variance

WESTERN METROPOLITAN REGIONAL COUNCIL 1 Mar 2021 to 31 Mar 2021

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Revenue from Ordinary Activities								
Fees & Charges	312,653	286,780	25,873▲	9.0%▲	2,560,299	2,581,020	(20,721)▼	-0.8%▼
Interest	68	1,027	(959)▼	-93.4%▼	7,351	9,243	(1,892)▼	-20.5%▼
Operating Grants, Subsidies and Contributions	-	667	(667)▼	-100.0%▼	1,946,203	1,950,222	(4,019)▼	-0.2%▼
Other Income	10,099	1,609	8,490▲	527.6%▲	92,170	61,481	30,689▲	49.9%▲
Total Revenue from Ordinary Activities	322,820	290,083	32,737	11.3%	4,606,022	4,601,966	4,056	0.1%
Total Income	322,820	290,083	32,737	11.3%	4,606,022	4,601,966	4,056	0.1%
Less Cost of Sales								
Expenses from Ordinary Activities								
Depreciation & Amortisation	13,077	14,323	(1,246)▼	-8.7%▼	124,949	128,890	(3,941)▼	-3.1%▼
Employee Costs	128,723	149,416	(20,693)▼	-13.8%▼	1,301,159	1,393,617	(92,458)▼	-6.6%▼
Insurance	-	-	-	0.0%	54,956	54,956	-▲	0.0%▲
Materials & Contracts	335,957	274,400	61,557▲	22.4%▲	2,639,701	2,499,229	140,472▲	5.6%▲
Other Expenses	28,543	36,398	(7,855)▼	-21.6%▼	222,936	258,369	(35,433)▼	-13.7%▼
Utilities	2,718	1,286	1,432▲	111.4%▲	12,455	11,568	887▲	7.7%▲
Total Expenses from Ordinary Activities	509,019	475,823	33,196	7.0%	4,356,158	4,346,629	9,529	0.2%
Total Cost of Sales	509,019	475,823	33,196	7.0%	4,356,158	4,346,629	9,529	0.2%
Gross Profit	(186,199)	(185,740)	(459)	0.0%	249,865	255,337	(5,472)	-2.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Net Profit	(186,199)	(185,740)	(459)	0.0%	249,865	255,337	(5,472)	-2.0%

Statement of Financial Position

WESTERN METROPOLITAN REGIONAL COUNCIL

As at 31 March 2021

	31 MAR 2021	28 FEB 2021	FORMULA
Current Assets			
Bank	174,863.02	198,110.59	(23,247.57)
Reserves	1,704,680.86	1,704,667.35	13.51
Debtors	340,730.27	388,742.30	(48,012.03)
Accrued Income	3,810.25	5,119.22	(1,308.97)
Total Current Assets	2,224,084.40	2,296,639.46	(72,555.06)
Non-current Assets			
Property, Plant & Equipment	1,331,467.00	1,337,022.62	(5,555.62)
Infrastructure	1,007,608.07	977,833.15	29,774.92
Right of Use Assets	93,350.14	93,696.72	(346.58)
Total Non-current Assets	2,432,425.21	2,408,552.49	23,872.72
Total Assets	4,656,509.61	4,705,191.95	(48,682.34)
Current Liabilities			
Lease Liability	45,800.43	45,800.43	-
Trade & Other Payables	446,095.39	311,247.58	134,847.81
Employee Related Provisions	236,016.61	238,256.56	(2,239.95)
Total Current Liabilities	727,912.43	595,304.57	132,607.86
Non-Current Liabilities			
Non-Current Long Service Leave	34,381.19	29,472.10	4,909.09
Total Non-Current Liabilities	34,381.19	29,472.10	4,909.09
Total Liabilities	762,293.62	624,776.67	137,516.95
Net Assets	3,894,215.99	4,080,415.28	(186,199.29)
Equity			
Asset Revaluation Reserve	289,498.36	289,498.36	-
Reserves	1,704,680.86	1,704,667.35	13.51
Retained Earnings	1,900,036.77	2,086,249.57	(186,212.80)
Total Equity	3,894,215.99	4,080,415.28	(186,199.29)

Meeting Date	Item Number	CEOAC Recommendation	Description	Status	Notes
21 Mar 2019	4.3.1	The WMRC operating model be revisited once the current legal dispute is resolved.	Our legal advisers hold that WMRC's interests would best be served by awaiting the end of the dispute with DiCOM before any approach to the market about private operation of the West Metro Recycling Centre is made.	On hold	The uncertainties surrounding the future of the operation of DiCOM on the site, including terms of lease, would be priced into any bid to privately operate the site.
18 Mar 2021	4.2.2	A copy of the draft [Waste to Energy Waste Supply Agreement] be provided to CEOAC members with a briefing offered by the WMRC to Member Council Elected Members	Two briefing sessions are being held immediately after this meeting. The Agreement will be made available for viewing in the very near future.	In progress	
18 Mar 2021	4.3.1	CEOAC recommend the draft Briefing Paper for adoption by Council to guide a FOGO transition.		Complete	Adopted
18 Mar 2021	4.3.2	CEOAC members each select a representative for the FOGO Project Control Group which is to be chaired by a WMRC representative.		Complete	
18 Mar 2021	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.	First meeting held 13 May 2021	In progress	



2021-22 Fees & Charges Member Councils & Residents

Effective 1 July 2021

West Metro Recycling Centre

Corner Brockway Road & Lemnos Street, Shenton Park

Weekdays: 7.30am-4pm | Weekends: 8am-4pm | Public Holidays 7.30am-2pm

Closed Christmas Day, New Year's Day & Good Friday

PER TONNE RATES	ex GST	GST	inc GST
General Waste	\$ 145.45	\$ 14.55	\$ 160.00
Bulk Waste	\$ 154.54	\$ 15.46	\$ 170.00
Bulk Waste (Verge Valet)	\$ 125.00	\$ 12.51	\$ 137.51
Greenwaste	\$ 35.00	\$ 3.50	\$ 38.50
GO Bin Greenwaste	\$ 40.00	\$ 4.00	\$ 44.00
Construction & Demolition (inert)	\$ 60.00	\$ 5.99	\$ 66.00
Minimum charge	\$ 31.82	\$ 3.18	\$ 35.00

OTHER SERVICES	ex GST	GST	inc GST
Recyclables Handling Fee (per tonne)	\$ 20.00	\$ 2.00	\$ 22.00
Member Council Verge Valet Service Cover Charge	7%		

UNIT RATES	ex GST	GST	inc GST
Bulk Waste Pass (up to 1m ³)	\$ 36.36	\$ 3.64	\$ 40.00
Greenwaste Pass (up to 1m ³)	\$ 18.18	\$ 1.82	\$ 20.00
Participating Council Bulk Waste Pass	\$ 54.55	\$ 5.45	\$ 60.00
Participating Council Greenwaste Pass	\$ 27.27	\$ 2.73	\$ 30.00
Bulk Waste (0.5m ³)	\$ 22.73	\$ 2.27	\$ 25.00
Greenwaste (0.5m ³)	\$ 10.91	\$ 1.09	\$ 12.00
Construction & Demolition Waste (0.5m ³)	\$ 20.00	\$ 2.00	\$ 22.00
Bulk Waste (1.0m ³)	\$ 36.36	\$ 3.64	\$ 40.00
Greenwaste (1.0m ³)	\$ 18.18	\$ 1.82	\$ 20.00
Construction & Demolition Waste (1.0m ³)	\$ 34.54	\$ 3.46	\$ 38.00
Bulk Waste (2.0m ³)	\$ 72.72	\$ 7.28	\$ 80.00
Greenwaste (2.0m ³)	\$ 35.36	\$ 3.54	\$ 38.90
Construction & Demolition Waste (2.0m ³)	\$ 65.45	\$ 6.55	\$ 72.00

NB: A small bootload is generally 0.5m³, a large bootload is 1-2m³ and a small trailer is 6x4 ft or 1.8x1.2 m, a ute tray or

PROBLEMATIC WASTE CHARGES			
Mattresses (each; will be recycled)	\$ 27.27	\$ 2.73	\$ 30.00
Mattress Bases (each; will be recycled)	\$ 27.27	\$ 2.73	\$ 30.00
<i>Mattress and base disposal fees will be waived for Member Council residents during National Recycling Week</i>			
Degassing Refrigerated Appliances (each; will be recycled)	\$ 13.64	\$ 1.36	\$ 15.00
Asbestos (per sheet)	\$ 13.64	\$ 1.36	\$ 15.00
Tyre Bicycle	\$ 3.21	\$ 0.29	\$ 3.50
Tyre Bicycle with Rim	\$ 4.58	\$ 0.42	\$ 5.00
Tyre Passenger, L.T. & 4 x 4 (each)	\$ 6.36	\$ 0.64	\$ 7.00
Tyre Passenger, L.T. & 4 x 4 on rim (each)	\$ 10.91	\$ 1.09	\$ 12.00
Tyre Truck (each)	\$ 16.36	\$ 1.64	\$ 18.00
Tyre Truck on rim (each)	\$ 27.27	\$ 2.73	\$ 30.00
Tyre Super Single (each)	\$ 27.27	\$ 2.73	\$ 30.00
Tyre Tractor/Grader (each)	\$ 90.91	\$ 9.09	\$ 100.00
Tyre Other sizes on application	as applicable		

Interest payable on accounts outstanding for >35 days	8% per annum calculated daily

Phone: (08) 9384 4003 | Email: admin@wmrc.wa.gov.au

2021/22 Fees & Charges

Non-Member Councils & Commercial Customers

Effective 1 July 2021

West Metro Recycling Centre

Corner Brockway Road & Lemnos Street, Shenton Park

Weekdays: 7.30am-4pm | Weekends: 8am-4pm | Public Holidays 7.30am-2pm

Closed Christmas Day, New Year's Day & Good Friday

PER TONNE RATES	ex GST	GST	inc GST
General & Bulk Waste	\$ 200.00	\$ 20.00	\$ 220.00
<i>Minimum charge</i>	\$ 72.73	\$ 7.27	\$ 80.00
Greenwaste	\$ 80.00	\$ 8.00	\$ 88.00
<i>Minimum charge</i>	\$ 36.36	\$ 3.64	\$ 40.00
GO bin Greenwaste (ONLY by prior arrangement)	\$ 80.00	\$ 8.00	\$ 88.00
<i>Minimum charge</i>	\$ 36.36	\$ 3.64	\$ 40.00
Construction & Demolition Waste	\$ 81.81	\$ 8.19	\$ 90.00
<i>Minimum charge</i>	\$ 40.91	\$ 4.09	\$ 45.00

VERGE VALET			
Verge Valet Service Cover Charge (by prior arrangement only; collections to be reimbursed at cost)		12%	

UNIT RATES	ex GST	GST	inc GST
Non Resident Entry Fee	\$ 22.92	\$ 2.08	\$ 25.00
Participating Council Bulk Waste Recycling Centre Pass	\$ 54.55	\$ 5.45	\$ 60.00
Participating Greenwaste Recycling Centre Pass	\$ 27.27	\$ 2.73	\$ 30.00
Bulk Waste Pass	\$ 109.08	\$ 10.92	\$ 120.00
Greenwaste Pass	\$ 54.55	\$ 5.45	\$ 60.00
Bulk Waste (0.5m ³)	\$ 27.28	\$ 2.72	\$ 30.00
Greenwaste (0.5m ³)	\$ 13.09	\$ 1.36	\$ 15.00
Construction & Demolition Waste (0.5m ³)	\$ 25.45	\$ 2.55	\$ 28.00
Bulk Waste (1.0m ³)	\$ 45.45	\$ 4.55	\$ 50.00
Greenwaste (1.0m ³)	\$ 21.82	\$ 2.27	\$ 25.00
Construction & Demolition Waste (1.0m ³)	\$ 43.64	\$ 4.36	\$ 48.00
Bulk Waste (2.0m ³)	\$ 86.36	\$ 8.64	\$ 95.00
Greenwaste (2.0m ³)	\$ 78.54	\$ 7.85	\$ 86.39
Construction & Demolition Waste (2.0m ³)	\$ 80.00	\$ 8.00	\$ 88.00

NB: A small bootload is generally 0.5m³, a large bootload is 1-2m³ and a small trailer is 6x4 ft or 1.8x1.2 m, a ute tray or smaller. All larger trailers will be charged at the per tonne rate

PROBLEMATIC WASTE CHARGES			
Mattresses (each; will be recycled)	\$ 36.36	\$ 3.64	\$ 40.00
Mattress Bases (each; will be recycled)	\$ 36.36	\$ 3.64	\$ 40.00
Degassing Refrigerated Appliances (each; will be recycled) Covers domestic and commercial refrigerators, freezers and air-conditioners	\$ 18.18	\$ 1.82	\$ 20.00
Asbestos (per sheet)	\$ 18.18	\$ 1.82	\$ 20.00
Asbestos per tonne	\$ 218.18	\$ 21.82	\$ 240.00
Tyre Bicycle	\$ 3.21	\$ 0.29	\$ 3.50
Tyre Bicycle with Rim	\$ 4.58	\$ 0.42	\$ 5.00
Tyre Passenger, L.T. & 4 x 4 (each)	\$ 7.27	\$ 0.73	\$ 8.00
Tyre Passenger, L.T. & 4 x 4 on rim (each)	\$ 13.64	\$ 1.36	\$ 15.00
Tyre Truck (each)	\$ 18.18	\$ 1.82	\$ 20.00
Tyre Truck on rim (each)	\$ 31.82	\$ 3.18	\$ 35.00
Tyre Super Single (each)	\$ 31.82	\$ 3.18	\$ 35.00
Tyre Tractor/Grader (each)	\$ 109.09	\$ 10.91	\$ 120.00
Tyre Other sizes on application	as applicable		

Interest payable on accounts outstanding for >35 days	8% per annum calculated daily

2021/22 Fees & Charges

Participating Councils

Effective 1 July 2021

West Metro Recycling Centre

Corner Brockway Road & Lemnos Street, Shenton Park

Weekdays: 7.30am-4pm | Weekends: 8am-4pm | Public Holidays 7.30am-2pm

Closed Christmas Day, New Year's Day & Good Friday

PER TONNE RATES	ex GST	GST	inc GST
Bulk Waste	\$ 180.00	\$ 18.00	\$ 198.00
Minimum charge	\$ 72.73	\$ 7.27	\$ 80.00
Greenwaste	\$ 68.00	\$ 6.80	\$ 74.80
Minimum charge	\$ 36.36	\$ 3.64	\$ 40.00
Construction & Demolition Waste	\$ 69.55	\$ 6.97	\$ 76.52
Minimum charge	\$ 40.91	\$ 4.09	\$ 45.00

UNIT RATES	ex GST	GST	inc GST
Bulk Waste Waste Pass	\$ 54.55	\$ 5.45	\$ 60.00
GreenwasteWaste Pass	\$ 27.27	\$ 2.73	\$ 30.00
Bulk Waste (0.5m ³)	\$ 27.28	\$ 2.72	\$ 30.00
Greenwaste (0.5m ³)	\$ 13.09	\$ 1.36	\$ 15.00
Construction & Demolition Waste (0.5m ³)	\$ 25.45	\$ 2.55	\$ 28.00
Bulk Waste (1.0m ³)	\$ 45.45	\$ 4.55	\$ 50.00
Greenwaste (1.0m ³)	\$ 21.82	\$ 2.18	\$ 24.00
Construction & Demolition Waste (1.0m ³)	\$ 43.64	\$ 4.36	\$ 48.00
Bulk Waste (2.0m ³)	\$ 86.36	\$ 8.64	\$ 95.00
Greenwaste (2.0m ³)	\$ 42.43	\$ 4.24	\$ 46.68
Construction & Demolition Waste (2.0m ³)	\$ 80.00	\$ 8.00	\$ 88.00

NB: A small bootload is generally 0.5m³, a large bootload is 1-2m³ and a small trailer is 6x4 ft or 1.8x1.2 m, a ute tray or smaller. All larger trailers will be charged at the per tonne rate

PROBLEMATIC WASTE CHARGES			
Mattresses (each; will be recycled)	\$ 36.36	\$ 3.64	\$ 40.00
Mattress Bases (each; will be recycled)	\$ 36.36	\$ 3.64	\$ 40.00
Degassing Refrigerated Appliances (each; will be recycled)			
Covers domestic and commercial refrigerators, freezers and air-conditioners	\$ 18.18	\$ 1.82	\$ 20.00
Asbestos (per sheet)	\$ 18.18	\$ 1.82	\$ 20.00
Asbestos per tonne	\$ 218.18	\$ 21.82	\$ 240.00
Tyre Bicycle	\$ 3.21	\$ 0.29	\$ 3.50
Tyre Bicycle with Rim	\$ 4.58	\$ 0.42	\$ 5.00
Tyre Passenger, L.T. & 4 x 4 (each)	\$ 7.27	\$ 0.73	\$ 8.00
Tyre Passenger, L.T. & 4 x 4 on rim (each)	\$ 13.64	\$ 1.36	\$ 15.00
Tyre Truck (each)	\$ 18.18	\$ 1.82	\$ 20.00
Tyre Truck on rim (each)	\$ 31.82	\$ 3.18	\$ 35.00
Tyre Super Single (each)	\$ 31.82	\$ 3.18	\$ 35.00
Tyre Tractor/Grader (each)	\$ 109.09	\$ 10.91	\$ 120.00
Tyre Other sizes on application	as applicable		

2021/22 Fees & Charges

Other Charges

Effective 1 July 2021

West Metro Recycling Centre

Corner Brockway Road & Lemnos Street, Shenton Park

Weekdays: 7.30am-4pm | Weekends: 8am-4pm | Public Holidays 7.30am-2pm

Closed Christmas Day, New Year's Day & Good Friday

OTHER CHARGES	ex GST	GST	inc GST
Penalty - Tipping with no payment (each)	\$ 100.00	\$ 10.00	\$ 110.00
Penalty - Tipping highly contaminated GO Bin Greenwaste (per tonne)	\$ 110.00	\$ 11.00	\$ 121.00
Special Event Access (per visit)	\$ 105.00	\$ 10.50	\$ 115.50
Weighbridge usage charge	\$ 22.73	\$ 2.27	\$ 25.00
Green handling charge (per tonne)	\$ 5.00	\$ 0.50	\$ 5.50
<i>The above should be arranged prior</i>			
Residents Access Pass per visit (except e-waste & HHW)	\$ 22.73	\$ 2.27	\$ 25.00
Public Vehicle Tare Weighting	\$ 27.50	\$ 2.75	\$ 30.25
Single Session Workshop (each)	\$ 4.55	\$ 0.45	\$ 5.00
<i>Registration through online booking portal is required which may impose small additional booking fee</i>			

DISCOUNTS FOR HIGH VOLUMES		
Bulk and General Waste	0 - 1,199 tonnes	0%
Bulk and General Waste	1,200 - 2,399 tonnes	5%
Bulk and General Waste	Over 2,400 tonnes	10%
Greenwaste	0 - 599 tonnes	0%
Greenwaste	600 - 1,199 tonnes	5%
Greenwaste	Over 1,200 tonnes	10%
<i>Discounts available by prior arrangement for account customers only. Discounts are calculated on a financial year basis. Once a customer passes a discount threshold, the discount will apply to all tonnes received from that customer in a financial year. Discounts are not available for WMRC Member Councils.</i>		

Interest Payable on accounts outstanding for >35 days	8% per annum calculated daily

ORIGINAL BUDGET

FOR THE YEAR ENDING 30 JUNE 2022

WESTERN METROPOLITAN REGIONAL COUNCIL
2/317 Churchill Avenue
Subiaco WA 6008

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1.1 STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM

FM Reg. 22(1)(a)

WESTERN METROPOLITAN REGIONAL COUNCIL					
INCOME STATEMENT					
BY PROGRAM					
FOR THE YEAR ENDING 30 JUNE 2022					
	NOTES	ORIGINAL BUDGET 2020/21 \$	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES					
General purpose funding					
		22,500	12,325	9,801	9,775
Community amenities					
	1.8	5,363,892	5,504,844	5,427,283	6,147,404
		5,386,392	5,517,169	5,437,085	6,157,179
EXPENSES FROM ORDINARY ACTIVITIES					
Governance					
		(54,600)	(70,563)	(68,744)	(70,228)
Community amenities					
	1.8	(5,886,239)	(5,727,343)	(5,491,689)	(6,066,561)
		(5,940,839)	(5,797,906)	(5,560,433)	(6,136,789)
Profit/ (Loss) on disposal of assets					
		8,000	6,491	(29,842)	58,547
TOTAL COMPREHENSIVE INCOME					
	1.8	(546,447)	(274,245)	(153,190)	78,938

This statement is to be read in conjunction with the accompanying notes.

1.2 STATEMENT OF COMPREHENSIVE INCOME BY NATURE AND TYPE

[FM Reg. 22(1)(a)]

WESTERN METROPOLITAN REGIONAL COUNCIL					
INCOME STATEMENT					
BY NATURE AND TYPE					
FOR THE YEAR ENDING 30 JUNE 2022					
	NOTES	ORIGINAL BUDGET 2020/21 \$	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES					
Fees and charges		3,368,756	3,424,345	3,353,746	4,249,485
Operating grants, subsidies and contributions		1,874,636	1,952,223	1,954,203	1,868,651
Interest earnings	1.12	23,000	12,325	9,801	9,775
Other income		70,000	128,276	119,335	29,268
		5,336,392	5,517,169	5,437,085	6,157,179
EXPENSES FROM ORDINARY ACTIVITIES					
Employee costs		(1,558,390)	(1,841,865)	(1,636,815)	(1,633,800)
Materials and contracts		(3,306,276)	(3,334,417)	(3,349,489)	(3,902,160)
Utility charges		(13,500)	(15,426)	(16,217)	(16,550)
Depreciation and amortisation	1.11	(134,979)	(215,551)	(214,300)	(237,863)
Insurance expenses		(62,294)	(54,956)	(54,956)	(58,803)
Other expenses		(865,400)	(335,690)	(288,655)	(287,612)
		(5,940,839)	(5,797,906)	(5,560,433)	(6,136,789)
Changes on Asset Revaluation		50,000			
Profit/ (Loss) on disposal of assets	1.10	8,000	6,491	(29,842)	58,547
NET RESULT		(546,447)	(274,245)	(153,190)	78,938

This statement is to be read in conjunction with the accompanying notes.

1.3 STATEMENT OF FINANCIAL POSITION

WESTERN METROPOLITAN REGIONAL COUNCIL					
STATEMENT OF FINANCIAL POSITION					
FOR THE YEAR ENDING 30 JUNE 2022					
	NOTES	ORIGINAL BUDGET 2020/21 \$	REVISED BUDGET 2020/21	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
CURRENT ASSETS					
Cash	1.14	180,400	40,175	250,600	311,499
Reserves		1,518,586	1,234,598	977,515	702,290
Debtors		166,051	34,297	200,977	493,097
TOTAL CURRENT ASSETS		1,865,037	1,309,071	1,429,092	1,506,886
CURRENT LIABILITIES					
Trade & Other Payables		354,178	531,778	166,226	165,000
Employee Related Provisions		207,360	319,389	285,397	286,575
Lease liabilities		0	0	0	43,681
Accruals		21,122	200,000	500	1,000
TOTAL CURRENT LIABILITIES		582,660	1,051,167	452,123	496,257
NET CURRENT ASSETS		1,282,377	257,904	976,969	1,010,630
NON-CURRENT ASSETS					
Property, Plant and Equipment		1,053,045	1,584,055	1,538,519	1,654,150
Infrastructure		881,413	967,917	963,905	904,522
Right to Use - Land		56,942	48,629	45,857	41,698
TOTAL NON-CURRENT ASSETS		1,991,400	2,600,601	2,548,281	2,600,370
NON-CURRENT LIABILITIES					
Provisions for leave		20,000	48,077	34,381	41,193
TOTAL NON-CURRENT LIABILITIES		20,000	48,077	34,381	41,193
NET ASSETS		3,253,777	2,810,427	3,490,869	3,569,806
EQUITY					
Retained surplus		987,662	1,286,330	2,223,856	2,578,018
Reserves (cash backed)		1,518,586	1,234,598	977,515	702,290
Asset Revaluation Surplus		747,528	289,498	289,498	289,498
TOTAL EQUITY		3,253,777	2,810,427	3,490,869	3,569,807

This statement is to be read in conjunction with the accompanying notes.

1.4 STATEMENT OF CASHFLOWS

[FM Reg. 22(1)(b)]

WESTERN METROPOLITAN REGIONAL COUNCIL					
CASHFLOW STATEMENT					
FOR THE YEAR ENDING 30 JUNE 2022					
	NOTES	ORIGINAL BUDGET 2020/21 \$	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
CASH FLOWS FROM OPERATING ACTIVITIES					
Fees and charges	1.18	3,368,756	3,424,345	3,520,426	4,541,605
Operating grants, subsidies and contributions		1,874,636	2,091,545	1,954,203	1,868,651
Interest earnings		23,000	12,325	9,801	9,775
Other income		120,000	128,276	119,335	29,268
Receipts from operations		5,386,392	5,656,491	5,603,765	6,449,299
Employee costs	1.18	(1,572,063)	(1,800,068)	(1,684,503)	(1,625,809)
Materials and contracts		(3,289,980)	(3,070,367)	(3,715,041)	(3,903,386)
Utility charges		(13,500)	(15,426)	(16,217)	(16,550)
Insurance expenses		(62,294)	(54,956)	(54,956)	(58,803)
Other expenses		(868,024)	(335,690)	(288,655)	(287,612)
GST and other tax paid		-	(24,661)	-	-
Payments from operations		(5,805,861)	(5,301,168)	(5,759,373)	(5,892,161)
NET CASH PROVIDED BY OPERATING ACTIVITIES		(419,469)	355,323	(155,608)	557,138
CASH FLOWS FROM INVESTING ACTIVITIES					
Payment for purchase of property, plant and equipment		(277,000)	(410,720)	(452,207)	(265,000)
Payment for purchase of infrastructure		(6,000)	(96,997)	(96,997)	(20,000)
Proceeds from sale of Assets		8,000	18,000	(29,842)	58,547
NET CASH USED IN INVESTING ACTIVITIES	1.18	(275,000)	(489,717)	(579,046)	(226,453)
CASH FLOWS FROM FINANCING ACTIVITIES					
Payments for principal portion of lease liabilities		-	(43,687)	(43,687)	(46,411)
NET CASH PROVIDED BY FINANCING ACTIVITIES		-	(43,687)	(43,687)	(46,411)
SUMMARY OF CASH FLOWS					
Net increase/ (decrease) in cash and cash equivalents		(694,469)	(178,081)	(778,341)	284,274
Cash and cash equivalents at the beginning of the year		1,703,794	1,764,149	1,764,149	985,808
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	1.18	1,009,325	1,586,068	985,808	1,270,082

This statement is to be read in conjunction with the accompanying notes.

1.5 STATEMENT OF CHANGES IN EQUITY

WESTERN METROPOLITAN REGIONAL COUNCIL			
STATEMENT OF CHANGES IN EQUITY			
FOR THE YEAR ENDING 30 JUNE 2022			
NOTES	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21	BUDGET 2021/22 \$
ACCUMULATED SURPLUS			
Balance at the beginning of the year	1,840,416	1,840,416	2,223,856
Comprehensive Income Net Changes	(274,245)	(153,190)	78,938
Transfer to Accumulated Surplus	(2,451,939)	2,490,654	2,145,651
Transfer from Accumulated Surplus	2,172,099	(1,954,024)	(1,870,426)
Balance at the end of the period	1,286,331	2,223,856	2,578,018
RESERVES – CASH BACKED			
Balance at the beginning of the year	1,514,145	1,514,145	977,515
Transfer from reserves	(2,451,939)	(2,490,654)	(2,145,651)
Transfer to reserves	2,172,099	1,954,024	1,870,426
Balance at the end of the period	1,234,304	977,515	702,290
REVALUATION SURPLUS			
Balance at the beginning of the year	289,498	289,498	289,498
Balance at the end of the period	289,498	289,498	289,498
TOTAL EQUITY	2,810,133	3,490,869	3,569,807

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE ANNUAL BUDGET FOR THE YEAR ENDING 30 JUNE 2021

1.6 SIGNIFICANT ACCOUNTING POLICIES

The significant policies that have been adopted in the preparation of this budget are:

(a) Basis of Accounting

The budget statements have been drawn up in accordance with the accounting concepts, standards and disclosure requirements of the Australian accounting bodies, the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. They have been prepared on the accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

The budget statements have been prepared based on two funds (Municipal and Reserve Funds). For the purposes of reporting the Western Metropolitan Regional Council as a single unit, all transactions, and balances in respect to the Municipal and Reserve Funds have been consolidated.

(c) Fixed Assets

Each class of asset within either property, plant and equipment or infrastructure are carried at cost or fair value less any accumulated depreciation or impairment. In accordance with *Local Government (Financial Management) Regulations*, buildings and infrastructure are revalued every 5 years and plant and equipment is no longer revalued. Assets acquired between initial recognition and the next revaluation of the asset class are carried at cost less accumulated depreciation as management believes this to approximate fair value. These assets will be subject to subsequent revaluation on the next anniversary date in accordance with the mandatory measurement framework. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

(d) Depreciation

Items are depreciated over their estimated useful lives on a straight-line basis as follows:

Classification	Years
Buildings	50
Office Furniture (incl. Computer Equipment)	3.33-5
Plant & Equipment	6.66-20
Infrastructure Assets	10-20

(e) Employee Entitlements

The provision for employee entitlements relates to amounts expected to be paid to employees for annual leave and long service leave. The amounts are based on legal and contractual entitlements and assessments regarding experience of staff departures and leave utilisation. Current wage rates are used in the calculation of the provisions.

Sick leave is non-vesting and therefore no liability is recognised for the current sick leave entitlements of employees. Annual leave is accrued on a pro rata basis and the amount assessed as due to employees is classified in the accounts as a current liability. Long Service Leave is recognised in full for all employees with seven or more years in Local Government and the amount assessed as being due to these employees is classified as a current liability. Long Service Leave for employees with up to seven years is calculated on a pro rata basis, the amount assessed being classified as a non-current liability.

(f) Grants, Donations and Other Contributions

All grants, donations and other contributions are recognised as revenues during the reporting period and the expenditure of those monies are expected to be made in the manner specified under the conditions upon which the WMRC receives those monies.

(g) Investments

All investments are valued at cost and interest income on those investments is recognised when accrued.

(h) Superannuation Fund

The Western Metropolitan Regional Council encourages employees to participate in the Local Government Superannuation Scheme. The WMRCs policy states that it will contribute up to 6% where employees are members and contribute a minimum of 5% of salary to the Superannuation Fund. The 2021/22 Superannuation Guarantee is set at 10%. Contributions are shown as an expense.

(i) Materiality

This budget has been framed in accordance with Australian Accounting Standard AAS5 - Materiality. Information is material if its omission, misstatement, or nondisclosure has the potential to adversely affect:

- decisions about the allocation of scarce resources made by the users of this budget
- discharge of accountability by the management or governing body of the entity.

(j) Change in Accounting Policy

There are no significant changes in accounting policy anticipated in this budget. The Goods and Services Tax (GST) is applied to all transactions. The application of the GST does not change the final net position, as most transactions are claimed as a business input credit. The Western Metropolitan Regional Council has been issued an Australian Business Number (ABN) and is registered to submit GST returns on a quarterly basis.

(k) Definition of Cash

For the Statement of Cashflows incorporated into this Budget, definitions are as follows:

- “cash” means cash on hand and cash equivalent.
- “cash on hand” means notes and coins held, and deposits held at call with a bank or financial institution.
- “cash equivalents” means highly liquid investments which are readily convertible to cash on hand at the investor’s option and which an entity uses in its cash management function on a day-to-day basis; and borrowings which are integral to the cash management function and which are not subject to a term facility.

1.7 COMPONENT FUNCTIONS/ACTIVITIES

(a) Statement of Objectives

The WMRC was formally constituted in September 1989 to undertake waste management in the Western Suburbs. As of 2020, the population share is:

Stakeholders	% Share
City of Subiaco	36.57
Town of Claremont	23.08
Town of Mosman Park	19.09
Town of Cottesloe	17.57
Shire of Peppermint Grove	3.69

The WMRC provides high quality services to Member Council communities. The WMRC is committed to the efficient transport and disposal of waste which is delivered to the *West Metro Recycling Centre* as well as a range of community drop off services.

(b) Component of Functions [FM Reg. 27(m)]

The activities relating to the Council's functions reported in the Operating Statement include:

- Governance - Member Council elected delegates and corporate support services. Includes the administration and operation of facilities and services to members of Council and other costs that relate to the tasks of assisting members on matters which do not concern specific Council services.
- Community Amenities - Costs associated with the financing, administration, operation, and maintenance of the West Metro Recycling Centre, including green waste, weigh-bridge activities, community education and Verge Valet.

1.8 OPERATING REVENUE AND EXPENSES BY NATURE AND TYPE

	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
Revenue/Income:		
Fees and charges	3,353,746	4,249,485
Operating grants	1,954,203	1,868,651
Interest earnings	9,801	9,775
Other income	119,335	29,268
Agrees with Income Statement	5,437,085	6,157,179
Expenses		
Employee costs	(1,636,815)	(1,633,800)
Materials and contracts	(3,349,489)	(3,902,160)
Utility charges	(16,217)	(16,550)
Depreciation on non-current assets	(214,300)	(237,863)
Insurance expenses	(54,956)	(58,803)
Other expenses	(288,655)	(287,612)
Agrees with Income Statement	(5,560,433)	(6,136,789)
	(123,348)	20,391
Changes on Asset Revaluation	0	
Profit/Loss on Disposal of Assets	(29,842)	58,547
Operating Surplus	(153,190)	78,938

1.9 MEMBER COUNCILS' DELEGATE ALLOWANCES

[FM Reg. 27(l)]

	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
Councillors	46,463	46,463	46,463
Delegates		175	-
Chairmans Allowance	10,000	10,000	10,000
Deputy Chairmans Allowance	2,500	2,500	2,500
Telecommunications Allowance	2,760	2,760	2,760
Total	61,723	61,898	61,723

1.10 ASSET MOVEMENTS

[FM Reg. 27(d)]

	Balance 1/07/2021	Disposal	Depreciation/ amortisation	Additions	Balance 30/06/2022
Asset Classification					
Right to use land	45,857	-	(4,159)	-	41,698
Lease			(46,411)	90,092	43,681
Land & Buildings	858,534	-	(34,985)	-	823,549
Furniture & Equipment	17,613	-	(1,957)	-	15,656
Plant & Equipment	662,368	(41,453)	(70,967)	265,000	814,948
Infrastructure	963,904	-	(79,384)	20,000	904,520
Total	2,644,051	(41,453)	(237,863)	375,092	2,644,051

Asset Acquisitions for 2021/22

An allocation has been made for the purchase of assets as listed below:

Item	Classification	Budget
Concrete	Infrastructure	20,000
Silos x 3	Plant & Equipment	170,000
Hoist upgrade x 3	Plant & Equipment	30,000
Civil Works	Plant & Equipment	50,000
CCTV	Plant & Equipment	15,000
Total		285,000

Asset Disposals for 2020/21

An allocation has been made for the disposal of assets as listed below:

Item	Classification	Cost	Acc Dep'n	WDV	Proceeds	Profit/(loss)
Wastech Compactor	Plant & Equipment	150,089	108,636	41,453	100,000	58,547
Total		150,089	108,636	41,453	100,000	58,547

1.11 DEPRECIATION AND AMORTISATION

By non-current asset classification

	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
Right of Use - Land	4,159	4,159	4,159
Right of Use - Lease	43,687	43,687	46,411
Land & Buildings	34,508	34,945	34,985
Furniture & Equipment	1,957	1,957	1,957
Plant & Equipment	62,252	58,963	70,967
Infrastructure	68,988	70,589	79,384
Total	215,551	214,300	237,863

By Program [FM Reg. 27(n)]

	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
General purpose funding	68,728	-	-
Community amenities	146,823	214,300	237,863
Total	215,551	214,300	237,863

1.12 INVESTMENT INFORMATION

[FM Reg. 27(e) & 28]

All investments are valued at cost and interest on those investments is recognised when accrued.

	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUAL 2020/21 \$	BUDGET 2021/22 \$
Investments			
- Reserves	12,325	9801	9775
- Other funds	-	-	-
Total	12,325	9,801	9,775

1.13 BORROWINGS

[FM Reg. 27(f) & 29]

a) Borrowings brought forward.

There are no unspent balances of money borrowed in previous years on 30 June 2022.

b) Overdraft Outstanding at end of financial year.

The Council will have no outstanding overdraft accounts on 30 June 2022.

c) Proposed Borrowing

The Council does not propose any new borrowing for the financial year 2021-22.

1.14 POSITION AT COMMENCEMENT OF THE FINANCIAL YEAR

[FM Reg. 31]

	ESTIMATED ACTUAL 2020/21	BUDGET 2021/22
<u>Current Assets</u>	\$	\$
Cash & Investments		
Cash - Unrestricted	250,600	311,499
Cash - Restricted	977,515	702,290
	<u>1,228,115</u>	<u>1,013,789</u>
Receivables		
Sundry Debtors	200,977	492,597
GST Receivable	0	0
Accrued Income	0	500
	<u>200,977</u>	<u>493,097</u>
Total Current Assets	1,429,092	1,506,886
<u>Current Liabilities</u>		
Trade and other Payables		
Sundry Creditors	166,226	165,000
Accrued Salaries and Wages	500	1,000
Lease liabilities	0	43,681
Accrued Expenditure	0	0
	<u>166,726</u>	<u>209,681</u>
PROVISIONS		
Provision for Annual Leave	182,800	192,500
Provision for Long Service Leave	102,597	94,075
	<u>285,397</u>	<u>286,575</u>
Total Current Liabilities	452,123	496,257
Net Current Assets	976,969	1,010,630
<u>Adjustments</u>		
Less Cash Backed Reserves	(977,515)	(702,290)
Opening Balance carried forward	(546)	308,339

1.15 FEES AND CHARGES REVENUE

[FM Reg. 41]

	REVISED BUDGET 2020/21	ESTIMATED ACTUAL 2020/21	BUDGET 2021/22
	\$	\$	\$
Community amenities	3,424,345	3,353,746	4,249,485
Total	3,424,345	3,353,746	4,249,485

1.16 TRADING UNDERTAKINGS

[FM Reg. 27(i)]

It is not anticipated that any trading undertakings or major trading undertakings will occur in 2021/22.

1.17 MAJOR TRADING UNDERTAKINGS, LAND TRANSACTIONS AND MAJOR LAND TRANSACTIONS

[FM Reg. 27(j)(k)]

It is not anticipated that any of these activities will occur in 2021/22.

1.18 NOTES TO THE CASHFLOW STATEMENT

- a) Reconciliation of net cash used in operating activities to operating result

	ESTIMATED	
	ACTUAL	BUDGET
	2020/21	2021/22
	\$	\$
Change in net assets resulting from operations	(153,190)	78,938
Non-Cash flows in Net Result		
Depreciation & Amortisation	214,300	237,863
Profit/ (Loss) on sale of assets	29,842	(58,547)
Movement in Assets and Liabilities		
Increase / (Decrease) in receivables	166,680	292,120
Increase / (Decrease) in payables	(365,552)	(1,226)
(Increase) / Decrease in provisions	(47,688)	7,990
Net cash provided by operating activities	(155,608)	557,138

For the cashflow statement, the Council considers cash to include cash on hand, held by the bank and investments in money market instruments. Cash at the end of the reporting period as shown in cashflow statement is reconciled to the related items in the balance sheet as follows:

- b) Reconciliation of Cash:

	ESTIMATED	
	ACTUAL	BUDGET
	2020/21	2021/22
	\$	\$
Cash & Investments		
Cash on Hand	399	400
Cash - Unrestricted	250,201	311,099
Cash - Restricted	977,515	702,290
	1,228,115	1,013,789

1.19 OPERATING STATEMENTS BY OPERATING ACTIVITIES

ADMINISTRATION	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	-	-	-
Operating grants, subsidies and contributions	1,944,223	-	-
Interest earnings	12,325	9,801	9,775
Other income	94,380	89,726	-
	2,050,928	99,527	9,775
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	(439,527)	(21,524)	(22,092)
Materials and contracts	(209,738)	(55,703)	(50,191)
Utilities	-	(2,833)	(3,000)
Depreciation and amortisation	(49,342)	(45,308)	(50,805)
Insurance expenses	(31,697)	(22,745)	(24,337)
Other expenses	(272,967)	(214,427)	(202,884)
	(1,003,271)	(362,540)	(353,310)
NET RESULT	1,047,657	(263,013)	(343,535)

SITE ALLOCATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges		2,340,905	2,481,077
Operating grants, subsidies and contributions		746,084	706,084
Interest earnings		-	-
Other income		5,593	8,417
	-	3,092,582	3,195,578
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	(988,380)	(495,759)	(491,041)
Materials and contracts	(170,310)	(2,310,236)	(2,277,910)
Utility charges	(10,559)	(9,651)	(9,650)
Depreciation and amortisation	(166,209)	(157,591)	(167,010)
Insurance expenses	(23,260)	(14,614)	(15,637)
Other expenses	-	-	-
	(1,358,717)	(2,987,851)	(2,961,248)
NET RESULT	(1,358,717)	104,732	234,330

RECYCLING CENTER OPERATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	2,432,058	177,828	179,606
Operating grants, subsidies and contributions	-	526,662	519,091
Interest earnings	-	-	-
Other income	26,650	13,356	14,691
	2,458,708	717,846	713,388
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	-	(501,968)	(498,324)
Materials and contracts	(2,372,483)	(127,377)	(167,708)
Utility charges	-	(900)	(900)
Depreciation and amortisation	-	(988)	(6,861)
Insurance expenses	-	(13,451)	(14,392)
Other expenses	-	-	-
	(2,372,483)	(644,684)	(688,185)
NET RESULT	86,225	73,163	25,203

GREENWASTE OPERATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	139,413	400,334	404,338
Operating grants, subsidies and contributions	-	55,956	52,956
Interest earnings	-	-	-
Other income	-	-	-
	139,413	456,291	457,294
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	-	(99,152)	(98,208)
Materials and contracts	(184,024)	(188,807)	(190,624)
Utility charges	-	-	-
Depreciation and amortisation	-	(5,000)	(5,000)
Insurance expenses	-	(1,163)	(1,244)
Other expenses	-	-	-
	(184,024)	(294,122)	(295,077)
NET RESULT	(44,611)	162,169	162,217

VERGE VALET OPERATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	481,912	417,982	784,361
Operating grants, subsidies and contributions	-	186,521	176,521
Interest earnings	-	-	-
Other income	-	-	-
	481,912	604,503	960,883
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	(206,979)	(219,375)	(220,922)
Materials and contracts	(435,287)	(523,302)	(827,305)
Utility charges	-	-	-
Depreciation and amortisation	-	-	-
Insurance expenses	-	-	-
Other expenses	-	-	-
	(642,266)	(742,676)	(1,048,227)
NET RESULT	(160,354)	(138,173)	(87,344)

COMMUNICATIONS & EDUCATION OPERATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	-	927	1,000
Operating grants, subsidies and contributions	8,000	289,762	272,782
Interest earnings	-	-	-
Other income	7,771	10,660	6,160
	15,771	301,349	279,942
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	(206,979)	(180,675)	(182,260)
Materials and contracts	(69,548)	(122,115)	(119,666)
Utility charges	-	(2,833)	(3,000)
Depreciation and amortisation	-	(5,414)	(8,187)
Insurance expenses	-	(2,984)	(3,193)
Other expenses	-	-	-
	(276,527)	(314,020)	(316,306)
NET RESULT	(260,756)	(12,671)	(36,365)

FOGO OPERATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	-	-	383,333
Operating grants, subsidies and contributions	-	-	-
Interest earnings	-	-	-
Other income	-	-	-
	-	-	383,333
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	-	(12,915)	(13,255)
Materials and contracts	-	-	(245,667)
Utility charges	-	-	-
Depreciation and amortisation	-	-	-
Insurance expenses	-	-	-
Other expenses	-	-	-
	-	(12,915)	(258,922)
NET RESULT	-	(12,915)	124,412

GOVERNANCE ALLOCATIONS	REVISED BUDGET 2020/21 \$	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
REVENUE FROM ORDINARY ACTIVITIES			
Fees and charges	-	-	-
Operating grants, subsidies and contributions	-	149,217	141,217
Interest earnings	-	-	-
Other income	-	-	-
	-	149,217	141,217
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	-	(105,448)	(107,698)
Materials and contracts	(8,840)	(21,950)	(23,088)
Utility charges	-	-	-
Depreciation and amortisation	-	-	-
Insurance expenses	-	-	-
Other expenses	(62,725)	(74,228)	(84,728)
	(71,565)	(201,626)	(215,514)
NET RESULT	(71,565)	(52,409)	(74,297)

1.20 RESERVES

[FM Reg. 27(g)]

SUMMARY		
	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
Opening Balance	1,514,145	977,515
Transfers to Reserve		
- Interest earnings	9,801	9,775
- Other revenue	1,944,223	1,860,651
Transfers from Reserve		
- Capital purchases	(497,431)	(285,000)
- Other funding	(1,993,223)	(1,860,651)
Projected balance at 30 June	977,515	702,290
OPERATIONS RESERVE		
	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
Opening Balance	1,040,612	976,413
Transfers to Reserve		
- Interest earnings	6,801	6,775
- Other revenue	1,922,223	1,575,651
Transfers from Reserve		
- Capital purchases		-
- Other funding	(1,993,223)	(1,860,651)
Projected balance at 30 June	976,413	698,188
DEVELOPMENT RESERVE		
	ESTIMATED ACTUALS 2020/21 \$	BUDGET 2021/22 \$
Opening Balance	473,533	1,102
Transfers to Reserve		
- Interest earnings	3,000	3,000
- Other revenue	22,000	285,000
Transfers from Reserve		
- Capital purchases	(497,431)	(285,000)
- Other funding		
Projected balance at 30 June	1,102	4,102

1. Executive Summary

The Western Metropolitan Regional Council (WMRC) commenced the 2021 bin tagging program in mid-March 2021. This report will cover the results, things we learnt, things we achieved, things we need to improve on and the areas that require additional work to improve community recycling.

Bin tagging is a direct household behaviour change education program which has been proven to be effective in reducing contamination and increasing resource recovery rates from kerbside bins. Bin tagging has been implemented in WA since 2015, with the 2020 program being the largest round of tagging undertaken across WA. The 2021 funding from DWER through the Waste Avoidance and Resource Recovery Account via WALGA, was much smaller than the previous year, and the WMRC was one of the few councils that did receive funding. Under this, the WMRC was given funding to undertake bin tagging of 2000 properties across Mosman Park, Claremont and Peppermint Grove. Peppermint Grove opted out of participation, and therefore bin tagging was only conducted across areas of Mosman Park and Claremont. There is a pending application for a further 2000 houses in each of 2022 and 2023 across WMRC Member Councils.

Below is a summary of the audits completed from March to April. All audits went ahead as planned, with no cancellations due to weather or COVID-19. Final checks of the bins that were taped during Audit 3 went ahead, with Claremont's check occurring 2 weeks after the original date of check would have been, due to a COVID-19 lockdown.

	March – April 2021							
	General waste bins		Recycling bins			GO bins		
	Audit 1	Audit 2	Audit 1	Audit 2	Audit 3	Audit 1	Audit 2	Audit 3
Mosman Park (Tuesday)	✓	✓	✓	✓	✓	✓	✓	✓
Mosman Park (Wednesday)	✓	✓	✓	✓	✓	✓	✓	✓
Claremont (Thursday)	✓	✓	✓	✓	✓	✓	✓	✓
✓ = Audit completed				✗ = Audit not completed				

The table below is a summary of the data collected for the 2021 program. The data indicated that across Mosman Park and Claremont, there was an increase in the average percent of properties that had no contamination in their recycling, general waste and GO bins. The main contaminants in each bin were also revealed, indicating that further community education is required.

	% of bins with no contamination for the first audit	% of bins with no contamination for the final audit	Main contaminants (plus % of bins present in for the final check)
General waste	72%	77%	Recycling (18%) Green waste (2%)
Recycling	31%	34%	Soft plastics (38%) Bags (8%)
GO	90%	91%	General waste (6%) Recycling (1%)

Note: plastic lids were a significant contaminant across all recycling audits, however, due to the Excel provided by WALGA not having 'lids' as a contaminant, quantifying how many bins had lids in it was not possible.

	March-April
Behaviour changes	The percentage of uncontaminated bins increased for general waste bins, but decreased slightly for both recycling and GO bins. GO and general waste bins became less heavily contaminated, where recycling bins stayed generally the same.
Letter to residents	To ensure that the data collected in the first audits were an accurate reflection of residents' normal kerbside bin usage, letters about the program were not put in residents' letter boxes until the morning of the bin tagging in each area. WMRC outlined information about the tagging program via their Word on Waste newsletter, as well as Facebook posts, including recruitment.
Feedback from residents	Over the course of the program, there were only 6 residents who opted out of their property being tagged, and only two that expressed their dislike for the program and its objectives. Feedback to the taggers was mostly positive, with a few residents questioning what they were doing and what they hoped to achieve from it.
Logistical challenges	The biggest logistical challenge came from coordinating 8+ staff on shifts in the first 4 weeks, delaying bin collections for up to 600 bins each morning, and effectively trying to visualise the best way to tag each area so that each team worked efficiently and had a similar number of houses to tag.
Suggestions for improvements	Finding a way to reduce any risk of losing data since bin taggers entered data onto an Excel sheet on their phones. Also, streamlining the recruitment process to make things easier on bin tagging staff and WMRC HR.
Highest contaminants	The highest recycling contaminants were soft plastics and bags. The highest GO contaminants were general waste and recycling. And for

	general waste, the highest contaminants were recyclables then green waste.

The report provides an overview of the results from bin tagging undertaken from March/April and identifies educational opportunities regarding kerbside bin use. It also includes a summary of feedback received and suggestions for future bin tagging programs.

The previous bin tagging report was shared with WMRC waste and communications staff members along with the relevant Member Councils, and its findings was used to make improvements to the 2021 bin tagging program as well as create educational content for Waste Watchers Workshops and social media.



Progress Report 2021

Date: 26 May 2021
Prepared by:
Libby Eustance, WMRC

Contents

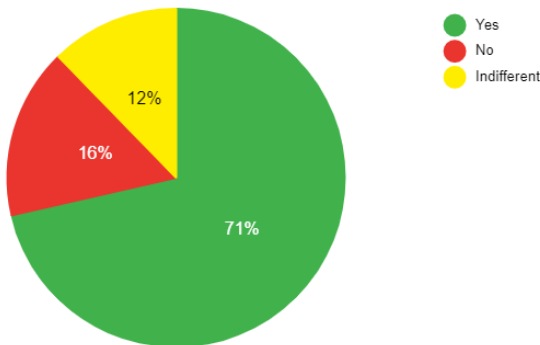
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1. Executive summary

The Verge Valet service is now provided to four councils with two further councils expected to participate over the next few months. Interest remains high with regular enquiries from other councils. Following a report produced for the Town of Mosman Park a year ago, this report summarises the service over the past 12 months and signposts likely developments over the next period.

The service continues to perform well against cost, tonnage and user preference metrics as highlighted in the following table.

Criterion	Chart	Description												
Collection Tonnages – Mosman Park and Cottesloe	<table><thead><tr><th>Category</th><th>Mosman Park</th><th>Cottesloe</th><th>Average</th></tr></thead><tbody><tr><td>Bulk</td><td>-32%</td><td>-34%</td><td>-33%</td></tr><tr><td>Green</td><td>-58%</td><td>11%</td><td>-24%</td></tr></tbody></table>	Category	Mosman Park	Cottesloe	Average	Bulk	-32%	-34%	-33%	Green	-58%	11%	-24%	Bulk waste down by over 30% when compared to scheduled service. Greenwaste collection quantities vary as comparisons are to different bin systems in 2018/19 reference year
Category	Mosman Park	Cottesloe	Average											
Bulk	-32%	-34%	-33%											
Green	-58%	11%	-24%											
Costs to host councils – Mosman Park and Cottesloe	<table><thead><tr><th></th><th>Town of Mosman Park</th><th>Town of Cottesloe</th></tr></thead><tbody><tr><td><i>Saving against projected price of a continued scheduled service</i></td><td>33%</td><td>Not yet known</td></tr><tr><td><i>Saving against budget for Verge Valet™</i></td><td>7%</td><td>16%</td></tr><tr><td><i>Average cost per household</i></td><td>\$36.45</td><td>\$21.65</td></tr></tbody></table>		Town of Mosman Park	Town of Cottesloe	<i>Saving against projected price of a continued scheduled service</i>	33%	Not yet known	<i>Saving against budget for Verge Valet™</i>	7%	16%	<i>Average cost per household</i>	\$36.45	\$21.65	Verge Valet™ is saving both councils against the budget allocated to it. Verge Valet™ costs a third less than the projected budget for a scheduled service. The cost per household is lower in Cottesloe than in Mosman Park
	Town of Mosman Park	Town of Cottesloe												
<i>Saving against projected price of a continued scheduled service</i>	33%	Not yet known												
<i>Saving against budget for Verge Valet™</i>	7%	16%												
<i>Average cost per household</i>	\$36.45	\$21.65												
Participation Rates – Mosman Park and Cottesloe	<table><thead><tr><th>Category</th><th>Mosman Park</th><th>Cottesloe</th></tr></thead><tbody><tr><td>Bulk waste</td><td>34%</td><td>26%</td></tr><tr><td>Green waste</td><td>22%</td><td>15%</td></tr><tr><td>Mattresses</td><td>6%</td><td>3%</td></tr></tbody></table>	Category	Mosman Park	Cottesloe	Bulk waste	34%	26%	Green waste	22%	15%	Mattresses	6%	3%	Participation rates are the number of collections divided by the number of households. Across the board, participation is lower in Cottesloe.
Category	Mosman Park	Cottesloe												
Bulk waste	34%	26%												
Green waste	22%	15%												
Mattresses	6%	3%												

User preference – across all host councils.	Prefer Verge Valet - All Councils <table><thead><tr><th>Response</th><th>Percentage</th></tr></thead><tbody><tr><td>Yes</td><td>71%</td></tr><tr><td>No</td><td>16%</td></tr><tr><td>Indifferent</td><td>12%</td></tr></tbody></table>	Response	Percentage	Yes	71%	No	16%	Indifferent	12%	User preferences are around 80% preferring Verge Valet™ across WMRC Member Councils. Lower preference in Town of Cambridge, may be related to change in collection quantities with change in system.
Response	Percentage									
Yes	71%									
No	16%									
Indifferent	12%									

2. Description of service

2.1 Timeline

Verge Valet™ is a pre-booked bulk and green vergeside waste service offered to all Western Metropolitan Regional Council (WMRC) Member Councils and other neighbouring councils on an opt-in basis as a replacement for the traditional scheduled bulk and green waste service. The concept was developed through a Project Control Group consisting of officers from all WMRC Member Councils led by WMRC staff, including a contracted Project Officer. After a competitive tender process, WMRC awarded the initial contract for the collection service to D&M Waste Management in October 2019. Processing is handled through existing bulk and green waste processing contracts.

The Town of Mosman Park was the first council to opt-in to the service in November 2019 with first collections at the end of January 2020. The timeline of opt-ins since has been as follows:

Council	Opt-in date	First collections	Allocations	Collection day
Mosman Park	Nov 2019	Jan 2020	2 bulk, 1 green	Mon
Cottesloe	Jun 2020	Aug 2020	2 bulk, 1 green	Mon
Cambridge	Sep 2020	Nov 2020	1 (later 2) bulk, 1 green	Tue & Wed
Peppermint Grove	Feb 2021	Mar 2021	3 bulk + 3 green	Mon

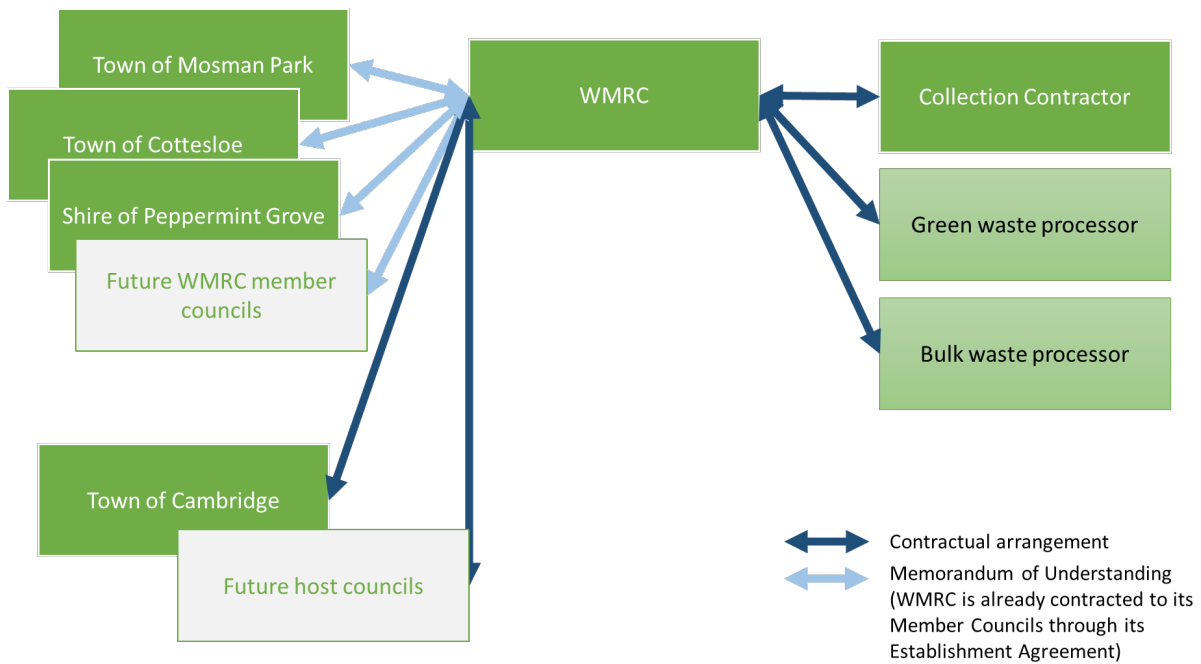
We expect the City of Subiaco to opt in from August/September 2021 and the City of Vincent from January 2022. Both of these are for a bulk-only service. There has been significant interest from several other councils.

2.2 Structure

Verge Valet™ is as much a communications service as an operational one. The operational improvement change to the previous service lies in balancing out the demand through the year; and in plotting a different weekly route around each area. The communications challenge is greater - to communicate to all residents: book first and then wait before putting out their bulk or green waste. Coordinating these two aspects is the web portal to the booking system. The former is managed by the WMRC, the latter by the collection contractor.

2.3 Contractual arrangements

The contractual arrangements are as shown below. As WMRC operates with its Member Councils under an Establishment Agreement, there is need only for a Memorandum of Understanding for Member Councils. The service is described through a contract for non-member host councils. In each case, an opt-in letter gives specific operational details of the service to be supplied.



3. Results

3.1 Cost

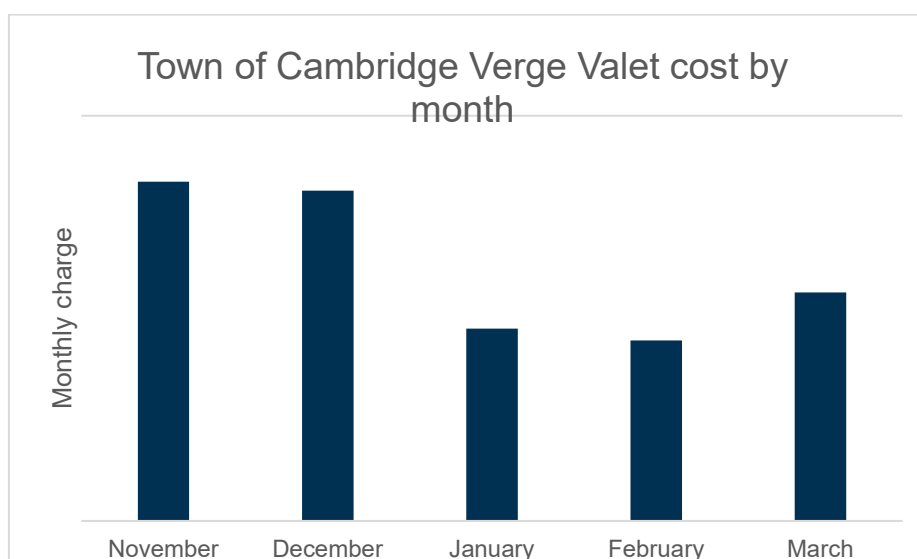
The cost of Verge Valet™ to the host council is made up of three components:

- Collection charges (bulk, green and mattresses). Charges are discounted by the contractor by 3.5% for each new adjacent council that opts-in, up to a ceiling of 14%.
- Processing charges (bulk, green and mattresses). These vary between Member and non-Member host councils according to the WMRC schedule of fees.
- Cover charge. This is 7% of the collection charge for WMRC member host councils, 12% for non-members.

Annualised service to date for the Towns of Mosman Park and Cottesloe has seen the following results:

	Town of Mosman Park	Town of Cottesloe
Saving against projected price of a continued scheduled service	33%	Not yet known
Saving against budget for Verge Valet™	7%	16%
Participation rate – bulk waste	34%	26%
Participation rate – green waste	22%	15%
Participation rate – mattresses	6%	3%
Average cost per household	\$36.45	\$21.65

November and December 2020 were the first two months of the service in the Town of Cambridge and were significantly busier than anticipated. There is not yet enough stability in the Town's data to make a reliable estimate of the annual cost.



3.2 Waste

The quantities of waste collected through this system are significantly less than those collected under a scheduled service. In the graphs below the annualised collection weight is compared with the latest available data (2018/19) from DWER through the My Council website. The data here is from the Towns of Mosman Park and Cottesloe:

Town of Mosman Park	Town of Cottesloe																		
Comparison with 2018/19 DWER (My Council website) Note: 2 bin system for half of 2018/19. Town of Mosman Park <table><caption>Mosman Park Waste Collection Data</caption><thead><tr><th>Waste Type</th><th>2018/19 scheduled service</th><th>Verge Valet (13 months scaled back)</th></tr></thead><tbody><tr><td>Annual Total Bulk Waste</td><td>316</td><td>216</td></tr><tr><td>Annual Total Green Waste</td><td>303</td><td>128</td></tr></tbody></table>	Waste Type	2018/19 scheduled service	Verge Valet (13 months scaled back)	Annual Total Bulk Waste	316	216	Annual Total Green Waste	303	128	Comparison with 2018/19 DWER (My Council website) <table><caption>Cottesloe Waste Collection Data</caption><thead><tr><th>Waste Type</th><th>2018/19 scheduled service</th><th>Verge Valet estimate (7 months scaled)</th></tr></thead><tbody><tr><td>Annual Total Bulk Waste</td><td>233</td><td>131</td></tr><tr><td>Annual Total Green Waste</td><td>97</td><td>92</td></tr></tbody></table>	Waste Type	2018/19 scheduled service	Verge Valet estimate (7 months scaled)	Annual Total Bulk Waste	233	131	Annual Total Green Waste	97	92
Waste Type	2018/19 scheduled service	Verge Valet (13 months scaled back)																	
Annual Total Bulk Waste	316	216																	
Annual Total Green Waste	303	128																	
Waste Type	2018/19 scheduled service	Verge Valet estimate (7 months scaled)																	
Annual Total Bulk Waste	233	131																	
Annual Total Green Waste	97	92																	
Bulk waste decrease 32%	Bulk waste decrease 44%																		
Green waste decrease* 58%	Green waste decrease 5%																		

* Note that in Mosman Park there was no fortnightly Garden Organics bin service in 2018/19

In the Town of Cambridge, the service was introduced just after the time a scheduled service was traditionally held. As a result, the first two months of the service was significantly busier than expected with the following months slowing to an uptake level nearer that of Mosman Park. We expect this lower uptake level to continue but are not able to make a reliable annual projection of waste quantity.

3.3 Resident feedback

Resident feedback in the towns of Mosman Park and Cottesloe has been overwhelmingly positive, with 80% of users preferring Verge Valet service in each case. The results from the Town of Cambridge have been not as strong, however much of this feedback is from the period in which the residents only had one bulk and one green waste allocated; this has recently increased to two bulk waste collections and we expect to see the preference steadily climbing. These graphs show the responses to the question 'Do you prefer Verge Valet over a traditional verge collection?'

	Town of Mosman Park	Town of Cottesloe	Town of Cambridge
Yes	80%	79%	50%

Indifferent	10%	10%	18%
No	10%	11%	32%
Rate the service as a whole	 4.66 Average Rating	 4.81 Average Rating	 4.27 Average Rating

Residents are also asked for their comments on the process. Analysing the words used in these comments shows a much higher frequency of positive words than negative as shown by the examples below:

Positive	Instances	Neutral	Instances	Negative	Instances
Good	107	Verge	185	Problem	21
Easy	147	Time	111	Concern	7
Efficient	69	Year	74	Damage	10

Residents' main concerns are around whether there are any increased costs through rates, the destination of materials collected and occasionally, particularly in busy periods, around verge damage. The contractor makes good any damage as soon as he is notified.

During the early part of the year, we noted consistent commentary from residents assuming that Verge Valet™ would collect materials which would be reused through rehoming them. This is not the case, although as much material as possible from the items collected is salvaged. We have included a page in the booking process, and commentary in the communications material encouraging residents to use other means to rehome or repair reusable items and reinforcing that Verge Valet™ is for items which can no longer be used.

4. Issues

4.1 Website and Booking system

Currently Verge Valet™ is housed on the WMRC website, although is accessible through vergevalet.com.au and vergevalet.com. We recommend moving it out to its own site at vergevalet.com.au over the next months. This will be less confusing for residents, particularly those from beyond our Member Council boundaries.

The booking and resident notification system is owned and managed by the collection contractor with free access available to registered WMRC users and for host council staff as appropriate. There have been rare instances of disappearing bookings and residents' email clients rejecting notifications. Work is underway to rectify these issues.

In addition, currently resident queries through the booking system are answered by the collector on a weekly basis. The collector has increased the staffing level to allow for daily notifications. There is also work underway to automate the remaining manual steps in the process. This will alleviate some concerns around scaling up to meet the existing pipeline of new host council clients.

4.2 Illegal Dumping

Fears of an increase in illegal dumping caused by the implementation of Verge Valet™ are generally unfounded. In the first few months of the change to the system and despite resident notifications, there are still some people who do not realise that they need to make a booking before they place their items out for collection. However, this decreases to near zero over time. A survey of compliance/ranger services among host councils found that switching to Verge Valet™ has if anything, slightly decreased illegal dumping in the area and has made any that does appear more identifiable.

Verge Valet™ also offers the convenience for rangers/ compliance officers to use the service to remove illegally dumped materials.

4.3 MUDs

Multi-Unit Dwellings have long been a challenge for verge collection of all types. The Verge Valet™ approach is for those under a certain size (generally 25 units) to be treated the same as Single-Unit Dwellings and for those over that size to be coordinated via the strata manager, building manager, caretaker or similar. Allocations per unit are the same as other residents, collections are timetabled for a specific week of the month and held quarterly, monthly or as booked. Where appropriate and with the relevant permissions, items may be placed in a pre-determined location within the boundary of the unit complex.

When such a system is introduced after the launch of a Verge Valet™ service in an area it has proved problematic. We recommend that, in the future, the contact details and permissions for the relevant MUDs are obtained prior to the launch of a Verge Valet™ service.

4.4 Communications

Communications concerning the introduction and implementation of the service need to be consistent, repeated, and made through many channels (including website, social media, print advertising, printed materials). The WMRC continues to provide a suite of communications materials to host councils; these are adapted to the slightly differing requirements for each host council.

A summary/ reminder flyer applicable to all host councils would be a useful addition to the existing materials which are focused on the introduction of Verge Valet™ as a new service.

Roles in communications to residents need to be clear. Essentially, they are as follows:

Host Council:

- publicise service through existing channels
- answer simple resident queries (eg how do I book? How does it work?)
- handle bookings for those without internet access
- coordinate with strata/building managers

WMRC:

- brand
- design communications materials
- answer non-routine resident queries
- handle bookings for those without internet access
- staff the Recycling/Verge Valet™ telephone hotline service
- host the booking site

Collector:

- confirm bookings
- issue reminders
- collect resident feedback
- manage resident communications between booking and collection

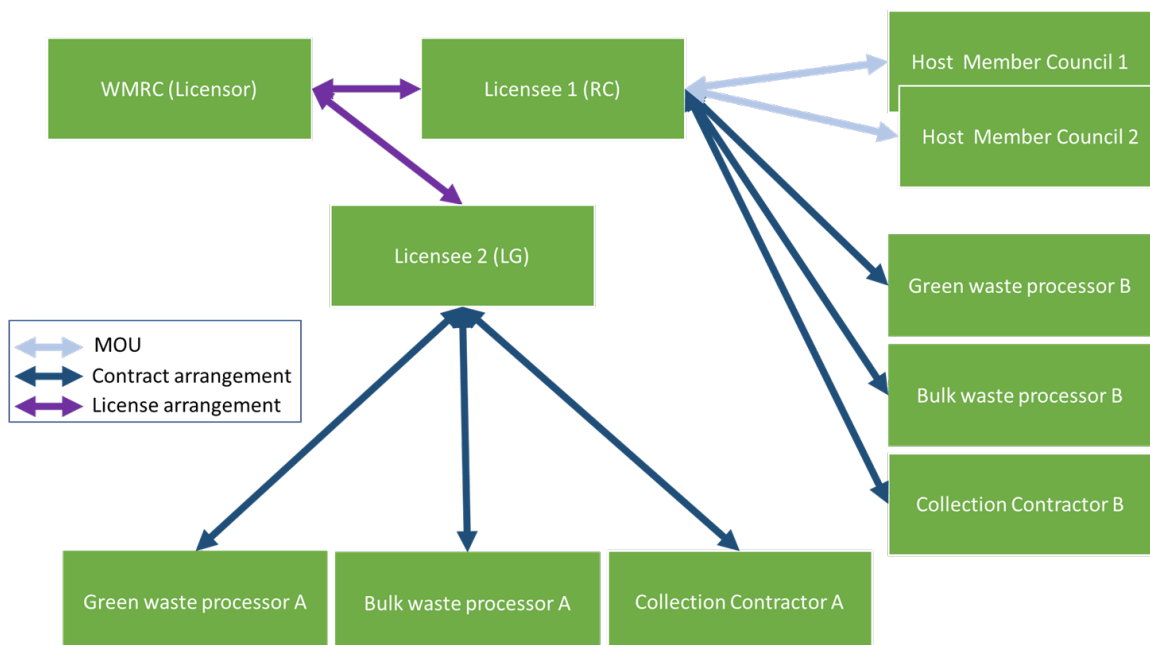
5. Developments

5.1 Brand protection

WMRC's investment in service development requires protection of the brand value. We are processing trademarking the brand through a trademark and expect it to be complete during the next 9 months. To date we have received favourable responses to the application from IP Australia. The logo has been slightly adapted for trademarking purposes; this logo will be progressively rolled out across the service.

5.2 Scale - Licensed model

Many of the enquiries to date from other councils have been from those with a population much larger than existing host councils. The existing contractual structure is inappropriate for this situation and we are proposing a licensed model as outlined below to facilitate this. We expect this development to occur over the next 6-24 months.



5.3 Booking system enhancement

In order to offer a licensed version of Verge Valet™, it would be likely to incorporate a robust, user-friendly booking system. This would imply some investment but allow WMRC to gain revenue from the brand.

6. Recommendations

Recommendations made through the body of this report are gathered here for ease of reference.

Recommendation	Responsibility	Timing
Moving Verge Valet™ pages to vergevalet.com.au site	WMRC	By end July 2021
Rectify booking site issues	D&M	By end June 2021
Automate manual portions of booking system where feasible	D&M	By end June 2021
Obtain contact details and permissions for the relevant MUDs prior to the launch of a Verge Valet™ service	Forthcoming host councils	By introduction of service
Create and distribute summary/ reminder flyer applicable to all host councils	WMRC	By end June 2021
Develop licensed model to service larger councils	WMRC	Sept 2021-Mar 2023
Explore and locate booking system to support licensed model	WMRC	Sept 2021-Mar 2023

ATTACHMENT 11-3A - Progress on WMRC Resolutions as at 26 May 2021

Key: **Red – resolution not yet commenced.** **Orange – resolution underway.** **Green – resolution complete**

DATE	ITEM	TITLE	COMMENT
OCM 3 December 2020	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	Complete – superseded by resolution 10.6.2 at OCM 4 Feb 2021.
OCM 4 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.	Complete – superseded by resolutions 10.5.1, 10.5.2 and 10.5.3 1 April 2021.
	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.	Complete
	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 Receipt 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.	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

OCM 1 April 2021	10.5.2	CEOAC members be invited to provide a representative for the FOGO Project Control Group to be chaired by WMRC.	Complete – FOGO PCG formed and has had its initial meeting.
	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.	In progress – development of project plan by the FOGO PCG is underway.
	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.	Complete – two briefings were held for Member Councils Elected Members on 20 May 2021 at the Town of Mosman Park. The proposed Waste Supply Agreement was made available to CEOs for viewing as from 27 May 2021.